

## **Faculty Senate**

### **Helena College University of Montana**

#### **ARTICLES OF FACULTY ORGANIZATION**

##### **PREAMBLE**

We, the faculty of Helena College University of Montana, in order to improve the organization and define the duties, authority, and the responsibility of the faculty, in accord with the Constitution and Laws of Montana and the Administration/HTU contract in force, adopt these Articles of Faculty Organization providing for the establishment of a Faculty Senate and other necessary faculty committees.

##### **ARTICLE I. THE FACULTY**

Section 1. The Dean/CEO (hereafter, the Dean) has general direction, management, and control of the College, subject to the authority the President of the University of Montana and of the Board of Regents of Higher Education. The faculty possess those prerogatives concerning the prescription of the curriculum, the granting of degrees, and other related matters, which it exercises subject to the reserved powers of the Board of Regents of Higher Education and the Dean. The faculty holds the further prerogative of thorough and timely before-the-fact consultation with the administration in the development of policy, the administration of the College, and the selection of academic administrators. It is the purpose of these articles to provide the means by which the faculty may exercise its prerogatives and further the welfare of Helena College University of Montana in consultation and cooperation with the Dean.

Section 2. Meetings of the faculty (including those already provided for above) may be called by the Dean, by majority vote of the Executive Committee of the Senate (ECOS), by majority vote of the Senate, by ECOS upon receipt of a petition and accompanying agenda signed by 25% of the faculty, or by the President of the Senate. Such call, and the agenda of the meeting, shall be published prior to the date of the meeting. The Senate President, or his or her designee, shall chair the meetings of the faculty called under this provision.

Section 3. A quorum shall consist of at least one-third of the full-time faculty of the College. If requested by one member of the faculty, voting at a meeting of the faculty must be by secret ballot.

##### **ARTICLE II. THE SENATE**

Section 1. There is hereby established a Senate, to which the faculty delegates the authority and power of action it has possessed and exercised, subject to the limitations herein specified.

## Section 2. Role and Responsibility

Helena Teachers Union governs matters pertaining to salaries, benefits and terms and conditions of employment. The CBA, workload, grievance procedures, evaluation, the tenure process and the promotion process fall under the Union's scope.

The Senate is responsible for all academic matters, including but not limited to, curriculum delivery and development and classroom management and policies.

## Section 3. Membership

The Senate shall consist of faculty members holding tenure track instructional positions, non-tenure track instructional positions, and the Director of Library Services. Adjunct instructors who serve on Senate faculty committees are also members of the senate with full voting rights. Adjunct instructors holding current letters of appointment but not serving on senate committees have voting rights when present at a duly called meeting of the senate; proxy rights are withheld.

## Section 4.

Following are members of the Senate without vote: The Dean/CEO, the Associate Dean of Academic Affairs, the Assistant Dean of Student Affairs, and other administrative officers selected by the Dean, adjunct faculty members without current letter of appointment, and two student members appointed by Student Government Association (SGA). The term of any Senator whose academic appointment changes out of the instructional group shall terminate.

Section 5. The first order of business of the first Senate meeting of the academic year will be devoted to reorganization of the Senate as described in Bylaw V., A., (2).

Section 6. The Senate shall:

(1) Debate, discuss, and make recommendations to the Dean.

(2) Review and recommend the general requirements for admission to certificate and degree programs; recommend, in accordance with regulations of the Board of Regents of Higher Education, the general requirements for graduation, including total credits required, credits required in work outside the program, and such other provisions as shall affect the general education of graduates of the institution; and approve recommendations for curricular changes submitted by faculty in the various programs or departments through the Academic Standards and Curriculum Review Committee (ASCRC) or other appropriate committee.

(3) Approve and forward to the Dean the nature of the degree to be conferred upon completion of any given course of study; upon nomination by ECOS and the Dean; and establish rules and standards for candidates for student degrees. To ensure that requirements and qualifications are met by candidates, several procedures may be followed in the process of awarding degrees. Nominations of candidates, including candidates for honorary degrees, are the exclusive prerogative of the faculty.

In the case of honorary degrees, initial instigation of study of qualifications of candidates is made by the appropriate division or department of the faculty or by the Dean acting in his or her capacity of faculty membership. Names of candidates thus initially screened by the appropriate division of the faculty may be presented to ECOS for its consideration and possible presentation to the Senate.

