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# CONSTITUTION OF FACULTY ORGANIZATION

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Harrisburg Area Community  
College

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Spring 2010

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# CONSTITUTION OF FACULTY ORGANIZATION

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## PREAMBLE

*The basic functions of an organization of community college faculty are to foster the conditions which encourage the creative capacities of the members of the academic community, to promote high academic standards, to cultivate cooperation among its members and the College community at large, to advance the welfare of the College and the faculty, and to support the aims of the College in the community it serves. These functions are performed by a community of scholars and educators who must be free to exercise independent judgment in the planning and execution of their professional responsibilities. The government of an institution of higher education must be designed to allow such a community of scholars and educators to carry out its responsibilities according to a democratic process.*

## ARTICLE I

### FACULTY RIGHTS AND RESPONSIBILITIES

All faculty members of Harrisburg Area Community College (the College), both full-time and adjuncts, serve as scholars pursuing the search for knowledge and truth and advocating its free expression, as teachers instructing students, and as professionals and citizens contributing special knowledge and skills through public service and community participation. A major responsibility of the College is to protect and encourage the faculty in its teaching, learning, scholarship, and public service activities. Faculty members in turn need to exercise their rights responsibly and meet their obligations fully as professionals.

The relationship between a faculty and the College must be characterized by a fundamental commitment to academic freedom and maintained through reasoned discourse, intellectual honesty, mutual respect, and openness to constructive criticism and to change.

#### Faculty Rights

Section 1. In concert with these ideals, faculty members at Harrisburg Area Community College are entitled to the following rights:

- A. Faculty are entitled to a clear statement and exercise of academic freedom, the right of free inquiry and exchange of ideas, full freedom in research and other creative endeavors, freedom to publish the results, and freedom in the classroom to present any material relevant to the subject matter.
- B. Faculty, as citizens, are entitled to enjoyment of constitutionally protected freedom of expression, association, and assembly.
- C. Faculty are entitled to a clear statement of employment conditions, responsibilities, expectations, and evaluation criteria.
- D. Faculty are entitled to participate in College governance which entails the right to seek changes in institutional policy through established College procedures and by other lawful and peaceful means.
- E. Faculty are entitled to participate in the development of the College budgets, including capital equipment allocations, at all levels of the decision-making process up to and including presentation to the President.

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- F. Faculty have the primary responsibility for the following areas of academic concern, and their opinions and recommendations shall be sought and weighed by both the Faculty Senate and the President of the College, or the appropriate administrative office.
  - i. Instruction and counseling of students in existing programs.
  - ii. Initiation and development of courses, curricula, and programs.
- G. Faculty are entitled to collaborate with the administration in determining discipline, department, division, and college organization and operation, as well as the selection of colleagues and administrative leaders.
- H. Faculty are entitled to fair procedures, due process, and impartial and honest resolutions of problems that may arise in relation to employment.
- I. Faculty have a right to substantive involvement in the determination of competitive and equitable financial remuneration commensurate with their rank, duties, performance, and professional stature.
- J. Faculty are entitled to adequate funding to support the development of their professional knowledge and skills.
- K. Faculty are entitled to a healthy workplace, free from harassment, bullying, or other abuse by students, colleagues, department leadership, deans, or any other College employees, regardless of protected group status.
- L. Faculty are entitled to appropriate work space, adequate tools and equipment, and a teaching environment equipped for meeting the teaching mission of the College.
- M. Faculty are entitled to an environment free of discrimination based on age, gender, disability status, race, ethnicity, religious background, or sexual orientation.
- N. Faculty, both full-time and adjunct faculty, are entitled to equitable pay for service to the College that is above and beyond the scope of their contracts.

## **Faculty Responsibilities**

Section 2. The following are the expected professional responsibilities of the various faculty groups, as delineated below:

- A. Responsibilities of All Faculty
  - i. Support the Mission, Vision, Policies, and Procedures of the College commensurate with the principles stated herein.
  - ii. Maintain the academic standards of the College.
  - iii. Provide service to the College by serving on college-wide, campus, division, department, and/or discipline committees and participating in other required College sponsored activities.
  - iv. Engage in professional growth to enhance knowledge and skills.
  - v. Attend scheduled Faculty Organization, division, department, and discipline meetings.
  - vi. Maintain effective work skills and work relationships.
  - vii. Support student success initiatives.
  - viii. Comply with other responsibilities as specified by the job description.
  - ix. Adjunct faculty are encouraged, but not required, to participate in activities outside of their teaching, counseling, and/or library service under the terms of their contract agreements. Their participation in professional growth, division and department meetings and activities is encouraged.

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- x. Adjunct faculty will be compensated for serving on College committees and Faculty Senate.

## B. Responsibilities Specific to Teaching Faculty

- i. Teach courses in accordance with approved Form 335 description and learning outcomes.
- ii. Participate in the development, maintenance, assessment, and review of courses and programs of study within one's department or discipline.
- iii. Maintain familiarity with College resources relating to career and transfer requirements, serve as a faculty advisor to assigned students, and refer students with non-academic and personal concerns to appropriate College offices.
- iv. Maintain accurate scholastic records of students enrolled in classes, provide timely feedback to students regarding their academic performance, and submit final grades to the Records Office per published schedules.
- v. Be available to students during regular office hours.

## C. Responsibilities Specific to Library and Information Resources Faculty

- i. Acquire, maintain, and assess print, media, and online library resources services to support the instructional program of the College.
- ii. Promote effective use of library resources by designing and teaching workshops, subject-specific instruction sessions, and library courses.
- iii. Participate in curriculum development and accreditation activities by conducting collection assessments to provide information about library support for new and revised courses and for programs being accredited.
- iv. Promote information literacy across the curriculum by participating in activities related to curriculum, including maintaining representation on the Academics House.
- v. Provide instruction in the appropriate use of information resources through reference services.

## D. Responsibilities Specific to Counseling Faculty

- i. Provide academic, career, and personal counseling to students.
- ii. Provide academic, career, and transfer advising to students.
- iii. Coordinate faculty advisor training and assign advisees to teaching faculty.
- iv. Serve as a resource for faculty regarding student issues.
- v. Have a working knowledge of community organizations and refer students to those organizations for needed services.
- vi. Participate in curriculum development and maintenance with teaching faculty while promoting the philosophy of student development.
- vii. Facilitate communication between Academic Affairs and Student Affairs regarding transfer information/agreements, career services and opportunities, and College programs, policies, and procedures.
- viii. Coordinate the development and maintenance of advising and transfer check sheets.
- ix. Assist with campus research related to counseling functions, including graduate outcomes, attrition, retention, and levels of academic achievement.

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- x. Teach credit and noncredit courses and workshops as qualified and/or perform other academic duties as agreed upon by counselor and supervising administrator.
- xi. Respond to crisis situations on behalf of students, faculty, staff, and visitors.

