I. CALL TO ORDER
Heidi Lyn, M.D.

- Faculty Council President

Dr. Heidi Lyn, M.D., president of the Faculty Council, called the meeting to order at 12:04 PM.

II. REVIEW AND APPROVAL OF MINUTES
Heidi Lyn, M.D.

- Faculty Council President

Having met quorum, the Faculty Council members unanimously agreed to approve the meeting minutes from April 17, 2017 with no changes.

III. DEAN’S REPORT
Richard Lange, M.D., M.B.A.

- President, TTUHSC El Paso

- Dean, PLFSOM

Dr. Lange reported the following:

A. Construction Update
Dean’s report continued...

a) On May 2, 2017, TTUHSC El Paso officially broke ground on the Medical Sciences Building (MSBII) Ground breaking for MSB II was held. The MSBII is an $83 million, 219,900-square foot facility. This will more than double the campuses research capacity. Half of the space in the MSBII will be used for research and the other half for education; to increase the sizes of classroom and library spaces.

B. Board of Regents Meeting
   a) Dr. Lange will travel to Lubbock for the BOR meeting that will take place May 18 – 19 to present TTUSHC El Paso’s strategic plan.

C. PLFSOM Class Size
   a) PLFSOM is continuing to study the feasibility of increasing the PLFSOM class size from 100 to 125-150 students. The school will need to study the advantages and disadvantages; as well as identify the physical, facility and faculty resources that will be needed.

D. Dr. Lange stated that TTUHSC El Paso is developing a plan with UMC for TTUHSC El Paso to own land on UMC's property over the next 50 years. Dr. Lange is in communication with the city council and mayor to discuss property around campus that is currently owned by the city

E. Fitness Facility
   a) TTUHSC El Paso is currently researching ideas of the costs and the space. Dr. Lange hopes that Heidi Lyn, M.D. will take part in the planning committee for the gym. They will proceed with plans for the gym after the annual budget meeting.

F. Dr. Lange congratulated the ATACS for receiving accreditation in 3 standards of research, teaching education and assessment

IV. PROVOST’S REPORT

J. Manuel de la Rosa, M.D.
-Provost, TTUHSC El Paso

Dr. de la Rosa reported the following:

A. Dr. de la Rosa thanked the faculty involved in the Proto-Senate for developing the TTUHSC EL Paso Faculty Senate constitution and bylaws.

B. The TTU Faculty Senate has been able to advance the Library Committee from a PLFSOM Committee to an institutional committee.
   a) Representative are no longer needed to go to Lubbock as the TTUHSC El Paso Senate will be formed soon.
   b) Dr. de la Rosa asked the Council to review, approve or disapprove the by-laws and constitution which will be distributed by email to the faculty at large. He asks by May 31, 2017 which also be reviewed by Deans and the President.
   c) Dr. de la Rosa also asked for nominations for 4 individuals to represent PLFSOM as senators on the TTUHSC El Paso Faculty Senate. He would like to have a Faculty-Senate meeting in June, before the accrediting body timeline.

V. FACULTY AFFAIRS

No Report
VI. EPCMS Update

Jennifer Molokwu, M.D.
- Faculty Council President-Elect & Community Representative, EPCMS

Dr. Molokwu gave a brief update from the EPCMS:

A. The EPCMS met May 9th for a short meeting. Dr. Horn gave an update report for PLFSOM to the EPCMS. The main issue discussed at the meeting was to continue to encourage engagement with community physicians and physicians from TTUHSC El Paso. The EPCMS received a report from the Health Department regarding the Zika virus. El Paso is considered high risk for Zika because of the border with Mexico. The Health Department is monitoring mosquito pools and so far have not tested any positive mosquitoes for the virus. Because El Paso is high risk, the city has the support of the CDC and has received some funds to continue monitoring.

B. 

VII. STANDING COMMITTEE REPORTS

Committee on Graduate Medical Education
Armando Meza, M.D.
-Chair for Committee on Graduate Medical Education

Dr. Meza reported the following*:

See attached report*

Research Committee
Peter Rotwein, M.D.
-Chair for Research Committee

Dr. Rotwein reported the following*:

See attached report*

Q: For FMRI, are we using all of our slots that UMC has out at TTP El Paso at Kenworthy?
Research Committee continued...

A: Dr. Rotwein stated that he had no answer for sure, but there are more times on Saturdays and evenings. There are no real funded investigators. The only funding that they have has come through seed grants.