(4) Make all regulations for its own proceedings, consistent with the acts of the Board of Regents of Higher Education.

#### Section 7. Procedures:

(1) The Senate shall meet at least once each semester of the academic year. Any person may attend, but they shall have the privilege of the floor and right to speak only upon invitation of the President. The agenda and a report of action taken at each meeting of the Senate shall be published promptly. The agenda for each forthcoming meeting shall be published and distributed to all members of the Faculty Senate in advance of that meeting.

(2) Except by vote of two-thirds of the voting quorum present, the Faculty Senate shall take no action with respect to any matter other than that which relates to parliamentary procedure or have been described in an agenda for the meeting distributed to members of the faculty as provided in Article II, Section 6 (1), of the Articles of Faculty organization, and unless it shall also have been considered by the appropriate committee.

(3) Voting in Faculty Senate meetings must be by secret vote if requested by any voting member of the Senate.

(4) A simple majority of the voting members present is necessary to carry a motion. At the written request of two Senators, the Senate will meet to approve degrees for the summer term; otherwise, approval is delegated to the Associate Dean of Academic Affairs.

(5) Special meetings of the Senate may be called by the Dean or the President of the Senate.

(6) Acts of the Senate shall take effect upon publication of its minutes. Publication of the minutes shall be by means of posting on the Senate's Web page, by email, or distribution of printed copies. All approved minutes will be archived on the Senate's web page. Where time is of the essence, the Senate President, with the approval of ECOS, may make a Senate action immediately effective by signing and dating a copy of the Senate instrument and transmitting copies to the parties directly concerned. Documents so treated will ordinarily be posted on the Senate web page.

#### Section 8. Officers of the Senate

The officers of the Senate shall be President with tie-breaking voting rights and who shall also serve as the chair of the Executive Committee of the Senate (ECOS); the Vice President with voting rights; the Parliamentarian with voting rights. The Senate may also chose to elect or appoint a Sergeant-at-Arms.

### ARTICLE III. COMMITTEES

Section 1. The Senate may establish committees composed of its membership or of the members of the adjunct faculty to assist it in the discharge of its powers and duties. The Senate shall define the powers, duties, and responsibilities of each such committee. Committees shall file annual reports with the Senate and Dean. Chairs of these committees are directed to attend Senate meetings, giving reports as requested.

Section 2. The Executive Committee of the Senate (ECOS) shall have the power to form ad hoc committees to study any problem of concern to the faculty. The standing committees of the Faculty Senate shall have the power to form ad hoc committees to study specific problems in their respective areas of responsibility. All committees other than ECOS shall elect their own chairs.

Section 3. At the annual organizational meeting, the Senate shall elect the members of the Executive Committee (as provided in Bylaw V., A., (2)).

Section 4. Executive Committee of the Senate:

(1) ECOS serves in an executive capacity between meetings of the Senate and reports its actions to the Senate no later than the next Senate meeting. The President of the Senate is a voting member and Chair of ECOS.

(2) The ECOS committee shall consult with the Dean and offer its advice regarding matters affecting the faculty. It shall consult with the Dean about those budgetary matters that directly involve the academic affairs of the College. Further, it shall advise the Dean and Senate relative to policies affecting the welfare of Helena College University of Montana.

(3) The Committee shall consist of five to eight members, as provided in Bylaw V., A., (2); a simple majority shall constitute a quorum.

### ARTICLE IV. ENACTMENT AND AMENDMENT

Section 1. These articles shall become effective when approved by an affirmative vote of two-thirds of those members as defined in Art. II, Sec. 3 and by the Dean.

Section 2. The Senate, by majority vote, may propose amendments of these Articles, which shall become effective when approved by an affirmative vote of two-thirds of those members as defined in Art. II, Sec. 3 and by the Dean. Approval by the faculty may be in a duly announced meeting of the faculty or by ballot conducted by an Elections Committee appointed by ECOS.

Section 3. Amendments of these Articles may be proposed by petition signed by 20 percent of the members as defined in Art. II, Sec. 3, which shall become effective when approved by an affirmative vote of two-thirds of those faculty members as defined in Art. II, Sec. 3 voting and by the Dean.

