

# SAN DIEGO CITY COLLEGE

## CONSTITUTION AND BY-LAWS OF THE SAN DIEGO CITY COLLEGE FACULTY ASSOCIATION

APPROVED BY  
THE SAN DIEGO CITY COLLEGE ACADEMIC SENATE  
SPRING 2019

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# CONSTITUTION

## OF THE SAN DIEGO CITY COLLEGE FACULTY ASSOCIATION

### ARTICLE I: ORGANIZATION

#### SECTION 1: FACULTY ASSOCIATION

The name of this organization shall be the San Diego City College Faculty Association.

#### SECTION 2: ACADEMIC SENATE

The policy-making board for the San Diego City College Faculty Association shall be the San Diego College Academic Senate.

#### SECTION 3: EXECUTIVE COMMITTEE

The Officers of the Academic Senate shall be known as the Executive Committee.

### ARTICLE II: PURPOSES

#### SECTION 1: PURPOSES

The San Diego City College Faculty Association shall promote the general welfare of San Diego City College, its faculty and its students; encourage a sense of professional responsibility of the highest caliber; and assist and promote community college education, especially in regard to matters affecting the faculty of San Diego City College.

## **ARTICLE III: MEMBERSHIP**

### **SECTION 1: MEMBERSHIP**

All certificated San Diego City College personnel except those serving in administrative and/or supervisory positions are members of the San Diego City College Faculty Association.

## **ARTICLE IV: ACADEMIC SENATE**

### **SECTION 1: MEETINGS**

The Academic Senate shall hold regular meetings as prescribed in the By-Laws. The Senate shall operate under the provisions of Robert's Rules of Order.

### **SECTION 2: SENATORS**

Senators shall be elected, serve, and perform all duties as prescribed in the By-Laws.

### **SECTION 3: POWERS**

The Academic Senate shall have all of the powers granted to it as prescribed in the By-Laws.

## **ARTICLE V: OFFICERS**

### **SECTION 1: OFFICERS**

The Officers of the San Diego City College Faculty Association and the Academic Senate shall be the President, the President Elect or the Past President, Secretary, Treasurer, Adjunct Faculty Officer, the President of the Chairs Cabinet, and the Chair of the Curriculum Review Committee.

### **SECTION 2: ELIGIBILITY**

Eligibility for holding office shall be prescribed in the By-Laws.

### **SECTION 3: ELECTION**

Election to these offices shall be in the manner as prescribed in the By-Laws.

### **SECTION 4: TERMS**

Terms of the officers shall be in manner as prescribed in the By-Laws.

### **SECTION 5: RIGHTS AND DUTIES**

The Officers shall have all of the rights of office and shall perform all of the duties as prescribed in the By-Laws.

## ARTICLE VI: BY-LAWS

### SECTION 1: ADOPTION

By-Laws to this constitution may be adopted by a two thirds (2/3) vote of those present and voting in the Academic Senate provided that the proposal has been introduced at a previous meeting.

### SECTION 2: REVISING THE BY-LAWS

A Revision of the By-Laws may be made by a two-thirds (2/3) vote of those present and voting in the Academic Senate provided that the proposal has been introduced at a previous meeting.

## ARTICLE VII: AMENDMENTS

### SECTION 1: PROPOSAL

Amendments to this Constitution may be proposed by either a majority vote of the Executive Committee, or by a petition signed by ten (10) of the Faculty Association and a majority vote of those present and voting in the Academic Senate.

### SECTION 2: ADOPTION

Two thirds (2/3) of the votes cast by the membership of the Academic Senate shall be required for adoption of an amendment to this constitution, provided that the proposal has been introduced at a previous meeting.

## ARTICLE VIII: ADOPTION

### SECTION 1: VOTE

This Constitution shall become effective upon two-thirds (2/3) vote of those Faculty Association members voting.