## ARTICLE II THE FACULTY ORGANIZATION

### **Purpose**

Section 1. Since the faculty are resolved to be active participants in the overall development and implementation of academics and College policy, the Faculty Organization is established. The Faculty Organization represents the interests of the faculty in all matters pertaining to faculty welfare. The purpose of the Faculty Organization is to promote and maintain the conditions in which all members of the Faculty can fulfill their professional responsibilities. The Faculty Organization seeks to improve all components of the teaching/learning environment, promote the financial well-being of faculty, and encourage opportunities for professional advancement.

The Faculty Organization is committed to working cooperatively with all constituencies of the College in the pursuit of these ideals.

### **Scope of the Faculty Organization**

Section 2. Through the Faculty Organization, the faculty shall participate in the decision-making process for the development, review, and application of College policy, regulations, procedures, rules, guidelines, standards, and related activities in the areas of academic and administrative responsibility, according to procedures and committee composition jointly agreed upon by the Faculty Organization and the President of the College. The Faculty Organization has the primary and leading role in curriculum development and modification.

The opinions and recommendations of the faculty shall be represented by the Faculty Organization in the following areas:

- A. Approval or termination of courses, programs, and their requisites, the expansion and use of instructional facilities, instructional delivery systems and modalities, and substantive changes in the content of existing courses and programs.
- B. Participation in the development of the College budgets, including capital equipment allocations, at all levels of the decision-making process up to and including presentation to the President.
- C. Policy and procedures concerning all faculty personnel matters including, but not limited to, salary, appointments, affirmative action, promotions, tenure, dismissals, reductions in force, leaves of absence, sabbatical leaves, retirements, benefits, research grants, special awards or recognition, and teaching loads.
- D. Matters relating to students including, but not limited to, admitting students, placement testing, academic advising, establishing standards for scholarships and honor awards, setting standards of eligibility for student activities, determining conditions of probation, establishing policies for academic discipline and suspension, grading, and setting standards for the granting of all degrees.

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- E. Establishment of professional growth and instructional development needs including, but not limited to, policies, programs/activities, priorities, and goals.

## **Members of the Faculty Organization**

Section 3. All full-time and adjunct faculty currently employed at the College are members of the Faculty Organization. Unless otherwise restricted by this Constitution, Rules, or by other written agreements between the faculty and the College administration, Faculty Organization members shall be eligible to serve on all committees; however, only vested faculty members shall have the right to vote and to perform in leadership roles in the Faculty Organization. Full-time faculty members are vested immediately upon employment at the College. Adjunct faculty members are vested after six regular semesters of service to the College.

Administrative and non-faculty personnel are excluded from membership in the Faculty Organization.

## **Officers of the Faculty Organization**

Section 4. The Officers of the Faculty Organization shall be a President, a Vice-President of the Operations House, a Vice-President of the Academics House, an Adjunct Officer, and a Secretary.

The President and Vice Presidents must be full-time tenured faculty members and the Adjunct Officer must be a vested adjunct faculty member.

The College shall accommodate appropriate changes in the work schedule and workload of the officers to ensure that the granting of a paid professional assignment permits the officer to be able to effectively serve in the elected position.

## **Election of the Officers of the Faculty Organization**

Section 5. The Officers of the Faculty Organization will be elected by vote of members of the Faculty Organization in accordance with Article V.

## **Duties of the Officers of the Faculty Organization**

Section 6. The Officers of the Faculty Organization shall have the duties and privileges described in the following subsections.

- A. **President.** The President shall represent the position and opinions of the Organization to internal and external constituencies. The President acts as faculty liaison to the Board of Trustees, president of the College, vice presidents, deans and other administrative personnel. The President, or a designated Vice President, shall attend the Board of Trustees meetings. The President represents the Faculty Organization at Extended Cabinet and is a member of the Faculty Finance Committee.

The President shall preside at all meetings of the Faculty Senate Cabinet and Faculty Organization. The President shall preside over meetings of the Operations and Academics Houses in the absence of either Vice President.

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The President shall direct the work of the Faculty Senate, Faculty Organization, and their committees. The President shall provide advice and assistance to the Faculty Senate Vice Presidents, Campus Faculty Assembly Chairs, and to committees on which faculty serve.

The President shall appoint Faculty Senate parliamentarian(s) and has the right to invite advisors to serve as non-voting members of the Senate Cabinet as needed.

- B. **Vice President of the Academics House.** The Vice President of the Academics House shall preside at all meetings of the Academics House and serves as a member of the Senate Cabinet. The Vice President of The Academics House arranges the flow of work from Faculty Senate to Extended Cabinet, and attends meetings of the Extended Cabinet as one of the three faculty representatives. The Vice President shall serve as the liaison to the curriculum-related subcommittee of the Board of Trustees. As appropriate, the Vice President of the Academics House shall attend college-wide meetings of the Department Chairs. The Vice President of the Academics House has the right to invite advisors to serve as non-voting members of the Academics House as needed. The Vice President of the Academics House shall perform other duties as assigned by the President of the Faculty Organization.
- C. **Vice President of the Operations House.** The Vice President of the Operations House shall preside at all meetings of the Operations House and serves as a member of the Senate Cabinet. He/She will also serve on the Faculty Finance Committee and will normally attend the finance-related subcommittee of the Board of Trustees. The Vice President of the Operations House shall attend meetings of the Extended Cabinet as one of the three faculty representatives, and shall perform other duties as assigned by the President. As appropriate, the Vice President of the Operations House shall attend the meetings of Campus Faculty Assemblies. The Vice President of the Operations House has the right to invite advisors to serve as non-voting members of the Operations House as needed. The Vice President of the Operations House will perform the functions of the President in the absence of the President.
- D. **Adjunct Officer.** The Adjunct Officer serves as a member of the Senate Cabinet. The Adjunct Officer will act as spokesperson for adjunct faculty and shall attend Campus Faculty Assembly meetings as necessary. The Adjunct Officer will perform other duties as assigned by the President of the Faculty Organization.
- E. **Secretary.** The Secretary serves as a member of the Senate Cabinet. The Secretary shall keep the minutes of all Faculty Senate and Faculty Organization meetings and distribute copies of the minutes. The Secretary shall take the minutes of the Senate Cabinet, distribute ballots for use in meetings of the Senate Cabinet, maintain general correspondence, and distribute the agenda for meetings of the Faculty Senate Cabinet and the Faculty Organization. The Secretary serves as the liaison between the Faculty Organization and the College Public Relations Department and performs other duties as assigned by the President.

## Actions of the Faculty Organization

### Section 7.

- A. **Formal Recommendations.** All formal recommendations from the Faculty Organization and the Faculty Senate shall be presented in writing to the President of the College directly or through

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appropriate administrative channels. The President of the Faculty Organization or appropriate Senate Cabinet designee shall represent the Faculty Organization in explaining and promoting the faculty's formal recommendations to the President of the College.

