

TEXAS WOMAN'S UNIVERSITY

Faculty Senate General Session

March 7, 2025

LIB 101 and Zoom

The meeting was called to order at 10:01 a.m.

Roll Call

Abbott X	Acho X	Barnett X	Burke, A. X	Burke, M. X
Dello Stritto X	Dice X	Dillon X	Du X	Dunlap SUB
Elkins X	Ernst X	Gates X	Gullion X	Hynds X
Lambert X	Landrum	Lucero Jones X	Miketinas X	Morgan SUB
Petersen	Richmond X	Rosa-Dávila X	Sen X	Sit X
Smith	Talleff X	Terrizzi X	Trujillo-Jenks X	Van Erve X
Woods X				

Parliamentarian: Jacob Blosser

TCFS Representative: Shawnda Smith

Substitutes:

- Dr. Adesola Akinleye
- Dr. Victoria LaVacca

Substitute for Dr. Ilana Morgan, Division of Dance

Substitute for Prof. Jayne Dunlap, College of Nursing / HOU

Recognition of Guests

Faculty:

- Dr. Ronda Bell
- Dr. Catherine Mbango
- Dr. Junalyn Navarra-Madsen
- Dr. Linda Rubin
- Prof. Tanya Synar

College of Nursing / DEN

College of Nursing / HOU

School of the Sciences / Mathematics

Faculty Ombudsperson / Professor, Psychology

Visual Arts Division

Staff:

- Ms. Stephany Compton
- Mr. Scott Martin

Academic Outreach – TWU Libraries

Manager of Curriculum, Catalogs, & Academic Communications

Approval of Minutes

Motion to Approve, Gates; second, DelloStritto

1 abstained; motion passed

Approval of Agenda

Motion to Approve, Gates; second, DelloStritto

Motion passed unanimously

Guest Speakers

Lisa Rampy, Division of University Advancement - Unable to attend as she needed to attend an event at the American Cancer Society. She'll be attending the April meeting to discuss fundraising efforts and loss of some state/federal funding.

TEXAS WOMAN'S UNIVERSITY

Provost Forum – Dr. Angela Bauer

In the middle of searches for key leadership positions - Dean College of Health Sciences, Dean COPE, Executive Director Faculty Success, VP Faculty Affairs - strong applicant pool. Just finished some interviews for Dean of Health Sciences. Excited about the quality of the pool. Please attend the vision presentations even if it's a dean for a different college. Three candidates for VP of Faculty Affairs coming next week. Three finalists for ED Faculty Success, one already has a position, so two. Arts & Sciences - needed to do an RFP to lock in a search firm and starting in the fall. Juliett Spencer started as Interim Dean in January, so we're fine to push to the fall. Look for an email with all of the dates in one place. CAS dean interviews will run in the fall, despite the budget email that came out. At the vision presentation, please put our best foot forward and make a good impression on the candidates.

At the next Cabinet meeting, vote on Faculty Grievance Policy. Discussions of faculty workload and exploring different types of faculty lines (teaching vs research focused). Hiring Hanover to do a study to see what models are out there and working for comparable institutions. Dr. Bauer will bring it to Council of Chairs and Academic Council. Hanover study will take until May, so we won't be able to discuss in senate this year, but we'll start at the beginning of fall.

Thank you for participating in the AI survey. Got a lot of really meaningful information from the survey: Where our resources should be devoted and the resources we should have available.

Policy on AI use and intellectual property and FERPA: If you have your own personal account and upload student data (for grading), it becomes public property. Please stop doing that moving forward. An enterprise license would help with some of that, but the license would be over \$1M, which is not in the budget right now.

What should these trainings look like? Video you can access on your own time, workshop? How could AI be used to lighten your workload without causing problems. How to advise students on how to ethically use it. How to identify if students are plagiarizing or using it to polish their original work. Need to have clear policies for students, but it may be department/college specific. Dr. Scott did a presentation on the Dallas campus on AI. Senator suggests that a workshop like that would be very helpful. Optional workshops and any mandatory training should be video/recorded. Personal license to ChatGPT has options to not upload your data for the training program. Other universities are using Co-Pilot, and they promise not to use the data. Be careful that students are still learning and not just using AI to get through the entire program. You can use AI to help and make you a more critical thinker, but students could just turn in the output rather than looking at it. AI can save you lots of time though. For example, Dr. Bauer was writing a book and was able to ask AI to complete the references section from in-text citations. Daniel Ernst & Lee Brown have a cohort learning how to use AI. Those members would be able to go to their colleges and lead workshops. May be able to tailor the programs for the colleges through these people. Socratic dialogue. You can train a GPT to engage a student in a Socratic dialogue individually. Students who are shy can use it and/or in large class sizes. 183 respondents to the survey. She was hoping to have graphs/charts ready for today, but it will be next meeting.

Governor said no tuition increase (including differential, etc.). She's working hard to find ways to cut costs in a way that doesn't damage the student experience. Huge savings - just cut back on low enrolled courses - UG 12 or more and Grad courses 6 or more. Analysis of low enrolled courses, and we're leaving a lot of money on the table. Trying to come up with a way to use analytics to predict enrollment. Let's plan ahead based on students coming in and who would need the courses and use that to open the

TEXAS WOMAN'S UNIVERSITY

appropriate number of seats. Work with chairs, advisors before the start of a semester and moving the registered students to other sections to help close some of the smaller classes. UG courses that are required and limited/capped to 14 students because of the presentation requirements. Required courses for grad programs and there is low enrollment because of where students are in their curriculum/pre-reqs. So there are some exceptions that we need to consider. Some senior capstone courses that have lower enrollment as well. Acknowledged that they do exist, but we need to look at ways to do this more efficiently. Won't be individualized instruction. Think about program accreditation issues (max enrollment 1:25 ratio, or 1:12). She's not suggesting raising enrollment caps, but identify the exceptions and be more efficient in how we run courses. Chancellor's email about budget cuts - we don't have any firmer information yet, probably June/July. Dr. Bauer is just thinking about ways we can be more efficient in the way we conduct business. There's nothing we can do right now to change the legislature's mind. Chancellor and Kevin Cruzar have been working on this to convey our mission, etc. Funding that was taken away that would impact other universities as well, do we think that there would be enough pressure from all of the universities would help. It might, but we don't know. Suggestion - course assignments are known in advance. If you know you have a course that might not make, it might be helpful to give notice that you know your course might have to be changed, so faculty aren't surprised 2 weeks before the start of class. She'll give us a timeline as soon as she knows it as it will involve a number of people/departments.

There is an opportunity for us to recruit more students from India and we offer a variety of STEM programs. She's looking into those programs and coming up with an on-ramping plan. Marketing & Communications is working on it and talking to people in the colleges about what it would mean to have more students. It would be very measured. Maybe 25 students the first year. Want to make sure we have the resources for them to be helpful. Working with other institutions that have done this to make sure we do it well. STEM programs provide 3 years of OPT, which explains their interest in those programs. Dr. Du - University in Shanghai reached out with a student population like ours and wanted to do a 2+2, before COVID. Those students would need to come here and take English class, we don't have enough resources to teach English class for those students. Logistics - not enough dorm space. Would this be mostly at the grad or UG? This would be both. Hynds - 90% of program was from India - word of mouth. A few students from European countries as athletes. Bachelor & Master's in 4 years back home, said that the university here had concerns that they had already taken graduate coursework back home and here they put them in UG courses and couldn't get into grad school. Lost these students because they couldn't do what they were coming here to do. Kristina Kaskel-Ruiz and Jake Laughlin are leading this effort - they're thinking about everything to allow us to be prepared. We probably need to expand our international office. They've already had cutbacks and are struggling to service our current international population. Can cause our current students to be out of compliance with their visas.

Shannon Scott's updates provided by Dr. Bauer - Transition to Watermark has begun. Download a Word version of your CV from Sedona before April 1. There will be a window of time when neither is available. Course evaluation portion of Watermark through Canvas will be tested during the summer (hoping for 1st session, but may be the 2nd session). For P&T - continue submitting materials through Sedona. March 28th, you need to inform your ACA of your intent to apply for promotion. External reviewers by March 28th for tenure/promotion. April 30th celebration of excellence. Thanks everyone for coming to the faculty appreciation events. Videos of students sharing gratitude. No one saw the videos. Might be forthcoming.