# BY-LAWS

## OF THE SAN DIEGO CITY COLLEGE FACULTY ASSOCIATION

### ARTICLE I: DUTIES OF THE OFFICERS

#### SECTION 1: PRESIDENT

It shall be the duty of the President to:

- A. Serve as the Academic Senate representative to the Board of Trustees.
- B. Serve as ex-officio member of all committees, except otherwise provided for in these bylaws or senate rules.
- C. Preside at all the meetings of the Academic Senate.
- D. Serve as the Academic Senate's representative to the District Governance Council.
- E. Serve as the chair of the Executive Committee of the Academic Senate.
- F. Perform other duties as may be specified by the Academic Senate.

#### SECTION 2: PRESIDENT-ELECT OR PAST PRESIDENT

It shall be the duty of the President-Elect or Past-President to:

- A. Serve as Vice-Chair of the Academic Senate.
- B. Preside for the President during any temporary absence.
- C. Represent the President as the President, Executive Committee, or Academic Senate may direct.
- D. Assume the duties of President as necessary.
- E. Serve as a member of the District Governance Council as directed by the Academic Senate.
- F. Serve on the College Council as directed by the Academic Senate.
- G. Serve as the chair of the Committees on Committees of the Academic Senate.
- H. Serve on the Executive Committee of the Academic Senate.
- I. Serve as a voting member of the Academic Senate.
- J. Perform other duties as may be specified by the Academic Senate.



**SECTION 3: SECRETARY**

It shall be the duty of the Secretary to:

- A. Issue calls to meeting, publish the agenda, keep appropriate records, and publish minutes of all the meetings of the Academic Senate.
- B. Conduct all routine correspondence pertaining to this office, including notification of the membership in advance of all Academic Senate activities additional to business meetings.
- C. Serve on the Committee on Committees of the Academic Senate.
- D. Serve on the Executive Committee of the Academic Senate.
- E. Serve as a voting member of the Academic Senate.
- F. Perform other duties as may be specified by the Academic Senate.

**SECTION 4: TREASURER**

It shall be the duty of the Treasurer to:

- A. Collect all assessments of the Association as directed by the Academic Senate, with the assistance of the other members of the Academic Senate as needed and selected by the Treasurer.
- B. Deposit funds in a local bank, savings and loan, or credit union in the name of the Academic Senate
- C. Issue checks for expenses incurred and authorized by the Academic Senate.
- D. Maintain a record of all receipts and disbursements of Academic Senate monies; make a report at all Academic Senate meetings, and make records available for audit.
- E. Serve on the Committee on Committees of the Academic Senate.
- F. Serve on the Executive Committee of the Academic Senate.
- G. Serve as a voting member of the Academic Senate.
- H. Perform other duties as may be specified by the Academic Senate.

**SECTION 5: ADJUNCT FACULTY OFFICER**

It shall be the duty of the Adjunct Faculty Officer to:

- A. Serve on the Committee on Committees of the Academic Senate.
- B. Serve as the Adjunct Faculty representative on the Executive Committee of the Academic Senate.
- C. Serve as a voting member of the Academic Senate.
- D. Perform other duties as may be specified by the Academic Senate.

**SECTION 6: PRESIDENT OF THE CHAIRS CABINET**

It shall be the duty of the President of the Chairs Cabinet to:

- A. Preside over Chairs Cabinet.
- B. Co-preside over Instructional Cabinet.
- C. Serve as tri-chair of the Enrollment Management Committee.
- D. Serve on the College Council.

- E. Serve on the Committee on Committees of the Academic Senate.
- F. Serve on the Executive Committee of the Academic Senate.
- G. Serve as a voting member of the Academic Senate.
- H. Perform other duties as may be specified by the Academic Senate

#### SECTION 7: CHAIR OF THE CURRICULUM REVIEW COMMITTEE

It shall be the duty of the Chair of the Curriculum Review Committee to:

- A. Serve on the Instructional Services Council.
- B. Serve on the District Curriculum Instructional Council, as directed by the Academic Senate.
- C. Serve on the Committee on Committees of the Academic Senate.
- D. Serve on the Executive Committee of the Academic Senate.
- E. Serve as a voting member of the Academic Senate.
- F. Perform other duties as may be specified by the Academic Senate.

