



## Faculty Senate Policies and Procedures

### I Responsibilities

#### A. The **Executive Committee** will

- 1) Report on any activities since the previous senate meeting
- 2) Appoint ad hoc committees as needed
- 3) Respond to requests for action (via motions) by the College Faculty Senate
- 4) Meet with the President at least once each Fall and Spring semester at the President's discretion
- 5) Provide Leadership

#### B. The **College Faculty Senate Chair** will

- 1) Call and preside over meetings of the College Faculty Senate
- 2) Attend the President's Executive Staff meetings and other meetings as appropriate and at the request of the President.
- 3) Serve on the PAPC
- 4) Convene and preside over Faculty Senate Executive Committee meetings and College Faculty Senate meetings
- 5) Serve on the Faculty Senate of Virginia
- 6) Attend College Board Meetings
- 7) Build a collegial level of rapport and trust with administration, faculty, and staff
- 8) Advocate for faculty
- 9) Follow through on decisions of the College Faculty Senate
- 10) Solicit volunteers for College-wide committees in conjunction with the College Faculty Senate Secretary
- 11) Prepare and disperse an agenda of upcoming meetings one week in advance of College Faculty Senate meetings
- 12) Report monthly to the College Faculty Senate to summarize meetings attended
- 13) Prepare an annual report each April (formative evaluation including reports from standing committees)
- 14) Convene meetings of all faculty
- 15) Present at New Faculty Orientation
- 16) Provide leadership
- 17) Seek nominations for next year's chair, secretary, and any other open offices (CFAC, PAPC, and FSVA in March)
- 18) Facilitate the transition of the succeeding chair
- 19) Report the Awards Committee nominees to the President and the Vice President for Academic Affairs
- 20) Attend (and present the awards if requested) at the Awards Ceremony
- 21) Ensure that each campus has selected designated representatives and alternates to serve on the College Faculty Senate
- 22) Ensure that the college-wide librarian and counselor are from different campuses
- 23) Set goals for the upcoming year

C. The **Campus Chairs/Vice Chairs** will

- 1) Convene and preside over campus senate meetings
- 2) Serve on and attend Faculty Senate Executive Committee meetings
- 3) Submit minutes and campus reports to the College Faculty Senate Chair and Secretary at least one week prior to the College Faculty Senate meetings
- 4) Submit the Campus list of officers and Faculty Senators for the upcoming year at least one week prior to the College Faculty Senate's April meeting when nominations for the following year's officers are held.
- 5) Submit a list of designated senators and alternates to the College Faculty Senate at least one week prior to the College Faculty Senate's April meeting when nominations for the following year's officers are held.
- 6) Advocate for the needs of their campus and faculty to the College Faculty Senate
- 7) Report monthly to the College Faculty Senate regarding the meetings attended
- 8) Keep the campus faculty informed on important issues brought before the Campus Faculty Senate
- 9) Act as a stand in for the College Senate Chair when s/he requires it

D. The **College Faculty Secretary** will

- 1) Prepare and distribute copies of the agenda and minutes of all meetings to members of the College Faculty Senate
- 2) Maintain roster of members and attendance at all meetings
- 3) Distribute draft minutes in electronic format within one week after the College Faculty Senate meetings
- 4) Make corrections to the minutes and submit corrected minutes to the College Faculty Senate for publication in electronic format within a week of approval at the College Faculty Senate Meetings
- 5) Attend and take minutes at the meetings of the College Faculty Senate Executive Committee
- 6) Record motions and read the text of motions in meetings when asked
- 7) Track motions and maintain a tickler file to track action items and send to the College Faculty Senate Chair for the agenda
- 8) Assist with voting
- 9) Maintain official records of the group: bylaws, special rules of order and standing rules, minutes, membership roll, membership in attendance, and committee reports
- 10) Pass records to new secretary on completion of duties
- 11) Conduct official correspondence

