

Foothill Academic Senate Constitution, May 2010

CONSTITUTION
OF
THE FOOTHILL COLLEGE ACADEMIC SENATE
Executive Committee. We

will vigorously promote
the quality of community college education. We believe that the Academic Senate will contribute to the
fullest educational and professional potential of each member of the faculty and will further the aims and
goals of Foothill College. We pledge our

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Section 3. Powers.

After consultation with the college and district administration, if no resolution is achieved on a particular policy or issue (or a portion thereof), the Academic Senate is empowered by Title 5, Subchapter 2, Article 2, Section 53203, to present its written views and recommendations to the District

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The dues for Academic Senate membership are set by the Executive Committee (as defined in Article II, Section 4) and approved by a vote of the Senate membership prior to fall commencement. Dues for part time faculty members shall be the same as the dues established for full time faculty members.

ARTICLE IV. OFFICERS

Section 1. Positions.

The officers of this organization shall be: a President, a Vice President, and a Secretary Treasurer.

Section 2. Terms of Office.

The President, Vice President and Secretary Treasurer shall each serve for a term of two years. Officers are eligible for re election. The new officers assume their office at the first Executive Committee meeting of the fall quarter after being formally introduced to the other members of the Executive
for

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Section 6. Duties of the Vice President.

The Vice President shall:

- a. serve as a voting member of the Executive Committee,
- b. assume, in the temporary absence of the President, the duties of that office,
- c. assist the President in the performance of the functions and responsibilities of that office,
- d. sign all financial vouchers and bills in the absence of the Treasurer and the President,
- e. inform all faculty of committees and invite them to participate,
- f. coordinate the membership of all Senate committees for presentation to the Executive Committee the last meeting of spring quarter
- g. perform other duties for the President as mutually agreed upon, or as requested
- h. serve as the co chair of the curriculum committee,
 - (1) prepare the agenda and co chair the Curriculum Committee,
 - (2) serve as an ex officio member on the Campus Shared Governance Committee,
 - (3) serve as a voting member on the Executive Committee, facilitating communication with the committee, and
- i. attend the fall plenary session of the state wide Academic Senate.

Section 7. Duties of the Secretary Treasurer.

The Secretary Treasurer shall:

- a. serve as a voting member of the Executive Committee,
- b. collect dues, disburse funds, sign all financial vouchers and bills, maintain financial records, and submit financial reports to the Senate at the end of spring quarter, and as requested by the Executive Committee,
- c. set up the budget for the approval of the Executive Committee and Senate,
- d. act as President in the temporary absence of the President and Vice President,
- e. perform Treasurer duties in the absence of the Treasurer.

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Each Senator shall serve for a term of two years. Approximately one half of the Senators shall be elected each year. The terms of office for newly elected Senators shall begin with the convening of the first Executive Committee meeting of the fall quarter after being formally introduced to the other members of the Senate by the current President at the last meeting of the spring quarter.

Section 4. Duties of the Senators.

Senators shall:

- a. attend regular Executive Committee meetings,
- b. ratify all appointments made by the President of the Senate,
- c. maintain consistent oral and written communication with:
 - (1) the division members,
 - (2) the faculty at large, and
 - (3) individual or collective college and district administrative and management staff, the Board of Trustees, and the Faculty Association Governing Board when requested by the Senate President,
- d. be responsible for a division's concerns, and bring the division's recommendations or these concerns to the Executive Committee for consideration and/or action,
- e. serve during each year of a term in office, on at least one major or select Senate committee as the President may request,
- f. appoint a substitute with the power of a proxy vote in writing whenever an absence from an Executive Committee meeting is necessary. A proxy vote must be submitted in writing to the Secretary Treasurer of the Senate at least one calendar day prior to the vote being cast.

Section 5. Removal from Office.

Any Senator may be removed from office after notice from the President by a simple majority vote in a written affirmative ballot of either the Executive Committee or of the division that the Senator represents. Two

