12.04.99.R1 Faculty Advisory Council

Approved October 27, 2025
Next Scheduled Review: October 27, 2030

Rule Summary

The university's core is its faculty, upon which knowledge creation, student learning, and constructive progress are built. As such, the interests of our students, administrators, staff, and faculty are best served when the faculty brings its special talents to bear through service in an advisory capacity to the President on matters directly related to the academic programs of East Texas A&M University (University).

On this premise, this rule is presented to foster a community of mutual respect and cooperation within the University to facilitate effective faculty participation in academic programs, to broaden communication in matters of concern to the University, and to engage the faculty's skills in the guidance of university programs. As per the *Development and Maintenance of University Rules and Procedures* (01.01.01.R0.02), the Faculty Advisory Council (Council) works closely to provide advice to the Provost and Vice President for Academic Affairs and the Deans Council to develop and review all academic policies and procedures affecting faculty.

This Faculty Advisory Council is established under the authority of The Texas A&M University System (A&M System) Policy *12.04, Faculty Advisory Council*.

Functions

The Council, as an advising and recommending body, will report to the President of East Texas A&M University (University President) or the president's designee. The Council is the faculty's only official representative body for university-wide participation in the academic programs of the University.

A. Policy Consultation

The Council may submit its recommendation to the Provost regarding the establishment of new academic policies or changes in existing academic policies. The Council may initiate recommendations in any of the following areas:

- Educational policy and planning of academic programs, curriculum, and instruction
- Academic standards, including policies on admissions, awarding of grades, retention of students, and graduation requirements
- University scholarships, honors, awards, and other forms of student distinction
- Establishment, reorganization, downgrading, and/or discontinuation of academic organizational units and areas of instruction and research

B. Advisory

The Council may give advice on the following:

- Academic calendar
- Planning and operation of academic physical facilities
- Establishment of academic budgeting priorities
- Student Affairs as they directly relate to academic programs and student academic performance
- Athletic programs as they directly relate to academic programs and student academic performance

C. Forum

The Council must be a forum for discussion and debate of any issue directly related to the academic programs of the University for which the Council has authority to advise University leadership. As a representative body, the Council will gather faculty concerns on matters eligible to be considered by the Council and transmit those concerns to the appropriate person.

D. Reporting

The Council must publish the minutes of its meetings on the Council webpage. Council members are charged with the responsibility of delivering the necessary information to their respective departments. The Council meetings will be broadcast live via the internet, with video and audio, and as applicable, in an open meeting of the Council if more than 50% of the members of the Council are in attendance.

Procedures and Responsibilities

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1 MEMBERSHIP

1.1 Composition

1.1.1 The Council will consist of a total of 25 Council members.

1.1.2 The University President will appoint seven, one from each college/library.

1.1.2.1 In consultation with the Deans Council, the Provost will provide the University President with recommendations for consideration of council members.

1.1.3 The remaining members (18) will be elected by a vote of the faculty's respective college, with each college having the number of seats indicated below based on the proportion of full-time faculty:

1.1.3.1 College of Education and Health Services: four seats.

1.1.3.2 College of Science and Engineering: three seats.

1.1.3.3 College of Agricultural Science and Natural Resources: three seats.

1.1.3.4 College of Humanities, Social Sciences and Arts: three seats.

1.1.3.5 College of Business: two seats.

1.1.3.6 College of Innovation and Design: two seats.

1.1.3.7 University Library: one seat.

1.2 Eligibility

1.2.1 Any member of the faculty who, at the time of taking office, will have completed two academic years of full-time employment with the University, or has been granted parallel rank with the intent of extending faculty privileges, will be eligible for election to the Council.

1.2.2 If these requirements, along with other provisions of this rule, leave no member of a college eligible for election at the time a vacancy occurs, the requirement of two years' full-time employment will be waived. The President will appoint a presiding officer, an associate presiding officer, and a secretary.

1.3 Election

Each college dean's office is responsible annually for facilitating faculty nominations and conducting closed voting to elect faculty representation of open college seats.

1.4 Term of Office

1.4.1 Council members appointed by the University President may serve up to six consecutive one-year terms and may only be reappointed after the second anniversary of the last day of the Council member's most recent term.

