

# **FACULTY GOVERNANCE**

# **The Constitution of the Faculty Senate of Pierpont Community & Technical College**

## **PREAMBLE**

Acknowledging the principle of faculty self-government and recognizing the responsibility of the faculty for the internal affairs of this institution, we, the faculty of the Community and Technical College, do adopt this Constitution to establish procedures whereby this responsibility can be discharged.

We accept the fact that the Board of Governors is charged with the responsibility of establishing policy with respect to the operation of the institution. Further, we recognize that the Board of Governors has placed upon the President of Pierpont Community and Technical College full authority and responsibility for its operation. It is within these limits that the faculty accepts its role of advisement to the President of the Community and Technical College on matters of institutional policy.<sup>1</sup>

## **ARTICLE I. Name, Purpose, and Jurisdiction**

**Section 1.** The name of this society shall be the Faculty Senate of Pierpont Community and Technical College.

**Section 2.** The Faculty Senate shall act as the principal agent of the Faculty of Pierpont Community and Technical College in policy determination.

**Section 3.** The areas in which the Senate shall be concerned are enumerated in Article I, Section 2 of the Constitution of the Faculty Senate of Pierpont Community and Technical College.

**Section 4.** In the event that any provision of this Constitution shall conflict with the Rules and Regulations of the Pierpont Community and Technical College Board of Governors (BOG), the rules of the Pierpont Community and Technical College BOG shall govern.

## **ARTICLE II. Membership**

**Section 1.** The President of Pierpont Community and Technical College shall serve as a non-voting ex-officio member of the Faculty Senate.

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<sup>1</sup> Approved by full faculty vote May 2007.

Constitutional Amendment approved by Senate January 2011.

Assembly to Senate name update September 2013

**Section 2.** Each School of the Community and Technical College shall elect Representatives according to the following distribution: two (2) at-large Representatives elected from each School by the entire Faculty of that School and one additional Representative for each five (5) faculty members in that School. Each School shall determine its own policy for selecting those Representatives. The School from which the Senate President resides may elect one additional Representative. The Advisory Council of Faculty (ACF) representative from the Community and Technical College shall serve as a voting ex-officio member of the Senate (W. Va. Code § 18B-6-3), and the Chair of the Admissions and Credits Committee and the Chair of the Curriculum Committee shall serve as non-voting ex-officio members of the Senate.

- a. All Representatives shall serve a term of two years, with each term beginning on the first day of July of each even-numbered year after April 2006. Representatives of the Faculty Senate are eligible to succeed themselves.
- b. In April of every even-numbered year the Executive Committee shall review the number and distribution of Faculty and make recommendations to the Faculty as to any adjustments to the total number of Representatives or the distribution thereof.
- c. If a vacancy in an unexpired term of an elected Representative occurs, it shall be filled by a special election in the appropriate School.
- d. The Senate President shall prepare a slate of candidates for the Community and Technical College ACF Representative and an alternate. The ACF faculty representative from the Community and Technical College shall be elected by the Community College Faculty of the whole in April of every odd numbered year (WV State Code 18B-6-1a). The elected ACF member shall serve as the co-chair for the Legislative Advocacy Committee.

**Section 3.** Two (2) Pierpont Community and Technical College students may serve as non-voting members-at-large in the Faculty Senate.

- a. One student will be an elected representative from the Non-Traditional Student Association, and one student will be an elected representative from Phi Theta Kappa, the honor society for the Community and Technical College.
- b. Non-Traditional Student Association and Phi Theta Kappa will notify the Senate President of their selections at the beginning of the academic year.
- c. The term of office for student members shall be, though not limited to, one academic year.
- d. One representative must be a full-time student.

- e. No student shall be eligible to become President, Vice President, or Secretary of the Faculty Senate.
- f. A vacancy in an unexpired student term may be filled by appointment of the Non-Traditional Student Association or the honor society's executive committee.

### **ARTICLE III. Officers**

**Section 1.** The Senate shall annually elect from the body of its members the following officers: Vice President, Secretary, and one Executive Committee Member from each School. Each even numbered year, the Senate shall elect a President from among its members. The Senate President shall serve a term of two years and may serve no more than two consecutive terms as Senate President (W. Va. Code § 18B-6-3).

**Section 2.** The President of the Senate shall preside at the meetings of the Senate, call and preside at monthly meetings of the Executive Committee of the Senate, and serve as ex-officio member of all Community and Technical College and Joint Faculty committees. The President may select a Parliamentarian from the college faculty to serve with him/her during his/her term of office, but such Parliamentarian shall not vote in the Senate unless he/she is a member.