All formal recommendations from the Faculty Organization must be approved or disapproved in writing in a timely manner unless such recommendations are sent back for further information and study. When disapproving formal recommendations of the Faculty Organization, the administration shall suggest alternative recommendations or further courses of action to attempt to resolve the conflicting issues.

- B. **Resolution.** Declarations of the Faculty Organization on matters other than formal recommendations shall be presented in writing as a resolution to the President of the College. The President of the Faculty Organization shall present the resolution to the President of the College. The administration shall respond to resolutions in writing in a timely manner.

## Support for the Operation of the Faculty Organization

Section 8. The College shall supply the resources and information necessary for the effective operation of the Faculty Organization. Scheduling accommodations shall be made to allow members to serve in leadership roles in the Faculty Organization. The Faculty Organization shall also be provided timely information regarding proposed changes to College Policy and Administrative Procedures to allow substantive input from the Faculty Organization. In addition, the Faculty Organization shall be provided a funded budget line to support its operations.

- A. **Support for the Officers of the Faculty Organization.** The Officers of the Faculty Organization shall enjoy the privilege of a paid professional assignment (PPA) reducing their workload from their regularly assigned contractual duties. The President shall be granted a nine-credit PPA each academic semester and a three-credit PPA for the summer. The two Vice Presidents each shall be granted a six-credit PPA each academic semester and a one-credit PPA for the summer. The Secretary shall be granted a six-credit PPA each academic semester and a one-credit PPA for the summer. The Adjunct Officer will receive a three-credit PPA each academic semester.
- B. **Support for the Chairs of Campus Faculty Assemblies.** The Chair of each Campus Faculty Assembly shall be granted a three-credit PPA per academic year.
- C. **Support for Adjuncts Serving the Faculty Organization.** Adjunct faculty serving as Faculty Organization representatives on college-wide committees that require faculty representation or as members of either Faculty Senate House shall be granted at least a two-credit PPA per academic year.

## Meetings of the Faculty Organization

Section 9. The President of the Faculty Organization will convene at least two meetings of the Faculty Organization during the academic year. Additional meetings may be called at the discretion of the President of the Faculty Organization. Meetings of the Faculty Organization are open to all members of the College community. Occasionally, however, upon a majority vote of members present, the Faculty Organization may meet in executive session with only faculty members present.

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Additional meetings of the Faculty Organization will be convened upon written request of five percent of the membership, the majority of the membership of either House, or the majority of the members of the Senate Cabinet.

## ARTICLE III THE FACULTY SENATE

### Purpose

Section 1. The Faculty Senate, whose composition is described in Section 3 below, is the executive and governing body of the Faculty Organization. Through informed deliberation, the Faculty Senate determines the official position of the membership of the Faculty Organization and represents that position to the College administration and other College constituencies. The Faculty Senate promulgates the policies of the Faculty Organization and contributes to the formation of College policies through the shared governance process. The Faculty Senate appropriates allocations of resources committed to the Faculty Organization.

### Meetings of the Faculty Senate

Section 2. Meetings of the Faculty Senate are open to all members of the College community. Occasionally, however, upon a majority vote of members present, all or any part of the Faculty Senate may meet in executive session with only faculty members present.

### Composition of the Faculty Senate

Section 3. The Faculty Senate shall be composed of the Senate Cabinet, the Operations House, and the Academics House.

A. **Senate Cabinet.** The Senate Cabinet represents the entire Faculty Organization. Decisions made by this body represent the official position of the Faculty Organization on academic, professional, and curricular matters. The Senate Cabinet will direct the actions of the Senate Houses and Committees. The Cabinet will review, render final decisions on, and promulgate the policies, resolutions and decisions of the Senate Houses and Committees. The membership and duties of the Senate Cabinet are described in Article II, Section 1 of the *Rules for the Faculty Organization*.

B. **The Academics House.** The Academics House is responsible for curriculum, financial, and scholarship matters congruent with the philosophy and needs of the academic departments and upholding the academic integrity of the institution. The scope of the Academics House governance includes, but is not limited to: scholarship and academics, academic standards, curriculum review and assessment; instructional resources and technology; faculty scholarship, recognition; and student life. The Academics House is responsible for the allocation of resources directed toward professional growth and development initiatives. The Academics House shall meet at least twice each month during the academic year or as determined by the Vice President of the Academics House in consultation with the Senate Cabinet. The membership and duties of the Academics House are described in Article II, Section 2A of the *Rules for the Faculty Organization*.

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C. **The Operations House.** The Operations House is responsible for policy, judiciary, and financial matters pertaining to the operations of the College and in consideration of the character and exigencies of the campuses. The scope of the Operations House governance includes, but is not limited to, enrollment, scheduling, personnel policies, infrastructure, student conduct, and campus administration. The Operations House shall meet at least twice each month during the academic year or as determined by the Vice President of the Operations House in consultation with the Senate Cabinet. The membership and duties of the Operations House are described in Article II, Section 2B of the *Rules for the Faculty Organization*.

## **Advisory Committees of the Faculty Senate**

Section 4. The Faculty Senate shall establish a Committee on Committees and a Faculty Finance Committee.

A. **Committee on Committees.** The Committee on Committees is responsible for soliciting nominations and conducting elections for all Faculty Senate officers, Academics and Operations House representatives, and elected positions on Faculty Senate Advisory Committees. With the approval of a majority of the members of the Senate Cabinet, the Committee on Committees shall staff joint committees according to the available faculty openings for each committee, staff task forces, work groups and *ad hoc* committees, and appoint members from the appropriate House based on the assigned function of the group. On campuses where no Campus Faculty Assembly is present, the Committee on Committees shall staff campus-specific committees where faculty input is mandated. The Committee on Committees shall meet at least once each month and on an as-needed basis during the academic year. The membership and duties of the Committee on Committees are described in Article VI of the *Rules for the Faculty Organization*.

B. **Faculty Finance Committee.** The Faculty Finance Committee serves in an advisory capacity to the Faculty Senate. This committee is responsible for setting priorities and coordinating faculty recommendations regarding the College budget, including recommendations related to salaries, benefits, number of new faculty positions, and College investments in technology, infrastructure, and property, and for monitoring annual College budgets, particularly tracking projections against actual expenditures. The Finance Committee shall meet at least once each month and on an as-needed basis during the academic year. The membership and duties of the Faculty Finance Committee are described in Article V of the *Rules for the Faculty Organization*.

## **ARTICLE IV CAMPUS FACULTY ASSEMBLIES**

### **Purpose**

Section 1. The faculty of each campus shall have the right to establish one Campus Faculty Assembly for the purposes of sharing information, gathering consensus, making recommendations and representing the entire faculty on those campuses concerning both Campus and College-wide issues. Campus Faculty Assembly membership and operation will be consistent with the principles contained within this Constitution. Campus Faculty Assemblies advise and provide input to the Faculty Senate, the Faculty Organization, and campus administration and are subject to rules and guidelines pertaining to Campus

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Faculty Assemblies as established by the Faculty Organization Constitution. The Faculty Senate will provide formal recognition for only one Faculty Assembly per campus.

