

HONOLULU COMMUNITY COLLEGE FACULTY SENATE CONSTITUTION

Preamble

The Honolulu Community College Faculty Senate is established to provide the faculty with a formal voice in the development and maintenance of campus academic policy, and to provide a means for improved communication among the faculty, administration, students, and community. As such, it shall advise administration on all matters relating to the provision, preservation, and improvement of quality education at the College.

ARTICLE 1: PURPOSE & FUNCTION OF THE FACULTY SENATE

Section 1

The faculty has primary responsibility within the College for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research. The Faculty Senate and its Executive Committee shall have the responsibility to speak for faculty on such campus policy matters and the following:

- a. initiation, review, and evaluation of proposed or authorized instructional, research, academic, and community services programs;
- b. budget planning and implementation;
- c. student-faculty relations;
- d. evaluation of faculty, campus academics, and administrators;
- e. improvement and establishment of a canon of professional ethics and an effective means of professional maintenance of such ethics;
- f. community-faculty relations; and
- g. such other academic matters as may be deemed by its members as appropriate to its role or as may be referred to it by the Chancellor.

Section 2

The Faculty Senate shall establish the necessary rules and procedures for the fulfillment of its responsibilities in representing the faculty.

ARTICLE II: MEMBERSHIP OF THE FACULTY SENATE

The Faculty Senate (hereinafter called the Senate) shall consist of all members of the College faculty who are included in collective bargaining Unit 7 (HRS Chapter 89) as determined by the Hawaii Public Employment Relations Board.

ARTICLE III: SENATE MEETINGS

Section 1

The Senate may hold meetings after notice is given to Senate members. Senate meetings will be convened at the discretion of the Co-Chairs of the Faculty Senate Executive Committee immediately following the general faculty meeting at the beginning of each semester.

Section 2

The Faculty Senate Executive Committee may call for extraordinary meetings of the Faculty Senate. In addition, a petition to the Faculty Senate Executive Committee by ten percent of the Faculty Senate Executive Committee shall initiate a Senate meeting.

Section 3

Meetings of the Faculty Senate shall be chaired by the Co-Chairs of the Faculty Senate Executive Committee and shall proceed in accordance with standard rules of order.

Section 4

A quorum of the Senate shall be fifty percent of the members. Business at meetings of the Senate shall be limited to those matters raised in the notice of the meeting.

ARTICLE IV: FACULTY SENATE EXECUTIVE COMMITTEE

Section 1: Membership

The Faculty Senate Executive Committee (FSEC) shall be elected to represent the faculty. It shall consist of:

<u>#</u>	<u>Representation Group</u>
6	Divisional representatives (Divisions 1 to 6)
2	At-large representatives (one Career/Technical, one Liberal Arts);
1	Support services representative;
1	Lecturer representative;
1	The Chancellor, who shall be an ex-officio non-voting member.

Division Chairs shall not simultaneously serve as a Division Chair and as a member of the Faculty Senate Executive Committee.

Section 2: Election and Terms of Office

Full-time faculty members of the FSEC shall be elected by plurality ballot of the entire Senate by the end of March of each year. The lecturers shall also elect their representative by the end of March of each year. Vacancies to the FSEC shall be filled by appointment of the next highest vote-getter or with a majority vote of the FSEC. Under no circumstances shall any FSEC member serve more than three consecutive years. Terms of office shall be as follows:

<u>#</u>	<u>Representation Group</u>	<u>Term of Office</u>
6	Division representatives:	Staggered 2 year terms
1	At-large Liberal Arts representative	1 year term
1	At-large Career/Technical representative	1 year term
1	Support Services representative	1 year term
1	Lecturer representative	1 year term

Section 3: Authority

The FSEC shall have full power and authority to represent the Senate except where its acts conflict with decisions of the Senate. The FSEC shall establish its own sub-committees or otherwise carry on inquiries and investigations on matters initiated by or referred to the Senate. Members of the FSEC may be recalled by a two-thirds vote of members attending a Senate meeting.

