

**PIMA COMMUNITY COLLEGE
FACULTY SENATE CHARTER
[Approved May 4, 2018]**

I. PURPOSE

The Faculty Senate is the elected body representing both full- and part-time faculty within the governance structure at Pima Community College. The Faculty Senate protects academic freedom and promotes academic excellence. In particular, the Faculty Senate's responsibilities include but are not limited to:

- A. Overseeing College-wide Academic Matters;
- B. Ensuring faculty participation in the College's Governance;
- C. Participating in the development of the College's Strategic Plan and Budget;
- D. Providing a faculty perspective on Accreditation;
- E. Promoting the professional development of the College's faculty.

Definition: The term "Faculty" refers to everyone the College employs to instruct its students, including Regular and Adjunct Faculty and Staff Instructors, and to Educational Support Faculty including Counselors and Librarians .

II. OBJECTIVES

The Faculty Senate shall:

- A. Strengthen the concept of the faculty as a College entity.
- B. Promote the gathering, exchanging, and disseminating of faculty views and concerns.
- C. Advise the Board of Governors, the Chancellor, and other administrators of faculty views and concerns.
- D. Promote mutual accountability and reporting between the College faculty and the faculty representatives to any College committee.
- E. Bring the concerns of the Board of Governors, the Chancellor, and other administrators to the faculty.
- F. Participate in College governance by reviewing Board Policies, Regulations, and Standard Practice Guides.
- G. Advise the Board of Governors, the Chancellor, and other administrators regarding all Board Policies and those Regulations and Standard Practice Guides that pertain to faculty, students, and Academics.
- H. Promote the involvement of all faculty members in the establishing, staffing, and functioning of College committees, task forces, or other initiatives.

III. RESPONSIBILITIES

- A. The College faculty will participate in the work of the Faculty Senate through election to the Senate, communication with individual members, and open meetings.
- B. Senators are expected to solicit input from their constituents, represent them at Senate meetings, and report back to them.

- C. Senators are expected to attend Senate meetings on a regular basis and, whenever possible, to have a proxy attend those meetings which they are unable to attend.

IV. MEMBERSHIP AND ELECTIONS

Faculty Senate will provide a membership structure and election process that enables all Faculty at the College to have representation, as well as the opportunity to participate, in the Governance Structure. In order to best align the interests and perspectives of each faculty with their Senate representative, the membership structure to Faculty Senate will be drawn along operational units at the College, as Faculty within each unit will have similar interests regarding decisions made pertaining to both academic quality and College governance.

- A. Full-time Faculty members from each Academic Division and any other College operational unit that has full-time Faculty (e.g., Adult Basic Education, PimaOnline) will elect one Senate representative (from their division or unit) per ten full-time faculty in that division or unit. Adjunct faculty members (or any part-time faculty members) may be elected to these positions. Within each division/unit, the majority of seats must be filled by full-time faculty.
- B. Adjunct Faculty (or part-time Faculty) members from each Academic Division and any other College operational unit that has full-time Faculty will elect one adjunct faculty member (or part-time faculty member) from their division or unit.
- C. One non-voting, ex-officio representative shall be appointed by the President of the Faculty Representative Group.
- D. Each election within an academic division or operational unit, will seek to create diversity across campuses and disciplines. Faculty from multiple campuses and disciplines within each academic division should be encouraged to run in each election.
- E. In the event that a campus has no Faculty senator, there will be a special election at that campus for an at-large campus senator to serve for two years.
- F. The Faculty Senate Vice President will facilitate these elections and follow the schedule of elections on the Faculty Senate website.
- G. Each Senator will serve for a two-year term. Any Faculty member who is elected as a Senate officer will automatically have his/her term extended until their officer position ends, with the option of continuing on an additional year to align with the normal election cycle of the Faculty member's division or unit. This allows for any senator, regardless of when their term expires, to run for any of the Faculty Senate officer positions.
- H. The regular election for full-time and adjunct Faculty members for the Faculty Senate shall be held in March with the understanding that newly elected members will take office at the start of the next Academic year.

- I. If a senator neither attends nor assigns a proxy for three consecutive Senate meetings, the seat will be vacated, and the Senate Vice President will hold a special election.
- J. In the event divisions or units with Faculty are altered the Faculty Senate will realign the seat allocation with the altered structure as outlined in section 3.1 at the subsequent Faculty Senate meeting.
- K. In the event that a senator cannot complete his/her term, the exiting senator or the division Faculty within the appropriate division/unit will identify a replacement to serve for the remainder of the regular term and inform the Faculty Senate Vice President of their decision.

V. OFFICERS:

Officer elections and terms – All Faculty Senate Officers shall be elected at August's Faculty Senate meeting, and their terms shall begin January of the following year. To accommodate the by-laws of the Board of Governors (BOG), the BOG representative and Adjunct Faculty Committee Chair shall serve a two-year term. All other officers shall serve for one year.

