

THE FACULTY SENATE OF KENNEBEC VALLEY COMMUNITY COLLEGE

CONSTITUTION AND BYLAWS

"The concept of shared authority in decision-making in academia is traditional within institutions of higher education. It recognizes that both the faculty and the administration have special competencies to make recommendations/decisions in regard to certain problems that are indigenous to higher education.

From the standpoint of feasibility, shared authority in decision-making is dependent upon: (a) cooperation—the honest exchange of views and information, (b) appeal to reason rather than to authority, personality or emotion, (c) willingness to listen to all viewpoints and (d) willingness to abide by mutually agreed upon rules, and (e) compromise.

The absence of criteria or functional rules for any governmental process allows for capricious behavior on the part of individuals, arbitrary decisions, and indefensible ad hoc arrangements. On the other hand, too many restrictive rules tend to rigidify the process, stifle creativity, and preclude change. The optimum situation appears to be a minimum of norms that transcend the peculiarity of individual problems and that are subject to amendment as time and circumstance permit.

Finally, no document or set of rules, even if adopted, can guarantee that decisions will be made to the satisfaction of all concerned. A set of rules or procedures developed to refine communication and decision-making can never be a substitute for the individuals who use them. Nevertheless, it is true that quality tools and well informed constituents are a part of the necessary conditions for effective solutions." (adapted from the Preamble of the Constitution of Warren County Community College Commission, Washington, NJ)

The KVCC Faculty Senate has three primary goals: (1) to improve the quality of life for faculty and students by fostering academic excellence (2) to enhance communication among the faculty and between the faculty and administration and (3) to recommend constructive changes to the KVCC president regarding academic concerns. It is with all the above thoughts in mind that the following constitution for a new Faculty Senate was drafted.

ARTICLE I: Name

The name of this organization shall be the Faculty Senate of Kennebec Valley Community College here on to be known as Faculty Senate.

ARTICLE II: Vision

The Faculty Senate is a vibrant, dynamic functioning body of educators who personify best practice in all academic affairs at KVCC. We:

1. Act with integrity
2. Communicate with honesty
3. Partner as equals with administration
4. Lead with authority
5. Are mission minded

ARTICLE III: Mission

The Faculty Senate seeks to improve the quality of faculty and student life by fostering academic excellence. We recommend to the KVCC president constructive solutions in matters of academic concern.

Recognizing that teaching is the primary mission of faculty, the Faculty Senate provides a forum for and support to that teaching mission.

We do this through:

1. Initiating activities to strengthen the education of our students
2. Providing a channel of communication from and to our administration
3. Supporting collegiality among our faculty
4. Empowering faculty to be educational leaders
5. Advocating faculty concerns to the College and the Maine Community College System (MCCS)
6. Participating as equal partners in College committees
7. Reinforcing the importance of faculty involvement in all decision making activities

ARTICLE IV: Membership

All full-time faculty are Faculty Senate members with voting privileges. All adjunct faculty who teach 9 credits or more within an academic year, and who are not employed as upper level administrative personnel (by contract) may choose to be voting members. All adjunct faculty who teach less than 9 credits within an academic year may be non-voting members. Any member of the College may be invited by the Faculty Senate President to attend or speak at a meeting.

ARTICLE V: Elected Officers

Section 1: Elected Officers
The officers shall include a President, a Vice-President, a Recorder, and two At-Large Faculty Representatives.

Section 2: Election Procedure

- a. The President calls for nominations from Faculty Senate members for all open positions. Nominees accept or decline within 3 days. The President distributes a ballot to all members. All voting shall be confidential and must take place within 10 days of ballot distribution. Nominees must receive a simple majority of votes to be elected.
- b. Officers shall assume their responsibilities on the Monday following the election.
- c. A term shall be as follows: President shall serve 2 years; Vice President shall serve 2 years; Recorder shall serve for 3 years; At-Large Faculty Representatives shall serve 2 years. Officers shall serve no more than 4 years in succession.
- d. At-Large Faculty Representatives shall be nominated from departments not represented by elected officers and voted on by all members.
- e. Elections will take place in 2 phases: Phase I: Officers (by November 30 of the fall semester); Phase II: At-Large Faculty Representatives (by the end of the fall semester).

Section 3: Vacancies
Vacancies occurring in any office shall be filled by a majority of votes cast at a special meeting, in the same manner as the election of officers.

