



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

A. Purpose

The purpose of this document is to provide (1) general membership guidelines governing the formulation and operation of Academic committees and councils (hereafter committees) and (2) responsibilities governing University academic committees.

B. Definition and Purpose of Academic Committees

1. An Academic committee is a group of persons appointed by the President to consider, investigate, review and recommend on certain matters or subjects under the committee's assigned responsibilities.
2. There are two types of Academic Committees in the Division of Academic Affairs standing committees (which have a continuing existence) and special or ad hoc committees (which go out of existence as soon as they have completed a specific task).
3. All Academic Committees and Councils in this document with the exception of ad hoc committees identified in section C.9 below, are standing committees.

C. Membership

1. All full time faculty members/librarians are eligible for membership in academic committees.
2. Membership on academic committees is limited to one appointment; that is, no faculty member/librarian shall serve concurrently on two standing academic committees.
3. The term of office for faculty members/librarians is for a maximum of three academic years.
4. No faculty member/librarian shall be appointed for two consecutive terms on any University Academic Committee.
5. Department chairs are eligible for membership.
6. Faculty membership for academic committees shall be in accordance with the following formula:

$$\frac{\text{Number of eligible faculty for a given unit}}{\text{Total number of eligible University faculty}}$$



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

The formula is designed to provide each major academic unit (College) with representation on committees proportionate to the ratio of the number of eligible faculty in each major academic unit to the total number of eligible University faculty. Each college shall have at least two members on each committee.

7. Each committee/council shall have one librarian member. This member is an addition to the fifteen faculty members.
8. All faculty appointments to Academic Committees shall be made by the President in the following manner:
 - a. When faculty vacancies exist on academic committee, the appropriate Dean/Director of the unit and the Chair of the Faculty Senate will be notified by the Vice President for Academic Affairs.
 - b. The Chair of the Faculty Senate will notify Faculty Senators in the affected units of these vacancies.
 - c. The Faculty Senators, following procedures adopted by the Faculty Senate, will notify faculty of the vacancies, identify, contact, and review prospective appointees, verify their qualifications and willingness to serve, and forward to the appropriate deans the names of those faculty who in their professional judgment have the best qualifications for service. Faculty Senators will consult with the Deans during this process.
 - 1) All faculty in a unit who are eligible to serve on an academic committee shall be formally notified of committee vacancies and provided an opportunity to express interest in such service. If qualified and willing to serve, all faculty should be provided with an opportunity for appointment to academic committees over time.
 - 2) The Faculty Senators should strive to achieve ethnic/gender/discipline balance in selecting prospective committee members.



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

- 3) The Dean/Director may, after consultation with the Faculty Senators in the appropriate academic unit, request additional recommendations for a committee vacancy. If additional recommendations are not provided by the appropriate Faculty Senators, the Dean/Director may select and provide the additional recommendations to the President.
 - d. After consensus (For the purposes of this document consensus is defined as general accord but not necessarily unanimous agreement) has been reached between the Dean/Director and the Faculty Senators, the Dean/Director shall submit to the President the name(s) of faculty for appointment to committee vacancies who have been judged to have the best qualifications for service.
 - e. After due consideration of recommendations submitted, the President will appoint faculty to all Academic Committees and Councils.
9. The President and/or Vice President for Academic Affairs shall consult with the Faculty Senate before making faculty appointments to special or ad hoc committees and task forces.
10. The term of office for student members is one academic year.
 - a. Student members shall be nominated by The University of Texas-Pan American Student Government Association.
 - b. Student members shall be nonvoting.
11. The Vice President for Academic Affairs or his/her designee shall be a nonvoting ex-officio member of all academic committees. In addition, the Vice President for Academic Affairs shall assign to each committee a nonvoting administrator/staff person to serve as liaison to the Vice President for Academic Affairs.
12. Appointment of additional ex-officio members by the Vice President for Academic Affairs is specified, where appropriate, in the individual description of committees.
13. A committee vacancy shall be declared when any of the following conditions are met:
 - a. A member's term expires.
 - b. A member resigns from the University or from the committee prior to the



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

- expiration of his/her term on the committee.
- c. A member has three (3) unexcused absences from regularly scheduled committee meetings.
 - d. A member is removed from the committee by two-thirds majority vote of the committee members.
 - e. A member is incapacitated and cannot serve on the committee.
 - f. A member dies.
14. When a vacancy occurs in an unexpired term of membership, a replacement shall be appointed following established procedures to serve the remainder of the three-year term.
- a. If a half term or more is to be served when the replacement is appointed, the replacement member will be considered as having served a term in his or her own right and will not be eligible for re-appointment.
 - b. If less than one half of the term remain to be served when the replacement is appointed, the replacement member will not be considered as having served a term in his or her own right and will be eligible for re-appointment.
15. Exceptions to these general membership provisions include the following:
- a. Membership on the Teacher Education Committee is specified in the Texas Education Code.
 - b. Membership on the Graduate Council is specified in the description of the Graduate Council.



