

THE ADAMS STATE COLLEGE
FACULTY SENATE CONSTITUTION
(Revised February 27, 2009)

Revision approved by Faculty Senate March 3, 2009
Revision approved by ASC Faculty March 27, 2009

ARTICLE ONE: NAME

This organization shall be known as the Adams State College Faculty Senate, hereinafter referred to as the Faculty Senate.

ARTICLE TWO: PURPOSES

The Faculty Senate represents the Faculty and serves an integral and vital role in the shared governance of Adams State College. The Faculty's primary rights and responsibilities are the development of curriculum content, the determination of methods of instruction, the conducting of academic research, and the assessment of faculty status. It is the Senate's role to insure that the faculty's rights and responsibilities are effectively supported, through shared governance, by the Board of Trustees, the administration, and other campus entities or constituents.

Shared governance involves the cooperation and interdependence of the Board of Trustees, the administration, the faculty, and other constituents in the management of the college. In general, shared governance in relation to the Faculty Senate requires the effective communication of information and opinion between the administration, the Senate, and other bodies with respect to short and long range planning, the setting of institutional priorities, and the budget. To this end, the Faculty Senate President or the President's representative should serve as a member of executive decision-making committees.

Within the climate of shared governance and as elected representatives of the Faculty, the Senate specifically functions to recommend and ensure compliance on policies and procedures regarding curriculum; hiring, retention, promotion, and tenure of faculty; and faculty professional responsibilities and academic freedom. The Senate also oversees Faculty Handbook revisions, forms grievance and appeals committees, recommends faculty to serve on campus committees, reviews and makes recommendations on the performance of academic administrators (e.g., APAA, Provost, President) as appropriate, and provides feedback and assistance to the committees that report to the Senate. The Senate also makes recommendations on changes to established policies that impact the rights and responsibilities of the faculty.

For the Senate to be actively engaged in shared governance and to meet its determinative and advisory responsibilities, meaningful and effective communication and collaboration should exist between the Senate and the following entities: the college President, the Cabinet, the Provost, the Associate Provost for Academic

Affairs, the Academic Council, the Graduate Council, and any other entity that may have an impact on the faculty's ability to meet its academic responsibilities and exercise its rights. Communication and collaboration consists of interactive relationships among the above entities and also assumes the right and obligation of Senate representatives to meet with, and/or report to, the above entities, and the ability of the above entities to meet with and/or report to the Senate.

ARTICLE THREE: MEMBERSHIP

The ASC Faculty Senate membership consists of one elected senator from each academic department and a Faculty Senate President, who is elected at large.

The ranked faculty of each department shall elect one senator from its tenured members to sit for a three-year term. Only when a department has no tenured faculty, may they elect a faculty member on a tenure-track probationary contract. Tenure-track Senators shall be non-voting until they have completed three years in a tenure-track position at ASC. If no qualified Department candidate is nominated for the office of Senator, that Department will be unrepresented until the next election. However, the Department may hold an interim election to fill an unexpired term, should a qualified candidate become available.

Elections will be held based upon the following schedule: One senator shall be elected from Business, Teacher Education, Psychology, and Chemistry/Computer Science/Mathematics in Spring 2009 and every three years after¹. One senator shall be elected from Biology/Earth Science, Music, Counselor Education, Human Performance/Physical Education, and Nursing in Spring 2010 and every three years after². One senator shall be elected from: Art, English/Theatre/Communications, History/Government/Philosophy, and Sociology in Spring 2008 and every three years after.

Beginning in Spring 2009³ and every three years after, the ranked faculty shall elect one of its tenured members to serve as President of the Faculty Senate for a three-year term. The Faculty Senate President may not also serve as the Senator for the President's academic department. Prior to the spring All-College Meeting in an election year, the Faculty Senate will host an All-Faculty meeting to nominate presidential candidates and to discuss future agenda items for the next senate session. This meeting may be a virtual meeting. Between the All-Faculty meeting and the All-Campus Meeting, the Faculty Senate shall hold a secret ballot election for the President through the campus mail. The results of the election will be announced at the All-College Meeting.

¹To initiate the rotation cycle, current senators from Psychology and Chemistry/Computer Science/Mathematics will complete their terms through August 2009. Teacher Education and Business will elect a senator in Spring 2008 to serve a one year term.

² To initiate the rotation cycle, senators from Biology/Earth Science, Music, Counselor Education, Human Performance/Physical Education, and Nursing will be elected in Spring 2008 to serve a two-year term.

³ The current president will serve the remainder of the term that expires in August 2009.