## **Membership**

Section 2. The membership of each Campus Faculty Assembly shall be determined by the Campus Faculty Assembly bylaws.

## **Scope of the Campus Faculty Assembly**

Section 3.

- A. Campus Faculty Assemblies shall be established to provide an organization in which all members have an equal voice in the development of faculty positions on issues and to foster cooperation between the various campus constituencies as well as the other campuses.
- B. Campus Faculty Assemblies shall provide a mechanism for determining a campus faculty majority position on issues through a democratic process.
- C. Campus Faculty Assemblies shall provide a structure for insuring that Campus faculty positions on issues are properly articulated to the Faculty Organization, Faculty Senate, the Campus administration or other Campus constituencies.
- D. Campus Faculty Assemblies shall select the Campus faculty members to serve on Campus-based committees requiring faculty representation.
- E. Each Campus Faculty Assembly shall establish and ratify bylaws that determine its governance structure and operating procedures. Campus Faculty Assemblies will provide appropriate representation for both full-time and adjunct faculty who are hired to teach or serve primarily on that campus as well as all full-time or adjunct faculty who have partial work assignments on that campus.

## **Chartering a Campus Faculty Assembly**

Section 4. Only one Campus Faculty Assembly per campus will be recognized. The Faculty Senate Cabinet will provide formal recognition according to Article III of the *Rules of the Faculty Organization*.

## **Officers**

Section 5. Each Campus Faculty Assembly shall elect a Chairperson. Other officers may be elected as determined by need. The duties of these other officers shall be outlined in the bylaws of the Campus Faculty Assembly. Elections of Campus Faculty Assembly officers shall be conducted in accordance with Article V, Section 3E.

Faculty Assembly Chairpersons shall preside at all meetings of their respective Campus Faculty Assemblies. The Chairperson directs the work of the Campus Faculty Assembly, meets regularly with the chief campus administrators, and serves as a Campus representative on the Faculty Senate Cabinet.

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The Campus Faculty Assembly Chairperson shall communicate Campus recommendations, concerns, proposals, and related matters through the Faculty Senate Cabinet.

## ARTICLE V ELECTIONS AND VOTING

### Qualification of electors

Section 1. In accordance with Article II, Section 3, all vested members of the Faculty Organization shall be entitled to vote in all Faculty Organization elections.

### Times of Elections

Section 2. The Faculty Organization election shall be held annually no later than five weeks prior to the last day of full-term classes for spring semester.

### Method of Election

Section 3.

- A. **Officers.** The following Officers shall be elected by a simple majority of the membership of the Faculty Organization participating in the election:
  - i. President
  - ii. Vice President of the Operations House
  - iii. Vice President of the Academics House
  - iv. Adjunct Officer
  - v. Secretary
- B. **House Representatives and Alternate.** House Representatives shall be elected by the membership of the Faculty Organization participating in the election using a constituency-specific plurality-at-large voting process. In a plurality-at-large process, all candidates representing a constituency run against each other for  $n$  number of positions. Each voter selects up to  $n$  candidates on the ballot, and the  $n$  candidates with the most votes win the positions. The first runner-up shall serve as the alternate for that position. A slate of nominees will be determined by Article V, Section 7.
- C. **Committee on Committees.** Membership of the Committee on Committees shall be elected by the membership of the Faculty Organization participating in the election using a plurality-at-large voting process. The Chair of the Committee on Committees shall be elected by a simple majority of the membership of the Faculty Organization participating in the same election. A slate of nominees will be determined by Article V, Section 7.
- D. **Faculty Finance Committee.** At-large members of the Faculty Finance Committee shall be elected by the membership of the Faculty Organization participating in the election using a plurality-at-large voting process. A slate of nominees will be determined by Article V, Section 7.

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- E. **Campus Faculty Assembly.** The members of the Campus Faculty Assembly shall nominate and elect their officers according to the bylaws of the Campus Faculty Assembly and consistent with the principles contained in this Constitution.

## **Length of Term**

Section 4. All full-time faculty members elected to serve the Faculty Organization serve two-year terms. All adjunct faculty elected to serve the Faculty Organization shall serve one-year terms. All terms begin the Wednesday of final examination week in the May after the election.

## **Term Limits**

Section 5. Officers and members of the Faculty Senate may serve no more than four consecutive years in the same position.

## **Method of Election**

Section 6. All elections shall be held by ballot, and the secrecy of the ballot shall be preserved.

## **Conduct of Election**

Section 7.

- A. All nominations and elections shall be coordinated and conducted by the Committee on Committees.
- B. Nominations will be solicited from each constituency group with the ability to self-nominate if desired. No faculty member will be denied the opportunity to run for a position, provided they meet the minimum qualifications of that position.
- C. The Committee on Committees shall ensure that nominees meet the minimum requirements for the position to which they are nominated.
- D. The Committee on Committees shall solicit the appropriate number of nominees for each open position in the election. In the event that the number of nominees does not meet or exceed the number needed for any given open position, the election will still be held as scheduled.
- E. Nominees must indicate acceptance of the nomination by submitting their intent in writing to the Committee on Committees prior to being placed on the ballot.
- F. In the event of a tie, a run-off election will be held to determine the winner.

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## Vacancies

Section 8. In case of a vacancy in the office of President of the Faculty Organization, the Vice President of the Operations House shall complete the remaining part of the President's term.

In case of a vacancy in the office of either Vice President, the appropriate House will elect an interim vice president from the House membership to complete the remaining part of the Vice President's term. The Committee on Committees will oversee the election.

In the case of the vacancy of the Secretary or Adjunct Officer of the Faculty Organization, the President of the Faculty Organization shall appoint, with the confirmation of a simple majority of both Houses, an interim Secretary or Adjunct Officer to complete the remaining part of the respective term.

In the case of a vacancy in the Academics or Operations Houses, the alternate from the constituency group unit will complete the remaining part of the respective term. The constituency group unit shall, within one month of the vacancy, elect a new alternate. The Committee on Committees will oversee the election.

## Recall

Section 9.

- A. **Officers, Committee on Committees, Finance Committee.** A special election to recall officers, members of the Committee on Committees or members of the Finance Committee shall be held upon petition in writing to the Senate Cabinet. That petition must contain no less than 25 vested faculty signatures. The petition will be delivered to both the Operations House and the Academics House for a vote. A vote will be taken at the next meeting; and a two-thirds majority of each House voting in support of the petition is required to initiate a recall election. A recall election will be held within two weeks of approval of the petition.
- B. **House Representatives.** A special election to recall representatives of the Operations House or representatives of the Academics House shall be held upon petition in writing to the Senate Cabinet. That petition must contain no less than 25 vested faculty signatures. The petition will be delivered to the appropriate House for a vote. A two-third majority vote by the appropriate House in support of the petition is required to initiate a recall election. A recall election will be held within two weeks of approval of the petition.

