

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 3.2.4**

<b>Title: Faculty Senate</b>	
<b>Originated By:</b> Faculty Senate	
Signature	Date
<b>Reviewed:</b>	
Signature	Date
<b>Approved:</b>	<b>Revised:</b>

**Policy Statement:**

The Faculty Senate carries out the academic governance process through judicious and timely deliberations. It also ensures through the electoral process a broad participatory role from individual units in the initiation, development, implementation, and evaluation of the educational program at Manhattan Area Technical College. In addition, the Faculty Senate structure provides for an organized liaison between the faculty and the President of the College, other administrative officers, and the College Community at large.

**Rational:**

**Procedure:**

FACULTY SENATE BYLAWS

ARTICLE I

NAME

The name of this organization shall be the Faculty Senate.

ARTICLE II

PURPOSE

Section 1. The Faculty Senate shall be the representative governing body of the Faculty. It shall develop and recommend policies and guidelines in all areas of Faculty responsibility to include full-time, part-time, adjunct, and non-teaching faculty.

Section 2. The Faculty Senate shall, through its President, inform the President of the College of its recommendations.

Section 3. The Faculty Senate shall be the voice of the Faculty to the President of the College, to other administrative officers as appropriate, and to other faculties and groups.

ARTICLE III

GOALS

Section 1. The goals of the Faculty Senate shall be:

- A) To provide a mechanism for Faculty to fulfill its obligation to participate significantly in the initiation, development, implementation, and evaluation of the educational program.

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- B) To provide a forum for communication and a mechanism for consultation between the President of the College and the Faculty.
- C) To provide an opportunity for the exchange of ideas of mutual interest and concern among members of the Faculty.
- D) To provide an opportunity for the exchange of ideas of mutual interest and concern to the Community College.
- E) To study problems and policies of the College and the State University as a whole.
- F) To take appropriate action to maintain an atmosphere of academic freedom, intellectual integrity, and cooperation in the pursuit of learning.
- G) To participate in the processes of goal setting and planning of the College.

**ARTICLE IV**

**MEMBERSHIP**

**Section 1. Voting Members**

Membership of the Faculty Senate shall be elected from the Voting Faculty. The Voting Faculty shall include the following: full time and part time personnel with academic rank; and full and part time personnel in the following categories: advisors, assistant directors, associate directors, coaches, clinical supervisors, coordinators, counselors, department chairpersons, directors (except as indicated in Section 2), lecturers, librarians, managers, professional staff, specialists, and other certified instructional staff. Part time status is defined in Article 51, Section B of the Faculty Association contract. Grant-funded personnel with the above-listed job titles or who hold academic rank are included as voting faculty.

**Section 2. Non-voting Members**

The following personnel are non-voting members of the Faculty Senate: President of the College, Vice Presidents, Executive Assistant to the President, General Counsel, Assistant to the President, Assistants to the Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Executive Dean, Deans, Associate Deans, Assistant Deans, Director of Public Affairs, Director of Human Resources, Controller, Assistant Controller, adjunct faculty, emeritus personnel, personnel of the MATC Foundation.

**ARTICLE V**

**OFFICERS**

**Section 1. Officers**

The officers of the Faculty Senate shall be a President, a Vice President, and a Secretary.

**Section 2. Duties**

- A) President. The President shall:

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- (1) Preside at all meetings of the Faculty Senate, the Executive Committee, and Faculty meetings called by the Faculty Senate;
- (2) Act as liaison between the Faculty Senate and the President of the College;
- (3) Represent the Faculty at appropriate College functions;
- (4) Prepare, with the Executive Committee, and distribute the agenda at least five working days prior to meetings of the Faculty Senate, when possible.
- (5) Appoint, with the advice of the Executive Committee and the consent of the Faculty Senate, all chairpersons of Standing Committees of the Faculty Senate;
- (6) Convene and preside over all meetings of the Faculty Senate, the Executive Committee of the Faculty Senate, and the Faculty, except those meetings of the Faculty convened by the President of the College.
- (7) Write an annual informational letter to all voting faculty at the beginning of the Fall Semester.
- (8) Publish dates and times of senate meetings for the school year, September through June by September 1st.

B) Vice President. The Vice President shall:

- (1) Perform the duties of the President in his/her absence;
- (2) Perform other duties as assigned by the President.

C) Secretary. The Secretary shall:

- (1) Keep the minutes of all meetings of the Executive Committee, the Faculty Senate, and general Faculty meetings;
- (2) Carry on the correspondence of the Faculty Senate under the aegis of the President;
- (3) Distribute minutes and notices of meetings;
- (4) Record a list of absent and present Senators at each meeting of the Faculty Senate.
- (5) Distribute a list of respective constituents to each senator each January. The Secretary may request the services of a notetaker to assist in these duties. Officers shall perform other duties described by these bylaws and by parliamentary authority contained in the current edition of Robert's Rules of Order, Newly Revised.