ARTICLE FOUR: FACULTY SENATE COMMITTEES

In order that feedback and assistance can be provided as appropriate to committees that report to the Senate, such committees will provide periodic oral and/or written reports to the Senate outlining their activities and decisions. Committees reporting to Faculty Senate include the Curriculum Review Committee, the General Education Coordinating Committee, the Faculty Information Technology Advisory Committee, and any other ad-hoc or standing committees created by the Senate.

ARTICLE FIVE: LIAISON

The Faculty Senate may exchange liaison members with any other campus body by mutual consent.

ARTICLE SIX: AFFILIATION

The Faculty Senate may affiliate with other organizations for the accomplishment of common goals provided such affiliation is approved by a majority vote of the Faculty Senate. The Associated Students and Faculty Senate (AS&F) may have a permanent, non-voting, representative present at Faculty Senate meetings.

ARTICLE SEVEN: AMENDMENTS

1. Proposals for amendment to or revision of the Constitution of the Adams State College Faculty Senate may be made by any member of the Faculty Senate.
2. Faculty Senate may approve amendments or revisions to the Senate Constitution at any meeting if a quorum is present, provided the amendments or revisions have been duly submitted at the previous meeting.
3. Following approval by a majority of the Faculty Senate membership, the amendment shall be presented to the faculty for adoption. A simple majority vote of the faculty is required for adoption. The amendment or revision becomes effective when so adopted.

ARTICLE EIGHT: BY-LAWS

By-laws shall be formulated as needed.

BY-LAWS OF ADAMS STATE COLLEGE FACULTY SENATE

Revision approved by Faculty Senate April 1, 2011

A. OFFICE AND DUTIES OF THE FACULTY SENATE PRESIDENT

1. The duties of the Faculty Senate President shall commence August first of the year in which he/she is elected.
2. The duties of the Faculty Senate President include chairing all meetings and calling all special meetings, serving as a member of Cabinet, Academic Communication Team (ACT), Commencement Committee, Peer Recognition Committee, , serving as a representative for the group, appointing members of Ad Hoc and Standing Committees, and performing other duties as approved by the Faculty Senate or as defined in the Faculty Handbook.
3. The President of the Faculty Senate shall be responsible for ensuring the recording and public posting of all minutes of Senate Meetings.
4. The Faculty Senate President shall receive a course reduction for each academic year of service as determined in consultation with the Provost and the Chair of the Faculty Senate President's academic department.
5. The Faculty Senate President at the end of the President's three-year term shall be available in an advisory capacity for a semester to assist the newly- elected President in the transition of duties.

B. RECALL OF PRESIDENT

If the Faculty Senate President is charged with malfeasance or nonfeasance of duty he/she may be subject to ballot recall if a motion to recall the President is passed by the Faculty Senate. A secret ballot shall be distributed, and if a majority of the Faculty Senate favors the recall of the President, then he/she is removed from office. A secret ballot of the entire faculty will elect a new Faculty Senate President.

C. RECALL OF MEMBERS

If a member fails to meet the membership obligations of the Faculty Senate, the member should be recalled by the department and a new senator elected to complete the term. A member of the Faculty Senate is recalled if his/her academic department approves the recall by majority vote on a secret ballot.

D. SUBSTITUTION OF MEMBERS

The faculty senator, in consultation with his/her department, may select another faculty member from that department, who meets the qualifications of Senate membership, to represent him/her if an absence occurs. That substitute will have voting privileges and the right to bring proposals to a vote. The faculty senator must inform the President of his/her absence in advance and provide the name of the

substitute.

E. ELECTIONS

1. Each department is responsible for the election of a faculty senator according to the rotation specified in Article Three of the Faculty Senate Constitution. The Senate President shall notify the appropriate department chairs no later than March 15th, with elections being completed no later than the All-Campus Meeting of the spring semester. Senators begin to serve at the first meeting of the fall semester.
2. Adams State College has one representative to the Colorado Faculty Advisory Council (CFAC). Elections for the CFAC representative shall be conducted by the Faculty Senate during the spring semester. The CFAC representative shall serve a three year term. In case the CFAC representative is unable to attend a CFAC meeting, the Faculty Senate will choose an alternate attendee. In case of a resignation, the Faculty Senate can choose to seat an alternate to complete the academic year and then hold an election for a new CFAC representative prior to the Spring All-Campus Meeting.

F. MEETINGS

The Faculty Senate shall meet at least monthly during the academic year. Special meetings may be called by the President or by a majority vote of members. Regular meetings are to be well publicized and open to the entire campus community.

G. QUORUM

A simple majority of the members shall constitute a quorum for all meetings.