**Section 3.** The Vice President of the Senate shall preside in the absence of the Senate President and shall serve as a member of the Executive Committee of the Senate.

**Section 4.** The Secretary of the Senate shall maintain an up-to-date list of the Senate's membership, distribute the Senate agenda, record the proceedings of each meeting of the Senate, and distribute minutes of each Senate meeting to each member of the Faculty Senate and the Faculty. The Secretary shall also maintain appropriate files for retaining Senate records.

**Section 5.** The Executive Committee of the Senate shall affix the agenda and designate items of business as major or minor.

**Section 6.** A Senate officer must have been full-time faculty for at least three years.

**Section 7.** Senate officers will be elected at the last Senate meeting of the academic year.

### **ARTICLE IV. Meetings**

**Section 1.** Regular meetings of the Senate shall be held monthly at times to be decided by the Senate.

**Section 2.** Special meetings may be called by the President of the Community and Technical College, or the President of the Senate, or upon the written petition to the President of the

Senate by any ten (10) members of the Faculty. Written notice of the time, place, and purpose of special Senate meetings shall be given to each faculty member at least forty-eight (48) hours in advance of each meeting.

**Section 3.** Unless otherwise provided in this Constitution, all proceedings shall be governed by *Robert's Rules of Order*.

## **ARTICLE V. Amendments**

Amendments to this Constitution may be made by a two-thirds (2/3) vote of the Faculty Senate. Proposals for amendments must be circulated in writing to the total membership of the Faculty at least thirty (30) days before the Faculty vote is taken.

## **Faculty Senate By-Laws**

### **ARTICLE I. Meetings**

**Section 1.** Regular meetings of the Faculty Senate shall be held each month during the academic year on dates to be announced by the Executive Committee. A list of dates for such forthcoming meetings shall be published annually and distributed to each faculty member at least ten (10) days prior to the September meeting.

**Section 2.** The last regularly scheduled Senate meeting of each academic year, which shall follow the annual Academic School Senate elections, shall be held for the purpose of electing new officers for the next year. The meeting shall be called and chaired by the President of the outgoing Senate.

**Section 3.** The Representatives present at any meeting may, by a majority vote of those present, change the date for any subsequent meeting or call a special meeting.

**Section 4.** Members of the Pierpont Community and Technical College community with a direct interest in the business of any Senate meetings shall have the right to attend such meeting. They shall have the right, subject to the approval of the President of the Senate, to plead their case if they feel that their interests have not been properly presented.

**Section 5.** The physical presence of at least fifty percent (50%) of the members of their representative shall constitute a quorum.

**Section 6.** A Representative unable to attend a particular meeting may send a substitute from the same academic School who meets the requirements for Faculty Senate membership. The individual designated as the substitute shall assume the seat and vote for the absent member provided that notice of such substitution has been given to the Secretary of the Senate prior to the call to order of the meeting.

**Section 7.** Meetings of the Senate shall be conducted in accordance with the then current edition of *Robert's Rules of Order*, except as otherwise provided in the By-Laws.

## **ARTICLE II. Officers**

**Section 1.** The Senate shall, by secret ballot, elect annually or whenever a vacancy exists, a Vice President, a Secretary, and one Executive member from each School. The term of office for the Vice President, Secretary, and Executive Committee members shall be one year except when an election is held to fill a vacancy in which case the period shall be for the unexpired part of the original term of office. These officers shall be eligible for re-election. The Senate President shall serve a term of two years and may serve no more than two consecutive terms as Senate President (W. Va. Code § 18B-6-3).

**Section 2.** The Executive Committee of the Senate, composed of the President of the Senate, the Vice President of the Senate, the Secretary of the Senate and one member elected by each School shall meet at least one time prior to each Senate meeting to prepare an agenda and to designate items of business as major or minor. The Executive Committee of the Faculty Senate will serve as a committee to coordinate relevant policies and procedures for Pierpont Community and Technical College.

## **ARTICLE III. Voting Procedure**

**Section 1.** Policy recommendations shall be by majority vote of members present provided a quorum is constituted. Policy recommendations shall be effective after passage by the Senate and approval by appropriate administrative authority.

**Section 2.** The President of the Community and Technical College may interpose a veto on any Senate action, in which case, the Senate may direct the President of the Senate to invite the President of the Community and Technical College to present the rationale or reasons for the imposed veto. The President of the Senate has the responsibility of reporting the veto action to the Board of Governors at their next meeting.

