

University Rule

12.04.99.J1 Faculty Advisory Council

Approved: November 12, 2025

Next Scheduled Review: November 12, 2030

Rule Summary

The Faculty Advisory Council at Texas A&M University-Victoria (A&M-Victoria) considers matters directly related to the academic programs of the institution, including academic programs and curriculum, and makes recommendations to the provost and university president. At A&M-Victoria, the Faculty Advisory Council is a key component of shared governance.

Definitions

Faculty Assembly – The Faculty Assembly consists of all persons who hold a current non-administrative appointment to a full-time faculty position (lecturer or teaching/clinical/tenure-track assistant professor, associate professor, or professor) and who are on 9-month appointments.

Faculty Advisory Council (FAC) – The FAC is the representative voting group within the Faculty Assembly. There may be no more than sixty (60) members; each member must be a member of the faculty and the FAC must be comprised of at least two members from each college or school. Members include voting Council Members and the FAC Executive Committee. The FAC serves as the Faculty Assembly’s voice by providing a forum for discussion, conducting business on behalf of the Faculty Assembly, and supporting shared governance by advising the administration while safeguarding academic freedom and professional responsibilities.

Rule

1. FACULTY ADVISORY COMMITTEE ROLES AND RESPONSIBILITIES

The FAC is the representative body of the Faculty Assembly:

- a) Providing a forum wherein any matter directly related to the academic programs of the institution can be freely discussed by any faculty member.
- b) Enabling the faculty to reach informed decisions on academic matters (e.g., curriculum, program development, etc.).
- c) Giving the faculty voice in issues of academic freedom, professional rights, and professional responsibilities in the university community.

- d) The FAC serves as the umbrella organization for several Standing Committees (e.g., undergraduate affairs, graduate studies, core curriculum, etc.), as outlined in the FAC Bylaws.

2. FAC MEMBERSHIP

- 2.1 Service on the FAC is an additional duty of the faculty member's employment. Members of the FAC are not entitled to compensation or reimbursement of expenses for their role as members of the FAC unless the expense is on behalf of and approved by the institution of higher education. The FAC will serve as the representative body of the Faculty Assembly. The FAC will be comprised of not more than sixty (60) members, with at least two members being from each college. One member from each college will be appointed by the president or chief executive of the institution. The remaining members will be elected by a vote of the faculty of the member's respective college or school. FAC members from each college must include at least one tenured and one untenured member.
- 2.2 A member of the FAC 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. Elected FAC members may only be reelected after the second anniversary of the last day of the member's most recent term.
- 2.3 Separately, each college will nominate one representative for possible appointment by the university president to serve a one-year term as the presidentially appointed representative for that college. The President may consider the college's nomination but is not bound by it and may appoint any member of the Faculty Assembly to serve in this role.
- 2.4 A FAC member appointed by the University President may be reappointed to serve in the appointed representative position for up to six consecutive one-year terms. After completing six consecutive terms, the appointed FAC member may not be reappointed to this position until two years have passed since the conclusion of their most recent term..
- 2.5 The FAC at A&M-Victoria will have no more than 60 voting members. The total number of FAC members is indexed to the number of full-time-equivalent faculty in keeping with The Texas A&M University System (System) Policy 12.04, *Faculty Advisory Council*.
- 2.6 The FAC is advisory only and may not be delegated the final decision-making authority on any matter. The FAC will represent the entire faculty of the institution of higher education and advise the institution administration and any system administration regarding matters directly related to the academic programs of the institution. The FAC may not issue any statement or publish a report using the institution's official seal, trademark, or resources funded by the institution on any matter not directly related to the FAC's duties to advise the institution administration.
- 2.7 The FAC members will
 - a) Represent their college faculty,
 - b) Attend Faculty Assembly and FAC meetings,
 - c) Give reports back to the colleges and departments on happenings that come up in Faculty Assembly and FAC meetings, and
 - d) Serve on university committees as appointed by the FAC executive committee.

