

# Pulaski Technical College Faculty Governance Constitution 2005

*We, the faculty of Pulaski Technical College, to better fulfill our obligations to the college and the student body, hereby adopt this faculty constitution. We seek to improve campus communication between faculty, staff, students, and administrators; to promote informed discussions of institutional and academic matters; to maintain and enhance a true sense of community among all faculty at all site locations of our college; to satisfy accreditation requirements; and to create a system by which we hold ourselves accountable to and for our self-government. We commit ourselves to the students, the college, and one another with the adoption of this constitution.*

## **Article I – Components of Faculty Governance**

**Section 1 – Faculty Senate.** The Faculty Senate, an elected and representative body of the faculty, functions to: (1) provide a forum wherein any matter associated with academic policy can be openly discussed by any faculty member; (2) enable the faculty to reach an informed collective decision on academic matters; (3) advise the administration on academic matters including new and existing academic programs; (4) provide advice, when appropriate, to the administration on fiscal, personnel, and long-range planning matters; and (5) provide the faculty a representative voice in issues relating to the exercise of academic freedom, professional rights, faculty ethics, educational curricula, general welfare, working conditions, and professional responsibilities in the college community. The Faculty Senate and its component committees operate in an official capacity with authority delegated by the President of the College.

**Section 2 – Faculty.** On occasion, actions taken by the Faculty Senate may require the approval of full-time teaching faculty members. In such instances, the Faculty Senate shall advise each faculty member in writing seven business days prior to a proposed vote of the time, place, and manner of voting, together with a clear statement of the action to be voted upon. Adjunct and visiting faculty are considered non-voting faculty.

An assembly of the faculty shall be held during the fall and spring in-service sessions. Special meetings may be called as the Faculty Senate, President of the College, or the Vice-President for Instruction deem appropriate. If a meeting of the faculty is called during the summer, during a vacation, or at any time when classes are not in regular session, notification of the meeting, together with a copy of the agenda, will be mailed to the home of each member at least seven calendar days prior to the meeting.

**Section 3 – Committees.** Faculty service on college committees facilitates the orderly governance of the college by using the collective talents of the faculty, staff, and administration working together. Furthermore, committees provide the faculty with an opportunity to implement a faculty approved agenda at all levels of governance. Committees address areas and issues that require continued review, study, and action.

## **Article II – Senate Organization and Procedures**

**Section 1 – Faculty Senate.** A Faculty Senate is hereby established by Pulaski Technical College.

**Section 2 – Senate Responsibility.** Senators shall be responsible to their respective academic division for expressing its views on issues before the Senate and for conveying the actions and rationale of the Senate to that component.

**Section 3 – Representation.** For purposes of electing members of the Faculty Senate, the college shall be represented from its academic divisions. Each academic division shall be entitled to two Senators. Initially, the academic divisions include:

- **Allied Health and Human Services**
- **Business**
- **Business Outreach Center**
- **Fine Arts and Humanities**
- **Information Technology**
- **Mathematics, Natural and Social Sciences**
- **Technical and Industrial**
- **Education and Academic Success**

If new divisions are added or subtracted by the administration, Senate representation will be adjusted accordingly.

**Section 4 – Senate Membership.** All full-time teaching faculty members are eligible to serve on the Senate. Senators must be full-time faculty from the academic division that elects them.

**Section 5 – Officers.** Officers of the Faculty Senate shall be the Chair, Chair-elect, and Secretary.

**Section 6 – Election Guidelines.** The Faculty Senate shall oversee and carry out the election of all faculty-elected positions with the exception of the committee chairs, which are elected internally by each committee. In March of each year, the Senate shall notify the academic divisions concerning annual elections to the Faculty Senate. Elections shall be held during April of each year.

The Chair-elect and the Secretary of the Faculty Senate shall be elected by the members of the faculty. Senators shall be elected by their designated academic divisions.

Voting shall be by secret ballot. Candidates receiving a plurality of the votes cast will be declared winner of said election. Institutional support for the elections shall be provided by the Deans' offices as requested by the Faculty Senate.

The Faculty Senate will notify the faculty and administration of the election results within five working days of the end of the voting period. The report will include the number of votes and cumulative results.

Election rules and procedures not covered in this constitution shall be made by a majority of the Faculty Senate as necessary.

**Section 7 – Terms of Office.** Senators shall serve a two-year term, except the initial convening body in which the two Senators of each division will draw for one and two-year terms. The term of a member of the Faculty Senate shall expire upon the seating of his or her successor in the fall semester after the elections in April.

**Section 8 – Unseating a Senator or Senate Officer.** The Faculty Senate shall have the power to expel a member for nonattendance, disorderly behavior, or misconduct. Such an action should only be taken after giving notice to the Senator's academic division that removal is under consideration. This action requires a written ballot with an affirmative vote by two-thirds majority of the Senate. The represented academic division will then elect a new Senator.

A Senator is subject to a recall vote by petition of twenty-five percent of the represented division's faculty. Removal of a Senator by recall election shall require the approval of a simple majority in a special election provided that at least fifty percent of that division's faculty cast ballots.