Q: Will there be a role for the PLFSOM standing Research committee, to channel questions and concerns for faculty regarding research?
A: Dr. Rotwein stated that individuals on this committee serve 3 year terms. Since his start at TTUHSC El Paso, he has not seen the list of committee members change. He asked for the council to upgrade the committee members with new blood.

VIII. NEW BUSINESS
Heidi Lyn, M.D.
- Faculty Council President

Dr. Lyn reported the following:
A. Dr. Lyn reminded faculty members to attend the General Faculty meeting on May 30th from 12-1 PM in the AEC auditorium.
B. The TTUHSC El Paso Faculty Senate constitution and bylaws will be distributed to all PLFSOM faculty for their review. Voting members of the Faculty Council will cast their vote by e-vote to ratify the Senate constitution and bylaws by May 31, 2017.
C. Dr. Lyn clarified the difference between the TTUHSC El Paso Faculty Senate and the PLFSOM Faculty Council
   a) The Faculty Senate is the governing body for the entire institution.
   b) The Faculty Council is the governing body for PLFSOM only.

IX. OLD BUSINESS
Heidi Lyn, M.D.
- Faculty Council President

Dr. Lyn reported the following:
A. Dr. Dale Quest was nominated to fill the medical educator vacancy on the Student Affairs Committee
   a) A motion was made and approved to forward a recommendation to the Dean to appoint Dr. Dale Quest to the Student Affairs Committee.

X. FACULTY COUNCIL PRESIDENT'S REPORT
Heidi Lyn, M.D.
-Faculty Council President

Dr. Lyn reported the following:
A. PLFSOM General Faculty Meeting on May 30, 2017 from 12:00 pm – 1:00 pm

XI. ADJOURNMENT
Heidi Lyn, M.D.
- Faculty Council President

Heidi Lyn, M.D., Faculty Council President, adjourned the meeting at 12:20 P.M.

FOLLOW UP:
ITEM: 

PERSON/DEPARTMENT RESPONSIBLE: 

TASK COMPLETED Y/N
Faculty Development:  
*GME Considerations*  
Armando Meza M.D.  
Associate Dean GME  
TTUHSC EP

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GME

- Faculty Expectations (ACGME)
  - Proper credentials
    - Board certification
  - Motivation to GME
    - Receiving time protection
  - Training
    - To teach
    - To evaluate performance
  - Scholarly activity
    - Self
    - To support residents
GME

• Expectations of Faculty
  – To teach
  – To support
  – To role model
• Institutional Expectations of Faculty
  – To be productive
  – To teach
  – To advance professionally
    • Promotion
    • Research

GME

• Leadership Positions
  – Program Director
    • APD
    • Site Director
  – Key Clinical faculty
    • GME Committee membership
      – GMEC
      – Clinical Competency Committee
      – Promotions
      – Disciplinary
• The Role of the PD
  – Oversight
  – Administration
  – Supportive
GME

• Pros for Faculty
  – Personal satisfaction
  – Professional development/Promotion
  – Protected time

• Cons for Faculty
  – Time consuming
  – Bureaucratic
  – Not for everyone

End
PLFSOM
Faculty Council
Research Report

May 15, 2017

Outline of Presentation

• Overview of institutional research administration and plans
• Discussion of faculty concerns
• Other questions
TTUHSC EP Research Administration in May 2017

Office of VP for Research

- Office of Sponsored Programs
  - Pre-award activities
  - Post-award (non-financial)
  - Contracts (including clinical trials)
  - Material transfer agreements

- Office of Research Finance
  - Research office budgets
  - Seed grant finances
  - Research service budgets (RCL, LARC, BECL)

- Office of Research Resources
  - Research buildings
  - Research committees (IRB, IBC, rDNA)
  - Research compliance policies (COIR)
  - Research oversight (misconduct)
  - Research services (RCL, LARC, BECL)

Active interactions: Office of Contracts
Active interactions: Office of Grant and Contract Accounting
Active interactions: TTU (System) Commercialization and tech transfer

Research Committees as of May 2017

- IRB (human studies)
  - iRIS (application and tracking software) is now local
  - Integrating with CITI training
  - Providing additional staff back-up

- IACUC (animal studies)
  - Requires oversight by TTUHSC until we are accredited
  - Semi-autonomous since February 2017
  - Fully constituted, except for community representative
  - Uses local iMedris software tools (“iRIS for animal research”)
  - Providing additional staff back-up
Research Committees as of May 2017 (2)

