## CONSTITUTION OF THE FOOTHILL COLLEGE ACADEMIC SENATE

#### PREAMBLE

As authorized under Title 5 of the California Administrative Code, Article 2, Section 53201 (Subchapter A), we, the members of the faculty of Foothill College, are uniting to form the Foothill College Academic Senate which will act through its Executive Committee. We will vigorously promote the quality of community college education. We believe that the Academic Senate will contribute to the fullest educational and professional potential of each member of the faculty and will further the aims and goals of Foothill College. We pledge our mutual support and cooperation to achieve these ends.

#### ARTICLE I. NAME

This organization shall be known as the Foothill College Academic Academic Senate or Senate.

### **ARTICLE II. OBJECTIVES**

Section 1. Objectives.

The purpose of the Academic Senate shall be to give the Foothill College faculty a formal and effective procedure for participating in the formation of college and district policies on academic and professional matters. (Reference: Title 5, Il be the responsibility of the Academic Senate to be primarily

concerned with and to make recommendations to the appropriate college and district administrators and management teams, the Board of Trustees, and state educational agencies on local and statewide community college educational issues, including but not limited to the following (Reference: Title 5, Subchapter 2, Article 2, Section 53200, paragraph (c)):

- (1) curriculum, including establishing prerequisites and placing courses within disciplines,
- (2) degree and certificate requirements,
- (3) grading policies,
- (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 processes, including self-study and annual reports,
- (8) policies for faculty professional development activities,
- (9) processes for program review,
- (10) processes for institutional planning and budget development and
- (11) other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate.

Section 3. Powers.

After consultation with the college and district administration, if no resolution is achieved on a particular policy or issue (or a portion thereof), the Academic Senate is empowered by Title 5, Subchapter 2, Article 2, Section 53203, to present its written views and recommendations to the District Board of Trustees which, in accordance with said section, shall consider and respond to such views and recommendations.

Furthermore, the Academic Senate is empowered to request the Board of Trustees, or such Board members or administrative officers as it may designate, to meet and confer with representatives of the Academic Senate with respect to recommendations made or proposals to be made by the Academic Senate. The designation of Board members or administrative officers shall not preclude the representatives of the Academic Senate from meeting with, or appearing before, the Board of Trustees with respect to the views, recommendations, or proposals of the Senate at a regular or special meeting of the Board. (Reference: Title 5, Subchapter 2, Article 2, Sections 53203 and 53204.)

Section 4. Definitions.

**Faculty** means those employees of Foothill College who are employed in positions that are not designated as supervisory or management, and for which minimum qualifications for hire are specified by the Board of Governors as defined in Title 5. (Reference: Title 5, Subchapter 2, Article 2, Section 53200, paragraph (a).)

**Quorum** shall consist of a majority of members eligible to vote at regular Executive Committee meetings. At a general meeting of the electorate, a quorum shall refer simply to the number of persons present at that time.

Voting shall be as follows:

(1) Executive Committee members will have one vote each at regular Executive Committee meetings regardless of their full or part time status.

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- c. prepare, with the assistance of the Vice-President and the Secretary-Treasurer, an agenda for all meetings of the Academic Senate and of the Executive Committee,
- d. preside at the meetings of the Senate and of the Executive Committee,
- e. supervise all the affairs of the Academic Senate and execute such plans and policies as the members of the Executive Committee or the Academic Senate may have authorized, directed, or approved,
- f. serve as an ex-officio member of all committees, except the election and nominating committees,
- g. make an end-of-the-Academic year written report to the Academic Senate at least one week prior to leaving office,
- h. appoint or remove committee members with the consent of the Executive Committee,
- i. attend, or delegate one or more Executive Committee members to attend, any college, district, or state meeting where faculty representation is sought or needed,
- j. appoint, subject to funding, a Recording Secretary to serve the Academic Senate and its Executive Committee by performing such duties as are assigned by the officers,
- k. represent, in conjunction with the Vice-President when possible, the collective opinions, Committee desires, and recommendations of the members of the Academic Senate and Executive Committee in meetings with community officials or with college or district administrative and management staff and

I. sign all financial vouchers and bills in the absence of the Treasurer

- m. review the Senate constitution every three years
- n. attend both plenary sessions of the state-wide Academic Senate as a voting delegate.

## Section 6. Duties of the Vice-President.

The Vice-President shall:

- a. serve as a voting member of the Executive Committee,
- b. assume, in the temporary absence of the President, the duties of that office,
- c. assist the President in the performance of the functions and responsibilities of that office,
- d. sign all financial vouchers and bills in the absence of the Treasurer and the President,
- e. inform all faculty of committees and invite them to participate,
- f. coordinate the membership of all Senate committees for presentation to the Executive Committee the last meeting of spring quarter and
- g. perform other duties for the President as mutually agreed upon, or as requested
- h. serve as the co-chair of the curriculum committee,
  - (1) prepare the agenda and co-chair the Curriculum Committee,
  - (2) serve as an ex-officio member on the Campus Shared Governance Committee, and
  - (3) serve as a voting member on the Executive Committee, facilitating communication with the committee
- i. attend the fall plenary session of the state-wide Academic Senate.

