

**SAN ANTONIO COLLEGE FACULTY SENATE BYLAWS
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**SAN ANTONIO COLLEGE
FACULTY SENATE BYLAWS**

(May 4, 2018)

ARTICLE I: NAME AND PURPOSE

- Section 1. The name of this organization is The San Antonio College Faculty Senate (hereafter designated as the Faculty Senate).
- Section 2. The purpose of the Faculty Senate is to present the views and recommendations of the college faculty to the San Antonio College administration, to the Alamo Colleges District administration, and to the Alamo Colleges District Board of Trustees, as those views relate to policies on academic and professional matters.

ARTICLE II: ELECTORATE

- Section 1. The Faculty Senate has two distinct electorates. One electorate includes all full-time (FT) tenured and non-tenure-track faculty members employed by San Antonio College. The other electorate includes all FT and part-time (PT) adjunct faculty members currently employed by San Antonio College.

ARTICLE III: MEMBERS

- Section 1. The Faculty Senate is composed of 26 members.
- Twenty-four of these members are FT tenured and non-tenure-track faculty members who have completed six long-term semesters with academic rank at San Antonio College.
- Faculty Senate seats are allotted according to a percentage of faculty in each of the divisions of Arts & Sciences (A&S) and Professional Technical Education (PTE). Non-teaching faculty librarians and counselors will be included with A&S. Non-teaching faculty in Creative Multimedia will be included with PTE.
- Two of these members are FT or PT adjunct faculty members currently employed at San Antonio College who are appointed by the Adjunct Faculty Council.
- Section 2. Each member of the Faculty Senate is elected for a three-year term. The term of office begins the first meeting following the election and ends in August at the end of the three-year term.
- Section 3. No member of the Faculty Senate can serve more than two consecutive terms.
- Section 4. It is the expectation that Faculty Senate members will attend or observe Board of Trustee meetings on a rotating basis and report out to the Faculty Senate as a whole, will attend all monthly Faculty Senate meetings, will serve on Faculty Senate standing committees, and will participate in Faculty Senate hosted events.

**ARTICLE IV: MEMBER ELECTIONS – FT TENURED
AND NON-TENURE-TRACK FACULTY**

- Section 1. Membership in the Faculty Senate is designed so that the terms of one-third of the members (eight members) will expire each year. Elections are held yearly in the first week of April to determine the members of the Faculty Senate who will serve the following year.
- Section 2. Faculty Senate seats for each division are allotted according to the percentage of faculty in each division. Currently, the percentage is approximately 60% A&S / 40% PTE. Of the eight seats being filled each year, five would be filled by A&S and three by PTE. The percentage of faculty in each division will be checked every three years and any needed changes to allocated seats will be made. If a faculty member is in a position to represent both divisions, the senator will represent the division in which he/she teaches the majority of his/her courses.
- Section 3. The Faculty Senate election is decided by ranked-choice voting of the electorate as determined by Article IV Section 2. Those faculty members who receive the most votes in each division will fill the seats allocated to that division. Should there not be enough faculty willing and able to fill the allotted seats for a division, those seats would be filled by the faculty member with the next highest number of votes from the other division. Tie votes for last place will be decided by a run-off election.
- Section 4. The Faculty Senate has the power to rule on the qualifications of the electorate and of the Faculty Senate candidates.

ARTICLE V: MEMBER ELECTIONS – ADJUNCT FACULTY

- Section 1. There are two adjunct faculty members on the Faculty Senate. One member is the current President of the Adjunct Faculty Council. The other member is another adjunct faculty member who is selected by the Adjunct Faculty Council. The election process and rules concerning the turnover of adjunct Faculty Senate members are determined by the Adjunct Faculty Council and are not covered by these Bylaws.

ARTICLE VI: MEMBER VACANCIES

- Section 1. Members of the Faculty Senate who do not fulfill their elected terms, due to absenteeism, resignation, retirement, or death, may be replaced by the Faculty Senate. In such cases, the Faculty Senate has two options:
- The candidate from the division of the vacant position receiving the next higher number of votes from the prior Faculty Senate election may be invited to fill the remainder of the vacated term.
- The Faculty Senate may leave the position vacant if the remaining term is less than one year. The Faculty Senate President will make this determination.
- Section 2. Faculty members who take over a vacated position may seek only one more three-year term after the expiration of the initial term. This is done in order to maintain the membership design of the Faculty Senate, whereby the terms of eight members expire each academic year.
- Section 3. Members of the Faculty Senate may be removed from their positions due to excessive

absenteeism (defined as missing three Faculty Senate meetings during an academic year – Fall through Spring semesters). In such cases, the following actions will be taken.

