

BridgeValley Community & Technical College

Faculty Senate Constitution and By-laws

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Constitution of the BridgeValley Community and Technical College Faculty

We, the members of the faculty of BridgeValley Community and Technical College (BVCTC), in order to ensure the faculty's proper role in shared governance of the institution so that the purposes of the College may be fully realized, do hereby ordain and establish the BridgeValley Community and Technical College Faculty Senate as the principal governing body for the faculty of the College.

Terms Defined:

The word "assembly" used herein shall refer to all employees of the College who hold faculty rank.

The word "senate" used herein shall refer to the elected representatives chosen by the faculty assembly to make such rules, regulations, and By-laws as it may deem advisable for the fulfillment of its duties as outlined in this document.

The word "Division" used herein shall refer to the academically related areas of the college as defined by the official BVCTC organizational chart provided by the administration. The term "Division" shall relate to and identify the areas in which elections for committee positions for Division representatives' seats will be held.

The word "quorum" used herein shall refer to fifty percent (50%) of the body, be it the Faculty Senate, Faculty Assembly, or Committees of the Faculty Senate, excluding those on leave of absence, unless specifically stated otherwise.

Article I. Constitution of the Faculty Senate of BridgeValley Community & Technical College

Section 1.01 Name of the Organization

The name of this organization shall be the BridgeValley Community and Technical College Faculty and its governing body shall be termed the BridgeValley Community and Technical College Faculty Senate. The Faculty Senate shall serve as representatives of the Faculty Assembly.

Section 1.02 Faculty Assembly

The faculty assembly is comprised of full-time faculty members who hold faculty rank at BridgeValley Community and Technical College. A list of all faculty assembly members shall be prepared by the Faculty Senate Chair and distributed at the first meeting of the academic year. Additions or corrections shall be noted and recorded at subsequent meetings as changes occur.

When the status of any faculty member is in doubt, the designation as full-time or part-time faculty shall be resolved by the Chief Academic Officer (CAO).

Section 1.03 Purpose of the Faculty Senate

The Faculty Senate shall be the basic legislative body for faculty of the college, dealing with all matters that come within the province of the faculty except those delegated by the West Virginia Council for Community and Technical College Education (Council), to the President, or by legal action to the Board of Governors (BOG), provided the Senate delegation constitutes a quorum.

The Senate shall be vested with executive and legislative powers necessary to act for the faculty. Upon written petition, signed by 35% of the faculty assembly and submitted to the Senate Chairperson, the faculty assembly shall be convened with power to act as a legislative body. The faculty assembly's actions, which must be consistent with the rules specified in this Constitution and By-laws, supersede any actions taken by the Faculty Senate. Upon receiving the written request of 35% of the faculty assembly, the Senate Chair shall call a meeting of the faculty assembly within two weeks of the request.

Section 1.04 Membership in the Faculty Senate

The Faculty Assembly shall elect representatives, known as Senators, to the Faculty Senate. Eligible Senators shall be full-time faculty (instructors, assistant professors, associate professors, and professors) subject to the following parameters:

An administrator cannot be a Senator or an elected committee member of the Faculty Senate. Any faculty member who moves to administration status after an academic year has commenced will serve out the committee assignment for that academic year.

Part-time teaching faculty and members of the administration not specified above may attend meetings of the Faculty Senate as observers. They will have no vote and may not participate in discussions unless invited to do so by the presiding officer of the Faculty Senate.

With the exception of faculty given the title of instructional specialist, the President, Senior Vice Presidents, Vice Presidents, Deans, and any other faculty whose teaching load is below 51% are deemed to be administrators, even if they have faculty rank, and will be ex-officio, non-voting members of the Faculty Senate and of any Faculty committees on which they serve by virtue of his or her administrative role excluding Chairs serving on the Academic Standards Committee.

All elected members of the Senate shall be full-time faculty members with a minimum of 51% teaching load, excluding those faculty members who hold the rank of instructional specialist. Instructional specialists will be treated as full-time faculty members and will be eligible to be elected as members of the Senate. Members shall be eligible for re-election as specified in Section 1.06.

Membership

- (i) Each division shall elect three (3) senators to represent their respective division.
- (ii) The faculty representative to the Advisory Council of Faculty (ACF) and the faculty representative to the BOG shall be, by virtue of election to these positions, voting members of the Faculty Senate.
- (iii) Each campus shall elect one (1) senator to represent their respective campus.

