

**CONSTITUTION OF THE
SOLANO COMMUNITY COLLEGE FACULTY ASSOCIATION
(Revised May 2002)**

ARTICLE I

Name of the Association

This organization shall be known as the Solano Community College Faculty Association, hereafter referred to as the Faculty Association.

ARTICLE II

Faculty Association

Section 1. Membership in the Faculty Association

Membership in the Faculty Association shall include all full-time and part-time faculty. A faculty member is any employee of the Solano County Community College District who is employed in an academic position not designated as supervisory or management. All faculty members who are employed more than three-fifths time shall constitute full-time members. All faculty members who are employed three-fifths time or less shall constitute part-time members.

Section 2. Meetings of the Faculty Association

- A. Regular Meetings. The President shall call at least one meeting of the Faculty Association per semester during mandatory Flex Cal.
- B. Special Meetings. Members may request the President to call a special meeting of the Faculty Association by submitting a petition signed by at least five percent of the members of the Association. The President must convene the meeting within five working days of the request.
- C. Quorum of the Faculty Association. 15% of the membership of the Faculty Association shall constitute a quorum. The quorum will be determined by the Senate Secretary/Treasurer at the beginning of each semester, based on the official roster of faculty members. A quorum must be present in order for the Faculty Association to establish policy.
- D. Voting on Faculty Association Issues and Policy. All full-time faculty members shall have a full vote on Issues and Policies that come before the Association. A part-time faculty member's vote will be equal to a percentage of his/her FTL (Full-Time Load). (The average part-time faculty member receives 20 percent of a vote based on one class taught.)

ARTICLE III

Academic Senate

- A. Definition: The governing body of the Faculty Association shall be called the Academic Senate. The Academic Senate, as representatives of the Faculty Association, shall be the only organization empowered to speak for the Faculty on matters that are not contractual in nature.
- B. Empowerment: The Academic Senate is authorized by the laws of the State of California, the regulations of the Rodda Act, provisions of Title 5 of the California Administrative Code (Sections 53200-53206), AB1725, California Education Code (sections 66720, 70901, 70902 (b) (7), 87359 (b), 87360 (b), 87458 (a), 87610.1 (a), 87615 (b), 87663 (f), 87743.2, and others), Policy 2005 of the Solano County Community College District Governing Board, and provisions of Article IV of this Constitution.

- C. Purpose: The purpose of the Academic Senate shall be to provide the Faculty Association members with a formal and effective process for participating in the formation and implementation of district policies on academic and professional matters (Title 5, Subchapter 2, Section 53201).
- D. Functions: The functions of the Academic Senate are to act as a representative of the faculty with respect to academic and professional matters to include the following (Title 5, Subchapter 2, Section 53200):
1. Curriculum, including establishing prerequisites and placing courses with 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 mutually agreed upon between the Governing Board and Academic Senate.

The district governing board shall consult collegially with the Academic Senate when developing policies regarding academic and professional matters by using either or both of the following methods, according to its own discretion:

1. Relying primarily upon the advice and judgment of the Academic Senate, or
2. That the district governing board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

(The SCCCD Board reached an agreement with the Senate in 1990-1991, choosing mutual agreement on all 1-11 items. In 1995, the Senate and Board voted to rely primarily on the Senate for items 1,2, and 3.)

- E. Membership: The Academic Senate shall be composed of 13 members: one senator elected from each of the Instructional Divisions, two senators elected by part-time members, two officers elected at large, and the remaining senators to be elected at large with no more than two (2) full-time senators from each Instructional Division. No division shall have more than three (3) total voting senators. Each Senator shall serve a two-year term of office, with half the Senators elected in alternate years. One past-president of the Senate shall be -a voting ex-officio member. The Chair of the Curriculum Committee shall be recognized as a non-voting ex-officio senator.