## Referenda

Section 10. The Committee on Committees shall conduct all referenda according to procedures established by the Committee and approved by the Faculty Senate that insures access, confidentiality, and participation.

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## ARTICLE VI COMMITTEES AND TASK FORCES

Committees and task forces are formed periodically to address specific issues under consideration by the Faculty Senate. The work of committees and task forces is essential to the operation of the College. Faculty service on College committees and task forces is an integral part of shared governance. Faculty membership on such committees and task forces is voluntary.

All meetings of *ad hoc* committees and task forces created by the Faculty Organization shall be open to all members of the Faculty Organization.

### ***Ad hoc* Committees**

Section 1. The purpose of *ad hoc* committees is to study particular issues which are outside the purview of other committees. The Senate Cabinet, with the assistance of the Committee on Committees, shall establish, appoint members of the Faculty Organization to, and dissolve *ad hoc* committees. *Ad hoc* committees will operate under guidelines and timetables established by the Senate Cabinet.

All faculty members of an *ad hoc* committee shall have voting privileges.

The Faculty Senate may invite the President of the College and the Student Government Association to each appoint a representative to serve as non-voting members of *ad hoc* committees.

### **Joint Committees**

Section 2. A Joint Committee is created according to an Administrative Procedure or other formal charge of the College. The membership consists of faculty members and representatives from other College constituencies.

- A. **Membership.** The number of faculty serving on Joint Committees is determined by the appropriate College Administrative Procedures or other originating documents.

The Committee on Committees shall appoint the required number of faculty members to Joint Committees. At least one of the faculty members on each Joint Committee must also be a member of either the Academics House or the Operations House, whichever is appropriate. Other faculty membership on such committees shall be chosen from the entire Faculty Organization.

- B. **Duties.** Service on Joint Committees is a vital contribution to the College community. All faculty members on a Joint Committee shall attend, represent the faculty-perspective, and participate in meetings of that Joint Committee. House representatives on the Joint Committees serve as the liaisons between the Faculty Senate and the Joint Committee. Joint Committee proceedings shall be made public as specified by appropriate College Administrative Procedures or other originating document.

# CONSTITUTION OF FACULTY ORGANIZATION

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## **Conference Committees**

Section 3. A Conference Committee shall be established to resolve conflicts when the College administration and the Faculty Senate disagree on a formal recommendation made by the Faculty Organization. This Committee shall be composed of faculty appointed by the President of the Faculty Organization and other members of the College community appointed by the President of the College. Conference Committee reports shall be returned to the Faculty Senate for action.

## **Other College Committees**

Section 4. The President of the College, students, trustees, and others may establish other committees to address particular issues not covered by the aforementioned committees.

## **Task Forces**

Section 5. The President of the College may create task forces whose sole purposes are to address special issues, such as long-range planning and maintenance of accreditation. The President of the College appoints faculty members after consultation with the President of the Faculty Organization.

The Faculty Senate shall be provided Task Force Reports when they are issued and reserves the right to make recommendations for changes to the President of the College.

## **ARTICLE VII AMENDMENT AND PERIODIC REVISION OF THE CONSTITUTION**

The ratification process requires a dual-affirmative vote by the full-time members of the Faculty Organization and vested adjunct members of the Faculty Organization. That is, ratification shall require the approval by secret ballot of two-thirds of the voting vested adjunct members of the Faculty Organization and two-thirds of the voting full-time members of the Faculty Organization. In the event that one but not both of the constituencies does not affirm, the President of the Faculty Organization will appoint an *ad hoc* committee, with representatives from both constituencies, whose charge is to examine the outcome of the vote and to propose a compromise.

### **Amendments**

Section 1. Amendments to the Constitution shall be proposed by a petition containing signatures representing 20 percent of the vested members of the Faculty Organization or by a majority of the Faculty Senate. Ratification of proposed amendments will be by dual-affirmative vote.

### **Periodic Revision**

Section 2. Constitution revision shall occur every five years. During the fifth year under any Constitution, the President of the Faculty Organization shall commission a Constitution Revision Committee to review and revise the Constitution as needed.

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# CONSTITUTION OF FACULTY ORGANIZATION

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The Constitution Revision Committee shall submit the amendments or revisions to the Constitution to the Senate Cabinet as a report. Additional amendments or further revisions that have the support of a simple majority of the Faculty Senate shall be incorporated into the document.

The vote on ratification of the final draft of the revised Constitution by the Faculty Organization shall be held within nine months, two non-summer semesters, of the commission of the Constitution Revision Committee. The Committee on Committees shall coordinate the ratification vote by the Faculty Organization. Ratification of the proposed revisions shall be by dual-affirmative vote.

Procedures for periodic revision are delineated in Article IX of the *Rules of the Faculty Organization*.

## **ARTICLE VIII SPECIAL BALLOTS**

Special Ballots may be triggered when exceptional circumstances or issues warrant a vote of the entire membership of the Faculty Organization. Approval by secret ballot shall require a simple majority of the voting vested members of the Faculty Organization and a simple majority of the full-time members of the Faculty Organization.

## **ARTICLE IX RATIFICATION**

The original Constitution was ratified by the Faculty Organization when it was approved by a majority of those Faculty Organization members voting and, when ratified, took effect immediately upon its approval by the Board of Trustees.

This version of the Constitution replaces the previous Constitution of the Faculty Organization and the Constitution of the Adjunct Faculty Organization. It takes effect upon ratification by the Faculty Organization as described in Article X of the Constitution of the Faculty Organization approved on February 26, 2001, and the Board of Trustees.

Approved by Faculty Organization, March 31, 1975. Amendments approved by Faculty Organization, June 1, 1976; April 13 and October 10, 1977; April 23, 1980; November 23, 1987; March 11, 1991 and February 26, 2001. Revision approved by the Faculty Organization: Approved by the Board of Trustees:

## **ARTICLE X INTERPRETATION OF THE CONSTITUTION AND RULES**

If differences should arise in the interpretation of this Constitution or of the Rules of the Faculty Organization, the Faculty Senate shall determine the interpretation that is to take precedence. The decision of the Faculty Senate may be overruled by a simple majority of the Faculty Organization.

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# RULES FOR THE FACULTY ORGANIZATION

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Harrisburg Area Community College

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Spring 2010

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# CONSTITUTION OF FACULTY ORGANIZATION

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## ARTICLE I CONDUCT OF MEETINGS

The basic rules for procedure shall be the latest edition of Robert's Rules of Order which shall apply in the conduct of meetings of the Faculty Organization, the Faculty Senate, and its committees, except in such instances in which it specifically is declared inapplicable.

Parliamentarians shall be appointed by the President of the Faculty Organization and approved by the Faculty Senate Cabinet. A parliamentarian's term of office shall coincide with that of the President making the appointment. The specific duty of a parliamentarian is to advise on procedure when requested to do so.

