



## COASTAL PINES TECHNICAL COLLEGE FACULTY SENATE BY-LAWS

In the spirit of shared responsibility for leading the academic affairs of Coastal Pines Technical College, this document affirms that it is of central importance that faculty, who have special expertise in promoting student success, provide input and make recommendations to the administration who make decisions made on behalf of the students, faculty, and the citizens of the service delivery area (SDA #62) of Coastal Pines Technical College, and that faculty concur with these decisions. This document reflects credence in the value of cooperation and a confidence that shared governance should be both systematic and flexible.

### I. PURPOSE

The Faculty Senate exists to promote continuous quality and improvement of the instructional programs at Coastal Pines Technical College by providing a mechanism for the faculty to participate in the decision making process of Coastal Pines Technical College as well as promoting cooperation and support for the mission of the College.

### II. THE ROLE OF THE FACULTY SENATE

The Faculty Senate is:

- A. The primary advocate representing the faculty on all matters of faculty concern, particularly those issues, policies, and procedures that influence the teaching/learning process.
- B. A deliberate body to advise the Vice President of Academic Affairs, the President's Cabinet, and to make recommendations to those bodies.
- C. A collaborative body with the primary role of promoting understanding and cooperation in support of the mission of the College.
- D. A representative body for all faculty members with the authority to make recommendations to the College Administration regarding faculty issues as defined in

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Authority of the Senate under item III, with responsibility and authority to provide comments and recommendations concerning policies and procedures proposed regarding the issues of Authority of the Senate under III.

- E. To be the Bearer of the Mace at all Ceremonial Functions unless this body delegates otherwise. For graduations, the Chair shall be the bearer for the Spring ceremony, and the Instructor of the Year shall be the bearer for the Summer ceremony. The Senate reserves the right to delegate this responsibility to other faculty members under special conditions, e.g. retiring member, if Instructor of the Year is no longer faculty, etc.

### III. AUTHORITY OF THE SENATE

- A. It is recognized that the Chair of the Coastal Pines Technical College Board has the authority to set the agenda for Coastal Pines Technical College Board meetings. The College administration may seek input from the Faculty Senate on:
  - 1. Creation or termination of certificate, diploma, and associate degree instructional programs.
  - 2. Alteration concerning policies and procedures affecting the academic integrity of the College.
- B. It is recognized that the Faculty Senate shall be the primary advocate representing the faculty to the College administration on all matters of faculty concern, particularly but not limited to those issues, policies, and procedures that impact the teaching/learning process.
- C. It is recognized that the Faculty Senate has the authority to provide comments and recommendations concerning any/all of the above matters. The Chair will provide in writing to the President and the VPAA the comments and recommendations of the Faculty Senate.
- D. It is recognized that this document can be amended only by two-thirds vote of the Faculty Senate membership, 2/3 vote of faculty as a whole, or by changes in policy and procedure of the College. Prior to voting, the Senate may solicit input about proposed amendments from faculty members.
- E. This document is reviewed at least annually and amendments may be made at any time.
- F. The Chair, with the approval of the Faculty Senate, has the authority to call an emergency meeting with the faculty to discuss matters to be presented to the President's Cabinet that require deliberation.

### IV. MEMBERSHIP

- A. Officers

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The Chair, Vice-Chair, Secretary, and Parliamentarian are elected by vote of the Faculty Senate membership.

- B. Faculty representation on the Senate shall be comprised of at least 14 full time faculty members, one of which will be a division elected representative from the Adult Education division. This does prohibit another Adult Education faculty member from seeking an at large position to represent the College faculty.

#### V. ELECTION OF FACULTY SENATE MEMBERS

- A. The term of office for the Faculty Senate Chair shall be limited to two consecutive two years terms. The Chair may be eligible for reelection in the event of a vacancy only after at least one year out of office. i.e. if the Chair is elected to the Vice Chair position in a new election and an event occurs with the newly elected Chair causing a vacancy. In the event that this occurrence happens before a year has expired, a new Chair shall be elected by the members to fill the unexpired term. However if the vacancy occurs after one year has passed, the Vice chair will fill the unexpired term of the vacated Chair and may be eligible for the chair position in the next election.
- B. Members are elected for a two term. Officers are exempt from this election rotation unless they voluntarily decide to step down and face replacement on the Senate. The representative for the adult education division shall be elected by a vote of their fulltime instructors. More than one adult education instructor may be nominated and/or elected to the Senate. However, only one member is required to be elected by that division. Elections will be held yearly, during the beginning of Summer semester. The term of office will begin July 1 and end on June 30.
- C. Member vacancies occurring prior to the end of a term are filled by special election unless the expired term of office is less than three months, in which case the Chair will propose a suitable replacement candidate that the Senate will deliberate and vote upon. The Adult Education representative's vacancy will be replaced by a vote in that division. However, the three-month vacancy rule for all members shall apply in this case.
- D. Members are expected to attend all scheduled meeting. In the event that a member misses more than four meeting during a year, the member may be replaced by agreement of the Senate. Vacancy procedures apply in this case.
- E. Officers' vacancies will be filled by election.
- F. Officers will be elected every two years.

