



# FACULTY BYLAWS

Signed by:

*Dr Kirk Calhoun*

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## **ARTICLE I - THE FACULTY**

### **Section A- Composition**

As defined in Faculty Policy 6.104 Faculty Appointment, Reappointment and Probationary Period, a faculty member shall have a specified academic rank and hold an appointment for a fixed term as determined by the Provost and approved by the President. Faculty appointed with tenure will also require approval by the University of North Texas System Board of Regents.

### **Section B - Voting Privileges**

Voting privileges are extended to those faculty members appointed under Section A above, who are employed full-time as defined by Faculty Policy 6.104. A current list of faculty members eligible to vote shall be compiled and maintained in the Office of Faculty Affairs. Eligible faculty members shall have one vote each on matters (i.e., seconded motions brought to the faculty assembly; elections to membership on faculty committees) voted on by the faculty. The Faculty Senate shall consider and vote on amendments and additions to the Faculty Bylaws on behalf of the voting faculty as described in Article II. Membership on the Faculty Senate and eligibility is described in Article III.

## **ARTICLE II - THE FACULTY ASSEMBLY**

It is the responsibility of the University of North Texas Health Science Center (UNT Health) to assure and protect academic freedom within the governing framework of the institution, and it is the responsibility of faculty members to ensure that their actions fall under appropriate responsibility. Refer to UNT Health Policy 6.101 Academic Freedom and Academic Responsibility for further information.

### **Section A – Composition**

Meetings of the faculty will be described as the faculty assembly. The faculty assembly shall be composed of the faculty members as defined in Faculty Policy 6.104.

### **Section B – Responsibilities**

1. The faculty assembly shall serve as a forum for the dissemination and exchange of ideas between the faculty and the administration and to promote collegiality, exchange of information, and promotion of discussion.
2. The faculty assembly shall be kept informed on all proposed amendments and/or substantive revisions to the faculty bylaws that are acted on by the Faculty Senate.

## **Section C – Procedures**

1. Faculty assemblies shall be called by the President, Provost, the Faculty Senate, or on request of the deans or on petition of twenty percent (20%) of the voting faculty.
2. The faculty assembly shall be conducted at least three (3) times each year.
3. Action of the Faculty Senate or standing committees may be referred to the faculty assembly by majority vote of the Faculty Senate or by petition of twenty percent (20%) of the voting membership of the faculty assembly.
4. Robert's Rules of Order will be utilized to govern the proceedings of the faculty assembly.
5. The Presiding Officer of the Faculty Senate or his/her designee shall preside at faculty assemblies.
6. The agenda for meetings of the faculty assembly shall be prepared by the Faculty Senate in conference with the deans, the Provost and/or the President. Items not placed on the agenda by the Faculty Senate and/or the President or the deans, may be so placed by written petition of twenty percent (20%) of the voting faculty. The Administrator of the assembly shall be responsible for distributing notices of meetings and copies of the agenda to all members of the faculty at least ten (10) working days prior to the date of the meeting.
7. Minutes of all faculty assemblies shall be distributed to all assembly members within fifteen (15) working days of the meeting.

## **ARTICLE III – FACULTY SENATE**

### **Section A – Composition**

The Faculty Senate is established by the Board of Regents of the University of North Texas System, as outlined in Texas Education Code § 51.3522. All voting members of the Faculty Senate shall be elected or appointed from the full-time faculty members as defined by Faculty Policy 6.104. At least three (3) and no more than four (4) faculty senators from each college will be elected and will serve for a single two-year term. They may only be reelected after a two-year break. In addition, (1) faculty senator from each college will be appointed by the University President and may serve up to six consecutive one-year terms. After this, the senator may be reappointed only after a two-year break.

1. Procedure for nomination of candidates for senator – Nominations of eligible faculty will be made within each academic college following their college bylaws and procedure for election and recommendation for appointment and shall be submitted to the dean and Faculty Senate Administrator no later than April 30 of the year of election.

2. Procedure for recommendation of appointment of candidate for senator – The dean shall forward the name of the member recommended for appointment to the UNT Health President no later than June 1.
3. Procedure for election of senators - An election will be held within each college by May 31 of the year of election. The dean shall forward the names of the elected members to the Faculty Senate Administrator no later than June 1.
4. Procedure for appointment of senators - The UNT Health President shall forward the names of the appointed members to the Faculty Senate Administrator no later than June 30.
5. Procedure for appointment of executive committee members - The UNT Health President shall appoint a Presiding Officer, Associate Presiding Officer, and Secretary of the Senate from the members of the faculty senate.
6. Ex-officio members - The chair of the faculty bylaws committee shall serve as an ex-officio member of the Faculty Senate. Non-voting consultants may be called from diverse interests within the UNT Health at the request of the Faculty Senate to serve for a limited period of time for specific purposes.
7. The elected members shall begin their term of office at the first formal meeting in September.
8. Determination of who will serve staggered terms shall be by the membership of the Faculty Senate that is duly constituted after the approval of these bylaws.