**Section 3.** The President of the Senate is the presiding officer and as such shall not vote except in case of a tie vote.

**Section 4.** A written, secret ballot shall be used in all elections.

**Section 5.** A written, secret ballot shall be used to decide upon all major items of business unless there be a consensus to forego such procedure for a specific issue.

**Section 6.** On any matter before the Senate, three-fifths (3/5) of those members present shall be empowered to end debate.

## **ARTICLE IV. Faculty Committees**

### **Rules of General Application**

**Section 1.** Committees shall be established by the Senate as needed for the proper fulfillment of the functions as delegated to it by the Faculty of Pierpont Community and Technical College.

**Section 2.** Each committee shall meet at least once a year. The schedule of the assigned meeting times may be found in the Faculty Handbook.

**Section 3.** Members of standing committees shall be notified of meeting dates electronically by the committee Chair.

**Section 4.** All committee meetings will be open to all interested persons, unless in the opinion of the committee, a closed meeting is necessary to protect personal rights of privacy.

**Section 5.** Each committee shall keep adequate records of committee business. Matters of general importance to the Community and Technical College shall be reported promptly to the President of the Senate who will notify the President of the Senate when applicable.

**Section 6.** At the end of each academic year each committee shall send a written report of its activities in writing to the Executive Committee of the Senate. The Senate may request additional reports at any time.

**Section 7.** Committees shall be expected to conduct research, deliberate on policies, and make recommendations to the Senate relevant to their charge. All procedural or policy changes recommended by a faculty committee that affect our Community College instructional programs or Community College faculty welfare are subject to approval by the Senate and the Community and Technical College President and others as appropriate. All procedural or policy changes recommended by a faculty committee that affect Pierpont Community and Technical College as a whole are subject to approval by the Senate and the Community and Technical College President.

**Section 8.** Ex-officio members of standing committees shall not vote on committee matters.

**Section 9.** Whenever there is a joint meeting of committees of Pierpont Community and Technical College each committee will have equal representation.

**Section 10.** Should there develop a difference of opinion, principles, or policy in an inter-institutional capacity, an ad hoc mediation committee will be formed in accordance with guidance from the State and accrediting bodies to encourage the prompt and equitable settlements of all controversies or claims between Pierpont Community and Technical College. Any dispute will first be submitted in writing to the committee, who shall promptly

meet and confer in an effort to resolve such dispute through good faith consultations and negotiation.

This group will meet as a whole and select chairs or co-chairs of the group. They will discuss the situation and come up with possible resolutions to the situation. They will then take these resolutions back to each Institution and make recommendations. Faculty Senate will then deal with the options presented and, after discussion, vote concurrence or modify them with approved changes. The approved proposals will then be placed into a special ballot and voted on by full-time faculty. If the vote fails to resolve the issue, the matter will be referred to the Presidents.

## **ARTICLE V. Faculty Senate Committees**

### **Purpose, Organization, and Function**

**Section 1.** At least thirty (30) days prior to the last regularly scheduled Senate meeting of the academic year, the President of the Senate shall appoint a Nominating Committee consisting of one member from each School to provide a slate of proposed officers.

**Section 2.** At the regularly scheduled November Senate meeting, the President of the Senate shall appoint a Committee on Committees consisting of one member from each School designating one (1) of the nominees to serve as Chairperson. The Chairperson of the previous year's Committee on Committees shall be an ex-officio member of the Committee on Committees.

**Section 3.** Faculty members of the standing committees shall be nominated by the Committee on Committees or nominated from the faculty-at-large through elected Representatives with the exception of the following: Curriculum, Admissions and Credits, Faculty Development, and Academic Appeals. The first reading of the proposed committee assignments will be at the last regularly scheduled Senate meeting of the academic year; the second reading, at the first regularly scheduled Senate meeting of the following academic year.

**Section 4.** Student members who serve on Pierpont faculty standing committees shall have been elected as student representatives at-large from a Pierpont chartered student organization. Final selection will be determined by the Senate Executive Committee. No student representative shall be selected for the following committees: Academic Appeals, Faculty Development, Faculty Harassment Complaint, Faculty Mediation, Faculty Welfare, and Faculty Personnel.

**Section 5.** The Committee on Committees shall nominate faculty members to faculty committees. When naming ex-officio members where specified, the Committee on



Committees should consult with the designated Administrative Officer to determine whether that officer or a representative of that officer will serve in the ex-officio capacity.