Executive Officers – Faculty Senate will elect five officers to conduct College wide matters. These officers are the President, President Elect*, Vice President, BOG Representative, and Adjunct Faculty Committee Chair. These senior officers shall be responsible for developing a strategic plan for Faculty Senate, overseeing the initiatives and activities of the Senate, and communicating with the Executive Leadership Team (ELT) on behalf of Faculty regarding academic matters and College governance. Additionally, each senior officer shall be responsible for specific outcomes to ensure Faculty Senate can promote and further student learning and academic quality at the College. These outcomes include:

- A. The President will improve Faculty awareness and engagement in College activities through regular communication with the Faculty, centralize Faculty participation within the College by monitoring and (when applicable) coordinating faculty representation in College committees and task forces.
- B. The President-Elect* will facilitate discussion with the governance bodies of the College by serving as one of the two Faculty All College Council (ACC) representatives. The President-Elect will also assist and learn from the current President.
- C. The BOG Representative will strengthen communication between Faculty Senate and College leadership by serving as a non-voting member of the Board of Governors and as one of the two Faculty All College Council representatives.
- D. The Vice President will assist the President in representing Faculty Senate in College wide discussions. Additionally, the Vice President is responsible for supervising elections (with clerical support from the Secretary). He/she will also contact Senators who are not attending on a regular basis and, if necessary, refer the matter to Chair of the Department that the Senator

represents or, if the Department Chair is the Senator, to the other full-time faculty in the Department.

- E. The Adjunct Faculty Committee chair will represent Adjunct Faculty on College governance and academic matters through serving as a member of the ACC, representative to the BOG, and chair of the Faculty Senate Standing Adjunct Faculty Subcommittee. The Adjunct Faculty Committee chair is elected by the adjunct faculty Senators.

*A senator can hold the position of President Elect and another officer position. If a senator wins the election for President Elect and another senior officer position, then there will be an additional election for "ACC Representative" that will assume the responsibilities of President-Elect for that year.

Additional Officers – Faculty Senate will elect four junior officers to help facilitate the Senate's monthly meetings and support the communication within Faculty Senate.

- F. The Secretary will supervise clerical support for the Senate, including creating accurate summary notes of major points and discussions, proofread minutes, and assist with officer elections.
- G. Sergeant of Arms will conduct roll call, establish and maintain etiquette and norms of Senate meetings, and ensure all new faculty are educated on the procedures and protocols of Faculty Senate.
- H. Logistics Officer will coordinate videotaping and room reservations for each meeting and ensure the technological needs for all speakers are met.
- I. Past President will provide additional support to officers as needed.

VI. COMMITTEES

Upon request of the Senate President, the chair of any Faculty Senate committee shall report to the Senate about its progress or its findings. All Faculty Senate committees shall be responsible for electing their own chairs and determining its meeting schedule. Committee chairs shall be identified as officers of the Faculty Senate, and expected to participate in meetings of the Senate leadership.

- A. The Senate may, by successful motion, establish any standing or ad hoc committees it deems appropriate, and shall determine the respective charges of such committees. Any such committee shall be responsible for electing its own chairs and determining its meeting schedule.
- B. The adjunct faculty senators shall comprise the Faculty Senate Adjunct Faculty Committee. The charge of this committee shall be to identify, discuss, and research issues and topics relevant to adjunct faculty of the College. The Faculty Senate Adjunct Committee can amend their charge, subject to approval by the Senate. The Committee may elect to extend their membership to additional adjunct faculty. In order to ensure representation of adjunct faculty, these additional members shall be elected by the adjunct faculty through a process agreed upon by the Adjunct Faculty Committee, and approved by the Senate.

- C. The Faculty Senate Professional Development Committee shall be a standing committee within the Faculty Senate whose members shall be selected at the beginning of each calendar year and serve for one year terms with no restriction on the number of terms. The charge of this committee shall be
 - a. To manage and support college-wide initiatives and events promoting the professional development of the Pima faculty,
 - b. Review (internal and external) proposals and requests for running a professional development activity for Pima faculty*, and
 - c. Draft proposals for new professional development opportunities or make recommendations for improving existing professional development opportunities for Pima faculty.

*The recommendations for large-scale proposals shall first be presented to the Faculty Senate, but proposals for small-scale proposals can be taken directly to the Provost's office or other appropriate decision making bodies. The committee shall identify the scale of each proposal to determine if their final recommendation needs to be brought before the Senate for consideration.