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

D. Procedures

1. All committee appointments or recommendations are to be made the prior Spring semester and are effective at the beginning of the academic year.
2. Each Committee shall elect a chairperson, vice-chairperson, and secretary at the first meeting of the academic term. Officers will serve for a one-year term which commences with the beginning of the academic year.
3. Relevant committee reports and recommendations shall be forwarded to the Faculty Senate Chair and the Vice President for Academic Affairs.
4. The secretary of each committee shall distribute the minutes of each meeting to committee members, the Faculty Senate and Vice President for Academic Affairs.
5. The committee chairperson shall submit an academic year-end report of its activities to the Faculty Senate and Vice President for Academic Affairs.
6. Each committee should examine the expiration dates and adjust the terms for its membership so that one-third of the committee member's terms conclude each year. Appointees whose terms are shortened will be eligible for re-appointment following the guidelines for replacement of a vacancy in Section C.14.
7. At the initial meeting of each academic year, the committee shall establish the procedure and criteria for removal of members.
8. Proxy voting is prohibited.
9. A majority of committee members constitutes a quorum.

E. Standing Academic Committees

1. Admissions Committee

The primary purpose of the Admissions Committee is to develop and evaluate admissions policies and procedure of the University and to oversee the implementation of the policies. Administration of the admissions policies is the responsibility of the Director of Admissions and Records through the Office of Admissions and Records.



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

The Admissions Committee is composed of at least fifteen faculty members, a librarian and two non-voting students. The Director of Admissions and Records and a representative of the counseling center serve as *ex-officio* members of the committee.

The Admissions Committee has the responsibility for:

- a. Reviewing and recommending to the faculty and administration all policies and procedures regarding admission to the University;
- b. Reviewing and answering appeals by the students who have been placed on academic suspension;
- c. Assisting in the supervision of the Concurrent Enrollment Program; and,
- d. Overseeing implementation of the admissions policies.

The admissions policies and procedures shall be reviewed and evaluated annually by the Admissions Committee and the Director of Admissions and Records. Recommendations for change shall be made to the faculty and the Vice-President for Academic Affairs as appropriate.

2. Curriculum Committee

The primary purpose of the Curriculum Committee is to review all curriculum proposals.

The Curriculum Committee is composed of at least fifteen faculty members and two nonvoting students, one graduate and one undergraduate, that serve on the committee. The *ex-officio* members of the committee are the Director of the Learning Assistance Center and the Collection Development Librarian.

The Curriculum Committee has the responsibility for:

- a. Reviewing all new courses, minors, majors, or other academic programs submitted by department chair and college deans;
- b. Examining, as may seem appropriate, all aspects of the curriculum which may not routinely originate within a department, and initiating changes in the curriculum



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

examined, university wide changes are subject to ratification by the faculty;

- c. Minimizing course content duplication;
- d. Insuring that course descriptions are clear and understandable and accurately reflect content; and,
- e. Insuring that course numbers and course prerequisites reflect the correct course sequence in academic programs.

3. Faculty Research Council

The primary purpose of the Faculty Research Council is to make recommendations regarding faculty research policies and procedures and the allocation of organized research funds.

The Faculty Research Council is composed of at least fifteen faculty members, a librarian and two non-voting student members, one graduate and one undergraduate.

The Faculty Research Council has the responsibility for:

- a. Establishing criteria and procedures for the awarding of research fund monies designated for internal faculty research grants.
- b. Gathering, reviewing, and recommending faculty research requests involving expenditure of research monies designated for internal faculty research.

4. Graduate Council

The primary purpose of the Graduate Council is to make recommendations on all matters related to graduate curricula, policies and practices.

The Graduate Council is composed of at least fifteen "graduate" faculty members and two non-voting graduate students from all academic units. The Collection Development Librarian is an ex-officio member.

The Graduate Council has the responsibility for:

- a. Approving the admission of faculty members to Graduate Faculty status;



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

- b. Formulating and reviewing policies and proposals affecting graduate courses, degree programs and, as appropriate, professional certification; and,
- c. Reviewing proposals for new graduate programs, or changes in existing graduate programs, certification programs and courses.

5. Honors Council

The primary purpose of the Honors Council is to formulate and review the policies, program and procedures of the Honors Studies Program.

The Honors Council is composed of at least fifteen faculty members, a librarian and two nonvoting student members, at least one of whom is participating in the Honors Studies Programs. The Director of the Honors Studies Program is an ex-officio member of the Committee.