Senators of the BVCTC Faculty Senate will each have one vote.

Section 1.05 Faculty Senate Responsibilities

- (i) The faculty Senate shall be empowered to take action on the following matters of educational policy, subject to review by the faculty, and submit, in a timely manner, said actions to the President as so provided hereinafter:
 - 1) Recommend matters of policy with respect to educational programs in all areas such as:
 - a) Continuous study of college curricular needs with recommendations to the appropriate officer or committee for modification, addition, or abandonment of programs of study.
 - b) Changes in college organizations as defined in guidelines in Council Series 13 and BOG Policy.
 - c) Standards for satisfactory academic progress (including probation and suspension policies).
 - d) Requirements for graduation from the college.
 - 2) Review established policies, consider new policies, and study matters of concern to the students and/or faculty members.
 - 3) Promote the welfare and morale of students and faculty.
 - 4) Promote academic freedom and professional responsibility.
 - 5) Establish and maintain procedures relating to the dismissal of a faculty member and to establish procedures for reviewing cases of dismissal.
 - 6) Establish and maintain appropriate committees for the effective administration of the functions of the Faculty Senate, to define committee duties, and to provide for their membership and organization.
 - 7) Recommend policy regarding qualifications for faculty employment, rank, tenure, leave, salary ranges, and salary increments.

- 8) Recommend procedures for the selection and retention of Division Deans, Department Chairs, and Program Directors.
- 9) Advise the President in the recruitment, appointment, promotion and tenure, and dismissal of faculty members.
- 10) Provide the faculty with copies of the Senate and Permanent Committee meeting minutes and actions.
- 11) Maintain adequate communication between the faculty and the administration.
 - i) Any member of the faculty may request any member of the Senate to transmit to the Senate, for discussion and possible action, topics coming under the jurisdiction of the Senate.
 - (ii) Any decision by the Faculty Senate or a duly constituted committee, when passed and recorded in accordance with the provisions of the constitution, shall be deemed an official action on behalf of BridgeValley Community and Technical College faculty and shall be submitted to the President of the College for review and approval. If any action by the Faculty Senate or a duly established faculty committee is overruled by the President, he/she shall give written notice of his/her decision and objections to the Faculty Senate and the appropriate committee within thirty days of having received written notice of action by the Faculty Senate or duly established faculty committee. If the President takes no action within the prescribed thirty days, the committee decision becomes policy of BridgeValley Community and Technical College.
 - (iii) Any action by the Faculty Senate must be in harmony with the public law of the State of West Virginia and with the policy established by the Council, and BOG, and be in agreement with the mission of the College.
 - (iv) The President and/or the BOG representative shall be responsible for informing the Faculty Senate of all actions by the BOG which affect the educational policies of the college.

Section 1.06 Election

The Faculty Assembly, according to the procedures set forth in the BVCTC Constitution and By-laws, shall conduct elections.

To be eligible for nomination and election, a candidate must have been a voting member of the Faculty Assembly of the College for at least two academic semesters prior to the elections.

The election of Senators shall be carried out as follows:

- (i) Not later than February 15 of each year, the Chair of the Faculty Senate shall appoint a Nominating Committee and an Elections Committee.
- (ii) During the March meeting of the Faculty Senate, the Nominating Committee shall submit the names of at least four candidates from each division. At this meeting, the Chair of the Faculty Senate shall call for nominations from the floor.
- (iii) The Elections Committee shall prepare a ballot listing nominees from each division. The faculty of each division will elect representatives to serve as Senators representing their respective division. The ballots shall be distributed to all voting members of the faculty assembly not later than April 1. To be counted, ballots must be completed and returned to the Elections Committee by April 15.
- (iv) The names of the elected Senators shall be submitted to the Senate and the Faculty Assembly.

Senators will assume their duties on July 1 and will serve thru the following June 30.

After the Senate has been elected, the newly constituted membership of the Senate will elect its officers, Chair, Vice Chair, and Scribe, prior to July 31.

Each selected Senator shall be elected for a two (2) year term.

