Ohlone College Faculty Senate By-Laws

OHLONE COLLEGE FACULTY SENATE BY-LAWS

Section 1 – Name

The official title of the shared governance body for the Ohlone Community College District shall be the Faculty Senate.

Section 2 – Purpose

In accordance with Title V of the California Education Code and Board Policy 2510, the Faculty Senate shall make recommendations to the Board of Trustees and/or District Administrators on matters of educational and professional significance pertinent to the College and/or the District. These matters, also known as the 10+1, include:

1. Curriculum, including establishing prerequisites and placing courses within disciplines. (Rely Primarily)
2. Degree and certificate requirements. (Rely Primarily)
3. Grading policies. (Rely Primarily)
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. District and college governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation activities.
8. Policies for faculty professional development activities. (Rely Primarily)
10. Processes for institutional planning and budget development.
+1.Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

Note: “Rely primarily” means that the Board of Trustees will rely primarily upon the advice and judgment of the Faculty Senate. “Mutually agree” means that the district Board of Trustees and the representatives of the governing council will have the obligation to reach mutual agreement by written resolution, regulation or policy.
Section 3 – Membership

The Faculty Senate shall be composed of faculty members holding full-time and part-time appointments. The Governing Council shall consist of designated full-time faculty representatives and one part-time representative chosen from academic and student services divisions, as hereinafter provided in the Bylaws.

1. Governing Council
   a. The Governing Council shall consist of designated Faculty Senate members (Representatives) chosen from academic and student services divisions.
   b. The full-time faculty of each division must select TWO full-time faculty representatives to serve on Faculty Senate. Each division has the option to select ONE ADDITIONAL full-time faculty representative to serve on Faculty Senate (bringing their division’s total representation to THREE). Each division will therefore have a minimum of two and a maximum of three full-time faculty representatives on Faculty Senate. Each full-time faculty representative will serve a two-year term. If a faculty member resigns their position as representative, it will trigger the process described below in the following semester.
   c. The part-time faculty will select ONE part-time faculty member to serve on Faculty Senate.
   d. Using the above mentioned guidelines and taking into account the current number of divisions as of Fall 2019 (8), Faculty Senate will have a minimum membership of seventeen and a maximum membership of 25.
   e. The Faculty Senate must approve all selected faculty representatives through a confirmation vote held during a senate meeting following nomination.
   f. Members of each body who are completing their terms at the end of the academic year must notify the Faculty Senate President in writing by the first meeting date in November. This information is also maintained in the Faculty Senate’s published membership list, which will note when each individual member’s term expires.
   g. If members with expiring terms wish to serve another term, they must submit their names for consideration again during the selection process in their division.
   h. The Faculty Senate President will notify full-time faculty and/or part-time faculty about vacancies for the coming academic year by email sent to the faculty email list(s).
   i. The Faculty Senate President will notify the faculty at this time if their term will be complete by the end of the academic year.
   j. If open positions exist, the Faculty Senate President will share job descriptions (member and/or leadership) with all faculty by email with the goal of promoting opportunities to serve. These job descriptions
should be reviewed at this time to ensure accuracy and alignment with current practice and bylaws. This information should be sent no later than the Thanksgiving break.

k. In division meetings during Learning College Week in the Spring, full-time faculty in divisions with vacancies in Faculty Senate will hold caucuses to nominate their representatives, facilitated by the outgoing representative(s). Each caucus will be facilitated exclusively by full-time faculty. Important note: During the spring, division meetings should take place on Fridays to ensure full participation of full-time faculty. The Faculty Senate President should make this request formally in the fall each year to the VPAS and the VPHR to ensure this takes place.

l. At each division meeting holding a caucus, a record of service by faculty in each division will be distributed along with the Faculty Senate Committee structure (established in Spring 2018).

m. Within this caucus format, full-time faculty within each division will determine the specific selection procedures that best serve their needs. Only full-time faculty may participate in the selection process of full-time faculty nominees to either Faculty Senate.

n. Part-time faculty will submit nominees for Faculty Senate vacancies to the Faculty Senate Secretary by Fixed Flex Friday. Part-time faculty will vote at the close of week one of the spring semester to select their nominee(s).

o. Full-time and part-time nominees to Faculty Senate must be sent forward to Faculty Senate in writing no later than the last day of January by the outgoing representative (this should be in an email to Faculty Senate President). Once received, Faculty Senate will then vote to appoint these nominees for the coming academic year. The Faculty Senate President will formally notify deans in each division of the selected members to ensure support for scheduling and other matters.