- D. The Faculty Senate Accreditation Committee shall be a standing committee within the Faculty Senate whose members shall be selected at the beginning of each calendar year and serve for one-year terms with no restriction on the number of terms. The charge for this committee shall be to keep the Faculty Senate apprised of current guidelines and recommendations from accrediting bodies of higher education (with a focus on Pima's accrediting body), and research best practices identified by these accrediting bodies.
- E. The Faculty Senate Assessment Committee shall be a standing committee within the Faculty Senate whose members shall be selected at the beginning of each calendar year and serve for one year terms with no restriction on the number of terms. The charge for this committee shall be to take the lead on college-wide assessment, research best practices for assessment, and disseminate these best practices to the Pima Faculty.
- F. The Faculty Senate Strategic Planning and Budget Committee shall be a standing committee within the Faculty Senate whose members shall be selected at the beginning of each calendar year for one-year terms with no restriction on the number of terms. The charge for this committee shall be to
 - a. Participate in the Strategic Planning process of the College
 - b. When proposals are being considered by the College that would impact academics at the institution, the committee will serve as the voice of faculty to the appropriate decision-making bodies
 - c. Support the education mission of the college and community by ensuring our students are receiving the highest quality of education possible.

VII. MEETINGS

- A. The Senate will meet monthly during the academic year.

- B. The Senate meetings are open, and the meeting schedule will be posted on the Faculty Senate website.
- C. For the purpose of conducting Senate business, a quorum shall consist of a majority of elected Senators.
- D. Decisions of the Faculty Senate will require a majority vote of members in attendance.
- E. Faculty Senate meetings are divided into three portions: The Report Session, the Business Session and the Open Forum.
- F. Participation in the Report and Business Sessions is limited to elected members and invited guests. Participation in the Open Forum is afforded to all faculty.
- G. Motions, debate, and resolutions are restricted to the Business Session. Upon request by a Senator this restriction may be waived in the particular instance with the unanimous consent of the Senate.¹
- H. The Open Forum is open to any Senator or faculty member to bring to the Senate informational items or issues of college concern. Questions of clarification of Open Forum items may be asked.
- I. Senators may, by successful motion, request an Executive Session to be held directly after adjournment of the Faculty Senate meeting or at a time and place of the Senate's choosing. Participation during the Executive Session is limited to Senators.

VIII. DECISION MAKING PROCESS FOR SIGNIFICANT ISSUES

- A. The Senate may, by formal motion, identify certain agenda items as "significant issues." A significant issue is one that has either College-wide impact or affects a majority of faculty or its presentation at a meeting would be potentially divisive or highly controversial.
- B. A significant issue will be addressed by an ad hoc committee (which includes at least one Senate member) as appropriate, through any or all of the following:
 1. By conducting research on the past history of the issue at PCC.
 2. By conducting research on how the issue has surfaced and been handled elsewhere.
 3. By holding public hearings outside Faculty Senate meetings to collect data on the issue.
 4. By working with institutional research to design and conduct any surveys or questionnaires which might be required.
 5. By writing up the results of all the above activities.
 6. By formulating a draft motion based on those results.
 7. By submitting the report and draft motion to the Senate before a decision is made.

¹ VII G and VII H were added to the Senate Charter by amendment on September 7th, 2013 After this amendment, the previous VII G became VII I.

- c. Once such issues are flagged, they shall be publicized as Senate agenda items and be the subject of at least two formal discussions, after any or all of the steps outlined above in section B are completed, at Faculty Senate meetings. If action is required on the part of Faculty Senate, it will be taken following the two formal discussions.

IX. RELATION TO FACULTY REPRESENTATIVE GROUP

The Faculty Senate is a forum for any faculty concern. However, the faculty recognizes the unique role of the elected Faculty Representative Group in the Meet-and-Confer process. Therefore, in order to safeguard the value and integrity of the established grievance procedure, the Faculty Senate will refer to the Faculty Representative Group those concerns specifically provided for in the current Faculty Personnel Policy Statement.

X. CHANGES TO THE FACULTY SENATE CHARTER

The Senate charter can only be amended by a formal vote of the Faculty Senate. The changes to the charter must be studied and discussed in one Executive Session. If the proposed changes are deemed acceptable to a majority of those in attendance, the proposed changes shall then be discussed and voted upon in a subsequent regular Senate meeting. To approve the proposed changes, two thirds of those in attendance will have to vote in the affirmative.

XI. RECORDS

Faculty Senate audio-visual records shall be kept in the archives of the West Campus Library. The Senate Secretary will forward copies of those records to the Library on a regular basis to keep the collection up to date. The Senate Secretary shall also retain a digital copy of all Senate agendas and approved minutes and archive it once a year at the West Campus Library.

XII. FACULTY EMERITUS STATUS

The Faculty Senate shall nominate candidates for Faculty Emeritus Status who meet the eligibility and procedural requirements of AP 5.15.01 and who receive approval by vote of 75% of attending Senators at a scheduled Faculty Senate meeting after a quorum has been established. Voting shall be conducted by a secret ballot method. The names of nominees approved by the Faculty Senate shall be forwarded by the Faculty Senate President to the Chancellor for consideration by the College's Executive Leadership Team. The Faculty Senate President will receive a written confirmation of the receipt of nominations.