No Senator shall serve more than three (3) consecutive terms or more than seven (7) consecutive years. Should one or more Senator positions become vacant, through resignation or other means, the Faculty of the appropriate Division shall elect a Senator to serve out the remaining term, or the Faculty of the appropriate Campus shall elect a Senator to serve out the remaining term for the respective campus representative. The Faculty Senate Scribe is tasked with maintaining (and recording) accuracy and continuity of the membership.

The representative to the BOG and the representative to the ACF must have a minimum of three years' experience as faculty at the College and may not serve more than three (3) consecutive terms (a term is defined as two (2) years). Members are eligible for reelection after sitting out a term.

Section 1.07 Officers of the Faculty Senate

The officers of the Faculty Senate shall include a Chair, Vice Chair, and a Scribe.

Officers of the Faculty Senate shall be elected Senate representatives and will assume their duties on July 1 and serve thru the following June 30, unless otherwise stated.

The Chair of the Senate shall be an elected Senate representative and shall be designated as the Faculty Senate Chair. The Chair shall be elected for a term of two years by the majority of the elected Senators.

The Chair of the Faculty Senate shall be limited to two consecutive terms in this office. Other officers shall be limited to three consecutive terms.

When a vacancy in the Chair occurs, the Vice Chair shall immediately succeed to that office.

Vacancies in other offices shall be filled by election at the next regular meeting; nominations shall be from the floor.

Section 1.08 Duties of the Officers of the Faculty Senate

The Chair shall preside at all meetings of the Faculty Senate and its Executive Faculty Council. Whenever appropriate, he/she shall represent the Faculty Senate at college functions and shall perform such other duties as are normally the responsibility of the presiding officer.

The Vice Chair shall serve as assistant to the Chair and preside at all meetings in the absence of the Chair. The Vice Chair is responsible for working with the President and CAO in maintaining, updating, and publishing the Faculty Handbook annually.

The Scribe shall transmit to the President, the Senior Vice President of Academic and Student Affairs, the CAO, and to the faculty assembly, a copy of the minutes of all Senate meetings. The Scribe shall be responsible for the official correspondence and any financial records of the Faculty Assembly. The Scribe shall keep roll and maintain and ensure the security and continuity of all Senate records.

Section 1.09 Procedures for Faculty Meetings

Meetings shall be conducted in accordance with **ROBERT'S RULES OF ORDER**.

The parliamentarian shall be appointed by the Senate Chair and shall advise the presiding officer on all parliamentary procedures. The Parliamentarian shall interpret the rules and Constitution at the request of any member and the rulings of the Parliamentarian shall be binding unless overruled by a majority vote of those present and voting.

The agenda for meetings shall be prepared by the Executive Faculty Council.

Members desiring consideration of proposals other than procedural must first submit them to the appropriate standing committee for possible inclusion on the agenda. Non-members may address meetings for the organization only by invitation.

Amendments to the Constitution shall be proposed by a majority vote of the members present at the Faculty Senate meeting, or by the Faculty Governance Committee. Proposed amendments shall be submitted to the general faculty assembly in writing. The Senate Chair shall conduct a vote of the Faculty Assembly on all proposed amendments.

Section 1.10 Meetings

(a) Meetings of the Faculty Assembly

- (i) Regular meetings of the BVCTC Faculty Assembly, conducted by the Senate Chair, shall be held two times a year, once during the fall semester and once during the spring semester.
- (ii) Special meetings of the Faculty Assembly may be called under these conditions:
 - 1) Upon the call of the Senate Chair, at which time the Chair of the Senate shall preside.
 - 2) Upon the call of the Chair of the Senate within two weeks of receiving a written request signed by 35% of the faculty assembly to take up the matter(s) included in the faculty petition.
- (iii) At both regular and special meetings, the Scribe of the Senate shall keep a systematic record of the proceedings, which shall be distributed to the faculty.
- (iv) Meetings shall be open to the public and the news media.
- (v) Notwithstanding any provision of these By-laws, the President may from time-to-time convene meetings of the faculty upon his/her request. These meetings called by the President are not deemed regular or special meetings of the BridgeValley Community and Technical College Faculty.