p. In March, if vacancies exist in leadership positions for Faculty Senate for the coming academic year, the Faculty Senate will select from their members to fill these positions. This selection process must conform to college/board policies and legal statutes, and must be transparent and democratic.

q. In August, Faculty Senate will hold an orientation for new members/officers during Learning College Week. This orientation will explain roles and responsibilities of Faculty Senate, processes, board policy, and the appropriate sections of state law (Title V) including, but not limited to, 10+1. This orientation will be facilitated by the President of Faculty Senate.

r. New members will also be mentored by a returning member for the duration of their first semester of service.

s. The terms of office for all Governing Council representatives will be at least two years.
t. If circumstances require that any representative step down partway through their term, a replacement will be appointed, according to a vote of the remaining members of the Governing Council, until such time that the constituency can suggest a new representative from that division or discipline.

2. Officers
   a. Governing Council will nominate and elect the Faculty Senate President, Vice-President, Secretary, Treasurer, and Parliamentarian from the elected representatives.
   b. The officers will be elected for two-year terms.
   c. If an officer position is empty or becomes vacant before the end of the two-year term, the Faculty Senate President may appoint a member of the Governing Council to fill the remainder of the term.
   d. Nominations for Officers of the Governing Council will be made before winter break in December.
   e. If necessary, elections for the officers of the Governing Council will be conducted and voted upon by members of the Governing Council.

3. Compensation for part time representative
   a. The adjunct representatives will be compensated in the form of a stipend at the end of each semester. The stipend will be the equivalent of 1.5 hours for each regular senate meeting paid at top lab rate as defined in the UFO contract. Approximately 15 hours per semester (which includes time to review documents).

Section 3 - Duties of Faculty Senate Governing Council and Officers:

A. Faculty Senate President.

1. Conducts twice-monthly meetings of the Faculty Senate.
   a. May call emergency senate meetings as appropriate.
2. Represent and act as the spokesperson for the Faculty Senate.
   a. Attends monthly Ohlone College Board of Trustees meetings.
   b. Serves as a standing member of the College Council and attends College Council meetings.
   c. Communicate regularly with the United Faculty of Ohlone.
   d. Communicate regularly with the President/Superintendent and Vice President of Academic Affairs, and other members of the college administration as needed.
   e. Acts as a Liaison between Faculty Senate and Faculty Senate Committee Chairs
   f. Facilitates trainings on shared governance for the faculty.
3. Performs ceremonial duties, such as co-hosting the Ohlone Awards Banquet, introduces graduation speaker, co-host adjunct appreciation, and co-hosts tenure/retirement gathering.
4. Oversees the appointment of Faculty Senate ad hoc committees.
5. Follows up on Faculty Senate resolutions and requests.
6. Reads and disseminates mail and documents of interest to the Governing Council and Faculty at Large.
7. Sends a regular report about Senate activities to the membership, and the college community as appropriate.
8. Participates in the Employment Lottery for new Faculty.
9. Participates in Accreditation activities.
10. Prepares and distributes agendas for Faculty Senate meetings.
11. Manages appointment of faculty to committees.
12. Keeps informed about statewide community college issues through Academic Senate of California Community Colleges (ASCCC).
   a. Reports Information about the ASCCC Sessions and meetings to the Faculty Senate in a timely manner.
13. Perform any other function normally thought to be within the realm of a presiding officer that is otherwise not denied by the Bylaws, Senate Rules, or Senate Policies.

B. Faculty Senate Vice-President.

1. Act as Faculty Senate President in the absence of that officer.
2. Coordinates faculty committee assignments.
   a. Sends out "call for committees" annually.
   b. Maintains a master list of current and past committee assignments for Full Time Faculty.
   c. Meeting support, including but not limited to technology needs, facilities, and support staff.
3. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Faculty Senate.

C. Faculty Senate Secretary.

1. Oversee the keeping of the records of actions by Faculty Senate, including overseeing the taking of minutes at Senate meetings
2. Coordinates the electronic posting and distribution of the first draft and the approved versions of the minutes of Faculty Senate Meetings.
3. Coordinates the maintenance of the Faculty Senate website.
4. Perform such functions as the Faculty Senate President assigns to assist in carrying out the purposes and policies of the Faculty Senate.

D. Faculty Senate Treasurer.

1. Serve as an authorized signatory on all accounts.
2. Oversee the budget preparation and shall ensure that appropriate financial reports are made available to the Governing Council in a timely manner.
3. Keeps updated list of contributors to the Senate treasury.
4. Pays Senate bills promptly.
5. Perform such functions as the Faculty Senate President assigns in carrying out the purposes and policies of the Academic Senate.