The Honors Council is responsible for:

- a. Formulating and reviewing the policies and procedures of the Honors Program;
- b. Reviewing the programs of the Honors Studies Programs; and,
- c. Advising the Director of the Honors Program regarding program administration.

6. Library Committee

The primary purpose of the Library Committee is to study library needs and advise the Director on matters of general library policy and development of library resources.

The Library Committee is composed of at least fifteen faculty members, a librarian and two non-voting students (one graduate and one undergraduate). The Director of the Library also serves as an ex-officio member of the committee.

The Library Committee has the responsibility for:

- a. Advising the Director of the Library on policies and procedures of the University Library;



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

- b. Advising the Director concerning the administrative supervision of the University Library;
- c. The Committee also make recommendations concerning the following matters:
 - 1) Allocation of book funds to subject or department areas;
 - 2) Decisions on requests for new periodical subscriptions of a general or specific nature;
 - 3) Purchase of expensive, rare, or research materials; and,
 - 4) Improvement of the Library physical plant or equipment.

7. Faculty Development Council

The primary purpose of the Faculty Development Council is to recommend policies and procedures related to faculty development.

The Faculty Development Council is composed of at least fifteen faculty members, and a librarian.

The Faculty Development Council has the responsibility for:

- a. Recommending policies and procedures in the area of faculty developmental activities;
- b. Coordinating the implementation of faculty development activities;
- c. Providing opportunities for faculty development in teaching, professional achievement and service; and,
- d. Assisting the faculty member to revitalize his or her excitement about learning and his or her pleasure and effectiveness in communicating this to others.

8. Academic Computer Council

The primary purpose of the Computer Council is to deliberate and advise on all aspects of academic computing.



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

The Academic Computer Council is composed of at least fifteen faculty members, a librarian and two non-voting students (one graduate and one undergraduate), the Director of Technology Resources, the Director of the Computer Center, and the supervisor of academic computer laboratories serve as ex-officio members of the Council.

The Computer Council has the responsibility for:

- a. Identifying and revising general objectives relating to the acquisition and use of computers in Academic Affairs or any of its components.
- b. Participating in the long-range and intermediate planning of Academic Affairs, Business Affairs, and the Computer Center as it affects the acquisition and utilization of computers in the division of Academic Affairs and its components.
- c. Participating in the development of policy related to priority use of computer services in Academic Affairs, as in providing guidelines for:
 - 1) Use of computer facilities among various classes of users, i.e., faculty instructional, students in computer related classes, and other students;
 - 2) Acquisition of computer software and equipment available for use in Academic Affairs;
 - 3) Funding and staffing computer services and laboratory facilities in Academic Affairs;
 - 4) Maintaining and repairing all computers and computer peripherals; and,
 - 5) Training of faculty and staff in the use of computers.

9. Teacher Education Committee

The primary purpose of the Teacher Education Committee is to recommend policies and procedures related to teacher education.

The Teacher Education committee is composed of two voting members from each of the six academic colleges, the Assistant Vice President for Undergraduate Studies (*ex-officio*), and the Executive Director of Region I Education Service Center (*ex-officio*).



Handbook of Operating Procedures

Section: 3.4.4
Originally Approved: 10/05/90
Last Amended: 11/05/02

ACADEMIC COMMITTEES AND COUNCILS

In all regards, the Teacher Education Committee will conform to the rules for Standing Academic Committees as per HOP 3.4.4.

The State Board of Educator Certification Rules (19 *Texas Administrative Code*, Section 228.20) states that the preparation of educators shall be a “collaborative effort among accredited public schools and/or private schools, regional education service centers, institutions of higher education, and business and community interests” and “shall be delivered in cooperation with accredited public schools and/or private schools.” It further states that “an advisory committee with members representing each of the above shall assist in the design, delivery, evaluation, and major policy decisions of the preparation program.”

- a. Establishing a committee composed of personnel from public/private schools, Region I Education Service Center, and business and community representatives to advise the Teacher Education Committee in the design, delivery, evaluation, and major policy decisions of educator preparation programs;
- b. Initiating designing, approving, recommending, implementing and evaluating teacher education programs;
- c. Developing and recommending policies in regard to admission and retention of students in the teacher education program;
- d. Reviewing and recommending course offerings in the teaching fields and in the professional certification programs; and,
- e. Recommending and coordinating staff development activities.
- f. Reviewing data and making recommendations regarding ExCET scores; and
- g. Discussing issues related to educator certification and ExCET.

F. Review

This document shall be reviewed every even year by the Vice President for Academic Affairs in consultation with the Faculty Senate.