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# ARTICLE V. THE EXECUTIVE COMMITTEE

## Section 1. Composition.

An Academic Senate Executive Committee, elsewhere referred to in this document as the Executive Committee, shall be established and shall consist of the officers of the Academic Senate as listed in Article IV, the Improvement of Instruction Chair, the Curriculum Co-Chair as listed in Article VIII, plus the faculty division representatives, hereafter known as Senators who have been duly elected from each of the current instructional or instructional support divisions, and one faculty representative for the at large faculty.

## Section 2. Representation.

Every division shall be entitled to at least one two Senators. Divisions with 30 or more faculty members in the Spring Quarter shall be entitled to two senators on the Executive Committee. Each part time faculty member is counted one half times for purposes of representation.

## Section 3. Terms of Office.

Each Senator shall serve for a term of two years. Approximately one-half of the Senators shall be elected each year. The terms of office for newly elected Senators shall begin with the convening of the first Executive Committee meeting of the fall quarter after being formally introduced to the other members of the Board Senate by the current President at the last meeting of the spring quarter.

### Section 4. Duties of the Senators.

### Senators shall:

- a. attend regular Executive Committee meetings,
- b. ratify all appointments made by the President of the Senate,
- c. maintain constant oral and written communication with:
  - (1) the pertinent division members,
  - (2) the faculty-at-large, and
  - (3) individual or collective college and district administrative and management staff, the Board of Trustees, and the Faculty Association Governing Board when requested by the Senate President,
- d. be responsible for a division's concerns, and bring the division's recommendations or these concerns to the Executive Committee for consideration and/or action,
- e. serve during each year of a term in office, on at least one major or select Senate committee as the President may request,
- f. appoint a substitute with the power of a proxy vote in writing whenever an absence from an Executive Committee meeting is necessary.

#### Section 5. Removal from Office.

Any Senator may be removed from office after notice from the President by a simple majority vote in a secret ballot written affirmative ballot of either the Executive Committee or of the division that the Senator represents. Two consecutive absences from the Executive Committee meetings will result in a written warning from the Executive Council. Three consecutive absences from the Executive Committee meetings shall be grounds for removal by vote of the Executive Committee.

#### Section 6. Vacancies.

Vacancies on the Executive Committee of more than one quarter will be handled by the election procedure as outlined in Article VI.

## ARTICLE VI. ELECTION OF THE EXECUTIVE COMMITTEE

#### Section 1. Nomination of Officers.

- a. A Nominating Committee will be appointed at the second meeting of the fall winter quarter consisting of a faculty chairperson and at least two other faculty from different divisions. The current officers of the Senate Executive Committee will not serve as members of the Nominating Committee.
- b. The Nominating Committee will inform all faculty of vacant positions and seek nominees in the fourth week and the eighth week of winter quarter..
- c. After securing written acceptance from the nominees, the Nominating Committee will present a slate of one or more candidates for each office at a regular meeting of the Senate Executive Committee during the second week first meeting of spring quarter.
- d. The day Within three days after the Senate meeting, the Nominating Committee Chair will notify candidates of their nomination.

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- c. <u>Attendance.</u> All general and special meetings of the Academic Senate or of the Executive Committee shall be scheduled to ensure maximum attendance.
- d. <u>Voting.</u> Shall be as defined in Article II, Section 4.
- e. <u>Parliamentary Authority for Meetings</u>. The current edition of <u>Robert's Rules of Order</u> shall govern the organization's transaction and decision-making procedures at all meetings provided that these are consistent with this Constitution and any special rules that this organization may adopt.

Section 2. Academic Senate Meetings.

a. General and Special Meetings of the Academic Senate shall be called, with at least 48 hours of notice, by:

- (1) the President, or
- (2) the President upon receiving a written petition signed by 10% of the Academic Senate membership, or
- (3) the Executive Committee, who can
  - (a) petition the President to call a meeting, or
  - (b) by a majority vote, call a meeting.
- b. <u>Power of the Academic Senate</u>. Final executive and legislative powers shall be assumed by the membership at any Academic Senate meeting convened to discuss and act on specific agenda items presented at that meeting.

Section 3. Executive Committee Meetings.

Executive Committee meetings shall be held under the following provision:

- a. Frequency. The Executive Committee shall meet at least once each month during the school year.
- b. Availability.