TEXAS WOMAN'S UNIVERSITY

Senator: Understands the TWU “wait and see” what actually happens with proposed legislation, but could we be more forward looking on proposals? Speaker is bringing it to the AC meeting. SB 1489 - dissolving faculty senates and leaving in the hands of the Board of Regents.

Themes from the town hall meetings - If SB 17 migrates into the classroom and there were course related restrictions, we would think of multicultural and women’s-based courses and required in core. We have faculty who teach there. Immediately about jobs for people who teach there. We will find homes for those people that is relevant to their areas of expertise. Women’s & Gender Studies - typically have broad graduate coursework and may be able to teach in other areas. Same would be true if there was removal of federal funding for things like TRIO. Already thinking about how we could move/reposition those staff. We’re hopeful that it doesn’t get to that point. People propose bills to draw attention, but they don’t all come to fruition. A lot don’t even get out of committee. There’s a large ripple effect from making some of these changes. Some accreditation agencies require some of this. Impacts the workforce in the state. Are we doing anything more than just planning for this potential change? Is there a thought about a group effort across institutions to remind legislators that it’s problematic (Where would we get nurses, etc.?) Kevin Cruser and Dr. Feyten are doing work with the legislators and committees. Senator: president of accreditation agencies are getting requests for exemptions on teaching diversity courses. It’s starting to impact and influence accrediting bodies. Social work accreditation - they’re in conversations, but they’ve always done anti-racism - even as a competency. They’re talking about rephrasing. MWGS - Dr. Bauer and Interim Dean have been discussing positions - joint appointments might be a good fit and they’ve been looking at it. Dr. Bauer will meet with faculty (and not just leadership). What she loves about working with the leadership here: the mindset is that we comply with the law, but we don’t proactively do anything beyond that. They are talking through all of the scenarios here. Discussions she’s having are just proactive and not that we’re actively moving. Senator states that some have removed cultural competency and are pressuring some counseling accreditation.

Senate discussion:

Incident on the Houston campus with water being shut off - emails were sent about safety concerns regarding not having water. Told that Denton was aware and didn’t have concerns about it. Who maintains the flags on campus? Current flag is tattered and we’re having an event today, the Texas flag is torn and is disrespectful.

Few incidents at the Houston parking garage. Dr. Adams sent an email saying be careful, etc. There was a rape in the garage adjacent to their garage and a second rape at a university garage nearby. What are we doing proactively and what safety measures do we have in place?

Reporting in the news that Dept. of Education is going to be dismantled. Financial Aid might move to another department. Financial Aid might be disrupted, do we have a plan in place to help students in the transition? She’ll speak with financial aid.

Could we get better signage for people with disabilities on which entrances work if you are in a wheelchair? Maybe take an accessibility tour so we can see where we need to improve the signage. Accessibility committee has had discussions about this, but haven’t had much progress.

TEXAS WOMAN'S UNIVERSITY

Speaker Report – Emarely Rosa Dávila

Not a lot of updates as Academic Council didn't meet because the Chancellor had to cancel to testify/be in Austin. Encourage everyone to attend town hall meetings. She thinks the Denton town hall was successful. Her feedback from faculty was that there is a message that TWU administration has the intention to keep us informed and the information is very vague. We want more detail. We understand that there are things they can't talk about publicly and need to be careful. In faculty senate leadership meetings with administration, we're asking these questions. She wants the Chancellor to say that she plans to pushback if the legislature wants to make changes that impact our mission as a woman's institution.

Unfinished Business

Constitution and Bylaws Amendment - adding language to clarify that officers must be seated senators and the TCFS rep needs to be seated for the first year of their term.

First reading on the updated format for the Constitution/Bylaws Second reading in April

New Business

Nominating Committee Members for electing 2025-2026 Faculty Senate officers - open positions speaker, speaker pro tem, and secretary. Let them know if you're interested in running and send a brief bio.

Speaker Pro Tem Report – Peggy Landum – no report

Secretary Report – Suzanna Dillon: Thank you, Megan, for taking the minutes

Report from TCFS Representative – Shawnda Smith: Files in shared folder - list of bills that were being highlighted at the meeting - bill tracker link available. Bill removing accreditation bodies. Oral report themes - research designations and how it applies to research & promotion, turnover concerns, budget, workload. Written report themes - enrollment, shared governance, budget, legislative concerns, admin turnover, P&T revisions, funding, AI, DEI

Standing Committee Chair Reports

Academic Freedom and Responsibility: Working on a document between AFR & ASC - brainstorming to work towards a document for best practices for shared governance and policy development. Communicate with our leaders (deans, etc.). Probably housed in Academic Freedom's folder. Put down anything you think is inconsistent across the university and might benefit from a best practices procedure. Two announcements - not advocated for either, just informing that they're happening. Stand up for Science event calls for scientists to walk out at noon and gather with people who are doing organized protests to promote science. In Texas, there are two organized events in Dallas tonight and one in Austin. Nothing organized in Denton. [StandUpForScience2025.org](https://standupforscience2025.org) if you want more info. AFT - public education legislative action days. Correspond to spring break, so this Monday and the following

TEXAS WOMAN'S UNIVERSITY

Monday. Public ed K-12 and higher education. Buses are organized from different areas. Training in the morning on how to interact with legislators and the afternoon will be to actually meet with them.

Academic Standards Committee: No report

Administrator Evaluations: ACA evals were completed last Friday and the data is being compiled right now. Should get the information soon.

Budget and Planning: No report

Committee Selection Committee: No report

Constitution and Bylaws: First read. Change in format - section in the Constitution Article III Section 2. He believes we need to add the word bylaws in the section because the reference is unclear. In side-by-side format, the constitution says something and the bylaws say no bylaws proposed. That doesn't make much sense in separate documents. The footer is updated for every date of revision, but they're running out of room in the footer for all of the dates. Some have a section at the beginning or end of the document. Others just provide the last amended date. Where should we put this information if we want to keep it. To accommodate the numbering, where there are none, say no applicable bylaws. Suggestion to put the revised dates at the front. Agreement with the suggestion to add the word bylaws in Section III.

Elections: Apportionment - entered/updated the number of voting faculty. Arts & Sciences has the most people and most seats. COBE has five open lines that are hiring for the fall. Take the total voting faculty and divide by 31 seats. 14.45 faculty per senator. Arts & Sciences has 10. COPE gained a seat. COBE drops from 3 down to 2. The total math got to 29 senators and looked at the rounding and the college closest to .49 gets the seat. Finally, Health Sciences & Nursing have to apportion across the campuses. Call for nominations sent out where there are seats open. If you're in your 2nd or 4th year, you need to be re-nominated. Committee report attached.

Equity, Inclusion, and Anti-Racism: No report

Faculty Handbook: No report

University Committee Liaison Reports

Budget: Getting the list out soon with the membership

Athletic Council: Are athletics profitable - are we making money or spending money? Suzanna will ask for details on that. No athletics council meeting since last meeting. Women's Basketball has championship this weekend. Stunt Team hosted an event last weekend, we won and they are advancing forward. Softball is doing well, split last series against West Texas A&M (who regularly wins the championship). Students have to do volunteer hours to get invitation to celebration event at the end of the year.

Curriculum Committee: February meeting and report in folder.

Distance Education Advisory Committee: No report

TEXAS WOMAN'S UNIVERSITY

Faculty Evaluation & Development Committee: Report in folder. 2 documents in folder as well. Recommendation for post-tenure review (every 6 years instead of every 3 & tied to raises/merit). Keep the 4 levels on evaluations, but include a description and have colleges develop criteria with detailed rubric. Stop training evaluators to limit the number of people receiving certain levels (x number of outstanding). What to do about discrepancies between the committee's decision and the dean's decision? Discussion about teaching versus research tracks. Looking at benchmarks from other universities. Which evaluation (dean versus PRC) for merit pay?

Graduate Council: Met on 2/19, enrollment update (spring numbers not looking great, but finished on a high). Summer applications are up. Fall applications are up 14%. Academic standards committee working on a policy for revaluation coursework. Program review policy? No. Graduate faculty status policy was discussed.

Honorary degree: No report

Undergraduate Council: No report

Ad Hoc Committee for Student Success: No report

New Concerns

During town hall - suggested a town hall for students, especially regarding immigration issues. Dr. Bauer said they're already scheduling something. TWU student lawyer will be there as well. Support students - student life said no to bringing a speaker to campus. Wonny Lervisit said that the student org that asked are associated with TWU. TWU sponsored orgs can't bring specific speakers, but independent organizations could do it. Refer these groups to other student organizations (like LULAC) to do it. Advisors can help, but requests need to come from students. Which organizations are "TWU sponsored" versus not sponsored? If you receive money from TWU, you are TWU sponsored. Speaker is going to look into this.