#### SECTION 8: PARLIAMENTARIAN

The President may appoint a Parliamentarian. The duties of this position shall consist of assisting the officers of the Academic Senate in questions of the parliamentary procedures.

## ARTICLE II: SENATE GOVERNANCE

#### SECTION 1: ORDER OF BUSINESS

The regular order of business of the Senate shall be the agenda prepared by the Executive Committee.

#### SECTION 2: MEETINGS

The dates and time of the regular meetings of the Academic Senate shall be set by the Executive Committee far enough in advance to facilitate members' attendance.

#### SECTION 3: AGENDA

The Senate agenda shall consist of three topics: Informational Topics, Consent Items, and Action Items Information. Informational Topics shall be for information only and no action can be taken unless there is unanimous consent. Consent Items are second readings of resolutions and shall be treated as consent items unless a Senator wishes to discuss them. Action Items shall consist of any subject not considered at the previous meeting of the Senate and shall not be acted upon unless a written copy of the resolution is distributed with the minutes or by the unanimous

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consent of the Senate. Agenda items shall be timed with the opportunity of extension by vote of the body.

**SECTION 4: QUORUM**

- A. A quorum shall consist of 50% of the filled Academic Senate Positions exclusive of the Officers.
- B. Written proxies may be given to an Officer and shall be used to meet the quorum.

**SECTION 5: ATTENDANCE**

- A. Academic Senators may use proxies if they are unable to attend an Academic Senate Meeting
- B. If an Academic Senator misses 2 consecutive meetings without a proxy, the department chair will be notified.
- C. If an Academic Senator misses 4 consecutive meetings without a proxy, then he or she will not be considered a Senator. The affected department shall be notified that a new Senator is needed.

**SECTION 6: VOTING RIGHTS**

- A. All Senators and officers, with the exception of the President, shall have voting rights.
- B. The President shall vote only in case of a tie.
- C. Senators or Officers holding proxies may be counted as two votes
- D. No Person shall have more than two votes on any issue
- E. Votes shall be recorded as ayes, nays and abstentions.

**SECTION 7: RESOLUTIONS**

Senate resolutions may be introduced by any of the following methods:

- A. By any San Diego City College Faculty Association member, adjunct or contract, provided that it has five San Diego City College Faculty Association signatures as second;
- B. By any Senator, provided that it has another senator's signature as a second;
- C. By the Senate Executive Committee.

**SECTION 8: PARLIAMENTARY AUTHORITY**

All questions of parliamentary procedure not covered by the Senate By-Laws shall be decided according to the latest edition of Robert's Rules of Order.

**SECTION 9: AMENDMENTS**

Amendments to the By-Laws may be adopted at any regular business meeting of the Senate by at least a two-thirds (2/3) vote of those present if presented at a previous meeting.

## ARTICLE III: SENATE COMMITTEES

### SECTION 1: EXECUTIVE COMMITTEE

#### A. **Composition**

The committee shall consist of the President, the President-Elect or the Past-President, the Secretary, the Treasurer, the Adjunct Faculty Officer, the President of the Chairs Cabinet, and the Chair of the Curriculum Review Committee

#### B. **Duties**

1. The committee shall function for the senate as a whole.
2. It shall consider such matters as fall within the jurisdiction of the Senate, formulate recommendations and opinions on these matters, and forward them to the Senate for approval or refer them to the appropriate committees.
3. It shall have the authority to act as the official representative of the Senate when it is not possible for the senate to meet as a body in order to develop official Senate positions on college and district business.
4. It shall provide direction for the standing committees of the Senate.
5. It shall consider such other matters as may not properly be concerns of the Senate but which relate to the functioning of the Senate as an organization.
6. It shall provide the Secretary with information about the agenda to be distributed prior to the meetings of the Senate as a whole.
7. It shall instruct the Secretary to issue calls to meetings of the Senate and to request the presence of senators and officers at said meetings.
8. It shall propose the amendments to the constitution and the revisions of the By-Laws as may be desirable from time to time.
9. It shall collect and disperse Senate funds. The Executive Committee may authorize expenditures under one hundred dollars (\$100.00). Expenditures over one hundred dollars (\$100.00) must have full Senate approval.
10. It shall provide updates on legislative issues and actions.
11. It shall serve as the Academic Senate Equivalency Committee.

