

## **Spartanburg Community College Faculty Senate By-Laws**

### **I. NAME**

The Faculty Senate of Spartanburg Community College

### **II. PREFACE**

In the spirit of shared governance for leading the educational affairs of Spartanburg Community College, this document affirms that it is of central importance that faculty, who have special expertise in promoting student success, provide input and make recommendations to administrators whose decisions are made on behalf of the students, the faculty, and the citizens of the Upstate, and that faculty concur with these decisions. This document reflects the belief in the value of cooperation and a belief that shared governance should be both systematic and flexible.

### **III. PURPOSE**

The purpose of Faculty Senate is to provide a forum for faculty to participate in the decision-making process of the college.

### **IV. ROLE OF THE SENATE**

The Faculty Senate shall be

- A. The primary advocate representing the faculty to the college administration on all matters of faculty concern, particularly those issues, policies and procedures which impact the teaching/learning process and faculty personnel matters.
- B. A deliberative body to make recommendations to and advise the Senior Vice President of Academic Affairs, the Associate Vice President of Instruction, the President, the Spartanburg Community College Commission, and/or the college community about new or existing policies and procedures affecting faculty.
- C. A collaborative body with a primary role of promoting the need for understanding and cooperation to support the mission of the college.
- D. A decision-making body representing the faculty with authority to make recommendations to the college administration regarding faculty issues as defined in Section V.C. with the responsibility and authority to voice concurrence or non- concurrence with policies and procedures proposed regarding the issues in Section V.C. below.

### **V. AUTHORITY OF THE SENATE**

- A. It is recognized that the Spartanburg Community College Commission has the final authority on all college policies.
- B. In the legitimate interest of shared governance, the faculty requests the college administration seek Faculty Senate concurrence or non-concurrence on the following items prior to their final approval:
  - On major changes to policy, procedures, organizational structure, or educational programs that significantly affect the operations or academic integrity of the college.
- C. The Faculty Senate may issue a vote of concurrence or non-concurrence on any/all of the above matters (Section V.B.) prior to their final approval by the appropriate bodies. The President of the Faculty Senate shall notify in writing the President of the College, the Senior Vice President of Academic Affairs, and the

Associate Vice President of Instruction of its vote. When appropriate, the President of the College will inform the Spartanburg Community College Commission of the Faculty Senate's vote and send a copy of notification to the President of the Faculty Senate.

- D. The President of the Faculty Senate or his/her designee will represent the Faculty Senate on all search committees involved in hiring for administration positions at the level of Dean or above (excluding any Presidential search).
- E. Faculty Senate will serve as a discretionary advisory body to the President and Senior Vice President of Academic Affairs on those issues impacting directly the faculty of the college.

## **VI. MEMBERSHIP**

- A. Faculty Senate is composed of and represents all Spartanburg Community College employees whose primary responsibility is direct classroom instruction or a combination of instructional, supervisory and/or management responsibilities in direct support of instruction. Included are full-time permanent faculty in Arts and Sciences, Library, Transitional Studies, Health and Human Services, Technologies and adjuncts (part-time).

- B. Officers  
Senate President (non-voting, except in those cases of a tie)  
Senate President-elect

### **Release Time for the President:**

The Senate President will be granted one course of release time, or (at the discretion of the Senior VP of Academic Affairs) a 3 credit overload pay equivalent, for each semester that he/she serves, including the summer term that precedes the academic year in which he/she serves, allowing the Senate President time to prepare, meet with administrators, and canvas the faculty to determine faculty issues and concerns. The Senate President needs to be present in the Summer Semester and should plan to dedicate at least 7.5 hours a week to his/her duties.

- C. Members (Representatives)  
Each department listed below will have 3 full-time permanent faculty members serving as Faculty Senators. In addition, there will be one full-time permanent Senator from the Library, one full-time Senator from Transitional Studies, and 3 Senators for the Adjunct Faculty. The Faculty Senate will be composed of the following seats in addition to the Senate President (non-voting, except in those cases of a tie) and Senate President-elect. Each position listed below is for a two-year term. The President and President-elect count against the numbers listed below.