ARTICLE VI

ELECTIONS

Section 1. Senators

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A) Representation. One Senator shall be elected from each academic department or professional area which has between six and fifteen voting faculty members. Departments or areas with between sixteen and twenty-five voting faculty members shall be entitled to two Senators. Departments or areas with twenty- six or more voting faculty members shall be entitled to three Senators. Departments or areas with fewer than six such faculty members shall combine with other areas (usually in allied fields) to achieve the requisite number.

B) Term of Office

(1) Senators shall be elected from the designated areas for three-year terms. One-third shall be elected each year. Senators may serve no more than two consecutive three-year terms, except that a senator who has completed two terms may serve additional consecutive terms if there is no other candidate to fill that Senate seat. One year after leaving office a senator may serve again.

(2) Officers of the Faculty Senate shall be elected from the Faculty at large. Terms of office shall be two years. Officers may serve no more than two consecutive two-year terms, except that a current officer may serve additional consecutive terms if there is no other candidate to fill that Senate office. One year after leaving office an officer may serve again as an officer.

(3) The terms of Student representatives to Faculty Senate committees shall run from September through June.

C) Regulations. All elections shall be held in May of each year, the term of office to begin September 1 of the same year. Elections will be by secret ballot. Absentee ballots may be requested from the Nominations, Elections & Governance Committee. The winner of all elections shall be the candidate receiving the most votes cast, except in officer elections. In officer elections the winner is the candidate with the majority of votes cast. If there is no majority there will be one runoff election of the top two candidates. The winner will be the one receiving the most votes cast.

ARTICLE VII

DUTIES

Section 1. Senators. The duties and responsibilities of Senators shall include the following:

- A) To attend all meetings of the Faculty Senate;
- B) To determine the opinion of their constituents before meetings of the Faculty Senate;
- C) To present the concerns of their constituencies at meetings of the Faculty Senate;
- D) To represent their constituencies at meetings of the Faculty Senate;
- E) To report fully and regularly to their constituencies on the activities of the Faculty Senate;
- F) To serve on standing committees as designated by the Executive Committee;
- G) To attend all general Faculty meetings.

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ARTICLE VIII

CONDUCT OF BUSINESS

Section 1. Meetings

- A) Regular meetings of the Faculty Senate shall be held monthly September through June.
- B) The business of the Faculty Senate shall be conducted in accordance with the provisions of the Bylaws. All conduct of business within the Faculty Senate not otherwise provided for in the Bylaws shall be in accordance with Robert's Rules of Order, Newly Revised. To this end, a parliamentarian shall be appointed by the President.
- C) The Faculty Senate shall pass normal business by majority vote. Majority vote is defined as the majority of votes cast, excluding abstentions. Faculty Senate business shall always be handled by open ballot. The President may reserve the casting of his/her vote until the announcement of votes, at which time he/she may vote in order to create or break a tie.
- D) Faculty Senate documents shall be distributed as follows:
  - (1) Executive Committee minutes shall be distributed to all Senators, Liaisons, Student Committee members, and Administrators who are not voting members of the Faculty Senate.
  - (2) Senate agendas and minutes approved by the Executive Committee shall be distributed to all Voting Faculty and Student Committee members.

Section 2. Committees

The Faculty Senate shall recommend the formulation of new committees, standing or ad hoc, as the need arises.

Section 3. Quorum

The quorum for meetings of the Faculty Senate and all committees shall be a simple majority of the total membership.

Section 1. Executive Committee

A) Membership

Membership of this Committee shall consist of the officers of the Faculty Senate and the Chairpersons of all standing committees.

B) Duties

The duties of this Committee shall be:

- (1) To receive reports from all standing committees;
- (2) To apportion the business of the Faculty Senate to the appropriate standing or ad hoc Committees;
- (3) To appoint Senators to standing committees of the Faculty Senate;
- (4) To appoint and charge ad hoc Committees from the Faculty as needed;
- (5) To carry on Faculty Senate business between regular meetings of the full Faculty Senate;

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- (6) To call special meetings of the Faculty Senate;
- (7) To meet at least once a week between September and June, and once a month during July and August.
- (8) To periodically review its structure, function, and composition, and to make recommendations for changes to the Faculty Senate.
- (9) To review and approve procedural changes to the faculty senate resolutions as presented by the appropriate standing committee.

