



THE UNIVERSITY OF TEXAS AT AUSTIN
AUSTIN, TEXAS 78712

Office of the Chairman
Department of English
(512) 471-4991

4 December 1980

MEMORANDUM

To: Voting Members of the Department
From: Joe Malof, Elections Officer

The revisions of the EC Constitution were approved by mail ballot on 21 November 1980. We must now formally affirm or reject the revised EC Constitution as a whole so that Joe Moldenhauer can transmit the department's recommendation to Dean King.

Please return the enclosed ballot to Pam Wheeler by 12 noon on Thursday, December 11.

Enclosed for your information are:

1. The revised EC Constitution
2. A tally of the constitutional revisions, with the dates of implementation as approved in department meeting
3. A copy of the HOP definition of voting members of the department

JM:psw
Enclosures

62 ballots returned
112 ballots distributed

Revisions of the EC Constitution
Department of English
21 November 1980

FINAL TALLY

	<u>Approve</u>	<u>Disapprove</u>	<u>Abstain</u>
1. Expansion of the Executive Committee by two members drawn from the ranks of Professor and Associate Professor. *3/1/81	49	12	1
2. Minutes of Executive Committee meetings to be taken by one of its members. *11/21/80	51	9	2
3. <u>Tenured and tenure-track</u> members of the Department's faculty who hold a full-time University appointment shall be eligible to serve on the EC provided they do not hold a decanal appointment or a comparable post in the central administration. Similarly, anyone on the EC who is appointed to such a position will have his or her seat declared vacant. *2/1/81	53	8	1
4. Faculty members with approved leaves of absence for any part of the term for which the election is being conducted, or who will retire during the term, or who will be on terminal-year appointment during the term, shall not be eligible to serve. Similarly, a member who goes on leave of absence shall have his or her seat declared vacant. *2/1/81 (not retroactive)	55	7	0

Revisions of the EC Constitution

21 November 1980

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	<u>FINAL TALLY</u>		
	<u>Approve</u>	<u>Disapprove</u>	<u>Abstain</u>
5. Members are eligible to serve two full terms (i.e., four years) and thereafter are ineligible for a period of two years. Terms of less than two years shall not count in the computation of eligibility. *2/1/81	53	9	0
6. When unusual problems arise regarding an EC election or EC membership, appropriate action shall be determined by a committee consisting of the departmental Chair, the elections officer, and the Chair of the Governance Committee. If the last two offices are held by the same person, the Associate Chair shall be added to the committee. *11/21/80	56	6	0
7. When vacancies occur, the number of runners-up succeeding to each panel shall not be more than the number of seats filled on that panel in the previous election. If additional vacancies occur, a special election shall be held. *3/1/81	59	3	0
8. Unexpired terms of more than one year shall be filled by a member of the same panel, if any, who had been elected to a one-year term. *11/21/80	55	5	2

	<u>FINAL TALLY</u>		
	<u>Approve</u>	<u>Disapprove</u>	<u>Abstain</u>
9. Vacancies occurring between February 1 and the distribution of the final ballot in the regular annual election, shall be filled by that election. *2/1/81	60	2	0
10. Members of the Department shall be annually notified by the Chair how to transmit information relevant to annual review. The Chair, rather than the EC, will make salary recommendations for EC members; but the Chair will be guided by an annual review of each EC member by another EC member serving as reporter. *11/21/80	57	5	0
11. As required by HOP (p. 35), every third year the Department, after receiving the recommendation of the Governance Committee, shall review the operation of the EC and shall vote to continue, modify, or replace it. *11/21/80	60	2	0

*dates on which these changes take effect,
as approved in the department meeting, 11/21/80.

(This page should be substituted for the original pages 27-28 in the Handbook of Operating Procedures.)

VI. COLLEGES, SCHOOLS, AND DEPARTMENTS

A. Colleges and Schools.

1. The voting members of the college or school faculty are the same as for the General Faculty (see Sec. I.B.1) except that any instructor or lecturer with two semesters of service is a voting member of his college or school faculty.
2. Special titles such as Professor of Home Economics and Education indicate voting membership in both colleges.
3. Standing committees of the colleges and schools shall be appointed by the respective deans, either annually or biennially.

B. Departments.

1. A faculty member shall have voting status in a department on departmental matters if:
 - a. He holds a full-time appointment in that department as detailed in the budget and holds the rank of Professor, Visiting Professor, Associate Professor, Visiting Associate Professor, Assistant Professor, Instructor or Lecturer.

The assignment of a faculty member to an administrative post, released time for research, career development, an endowed chair or such other activities as may be approved by the President shall not jeopardize the voting status of the individual under this provision.
 - b. He holds joint appointments in two or more departments, the sum of which corresponds to full-time appointment in the University, and holds any of the ranks listed in subsection a., above, and
 - (1) the terms of the original appointment accorded the faculty member voting status in the department or
 - (2) the joint appointment is subsequent to his initial appointment and comprises at least 50% time appointment in the department as detailed in the budget.