



ALAMO COLLEGES DISTRICT St. Philip's College



Constitution of the Faculty Senate

St. Philip's College
Spring 2024

Preamble

We, the faculty at St. Philip's College, in order to provide a forum in which the faculty may, without restraint, freely express their thoughts on issues of concern to the members of the academic community, hereby establish this Constitution creating a Faculty Senate. The Faculty Senate's goal will be to provide an effective and united voice for the faculty.

ARTICLE I: NAME

The name of the organization shall be The Faculty Senate of St. Philip's College (a college of the Alamo Community College District).

ARTICLE II: PURPOSE

The Faculty Senate shall have the power to act for all the electorate (as defined in Article III) in all matters of concern relating to policies on educational and professional matters in accordance with rules and regulations of the Alamo Community College District. Nothing in this constitution shall preempt the privilege of any member of the faculty electorate to act on his/her own behalf on these matters.

ARTICLE III: COMPOSITION OF THE ELECTORATE

Section A. Composition of the Electorate.

The faculty electorate shall be composed of all regular full-time faculty, counselors with faculty status, and librarians with faculty status of St. Philip's College, as recognized by the Alamo Community College District, with the exception stipulated in Article III, Section B.

Section B. Ineligibilities.

Individuals in administrative positions, according to the organizational chart of the Alamo Community College District, are ineligible to serve in the electorate. Administrative positions include President, Vice-President, Deans, Assistant Deans, Directors, Head Librarian, Registrar, and other positions with similar duties. In contested cases the Senate shall have the power to determine eligibility.

Section C. Composition of Senate.

The Faculty Senate shall be composed of eighteen Senators and two non-voting Delegates as members elected from the electorate as of the date of the election and as recognized by the Alamo Community College District.

Section D. Terms of Office.

Each member of the Senate shall be elected for a two-year term. No Senator may serve more than three terms consecutively.

Section E. Senator Vacancies.

A vacancy shall exist when a Senator leaves the employ of St. Philip s College for any reason or takes a leave of absence extending for one regular semester or longer. In the event a Senator is absent from faculty duties sixty days or longer due to illness or extenuating circumstances, the Faculty Senate shall, at that time, have authority to determine if a vacancy exists. If a Senator is absent from three regular Faculty Senate meetings during the academic year, the Senate, upon consideration of the circumstances surrounding the absence, may decide by majority vote to replace the senator. Such cases will be reviewed by the executive committee before action is taken. Vacancies of unexpired terms of six months or more on the Faculty Senate shall be filled within thirty days from date of notification by appointment of the elected non-voting Delegate member as determined by the highest number of votes in the annual election in accordance with Article IV. The non-voting Delegate to fill said vacancy shall have the same qualifications as defined in Article III.

In the event that a Delegate member is unavailable the Faculty Senate position shall be filled within thirty days from date of notification, by a majority vote of the members of the electorate, voting in a special election called for that purpose and held in accordance with Article IV.

ARTICLE IV: ELECTION OF THE FACULTY SENATE

Section A. Election committee.

Within thirty days after taking office, the President of the Senate will appoint an Election Committee. The appointed committee will conduct all elections charged to the Faculty Senate.

Section B. Election Process.

The annual election of the members of the Faculty Senate shall be held on the first Wednesday in March.

1. A roster of eligible electorate will be compiled by the Faculty Senate Election Committee and distributed to the electorate at least four weeks prior to the start of the election.

Each faculty member wishing to run for the office of Senator shall file intent to run with the Election Committee at least two weeks prior to the start of the election. Senators may add nominee names no later than the last Wednesday in February. The discussion for this can happen electronically.

2. The electorate shall vote by electronic ballot. There shall be no voting by proxy. Results of the election shall be retained in a place designated by the Election Committee. Each voter may vote for as many candidates as there are vacancies. The candidates receiving the highest number of votes shall be declared elected to the Senate except that tie votes for the last vacancy shall be decided by a run-off election.

ARTICLE V: ELECTION AND DUTIES OF OFFICERS.

Section A. Elections.