H. VOTING

Except as otherwise specified by the Constitution of the Adams State College Faculty Senate or by the By-laws of the Adams State College Faculty Senate decisions shall be made by a simple majority vote.

I. ORDER OF BUSINESS

The order of business of each meeting shall include reading and approval of the minutes, a report from the Senate President and the Provost, subcommittee reports as scheduled, informational and discussion items, and adjournment.

J. PARLIAMENTARY AUTHORITY

The rules of parliamentary practice of *Robert's Rules of Order, Revised*, shall govern all proceedings subject to such special rules as have been or may be adopted. An exception occurs in the case of the Faculty Senate President, who is a fully participating and voting member of the body.

K. POLICY AND PROCEDURES FOR FACULTY SENATE COMMITTEES

Each committee will have a statement of purpose, which may be revised as needed. These statements shall be appended to the Faculty Senate constitution and shall be available on the Senate webpage.

L. CONSIDERATION OF BILLS BY FACULTY SENATE

Faculty members who wish to submit bills to be put on the agenda for discussion will give a written bill to one of the Faculty Senators. The Senator is then required to submit the bill to the Faculty Senate president with sufficient time to allow distribution to the Faculty Senators no less than two weeks before the next scheduled Senate meeting. Members of the administration may introduce bills through the Vice President of Academic Affairs, who will give them to the Faculty Senate President. Bills that do not include a rationale and proposed action will not be considered.

When a bill to modify the Faculty Handbook is introduced to the Faculty Senate, each Senator will discuss the bill with the faculty he or she represents to determine

1. If faculty agree with the proposed change
2. Whether the change proposed in the bill is a clarification of the existing Handbook, or a substantive change to the Handbook

After gathering this information, Senators will discuss the bill at the next Faculty Senate meeting if the agenda permits, but no later than the following meeting, and will vote to determine whether the proposed change is a clarification or a substantive change.

If a majority of the Senate votes that the proposed change is a clarification of the existing Handbook, the following steps will be taken:

1. Senate votes whether to approve the change proposed in the bill.
2. If approved, the proposed change is sent to the Faculty Handbook Committee. If the changes are to be included in the Handbook for the

- following school year, this step needs to be completed by February 15 in order to allow time for the remaining steps of the process.
- 3 The Handbook Committee inserts the change into the Faculty Handbook and makes any other changes necessary to insure that the rest of the Handbook is consistent with the proposed change. The Handbook Committee then forwards all of the proposed changes to the Faculty Senate.
 - 4 If a majority of the Senate votes for the proposed changes, they are sent to the Attorney General.
 5. If approved by the Attorney General, the proposed changes are recommended to the Adams State College Board of Trustees for their decision.

If a majority of the Senate votes that the proposed change is a substantive change to the Handbook, the following steps will be taken:

1. The Senate votes whether further action should be taken on the bill.
2. If further action is approved, the Senate will form a committee composed of three Senate members that will organize one or more campus forums to discuss the proposed changes with faculty members.
3. The committee may modify the proposed change based on input from faculty members.
4. The Senate votes whether to approve the latest version of the proposed changes in the bill. If the changes are to be included in the Handbook for the following school year, this step needs to be completed by February 15 in order to allow time for the remaining steps of the process.
5. If approved, the proposed change is sent to the Faculty Handbook Committee. The Handbook Committee inserts the change in the Faculty Handbook and makes any other changes necessary to insure that the rest of the Handbook is consistent with the proposed change. The Handbook Committee then forwards all of the proposed changes to the Faculty Senate.
6. If a majority of the Senate votes to approve the proposed changes, they are sent to the Attorney General.
7. If approved by the Attorney General, the proposed changes are put to a full faculty vote. If the proposed changes relate to more than one issue in the Handbook, the ballot will be arranged so that each issue is voted on separately, rather than having a single yes/no vote for all the Handbook changes as a single package.
8. The faculty members are notified of the results of the vote.

Proposed changes that were approved by the faculty members are sent to the Adams State College Board of Trustees for their decision.

M. AMENDMENTS TO BY-LAWS

Suggestions for amendment of the By-laws may be sent to the Faculty Senate by any Senator or by any member of the Adams State College Faculty. These By-

laws may be amended or revised at any meeting if a quorum is declared present, provided the amendments or revisions have been duly presented at the previous meeting. Approval by a majority of the membership shall be required for the adoption of an amendment or revision of the By-laws. The amendment or revision of the Bylaws so voted becomes effective when approved. Approval by a majority of the membership shall be required for the suspension of a By-law.