

# Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 2.24	Faculty Senate Constitution				8/25/2014

## CONSTITUTION OF THE FACULTY SENATE

### PREAMBLE

Fundamental to all decisions is recognition that the purpose of Polk State College is to provide educational services to our students and community. Polk State College, by this instrument, cooperatively establishes participative governance between its faculty and administration. Recognizing a common membership in a community of scholars dedicated to the enlightenment of the human spirit and the preservation of the best in American education, both faculty and administration affirm and accept a proper share of responsibility to promote the harmonious functioning of all parts of this association. Paramount among these responsibilities are those which extend to students, colleagues, citizens and the institution. In order to discharge these duties in a professional manner, the Constitution of the Faculty Senate is hereby established.

### ARTICLE I OPERATION

The Faculty Senate shall constitute the primary channel for faculty-administration participatory governance. As the official voice of the faculty, the Faculty Senate has the duty of service to the college through the active study and debate of issues of mutual concern to the administration and faculty. In addition it has the responsibility to recommend actions which will expedite the satisfactory resolution of issues.

### ARTICLE II THE FACULTY SENATE

A Faculty Senate, herein referred to as the Senate, is established by virtue of this Constitution. This Senate is recognized by the administration as the official voice of the faculty. But the right of an individual, individuals, or faculty unit to present concerns directly to the administration and the right of the administration to work directly with the faculty members are preserved.

### **ARTICLE III PURPOSE**

The Senate and college administration will confer on all matters related to educational policies and district and campus governance. The Senate shall enjoy a full partnership role with the school administration in the initiation and development of rules, policies and procedures within its jurisdiction. The Senate will monitor the implementation of these rules, policies, and procedures.

### **ARTICLE IV MEMBERSHIP**

**Section 1.** The Senate will confirm, in its bylaws, its own representation system. Membership shall be limited to personnel holding a full-time permanent faculty contract.

**Section 2.** The Steering Committee, in consultation with and with the approval of the President of the college, shall nominate an Administrative Liaison for election by the Senate. The Administrative Liaison shall be a non-voting member of the Senate and shall be chosen from the following: Vice President for Academic Affairs, Vice President/CFO, District Dean of Academic and Student Services. The Administrative Liaison, if absent, will name an alternate from the above list to attend senate meetings.

### **ARTICLE V OFFICERS**

**Section 1.** The Senate shall have a President, a Vice President from each campus, a Secretary, and a Parliamentarian. The President and Vice Presidents must each hold a continuing contract with the college. The term of all elected offices shall be one year.

**Section 2.** The President, Vice Presidents, and the Secretary shall receive appropriate reassigned time as determined by the President of the college.

**Section 3.** The President shall be elected by the faculty. The President shall have the responsibility for assuring that both faculty and administration viewpoints are presented on all relevant issues. The President or designee shall be accorded full membership on the college's President's Staff, the Vice President's Staff and in each duly designated district- or campus-wide management group which addresses faculty personnel, budget functions, instructional matters and other matters as may deal with faculty concerns as defined in Article VI, Jurisdiction, Section 1, in this Constitution. The Senate President's role on these district- or campus-wide committees includes initiating action whenever appropriate and apprising other group members about the suggestions, reactions, or expressed concerns of the faculty. The President shall report regularly to the Senate concerning the proceedings of these groups.

**Section 4.** The Vice Presidents of the Senate shall be elected by the senators from among the membership. The Vice Presidents of the Senate shall assume the duties of the President in case of absence from Senate business.

**Section 5.** The Secretary of the Senate shall be elected by the senators from among the membership. The Secretary shall provide a record of the proceedings of the Senate and publish the time and place of scheduled meetings.

**Section 6.** The Parliamentarian of the Senate shall be elected by the senators from among the membership. The Parliamentarian shall advise the President on matters concerning parliamentary procedures.

## **ARTICLE VI JURISDICTION**

**Section 1.** The Senate shall be primarily interested and involved with the initiation, review, monitoring, and evaluation of rules, policies and procedures affecting faculty in the following areas: a) matters of educational policy including curriculum, instruction, degree programs, and registration; b) personnel policies including evaluation, promotion, academic freedom, salary, fringe benefits, conditions of employment, academic organization, budgetary processes, student affairs, faculty appeals, and grievances; c) other matters of faculty interest.

**Section 2.** The Senate shall be included in the initiation or revision of rules, policies and procedures concerned with matters described by Article VI, Jurisdiction, Section 1, of the Faculty Senate Constitution unless such matters are mandated by State Law or State Board of Education Rules or factors beyond the control of the administration. The Senate and administration shall maintain a mutual agreement for handling such rules, policies, and procedures.