**Section 6.** The Faculty Standing Committees shall be nominated by the Committee on Committees (itself a standing committee) and approved by the Senate. Other standing committees may be added at the discretion of the Senate.

**Section 7.** All faculty committees, separate or joint, shall be authorized by and answerable to the Senate as well as to the other bodies by which they are constituted. Faculty members serving on faculty committees shall be considered representatives of the general faculty or their designated constituents.

### **Section 8. Faculty Standing Committees**

**A. Academic Appeals Board.** The student will follow the Academic Appeals procedure for the School in which they are enrolled. The Academic Appeals Board shall conduct an impartial investigation of any charges by students of prejudicial or capricious evaluation and recommend appropriate action. Grade appeals shall have been presented to the Program Coordinator, School Dean, and Provost prior to the presentation to the Academic Appeals Board and the written decision shall be sent to the Community and Technical College President, Provost, Dean, the instructor and the student involved.

The Academic Appeals Board shall be composed of twelve faculty members chosen by the Provost of the Community and Technical College from a list of eight faculty nominees from the Faculty Senate and eight faculty nominees from Phi Theta Kappa. These nominees are not to include Deans.

This Board shall judge all student grade appeals within the jurisdiction of the calendar year beginning September 1. At the start of each case, both the student and the instructor are entitled to dismiss two Board members from hearing their particular case. Board members may dismiss themselves from hearing a particular case with permission of the Board Chairperson. At least five Board members, after dismissals, must be present for a formal meeting of the Board.

The Academic Appeals Board will choose its Chairperson who shall preside at appeals during the year except where he/she is challenged, is a party to the appeal, or is otherwise unavailable. In such cases the Board shall elect a temporary Chairperson. Consonant with the rules of good order, the Board shall determine its own order of procedure and may call advisors if it desires. These rules shall afford the instructor the opportunity to respond to all charges made against him/her. In an appeal case both student and instructor shall submit a written statement to the Board no later than five class days in advance of the hearing. Each statement shall be made available to the

other party. Each party may have one advisor (faculty or student) from the academic community and may call witnesses to present information directly related to the appeal case.

The Academic Appeals Board shall conduct its hearing and deliberation in private. The Board shall keep an audio tape of information presented by the parties involved. This tape shall then be submitted to the appropriate administrative authority to be stored in a secure place until final resolution. The written decision of the Academic Appeals Board shall be sent to the appropriate administrative office.

Academic Appeals involving inter-institutional issues between Pierpont Community and Technical College will be decided according to procedures determined by the respective Presidents of the Institutions.

**B. Admissions and Credits Committee.** The Admissions and Credits Committee shall serve as a Faculty Advisory group to the Office of Registrar and the Office of Admissions. In the capacity, the Committee shall review policies and procedures proposed by the Registrar and the Office of Admissions and recommend any appropriate changes. This Committee shall be empowered to act upon individual cases involving admission, readmission, retention, and credits of students and shall also be empowered to render judgement on petitions for grade changes submitted by faculty and administration.

The Admissions and Credits Committee shall consist of three representatives from each Pierpont Community & Technical College School. Representatives will serve alternating two-year terms. During its April meeting in even years, the School of Business, Aviation, and Technology will elect two members to the committee to serve a two-year term beginning the following semester, and during its April meeting in odd years, the School of Business, Aviation, and Technology will elect one member to the committee to serve a two-year term beginning the following semester. During their April meetings in even years, the School of General Education and Professional Studies and the School of Health Sciences will elect one member to the committee to serve a two-year term beginning the following semester, and during their April meetings in odd years, the School of General Education and Professional Studies and the School of Health Sciences will elect two members to the committee to serve a two-year term beginning the following semester.

The Registrar, the Director of Admissions and Recruiting, and the Representative from the President's office shall be ex-officio members of the committee.

**C. Curriculum Committee.** The Curriculum Committee shall:

1. Review the initial decisions concerning curriculum changes as reported by the Representative from the President's office of the Community and Technical College;
2. Hear any appeals from faculty concerning disposition of curriculum proposals;
3. Undertake research into the successes and failures of the Institutional curriculum; and
4. Develop policy guidelines that will assist the Institution in curriculum development.

All four functions of the committee will result in recommendations reported to the Faculty Senate for Final Action.