Comment about merit - with the Chancellor's email, merit probably won't happen this year. In May, someone is coming to the meeting to talk about merit. A number of years without merit. When do we prioritize merit increases for faculty as we continue to have this issue and leadership doesn't want to solve this issue/concern? It's not taken seriously as a budget item. Mark Hamner is coming in May to talk about the number. Speaker says in the meeting's she's been at it sounds like the leadership is taking it seriously and considering faculty merit raises. Chancellor and Provost have a commitment to make it happen. Dr. Bauer confirmed that and says she's looking for ways to be more efficient and include this in the way they budget. We drift a bit when we have a lot of interims. Right now, she's focusing on those low enrollment courses because it's millions of dollars over the last five years. There are ways to course correct and do business in ways that are established. Needs to still serve students and not dump new preps on faculty right before the start of a semester. Program numbers and meeting with deans and components where enrollments have declined. Shifts in way we do business, course corrections, etc. It will have impacts on revenues. Looking for sustainable programs should be at least breaking even. If not, we should look for ways to make that happen. There are ways to tighten without being a huge burden. Announcement in nursing about pay adjustments and then the email about the budget. Last biennium there was an additional allocation of money to raise nursing salaries. Unique situation and a separate pot of money for this purpose, so they can make these market adjustments. This will bring their pay

TEXAS WOMAN'S UNIVERSITY

more in line with peers. 29 vacant positions. Need to identify efficiencies, so we have money for merit for others. Nursing is likely then removed from the merit pool, so no pay adjustment and then merit.

Bill filed for \$10K increase in faculty salaries for K-12 and higher ed because we were excluded the last time the state did raises. Not sure if the state will provide funds for it. We now have the budget committee and push for your college representative to push for regularized pay adjustments/merit raises.

Next week, Dr. Bauer will email the committee members to schedule first meeting.

Adjournment

Motion to Adjourn, Terrizzi

Meeting was adjourned at 12:06 pm

Megan Burke, Substitute Secretary

The Nominating Committee members and chair have been selected for administering the nominations and elections for the 2025-26 Faculty Senate officers:

CAS – DiAnna Hynds - Den

CHS – Supriya Sen - Hou

COB – Sandra Gates - Den

CON – Jennifer Talleff - Dal

COPE – Laura Trujillo-Jenks - Den

Jennifer Talleff has agreed to Chair the Nominations Committee.

There are three officer positions open for the 2024-25 Senate: Speaker, Speaker Pro Tem, and Secretary. In the case that members of the nominating committee accept a nomination to run for an officer position, alternate names will be provided.

Information regarding the open officer positions and the procedures for nominations and elections will be emailed to the Senators following elections. If you have any questions, please contact Jennifer Talleff - jtalleff@twu.edu.

Jennifer Talleff, MSN, APRN, FNP-C, CLNC, EBP-C

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CONSTITUTION and BYLAWS of the FACULTY SENATE of the TEXAS WOMAN'S UNIVERSITY

PREAMBLE

The Texas Woman's University system comprises a community of academics engaged in the pursuit and sharing of knowledge through teaching, scholarship, and service. This Constitution and Bylaws of the Faculty Senate of the Texas Woman's University are established in the spirit of shared governance, that all components of the University may freely and creatively work together in the pursuit of truth and the advancement of the institution.

CONSTITUTION

ARTICLE I: NAME

Section 1. The name of this organization shall be the Faculty Senate of the Texas Woman's University.

ARTICLE II: RESPONSIBILITIES, FUNCTIONS. AND PROCEDURES

Section 1. The purpose of the Faculty Senate is to act as a deliberative assembly in matters of general concern to the University and to serve as an organized voice for the faculty of Texas Woman's University. This body shall consider with due regard the requests and needs of faculty and shall represent faculty of all components of the university. To accomplish these purposes, the Faculty Senate shall serve as a forum for exploration of issues that pertain to the university and address those issues that influence faculty welfare and productivity. The Faculty Senate shall initiate and participate in the formulation and implementation of policies relating to scholarly pursuits and to academic freedom and responsibilities. Furthermore, the Faculty Senate shall participate in shared governance of the university with the administrative officers and the Chancellor/President of the University, under the authority of the Board of Regents of Texas Woman's University while adhering to the regulations of the State of Texas and the Texas Higher Education Coordinating Board. Such policies, to become official, shall require the approval of the Chancellor/President of the University, and the Board of Regents, when appropriate. However, the Faculty Senate does not serve as a complaint hearing or review agency in any grievance procedure or matter.

Section 2. To provide a means by which the Chancellor/President of the University may communicate University business to the Faculty Senate, a time period shall be made available to the Chancellor/President of the University at each meeting as may be requested by the Chancellor/President. This time may be used, at the discretion of the Chancellor/President of the University, to brief the Senate on a topic under study, for an interchange of views on any topics of mutual interest, and to inform the Faculty Senate of the status of its recommendations.

Section 3. In order to insure that the Faculty Senate is informed on the status of its

recommendations, the Speaker of the Senate shall communicate regarding these matters with the Chancellor/President of the University as appropriate.

Section 4. The Faculty Senate shall regularly report its activities to the faculty of the University. Notice of the agenda of all meetings will be given, and minutes of meetings shall be made readily available to the faculty.

Section 5. The Faculty Senate shall establish its own rules of procedure and bylaws, except that such may not be in conflict with this Constitution or with established policies of the University. The business of the Faculty Senate shall be conducted according to the most recent edition of *Robert's Rules of Order*, unless otherwise specified by this Constitution or the Bylaws.

ARTICLE III: COMMITTEES OF THE SENATE

Section 1. Standing Committees

The Faculty Senate shall establish within the Senate the following standing committees:

- Academic Freedom and Responsibility
- Academic Standards
- Administrator Evaluation
- Budget and Planning
- Committee Selection (See Article III, Sect.2)
- Constitution and Bylaws
- Elections
- Equity, Inclusion, and Anti-Racism
- Faculty Handbook Committee

Other Senate standing committees may be added as deemed necessary by amending the Constitution and Bylaws.

Section 2. Committee Selection Committee

The Senate Committee Selection Committee shall be composed of one Senator from each voting unit and shall be formulated in May as a first order of business in the newly seated Senate. The Committee Selection Committee shall distribute a committee preference list to new members of the Senate for indication of choice of preferred committee. The Committee Selection Committee will collate the preferences and submit the slate of Committee membership to the incoming Senate at the May meeting. The Committee Selection Committee will recommend, for Senate approval, faculty members for appointment to the various University Committees as specified in the Faculty Handbook and in Article VIII, Section 2.

Section 3. Nominating Committee

A Nominating Committee shall be convened by the Committee Selection Committee no later than the regular April Senate Meeting.

Section 4. Executive Committee

The Speaker, the Speaker Pro Tempore, the Secretary, the immediate past Speaker, the Delegate to the Texas Council of Faculty Senates, and the Chairs of the Standing Committees of

the Faculty Senate shall serve as the Executive Committee. The Speaker shall preside over monthly meetings of this committee.

Section 5. Ad hoc Committees

The Speaker of the Senate may establish ad hoc committees as needed for a defined purpose. Ad hoc committees may also be created by motion or resolution of the Senate.

ARTICLE IV: FACULTY SENATE MEMBERSHIP, QUALIFICATIONS, RESPONSIBILITIES, AND ELECTIONS

Section 1. Membership

The Faculty Senate shall be made up of Senators who are representing the voting faculty.

Section 2. Qualifications of Senators

Senators shall:

- (a) Be employed full-time by the University at the time of election.
- (b) Maintain voting faculty status
- (c) Have at least two years of membership (exclusive of summer terms) in the voting faculty at this University as of the date of election
- (d) Be below the administrative level of department chair or the equivalent thereof
- (e) Not have served as a Senator for at least one year after having served three consecutive full terms on the Faculty Senate

Section 3. Responsibilities of Senators

Each Senator shall represent the interests and concerns of his/her component during or within the Faculty Senate Meetings.

Section 4. Election of Senators

Senators shall be elected by the voting faculty of each voting unit by a simple majority of votes cast. The Elections Committee shall conduct all elections of Senators as identified in Article V in the Constitution.

