



COLLEGE PROCEDURE MANUAL

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BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
B – Local Governance	Administrative Organization	BG	TBD

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.

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

II. 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 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 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. During the first week of April, the Vice President of Instruction & Student Engagement, 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 Council, by the adjuncts deemed eligible for inclusion by the Vice President of Instruction & Student Engagement. These members will have the same responsibilities and rights as any other Council member.

Each unit shall elect its representative(s) and alternate(s) during the last week of April of the prior 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 Council President, shall be removed from the official list of Council members by the Council President. The Council President shall notify the dismissed representative's supervisor and the Vice President of Instruction & Student Engagement of the dismissal and vacancy.

III. OFFICERS

The officers of the Council shall consist of a President and Vice President, and a Secretary. The terms of office of the President and Vice President shall run from the first day of June through the last day of May the following calendar 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.



IV. ELECTION OF VICE PRESIDENT

To hold the office of Vice President, an individual must have served previously on Faculty Council for a term of at least one full academic year. Nominees shall be solicited from the full-time faculty. Adjuncts and temporary full-time faculty are not eligible.

Election of the Vice President will be overseen by the Faculty Council Elections Committee. The election will be decided by majority vote in a secret ballot and will take place in the Spring Semester every year.

Elections will consist of Nominations, Election, and potentially a Runoff for the position of Vice President.

Nominations: The Nominating Ballot will select faculty candidates to run for Faculty Council Vice President in the Election. Voting will start on the first Wednesday in February and will continue to be open for the next seven (7) consecutive calendar days. The eligible candidates nominated in this round will move on to the election if they consent to participate.

Election: The Elections will start on the first Wednesday following the week of Spring Break every year and will continue to be open for the next seven (7) consecutive calendar days. If there is clear majority winner (more than 50 percent of the votes) among the candidates in the election, no Runoff is required.

Runoff: If no candidate receives a majority in the Election, a Runoff between the top two candidates who receive the most votes (unless there is a tie for second) will take place no later than ten (10) consecutive calendar days after Election closing date and will continue to be open for the next seven (7) consecutive calendar days. In the event of more than two candidates in the Runoff, the candidate who receives the most votes shall be elected Faculty Council Vice President.

The Vice President Elect shall assume office on the first day of June of the calendar year they are elected and then shall assume the office of President on the first day of June the following calendar year. Should the President resign the position during their term of office, the Vice President shall immediately assume the role of Faculty Council President. Should the office of Vice President be vacated, Faculty Council may call a special election to fill that office.

DUTIES/RELEASE TIME/STIPEND

The Council 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 of Instruction & Student Engagement.

The Vice President of Instruction & Student Engagement has determined the appropriate release time for the responsibilities of Council President to be six hours for the academic year – 3.00



hours release time or stipend for the fall semester and 3.00 hours release time or stipend for the spring semester. Teaching loads of faculty members with administrative assignments may be reduced by the Vice President of Instruction & Student Engagement.

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.

V. COMMITTEES

The standing committees of Faculty Council are an Elections Committee, Policy Committee, Student Success Liaison Committee, Bookstore Committee, Workforce Committee, and Compensation Committee (with one seat on the Compensation Committee reserved for an adjunct instructor).

In conjunction with the election of the Faculty Council Vice President, the Elections Committee will conduct the following elections: Sabbatical Leave Committee, Professional Development Committee, Tenure Conversion Committee, and one Minnie Stevens Piper Foundation Nominee. Based on the criteria of the Minnie Stevens Piper Foundation award, only full-time faculty members are eligible.

Ad hoc study committees may be appointed as needed. It is the responsibility of the Faculty Council President to communicate to each committee the procedures to be followed, deadlines to be met, and, where appropriate, to provide any applicable records or documents.

VI. COMMUNICATION WITH ADMINISTRATION

Recommendations of the Council shall be made, in writing, to the College President, with a copy to the Vice President of Instruction & Student Engagement. Subsequent discussion of such recommendations may be conducted by the College President (or other administrative officers designated by the College President) and the Council President, as the College President deems appropriate.

VII. PROCEDURE REVISIONS

Revision(s) of this procedure 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 College President are required to enact the revision(s). The College may amend title adjustments without the consent of Faculty Council or the general faculty body for Administrators, such as the Vice President of Instruction & Student Engagement or College President.

VIII. FACULTY COUNCIL FUND

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