- IBC (biologials) and recombinant DNA
  - Local since summer 2016
  - Fully constituted, including community representative
  - Uses local iMedris software tools ("iRIS for biologicals")
  - Providing additional staff back-up

- COIR (conflict of interest in research)
  - Local since January 2017
  - Fully constituted, including community representative
  - Providing additional staff back-up

Faculty Concerns Regarding Research Policies, Procedures, and Actions (from Faculty Council)

- Seed Grants, CTSA?
- Communication: central clearing house?
- Protected time for faculty?
- Biostatistics and epidemiology support?
- Hire more data analysis personnel?
- Assistant Dean for Clinical/Translational Research?
- Buy PET scan and fMRI (and other instruments)?
Concern: Seed Grants

• Solution
  – Current programs (seed grant and mini-seed grant) provide over ~$250K per year:
    • These are institutional investments in faculty-based research to lead to external funding.
    • Need successes before investing more.

Concern: Need CTSA?

• Solution
  – This is aspirational: to be competitive for CTSA we will need large cohort of NIH-funded clinical investigators.
  – Can begin by recruiting clinical investigators into various Departments. This will require time, money, and space commitments from Department Chairs for these individuals.
Concern: Centralized Database Needed for Faculty to List Research Interests

• Solution:
  – Update web site for each Department with faculty pages that would include research interests.

Concern: Protected Time for Faculty (to do research)?

• Solution: this is a Departmental issue and should be discussed with each Chair by the faculty.
Concern: Statistical support and Data Analysis Personnel

• Solution: BECL is a low-cost institutional resource for statistical assistance. It is currently under-used and has plenty of capacity. They can help with experimental design and do data analysis too.
• Solution: Division of Biostatistics and Epidemiology is in process of hiring new faculty.

Concern: Need Assistant Dean for Clinical/Translational Research

• Solution: We first need to hire many more clinical and translational research faculty.
Concern: Purchase PET Scanner and/or fMRI Instrument

- Solution: We first need to hire funded investigators who would use these instruments in their research and who could pay for the regular maintenance that they will require from their grants.

Other questions?
Bylaws of the Faculty Senate
Texas Tech University Health Sciences Center El Paso

1. Senate Membership

1.1 Responsibilities of Senators
The primary responsibility of each member of the Faculty Senate is to serve all of the University faculty, acting as a representative who is concerned with issues and activities important to the welfare of the University. While representing the Faculty in regards to institutional issues, the members of the Faculty Senate will not be tasked with addressing issues unique only to a single school unless requested to do so by the faculty governance body of that School.

Senators are charged with 1) bringing issues to the Senate from the Faculty, departments, programs, and their respective Schools, and 2) informing their respective faculties, departments, centers, programs and faculty governance bodies about issues being considered, as well as issues and actions taken within the Senate.

It is expected that all Senators will attend all meetings of the Senate unless an appropriate explanation for the absence is forwarded to the President of the Senate prior to the meeting day. Any member of the Senate, other than an ex officio member, who is absent without excuse from two regularly scheduled meetings during an academic year, will forfeit the position. Attendance will be monitored and Senators will be notified by President of the Faculty Senate of termination of Senate appointment. A replacement will be chosen in accordance with the procedure set forth in Articles 1.6 and 1.7 of these Bylaws.

1.2 Composition of Membership of the Faculty Senate
The number of Senators elected from each school will be as follows:
Graduate School of Biomedical Sciences: 4
Paul L. Foster School of Medicine: 4
Gayle Greve Hunt School of Nursing: 4

The head of the faculty governance body of each School may be one of the 4 representatives for a school with the remaining positions being elected from among the faculty of each School.

The appropriateness of the numbers of Senate positions for each School will be reviewed every two years. If the numbers and distribution of Senate members representing each school need to be changed, Senate approval will be required and an Amendment to the Senate Bylaws will be made as prescribed in the Article 6 below. At no time will the minimum number of faculty representatives per school be fewer than four.
1.3 Eligibility Requirements for Faculty Senators

All TTUHSC EP Voting Faculty members (see 1.4 below), who have been employed by TTUHSC EP for at least one year are eligible for election as a Senator. The governing bodies of each individual School may set additional criteria for Senate nominees. Faculty members with administrative titles (e.g. Department Chairs, Deans, Associate Deans, Assistant Deans, Vice Presidents, etc.) are not eligible for membership in the Faculty Senate. However, the President and Provost of TTUHSC EP may act as non-voting ex-officio members of the Faculty Senate.