#### C. **Meetings**

The Executive Committees shall meet regularly, prior to each regular Academic Senate meeting, and at other times as necessary at the call of the President or Acting President.

### SECTION 2: COMMITTEE ON COMMITTEES

#### A. **Composition**

The Committee shall consist of the Senate Executive Committee excluding the President, with Past-President/President Elect or designee serving as the Chair.

#### B. **Duties**

1. The Committee shall make all appointments for appointive standing committees of the Senate; for Screening Committees; and for all College/District committees seeking faculty representatives as requested by the chairs of those committees, by the President of the college, and by the Chancellor and/or the Board of Trustees.

2. It shall see that the current list of all Senate Standing committee memberships and all elective and appointive positions are distributed to the Executive Committee, the Senate, and the President of the College at all times.
3. It shall carefully observe the following principles in making nominations and/or appointments:
  - a. In accordance with the district Nondiscrimination Policy AP3410, the makeup of committees shall be diverse and equitably represent all areas of the College.
  - b. Committees shall equitably represent all areas of the College:
    - i. Ethnicity
    - ii. Board protected classes
    - iii. School or department
    - iv. Full-time or adjunct
    - v. Special experience or knowledge
  - c. Ex-officio members shall not be named as chair of any committee.
  - d. No faculty members shall be nominated or appointed chair of more than one standing committee.
  - e. Multiple committee memberships shall be minimized.
  - f. A complete charge shall be solicited from committees requesting faculty appointments.
4. Faculty may appeal the outcome of the committee selection process based on the selection criteria outlined in Article III.2.B.3 above or as outlined in SDCCD Administrative Procedure 4200.1. C. **Meetings**

The committee shall meet as needed at the call of the chair.

### SECTION 3: STANDING COMMITTEES

#### A. **Establishment**

The Academic Senate shall establish standing committees as necessary. The Standing Committees are as follows:

1. Curriculum Review
2. Distance Learning
3. Elections
4. Professional Advancement
5. Social Courtesy

#### B. **Committee Charters**

1. Each committee established by the Senate shall have a charter.
2. The Senate Executive Committee shall submit a Charter for each committee for the Senate's approval.
3. The Charters shall be on file with the Senate and shall be reviewed as necessary.

#### C. **Committee Appointments**

1. All San Diego City College faculty, contract and adjunct, are eligible for appointment.
2. The Senate Committee on Committees shall endeavor to appoint faculty who are representative of the entire faculty.

**D. Committee Governance**

Committees shall be governed by the latest edition of Robert's Rule of Order.

**SECTION 4: FACULTY REPRESENTATIVE(S) TO COLLEGE/DISTRICT COMMITTEES**

**A. Selection**

Upon receipt of a committee charge and description of committee composition, all faculty representatives shall be appointed by the Committees on Committees and subject to the provisions of Article III, Section 2, paragraph B3 of these By-Laws.

**B. Duties**

They shall regularly attend committee meetings and inform the Academic Senate of any matters that require Academic Senate deliberation, action and/or approval.

**C. Term**

Unless otherwise stated in the committee charge, terms shall be two years (incumbent representative may re-submit for appointment). If a faculty representative resigns or cannot regularly attend due to schedule conflicts, the chair of that committee shall request that the Committee on Committees appoint a replacement to complete the remainder of the term.

## ARTICLE IV: ELECTIONS

### SECTION 1: GENERAL PROCEDURES

**A. Procedure**

All elections and polls for which the Election Committee is responsible shall be by secret ballot.

**B. Electorate**

The electorate shall consist of all active members of the Faculty Association.

