

Faculty Senate Bylaws

SECTION 1. NAME

The name of the organization representing the faculty of the six major schools as described in Section 4, shall be the Faculty Senate of Texas Tech University Health Sciences Center (TTUHSC), and may also be known as the TTUHSC Faculty Senate, hereinafter referred to as the Faculty Senate.

SECTION 2. PURPOSE

- **Section 2.1.** The purpose of the Faculty Senate shall always be in alignment with the vision of TTUHSC. The Faculty Senate is advisory only and may not be delegated the final decision-making authority on any matter.

Section 2.2. The mission of the Faculty Senate is to represent the faculty in the shared governance of TTUHSC. The Faculty Senate shall represent the entire faculty of TTUHSC and advise the institution's administration and any system administration regarding matters related to the general welfare of TTUHSC.

- Section 2.3. The Faculty Senate may not issue any statement or publish a report using TTUHSC's official seal, trademark, or resources funded by TTUHSC on any matter not directly related to the Faculty Senate's duties to advise the administration. No principle of shared governance may be used by the Faculty Senate to obstruct, delay, or undermine BOR responsibilities under state law, or for ideological or political purposes.
- The TTUHSC Faculty Senate will:
 - Provide for the general welfare of TTUHSC by working with and advising university leadership.
 - Enhance the environment for creativity in teaching, research, service, and patient care.
 - Effectively communicate among faculty, student, staff and administration.
- REVIEW:
 - This Operating Policy/Procedure will be reviewed by January 1 of each year for 3 years, then every even numbered year (ENY) by the Faculty Senate and the Provost. Any changes, edits, or modifications will be recommendations to the President of TTUHSC and must be approved by the President of TTUHSC and the TTUS BOR.

SECTION 3. JURISDICTION, DUTIES, AND POWERS

- **Section 3.1.** The BOR exercises ultimate authority and responsibility for institutional oversight, financial stewardship, and policy implementation for the Texas Tech University System and its component universities, including TTUHSC. The Faculty Senate shall provide a forum for the discussion of matters affecting TTUHSC, and it shall have the ability to consult with any individual faculty member about such matters whether or not they are members of the Faculty Senate.
 - **Section 3.1.1.** The Faculty Senate shall seek to express collective faculty opinions as appropriate, on such matters, as it deems significant.

- **Section 3.1.2.** The Faculty Senate shall seek effective faculty participation in the development of university policy, especially as that policy bears on academic governance of the University
- **Section 3.2.** The Senate shall have the ability to review, evaluate, and advise on TTUHSC operating policies and procedures directly affecting education and practices of TTUHSC.
 - **Section 3.2.1.** The Faculty Senate provides a forum for appropriate faculty discussion of any educational policies or practices affecting the entire Health Sciences Center.
 - **Section 3.2.2.** The Faculty Senate shall facilitate and encourage communication within the University, among the academic units and reciprocally among faculty, students, and administration.
 - **Section 3.2.3.** The Faculty Senate may advise and consult with the TTUHSC President, Provost, or designated academic administrator and inform them of faculty opinions about such matters. The Faculty Senate shall facilitate and encourage communication within the University, among the academic units and reciprocally among faculty, students, and administration.
- **Section 3.3.** The Senate shall review matters related to faculty referred to it by the University President, the Provost, designated academic administrator, or the individual academic units. Further, any faculty member may bring before the Faculty Senate in an appropriate manner any matter of concern.

SECTION 4. MEMBERSHIP AND OFFICERS

- **Section 4.1.** Only the BOR has the legal authority to establish the TTUHSC Faculty Senate.
 - **Section 4.1.1.** The Faculty Senate shall not exceed sixty (60) members and shall have at least two (2) representatives from each college or school. The Faculty Senate will have one member from each college/school of the institution appointed by the president or chief executive officer of the institution. The remaining members of the Faculty Senate shall be elected by a vote of the faculty of the member's respective college or school, and approved by the TTUHSC President.
 - The breakdown of representatives will be as follows:

Three representatives each from the major schools (including one appointed by the President from each school):

School	Senators
School of Medicine	3
School of Nursing	3
School of Health Professions	3
Jerry H. Hodge School of Pharmacy	3

Graduate School of Biomedical Sciences	3
Julia Jones Matthews School of Population and Public Health	3
Faculty Senate Total	18

- **Section 4.1.2.** The president of the institution shall appoint the Faculty Senate's presiding officer, associate presiding officer, and secretary from the members of the Faculty Senate. The presiding officer appointed shall preside over meetings of the Faculty Senate and represent the senate in official communications with the institution administration and any Texas Tech University System administration.