An officer of the Senate is subject to a recall vote by petition of twenty-five percent of the faculty. Removal of an officer by recall election shall require the approval of a simple majority in a special election provided at least fifty percent of the faculty cast ballots.

Any Senator or officer so unseated shall be ineligible to return to the Senate during the academic year in which s/he was unseated.

**Section 9 – Vacancies in the Faculty Senate.** If a vacancy occurs for any reason during the course of the academic year, the Faculty Senate will refer the matter to the particular academic division or to the faculty to elect a substitute to complete the designated term of the Senator or Senate officer, respectively.

**Section 10 – Meetings.** The Chair of the Faculty Senate shall call a meeting within two weeks after the beginning of each fall semester to establish the agenda and schedule for the academic year. Faculty Senate will meet once per month. The Chair can call a special meeting if a situation deems such action necessary.

If a meeting of the Faculty Senate is called at any time when classes are not in regular session, notification of the meeting, together with a copy of the agenda, will be mailed to the home of each member at least seven calendar days prior to the meeting.

Faculty Senate meetings will adhere to procedure governed by Robert's Rules of Order, Newly Revised. If needed, a Parliamentarian can be appointed by the Chair to ensure adherence to the rules.

**Section 11 – Quorum.** In the Faculty Senate, a quorum shall consist of two-thirds of the members of the Faculty Senate and officers.

### **Article III – Legislation**

**Section 1 – Legislative Actions.** Legislative actions are created by the Faculty Senate to deal with the everyday needs of the Faculty Senate and the faculty. A simple majority of voting Senators must approve an action for it to take effect. Actions will apply to all faculty members upon approval by Senators. Senators will make a concerted effort to discuss planned legislative actions with the divisions they represent.

**Section 2 – Faculty Resolutions.** Faculty resolutions hold more power than actions. A resolution will deal with special matters that substantially affect the faculty and potentially the administration. Resolutions would be used to make changes in academic policy, curriculum, graduation requirements, academic programs, professional rights, general welfare, working conditions, professional responsibilities, and any other academic matters not specified above.

Resolutions require two-thirds approval by the Faculty Senate, sixty percent approval by voting members of the faculty, and approval by the Vice-President for Instruction. The Vice-President for Instruction, or his/her designee, must respond to a faculty approved resolution within ten working days. If the Vice-President for Instruction does not approve the resolution in ten working days or if the resolution is vetoed outright, the faculty has the option to override the Vice-President's action through a successful two-thirds vote by *all* members of the faculty. If the override is successful, the resolution is sent to the President of the College for consideration within ten working days. The President of the College can consult the Board of Trustees before taking action. If the President of the College rejects the resolution, the resolution fails.

Resolutions can originate in the Faculty Senate, any standing committee, or through a petition signed by twenty percent or more of the members of the faculty.

**Section 3 – Recommendations.** Recommendations are faculty sanctioned suggestions to the administration on any matter of which the faculty is concerned or affected. A recommendation is the official opinion or advice of the faculty. Recommendations can be used to reflect a united faculty in

support of or in opposition to an administrative activity. Recommendations require two-thirds approval from the Faculty Senate and sixty percent approval by the faculty members voting.

Recommendations can originate in the Faculty Senate, any standing committee, or through a petition signed by twenty percent or more of the members of the faculty.

**Section 4 – Amendments.** This constitution may be amended in the following manner:

- A. The Faculty Senate may propose amendments or members of the faculty may petition for an amendment.
- B. Petitions must be signed by twenty percent or more of the members of the faculty. Such a petition will result in bringing the amendment to the Faculty Senate for debate and a vote.
- C. All amendments require two-thirds approval of the Faculty Senate. After Faculty Senate approval, proposed amendments will be presented to the faculty and shall be ratified by two-thirds of the members voting. A concerted effort will be made to encourage all eligible voters to participate.
- D. The numerical results of the balloting shall be reported in writing to the President of the College, the Vice-President for Instruction and all other appropriate persons or bodies.
- E. Amendments become official upon approval by the Vice-President for Instruction.
- F. In a case where the Vice-President for Instruction does not approve a proposed amendment, the faculty can override the Vice-President's action following the procedures described in Article III, Section 2.

**Section 5 -** When appropriate, the Chair will direct legislation to the proper committee(s) for discussion and/or clarification.

## **Article IV – Committees**

**Section 1 – General Information on Committees.** Members of the faculty are appointed to college committees by the Committee on Faculty Involvement. Committees report to their respective Administrative Officer and to the Faculty Senate.

Minutes and recommendations of college committees will be forwarded to the Secretary of the Faculty Senate for distribution to the Senators. An annual summary from each committee will be submitted in the spring to the Senate along with objectives for the upcoming academic year. All faculty members have the right to submit topics or information directly to the committee having jurisdiction over that topic. All members of the faculty may attend committee meetings.

Any change in a committee's composition or scope including number of faculty or distribution of faculty must be reported to the Committee on Faculty Involvement. The term of a member of a standing committee shall expire upon the seating of his/her successor in the fall after appointments are made in April. The chairs are elected internally by the committee each spring for the following fall. Subcommittee appointments will be made internally by the committee as necessary.

