



FACULTY BYLAWS

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Approved by Michael Williams, DO, MD, MBA, President

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ARTICLE I - THE FACULTY

Section A- Composition

As defined in Faculty Policy 6.002 Faculty Appointment, Reappointment and Probationary Period, a faculty member shall have a specified academic rank and hold an appointment for a fixed term as determined by the Provost and approved by the President. Faculty appointed with tenure will also require approval by the Board of Regents.

Section B - Voting Privileges

Voting privileges are extended to those faculty members appointed under Section A above, who are employed full-time as defined by Faculty Policy 6.002. A current list of faculty members eligible to vote shall be compiled and maintained in the Office of Faculty Affairs. Eligible faculty members shall have one vote each on matters (i.e., seconded motions brought to the faculty assembly; elections to membership on faculty committees) voted on by the faculty. The Faculty Senate shall consider and vote on amendments and additions to the Faculty Bylaws on behalf of the voting faculty as described in Article II. Membership on the Faculty Senate and eligibility is described in Article III.

ARTICLE II - THE FACULTY ASSEMBLY

It is the responsibility of the UNT Health Science Center to assure and protect academic freedom within the governing framework of the institution, and it is the responsibility of faculty members to ensure that their actions fall under appropriate responsibility. Refer to UNTHSC Policy 6.001 Academic Freedom and Academic Responsibility for further information.

Section A – Composition

Meetings of the faculty will be described as the faculty assembly. The faculty assembly shall be composed of the faculty members as defined in Faculty Policy 6.002.

Section B – Responsibilities

1. The faculty assembly shall serve as a forum for the dissemination and exchange of ideas between the faculty and the administration and to promote collegiality, exchange of information, and promotion of discussion.
2. The faculty assembly shall be kept informed on all proposed amendments and/or substantive revisions to the faculty bylaws that are acted on by the Faculty Senate.

Section C – Procedures

1. Faculty assemblies shall be called by the President, Provost, the Faculty Senate, or on request of the deans or on petition of twenty percent (20%) of the voting faculty.
2. The faculty assembly shall be conducted at least three (3) times each year.
3. Action of the Faculty Senate or standing committees may be referred to the faculty assembly by majority vote of the Faculty Senate or by petition of twenty percent (20%) of the voting membership of the faculty assembly.
4. Robert's Rules of Order will be utilized to govern the proceedings of the faculty assembly.
5. The president of the Faculty Senate or his/her designee shall preside at faculty assemblies.
6. The agenda for meetings of the faculty assembly shall be prepared by the Faculty Senate in conference with the deans, the Provost and/or the President. Items not placed on the agenda by the Faculty Senate and/or the President or the deans, may be so placed by written petition of twenty percent (20%) of the voting faculty. The secretary of the assembly shall be responsible for distributing notices of meetings and copies of the agenda to all members of the faculty at least ten (10) working days prior to the date of the meeting.
7. Minutes of all faculty assemblies shall be distributed to all assembly members within fifteen (15) working days of the meeting.

ARTICLE III – FACULTY SENATE

Section A – Composition

All voting members of the Faculty Senate shall be elected from the full-time faculty members as defined by Faculty Policy 6.002. Four (4) faculty senators will be elected from each school/college and serve for a two-year term. One half of the members of Faculty Senate shall be elected each year.

1. Procedure for Nomination - Nominations will be made within each academic school/college and shall be submitted to the dean no later than April 30 of the year of election.
2. Procedure for election - An election will be held within each school/college by May 31 of the year of election. The dean shall forward the names of the elected members to the Faculty Senate recording secretary no later than June 1.
3. Ex-officio members - The chair of the faculty bylaws committee shall serve as an ex-officio member of the Faculty Senate. Non-voting consultants may be called from

diverse interests within the UNTHSC at the request of the Faculty Senate to serve for a limited period of time for specific purposes.

4. The elected members shall begin their term of office at the first formal meeting in September.
5. Determination of who will serve staggered terms shall be by the membership of the Faculty Senate that is duly constituted after the approval of these bylaws.