Section 5. Terms of Office

The term of office of each Faculty Senator shall be two years.

Section 6. Voting Units

The voting units for the purpose of electing members to the Faculty Senate shall be as follows:

College of Arts & Sciences
College of Business
College of Health Sciences
College of Nursing
College of Professional Education
Library

Section 7. Apportionment.

The Senate shall reapportion itself for each annual election of Senators in accordance with the Constitution and Bylaws. In order to maintain a constant number of 31 members in the Senate, an apportionment ratio of number of voting faculty to number of Senators shall be set before each regular annual Spring election using the following formula:

$$\text{apportionment ratio} = \frac{\text{total number of voting faculty}}{31}$$

The resulting apportionment ratio shall be rounded to the nearest whole number. The voting faculty of each voting unit shall elect one Senator for each apportioned group of voting faculty members, or major fraction thereof, as determined by the apportionment ratio, but not fewer than one Senator. In recognition of the multi-campus nature of the University, voting units having voting faculty assigned to two or more campuses shall elect Senators from those respective campuses according to the apportionment ratio, but the representation of the voting unit shall not exceed the total number of Senators to which the voting unit as a whole is entitled.

Section 8. Vacancies.

Vacancies in the membership of the Senate shall be declared by the presiding officer of the Senate upon the death, resignation, ineligibility, or removal from office of a Senator. A vacancy in the Senate is not created by the absence of a Senator during the summer or by a faculty leave of absence of less than one semester during the long session; however, Senators are not able to vote in the Senate while on leave of absence from the University.

Section 9. Removal.

The absence of a Senator from three regular meetings of the Senate during the academic year, without reasonable cause, shall constitute cause for removal of the Senator from the Senate.

Section 10. Resignation

Senators who are leaving the University or who can no longer serve as Senators shall submit to the Speaker, as much in advance as possible, a written letter of resignation indicating the effective date of resignation.

ARTICLE V: NOMINATIONS AND ELECTIONS OF SENATORS

Section 1. Regular elections for Senators shall be held each Spring semester. The voting faculty shall nominate and elect members to the Faculty Senate in all the voting units in which the terms of Senators are expiring. The elections shall be completed by the date of the regular May meeting of the Senate. Elections may be held either by paper ballot or by using electronic means.

Section 2. All Senators elected in the regular election shall take office at the regular May meeting of the Senate. The terms of office for Senators shall begin with this meeting. The term

of office of a Senator shall expire upon the seating of his or her successor.

Section 3. Senators elected to fill unexpired terms shall take office immediately upon election.

ARTICLE VI: OFFICERS, DUTIES, AND ELECTIONS; DELEGATE TO THE TEXAS COUNCIL OF FACULTY SENATES, DUTIES, AND ELECTION

Section 1. Officers

The elected officers of this association shall be the Speaker, Speaker Pro Tempore, Secretary, and the Delegate to the Texas Council of Faculty Senates. Elected officers of the Senate have the same right as other members to initiate business before the Senate, to participate in its discussions, and to vote.

Section 2. Duties

Speaker

The Speaker of the Faculty Senate shall be the facilitator for the Faculty Senate and preside over general session and executive meetings. The Speaker is expected to attend Academic Council meetings, Attend Board of Regents meetings, and meet with Chancellor and Provost on a regular basis, typically once a month in the Fall and Spring terms.

Speaker Pro Tempore

The Speaker Pro Tempore shall assume the duties of the Speaker of the Senate in the absence of the Speaker. When possible, the speaker pro-tem is expected to attend the regular meetings with the Chancellor and Provost.

Secretary

The Secretary of the Faculty Senate shall maintain the essential records of the Faculty Senate. The Secretary is responsible for calling the role at general session meetings and taking the official minutes of the meeting. When possible, the speaker pro-tem is expected to attend the regular meetings with the Chancellor and Provost.

Delegate to the Texas Council of Faculty Senates

The Delegate to the Texas Council of Faculty Senates shall represent Texas Woman's University Faculty Senate at meetings of the Texas Council of Faculty Senates and shall provide Faculty Senators information related to higher education issues. The Delegate must be a sitting Faculty Senator when first elected. The Delegate may continue to represent TWU at up to four semi-annual meetings of TCFS after leaving the Faculty Senate.

Section 3. Election of Officers

Officers shall be elected annually by the Faculty Senate. As soon as feasible following the election of new Senate members in the Spring semester, the Nominating Committee of the current Senate shall call for nominations for Speaker, Speaker Pro Tempore, Secretary, and the Delegate for the Texas Council of Faculty Senates, if the term has expired for the previous Delegate (Refer to Bylaws, Article III, Section 3 for Nominating Committee membership process). The Nominating Committee shall compile the list of candidates and distribute a slate

of nominees with biographical sketches to the Senate prior to the regularly scheduled May meeting. The biographical sketch must include a mandatory Conflict of Interest Statement. This statement must explicitly disclose any existing or potential conflicts of interest, particularly those arising from relationships (whether by consanguinity or affinity) with any administrators within the institution. Nominations from the floor will be accepted if the nominee has signed a consent document and provides a biographical sketch.

Section 4. Terms of Office

Faculty Senate Officers are elected for a one-year term; the Delegate to the Texas Council of Faculty Senates is elected for a three-year term.

Section 5. Vacancies

Vacancies in offices of the Senate shall be declared by the presiding officer of the Senate upon the death, resignation, ineligibility, or removal of such officers.

Section 6. Removal of Officers

Officers of the Senate may be removed for cause by vote of two thirds of the members present.

ARTICLE VII: MEETINGS

Section 1. Regular Meetings

The Faculty Senate shall schedule regular meetings at least monthly during the regular academic year.

Section 2. Special Meetings

Special meetings of the Senate may be called by the Speaker of the Senate as needs arise. A special meeting must be called by the Speaker of the Senate if petitioned in writing by at least twenty percent of the Senators holding office at that time.

Section 3. Quorum

A quorum of the Senate shall consist of the presence of a majority of those holding membership in the Senate at the beginning of a Senate meeting and whenever a vote is held. Based on information provided by the Secretary, the Speaker rules on the existence of a quorum. In the case of no quorum, the Speaker may adjourn the meeting.

Section 4. Agenda

The agenda shall be set by the Executive Committee and made available to the University Community. Senators who wish to propose new business shall apply to Senate officers for a place on the agenda for consideration of such business. Any member of the university community may bring a matter of university concern to the attention of the Senate by indicating such, in writing, to the Secretary of the Senate who will advise as to the necessary procedures to be followed. The order of business may be altered at any meeting by a majority vote of the members present. The published agenda may be amended to include or delete items of business at the time of Agenda Approval by an affirmative vote of 2/3 of Senators present. Items of business added to the agenda may be briefly discussed but only voted upon

at that same meeting if the item is deemed an emergency by 2/3 of the Senators present. Only Senators can introduce an agenda item for discussion or vote. Faculty members and University administrators in attendance at Senate meetings may seek recognition by the Speaker of the Senate to address agenda items. The Speaker may recognize such persons to speak at times that are consistent with the agenda. The Chancellor/President and the Provost/Vice President for Academic Affairs shall have the right to address the Senate.

Section 5. Conduct of Business

The business of the Faculty Senate includes policy matters and non-policy issues. Those items having significant effect on all faculty members require first and second readings. Issues not involving policy do not require first and second readings. The usual parliamentary rules as set forth in the most recent edition of Robert's Rules of Order shall govern all deliberations of the Faculty Senate when not in conflict with Senate Constitution and Bylaws or with established policies of the University.

Section 6. Closed Session

The Senate may declare closed session by a vote of two-thirds of the members present.

ARTICLE VIII: UNIVERSITY COMMITTEES

Section 1. The Chancellor/President of the University establishes and defines the nature of University ad hoc or Faculty Committees or councils on any one of the campuses, or joint committees of the above, and determines if members are to be elected or appointed. The Speaker shall designate the representatives of the Faculty Senate to ad-hoc committees. In the case of appointed Faculty Committees, the Faculty Senate shall designate the faculty appointees, unless otherwise provided by University policy or presidential designation.

Section 2. Subject to the approval of the Faculty Senate, the Committee Selection Committee of the Senate shall make nominations to the Faculty Senate for the Faculty Committee designees referred to in Section 1 of this Article.