E. Parliamentarian

1. Support the Faculty Senate President and the Governing Council in adhering to bylaws and constitution.
2. Serve as time-keeper during Faculty Senate meetings.
3. Along with the Faculty Senate President, keeps informed about statewide community college issues through Academic Senate of California Community Colleges (ASCCC).
4. Perform such functions as the Faculty Senate President assigns in carrying out the purposes and policies of the Faculty Senate.

F. Governing Council Representatives

1. Attend twice monthly meetings of the Faculty Senate.
2. Represent views of constituency at Faculty Senate meetings.
3. Solicit feedback from constituency on matters to be voted on at Faculty Senate meetings.
4. Report back to constituency on issues discussed/decided by Faculty Senate.
5. Participate in ad hoc committees to conduct the business of the Faculty Senate as needed.
6. If unable to attend Faculty Senate meetings, notify the Faculty Senate President and delegate a replacement from within their constituency.

Section 4—Consultation, Decision and Voting Procedures

A. Senate Agenda Items

1. Matters of academic and professional significance may be brought before the Faculty Senate in the following ways:
   a. Any student, staff, or faculty member may ask (in writing) any Governing Council representative to put an item on the Faculty Senate Agenda. The
Governing Council representative will then contact the Faculty Senate President about the item.
b. Any administrator may ask (in writing) the Faculty Senate President to put an item on the Faculty Senate Agenda.
c. The Faculty Senate President shall determine, through consultation, whether items submitted are appropriate for inclusion on the agenda or a future agenda.
d. The Faculty Senate President may call for “future items to be discussed” during each meeting to be potentially added to upcoming agenda(s).

2. Timeline for Submitting Agenda Items
   a. As with all other representative bodies on campus, the Faculty Senate needs time to conduct its business in an orderly manner. Items to be placed on the Senate agenda must be submitted one week prior to the meeting, at which time the item will be added as an informational item.
   b. All non-emergency items will be placed on the next available agenda as Information Items.

3. Emergency Agenda Items
   a. Items may be declared an emergency and put on the agenda at any meeting by a two-thirds (2/3) vote of a Faculty Senate Quorum.
   b. Persons knowing of emergency items after the Senate agenda is published, but before the next Senate meeting, are requested to alert the Faculty Senate President.

B. Senate Voting and Decision-Making

   1. New items will be presented to the Governing Council as information items. Information items that the Faculty Senate wishes to be addressed will be forwarded to the next available agenda as action items, allowing Governing Council members to consult their constituencies.
   2. All members are welcome to attend Senate meetings to speak about agenda items.

Note: For the Faculty Senate to have adequate time for consultation and decision making, most issues brought to the Senate will require about four weeks.

Section 5 Committees

A. Definition

   1. The Faculty Senate shall have as many committees as are necessary to fulfill the purposes and functions of this organization as outlined in the bylaws and the constitution, ARTICLE V. Committees: Structure and Functions.
B. Committee Membership.
1. Any member of the Faculty Senate shall be eligible to serve on any committee.
2. The Faculty Senate President makes appointments to all committees and other college-wide committees or bodies requiring faculty participation.
3. All appointments are approved by the Governing Council.

C. Formation of Committees.
1. The Governing Council may establish committees consistent with its objectives and responsibilities in Section 2 and District Board Policy 2510.
2. In addition to standing committees, the Governing Council may establish ad-hoc committees and task forces to respond to specific, immediate needs that will function on a temporary basis.
3. All campus bodies engaged in work consistent with the objectives and responsibilities established in Section 2 and District Board Policy 2510 report to the Governing Council of Faculty Senate.

D. General Duties of Committees. The general duties of all committees shall be to:
1. Study current college and district policies and/or problems for which that committee was established, b. inform the Governing Council, regularly and in a timely manner, about issues of the committees,
2. Vote on and present to the Governing Council recommendations and actions to be taken by the Governing Council concerning these policies or problems currently under study, and to
3. Present an annual oral or written report of the committee's activities to the Governing Council.

E. Committee Leadership.
1. The membership of each committee will select their chair who will report directly to the Faculty Senate President.
2. Each committee chair will fulfill the responsibilities of their position as outlined in the bylaws of their respective committee.

Section 6 Amendments of By-Laws

1. The Governing Council shall review the by-laws and constitution periodically.
2. Faculty Senate Governing Council members may propose an amendment to the by-laws, if notice has been given during the prior meeting.
3. By-laws can be amended with a majority vote of the Governing Council.