It is the responsibility of the senator to send written notification to the Faculty Senate Secretary prior to the meeting about the reason for the upcoming absence. After the second absence the Faculty Senate officers will meet with the senator to discuss their ability to commit to the Faculty Senate obligations. Upon the third absence, a recommendation for removal of the senator will be added to the agenda of the following Faculty Senate meeting. A majority vote of the Faculty Senate members present is required to remove the member. If all members are present, the majority vote would be 13 members.

ARTICLE VII: OFFICERS (See Job Descriptions Appendix G)

- Section 1. The Faculty Senate has the following officers: President, Vice- President, and Secretary.
- Section 2. With the exception of Department Chairs or Directors, all Faculty Senate members, both FT tenured and non-tenure-track faculty, and FT and PT adjunct faculty, are eligible to run for office.
- Section 3. The term of office for Faculty Senate officers is one year beginning at the conclusion of the May meeting and ending one year later at the conclusion of the following May meeting. Outgoing officers remain in an advisory role until the end of July for continuity and training purposes.
- Section 4. There is no limitation on the number of terms an officer of the Faculty Senate may hold office; however, no officer may hold the same office more than two consecutive terms.
- Section 5. The Faculty Senate will fill any officer position that becomes vacant according to Article VIII.
- Section 6. One year of service on Faculty Senate and service in a Faculty Senate Leadership role is required for the Faculty Senate President position.

ARTICLE VIII: OFFICER ELECTIONS

- Section 1. Faculty Senate officer elections (for the following year) are conducted at the May meeting of the Faculty Senate.
- Section 2. Nominations for officer candidates may be taken from the floor at the April monthly meeting where discussion of officer obligations takes place, and may also be submitted along with acceptance by nominee and Chair or Director verification of support to the Faculty Senate Chair of the Surveys and Elections Committee for dissemination to all Faculty Senate members up to two weeks prior to elections being held. Nominations from the floor on the day of the election may only be taken if there are no candidates.
- Section 3. Officer elections are based on a majority vote of the Faculty Senate members present (members who will be serving the following year). If all members are present, the majority vote would be 14 members (since the President is also able to vote for Faculty Senate officers). New officers are announced in the same meeting when the voting takes place.
- Section 4. If no candidate secures a majority of the votes cast (in cases where there are more than

two candidates), the top two candidates will be selected to participate in a run-off election.

Section 5. In the case of ties, candidates will be asked to restate their reasons for seeking office, and then voting will take place again until someone is elected.

Section 6. Elections for Faculty Senate officers are conducted by secret ballot.

ARTICLE IX: MEETINGS

Section 1. Meetings of the Faculty Senate are conducted on the third Friday of each month, during the fall and spring semesters. Meetings may also take place during the summer months if the Faculty Senate President determines that an urgent matter demands prompt attention.

Section 2. The Faculty Senate conducts meetings by following Robert's Rules of Order. The president will appoint a Parliamentarian for the year. The purpose of Robert's Rules is to maintain decorum and order rather than to stifle debate.

Section 3. The Faculty Senate will not meet in official capacity and cannot conduct business without a quorum of its members. A quorum consists of at least 50% of the Faculty Senate membership (13 members).

Section 4. The President of the Faculty Senate has the authority to call the Faculty Senate into an executive session in order to discuss issues of a sensitive nature. Non-Faculty Senate members may attend an executive session if approved by a majority of members present. If all members are present, the majority vote would be 13 members.

Section 5. Faculty Senate members will develop the agenda using the following process:

- New agenda items are submitted by members or committee chairs to the Faculty Senate Secretary. Faculty Senate officers will meet one week prior to the monthly Senate meeting and assign agenda items as a committee report out or to be raised for general discussion under new business.
- Items should be submitted no later than one week prior to the monthly meeting.

Section 6. With the exception of executive sessions, all meetings of the Faculty Senate are conducted as open meetings.

Section 7. The Faculty Senate usually refrains from voting on matters of policy at the first reading, but reserves the right to do so whenever the occasion warrants.

