

Faculty Senate By-Laws

ARTICLE I. Faculty Senate Meetings

Section 1. The Executive Committee shall meet in August to set the dates for regular monthly Faculty Senate meetings for the academic year. 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 shall follow the last annual Academic School meeting for the purpose of Senate elections.

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. Pierpont faculty, staff, and students 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 Executive Committee of the Senate, to plead their case if they feel that their interests have not been properly presented.

Section 5. The active presence of at least fifty percent (50%) of the Senate membership shall constitute a quorum.

Section 6. A Senator who is unable to attend a 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.

Section 8. The Faculty Senate President has full discretion to require in-person attendance at regular Faculty Senate meetings.

ARTICLE II. Faculty Senate Officers

Section 1. The Senate shall hold elections, by secret ballot, bi-annually, for the offices of President, Vice President, and Secretary. The Senate shall hold elections, by secret ballot, when an election is necessary to fill a vacancy, in which case the period shall be for the unexpired part of the original term of office.

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). The term of office for Vice President and Secretary shall be two years, and these officers shall be eligible for re-election.

Section 2. The Executive Committee of the Senate is composed of the President of the Senate, the Vice President of the Senate, the Secretary of the Senate, and one member elected from each School. The exiting President shall serve as ex-officio, non-voting advisor to the Executive Committee.

The term of office for the school-elected Executive Committee members shall be two years, and these members are eligible for re-election. The Executive Committee representatives for each school will serve as the Nominating Committee for the slate of proposed officers for Faculty Senate.

The Executive Committee 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. Faculty Senate Voting Procedure on Action Items

Section 1. Policy recommendations shall be approved for adoption by majority vote of members present, provided a quorum exists. Policy recommendations shall be effective after passage by the Senate and approval by the appropriate administrative authority.

Section 2. The President of the Pierpont Community and Technical College may interpose a veto on any Senate action. The Senate may direct the Senate President to invite the President to present the rationale or reasons for the imposed veto. The Senate President of the Senate is responsible for 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 voice vote shall be used to decide upon all action items of business. If the voice vote is not unanimous, the Senate President may ask for a roll call vote to clarify the outcome.

Section 5. A written, secret ballot shall be used to decide those items of business identified in Article II and Article VII. If the vote results in a tie, the Senate President shall have the deciding vote.

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 Senate Committees Rules

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. Committees are identified as either standing or non-standing.

For the purpose of these by-laws, standing committees are defined as permanent committees that meet monthly. Standing committees include Academic Appeals, Admissions and Credits, Curriculum, Faculty Development and Welfare, General Education, Media and Learning Resources, and Online Learning.

Non-standing committees are defined as committees that meet only when the committee has business to conduct. Non-standing committees include the Committee on Committees, Faculty Personnel, Institutional Review Board, Legislative Advocacy, Student Hearing Board, and Student Financial Aid.

Section 2. Each standing committee shall meet every month during the academic year. The schedule of the assigned meeting times may be found in the Faculty Handbook. The committee Chair shall notify members electronically of meeting dates and agendas.

Section 3. Each non-standing committee shall meet at least once a year. The committee Chair shall notify members electronically of meeting dates and agendas.

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 College shall be reported promptly to the President of the Senate. The committee chairperson shall use the monthly meeting report template to communicate business to the Executive Committee (see Appendix #).

Section 6. At the end of each academic year, before the Senate meeting in May, each committee Chair shall send a written report of committee activities to the Executive Committee of the Senate. The Senate may request additional reports at any time. The committee chairperson shall use the yearly meeting report template to communicate business to the Faculty Senate President (see Appendix #).

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 instructional programs or faculty welfare are subject to approval by the Senate, the College President, and others as appropriate. All procedural or policy changes recommended by a faculty committee that affect the college as a whole are subject to approval by the Senate and the College President.

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

ARTICLE V. Faculty Senate Committees

Purpose, Organization, and Function

Faculty Expectations

Participation as a Senator and on Faculty Senate committees does not count as part of the 15-credit hour instructional workload and does not substitute for instructional hours. However, participation as a Senator and on Faculty Senate committees is service to the college, which is a part of faculty professional responsibilities as outlined in W. Va. Code R. § 135-9-2 and is a faculty requirement as stated in the Instructional Workload Policy. Institutional service is also a factor in faculty evaluation, promotion, and tenure.

Faculty are expected to serve on two committees per academic year. Faculty Senate and Executive Committee count as committees for the purposes of the service requirement. Pending the ratio of full-time faculty to the number of committees, faculty may be required to participate in more than two committees. Faculty may, of their own free will, volunteer to participate in additional committee work.