(b) Meetings of the Senate

- (i) The Faculty Senate shall meet regularly on the first Friday of the month at 1:00 PM during the academic year. The meetings of Senate shall be open to all members of the College community, the public, and the news media.
- (ii) Regular Meetings
 - 1) Regular meetings may be called by the presiding officer or the Executive Faculty Council at 1:00 PM on any other Friday when the College is not in recess with at least one week written notice to all members of the time, place, and agenda of the called regular meeting.
 - 2) The Senate shall keep a systematic record of its proceedings. A digest of these records shall regularly be provided to all faculty members. The complete records shall be made available to all members of the college upon request.

- 3) The Scribe shall distribute the agenda of each regular meeting to the members of the Senate and the entire faculty at least three days prior to the meeting. Items not listed on the agenda may not be acted upon except as permitted under **ROBERT'S RULES OF ORDER**.
- (iii) Special Meetings
- 1) Special meetings may be called by the presiding officer, or upon request of the President, or by written petition of 35% on the Senators, or 35% of the Faculty Assembly. Business restricted to regular meetings may not be conducted at special meetings.
 - 2) Written notice of each special meeting and its agenda shall be distributed to the members of the Senate and members of the faculty assembly by the Scribe at least three days prior to the meeting, unless the Chair or Vice Chair, with the concurrence of a majority of the Executive Faculty Council, decides that the urgency of the occasion will not permit the usual three-day notice; in a meeting called under this provision, notice shall be given as far in advance as possible and action shall require a majority of the membership of the Senate.

Section 1.11 Permanent Committees

The Faculty Senate shall establish such operational committees as are needed to carry out the function and responsibilities of the faculty. All committee meetings shall be open to the public, with the exception of the Faculty Evaluation Committee during times it meets in executive session for personnel matters. The responsibilities of each committee shall be those established by the Constitution or those temporarily assigned to it by the Faculty Executive Council, the CAO, the Senior Vice President of Academic and Student Affairs, or the President.

Permanent Committee members shall be elected prior to September 1st. Voting shall be by written ballot.

Senate committees shall report any action, recommendation, and/or unfinished task to the Senate. Chairpersons of all committees shall use the following report/recommendation structure:

- (i) Name of Chair and members of the committee
- (ii) Times met and attendance of members
- (iii) Actions taken by the committee
- (iv) Recommendations of the committee submitted to the Senate
- (v) Unfinished tasks

Any decision by a duly constituted committee involving changes in policy must be presented and approved by the Faculty Senate before it shall become the official policy of the Faculty Senate. All other decisions by a duly constituted committee shall become the official policy of the Faculty Senate unless review is requested by the appropriate committee Chair, the Executive Faculty Council, the CAO, the Senior Vice President of Academic and Student Affairs, or the President, or through written petition of a majority of the members of the faculty assembly. Committee actions which are subject to review may be returned to the committee for reconsideration or may be voted upon by the Faculty Senate as a whole.

Unless other provisions are in force, each committee shall elect its own chair, excluding students and all those people with executive responsibility in the area of the committee.

Faculty terms on committees will be kept to a minimum to promote diversity, productivity, and critical thinking which will better serve BVCTC.

The term of office for all members of the faculty elected to permanent committees shall begin after the first Faculty Assembly meeting of the academic year. The Chair of the Senate shall designate a committee member to call the first meeting to elect a chair for the committee. The name of the chairperson shall be sent to the Chair of the Faculty Senate by August 31.

The term of service for elected faculty members on the committees shall be three (3) years. The term of service for an ex-officio member of any committee shall expire when that person ceases to hold his/her appointment. No faculty member shall serve more than three (3) consecutive terms on any one standing committee.

The Executive Faculty Council shall call to the attention of the Senate faculty vacancies on permanent committees. Interim vacancies of elected committee positions shall be filled by nomination and election at the next regular meeting of the Faculty Senate after the vacancy occurs.

By written request of a majority of permanent committee members, the Faculty Senate shall have the right to remove from a permanent committee any representative who shall be derelict in attendance or responsibilities. Such removal shall be subject to procedures governing other business which may be brought before the body and shall be affected only by a two-thirds vote of members present at a regular meeting. Voting on this issue shall be by secret ballot.

