

## College Operating Procedures (COP)



**Procedure Title:** Faculty Senate  
**Procedure Number:** 03-1109  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11; 12/10/2015

**Purpose Statement:** The faculty share in the governance of the Florida SouthWestern State College (College) through the Faculty Senate by recommending policies and procedures related to academic matters, thus creating a culture of collegiality with the administration to further the educational mission of the College.

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### Summary:

The mission of the Faculty Senate is to lead the faculty toward fulfilling their responsibilities in the shared governance of Florida SouthWestern State College and to represent faculty interests to the college's administration. The Faculty Senate is responsible for exercising its vested authority to ensure that faculty input is sustained, and to oversee policy and procedures that promote an effective and healthy educational environment. The Faculty Senate serves as a liaison between faculty and administration. This includes but not limited to:

- informing faculty about college policies, procedures, and substantive changes made by the administration;
- making recommendations to the VPAA/Provost and President regarding faculty academic issues; and
- making recommendations to faculty and administration on college policies.

The Faculty Senate is a strong advocate for academic freedom and expression as the basic tenet of the higher education community and the instructional environment at FSW.

### I. Faculty Senate Office:

The College shall provide the Faculty Senate Executive Committee with an office location equipped with a personal computer, telephone, and printer. The office shall have a small conference table for small meetings that officers will utilize. The office will be open for faculty to visit during posted office hours.

### II. Officers, Membership, and Voting:

Executive Committee: The Executive Committee of the College Faculty Senate.

**Faculty Senate President /Chair:** Principal Facilitator and Representative of the Faculty Senate Executive Committee; voted by the members of the college wide faculty. The Faculty Senate President may be expected to have up to 2 formal meetings with the College President and/or Provost/VPAA during the summer. He/she will be responsible for

scheduling and maintaining a presence in the Faculty Senate Office during the weeks of classes during the Fall and Spring semester. The Faculty Senate President may delegate any of his/her responsibilities as deemed necessary. Effective Spring semester 2016 the Faculty Senate President will elect to receive one of the following released workload credit and/or stipend for both the fall and spring semesters:

- 6 released workload credits (allowable teaching workload of 9-15 credits) 3 released workload credits and a stipend of \$3000 (allowable teaching workload of 12-15 credits)
- 0 workload credit and a stipend of \$6000 (allowable teaching workload of 15-16 credits)

**Faculty Senate Vice President:** Voted by the members of the college wide faculty. Effective Spring semester 2016 the Faculty Senate Vice President will elect to receive one of the following released workload credit and/or stipend for both the fall and spring semesters:

- 3 released workload credits (allowable teaching workload of 12-18 credits) 0 workload credit and a stipend of \$3000 (allowable teaching workload of 15-18 credits)

**Executive Committee Member:** Faculty Senate President, Faculty Senate Vice President, Faculty Representative from the Schools of Art, Humanities and Social Sciences; the School of Business; the School of Education; the School of Health Sciences; the School of Pure and Applied Sciences as well as representatives from Charlotte, Collier, Hendry-Glades, Lee (Edison) campuses. College Success and Learning Resources will have one representative.

**Parliamentarian:** Voted from the ranks of the Executive Committee or may be nominated and approved by the Committee. This person shall be responsible for assuring all activities of committee members, meetings, and reports follow established by-laws and Robert's Rules.

**Secretary:** Voted from the ranks of the Committee, this person shall be responsible for creating and reporting to all appropriate stakeholders minutes, reports, and other documents deemed essential for appropriate communication and transparency.

**Voting Members of the Faculty:** All persons holding regular, full-time academic appointments in the constituent faculties of Florida SouthWestern State College. These persons shall include library faculty as they are considered holding full-time academic appointments.

### III. Purpose and Functions

1. Making recommendations to the Provost and /or President:
  1. Standards of curricula and content of degree programs.
  2. Standards and facilities for research and scholarship.
  3. Establishment or discontinuance of departments, the merging, or the transfer of departments between constituent faculties.
  4. College Academic Calendar and modifications of the academic calendar.
  5. Admission standards and academic requirements for students.
  6. Awarding honorary degrees.
  7. New degrees and the modification of existing degrees.

