



THE UNIVERSITY OF TEXAS AT AUSTIN

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Gregory L. Fenves, President  
110 Inner Campus Drive, G3400 · Austin, TX 78712-3400  
512-471-1232 · president@utexas.edu

July 29, 2016

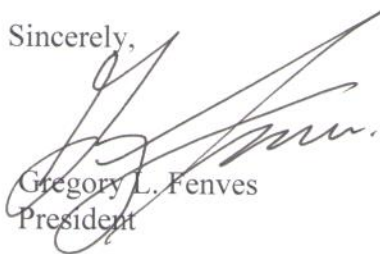
**CAMPUS MAIL**

Hillary Hart  
Secretary of the General Faculty and Faculty Council  
Office of the General Faculty and Faculty Council  
West Mall Office Building 2.102 (F9500)

Dear Hillary:

I write to give my approval for the revision to the “Voting Members of the General Faculty” policy, *Documents of the General Faculty D 14482-14489*. On June 10, 2016, the proposal received the endorsement of the Executive Vice President and Provost ad interim, Judith H. Langlois. By copy of this message to the Executive Vice Chancellor for Academic Affairs, Dr. Steven Leslie, I am notifying UT System of the implementation of this legislation.

Sincerely,



Gregory L. Fenves  
President

GLF: mkg

Enclosure

cc: Steven Leslie, Executive Vice Chancellor for Academic Affairs,  
The University of Texas System  
Maurie McInnis, Executive Vice President and Provost  
Patricia Ohlendorf, Vice President for Legal Affairs  
Carol Longoria, Assistant Deputy to the President  
Andrea C. Gore, Chair, Faculty Council  
Debbie Roberts, Executive Assistant, Office of the General Faculty  
and Faculty Council  
Victoria Cervantes, Senior Admin. Associate, Office of the General Faculty  
and Faculty Council  
Michelle George, Administrative Manager, Office of the Executive Vice President  
and Provost



EXECUTIVE VICE PRESIDENT AND PROVOST

THE UNIVERSITY OF TEXAS AT AUSTIN

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June 10, 2016

Gregory L. Fenves  
President  
The University of Texas at Austin  
MAI 400 / G3400

Dear President Fenves:

I have reviewed the enclosed legislation for revision to the "Voting Members of the General Faculty" policy, (Documents of the General Faculty D 14482-14489), approved by the Faculty Council via a no protest vote on April 22, 2016. I have no objection to this proposal and recommend it for your approval with formal notification to UT System.

Sincerely,

A handwritten signature in blue ink, appearing to read "Judith", with a large flourish extending upwards and to the right.

Judith H. Langlois  
Executive Vice President and Provost, *ad interim*

JHL: mkg

Enclosure

cc: Hillary Hart, Secretary of the General Faculty and Faculty Council

Electronic copies via email:

Debbie Roberts, Executive Assistant, Office of the General Faculty  
Victoria Cervantes, Sr. Administrative Associate, Office of the General Faculty

## DOCUMENTS OF THE GENERAL FACULTY

**2015-2016 FACULTY RULES AND GOVERNANCE COMMITTEE PROPOSAL TO CHANGE THE CRITERIA USED TO DETERMINE THE VOTING MEMBERS OF THE GENERAL FACULTY IN THE HANDBOOK OF OPERATING PROCEDURES 2-1010 AND 2-1020**

William Beckner (committee chair and professor, mathematics) submitted the following proposal on behalf of the Faculty Rules and Governance Committee recommending changes to the criteria used to determine the voting members of the General Faculty. The *Rules and Regulations* of the Board of Regents' Rule 40101 – "Faculty Role in Educational Policy Formulation" -- authorize the General Faculty to establish rules of membership and procedure for itself, colleges, and school faculties, except in the Graduate School. The proposed changes will clarify voting rights and extend voting privileges to general faculty members as defined in the proposed *Handbook of Operating Procedures* (HOP) 2-1010 Sec. B and the proposed HOP 2-1020.

The secretary has classified this as *major* legislation. Members of the General Faculty endorsed the spirit of the changes when a draft proposal was presented at the annual meeting of the General Faculty on January 25, 2016. The resulting legislation is now posted on the General Faculty website and the faculty have been notified. If the number of protests received is less than 3% of the voting members of the faculty, the legislation will pass. Final approval resides with UT System.

The deadline to protest the legislation is Thursday, April 21, 2016.



Hillary Hart, Secretary  
General Faculty and Faculty Council

**2015-2016 FACULTY RULES AND GOVERNANCE COMMITTEE PROPOSAL TO CHANGE THE  
CRITERIA USED TO DETERMINE THE VOTING MEMBERS OF THE GENERAL FACULTY IN  
THE HANDBOOK OF OPERATING PROCEDURES 2-1010 AND 2-1020**

The Faculty Rules and Governance Committee has crafted changes to HOP policies defining who among the General Faculty is allowed to vote (HOP 2-1010 and 2-1020). The policies need updating; HOP 2-2020 has not been updated since 1976.