ARTICLE X: GENERAL POWERS AND FUNCTIONS

Section 1. Ultimate authority rests with the Board of Trustees of the Alamo Colleges District and is delegated to the various district and/or college administrative levels. Given such limitations, the Faculty Senate has the following powers.

Section 2. The Faculty Senate represents and, within the limits imposed by Section I above, acts on behalf of the faculty in all matters of general policy affecting the welfare of San Antonio College, and also acts in an advising, planning, and consultative capacity to the President of San Antonio College.

Section 3. The President of the Faculty Senate has no voting power except to elect Faculty Senate

officers and to break tied votes. Voting will be based on a majority of the Faculty Senate members present. If all members are present, the majority vote would be 13 members.

- Section 4. Any Faculty Senate member may request that voting, of any type, be performed anonymously.
- Section 5. The Faculty Senate has the power to adopt rules of procedure consistent with these Bylaws.
- Section 6. While not excluding other possible channels of communication with higher authority, recommendations made by the Faculty Senate normally are transmitted by the President of the Faculty Senate to the President of San Antonio College in accordance with the CET Communication Procedure (Appendix G) who, consistent with the requirements of the recommendations, will determine the ultimate referral of such recommendations.
- Section 7. Upon the direction of the President of San Antonio College, on its own initiative, or by a petition signed by at least ten percent of the appropriate electorate, the Faculty Senate will conduct a referendum of the electorate in accordance with procedures established by the Faculty Senate. The results of a referendum will be made known to the electorate as soon as possible after the date of the referendum. In the case of a referendum on a recommendation made by the Faculty Senate to the President of San Antonio College, the will of the electorate, as expressed by the referendum, will override the Faculty Senate recommendation. Nothing in this section will preclude the taking of a poll of the general faculty by the Faculty Senate.

ARTICLE XI: AMENDMENTS/CHANGES

- Section 1. Amendments/Changes to Faculty Senate Bylaws may be proposed by members of the Faculty Senate or by at least ten percent of the electorate by means of a written petition presented to the Faculty Senate.
- Section 2. Proposed amendments/changes to the Faculty Senate Bylaws are sent to the Policy and Procedures Committee of the Faculty Senate for review, modification, and proposed final wording. The committee then submits the proposed changes to the entire Faculty Senate.
- Section 3. Two weeks prior to a Faculty Senate vote, any amendments/changes to Faculty Senate Bylaws should be distributed to both electorates for feedback.
- Section 4. In order to be approved, amendments/changes to Faculty Senate Bylaws must receive an affirmative vote from at least two-thirds of the faculty members present. If all members are present, the majority vote would 17 members.
- Section 5. Amendments/Changes to Faculty Senate Bylaws go into effect immediately upon approval by the electorate.

ARTICLE XII: FACULTY SENATE COMMITTEES

- Section 1. All standing, special, and ad hoc committees are established by the President of the Faculty Senate and work under the supervision of the Faculty Senate.
- Section 2. The President of the Faculty Senate is an ex officio member of all committees.
- Section 3. The President of the Faculty Senate appoints all committee Chairpersons.

- Section 4. The Chairperson of each committee will be a member of the Faculty Senate. The Chairperson will keep the Faculty Senate informed of all developments and activities of the committee.
- Section 5. Faculty Senate committees are composed of Faculty Senate members but may also include non-Faculty Senate faculty members.
- Section 6. The Chairperson of each committee participates fully in committee discussions and may vote.
- Section 7. Faculty Senate committee meetings are open to all Faculty Senate members. Meeting times and locations should be announced in advance so any interested Faculty Senate members may attend.
- Section 8. Each Faculty Senate committee will develop an action plan for the upcoming year.
- Section 9. The Faculty Senate reviews all committee reports before they are made public.
- Section 10. The Faculty Senate President also makes appointments to several non-Faculty Senate committees: Curriculum Review & Evaluation; Unit Review; and other ad hoc committees as requested.

