

Linn-Benton Community College Faculty Senate By-laws (April 29, 2015)

Values and Mission

The Faculty Senate of Linn-Benton Community College values empowerment, excellence, diversity, equality, dignity, respect, and integrity achieved through thoughtful leadership and stewardship in all areas of teaching, learning, and academic freedom.

The faculty of Linn-Benton Community College – acting in accordance with the college’s core values, mission, and vision statements – shall be represented by the Faculty Senate of Linn-Benton Community College in academic matters. The Faculty Senate shall contribute to excellence in education at LBCC as the representative, deliberative faculty group addressing the broad range of academic matters. The Faculty Senate shall provide leadership and consultation on college governance issues; pursue integrity, fairness, and truth with the highest ethical standards; maintain respect in an intellectually open and diverse environment; and promote excellence at all levels of college life and activities.

Purpose

The Faculty Senate of Linn-Benton Community College promotes democratic participation in college affairs through providing a forum for faculty to discuss and formulate recommendations on matters of academic concern to the faculty.

The Faculty Senate provides faculty perspectives in response to issues raised by the President and Vice Presidents of the institution, works in concert with campus organizations and councils, and collaborates with the Faculty Associations and other faculty groups. The Faculty Senate promotes, defends, and pursues all aspects of education, including academic freedom, ethical practices, and goodwill within the institution.

Scope of Authority

The Faculty Senate shall participate in developing and implementing all matters of academic policy and advise the Administration and the Board on related matters. These may include but are not limited to such fundamental matters as curriculum and instruction, program and course evaluation and assessment, academic standards, facilities, materials for instruction, distance learning and technology, policies and procedures to support student success and completion, and criteria for granting certificates and degrees. This also includes aspects of student life as they intersect with the academic process. In realizing its role, any issue that impacts the faculty-at-large, excluding confidential matters and matters within the scope and responsibility of the Faculty Associations, may be considered by the Faculty Senate.

The Faculty Senate will work collaboratively with the Full-time Faculty Association and/or the Part-time Faculty Association to identify issues of mutual interest that require a response by the appropriate groups. The leadership of these groups shall meet together regularly to identify these issues and coordinate responses.

Membership

Members of the Senate:

Members of the Faculty Senate shall serve two-year terms, beginning with the first day of Fall term. Within each of the first three categories below, representatives serve staggered terms to provide continuity. Representatives may be elected by their constituents to serve consecutive terms but may serve in only one position at a time.

The Faculty Senate shall be comprised of four types of voting representatives:

1. *Academic representatives.* Each college division (Arts, Social Science and Humanities; Business, Applied Technology, and Industry; Science, Engineering, and Mathematics; Academic Foundations; and Healthcare, Elearning, and Media) shall be represented by two elected full-time faculty Senate members. Student Affairs shall be represented by one elected full-time faculty Senate member. When elected in Spring term, these members must be contracted faculty for the following academic year. Senators from the same division must represent different departments.
2. *Centers representatives.* Faculty employed in locations other than the Albany campus shall be represented by one elected full-time faculty Senate member per area (Benton Center and Linn County Regional). Any contracted faculty member assigned to teach at one of these locations during the 12 months prior to the election is eligible to vote for these representatives. Candidates must be contracted faculty members assigned in the 12 months prior to the election to work in the center they represent for at least 20 percent of their load. When elected in Spring term, these members must be contracted faculty for the following academic year.
3. *Non-contracted faculty representatives.* Non-contracted faculty shall be represented by one Senate member from each of the divisions (Arts, Social Science and Humanities; Business, Applied Technology, and Industry; Science, Engineering, and Mathematics; Academic Foundations; and Healthcare, Elearning, and Media) selected in Spring term elections. Any non-contracted faculty employed as faculty at least one term at LBCC in the 12 months prior to the election date is eligible to vote for these representatives. Candidates must have been employed as faculty during at least two terms in the 12 months prior to the election date. If after the election these members are not employed by the college for more than two terms in a 12-month period, then the position shall be considered open and a special election shall be held.
4. *Full-Time Faculty Association representative.* The LBCC Faculty Association shall be represented by one non-voting Senate member, appointed by the Faculty Association President.
5. *Part-Time Faculty Association representative.* The LBCC Part-time Faculty Association shall be represented by one non-voting Senate member, appointed by the Part-Time Faculty Association President.
6. In addition, a non-voting member may be appointed by each of the following: Student Leadership Council and the LBCC Independent Association of Classified Employees.

7. *At Large representatives.* There will be six at large representatives elected from the full-time faculty college-wide. No more than two full-time faculty senators may come from the same department. There will be five at large representatives elected from the part-time faculty college-wide. No more than two part-time faculty senators may come from the same department.

Officers of the Senate:

The Faculty Senate of Linn-Benton Community College shall be governed by the following officers: Chair, Chair-Elect, Immediate Past Chair, and Secretary. These officers shall comprise the Faculty Senate Executive Committee.

Each office shall be held for a one-year term. The Chair-Elect and Secretary shall be elected by the Senate during Spring term to take office the first day of Fall term. On the first day of Fall term, the previous year's Chair-Elect takes on the Chair's responsibilities and the previous year's Chair takes on the Immediate Past Chair's responsibilities.

