

Faculty Advisory Council Bylaws  
Texas A&M University-San Antonio

Approved with SB 37 Modifications - November, 2025

## 1.0 Mission of the Faculty Advisory Council

- 1.1 The mission of the Faculty Advisory Council of Texas A&M University-San Antonio is to foster a community of mutual respect and cooperation within the University by facilitating effective faculty participation in academic governance by providing a means by which faculty may communicate their views in matters of concern to the University.
- 1.2 The Faculty Advisory Council works to ensure that faculty are provided with the resources and academic freedom necessary to provide innovative and challenging programs of high economic and social value for our students, community, and region.
- 1.3 The Faculty Advisory Council is an advisory body, not a governing body, to the University administration and makes recommendations to the University President and Provost.

## 2.0 Operations

- 2.1 Faculty Advisory Council Structure - The Faculty Advisory Council shall be unicameral.
- 2.2 Electoral units - The electoral units of the Faculty Advisory Council shall be the Texas A&M University-San Antonio departments.
- 2.3 Number of Members - Each college will have equal representation from their departments, with total elected members from each department not to exceed 2. The University President will appoint the Faculty Advisory Council President from the elected membership.
- 2.4 An at-large member from each college shall also be appointed to the Faculty Advisory Council by the University President and will serve in addition to the elected members.
- 2.5 Total membership on the Faculty Advisory Council shall not exceed 30 members.

## 3.0 Membership of the Faculty Advisory Council

### 3.1 Eligible Persons

The Faculty Advisory Council shall be composed of individuals who are employed by Texas A&M University-San Antonio whose appointment to employment status was approved by the University Provost and who is tenured or on the tenure-track, and holds the rank of Professor, Associate Professor, Assistant Professor, or professional track professor.

### 3.2 Ineligible Persons

Persons shall not be eligible for election or to serve upon the Faculty Advisory Council during any period in which they have administrative or supervisory duty over other faculty members.

### 3.3 Ex Officio

The Provost shall be ex officio, nonvoting member of the Faculty Advisory Council.

### 3.4 Terms of Office

3.4.1 Elected members will serve two-year terms, staggered in a manner that allows approximately one-half of the elected members to be elected each year.

3.4.2 A member's term as President is limited to their term as a member of the Faculty Advisory Council.

3.4.3 Elected members may only serve one term and can only be reelected after the second anniversary of the last day of the member's most recent term.

3.4.4 Appointed members 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.

3.4.5 A term will begin on the last meeting of the spring semester in which a member is elected or appointed and shall terminate in the last meeting of the spring semester in which he/she is replaced.

## 4.0 Roles and Responsibilities of Members

4.1 Members are expected to prepare for and regularly attend Faculty Advisory Council meetings in-person, participate in deliberations, and vote on reports and proposals as presented by Council committees and other entities at each Council meeting.

4.2 Any member missing three consecutive meetings or four total meetings in an academic year may be considered unduly absent and removed from office. The Faculty Advisory Council President will notify the University President and Provost of any unduly absent members.

4.2.1 For purposes of this section, any member can be absent due to extenuating circumstances. Extenuating circumstances include, but are not limited to, medical reasons, family and personal emergencies, research

obligations/conferences, scheduled teaching assignments, and other similar events during the day and time of the meeting.

- 4.3 Members are expected to represent the general faculty of their respective representational unit.
  - 4.3.1 Members are expected to bring to the floor of the Faculty Advisory Council concerns of their constituents.
  - 4.3.2 Members are expected to report Faculty Advisory Council business to their respective general faculty.
- 4.4 Members are expected to serve on or chair a standing or ad hoc Advisory Council committee when called upon.
- 4.5 Members may be asked to serve on University committees as representatives of the Faculty Advisory Council.

## 5.0 Electors and Elections

- 5.1 Faculty Advisory Council elections will be held on a yearly basis by the faculty of their electoral units.
- 5.2 Faculty members seeking election to the Faculty Advisory Council shall be nominated by the faculty of their electoral units.
- 5.3 All full-time, non-adjunct faculty members are eligible to vote but shall vote in only one electoral unit. The candidate(s) who receive the most votes by secret ballot within their respective electoral units shall be elected members.
- 5.4 Elections of members shall be held annually in April.
- 5.5 Vacancies during the year shall be filled by election of an eligible replacement member from the department.