Section 4: Election of FSEC Officers

The FSEC shall elect from its ranks a Campus Chairperson, a System Chairperson, a Campus Vice-Chairperson, and a System Vice-Chairperson. However, the Campus Chairperson and System Chairperson positions may be consolidated at the discretion of the FSEC. If the FSEC elects a Campus Chairperson and a System Chairperson, they will share the assigned time set aside for the management of the affairs of the Senate.

Section 5: FSEC Rules

The FSEC shall adopt such rules of procedures as necessary to insure the proper functioning of the FSEC.

ARTICLE V: COMMITTEES

Section 1: Committee Membership

All members of the Faculty Senate are eligible for membership on Senate Committees and Campus Committees. Senate Committees are ad hoc committees convened for a specific task or purpose by the FSEC. Campus Committees are the standing committees of the College which require faculty representation.

Section 2: Senate Committees

Senate Committees shall be determined as the need arises with the FSEC determining the nature and composition of such committees.

Section 3: Campus Committees

Campus Committees include the following committees:

- Committee on Programs and Curricula,
- Committee on Student Affairs,
- Division Curriculum Committees,
- Division Personnel Committees,
- Academic Standing Committee,
- Committee on Committees,
- Committee on Gender Issues,
- Academic Support Services Committee,
- Educational Media Center Committee,
- Excellence in Teaching Committee,
- Faculty Development Committee,
- Faculty Exchange/Sabbatical Committee,
- Graduation Planning Committee,
- Honors Committee,
- Health and Safety Committee,
- Student Conduct Committee

The membership of the Committee on Programs and Curricula will be determined by joint consultation between the FSEC Campus Chairperson and the Dean of Instruction. The membership of the Committee on Student Affairs will be determined by joint consultation between the FSEC Campus Chairperson and the Dean of Students. The membership of the Division Curriculum Committees and Division Personnel Committees will be determined by plurality ballot of the faculty in each Division. The Committee on Committees shall recommend to the FSEC faculty representatives for appointment on the other Campus Committees. The Chairperson of each Campus Committee shall act as a liaison between the committees and the FSEC and will submit a brief Committee Report to the FSEC at the end of each semester. The FSEC shall recommend to the Provost faculty for appointment on all other campus-wide committees which require faculty representation.

Section 4: Notice of Committee Elections

Notice of the committee elections results will be distributed to the faculty by the beginning of April.

ARTICLE VI: CHAIRS' END-OF-YEAR REPORT

Both the Campus Chairperson and the System Chairperson will submit end of year reports to the general faculty.

ARTICLE VII: TRANSMITTAL OF RECOMMENDATIONS

Recommendations of the Faculty Senate shall be transmitted to the Chancellor of the College by the FSEC Campus Chairperson. The Chancellor shall inform the FSEC of actions with regard to recommendations submitted by the FSEC. Notice of such actions shall be given to the faculty via FSEC meeting minutes or any method the FSEC chooses to disseminate information.

ARTICLE VIII: AUTHORITY

Section 1

The authority of the Faculty Senate originates with the professional involvement of the faculty in the educational objectives and operations of the College and with the Board of Regents' Policy on Faculty involvement in Academic Decision Making (4/12/79), and subsequent revisions thereto.

Section 2

This constitution shall take effect upon a favorable two-thirds vote of ballots cast by the Senate and upon approval by the Vice President for Community Colleges.

Section 3

Each action of the faculty under this constitution shall be consistent with such policy and directives as the Board of Regents may prescribe. If there is any conflict, the Chancellor shall notify the faculty of the conflict and initiate consultation to resolve the problem.

ARTICLE IX: REVISION AND AMENDMENT

Section 1

Any member of the Faculty Senate may recommend revision to the Faculty Senate Constitution. Proposed revisions shall be distributed by the FSEC for review and the Senate shall then vote on the proposed revisions. Senate approval shall occur with a two-thirds vote of ballots cast.

Section 2

Proposed revisions to the Constitution shall be transmitted to the Chancellor of the College and to the Vice President of the Community Colleges for approval.