SECTION 5. SELECTION OF MEMBERSHIP

- **Section 5.1.** The Faculty of each School shall have three (3) Faculty members as Senators representing that School. One representative from each school will be identified and appointed by the TTUHSC President through an evaluation process. The two remaining faculty will be elected by a process used by each School consistent with the Bylaws of the respective School. Schools shall make every effort to ensure that elected Faculty Senate representation includes senators from various campuses or regions where the schools operate. Senators are expected to represent the interests of faculty across all locations served by their School.
- **Section 5.2.** A member appointed by the TTUHSC President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term. A member elected by a vote of the faculty of the member's respective school shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term. The year preceding the end of each two-year term, the President will request candidates from each school.
- **Section 5.3.** To be elected as a Senator, a faculty member must meet the following eligibility criteria:
 - **Section 5.3.1.** Faculty must have attained rank of assistant professor or above, have a minimum of 75% full-time equivalency (FTE) faculty appointment, and less than a 50% administrative appointment as determined by each specific school's policies.
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- **Section 5.4.** Should a senator be unable to complete his/her term of office, the Faculty Senate presiding officer shall request the TTUHSC President select and appoint a replacement to complete the unexpired term within one month.
- **Section 5.5.** Members of the Faculty Senate are expected to attend called meetings.
 - **Section 5.5.1.** If a Faculty Senate member is unable to attend a meeting, he or she shall notify the presiding officer of the Faculty Senate as soon as the Faculty Senate member is aware of the inability to attend the meeting.

- **Section 5.6.** If a Faculty Senate member has more than two (2) absences from regularly scheduled meetings during the academic year, then that Faculty Senator's seat on the Faculty Senate is declared vacant. To fill the vacancy, see Section 5.4.

SECTION 6. OFFICERS

- **Section 6.1.** The president of TTUHSC shall appoint the Faculty Senate's presiding officer (President of the Faculty Senate), associate presiding officer (President Elect of the Faculty Senate), and secretary (Secretary of the Faculty Senate) from the members of the Faculty Senate consistent with Section 4.
 - **Section 6.1.2.** Each will serve a one-year term beginning September 1 and ending August 31 of the following year.
 - **Section 6.1.3.** On September 1 of each year, the President-Elect (*Associate Presiding Officer*) will succeed to the presidency.
 - **Section 6.1.4.** On September 1 of each year, the President (*Presiding Officer*) will succeed to the position of Immediate-Past President.
- **Section 6.2.** *The TTUHSC Faculty Senate President (which may also be referred to as "Presiding Officer") shall:*
 - **Section 6.2.1.** Preside at meetings of the Faculty Senate meetings.
 - **Section 6.2.2.** Serve as chairperson of the Executive Committee.
 - **Section 6.2.3.** Prepare the agenda for each Faculty Senate meeting in accordance with state law and in coordination with the Executive Committee.
 - **Section 6.2.4.** Ensure the meeting agenda and virtual meeting link are publicly posted in accordance with Section 9.2.3.
 - **Section 6.2.4.** Meet with the TTUHSC President, Provost, or designated academic administrator no less than once every 90 days.
 - **Section 6.2.5.** Transmit to the TTUHSC President:
 - **Section 6.2.5.1.** All minutes of the Faculty Senate meetings.
 - **Section 6.2.5.2.** All recommendations and matters of concern reviewed or identified by the Faculty Senate.
 - **Section 6.2.5.3.** Transmissions should contain; a statement of the issue, recommendation(s) being made, and the rationale for the recommendation(s).
 - **Section 6.2.5.4.** A meeting between the TTUHSC President and the Faculty Senate Officers to discuss the recommendation(s) may be requested by either party.
- **Section 6.4.** *The TTUHSC Faculty Senate President-Elect (which may also be referred to as "Associate Presiding Officer") shall:*
 - **Section 6.4.1.** Serve on the Faculty Senate Executive committee.
 - **Section 6.4.2.** In the absence of the President, preside at Faculty Senate meetings and/or assume all other responsibilities of the President.
 - **Section 6.4.3.** Assist in preparing agendas and distributing communications to Faculty Senate members and TTUHSC administration as directed by the Senate President.
 - **Section 6.4.4.** Succeed to the Presidency on September 1 of the following academic year as appointed by the President of TTUHSC.
- **Section 6.5.** *The TTUHSC Faculty Senate Immediate Past President shall:*
 - **Section 6.5.1.** Serve on the Faculty Senate Executive committee

