

B.2.2.1 (Procedure) Faculty Senate Election and Appointment Procedure

Responsible Department: Vice Chancellor for Academic Success

Based on Board Policy: B.2.2 Faculty Senate Establishment and Governance

Approved: 8-29-25

Last Amended: 8-29-25

Purpose

To establish a consistent, transparent, and compliant procedure for the election and appointment of Faculty Senate representatives from each of the Alamo Colleges in accordance with Texas Senate Bill 37 (89R) (“SB37”), Section 2.02, codified as Texas Education Code § 51.3522 and Alamo Colleges District Board Policy B.2.2, Faculty Senate Establishment and Governance.

1. Faculty Senate Composition

The Alamo Colleges Faculty Senate shall be composed of 35 members, unless otherwise approved by the Board of Trustees. Representation shall be evenly distributed across the five Alamo Colleges as follows:

- **Appointed Members:** One (1) faculty member from each college shall be appointed by the Chancellor, following consultation with the respective college president.
- **Elected Members:** Members elected by the full-time faculty of each college in an equal number per college of six (6), as designated by the Chancellor.

All Faculty Senate members, appointed or elected, must be full-time, regular-status faculty in good standing. Within this procedure, faculty in “good standing” are defined to be all full-time, regular-status faculty who meet all institutional responsibilities, including teaching and college service obligations, and have satisfactorily fulfilled all annual review requirements with no deficiencies.

2. Oversight and Implementation

- The election process at each college shall be overseen by the Vice President for Academic Success (VPAS) or designee, in coordination with the Office Vice Chancellor of Academic Success (VCAS).
- The VPAS is responsible for ensuring procedural integrity and adherence to policy B.2.2.
- VPAS offices are also encouraged to engage in outreach to promote faculty awareness of Senate membership opportunities and the value of membership.

3. Faculty Senate Membership Eligibility

- **Eligibility to Serve:** Only full-time, regular-status faculty members in good standing are eligible to serve on the Faculty Senate.
- **Eligibility to Vote:** All regular, full-time faculty members are eligible to vote on Faculty Senate membership at their respective college.

Faculty who are interested in serving but not currently nominated are encouraged to notify the VPAS or Faculty Senate Presiding Officer of their willingness to be considered for future service or mid-term vacancies. The rankings of the elections will be recorded, retained and referenced to make an appointment in the event of a mid-term vacancy. The list will determine first, second, third, etc., alternates for any possible mid-term vacancies that arise.

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4. Nomination and Voting Process

- Each eligible faculty member may nominate up to a maximum of two (2) regular, full-time faculty members from their college during the nomination period.
- Nominees must confirm their willingness to serve before being included on the election ballot.
- Voting shall be conducted electronically via secure district systems. However, for the first election to form the senate, the election systems the colleges use for faculty elections (such as Canvas) will be used.. The new senate will consider and recommend one system for all colleges to use in future years.
- Each college will tally its own votes. The six (6) nominees receiving the highest number of votes will be elected as Faculty Senate representatives.
- In the event of a tie for the sixth seat, the college president will conduct a coin toss to break the tie.
- Nominees should be provided with clear information regarding the time commitment, responsibilities, and importance of Senate membership to encourage informed and enthusiastic participation.

In the event of a vacancy due to resignation, retirement, extended leave, or ineligibility, a replacement shall be selected to serve the remainder of the term. Replacement senators will be determined by the rankings of the elections will be recorded, retained and referenced to make an appointment in the event of a mid-term vacancy. .

5. Term of Membership and Responsibilities

- Set term limits for members and conditions for removal:
 - **Appointed Members:** Chancellor appointees may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.
 - **Elected Members:** A member of the faculty senate elected serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term. In the first election cycle, half of the elected senators will serve a two-year term and half will serve a one-year term with the three candidates receiving the most votes serving two-year terms and the remaining candidates serving one-year terms.
 - **Conditions for Removal:** A faculty member serving on the faculty senate may be immediately removed from the senate for failing to conduct the member's responsibilities within the senate parameters, failing to attend senate meetings, or engaging in other similar misconduct
- The Chancellor of the Alamo Colleges shall appoint the presiding officer, associate presiding officer, and secretary from the members of the faculty senate.

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- Faculty Senate membership is considered an additional responsibility and must not interfere with primary teaching or service duties.
- No additional compensation, stipends, or release time will be provided for Faculty Senate membership. However, reasonable travel or Senate-related expenses may be reimbursed with prior approval.
- Should a Senator be unable to complete their term, they are expected to notify the Presiding Officer of the Faculty Senate, so that a timely replacement process may be initiated. **6. Election Timeline**
- The Vice Chancellor of Academic Success in collaboration with each college VPAS or designee shall develop and publish an annual election timeline for all colleges, including deadlines for nominations, voting, and any necessary runoff elections.
- All faculty senate appointments and elections must be completed prior to April 30 during each academic year, unless otherwise directed by the Chancellor or designee. All faculty appointed or elected to the faculty senate will begin their term at the beginning of the following academic year.
- In addition to the timeline, colleges are encouraged to share informational materials and host faculty forums to promote Senate participation and encourage faculty to consider membership on the Senate.

Procedure Review

This procedures and associate policies and procedures will be reviewed after the first year, and every two years thereafter, by the Faculty Senate for refinement, revision and continuous improvement.