**Section 2. Standing Committees**

Committees shall submit to the Faculty Senate all recommendations made by the Committees, both standing and ad hoc. Committees shall receive requests from and make reports only through the Executive Committee of the Faculty Senate. Committees shall keep records of their proceedings, operations, and attendance. Annual reports shall be submitted in writing to the President of the Faculty Senate no later than the end of the spring semester. Upon request of the Faculty Senate or the Executive Committee, committees shall conduct special investigations in the areas which are properly within their jurisdiction. Each Committee shall periodically review its structure, function, and composition, and shall make recommendations for changes to the Faculty Senate. Regular reports shall be made to the Executive Committee.

Committees shall be composed of representatives in accordance with Article IX, Section 2.A-F; however, the Executive Committee may appoint non-senators to Committees, but no more than one per Committee, and only when confirmed by a majority vote of the Senate.

**A) Academic Policies**

**(1) Membership**

The voting members of this Committee shall be seven Senators, at least four of whom must be teaching faculty, with one Senator from each area, in so far as is possible, and two Student Representatives. The Vice President of Academic Services or his/her designee and the Vice President of Student Services or his/her designee shall be non-voting members of this Committee.

**(2) Duties**

It shall be the responsibility of this Committee to review all policies pertaining to the academic standards and educational policies of the College and to make recommendations to the Faculty Senate. This shall include, but not be limited to, policies related to advising, admission, registration, scheduling, grading, probation, suspension, student withdrawal from classes, student academic grievance procedures, the academic calendar, and the student evaluation of faculty questionnaire..

**B) Curriculum**

**(1) Membership**

Membership of this Committee shall be four to seven Senators, at least four of whom must be teaching faculty, and one Student Representative. The non-voting members of this Committee shall be the Vice President of Academic Services or his/her designee and a second Student Representative.

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(2) Duties

It shall be the responsibility of this Committee to review all proposals for changes in the curricular offerings of the College, including new curricula and courses and major revisions or deletions of existing curricula, and courses, and to recommend appropriate action to the Faculty Senate. It shall review the College's general education requirements and recommend any changes. It shall review the philosophy of the academic programs, and it may consider changes in courses and programs in all Divisions of the College. It may review all programs for the purpose of evaluation.

C) Planning

(1) Membership

Membership of this Committee shall be four to seven Senators, one Student Representative, and the Executive Assistant to the President or his/her designee with non-voting status. One non-voting Student Representative shall also serve with full responsibility.

(2) Duties

It shall be the responsibility of this Committee to participate with the College in all aspects of long range strategic planning including cultural changes, building programs, budgets, accreditation and other matters relating to a master plan. As part of the planning process, this Committee shall review and develop proposals for submission to the President of the College through the Faculty Senate. It shall review and recommend to the Faculty Senate a statement of philosophy, goals and priorities of the College. It shall continually assess these areas to see how well the College is meeting its mission and commitment to the community.

D) Professional Development

(1) Membership

Membership of this Committee shall be four to seven Senators, and the Executive Assistant to the President or his/her designee with non-voting status.

(2) Duties

It shall be the responsibility of this Committee to promote Faculty vitality and continued growth through the development and coordination of programs related to the improvement of teaching and learning, and of general interest to the Faculty. The Committee shall work closely with the College's Professional Development Officer in this endeavor. This Committee shall seek applications for Leaves for Professional Advancement and after careful review make recommendations to the College President concerning these leaves. The Committee shall act as the steering committee for all Faculty awards.

E) Special Committee on Administrative Affairs

(1) Membership

Membership of this Committee shall be seven senators who are tenured faculty or non-probationary professionals. In so far as possible, there should be a senator from each area\*

(2) Duties

It shall be the responsibility of this Committee to make recommendations to the appropriate administrative officers regarding the selection and/or appointment of the following administrative officers, specifically: President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Deans, Executive Deans and Directors; and for conducting evaluations of Department Chairpersons.

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The Committee shall be informed with five weeks advance notice of the creation or redefinition of administrative offices and departments, and of vacancies, and shall respond expeditiously to the appropriate Vice President. Additional charges to the Committee may be made by the Executive Committee of the Faculty Senate or by the President of the College. The President of the College shall make charges through the Faculty Senate. The Executive Committee of the Faculty Senate shall review any final written recommendation to be submitted to administrative officers by the Special Committee.

F) Nominations, Elections & Governance

(1) Membership

Membership of this Committee shall be four to seven Senators.

(2) Duties

It shall be the responsibility of this Committee to prepare a slate of candidates for the following positions in the Faculty Senate: President, Vice President, Secretary, and Senators. This Committee shall be responsible for reviewing and adjusting the distribution of representatives among departments or units, and the determination of eligibility for voting membership in accordance with Article IV, Section 1. This Committee shall make recommendations to fill vacancies as they occur on Committees and in the Faculty Senate. It will supervise all elections and examine all procedures to make sure they are in keeping with the Faculty Senate Bylaws. It will review the Bylaws at least once every three years and make recommendations for changes to the President of the Senate. This Committee shall also be charged with insuring that principles of democratic governance are being followed in all constituent areas of the governance system. The Nominations, Elections & Governance Committee will oversee update of the Resolutions of the Faculty Senate to reflect all policy changes.