## **Section B – Responsibilities**

The Faculty Senate shall represent the entire faculty of UNT Health and advise the UNT Health administration and any UNT System administration regarding matters related to the general welfare of the institution. Faculty may provide recommendations on academic matters, but that input is only advisory in nature, ensuring that governing boards and institutional leadership retain clear and ultimate decision-making authority. Shared governance structures, such as the Faculty Senate, may not be used to obstruct, delay, or undermine necessary institutional reforms or serve as a mechanism for advancing ideological or political agendas.

The Faculty Senate shall act in an advisory capacity only and shall not have final decision-making authority on any matter. It shall advise the deans, Vice Provosts, the Provost, and the President with respect to UNT Health policy regarding matters relating to the general welfare of the institution including, but not limited to personnel, faculty bylaws, appointment, promotion, tenure, faculty and student grievance, instructional activities, research, service programs within the UNT Health and other matters that may affect professional functioning of the faculty. The executive committee of the Faculty Senate or their designee(s) shall serve as representatives of the faculty at all appropriate meetings of UNT Health administration at which these policies and procedures are discussed. Specific duties include:

1. The Faculty Senate may recommend academic policy for the university, acting with due regard to the requests and needs of the specific departments and colleges, to the advice of the President and Provost, and to the Board of Regents Rules and the Texas Higher Education Coordinating Board. Such policies become official when published by the President subject to the Board.
2. The Faculty Senate may consider all matters of general welfare to the university including matters raised by senators, by senate committees, by the President and Provost, and, through petition, by any other administrative official or body, and by any faculty member who shall then have the right to speak to the petition. Decisions on all such matters shall be final when approved by the President, subject to the regulations of the Board of Regents of the University of North Texas System.
3. Members of the Faculty Senate represent the faculty at large and constitute the voting members of the faculty on matters concerning the UNT Health Faculty Bylaws.
4. The Faculty Senate shall oversee the composition of the Faculty Grievance and Appeal Committee .
5. Annual review of *ad hoc* committees of the Faculty Senate regarding their continuance shall be performed by the Faculty Senate and recommendations forwarded to the President through the Provost. The Faculty Senate shall be informed of the establishment of *ad hoc* committees when appointed.
6. The executive committee of the Faculty Senate shall prepare and transmit to the faculty a listing of the membership and the year of expiration of terms of all standing committees once each year and this report will be sent to all faculty members in the fall term.
7. The Faculty Senate shall oversee all institution-wide elections.
8. A faculty member serving on the Faculty Senate may be immediately removed from the Senate for failing to conduct the member's responsibilities within the Senate's parameters, failing to attend Senate meetings, or engaging in other similar misconduct. A member of a Faculty Senate may be removed on recommendation of the UNT Health Provost and approval by the UNT Health President.

## **Section C- Procedures**

All operational and/or procedural matters pertaining to the Faculty Senate are to be developed by the Faculty Senate and contained within the Faculty Senate Bylaws in accordance with Regents Rule 06.104. The executive committee membership is defined by the Faculty Senate Bylaws.

1. The Faculty Senate shall meet monthly in a manner that is open to the public. The faculty senate shall broadcast live video and audio over the internet, as applicable, of each open meeting of the senate if more than 50 percent of the members of the senate are in attendance.
2. Meetings may also be called by the Provost, the President or by petition of at least twenty

percent (20%) of the Faculty Senate or by written petition of thirty percent (30%) of the faculty assembly members.

3. Notice of regular meetings, agendas, and curriculum proposals, including items subject to a vote, shall be posted to the public on the UNT Health website and distributed to all members of the Faculty Senate at least seven (7) days prior to meetings. The Faculty Senate shall receive recommendations from the standing committees of the UNT Health for the agenda for faculty assemblies.
4. The Faculty Senate shall maintain edited minutes of its meetings for inspection by any member of the faculty before any subsequent meeting of the Faculty Senate.
5. The names of the members in attendance must be recorded at a meeting in which the faculty senate conducts business related to:
  - a. a vote of no confidence regarding an institution or system administrator; or
  - b. policies related to curriculum and academic standards.