1.4 Voting Faculty

Voting Faculty are those faculty who are at least 0.5 FTE, including Faculty Associates and Instructors. They are eligible to vote for their Senate representatives and serve on Senate committees. In the event that a faculty member has joint responsibilities in two or more operating units of TTUHSC EP, voting privileges are granted for only one school.

1.5 Terms of Office for Senate Members

The term of office for a Senator is three years. A maximum of two consecutive three-year terms is allowed for each member of the Senate. After serving two consecutive three-year terms, a faculty member is not eligible to serve as a Senator for the next election cycle but may be nominated in the subsequent election cycle. The terms of office of Senators are to be staggered, when possible, such that approximately one-third of the membership from each School is elected each year. During the inaugural session of the Faculty Senate, the terms of the first class of Senators will be staggered by lottery.

1.6 Election Procedure for Senate Members

Each academic year, the President of the Senate will notify each faculty governance body that an election should be held to replace outgoing Senators, and to specify the correct number of Senators to be elected. Each faculty governance body shall conduct its election of Senate representatives as soon as possible.

1.7 Mid-term Vacancies of Senate Members

If a Senator is unable to complete her/his 3 year term, the leader of the School’s faculty governance body will organize a special election to fill the vacancy. If less than six months remain to be served, the Chair of the faculty governance body may instead appoint an individual to fill the vacancy.

2. Senate Officers

2.1. Senate Officers
The officers of the Faculty Senate will be the President, President-Elect, and Past-President. A President-Elect is elected each year from among the members of the Faculty Senate. She/he automatically succeeds to the President position in the following year, and to Past-President the year after that. Only members of the Senate, except the non-voting *ex officio* members, are eligible to be officers of the Senate.

### 2.2 Duties of Officers

#### 2.2.1 President of the Faculty Senate

The President presides at all meetings of the Senate and meetings of the General Faculty, chairs the Executive Committee of the Senate, calls and chairs special meetings of the Senate when necessary, nominates the Chairs and members of the Senate's standing and *ad hoc* committees subject to the Senate's approval, and represents the Senate for purposes of communicating the opinions and recommendations of the Senate to the Administration of TTUHSC EP and to other appropriate institutional forums. The Senate President shall serve as a liaison between the Senate and the TTUHSC El Paso President, and the TTU System Board of Regents. If the President’s term of office as an elected Senator has expired, the term will be extended as described below in 2.3.1. The President has the same voting privileges as other members of the Senate. After the completion of the one-year term of office, the President serves as the Past-President on the Executive Committee of the Senate.

#### 2.2.2 President-Elect

The President-Elect presides at meetings and performs the duties of the President in her/his absence. The President-Elect is, in effect, a three-year term of office (President-Elect, one year; President, one year; Past-President, one year). The President-elect has the same voting privileges as other members of the Senate. The President-Elect is responsible for reviewing minutes and all other records of the Senate's business during her/his one-year term as President-Elect. The President-Elect may preside over Special Meetings. If the President-Elect’s term of office as an elected Senator expires prior to the Presidency, the term will be extended as described below in 2.3.1. The President-Elect serves on the Executive Committee of the Senate.

#### 2.2.3 Past President

The Past President of the Senate continues to serve in the Senate as a member of the Senate Executive Committee for a period of one year after expiration of his or her term as President. If the Past President’s term of office as an elected Senator has expired, the term will be extended for the duration of service as Past-President. During his or her term as Past-President, full voting privileges are retained, including the right to vote as part of the full Senate, as well as a member of the Senate Executive Committee.

### 2.3 Election of Officers

#### 2.3.1 Annual Elections
Following the annual election of the Senators, the Nominating Committee will solicit nominations for the President-Elect from the full Senate. Nominees must have served no more than four consecutive years as Senator. If elected, a term extension may be granted for one year beyond the second consecutive three-year term to complete the leadership commitment. Voting will be conducted by secret ballot and the winner will be the nominee receiving a majority of votes cast by the Senators. The inaugural election of Senate officers will include both President and President Elect.

