

**CONSTITUTION
OF THE
CITRUS COLLEGE ACADEMIC SENATE**

PREAMBLE

The Citrus College Academic Senate is formed in order to insure democratic participation of the faculty in shared governance, as in accordance with AB 1725, in the development of policies and procedures of the college and to foster the long-range interests and well being of the college.

ARTICLE I: MEMBERSHIP

The Academic Senate is established for the purposed of participation in the formation of educational and professional policy. The Senate Council (the governing body of the Senate) shall be the executive group and serve as the official representative body of the Senate on all non-contract matters. The Senate Council is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the college President of such intent.

ARTICLE III: OFFICERS AND EXECUTIVE BOARD

Section 1. The officers and executive board for the Senate shall be President, Past President (Preferably Immediate Past-President), Vice-President, Secretary, Treasurer and a voting representative from the CCFA appointed by the CCFA President and approved by the Senate President.

Section 2. The Executive Board shall meet at least twice per month.

Section 3. The President shall call all meetings of the Executive Board either on his or her own initiative or at the request of a majority of the Board.

Section 4. A quorum for conducting Executive Board business shall be four members.

ARTICLE IV: NOMINATIONS, ELECTIONS AND VOTING PROCEDURES

Section 1. As soon as possible after the beginning of the spring semester, nominations of Senate officers shall be made by a committee of five composed of the Vice-President and four such persons as he/she shall select. If an office chooses to run for a second term, his/her name shall appear on the ballot. Results of the nominations shall be published prior to the fourth week of Spring Semester. As soon

as is practical, but not less than ten (10) school days after this publication there shall be a Senate meeting where nominations from the floor shall be accepted. If there are no nominations from the floor, the election by secret ballot shall be held within two weeks after this Senate meeting. Voting by absentee ballot shall be allowed insofar as possible. Counting of the ballots shall be done by the Election Committee with a minimum of two senate officers being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

Section 2.

Special elections by the Senate shall be conducted by the Executive Board. Counting of the ballots shall be done by the Senate officers, a minimum of two (2) being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

Section 3.

The Academic Senate Council Executive Board shall establish the date and time at which the polling shall begin and end. Voting shall take place during at least five days of instruction. Before the appointed time for polling to begin, the Executive Board shall have prepared departmental voting packets consisting of the following:

1. One ballot for each full-time faculty member and two adjunct senators as representative members to the Senate Council.
2. An inner envelope in which to seal the completed ballot.
3. An outer envelope in which to seal the inner envelope.
4. The outer envelope shall have the member's name and a place for the member's signature.

At the beginning of the polling process, the Senate Council Vice President shall distribute to each Departmental Representative (or designee) a voting packet.

The Senate Council Secretary shall maintain a record of who receives each voting packet and the number of blank ballots distributed.

Each senator, i.e. each representative, who receives the voting packet shall insure that each Senate member listed on the Departmental Roster will be personally contacted and given an opportunity to vote. The senator will also insure that all members who choose to vote will sign their name on the outer envelope and give the double sealed ballot to their senator. When all members of the department have voted, or at the end of the polling period, the

departmental senator will return to the election committee the following:

1. Departmental roster with the name of each member who voted and their signature.
2. All of the signed, double-sealed ballot envelopes.
3. All unused ballots.

At the time of counting of the ballots, the signatures on the outer envelopes shall be verified. Any unsigned or otherwise invalid outer envelopes shall be separated out and remain unopened. Then the valid inner envelopes shall be separated from the outer envelopes without opening the inner envelopes so that the inner envelopes become anonymous. The inner envelopes shall be combined and then opened and the ballots counted.

The Secretary shall record the results of the voting and these results shall be certified by all the Academic Senate members present during the counting of the ballots. The election records shall be retained for no fewer than six months after the election.

The Senate Council President shall make public the results of the balloting immediately following the count. If any officer or observer challenges the results of the polling because of perceived irregularities the matter shall be referred to the Senate Council for resolution before it is made public.

Section 4.

In the event that more than two candidates run for an office and any one person does not receive fifty percent plus one vote, a runoff election will be held between the two top contenders within two weeks following the counting of votes.

ARTICLE V:

RECALL ELECTIONS

Section 1.