ARTICLE XIII: STANDING COMMITTEES

- Section 1. **Curriculum**
Provide proactive leadership on all academic matters at San Antonio College and the Alamo Colleges District. Engage stakeholders and conduct research in order to make qualified recommendations through Faculty Senate.
- Section 2. **Research**
The mission of the research committee is to make the SAC Faculty Senate aware of national, state, and local trends important to the membership and college community. The research committee will evaluate internal and external news, the Alamo Colleges District budget and faculty compensation, scholarly research, and other information to support the goals and objectives of the SAC Faculty Senate.
- Section 3. **Elections and Surveys (See Appendix A)**
Plan and conduct regularly scheduled elections each academic year.
Plan and conduct other elections and surveys as requested by the Faculty Senate
- Section 4. **Policy and Procedures Committee**
The mission of this committee is to research, clarify, and communicate current policies and procedures to the Faculty Senate and College. The committee may recommend the creation of new policies and/or procedures. The committee may recommend changes to current policies and/or procedures. This committee is also responsible for updating the Faculty Handbook each Spring term.

Section 5.

Communication

Promote communication within the faculty and between the faculty and other groups.
Provide transparency and clarity to faculty regarding the work of Faculty Senate in collaboration with our administration as well as district initiatives.

APPENDIX A
SUMMARY ELECTION/SURVEY CALENDAR

Election of Tenure/Termination Appeals Committee (Appendix B)	September
Election of Minnie Stevens Piper Professor Candidate (Appendix C)	October
Election of Promotion Appeals Committee (Appendix D)	February (odd years only)
Election of Faculty Senate Members (Appendix F)	April
Election of Faculty Senate Officers (Article VIII; Appendix G)	May

APPENDIX B
ELECTION OF TENURE/TERMINATION APPEALS COMMITTEE – DETAILED STEPS

A faculty member with tenure who has received notification of termination, may submit an appeal to the Associate Vice Chancellor for Human Resources. The deadline for such an appeal is within ten business days of receiving a written letter of notification.

This appeal process is handled by a district-wide hearing committee that reviews the findings of fact and applies Alamo Colleges District policies and other sources of documents relevant to the matters before the committee. This committee is drawn from a pool of various committees at each of the individual colleges, one of which is the San Antonio College Tenure/Termination Appeals Committee. See details at Alamo Colleges District Procedure D.10.2.5.

All members of this committee must complete annual training in order to be eligible for appointment.

Election Process (SAC Faculty committee)

- Section 1. Eligible candidates are FT tenured faculty members who have completed six long-term semesters with academic rank at San Antonio College.
- Section 2. The electorate consists of FT tenured faculty members only.
- Section 3. The committee consists of nine members (six from A&S and three from PTE) who serve staggered three-year terms. Therefore, three of the committee members are replaced each academic year (2 from A&S and 1 from PTE). There is no limitation on the number of terms a member may serve; however, members may not serve more than two consecutive terms.
- Section 4. The Election is conducted in September of each academic year (for positions that have expired the previous year) by the Elections and Surveys committee of the Faculty Senate.
- Section 5. Each member of the electorate is requested to nominate up to three faculty members to serve on this committee. The nomination process will remain open for at least five working days.
- Section 6. The Elections and Surveys committee tallies the number of nominations received by each faculty member. The two faculty members from A&S and the one faculty member from PTE with the highest number of votes are selected as the new members of the Tenure/Termination Appeals Committee.
- Section 7. The election is conducted by secret ballot.
- Section 8. In the case of ties, an equitable method of determining winners will be decided upon by the Faculty Senate.

Appeals Process (District-wide committee)

- Section 1. Tenure/termination hearing appeals should be submitted in writing to the Associate Vice Chancellor for Human Resources within ten business days of receiving a written statement of tenure denial or termination.

Section 2. When the Associate Vice Chancellor for Human Resources provides notification that a hearing appeal will take place, the President and Faculty Senate President of San Antonio College jointly select faculty appointees from the SAC Tenure/Termination Appeals committee (two members and one alternate) and communicate these names to the Associate Vice Chancellor for Human Resources.

Section 3. All tenure/termination hearing committee pool members (faculty, staff, and administration) must receive mandatory training together at the beginning of each academic year. Any member who does not complete the annual training will be removed from the committee and replaced by the candidate from the division of the vacant position receiving the highest number of votes from the prior election who must then complete the training.

APPENDIX C
ELECTION OF MINNIE STEVENS PIPER PROFESSOR CANDIDATE – DETAILED STEPS

An election is held in October of each academic year to select one faculty member who will run as a candidate for the Piper Professor award. The Elections and Surveys committee plans and conducts the election of the Piper Professor candidate.

