

Constitution of the Grossmont Academic Senate

Article I. Name

The name of this body shall be the Grossmont College Academic Senate.

Article II. Goals and Purposes

The goals and purposes for which this organization is formed are:

1. To represent the faculty in the formation of policy in academic and professional matters.
2. To make recommendations to the college administration and to the Governing Board.
3. To facilitate communication among the faculty, the college administration, the classified staff, the students and the Governing Board.
4. To promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibility and ethics.

Article III. Scope and Representation

The Academic Senate represents all non-management certificated personnel employed at Grossmont College.

Article IV. Membership and Organization

1. The Senate shall consist of:
 - a. Officers-at-large and a part-time faculty officer. All officers shall be elected at large to two-year terms. Officers shall begin their terms on the last day of the spring semester and may succeed themselves for as many terms as elected.
 - b. Designated Senators as described in Section 3 of the By-Laws.
 - c. Six divisional part-time instructors (four instructional, one library and one student services), selected by part-time instructors to a term of one year as described in Section 3 of the By-Laws.
2. Units represented by Senators are departments, divisions, or combinations of disciplines for purposes of Senate representation. These units shall be referred to as departments throughout this Constitution. The current alignments of unit representation will be listed as Appendix A to this Constitution. Adjustments to Appendix A will be made by the third Senate meeting of each Fall semester based on each department's current FTEF.

Article VI. Amendments

This constitution may be amended by a majority vote of the faculty, as previously defined (Article III), provided that the faculty has been notified in writing of the text of the amendment at least one week prior to the vote, and providing that the amendment has previously been approved by two-thirds of the Academic Senate, or that twenty percent of the total faculty had signed a petition supporting the proposed amendment.

Article VII. Ratification

This Constitution when ratified by a majority of all members present and voting, assuming a quorum of the Grossmont College Academic Senate, shall supersede the previous Constitution and become binding on all present and future members of the Senate as soon as the officers and member of the Senate have been elected.

Last amended April 2009

Academic Senate By-Laws

Section 1. Duties of Officers

- A. **The President.** It shall be the duty of the President:
1. to preside at all meetings of the Senate.
 2. to insure that regular meetings of the Senate are held, and that the membership and faculty are adequately informed as to the time and place of each meeting.
 3. to call special meetings when necessary or when required by other provisions of this Constitution, and to insure that the membership and faculty are adequately informed as to the time and place of each meeting.
 4. to appoint special committees when necessary or when so directed by the membership.
 5. to serve or to appoint a designee to serve as an ex-officio member of all committees for which Senate representation is required.
 6. to be responsible for all correspondence to and from the Senate.
 7. to serve as the official representative of the Senate when so authorized.
 8. to arrange for representation of the Senate at scheduled meetings of such professional organizations as directed by the membership.
 9. to prepare and distribute at the appropriate time, meeting agenda and proposed amendments.
 10. to supervise clerical staff assigned to the Senate, who will assist the President as follows:
 - a. keep complete records of the proceedings of the Senate meetings,
 - b. distribute minutes of these to each faculty member who requests them,
 - c. bring to each meeting a complete record of the proceedings of the current year, a copy of the Constitution, and the latest copy of Robert's Rules of Order.
 11. to appoint a Parliamentarian,
 12. to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct,
 13. to maintain and operate an Academic Senate office, including all records, files, data bases, and appropriate physical assets.

- B. The Vice-President.** It shall be the duty of the Vice-President:
1. to assist the President and assume the duties in the absence of the President,
 2. to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct.
 3. to facilitate the selection of the Distinguished Faculty.
- C. The Senate Officers Committee,** consisting of the six officers shall be responsible for:
1. attending budget, planning and other committees as agreed upon in discussion with the Academic Senate President,
 2. recommending appointments to any committee formed by the Senate and to assist in staffing institutional committees as directed by the Senate,
 3. serving as liaison between the Senate committees and the Senate,
 4. assisting the faculty chairs of committees/task forces with communication to the faculty concerning work of the committees/task forces.
 5. preparing and distributing the agenda;
 6. acting on behalf of the Senate in emergencies when the Senate cannot be convened;
 7. monitoring the budget of the Senate
 8. maintaining an accurate list of Senate members.