Section 3. The Faculty Senate shall work cooperatively with the Chancellor/President of the University to assess the roles and functions of the University committees and the extent to which these committees may be integrated into the committee structure of the Faculty Senate or otherwise assist the Senate in the discharge of the responsibilities allocated to it under this Constitution.

Section 4. University Committees with Elected Representation

The Elections Committee shall conduct the elections to the University faculty committees that require election of members, unless otherwise provided by University policies or presidential designation.

ARTICLE IX: AMENDMENT OF CONSTITUTION AND BYLAWS

Section 1. An amendment to the Constitution may be initiated by the Senate or by members of

the voting faculty.

Section 2. The Speaker refers the proposed amendment(s) to the Constitution and Bylaws Committee for study and for preparation of a written report to include recommendations and rationale for changes. The ratification of the proposed amendment shall follow the procedures set forth in Section 2 of the Bylaws.

Section 3. Amendments and additions to the Constitution and/or Bylaws, which have been ratified by two-thirds of the faculty voting in the election, will be submitted to the Chancellor/President of the University for approval.

BY-LAWS

ARTICLE I: NAME

Section 1. The name of this organization shall remain as stated unless the University acquires a different name. Should the name of the University change, this organization shall be renamed to reflect the current name of the University.

ARTICLE II: RESPONSIBILITIES, FUNCTIONS, AND PROCEDURES

Section 1.

(a) On matters before the Senate other than routine matters or procedural matters, and subject to the applicable provisions of (b) below, a proposal shall have one reading in final form followed by a preliminary vote by the Senate. If the measure passes that vote, it shall be held over until a final vote is taken at the next regular meeting of the Senate. Two readings permit time for informing the faculty of pending actions. If the measure is sustained in the final vote (with or without amendment), it shall be deemed approved by the Senate.

(b) A proposal for academic policy, at the meeting at which it is introduced, will be offered for explanation, enquiry, and possible debate. A vote will not be taken at this point; instead, the proposal will be referred by the Speaker of the Senate to an appropriate committee for study, report and recommendation. The committee will be responsible for submitting the proposal for review and comment to the departments, divisions, schools, and colleges affected; to the Chancellor/President of the University; to any other University officers directly concerned; and to any applicable University committees. A reasonable time shall be allowed for the receipt of comments, but in no event will the Senate take final action on such a proposal until at least four weeks have elapsed from the date of submission for review and comment. When finally approved by the Senate, such policy shall be submitted to the Chancellor/President of the University for consideration and action, subject to the regulations of the Board of Regents.

(c) For the limited purpose of the Senate vote, the determination of whether a matter before the Senate is a proposal for academic policy, a routine matter, or a procedural matter, or some other matter within the competence of the Senate, shall be made by the Speaker of the Senate, in consultation with the Parliamentarian, and subject to override by a majority vote of the Senators present.

(d) When the Senate takes final action on any matter except routine or procedural matters, the number of ayes, nays, and abstentions occurring on the final vote will be recorded in the minutes and transmitted along with any resulting policy proposal or expression of views.

Section 2. [NO BYLAWS PROPOSED]

Section 3. [NO BYLAWS PROPOSED]

Section 4. Reporting to the faculty; minutes

(a) The Secretary of the Senate shall distribute to the faculty and officers of the University copies of the agenda for each meeting of the Senate at the same time that the agenda is distributed to the Senators. Copies of the agenda will also be available from the Secretary upon request.

(b) Promptly after each meeting of the Senate, the Secretary shall prepare and distribute to the faculty generally a report summarizing the business transacted and listing the names of Senators who were absent. Minutes of each Senate meeting will be available in the Faculty Senate office and at each campus in the library or learning resource center thereof.

Section 5. Rules of procedure

Voting that requires documentation of the number of ayes, nays, and abstentions shall be through a show of hands or by standing, at the discretion of the presiding officer. A roll-call vote shall be conducted on any issue when requested by any three Senators. The results of such roll-call vote, with the individual votes reflected, shall be published in the minutes of the meeting.

ARTICLE III: COMMITTEES OF THE SENATE

Section 1. Standing Committees

(a) A brief description of the purposes of the standing committees is as follows:

Academic Standards - Addresses issues regarding the academic functioning of the University. The issues might include areas of concern with respect to admission standards, academic progression, academic support services, academic programs and academic integrity. These issues, however, are not considered all inclusive.

Academic Freedom and Responsibility - Addresses issues related to the conditions of faculty employment and faculty practice, as well as faculty's civil, academic, and intellectual rights.

Administrator Evaluation - Responsible for all aspects of the evaluation of administrators by faculty, including developing new forms and revising current forms, making recommendations related to either the policy and/or procedures, arranging for statistical analysis of the results, recruiting faculty in addition to Senators to help implement evaluations, maintaining security of the forms, ordering materials, submitting budget requests, and overseeing the Committee's budget.

Constitution and Bylaws - Interprets the Constitution and Bylaws for the Senate; considers, recommends, and ratifies amendments; may be called upon to draft Senate resolutions.

Budget and Planning - Coordinates the ongoing Senate process of shared governance with administration as it relates to budget and planning; works with the Speaker to prepare the annual budget request for the Faculty Senate.

Elections - Responsible for conducting the Faculty Senate elections (see Bylaws, Article IV, Sections 4-8, and Bylaws, Article V) and elections of faculty to serve on designated University committees as specified by the TWU Faculty Handbook.

Equity, Inclusion, and Anti-Racism - Addresses impacts of discrimination and racism experienced by faculty related to university policies and practices.

Faculty Handbook - Responsible for managing all aspects of the TWU Faculty Handbook which is designed "to provide new and continuing faculty information about TWU". This committee will work with the Provost/Vice President for Academic Affairs to ensure that information in the Faculty Handbook and the University Policies are similar.

(b) Membership

Members have one-year terms on standing committees of the Senate, but are eligible for re-election or reappointment. A term on a committee begins at the time of selection during the

May organizational meeting of the new Senate, and a term expires with the selection of new committees following the Spring elections or with the resignation or removal of the Senator from the Senate. The members of a standing committee may include others in addition to Senators with the approval of the Senate. The chair of the committee, however, must be a member of the Senate.

Committee membership typically consists of 4-6 Senators. The Elections Committee, however, will consist of five Senators, from among those Senators whose seats will not be at issue in the next immediate regular elections of the Senate. As nearly as practicable, the members of this committee will be from the different voting units and campuses.

(c) Meetings

Meetings of the standing committees shall be called by chairpersons as needed.

(d) Quorum

A quorum of a Senate committee shall be a majority of the membership. Only with a quorum present will a vote be considered binding. The Speaker of the Senate holds ex officio (nonvoting) membership on all committees. The Speaker will not be counted, however, in determining the quorum requirement of a committee.

(e) Reporting

All reports, recommendations, and motions of standing committees to the Senate will be in writing and distributed to Senate members in advance of each regular meeting. In addition to the written reports, committee chairs or designees at the regular Senate meeting may present orally as provided by the published agenda.

Section 2. Committee Selection Committee

As a first order of business in the newly seated Senate in the spring, Senators representing each voting unit will caucus briefly to select a representative to serve on the Committee Selection Committee. No more than one member of the Committee Selection Committee may be elected from any one voting unit during the year.

The Senate Committee Selection Committee will then as soon as practicable, but with due deliberation, nominate for Senate approval the members and temporary chairs of the other standing committees, except those filled under other provisions of these Bylaws.

Section 3. Nominating Committee

A Nominating Committee shall be convened by the Committee Selection Committee no later than the regular April Senate Meeting.

Section 4. Executive Committee

The Executive Committee provides leadership and makes recommendations to the Faculty Senate regarding procedural, financial, and management issues affecting the Senate. This Committee serves to improve the efficient discharge of Senate business and can make immediate or emergent decisions without the approval of the Faculty Senate, but such decisions must be presented to the Faculty Senate at the next meeting. Executive Committee decisions will be made by majority vote of those members present. The Executive Committee will meet monthly, preceding regular Senate meetings. A quorum shall be a majority of the committee members. The University Chancellor/President and/or other members of the

administration may be invited to discuss University business at the Executive Committee meetings. Executive Committee meetings will be open to attendance by all members of the University community. The Committee may choose to go into closed session during discussions of certain issues.

Section 5. Ad hoc Committees

Ad Hoc committees shall have Senate representation and may include other members of faculty and/or administration of the university. The Chair of the Ad hoc Committee shall be determined by that committee's membership.

Each Ad Hoc committee shall terminate automatically when its final report has been received by the Senate unless the Senate gives other instructions.