Nomination Process

- Section 1. Notification is sent in October to the electorate announcing the Piper Professor award process. This notification will:
- Explain the nomination and election process
 - Define the electorate that can participate
 - Request nominations from the electorate
- Section 2. Eligible candidates are FT permanent faculty members who have completed six long-term semesters with academic rank at San Antonio College and who are teaching full-time (defined as at least 12 hours).
- Section 3. Librarian, counselors, student development instructors, and department chairpersons are eligible candidates as long as they meet the qualifications mentioned in Section 2 above.
- Section 4. Nominations are requested from both electorates (FT permanent tenured and non-tenure-track faculty and adjunct faculty members). Each electorate member may nominate one candidate. The nomination process will remain open for at least five working days.
- Section 5. The Elections and Surveys Committee will validate nominees and contact them to determine if they want to participate. In order to be eligible, nominees must submit a letter of candidacy, a curriculum vitae, and a recent photo.
- Section 6. The Elections and Surveys Committee reviews the materials submitted on a “blind basis”, meaning the committee Chairperson will remove nominee names from these materials in order to make the evaluation process more impartial. The committee will select a minimum of three candidates with the best qualifications. These finalists are placed on the election ballot. If there are not a minimum of three candidates willing to accept the nomination and submit required documents, the election will not be held that year.

Election Process

- Section 1. The information submitted by each of the three candidates (letter of candidacy, curriculum vitae, and recent photo) is sent out with the ballot for the electorate to examine.
- Section 2. The election of the Piper Professor candidate is conducted using specialized election and survey software programs that track the number of votes received by each candidate. The ballot will remain open for at least five working days.
- Section 3. Eligible voters are FT permanent tenured and non-tenure-track faculty members and currently employed adjunct faculty members.

- Section 4. In the case of ties, an equitable method of determining winners will be decided upon by the Faculty Senate.
- Section 5. Elections for the Piper Professor candidate are conducted by secret ballot.
- Section 6. The results are given to the President of the Faculty Senate, who publicly announces the Piper Professor candidate for San Antonio College.

APPENDIX D
ELECTION OF PROMOTION APPEALS COMMITTEE – DETAILED STEPS

The Faculty Senate is responsible for electing members to the Promotion Appeals Committee, which hears appeals from faculty members who have been denied promotion. See additional details at Alamo Colleges District Procedure D.8.2.1.

Election Process

- Section 1. Eligible candidates are FT tenured and non-tenure-track faculty members who have completed six long-term semesters with academic rank at San Antonio College.
- Section 2. The electorate consists of FT tenured and non-tenure-track faculty members.
- Section 3. The Faculty Senate determines the size of the committee; however, the committee must consist of at least five members. There is no limitation on the number of terms a member may serve, however members may not serve more than two consecutive terms.
- Section 4. The election is conducted in February of each odd-numbered year by the Elections and Surveys committee of the Faculty Senate. Therefore, members each serve two-year terms.
- Section 5. Each member of the electorate is requested to nominate up to five faculty members to serve on this committee. The nomination process will remain open for at least five working days.
- Section 6. The Elections and Surveys committee tallies the number of nominations received by each faculty member. The 5 faculty members with the highest number of votes (three from the Arts & Sciences Division and two from the Professional Technical Education Division) are selected as the new members of the Promotion Appeals Committee.
- Section 7. The election is conducted by secret ballot.
- Section 8. In the case of ties, an equitable method of determining winners will be decided upon by the Faculty Senate.
- Section 9. Before the end of the spring semester, the Faculty Senate President convenes the newly elected committee to elect a Chairperson and provide orientation on committee duties.

Appeals Process

- Section 1. A faculty member must contact the Promotion Appeals Committee (through the Faculty Senate President) to submit a written appeal of the denied promotion within 21 calendar days following the board meeting at which promotions were approved.
- Section 2. The Promotion Appeals Committee is convened by the Faculty Senate President and a chairperson will be selected.
- Section 3. The committee requests and reviews all relevant paper or online documentation.

- Section 4. The committee schedules a hearing with the appellant. The department promotion committee members and/or the chair may also be included in the hearing.
- Section 5. A committee member who has a personal relationship with the appellant or has been involved in the promotion process must disclose this information. The committee will determine if the member will be excused from the proceedings. ~~should recuse him/herself.~~
- Section 6. Once a decision has been reached, the committee prepares a written report and sends a recommendation to the President of San Antonio College. A copy is sent to the Faculty Senate President, VP of Academic Success, and the appellant.
- Section 7. The President of San Antonio College gives consideration to the recommendation but is not bound by it. The President shall notify the appellant and the Committee, in writing, of the decision.
- Section 8. Appeals are without prejudice to future promotion applications.