**C. Election of Officers**

If a nominee receives a majority of the votes cast, that person shall be declared as elected. If no nominee receives a majority vote, a run-off election shall be held by the top two candidates.

**D. Terms (Length of Service)**

The President-Elect and Past President serve for one year. The Terms for all other officers and senators shall be two years.

**E. Resignations**

In case of resignation of an officer (President-Elect, Past-President, Secretary, Treasurer, Adjunct Officer), the President may appoint a designee to complete the open term if the remaining term is less than one academic year. If the resignation occurs with more than a year remaining of the term, an election will be held at the first appropriate date (e.g., last day of the month) to finish the open term. In case of resignation of a President, the President-Elect shall serve out the open term and continue to Past President for one year. In case of resignation of President of the Chairs Council or Curriculum Review Committee Chair, the respective committees will hold an election at the first appropriate date (e.g. the next meeting of the committee) to finish the open term. Designees or officers elected to finish an open term may run for the office in which they have been serving.

### SECTION 2: ELECTION OF FACULTY ASSOCIATION OFFICERS

**A. Elected Officers**

The elected officers shall be the President-Elect, Secretary, Treasurer, and Adjunct Faculty Officer.

**B. Non-elected Officers**

The non-elected officers shall be the President, Past-President, the President of the Chairs Cabinet, and the Chair of the Curriculum Review Committee. The President and the Past-President shall be determined by the succession. The President of the Chairs Cabinet and the Chair of the Curriculum Review Committee shall be determined by their respective committees.

**C. Succession**

1. President-Elect to President

At the completion of the President's term or if the President is unable to complete his or her term, the President-Elect shall become President.

2. President to Past-President

At the completion of the President's term, the President becomes Past-President.

3. Failure to Succeed to Past-President

Should the President decline the succession to Past-President, or should the Past-President be unable to complete his or her term, then the Executive Committee shall nominate someone to fulfill the term. A nominee becomes Past-President when confirmed by a 2/3 vote of the Academic Senate. If possible, the nominee should have previous Executive Committee experience.



**D. Eligibility**

Except for the President and President of the Chairs Cabinet, any active member of the Faculty Association may run for President-Elect, Secretary, or Treasurer. Any Adjunct faculty may run for Adjunct Faculty Officer.

**F. Nominations**

The Academic Senate shall request from the faculty nominations for Faculty Association officers. The Election Committee shall verify the nominees eligibility and availability.

**G. Elections**

The elections shall be held in March.

**SECTION 3: ELECTION OF SENATORS**

**A. Department**

Each department shall be entitled to one Senator. The department shall determine how to appoint the Academic Senator. This Academic Senator shall serve a two-year term without term limits.

**B. At Large Academic Senator**

There shall be one senator elected at large to represent those faculty association members who are not in a department. At Large faculty shall determine how to appoint the At Large Senator. This Academic Senator shall serve a two-year term and be an At Large faculty member without term limits.

**C. Adjunct Academic Senators**

There shall be one adjunct senator for each school, one for Information and Learning Technologies, one for Student Development/Matriculation and one for off campus programs. Each adjunct faculty group (school and off campus) shall determine how to appoint their Senator. Each Adjunct Academic Senator shall serve a two-year term without term limits.

**D. Educational Cultural Complex**

The Education Cultural Complex (ECC) shall select two Academic Senators from amongst its faculty. The Academic Senators shall be determined by the ECC and will serve a two-year term, without term limits.

**ARTICLE V: REVISION OF BY-LAWS**

**SECTION 1: REVIEW SCHEDULE**

The By-Laws shall be reviewed at least every five years. A special Committee shall be appointed to make specific recommendations to the Executive Committee for its approval.