A notice of and agenda for all meetings shall be publicized to all members of the faculty at least two working days prior to said meeting.

## ARTICLE II FACULTY SENATE

Normally, Faculty Senate, the governance body of the Faculty Organization, shall meet at least twice a month during the academic year on the second and fourth Mondays of the month. Changes of regularly scheduled meetings shall be made at the discretion of the Senate Cabinet to avoid conflicts. The agenda shall be composed by the Senate Cabinet, which will receive recommendations from committee chairpersons, members of the Faculty Organization, or other members of the College community. Agenda items submitted by three Faculty Senate members or by five members of the Faculty Organization must be placed on the agenda for the next scheduled meeting of the Faculty Senate Cabinet.

### Operations of the Senate Cabinet

#### Section 1.

- A. Membership.** The membership of the Senate Cabinet is composed of the Officers of the Faculty Organization: the President of the Faculty Organization, the Vice President of the Operations House, the Vice President of the Academics House, the Adjunct Officer, the Secretary, along with the Chair of the Committee on Committees, the Chairs of the Campus Faculty Assemblies, and four representatives from each House selected by the membership of that House. For campuses where no Campus Faculty Assembly exists, the Committee on Committees will oversee the nomination and election process whereby each campus will elect its own representative to the Senate Cabinet. The Parliamentarian is an *ex officio*, non-voting member.
  
- B. Advisors.** The President of the Faculty Organization may invite non-voting advisors as needed for consultation to Senate Cabinet meetings.

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## C. **Functions.** The Senate Cabinet shall:

- i. Propose the agenda of the Faculty Senate and the Faculty Organization
- ii. Direct the duties of the Faculty Organization Committees
- iii. Serve as the official voice of Faculty Organization
- iv. Interact directly with the Board of Trustees
- v. Interact directly with the College Administration
- vi. Review and determine actions on the recommendations of both Houses by either forwarding a formal recommendation to the appropriate College constituency or by returning the recommendation to the appropriate House for further revision.
- vii. Approve the appointment of Joint Committee, task force and *ad hoc* committee members from a slate of qualified candidates proposed by the Committee on Committees.

## Operation of the Houses of the Faculty Senate

Section 2. The Houses of the Faculty Senate shall meet twice each month during the academic year or as determined by the Vice President of the respective House in consultation with the Senate Cabinet. All meetings of each House shall be open to all members of the Faculty Organization.

Houses will receive charges from the Senate Cabinet. Each House may also initiate its own charges. All procedural revisions, reports and resolutions stemming from the Houses shall be sent to the Senate Cabinet for review and ratification. House Vice Presidents will report the proceedings and represent the work product of their respective bodies to the Senate Cabinet. The Vice Presidents of the Houses may invite non-voting advisors as needed for consultation to House meetings.

## A. **The Academics House**

- i. **Membership.** The Academics House will be composed of 32 faculty members as follows: the Vice President of the Academics House, twenty-four representatives composed of one representative from each academic department, including Library and Counseling, seven representatives composed of one adjunct from each division. At least seven of the twenty-four Departmental Representatives must be full-time faculty members. Departmental Representatives must have a workload assignment in the department that they represent. Division Representatives must have a workload assignment in the division that they represent. A Parliamentarian is an *ex-officio*, non-voting member.
- ii. **Functions.** The Academics House of the Faculty Senate shall
  - a. Recommend and review academic requirements for general education and degrees awarded by the College.
  - b. Recommend initiatives, propose policy, and review practices concerning academics at the College including, but not limited to:
    1. instruction,

## CONSTITUTION OF FACULTY ORGANIZATION

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2. assessment of student learning,
  3. curricula and course offerings,
  4. change of program for students,
  5. instructional technology,
  6. library resources, development of print, electronic and media collections, and access to library services,
  7. extension services, special academic programs, College in the High School, and alternative delivery systems and modalities,
  8. academic standards for honors,
  9. PTK and other scholarships, loans, and other financial aid to students, placement testing, counseling, and developmental education,
  10. credit hour evaluation, grading, examinations and class scheduling.
- c. Jointly, with the Operations House and a representative from the Records Office, recommend a College calendar each year.
  - d. Review and recommend policy and procedures concerning academic budget priorities and the development of division, campus and College-wide capital and operating budgets.
  - e. Review accreditation reports and recommendations pertaining to the College's academic offerings.
  - f. Review all program and course proposals that are new, have significantly revised content, or change method of instruction with regard to:
    1. adequacy of infrastructure and technology resources existing or acquired to support instruction,
    2. adequacy of library resources existing or are acquired to support instruction,
    3. findings of applicable DACUM, program review/audits, and program and course assessment activities pursuant to AP669 and AP765,
    4. general education requirements in the case of General Education Core courses.
  - g. Review new and modified articulation agreements to ensure relevancy and transferability.
  - h. Recommend policy on probation or suspension of students for academic reasons and pair one House member with the Appeal of Academic Decisions Committee pursuant to AP663, pair one House member with the Student Probation, Suspension, and Reinstatement Committee pursuant to AP638, and pair one House member with the FASAP and Appeals Committee pursuant to AP513.
  - i. Recommend policy concerning all aspects of commencement, convocation, and other ceremonies. Pair one House member with the College honorary degree committee pursuant to AP735.

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j. Review, recommend policy and procedures, and respond to academic concerns relating to faculty including, but not limited to:

1. oversight of priorities and allocation of funds for the Centers for Innovative Teaching Excellence,
2. faculty scholarship, research, and creative activities,
3. employee aid, research grants, special awards, and recognition,
4. pairing one House member with the Employee Aid Plan Committee pursuant to AP881,
5. pairing one House member with the NISOD Committee pursuant to AP142.
6. pairing one House member with the International Study Tours Committee pursuant to AP714.

## B. The Operations House

- i. **Campus.** An entity of the College with its own infrastructure, unique culture, library resources and student services, general education offerings, and official recognition as a campus by the College.
- ii. **Membership.** The Operations House membership will be composed of 37 faculty members consisting of the Vice President of the Operations House, and 36 other Campus representatives to be allocated as follows. Each campus shall have a minimum of three representatives; one must be an adjunct. The number of the additional representatives elected from each campus shall be determined by calculating the proportion of full-time faculty hired to teach or serve on that campus relative to the total number of full-time faculty employed by the College, and applying that proportion as a weighting factor to the total number of representatives still needing to be elected. At least six of the Campus representatives must be full-time faculty members. Campus representatives must have a majority of their work assignment on the campuses that they represent. Campus representatives may represent only one campus. Analysis of campus representation allocation shall be reassessed every year prior to the general election. Adjustments to the number of individual Campus representatives shall be made prior to the general election. A Parliamentarian is an *ex-officio*, non-voting member.
- iii. **Function.** The Operations House of the Faculty Senate shall:
  - a. Recommend initiatives, propose policy, and review practices concerning student affairs at the College including, but not limited to:
    1. enrollment and admission,
    2. retention,
    3. maintenance, integrity, and security of student records,
    4. extra-curricular activities,