2.3.2 Mid-Term Vacancies of Officers
In the event the President does not complete her/his term of office, the President-Elect will complete the previous President’s term and then continue as President for her/his own term. In the event the President-Elect does not complete his/her term of office, the Senate must elect a new member of the Senate to serve out the remainder of the term of office. The election should follow the process described as set forth in Section 2.3.1 of these Bylaws. In the event that the Past-President does not complete her/his term of office, the President is to appoint another member of the Senate to fill this position on the Executive Committee for the remainder of the year at her/his discretion.

3. The Executive Committee

3.1 Composition
The Senate Executive Committee is made up of the Senate’s three executive officers (the President, President-Elect, and Past-President), and the Chairs of the Senate’s standing committees. The Senate President presides over the Executive Committee. The Executive Committee functions as the administrative council of the Senate and assists the President in all aspects of managing the affairs of the Senate. In addition, the Executive Committee is to take actions specified by other parts of the Senate Bylaws, including the setting of the agenda for all regular meetings of the Senate.

3.2 Responsibility
The Senate Executive Committee is responsible for advising and monitoring all the activities of the Standing and ad hoc Committees. The Senate Executive Committee may develop additional charges for the Standing and ad hoc Committees at any time during the academic year. All formal charges to the Committees shall be recorded as they occur in the minutes of the Senate’s meetings.

4. Working Committees
The day-to-day business of the Senate is primarily carried out through the activities of its Committees (see below). In addition to the Senate Executive Committee, there are three types of working committees: the (1) Nominating Committee, (2) Standing Committees and (3) ad hoc Committees.
4.1 Committee operations

4.1.1 Meetings and Reports

Each Committee is to meet as often as required to consider all the issues and specific charges within their general purview and any such matters that may be assigned to them by the Senate Executive Committee. A committee has the right to go into executive session (i.e. only voting members) excluding non-voting ex-officio members and guests for deliberations and for discussions related to sensitive matters like strategy or position. A member must make a motion to go into executive session, the motion must be seconded, and the motion carries if a majority of members vote for it. In general, executive sessions are for discussion rather than action.

Each committee will report periodically and upon request of the Senate Executive Committee to the Senate body regarding the business, progress and recommendations of their committee. Committee recommendations may be accepted, endorsed or returned to the committee for further deliberations and modifications upon majority vote of the Senate. Committees are not to release any decisions, reports or recommendations outside the Senate unless specifically authorized to do so by the full Senate. Each Committee is to issue an annual report of its activities and recommendations to the Senate.

Attendance and minutes are to be taken for each meeting. At the end of each year, the Chair of the committee will recognize individually and in writing each member’s attendance and contributions to the committee’s work. This will be included in the member’s academic portfolio. The Chair of the Executive Committee (i.e., Senate President) will do the same for each Chair of all the Standing and ad hoc Committees.

4.1.2 Initial Activation of Working Committees

The first committee to be formed will be the Nominating Committee (described below). Once formed, the Nominating Committee, in consultation with the Faculty Senate, is empowered to prioritize the activation of the Standing Committees and the creation of necessary ad hoc committees.

4.1.3 Recruitment of Committee Members

The Nominating Committee (described in 4.2 below) will announce vacancies on every Working Committee to all Voting Faculty, allowing them to express their interest in serving. The Nominating Committee will create a list of nominees. The President of the Senate then presents the nominees for Standing and ad hoc Committee members to the full Senate for a vote of approval.

4.1.4 Committee Chairs and Vice-Chairs

Each year, the President of the Senate, in consultation with the members of the Nominating Committee...
Committee, will name the Chair of each Committee from among the elected senators. The members of each committee will conduct an election to select a Vice-Chair from among their members. The term of office for Chairs and Vice-Chairs will be for one year. Each Standing Committee Chair is a member of the Executive Committee of the Senate.

4.1.5 Subcommittees
Standing Committees may appoint subcommittees with membership drawn from the Voting Faculty, in consultation with the President of the Senate and the Nominating Committee. Subcommittees will have a specific charge and designated length of service. The Chair of the standing committee will appoint the Chair of the subcommittee. The subcommittee may then select a Vice-Chair from among their members.

4.1.6 Operational guidelines
Standing committees may develop operational guidelines that provide detailed descriptions of committee operations including election procedures for vice-chair, etc. The selection of additional committee members and operational guidelines must be approved by the Senate Executive Committee.

4.2 Nominating Committee
4.2.1 Membership
The Nominating Committee is composed of three members of the Senate elected for three-year terms by the Senate, to include at least one member from each school (the President and President-elect are not eligible for this committee). The terms should be staggered so that only 1 member is replaced each year. Senators elected to the Nominating Committee should possess sufficient experience with matters of the Senate so as to ensure that the Senate committees are capable of effectively achieving their goals.