The STANDING PERMANENT FACULTY COMMITTEES of the BridgeValley Community and Technical College Faculty shall be as follows:

(a) Executive Faculty Council (EFC)

It shall be the function of this committee to provide active and effective leadership for the Faculty Senate. It shall be the function of this committee to consider such matters as fall within the jurisdiction of the Senate. The committee shall serve as an expediting group by

referring items to the appropriate group or person for recommendations and/or actions. The committee shall ensure full faculty participation in the governance of the institution; provide, in consultation with the Faculty Senate, input into the decision-making process of the college in all matters including (but not limited to) formulation, review, implementation; serve as a liaison between the faculty and administration for the purpose of gathering and disseminating information in a timely manner; set the agenda for Faculty Assembly meetings; and perform such other duties as described in the Constitution of the Faculty Senate.

The Faculty Senate Chair serves as Chair of the EFC.

The Scribe of the Senate will record the committee activities, will be provided the agenda and will distribute it to the EFC and will request the presence of such non-Senate personnel as may be needed to facilitate the business of the Senate.

Membership - The Faculty Senate Executive Committee shall consist of:

- (i) The Chair, Vice Chair, and Scribe of the Senate
- (ii) The faculty representative to the Advisory Council of Faculty
- (iii) The faculty representative to the BOG
- (iv) The Chairs of the following standing committees:
 - 1) Faculty Evaluation Committee
 - 2) Faculty Governance Committee
- (v) Elected At-Large Senators, one (1) from each campus

Meetings - To assure the timely approval process, meetings will be conducted no less than seven days prior to the Senate meetings during the academic year, or as needed.

(b) Academic Standards Committee (ASC)

The Academic Standards Committee (ASC) of BridgeValley Community and Technical College will be responsible for reviewing proposals for new and revised academic curriculum and

educational policies. The committee shall be concerned primarily with the college-wide and community impacts of the proposals.

It shall be the function of this committee to:

- (i) Review and act on new or revised courses.
- (ii) Review and act on new or revised degree programs, certificate degree programs, and skill sets.
- (iii) Review courses for possible discontinuation.
- (iv) Review and make recommendations regarding educational policies.
- (v) Establish program review criteria for the college.

Meetings will be conducted monthly during the academic year and as needed during the summer term.

The CAO and the elected Co-Chair shall serve as equal co-chairs of the committee.

The ASC will have the services of the CAO's Administrative Secretary who will record the activities of the committee.

Records of the committee will be housed in the Administrative Secretary's office as well as online.

It is understood that the President ultimately has the final approval of all academic programs.

Procedure

- (i) Proposals for new and revised programs may originate within the division or at the administrative level.
- (ii) An electronic copy of the proposal should be submitted to the ASC Co-Chairs five academic days before the scheduled ASC meeting.
- (iii) The proposal will be reviewed by the Co-Chairs for clarity and accuracy.
- (iv) The Co-Chairs will send an electronic copy to committee members 48 hours before the scheduled meeting. Committee members will review the proposal before the meeting and note any items to be discussed.
- (v) The author of the proposal or designee must be present at the meeting for the committee to act on the proposal.

- (vi) The committee may vote to approve, approve with revisions, or not approve the proposal by a simple majority of members present. The committee may also vote to take no action and request additional information to be presented at a future meeting. If any concerns arise during the committee process, the Chairs will work with the originator of the proposal to resolve the concerns.

For information purposes, the ASC Co-Chairs will provide to Faculty Senate a monthly summary report of all approved changes. In addition, this report will be made available to all faculty at the next faculty meeting.

Membership

- (i) Department Chairs: Department chair from each academic department
- (ii) Elected faculty representatives, one (1) from each campus
- (iii) Administration: The CAO, VPWE, Division Deans, Director of Extended Learning, and Registrar will serve as ex-officio, non-voting members

Elected members may serve on the committee for a maximum of two (2) consecutive terms of the same length. After 6 consecutive years of service, an elected member must rotate off the committee for one year before serving again.

(c) Faculty Governance Committee (FGC)

It shall be the function of this committee to periodically review the Constitution and By-laws, and the Faculty Handbook, and recommend to the Senate such changes that are, in its judgment, appropriate. Other duties include recommending policy regarding faculty employment, salaries, evaluations, rank, tenure, leave, and dismissal and/or non-renewal of contract; reviewing grievance board results involving institutional faculty; serving as a resource for faculty that allege a violation of accepted policy. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution, By-laws, or Faculty Handbook submitted in writing, signed by the originators and referred to the committee by the Senate or the Executive Faculty Council.

