

# University of Houston-Clear Lake Faculty Council Bylaws

**DRAFT**  
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**Article One: Definition**  
**Article Two: Membership**  
**Article Three: Meetings**  
**Article Four: Leadership**  
**Article Five: Committees**

## **ARTICLE ONE: DEFINITION**

A faculty council means a representative faculty organization at one of the institutions of higher education in the UH System and can only be established by the Board of Regents. A faculty council is advisory only and may not be delegated the final decision-making authority on any matter. A faculty council shall represent the entire faculty of the institution of higher education and advise the institution administration and any system administration regarding matters related to the general welfare of the institution, including curriculum, faculty affairs, as well as research and scholarship. The presidents shall appoint appropriate administrators to assist the faculty council in these areas.

## **ARTICLE TWO: MEMBERSHIP**

### ***Section One—Faculty Council membership***

The Faculty Council membership should:

- (1) ensure adequate representation of each college of the institution;
- (2) require the members to be full-time faculty members in good standing (e.g., not on a performance plan or administrative leave) and to have completed a minimum of two academic years at UHCL. This means that full-time faculty members will be eligible to serve at the beginning of their third year. Exceptions to this rule may be granted by the respective dean;
- (3) require consistent and equitable representation of non-tenure track, tenure-track, and tenured faculty;
- (4) include only faculty members who do not have administrative appointments above the level of department chair.

### ***Section Two—Representation***

Each of the 4 colleges (see list below) will have 6 representatives on the Faculty Council for a total of 24 members. One representative will be appointed by the president for each college and the other representatives will be elected by the faculty within the respective college. Service on the Faculty Council, whether elected or appointed, is voluntary.

**College of Business**

**College of Education**

**College of Human Sciences and Humanities**

**College of Science and Engineering**

The president shall appoint a presiding officer, associate presiding officer, and secretary from the members of the Faculty Council.

The Executive Committee of the Faculty Council will consist of the presiding officer, the associate presiding officer, the secretary, and the chair from each of the three standing committees.

***Section Three— Terms of service***

A member of the Faculty Council appointed by the president in accordance with Subsection 5 (A) of SB 37 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 of the faculty council elected by a vote of the faculty of the member's respective college serves 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.

A faculty member serving on the Faculty Council may be immediately removed from the council for failing to conduct the member's responsibilities within the council's parameters, failing to attend council meetings (at least 75% in-person attendance required), or engaging in other similar misconduct. A member of a Faculty Council may be removed on recommendation of the institution's provost and approval by the institution's president.

Persons appointed to be the presiding officer, the associate presiding officer, or secretary will serve a one-year term with the possibility of reappointment for an additional year.

In the event of a vacancy of an appointed member, prior to the normal expiration of the term, the president will appoint a new member to fulfill the unexpired term. If the vacancy occurs with an elected member, the respective college must hold a special election to fulfill the remaining unexpired term.

**ARTICLE THREE: MEETINGS**

The Faculty Council shall normally meet once a month during the fall and spring semesters on the first Wednesday of the month.

The presiding officer shall preside over meetings of the Faculty Council and represent the council in official communications with the institution administration and system administration.

Chapters 551 and 2110 of the Texas Government Code do not apply to the Faculty Council. The Faculty Council may not hold executive sessions as part of their meetings.

The Faculty Council shall conduct meetings in person, at which a quorum of at least 40% of the 24 members must be present, in a manner that is open to the public and in accordance with procedures prescribed by the president.

The Faculty Council shall broadcast over the Internet live video and audio, as applicable, each meeting of the council.

The Faculty Council must post on the institution's Internet website not later than the seventh day before a meeting of the Faculty Council:

- (A) an agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote; and
- (B) any curriculum proposals reviewed by the council that will be discussed or voted on at the meeting.

Appropriate minutes of all meetings must be maintained and the names of the members in attendance must be recorded.

## **ARTICLE FOUR: LEADERSHIP**

### ***Section One—Presiding Officer***

The functions of the presiding officer are to:

1. preside over meetings of the Faculty Council;
2. make regular Faculty Council meeting agendas available at least seven days before council meetings;
3. meet once a month with the president and provost to discuss Faculty Council business and updates;
4. in conjunction with the provost and/or president, call special meetings of the Faculty Council.

### ***Section Two—Associate Presiding Officer***

The function of the *associate presiding officer* is to:

1. preside over meetings of the Faculty Council in the absence of the presiding officer.

### ***Section Three—Secretary***

The functions of the secretary are to:

1. preside over meetings of the Faculty Council in the absence of both the presiding officer and associate presiding officer;
2. compile and maintain a complete set of minutes of the meetings of the Faculty Council.

## **ARTICLE FIVE: COMMITTEES**

### ***Section One—The Faculty Affairs Committee***

The Faculty Affairs Committee shall be comprised of designated members of the Faculty Council and the vice provost, who will be a non-voting ex officio member. The Faculty Affairs Committee shall review and advise on policies concerning the conditions of faculty employment and workload. The Faculty Affairs Committee will be advisory to the provost.

### ***Section Two—The Research and Scholarship Committee***

The Research and Scholarship Committee shall be comprised of designated members of the Faculty Council and the associate provost for research and sponsored programs, who will be a non-voting ex officio member. The Research and Scholarship Committee shall review and advise on policies and other matters related to research and scholarship. The Research and Scholarship Committee will be advisory to the provost.

### ***Section Three—The Curriculum Committee***

The Curriculum Committee shall be comprised of designated members of the Faculty Council and the vice provost, who will be a non-voting ex officio member. The Curriculum Committee shall review and advise on undergraduate and graduate curriculum matters. The Curriculum Committee will be advisory to the provost.