4.2.2 Selection of Committee Members
Election of Nominating Committee members will be conducted by a secret ballot. In the event that a Senator’s term of office expires while she/he is a member of the Nominating Committee their Senate term may be extended for one year beyond the second consecutive three-year term.

4.2.3 Duties
The Nominating Committee oversees the organization of all Senate standing and ad hoc committees, including recommending faculty members to be approved by vote of the Faculty Senate for each committee. A member of the Nominating Committee will not be eligible to serve on standing or ad
hoc committees. The Nominating Committee also oversees the solicitation of nominees for the President-Elect of the Senate as described in 2.3.1 above.

It is also the responsibility of the Nominating Committee to recommend Chairs for the Standing Committees with the goal of having Standing Committee Chairs, as a group, composed of senators from every school of the TTUHSC EP. This will help to facilitate campus-wide representation on the Senate Executive Committee.

4.2.4 Chair and Vice-Chair
The Nominating Committee will elect a Chair and a Vice-Chair each year from among their membership. The term of office for both officers is one year. The Chair serves as a member of the Senate Executive Committee.

4.3 Standing Committees
Standing Committees of the Senate shall be grouped into the following general areas: Faculty Affairs, University Affairs, and Research Affairs.

4.3.1 Faculty Affairs

4.3.1.1 Senate Committee on Faculty Welfare, Resources, and Rights
a) Membership
   - One member of the Faculty Senate plus at least one Voting Faculty representative from each school.

b) Duties
   - review policies and make recommendations concerning faculty welfare, resources, and rights.

4.3.1.2 Senate Committee on Faculty Development and Faculty Recognition
a) Membership
   - One member of the Faculty Senate plus at least one Voting Faculty representative from each school.

b) Duties
   - develop and review policies concerning the selection of faculty candidates for recognition/awards by the University
   - provide feedback to the President of TTUHSC EP on all aspects of faculty development including the recommendations for new and advanced professional development opportunities for the faculty.

4.3.2 University Affairs
4.3.2.1 Senate Committee on Library Resources

a) Membership
- One member of the Faculty Senate plus at least one Voting Faculty representative from each school.
- *Ex officio* members include the Managing Director of the Library or designee,

b) Duties
- review policies and make recommendations concerning library services, procedures, rules, and acquisitions and provide feedback to the Managing Director of the Library.

4.3.2.2 Senate Committee on Information Technology

a) Membership
-- One member of the Faculty Senate plus at least one Voting Faculty representative from each school.
- *Ex officio* members include the Assistant Vice President for Information Technology/Chief Information Officer, or designee.

b) Duties
- review policies and make recommendations concerning IT security, resource allocation, educational technology, software/hardware needs.

4.3.2.3 Senate Committee on Rules and Organization.

a) Membership
-- One member of the Faculty Senate plus at least one Voting Faculty representative from each school.

b) Duties
- provide oversight and delegation to Faculty Senate committees for scheduled reviews of TTUHSC EP Operational Policies
- review and update Faculty Senate bylaws annually
- review all proposed amendments to the Faculty Senate bylaws and constitution.

4.3.2.4 Senate Committee on Diversity and Inclusion.

a) Membership
-- One member of the Faculty Senate plus at least one Voting Faculty representative from each school.
- *Ex officio* members include Sr. Director of Office of Diversity, Inclusion, and Global Health, or designee

b) Duties
review policies and make recommendations concerning diversity, inclusion, and cultural competence

4.3.3 Research Affairs

4.3.3.1 Senate Committee on Research Resources

a) Membership

--One member of the Faculty Senate plus at least one Voting Faculty representative from each school.

- Ex officio members include Vice President for Research, or designee.

b) Duties

- review research resources and infrastructure and make recommendations to enhance the University's state, national, and global competence based on information provided by the appropriate offices or programs.

- review research-related policies and make recommendations to promote the ethical, safe, and efficacious conduct of research based on information provided by:

  • Institutional Review Board (IRB)
  • Institutional Animal Care and Use Committee (IACUC)
  • Office of Research Integrity (ORI)
  • Institutional Bio-Safety Committee (IBC)
  • Office of Research

4.4 Ad Hoc Committees

The Senate Executive Committee may appoint, subject to the approval of the Senate, such ad hoc Committees as it deems necessary to conduct the business of the Faculty Senate. These Committees should be established for a specific purpose and for a defined limited duration. The rules governing the operations of the Standing Committees also apply to all ad hoc Committees. Ad hoc Committees cannot appoint or utilize subcommittees of extended membership without the authorization of the Senate President.