- **Section 6.5.2.** Serve as a resource to the President and President-Elect, particularly in matters involving Senate precedent or past decisions.
- **Section 6.6. *The TTUHSC Faculty Senate Secretary shall:***
 - **Section 6.6.1.** Serve on the Faculty Senate Executive committee.
 - **Section 6.6.2.** Oversee the accurate recording and distribution of meeting minutes and records.
 - **Section 6.6.3** Ensure Faculty Senate meeting minutes are posted on the Faculty Senate website within ten (10) business days of approval.
 - **Section 6.6.4** Coordinate with administrative staff to maintain records of attendance and membership status.
- **Section 6.7 TTUHSC** Service on the Faculty Senate is an additional duty of the faculty member's employment. Members of the faculty senate are not entitled to compensation or reimbursement of expenses for their role as members of the faculty senate unless the expense is on behalf of and approved by the institution of higher education.
- **Section 6.8.** In the event of the Faculty Senate President's death, resignation, or removal from office, the President-Elect shall serve as President, and a new President-Elect will be selected by the TTUHSC President.
- **Section 6.9.** A faculty member serving on the faculty senate may be immediately removed from the senate for failing to conduct the member's responsibilities within the senate's parameters, failing to attend senate meetings, or engaging in other similar misconduct. A member of the faculty senate may be removed on the recommendation of the TTUHSC Provost and approval by the TTUHSC President.
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SECTION 7. COMMITTEES & REPRESENTATIVES

- **Section 7.1.** The TTUHSC Faculty Senate constitutes a Committee of the Whole, evaluating issues of concern to the faculty, related to TTUHSC in general or involving any individual school in order to advise the Provost or President regarding recommendations or actions.
- **Section 7.2.** The Faculty Senate may choose to refer items to a committee as it is deemed appropriate and in compliance with state law. The Faculty Senate President is responsible for appointing the membership of all standing and ad hoc Committees or Task Forces.
 - **Section 7.2.1.** Committees/task forces shall be appointed by the Faculty Senate President in response to issues before the Faculty Senate at any time and as needs dictate.
 - **Section 7.2.2.** Each committee/task force shall consist of at least one member of the Faculty Senate but all members of the TTUHSC Faculty are eligible to serve.
 - **Section 7.2.3.** Non-faculty members (e.g., administrators, staff, and non-voting faculty members) may be appointed to committees as ad hoc, ex-officio members when they possess expertise relevant to the issue at hand.
 - **Section 7.2.4.** The Faculty Senate may disestablish and/or reconstitute an ad hoc committee as a standing committee.
 - **Section 7.2.5.** Committees and task forces may make monthly written reports to the Faculty Senate. When recommendations are finalized, they shall be transmitted to the Provost or President.
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- **Section 7.3.** The following will be Standing Committees of the Faculty Senate:
 - **Section 7.3.1. The Executive Committee:** The Executive Committee is comprised of the President, President-Elect, Secretary and Immediate Past President. The committee is responsible for: **1.** Preparing an agenda for each meeting of the Faculty Senate; **2.** Posting the Agenda on the Faculty Senate website one week in advance of each meeting. **3.** Distributing the agenda to the TTUHSC President or his/her designated representative one week in advance of each meeting.
 - **Section 7.3.1.1.** The Board of Regents, the TTUHSC President, the Provost, or designated academic administrator, the body representing the Faculty of any School within TTUHSC, any committee whose members are appointed by the TTUHSC President, Provost, or designated academic administrator, and each full-time faculty member at TTUHSC has the right to request specific items be placed on the agenda.
 - **Section 7.3.1.2.** Such requests should be transmitted in writing to the Faculty Senate President at least two (2) weeks prior to the next regularly scheduled meeting.
 - **Section 7.3.2. The Faculty Awards Task Force:** The Faculty Awards Task Force will be engaged and included in the newly designed Presidents awards currently being redesigned by the Office of the President. This section will be rewritten once the President's process is confirmed.
 - **Section 7.3.3. The Bylaws Committee:** The Bylaws Committee will review and make recommendations for changes to the Faculty Senate Bylaws annually, or as requested by the President of TTUHSC.
 - **Section 7.3.3.1.** Proposed amendments to the Bylaws shall be sent to the President of TTUHSC
- **Section 7.4.** The Faculty Senate will have a standing representative to:
 - **Section 7.4.1. The TTUHSC Institutional Compliance Committee:** The Compliance Committee shall advise the Faculty Senate President and its members on operational policies affecting TTUHSC Faculty to maintain University compliance with local, state, and federal laws and regulations. The Faculty Senate President shall appoint a representative from the Faculty Senate to serve on the institutional compliance committee.
 - **Section 7.4.2. The TTUHSC Staff Senate:** The Staff Senate Representative will be the Immediate Past President of the Faculty Senate. He or she shall report to the Faculty Senate on issues affecting the good order and morale of employees at TTUHSC, as discussed by the Staff Senate.
 - **Section 7.4.3 The TTUHSC Academic Affairs and Curriculum Committee:** A representative from will be appointed by the Faculty Senate President to serve as an advisory (non-voting) member on the TTUHSC Academic Affairs and Curriculum Committee (AACC) to review and make recommendations on TTUHSC operating policies and procedures that directly affect education and practices of the Health Sciences Center as a whole.