Section 4. Further stipulations regarding amendment of these Articles are found in the Bylaws of the Faculty Senate, Bylaws Articles VII and VIII.

## **BYLAWS OF FACULTY SENATE**

- I. The Faculty Senate shall, in matters of parliamentary procedure, except as otherwise provided by its Articles or Bylaws, follow the latest revision of Robert’s Rules of Order.

The phrase “voting quorum present” means those present and voting, assuming the presence of a quorum. The description in the agenda must contain sufficient detail to permit advance consideration of the merits of the matter.

- II. The Order of Business in meetings of the Faculty Senate shall normally be as listed as the following, but may be changed at the discretion of the President.

- Call to Order
- Approval of Minutes
- Communications
- Reports of Committees
- Unfinished Business
- New Business
- Good and Welfare/Question and Answer

- III. The president of the senate shall appoint a member to serve as recorder for full senate meetings. The recorder cannot be a member of ECOS.

- IV. Attendance

The attendance of Senators at Faculty Senate meetings is a matter of public record.

- V. Committee Membership and Function:

An orderly way to promote coordination and accessibility is to use a subcommittee structure. It is assumed that any committee has the authority to appoint subcommittees and that the members of such need not be members of the parent committee. Terms of appointment are at the discretion of the parent committee.

For the purposes of this section only “faculty” shall be defined as those teaching nine or more credits per semester and “adjunct faculty” shall mean those teaching fewer than 9 credits per semester.

#### A. Executive Committee of the Senate

- (1) The officers of the ECOS shall be the Chair, who is the Senate President; a Vice Chair, who is the Senate Vice President; Recorder (serving only the ECOS), and the committee at its discretion may elect or appoint a Parliamentarian from among its membership.
- (2) ECOS shall consist of five to eight members. These members shall serve three-year staggered terms. The academic divisions are encouraged to select their allotted members. (See Bylaw X. for divisions defined and allotted division representation.) If academic divisions do not select members for their allotted positions, the open positions become additional at-large positions. Nominations for open at-large positions may be made by any voting member of the Senate. Nominees will then be elected by a secret ballot election of the Senate. In the event that an ECOS member should fail to continue membership in the Senate, the remainder of his or her term will be filled by a member elected as described.
- (3) The elected members of ECOS shall elect their administrative officers as they are defined in Bylaw V., A., (1). A secret ballot vote of the full Senate is needed only if there are two or more candidates vying for the same office. The President shall serve a one-year term not to exceed three consecutive terms. The Vice President shall serve as President-Elect. The Vice President shall serve as President in the President's absence, and shall join the President, when possible, at meetings where the President represents the Senate. If the President becomes unable to serve by reason of resignation from office, leave of absence, or any other cause, the Vice President assumes the duties and title of President for the rest of this term as well as the term for which she or he had been elected, and a new President-elect will be elected by ECOS.
- (4) The ECOS shall appoint an ad hoc committee to conduct evaluations of the Administrators as indicated in Bylaw XI.

#### B. Faculty Professional Advancement Committee

- (1) This committee shall consist of three faculty members who have successfully gone through either the promotion or tenure process or have sat on one of those selection committees. Members will be nominated by ECOS and elected by the Senate for a three year term. The Associate Dean of Academic Affairs will serve as an ex-officio non-voting member. The chair will be elected by the members of the committee. In the event that a PAC member should fail to continue membership in the Senate, the remainder of his or her term will be filled by a member elected as described.
- (2) This committee will provide assistance and mentoring to colleagues in the academic aspects of the processes of promotion and tenure. This committee will help colleagues establish a baseline of/for involvement regarding various indicators (instruction: curriculum development, student advising, course assessment; professional development activities;

college service: committee work; statement of teaching philosophy) in both processes. This committee provides an opportunity for the exchange and discussion of pertinent ideas.