The Curriculum Committee shall consist of three representatives from each Pierpont Community and Technical College School. Representatives will serve alternating two-year terms. During its April meeting in even years, the Schools of Business, Aviation, & Technology will elect two members to the committee to serve a two-year term beginning the following semester. During their April meetings in even years, the School of General Education & Professional Studies and the School of Health Sciences will elect one member to the committee to serve a two-year term beginning the following semester, and during their April meetings in odd years, the School of General Education & Professional Studies and the School of Health Sciences will elect two members to the committee to serve a two-year term beginning the following semester.

At the beginning of each academic year the President of the Senate shall convene and preside over the first meeting of this committee, for the purpose of electing a committee chair from the membership to serve a one-year term. The Representative from the President's office of the Community and Technical College and the Registrar shall serve as ex-officio members of the committee.

**D. Faculty Development Committee.** The Faculty Development Committee shall:

1. Publicize and solicit applications for Faculty Development grants and select the recipients for final approval by the Administration; and
2. Coordinate with the Administration in seeking funds for these and similar activities.

The Faculty Development Committee shall consist of three representatives from each Pierpont Community & Technical College School. Representatives will serve alternating two-year terms. During its April meeting in even years, the School of

Business, Aviation, and Technology will elect two members to the committee to serve a two-year term beginning the following semester, and during its April meeting in odd years, the School of Business, Aviation, and Technology will elect one member to the committee to serve a two-year term beginning the following semester. During their April meetings in even years, the School of General Education and Professional Studies and the School of Health Sciences will elect one member to the committee to serve a two-year term beginning the following semester, and during their April meetings in odd years, the School of General Education and Professional Studies and the School of Health Sciences will elect two members to the committee to serve a two-year term beginning the following semester. Each School at its April meeting of the academic year shall elect its one member to the committee for a two-year term to begin the following semester. In the event a committee member is unable to complete the two-year term, the Faculty Senate Executive Committee will appoint a replacement from a recommendation from the School to fill the unexpired term. At the beginning of each academic year, the Senate President shall convene and preside over the first meeting of this committee for the purpose of electing a chairperson to serve a one-year term of office. In the event a committee member applies for a Faculty Development grant, the Executive Committee shall appoint a substitute from that academic unit during the period of deliberation. An Administrative Representative shall serve as an ex-officio member of the committee.

**E. Faculty Harassment Complaint Committee.** The Faculty Harassment Complaint Committee, a panel of twelve drawn from the faculty shall conduct a formal hearing and make a recommendation to the Representative from the President's office in accordance with the Institutional Harassment Policy in any case in which a faculty member is the respondent.

The Faculty Harassment Hearing Committee shall consist of five faculty members drawn from a panel of twelve faculty members in accordance with the committee procedures that follow. This committee shall (1) conduct a formal hearing and (2) make recommendations to the Representative from the President's office.

### **Procedures**

1. The Representative from the President's office of the Community and Technical College shall strike three faculty members from the panel of twelve members and then furnish the complainant and the faculty member who is respondent a list of nine faculty members with instructions that each strike two names and return the list to the Representative from the President's office within ten days.
2. If for any reason the faculty member and the complainant fail to strike or strike the same faculty, the Representative from the President's office shall, within five days,

strike a sufficient number to reduce the members to five, who shall constitute the formal hearing committee.

3. The Representative from the President's office shall promptly notify the five members in writing that they have been selected to constitute a formal hearing committee and that they are responsible for selecting one of their membership to be chairperson. The Representative from the President's office shall designate a time and place for their meeting to make such selection and to set a date for the hearing.
4. The chairperson shall give notice by certified mail to the concerned persons of the time and place for the hearing. Notification of the hearing must be received by concerned persons at least ten days prior to the hearing date.
5. The hearing shall be conducted with as little delay as possible.
6. The hearing committee shall hear such proof of facts as may be deemed proper and reasonable. The complainant and the faculty member shall have the opportunity to submit evidence relevant to the complaint.
7. Witnesses shall be examined under oath in the manner and form and in the order designated by the Committee.
8. The complainant and the faculty member shall have the right to have an advisor or legal counsel at their own expense.
9. Formal rules of evidence shall not apply in such hearings.
10. Testimony shall be recorded.
11. As soon as practicable after the hearing, the hearing committee shall deliver to the Representative from the President's office the audio tape of the testimony, the summary of the hearing, and the findings and recommendations of the committee.
12. If the claim of harassment is considered to have been verified, the Representative from the President's office shall recommend an appropriate sanction or sanctions to the President.
13. Faculty grievance procedures set forth in the Faculty Handbook may be used to appeal imposed sanctions.

