

PIMA COMMUNITY COLLEGE
Faculty SENATE CHARTER
[Approved March 3, 2023]

I. PURPOSE

The Faculty Senate serves as the representative body of Faculty (regular and adjunct) that participates in the governance processes of the institution. The mission of the Faculty Senate is to lead Faculty in fulfilling their responsibilities in the shared governance of the institution and to represent Faculty interests to internal and external community stakeholders. The Faculty Senate protects academic freedom and promotes academic excellence and is committed to equity, student learning and student success. The Faculty Senate serves as a liaison between Faculty and administration. In particular, the Faculty Senate's responsibilities include but are not limited to:

- A. Overseeing College-wide academic matters;
- B. Ensuring Faculty perspective is included in the College's shared Governance processes, such as
 - i. Accreditation,
 - ii. Strategic Planning, and
 - iii. Budgeting
- C. Leading and advocating proactively for the development of policies, processes, and practices;
- D. Promoting the professional development of the College's Faculty;
- E. Maintaining a spirit of collegiality, civility and respect between the administration and the Faculty; and
- F. Encouraging transparency and improving flow of information between the Faculty and administration.

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 Governing Board, the Chancellor, the Provost, and other administrators of Faculty views and concerns;
- D. Promote mutual accountability and reporting between the College Faculty and the Faculty representatives to College committees but especially with the College Standing Committees: All Employee Representative Council, All College Council, General Education, College Curriculum Council,

- Academic Standards, Faculty Professional Development and Sabbatical, and Strategic Planning;
- E. Bring the concerns of the Governing Board, the Chancellor, the Provost, and other administrators to the Faculty;
 - F. Participate in College governance by reviewing Board Policies, Regulations, and Administrative Procedures;
 - G. Advise the Board of Governors, the Chancellor, the Provost, and other administrators regarding all Board Policies and those Regulations and Administrative Procedures 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.
 - I. Review Faculty requests to serve on College Wide standing Committees and make recommendations for committee openings to the Chancellor's Office.
 - J. Work with the Teaching and Learning Center (TLC) and other College units responsible for professional development to support the professional development of the College's Faculty.

III. SENATOR ACTIVITIES

- A. The College Faculty will participate in the work of the Faculty Senate through election to the Senate, communication with the Faculty they represent, and attendance and participation in monthly 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

The 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 the 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. All college Faculty may participate in the nomination, election, and membership of Faculty Senators.

- 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, Pima Community College Education Association (PCCEA). 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.
 - D. The Faculty Senate Vice President will use the election schedule to facilitate these elections. Each Senator will serve for a two year term. Any Faculty member who is elected as a Senate officer will automatically have their 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.
 - E. 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.
 - F. If a Senator is not fulfilling their responsibilities for three consecutive months, the seat will be vacated, and the Senate Vice President will work with the Division or unit to fill the seat.
 - G. In the event Divisions or units with Faculty are altered the Faculty Senate will realign the seat allocation with the altered structure before the next election cycle.
 - H. In the event that a Senator cannot complete their term, the exiting Senator or the division Faculty within the appropriate Division or 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 by Faculty Senators at the August or September Faculty Senate meeting, and their terms shall begin January of the following year. To accommodate the by-laws of the Governing Board, the Governing Board Representative and Adjunct Faculty Committee Chair shall serve a two year term. All other Officers shall serve for one year.

Officers – Faculty Senate will elect six Officers to conduct College wide matters. These Officers are the President, President Elect,* Vice President, Governing Board Representative, Adjunct Faculty Committee Chair, and Secretary, with the President, President-Elect, and Vice President making up the Executive level officer team. The 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), with the Provost serving as their liaison, on behalf of Faculty regarding academic matters and College governance. Additionally,

each officer shall be responsible for specific duties to ensure the Faculty Senate can promote and further student learning and academic quality at the College. These duties include