SECTION 8. MEETINGS

- **Section 8.1.** The agenda for each meeting of the Faculty Senate shall be prepared by the Executive Committee and posted on the Faculty Senate website at least one week before the scheduled meeting and in accordance with state law requirements.

- **Section 8.1.1.** *Customary Timeline (subject to change and as appropriate) for Faculty Senate Activities – Senate meets each month*

August	Election of new representatives from each School and Campus, Appointment of officers (President, President-Elect, Secretary), Appointment of Standing Representatives and Chairs of Standing Committees.
October	Faculty Senate sets priorities for year
November	Fall faculty-wide Faculty Senate meeting to coincide with President's awards ceremony
January	(Note: meeting postponed 1 week due to the holiday break)
April	Spring faculty-wide Faculty Senate meeting/ Acknowledgment of the service of outgoing senators
June/July	Presidential Awards reviewed

- **Section 8.1.2.** Additional items may be introduced at a meeting under "Other" or "New Business" provided sufficient time is available. However, action will be taken on such items only if the Faculty Senate shall amend the agenda by a majority vote.
- **Section 8.1.3.** If the Faculty Senate determines an issue is time sensitive, then a special meeting of the Faculty Senate or the entire TTUHSC Faculty can be called to consider the item.

- **Section 8.2.** The Faculty Senate meetings shall be held monthly during the year.

- **Section 8.2.1.** The Faculty Senate President shall serve as the Presiding Officer at all meetings. The President-Elect shall preside if the President is unavailable. If both the President and the President-Elect are unavailable, the Immediate Past President will preside.
- **Section 8.2.2.** No business shall be transacted unless a quorum constituted by a majority of the members of the Faculty Senate is present at the time of a vote. In the absence of a quorum, the Faculty Senate President may only make announcements of an informative nature, rule on the existence of a quorum, and recess once for a short period to attempt to secure a quorum.
 - **Section 8.2.2.1.** For conducting the business of the Faculty Senate, a quorum consists of a 50% + 1 majority of the Faculty Senate members present,
- **Section 8.2.3.** All meetings at which a quorum is present shall be open to the public and must be conducted in accordance with procedures prescribed by the president of TTUHSC. Meetings shall be broadcast over the Internet with live video and audio of each open meeting of the Faculty Senate when more than fifty percent 50% of the membership of the Faculty Senate is in attendance. While these meetings are broadcast for public viewing, every attempt will be made to ensure a record of public attendance. The names of the members in attendance must be recorded at a meeting in which the Faculty Senate conducts business. The Faculty

Senate President will ensure the following items are made public no later than the seventh (7th) day before a meeting of the Faculty Senate:

- an agenda for the meeting with sufficient detail to indicate the items that are to be discussed or which will be subject to a vote;
- any curriculum proposals reviewed by the Faculty Senate that will be discussed or voted on at the meeting.
- **Section 8.2.4.** The TTUHSC President, Provost, or designated academic administrator may be invited to attend all meetings of the Faculty Senate
- **Section 8.2.5.** Special meetings of the Faculty Senate may be called by the Faculty Senate President when requested by the TTUHSC President

