

Faculty Senate Constitution

Preamble:

We, the faculty of Coconino Community College, in order to contribute to quality of academics, opportunities for student success, shared governance, communication, and understanding amongst the college community do hereby authorize a Faculty Senate to advocate for academic leadership and faculty voice, and to promote fairness and equity in the decision making process.

Article One: Title

The name of this organization shall be the Coconino Community College Faculty Senate, hereafter referred to as the Senate.

Article Two: Purpose

The purposes of the Senate shall be to enhance organization, communication, and shared governance of the decisions affecting instruction and faculty, to coordinate activities and communication among Academic Affairs-sponsored committees, and to promote faculty representation within college-wide groups and committees. Through collaboration of a single faculty group with other college-wide departments, the Senate, acting as a unified voice of faculty, may meet with and make recommendations to the appropriate college-wide groups, following the policies and procedures of the college. In this manner, the voice of all faculty contributes to the decision making process that affects them, the student body, and ultimately the success of the college as a whole.

Article Three: Privileges and Responsibilities

1. Senate shall concern itself with any systemic academic or professional matters which faculty deems important to student success and teaching and learning.
2. Senate recommendations and any dissenting opinions on recommendations will be made available electronically to college employees.
3. Senate will enhance communication with committees serving Academic Affairs by coordinating with the following Academic Affairs-sponsored committees, including but not limited to: Curriculum, Academic Standards, Faculty Committee, Academic Advising, eLearning, General Education, and Research Integrity. The Senate shall request to receive an update from these committees on a regular basis.
4. Senate will collaborate with College Council and college committee chairpersons to keep track of committee memberships and work in conjunction with the Academic Deans to coordinate filling faculty openings on committees.
5. Two Senators shall be assigned by the Senate to serve as the full-time and part-time faculty representatives on College Council for one-year terms each.
6. Two Senators (ideally one part-time and one full-time) shall be assigned by the Senate as representatives to the Faculty Committee. All Senators are encouraged to attend Faculty Committee meetings.
7. One part-time faculty Senator shall be assigned by the Senate as a representative to the Compensation Committee.
8. Senate will promote lines of communication with college-wide groups, committees, administrators, and staff by providing pertinent information and updates, and by recommending faculty members to be a part of leadership groups as needed.
9. Other college committees or groups are invited to present or provide updates to the Faculty Senate when relevant to academic procedures, operations, and/or opportunities for student success.

Article Four: Eligibility for Senate Membership

Full-time faculty who have been employed as faculty by the college for four semesters and part-time faculty that have been employed as faculty for four semesters and are currently teaching at least six load hours per Academic year are eligible for election to the Senate.

Article Five: Composition

The Senate will be composed of seven Senators, consisting of four full-time faculty, two of which will come from the Arts and Sciences Division and two from the Career and Technical Education division, and three part-time faculty, with a minimum of one from each division. In the event that there are insufficient faculty nominations to fill all seats, the unfilled seat(s) shall remain vacant. There shall be three designated officers, a President, Vice-President, and Secretary.

Article Six: Elections

Section 1: Voting Eligibility

All full-time faculty members are eligible to vote for full-time faculty Senators and all part-time faculty members are eligible to vote for part-time faculty Senators.

Section 2: Nominations

Nominations for Senators will be accepted by the Senate Secretary from Spring Convocation until two weeks prior to Spring Break. The nominations for the first Senate election will be submitted to the Faculty Leadership Team, which shall establish the timelines for the first election.

Section 3: Election

Senators will be elected using an electronic surveying program through the Institutional Research department.

Article Seven: Compensation for Service

Part-time faculty members serving on the Senate will receive compensation for their service in an amount set by the College and sponsored by the Vice President of Academic Affairs.

Article Eight: Officers

Section 1: Election of Officers

The officers will be chosen by the Faculty Senate at the first meeting of the Academic year.

Section 2: Terms of Office

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1. The term of Office for Senators is two years for full-time faculty and one year for part-time faculty.
 2. The terms of Office for the President, Vice President, and Secretary of the Senate shall be one year.
 3. All Officers and Senators shall be limited to three consecutive terms. A term that results from a midterm election shall not be counted in determining if a Senator has served three consecutive terms.
 4. The Past-President shall be available to the Senate for procedural consultation for one year as needed.

The terms of the first elected Senate will be staggered as follows:

One member representing the Arts and Sciences Division and one member representing the CTE Division will each serve one year terms. The identification of the member to serve the one year term shall be made by random drawing.

Section 3: Responsibilities of Officers

1. The President shall be the principal elected officer for the Senate and, in general, supervise all business affairs of the Senate, be the official spokesperson for the Senate, and be responsible for submitting Senate recommendations to the appropriate college-wide groups and/or individuals. Additionally, the President shall serve during the first year of the new Senate President's term as a Past-President advisor.
 2. The Vice-President shall assist the President and substitute for the President when required and coordinate activities and communications from Academic Affairs sponsored committees.
 3. The Secretary shall be responsible for maintaining the Senate intranet site, gathering agenda items, taking and posting meeting minutes and voting records, posting recommendations and dissenting opinions, and providing records and communications to other college-wide groups as needed.
 4. The officers shall meet ten days prior to the Senate meeting to prioritize all agenda items and construct the agenda. The proposed agenda will be sent to the Vice President of Academic Affairs for input and/or discussion prior to dissemination of the agenda. The finalized agenda will be sent to all CCC employees one week prior to the Senate meeting.
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Section 4: Vacancies

Vacancies shall be declared by the President of the Senate upon direction of the Senate. The Senate, by its action, may leave a vacancy unfilled until the next election. In the alternative, the Senate, by its action, may hold a special midterm election to elect a qualified faculty member to serve until the expiration of the unfulfilled term. The President shall declare vacancies when a Senator has been absent three consecutive times or four total times during the academic year, a Senator resigns, a Senator is unable to complete all or part of an elected term for any reason, or if a Senator fails to fulfill Senate-assigned responsibilities as per Article 3. Election to Faculty senate is not a promise of continued employment with the College, and a Senator's seat shall be declared vacant if the employment relationship ends for any reason during the Senator's term. The Senate by its action may elect to leave a vacancy unfilled until the next election.

