

**BYLAWS OF
THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL CENTER
FACULTY COUNCIL**

May 22, 2017

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ARTICLE I PURPOSE

The UT Southwestern Faculty Council is the official faculty governance body of the UT Southwestern campus as envisioned in the UT System *Rules and Regulations of the Board of Regents*, Rule 20201: Presidents, Section 4.9 (a), (b) and (c).

Consistent with the UT System *Rules and Regulations of the Board of Regents*, Rule 40101: Faculty Role in Educational Policy Formulation, Section 3, subject to the authority of the Board of Regents and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the UT System, the Council through its faculty members which include representatives from the Faculty Senate shall have a major role in the governance of UT Southwestern in the areas of general academic policies and welfare; student life and activities; requirements of admission and graduation; honors and scholastic performance; approval of candidates for graduation; and faculty rules of procedure.

In addition to the major role the Council plays pursuant to UT System *Rules and Regulations*, Rule 40101, as the official faculty governance body of UT Southwestern, the Council shall advise the President and Provost of UT Southwestern Medical Center concerning policy matters related to the Southwestern Medical School, Southwestern Graduate School of Biomedical Sciences, and the Southwestern School of Health Professions, including but not limited to, creation of new academic departments or autonomous centers; name changes for departments or autonomous centers; changes to school curriculum; changes to promotion and tenure guidelines; and proposals presented to the Council by the Faculty Senate regarding professionalism, conflict of interest, etc. The Council may also make recommendations to the President and Provost on organization of the Southwestern Medical School, Southwestern Graduate School of Biomedical Sciences, and the Southwestern School of Health Professions and management of resources.

ARTICLE II DEFINITIONS

- 2.1 **Academic Departments** mean the clinical and basic science departments.
- 2.2 **Academic Year** means September 1 - August 31.
- 2.3 **Business Days** means Monday, Tuesday, Wednesday, Thursday and Friday.
- 2.4 **Council** means the Faculty Council.
- 2.5 **Faculty Senate** means elected faculty group that brings forward issues of concern to the faculty for consideration by the Faculty Council, President and Provost.

- 2.6 **GME** means Graduate Medical Education.
- 2.7 **SGSBC** means the Southwestern Graduate School of Biomedical Sciences.
- 2.8 **SMS** means the Southwestern Medical School.
- 2.9 **SSHP** means the Southwestern School of Health Professions.

ARTICLE III MEMBERS

3.1 Membership.

3.1.1 **Voting Members.** The Council voting membership shall consist of the elected leaders of the Faculty Senate, including the President, President-Elect, and the immediate Past-President, and chairs of the Academic Departments of the SMS.

3.1.2 **Non-Voting Members.** The Council non-voting *ex-officio* members shall include the President, Executive Vice Presidents, Provost and the Vice Provosts of the UT Southwestern Medical Center; the Dean and Senior Associate Deans of the SMS; the Dean of the SGSBS; and the Dean of the SSHP. The President and Provost, at his or her discretion, may appoint additional non-voting *ex-officio* members to the Council.

ARTICLE IV MEETINGS

4.1 Meetings of the Council.

4.1.1 **Quarterly Meetings.** The Council shall meet in general session at least four (4) times each Academic Year to consider matters requiring votes of the membership and to review regularly scheduled reports from the Faculty Senate, the SMS Admissions Committee, the SMS Faculty Promotion & Tenure Committee, the SMS Medical Education & Curriculum Committee, the GME Committee, and the SMS Student Promotions Committee.

4.1.2 **Notice of Quarterly Meetings.** Written notice of the quarterly meetings of the Council shall be sent to all Voting Members and Non-Voting Members at least ten (10) Business Days in advance of the meeting date. The meeting agenda, including issues to be considered by the Council for formal vote and recommendation to the President and Provost shall be sent to Voting Members and Non-Voting Members at least three (3) Business Days in advance of a General Session.

- 4.1.3 **Quarterly Meeting Agendas.** The Provost shall develop quarterly meeting agendas with input from the Faculty Senate, the chairs of the SMS Dean's Standing Committees, and the SMS administration. During the course of each Academic Year, the Faculty Senate President and the chairs of the SMS Admissions Committee, the SMS Faculty Promotion & Tenure Committee, the SMS Medical Education & Curriculum Committee, the GME Committee, and the SMS Student Promotions Committee shall formally report at one or more quarterly meeting on matters under consideration by the Faculty Senate and these Committees. The Faculty Senate and Committees shall also bring to the Council for consideration proposals regarding changes in Committee policies and procedures.
- 4.1.4 **Special Meetings.** Special meetings of the Council may be called by the Provost, the President of the Faculty Senate on behalf of a majority of the Faculty Senate membership, or by written request of greater than 25% of the chairs of the Academic Departments.
- 4.1.5 **Notice of Special Meetings.** Written notice of a special meeting, including location and agenda, shall be forwarded to Council members at least two (2) Business Days in advance of a special meeting.
- 4.1.6 **Special Meeting Agendas.** The Provost shall develop the agenda of any special meeting that the Provost initiates (See Section 3.2.4). The Provost shall develop the agenda of any special meeting in conjunction with the President of the Faculty Senate or representatives of the Academic Department chairs when these individuals initiate the special meeting (See Section 3.2.4).
- 4.1.7 **Chair of Quarterly and Special Meetings.** The Provost shall serve as the chair for all quarterly and special meetings of the Council.
- 4.1.8 **Quorum.** A quorum of the Council must be present at quarterly meetings and special meetings for the Council to vote on agenda items and to determine recommendations to be submitted to the President and Provost. A quorum shall consist of two (2) Faculty Senate members and a minimum of ten (10) Academic Department chairs. The Faculty Senate President may delegate in writing on a meeting-by-meeting basis other Faculty Senators to attend quarterly meetings and special meetings as substitutes for the Faculty Senate President, President-Elect and immediate Past-President.
- 4.1.9 **Prevailing Vote.** Unless otherwise specified herein, a two-thirds (2/3) vote of a quorum present shall constitute a prevailing vote.
- 4.1.10 **Other Attendees at Quarterly or Special Meetings.** The Provost at his or her discretion shall invite additional administrators or faculty to attend portions of meetings or entire meetings as appropriate to inform the Council on agenda items. Such attendees may not vote or propose additional agenda items for consideration by the Council.

4.1.11 **Meeting Minutes.** Minutes of each quarterly or special meeting shall be prepared by the Provost or the Provost's designee. The Provost's designee shall review draft minutes prior to submission to the Provost, the President of UT Southwestern Medical Center and to the Council for review, modification as necessary, and approval. Meeting minutes shall be posted on a website accessible by all UT Southwestern employed faculty once approved by the Council.

4.1.12 **Rules of Order.** The rule of order for quarterly and special meetings shall be the current edition of *Robert's Rules of Order*.

ARTICLE V GENERAL PROVISIONS

5.1 **Compliance and Ethics.** Each Voting Member and Non-Voting Member shall abide by ethical standards and principles of the state and national professional associations of the member's discipline. Each Voting Member and Non-Voting Member shall comply with federal, state, and local laws and regulations.

5.2 **Amendments.** Amendments to these Bylaws require a two-thirds (2/3) vote of a quorum of Voting members, and the concurrence of the President and Provost.