1.4.2 Council members elected by the faculty of the member's respective college 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 Council member's most recent term.

1.4.3 The term of office will begin on the first day of the spring semester following the election.

1.4.4 A Council member may be immediately removed for failing to conduct the responsibilities within Council's parameters, failing to attend Council meetings, or engaging in other similar misconduct. A Council member may be removed on the recommendation of the Provost and approval of the University President.

2 MEETINGS

2.1 The Council meets during the full months of the spring and fall semesters. The Council is adjourned for the months of January, June, July, and August.

2.2 The agenda and the date and time for each meeting will be prepared and distributed to each member of the Council and posted on the Council webpage not later than the seventh day before the meeting. The agenda will detail the items to be discussed or that will be subject to a vote, and any curriculum proposal reviewed by the Council that will be discussed or voted on at the meeting.

2.3 The names of Council members in attendance must be recorded at meetings related to a vote of no confidence regarding a university or A&M System member or policies related to curriculum and academic standards.

2.4 Additional meetings of the Council will be called by the University President and/or Provost.

2.5 The presence of a majority (14) of the total number of members of the Council will constitute a quorum for the transaction of all business of the Council and will be open to the public.

2.6 *Roberts Rules of Order*, Newly Revised, will govern the Council in all cases to which they are applicable and in which they are not inconsistent with, this rule, or the Bylaws of this Council or University governance.

2.7 Notification of committee meetings and related documents is to be sent to attendees not later than the seventh day before the meeting. An emergency meeting of a committee is exempt from the notification process.

3 OFFICERS AND DUTIES

3.1 Officers of the Council will be the Presiding Officer, the Associate Presiding Officer, and the Secretary, appointed by the University President.

3.1.1 In consultation with the Deans Council, the Provost will provide the University President with recommendations for consideration of faculty Council member officers.

3.1.2 The officers will hold office at the discretion of the University President.

3.2 The Presiding Officer will call meetings of the Council; preside at all Council meetings; represent the Council in official communications with University and A&M System administration; in emergencies, appoint members to ad hoc committees; report to the Council all communications from the University President and Provost; and transmit to the University President and/or the Provost the written minutes of each meeting of the Council

3.3 The Associate Presiding Officer will call and preside at all meetings of the Council in the absence of the Presiding Officer and will preside over all meetings when the Presiding Officer vacates the chair and calls the Associate Presiding Officer to preside.

3.4 The Secretary will keep complete and faithful minutes of the proceedings of each meeting of the Council and the Council Executive Committee; present a written transcript of such to each member of the Council and faculty; transmit communications to or from the Council, and all other records directed to keep by the Council; and make Council documents readily available to any member of the Council, faculty, University President, A&M System, or member of the A&M System Board of Regents. The Secretary will promptly transmit to each member of the Council and faculty, in writing, the agenda of each meeting as presented by the Presiding Officer; and communicate to each Council officer and others as required, communication from the Presiding Officer.

4 COMMITTEES

4.1 Executive Committee

4.1.1 The Executive Committee of the Council will be composed of the Presiding Officer, the Associate Presiding Officer, the Secretary, and the chairperson of each standing committee. The Presiding Officer will serve as chair of the Executive Committee.

4.1.2 The Executive Committee will meet upon the call of the chairman or upon the request of the University President. The Executive Committee will meet in sufficient time, in advance of each meeting of the Council, to provide the members of the Council and faculty with a written agenda at least one week before each meeting.

4.1.3 The Executive Committee will be charged with the preparation of an agenda for each meeting of the Council; serve as a committee on committees; call meetings of the Council when it sees the need; and consider such matters as the Presiding Officer of the Council or the Advisory Council will lay before it. Any member of the University may lay before the Executive Committee proposals for consideration by the Council or a request to appear before the Council to speak on a specific subject.

4.2 Standing Committees

4.2.1 All members of the University faculty, administration, staff, and student body will be eligible to serve on Council committees, which will be chaired by a Council member.

4.2.2 The chairman of a standing committee may request that the Council replace members for non-performance of committee duties.