ARTICLE IV: FACULTY SENATE MEMBERSHIP, QUALIFICATIONS, RESPONSIBILITIES, AND ELECTIONS

Section 1. Membership

For the purpose of electing Senators, the voting faculty of the Texas Woman's University shall consist of all faculty holding appointment of at least one-half time in the tenure or non-tenure track and all full-time professional librarians. All other faculty such as visiting professors and adjunct faculty are not eligible to vote in Senate elections. In elections of Senators, persons on leave of absence are not eligible to vote. Department chairs who hold the rank of professor, associate professor, assistant professor, instructor, or lecturer are eligible to vote. Administrators above the level of department chairs are not eligible to vote.

Section 2. Qualifications of Senators

- (a) In the event of a voting unit having no candidate meeting the aforementioned criteria (Section 2), the Senate shall define alternate criteria for determining eligibility of a candidate(s) by a 2/3 majority of Senators present
- (b) Members of the Senate assuming administrative positions, as described in Article IV, Section 2d, of the Constitution, during their term of office shall not be eligible to continue as members of the Senate, and the respective voting units will be notified by the Elections Committee to elect a replacement to complete the term of office.

Section 3. Responsibilities of Senators

Responsibilities of each Senator include:

- (a) Attending all meetings of the Faculty Senate and participating actively until adjournment;
- (b) Reporting to and seeking information and input from members of the voting unit;
- (c) Reviewing existing or proposed academic policy;
- (d) Exploring general concerns/issues of faculty of the university;
- (e) Initiating policy proposals for consideration by administration;
- (f) Formulating and implementing policy relating to scholarly pursuits and to academic freedom and responsibilities;
- (g) Participating in shared governance of the university;

- (h) Actively seeking and conveying the needs, desires, and wishes of the voting unit to the total Senate;
- (i) In the event a Senator cannot attend a Senate meeting, the Senator may designate one of their fellow Senators as their proxy vote by notifying the Speaker and Faculty Senate Administrative Assistant; Senators may serve as a proxy for only one other Senator and a proxy vote does not count towards quorum;
- (j) Advising the Secretary of the Senate of his/her current mailing addresses

Section 4. Election of Senators

Election of Senators shall be completed for the upcoming year during Spring semester each year, preferably beginning the elections' process no later than February as identified in Article V in the Bylaws.

Section 5. Terms of Office

The terms of office for Faculty Senators will be staggered so as to permit the election of one-half of the Senate (or, if the Senate size is an odd number, as close to one-half as possible) each year. A member may be reelected for two consecutive terms. If a Senator is elected by special election to fill an unexpired term having less than one year remaining, that Senator may be elected for three more consecutive terms. The Senate Elections Committee will have the responsibility of ensuring that the terms of service will be staggered.

Section 6. Voting Units

Should a reorganization of the University result in the addition, merger, or elimination of any of the schools or colleges, the Faculty Senate shall have the power to add, delete, or reconfigure representation from voting units to conform with the reorganization of the university.

Section 7. Apportionment

(a) The census of the voting units shall be determined by the number of qualified voting faculty as defined in the Constitution. Seats will then be apportioned to voting units in accordance with the census. The apportionment for each regular annual Spring election of Senators shall be made on the basis of the voting faculty census that Spring, unless otherwise determined by the Senate. The apportionment shall be determined by the Elections Committee.

(b) For the purpose of determining the apportionment ratio, full-time professional librarians and academic faculty and clinical faculty with the rank of professor, associate professor, assistant professor, instructor, and lecturer are counted, as long as they are employed a minimum of one-half time. Faculty members having an appointment of as much as one-half time will count as one-half toward the unit's census in determining the apportionment ratio; faculty with an appointment of more than one-half will count as one person in the voting unit census. Other faculty are not counted.

(c) Persons having joint appointments in more than one department shall vote and be counted in the census of the voting unit in which the highest percentage of their time is assigned; persons whose appointment is 50 per cent in each of two voting units will be assigned to a voting unit by the Elections Committee unless that Committee is notified of a choice prior to an apportionment.

- (d) A voting unit may not elect more than one Senator from any one department unless a department exceeds the apportionment ratio by a major fraction (greater than 50%).
- (e) Elected Senators shall not be removed from their Senate seat prior to the end of the term to which elected because of a decline in the census of the voting unit by which elected.
- (f) Questions or appeals relating to the actions taken under the Constitution and Bylaws of the Faculty Senate regarding elections shall be directed to and settled by the Senate Elections Committee, subject to appeal to the Senate. An individual who wishes to appeal a decision made by the Elections Committee must submit a letter to the Speaker of the Faculty Senate with a rationale for requesting said appeal within 14 calendar days of notification of the Elections Committee's decision. The Elections Committee will then submit within 14 calendar days its report and justification for its decision to the Faculty Senate, which will discuss the report at the next regular meeting of the Faculty Senate and render a final decision.
- (g) Whenever a component is established, eliminated, or merged within a college or school, the Faculty Senate shall then reapportion members according to the method of apportionment established in the Constitution and Bylaws of the Faculty Senate.

Section 8. Vacancies

Special elections will be held as needed to fill vacancies. When such vacancies occur, the Elections Committee shall notify the affected voting unit within seven days of the determination of the vacancy, and the voting unit involved shall elect the replacement within a time schedule established by the Elections Committee and following the nomination and election procedures prescribed herein for regular elections. If a voting unit contains multiple departments, components, programs or schools, then Faculty Senator nominees shall be sought from all unrepresented elements (departments, components, programs, or schools) within that voting unit.

Section 9. Removal

Reasonable cause for absence from regular Senate meetings is defined as University business, illness, or unusual personal business as determined by the three elected officers of the Senate. The secretary shall notify any Senator who has two absences. A Senator who is so removed has the right to appeal to the body of the Senate which may reinstate the Senator by majority vote.

Section 10. Resignation

When a Senator resigns from the Senate, the Speaker shall notify the Secretary and the Chair of the Elections Committee of the resignation and the effective date. If the resignation will be effective at the end of an academic year, the election of a Senator to fill the vacant position will occur as part of the regular Spring Senate elections, if possible. At other times of the year, the replacement Senator will be elected by special election within two months of the resignation, excepting summer months.

Should no letter of resignation be received from someone who is known to no longer be a member of the faculty, then the Speaker can declare the vacancy.

ARTICLE V: NOMINATIONS AND ELECTIONS OF SENATORS

Section 1. Nominations

- (a) The Elections Committee will conduct all Senate elections as specified below.
- (b) Following the apportionment of seats by the Senate in the Spring, the Elections Committee will notify each voting unit in which Senators' terms are expiring as to the number of Senators to be elected and will provide a list of the persons within the voting unit who will be eligible for election to the Senate. The Elections Committee will establish deadlines for nominations for Senators in each voting unit in which Senators are to be elected. The committee will specify which, if any, positions are to be filled from any particular campus.
- (c) The Elections Committee will request the voting faculty of each voting unit to nominate candidates for the Senate positions to be filled in that voting unit. Nomination is made by sending the name of the nominee, along with a consent-to-serve form signed by the nominee, to the chair of the Elections Committee. When asking for nominations, the Elections Committee will notify the voting units of the deadline for making such nominations.

Section 2. Elections

- (a) The Elections Committee will oversee this election process, using either paper ballots or electronic means. In either format, names of all nominees who under the constitution are eligible to serve in the Senate shall be included.
- (b) The Elections Committee will conduct the elections in each voting unit, with the assistance, if necessary, of additional voting faculty. The Election Committee shall ensure that election is secret, whether the election employs paper or electronic. Notification will be sent to each voting unit of the time and place for the counting of ballots, and one representative of the voting unit may observe the counting of the ballots. This representative will be determined by the members within the voting unit; the method used will be at the discretion of the voting unit. Prior to tally of the ballots, the Elections Committee must be notified in writing by the component head as to the selection utilized and the individual selected.
- (c) In voting units where only one Senator is to be elected, the vote will be by simple majority. In the event no candidate receives a majority, the names of the candidates with the highest and next highest number of votes shall remain on the ballot and a second secret-ballot vote will be taken. In case of a tie vote in the second election, the winner will be determined by lot. In voting units or campuses where more than one Senator is to be elected, voters may vote for as many candidates as there are positions to be filled. The votes received by each candidate will be tallied, and those candidates receiving the largest number of votes will be declared elected, subject to the possibility of a run-off election if two or more candidates tie in votes for a position to be filled, and subject further, when applicable, to the provision of Article IV, Section 7d of the Bylaws. When this section applies, after all the candidates permitted to be elected from a single department have been elected, other candidates from that department receiving votes that would otherwise be sufficient for election will be stricken from the list of those being elected.
- (d) The Elections Committee will inform the voting unit of the names of the persons elected, will inform the persons elected, and will give the same information to the Secretary of the Senate. In the event of a demand for a recount of the votes within a specific voting unit, by a faculty member eligible to vote, a written request must be submitted to the Elections Committee. Such request must be made within three (3) days following the notification of the

results of the election, and must state reason for the demand. Notification of the results of the recount will be announced at the following Faculty Senate meeting.