Section 4: Responsibilities of the Officers

- a. The President shall:
 1. call Faculty Senate meetings.
 2. facilitate Faculty Senate meetings.
 3. accept agenda items from faculty members.
 4. prepare and distribute agenda.
 5. accept/invite non Faculty to Faculty Senate meetings when deemed necessary.
 6. represent Faculty Senate on Leadership Team.
 7. facilitate the formation of ad-hoc committees to meet current Faculty Senate needs.
 8. determine need for officer meetings.
 9. perform any other duties related to meeting Faculty Senate goals.
 10. resign at the formal request of the Faculty Senate if determined to be unable to carry out the duties of the office.
- b. The Vice-President shall:

1. assist the President.
 2. attend and be an active participant at Faculty Senate meetings.
 3. assume the duties of the President in his/her absence.
 4. perform any other duties related to meeting Faculty Senate goals.
 5. resign at the formal request of the Faculty Senate if determined to be unable to carry out the duties of the office.
- c. The Recorder shall:
1. attend and be an active participant at Faculty Senate meetings.
 2. record and distribute minutes of all meetings in a timely fashion.
 3. carry out any necessary correspondence.
 4. maintain a record of the officers' term limits.
 5. perform any other duties related to meeting Faculty Senate goals.
 6. resign at the formal request of the Faculty Senate if determined to be unable to carry out the duties of the office.
- d. The At-Large Faculty Representatives shall:
1. attend and be an active participant at Faculty Senate meetings.
 2. perform any other duties related to meeting Faculty Senate goals.
 3. resign at the formal request of the Faculty Senate if determined to be unable to carry out the duties of the office.

ARTICLE VI: Meetings

Section 1: Meeting Schedule and Format

There shall be a minimum of two meetings per semester. Members shall follow the Rules of Engagement (see attached). Rules of order shall be used for formal discussion and voting. Members may participate in meetings using various communication tools and methods.

Section 2: Agenda

- a. The President is responsible for preparing and distributing the agenda for each meeting to members in a timely fashion prior to each meeting.
- b. Items to be placed on the agenda shall be submitted in writing to the President.
- c. An agenda will be provided to members by the President within 7 days of the meeting.

Section 3: Quorum

A quorum shall consist of 30% of the membership of the Faculty Senate, or when less than 60% of the membership is present, a 2/3 vote of those members present.

Section 4: Special Meetings

Special meetings of the Faculty Senate may be called by the President as deemed necessary by officers or members. A special meeting shall be called no later than 7 days following receipt of request.

Section 5: Officers Meetings
 The Officers shall meet as deemed necessary.

ARTICLE VII: Amendments

Amendments to this document shall be submitted in writing to the Faculty Senate President, who shall distribute the proposed amendment to all members of the Faculty Senate before the next meeting. Amendments shall be adopted by a majority vote of the membership.

ARTICLE VIII: Expression of Collective Opinion

Should there be an academic issue of major concern the members may write an expression of collective opinion. This written expression shall serve as a resolution and will carry if accepted by a majority vote of the members present at a meeting.

The expression of collective opinion shall be forwarded to the college President, with a copy to the Academic Dean and/or to any other party as indicated by the nature of the resolution.

The Faculty Senate President shall seek a formal response to the Faculty Senate from the college President.

ARTICLE IX: Adoption

The adoption of this constitution and its bylaws shall be by a simple majority vote of ballots previously distributed to the entire membership of the Faculty Senate, cast and returned within 10 days.

Attachment: Rules of Engagement (2010)

KVCC Faculty Senate (2010)
Rules of Engagement

Members of this group agree that:

MEETING ETIQUETTE:

We stay aware of meeting "etiquette". This means giving everyone a chance to speak, listening respectfully to differing opinions and experiences, keeping comments and questions pertinent to the topic at hand, focusing energy on the tasks of the group vs. personal agendas, keeping cell phones off, starting and ending on time,

TEAM:

Everyone keeps a TEAM focus. Faculty Senate has evolved to fill two primary needs: 1) to enhance communication between faculty members themselves and between the faculty and the administration and 2) to serve as a vehicle by means of which the concerns of the faculty can be addressed. To fulfill this goal Faculty Senate will work as a team to develop a powerful voice and role at KVCC.

SHARING:

We value using each other's expertise and experience as a critical resource to be shared to help Faculty Senate develop and meet the needs of a changing environment.

SUCCESS:

Focus stays positive and directed. We remember to look for and emphasize what works as well as the challenges. We will be timely, orderly, responsible and productive.

*The above rules of engagement are the overarching rules for general information/discussion meetings. Roberts Rules will be used for formalizing discussion (voting and deliberation).

Roberts Rules of Order provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances

should "undue strictness" be allowed to intimidate members or limit full participation.
(www.robertsrules.org/ retrieved on 12/1/2010)