The annual organization meeting of the Senate will be held within thirty days after the annual election of the Faculty Senate. It shall be called by and presided over by the incumbent President of the Senate. Incoming Senate members shall elect officers at that meeting. The officers shall consist of President, Vice President, Communications Secretary, Corresponding Secretary, Parliamentarian, Historian, and Treasurer.

The terms of office shall end at the end of the academic year and begin with the start of a new academic year. The incumbent president and vice president transition out of their roles over the summer and the incoming president and vice president will transition into their new roles over the summer.

Section B. Officers of the Senate and their duties.

1. President

The President shall be the principal office of the Senate and shall:

- a) preside at all meetings of the Senate;
- b) represent the Senate at all district and college meetings;
- c) oversee the smooth running of the senate, including maintaining any deadlines;
- d) with the approval of the Executive Committee, shall appoint chairs and committee members of all standing Senate committees and any Ad Hoc committees as developed by the Senate; and
- e) serve as a voting member of the Executive Faculty Council.

2. Vice-President

The Vice-President shall:

- a) in the absence of the President preside at Senate meetings; and
- b) shall represent the Senate at district and college meetings; and
- c) perform duties as requested by the President; and
- d) serve as a voting member of the Executive Faculty Council

3. Recording Secretary

The Recording Secretary shall:

- a) record minutes of all meetings and insure availability of such minutes to the Electorate,
- b) in the absence of the President and the Vice-President, shall preside at Senate meetings; and
- c) shall represent the Senate at district and college meetings; and
- d) perform duties as requested by the President.

4. Communications Secretary

The Communications Secretary shall:

- a) conduct the correspondence of the Senate to include providing Electorate notification of Senate meeting date, time, location, and agenda;
- b) maintain and update the Faculty Senate pages on the College website
- c) conduct any other correspondence of the Senate to administration and other sources as needed; and

- d) in the absence of the President, the Vice-President and the Recording Secretary, shall preside at Senate meetings and shall represent the Senate at district and college meetings; and
- e) perform duties as requested by the President.

5. Historian

The Historian shall:

- a) gather and archive all Senate information;
- b) store archived information in SPC Library;
- c) make arrangements for permanent recording of information (i.e., photographs, video clips);
- d) in the absence of the President, the Vice-President, the Recording Secretary, and the Corresponding Secretary, shall preside at Senate meetings and shall represent the Senate at district and college meetings; and
- e) perform duties as requested by the President.

6. Parliamentarian

The Parliamentarian shall:

- a) advise the Senate on proper parliamentary procedure;
- b) in the absence of the President, the Vice-President, the Recording Secretary, the Corresponding Secretary, and the Historian, the Parliamentarian shall preside at Senate meetings and shall represent the Senate at district and college meetings; and
- c) perform duties as requested by the President.

7. Treasurer

The Treasurer shall:

- a) with the approval of the Executive Committee, process all financial transactions of Senate funds; and
- b) present a complete account of financial records at each regularly scheduled meeting;
- c) in the absence of the President, the Vice-President, the Recording Secretary, the Corresponding Secretary, the Historian, and the Parliamentarian, the Treasurer shall preside at Senate meetings and shall represent the Senate at district and college meetings; and
- d) perform duties as requested by the President.

Section C. Vacancy of Officers.

A Delegate elected to fill a vacant position will assume responsibility of office upon appointment to the vacancy, until expiration of office term. The qualification of such officers is subject to **Article III**.

ARTICLE VI: COMMITTEES

Section A. Standing Committees.

The Faculty Senate shall have the following Standing Committees:

1 . Executive Committee

- a) The officers of the Senate (President, Vice-President, Recording Secretary, Corresponding Secretary, Parliamentarian, Historian, and Treasurer) shall constitute the Executive Committee.
- b) Responsibilities:
 - i. The Executive Committee shall act on behalf of the Senate in matters requiring immediate action. Such action must be reported to the Senate at the next regularly scheduled meeting.
 - ii. The Executive Committee shall act in the capacity of advisors to the President and shall have the authority, by majority vote, to bring issues before the Senate.
 - iii. The Executive Committee shall develop the agenda for each Senate meeting.