## 6.0 The Officers of the Faculty Advisory Council

- 6.1 The officers of the Faculty Advisory Council shall comprise the following and will serve as the executive committee of the Council:

President (Presiding Officer)

Vice President (Associate Presiding Officer)

Secretary

## 6.2 Appointments for Executive Officers

6.2.1 The University President appoints the President, Vice President, and Secretary of the Faculty Advisory Council.

## 6.3 Duties of Officers

The officers of the Faculty Advisory Council will constitute the Executive Committee, with power to act for the Council between meetings on matters that must be dealt with immediately. All other items shall be reported to the Council for consideration. The actions of the Executive Committee shall be subject to review by the full Faculty Advisory Council. The Executive Committee shall be responsible for the agenda of meetings of the Council. The Executive Committee shall respond to matters presented to it by individual faculty members and may place such matters on the agenda as it deems necessary. The Executive Committee shall create ad hoc committees as necessary and shall be responsible for scheduling and assigning project completion dates for those agenda items sent to committees.

6.3.1 President: The Faculty Advisory Council President shall preside at meetings and vote only in the case of a tie, represent the Council to the University administration, and be responsible for transmitting to the President and the Provost of the University all matters proposed by the Council. The Faculty Advisory Council President or his/her representative and any members of the Executive Committee who so choose shall meet on a regular monthly basis with the Provost for informational purposes. The Faculty Advisory Council President shall prepare an end-of-year summary report of Council proceedings as well as assist the Secretary in archiving documents.

6.3.2 Vice President: The Vice President fulfills Presidential duties if the Faculty Advisory Council President is absent.

6.3.3 Secretary: The Secretary of the Faculty Advisory Council announces meetings, prepares and distributes minutes of Council meetings, and corresponds with others as required by Council decisions. The Secretary manages official records of the Council, ensuring copies of all minutes, agendas, and other Council documents are submitted to the University Library for inclusion in the Faculty Advisory Council Archives.

## 7.0 Faculty Advisory Council Meetings

- 7.1 The Faculty Advisory Council shall meet monthly from September through December and February through May.
- 7.2 Special meetings of the Faculty Advisory Council may be called at other times by either the University President, the Council president or vice-president, or by a signed request of fifteen or more voting members of the faculty. Special meetings must adhere to same rules as a regularly scheduled meeting.
- 7.3 The presence of a majority of the elected and appointed membership of the Faculty Advisory Council shall constitute a quorum. When a quorum is met, the Faculty Advisory Council shall hold public meetings, broadcast live via video and audio over the Internet.
- 7.4 Parliamentary procedure will be followed in meetings of the Faculty Advisory Council.
  - 7.4.1 The Parliamentarian of the Faculty Advisory Council advises the Council on parliamentary procedures, which shall follow *Democratic Rules of Order*, and oversees all elections, polls, and evaluations sponsored by the Council. The Parliamentarian manages conduct during all meetings, ensuring the orderly conduct of meetings according to *Democratic Rules of Order*.
- 7.5 All Faculty Advisory Council meeting procedures must comply with TAMU System policies, University campus rules, and campus SAPs regarding faculty advisory councils that reflect revisions and amendments made to Chapter 51 of the Texas Education Code required by Texas Senate Bill 37 as enrolled by the 89th Texas State Legislature. Meetings at which a quorum is present must be conducted in manner that is open to public per Texas Education Code 51.3522.
  - 7.5.1 The Secretary of the Faculty Advisory Council shall submit a call for agenda items to all faculty members at least two weeks prior to each Council meeting.
  - 7.5.2 Submission of agenda items by the general faculty and/or Faculty Advisory Council members must be submitted, along with supporting documentation, to the Secretary of the Council. The due date for submission items will be set by the Secretary.
  - 7.5.3 The Secretary of the Faculty Advisory Council shall prepare a draft agenda for each meeting of the Council for review by the Executive Committee at least ten business days prior to the meeting date.

7.5.4 The Secretary of the Faculty Advisory Council shall post a copy of the agenda to the Council webpage on the University website that includes the minutes of the previous meeting and any documents for discussion at least seven days prior to the meeting date.

7.5.5 All meetings will be held in-person.

7.5.6 All meetings shall be broadcast over the internet with live video and audio, as applicable, of each open meeting if more than 50% of the members are in attendance.

7.5.7 The names of the members in attendance must be recorded at each meeting.

#### 7.6 Minutes of the Meetings of the Faculty Advisory Council

7.6.1 The Secretary of the Faculty Advisory Council shall prepare minutes of all actions taken by the faculty during Council meetings and distribute them to the Executive Committee within ten business days of the meeting.

7.6.2 The Secretary of the Faculty Advisory Council shall distribute the minutes to all faculty members and post them to the Council website within five business days following the meeting in which the minutes are approved.

### 8.0 Functions of the Faculty Advisory Council

#### 8.1 Proposals, Resolutions and Policy Recommendations

The Faculty Advisory Council may initiate proposals and resolutions. The establishment of new University policies and changes to existing University policies may be reviewed by the Faculty Advisory Council. The Faculty Advisory Council will submit any recommendations to the University President and Provost for their review and approval.