Even Numbered Years

Business
 Fine Arts
 Health Occupations
 Student Support Services
 One Part-Time Representative
 At-large senator(s)

Odd-Numbered Years

Math and Science
 Physical Education
 Language Arts
 Trade/Technical
 One Part-Time Representative
 At-large senator(s)

F. Officers

The Academic Senate will have three officers, President, President-Elect *or Past President*, and Secretary/Treasurer. The President serves a two-year term, with the President-Elect and a Past President serving one-year terms each. The President-Elect shall be elected at large by vote of the Faculty Association members. The Senate President is the previous President-Elect. The Secretary/Treasurer shall be elected by a vote of the Senate. Candidates for Secretary/Treasurer shall be current divisional or part-time representatives to the Senate.

Transition of officers will take place at the end of the last Academic Senate meeting of the academic year.

G. Meetings:

1. Meetings Called by the President. There shall be at least one scheduled meeting of the Academic Senate per month during the academic year.
2. Meetings Called by Members of the Academic Senate. Special meetings of the Academic Senate may be called by the President, upon receipt of a petition signed by 6 of the 11 Senators. The President must convene the meeting within five working days of receiving the petition at a time and place convenient to the majority of the Senators.
3. A quorum of 50 percent of the Senators must be present in order for the Senate to conduct business.
4. Voting. Each Senator (full-time or part-time) will receive an equal vote in Academic Senate meetings. The President will only vote to break ties and the President-Elect will not have a vote. The Secretary/Treasurer is considered a Senator and, therefore, has one vote. The Past President is a voting member.

ARTICLE IV

Statement of Academic Senate Policy

Section 1. Expressions of Senate Policy

It is the policy of the Faculty Association that the Academic Senate may speak for the faculty only on academic or professional matters. The spokesperson of the Academic Senate shall be the Academic Senate President or the Senate's designee, and may make a statement of faculty policy or opinion on academic or professional issues to the Solano Community college Governing Board, the press, or other person or organization. If any person believes that a statement of faculty policy or position is in any way inaccurate or misleading then that person shall have the right to bring the matter to the full Senate for a vote of clarification.

Section 2. Challenge to Senate Policy

A policy of the Academic Senate may be challenged in the following manner:

- A. A petition, signed by at least five percent of the members of the Faculty Association, must be presented to the President of the Academic Senate, requesting that a meeting be held. The petition shall contain a statement about the policy which the signers are challenging. The discussion of that statement shall be the first item of business on the agenda at the special meeting.
- B. Within five working days, notification of the special meeting, including time and place, shall be provided to members of the faculty as soon as practicable after the receipt of the petition by the Academic Senate. The special meeting may proceed without a Senate quorum,; however, no policy may be established with a quorum.
- C. At the meeting, the President of the Academic Senate, or any Senator who supports the Senate's statement of the policy, will present the Senate's position; faculty members who oppose the Senate's position will present their arguments.

- D. If a resolution to the matter is not reached at the meeting, faculty association members will vote by secret ballot on whether the policy reflects faculty opinion. Voting will take place within five working days after the meeting. Results of the voting shall be conspicuously posted in the College library and in the minutes of the next Academic Senate meeting.
- E. If the vote indicates that the Senate policy does not reflect faculty opinion, the challenged policy is dropped and the new policy becomes the Senate's position. If the vote indicates support of the Senate's policy, no further action will be taken.

ARTICLE V

Academic Senate Representation

Section 1. Division Election of Senators

By March 15, all Divisions that have a Senator completing a two-year term of office shall hold an election to choose the Senator for the next two-year term. The election will be conducted in the following manner:

- A. It is the responsibility of the outgoing Senator to conduct the election unless the Senator is going to run for re-election. If a Senator runs for re-election then h/she must designate a division representative, who is not a candidate, to run the election.
- B. Election of the Senator will be by secret ballot
- C. The person in charge of the division election shall make every reasonable effort to provide a ballot to every full-time member.
- D. Once ballots have been collected they shall be forwarded to the Senate President-Elect, who will tally the votes.