4.2.3 The organization of the Council subcommittee must be made up of members of the Council.

4.2.4 The standing committees of the Council will include the following:

4.2.4.1 **Academic Life and Academic Practice**, which will study matters related to the well-being of faculty, including tenure, promotion, compensation and raises, fringe benefits, and interdepartmental/intercollegiate

relationships. This committee will also evaluate matters relating to instruction, testing and grading, faculty and administrative performance, research and grants, graduation requirements, recognition of students, and registration and scheduling of classes.

4.2.4.2 **Admission and Retention of Students** will review proposals relating to the recruitment, admission, retention, and dismissal of students.

4.2.4.3 **Academic Budget** will monitor the implementation and participate in the evaluation of the current year's university academic budget and will inform the faculty on academic budgetary matters. It will survey the faculty through questionnaires, open hearings, and/or other means to learn the faculty's goals and priorities for the coming year(s). It will use the information gathered in this process to develop recommendations for university priorities consistent with those goals. Its recommendations will be forwarded to the Vice President for Finance and Administration for use in developing university goals. The committee will participate in each stage of the university academic budget process, either through its chair or through the chair's designee(s) from the Academic Budget Committee.

4.2.4.4 **Curriculum** will evaluate course offerings and general requirements for graduation, recommending additions, deletions, and modifications that were deemed appropriate.

4.2.4.5 **Faculty Awards** will develop guidelines, establish and implement the selection process, and provide for recognition of recipients referred to the committee.

4.2.4.6 **Organization** of the Council will consider proposals relating to changes in this rule, bylaws, or rules of the Council, or proposals for measures which will improve the operations and procedures of the Council.

4.2.5 All committee meetings will be open. Any topic or aspect of any topic pertinent to the work of the committee will be considered by the committee members and included in its report to the Council.

4.3 Ad Hoc Committees

4.3.1 The Council will create such ad hoc committees as deemed necessary. The Presiding Officer will call upon a member of the Council to chair an ad hoc committee. The ad hoc committee chair will assemble the remaining members needed to accomplish the given task.

4.3.2 All ad hoc committee meetings will be open.

4.3.3 All ad hoc committees will serve until their final report is presented to the Council. An ad hoc committee will hold at least one open hearing prior to presenting reports or recommendations directed otherwise by the University President and/or the Provost.

Related Statutes, Policies, or Requirements

Texas Education Code *51.3522 Faculty Council or Senate*

System Policy *12.04, Faculty Advisory Council*

Appendices

Appendix A - *Faculty Advisory Council Bylaws*

Appendix B - *Faculty Advisory Council Rules*

Revision History

None

Contact Office

President's Office
903.886.5014

Appendix A - Faculty Advisory Council Bylaws
East Texas A&M University

1. Bylaws of the Faculty Advisory Council (Council) may be amended by the East Texas A&M University (University) President or Provost.

2. The Council will convene on the first Tuesday of the month, designated by section 2, for all regular meetings at 2:00 p.m., unless otherwise noted.

3. Council members will be expected to attend meetings of the Council. Three absences in a year will constitute grounds for removal by the Council, and a request will be made that the respective college in question replace the delinquent Council member.

4. In the event of a change in academic units, an election for the Council positions will be held within two weeks of the official date of such a change. Council members in office prior to the change will be eligible for re-election, but only to the extent of their unexpired term.

5. The time and place of the meeting of the Executive Committee at which the agenda is prepared will be announced to the faculty at least seven days prior to the meeting.

6. Ad hoc committees normally will be composed of Council members only, and no Council member will serve on more than one ad hoc committee at a time unless requested by the University President and/or Provost. Ad hoc committees will hold at least one open hearing prior to presenting reports or recommendations to the Council.

7. The 2025-2026 election terms will be one year, as identified below, in order to stagger the membership; all others will be two years:

    a. College of Education and Human Service: two seats.

    b. College of Science and Engineering: two seats.

    c. College of Agricultural Science and Natural Resources: one seat.

    d. College of Humanities, Social Sciences and Arts: two seats.

    e. College of Business: one seat.

    f. College of Innovation and Design: one seat.

    All further elections will resume the two-year term for all Council members.

