

## **Bylaws of the Undergraduate Committee of the Faculty Senate at the University of Houston**

Established September 2011, Revised March 2019

### **I. MEMBERSHIP**

A. The Undergraduate Committee of the Faculty Senate (hereafter referred to as the Committee) shall consist of members representing the faculty, undergraduate academic advisors, the student body, and the administration of the University of Houston.

B. The faculty shall be represented by 32 elected Faculty Senators.

1. Each college with an undergraduate program, as well as the Honors College and the University Libraries will have a minimum of one representative.

2. To fill the remaining available seats, the total number of seats remaining will be allotted based on the percentage of SCH offered by the college.

a) The SCH percentage will be calculated annually after ORD of the Spring Semester.

b) Seat allocations will be adjusted based on these calculations prior to the conduction of the election.

c) Seats shall be assigned using standard rules of rounding.

d) Should any seat remain unassigned due to rounding, the college with the lowest percent representation of their full time faculty will be awarded the remaining seat.

e) College representation will be capped at 25% of elected faculty senators

3. Faculty Senators serving on the Committee shall

a) be active faculty members of the University of Houston,

b) hold rank no higher than associate Dean,

c) serve for three years beginning August 15, with approximately one-third of the terms expiring each year,

- d) be eligible for re-election, and
- e) have full voting responsibilities.

4. The distribution of elected Faculty Senators for the academic year shall be reported at the first regular meeting of the Committee each fall semester.

C. Each college may be represented by an additional faculty member of the college's choosing who represents the undergraduate curriculum planning for the college.

- 1. College representatives shall
  - a) be active faculty members of the University of Houston,
  - b) hold rank no higher than associate Dean,
  - c) serve for one year beginning August 15,
  - d) be eligible for re-appointment, and
  - e) have full voting responsibilities.

D. The University Advising Committee (UAC) shall be represented by the elected chair(s) of the UAC.

E. The Undergraduate Student body shall be represented by elected Student Senators of the Student Government Association (SGA).

- 1. SGA Senators serving on the committee shall
  - a) be continuously enrolled throughout their term on the Committee,
  - b) be appointed by the Speaker of the SGA, the chair of the Academic Affairs Committee or as governed by the SGA bylaws.

F. The administration shall be represented by representatives from the following offices:

- 1. The Vice Provost for Undergraduate Student Success;
- 2. The Assistant Vice Provost for Undergraduate Student Success;
- 3. The Assistant Dean of Undergraduate Academic Affairs;
- 4. The Dean of Students;
- 5. The Associate Vice Provost of Enrollment Services;

- a) The Executive Director of Scholarships and Financial Aid;
- b) The Office of the University Registrar.
- c) Administrative representatives shall
- d) serve ex-officio, and
- e) have no voting responsibilities.

G. Any other individuals from the University community who may contribute to the function of the Committee may be nominated by any Faculty Senator serving on the Committee.

1. Appointments must be confirmed by a majority vote of the Committee, and are eligible for reappointment.
2. Such individuals may not make up more than one third (1/3) of the Committee.
3. Appointed members shall
  - a) be actively engaged with the undergraduate curriculum at the university, and
  - b) have voting responsibilities at the subcommittee level only.

## II. OFFICERS

A. The Committee shall have a Chair and a Chair-Elect who shall be elected members of the Faculty Senate and the Committee.

1. The Chair-Elect is elected in the final scheduled meeting of the spring semester.
  - a) The election is held in the meeting by paper ballot.
  - b) The ballots are counted by Faculty Senate Staff under the auspices of the Faculty Governance Committee bylaws.
2. The Chair-elect serves in a preparatory role for assuming the office of the Chair in the second August 15 following their election.
  - a) If the Chair-Elect is elected in the last year of their term, their term will automatically be extended to the end of their official duties as Chair.

3. Perform the duties of the Chair during the chair's temporary absence.
4. Report all changes in Committee membership to the Committee in a timely manner.