14. Faculty Harassment Complaints involving inter-institutional issues between Pierpont Community and Technical College will be decided according to procedures determined by the respective Presidents of the Institutions.

**F. Faculty Personnel Committee.** The Faculty Personnel Committee shall:

1. Make recommendations directly to the President of Pierpont Community and Technical College concerning tenure, promotion in rank, and sabbaticals;
2. Handle the business directed to it by the Faculty Senate Executive Committee.

The Faculty Personnel Committee shall consist of five faculty members, with one representative from each school preferred. Only faculty holding the rank of Professor shall be eligible to serve on the Faculty Personnel Committee. Deans will be eligible only if necessary. The Representative from the President's office shall serve as an ex-officio member of the committee.

**G. Faculty Welfare Committee.** The Faculty Welfare Committee shall make recommendations for the welfare of the faculty to the Faculty Senate. The Faculty Welfare Committee shall consist of at least one member from each School, not to exceed ten (10) total members. The Representative from the President's office shall serve as an ex-officio member.

**H. General Studies Committee.** The General Studies Committee will review and recommend the appropriate courses of study to accommodate the requirements of W. Va. Code R. § 135-7-1 et seq. and program needs. This committee will be responsible for generating and updating a profile of a Pierpont graduate. The committee will consist of at least one member from each School.

**I. Institutional Review Board.** In compliance with all applicable Federal, State, and Institutional guidelines and policies, the Institutional Review Board shall:

1. Examine the effectiveness and progress of testing programs and recommend any needed alternatives
2. Function as the official institutional agency for reviewing and insuring the ethical and legal use of humans and animals in the normal course of conducting institutionally related research.

The Institutional Review Board shall consist of five member who have completed the Responsible Conduct of Research (RCR) training. The Representative from the President's office shall serve as an ex-officio member of the committee.

**J. Legislative Advocacy Committee.** The Legislative Advocacy Committee shall:

1. Keep faculty informed concerning higher education legislation as it is proposed and as it proceeds through the legislative process.
2. Disseminate membership lists of legislative committees and addresses of pertinent legislators.
3. Work in cooperation with similar committees on the other state college and university campuses.
4. Survey and collate information and opinions of faculty and forward them to the Advisory Council of Faculty for inclusion in proposed legislative packages.
5. Work with ex-officio members to coordinate Pierpont's institutional agenda for the state's Higher Education Day.
6. Designate the Legislative Advocacy Committee Chair as an Alternate ACF Representative.

The Legislative Advocacy Committee shall consist of at least one person from each School and two ex-officio members: the current Advisory Council of Faculty representative and a representative from the President's office. Total membership of the committee is not to exceed ten (10).

**K. Library Committee.** The Library Committee shall:

1. Study library needs in view of the academic programs.
2. Advise the librarian on matters of general library policy, the development of library resources, allocation of library budget, and upon means which may best integrate the library program with other academic activities of the College.
3. Serve as a liaison group between the faculty and the librarian.

The Library Committee shall consist of one member from each School. The Director of the Library shall serve as an ex-officio member.

**L. Student Financial Aid Committee.** The Student Financial Aid Committee shall:

1. Hear and review student financial aid appeals.
2. Review and recommend plans of action for any student not meeting financial aid guidelines.

The Student Financial Aid Committee shall consist of interested faculty, not to exceed ten (10) members. The Director of Financial Aid shall serve as an ex-officio member.

**M. Student Hearing Board.** The Student Hearing Board shall hear student discipline cases, as directed by the Vice President for Student Affairs in accordance with procedures outlined in the Student Handbook. A hearing panel consisting of the chairperson of the Student Hearing Board (who will not vote), three additional faculty and two students will be selected from the Student Hearing Board membership. After hearing all related evidence, the panel shall by secret ballot render a decision and, if guilty, recommend an appropriate penalty to be implemented by the Associate Vice President for Student Services. The student may appeal the decision, following the procedure specified in the Student Handbook.

The Student Hearing Board shall consist of ten (10) faculty members from Pierpont Community and Technical College. The Student Hearing Board, in hearing a case, shall consist of the chairperson of the Student Hearing Board or a substitute, two faculty members from the Student Hearing Board, and two appointed students.

**M. Bookstore Advisory Board.** The Bookstore Advisory Board shall consist of two students, one from Pierpont and one from FSU, four faculty members, two from Pierpont and two from FSU, two administrators, one from Pierpont and one from FSU, two staff members, one from Pierpont and one from FSU, and a Bookstore employee. The Bookstore manager and FSU Vice President of Administration and Fiscal Affairs serve as ex-officio members.