Section 1. 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 and shall designate 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 2. Faculty members on 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 Welfare, and Academic Appeals. The first reading of the proposed committee assignments will occur at the last regularly scheduled Senate meeting of the academic year, and the second reading will occur at the first regularly scheduled Senate meeting of the following academic year.

Section 3. 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 4. Faculty Standing Committees

1. Academic Appeals Board

- a. **Description.** The Academic Appeals Board shall conduct an impartial investigation of any charges of prejudicial or capricious evaluation made by students and recommend appropriate action. Grade appeals shall have been presented to the instructor, the Program Coordinator, School Dean, and Provost prior to hearing before the Academic Appeals Board.
- b. **Membership.** The Academic Appeals Board shall be composed of twelve faculty members chosen by the Provost from a list of seven faculty representatives nominated by the Faculty Senate and seven faculty members nominated by Phi Theta Kappa. Deans are excluded from nomination. The Academic Appeals Board has no ex-officio members.
- c. **Charges.** The Academic Appeals Board shall adjudicate all student grade appeals within the jurisdiction of the calendar year beginning September 1.
- d. **Hearing Procedures.** The Academic Appeals Board shall determine its own procedural rules and may call advisors. The procedural rules, however, must include the following:
 - i. The Academic Appeals Board will choose a Chairperson to preside at appeals 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.
 - ii. The rules shall afford the instructor an opportunity to respond to all charges made against him/her.
 - iii. Both the student and the instructor shall submit a written statement to the Board no later than five days in advance of the hearing and shall provide a copy of the statement to the other party.
 - iv. Each party may have one advisor (faculty or student) from the academic community and may call witnesses to present evidence and testimony directly related to the appeal.
 - v. At the start of each appeal, both the student and the instructor may dismiss, without explanation, two Board members from hearing the appeal. Board members may also dismiss themselves from hearing an appeal with permission of the Board Chairperson. At least five Board members, after dismissals, must be present for a formal meeting of the Board.
 - vi. The Board shall conduct its hearing and deliberation in private. The Board shall keep an audio recording of the evidence submitted and testimony given during the hearing. The tape shall then be submitted to the

appropriate administrative authority to be stored in a secure place until the appeal's final resolution.

- vii. The Academic Appeals Board shall provide a written decision to the College President, Provost, Dean, and the instructor and student involved.
- e. **Inter-Institutional Appeals.** Academic Appeals involving inter-institutional issues between Pierpont Community and Technical College and another institution will be decided according to procedures determined by the respective institutional Presidents.

2. **Admissions and Credits Committee**

- a. **Description.** The Admissions and Credits Committee shall serve as a Faculty Advisory group to the Office of Registrar and the Office of Admissions.
- b. **Membership.** 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. **Charges.** The Admissions and Credits Committee shall:
 - i. Review policies and procedures proposed by the Registrar and the Office of Admissions and recommend any appropriate changes;
 - ii. Be empowered to act upon individual cases involving admission, readmission, retention, and credits of students; and,

- iii. Be empowered to render judgment on petitions for grade changes submitted by faculty and administration.

3. Curriculum Committee

a. **Description.** The Curriculum Committee evaluates curricular material, such as new, revised, and updated courses and programs, for accuracy and for compliance with both internal and external policies and procedures. Faculty members submit proposals to the Curriculum Committee, and, upon approval, the proposal is passed forward through the system as appropriate.

b. **Membership.** 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.

c. **Charges.** The Curriculum Committee shall:

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

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

4. **Faculty Development and Welfare**

- a. **Description.** The Faculty Development and Welfare Committee shall address issues related to faculty development and faculty welfare.
- b. **Membership.** The Faculty Development and Welfare 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.

- c. **Charges.** The Faculty Development and Welfare Committee shall:
 - i. Publicize and solicit applications for Faculty Development awards and/or grants and select the recipients for final approval by the Administration.

- ii. Coordinate with the Administration in seeking funds for these and similar activities.
- iii. Assist Administration in planning of events for Learning Communities Week and other faculty development activities (orientation and mentoring).
- iv. Make recommendations for the welfare of the faculty to the Faculty Senate.

5. **General Education Committee**

- a. **Description.** The General Education 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.
- b. **Membership.** The committee will consist of at least one member from each School. The Chairperson of this committee shall be a faculty member of the School of General Education and Professional Studies.
- c. **Charges.** The General Education Committee shall:
 - i. Generate and update a profile of a Pierpont Graduate.
 - ii. Provide oversight for General Education exit assessments.