Additionally, we perceive an inequity in voting rights. Of the non-tenure-track members of the General Faculty with 50% or greater instructional appointments, only those with the title of lecturer are allowed to vote on University matters. This policy dates from the time when lecturer was generally the only title used for non-tenure-track faculty who taught regular classes. In more recent years, many clinical faculty have been teaching organized classes an average of at least 50% or more; they are contributing as much to the University as their peers with a lecturer title. The Committee wishes to correct this apparent inequity with these changes to the HOP.

The italicized portions of the text are additions to the current policies in HOP 2-1010 and HOP 2-1020.

**HOP 2-1010  
GENERAL FACULTY**

**[ Sections 1-6: excerpt from Regents Rules and Regulations Rule 40101 – “Faculty Role in Educational Policy Formulation”]**

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**A. Authority and General Functions**

{No changes to this section.}

**B. Membership**

1. Voting members of the General Faculty include the following:
  - a. All tenured and tenure-track professors *and tenure-track instructors*.
  - b. All lecturers *and clinical faculty who teach organized courses as the instructor of record (with the exception of those listed in B.4. below)*, who have had a total of four or more long session semesters of service at these ranks at The University of Texas at Austin *and who meet these criteria for an instructional appointment:*
    - (1) *were appointed an average of at least 50% time at UT Austin during each of the two preceding academic years (excluding summer), and*
    - (2) *are currently appointed at least 50% time at UT Austin (faculty who have served an average of 50% for the past two years become eligible to vote in the next semester they are appointed at least 50% time), and*
    - (3) *have their primary academic home at UT Austin.*
    - (4) *Those faculty who satisfy b (1, 2, and 3) will maintain their status except if they fall below an average of 50% appointment for more than two academic years. Also see B.4.b. below!*
  - c. Officers designated in the UT System Board of Regents’ Rules and Regulations as being ex officio members of all institutional faculties of The University of Texas System.
  - d. Such other officers as the Board of Regents, upon recommendation of the president and the UT System chancellor, may designate.
  - e. Voting members whose appointments temporarily drop below the minimum amount of time required for voting membership due to an approved leave of absence without pay retain their voting status.

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<sup>1</sup> For clarification, an editorial change was made on July 25, 2016.

2. Those faculty members designated in Section B.1 above shall retain their voting status while on modified service or phased retirement, but not upon full retirement.
3. Each voting member, of whatever rank, shall be entitled to one vote.
4. Nonvoting members of the General Faculty shall consist of the following:
  - a. Visiting professors, visiting associate professors, visiting assistant professors, and visiting Harrington fellows.
  - b. *Non-tenure-track faculty who have served less than an average of 50% time for each of the previous two academic years*
  - c. *Specialists.*
  - d. *Research faculty*
  - e. *Non-Tenure-Track Instructors*
  - f. *Adjuncts and Adjoints*
  - g. *Assistant Instructors, Graduate Teaching Associates, and Teaching Assistants*
  - h. *ROTC faculty*
  - i. Individuals holding an emeritus title.
5. Non-voting members of the General Faculty *have the privilege of attending meetings with the right to speak but without the right to vote.*
6. *Any faculty member may request to know the status of their voting eligibility by contacting the Office of the General Faculty. Any member who believes he/she has the appropriate title and meets the other criteria for voting rights but is not listed as eligible may submit a request through the OGF to the Faculty Rules and Governance Committee to be added to the voting faculty. The Rules and Governance Committee will consider any such requests to determine if the faculty member meets the criteria set forth above, and if so, will add their name to the list of voting members of the general faculty.*

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## **HOP 2-1020 COLLEGES, SCHOOLS, AND OTHER APPOINTING UNITS**

*The University of Texas's Regents' Rule 40101, "Faculty Role in Educational Policy Formation," states that "the faculties of the institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:*

- *General academic policies and welfare.*
- *Student life and activities.*
- *Requirements of admission and graduation.*
- *Honors and scholastic performance.*
- *Approval of candidates for degrees.*
- *Faculty rules of procedure."*

*With respect to these issues, voting members shall include:*

### **A. Colleges and Schools.**

1. The voting members of the college or school faculty are the same as for the General Faculty (see HOP 2-1010) unless the college or school elects its own criteria for voting rights to allow for exceptions.
2. Dual titles such as Professor of Human Ecology and Education indicate voting membership in both units *provided the faculty member holds a joint appointment in each unit.*
3. Standing committees of the colleges and schools shall be appointed by the respective deans, either annually or biennially.