B. The duties of the Chair shall be to

1. Determine the dates of and set the agenda for all regular meetings of the Committee with the assistance of the Program Manager for Undergraduate Academic Affairs.
2. Preside at all meetings of the Committee and its Executive Committee.
3. Appoint the chairs and members of all standing subcommittees of the Committee no later than the first regular meeting of the fall semester.
4. Appoint the chair and members of ad hoc subcommittees whenever necessary.
5. Serve as an ex officio member of all standing and ad hoc subcommittees of the Committee.
6. With the assistance of the Program Manager for Undergraduate Affairs, monitor subcommittees' progress in review and approval of proposals.
7. Communicate with the Vice Provost for Undergraduate Student Success regarding administrative initiatives, policy and major curricular proposals.
8. Report directly to the Senior Vice President and Provost in writing and in a timely manner all actions of the Committee sending copies of the report to departments, schools, and colleges when appropriate.
9. Submit, no later than August 31, a written summary report of the Committee's activities for the previous twelve-month period to the Senior Vice President, Provost, and President of the Faculty Senate.
10. Serve on the Executive Committee of the Faculty Senate.
11. Represent the Committee on other University bodies as appropriate and report their activities to the Committee. Chair may appoint a designee to these duties.

- C. The Chair shall be entitled to:
  - 1. Call special meetings of the Committee and set the agenda for those meetings
  - 2. Participate in the discussions of the Committee at its regular and special meetings, unless prohibited from doing so by a two-thirds vote of the members of the Committee present and voting.
  - 3. Vote during meetings of the Committee when the vote is by written ballot and in all other cases where the vote would change the result.
  - 4. Appoint to standing subcommittees representatives of the faculty, student body, or administration who are not members of the Committee, provided that a majority of each subcommittee shall be composed of members of the Committee.
  - 5. Appoint to ad hoc subcommittees representatives of the faculty, student body, or administration who are not members of the Committee, provided that a majority of each subcommittee shall be composed of members of the Committee.
  - 6. The Chair-elect's term shall end on August 14 and transition into the one-year chair term on August 15.
- D. No member shall be elected Chair or Chair-elect for two consecutive terms.
- E. The Chair or Chair-elect may be removed from the position by three-fourths written vote of members present at a regular or special meeting.
- F. If the office of Chair becomes vacant, the Chair-elect shall assume all duties of the Chair.
- G. If the office of Chair-elect becomes vacant, the Committee will hold a special election from among the members to determine the successor.

### III. SUBCOMMITTEES

- A. The Committee shall have subcommittees, each chaired by an elected Faculty Senator.
  - 1. The number of subcommittees will be determined by the number of proposals submitted.

2. The number of proposals submitted will be determined at the latest submission due date.
- B. Proposals will be considered in order of the following priority
1. Texas Core course creation, revision and deletion proposals
  2. Undergraduate degree program creation, revision and deletion proposals
    - a) major creations;
    - b) minor and certificate creations,
    - c) department, program and center creations,.
  3. General course creation, revision and deletion proposals
  4. Undergraduate policy creations, revisions and deletions
  5. Revisions to the Undergraduate Catalog; including those that
    - a) standardize format and language;
    - b) clarify established University, College or Department policies.
  6. Student Success Initiatives; including those that
    - a) address issues of diversity and inclusion;
    - b) maintain academic rigor;
    - c) fulfill the mission of the University of Houston.
  7. Faculty outreach opportunities; including those that offer
    - a) University committee participation;
    - b) New Student Orientation and Advising and Registration for Transfers participation;
    - c) participation in DSAES program assessment visits;
  8. Committee business; including
    - a) any proposals for course creations, deletions or revisions not resolved in the fall semester;
    - b) nominations of Chair Elect;

- c) preparing and certifying the election of the Chair Elect;
  - (1) Every year at its first regular meeting in March, the Chair shall appoint a Nominating Subcommittee with the approval of the Committee.
  - (2) The Nominating Subcommittee shall be made up of four members of the Committee, at least three of whom shall be faculty.
  - (3) At the Committee's first regular meeting in April, the Nominating Subcommittee shall nominate at least two eligible members of the Committee to be Chair-elect of the Committee for the next academic year.
  - (4) Action by this Nominating Subcommittee shall not preclude individual members of Committee from making additional nominations at the regular April meeting of the Committee.

