

LAS POSITAS COLLEGE

ACADEMIC SENATE

CONSTITUTION

Preamble

We, the Faculty of Las Positas College, in order to establish a formal and effective procedure for participating in the formation of district and college policies on academic and professional matters, adopt this Constitution.

Article I – Name

This organization shall be known as the Las Positas College Academic Senate.

Article II – Purpose, Scope, Powers

Section 1. All powers and responsibilities referred shall be vested in the faculty acting through the Academic Senate (Senate). The Academic Senate is defined as the elected members and officers who attend Academic Senate meetings.

Section 2. The primary function of the Senate is to represent the faculty in making recommendations to the administration and to the Board of Trustees in academic and professional matters. These include but are not limited to the following.

- a. The Academic Senate has the power to:
 1. Appoint faculty members to serve on committees.
 2. Consult with Board of Trustees regarding powers delegated by the Board of Trustees to the Academic Senate.
- b. The Board of Trustees shall rely primarily upon the advice and judgment of the Academic Senate regarding:
 1. Curriculum, including establishing prerequisites.
 2. Degree and certificate requirements.

3. Grading policies.
 4. Faculty roles and involvement in accreditation processes.
 5. Waiver of minimum qualifications and equivalency procedures.
 6. Administrative retreat rights.
- c. The Board of Trustees or its designees and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations regarding:
1. Educational program development.
 2. Standards or policies regarding student preparation and success.
 3. College governance structures, as related to faculty roles.
 4. Policies for faculty professional development activities.
 5. Processes for program review.
 6. Processes for institutional planning and budget development.
 7. Other academic and professional matters as mutually agreed upon.
 8. Hiring criteria, policies, and procedures for new faculty.

Section 3. The Senate shall present its views and recommendations to the Board of Trustees through regularly established channels.

Section 4. The Senate shall send a representative to all meetings of the Board of Trustees. After informing the administration, the Senate may present its views and recommendations directly to the Board of Trustees.

Section 5. Senate action shall become effective seven (7) calendar days after its publication and distribution except for the following cases:

a. The Senate decides by a majority vote of a quorum of the Senate that action must be submitted to a vote of the faculty for approval.

or

b. A petition signed by ten (10) percent of the full-time (contact and regular) faculty for a referendum is submitted to the Senate within ten (10) calendar days requesting a referendum vote for the faculty.

1. The referendum shall be submitted to the faculty within fifteen (15) calendar days.
2. For passage, a referendum shall require a majority of the votes cast in the referendum.
3. For the purposes of referenda, one full-time (contract or regular) faculty vote shall be equivalent to five adjunct faculty votes. Full-time faculty who also have adjunct assignments shall have only one vote.

Article III - Membership

Section 1. Qualifications for the Academic Senate

- a. Qualifications for membership on the Senate shall be the same as those defined for full-time (contract and regular) and adjunct faculty.
- b. A faculty member shall be deemed ineligible to serve on the Senate if that person is appointed to a position defined as management as defined by the contract.

Section 2. Membership and Voting in the Academic Senate

- a. The Executive Committee is comprised of President, Vice President, Secretary, Treasurer, and Immediate Past President (at the option of the Past President).
- b. Senate representation from each Division will be determined by a ratio formula determined by the Senate and identified within the Las Positas College Senate Bylaws.
 1. Each Division shall be entitled to a minimum of two full-time (contract and regular) faculty representatives.
 2. It is recommended that senators be selected from more than one curricular group or support service group within each division.
- c. There can be up to two representatives and one alternate from the adjunct faculty (adjunct representatives shall each have a full vote).
- d. An honorary, non-voting representative from the Las Positas College Student Senate.

Section 3. Election to the Academic Senate

- a. Procedures for election to the Senate shall be determined by the respective interdisciplinary areas and adjunct faculty.
- b. Senators from the interdisciplinary areas shall be elected by a majority of the members of their respective areas. Senators from the adjunct faculty shall be elected by a majority of votes cast by the adjunct faculty.
- c. The Senate shall settle disputes regarding elections and qualifications.

Section 4. Terms of Office

- a. Senate terms shall be for a minimum of one year, with a maximum of three consecutive years.
- b. A senator may be elected to a Senate office (President, Vice President, Secretary, Treasurer) in any of the three years, thus extending the term to a maximum of five years.
- c. When a faculty member has served as an officer and/or senator for five consecutive years, he/she must be off the Senate for one year before he/she is eligible to serve again.
- d. If a senator resigns during a term of office, a new senator shall be elected by the same procedures outlined in Article III, Section 3.
- e. An otherwise qualified member of the faculty may be elected/ appointed to a new term where term limits are exceeded providing that the electing/appointing body, with full knowledge and disclosure that term limits will be exceeded, confirm by a 2/3 vote to elect/appoint the member.