- A. **The President**, as Head Executive Officer, will improve Faculty awareness and engagement in College activities through regular communication with all Faculty, centralize Faculty participation within the College by monitoring and (when applicable) coordinating Faculty representation in College committees and task forces. The President will organize Faculty Senate Officer meetings, lead meetings, and work with the Secretary to ensure the technological needs for all speakers are met.
- B. **The President-Elect**,* as Head Executive Officer in waiting, 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 attend Faculty Senate Officer meetings, and assist and learn from the current President. During regular meetings, the President-Elect will keep speakers and discussions on time and assist the President with ensuring the technological needs for all speakers are met.
- C. **The Vice President**, as a head Executive Officer, will attend Faculty Senate Officer meetings and meetings with administration. They will assist the President in representing the Faculty Senate in College wide discussions. Additionally, the Vice President is responsible for conducting roll call, establishing and maintaining etiquette and norms of Senate meetings, and ensuring all new Faculty are educated on the procedures and protocols of the Faculty Senate. In addition, the Vice President supervises elections (with support from the Secretary) and contacts Senators who are not attending on a regular basis. If necessary, The Vice President will refer the matter to the Dean of the Division that the Senator represents.
- D. **The Governing Board Representative** will strengthen communication between Faculty Senate and College leadership by serving as a non-voting member of the Governing Board and as one of the two Faculty All College Council representatives. **In consultation with the other Officers, the Governing Board Representative writes and submits the Faculty Senate Board report and attends Faculty Senate Officer meetings.
- 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 Governing Board, and Chair of the Faculty Senate Standing Adjunct Faculty Committee. The Adjunct Faculty Committee Chair or designee attends Faculty Senate Officer Meetings and is elected by the adjunct Faculty Senators. All Adjunct Faculty elections are supervised by the Vice President of the Faculty Senate.
- F. **The Secretary** provides and supervises clerical support for the Senate, including reserving meeting rooms when needed and coordinating videotaping or recording for the monthly meeting, creating accurate summary notes of major points and discussions, proofreading minutes, and assisting with officer elections. The Secretary attends Faculty Senate Officer meetings and disseminates a summary of Faculty Senate's monthly meetings

- to Senators to share in their regular communications with constituents.
- G. **The Past President** will provide additional support to Officers as needed, which may include attending Faculty Senate Officer meetings.

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

** If an officer who is a member of the ACC cannot attend the scheduled ACC meetings, a designee may attend in their place.

VI. MEETINGS

The Faculty Senate will conduct regular meetings monthly during the regular academic year (August through May). These meetings are the primary venue for conducting business, participating in self-governance at the College, and voting on motions/resolutions/recommendations/etc. Additional meetings may be organized by Senate Officers. The regular monthly meeting will be conducted in the following manner: Faculty Senate Officers will meet at least once a month to plan for the monthly meeting. The Faculty Senate President will organize these meetings for Officers.

- A. The Faculty Senate President, President-Elect (or ACC Rep), and Vice President will meet with the Provost and relevant administrators at least once a month, or as needed. The other Faculty Senate Officers are not required to attend, but the Faculty Senate President and/or Provost may extend meeting invitations to additional Officers when their input is needed. The Faculty Senate President and Provost will organize these meetings.
- B. The Senate will meet monthly during the academic year.
 - a. Senate meetings will be held either virtually or in person. The modality of each meeting will be established at least a month ahead of time, and the announcements sharing the agenda to the Senators and to the Faculty will make clear if the meeting is in-person or virtual as well as include clear instructions on how to join/attend the meeting.
 - b. Any additional meetings will be announced in advance and will include any business items that would require a vote from the Senate.
- C. The President will email the agenda to all Faculty prior to the Senate’s monthly meeting, ideally by the Monday before the meeting.
- D. The Senate meetings are open, and the meeting schedule will be posted on the Faculty Senate website.
- E. For the purpose of conducting Senate business, a quorum shall consist of a majority of elected Senators.
- F. Decisions of the Faculty Senate will require a majority vote of members in attendance.
- G. Faculty Senate meetings include Reports, Business, and, when requested, Open Forum and/or Executive Session.
- H. 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.

- a. 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.
- I. 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.
- J. 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.

VII. COMMITTEES

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. All such committees (except the Faculty Senate Adjunct Faculty Committee) shall be responsible for electing its own chairs and determining its meeting schedule.

- The adjunct Faculty Senators shall comprise the **Faculty Senate Adjunct Faculty Standing 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 Standing Committee can amend their charge, with the approval of 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 an agreed upon process.

Upon request of the Senate President, the chair of any Faculty Senate committee shall report to the Senate about its progress or its findings.

VIII. DECISION MAKING PROCESS FOR SIGNIFICANT ISSUES

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. The Faculty Senate will address significant issues in one of the following two ways:

1. The Faculty Senate President, in consultation with the Faculty Senate, can establish additional non-voting study sessions for Faculty. These study sessions will focus on large priority academic topics that are impacting or may impact the College. Their goal is to assist the Faculty Senate in gathering input from the Faculty on actionable items. These meetings may be open or closed depending on the topic.

2. 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:
 - i. By conducting research on the past history of the issue at PCC.
 - ii. By conducting research on how the issue has surfaced and been handled elsewhere.
 - iii. By holding public hearings outside Faculty Senate meetings to collect data on the issue.
 - iv. By working with institutional research to design and conduct any surveys or questionnaires which might be required.
 - v. By writing up the results of all the above activities.
 - vi. By formulating a draft motion based on those results.
 - vii. By submitting the report and draft motion to the Senate before a decision is made.

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 (PCCEA) in AERC and 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 Faculty Senate digital archives and published on the Faculty Senate Website. The Senate Secretary will post copies of those records to the Faculty Senate's shared digital folder and request web services post them to the website monthly to keep the collection and the website up to date.

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.