A recall of any person in an Academic Senate elective position may be initiated by a petition signed by one-third (1/3) of the active membership of the Senate. A statement of the reasons for the proposed recall shall be part of the recall petition.

Section 2.

Each person named in the recall petition shall have the right to make a rebuttal statement which shall be distributed to their constituency at least 7 days before the recall election.

Section 3.

Recall elections shall be by secret ballot.

Section 4. An absolute majority vote (one more than 50 percent of all Senate members) of the membership shall be necessary to effect the recall.

Section 5 Any vacancy, in any office, created by recall shall be filled by procedure as established under Article VI, Section 2.

ARTICLE VI: TERMS AND VACANCIES

Section 1. Senate officers shall be elected for a period of one year. They shall be eligible for re-election but may not serve more than two consecutive terms. The Senate President shall be succeeded by the Senate Vice-President of the previous year except when elected to a second term. The term of office shall be from July 1 through June 30 of the next year.

Section 2. Vacancy shall be deemed to exist in the case of death, resignation, or recall. The Senate President, with the approval of the Executive Board, shall fill by appointment any vacancy in the office of Senate Secretary, Senate Treasurer, or Council Senators At Large. If a vacancy occurs in the office of Senate President, the Senate Vice-President shall assume the position. When a vacancy occurs in the office of Senate Vice-President, the Senate President shall call a meeting of the Senate for the purpose of accepting nominations from the floor for Senate Vice-President. The election shall be held according to the procedures provided in Article IV: Sections 2 and 3. This meeting shall be held within two weeks but not sooner than five school days following the notification of the vacancy.

ARTICLE VII: EMPOWERMENT

The Academic Senate shall be represented on, and make recommendations to all appropriate college committees. It shall also make recommendations and have direct access to the college President and the Board of Trustees. It shall be further empowered to develop its own internal organization, to initiate studies, and to discuss problems and propose policies for administrative considerations.

As established by R-1010 of the Citrus College Board Policies and Regulations Section 3, Part a “for the following matters, the Board will rely primarily upon the advice of the Academic Senate” in academic and professional matters as listed below:

1. Educational program development.
2. Standards or policies regarding student preparation and success.
3. District and college governance structures, as related to faculty roles.
4. Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
5. Policies for faculty professional development activities.
6. Processes for instructional and student services program review.
7. Degree and certificate requirements.

8. Grading policies.
9. Curriculum, including establishing prerequisites and placing courses within disciplines.
10. Processes for institutional planning and budget development.

ARTICLE VIII: MEETINGS

The Academic Senate shall meet as often as business requires but not less than once each calendar month during the school year unless the Senate Council votes (majority of quorum present) not to meet in a given month.

ARTICLE IX: ORGANIZATION OF THE ACADEMIC SENATE COUNCIL

Section 1. Purpose: It shall be the purpose of the Senate Council to serve as the official voice of the Senate.

Section 2. Membership: The Academic Senate Council shall be composed of the President, Past-President, Vice-President, Secretary, and Treasurer of the Senate and one senator representing each department, three senators at large and two senators representing adjunct faculty. Counselors who are members of the Senate shall be considered a department. All other Senate members not represented by an established department of the college shall constitute an additional department. This department, called Support Services, will include, but not be limited to, certificated personnel in the Library, Learning Assistance Center, Child Care Center and Disabled Students Program and Services (DSP&S). The officers of the Senate shall serve as the officers of the Senate Council.

Section 3. Terms of Office: The terms of office for senators shall be for a period of three years, terms to be staggered with one-third of the representatives retiring each year. The term of office will run from July 1 through June 30. If any members resign or cease to serve for any reason, the newly elected member shall complete the term of the person who he or she replaces.

Section 4. Election of the Academic Senate Council: Prior to the end of April, each affected department shall select its representative to the Senate Council. This vote will be by secret ballot if requested by any department member. Each department shall notify the Senate Council President, in writing, the name of the newly elected senator from that department. Vacancies among the department senators shall be filled by departmental election within one (1) month of the occurrence of the vacancy in the manner stated in this section.

Senators at Large shall be elected by ballot using the same ballot used for Senate Officers. Vacancies not filled shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Council Executive Board.

Section 5.

