

## POLICIES AND PROCEDURES

Subject: Faculty Council Reference: E-XXI  
Source: Vice President, Instruction Eff. Date: November 1, 2006  
Approval Auth.: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated April 30, 2004

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### PURPOSE

The Faculty Council (hereafter referred to as the Council) is an official organization of the College, established for the purpose of encouraging and facilitating the free exchange of ideas between the instructional staff and the Administration. The Council, composed of representatives elected from all instructional units, serves as the official communications link between the general faculty and the Administration in matters of interest to the faculty.

### SCOPE OF ACTIVITIES

The purview of the Council shall include the discussion of policies, consideration of faculty suggestions and study of problems related to faculty interests for the purpose of formulating recommendations and suggestions to the President and to the faculty.

The Council shall meet at least once each month during the fall and spring semesters and may meet during summer sessions if necessary. To conduct official business, at least half of the Council membership must be present at a meeting to achieve a quorum.

The Council may call a closed meeting of the general faculty when, in the judgment of the Council, it is necessary to involve the general faculty directly in the matter(s) under consideration. When calling a closed meeting, the Council shall make the agenda available to the President and to the faculty prior to the meeting.

Results of the meeting shall be promptly reported to the President and to the faculty.

## MEMBERSHIP

The Council consists of representatives elected from the eligible faculty members of the several instructional departments and programs and Library services (hereafter referred to as units). An eligible faculty member is one employed by the College in a full-time teaching position in which the instructional (or instruction-related) duties constitute over half the duties of that member. The members of the Faculty Council are charged with the responsibility to represent all of the faculty in their unit area constituency. To this end, members should maintain communications with all their constituents, serving as a liaison between them and the Faculty Council.

Each unit shall elect one representative and one alternate for each four to eight eligible faculty members in the unit. Units with fewer than four members may be combined by the Council to assure representation for all faculty members. At the beginning of each fall semester, the Vice President, Instruction, shall furnish to the Council, a current list of instructional units along with the number of eligible members in each. The Council shall determine the number of representatives for which each unit is eligible, and shall provide this information to the unit heads. Additionally, one adjunct member at large will be elected per Instructional Division to the Faculty Council, by the adjuncts deemed eligible for inclusion by the Vice President, Instruction. These members will have the same responsibilities and rights as any other Faculty Council member.

Each unit shall elect its representative(s) and alternate(s) during the first week of classes for the current academic year in accordance with the aforementioned provisions. In the event an elected representative cannot fulfill his/her elected term, the alternate representative will serve the remainder of the academic year. In the event there was no alternate elected, the supervisor of the unit with the vacancy may appoint a representative to serve the remainder of the academic year.

Any elected member, who misses two meetings in an academic year without providing a substitute or notice of appropriate reason to the President of the Council, shall be removed from the official list of Council members by the President of the Council. The President of the Council shall notify the dismissed representative's supervisor and the Vice President of Instruction of the dismissal and vacancy.

## OFFICERS

The officers of the Council shall consist of a president, a vice president, and a secretary. The terms of office of the president and vice president shall run from the first class day of the academic year through the day preceding the first class day of the subsequent academic year. The secretary shall be elected by the Council at its first meeting of the academic year and shall serve

through the day preceding the first class day of the subsequent academic year.

The president and vice president serve as at-large representatives of the faculty and their respective units are eligible for membership on the Council as provided above.

#### **ELECTION OF VICE PRESIDENT**

To hold the office of vice president, an individual must have served previously on the Council for a term of at least one year. The president of the Council shall appoint a nominating committee to nominate at least two eligible faculty members. Nominees shall be solicited from the faculty.

The faculty, by majority vote in a secret ballot conducted during the spring semester, shall elect the Council vice president for the following year. The vice president shall then assume the office of president in the next year following or in the event that the president resigns the position during that term of office. Should the office of vice president be prematurely vacated, the Council may call a special election to fill that office.

#### **DUTIES**

The president shall call the meetings and preside over them in accordance with the policies established herein, shall appoint all committees with approval of the Council, and shall communicate all recommendations of the Council to the Vice President, Instruction.

The vice president shall serve in the capacity of president in the absence of the president at any meeting. Where feasible, the vice president shall represent the Council as its voting member at meetings of the Instructional Council.

The secretary shall handle the official written correspondence of the Council, shall record minutes of the meetings, shall distribute these minutes to the Council for approval, and shall provide copies of the approved minutes to the Administration and to the faculty.

#### **COMMITTEES**

The standing committees of the Council are an Elections Committee, Compensation Committee, and a Personnel Handbook Committee. Ad-hoc study committees may be appointed as needed. It is the responsibility of the Council president to communicate to each committee the procedures to be followed, deadlines to be met, and, where appropriate, historical records of prior, related committee activities.

#### **COMMUNICATION WITH ADMINISTRATION**

Recommendations of the Council shall be made, in writing, to the

President, with a copy to the Vice President, Instruction. Subsequent discussion of such recommendations may be conducted by the President (or other Administrative officers designated by the President) and the Council president, as the President deems appropriate.

#### **POLICY REVISIONS**

Revision(s) of this policy may be considered by the Council. Formal discussion of such revision(s) must occur in an official meeting prior to the meeting in which a vote on the proposed revision(s) is taken. The Council, by a two-thirds majority of the members present, provided a quorum has been established, may approve the proposed revision(s) for submittal to a vote of the general faculty. Faculty approval by a simple majority vote and approval of the President of the College are required to enact the revision(s).

The McLennan Community College Foundation holds a Faculty Council Fund. Expenditures from the Faculty Council Fund (e.g., an appreciation gift for the outgoing Faculty Council President) must be approved by the current Faculty Council. Anyone may designate donations to the Faculty Council Fund.