

SEQUOIAS COMMUNITY COLLEGE DISTRICT **CONSTITUTION OF THE ACADEMIC SENATE**

Preamble

The purpose of the Academic Senate, as a representative of the faculty, is to make recommendations to the administration of the District and the Board of Trustees with respect to academic and professional matters. We are a recommending body, and we make our recommendations to the District under the assumption of collegiality, that is, under the assumption that the faculty interact with each other, the administration, and the Board in a professional relationship, mutually respecting each other's opinions. Faculty and administration must keep in mind that the District exists to serve our students. To this end, the Academic Senate of the Sequoias Community College District is dedicated.

Article I: Definitions

- A. The name of the organization shall be the Sequoias Community College District Academic Senate, hereafter the "Academic Senate."
- B. Faculty—all academic personnel under a permanent or temporary contract who are not declared as holding a management position.
 - 1. Full-time faculty—all academic personnel categorized as regular (tenured), probationary (tenure-track), with permanent contracts, and temporary academic personnel working more than 67% of a full load.
 - 2. Adjunct faculty—all academic personnel with a temporary contract working at 67% or less of a full load.
- C. Academic Senate—the organization whose primary function is, as the representative of faculty, to make recommendations to the administration of the District and to the Governing Board of the District with respect to academic and professional matters (Title V, Section 53200).
- D. Senator—any faculty member duly elected to the Academic Senate according to the conditions set forth in this Constitution or its Bylaws.
- E. Non-voting Representative—Distance Ed Coordinator, Curriculum Coordinator, and any classified staff or student duly elected to the Academic Senate according to the conditions set forth in this Constitution.
- F. Division—any department or group of departments presided over by a division chair or otherwise defined as a "division" in the Bylaws of the Academic Senate.
- G. Department—any discipline-oriented entity within a division.
- H. Special Programs—any program that is not administered through a division.

Article II: Powers and Functions

- A. The Academic Senate shall be empowered to make recommendations to the President/Superintendent of the District and shall have the right, after such presentation, to lay its views directly before the Board on any matter pertaining to the academic and professional matters of the District as defined in Title 5 of the California Code of Regulations.
- B. Title 5 of the California Code of Regulations, Division 6, Chapter 4, Subchapter 2, Article 2, Section 53200 defines the powers, rights, and responsibilities of the Academic Senate in California Community Colleges. This stipulates that the District Governing Board shall consult collegially with the Academic Senate when developing policies, processes, and procedures regarding academic and professional matters by using the following methods:
 - 1. Relying primarily upon the advice and judgment of the Academic Senate;
 - 2. Agreeing that the District Governing Board, or such representatives as it may designate, and the representatives of the Academic Senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the Governing Board effectuating such recommendations.
 - 3. If no mutual agreement is reached, no changes may be made to policies, processes, or procedures.
- C. The Board of Trustees agrees to rely primarily on the Academic Senate regarding the following academic and professional matters:
 - 1. Curriculum, including establishing prerequisites and placing courses within disciplines.
 - 2. Degrees and certificate requirements.
 - 3. Grading policies.
 - 4. Policies for faculty professional development activities.
- D. The Board of Trustees agrees to mutually agree with the Academic Senate regarding the following academic and professional matters:
 - 1. Educational program development.
 - 2. Standards or policies regarding student preparation and success.
 - 3. District and college governance structures, as related to faculty roles.
 - 4. Processes for program review.
 - 5. Process for institutional planning and budget development
 - 6. Faculty roles and involvement in accreditation process, including self-study and annual reports.

7. Any other academic and professional matters as mutually agreed upon between the Governing Board and Academic Senate.
- E. The Academic Senate shall have authority to recommend policies and/or mutually agree with the Board of Trustees on any issues stipulated in the California Education Code and in any other applicable laws.

Article III: Members and Elections

- A. Senators shall be elected by their respective divisions for two-year terms.
- B. With the exception of D.5 below, a senator must be a full-time faculty member.
- C. Senators may be reelected by their respective divisions.
- D. Representation on the Academic Senate shall be determined as follows:
 1. Senators shall be chosen by divisions by elections as outlined in this article.
 2. Each division with one to 10 full-time faculty shall elect one senator; each division with 11-20 full-time faculty members shall elect two senators; and each division with 21 or more full-time faculty members shall elect three senators. The division chair and department heads shall be counted as members of the division.
 3. Any senator who teaches in more than one division shall declare to the division chairs and Academic Senate Secretary, via email, which of these divisions he/she shall represent during all Senate voting. This declaration must be made at the beginning of the senator's term, and shall be permanent for the duration of the senator's term.
 4. Library faculty shall elect one senator.
 5. Adjunct faculty shall elect two senators.
 6. The Sequoias Community College District Student Senate Executive Board shall elect one representative to serve on the Senate. This is a non-voting representative.
 7. The classified staff shall elect one representative to serve on the Academic Senate. This is a non-voting representative.
 8. The Distance Ed Coordinator and Curriculum Coordinator shall serve on the Academic Senate. They shall be non-voting representatives.
- E. In April of each year, each division with an upcoming Senate vacancy will hold an election in which each full-time faculty member of that division may cast one vote. Each division electing a senator is responsible for developing its own election process. Each division will then submit the name(s) of any newly elected senator(s) to the Academic Senate President via email before the next regular meeting of the Academic Senate.
- F. Senate vacancies shall be filled by the division prior to the regular meeting of the Academic Senate after which they occur. The name of any senator chosen by a division to fill a