Section 5: Removal of Members

A member of the Senate may be removed from office through the initiation of a recall petition by any member of faculty under contract. Within two weeks of the receipt of a recall petition signed by one third or more of the associated voting body as per Article 6.1, the Senate will hold a recall election. On verification that the majority of associated voting body as per Article 6.1 voting in the recall election, voted for recall, the Senate member will be removed from office.

Article Nine: Meetings and Procedures

Section 1: Meetings

1. The Senate shall develop meeting procedures at an Organizational Meeting to be held during the first semester after formation of the Faculty Senate.
2. The Senate shall meet at least once monthly during the academic year and convene during the summer as needed.
3. Senators are expected to attend all Senate meetings, and when unable to attend, to have a non-voting participant attend in their place.
4. Faculty members or other interested parties are encouraged to attend Senate meetings but are not entitled to vote or propose motions. Such faculty or other interested parties may, upon request and with approval of the Senate, be given an opportunity to speak on matters under consideration.

Section 2: Quorum

A majority of the elected Senate shall be considered a quorum.

Section 3: Voting

1. All elected Senators are empowered to vote, there shall be no proxy voting.
2. A voting record shall be kept for every matter requiring a vote in the Senate.
3. The Senate voting record shall be available electronically.

Article Ten: Guidelines for Coordination of Academic Committees

1. The chair or designated representative of each Academic committee listed in Article 3.3 is requested to provide an update to the Senate Secretary ten days prior to each Senate meeting on the committee's activities or provide an in-person verbal update at each Senate meeting. The Senate may request in-person updates as deemed necessary.
2. The Senate will electronically post updates sent from Academic committees to enhance communication among the committees serving Academic Affairs.
3. Academic Committee chairs shall maintain a record of committee membership, provide that information to the Senate Secretary, and notify the Senate when vacancies arise.

Article Eleven: Procedure for Bringing Issues to the Senate

Agenda items, when in compliance with college policy and procedures, are to be sent to the Senate Secretary, via an electronic submittal form at least two weeks prior to the Senate meeting. The Secretary will organize and distribute the items for the officers to prioritize and create the Senate agenda. Action or discussion agenda items may be requested from any current employee or student.

Article Twelve: Recommendation Procedure Detail

1. Any Senate written recommendation on academic or professional matters within the responsibilities of the Senate will require a majority vote of the Senate to be taken forward to the appropriate committee, council, group or administrator, other than the President of the college, as deemed by the Senate, as per Article 2.
2. The Senate requests that the receiving committee, council, group or administrator provide a written response of approval, modification, or rejection, including rationale, or an explanation of the need for additional time within twenty (20) days after receipt of the Senate recommendation. If the respondent requests that the recommendation be considered by other bodies before proceeding further, then the Senate requests this information in writing. If a written response is not received within the twenty (20) days, the Senate may vote to forward the item to the next administrative level.
3. It is then in the purview of the Senate to follow the course of action from the responding committee, council, group or administrator; or, with a majority vote of the Senate, send the recommendation to the Vice-President of Academic Affairs for action.
4. After receiving written response within twenty (20) days from the Vice-President of Academic Affairs regarding a forwarded Senate item, or if no response is given within twenty (20) days, the Senate, with a majority vote, may elect to send a recommendation to the President of the college for additional action.
5. Upon review of the President's written response to the Senate recommendation, or if no response is given within twenty (20) days, the Senate, with more than a two-thirds vote, may elect to take the item to the District Governing Board. This Senate decision must be approved by a majority vote of the voting faculty after a 2 week period of disclosure and discussion of the pending item with the faculty at large. If

approved, the Senate President will request that the item be placed on the District Governing Board agenda as per Policy 31 and Procedure 31-01. The decision to recommend an item be taken to the District Governing Board shall be the result of thorough deliberation and the item will be considered to be of vital significance to the functionality of the college.

Article Thirteen: Limitations to Faculty Senate Authority

1. Senate is a recommending and research body and does not have the authority to act on behalf of an individual student, instructor or employee.
2. The Senate recognizes that its recommendations do not constitute policy.
3. A majority vote of voting faculty is required to present items to the District Governing Board per Article 12.5 and in adherence to Policy 31 and Procedure 31-01.
4. Senate members may be recalled as per Article 8.5 of the Constitution.

Article Fourteen: Amendments

This constitution may be amended by a two-thirds vote of the voting faculty, provided that the proposed amendment shall have been presented in writing to each member at least two weeks prior to the voting. All proposed amendments will be submitted to the Vice President of Academic Affairs and the President of the college, prior to voting. Any editorial changes to the constitution may be made by a majority vote Senate.

Article Fifteen: Ratification

This constitution shall become effective by a majority of the voting full-time and part-time faculty taken electronically and anonymously.