#### 8.2 Advising

8.2.1 The Faculty Advisory Council shall serve as an advisory body to the University President and Provost in matters concerning the University.

8.2.2 The President of the Faculty Advisory Council shall be responsible for all communications between the Council and the University President and Provost. Other members should direct comments regarding Faculty Advisory Council business to the Council President.

8.2.3 The President of the Faculty Advisory Council, with concurrence of the Executive Committee, may delegate the responsibility of communication to other Council members as is appropriate.

### 8.3 Curricula

The Faculty Advisory Council reviews the University curricula, ensuring standards of instruction recommends requirements for degrees, and in general supporting the educational policies of the University. The Faculty Advisory Council shares this information with University administration at the request of the University President and Provost for their review and approval.

### 8.4 Faculty Welfare

The Faculty Advisory Council advises the University administration in the establishment of principles governing tenure, promotions, appointments, leaves, workloads, retirement, and other matters affecting the welfare of the faculty.

### 8.5 Instructional Resources

The Faculty Advisory Council collaborates with University administration in the establishment of policies affecting instruction, including, but not limited to, use of University resources provided to faculty, instructional design, classroom design and furnishings, and technologies adopted for instructional and research purposes.

## 9.0 Committees

Texas A&M University-San Antonio places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty. The Faculty Advisory Council discharges these and other responsibilities through the use of standing and ad hoc committees. All standing and ad hoc Faculty Advisory Council committees report to the Council.

Standing committees on which faculty members may serve consist of Faculty Advisory Council level standing committees and University-level standing committees. Members shall be elected to serve on these committees (unless represented by the Council President only) at the first meeting of the Council each fall. If committees are established at a later date, Members will be elected to serve at that time. All Faculty Advisory Council-level standing committees shall be chaired by faculty members.

### 9.1 Standing University Committees

Representation on University standing committees will be added to standing rules.

### 9.2 Standing Faculty Advisory Council Committees

9.2.1 The Undergraduate Curriculum Committee shall consist of the following members: one Faculty Advisory Council representative elected by the Council to serve as chair of the committee (voting only in the case of a tie), the chair of each college curriculum committee, and one elected at-large

member from each college, as well as one non-voting member from the Office of Academic Affairs and one non-voting member from the Office of the Registrar. The Chair of the committee will serve for two years if the member has two years left in the term.

The Undergraduate Curriculum Committee of the Faculty Advisory Council considers, and makes recommendations to the University President and Provost regarding, all academic matters of the University involving policy and procedure including but not limited to:

- (a) Undergraduate admissions requirements
- (b) Undergraduate graduation requirements
- (c) Undergraduate academic standards
- (d) Undergraduate curriculum
- (e) New undergraduate course creation
- (f) New undergraduate degrees
- (g) New undergraduate programs
- (h) High impact practices oversight

- 9.2.2 The Core Curriculum Committee will consist of one representative from each of the departments that teach the bulk of classes in the Core: Communications, History, and Philosophy; Literature, Language, and the Arts; Science and Mathematics; and Social Sciences. In addition, the Core Curriculum Committee will include the Director of First-Year Composition, one representative from the College of Education and Human Development and one representative from the College of Business, one representative from the Provost's Office and University Librarian as non-voting advisory members, and two representatives from the Faculty Advisory Council selected by the Council. The Committee will be chaired by an elected faculty member.

The Committee's duties will include vetting applications for new Core courses; coordinating among programs that offer core courses; interpreting best practices in general education for our institutional context; assessing the Core; and recommending changes indicated by these assessments to the University President and Provost. In addition, the Committee will identify areas in which the faculty would benefit from institutional support related to the teaching of Core courses. The Committee will make recommendations to the University President and Provost regarding the administration of the Core Curriculum.

- 9.2.3 The Graduate Council consists of six representatives appointed from all Graduate Faculty (with two representatives from each College) and two representatives of the Faculty Advisory Council who possess graduate faculty status elected by the Faculty Advisory Council. The Dean of Graduate Studies and a university librarian (excluding the Executive Director) will attend in an advisory capacity. The chair of the committee

may invite other representatives to scheduled meetings as needed. The Graduate Curriculum Committee considers, and makes recommendations to the University President and Provost regarding, all academic matters of the University involving policy and procedure of all graduate programs including but not limited to:

- (a) Graduate admissions requirements
- (b) Graduate graduation requirements
- (c) Graduate academic standards
- (d) Graduate curriculum
- (e) New graduate course creation
- (f) New graduate degrees
- (g) New graduate programs
- (h) Graduate core requirements

9.2.4 Faculty Policies, Procedures, and Advocacy Committee - The Faculty Policies, Procedures, and Advocacy Committee will consist of three members per College plus the members of the Executive Committee. The Faculty Policies, Procedures, and Advocacy Committee considers issues that affect the welfare of the faculty, will recommend revisions to policies and procedures related to the welfare of faculty, do periodic reviews of the faculty handbook and update as necessary, and will consider concerns brought up at Council meetings requiring further action.