**Section 2 – Faculty Standing Committees.** The standing committees of the Faculty Senate at the time of this constitution's ratification are as follows:

- **Academic Affairs**
- **Academic Integrity**
- **Faculty Involvement**
- **Cultural Diversity**
- **Distance Education**
- **Information Technology**
- **Library**
- **Student Appeals**

- **Student Learning**
- **Student Success**

**Section 3 - Special Committees.** Special committees (ad hoc committees) may be formed by the Faculty Senate with the consent of the President of the College. Special committees shall have such powers and perform such duties and shall act for such time as are designated in the resolution calling for their appointment, but no special committee shall be appointed or formed to perform any regular duties already specifically assigned to a standing committee.

**Section 4 - Administrative Standing Committees.** Administrative standing committees, or administrative ad hoc committees handling administrative matters, may be appointed by the administration in consultation with the Faculty Senate. The Faculty Senate will review annually the status of these committees and make recommendations. The administrative standing committees at the time of this constitution's ratification are as follows:

- **Administration and Business Affairs**
- **Communications and Marketing**
- **Development**
- **Financial Aid**
- **Registration**

**Section 5 – Committee on Faculty Involvement.** A Committee on Faculty Involvement is hereby established by Pulaski Technical College.

*Composition:* One faculty member from each academic division will be appointed directly by the Faculty Senate.

*Function:* The committee will create and maintain a list of all campus committees. This list will include a detailed description of the committees' composition and function. The Committee on Faculty Involvement will appoint faculty members to all standing committees. Committee appointments will be guided by the personal preferences of the faculty as indicated in the spring semester. New faculty hires will be appointed to committees based upon their preferences indicated in their first in-service session. The Deans may also make recommendations to the Committee on Faculty Involvement regarding committee service based upon their division's needs. The appropriate administrative departments will appoint their own members to each committee.

## **Article V – Duties of Officers**

**Section 1 – Chair.** The Chair shall:

- Preside over all meetings of the Faculty Senate and the assembled faculty during the fall and spring in-service sessions.
- Call for agenda items at least ten working days prior to all meetings and publish the agenda at least five working days prior to the meeting.
- Coordinate faculty activities and encourage communication between faculty members, administrators, staff, and students.
- Inform the Vice President for Instruction within two working days of all legislation passed by the Faculty Senate and/or referred by the Faculty Senate to the members of the faculty for approval.
- Receive requests and responses from the Vice-President for Instruction and/or the President of the College.
- Meet monthly with the Vice-President for Instruction and the President of the College to communicate and discuss issues of the faculty. A report of these meetings shall be included in the Faculty Senate minutes.
- Attend, or appoint a designate to attend, all College Board of Trustee meetings.
- Appoint a Parliamentarian if necessary.

- Appoint ad hoc committees as needed with the approval of the Senate.
- Assemble and lead faculty in the procession at commencement.
- In the Faculty Senate, vote only in case of a tie.
- Receive a release from committee service if s/he so chooses. This time is to be dedicated to the functions of the position.

**Section 2 – Chair Elect.** The Chair-elect shall:

- Assume duties of the Chair in his/her absence.
- Assist the Chair and Secretary with their duties as necessary.
- Develop a list of needs and priorities for the purpose of a strategic plan of action for the Faculty Senate for the next year.
- In April, make available a summary report of activities of the Faculty Senate for the year. The report will include summaries from committees obtained from the committee Chairs with the assistance of the Committee on Faculty Involvement and Senate Secretary. This report will be used by the Chair-elect to plan for the coming year as s/he becomes Chair.
- In April of each year, present a summary of the current year’s activities and a projection of the next year’s activities and agenda to the Faculty Senate.
- Performs duties assigned to this office by the Chair.
- A non-voting member of the Senate unless s/he has assumed the duties of the Chair.

**Section 3 – Secretary.** The Secretary shall:

- Record, publish, maintain, and archive a file of minutes and legislation for each meeting of the Faculty Senate and any meetings of the assembled faculty.
- Produce the final form of all legislation to be sent to the administration. These final documents shall be signed by both the Chair and Secretary.
- Collect, organize, archive, and post all committee minutes and yearly summaries so that they may be easily reviewed by any faculty member.
- Manage all financial matters that may arise.
- Perform duties assigned to this office by the Chair.
- A non-voting member of the Senate unless s/he has assumed the duties of the Chair in the absence of the Chair and Chair-elect.

**Article VI – Unspecified Powers**

All legislative, judicial, and executive powers of the Faculty Senate that have not been enumerated in this constitution shall reside in the Faculty Senate.

**Article VII – Ratification and Effect**

This Constitution shall become effective at the beginning of the academic year following an affirmative vote of a majority of the faculty and review by the Board of Trustees. At such time, the Faculty Council Constitution of 1995 and the faculty governance system it created will become null and void.

\_\_\_\_\_  
 President of the College                      Date

\_\_\_\_\_  
 Vice-President for Instruction                      Date

\_\_\_\_\_  
 President of the Faculty Council                      Date

\_\_\_\_\_  
 Secretary of the Faculty Council                      Date