## **ARTICLE IV – COMMITTEES**

### **Section A– Committees**

1. *Ad hoc* Committees: Ad hoc committees are created by the President, Provost, vice provosts or dean(s) for an expressed purpose and shall function for a period of one (1) year or less unless re-appointed.
2. Standing Committees: Standing committees shall be provided with recording secretaries to be assigned by the President, Provost, vice provosts or dean(s). The Administrator shall have responsibility for preparing minutes of all meetings. Copies of these minutes, as approved by majority vote of the appropriate committee, shall be maintained by the committee chair and placed on file in the office of faculty affairs and development. The minutes shall be accessible to the faculty as specified by each committee.
  - a. Terms of Office: Except where otherwise specified herein, elections for positions on committees shall be at the end of the spring semester and newly elected members shall take office at the first meeting of the committee after September 1 of each year. The scheduling of such elections and announcement of results shall be performed under the direction of the Faculty Senate. Appointments to committees shall be made on the same calendar basis except where otherwise specified.
  - b. Vacancies: Vacancies which occur in the memberships of committees shall be filled by the same mechanism employed in the initial selection. A member thus selected shall serve for the remainder of the vacated term.

- c. Election of Committee Chair: Except where the chair of the committee is appointed by the President or Provost the chair of each standing committee shall be elected by and from the voting members of the faculty of that committee, pending approval by the President, at its first meeting of the year.
- d. Quorum: A quorum of each of the standing committees of the UNT Health shall consist of a majority of its voting members.
- e. Reporting Requirements: Each standing committee shall report to the faculty assembly as needed.

## **ARTICLE V- STANDING COMMITTEES**

Membership on standing committees shall be full time faculty appointed by the President or elected by the faculty at large for a designated term. Non-faculty members may be appointed to standing committees in compliance with federal or state regulations. All committee chairs are elected by the members subject to the approval of the President or his/her designee, unless otherwise specified in these bylaws. All committee chairs, appointed or elected, must be full-time faculty members.

### **Section A- Faculty Policies and Bylaws Committee**

The Faculty Policies and Bylaws Committee reports to the President through the Provost.

The Faculty Policies and Bylaws Committee shall act in an advisory capacity to the Faculty Senate, Vice Provost for Academic Affairs, the Provost and the President with respect to UNT Health policy and bylaws on matters relating to personnel, appointment, promotion, tenure, post tenure review, faculty grievance, instructional activities within the UNT Health and other matters that may affect professional functioning of the faculty.

1. Composition and terms: the Faculty Policies and Bylaws Committee shall consist of two (2) full-time faculty members from each college and a chair appointed by the President to serve staggered two (2) year terms. The chair of the Faculty Policies and Bylaws committee or designee shall serve on the UNT Health Policy committee.
2. Responsibilities: The Faculty Policies and Bylaws Committee shall be responsible for reviewing and/or submitting proposed amendments and additions to the faculty policies and faculty bylaws at regular Faculty Senate meetings for consideration and subsequent decision by the faculty senators for recommendation to the administration. The committee may initiate faculty policy or faculty bylaws amendments and additions or may act at the request of other members of the academic community. The committee may receive requests for amendments either in the form of general suggestions for amendments or in the form of specifically worded proposed changes. The committee shall regularly review departmental, college, institute, center, and Faculty Senate bylaws as submitted.
3. Procedures: When new faculty policies or faculty bylaws, or amendments to the existing

faculty policies or faculty bylaws are proposed, the initiating entity shall first refer the amendments to the Faculty Policies and Bylaws committee. After the Faculty Policies and Bylaws Committee has reviewed or formulated proposed amendments or additions to the faculty policies and/or bylaws, the proposed amendment(s) or additions to the faculty policies and/or bylaws shall be initiated by a first reading at any regular meeting of the Faculty Senate and shall be ratified by a simple majority of the senators attending the next regular meeting. The first reading shall be regarded as an announcement of pending consideration. Debate on the proposed amendment or addition shall take place at the second reading, at the next regular meeting of the Faculty Senate. Such amendments and additions to the faculty bylaws shall be published in the minutes and disseminated to the entire faculty. After the Faculty Policies and Bylaws Committee has formulated proposed amendments or additions to the faculty policies and/or bylaws, the proposed amendment(s) or additions shall be forwarded to the UNT Health Policy Committee.

- a. Changes in the titles of offices and of academic units shall be made in faculty policies and/or bylaws as they occur by the Faculty Policies and Bylaws Committee. All such changes shall be reported to the Faculty Senate at its next regular meeting, and shall become final when so reported, unless the senate shall vote to treat the report as the first reading of a proposed bylaw. All such amendments shall become final when approved by the President.
4. Regular Review: The Faculty Policies and Bylaws Committee shall review the faculty bylaws and faculty policies at intervals not to exceed five (5) years to determine whether the faculty bylaws and faculty policies are adequate for their purpose.
5. Interpretation: In situations where the application of the faculty bylaws and faculty policies is unclear, the Faculty Policies and Bylaws Committee shall interpret the meaning of the faculty policies and bylaws and forward its interpretation to the President. In addition, the Faculty Policies and Bylaws Committee shall serve as the appeal body for the interpretation of the faculty policies and faculty bylaws of the various entities of the UNT Health.
6. Minutes: Copies of the minutes of the Faculty Policies and Bylaws Committee shall be available to faculty members.