Section B – Responsibilities

The Faculty Senate shall act in an advisory capacity to the deans, Vice Provosts, the Provost and the President with respect to UNTHSC policy on matters relating to personnel, faculty bylaws, appointment, promotion, tenure, faculty and student grievance, instructional activities, research, service programs within the UNTHSC and other matters that may affect professional functioning of the faculty. The executive committee of the Faculty Senate or their designee(s) shall serve as representatives of the faculty at all appropriate meetings of UNTHSC administration at which these policies and procedures are discussed. Specific duties include:

1. The Faculty Senate may recommend academic policy for the university, acting with due regard to the requests and needs of the specific departments and schools, to the advice of the President and Provost, and to the Board of Regents Rules and the Texas Higher Education Coordinating Board. Such policies become official when published by the President.
2. The Faculty Senate may consider all matters of general welfare to the university including matters raised by senators, by senate committees, by the President and Provost, and, through petition, by any other administrative official or body, and by any full-time faculty member who shall then have the right to speak to the petition. Decisions on all such matters shall be final when approved by the President, subject to the regulations of the Board of Regents of the University of North Texas System.
3. Members of the Faculty Senate represent the faculty at large and constitute the voting members of the faculty on matters concerning the UNTHSC Faculty Bylaws.
4. The Faculty Senate shall oversee compliance with the faculty grievance policies of the UNTHSC.
5. The Faculty Senate shall evaluate each faculty developmental leave application and recommendation of the department chair. The Faculty Senate shall, within ten (10) working days, forward its recommendation to the appropriate dean or vice provost, who then sends a recommendation to the Provost, who shall forward a recommendation to the President. Upon the recommendation of the President, the Board of Regents may grant a development leave of absence to a faculty member for study, research, writing, field observation, or other suitable purpose if it finds that the faculty member is eligible by reason of service. In addition, that the purpose for which

the faculty member seeks a development leave is one for which a faculty development leave may be granted, and that granting leave to the faculty member will not place on development leave a greater number of faculty members than that authorized. The Provost shall notify the faculty member of the decision.

6. Annual review of *ad hoc* committees of the Faculty Senate regarding their continuance shall be performed by the Faculty Senate and recommendations forwarded to the President through the Provost. The Faculty Senate shall be informed of the establishment of *ad hoc* committees when appointed.
7. The executive committee of the Faculty Senate shall prepare and transmit to the faculty a listing of the membership and the year of expiration of terms of all standing committees once each year and this report will be sent to all faculty members in the fall term.
8. The Faculty Senate shall oversee all institution-wide elections.

Section C- Procedures

All operational and/or procedural matters pertaining to the Faculty Senate are to be developed by the Faculty Senate and contained within the Faculty Senate Bylaws in accordance with Regents Rule 06.104. The executive committee membership is defined by the Faculty Senate Bylaws.

1. The Faculty Senate shall meet monthly. Meetings may also be called by the provost, the President or by petition of at least twenty percent (20%) of the Faculty Senate or by written petition of thirty percent (30%) of the faculty assembly members. Notice of regular meetings and agendas shall be distributed to all members of the Faculty Senate at least three (3) working days prior to meetings except in the event there should arise an extraordinary circumstance requiring an emergency meeting of the Faculty Senate. The Faculty Senate shall receive recommendations from the standing committees of the UNTHSC for the agenda for faculty assemblies.
2. The Faculty Senate shall maintain edited minutes of its meetings for inspection by any member of the faculty before any subsequent meeting of the Faculty Senate.

ARTICLE IV – COMMITTEES

Section A– Committees

1. *Ad hoc* Committees: Ad hoc committees are created by the President, Provost, vice provosts or dean(s) for an expressed purpose and shall function for a period of one (1) year or less unless re-appointed.
2. Standing Committees: Standing committees shall be provided with recording secretaries to be assigned by the President, Provost, vice provosts or dean(s). The

recording secretary shall have the responsibility for preparing minutes of all meetings. Copies of these minutes, as approved by majority vote of the appropriate committee, shall be maintained by the committee chair and placed on file in the office of faculty affairs and development. The minutes shall be accessible to the faculty as specified by each committee.

