

Piedmont Virginia Community College

Faculty Senate Constitution

ARTICLE I: PURPOSES

Section 1:

The purpose of the PVCC Faculty Senate shall be to act as the official voice of the faculty in the implementation and review of institutional policy that affects teaching and learning at PVCC. Such policies will include, but not be limited to budget, hiring of faculty, promotions and multi-year contracts, and faculty evaluations.

Section 2:

It shall be the special responsibility of the Faculty Senate to represent the faculty in making recommendations to the deans, vice president, president, and/or local board of the college concerning matters of educational policy, general faculty interest, student affairs, or administrative procedures.

Section 3:

The Faculty Senate shall represent the faculty of Piedmont Virginia Community College in making recommendations to the appropriate commissions and executive board of the Virginia Community College Association, the Chancellor's Faculty Advisory Committee, the State Chancellor of Community Colleges, and the State Board for Community Colleges in matters concerning the entire community college system of the state.

Section 4:

In exercising the above functions the Association may pass such rules, regulations, and by-laws as it deems necessary for the fulfillment of its duties.

ARTICLE II: MEMBERSHIP

Section 1:

Full voting membership shall be open to any full-time faculty member, counselor, or librarian of Piedmont Virginia Community College. Three officers of the Adjunct Faculty Council who will have full voting membership will represent adjunct faculty and their concerns.

Section 2:

Non-voting membership shall be open to any adjunct teaching faculty member, counselor, or librarian at Piedmont Virginia Community College who is present at any meeting.

ARTICLE III: OFFICERS

Section 1:

The presiding officer(s) of this organization shall be the president or co-presidents of the Faculty Senate. President(s) shall prepare the agenda, preside at the meetings, and be an ex-officio member of all committees. The president(s) shall have the power to call special meetings as provided for in Article IV. The president(s) shall have the power to appoint any ad hoc committees deemed necessary. The president(s) shall represent the Faculty Senate at the College Board meetings and at all formal functions.

Section 2:

The vice-president shall perform all the duties of the president(s) in the absence of the president(s). If for any reason the president(s) should be unable to continue performing duties, the vice-president shall become president for the remainder of the term of office. The vice-president shall assist the Vice President for Instruction and

Student Services in planning in-service programs for the Fall and Spring semester planning periods.

Section 3:

The secretary shall keep the minutes of the meetings and shall issue all notices for the organization and carry on correspondence for the organization at the direction of the president(s).

Section 4:

The treasurer shall prepare financial reports as needed.

Section 5:

The representative to the Chancellor's Faculty Advisory Committee shall be elected for a two-year term and shall attend all advisory committee meetings called by the chancellor, or identify an alternate to attend. A report shall be made to the membership of the proceedings of those meetings.

Section 6:

The representative to the College Senate shall be elected in April. The representative to the College Senate shall attend College Senate meetings or identify an alternate to attend, and shall report the proceedings of those meetings to the Faculty Senate.

Section 8:

All officers shall be elected at the April meeting and take office at the end of that meeting. No officer shall hold the same office for more than two consecutive terms. Methods of nomination and election shall be set forth in the bylaws.

ARTICLE IV: MEETINGS

Section 1:

There shall be regular meetings at least once per month during the academic calendar year, unless the Executive Committee announces otherwise.

Section 2:

Special meetings may be called by the president or by the vice-president in the absence of the president. All special meetings shall be preceded by a public notice.

Section 3:

On petition by twenty members, the president is obligated to call a special meeting of the association within two weeks of the petition.

Section 4:

- a. No matter may be voted upon unless a quorum is present but the issue could be referred for electronic voting. A quorum for electronic voting would be thirty.
- b. All business before the Faculty Senate shall be decided by a simple majority with the exception of amendments to the Constitution.
- c. In all matters of procedure not specified herein, Robert's Rules of Order, Latest Edition, shall be applied.

ARTICLE V: COMMITTEES

Section 1:

There shall be a system of committees to aid, assist, and advise the Faculty Senate in the carrying out of its duties.

Section 2:

It shall be the duty of the committees to consider and investigate all problems referred to them and make reports and recommendations to the Faculty Senate.

Section 3:

If any committee members disagree with a conclusion of the committee, they may submit a dissenting report.

Section 4:

Unless otherwise specified, a majority of the committee shall constitute a quorum and a majority of the votes cast shall be considered the will of the committee.

Section 5:

The Faculty Senate may establish and appoint such ad hoc committees as it may deem necessary.

Section 6:

The president(s) of the Faculty Senate may establish and appoint such ad hoc committees as deemed necessary.

ARTICLE VI: RATIFICATION

This constitution shall be ratified by a vote of two-thirds of the full time faculty. Upon approval it shall become the governing instrument for the faculty of Piedmont Virginia Community College. Current Faculty Professional Association officers will continue in equivalent positions within the Faculty Senate until April, 2010 when Faculty Senate officer elections will be held.

ARTICLE VII: AMENDMENT

Amendments to this constitution shall be ratified by a two-thirds vote of the voting membership.

BYLAWS

- I. 1. a. The Secretary shall provide copies of minutes for all voting members, the college archives, the president of the college, and the deans. Meeting minutes will be made available on the Faculty Senate Blackboard site shortly after each meeting. Any faculty member may have access to this site.
- I. 2. a. In March each year a nominating committee is appointed and a slate of officers is chosen from the voting membership. A slate is presented to the membership prior to the April meeting. At the April meeting nominations shall be accepted from the floor. Election by ballot will decide the Executive Committee.
- I. 3. a. The Executive Committee shall consist of the president(s), the vice-president, the secretary, the treasurer, a representative to the Chancellor's Faculty Advisory Committee, and a representative to the College Senate. The president(s) shall convene a meeting between the Executive Committee and the PVCC President and Vice President for Instruction and Student Services following each Faculty Senate meeting, or as needed.
- V. 1. b. Committees shall be formed when a need arises. The committee may be appointed or elected.