2. Election Committee

- a) The Election Committee shall be responsible for overseeing the annual election of Senators and officers as well as any special election deemed necessary by the Senate.
- b) Responsibilities:
 - i. The Election Committee shall solicit and receive Declarations of Intent to Run Senate from all eligible Electorate.
 - ii. The Election Committee shall prepare and distribute ballots.
 - iii. The Election Committee shall insure that electorate may vote by electronic ballot.

iv. The Election Committee shall tally ballots and provide results information to the Executive Committee in a timely fashion.

c) The Election Committee shall be composed of at least two faculty senate members. A chair shall be appointed by the President of the faculty senate. The committee is open to any interested full time faculty.

d) Committee members shall, upon appointment, serve for one year.

3. Constitution Committee

a) Every odd-numbered year of the operation of the Faculty Senate, this constitution will be reevaluated by a committee appointed for that purpose by the President of the Faculty Senate.

b) The Constitution Committee shall review and as necessary, revise the Constitution of the Senate. Proposed amendments to the Constitution shall be submitted to the Constitution Committee.

c) The Constitution Committee shall review all proposed amendments to the Constitution and make recommendations to the Executive Committee.

d) The Constitution Committee shall provide a report of this review to the Senate at a regularly scheduled meeting.

e) The Constitution Committee shall be composed of at least two faculty senate members. A chair shall be appointed by the President of the Faculty Senate. The committee is open to any interested full time faculty.

f) Committee members shall, upon appointment, serve for one year.

4. Professional Concerns Committee

a) The Professional Concerns Committee shall review and make recommendations of college and district proposed, revisions, and deletion of college and district policy and procedures.

- b) The Professional Concerns Committee shall be composed of at least two faculty senate members. A chair shall be appointed by the President of the Faculty Senate. The committee is open to any interested full time faculty.
- c) Committee members shall, upon appointment, serve for one year.

5. Faculty Development Committee

- a) The Faculty Development Committee shall be responsible for the selection of outstanding faculty members to include selection of the Piper, NISOD, and Teaching Excellence Award nominees.
- b) The Committee shall develop criteria to be utilized in the selection of these faculty.
- c) Criteria shall be presented to the Executive Committee for their approval.
- d) The Faculty Development Committee shall be responsible for recommending workshops and educational sessions that will contribute to the betterment of the faculty and enhancement of their teaching skills.
- e) The Faculty Development Committee shall be composed of at least two faculty senate members and the faculty development fellow. A chair shall be appointed by the President of the faculty senate. The committee is open to any interested full time faculty.
- f) Committee members, upon appointment, shall serve for one year.

6. Promotions Appeal Committee

- a) The Promotions Appeal Committee shall be responsible for hearing appeals submitted by faculty regarding promotion.
- b) Committee consists of full-time faculty members in the college who have served a minimum of three years in the District and have gone through the promotion process, shall elect from their number, in February of each odd-numbered year, a Promotion Appeals Committee. The election shall be conducted by the Faculty Senate. The Senate will set the size of the Committee, provided that there shall be no fewer than five members. The senior faculty member elected shall convene the Committee for the election of a Chairman.
- c) Appeals shall be submitted in writing to the Chairman of the Committee, and shall be responsive to the reasons set forth for the denial of promotion. The Committee shall hear the

appeal, considering such information, as it deems relevant, and shall make a report and recommendation to the Chairman by August 1. The Chairman shall notify the appellant, in writing, as to the recommendation being forwarded.

- d) The Chairman shall consider to the Committee's recommendations but is not bound by them. The Chairman shall notify the appellant and the Committee, in writing, of the final decision by September 1.
- e) Appeals are without prejudice to future promotion applications.

7. Finance Committee

- a) The purpose of the Finance Committee is to inform the Faculty Senate of financial matters that affect the faculty as a whole.
- b) The Finance Committee will investigate financial matters that impact the faculty, at the local and district level.
- c) The Finance Committee shall be composed of at least two faculty senate members.
- d) Committee members shall, upon appointment, serve for one year.

8. Faculty Recognition Committee

- a) The Faculty Recognition Committee shall be responsible for electing a faculty member as the Faculty of the Month for each month of the fall and spring semester.
- b) The Faculty Recognition Committee shall be responsible for presenting the honor to the selected Faculty of the Month.
- c) The committee shall develop criteria to be utilized in the selection of these faculty.
- d) The selection criteria shall be presented to the Executive Committee for approval.
- e) The Faculty Recognition Committee shall be composed of at least two faculty senate members and is open to interested faculty. A chair shall be appointed by the president of the faculty senate.
- f) Committee members, upon appointment, shall serve for one year.