- a. Terms of Office: Except where otherwise specified herein, elections for positions on committees shall be at the end of the spring semester and newly elected members shall take office at the first meeting of the committee after September 1 of each year. The scheduling of such elections and announcement of results shall be performed under the direction of the Faculty Senate. Appointments to committees shall be made on the same calendar basis except where otherwise specified.
- b. Vacancies: Vacancies which occur in the memberships of committees shall be filled by the same mechanism employed in the initial selection. A member thus selected shall serve for the remainder of the vacated term.
- c. Election of Committee Chair: Except where the chair of the committee is appointed by the President or Provost the chair of each standing committee shall be elected by and from the voting members of the faculty of that committee, pending approval by the President, at its first meeting of the year.
- d. Quorum: A quorum of each of the standing committees of the UNTHSC shall consist of a majority of its voting members.
- e. Reporting Requirements: Each standing committee shall report to the faculty assembly as needed.

ARTICLE V- STANDING COMMITTEES

Membership on standing committees shall be full time faculty appointed by the President or elected by the faculty at large for a designated term. Non faculty members may be appointed to standing committees in compliance with federal or state regulations. All committee chairs are elected by the members subject to the approval of the President or his/her designee, unless otherwise specified in these bylaws. All committee chairs, appointed or elected must be full time faculty members.

Section A- Faculty Policies and Bylaws Committee

The Faculty Policies and Bylaws Committee reports to the President through the Provost.

The Faculty Policies and Bylaws Committee shall act in an advisory capacity to the Faculty Senate, Vice Provost for Academic Affairs, the Provost and the President with respect to UNTHSC policy and bylaws on matters relating to personnel, appointment, promotion,

tenure, post tenure review, faculty grievance, instructional activities within the UNTHSC and other matters that may affect professional functioning of the faculty.

1. Composition and terms: the Faculty Policies and Bylaws Committee shall consist of two (2) full-time faculty members from each school and a chair appointed by the President to serve staggered two (2) year terms. The chair of the Faculty Policies and Bylaws committee or designee shall serve on the HSC Policy committee.
2. Responsibilities: The Faculty Policies and Bylaws Committee shall be responsible for reviewing and/or submitting proposed amendments and additions to the faculty policies and faculty bylaws at regular Faculty Senate meetings for consideration and subsequent decision by the faculty senators for recommendation to the administration. The committee may initiate faculty policy or faculty bylaws amendments and additions or may act at the request of other members of the academic community. The committee may receive requests for amendments either in the form of general suggestions for amendments or in the form of specifically worded proposed changes. The committee shall regularly review departmental, school/college, institute, center, and Faculty Senate bylaws as submitted.
3. Procedures: When new faculty policies or faculty bylaws, or amendments to the existing faculty policies or faculty bylaws are proposed, the initiating entity shall first refer the amendments to the Faculty Policies and Bylaws committee. After the Faculty Policies and Bylaws Committee has reviewed or formulated proposed amendments or additions to the faculty policies and/or bylaws, the proposed amendment(s) or additions to the faculty policies and/or bylaws shall be initiated by a first reading at any regular meeting of the Faculty Senate and shall be ratified by a simple majority of the senators attending the next regular meeting. The first reading shall be regarded as an announcement of pending consideration. Debate on the proposed amendment or addition shall take place at the second reading, at the next regular meeting of the Faculty Senate. Such amendments and additions to the faculty bylaws shall be published in the minutes and disseminated to the entire faculty. After the Faculty Policies and Bylaws Committee has formulated proposed amendments or additions to the faculty policies and/or bylaws, the proposed amendment(s) or additions shall be forwarded to the HSC Policy Committee.
 - a. Changes in the titles of offices and of academic units shall be made in faculty policies and/or bylaws as they occur by the Faculty Policies and Bylaws Committee. All such changes shall be reported to the Faculty Senate at its next regular meeting, and shall become final when so reported, unless the senate shall vote to treat the report as a first reading of a proposed bylaw. All such amendments shall become final when approved by the President.
4. Regular Review: The Faculty Policies and Bylaws Committee shall review the faculty bylaws and faculty policies at intervals not to exceed five (5) years to determine whether the faculty bylaws and faculty policies are adequate for their purpose.

5. Interpretation: In situations where the application of the faculty bylaws and faculty policies is unclear, the Faculty Policies and Bylaws Committee shall interpret the meaning of the faculty policies and bylaws and forward its interpretation to the President. In addition, the Faculty Policies and Bylaws Committee shall serve as the appeal body for the interpretation of the faculty policies and faculty bylaws of the various entities of the UNTHSC.
6. Minutes: Copies of the minutes of the Faculty Policies and Bylaws Committee shall be available to faculty members.