Appendix B - Faculty Advisory Council Rules
East Texas A&M University

1 Recess. A motion to recess or a motion to declare a recess at a specific time may be proposed at any time. The Faculty Advisory Council (Council) may not recess without specifying the time and place of reassembly.

2 Suspension of Rules. The rules of the Council will not be suspended except for a definite purpose and by a two-thirds vote of the members present and voting or upon the request of the East Texas A&M University (University) President and/ or Provost.

3 Temporary Rules. Temporary rules may be adopted or suspended at any meeting in the same manner as any other motion and, when adopted, continue in force until rescinded or modified. All temporary rules will be reviewed by the Executive Committee and University President and or/ Provost at the beginning of each academic year, and any changes will be proposed in the first meeting of the Council in any academic year.

4 Membership Roster and Governance. The Secretary will furnish to each Council member a copy of the current membership roster of the Council at the beginning of each academic year and to each new Council member a copy of this rule, Council bylaws, Council rules, and temporary Council rules. Revisions will be furnished to each Council member.

5 Referral. The normal procedure for introducing business before the Council is through the submission of proposals by a Council member or faculty member to the Executive Committee. The Executive Committee may place such a proposal on the agenda of the Council for immediate consideration or refer it to an appropriate standing committee or to an ad hoc committee or refuse to consider it unless directed by the University President and/or Provost.

6 Communications. All communications addressed to the Council will be presented to the Council at the time specified for communications in the agenda. Any communication requesting action by the Council must be read to the Council when it is convened. All written communications from the University President will be submitted immediately upon receipt to the Executive Committee if the communication requests action by the Council.

7 Committee Reports. Reports of all committees when carrying recommendations for Council action will be circulated among the Council members at least seven days prior to the meeting of the Council at which action is requested. Distribution of such reports, if not included with the agenda materials, is the responsibility of the reporting committee.

8 Participation of Non-Members. Non-members will address the Council only upon request of the Council or at the invitation of any committee of the Council, and/or the University President or Provost.

9 Agenda. Unless otherwise directed by the Council, the Order of Business will be:

Roll Call
Approval of the Minutes
Guest Speaker(s)
Communications
Unfinished Business
Committee Reports
New Business

The term "Unfinished Business" will include questions postponed from a previous meeting, motions to reconsider decisions taken at a previous meeting, or to discharge a committee from consideration of a proposal.

The term "New Business" will refer to proposals and announcements that have not been placed on the agenda by the Executive Committee. Non-substantial matters, such as votes of thanks or condolences, requests for information, or proposals to refer to committee, may be introduced from the floor and discussed by the Council. Proposals requiring substantial action by the Council, if not included with the agenda materials, will be referred to the committee or placed on the agenda of the next meeting.

10 Address. The Presiding Officer will be addressed as "Faculty Advisory Council President"; the Associate Presiding Officer will be addressed as "Faculty Advisory Council Vice-President"; and members of the Council will be addressed as "Council Members" in all formal and informal proceedings of the Council.

11 Debate. Discussions and debates in the Council will be governed by the following rules:

11.1 Council members will speak only when recognized by the chair and will stand when addressing the Council.

11.2 Discussion or explanation of motions cannot proceed unless (a) the motion is seconded or (b) given permission by the Council.

11.3 The first speech regarding any motion will be the prerogative of the initiator of the motion.

11.4 Individual speeches on any motion are limited to five minutes per member. A second speech on the same motion is permissible only after every Council member has had an opportunity to speak to the motion, and if the time limit for the debate of the motion has not expired. Second and succeeding speeches are also limited to five minutes.

11.5 Time limits for debate may be set by a two-thirds vote of the assembled Council members voting. Time limits may be extended in the same manner.

11.6 Debate may be closed by calling for the question with a two-thirds vote of the assembled Council members concurring.

11.7 Open discussion on the floor may be accomplished by a motion, with a majority concurring, to consider the question informally.

12 Voting. Voting in the Council will be governed by the following rules:

12.1 The normal method of voting will be a voice vote.

12.2 Standing votes or a show of hands may be asked for by a Council member and cannot be refused by the chair or the Council.

12.3 The Presiding Officer will appoint four official tellers at the first meeting of each academic year to serve for that year. Temporary tellers may be appointed for any single meeting attended by fewer than two official tellers.