Empowerment: The Academic Senate Council is the executive body representing Faculty. The Academic Senate Council shall be empowered to conduct investigations and such business as shall be referred to the Academic Senate Council or initiated by council members. Each senator shall vote according to the direction of their department or their knowledge of their department's majority inclinations. In the conduct of official business, a quorum shall consist of one more than half of the members defined in Article 9, Section 2 above. Recommendations to the President of the college or the Board of Trustees must be authorized by an absolute majority vote of the Senate Council.

Section 6.

Committees: The Senate Council shall be empowered to establish such committees as are needed to conduct investigations and conduct such business as shall be referred to the Senate Council or initiated by Senate Council members. The Senate Council defines the power and the duties of committees. The Senate President, shall appoint the chairperson of such committees.

Section 7

Reassignment evaluation: The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall engage in an annual evaluation of each reassigned position within the senate's purview during the spring semester. The evaluation including a summary of commendations and recommendations shall be shared and discussed with each faculty member occupying a reviewed position.

Section 8

Self-evaluation of the Senate Council: The Academic Senate executive board shall conduct an annual self-evaluation of the Academic Senate council. The evaluation and summary of commendations and recommendations will be shared with the Academic Senate council prior to the end of the spring semester.

ARTICLE X:

AMENDMENTS

Section 1.

Amendments to this constitution may be proposed by the Academic Senate Council Executive Board, by Senate Council or by petition of thirty percent of the members of the Senate.

Section2.

All proposed amendments shall be submitted in writing to the entire membership at least ten days prior to voting.

Section 3.

An amendment shall be considered ratified if it receives a two-thirds vote of the Senate membership.

**BYLAWS
FOR THE
CITRUS COLLEGE ACADEMIC SENATE CONSTITUTION**

ARTICLE 1: DUTIES OF THE ACADEMIC SENATE OFFICERS

Section 1. The President shall preside at all council and executive board meetings and in every way endeavor to promote the interest and purposes of the Academic Senate. The President with the advice and consent of the Academic Senate Council shall appoint members to all standing and select committees. The President shall be an ex-officio member of all committees and shall be held responsible for the progress and work of the Academic Senate. The president or his designee shall serve as the representative to the Academic Senate of the California Community Colleges.

Section 2. The Vice-President shall serve as assistant to the President in all duties of the President and shall assume the duties of the President in the absence of the President. The Vice President shall report to the senate in general on the senate's committee activities. The Vice President shall work with the Recording Secretary to maintain accurate records of committee members and recruit new faculty for committee membership as needed. The Vice President will attend campus wide committee meetings such as Steering, Educational Programs, Enrollment Management and others deemed necessary as schedule permits in order to acquaint themselves with campus processes and policies. The Vice President shall conduct the officer and at large elections.

Section 3. The secretary shall keep a careful record of the proceedings of each meeting of the Senate and of the Senate Council. The Secretary shall maintain an accurate list of Academic Senate committees and personnel. The Secretary shall carry on the correspondence pertaining to the affairs of the Academic Senate as directed by the President.

Section 4. The Treasurer receives no funds from the membership. In the event that the District allots the Academic Senate funds for expenses, the Senate Treasurer shall keep accurate records of such funds.

Section 5. The Immediate Past President shall serve as a resource person for the Academic Senate and also serve as Parliamentarian.

Section 6. The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall not be on any type of long term leave of absence during his/her term, including but not confined to

serving banked time, sabbatical or teaching in Citrus' Study Abroad program.

ARTICLE II: **COMMITTEES AND DUTIES**

Section 1. **Membership:** The President with the advice and consent of the executive board shall appoint members to the committees. Appointments to a standing committee shall be for three years with one-third of the members retiring each year.

Section 2.

- Clause 1: **FNIC (Faculty Needs and Identification Committee):** The FNIC Committee will establish priorities as to the order in which full-time faculty positions should be filled. They will also monitor the hiring process for each position the district opens to insure that all procedures are followed. Traditionally, three faculty representatives serve on this committee including the President, Vice President/President Elect and either the Past President or Chair of Faculty Hiring Procedures.
- Clause 2: **Equivalency and Minimum Qualifications Committee:** The Minimum, Qualifications and Equivalencies Committee will stay informed on all current and proposed qualifications for each Discipline established by the Board of Governors of the California Community Colleges. They will make recommendations to the Senate Council as to changes in disciplines and minimum qualifications which should be communicated to the Statewide Academic Senate. They will represent the Senate on panels formed to rule on claims of equivalency to the minimum qualifications for a discipline.
- Clause 3: **Evaluation and Tenure Committee:** The Evaluation and Tenure Committee will periodically review the evaluation and tenure procedures and make recommendations to the Senate Council of improvements that need to be made. They will provide representation for the Senate on ETOC (Evaluation and Tenure Oversight Committee).
- Clause 4: **Evaluation of Management Committee:** The Evaluation of Management Committee shall oversee the implementation of Management Evaluation procedures. They will periodically review the Management Evaluation procedures and make recommendations to the Senate Council for any necessary changes to these procedures.