C. Academic Standards and Curriculum Review Committee Membership:

- (1) This committee shall consist of five faculty and/or adjunct faculty members nominated and elected by the Senate for staggered three-year terms, one student (non-voting) and one alternate appointed by Helena College Student Government Association (SGA) for one-year terms, the Director of Library Services, the Associate Dean of Academic Affairs or deputy (ex-officio and non-voting), and the Registrar (ex-officio and non-voting). The Chair will be elected by the voting members of the committee and must be a faculty member. In the event that an ASCRC member should fail to continue membership in the Senate, the remainder of his or her term will be filled by a member elected as described.
- (2) The committee may create as an ad hoc or a standing subcommittee, the Graduation Appeals Committee, empowered to grant exceptions to the faculty rules for graduation, admission, retention, and readmission, pending a policy review by the Associate Dean of Academic Affairs. The subcommittee shall consist of two faculty members and one student. The chair shall appoint a recorder from within the committee membership and shall determine an appropriate format for minutes. The committee may create other standing subcommittees.

Functions:

- (1) ASCRC shall make a continuing study of the academic standards and curriculum of the College, review and recommend action to the Senate for all proposed alterations of the academic program, and make recommendations to the Senate regarding academic standards. ASCRC shall be responsible for the content of those portions of the College's catalog consistent with its duties.
- (2) Petitions for exceptions to the rules governing admission, graduation retention, and readmission shall be reviewed and acted upon by the Graduation Appeals Committee. The committee shall develop general policies for such review and action and publicize those policies for the faculty and staff from time to time.

D. Committee Operating Rules and Procedures

Faculty Senate standing committees shall establish a regular meeting time and place in conjunction with the ECOS. The Chair assumes the role of chair at the last committee meeting of the year and a new chair-elect is elected. The committee chair will turn the meeting over to the Chair-elect at the end of that meeting. The chair is encouraged to consult with ECOS and inform the Faculty Senate on matters of academic interest.

VI. The Senate shall take no action or decision except upon affirmative vote of a majority of those present, assuming a quorum to be present.

VII. These Bylaws may be amended or repealed at any meeting of the Senate by a two-thirds vote of those present, assuming a quorum, provided that notice of proposed amendments and repeals shall have been given at the immediately preceding meeting and provided further that notice shall be given and recommendation made by ECOS, as provided in the next paragraph of this Bylaw. It shall be the duty of ECOS to send written notice of proposed amendments and repeals to each member of the Senate promptly after the meeting at which they are proposed and to report at the next meeting of the Senate its recommendation. Where such means would be adequate in its judgment, ECOS may provide the texts of amendments and repeals by electronic distribution (email), or by posting on the Senate Web page. Amendments and repeals shall become effective immediately following their passage.

VIII. Emergency procedure. Temporary suspension of a Bylaw, or of adopted rules of procedure at any meetings, shall require a two-thirds vote of the voting quorum, in accordance with Robert's Rules of Order.

IX. During the regular academic year, the ECOS shall set the dates and times of Senate meetings. If a change in this schedule is necessary, the President shall so inform each member of the Senate in writing, or by e-mail, at least one week prior to the date of any meeting to be cancelled or the date of any meeting rescheduled, whichever is earlier.

X. The unit membership shall be the academic divisions as defined herein as Gen/Tech, Nursing, and Trades. The ECOS will preferably be comprised of two (2) representatives from both Gen/Tech and Trades and one (1) representative from Nursing. There will be three additional at-large positions. In the event a division does not fill an allotted representative slot, said slot would become available for an additional at-large member.

XI. Biennially, the ECOS shall initiate an evaluation of the Dean and his or her administration. The results and any recommendations will be brought to the Senate for discussion and appropriate action.

Those to be evaluated are the Dean/CEO, the Associate Dean of Academic Affairs, the Assistant Dean of Student Affairs, and the Assistant Dean of Fiscal and Plant. The evaluations are intended to be a review of job performance as it bears on matters of academic and administrative leadership. They are not intended to be a comprehensive review of all official responsibilities. Such a measure may be made through selected interviews, questionnaires, or other appropriate techniques

ECOS will discuss the evaluations with those evaluated, bring the results before the Senate, and send the evaluations to appropriate supervisors accompanied by cover letters stating the purposes and method of the evaluations and limitations on their use. Evaluations of the Associate Dean of Academic Affairs, the Assistant Dean of Student Affairs, and the Assistant Dean of Fiscal and plant will be sent to the Dean/CEO of Helena College, and the evaluation of the Dean/CEO of Helena College will be sent to the President of the University of Montana.