The officers will participate as members of the Senate in addition to performing their duties as Chair, Chair-Elect, Immediate Past Chair, and Secretary.

The Faculty Senate Chair shall receive release time or other compensation equal to 3 full-time contracted credits per term (Fall, Winter, and Spring) during the year of service, funded by the Office of Instruction. The Past Chair shall receive release time or other compensation equal to 2 full-time contracted credits per term (Fall, Winter, and Spring) during the year of service, funded by the Office of Instruction. The Secretary shall receive release time or other compensation equal to 1 full-time contracted credit per term (Fall, Winter, and Spring) during the year of service, funded by the Office of Instruction.

Duties

Members of the Senate:

Faculty Senate membership is a representative responsibility. Representing a constituency requires regular attendance at meetings and thoughtful participation. Members are charged with representing not only their personal opinions on issues but diverse viewpoints held by colleagues within their division. As such, they need to solicit from their colleagues ideas and perspectives on issues brought before the Senate. As issues brought before the Senate may be proposed by any member of the Faculty Senate, they are also responsible for facilitating inclusion of their constituents' concerns. As a way to stay informed of the issues concerning academics, instruction, and the Senate's mission, senators will be asked to attend open meetings around campus. Attending open meetings will assist the mission of the Senate by keeping faculty informed. The information gained from these meetings should be brought to the attention of the Faculty Senate for discussion.

Members are responsible for becoming well informed about agenda items and, as feasible, will be provided access to relevant information and documents. When addressing Senate business, members are charged to participate in a mutually-respectful, deliberative exchange of ideas. Members share responsibility for reaching resolution on issues brought before the Senate.

Senate Chair:

The Chair will ensure orderly functioning of the Senate through establishing a calendar of meetings, preparing and distributing the agenda and related materials, and maintaining a meeting environment conducive to effective, efficient, and deliberative resolution of issues brought before the Senate. The Chair will keep the Faculty Senate informed of instructional issues and developments. The Chair will also take responsibility for posting the minutes and making them available to all faculty and administration within two weeks of the meeting.

When communicating with the Vice President of Academic Affairs, the Faculty Senate Chair represents the views of the Senate, not the Chair's own individual views. The Chair may meet with the Vice President of Academic Affairs to relay the views of the faculty as directed by the Senate or to gather information on issues pertinent to Senate concerns.

The Chair will attend monthly Board of Education meetings and work with the Faculty Association President to represent the views and/or recommendations of the Faculty Senate regarding academic matters to the Board of Education.

Additionally, the Chair acts as an official representative of the Faculty Senate on any occasion when representation is warranted. To provide continuity and strengthen the effectiveness of the Faculty Senate, the Chair is charged with mentoring the Chair-Elect and providing ongoing support when serving as Immediate Past Chair.

The Chair shall preside over the Executive Committee.

Chair-Elect:

The Chair-Elect shall act as the Chair when the Chair is absent.

The Chair-Elect shall maintain regular communication with the Chair to stay informed about issues and Senate operations and to consult on establishing the calendar and agenda. In addition, the Chair-Elect shall support the Chair through performing Senate duties as assigned by the Chair.

Immediate Past Chair:

The Immediate Past Chair shall coordinate Faculty Senate committees. Should the Immediate Past Chair not be re-elected as a senator, he or she will function as a non-voting member of the Faculty Senate.

The Immediate Past Chair shall ensure that nominations and elections occur in a timely and orderly fashion. In addition, the Immediate Past Chair shall monitor eligibility of all members of the Senate and arrange special elections as needed.

As requested by the Chair, the Immediate Past Chair shall assist with maintaining the orderly functioning of the Senate.

Secretary of the Senate:

The Secretary of the Senate shall record and maintain the correspondence of the Faculty Senate with other entities, committees, councils, and/or organizations within and without Linn-Benton Community College. The Secretary of the Faculty Senate shall be responsible for recording and monitoring attendance by Members, recording the minutes of all stated meetings of the Faculty Senate, maintaining operational procedures (printing, mailing, room reservations) as designated by the Chair.

The Secretary of the Senate shall maintain files and archives of documents resulting from meetings, actions, and recommendations of the Faculty Senate and its committees.

As requested by the Chair, the Secretary of the Senate shall assist with maintaining the orderly functioning of the Senate.

The Executive Committee

Members of the Executive Committee shall meet regularly with the leadership of the Faculty Association and Part-time Faculty Association to identify issues of mutual concern and approaches to working together to address those concerns.

Meetings and Communications

The Faculty Senate shall meet once a month during the academic year. The time and location of the meetings will be scheduled on a yearly calendar using available technology. All Faculty Senate meetings are to be announced as reminders at least six working days in advance of the scheduled date and the day before the meeting. The Faculty Senate shall meet during summer term, if warranted. The time and location of this meeting is to be announced in a timely manner. Emergency Faculty Senate meetings may be called by the Chair.