SECTION 9. ROLE AND OVERSIGHT

- **Section 9.1.** The Faculty Senate shall represent the entire faculty of TTUHSC and advise the administration and any system administration regarding matters related to the general welfare of TTUHSC. The Faculty Senate may not issue any statement or publish a report using TTUHSC's official seal, trademark, or resources funded by TTUHSC on any matter not directly related to the Faculty Senate's duties to advise the administration. Issues for discussion or proposals may originate within the Faculty Senate or be brought before it by:
 - the Board of Regents;
 - the TTUHSC President;
 - the Provost, or designated academic administrator
 - the body representing the Faculty of any School within TTUHSC;
 - the Dean of any school;
 - any committee whose members are appointed by the TTUHSC President, Provost, or designated academic administrator; and,
 - any full-time faculty member at TTUHSC.
- **Section 9.2.** Such issues or proposals may originate within or be sent in writing to the Executive Committee of the Faculty Senate.
- **Section 9.3.** The Faculty Senate shall report to the general membership on all issues/proposals brought before it.
- **Section 9.5.** The Faculty Senate may elect, with similar requirements, under certain circumstances, to take proposed actions before the entire TTUHSC Faculty for a vote of approval..
 - **Section 9.5.1.** If a proposal is to be voted on by the general membership, the Faculty Senate President will distribute necessary information to the membership in a timely manner allowing sufficient time for adequate discussion.
 - **Section 9.5.1.1.** The proposed action shall be posted on the Faculty Senate website at least four weeks prior to scheduled consideration at a regular or called meeting of the entire TTUHSC Faculty, or e-mail vote.
 - **Section 9.5.1.2.** Comments on the proposal may be sent in writing or by e-mail to the Faculty Senate President up until five business days prior to the meeting.
 - **Section 9.5.1.3.** The President shall make the comments available to the membership on the Faculty Senate website.

- **Section 9.5.1.4.** The Faculty Senate shall be responsible for making all appropriate changes arising from the discussion at this meeting and posting the final proposal on the website.
- **Section 9.5.1.5.** Voting for approval shall be by an online ballot distributed to all members of the Faculty of all Schools and shall be held no sooner than ten (10) business days from the posting of the final version of the proposal.
- **Section 9.5.1.6.** Votes may be cast by members present at a general faculty meeting or by e-mail if approved by majority vote of the Faculty Senate.
- **Section 9.5.1.7.** Votes on specific items are not binding unless the item is approved by a two-thirds majority of those members voting whether present or by e-mail.

SECTION 10. ADOPTION OF AN ACTION

- **Section 10.1.** Adoption of an action on a proposal or issue shall require a majority vote (50% of the members of the Faculty Senate present at the time of a vote +1) and at least one assenting vote from each school and campus.

SECTION 11. DISSOLUTION CLAUSE

- **Section 11.1.** Any action to dissolve the Faculty Senate must a) be proposed by a petition to the Faculty Senate President; b) include written notice distributed to all the TTUHSC Faculty at least four weeks prior to the consideration of such action; and c) be approved by a two-thirds affirmative vote by the TTUHSC Faculty submitting a vote.
- **Section 11.2.** Failure to hold either a Fall and/or a Spring meeting shall not result in a dissolution of the Faculty Senate.
- **Section 11.3.** In the case of dissolution of the Faculty Senate, any and all assets shall be used to pay any outstanding liabilities, with any remaining funds to be conveyed to the TTUHSC Fund for Excellence.

These Bylaws are subject to and governed by Texas Tech University System Regulation 07.20, incorporated herein by reference. To the extent any terms of these Bylaws conflict with state law or Texas Tech University System Regulation 07.20, such terms shall be considered null and void and may be removed or amended. Adopted this 7th day of May, 2007.

Revised this 8th day of August, 2008.

Revised this 20th day of May, 2011.

Revised this 3rd day of August, 2012.

Revised this 2nd day of May, 2014.

Revised this 2nd day of June, 2015.

Revised this 1st day of March, 2018.

Revised this 1st day of May, 2020.

Revised this 2nd day of July, 2021.

Revised this 2nd day of September, 2022.

Revised this 1st day of August, 2025