vacancy must be submitted via email to the Academic Senate President and Secretary before the next regular meeting of the Academic Senate.

- G. If a senator resigns, notification must be given immediately to the Senate President and to the senator's division.
- H. Senators may be recalled by a two-thirds vote of the full-time faculty members of the senator's division in a meeting called for that purpose. Notice of such a meeting must be provided to the Academic Senate President at least forty-eight hours in advance.
- I. Senators must be present at a Senate meeting in order to vote on business in that meeting. There shall be no proxy voting.

Article IV: Senate Officers

- A. The officers of the Academic Senate include:
 - 1. President
 - 2. Vice-President
 - 3. Secretary-Treasurer
 - 4. Faculty Enrichment Chairperson
 - 5. Equity Committee Chairperson
 - 6. Senate State Delegate
- B. Officers of the Academic Senate shall be elected by the senators (excluding non-voting representatives). Any full-time faculty member (excluding temporary academic personnel) is eligible to run for Academic Senate office.
- C. The election of all Academic Senate officers shall be conducted in the month of February of even-numbered years, as outlined in the Bylaws of the Academic Senate.
- D. Officers shall serve for two-year terms and may be reelected to succeed themselves in office.
- E. In the event of a resignation or other absence of an officer during the term of an officer, the following shall apply.
 - 1. If an office is vacated, the Academic Senate President will notify all Senators of the vacancy no later than the next regular meeting of the Academic Senate.
 - 2. At the meeting following the announcement of vacancy, the President will call for nominees to appear on the ballot for a special election.
 - 3. At the second meeting following the announcement of vacancy, a special election will be held in accordance with the Academic Senate By-Laws to fill the vacancy for the remainder of the term.
 - 4. With the consent of the Academic Senate, the Academic Senate President may appoint an Interim Officer to perform the duties of the vacated office until the special election is completed.

5. If the office of the Academic Senate President is vacated, the Vice-President will assume the office of the President, and then follow the above procedure to elect a new Vice-President.
- F. Any officer of the Academic Senate may be recalled from the office by a two-thirds vote of the Academic Senate (excluding non-voting representatives) in an election called for that purpose. Notice of such an election must be publicly posted at least one week before the election is held.
- G. With the exception of the President, who is allowed to vote only in the event that such a vote will break a tie, officers are entitled to vote on Senate business by procedures outlined in the Bylaws.
- H. Specific duties of the Academic Senate officers shall be defined in the Senate's Bylaws.

Article V: Meetings

- A. The Academic Senate shall meet at least once a month during the academic year.
- B. A quorum shall consist of the presence of at least 51% of the voting members of the Senate and at least three officers.
- C. Special meetings may be called at any time by the President of the Academic Senate on his/her own initiative or at the request of any member of the Academic Senate. Any special meetings shall require an emailed notice to each Academic Senate member at least forty-eight hours before the meeting.
- D. Official action can take place only at a regular or special meeting of the Academic Senate.
- E. Regular and special meetings of the Academic Senate are open to all. Guests may voice their opinions or ask questions only when recognized by the chair.
- F. Outside speakers before the Academic Senate are limited to those invited by the Executive Board.
- G. The rules contained in the most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the Academic Senate in all cases to which they are applicable and in which they are not inconsistent with the Academic Senate's Bylaws and any special rules of order the Senate may adopt.

Article VI: Amendments

- A. Amendments to this Constitution may be proposed in the following ways:
 1. A simple majority vote of the Academic Senate.
 2. Petition of twenty-five percent of the full-time faculty.
- B. Amendments to the Constitution must be submitted to the full-time faculty by email, at least thirty days prior to the vote to amend.

- C. Before ratification by the full-time faculty, an amendment must be presented at a faculty forum.
- D. Amendments to the Constitution must be ratified by a two-thirds vote of all full-time faculty.

Article VII: Enactment Clause

- A. This Constitution shall be effective upon a vote, verified by the Academic Senate, of two thirds of all full-time faculty of the Sequoias Community College District.
- B. Amendments to the Constitution will be effective upon vote or verification by the Academic Senate.