1. Health & Human Sciences (3) (preferably from different departments)
2. Arts and Sciences (3) (preferably from different departments)
3. Technologies (3) (preferably from different departments)
4. Library (1)
5. Transitional Studies (1)
6. Adjunct Faculty (3) (preferably 1 from each division)

## **VII. ELECTION OF OFFICERS AND MEMBERS**

- A. Definition of Eligible Voters, Candidates and Officers  
Faculty who may participate in elections for senate seats (both for running and voting) will include full-time and adjunct faculty who are not part of the college's administration. The administration is defined as the College President, all Vice

Presidents, Deans, and all President's Executive Council members. A Department Chair may serve as a representative on the Faculty Senate, but may not serve as an officer.

B. Officers

1. The Senate President will call for nominations for Senate President-elect by the first Monday in March. All persons eligible for election to Faculty Senate will have the opportunity to nominate candidates for the position of President-elect. The nominations period will end four weeks after the original call.
2. The Faculty Senate President will make every effort to secure at least two candidates.
3. Candidates for Senate President-elect must be full time faculty with at least three years' service at the college.
4. The current Senate President-elect of the Faculty Senate will supervise the elections. It will be Senate's responsibility to verify and update departmental faculty lists prior to the elections.
5. Those nominated will be introduced and given the opportunity to make a presentation or submit a position statement through one of the regular means of communication for the college to be scheduled at least one week prior to the election.
6. Only full-time faculty members may vote for Senate President-elect. Faculty will have two weeks in which to vote; voting will be complete by mid-April. If there is only one nominee, Faculty Senate will review the nomination and will declare the nominee elected by acclamation. In the case of two or more candidates, a simple majority of votes cast by faculty at large will constitute election. If no candidate receives a simple majority, the current President-elect will conduct a run-off election between the two candidates receiving the most votes.
7. Election of the Senate President-elect will be completed by the end of April.
8. The Senate President-elect will serve one year as Senate President-elect and will then serve one year as the Senate President. The term will begin with the start of the summer semester and end with the completion of the spring semester.
9. If the Senate President is unable to complete a term, the Senate President-elect will succeed the Senate President and then complete his/her term. If the Senate President-elect's position becomes vacant, the Faculty Senate will call an election to fill that office.

C. Member Seats (Senators)

1. By May 1, each division represented is obligated to elect representatives by a majority of votes cast to fill its vacant assigned seats on Faculty Senate.
2. Members will be elected for two-year terms. The term will begin with the start of the summer semester and end with the completion of the spring semester. All Senators will serve a two-year term.
3. Vacancies occurring prior to the expiration date of a term will be filled by special election within the appropriate division unless the unexpired term is less than three months, in which case the Senate President will appoint a replacement from the appropriate department.
4. An individual may serve no more than two consecutive terms as a Senator, but may serve again after an absence of at least one term.

5. Full-time faculty Senators from each division will appoint one adjunct member to represent their division. One adjunct Senator is preferred from each division. If no one from a certain division is interested, then multiple Senators from a division will be allowed.

