PIMA COMMUNITY COLLEGE
FACULTY SENATE CHARTER
[Approved November 4, 2016]

I. PURPOSE
A. The Faculty Senate is the representative body of all faculty (full-time and adjunct) that participates in the governance processes of Pima Community College.
B. The Faculty Senate is an integral part of the Pima Community College structure and operates under the policies and procedures of the College.
C. The Faculty Senate, through its President or other authorized representatives, will make appropriate recommendations to the Board of Governors, the Chancellor, the Presidents, and other Administrators of the College.

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.
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
A. One representative is to be elected by secret ballot from among the full-time faculty members of each of the Academic Departments (or Divisions, depending on the configuration of the campus) of the district. In the event that no full-time faculty member is nominated, an adjunct faculty member may be nominated and elected at the discretion of the department (or division) faculty.

B. In addition, one full-time faculty member shall be elected to represent the district librarians. One full-time faculty member shall be elected to represent counselors, and one staff instructor shall be elected to represent the staff instructors of the Adult Basic Education program.

C. One adjunct faculty member shall be elected from each of the campuses at the College in an election conducted by the person in charge of the campus Faculty Resource Center and the Senate Vice President.

D. One full-time faculty shall be elected from each of the campuses at the College in an election coordinated by the Senate Vice President. This at-large senator shall help represent all faculty at that campus. Additionally, if a campus department is unable to elect a senator for their allocated seat, then (a) the at-large senator at that campus will be the de facto representative for that department, and (b) that allocated seat shall be excused from the Faculty Senate roster until the next election cycle (hence, not counting towards the Senate total when determining quorum).

E. The elections for representatives at the Community, Northwest and West Campuses shall take place in even-numbered years. The elections for representatives at Desert Vista, Downtown and East Campuses, as well as for representatives for the district librarians, the counselors, and staff instructors shall take place in odd-numbered years.

F. One non-voting, ex-officio representative shall be appointed by the President of the Faculty Representative Group (currently PCCEA).

G. In order to insure overall continuity of the Senate, full-time faculty will not have less than 51% of the total Senate representation. If, as the result of any election, adjunct faculty should exceed 49% of the electees, then a sufficient number of full-time faculty Senate positions from the College ("at large" representatives) will be established and opened for election.

H. Each Senator shall serve for a two-year term with no restrictions on the number of terms. Any full-time faculty who is elected as a Senate officer will automatically have his/her term extended for one additional year (or two additional years for the President Elect and the BOG representative). This allows for any senator, regardless of when their term expires, to run for any of the Faculty Senate officer positions.

I. The regular election for full-time and adjunct faculty members for the Faculty Senate shall be held in October with the understanding that newly elected members will take office in January.

J. If a senator neither attends nor assigns a proxy for three consecutive Senate meetings, their seat will be vacated and the Senate Vice President will hold a special election within that department. If no one is able to fill that seat, the
department will be represented by its at-large senator and their seat will not count towards the Senate roster.

K. In the event of a departmental reorganization, College-wide or on a campus, new Senators will be elected from newly created departments, during the first month of the Fall semester immediately following the change.

L. Special Circumstances of Membership:
   a. In the event of a Senator: (1) not teaching in a given semester or (2) going on leave, an “interim Senator” will be determined by the Senate President from a list of candidates who ran for election seeking the position (as reflected in the Vice-President’s records from the proceeding Senate election). If an acceptable candidate cannot be found using this process, then an informal (via email) departmental or campus election will determine the “interim Senator” who will serve for the remainder of the original term of office. Informal election results must be forwarded to the Senate President so that Senate records reflect the change of representation.¹
   b. In the event of a member’s transfer to a different administrative unit of the College, a new person will be elected to fill the position.
   c. If necessary, the Senate terms of Officers will be extended by one year upon their election. If this occurs, the Department will complete the election cycle by holding an off-year election for a one-year term so that the normal election cycle (see IV/A above) remains intact.

V. OFFICERS:
Officer elections and terms – All Faculty Senate Officers shall be elected at September’s Faculty Senate meeting, and their terms shall begin January of the following year. To accommodate the bylaws 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 executive 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 executive 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.

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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 executive 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 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 appraised 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. Provide benchmarking and review of best practices regarding the Strategic planning of peer institutions.

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.²
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.

² 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.
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.

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.