APPENDIX E
ELECTION OF FACULTY SENATE MEMBERS – DETAILED STEPS

An election is held each year to fill open Faculty Senate positions. This process starts the first week of April so new faculty members can attend the May meeting to vote on Faculty Senate officers for the next year. The Elections and Surveys committee plans and conducts the election of Faculty Senate members.

Nomination Process

- Section 1. At least one week prior to the request for nominations, the electorate will be given notification of the upcoming election. Such notification will:
- Explain the nomination and election process
 - Define the electorate who can participate
 - Define faculty members who are eligible to serve on the Faculty Senate
 - Disclose Faculty Senate members whose unexpired terms of office carry over to the following year
 - Disclose Faculty Senate members whose terms have expired but are eligible to serve one more term
 - Disclose Faculty Senate members who are not eligible for re- election or who have chosen not to seek another term
- Section 2. Eligible candidates are FT tenured and non-tenure-track faculty members who have completed six long-term semesters with academic rank at San Antonio College.
- Section 3. Faculty Senate nominations are requested from the electorate (FT tenured and non-tenure-track faculty members).
- Section 4. The number of nominations from each faculty member will not exceed the number of vacancies to be filled (based on the current design, there should be eight vacancies each year). Each faculty member may nominate a candidate only once. Faculty members may nominate themselves.
- Section 5. There should be 12-16 candidates on the election ballot (up to 10 from A&S and 6 from PTE). Those faculty members from each division with the most nominations will be placed on the ballot, if willing to accept the nomination.

Election Process

- Section 1. The election of Faculty Senate members is conducted using specialized election and survey software programs that track the number of votes received by each candidate. The ballot will remain open for at least five working days.
- Section 2. Eligible voters are FT tenured and non-tenure-track faculty members.
- Section 3. Elections for members of the Faculty Senate are conducted by secret ballot.
- Section 4. The results are given to the President of the Faculty Senate, who publicly announces the winners of the election.

APPENDIX F

OFFICER JOB DESCRIPTIONS – PRESIDENT

- Section 1. Preside over and conduct monthly Faculty Senate meetings.
- Section 2. Assist Faculty Senate standing committees as necessary
- Section 3. Handle faculty issues and complaints as they arise.
- Section 4. Interface with SAC administration, Alamo Colleges District administration, and Board of Trustee members as necessary.
- Section 5. Attend college and district meetings:
- SAC Leadership
 - College Council
 - Senate Officers with President and VPAS
 - Faculty Senate officer planning
 - Faculty Senate
 - United Faculty Senates planning
 - United Faculty Senates
 - Executive Faculty Council
 - Board of Trustees Committee of the Whole
 - Board of Trustees regular
 - Others as required
- Note that attendance at some of these meetings may be delegated to other Faculty Senate officers or members.
- Section 6. Perform ceremonial functions, which may include:
- Speak at Convocation
 - Speak at Honors Ceremony
 - Perform graduation walks
 - Attend student graduation
 - Attend various receptions/coffees/guest speaker presentations

OFFICER JOB DESCRIPTIONS – VICE PRESIDENT

- Section 1. Support Faculty Senate President in all Faculty Senate matters.
- Section 2. Be available to step in when Faculty Senate President is not available to perform certain responsibilities.
- Section 3. Act as liaison to Faculty Senate standing committees.
- Section 4. Maintain the Faculty Senate Website:
- Review and manage all postings to the Faculty Senate website.
 - Ensure information on the Faculty Senate website is current, relevant, and

informative.

Section 5. Attend college and district meetings:

- Faculty Senate officer planning meetings and Faculty Senate meetings.
- Executive Faculty Council
- SAC College Council, SAC Leadership, and Senate Officers with President and VPAS
- Other meetings on an “as needed” basis.

Section 6. Serve as the Treasurer for the Faculty Senate budget.

- Maintain accurate records of spending and budget balance.
- Make purchases as needed from Faculty Senate account.

OFFICER JOB DESCRIPTIONS – SECRETARY

Section 1. Support Faculty Senate President and Vice President in all Faculty Senate matters.