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5. campus discipline and dismissal for non-academic reasons,
  6. student insurance,
  7. food services, bookstore, public transportation, and other supporting campus services
  8. use of campus facilities.
- b. Pair one House member with the Student Grievances Committee pursuant to AP591.
  - c. Jointly, with the Academics House and a representative from the Records Office, recommend a College calendar each year.
  - d. Review, recommend policy and procedures, and respond to personnel concerns relating to faculty including, but not limited to:
    1. appointments,
    2. evaluation,
    3. tenure and promotions,
    4. dismissal and reductions in force,
    5. leaves of absence and sabbatical leaves,
    6. transitional and permanent retirements,
    7. workload and full-time/adjunct faculty ratios,
    8. salary schedules, increments, and fringe benefits,
    9. compliance with state and federal regulations.
  - e. Pair one House member with the Equal Employment Opportunity Committee pursuant to AP143.
  - f. Pair one House member with the Institutional Diversity Committee pursuant to AP152.
  - g. Pair one House member with the Staff Recognition Committee pursuant to AP151.
  - h. Pair one House member with ad-hoc grievance committees pursuant to AP887.
  - i. Review and recommend policy and procedures concerning budget priorities and the development of division, campus and College-wide capital and operating budgets.
  - j. Pair one House member with the College Compensation Advisory Committee pursuant to AP145.

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- k. Monitor and provide consultation on committees pertaining to campus buildings and grounds pursuant to AP144.
- l. Pair one House member with the College Safety Committee pursuant to AP157.
- m. Pair one House member with the College Archives Committee pursuant to AP138.

## **Meeting of the Houses and Cabinet of the Faculty Senate**

Section 3. The Houses and the Cabinet will meet, together or separately, the second and fourth Mondays of each month during fall and spring semesters. In order for the Faculty Senate to be dynamic and responsive to the needs of the Faculty Organization, the meeting structure of the Houses and the Senate Cabinet must be flexible.

Section 4.

### Meeting Times

2:00-3:00 – House Subcommittees

Senate Cabinet (Action items and Agenda setting for subsequent meetings)

3:00-5:00 – Depending on the exigencies of the Faculty Senate, any of the following meeting options may be chosen by the Senate Cabinet and are available for any given meeting date:

Option 1: Cabinet and both Houses all meet together for two hours.

Option 2: Houses and Cabinet meet separately for two hours.

Option 3: Houses and Cabinet meet for one hour separately and one hour together.

Option 4: One House and Cabinet meet together, the other House meets separately.

Option 5: One House and Cabinet meet for one hour, and the other House and Cabinet meet for one hour.

Option 6: Other structures to be determined by the Senate Cabinet.

## **ARTICLE III CHARTERING CAMPUS FACULTY ASSEMBLIES**

### **Provisional Recognition**

Section 1. Campus faculty groups may petition the Faculty Senate, the governing body of the Faculty Organization, for provisional recognition by submitting the signatures of 25% of the full-time faculty hired to teach or serve primarily on that campus and 5% of the vested adjunct faculty whose principal work assignment is that campus. Only the signatures of full-time faculty whose Hiring Campus is the Campus seeking provisional recognition will be counted. In the event that more than one campus faculty group seeks recognition, the Faculty Senate Cabinet shall attempt to build a consensus for a single Campus Faculty Assembly that is inclusive of all groups before provisional recognition is granted. The Senate Cabinet shall grant provisional recognition in writing.

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## **Establishment of Bylaws**

Section 2. Following provisional recognition, the Campus faculty group will have 18 months to establish bylaws. The bylaws must be ratified by at least 51% of the full-time faculty hired to teach or serve primarily on that campus and 25% of the vested adjunct faculty whose principal work assignment is that campus. Only the full-time faculty whose Hiring Campus is the Campus ratifying Campus Faculty Assembly bylaws may participate in the ratification process. The Committee on Committees will conduct the ratification vote.

## **Formal Recognition**

Section 3. The Faculty Senate Cabinet shall review the ratified bylaws of each Campus Faculty Assembly to ensure consistency with the principles set forth in the Constitution of the Faculty Organization. If after a review of the bylaws of a Campus Faculty Assembly, a simple majority of the Senate Cabinet agrees that the bylaws are consistent with the principles set forth in this constitution, then the Faculty Senate Cabinet shall formally recognize, in writing, the Campus Faculty Assembly.

The Faculty Senate will provide formal recognition for only one Faculty Assembly per campus.

## **Revocation of Provisional Recognition**

Section 4. In the event that a campus faculty group fails to maintain the requirements of provisional recognition or fails to establish and ratify bylaws in 18 months, that provisional recognition can be revoked by the Faculty Senate Cabinet.

## **ARTICLE IV OPERATION OF CAMPUS FACULTY ASSEMBLIES**

Campus Faculty Assemblies shall meet according to terms specified in their bylaws. Additional meetings may be called at the discretion of the Campus Faculty Assembly Chairperson. Meetings will be preceded by an agenda sent to all members of the Campus Faculty Assembly and the President of the Faculty Organization two working days prior to the meeting. Robert's Rules of Order shall apply in the conduct of meetings.

Campus Faculty Assemblies may establish subcommittees as needed to work on on-going or one-time issues. The subcommittees will report back to the Campus Faculty Assembly.

Each Campus Faculty Assembly shall determine when meetings will be open to administrators and/or other constituencies of the College and when meetings will be open to members of the Campus Faculty Assembly only.

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## ARTICLE V FACULTY FINANCE COMMITTEE

### Membership

Section 1. The Faculty Finance Committee will consist of nine members of the Faculty Organization as follows: the President of the Faculty Organization; the Vice President of the Operations House; one faculty representative from the College Compensation Advisory Committee (CCAC), chosen by the faculty members on CCAC, (preferably this person should not be the member on CCAC who is also a member of the Operations House); a faculty member from the College-wide committee focused on technology needs and budgeting, such as Academic Technology Advisory Team; a faculty representative from the College Strategic Planning Committee (SPC) chosen by the faculty members on SPC, (preferably not a member of the Operations or Academics House); and four at-large members of the Faculty Organization, one of whom must be an adjunct.

The terms of the full-time at-large members will be staggered to promote continuity. The terms of Faculty Finance Committee members selected to serve as representatives of their respective Joint Committees will serve one-year terms concurrent with their membership on their respective Joint Committees. The President of the Faculty Organization or another committee member appointed by the President will serve as Chair of the Faculty Finance Committee. The Faculty Finance Committee will meet at least once per month during the academic year.

### Functions and Responsibilities

Section 2.