At the last FGC meeting of the academic year, the committee shall elect one person to serve as Vice Chair for a one-year term. The previously-elected Vice Chair shall progress to undertake the position of Chair at the conclusion of the prior Chair's service in that position on the committee.

The FGC will receive proposed amendments to the Constitution and By-Laws or changes to the Faculty Handbook from the Senate.

The FGC will meet within 14 days of the Senate's request regarding proposed amendments to the Constitution and By-Laws or changes to the Faculty Handbook.

The FGC will forward the committee's recommendations to the Senate for approval.

Membership - The committee shall consist of one (1) elected representative from each division and three (3) at-large members. The chair of the committee shall be elected by majority vote of the committee.

(d) Faculty Evaluation Committee (FEC)

It shall be the function of this committee to oversee the faculty evaluation process in the Community and Technical College. This committee will periodically review the procedures and instruments for faculty evaluations.

At the last FEC meeting of the academic year, the committee shall elect one person to serve as Vice Chair for a one-year term. The previously-elected Vice Chair shall progress to undertake the position of Chair at the conclusion of the prior Chair's service in that position on the committee.

For information purposes, the FEC Chair will provide to Faculty Senate a monthly summary report of all approved changes. In addition, this report will be made available to all faculty at the next faculty meeting.

As an integral part of the multi-faceted evaluation process, this peer review committee shall make recommendations to administration regarding the following:

(i) Retention:

- 1) The committee will make retention recommendations to the BVCTC CAO who will inform the President of these recommendations on all non-tenured faculties.
- 2) The retention decision will be based upon the Annual Faculty Review File.
- 3) Appeals of non-retention decisions may be made in accordance with procedures set out in W.Va. Code 18-29. This section of the Code is summarized in Title 133 Procedural Rule, Series 9, Section 15. The College may also provide alternative procedures to those set out in W.Va. Code 29-6A for the resolution of conflicts.

(ii) Promotion and Tenure:

- 1) The committee will make recommendations on all applications from faculty, chairs, and Deans for promotion and tenure to the BVCTC CAO who will inform the President of these recommendations as to promotion and tenure of all faculty and Deans.
- 2) Promotion and tenure recommendations will be made based upon Annual Faculty Review File which details the faculty member's activities and accomplishments for the period for which he/she has held the current rank.

- 3) Appeals of promotion/tenure decisions may be made in accordance with procedures set out in W.Va. Code 18-29. This section of the Code is summarized in Title 133 Procedural Rule, Series 9, and Section 15. The College may also provide alternative procedures to those set out in W.Va. Code 29-6A for the resolution of conflicts.

Membership: Two (2) members will be elected from each academic division (one from each campus), and three (3) additional at-large faculty members will complete the membership of the FEC.

To be eligible to serve on FEC, the faculty member must have been a full-time employee of the College for three (3) semesters. Department Chairs are ineligible to serve on FEC. There must be at least four (4) members from each campus on the FEC. The committee shall elect one person to serve as Vice Chair for a one-year term. The Vice Chair shall progress to undertake the position of Chair at the conclusion of the prior Chair's service in that position on the committee.

In the event that a standing member of the committee applies for promotion and/or tenure, he/she must abstain from any discussion involving his/herself as well as any voting on his/her application for promotion and/or tenure.

Section 1.12 Shared Committees

The College may have faculty, staff, and student representation on the following committees. The Faculty will have permanent representation on the following shared committees.

All student representatives are to be appointed by the Student Government Association President and must have at least a 2.5 grade point average, must not be on academic or social probation, and may not be from the same academic division when involved in grievance or disciplinary matters. All student representatives will serve a one-year term.

(a) Development & Training Committee

It shall be the function of this committee to serve as a review board for a request for financial aid and other assistance pertaining to faculty development and continuous improvement and to create and coordinate college-wide faculty development programming in conjunction with the CAO.

Procedure

The committee shall coordinate and distribute a calendar each semester of all available on-campus faculty development opportunities. The committee shall develop a method of distributing available faculty development funds to those who are presenting at a conference, attending a conference, or are continuing their education.

At the last DTC meeting of the academic year, the committee shall elect one person to serve as Vice Chair for a one-year term. The previously-elected Vice Chair shall progress to undertake the position of Chair at the conclusion of the prior Chair's service in that position on the committee.