Faculty serve two-year terms and are appointed in staggered years. Faculty may be reappointed to serve an additional two-year term.

The purpose of the committee is to serve in an advisory capacity and is responsible for the general oversight of the performance of the bookstore and general assessment of the degree to which the bookstore is meeting the needs of the institutions.

## **ARTICLE VI. Amendment of By-Laws**

Amendments of By-Laws of the Faculty Senate shall be made only at a regular meeting thereof, by a two-thirds (2/3) vote of the Faculty Senate. No proposition to amend shall be acted upon unless written notice thereof has been given to the President of the Senate at least thirty (30) days prior to the meeting. A copy of such a proposition shall be embodied in the call for the next regular meeting, and a copy shall be sent to each Senate member at least ten (10) days before the date of the next regular meeting at which time the amendment will be presented for Senate action.



## **ARTICLE VII. Votes of Confidence or No Confidence**

On those rare occasions when the faculty may wish to express a formal opinion regarding their administration, the faculty may call for a vote of confidence or no confidence. Although the vote is not binding and is not a personnel recommendation, a vote of confidence or no confidence is nonetheless an important statement of the sense of the faculty. The results of the vote will be reported to the President, the Provost, or the Board of Governors when the administrator is the President of the College. A vote of confidence or no confidence may be taken with respect to an administrator no more than once every twelve (12) months.

- I. Statement of Support or List of Grievances.
  - A. Request for Vote. Faculty may pursue one of two procedures for calling for votes of confidence or no confidence. The request for a vote may originate in Faculty Senate or by petition of Faculty.
    1. Motion by Senator. At any meeting of the Faculty Senate, a Senator may move the meeting into Executive Session and call for a special meeting of the full-time Faculty for the purpose of holding a vote of confidence/no confidence in a college-wide administrator.
      - a. Executive Session. The Senator presents reasons for support or outlines grievances to the Senate in executive session.
      - b. Secret Ballot. The Senate votes by secret ballot whether to proceed with a formal statement of support or list of grievances.
      - c. Majority Vote. If a Senate majority votes to proceed with a formal statement of support or list of grievances, then the process continues. If a Senate majority votes against proceeding, then the process ends.
    2. Petition by Faculty. Any member of the Faculty, as defined by the College, may call for a vote of confidence/no confidence in a college-wide administrator by presenting a petition by signature to the Faculty Senate President. Only full-time faculty members of the College are eligible to sign a petition.
      - a. Statement of Reasons for Petition. The petition to conduct a vote of confidence/no confidence shall contain a statement of reasons for calling for the vote.
      - b. Signatures. For a vote to occur, the petition presented must be signed by at least the number of Faculty required to call a special meeting of the Faculty Senate, as set forth in the Constitution of the Faculty Senate of Pierpont Community & Technical College.

- c. Separate Copies. Each signatory shall sign a separate copy of the petition so that each person submitting a petition has no knowledge of the others who have signed the petition.
- d. Verification and Certification. The Faculty Senate Secretary will verify the signatures, reporting to the Faculty Senate President, who will certify that proper procedure has been followed and then will immediately destroy all signatures.

## II. Formal Statement of Support or Complaint

- A. Special Session of Executive Committee. The Faculty Senate President will call a Special Session of the Executive Committee to
  - 1. Draft a formal
    - a. Statement of support that addresses the administrator's duties and reasons for faculty support, or
    - b. Complaint that addresses the administrator's duties and identifies the faculty's grievances.
  - 2. Draft notice of the vote.
  - 3. Prepare a sample ballot.
  - 4. Identify full-time faculty eligible to vote.
  - 5. Propose a plan and timeline for voting.
- B. Special Executive Session of Faculty Senate. The Faculty Senate President will call a Special Executive Session of the Faculty Senate to present the formal statement of support or complaint of grievances.
  - 1. Secret Ballot. The Senate will vote by secret ballot whether to approve the formal statement of support or complaint of grievances.
  - 2. Majority Vote. If the majority votes to approve the statement of support or the complaint, together with the voting procedure, the process continues. If the majority votes against approving the statement of support or the complaint, the Senate will revise the statement of support or the complaint until a majority does approve. If, after three revisions, the Senate is unable to agree on a statement of support or the complaint, the process ends.

- C. Notification. Once the statement of support or the complaint has been approved, the Executive Committee will then notify Faculty that a vote of confidence/no confidence has been called for and will be scheduled. A copy of the statement of support or the complaint shall be attached to the notification.