Section 2. Be available to step in when Faculty Senate President and Vice President are not available to perform certain responsibilities.

Section 3. Provide organization to the Faculty Senate:

- Reserve meeting rooms and request meeting room setups
- Work with other Faculty Senate officers and Faculty Senate Leadership to create meeting agendas
- Take and track attendance at meetings
- Take minutes of meetings and send to Communication Committee **for posting** on the website.
- Maintain sign-up list for standing committees
- Maintain sign-up list for Board of Trustee meetings – issue reminders prior to meetings
- Maintain sign-up list for refreshments at Faculty Senate meetings – issue reminders prior to meetings

Section 4. Facilitate Faculty Senate communication:

- Maintain accurate contact information for all Faculty Senate members.
- Keep Faculty Senate members apprised of upcoming activities and other important information.
- Work with Vice President to maintain documents on website.

Section 5. Attend college and district meetings:

- Faculty Senate officer planning meetings and Faculty Senate meetings.
- SAC College Council, SAC Leadership, and Senate Officers with President and VPAS, as available
- Attend other meetings on an “as needed” basis.

APPENDIX G
CET COMMUNICATION PROCESS

The following process will apply in cases where Faculty Senate would like to up channel issues to the SAC administration.

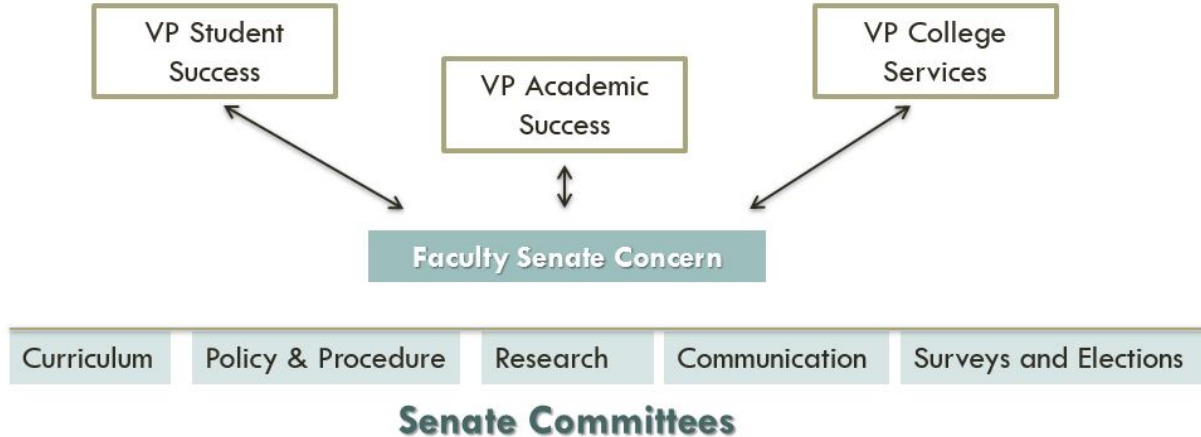
Preliminary work:

- The issue has been raised and sent through the committee process via research and reaching out to relevant bodies.
- If there is no resolution, the committee presents Faculty Senate with a recommendation.
- Faculty Senate considers, discusses alternatives, and then votes.

Communication flow:

- Faculty Senate sends formal requests in writing to VPAS, VPSS and VPCS with a copy to the SAC President.
- Requests will specify whether the need is for:
 - Clarification
 - Additional Information
 - Decision
- Requests will include a timeline for feedback in writing not to exceed 30 days.

Overall communication diagram:



CET response:

- Each request will be responded to in writing by the appropriate VP within 30 days.
- Standing agenda item on CET for report out by appropriate VP

Faculty Senate will maintain the following report-out cycle:

FACULTY SENATE COMMUNICATION CYCLE

Report Out	Collaboration/Updates/Support
<ul style="list-style-type: none">▪ Participatory Leadership (monthly)<ul style="list-style-type: none">▪ Senate Officers▪ Adjunct Faculty Council President▪ Staff Council President▪ Chairs Council Representative▪ CET▪ College Council (monthly)<ul style="list-style-type: none">▪ Senate President gives report	<ul style="list-style-type: none">▪ President and VPAS meet with Senate Officers weekly▪ Senate Leadership meets with CET as needed▪ Committees may request President or any member of CET to attend meetings as needed