Membership: One (1) representative from each division to be elected by the general membership of the Faculty Assembly. The CAO shall serve as an ex-officio, non-voting member of the committee.

Meetings will be conducted at least once per semester or as needed.

(b) Awards & Ceremonies Committee (ACC)

It shall be the function of this committee to provide general supervision of any ceremonial function of the college.

Procedure

The committee shall provide general supervision of any institution-wide honorary organization, which may include selection of faculty advisors for such organizations. The committee shall select students for academic and leadership honors including, but not limited to Who's Who Among Students in American Universities, Colleges, and Junior Colleges, and the Presidential Leadership Awards. The committee shall determine general convocation policy that will provide educational and moral enrichment, entertainment, and a broad cultural experience for the college community. The committee shall arrange for Commencement and other official functions and recommend candidates for honorary degrees.

The policies of the Committee shall be carried out by a Convocations Coordinator appointed by the President.

Membership

- (i) Convocations Coordinator, appointed by the President
- (ii) Registrar (ex-officio, non-voting)
- (iii) Sr. Vice President for Academic and Student Affairs (ex-officio, non-voting)
- (iv) Dean of Students or designee (ex-officio, non-voting)
- (v) College Marshal, selected as the senior full-time faculty member in terms of years of service at the college
- (vi) CAO (ex-officio, non-voting)
- (vii) One (1) Faculty Advisor for each honorary society chapter
- (viii) One (1) faculty representative from each campus to be elected by the general membership of the Faculty Assembly
- (ix) One (1) staff representative from each campus to be elected by the general membership of the Staff Council
- (x) One (1) student representative from each campus

Meetings will be held as needed.

(c) Academic Board (AB)

It shall be the function of this committee to develop and maintain policy statements regarding grade appeals, academic dishonesty, and dismissal from a program in accordance with the HEPC of Council Policy and actions by the Academic Standards Committee. The committee shall serve as an Appeals Committee for a student challenging a final grade in accordance with or who are subject to academic action taken as a result of accusations of academic dishonesty, or who are subject to dismissal from a program in accordance with policy. The committee shall establish and supervise policy and procedure relating to the classification and admission of students and the maintenance of grading standards; to recommend candidates for graduation; to approve the awards of credit by examination; to approve academic probation and suspensions; and to rule on requests for exceptions to admission and curriculum substitutions not otherwise covered by existing policy.

The Registrar shall serve as chair of this committee.

Because of the possible delicate nature of its deliberations, the committee shall not ordinarily report specific decisions to the Faculty Senate, but directly to the President. The Faculty Senate may, by a vote of thirty-five percent (35%) of the membership, request that

the committee Chair informs the Faculty Senate of any decision of general importance to the faculty and the institution.

Membership

- (i) Registrar (ex-officio, non-voting)
- (ii) CAO
- (iii) Deans
- (iv) One (1) faculty representative from each academic division, to be elected by the general membership of the Faculty
- (v) One (1) faculty alternate from each of the academic division, to be elected by the general membership of the Faculty
- (vi) One (1) student representative from each academic division
- (vii) One (1) student alternate from each academic
- (viii) For academic appeals, an additional faculty member from the same area of study or from an associated field in which the dispute is involved will be appointed by the committee Chair.

Meetings will be held as needed.

Section 1.13 Temporary Committees

Temporary committees may be established upon recommendation of the Senior Vice Preside of Academic and Student affairs or the President, upon the recommendation of the Executive Faculty Council, or by approved motion from the floor at a meeting of the Faculty Senate.

The membership of the temporary committee shall be appointed by the Chair of the Faculty Senate or the CAO of the College.

The purpose of the temporary committee shall be defined at the time the committee is created. Upon accomplishment of its purpose, the committee shall automatically dissolve.

Section 1.14 Administrative Committees

Administrative Committees may be established by a Vice Presidents and/or the President but will include members of the Faculty Assembly representing faculty interest. The Faculty members that represent the Faculty Assembly shall be appointed by the members of the Faculty Senate.

The purpose of these committees shall be defined by the administrator who requests formation of the committee and these committees shall report to that administrator.

Section 1.15 Consideration Regarding Faculty Workload

The tripartite role of higher education faculty includes teaching, research/professional development, and service. Faculty Senate and committee membership constitute the important role of shared governance for this service component and shall be deemed a critical component to each full-time faculty member's roles and responsibilities.