Section 5. Recall from Office

- a. A senator may be removed from office by a 2/3 division vote of the electing/appointing body.

Article IV - Officers

Section 1. The officers of the Academic Senate shall be:

- a. The President
- b. The Vice President
- c. The Secretary

- d. The Treasurer
- e. The immediate Past President for one year after the immediate Past President's term expires (at the option of the Past President)

Section 2. Eligibility for Office

- a. All officers of the Senate shall be full-time, contract and regular faculty.
- b. No faculty member serving as President of the faculty bargaining unit shall be eligible for the office of Senate President.
- c. To be eligible for the Office of President or Vice President, the candidate must be tenured faculty.

Section 3. Procedures for Elections

The following procedures shall be followed for each yearly election of Las Positas College Academic Senate officers:

- a. Election Committee Selection
 - 1. Three members of the full-time (contract and regular) faculty who are not candidates for offices shall be appointed by the President to an election committee with the approval of the Senate.
- b. Election Committee Procedure
 - 1. The Election Committee shall canvass the eligible faculty to develop a slate of candidates.
 - 2. The slate of candidates shall be presented at the third to last Senate meeting of the academic year, unless the Senate votes to change this date. Nominations may be made from the floor at this meeting if the potential candidate gives consent.
 - 3. The Election Committee shall prepare a ballot which includes spaces for write-in candidates for each office.
 - 4. Candidates may make their views known via a letter and/or email to all faculty. Such statements shall be distributed by the Election Committee one week prior to the ballot distribution.

5. The election of officers shall take place prior to the last Senate meeting.
 6. Counting procedure:
 - a) One full-time (contract and regular) faculty vote shall be equivalent to five adjunct faculty votes. Full-time faculty who also have adjunct assignments shall have only one vote.
 - b) Ballots must be received by the date and time established by the Election Committee.
 - c) Voting faculty must sign for a ballot and place it in a locked ballot box.
 - d) At the appointed time the ballot box will be opened and votes will be counted by the Election Committee in the presence of the administrative assistant to the Senate. Candidates may be present during the counting and have the right to review the ballots.
 7. Officers shall be elected by the majority of valid votes.
 8. If no candidate for a given position receives a majority of valid votes, a run-off election shall be held between the candidates who receive the first and second highest number of votes.
- c. Filling Vacated Offices
1. Should an office be vacated, the Senate President (the Senate Vice President in case the presidency is vacated) shall appoint a new officer who must be confirmed by a majority vote of the Senate membership present at the following meeting.
- d. Term of Office
1. The Academic Senate year shall be July 1 through June 30.
 2. The term of office for the Vice President, Secretary, and Treasurer of the Senate shall be for one year with a maximum of two consecutive terms served.
 3. The term of office of the President shall be an initial two-year term with reelection for up to two one-year terms, for a maximum of four consecutive years.

Section 4. Duties of Officers

a. Senate President

1. The Senate President shall preside over meeting of the Senate. In addition, the President is responsible for:
 - a) Representing the opinions and votes of the Senate and/or referendum result to the administration, to other committees, and to Board of Trustees.
 - b) Reporting to the Senate on all matters of academic and professional concern to the faculty.
 - c) Setting agendas and issuing Senate minutes
 - d) Attending meetings of the Board of Trustees.
 - e) Being familiar with the statutory context in which the Senate operates.
 - f) Advocating for faculty interests.
 - g) Promoting an effective relationship with the Board of Trustees.
 - h) Maintaining contact with the Academic Senate for California Community Colleges.
 - i) Maintaining effective relationships with other governance groups.
 - j) Developing Senate participation and leadership.
 - k) Fostering communication.
 - l) Working to secure resources to ensure Senate success.
 - m) Furthering efforts to appoint and retain qualified personnel.
 - n) Serving as a representative of Las Positas College.
 - o) Serving or appointing others to serve on college and district committees as provided by the shared governance structure or requested by the chancellor or administrators.