- A. Assign priority and coordinate faculty recommendations regarding the College budget, including recommendations related to salaries, fringe benefits, number of new faculty positions, and College investments in technology, infrastructure, and property.
- B. Monitor annual College budgets, particularly analyzing projections against actual expenditures.
- C. Research budget-related figures at comparable colleges.
- D. A member of the Faculty Finance Committee should attend regularly-scheduled Finance, Human Resources, and Buildings and Grounds Board Subcommittee meetings.

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## ARTICLE VI COMMITTEE ON COMMITTEES

### Membership

Section 1. The Committee on Committees will consist of members of the Faculty Organization as follows: the Chair of the Committee on Committees and one Faculty Organization member from each campus. One member of the Committee on Committees shall be an at-large adjunct faculty member.

### Functions and Responsibilities

Section 2.

#### A. General and Runoff Elections

- i. For each general election of the Faculty Organization, the Committee on Committees will develop a slate of qualified candidates for each position on the ballot. The Committee on Committees will make every effort to seek candidates based on their experience and skills relative to the office being sought.
- ii. The Committee on Committees will develop the ballot and the polling process within the guidelines outlined in Article V of the *Faculty Organization Constitution*. The polling process shall insure access, confidentiality, and open participation for all vested Faculty Organization members.
- iii. The Committee on Committees will provide for approval by the Faculty Senate Cabinet, a slate of candidates, the date of the election, and an outline of the election process.
- iv. The Committee on Committees will collect and publicize campaign information about each candidate at least three business days prior to the election.
- v. The Committee on Committees will oversee the polling process.
- vi. The Committee on Committees will announce the results of any election within five business days after the close of the election.
- vii. The Committee on Committees will oversee any necessary runoff elections within five business days of the general election and publicize those results as soon as they are available.

#### B. Committees and Task Forces

- i. The Committee on Committees shall solicit volunteers from the Faculty Organization to staff all of the Joint Committees, *ad hoc* committees, and task forces.
- ii. For all committees and task forces, the Committee on Committees shall seek volunteers whose experience and skills are relevant to the committee on which they are to serve.
- iii. For all Joint Committees, the Committee on Committees shall, with the assistance of the Operations House and Academics House Vice Presidents and with the approval of the Senate Cabinet, determine the appropriate House

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representatives to serve on the Joint Committees, as specified in Article II, Section 2.

- iv. The Committee on Committees shall solicit volunteers and staff other special issue committees or task forces as they are created.

## ARTICLE VII TRANSITION

Section 1. All essential materials will be turned over to the new Faculty Organization President by the outgoing officers within five business days after the general election. The outgoing officers will assist the new officers in understanding their duties and responsibilities.

### Transition

Section 2. This transition process is no longer effective as of the general election of 2012.

In order to promote continuity of knowledge and to prevent the wholesale turnover of House representation and committee membership at any given election, the terms of full-time House representatives and full-time at-large committee members shall be staggered for the general election of 2011. Since elected adjunct members serve one-year terms, their terms will not be staggered. One half of the full-time members of each House and one half of the full-time at-large committee members will be elected to serve one-year terms, while all other full-time members will be elected to serve two-year terms. After the general election in 2011, representatives and at-large committee members selected to serve one-year terms will be determined as described below.

### Faculty Council Members with Unfinished Terms

Section 3. In the event that, at the time of the general election in 2011, a current Faculty Council member has not completed his/her term, that Faculty Council member may choose to complete the term in either the Operations House as a campus representative or the Academics House as a departmental representative. The number of House representatives being elected in 2011 will be reduced based on the Faculty Council member's choice. The number of respective House representatives selected to serve one-year terms will also be reduced accordingly.

### Operations House Representatives

Section 4. The current Nominations and Elections Committee will oversee the selection of one half of the elected full-time Operations House representatives. One half of the elected full-time representatives from each campus shall be chosen by random drawing. In the event that the number of campus representatives is odd, the number of representatives randomly chosen shall be rounded down. The elected full-time representatives chosen in the random drawing shall serve one-year terms. All other elected full-time representatives shall serve two-year terms.

### Academics House Representatives

Section 5. The current Nominations and Elections Committee will oversee the selection of one half of the elected full-time Academics House representatives. One half of the elected full-time departmental

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representatives shall be chosen by random drawing. In the event that the number of elected full-time departmental representatives is odd, the number of representatives randomly chosen shall be rounded down. The elected full-time representatives chosen in the random drawing shall serve one-year terms. All other elected full-time representatives shall serve two-year terms.

## **Joint Committee Members with Unfinished Terms**

Section 6. Joint Committee members with unfinished terms at the time of the general election in 2011 may complete their terms. In the event that a Joint Committee member chooses not to complete his/her term, the Committee on Committees will oversee the filling of the vacant position, following the guidelines set out in Article VI.

## **Ad hoc Committees and Task Forces**

Section 7. Faculty serving on *ad hoc* committees or task forces shall complete their terms according to the timeline set for that *ad hoc* committee or task force.

## **Committee on Committees**

Section 8. After the election of 2011, the Committee on Committees will select one half of the elected full-time at-large members on the Committee on Committees by random drawing. Those members selected in this process will serve one-year terms. All other full-time members will serve two-year terms.

## **Faculty Finance Committee**

Section 9. After the election of 2011, the Committee on Committees will select one half of the elected full-time at-large members on the Faculty Finance Committee by random drawing. Those members selected in this process will serve one-year terms. All other full-time members will serve two-year terms.

## **ARTICLE VIII CONSTITUTION REVISION PROCESS**

Constitution revision shall occur every five years. During the fifth year under any Constitution, the President of the Faculty Organization shall commission a Constitution Revision Committee to review and revise the Constitution as needed. At least one member of the Academics House and one member of the Operations House shall be members of the Constitution Revision Committee (CRC). The President of the Faculty Organization will appoint a member of the CRC to serve as the chair of the CRC.

The CRC shall submit the amendments or revisions to the Constitution to the Senate Cabinet as a report. In specially called meetings of the Faculty Senate, additional amendments or further revisions that have the support of a simple majority of the Faculty Senate shall be incorporated into the document. Input from the CRC shall be sought and considered prior to incorporating amendments or revisions made by the Faculty Senate. The vote on ratification of the final draft of the revised Constitution by the Faculty

# CONSTITUTION OF FACULTY ORGANIZATION

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Organization shall be held within nine months, two non-summer semesters, of the commission of the Constitution Revision Committee.

The final draft of the revised Constitution shall be made available to the members of the Faculty Organization two weeks prior to the ratification vote. During that two-week period, the Faculty Senate Cabinet and the CRC shall hold public and electronic forums to foster open and transparent discussions by Faculty Organization members concerning the proposed amendments or revisions to the Constitution.

At the end of the two-week period, the Committee on Committees shall coordinate the ratification vote by the Faculty Organization. Ratification of the proposed revisions shall be by dual-affirmative vote.

## **ARTICLE IX AMENDMENTS**

Amendments to the *Rules of the Faculty Organization* require ratification by a simple majority of the members of Faculty Senate.