2.8 Voting

- 2.8.1 At FAC meetings, only duly elected FAC members are allowed to vote; officers will be non-voting. All matters voted on will be determined by a majority of the quorum except where this constitution or its bylaws provides otherwise. A quorum will exist if more than 50% of the FAC members, excluding non-voting officers, are present.
- 2.8.2 The FAC may conduct votes concerning curriculum or votes of no confidence. For any such vote, the names of members in attendance will be recorded in the official minutes.

2.9 Elections

- 2.9.1 All elections for service to the FAC committees, nominations for FAC appointees (including one representative per college), and FAC officers will be the responsibility of the FAC Secretary and/or the associate presiding officer (“Vice President”).
- 2.9.2 All nominations and elections will be conducted using web-based media.
- 2.9.3 Elections will be held during Spring semester and will begin the week following Spring Break.
- 2.9.4 Elections will be conducted in three phases.
 - Phase 1: Nominations for FAC Executive Committee
 - Phase 2: FAC elected members and nominations for presidentially appointed representative
 - Phase 3: FAC Committees

Each phase will last for two weeks.

Week 1: Call for nominations and creation of candidate list

Week 2: Elections

2.10 Removal from office

- 2.10.1 A faculty member serving on the FAC may be immediately removed from the council or senate for failing to conduct the member’s responsibilities within the FAC’s parameters, failing to attend FAC meetings, or engaging in other similar misconduct. A member of the FAC may be removed on recommendation of the institution’s provost and approval by the institution’s president or chief executive officer.
- 2.10.2 An elected FAC representative may also be recalled by a two-thirds vote of all qualified voters in the FAC representative’s college. A successful recall will be effective immediately upon tabulation of all ballots cast. A recall election will be held upon receipt by the FAC Executive Committee of a written petition signed by at least five members of the tenure-track or tenured faculty members in the FAC representative’s college, thereby setting the basis for recall. A copy of the petition will be provided to the FAC representative who is the subject of the petition.

2.10.3 Announcement of a pending recall election will be published on the agenda for the next FAC meeting, and the FAC representative whose recall is being sought will be afforded the opportunity to address the FAC at that meeting if they so desire. At the FAC Executive Committee's discretion, other members of the faculty may be permitted a reasonable opportunity to address the body, either in favor of or in opposition to the recall petition. A recall election will then be conducted within 14 days after the meeting if the member was originally elected by his college or school. If the member was originally appointed, a new member will be appointed within 14 days.

3. FACULTY ADVISORY COUNCIL OFFICERS

The duties of the officers will be as follows:

3.1 President

3.1.1 The President will:

- a) Preside over all meetings of the FAC and the Faculty Assembly,
- b) Be ex-officio non-voting member of all Faculty Assembly and FAC meetings,
- c) Be Chair of the Executive Committee,
- d) Transmit decisions, recommendations, and resolutions passed by the FAC to appropriate administrative personnel,
- e) Receive requests and responses from administrative personnel,
- f) Propose and supervise the budget and expenditures of the Faculty Assembly,
- g) Serve as a representative to the Texas Council of Faculty Advisory Councils and the Texas A&M Assembly of Faculty Advisory Councils, and
- h) Deliver the "President's State of the Assembly" address to the Faculty Assembly at least once per long semester.

3.1.2 In recognition of the time required to preside over meetings, communicate recommendations to the administration, maintain relationships with faculty and administrators, coordinate with faculty governance bodies across the state, consult on matters affecting the faculty, and consider the best interests of the academic community, the President's instructional workload may be adjusted by the Provost. Such adjustments may include alternate duties equivalent to up to one 3-credit-hour course per fall and Spring semester. Any workload modification will be made solely to support the effective operation of the university and will not be considered additional compensation or a personal benefit.