9.2.5 Election Committee - The Election Committee shall be composed of one elected member from each College. The Parliamentarian will serve as chair of the Election Committee. The duties of the Election Committee include establishment of a timetable and guidelines for Faculty Advisory Council elections, maintaining a list of faculty eligible to be members, maintaining a list of faculty eligible to vote in member elections, and ensuring that ballots are prepared in advance of the election.

9.2.6 The Executive Committee may form ad hoc committees whenever necessary for the discharge of its functions. The Faculty Advisory Council will prepare a charge for each ad hoc committee.

## 10.0 Amendments to the Bylaws

### 10.1 Amendments to the Bylaws

10.1.1 Amendments to the Bylaws may be proposed by the Faculty Advisory Council by a two-thirds (2/3) majority of those present and voting at two successive meetings.

10.1.2 Amendments to the Bylaws may be proposed by petition of fifteen members of the general faculty to the Faculty Advisory Council subject to a favorable

vote of a two-thirds (2/3) majority of those present and voting at two successive meetings.

10.1.3 Amendments to the Bylaws may be proposed by petition by twenty percent of the general faculty submitted to the Faculty Advisory Council to place the initiative on a ballot for a vote by the general faculty.

10.1.4 No amendment or petition for an amendment to the Bylaws can be considered between the regular April meeting and the following regular September meeting of the Faculty Advisory Council.

## 10.2 Ratification of Amendments to the Bylaws

10.2.1 The general faculty shall be sent a copy of the amendment(s) by electronic means, and a hard copy shall be sent to each college.

10.2.2 Within thirty days of receipt of the electronic copy, each college will call a meeting to vote upon the ratification of the amendment(s) by a special ballot prepared by the Faculty Advisory Council.

10.2.3 All ballots will be returned to the Chair of the Election Committee by the date specified.

10.2.4 The ballots shall be tallied in the presence of a quorum of the Election Committee and at least three independent witnesses.

10.2.5 The time and place of the vote count shall be publicized at least twenty-four hours in advance so that any member of the general faculty who wishes may witness this process.

10.2.6 If a two-thirds (2/3) majority of the eligible general faculty voting approves the amendment, it shall be forwarded to the University President and Provost for their consideration and approval.

10.2.7 Blank or unmarked ballots will be declared invalid and will not be included in the tally of votes.

## 11.0 Standing Rules

The Faculty Advisory Council may establish such Council rules and procedures as are required for it to achieve its purpose as long as these rules and procedures comply with TAMU System policies, University rules, and campus SAPs regarding faculty advisory councils. Standing rules may be revised by the Executive Committee as needed with a vote of two thirds of faculty in a regularly scheduled Council session. Voting to change the standing rules will be conducted by the Parliamentarian.

- Electoral units and number of members: each department will elect members plus appointees from each college by the University President, for a total of no more than 30 members. Best efforts should be made for electoral units to consider nominations of both tenure-track and professional track faculty, as well as early career and tenured faculty.
- Guests, non-Members, and non-voting members addressing the voting members: Those mentioned above will be called to speak at the Faculty Advisory Council president's discretion. Anyone wishing to address the Council with a specific agenda item must identify a topic and submit a request to the Executive Committee Secretary and President with at minimum two weeks' notice for the item to be included in the published agenda. Participation of non-voting members in discussions must be approved by the chair of the meeting (i.e., the Council president, vice president).
- The Faculty Advisory Council president has the final authority to determine the amount of time allotted on the meeting agenda for all agenda item discussions.
- Administrative updates and guest presentations will be restricted to the first thirty minutes of the meeting. Any extra time dedicated to administrative updates and guest presentations must be voted upon by extension just as other agenda topics.
- Time allotted to agenda topics: Voting to extend a discussion must occur once the allotted time in the agenda is expended. If the Council votes to add time to the discussion, it will continue for the proposed time recommended and voted on. If not, it will be added to the future agenda in old business at the discretion of the Executive Committee.
- Voting Requirements: Faculty members must be present to vote on action items in the agenda.
- Dissemination of Faculty Advisory Council documents: Faculty Advisory Council documents will be uploaded to a shared drive monthly as determined by the Secretary of the Council.
- Standing University Committees: University standing committees include:
  - University Resource Commission
  - University Library Committee
  - Space and Use Committee
  - Calendar Committee

12.0 All procedures and policies of the Faculty Advisory Council must comply with the public meetings requirements of Texas Education Code Chapter 51.3522 and all other amendments to Chapter 51 of the Texas Education Code required by Texas Senate Bill 37 as enrolled by the 89th Texas State Legislature.