## ARTICLE VI: STANDING COMMITTEES

### **CURRICULUM REVIEW COMMITTEE**

#### *RESPONSIBILITIES*

1. To review and approve all courses and programs including curriculum proposals, catalog changes for new and revised courses and programs, and course activations and deactivations for compliance with state regulations and district policy to ensure the following (Policy 5300.2):
  - a. Degree credit, non-degree credit, and noncredit courses meet standards for approval as defined by Title 5.
  - b. Courses and programs comply with the criteria as defined in the California Community Colleges Curriculum Standards Handbook.
  - c. Curriculum meets District policy regarding criteria for the Associate Degree and General Education.
  - d. Courses delivered by Distance Education conform to state regulations.
  - e. Classes for students with disabilities conform to state regulations and guidelines.
  - f. Stand-alone courses that are not offered as part of an approved program are reviewed and approved.
  - g. Credit courses fulfill requirements for submission as general education courses to Intersegmental Education Transfer Curriculum (IGETC), California State University(CSU), University of California (UC) transfer standards for electives and major requirements to CSU, UC, and/or other post-secondary colleges and universities.
  - h. Credit courses that fulfill District General Education, multicultural, American Institutions and/or health and physical education requirements are reviewed and approved.
  - i. New programs and modifications to approved programs are reviewed.
2. To review credit courses throughout the district to determine duplication in content; recommends policy/procedures regarding academic and professional matters; provides in-service training for college faculty serving on curriculum development; provides for emergency review of curriculum.
3. To ensure that curriculum committee membership, as determined by City College, is in Compliance with Title 5.
4. To advise faculty and administrators on reasons for withholding approval.
5. To take appropriate action on curriculum proposals on behalf of the Academic Senate.

#### *AUTHORITY/FUNCTIONS*

1. To forward policy and procedure recommendations requiring consultation to the Academic Senate for review and recommendation.

2. To report results to the Academic Senate and District Curriculum Instructional Council; to forward results to the Office of Instruction and the Instructional Services Council.

*RECOMMENDED FUNCTIONS*

To report to the following groups:

- Academic Senate
- District Curriculum Instructional Council; Office of Instruction
- Instructional Services Council
- Regional Curriculum Meetings

*COMPOSITION, RIGHTS, AND PROCEDURES*

1. **Standing Membership:**

Standing members will serve for two years, unless otherwise stated.

- Academic Senate (14 - 21): Articulation Officer, Counselor, Librarian, Evaluator, 10-15 faculty at-large (a balanced representation among arts and sciences and occupational and technical disciplines). May include DSPS representative and adjunct faculty.
- Administration (1 - 3): Vice President of Instruction. May include CTE Dean and Non-CTE Dean.
- Classified Senate (0 - 1): May include a Classified Staff
- Chair: (1 - 2) Faculty by selection process (#2 below)

2. **Chair:**

The chair will be one (or two, in the case of co-chairs) faculty representative(s) to be elected by the committee (CRC). The faculty committee chair(s) will receive reassigned time supported by the Office of Instruction. The term of the chair shall be two years.

3. **Resources Personnel:**

Resources personnel shall be selected as deemed appropriate by the committee.

4. **Voting Rights:**

Voting rights shall be confined to standing members of the committee and to the person holding a written proxy of a standing member of the committee.

5. **Frequency, Time, and Place of Meetings:**

Two Wednesdays per month:

- Full Committee: First and third Wednesday, monthly 2:00 p.m., Room R-212
- Technical Review Subcommittee: Second and fourth Wednesday, monthly 2:00 p.m., Room R-212

6. **Quorum:**

A quorum must have a minimum of 50%+1 of the committee as determined by appointments at the beginning of each academic year. Attendance and participation by the members of the Curriculum Committee members are critical components to the success in meeting the charge and decision-making responsibilities.

7. **Agenda:**

The agenda shall be distributed to all standing members prior to the meeting and to all interested parties who have requested a hearing through the chair(s).

8. **Minutes:** Minutes of all meetings shall be taken [as deemed necessary] and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty or staff upon request. Minutes shall be posted in a public folder accessible electronically. The Office of the Vice President of Instruction will provide clerical assistance for recording and dissemination of all minutes, reports, and required documents.