6. **Media and Learning Resources Committee**

- a. **Description.** The Media and Learning Resources Committee includes responsibilities pertaining to the institution library, bookstore, instructional technology support, and marketing/social media.
- b. **Membership.** The Media and Learning Resources Committee shall consist of two members from each School. Members will serve two-year terms. Ex-officio members shall include the Associate Provost of Academics, a Student Government representative, and representatives from IT and Marketing/Social Media.
- c. **Charges.** This Media and Learning Resources Committee shall:
 - i. Study library needs in view of the academic programs, make recommendations, and serve as a liaison group between the faculty and the regional librarians;
 - ii. Study bookstore needs in view of academic programs and make recommendations;

- iii. Study instructional technology needs in view of the academic programs and make recommendations; and,
- iv. Study marketing and social media needs in view of the academic programs and make recommendations.

7. **Online Learning Committee**

- a. **Description.** The Online Learning Committee will oversee online course development and maintain relevant resources for online teaching and course design.
- b. **Membership.** The Online Learning Committee will consist of one faculty member from each School. Ex-officio members include the Director of e-Learning and an appointed Dean.
- c. **Charges.** This Online Learning Committee shall:
 - i. Support online learning through the development of online course standards.
 - ii. Monitor continuous quality improvement through evaluation.
 - iii. Develop and distribute a survey to evaluate the course and course technology separate from faculty instruction.

Section 5. Non-Standing Committees

1. **Committee on Committees**

- a. **Description.** 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.
- b. **Membership.** The Faculty Senate President shall appoint one member from each School and shall designate one member as Chairperson. The Chairperson of the previous year's Committee on Committees shall serve as an ex-officio member.
- c. **Charges.** The Faculty Standing Committees shall be nominated by the Committee on Committees and approved by the Senate. Other standing committees may be added at the discretion of the Senate.

2. **Faculty Personnel Committee**

- a. **Description.** The Faculty Personnel Committee reviews promotion and tenure policies and procedures and recommends faculty to the Provost for promotion and tenure.
- b. **Membership.** 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.

- c. **Charges.** The Faculty Personnel Committee shall:
 - i. Make recommendations directly to the Provost of Pierpont Community and Technical College concerning tenure, promotion in rank, and sabbaticals;
 - ii. Handle the business directed to it by the Faculty Senate Executive Committee.

3. **Institutional Review Board**

- a. **Description.** The Institutional Review Board (IRB) reviews and monitors research involving human subjects. The IRB has authority to approve, require modifications, or reject a research request.
- b. **Membership.** The Institutional Review Board shall consist of three members, one representative from each school, 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.

- c. **Charges.** In compliance with all applicable Federal, State, and Institutional guidelines and policies, the Institutional Review Board shall:
 - i. Examine the effectiveness and progress of testing programs and recommend any needed alternatives; and,
 - ii. 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.

4. **Legislative Advocacy Committee**

- a. **Description.** The Legislative Advocacy Committee develops ideas and action plans to engage with legislators to influence legislation and policies.
- b. **Membership.** 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).
- c. **Charges.** The Legislative Advocacy Committee shall:
 - i. Keep faculty informed concerning higher education legislation as it is proposed and as it proceeds through the legislative process;
 - ii. Disseminate membership lists of legislative committees and addresses of pertinent legislators;
 - iii. Work in cooperation with similar committees on the other state college and university campuses;
 - iv. Survey and collate information and opinions of faculty and forward them to the Advisory Council of Faculty for inclusion in proposed legislative packages;
 - v. Work with ex-officio members to coordinate Pierpont's institutional agenda for the state's Higher Education Day; and,
 - vi. Designate the Legislative Advocacy Committee Chair as an Alternate ACF Representative.

5. **Student Financial Aid Committee**

- a. **Description.** The Student Financial Aid Committee reviews student financial aid appeals and recommends action plans.
- b. **Membership.** 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.

- c. **Charges.** The Student Financial Aid Committee shall:
 - i. Hear and review student financial aid appeals; and,
 - ii. Review and recommend plans of action for any student not meeting financial aid guidelines.

6. Student Hearing Board

- a. **Description.** The Student Hearing Board hears appeals of decisions related to violations of the Student Code of Conduct.
- b. **Membership.** A hearing board consisting of a chairperson (one of the associate provosts), two faculty members from the Faculty Senate's Student Hearing Board, and two appointed students (e.g., student government, Phi Theta Kappa, etc.), and one student services staff member will hear all appeals. The VP of Academics and Student Success will notify the chairperson of the student's appeal. (Note: The voting panel must consist of an odd number. The chair will not have a vote).
- c. **Charges.** The Student Hearing Board shall:
 - i. Examine the report, the results of the College Judicial Officer's preliminary meeting, and additional information relevant to the report;
 - ii. Determine the accused student's responsibility; and, if necessary,
 - iii. Impose a sanction.

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.