### **B. Other Appointing Units, including Departments**

1. A faculty member shall have voting status in an appointing unit if:
  - a. He or she holds a full-time appointment in that department with the rank of professor, associate professor, assistant professor, instructor (after four consecutive semesters of service). The assignment of a faculty member to an administrative or research post, or if on released time for

research, career development, endowed chair, or such other activities as may be approved by the president shall not jeopardize the voting status of the individual under this provision. Or

b. He or she holds joint appointments in two or more units —the sum of which corresponds to full-time appointment in the University.

2. *In principle, a lecturer or clinical faculty member who meets the criteria identified in Sec. B.1b of HOP 2-1010 should have voting rights at least in the areas listed above under HOP 2-1020.*

## POLICY IMPACT STATEMENT

Please submit one Policy Impact Statement for each policy under consideration.

Submission Date: April 1, 2016

Responsible Policy Owner/ Sponsor: Office of the General Faculty  
Phone: 471-5934

Executive Level Sponsor: Executive Vice President and Provost

Proposed Policy Title: **General Faculty Membership**

Existing Policy Title & HOP # (if revision): 2-1010 and 2-1020

Future Policies Planned in this Subject Area (list titles if available): N/A

### I. Background and Policy Rationale

**A. Is this policy new, a substantial revision, or a minor revision?**

New     Substantial Revision     Minor Revision

**B. Why is this policy or revision necessary?**

Legal                       Regulatory                       UT System driven  
 Financial                       Social Requirement                       Operational/Operational Efficiency  
 Current University policy is outdated                       Technological  
 Other:

**B. For new policies: Provide a preliminary draft using the policy template that can be found at <http://www.utexas.edu/compliance/policy/> . Fill in as much of the policy template sections as feasible at this point knowing the policy draft can be refined further in the process.**

*Handbook of Operating Procedures 2-1010*

#### GENERAL FACULTY

##### A. Authority and General Functions

{No changes to this section.}

##### B. Membership

1. Voting members of the General Faculty include the following:
  - a. ~~All tenured and tenure-track professors and tenure-track instructors. [All professors, associate professors, and assistant professors.]~~
  - b. ~~[All instructors and lecturers who have had a total of four or more long session semesters of service at these ranks at The University of Texas at Austin.] All lecturers and clinical faculty who teach organized courses as the instructor of record (with the exception of those listed in B.4. below), who have had a total of four or more long session semesters of service at these ranks at The University of Texas at Austin and who meet these criteria for an instructional appointment:~~
    - (1) were appointed an average of at least 50% time at UT Austin during each of the two preceding academic years (excluding summer), and
    - (2) are currently appointed at least 50% time at UT Austin (faculty who have served an average of 50% for the past two years become eligible to vote in the next semester they are appointed at least 50% time), and
    - (3) have their primary academic home at UT Austin.
    - (4) Those faculty who satisfy b (1, 2, and 3) will maintain their status except if they fall below an average of 50% appointment for more than two academic years.  
Also see B.4.b. below.
  - c. ~~[Such officers] Officers [as are] designated in the UT System Board of Regents' Rules and Regulations [of the Board of Regents] as being ex officio members of all institutional faculties of The University of Texas System.~~

- d. Such other officers as the Board of Regents, upon recommendation of the president and the UT System chancellor, may designate.
- e. ~~[If a voting member's]~~ Voting members whose appointments temporarily drop[s] below the minimum amount of time required for voting membership due to an approved leave of absence without pay~~[-, the member's voting status shall not be affected]~~ retain their voting status.
- ~~[2. A faculty member shall have voting status only on the basis of half time employment or more at the University.]~~
- ~~[3.]~~ 2. Those faculty members designated in Section B.1 above shall retain their voting status while on modified service or phased retirement, but not upon full retirement (even if they are also on modified service).
- ~~[4.]~~ 3. Each voting member, of whatever rank, shall be entitled to one vote.
- ~~[5.]~~ 4. Nonvoting members of the General Faculty shall consist of the following:
- ~~[a. All visiting professors and visiting associate professors.]~~
- ~~[b. All instructors and lecturers who have served for less than four semesters.]~~
- ~~[c. All individuals holding the title "professor emeritus" or "associate professor emeritus."]~~
- a. Visiting professors, visiting associate professors, visiting assistant professors, and visiting Harrington fellows.
- b. Non-tenure-track faculty who have served less than an average of 50% time for each of the previous two academic years
- c. Specialists.
- d. Research faculty
- e. Non-Tenure-Track Instructors
- f. Adjuncts and Adjoints
- g. Assistant Instructors, Graduate Teaching Associates, and Teaching Assistants
- h. ROTC faculty
- i. Individuals holding an emeritus title.
- ~~[6.]~~ 5. Non-voting members of the General Faculty have the privilege of attending meetings with the right to speak but without the right to vote.
6. Any faculty member may request to know the status of their voting eligibility by contacting the Office of the General Faculty (OGF). Any member who believes he/she has the appropriate title and meets the other criteria for voting rights but is not listed as eligible may submit a request through the OGF to the Faculty Rules and Governance Committee to be added to the voting faculty. The Rules and Governance Committee will consider any such requests to determine if the faculty member meets the criteria set forth above, and if so, will add their name to the list of voting members of the general faculty.