2. Advising and consulting with the Provost on the appointment of major academic officers other than those of constituent faculties, on the formulation of the budget, and the allocation of resources and facilities, on long range-planning, and on matters of similar concerns to the faculty.
3. Reviewing current programs, policies and organizational structures with regard to their effectiveness and exercising initiative in proposing development and introduction of new program, policies, and organizational structures.
4. Recommending amendments to these bylaws.

#### IV. Meetings

1. Regular meetings  
During each academic year, the Faculty Senate shall hold at least three (3) regular meeting within the period from September to December, inclusive, and at least three (3) within the period from January to May, inclusive. The period between any two successive regular meetings shall not normally be less than approximately one month. The dates of regular meetings shall be determined by the Executive Committee in consultation with the Provost's office.
2. Special Meetings/ Emergency Meetings  
Special meetings of the Faculty Senate may be called by the Faculty Senate President, the majority vote of the Executive Committee, or upon written petition which states the purpose of the proposed meeting and signed by not less than twenty percent (20%) of the membership of the Faculty Senate. Such petition shall be delivered to the Faculty Senate President who shall, in turn, schedule a special meeting. Special meetings of the Faculty Senate may, at the discretion of the Executive Committee, allow for electronic attendance and voting.
3. Notifications and Agenda  
The Faculty Senate President shall notify each member of the Faculty Senate at least five days prior to the regularly scheduled meeting.
4. Presiding Officer and Rules of Officers  
The President of the Faculty Senate, or in the absence of the President, the Vice President shall conduct all meetings of the Faculty Senate. All meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*, excepting as otherwise specified in these By-laws.
5. Order of Business - Regular Meetings  
The order of business at all regular meetings of the Faculty Senate may be as follows:
  - Adoption of agenda
  - Approval or correction, if necessary, of the minutes of the previous regular meeting and any special meetings
  - Reports of Standing Committees
  - Reports of ad hoc Committees
  - Information Items and Discussion
  - Consideration of Motion Items
  - Faculty Announcements
  - New Business
  - Adjournment
6. Order of Business- Special Meetings and Emergency Meetings  
The order of business at any special meeting or any emergency meeting shall be only the consideration of the matter or matters for which the meeting shall have been called.

7. Reports, Motions, and Amendments shall be conducted in accordance of Robert's Rules.

All committee reports at all meetings shall be submitted to the Faculty Senate in writing. All motions introduced at all meetings, in addition to amendments thereto, shall be added to new business to allow the opportunity for proper notification of all faculty of the proposed motion.

8. Procedure of Voting

Voting at all meetings of the Faculty Senate shall be only by voice, by a show of hands, or by secret balloting including confidential, verifiable electronic balloting.

9. Minutes

The Secretary shall prepare and keep minutes of each meeting; submit a draft of the minutes to the Executive Committee for review; and, prior to the next meeting, distribute a copy with appended comments to each member of the Faculty Senate and to such non-members who have the privilege of attending as may so request.

10. Quorum

1. At any regular Faculty Senate meeting, a minimum of 30 college wide voting membership shall constitute a quorum.
2. If a quorum cannot be established at a regular Faculty Senate meeting, for practical reasons the meeting may be adjourned after non-voting items have been completed.
- 3.

## **V. Membership and Privilege of Attendance**

### **A. Attendance Requirement**

1. The Secretary shall keep a cumulative record of attendance at meetings of the Faculty Senate Representatives and, in February of each year, shall submit to the Executive Committee the names of those elected faculty members of the Faculty Senate who have been absent from more than one half ( $\frac{1}{2}$ ) of all regular and special meetings within the current academic year. Upon receipt of such report, the Chair shall designate a member of the Executive Committee to inquire the circumstances for such absences.
2. Without evidence of extraordinary circumstances, the member shall be informed in writing that they will not be eligible to serve in any capacity on the Faculty Senate for the remainder of the current academic year or the coming academic year.
3. The Executive Committee shall notify the Provost in order to arrange an election for a replacement representative.

### **B. Attendance by non-members**

Meetings of the Faculty Senate, as defined by Florida law, are open to attendance by non-Senate members. Members of the Board of Trustees, the President or his designee, the Provost, vice-presidents, deans, and other academic officers may request an opportunity to address the Faculty Senate by contacting the Faculty Senate President. The Faculty Senate President or Executive Committee may also request that the College President, Provost, or other college administrator address the Faculty Senate on an issue under consideration.