E. The **College Faculty Senate Treasurer** will

- 1) In conjunction with the College Faculty Senate Executive Committee, prepare a budget proposal each fiscal year to be presented to the College Faculty Senate for approval
- 2) Prepare and deliver memoranda approving expenditures of College Faculty Senate funds
- 3) Monitor the College Faculty Senate budget using the Administrative Information System (AIS) and work with the College Financial Services office to resolve any discrepancies
- 4) Maintain records of expenditures, memoranda and other paperwork related to the College Faculty Senate budget
- 5) Pass records to and facilitate transition of the succeeding Treasurer
- 6) Prepare and deliver budget updates at meetings of the College Faculty Senate

- 7) Attend and deliver budget reports at meetings of the College Faculty Senate Executive Committee
- 8) Serve on the College Faculty Senate Professional Development Committee and report on Committee budget and activities at College Faculty Senate Meetings

F. The **Faculty Senators** will

- 1) Communicate with and advocate for faculty
- 2) Attend all meetings and have alternates when emergencies arise
- 3) Participate in Senate and ad hoc/standing committees
- 4) Serve as the voice of faculty
- 5) Remain informed on TCC issues
- 6) Represent their respective campus senates
- 7) Provide leadership

G. The **Chancellor's Faculty Advisory Committee (CFAC)** representative will

- 1) Serve a 2-year-term
- 2) Solicit and gather input for semi-annual meetings
- 3) Filter non-VCCS issues
- 4) Post issues on the CFAC discussion board
- 5) Disseminate CFAC discussion Board items to the College Faculty Senate for input prior to the CFAC meetings
- 6) Represent the College Faculty at the CFAC meeting
- 7) Provide a summary report of the CFAC meeting to College Faculty Senate after each meeting

H. The **President's Advisory and Planning Council (PAPC)** representative will

- 1) Serve a two-year term, which starts on an even year
- 2) Report monthly to the College Faculty Senate
- 3) Represent the College Faculty Senate at the PAPC meeting

## II **Committee Charges and Membership**

A. **Professional Development Committee** Membership: Open

The charge of the Professional Development Committee will be to

- 1) Oversee the Professional Development Funding Plan
- 2) Solicit, review, and approve (or disapprove) requests for funds
- 3) Report to the College Faculty Senate each May
- 4) Account for all funds and request more if needed
- 5) Update forms annually based on changes requested from the College Faculty Senate
- 6) Update the Approved Professional Organizations list each Aug

B. **Awards Committee** Membership: Open

The charge of the Awards Committee will be to solicit and review applications for The Outstanding Professor and Special Achievement Awards. To complete their charge, they will

- 1) Report monthly to the College Faculty Senate and submit a written summary of the process for review
- 2) Determine recipients and report to the College Faculty Senate Chair and the Special Events Coordinator by the third week of March
- 3) Nominate the Outstanding Professor as the SCHEV award nominee

C. **Communications and Public Relations Committee:** Membership: Open

The charge of the Communications and Public Relations Committee will be to promote the College Faculty Senate and provide a means of communication between and among faculty, staff, administration, and TCC as a whole. To complete their charge, they will

- 1) Facilitate all forms of communication within and outside of the senate including the Blackboard and the College Faculty Senate web page
- 2) Create and maintain the New Faculty Senator Orientation Packet
- 3) Work with Creative Services to create promotional material
- 4) All forms of communication must be approved by the Executive Committee before creation and distribution

**A. Adjunct Faculty Committee**

Membership: Open

The charge of the Adjunct Faculty Committee will be to encourage participation of adjunct faculty on the Campus and College senates and enhance communication between adjunct faculty and the senate

**B. Ad Hoc Committees**

The charge and scope of ad hoc committees will be to

1. Examine specific issues and suggest policy to the College Faculty Senate
2. Remain on task for the area of concern they are to address and shall not assume responsibility for areas of concern beyond those assigned them, except by prior approval of the College Faculty Senate or Executive Committee
3. Dissolve upon completion of the duties given to them by College Faculty Senate
4. Report monthly to the College Faculty Senate

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