(e) The Secretary of the Senate shall verify at the beginning of each long term whether elected Senators continue to be eligible and if they are still members of the faculty. The Secretary shall notify the Speaker of the Senate and the Chair of the Elections Committee of vacancies, according to voting unit, within ten days of the beginning of each long term.

Section 3. [NO BYLAWS PROPOSED]

ARTICLE VI: OFFICERS, DUTIES, AND ELECTIONS; DELEGATE TO THE TEXAS COUNCIL OF FACULTY SENATES, DUTIES, AND ELECTION

Section 1. [NO BYLAWS PROPOSED]

Section 2. Duties

The Speaker shall:

- (a) Serve as chair of the Faculty Senate Executive Committee and report on the actions of the Faculty Senate Executive Committee to the Senate at each regularly scheduled meeting of the Faculty Senate.
- (b) Schedule the regular meetings for the Senate year.
- (c) Prepare an agenda for all Faculty Senate sessions in collaboration with the Faculty Senate Executive Committee.
- (d) Preside at all meetings of the Faculty Senate.
- (e) Appoint ad hoc committees of the Faculty Senate.
- (f) Represent the Faculty Senate at University functions and activities
- (g) Communicate Faculty Senate business to appropriate parties.
- (h) Appoint a Parliamentarian to be confirmed by the Senate. (The Parliamentarian shall advise the Speaker on matters on procedure and parliamentary procedure.)
- (i) Serve as an ex officio (non-voting) committee member in all Faculty Senate Committees.
- (j) Serve as a voting member of the Faculty Senate.
- (k) Serve as consultant to newly elected Speaker in his/her capacity as a member of Executive Committee for one year after term of office.
- (l) Declare vacancies of Senators.
- (m) Set annual goals and priorities for Faculty Senate.
- (n) Prepare an annual report available to the Faculty regarding progress made in achieving goals.
- (o) Serve as Chair of Annual Fall Faculty Meeting
- (p) Meet regularly with the Chancellor/President of the University to discuss Faculty Senate issues and/or concerns.
- (q) Assign duties to Standing Committees, as appropriate.
- (r) With the other elected officers, approve the job description and review the job performance of the Faculty Senate Administrative Assistant.
- (s) With the other elected officers and in consultation with the Executive Committee and recommend to the Senate employment and salary level of the Administrative Assistant.

(t) In consultation with the Executive Committee and the Budget and Planning Committee, shall be responsible for submitting the annual Faculty Senate Budget Request to the TWU administration.

The Speaker Pro Tempore shall:

- (a) Serve as a voting member of the Faculty Senate.
- (b) Assume duties of the Speaker of the Senate in the event of a vacancy in the office of Speaker and serve the remainder of the Speaker's term.
- (c) Maintain a record of the status of all Faculty Senate documents and actions by working with the Senate's administrative assistant to maintain the Senate tracking document which tracks the progress of approved proposals and resolution.
- (d) With the other elected officers, approve the job description and review the job performance of the Faculty Senate Administrative Assistant.
- (e) With the other members of the Executive Committee, recommend to the Senate employment and salary level of the Administrative Assistant.

The Secretary of the Faculty Senate shall:

- (a) Serve as a voting member of the Faculty Senate.
- (b) Maintain the official roster of the members of the Faculty Senate.
- (c) Verify the continued eligibility of Senators to serve as specified in Article V, Section 2e of Bylaws.
- (d) Complete roll call and advise Speaker of the presence of a quorum throughout each meeting.
- (e) Report vacancies by name, date, and voting unit to the Speaker of the Faculty Senate and the Chair of the Elections committee.
- (f) Record and distribute minutes of Senate meetings to all Senators at least six calendar days prior to next monthly session.
- (g) Make available approved minutes of each Faculty Senate session to all faculty and administrators.
- (h) Furnish each Senator, upon his or her election, with a copy of the Constitution and Bylaws, a current membership roster, and any other appropriate materials.
- (i) With the other elected officers, approve the job description and review the job performance of the Faculty Senate Administrative Assistant.
- (j) With the other members of the Executive Committee, recommend to the Senate employment and salary level of the Administrative Assistant.

The Delegate to the Texas Council of Faculty Senates shall:

- (a) Be a voting member of the Faculty Senate upon election. Service as Delegate to TCFS may be continued for up to two years after service on the Senate has terminated.
- (b) Report to the Faculty Senate on both emerging issues at State and national levels as well as on current issues at the State and national level.
- (c) Attend biannual meetings of Texas Council of Faculty Senates.
- (d) Attend relevant meetings of Texas Higher education Coordinating Board.

- (e) Monitor activities and discussions of legislature and Coordinating Board that are related to higher education.
- (f) Assist Speaker of the Faculty Senate in preparing report of Texas Woman's University activities and concerns to the Texas Council of Faculty Senates.
- (g) Cast one of the two votes allocated to Texas Woman's University by the Texas Council of Faculty Senates.
- (h) Shall not vote on Faculty Senate matters unless the Delegate also currently serves as a Faculty Senator.
- (i) Shall have the right to vote on matters before the Faculty Senate Executive Committee.

Section 3. Election of Officers

- (a) The Nominating Committee shall conduct the election of officers as the last order of business during the final regular meeting of the Faculty Senate for the academic year.
- (b) Officers shall be elected by acclamation unless there is more than one nominee for an office. If an office has more than one nominee, a vote will be conducted by secret ballot. If no candidate receives a majority during the first vote, all names except the two holding the most votes shall be dropped from the ballot and voting will continue until one candidate has a simple majority of the votes cast.
- (c) The responsibilities of the Nominating Committee shall be to:
 - (1) Distribute a notice of the positions to be filled by election with a brief description of duties
 - (2) Contact eligible Senators to run for those positions and obtain nominees' signatures to indicate their willingness to serve
 - (3) Establish and publish deadlines related to the election of officers
 - (4) Request all candidates to prepare a one-page biographical sketch for distribution to the voting Senators.
 - (5) Call for, and incorporate any accepted, nominations from the floor prior to the conducting of the election.
 - (6) Conduct the elections for the new Senate Officers
 - (7) Count the ballots and announce the winners
- (d) In the event that a member of the Nominating Committee accepts a nomination for Senate office, he or she will remove himself/herself from the Nominating Committee.

Section 4. Terms of Office

Faculty Senate Officers may be re-elected so long as they are sitting Senators. The Delegate to the Texas Council of Faculty Senates may serve a maximum of two consecutive terms or six consecutive years. Terms of office begin with the adjournment of the final meeting of the previous Senate and end at the next election.

Section 5. Vacancies

- (a) In the event of a vacancy in the office of Speaker, the Speaker Pro Tempore shall assume that office.
- (b) Following the declared vacancy in the office of Speaker Pro Tempore and/or Secretary, an election will be held at the next regularly scheduled Senate meeting. An ad hoc committee consisting of the chairs of the Elections, Committee Selection, and Constitution & Bylaws

committees will provide a list of nominees prior to the election. Nominations will also be accepted from the floor. If time permits, the ad hoc committee shall solicit biographical sketches from nominees, as required in Article VI, Section 3(c)(4). The election shall be conducted as prescribed in Article VI, Section 3(b) of the Bylaws.”

(c) Vacancies shall be filled for the remainder of the term

Section 6. Removal of Officers

(a) To remove an officer of the Senate from the duly elected position, one of the Officers of the Senate must have received a petition signed by a minimum of 15% of Senators. The petition must be distributed to all Senators prior to the meeting at which the vote will be taken.

(b) The vote will be conducted by the Speaker, unless that individual is the one subject to removal, in which case the vote will be conducted by the Speaker Pro Tempore. Removal will occur if two-thirds of Senators present so vote.