Faculty Senate meetings are open to the entire college faculty community. To encourage effective communication and collegial exchange within the faculty, all faculty members -- contracted and non-contracted -- are encouraged to attend and may speak to an item on the agenda during the meeting. Non-members may submit a request to the Executive Committee to be put on the agenda. The Faculty Senate Chair may invite specific guests (i.e. the Office of Instruction, or the Office of Student Affairs) to attend and/or address the Senate.

Meetings of the Faculty Senate shall be presided over by the Chair or in his/her absence by the Chair-Elect.

The Chair with the assistance of the other members of the Executive Committee shall establish an agenda for each meeting and distribute it to all faculty via e-mail or other college medium at least one week prior to the meeting. As appropriate to facilitate keeping all faculty informed of instructional issues and developments, supporting information shall be made readily available to the faculty. As the Chair deems appropriate, other means of communicating may be implemented, such as forums. Members are responsible for maintaining effective communication within their constituent groups.

Attendance by members of the Senate shall be considered mandatory. A member who misses three meetings within the academic year shall be considered to have forfeited the position, and a special election shall be called to fill the position. A member's absence may be excused by the Chair for cause.

A quorum shall exist when at least two-thirds of the Faculty Senate members are present. Only the members of the Faculty Senate may vote, and each shall have one vote. At least one member of the Executive Committee must be present in order to call the meeting to order.

Motions must have a simple majority vote from those present in order to be considered carried, unless otherwise stated in these By-laws. All voting shall be done by a show of hands, and a permanent record shall be kept and published of voting results. Any member can call for a roll-call vote to be taken.

Elections, Vacancies, Resignations, and Recalls

The Immediate Past Chair shall coordinate nominations and elections, including setting and publicizing, in a timely manner, nomination deadlines, election dates, and candidate lists. The Immediate Past Chair shall also verify, prior to the election, that each candidate meets the necessary criteria for serving as a member of the Senate.

The members of the Faculty Senate shall be elected by secret ballot during the last two full weeks of April. Nominations shall be published two weeks prior to the election date. The Immediate Past Chair shall solicit nominations or volunteers within each constituent group (division or work unit as noted in Membership section). Nominations shall be closed and posted to all faculty one week prior to the vote.

Senators shall elect the Chair-Elect and the Secretary by secret ballot during the last two weeks of May. Senators shall nominate candidates in writing (email) and deliver them to the Immediate Past Chair. Candidates for these positions must be duly elected members of the Senate for the following year. Nominations shall be closed and posted to all faculty one week prior to the vote.

The term of office for members of the Senate shall begin the first day of Fall term and shall continue for a period of twenty-four (24) months. In the first year of elections, approximately half the positions shall be one-year positions and approximately half shall be two-year positions, evenly distributed among the constituent groups. Faculty Senate Executive Committee members shall serve three years in the capacity of Chair-Elect, Chair, and Immediate Past Chair.

In all elections, the candidate for each position receiving the most votes shall be declared elected.

Any vacancy in an unexpired term shall be announced by the Chair to the Senate. The vacancy must be filled as soon as possible after the announcement, by following the procedure for nominating and electing members of the Senate. The replacement shall complete the vacating member's term.

Officer resignations must be submitted in writing to the Chair and announced by the Chair to the Senate. The vacancy must be filled as soon as possible after the announcement, by following the procedure for nominating and electing officers of the Senate. The replacement shall complete the

resigning officer's term(s) of office, as appropriate.

On the written petition of 10 or more Senate members, an officer may be removed from office by a two-thirds majority vote of the Senate in a special recall election. If the recall is successful, the vacancy must be filled as soon as possible after the vote, by following the procedure for nominating and electing officers of the Senate.

Amendments

These By-laws can and shall be amended as necessary.

Amendments can be proposed by any member of the Faculty Senate. Any proposals for amendment(s) shall be submitted in writing to the Faculty Senate Chair and must bear the signatures of at least five members of the Senate. The Chair shall distribute the proposed amendment(s) as part of the agenda for a regularly scheduled meeting and allow sufficient time at that meeting for clarification and discussion.

The members of the Faculty Senate shall review the proposed amendment at the following regularly scheduled meeting. The proposed amendment shall be considered passed if a two-thirds majority of the Faculty Senate members eligible to vote approve of the amendment. If approved, the amendment shall go into effect immediately.

Committees

The Faculty Senate will form both standing committees and committees created and sustained as needed. A committee may be proposed by any member of the Faculty Senate or the Executive Committee of the Senate, and approved by a simple majority vote. Membership in committees shall be appointed by the Executive Committee and/or by volunteers from the Senate at large.

Committee members shall articulate specific responsibilities for each committee, and submit them for approval by a majority vote of the Senate.

Committees shall regularly inform the Senate at large about their activities and request input or guidance as necessary. Committees shall arrange with the Chair of the Executive Committee to have their reports and/or discussion points placed on the Faculty Senate agenda.

Issues the Faculty Senate committees may address include:

Curriculum and Instruction

Academic Standards and Evaluation

College Budget Issues Relating to Instruction

Educational Technology and Distance Learning

Part-time Faculty Instructional Issues

College Governance and Structure Relating to Educational Effectiveness

By-laws approved on _____.