

## Shared Faculty Governance

**RC/PPS No. 01.11**

**Issued: March 2022**

**Revised Date: September 2024**

**Next Review Date: September 2026, (E2YRS)**

**Senior Reviewer:**

### 01. PURPOSE

- 01.01 This Departmental Policy and Procedure Statement sets forth criteria and guidelines for Shared Governance operating within the Department of Respiratory Care.

### 02. POLICY

- 02.01 Policy: Shared Faculty Governance represents an essential role in the operation of the department. Shared Faculty Governance may be defined as opportunities faculty have in higher education to participate, appropriate to their knowledge and expertise, in recommendations impacting the university. Aspects of faculty recommendations and participation in Shared Faculty Governance may include:
- a. Mission and priorities of the university;
  - b. Curriculum, course, content, and instruction;
  - c. Research, scholarship, and creative expression;
  - d. Appointment, promotion, and tenure of faculty members and the development of policies that affect the general welfare of faculty;
  - e. Human resource policies and procedures and the general welfare of staff, faculty, and administrators;
  - f. Selection and appointment of administrators;
  - g. Student policies and procedures;
  - h. Issues that affect the quality of instruction and learning and the ability of students to complete their education in a timely fashion;
  - i. Allocation of resources by the university as it fulfills its mission and pursues its priorities; and
  - j. other issues that arise from time to time that affect the overall welfare of the University
- 02.02 The department chair does not make important departmental policies or personnel decisions on a unilateral basis. Rather, the chair relies heavily on the advice of the departmental voting faculty, as defined in the constitution of the faculty and the departmental personnel committee (PC).

- a. Faculty Voter is defined as those faculty members, exclusive of per course faculty, who hold academic rank in a department at a rate of 50% FTE or more and who do not hold an administrative appointment outside of their college.
  - b. Personnel Committee Voter is defined as tenured faculty members who hold academic rank in a department at a rate of 50% FTE or more and who do not hold an administrative appointment outside of their college, have at least one year of service at Texas State since the official start date of the faculty appointment; and have taught eight sections of courses at the college/university level.
- 02.03 Tenured faculty members who hold academic rank in a department at a rate of 50% FTE or more and who do not hold an administrative appointment outside of their college, but lack any of the above requirements, are expected to serve on the Personnel Committee as non-voting members until they have met the remaining requirements. The PC will make recommendations to the chair on all matters involving personnel: hiring, termination, granting of tenure, promotion, recommendations of merit salary adjustments, and similar issues.

### 03. PROCEDURE

- 03.01 Faculty preferences may be determined either by consensus or ballot depending on the circumstances; however, upon any issue, a formal ballot vote must be taken if one or more members of the group so requests. In such balloting chairs do not vote, even to break ties. All personnel decisions shall be reached by secret ballot. The chair is obligated to ascertain the advice of the faculty, but not compelled to follow it. The decisions of the chair are overriding within the department; although if the faculty's decisions are overruled, an explanation must be given. If a chair denies explanations to either faculty group, representatives of the relevant group may discuss the matter with their college dean and then the provost. If the chair disagrees with proposals where a formal faculty opinion has been reached, the chair must forward those recommendations verbatim to the appropriate members of the administration, although the chair may attach additional comments as well.
- 03.02 In addition to conferring with the voting faculty and PC, the chair should see that all faculty are fully informed of departmental and institutional policies, consulted on issues that affect them, and accurately apprised of developments and decisions that bear upon their status at the University. Through departmental meetings, memoranda, email, individual conferences, fall orientation sessions, bulletin boards, etc., the department chair has a prime responsibility to ensure that communication between faculty and administration is prompt, accurate, and effective.


**04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS RC/PPS**


04.01 Major responsibilities for routine assignments associated with this PPS include the following:

- a. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y.
- b. Source: <https://www.txstate.edu/facultysenate/resources/voter-appeal.html>

**05. CERTIFICATION STATEMENT**

05.01 This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Reviewer:  Date: 10/30/2024  
Chris Russian (Oct 30, 2024 08:42 CDT)  
Personnel Committee Representative

Approved:  Date: 10/30/2024  
Department Chair