9. Subcommittee chairs shall

- a) attempt to hold subcommittee meetings when a majority of the subcommittee members can attend and notify the members of the subcommittee where and when meetings are to be held at least twenty-four hours before they begin.
- b) notify the Chair of the Committee in writing of any member assigned to the subcommittee who has been absent from either three consecutive regular meetings of the subcommittee or half the regular meetings of the subcommittee during a one-year period beginning August 15.
- c) bring this matter to the attention to the Committee at the next regular meeting of the Committee and shall, with the consent of the majority of the remaining members of the Committee, declare the member's position on Committee to be vacant.

10. report in writing to the Committee

- a) Written reports are due to the Program Manager of Academic Affairs no later than 8AM the morning before the regular meeting.

C. Subcommittee membership

1. Each Faculty Senator on the Committee shall be a member of at least one standing subcommittee,
    - a) the membership of standing subcommittee shall include no more than three Faculty Senators from the same college
  2. No subcommittee will have more than one SGA representative,
  3. No subcommittee will have more than one UAC representative.
  4. Members shall be regular in their attendance at meetings of their subcommittees. One-half the membership of each subcommittee shall constitute a quorum for the transaction of business.
- D. The Committee shall have an Executive Committee.
1. The Chair of the Executive Committee shall be the Chair of the Committee. The other members shall be the Chair-Elect of the Committee, the chairs of the Committee's standing committees, The Vice Provost for Undergraduate Student Success and the Assistant Dean of Undergraduate Academic Affairs
  2. The Executive Committee may meet before each regular meeting of the Committee
- E. The Committee may have ad hoc subcommittees as necessary to consider matters clearly not the responsibility of a standing subcommittee or the Executive Committee. No ad hoc subcommittee shall continue beyond the term of the Chair appointing it.

#### IV. MEETINGS

- A. The Committee shall hold regular meetings at least four times each fall and spring semester and if necessary during the summer:
- B. The first regular meeting each fall and spring shall take place during either the first or the second week of classes.
  1. The agenda of the first fall meeting will include instructions regarding procedures for reviewing and approving proposals.



C. The Chair shall announce in writing the dates of the semester's other regular meetings no later than the first regular meeting each semester and the date of the regular summer meeting(s) no later than the first regular meeting of the spring.

D. During the fall and spring semesters, regular meetings shall be held on Wednesdays from three until five o' clock in the afternoon. Meetings that continue beyond that time shall be considered to be special rather than regular, from five o' clock until they end.

E. At least forty-eight hours in advance, the Chair shall notify the members of the Committee in writing where each regular meeting is to be held. In the absence of such notification, a meeting shall be considered to be special rather than regular.

F. The Committee shall hold special meetings upon the call of the Chair or upon a written petition of at least five members. The Chair of members who call the meeting shall notify the members of the Committee where and when it is to be held at least twenty-four hours before it begins. If possible, special meetings shall be held on Wednesdays at three o' clock in the afternoon.

G. At regular meetings of the Committee, a quorum will be established when at least 2/3 of the voting members in attendance are elected Faculty Senators.

H. Upon request of at least three of its members present and voting, the Committee shall postpone consideration of any proposal unless a spokesman for the proposal is present.

I. No changes to either the Undergraduate Curriculum of the University of Houston or the undergraduate admissions requirements shall become effective during the academic year following their adoption by the Committee, unless said changes have been received in writing for review by the Committee on or before March 1st except with the consent of at least two-thirds of the members present and voting at a regular meeting of the Committee.

## V. AMENDMENTS

A. These bylaws may be amended

1. At a regular or special meeting of the Committee by a two-thirds vote of members present, provided that a written notice of the amendment in the exact form in which it is finally adopted shall have been distributed to the members of the Committee at least five days in advance.

2. By written three-fourths vote of the entire membership of the Committee. Members shall have at least two weeks to cast their votes.
3. Unless it specifies otherwise, an amendment shall become effective immediately upon its adoption.

VI. ADOPTION

- A. The Committee's bylaws shall become effective when approved by two-thirds of the members of the Committee, a majority approval by the Faculty Senate Governance Committee, the Provost, and the President of the University of Houston.