*STANDING AND AD HOC COMMITTEES*

1. The committee may establish standing and ad hoc subcommittees as needed.
2. Membership composition shall be established by the committee.
3. Appointments shall be made by the chair(s).
4. The subcommittee shall make its recommendations to the Chair(s) at a regularly scheduled meeting.

**DISTANCE LEARNING COMMITTEE**

*RESPONSIBILITIES*

1. To alert faculty to State and District online education policy matters.
2. To provide a forum for discussing online instructional issues.

*AUTHORITY/FUNCTIONS*

1. To direct faculty to resources that support best teaching practices and guidelines

*RECOMMENDED FUNCTIONS*

2. To advise the Faculty Senate of any needed action with regard to Distance Learning

*COMPOSITION, RIGHTS, AND PROCEDURES*

1. **Standing Membership:**  
Membership shall include contract faculty, including the City College Online Faculty Mentor, faculty representative from DSPS, and adjunct faculty. Standing members will serve for two years. Standing committee membership is formalized by the Committee on Committees.
2. **Chair:**  
The chair will be a faculty representative selected by the committee.
3. **Resources Personnel:**  
Additional nonvoting members of the committee may include the following: Administrator, SDCCD online learning pathways staff member, Student, Classified staff. These resources personnel will be invited as needed by the committee.
4. **Voting Rights:**  
Voting rights shall be confined to standing members of the committee and to the person holding a written proxy of a standing member of the committee.
5. **Frequency, Time, and Place of Meetings:**

The Committee will meet monthly in the Learning Resource Center (R108) at a regular time agreed upon by the Committee Members.

6. **Quorum:**  
A quorum shall consist of a majority of the number of standing members.
7. **Agenda:**  
The agenda shall be distributed to all standing members at least two days prior to the meeting and to all interested parties who have requested a hearing through the chair.
8. **Minutes:**  
Minutes of all meetings shall be taken as deemed necessary and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty, staff or students upon request. Minutes shall be posted in a public folder accessible electronically.

### *STANDING AND AD HOC COMMITTEES*

1. The committee may establish standing and ad hoc subcommittees as needed.
2. Membership composition shall be established by the committee.
3. Appointments shall be made by the chair.
4. The subcommittee shall make its recommendations to the Chair at a regularly scheduled meeting.

## **ELECTIONS COMMITTEE**

### *RESPONSIBILITIES*

1. To work with the Executive committee to establish an election process and conduct all faculty senate elections.
2. To supervise the elections to ensure fairness

### *AUTHORITY/FUNCTIONS*

1. To create ballots for Senate officers
2. To distribute and count the ballots to all faculty association members.

### *RECOMMENDED FUNCTIONS*

1. Collect Candidate Statements and distribute the Statements to the Faculty Association.

### *COMPOSITION, RIGHTS, AND PROCEDURES*

1. **Standing Membership:**  
There shall be Faculty Association members appointed by the Academic Senate for two-year terms.
2. **Chair:**  
The Chair is to be appointed by the Election Committee
3. **Resources Personnel:**  
Resources personnel shall be selected as deemed appropriate by the committee.

4. **Voting Rights:**  
Voting rights shall be confined to standing members of the committee and to the person holding a written proxy of a standing member of the committee.
5. **Frequency, Time, and Place of Meetings**  
The committee shall meet at a time and location determined by the chair.
6. **Quorum:**  
A quorum shall consist of two standing members in attendance.
7. **Agenda:**  
The agenda shall be distributed to all standing members at least two days prior to the meeting and to all interested parties who have requested a hearing through the chair.
8. **Minutes:**  
Minutes of all meetings shall be taken as deemed necessary and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty, staff or students upon request.

#### *STANDING AND HOC SUBCOMMITTEES*

1. The committee may establish standing and as hoc subcommittees as needed.
2. Membership composition shall be established by the committee.
3. Appointments shall be made by the chair.
4. The subcommittee shall make its recommendation to the chair at a regularly scheduled meeting.