Section B- Faculty Grievance and Appeal Committee

The Faculty Grievance and Appeal Committee shall report to the President through the Provost.

1. Composition and terms: The committee shall consist of two (2) members from each school elected from the full-time faculty having the rank of associate professor or professor. A chair shall be elected from among the committee members with consent from the Provost and an alternate from the corresponding school will fill the newly elected chair's slot. The term of service for members and alternates shall be two (2) years, with terms staggered so that one-half of the members (one from each school/college) are elected each year. Nominations and elections to fill vacancies on this committee shall be made by the Faculty Senate. The election shall be by ballot following the spring faculty assembly. Two members and two alternates from each school/college will be elected based upon the ranking of popular vote of the faculty. Alternates may fill unexpired vacant positions on the committee or serve when a regular member recuses oneself from hearing a particular matter. Department chairs and deans cannot serve, and there shall be no ex-officio members of this committee.
2. Responsibilities: The committee shall receive written appeals from faculty members and conduct hearings, as described in Faculty Policies 6.003 Faculty Tenure and Promotion Policy, 6.004 Evaluation of Tenured Faculty Policy, 6.005 Faculty Discipline and Termination Policy, 6.006 Faculty Grievance Policy as appropriate.
3. Minutes: Copies of minutes of the meetings of this committee shall be available only to committee members, the appealing faculty member and the administrator whose decision was appealed.

Section C- Scholarships, Loans, and Awards Committee

The Scholarships, Loans, and Awards Committee reports to the President through the Provost.

1. **Composition and terms:** The members of this committee shall be appointed by the Provost for a one-year term. The Director of Financial Aid will chair the committee as a function of the position. As chair, the Director of Financial Aid will only cast a vote on items that result in a tie vote from the appointed members. The director of the office of financial aid, the designated scholarship coordinator in the financial aid office, and a representative from the development office shall be permanent ex-officio members of the committee. Membership shall consist of one faculty representative from each school/college housed on the UNTHSC campus.
2. **Responsibilities:** This committee shall formulate policies and procedures by which loans, scholarships, grants and other financial aids may be awarded to students. This committee shall also make recommendations as to the recipients of the various special awards that are made to certain students. These policies and procedures shall be approved through proper channels and in accordance with state and federal law. The committee is then responsible for equitable distribution of these policies and procedures for the awarding of such financial resources as are available to the appropriate student applications.
3. **Access to minutes:** In order to protect the privacy of students and applicants for financial aid and to ensure confidentiality of materials provided to the committee, access to minutes and other records of the committee shall be restricted to persons who, in the judgment of the committee, have need for such information. Summaries of minutes from which confidential information has been deleted may be provided to persons so qualified.

ARTICLE VI- MODIFICATIONS OF PROCEDURES

The procedures contained in this document may be modified on a case-by-case basis with due regard to all parties provided such modifications do not prejudice the rights of those involved and are made to effectuate justice.

ARTICLE VII- AMENDMENTS TO FACULTY BYLAWS

Amendments and additions to the faculty bylaws shall be initiated by a first reading at any regular meeting of the Faculty Senate by the chair of the faculty policies and bylaws committee and shall be ratified by a simple majority of the senators attending the next regular meeting, provided that a quorum is present. The first reading shall be regarded as an announcement of pending consideration. Debate on the proposed amendment or addition shall take place at the second reading, at the next regular meeting of the senate. Such

amendments and additions to the faculty bylaws shall be published in the minutes and distributed to the entire faculty. Changes in the titles of offices and of academic units shall be made in the bylaws as they occur by the faculty bylaws policies and committee. All such changes shall be reported to the Faculty Senate at its next regular meeting, and such changes shall become final when so reported, unless the senate shall vote to treat the report as a first reading of a proposed bylaw. The policies, bylaws and all amendments thereto shall take effect when approved by the President.

Amendments and/or substantive revisions may be proposed by any faculty member by submitting them in writing to the faculty policies and bylaws committee at least sixty (60) calendar days in advance of Faculty Senate consideration.

Notwithstanding the above, these faculty bylaws may be amended or revised by actions of the President.