- p) Working to ensure that board rules, particularly those governing curriculum and hiring processes, are adhered to both at the district and campus level.
 - q) Serving as the major conduit for district-wide information that must reach faculty in a timely manner.
 - r) Advising the district on the Senate's position on present and emergent policy matters.
 - s) Appointing a Parliamentarian with the concurrence of the majority of the Senate.
 - t) Presiding over the Executive Committee and serving on other committees as provided by the shared governance structure.
2. In the absence of the Senate President, the duties of that office shall be discharged by the Vice President. If the Vice President is unable to discharge these duties, they shall be discharged in the following order: Secretary then Treasurer.
- b. Senate Vice President
- 1. The Senate Vice President assumes the duties of the President when the President is absent or leaves the chair.
 - 2. When acting in the place of the Senate President, the Senate Vice President has all the powers, duties, responsibilities, and privileges of the President.
 - 3. The Senate Vice President assists the President, as needed, in delegating tasks and duties.
 - 4. The Senate Vice President serves on the Executive Committee.
- c. Senate Secretary
- 1. The Senate Secretary conducts personal correspondence as necessary.
 - 2. The Senate Secretary works in consultation with the Senate President to perform other duties as needed.
 - 3. The Senate Secretary serves on the Executive Committee.
- d. Senate Treasurer

1. The Senate Treasurer is responsible for the collection, safekeeping, and expenditure of all funds of the organization, and for keeping an accurate financial record.
2. The Senate Treasurer works in consultation with the Senate President to perform other duties as needed.
3. The Senate Treasurer shall report briefly on the finances of the organization as necessary.
4. The Senate Treasurer serves on the Executive Committee

Section 5. Duties of Senators

- a. Senators shall attend meetings of the Senate.
- b. Senators shall report on and carry out Senate business in Division meetings, and present to the Senate feedback on items of interest and concern.
- c. Senators shall read Senate minutes and agendas prior to Senate meetings.
- d. Senators shall serve on ad-hoc committees of the Senate.
- e. Senators may serve on sub-committees and task forces.

Section 6. Recall of Officers

- a. Recall of a Senate officer shall be initiated by:
 1. a fifty percent (50%) vote of the total Senate,or
 2. a recall petition signed by forty percent (40%) of the full-time (contract and regular) faculty.
- b. A Senate officer shall be removed by a vote of sixty percent (60%) of the total number of votes in the previous election.
 1. A recall vote shall take place no less than ten (10) working days nor more than fifteen (15) working days after step a.1) or a.2) above.

- c. A new Senate officer shall be selected in accordance with the provisions of Article IV, Section 3.
- d. A recall petition may be considered ninety (90) days after the Senate officer has taken office.

Article V – Executive Committee

Section 1. Executive Committee

- a. The Executive Board shall be composed of the officers of the Senate and the immediate Past President (at the option of the Past President).
- b. The Executive Board shall meet in open meetings between meetings of the Senate at a set time.
- c. The Executive Board shall maintain liaison with the Chabot College Senate and report to the Las Positas College Senate.
- d. The Executive Committee shall:
 - 1. Assist in preparation of Senate agendas.
 - 2. Assist in implementing Senate decisions, policies, and recommendations for awards.
 - 3. Draft Senate motions.
 - 4. Conduct Senate referenda.
 - 5. Announce its meetings to the faculty at least seventy-two (72) hours in advance.

Article VI - Meetings

Section 1. Academic Senate Meetings

- a. The Senate shall meet on the 2nd and 4th Wednesdays each month from August through May as the academic calendar allows.
- b. Main motions shall be approved by a majority of the Senate voting at that meeting.

- c. The Senate shall follow Robert's Rules of Order and publish its proceedings.

Article VII - Amendments

Section 1. Proposed Constitutional Amendments

- a. Amendments may be proposed in the following ways:
 - 1. By a majority vote of the members of the Senate meeting in a regular or special meeting.
 - 2. By a petition signed by ten percent (10%) of the full-time (contract and regular) faculty.

Section 2. Ratification of Amendments

- a. Shall be by a secret ballot of the entire full-time (contract and regular) and adjunct faculty.
- b. Shall require sixty percent (60%) of the full-time (contract and regular) faculty voting and adjunct faculty voting. One full-time (contract or regular) faculty vote shall be equivalent to five adjunct faculty votes. Full-time faculty who also have adjunct assignments shall have only one vote.

Las Positas College Academic Senate Constitution approved by faculty vote:

Revised: October 24, 1989
 November 9, 1990
 January 28, 1991
 March 29, 1995
 March 30, 1996
 March 9, 2000
 March 14, 2001
 April 9, 2003
 May 13, 2009