#### **VIII. FACULTY SENATE MEMBER RESPONSIBILITIES**

- A. The Senate President will prepare and distribute copies of the Senate agenda to all Faculty Senate members, and the Senior Vice President for Academic Affairs.
- B. The Senate President or the Senate President-elect will conduct Faculty Senate meetings. Meetings will be conducted by consensus unless a member requests the use of *Robert's Rules of Order*. In that case, *Robert's Rules* will be in effect.
- C. The Senate President will arrange for a secretary-recorder for each meeting. The Senate President will review the minutes and submit them to Faculty Senate by e-mail for approval and/or correction. A copy of the approved minutes will be posted on the Faculty Senate website and distributed to the Director of the Library for college archives.
- D. The Senate President and/or the President-elect will meet with the college President at least once each semester and the Senior Vice President of Academic Affairs or Associate Vice President of Instruction as deemed necessary by the Senate President. The Senate President and/or the Senate President-elect may request to be put on the agenda of Spartanburg Community College Commission meetings and may attend the President's Extended Executive Council meetings. The Senate President-elect will be responsible for scheduling individual departmental meetings to be attended as deemed necessary to solicit college-wide faculty input.
- E. The Senate President and/or President-elect will represent the faculty at all appropriate college-wide meetings.
- F. The Senate President and/or President-elect may appoint any Faculty Senate member to represent the Faculty Senate in the absence of the Senate President and President-elect or when appropriate.
- G. The Senate President will forward recommendations approved by the Faculty Senate to the appropriate faculty, staff, and/or administrative representatives.
- H. The Faculty Senate as a whole, and/or appointed ad hoc committees, will discuss faculty personnel issues such as, but not limited to, professional development, in-service activities, as well as issues relating to calendar, loading, curriculum, and learning environment.
- I. Faculty Senate members are responsible for:
  1. Communicating concerns of their division to the Faculty Senate
  2. Soliciting feedback from their division on items to be voted on
  3. Voting as a representative of their division
  4. Communicating results of the Faculty Senate meetings to constituents in a timely manner
- J. The Senate President-elect will coordinate with out-going senators for the yearly election of divisional members.
- K. Faculty Senate members are expected to attend all Faculty Senate meetings. A Faculty Senate member who cannot attend a meeting is responsible for appointing a proxy from his or her division for that meeting and informing the proxy of the issues to be discussed. Once the proxy has been selected, the Senate President or President-elect will be notified.

**IX. REMOVAL OF FACULTY SENATE MEMBERS**

- A. Any member who does not fulfill the duties described in this document may be removed from the Faculty Senate by a two-thirds vote of the Faculty Senate.
- B. Prior notice must be given to the delinquent member and the appropriate division.

**X. FACULTY SENATE MEETINGS**

- A. Every faculty member, full-time and adjunct, has the right to attend and address the Faculty Senate; however, the Faculty Senate may limit discussion at the discretion of the Senate President or President-elect.
- B. Issues before the Faculty Senate will be decided by a majority vote of those members present. This is restricted to voting members of the Faculty Senate as outlined in Section VI.C.
- C. A simple majority of Faculty Senate members will constitute a quorum (at least eight (8) members constitute a quorum). No vote may be taken unless a quorum is present.
- D. The Faculty Senate should meet at least once a month from August or September, through April, at the discretion of the Senate President.
- E. Appropriate staff and/or administrative representatives may be asked to attend Faculty Senate meetings or serve on ad hoc committees when additional information or expertise is needed. Invited staff and/or administrative representatives may be excused from the remainder of the Faculty Senate meeting unless their presence will be needed for later agenda items.
- F. The Senate President will reserve the right to address the faculty and staff at each All-College Meeting.
- G. The Faculty Senate President will reserve the right to call a meeting with a 24 hour notice using optional communication methods as a medium to conduct the meeting.

**XI. Ad Hoc COMMITTEES**

- A. Ad Hoc committees of the Faculty Senate may be created by a two-thirds vote of the Senate.
- B. Each Ad Hoc committee must be established with its structure and authority fully detailed. The Ad-hoc Committee will be disbanded and their task is completed.
- C. A simple majority of Ad Hoc committee members will constitute a quorum. No vote may be taken unless a quorum is present.

**XII. AMENDMENTS**

- A. It is recognized that this these bylaws may be amended with two-thirds vote of the Full-time Faculty. Prior to voting, Faculty Senate will solicit input about proposed amendments from faculty members and will seek concurrence about proposed amendments from the President of the College.
- B. This document will be reviewed at least annually and amendments may be initiated by Faculty Senators. Any proposed amendments are subject to review by the President of the College.
- C. At the beginning of his/her term, the incoming Senate President will add the name of the immediate past Senate President to the Appendix of the document; this amendment does not require a two-thirds vote of Faculty Senate, input from faculty, or concurrence from the President of the College.

### **XIII. FOOTNOTES**

#### **Past Presidents List**

#### **\*Acknowledgements**

These bylaws were constructed by an Ad-hoc Bylaw Committee in 2013-14 consisting of members from all three academic divisions. Several portions of these bylaws were adopted from the bylaws of Midlands Technical College. A special 'thank you' goes to the 2013-14 Midlands Technical College Chair Dr. Tony Scotti for allowing this committee to draw from their bylaws, especially in the 'Preface' and 'Role of the Senate' sections.