Section 2. Senators Representing Part-time Faculty

The President-Elect or Past President shall oversee the election of the part-time Senator who is up for election and the same procedures used in the election of Divisional Senators shall be followed.

Section 3. Senators-at-Large

The President-Elect or Past President shall oversee the election of Senators-at-Large. The same procedures will be used in the election of Senators-at-Large as that of the Divisional Senators. Senators-at-Large will be elected for two-year terms, and there will be an as-even-as-possible amount elected each year. See more on Senators-at-Large in Article III, Section E "Membership."

Section 4. Nomination and Election of Senate Officers

- A. President. The President-Elect will assume the position of President without an election, except for special circumstances in which the current President-Elect is prevented from assuming the office. If such circumstances arise then the procedure for election of the president would be the same as that of the President-Elect.
- B. President-Elect
 1. No later than February 15 or the next working day thereafter, the current President-Elect or Past President shall send out a notice to all faculty that nominations for the office of President-Elect will be accepted for two weeks after the distribution of the notice.
 2. Any faculty member may place his/her name into nomination, with the exception of the current President-Elect and President, who will become President and Past President, respectively. If a Senator, who is to serve on the Senate during the next academic year, wishes to serve as President-Elect, he/she will need to

vacate the position of Senator if they become the President-Elect. All nominees will be asked to include a brief statement of candidacy indicating their qualifications and reasons for running for office.

3. The current President-Elect or Past President shall prepare a ballot including all nominees and their statements. The ballots will be given to current Division and Part-time Senators who will oversee the distribution and return of the ballots.
4. Voting will be by secret ballot. Ten calendar days will be allowed for faculty to return their ballots.
5. The current President-Elect or Past President shall be responsible for the counting of the ballots. No later than March 15 or the next working day thereafter, the election of the President-Elect for the next academic year shall be completed and announced.

C. Secretary/Treasurer

1. One of the Senators shall serve as the Secretary/Treasurer.
2. The Senate shall select that person by a majority vote of the Senate.
3. The election should be at the first meeting of the newly constituted Senate.
4. The Secretary/Treasurer shall be responsible for maintaining the Senate accounts and records, disbursing funds, and reviewing the minutes prior to sending them to the President for bringing the unapproved minutes to the Senate.

D. Past President. The current President will assume the position of Past President without an election, except for special circumstances in which the current President is prevented from assuming the office. If such circumstances arise, then the President-Elect will contact former Senate Presidents to find someone to fill the office.

Section 5. Resignations/Appointments

- A. Senator may resign by notifying in writing the Academic Senate President and/or his/her constituency.
- B. In the event of a Senator's resignation or termination, the vacancy must be filled within three weeks upon notification of the vacancy.
- C. If there is no faculty member who comes forward to run for the office of Division Senator or part-time Senator, then the President-Elect or Past President will write a memorandum to all members of the appropriate faculty group that there is a vacancy that needs to be filled. If there is no nominee within three weeks of distribution of the memorandum, then a special election shall be held to choose a Senator-at-Large.

Section 6. Removal of Academic Senator from Office

- A. An Academic Senator may be removed from office only by the vote of members of constituency. A constituency may remove its Senator from the Academic Senate in the following manner:
 1. Any faculty member may obtain signatures of faculty members on a petition seeking the recall of a Senator. When the faculty member obtains signatures of more than twenty percent of the constituency, that faculty member shall notify the Academic Senate President in writing that the division/part-time group intends to hold a recall election.
 2. The President shall contact the faculty member who distributed the petition and send a notice in writing to every member of that constituency that a recall election is to be held and the date of the election. The recall election must be held within seven working days after the petition for recall was sent to the President by the faculty member.