- Clause 5: **Curriculum/Technical Review:** Comprised of representatives from all areas of campus by election only. Elections are usually held each Spring with one-third rotating off each three years. Responsible for approval of all curriculum and certificate programs, discussing issues related to general education, graduation requirements, transfer requirements, academic standards, and distance education.
- Clause 6: **Matriculation/ Prerequisite & Assessment:** Reports to the Academic Senate and serves as a resource to faculty and college committees about entrance to the institution and when concerns, questions, and suggestions arise related to prerequisites, co-requisites, limitations on enrollment, assessment, and cut scores.
- Clause 7: **Academic Calendar /Final Exam Schedule:** Discusses calendar options and makes recommendation for the upcoming academic year calendars and plans the Final Exam Schedule.
- Clause 8: **Faculty Hiring Procedures:** Works with the Human Resources Office to review and revise faculty hiring procedure regulations.
- Clause 9: **Program Review:** This committee works with the Vice-President of Instruction and the Program Review Coordinator to develop strategies for implementation of training and coordination of meaningful and broad-based participatory program reviews.
- Clause 10: **Student Learning Outcomes and Assessment Committee:** This committee, an ad-hoc committee of Steering, serves as a clearinghouse for evidence of student learning; evidence will include assessment tools, assessment data, and measurement and analysis of student attainment of SLO's.
- Clause 11: **Steering:** Where all representative groups on campus come together to discuss any campus issues of concern. New regulations (after individual approval of the various campus groups) reach this committee for final voting before being sent to the Board of Trustees. Note: Academic Senate is a constituent group to the campus wide Steering Committee with broad participation by faculty.
- Clause 12: **Additional Committees:** Additional standing and ad-hoc committees that incorporate Senate members include, but are not limited to, Academic Computer, Bookstore Committee, Campus Environment Committee, Campus-wide Information Technology, Faculty Learning Institute, Financial Resources, Human Resources

Advisory, Institutional Research Advisory, Scholarship, Service Learning Advisory, Distance Education, Honors Program, Physical Resources and Transfer Task Force. These committees may change or update their tasks as necessary and should bring these advisements before the Senate for discussion, report and review.

ARTICLE III AMENDMENTS

The Bylaws may be amended in the same manner as the constitution except that only a simple majority vote shall be required.

GUIDELINES FOR THE SENATE PRESIDENT

FIRST MEETING OF THE ACADEMIC SENATE COUNCIL

1. The Senate Council shall meet not less than once a month. The time and day for the Council is set at 2:00 p.m. on Wednesday. At the first meeting the dates for the Senate Council should be set for the balance of the year.
2. Confirm faculty membership on all committees.

STANDARD PROCEDURES OF SENATE COUNCIL

1. There should be a formal agenda.
2. There should be a secretary at all meetings.
3. Meetings of the Senate Council shall be governed by general rules of parliamentary procedure.
4. Send out requests for agenda items at least one week before Senate Council meetings.
5. Send out agenda two to three days before meetings.
6. The use of the Faculty Lounge for any other purpose is subject to the approval of the Senate Council President who should keep a calendar of such scheduled events.
7. Late in November advise the Senate Council Vice-President to select a committee of five members of the Senate Council to draw up a slate of nominees for offices.
8. Conduct elections of officers.
9. After Senate Council officers are elected, have departments and adjunct faculty elect senators to fill expired positions.
10. After departments have elected representatives to the Senate Council, the Senate Council President and the Senate Council Vice-President will appoint members to the committees.
11. Whenever a vacancy occurs on a committee, the Senate Council President will select the person to fill this vacancy.
12. Include in these guidelines any procedural changes resolved in the Council each year.

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