The role of Faculty Senate Chair, Faculty Senate Scribe, Chair of the Faculty Evaluation Committee, and the faculty Co-Chair of the Academic Standards Committee, however, require a major time commitment throughout the year. To that end, faculty serving in these roles shall receive appropriate course or office hour reassigned time to perform these duties; this shall be stipulated in her/his annual letter of appointment.

Faculty selected for ranking service on Faculty Senate Temporary Committees or for ranking service on Administrative Committees may receive due consideration as described should the duties of said committee be sufficiently demanding.

Section 1.16 Who May Address the Faculty and the Senate

The faculty or Senate may be addressed by Administrative Officers of the Community and Technical College, by the members of the general Faculty Assembly, by students, and by representatives of the college staff upon request of the Executive Faculty Council.

Section 1.17 Vacancies in the Senate

If a Senator fails to attend three consecutive regularly scheduled meetings, the Senate may, by majority vote, expel the member and declare the seat vacant. Voting on this issue shall be by secret ballot.

The Chair of the Senate shall appoint a member of the Faculty Assembly to fill the vacancy for the remainder of the term. This person will represent the same division as the removed senator.

Section 1.18 Policy File

All permanent policies and regulations adopted by the Senate and approved by the President shall be brought together in a central location. They shall be compiled and included in the Policy file. The first part of the Policy file shall be the Senate Constitution and By-laws; the remainder shall consist of special adopted codes and other regulations and procedural matters of general interest to the faculty at large.

The Policy File, which shall include the Senate Constitution and By-laws in addition to certain processes and procedures, shall be called the Faculty Handbook and shall be distributed to all members of the faculty and all administrative Officers at the beginning of the academic year by the Vice Chair of the Faculty Senate. Revision of this publication shall be made in accordance

with changes made in the Policy File and shall be the responsibility of the Faculty Senate Executive Committee.

Section 1.19 Procedure for Amendment of this Constitution

Any Senate member may propose an amendment to the Faculty Governance Committee by submitting the proposed amendment at a regular meeting of the Faculty Senate. Said proposals will be forwarded to the FGC for review and recommendations, if approved by the Senate.

The FGC will submit recommendations to the Senate. The Senate will vote on the recommendations and determine if the amendment will be presented to the Faculty for a vote.

Proposed constitutional amendments require readings of the proposed amendment at two regularly scheduled or specially called meetings of the Faculty Senate. The Faculty Senate must endorse proposed amendments by a two-thirds majority vote of the full membership of the Faculty Senate before submitting the amendment to the full faculty for a vote. The proposed changes shall be discussed at a Faculty Assembly meeting. Thereafter, election ballots shall be sent electronically to the full Faculty Assembly. The Faculty Assembly shall have three (3) business days (not counting the day of the Faculty Assembly meeting) to complete and return their individual ballots. Amendments to the Constitution and/or By-Laws recommended by the

Senate shall become effective when approved by a two-thirds majority vote of the full body of the membership of the Faculty Assembly.

Any full-time faculty member may propose an amendment to the By-Laws by submitting the amendment to a Senator. The amendment will follow the same course of action as an amendment proposed by a Senate member.

Section 1.20 Method of Adoption of Constitution

This constitution becomes effective upon approval of a simple majority of voting faculty of the College as constituted and upon approval of the President of BridgeValley Community and Technical College.

Section 1.21 Establishment of By-Laws

In order to provide for the routine operation of the Faculty Senate, By-laws may be established. By-laws may be considered for adoption after the presentation in writing to the Executive Faculty Council, which must place the proposal on the agenda for consideration at the first regularly scheduled meeting of the Faculty Senate after it is received.

Acceptance of a by-law or change in By-laws shall be by simple majority of those voting on the proposal.

Article II. By-Laws

Section 2.01 Order of Business for Faculty Meetings

The order of conducting business in Faculty Meetings shall be:

- (i) Approval of Minutes
- (ii) Announcements
- (iii) Committee Reports
- (iv) Agenda
- (v) New Business - New items may be introduced from the floor and, at the discretion of the Chair, referred to an appropriate committee or placed on the agenda for the next meeting.
- (vi) Special Reports