3.2 Vice President

3.2.1 The Vice President will:

- a) Assume the duties of the President in their absence,
- b) Assist the President and the Secretary with their duties,
- c) Act as parliamentarian in Faculty Assembly and FAC meetings,
- d) Serve as a representative to the Texas Council of FACs and the Texas A&M Assembly of FACs,
- e) Serve as Chair of the Policy Review Committee, and

- f) Coordinate livestreaming of FAC meetings to the public, and post FAC meeting agendas, curriculum changes, and links at least seven days ahead of any FAC meeting in collaboration with appropriate parties.

3.3 Secretary

3.3.1 The secretary will:

- a) Record, publish, and maintain a file of minutes of each meeting of the Assembly, FAC, and Executive Committee,
- b) Keep a roll of members and guests present at each meeting,
- c) Carry on correspondence for the Faculty Assembly and FAC,
- d) Curate and archive all Faculty Assembly and FAC documents, and
- e) Act as treasurer when necessary.

3.4 Selection of FAC Officers

- 3.4.1 The FAC will have a presiding officer, who will be titled President; associate presiding officer, who will be titled Vice President; and Secretary. If a college is not represented among these individuals, there will be an at-large officer nominated from that unit.
- 3.4.2 Each officer (President, Vice President and Secretary) will serve a one-year term.
- 3.4.3 Upon completion of the term of the Vice President, they will be nominated for appointment by the university president as FAC President for the following academic year. The university president may consider these nominations but is not bound by them and may choose a different member from the FAC or Faculty Assembly for appointment to the President role. Upon completion of their term as President, that individual will serve the subsequent year as past President, functioning as a non-voting, ex-officio member of the Executive Committee to provide continuity and advisory support.
- 3.4.4 Each year, Faculty Assembly members will elect nominees for the positions of FAC Vice President and FAC Secretary, provided the candidates for these positions affirm their willingness to serve if elected and appointed by the university president. The results of these elections will be submitted to the university president as nominations for timely appointment. The university president may consider these nominations but is not bound by them and may choose a different member from the FAC or Faculty Assembly for appointment to the officer role. These officers will serve as non-voting members of the FAC and will constitute the Executive Committee of both the FAC and the Faculty Assembly.
- 3.4.5 If the office of the FAC President becomes vacant, the Vice President of the FAC will be nominated for appointment by the University President to become FAC President for the remainder of the President's term. An election will be held immediately to select a nominee for the vacant Vice President position.

4. MEETINGS OF THE FACULTY ADVISORY COUNCIL

- 4.1 The FAC will conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures prescribed by the president or chief executive officer of the institution of higher education. Meetings of the Faculty Assembly and FAC at which a quorum is not present will be open to any Faculty Assembly member and will be open to any visitor except in cases where the privacy of an individual is likely to be at issue. In these cases, the FAC may restrict a FAC meeting to members only with a majority vote. Faculty Assembly may also be restricted in these cases by a majority vote of the Faculty Assembly members present. Non-members may be asked to address the Faculty Assembly or FAC or to speak at meetings. The FAC President may request non-voting members and non-members to address the appropriate groups or to speak at the appropriate meetings.
- 4.2 The FAC will hold regularly scheduled meetings, generally once per month during the academic year. Agendas and curriculum proposals will be prepared and published on the school's Internet website no later than seven days in advance of the meeting. Meetings of the FAC will be broadcast over Internet live video when more than 50% of the members are in attendance.
- 4.3 The names of the members in attendance must be recorded at a meeting in which the FAC conducts business related to:
- 4.3.1 A vote of no confidence regarding an institution or system administrator; or
- 4.3.2 Policies related to curriculum and academic standards.
- 4.4 The FAC President can call meetings of the (non-voting) Faculty Assembly as necessary and appropriate, to provide a forum for discussion and collaboration on issues relevant to faculty.

Related Statutes, Policies, or Requirements

[Texas Education Code § 51.3522](#) (as enacted by S.B. 37, § 2.02 effective September 1, 2025).

[System Policy 12.04, Faculty Advisory Council](#)

[FAC Constitution and By-Laws](#)

Contact Office

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