#### VI. SENATE MEMBER RESPONSIBILITIES

- A. The Chair prepares and distributes copies of the agenda to all Senate members and the VPAA, and submits the agenda to be published in the regular College communications before the meeting.

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- B. The Chair conducts the Senate meeting. Meetings are conducted by consensus unless one member requests the use of Robert's Rules of Order (RRO). In that case, RRO will be in effect.
- C. The Secretary/Recorder keeps the minutes for each meeting. The Chair and Secretary/Recorder reviews the minutes and the Secretary/Recorder presents the minutes to the Faculty Senate for approval at a regular or called meeting before the Chair distributes them to the President, the Vice President for Academic Affairs, and Deans. Copies of the agenda, minutes, and distributed materials are kept in the President's Office. Minutes and by-laws will be updated and posted on the college intranet.
- D. The Chair shall report actions of the Senate to the President's Cabinet. The Chair attends appropriate Coastal Pines Technical College meetings.
- E. The Vice Chair represents the Faculty Senate in the Chair's absence when appropriate.
- F. The Chair forwards recommendations approved by the Senate to the appropriate faculty, staff, and/or administrative representative.
- G. The Faculty Senate discusses faculty issues such as, but not limited to, professional development, in-service ideas, the academic calendar, scheduling, course loads, and curriculum issues.
- H. Faculty Senate Chair will be responsible for handling the Suggestion Box for Campus Faculty and will be bringing all Suggestion Box items to Faculty Senate for discussion and resolution.
- I. Senate members are expected to attend all Senate meetings.

## VII. SENATE MEETINGS

- A. All meetings are considered "open" meetings to all faculty members. In order for any faculty member to speak at said meetings, they must appeal in writing or email to the Chair of the Faculty Senate two (2) weeks prior, or at Chair's discretion, to the next scheduled meeting in order to be placed on the agenda. Also, upon placement on the agenda the faculty member will be limited to five (5) minutes for his/her presentation. This time limit may be extended at the Chair's discretion but not to exceed 10 minutes.
- B. Issues to be brought forth to the Senate may be conveyed to any Senate Member by any faculty member; however, issues under jurisdiction of the Senate must be:
  1. In writing, be specific, and presented to the Chair two (2) weeks prior to (or at Chair's discretion) the next scheduled meeting.

2. The Senate Chair will decide if the issue is within the jurisdiction of the Senate, as stated in the Purpose, and if so will add to the agenda for the next scheduled meeting.
  3. The Senate may request that the author of issue be present at the Senate Meeting to provide pertinent information concerning the issue.
- C. Issues before the Senate are decided by vote restricted to the Senate members. In the case of a tie vote (with the chair voting), the issue will be tabled until the next meeting. If at the next meeting, there is another tie vote, then the chair will decide the outcome of the motion.
  - D. A simple majority of Senate members constitutes a quorum.
  - E. The Senate meets at least once a month on the first (1st) Wednesday of each month from 12:00 p.m. until 1:00 pm., unless a semester break or superseding meeting is scheduled for the same time. In such a case the meeting will be pushed to the next available Wednesday. For odd numbered months, meetings will be held on the Jesup campus, and on even numbered months, meetings will be held on the main campus. The Senate reserves the right to change the meeting time and location for individual meetings by majority vote of those present and voting.
  - F. Meetings are to last no longer than one hour. Any open item will be tabled to the next meeting upon running out of time.
  - G. Appropriate Staff and/or administrative representatives may be asked to attend meetings or serve as an advisor to special committees when deemed needed by the Senate. The Chair/Parliamentarian excuses invited staff/administration from the remainder of the meeting unless their presence is needed for later agenda items. All meetings will be open to faculty to attend as observers; however, all discussion and business will be limited to agenda items.