5. Meetings

5.1 Quorum

Quorum for a Faculty Senate meeting or any Working Committee or subcommittee meeting is defined as the fifty percent (50%) of the total membership. A quorum must be in attendance at any meeting in order for business to be conducted. It shall be determined if a quorum is present at the beginning of each meeting.
5.2 Procedural Rules
Meetings of the Senate or Working Committees or subcommittees are governed by the most recent edition of Robert’s Rules of Order. Suspension of Robert’s Rules of Order requires a two-thirds vote of those present. Debate may be closed by a two-thirds vote of the Senators present.

5.3 Invited Guests
Members of the staff, the Administration, or an outside institution may be invited by the Senate President or Senators to attend meetings when subjects related to their areas of service or responsibility are under discussion. Invited guests are non-voting.

5.4 Voting Procedures
At Faculty Senate meetings, a two-thirds majority of Senators attending the meeting is required for a measure to pass. Voting during Senate meetings may be done by roll call, paper ballot or show of hands. A secret ballot is required for the election of officers of the Senate and may be requested for other votes if requested by at least one third of the Senators. Email voting outside of Senate meetings is also allowed if quorum is not met for a Senate meeting or if a vote is needed for a time-sensitive matter. These procedures apply to Working Committee and subcommittee meetings as well.

5.5 Meetings of the Faculty Senate
5.5.1 Regular Meetings
The Faculty Senate will meet at least quarterly or more often if needed. The meeting dates are to be announced to the Faculty-at-Large to give appropriate advance notice that a meeting of the Senate is scheduled to take place.

5.5.2 Special Meetings
Special Meetings of the Senate may be requested: 1) by the TTUHSCEP President or Provost or by the Senate President; 2) upon written request by three or more Senators to the Executive Committee; 3) by petition of 20 or more voting faculty members representing at least two schools of TTUHSC EP delivered to the Senate Executive Committee; or 4) by petition of the faculty governance body of any of the schools of TTUHSC EP. The Executive Committee reserves the right to review requests for special meetings to determine if a meeting is necessary based upon the urgency and breadth of impact. Ordinarily, there should be at least five working days between the time the notice is posted and the date of the Special Meeting, but Emergency Meetings are permitted. In emergency situations, this five-day notice may be waived.

5.5.3 Executive Session
The Faculty Senate may go into Executive Session, which is open only to the voting members of the Senate. These sessions may be called when a motion by any Senate member is seconded and approved.
by majority vote of the Senate members. These sessions are limited to sensitive topics such as deliberations or discussions of strategy or positions.

5.5.4 Open Senate Meetings
Regular and Special meetings of the Senate are open to all members of the Faculty. Faculty have the right to participate in the discussion of topics but must request to be on the agenda 72 hours before the set meeting time, unless the discussion item has been designated as an open discussion item that will take comments from the floor.

5.6 Meetings of TTUHSC EP Faculty
5.6.1 General Meetings
The President of the Faculty Senate and the President of the University will co-convene at least one meeting each year to address the Faculty-at-Large of all schools of TTUHSC EP. The President of the Faculty Senate shall serve as the presiding officer at General Faculty Meetings. The President of the University shall serve as the vice-presiding officer.

5.6.2 Special Meetings
Special Meetings of the TTUHSC EP Faculty may be called by the Faculty Senate President upon the request of 1) President of TTUHSC EP or 2) by majority vote of the Faculty Senate.

6. Communications
6.1 Communications to Faculty and Administration
All written communications of the Senate to the Faculty are to be performed by email. All records of senate business, such as notices of meetings, agendas, and minutes are to be placed on the Senate website.

6.2 Minutes of the Senate Meeting
The minutes of each Senate meeting are to be reviewed by the Senators who may request edits and/or amendments. The amended minutes are then distributed to Senators for final approval. Once approved, the minutes of senate meetings will be posted on the Faculty Senate website.