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- b. The Election Committee will inform all faculty of vacant positions and seek nominees from the fourth week through the eighth week of winter quarter.
- c. After securing written acceptance from the nominees, the Election Committee will present a slate of one or more candidates for each office at a regular meeting of the Senate Executive Committee during the first meeting of spring quarter. Within three days after the Senate meeting, the Election Committee Chair will notify candidates of their nomination.
- d. In the case of an uncontested election, the candidate will be elected by acclamation at the first Senate meeting of the spring quarter.
- e. A general meeting of the faculty will be held by the fifth week of spring quarter to allow candidates to distribute a campaign statement of no more than one page, make a campaign speech, and answer questions. The time and place of the general meeting will be announced in the third week.
- f. Voting information will be distributed to all faculty who are employed during the spring quarter by the Election Committee during Election Week (usually the sixth week of spring quarter.) Special procedures will be taken to ensure voting representation as defined in Article II, Section 4.
- g. The Election Committee will ensure that the election procedures address the needs of the evening, part-time, off-campus as well as full-time day faculty and the security of the election process. Elections will be held for a minimum of two days.
- h. The Election Committee will tally the ballots the next work day following the elections. An official observer, previously chosen by the Election Committee Chair, will validate the results and will call the candidates to notify them of the results the following day. The Election Committee will then meet and report the results in written format to the electorate not later than one week following the election.
- i. An official document of ballot results, signed by the Election Committee members and official observer and indicating the number of votes counted per candidate, will be posted in a prominent area of the main campus and other auxiliary campus sites.
- j. The official document of ballot results will be placed in the archive of the Academic Senate.
- k. In case of a tie, the Election Committee will prepare a run-off election. Voting will take place within two weeks and results will be posted as per (5) above.

Section 3. Vacancies. In the event that an office becomes vacant, the Executive Committee will appoint a temporary officer from the Executive Committee to serve to the end of the academic year.

Section 4.

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ARTICLE VII. MEETINGS

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Special meetings of the Executive Committee may be called with at least 48 hours notice, by:

- a. the President, or
- b. the President, when a group consisting of one third of the Executive Committee membership presents the President with a written petition for a meeting. Such a petition must also include an item or items that must be discussed and acted upon.
- c. the President, when a group consisting of 10% of the Academic Senate membership presents to the President a written petition for a meeting. Such a petition must also include an item or items that must be discussed and acted upon.

ARTICLE VIII. COMMITTEES

The Academic Senate shall have as many committees as are necessary to fulfill the purposes and functions of this organization as outlined in pertinent sections of the Constitution. A list of these committees will be presented at the first meeting of the Executive Committee in the spring quarter.

Section 1. Committee Membership.

Any member of the Academic Senate shall be eligible to serve on any committee except such committees where part time or probationary faculty participation is excluded by the Agreement between the Foothill De Anza Community College District and the Foothill De Anza Faculty Association.

Section 2. Types of Committees.

The Executive Committee may establish committees consistent with its objectives and responsibilities in Article II and District Board Policy #2223 which defines Senate areas of primary reliance and joint development.

Section 3. Primary Reliance Areas are:

- (1) Curriculum and general education
- (2) Program specific and degree requirements
- (3) Grading policies
- (4) Standards regarding student preparation and success
- (5) Policies for faculty professional development activities

Such committees may include, but are not limited to the Curriculum Committee and the General Education Committee.

Section 4. Joint Development areas are:

- (1) Units for degrees and certificates
- (2) Educational program development
- (3) Government structures as related to faculty roles
- (4) Faculty involvement in accreditation
- (5) Policies for program review
- (6) Processes for institutional planning and budget development

Examples of such committees are the Accreditation Self Study Committee and campus and district budget committees and program review committees.

Section 5. General Duties of Committees.

The general duties of all committees shall be to:

- a. study current college and district policies and/or problems for which that committee was established,
- b. inform the Executive Committee, regularly and in a timely manner, about issues of the committees,

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- c. vote on and present to the Executive Committee recommendations, additions, and actions to be taken by the Executive Committee concerning these policies or problems currently under study, and to
- d. present an annual oral or written report of the committee's activities to the Executive Committee at the second to last meeting of the school year. Primary Reliance Committees shall present oral reports upon request and select committees shall present reports upon the termination of their temporary assignment.

ARTICLE IX. CONSTITUTIONAL ADOPTION AND AMENDMENTS

Section 1. Amendments to the Constitution.

- a. Initiation of Amendments. Amendments to the Constitution may be initiated in one of the following ways:
 - (1) by a singular or group petition to the Executive Committee where one half of its members must approve the amendment, or
 - (2) by submission to the Executive Committee of an amendment on a petition signed by at least 10% of the Academic Senate membership.
- b. Notification. The President of the Academic Senate shall notify each member of the Executive Committee of all properly initiated amendments, who will in turn distribute a written copy of each proposed amendment to all faculty members of his or her division.
- c. Approval. Amendments to the Constitution shall be approved by a 50 % plus 1 vote of the Academic Senate in election procedures such as those outlined in Article VI.
- d. Documentation. All amended language in the Constitution will contain a footnote indicating the date when the voters approved the amended language.

Section 2. Special Voting Committee.

By precedent the Constitution is revised once every three years. In these cases Amendments fall under the election procedures defined in Article VI. For off year amendments, a select committee for Special Voting Procedures will be created by the President from among the members of the Executive Committee to handle ballot and voting certification procedures for constitutional changes and amendments and any other non candidate issues as necessary. The President shall call an election within 15 working days of the receipt of the amendment validated by the Executive Committee and shall announce the results of the election within one week.