9. Academic Freedom Concerns Committee

- a) The Academic Freedom Concerns Committee shall advise and address any issues, concerns, or possible grievances regarding academic freedom.
- b) The Academic Freedom Concerns Committee shall consist of a minimum of three faculty senate members. A chair shall be appointed by the president of the faculty senate. The three faculty senate members will be the sole voting members of the committee and cannot hold any administrative positions. The committee is open to any interested full-time faculty to serve and advise.
- c) A faculty member who believes that their academic freedom has been violated must put their concerns in writing to the Faculty Academic Freedom Concerns Committee. The committee will review and make recommendations in writing to the faculty member, their immediate supervisor, and any other party or parties involved.
- d) The Faculty Academic Freedom Concerns Committee is an advisory committee, and it is up to each individual faculty member to determine their own course of action if their academic freedom has been violated, whether it be through mediation, human resources, or legal counsel.
- e) The Academic Freedom Concerns Committee will also advise the President of the Faculty Senate and the College Administration about any issues, concerns, or possible grievances regarding academic freedom.
- f) Committee members, upon appointment, shall serve for one year.

ARTICLE VII: MEETINGS

Section A. Senate Meetings.

The Faculty Senate shall meet in regular session every month during the academic year, at a date and time agreed upon by the majority of the Senate.

Section B. Special Meetings.

Special meetings may be called at the discretion of the President, Executive Committee or a majority of the Senators. A meeting may also be called upon the written petition of ten (10) percent of the Electorate.

Section C. Executive Committee Meetings.

The Executive Committee shall meet in regular session every month during the academic year as well as at least one preparation session during the summer. The purpose of the summer session will be to develop objectives and plans for the academic year. The purpose of every monthly session will be to prepare an agenda for each meeting. The agenda for regularly scheduled meetings shall be published at least three days prior to the meeting.

Section D. Who may attend.

All regularly scheduled meetings of the Senate shall be open to the Electorate as in Article III, Section A. Others may attend only by invitation of the Faculty Senate.

Section E. Quorum makeup.

A majority of the members constituting the Faculty Senate shall be considered a quorum for the conduct of all business.

Section F. Minutes.

Minutes of each meeting of the Faculty Senate, suitably condensed to include pertinent information, will be made available within a reasonable amount of time following each meeting. These minutes will be available on a monthly basis for perusal by any member of the electorate.

Section G. Whole Electorate Meetings.

Meetings of the whole electorate will be called by the Faculty Senate for consideration of such business as the Senate deems necessary for the action of the whole electorate.

Section H. Robert's Rules of Order.

All meetings held under this constitution shall be conducted according to parliamentary procedure in accordance with Robert's Rules of Order.

Section I. Permanent Minutes.

Minutes of the Faculty Senate meetings will be kept on file permanently.

ARTICLE VIII: RULES FOR GOVERNANCE

The current edition of Robert's Rules of Order, will govern this organization in all parliamentary situations that are not provided for in this constitution or in adopted rules.

ARTICLE IX: RECALL

Any member of the Faculty Senate may be subject to recall, provided a petition setting forth the reasons for such recall, and signed by at least two-thirds of the Faculty Senate Electorate, is presented to the Faculty Senate.

ARTICLE X: AMENDMENTS

Section A. Amendment Requirements.

The Constitution may be amended by an affirmative vote of two-thirds of the voting Electorate, provided the proposed amendment has been submitted in writing to the electorate at least thirty days prior to the date of the vote.

Section B. Proposed Amendment Requirements.

A proposed amendment may be submitted in writing at any time to the Faculty Senate for its consideration and its decision as to whether or not the proposed amendment should be submitted to the electorate.

Section C. Amendment Exceptions.

An amendment may also be submitted in writing to the electorate without prior approval of the Faculty Senate provided twenty-five percent of the electorate signs a petition for the submission of the proposed amendment to the electorate.