### **C. Officers**

1. In March of each year, the Executive Committee of Faculty Senate will request volunteers for Standing and ad-hoc committees. Additionally,

representatives will be requested from each 4 campus/center locations and each school for the executive committee.

2. In March, nominations will be open for the offices of president, and vice president. The nominations will be accepted for two weeks. The nominations will be collected by an election supervisor who is appointed by the president and who is not seeking a nomination for any office.
3. After the nomination period expires, the ballots will be prepared for the meeting. Absentee ballots may be requested by faculty prior to the meeting and submitted directly to elections supervisor prior to the April Meeting. No absentee ballots will be accepted unless directly submitted to the elections supervisor.
4. Additional offices may be created by the consent of the Executive Committee as need arises. Conversely, offices may be dissolved by majority vote of the Executive Committee as need for such responsibilities are no longer present.

## **VI. Committees**

### **1. Executive Committee**

- a. The Executive Committee shall consist of five to ten persons. There shall be one individual from each geographic location and one person from each of the Schools and one person from the libraries. A faculty member may fill more than one representation requirement simultaneously.
- b. Executive Committee members will be expected to be available during summer sessions if necessary. If extended summer availability is needed Executive Committee members may be given appropriate supplemental contracts.
- c. Faculty Senate and FSW Faculty Union are essential and dedicated to the betterment of the college and to improve conditions for all faculties. Executive officers in both units agree that it is beneficial to keep unit autonomy when at all possible by not holding executive positions in both units.
- d. The Executive Committee shall set the agenda for meetings of the Faculty Senate, subject to such exceptions as may be specified in the By-laws of the Faculty Senate.
- e. The Executive Committee shall report all actions and recommendations to the Faculty Senate.

### **2. Faculty Senate Standing Committees**

- a. The By-laws of the Faculty Senate shall provide for additional standing committees and shall assign explicitly to each the appropriate areas of Senate powers and obligations from among those enumerated in these By-laws.
- b. As may be provided in the By-laws of the Faculty Senate, members of such additional standing committees may include members of the College community who are not themselves members of the Faculty Senate.
- c. All Faculty Senate Standing Committees report to the Executive Committee.
- d. All Faculty Senate Standing Committees operate in accordance with College Operating Procedures and CNA.

### **2. Ad Hoc Committees**

- a. Ad Hoc Committees of the Faculty Senate may be established by the Executive Committee. The Executive Committee shall provide each such ad hoc committee with a specific charge stated in writing, and the ad hoc committee shall confine itself to the fulfillment of this charge unless otherwise authorized in writing by the Executive Committee. The maximum term of any ad hoc committee shall be twelve months, subject to extension at the discretion of the Executive Committee.

- b. At the discretion of the Executive Committee, such ad hoc committees may include members of the College community who are not members of the Faculty Senate.

c.

#### **VII. Meetings of the Executive Committee and College Administration**

- a. Representatives from the Faculty Senate Executive Committee will hold regular monthly meetings with the President and Provost/VPAA to discuss matters related to shared governance.
- b. The agenda for these meetings will be finalized one week prior to the meeting, when possible. The purpose of these meetings includes recommending policies and procedures related to academic matters and helping to create a culture of collegiality between the administration and the faculty to further enhance the mission of the College. Wages, hours, and terms and conditions of employment will be the purview of the Faculty Union.
- c. The President and/or Provost/VPAA may request additional members of the College administration to be present at meetings to discuss specific agenda items.
- d. The Executive Committee shall be empowered to act for the Faculty Senate between meetings on matters requiring emergency action and the Executive Committee shall advise the President and Provost in the selection of officers of academic administration whose positions carry responsibilities extending beyond a single constituent faculty.

#### **VIII. Amendments**

1. An amendment of these By-laws may be proposed by a majority vote of the Faculty Senate. The vote on any proposed amendment shall require a simple majority (50% +1). The proposed amendment must be discussed in a meeting and balloting must take place at that meeting.
2. At least once every five (5) years, the Faculty Senate shall review all provisions of these By-laws and recommend to Faculty Senate as to desirable amendments.
3. After its approval by the voting members of the Faculty Senate, an amendment shall take effect immediately upon receipt by the secretary of the Executive Committee.
4. Copies of the amended By-laws shall be transmitted to the President and Provost and all full-time faculty as soon as reasonably possible.