## **HOP 2-1020**

### **COLLEGES, SCHOOLS, AND OTHER APPOINTING UNITS**

The University of Texas's Regents' Rule 40101, "Faculty Role in Educational Policy Formation," states that "the faculties of the institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:

- General academic policies and welfare.
- Student life and activities.
- Requirements of admission and graduation.
- Honors and scholastic performance.
- Approval of candidates for degrees.
- Faculty rules of procedure."

With respect to these issues, voting members shall include:

#### **A. Colleges and Schools.**



1. The voting members of the college or school faculty are the same as for the General Faculty (see HOP 2-1010) unless the college or school elects its own criteria for voting rights to allow for exceptions.<sup>2</sup>
2. Dual titles such as Professor of Human Ecology and Education indicate voting membership in both units provided the faculty member holds a joint appointment in each unit. [Special titles such as Professor of Home Economics and Education indicate voting membership in both colleges.]
3. Standing committees of the colleges and schools shall be appointed by the respective deans, either annually or biennially.

**B. Other Appointing Units, including Departments**

1. A faculty member shall have voting status in an appointing unit if:
  - a. He or she holds a full-time appointment in that department with the rank of professor, associate professor, assistant professor, instructor (after four consecutive semesters of service). The assignment of a faculty member to an administrative or research post, or if on released time for research, career development, endowed chair, or such other activities as may be approved by the president shall not jeopardize the voting status of the individual under this provision. Or
  - b. He or she holds joint appointments in two or more units - the sum of which corresponds to full-time appointment in the University. In principle, a lecturer or clinical faculty member who meets the criteria identified in Sec. B.1b of HOP 2-1010 should have voting rights at least in the areas listed above under HOP 2-1020.
- ~~2. He/She holds a full-time appointment in that department and holds the rank of Professor, Visiting Professor, Associate Professor, Visiting Associate Professor, Assistant Professor, Instructor or Lecturer. The assignment of a faculty member to an administrative post, released time for research, career development, an endowed chair or such other activities as may be approved by the President shall not jeopardize the voting status of the individual under this provision.]~~
- ~~3. He/She holds joint appointments in two or more departments, the sum of which corresponds to full-time appointment in the University, and holds any of the ranks listed in subsection a., above, and]
 
  - ~~i. the terms of the original appointment accorded the faculty member voting status in the department or]~~
  - ~~ii. the joint appointment is subsequent to his initial appointment and comprises at least 50% time appointment in the department as detailed in the budget.]~~~~

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**D. What foreseeable advantages will this policy bring to the University?**

The proposed wording addresses the questions on intent and interpretation specified by the upper administration and agreed upon by the Faculty Council Executive Committee. The proposed changes will clarify voting rights and extend voting privileges to general faculty members as defined in HOP 2-1010 Sec. B above.

**II. Policy Impact**

**List entities, offices, and other University community members affected by this policy:** Members of the General Faculty, Office of the President, and the Office of the Executive Vice President.

**III. Proposed Policy Development**

**Identify key stakeholders, affected parties and/or governance groups who have been consulted, or will be consulted in developing policy.**

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<sup>2</sup> New language was inadvertently omitted from the impact statement, which was corrected on July 20, 2016.

Faculty Council Executive Committee, Office of the President, Office of Legal Affairs, Office of the Executive Vice President and Provost, and UT System's Office of the Vice Chancellor and Deputy General Counsel.

**IV. Communications and Training**

- A. What types of communication and training activities will your office provide to build awareness and enable implementation of the policy?** Voting members of the General Faculty will vote to approve or disapprove the changes. If approved, the president will forward the changes to UT System. Upon final approval from UT System, the secretary of the General Faculty will report to the Faculty Council; The updated status is also posted on the Office of the General Faculty and Faculty Council's website.
- B. Will initial or periodic training be required by law?** None. If so, please explain how you will accomplish.

**Submitted by:**



\_\_\_\_\_  
*Authorized Signature- Responsible Policy Owner*

April 1, 2016  
*Date*

\_\_\_\_\_  
*Authorized Signature – Executive Level Sponsor (VP/Provost level)*

\_\_\_\_\_  
*Date*