**Section 3.** Recommendations of the Senate may be delivered in writing or personally to the President of the college and the appropriate administrator. Within twenty (20) calendar days, the Senate must be informed in like manner that the college President accepts, requests a reconsideration, requests an extension of an additional ten (10) calendar days, or rejects the recommendation of the Senate. If no action is taken by the college President within twenty (20) calendar days of receipt, or in cases where agreement is not reached between the Senate and the President of the college, the Senate may, upon two-thirds vote of the Senate, request that the Secretary of the District Board of Trustees place the item on the agenda of the next meeting of the District Board of Trustees for consideration.

## **ARTICLE VII ORDER FOR RECONSIDERATION**

The President of the College, or designee, will be invited to present the rationale for the reconsideration request. After a discussion of the question, the Senate will reconsider the recommendation in light of the rationale presented by the administration.

## **ARTICLE VIII MEETINGS**

**Section 1.** The manner and frequency of meetings of the Senate shall be provided for in the Senate Bylaws.

**Section 2.** The meetings of the Senate shall be open to observation by all members of the faculty of the College, and the records shall be maintained electronically.

**ARTICLE IX  
RULES FOR GOVERNING PROCEDURE**

*Robert's Rules of Order*, revised, supplemented by *Sturgis' Standard Code of Parliamentary Procedure* shall govern the proceedings of the Senate, except when those rules are inconsistent with the provisions of this instrument.

**ARTICLE X  
FACULTY SENATE COMMITTEES**

**Section 1.** The Steering Committee shall include, but not necessarily be limited to the following members:

- A. President of the Senate
- B. Vice Presidents of the Senate
- C. Secretary of the Senate
- D. Parliamentarian of the Senate
- E. An elected Senator at large from a department different from that of the President and Vice Presidents.
- F. The Administrative Liaison
- G. The President of the Senate may invite the most recent Senate President to act as a resource. (Non-voting)

**Section 2.** The Steering Committee shall establish the agenda for the Senate meetings.

**Section 3.** The Senate President will chair the Steering Committee.

**Section 4.** The Senate may create other committees according to the procedures as specified by its bylaws.

**ARTICLE XI  
REMOVAL OR RECALL OF MEMBER**

The Senate shall adopt bylaws or Standing Rules of Order for the filling of unexpired terms and for the removal or recall of elected members.

**ARTICLE XII  
COMMITTEE MEMBERSHIP**

**Section 1.** In the case of college-wide Standing Committees, the Senate President shall, in consultation with the Steering Committee, recommend faculty to serve on each committee for appointment by the President of the college, consistent with Article V, Section 3 of this Constitution

and in accordance with Polk State College Procedure 6002.

**Section 2.** Ad Hoc Committees or Task Forces shall have a chair mutually acceptable to both Senate and the administration. The President or designees must report committee progress to the Senate. Ad Hoc Committees or Task Forces shall be defined as any committee other than college-wide Standing Committees that are formed for a specific purpose within a designated timeframe. Note: Screening Committees, which are not considered Ad Hoc Committees or Task Forces, are governed under Polk State College Procedure 6068.

### **ARTICLE XIII CONSTITUTIONAL AMENDMENT PROPOSALS BY FACULTY**

**Section 1.** This Constitution may only be amended by the Polk State College District Board of Trustees.

**Section 2.** Proposed amendments to this Constitution may be submitted to the total full time permanent college faculty for a vote upon the recommendation of two-thirds of the elected members of the Senate; or upon written petition of at least fifteen percent (15%) of those eligible for elected college-wide Senate membership.

**Section 3.** College-wide voting on proposed amendments shall be by secret ballot. A majority affirmative vote of the voting faculty is necessary for a proposed amendment to be forwarded to the District Board of Trustees for their approval.

**Section 4.** Voting on proposed amendments may be by electronic or by paper ballot, provided that there are sufficient protectors in place to assure one vote per person and that the secrecy of the ballot is preserved.

### **ARTICLE XIV BYLAWS**

**Section 1.** The power to adopt, alter, amend or repeal bylaws shall be vested in the faculty and the Senate. The faculty shall adopt, alter, amend or repeal the bylaws through a majority vote of the permanent full-time faculty. The Senate shall adopt, alter, amend or repeal the bylaws by a two-thirds vote of the Senate. The proposed amendment must be presented at a regularly scheduled meeting of the Senate, and the vote taken at a separate regularly scheduled meeting

**Section 2.** No change to the bylaws shall be effective unless notice is given to the senators that a change is being proposed to the bylaws. Notice of the proposed change of the bylaws shall accompany the notice of the meeting.

**Section 3.** Any change to the bylaws adopted by a simple majority of the voting full time permanent faculty shall be binding on the Senate. The Senate may not subsequently change any such bylaw provision through its own action.

**Section 4.** Proposed amendments to the bylaws may be submitted to the total full time permanent college faculty for a vote upon written petition of at least fifteen percent (15%) of those eligible for elected college-wide Senate membership.

**History:** Adopted: October 23, 1989.

Revised: April 19, 1995; April 23, 2001; November 27, 2006; February 25, 2008;  
March 18, 2013; August 25, 2014