3. The President shall designate an Academic Senator from another constituency to conduct the recall election. The election shall follow the procedures as indicated in Article V, Sections 1 or 2, as appropriate.
4. The current Senator shall be removed if a majority of faculty members submitting ballots vote to remove him or her. A replacement Senator shall be elected according to provisions of Article V, Section 1 or 2, as appropriate.

ARTICLE VI

Amendments to the Constitution

Section 1. Procedure for Making Amendments

Amendments to Faculty Association Constitution may be made in the following manner:

- A. An amendment may be proposed in a petition signed by at least ten percent of the Faculty Association.
- B. An amendment may be proposed by an Academic Senator at a meeting where there is a quorum. The proposal must be seconded and must receive a majority vote of the Senators present at the meeting.
- C. The proposed amendment will be distributed to the faculty in writing within five working days after the receipt of the petition or after the Academic Senate's affirmative vote.
- D. The President shall call an election to be held no earlier than fifteen working days, nor later than thirty working days after the receipt of the petition or after the meeting at which the proposal receives an affirmative vote. Voting will be by secret ballot.
- E. A two-thirds majority of those faculty members voting will be required to amend the constitution.

ACADEMIC SENATE OFFICERS

Duties and Responsibilities By-Laws 2005

Duties of the President

1. President over Faculty Association meetings.
2. President over Academic Senate meetings.
3. Call special meetings of the senate.
4. Prepare the agenda for all senate meetings.
5. **Serve as a member of the President's Cabinet**
6. Make appointments to all committees on campus.
7. Take an active role in Statewide Academic Senate activities.
8. Ensure that the Academic Senate is represented at all meetings of the Governing Board. (Attend/present, 12 months/year).
9. Present and requests funds to the Budget Committee.
10. Shall perform other duties as authorized by the Academic Senate.

Other Duties of the President

1. Attend Summer Leadership Institute.
2. Attend regional Academic Senate meetings.
3. Serve as voting delegate to Spring and Fall State plenary sessions.
4. Meet with and make presentations to college committees, as req.
5. Serve as Grand Marshal at Spring graduation ceremonies.
6. Give State of the Senate address during Flex-Cal.
7. In collaboration with VP of Academic Affairs develop agenda and facilitate bi-annual joint meetings with educational Administrators.
8. Upon completion of term of office, assume the office of past-president

Duties of Vice President/President-Elect/Past President

1. Preside over all meetings in the absence of the President
2. Serve as Parliamentarian of the Senate
3. Conduct all elections.
4. Succeed to the office of President for the duration of the unexpired term, if the presidency becomes vacant during a term.
5. Shall perform any other duties as authorized by the Academic Senate or Senate president
6. Succession – Assume the office of the presidency after one year.

Other Duties of the Vice President/President-Elect/Past President

1. Attend Summer Leadership Institute.
2. Attend State local-area network meetings
3. Attend State Spring/Fall plenary sessions.

Additional Functions, Duties and Activities of the Senate President

1. Regularly review Senate Constitution, Title-5, AB-1725, Shared Governance Policy, and BOG Basic Agenda for implementation.
2. Encourage and ensure representative roles of Senators.
3. Review Board of Governor's Agenda Items/Regulations.
4. Read minutes of college meetings.
5. Review legislative updates (FAC newsletters).
6. Give presentations.
7. Develop/coordinate Senate sponsored flex activities.
8. **Plan Senate/Administrator annual flex retreat**

9. Anticipate, prevent, and resolve problems on a daily basis.
10. Operate as a professional relations ombudsperson.
11. Appoint faculty to councils and committees.
12. Liaison with CCA to determine delineation of roles.
13. Respond to daily e-mails and phone calls.
14. Supervise administrative assistant.
15. Meet with/assist senate officers.
16. Review and prepare agenda items prior to Senate meetings.
17. Maintain communications with administration, staff, and student leaders.
18. Review/Develop consultation processes.
19. "Groom" future senate leaders.
20. Attend campus special events.
21. Monitor progress/adherence on mandated reforms.
22. Respond to memos and requests for information.
23. Fulfill liaison duty to senate from Shared Governance Council.
24. Participate in unscheduled meetings and activities.
25. Prepare and give senate presentation at all board meetings.
26. Constantly look for ways to improve senate success.
27. Teach 6-9 units in discipline.