Section 2. Election of Officers

1. Officers shall be elected by secret ballot vote of the faculty, as defined in Article IV. The president shall be elected at the end of the fall semester and the remaining officers shall be elected in the spring semester.
2. Officers will be elected by a simple majority of the votes cast. If for any office no one receives a majority, a run-off election between the two candidates receiving the most votes will be held the following week.
3. Nominations for Senate officers shall be made from a list prepared by the Nominations and Elections Committee. Any member of the faculty is eligible for nomination before the election.
4. At the Senate meeting when the Nominations/Elections Committee presents its list of recommended candidates, nominations for officers may be received from the members of the Senate and the faculty at large. This meeting of the Senate is to be held at a reasonable time before the election.
5. The Nominations/Elections Committee shall make all other necessary procedures for carrying out the election of officers.

Section 3. Designation of Senators other than officers

1. Senate representatives shall consist of:
 - a. The chair or coordinator of each department.
 - b. In addition to the chair/coordinator, each department with more than four but less than ten Full Time Equivalent Faculty (FTEF) may be represented by one senator selected by the department faculty.

- c. For each additional ten FTEF, or fraction thereof, a department may select one additional senator.
2. It shall be the responsibility of the faculty within each department to ensure the timely designation of their representative and to determine the method of selection.
3. Selection of divisional part-time representatives will be conducted by a vote of part-time instructors during each respective division meeting of fall flex week. Should a mid-year vacancy occur, it will be filled at the next flex week division meeting.

Section 4. Vacancies

1. **President.** In case of the continued disability or resignation of the President, the Vice-President shall fill the unexpired term of the President until a special election can be held.
2. **Other Officers.** In case of the resignation or disability of any elected officer other than the President, the Senate shall designate one of its members to fill the remainder of the unexpired term by a simple majority vote.
3. **Department representatives.** In case of the resignation or disability or continual non-attendance of any Senate member other than an officer, the department that the Senator represents will conduct a special election to fill the vacancy, in accordance with the provisions of By-Laws Section 3, part 2.

Section 5. Quorum

A simple majority of Senators including Senator designees recognized by the Chair at the openings of meetings shall constitute a quorum. Senator positions not filled by departments will not be included in quorum determination.

Section 6. Assessments

1. Dues. There shall be no Academic Senate dues.
2. Special Assessments. The Senate may solicit contributions from the faculty when it deems such action advisable.

Section 7. Parliamentary Procedure

All meetings of the senate shall be conducted according to parliamentary law as set forth in the latest edition of Robert's Rules of Order.

Section 8. Recall and Referendum

1. If a referendum petition protesting an action by the Academic Senate, signed by ten percent of the faculty, is presented to the Senate President, the President shall suspend such action until a referendum election is held. Prior to such election, the faculty shall be notified in writing of a special meeting to discuss

alternate views on the issue. The election, by secret ballot, administered by the Nominations/Elections Committee, shall then be held, in no case more than thirty days following submission of the petition. A simple majority shall determine the outcome.

2. If a recall petition asking for the recall of any officer, signed by ten percent of the general faculty, is presented to the Nominations/Elections Committee, this committee shall notify, in writing, all faculty of a special meeting to present alternate views on the matter. The election, by secret ballot, administered by the Nominations/Elections Committee, shall then be held, in no case more than thirty days following submission of the petition. A simple majority shall determine the outcome. Any position vacated by recall shall be filled by a special election, by secret ballot, with nominations and election supervised by the Nominations/Elections Committee. This election shall be held within two weeks of the successful recall.

Section 9. Committees

The Senate shall have the following standing committees:

1. Curriculum Committee
2. Academic Program Review Committee
3. Faculty Professional Development Committee
4. Technology for Teaching and Learning Committee
5. Academic Rank Committee
6. Part Time Faculty Committee
7. The Nominations and Elections Committee, consisting of at least three Senators, shall direct the nomination and election of Senate officers, and supervise special elections as needed. Further, this committee shall accept recall petitions and process them in accordance with the provisions of this Constitution (By-Laws, Section 8, Part 2).
8. The Professional Relations Committee

Section 10. BY-LAWS

By-Laws to this Constitution may be adopted or amended by a simple majority of the senators present and voting (quorum is defined in Section 5), provided that the proposal has been introduced at a previous meeting, and provided that the general faculty has been notified in writing of the text of the amendment at least a week prior to the Senate meeting at which the vote on the amendment will be taken.

Adopted 5/80. Revised, 10/89, 9/96, 9/01, 12/06, 4/07, 4/09