

By-Laws of the Faculty Advisory Council (FAC) of the College of Science

ARTICLE I

Purpose

- Section 1. The Faculty Advisory Council (FAC) shall serve as a deliberative and advisory body to help formulate policies and programs for the improvement and development of the College of Science of Texas A&M University.
- Section 2. The Faculty Advisory Council (FAC) shall advise the Dean of the College of Science on matters of significant interest and importance to the Faculty of the College. It shall make recommendations to the Dean on matters pertinent to attaining educational excellence within the College and to fulfilling the educational role of the College of Science within the University.

ARTICLE II

Membership

- Section 1. The FAC shall consist of eight members elected from the full-time faculty members of the College of Science, excluding degree candidates in the University and administrative officers. The FAC shall be composed of one member each from the Departments of Biology, Chemistry, Mathematics, Physics and Astronomy, and Statistics. Additionally, there shall be three at-large members, one of whom shall be a non-tenure-track faculty member. Membership of the FAC shall be revised as set forth in Article II, Section 2, when additional departments are approved for representation on the Council.
- Section 2. When a new department is established within the College of Science, it shall be entitled to add a member to the FAC.
- Section 3. By the end of the eighth week in each spring semester, the Chair of the FAC shall determine which positions of the Council must be filled. The Chair of the FAC shall ask the Department's Head to carry out step (b) of the following College of Science election protocol (a) to (e). In case a departmental representative of the FAC is no longer available, the Department Head takes over steps (a) and (b) or delegates them to a faculty member of this Department.

- (a) The departmental representative of the FAC shall call for nominations in the corresponding Department for each FAC member or representative-at-large position that needs to be filled.
In case a non-tenure-track faculty member is needed to fill a representative-at-large position, only nominations of non-tenure-track faculty shall be solicited.
Nominations are to be gathered by the departmental representative for a period of at least two days.
- (b) The nominated faculty shall then be contacted by the departmental representative of the FAC and asked if they are willing to serve.
Those who do not wish to serve shall be removed from the list.
By the end of the tenth week of the spring semester, the remaining nominations for the *departmental representative* position are forwarded to the Head of the corresponding Department, who conducts the election. Each faculty member of the Department will receive one ballot. The Head of the Department shall announce the results of the elections to each candidate and forward them to the Chair of the FAC and to the Dean's Office.
Remaining nominations for *representative-at-large* positions shall be forwarded to the Chair of the FAC by the end of the tenth week of the spring semester.
- (c) The Chair of the FAC shall conduct the College of Science election for at-large positions with the administrative assistance of the Dean's Office. Each faculty member of the College of Science will receive one ballot.
Concise biographical data of each nominee for an at-large position on the FAC shall be included in the College of Science ballot.
The results of the elections will be collected in the Dean's Office and forwarded to the Chair of the FAC.
- (d) The Chair of the FAC shall announce the results to each candidate and shall inform the faculty of the names of the elected candidates. Only the names of elected candidates shall be published on the FAC's web site and venues as appropriate.
The numbers of votes shall not be published but shall be available for inspection upon request to the Dean's Office.

- (e) The Chair of the FAC shall oversee the completion of all elections and announce the results by the end of the twelfth week of the spring semester.

- Section 4. Only members of the Faculty of the College of Science are eligible to vote. The Faculty of the College of Science shall consist of all members of the Faculty of the University who hold at least a half-time appointment in the College of Science.
- Section 5. Nominations may be made by any faculty member and faculty members may nominate themselves.
- Section 6. Each faculty member shall be entitled to one vote per vacancy in the representative-at-large election and one vote in the election of the corresponding departmental representative.
- Section 7. Election of departmental representatives shall be by the highest number of votes of the faculty members who voted. In the representative-at-large elections the candidates receiving the highest numbers of votes shall be elected as representative-at-large members of the FAC. In case of a tie in any election, the candidates involved in the tie shall draw lots for the positions on the FAC.
- Section 8. Members of the FAC shall be elected to a three-year term of office. An FAC member shall serve for no more than six consecutive years. The term of office shall commence at the first regularly scheduled FAC meeting in the fall following the election. The newly elected member should attend the May FAC meeting. The term of office of leaving members ends at the time of installation of new members.
- Section 9. When an FAC member resigns from a position or takes leave of absence for more than nine months, this position shall be declared vacant. The Chair of the FAC shall call a special election within 60 days to fill the vacancy. Members elected to fill a vacancy shall serve only for the unexpired portion of the term. FAC members who are absent from the campus for a period of more than two months, but less than nine months, may designate a faculty member from the corresponding department to fill this position during the absence. This appointment is subject to approval by the FAC.