ARTICLE VII: MEETINGS

Section 1. Regular Meetings

The regular meeting of the Faculty Senate shall be held at 10 a.m. on the second Friday of each month during the academic year, or if a University holiday occurs on that date, on the next Friday which is not a holiday.

Section 2. Special Meetings

Written notice, posted at least six calendar days prior to that meeting, shall be given to each Senator.

Section 3. Quorum

Vacant or vacated positions shall not be counted in determining the requirements for a quorum. In the absence of a quorum, business cannot be transacted; however, the Speaker of the Senate may make announcements and allow discussion. The Speaker has the discretion to recess the Senate for a short period in order to attempt to secure a quorum. If a quorum is not obtained in a reasonable time, the meeting is declared adjourned by the presiding officer.

Section 4. Agenda

The Executive Committee shall prepare an agenda for each meeting and the Speaker shall be responsible for distribution of the agenda to all Senators at least six calendar days in advance of each regular meeting, excluding the day of the meeting.

Section 5. Conduct of Business

Matters of policy are discussed by the Senate and assigned by the Speaker to the appropriate committee for study, report, and recommendations. The committee brings the issue to the Senate floor for discussion and vote which shall be designated a first reading. The Senate may accept, amend, or defeat the proposal. In the case of an acceptance, with or without amendments, the proposal is forwarded to total faculty, administration, and any appropriate

committee for comments. The proposed policy returns to the Senate floor for a second reading and a final vote. (Refer to Bylaws Article II, Section 1 for further delineation of process.)

Section 6. Closed Session

Meetings of the Faculty Senate are ordinarily open to attendance by all members of the University community; however, the Senate may choose to go into closed session. While the Senate is in closed session, no vote shall be considered final or official.

ARTICLE VIII: UNIVERSITY COMMITTEES

Section 1: Each Spring, in anticipation of the appointment by the Chancellor/President of the University of members of the Faculty Committees of the University for the regular academic year beginning the following Fall, the Faculty Senate shall submit to the Chancellor/President of the University a list of faculty members designated for appointment to the respective committees.

Section 2. In March a list of University Committees is sent to all eligible Faculty members from the Chancellor/President office. Faculty are requested to indicate their preferences for serving on University Committees. The Faculty Senate Committee Selection Committee shall receive the preferences for the following four Faculty Committees: Curriculum, Intellectual Property, Library & Media Services, and Research Support. Based on those preferences, the Committee Selection Committee shall submit the list of committee designees for confirmation by the Faculty Senate at its May meeting.

Section 3. [NO BYLAWS PROPOSED]

Section 4. University Committees with Elected Representation

Each Spring, the Elections Committee shall determine upcoming vacancies for University committees that require election of members, solicit nominees from the components of the University, and conduct the election of committee members.

ARTICLE IX. AMENDMENT OF CONSTITUTION AND BY-LAWS

Section 1. The initiation of an amendment to the Constitution may be introduced by a Senator or by a written petition addressed to the Faculty Senate and signed by at least twenty per cent of the voting faculty. When the Senate receives such a petition, the Speaker of the Senate may request the petitioners to appear before the Faculty Senate for a discussion on their proposal for the purpose of effecting language clarification or substantive changes in the petitioners' proposed amendment. Regardless of the outcome of such discussion, the Speaker of the Faculty Senate will refer the proposed amendment to the Constitution & Bylaws Committee phrased in the language of the petitioners.

Section 2. The report of the Constitution and Bylaws Committee, if accepted, will be considered a first reading of the proposed amendment(s). The recommended changes are then sent out to

faculty for their feedback. At a subsequent regular meeting, the proposed amendment will undergo a second reading and may be approved by a vote of two-thirds of the Senators present. Following second reading approval, amendments are to be voted on by the voting faculty in an election conducted by the Faculty Senate Elections Committee and shall be ratified if approved by two-thirds of those voting in the election.

Section 3. The approved amendment is forwarded for consideration to the Chancellor/President of the University. The Chancellor/President will ordinarily respond by the first regularly scheduled Faculty Senate meeting being held after receiving the amendment, unless the Chancellor/President office notifies the Speaker that an extension is necessary to the second regularly scheduled Faculty Senate meeting. Should changes to the amendment be recommended by the Chancellor/President the amendment is returned to the Senate for consideration of the modifications. Once an amendment is approved by the Faculty Senate and the Chancellor/President, the Faculty Senate Constitution and Bylaws committee shall ensure that the Constitution and Bylaws are updated to reflect the newly adopted amendment(s).

Cells that require manual data entry are highlighted in yellow. All other cells contain formulas.

1. Calculate total number of voting faculty and professional librarians as determined by the Constitution & Bylaws.

VOTING FACULTY & PROFESSIONAL LIBRARIANS				
Voting Unit	Dallas	Denton	Houston	Total
Arts & Sciences	0	149	0	149
Business	0	27	0	27
COPE	0	63	0	63
Health Sciences	21	60	21	102
Nursing	33	19	30	82
Professional Librarians	2	21	2	25
Total Voting Faculty & Librarians =				448

2. Determine quotient to be used as a basis for apportionment for each voting unit. Divide the total number of voting faculty and professional librarians by 31 (number of Senators).

Total voting faculty & librarians		Resulting quotient				0
448 divided by 31 =		14.45				

3. Determine number of Senators allowed for each voting unit on each campus. Divide number from each voting unit from each campus by the resulting quotient in #2. This yields the number of Senators allotted to each voting unit on each campus.

NUMBER OF SENATORS ALLOTTED TO EACH VOTING UNIT				
Voting Unit (CAMPUS)	Total from #1	Outcome	Allotted Senator(s)	
Arts & Sciences	149	10.31	10 senators	
Business	27	1.87	2 senators	
COPE	63	4.36	5 senators	
Health Sciences (DAL)	21	1.45	1 senator	CHS has 102 Faculty
Health Sciences (DEN)	60	4.15	5 senators	102/14.03 = 7.27 = 7 Senators
Health Sciences (HOU)	21	1.45	1 senator	
Nursing (DAL)	33	2.28	3 senators	

Nursing (DEN)	19	1.31	1 senator	College of Nursing Has 82 Faculty		
Nursing (HOU)	30	2.08	2 senators	$82/14.03 = 5.8 = 6$ Senators		
Professional Librarians	25	1.00	1 senators			
			31 total senators			
3b. If the total number of senators is less than 31 , find the largest total outcome ending in .00 - .49 that is closest to .50 and add 1 senator to that voting unit.						
The unit with the largest outcome ending in .00 - .49 is:COPE - Denton		4.49	Add 1 senator seat to this unit.			
The unit with the largest outcome ending in .00 - .49 is:CHS -Denton		4.28	Add 1 senator seat to this unit.			
The unit with the largest outcome ending in .00 - .49 is:CON -Dallas		2.35	Add 1 senator seat to this unit.			
3c. If the total number of senators is more than 31 , find the total outcome ending in .50 - .99 that is closest to .50 and remove 1 senator from that voting unit.						
The unit with the smallest outcome ending in .50 - .99 is:	with:		Remove 1 senator seat from this unit.			
Decimals of outcomes	Less than 50					

**TWU Faculty Senate
Curriculum Committee Report
For March 8, 2025**

The Curriculum Committee Meeting was held on February 14, 2025 and is being reported at the March senate meeting.

Round 3 Curricular Items were considered:

- The committee received notification of 28 course approvals:
 - 26 courses in the School of Physical Therapy
 - 1 course in the Department of Communication Sciences and Oral Health
 - 1 course in the Division of Visual Arts

- 25 New Courses were approved:
 - 13 courses in the School of Physical Therapy
 - 1 course in the Department of Communication Sciences and Oral Health
 - 4 courses in the Division of Music
 - 1 course in the Division of Visual Arts
 - 1 course in the Communication Sciences and Oral Health Department
 - 1 course in the English, Rhetoric and Spanish Program
 - 1 course in the Division of Biology
 - 1 course in the Department of Management and Marketing
 - 1 course in the School of Education
 - 1 course in the School of Human Sciences

- 12 Course Modifications were approved:
 - 10 courses in the School of Physical Therapy
 - 1 course in the Department of Nutrition and Food sciences
 - 1 course in the School of Library and Information Studies

The next meeting of the Curriculum committee is scheduled for March 4, 2025 where the Round 4 curricular changes will be considered.

Submitted by Misty Richmond, committee liaison