### **PROFESSIONAL ADVANCEMENT COMMITTEE**

#### *RESPONSIBILITIES*

1. Shall be involved in all matters regarding professional development including but not limited to promotion, evaluation, and tenure.
2. To solicit, evaluate, rate, and assess sabbatical leave requests authorized by the contract and to approve sabbatical leave reports.

#### *AUTHORITY/FUNCTIONS*

1. Shall evaluate and approve all professional growth plans.
2. Shall assess and recommend promotions.
3. Shall determine the proper placement for certificated positions consistent with District policy and procedure.
4. Shall review job descriptions for consistency.
5. Devise an evaluation method and procedure for ranking sabbatical leave proposals.
6. Evaluate and rank sabbatical leave proposals
7. Receive and assess sabbatical leave reports.
8. Accept and recommend professional growth plans.
9. Issue annual report to Academic Senate.

*RECOMMENDED FUNCTIONS*

1. Shall conduct a biannual review of the tenure evaluation and grant processes and the evaluation and hiring process.

*COMPOSITION, RIGHTS, AND PROCEDURES*

1. **Standing Membership:**

There shall be nine faculty members appointed by the Academic Senate for two-year terms.

**Chair:**

The Chair may be the City College Representative to the committee on the Academic Personnel (CAP) Committee.

2. **Resource Personnel:**

Resource personnel shall be selected as deemed appropriately by the committee.

3. **Voting Rights:**

Voting rights should be confined to standing members of the committee and to the person holding a written proxy of a standing member of the committee.

4. **Frequency, Time, and Place of Meetings:**

The committee shall meet once a month at a time and location to be determined by the chair on a scheduled basis that is announced for the academic year.

5. **Quorum:**

A Quorum shall consist of five standing members in attendance.

6. **Agenda:**

The agenda shall be distributed to all standing members at least two days prior to the meeting and to all interested parties who have requested a hearing through the chair.

7. **Minutes:**

Minutes of all meetings shall be taken as deemed necessary and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty, staff, or students upon request.

*STANDING AND AD HOC SUBCOMMITTEES*

1. The committee may establish standing and ad hoc subcommittees as needed.
2. Membership composition shall be established by the committee.
3. Appointments shall be made by the chair.
4. The subcommittee shall make its recommendations to the Chair at a regularly scheduled meeting.

**SOCIAL COURTESY COMMITTEE**

*RESPONSIBILITIES*

1. To recommend and provide for appropriate acknowledgement of faculty, administrators, and staff within the college.

*AUTHORITY/FUNCTIONS*

1. To perform responsibilities, subject to Senate approval and budget allocation.
2. To plan the annual retirement celebration for faculty in conjunction with the office of the College President. To provide outreach to faculty regarding the Academic Senate.

*RECOMMENDED FUNCTIONS*

1. To carry out all assignments requested by the senate.

*COMPOSITION, RIGHTS, AND PROCEDURES*

1. **Standing Membership:**  
There shall be three instructors appointed by the Academic Senate for two-year terms.  
**Chair:**  
The chair is to be selected by the committee.
2. **Resource Personnel:**  
Resource personnel shall be selected as deemed appropriate by the committee.
3. **Voting Rights:**  
Voting rights shall be confined to standing members of the committee.
4. **Frequency, Time, and Place of Meetings:**  
The committee should meet at a time and location to be determined by the chair.
5. **Quorum:**  
A quorum shall consist of two standing members in attendance.
6. **Agenda:**  
The agenda shall be distributed to all standing members at least two days prior to the meeting and to all interested parties who have requested a hearing through the chair.
7. **Minutes:**  
Minutes of all minutes shall be taken as deemed necessary and shall be distributed to the standing members of the committee, all resource personnel in attendance, and to other faculty, staff, or students upon request.

*STANDING AND AD HOC SUBCOMMITTEES*

1. The committee may establish standing and ad hoc subcommittees as needed.
2. Member's composition shall be established by the committee.
3. Appointments shall be made by the chair.
4. The subcommittee shall make its recommendations to the chair at a regularly scheduled meeting