ARTICLE III Meetings

- Section 1. The FAC shall meet in regular session once a month, September through May, at a date and hour agreed upon by the Council. The date, hour, meeting place, and agenda shall be communicated to the members by the Chair of the FAC at least one day in advance of the scheduled meeting.
- Section 2. Special sessions of the FAC may be called by the Chair of the FAC, or upon written petition of a majority of the FAC members.
- Section 3. A quorum consists of a majority of the members of the FAC.
- Section 4. By a majority vote of the FAC members present at a meeting, the FAC may retire to executive session.

ARTICLE IV Officers

- Section 1. The officers of the FAC of the College of Science shall be a Chair and a Vice-Chair.
- Section 2. All officers shall be chosen annually from, and by, the coming year's FAC members at the May meeting of the FAC.
- Section 3. If the office of FAC Chair shall become vacant, the Vice-Chair shall succeed to the office for the unexpired portion of the term. A vacancy occurring in the Vice-Chair office shall be filled immediately by a current FAC member who is elected by the FAC. This election shall be for the unexpired portion of the term.
- Section 4. All officers are eligible for re-election as long as they are members of the FAC.

ARTICLE V Procedure

- Section 1. The purpose outlined in Article I shall be read by the Chair of the FAC at the first meeting attended by any new member of the Council, and the web address of the by-laws will be communicated.

- Section 2. The Chair of the FAC shall keep an accurate record of the proceedings of the Council meetings. Upon request by FAC members, the record of the preceding meeting shall be communicated and approved as prepared or corrected.
- Section 3. The Chair of the FAC shall prepare an official agenda for each meeting, and communicate it to the FAC members prior to a meeting. Any member may bring items that are not on the agenda to the attention of the FAC at any meeting. A faculty member other than a member of the FAC, wishing to present a matter for consideration to the FAC, shall do so in writing to the Chair of the FAC. If this faculty member wishes to appear before the FAC to support the written proposal, the faculty member may do so by previous appointment and with the approval of the Chair of the FAC.
- Section 4. Determination of the method of voting on matters presented to the FAC shall be at the discretion of the Chair, unless a secret voting process is requested by a member. A majority vote of the FAC members in attendance, provided a quorum is present, shall be required to approve items for consideration by the FAC. A majority vote of the FAC members in attendance, provided a quorum is present, shall be required to make the final recommendations of the FAC to the Dean on any item.
- Section 5. Recommendations of the FAC to the Dean of the College shall be made in writing by the Chair of the FAC. Minority views may be submitted by the Chair of the FAC, if desired by any FAC member.

ARTICLE VI Committees

- Section 1. Committees, composed of one or more members of the FAC, may be appointed and instructed by the Chair of the FAC as needed.
- Section 2. Upon authorization of the FAC and upon recommendation of the Committee Chair, the Chair of the FAC may appoint faculty members who are not on the FAC to serve on a committee.
- Section 3. All committees shall be terminated by the first regularly scheduled FAC meeting in the fall, or upon the completion of their assigned duties.

Section 4. Vacancies on all committees shall be filled by the Chair of the FAC in accordance with the rules described above.

ARTICLE VII Amendments

Section 1. Amendments to the by-laws may be proposed in either of two ways:

- (a) by vote of a majority of all members of the FAC or
- (b) by written petition signed by at least 25 eligible members of the Faculty of the College of Science.

The Council shall submit such amendments to a vote of the College of Science Faculty.
To become effective, the proposed amendments must be ratified by a majority of the eligible faculty voting on the proposals.