### III. Voting.

- A. Distributing the Ballot. The Faculty Senate Executive Committee shall distribute a ballot containing the full text of the statement of support or the complaint of grievances to all eligible faculty voters.
- B. Voting Choices. Using the ballot, eligible faculty may vote "confidence" or "no confidence" in the administrator.
- C. Secret Ballot. The vote will occur by secret ballot, following the plan outlined by the Executive Committee and approved by the Faculty Senate.
- D. Voting Period. The voting period will not exceed ten (10) instructional days from the date of distribution of the ballot to eligible faculty.

### IV. Reporting the Results.

- A. Reporting Period. Within five (5) business days after the completion of voting, the Faculty Senate Executive Committee will prepare a written report of the results.
- B. Report of the Vote. The Faculty Senate President shall provide a written report to the administrator, the administrator's immediate supervisor, and other interested parties as determined by Faculty Senate. The report of the vote shall include the following:
  - 1. The number of Faculty who were eligible to vote;
  - 2. The number of Faculty who voted;
  - 3. The number of Faculty who voted "confidence" in the administrator; and
  - 4. The number of Faculty who voted "no confidence" in the administrator.
- C. Meeting with Supervisor. Regardless of the outcome of the vote, the administrator's direct supervisor shall be invited to meet in executive session with the Executive Committee of the Faculty Senate, as appropriate, to discuss the reasons for the vote and the results of the vote.

## **Faculty Senate Rules of Order**

- I. The Executive Committee, established within the Senate, shall be composed of the President of the Senate, who shall be its chairperson; the Vice President of the Senate; the Senate Secretary, who shall be its secretary; and one member from each School, elected by the Senate. These members shall be elected for a term of one year, and no elected member may serve more than three (3) consecutive terms. It shall be the duty of the Executive Committee to:
  - A. Arrange the agenda for Senate meetings.
  - B. Serve as a channel through which any member of the Faculty may introduce matters for consideration by the Senate.
  - C. Assist in carrying into effect the rules, regulations, and actions of the Senate.
  - D. Act for the Senate on an emergency basis between meetings of the Senate, such action to be reported for confirmation at the next Senate meeting.
  - E. Recommend to the Senate rules of procedure and interpretation of the Faculty Senate Constitution.
  - F. Prepare and submit reports on the work of the Senate to the President of the Community and Technical College and Faculty.
  - G. Formulate amendments to the By-Laws and Constitution as warranted and present such amendments to the Faculty Senate for ratification.
- II. Any matter introduced in the Senate will be classed as either major or minor legislation. This classification will be made by the Executive Committee for items placed on the agenda and by the chair for items introduced from the floor. However, a classification may be changed by a majority vote of the Senate members present.
  - A. An item classed as minor legislation may be discussed, amended, and disposed of at the meeting in which it is introduced.
  - B. An item classed as major legislation will require two (2) meetings for final disposition. At the first meeting, major legislation may be discussed but not amended.

Discussion shall be terminated by a majority vote to pass the item to a "second reading" at the next meeting. At the next meeting (either regular or special), the item may be discussed, amended, and moved to final disposition.

III. Any duly elected representative of the Senate who is temporarily appointed to an acting administrative position shall not be removed from voting membership in the Faculty Senate unless the acting position of the title is made permanent. If said Senate member is a member of the Senate Executive Committee, he or she shall resign as a member of the Executive Committee.

### **Faculty Meetings: Days and Times**

Faculty meetings are held at least two times during the year, and the Senate or College President may call special meetings at any time. Faculty meetings are announced electronically. The following meeting days and times have been reserved for certain faculty and institutional groups:

Academic Appeals	TBA	TBA
Admissions and Credits	Third Friday	2:00 p.m.
Board of Governors	Third Tuesday	2:00 p.m.
Curriculum	Third Friday	Noon
Faculty Development	Third Thursday	12:30 p.m.
Faculty Harassment Complaint	TBA	TBA
Faculty Senate	Second Friday	1:00 p.m.
Faculty Senate Executive	First Thursday	12:30 p.m.
Faculty Welfare	Fourth Friday	2:00 p.m.
Institutional Review Board	TBA	TBA
Library	TBA	TBA
President's Council	2 <sup>nd</sup> and 4 <sup>th</sup> Mondays	10:00 a.m.
School Meetings	First Friday	Varies by school
WVCTC Council	TBA	TBA
Ad Hoc Committees	TBA	TBA