6.3 Annual Report
The Faculty Senate is to prepare an annual report that describes the major Senate activities for that year and the issues that will be considered for the next year. The annual report is to be distributed electronically to the entire Faculty, Administration and the President of TTUHSC EP.
7. Amendment Procedure

Amendments to the Bylaws of the Faculty Senate may be proposed to the Executive Committee by at least 10% of the Senate membership at a regular meeting, or by majority vote by one or more of the Schools’ faculty governance bodies. Proposed amendments are to be placed on the agenda of the following regular meeting of the Senate for discussion and vote. Proposed amendments must be reviewed by the Senate Committee on Rules and Organization to ensure that the proposed amendment is in compliance with TTUHSC EP OP’s and Regents Rules. Upon approval by a two-thirds vote of the members of the Senate, the proposed amendment is submitted to the voting faculty for review and approval. Amendments approved by a 2/3rd majority of ballots returned by at least 51% of the Voting Faculty shall become effective upon notifying the TTUHSCEP President of the approved amendment(s).

8. Initial Ratification

The Bylaws of Faculty Senate shall be ratified and become effective upon approval by the governing body of each School of the TTUHSCEP and approval by the TTUHSC EP President.
Constitution of the Faculty Senate  
Texas Tech University Health Sciences Center  
El Paso

Article I: Name
The name of this organization is the Faculty Senate of Texas Tech University Health Sciences Center El Paso (TTUHSC EP or University), referred to hereinafter as the Faculty Senate or Senate.

Article II: Authority
The Faculty Senate acts on the authority delegated to it by the Board of Regents of the TTU System and as delineated in the Rules & Regulations of the (TTU) System.

The Faculty Senate shall have such officers, committees, rules and procedures as may be provided by its Bylaws and Constitution.

The University, through the Office of the President or other office designated by the President, shall provide financial and/or administrative resources to support Senate activities designated in its bylaws. Each year the Senate shall create a budget for the upcoming fiscal year which will be presented to the President or designee.

Article III: Purpose
The purpose of the Faculty Senate of TTUHSC EP is to provide a voice for the University Faculty regarding issues that may affect their rights, privileges, and responsibilities as they apply to teaching, research, and clinical services, serve as an advisory body to the TTUHSC EP President, and serve as a forum for communication and collaboration among the faculty of the member schools.

The Faculty Senate, through recommendation to the President or to other officers/administrators of the University, shall:

- Consider issues relating to affairs affecting faculty as the Faculty Senate deems appropriate;
- Provide input and recommendations in helping to formulate clinical, educational, or research policies which affect more than one school;
• Provide input regarding policies, programs and other matters that University Administration, school faculties/governing bodies, and individual members of the faculties may submit to the Faculty Senate for its review;

• Help create, maintain and facilitate a campus environment conducive to the growth of healthcare, scholarship, creativity, learning, teaching, research, service, and respect for human dignity;

• Work with other departments of the University community to further enhance the stature and effectiveness of the University.

Article IV: Senate Membership
The Faculty Senate will consist of representatives (Senators) from every School of TTUHSC EP as described in the Faculty Senate By-Laws.

Election of Senators
Senators will be elected by the Voting Faculty within their Schools in concordance with the Faculty Senate By-Laws.

Senate Committees
The Senate shall have both standing and ad hoc committees. All Voting Faculty are eligible to be appointed as members of Faculty Senate committees.

Article V: Officers
The officers of the Senate will be the President, President-Elect, and Past-President. Officers of the Faculty Senate shall be elected in accordance with Faculty Senate By-Laws. Only Senators are eligible to be officers of the Senate.

Article VI: Meetings
All meetings will be conducted according to the most recent edition of Robert’s Rules of Order.

Meetings of the Faculty Senate
All Faculty Senate meetings shall be held as detailed in the Faculty Senate By-Laws.
Article VII: Amending the Constitution
This Constitution may be amended through a proposal in the Faculty Senate. After verifying that the proposal is compliant with TTUHSC EP operating policies and Regents’ Rules, the proposed amendment shall be circulated to TTUHSC EP faculty for review and comment. Comments on the proposed revision may be sent in writing or by e-mail to the President of the Faculty Senate. The proposed amendment must then be approved by a two-thirds majority of at least 51% of the Voting Faculty. Amendments so adopted must be submitted to the TTUHSC EP President for review and acknowledgement and will become effective immediately upon such acknowledgement.

Article VIII: Initial Ratification of the Constitution
The constitution of the Faculty Senate shall be ratified and become effective upon approval by the governing body of each school of TTUHSC EP and approval by the TTUHSC EP President.