Duties of the Secretary

1. Responsible for reviewing minutes of all Academic Senate meetings and Executive Committee meetings and ensuring the dissemination of the minutes.
2. Responsible for managing the Administrative Assistant in carrying out the clerical duties of the Academic Senate such as:
 - * maintain the currency of all mailing lists/committees of the Academic Senate.
 - * ensuring that all written material shall be prepared for dissemination at Academic Senate meetings and to other committees as necessary.
 - * prepare and review all minutes; keep official documents except those placed in the keeping of other officers.
 - * maintain an Academic Senate webpage.
3. Perform such functions as the President assigns to assist in carrying out the purposes and policies of the Academic Senate.

Duties of the Treasurer

1. Keep the accounts, books and other financial records up-to-date and in good order.
2. Give an oral and written financial report once a month at a regular meeting of the senate.
3. With the approval for the senate, make all properly authorized payments.
4. Perform such functions as the President assigns in carrying out the financial responsibilities of the Academic Senate.

Senate Officers Meeting Responsibilities

President (minimum 30 hrs/month – average 8 hrs/week)

1. Shared Governance Council	(bi-wkly)*	6 hrs/mo
2. Division Deans Meetings	(bi-wkly)*	4
3. Governing Board meetings	(bi-wkly)*	6
4. FaBPAC Meetings	(bi-wkly)	4
5. Superintendent/President	(weekly)	4
6. Dean of Academic Affairs	(weekly)	4
7. SLO Task Force	(bi-wkly)	<u>6</u>
Monthly		34

Vice President (minimum 16 hrs/mo – average 4 hrs/week)

1. Chair Senate EPC	(bi-wkly)	4 hrs/mo
2. Task Force (hire/MQ/Equiv/CCA)	(monthly)	4
3. Superintendent/President (w/Senate Pres)	(weekly)	4
4. Dean of Academic Affairs (w/Senate Pres)	(weekly)	<u>4</u>
Monthly		16

Senate Secretary (minimum 8 hrs/mo – average 2 hrs/week)

1. Chair Senate DCC	(bi-wkly)	4 hrs/mo
2. Liaison meetings.. (Curriculum/SDAAC/Flex	(bi-wkly)	<u>4</u>
Monthly		8

Treasurer (minimum 4 hrs/mo – average 1 hr/week)

1. Budget committee	(bi-weekly)	4 hrs/mo
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- SU/S/F (12 months)

Senate president Role relative to
Academic Senate duties and Responsibilities

The Senate President is responsible for ensuring the fulfillment of the following:

Title 5, 53200 © (1-11), “Academic and Professional Matters”

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading policies
4. Education program development
5. Standards or policies regarding student preparation and success
6. District and college governance structure, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

Note: The Governing Board has elected to reach mutual agreement with the senate on the above Academic and professional matters. The regulations (Title-5) provide exclusive responsibility for the Senate and Board in adopting new or modifying existing policies and procedures on these matters.

The Senate has agreed to meet with and give every reasonable consideration to other groups (Administrators, Staff and students) who may have an interest in these academic and professional matters. (See Shared Governance policy 2005).

In addition AB-1725 specified Academic Senate responsibilities for the following : EC

- 67663 (d) affirmative action
- 87360 (b) hiring (Admin hiring AB-1725 (u) (1))
- 87356 minimum qualifications
- 87359 equivalencies
- 87663 (c-h) peer review
- 87610, 87610.1 (a) (b) tenure review
- 87743, 87743.5 faculty service areas
- 87663 (i) administrator evaluations
- 87454-87458 administrator retreat rights