## **Section B- Faculty Grievance and Appeal Committee**

The Faculty Grievance and Appeal Committee shall report to the President through the Provost.

1. Composition and terms: The committee shall consist of two (2) members from each college elected from the full-time faculty having the rank of associate professor or professor. A chair shall be elected from among the committee members with consent from the Provost and an alternate from the corresponding college will fill the newly elected chair's slot. The term of service for members and alternates shall be two (2) years, with terms staggered so that one-half of the members (one from each college) are elected each year. Nominations and elections to fill vacancies on this committee shall be made by the Faculty Senate. The election shall be by ballot following the spring faculty assembly. Two members and two alternates from each college will be elected based upon the ranking of popular vote of the



faculty. Alternates may fill unexpired vacant positions on the committee or serve when a regular member recuses oneself from hearing a particular matter. Department chairs and deans cannot serve, and there shall be no ex-officio members of this committee.

2. Responsibilities: The committee shall receive written appeals from faculty members and provide an advisory recommendation to the Provost or President. Final decision-making authority regarding the review of a faculty grievance rests with the President or Provost or their designee. The committee shall receive written appeals from faculty members and conduct hearings, as described in Faculty Policies 6.003 Faculty Tenure and Promotion Policy, 6.004 Evaluation of Tenured Faculty Policy, 6.005 Faculty Discipline and Termination Policy, 6.006 Faculty Grievance Policy as appropriate.
3. Minutes: Copies of minutes of the meetings of this committee shall be available only to committee members, the appealing faculty member and the administrator whose decision was appealed.

### **Section C- Scholarships, Loans, and Awards Committee**

The Scholarships, Loans, and Awards Committee reports to the President through the Provost.

1. Composition and terms: The members of this committee shall be appointed by the Provost for a one-year term. The Director of Financial Aid will chair the committee as a function of the position. As chair, the Director of Financial Aid will only cast a vote on items that result in a tie vote from the appointed members. The director of the office of financial aid, the designated scholarship coordinator in the financial aid office, and a representative from the development office shall be permanent ex-officio members of the committee. Membership shall consist of one faculty representative from each college housed on the UNT Health campus.
2. Responsibilities: This committee shall formulate policies and procedures by which loans, scholarships, grants and other financial aids may be awarded to students. This committee shall also make recommendations as to the recipients of the various special awards that are made to certain students. These policies and procedures shall be approved through proper channels and in accordance with state and federal law. The committee is then responsible for equitable distribution of these policies and procedures for the awarding of such financial resources as are available to the appropriate student applications.
3. Access to minutes: To protect the privacy of students and applicants for financial aid and to ensure confidentiality of materials provided to the committee, access to minutes and other records of the committee shall be restricted to people who, in the judgment of the committee, have need for such information. Summaries of minutes from which confidential information has been deleted may be provided to qualified people.

## **ARTICLE VI- MODIFICATIONS OF PROCEDURES**

The procedures contained in this document may be modified on a case-by-case basis with due regard to all parties provided such modifications do not prejudice the rights of those involved and are made to effectuate justice.

## **ARTICLE VII- AMENDMENTS TO FACULTY BYLAWS**

Amendments and additions to the faculty bylaws shall be initiated by a first reading at any regular meeting of the Faculty Senate by the Chair of the Faculty Policies and Bylaws Committee and shall be ratified by a simple majority of the senators attending the next regular meeting, provided that a quorum is present. The first reading shall be regarded as an announcement of pending consideration. Debate on the proposed amendment or addition shall take place at the second reading, at the next regular meeting of the senate. Such amendments and additions to the faculty bylaws shall be published in the minutes and distributed to the entire faculty. Changes in the titles of offices and of academic units shall be made in the bylaws as they occur by the faculty bylaws policies and committee. All such changes shall be reported to the Faculty Senate at its next regular meeting, and such changes shall become final when so reported, unless the senate shall vote to treat the report as a first reading of a proposed bylaw. The policies, bylaws and all amendments thereto shall take effect when approved by the President.

Amendments and/or substantive revisions may be proposed by any faculty member by submitting them in writing to the faculty policies and bylaws committee at least sixty (60) calendar days in advance of Faculty Senate consideration.

The review period for amendments or additions may be shortened when required to comply with changes to state law.

Notwithstanding the above, these faculty bylaws may be amended or revised by actions of the President.