\*Constituent areas of representation as of December 1995:

**AREA A BUSINESS AND COMPUTER PROFESSIONS:** Business Administration, Information and Network Technology, and CAD.

**AREA B GENERAL EDUCATION:** Communication, Social Sciences, English/Philosophy, History/Political Science, Biology/BioTech, Chemistry, Sociology, Mathematics, and Basic Computer Related Curricula.

**AREA C TRADES AND INDUSTRY:** Automotive Technology, Automotive Collision Repair, Building Trade, HVAC, and Welding.

**AREA D NURSING AND ALLIED HEALTH:** Nursing Assistant, Practical Nursing, ADN, Dental Hygiene, and Other allied health-related fields.

**AREA E ADMINISTRATION/OPERATIONS:** Learning Assistance Laboratory, Library, Student support Services, Maintenance/Custodial/

ARTICLE X

FACULTY RIGHTS

Section 1. Faculty Meetings

A) Regular and Special Meetings



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The President shall call a meeting of the Faculty once each semester. The President may call other meetings at his/her discretion, or when petitioned in writing by at least 15% of the Faculty.

B) Agenda

The agenda for each regular or special Faculty meeting must be announced and proposals for action must be distributed to the Faculty at least 48 hours prior to the meeting.

C) Quorum

A quorum for each regular or special meeting shall consist of two-fifths of the voting faculty.

D) Faculty Secretary

The Secretary of the Faculty Senate shall serve as secretary at all general faculty meetings.

E) Procedure

Procedure of the faculty meetings shall conform to Robert's Rules of Order, Newly Revised and may be amended by the voting Faculty.

**Section 2. Individual Right of Address**

Any individual faculty member may address the Faculty Senate, providing that the subject matter is submitted in writing to the President of the Faculty Senate five working days prior to the next meeting of the Faculty Senate.

**Section 3. Departmental Right of Address**

New academic departments, or administrative units or departments, or units whose representation is affected by personnel changes, may petition to have such changes recognized by the Faculty Senate through the Faculty Senate Committee on Nominations, Elections & Governance.

**Section 4. Faculty Prerogatives**

Any action of the Faculty Senate may be rescinded, repealed, or amended by the voting faculty, provided that:

A) A motion to consider an action of the Faculty Senate carries by a majority vote of the voting faculty present at any faculty meeting.

B) Thereafter, a substantive proposal concerning the action being considered shall be discussed, after which mail ballots and copies of the proposal will be distributed to the entire voting Faculty.

C) A simple majority of those voting shall approve the proposal, provided that at least two-thirds of the voting Faculty vote.

D) Nothing in this section abrogates the power of the Faculty Senate to rescind, repeal, or amend its own actions.

**Section 5. Amendments**

Proposed amendments shall be directed to the Nominations, Elections, and Governance Committee who will arrange for an open hearing, assist with wording, and conduct balloting. For any proposed amendment, only one annual open hearing will be held during the semester that alternates with senator and officer elections. Additional meetings can be held at the request of the Executive Committee. Advanced written notice to all voting faculty of the open hearing is required five working days prior to its being held. Voting faculty will have at least ten working days to complete mail balloting. These by-laws may be amended by a two-thirds vote in the affirmative by those mail ballots returned by voting faculty.

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Section 6. Removal from Office

An elected Senator may be recalled or removed from office for conduct detrimental to the Faculty Senate upon the presentation of a petition of twenty-five percent of his/her representative area and a subsequent vote of two-thirds of that representative area. An elected Senator may be removed from office for cause by a two-thirds vote of the Faculty Senate. An officer may be removed from office for cause by two-thirds vote of the Faculty Senate.

Section 7. Vacancies

Vacancies in any office or committee shall be filled for the remainder of the unexpired term accordingly:

- A) President. The Vice President shall become President.
- B) Vice President. This office shall be filled by the candidate receiving the greatest number of votes of the Senators present and voting at the next regular Faculty Senate meeting.
- C) Secretary. This office shall be filled by the candidate receiving the greatest number of votes of the Senators present and voting at the next regular Faculty Senate meeting.
- D) Senators. A slate of candidates should be submitted to the Executive Committee of the Faculty Senate by the area the Senator will represent within two weeks of the notification of the vacancy. When only one candidate is recommended, the Executive Committee will act on the recommendation. When more than one candidate is recommended the NEG Committee will conduct an election in the area.

Section 8. Leaves

An elected Senator who is on leave from the college must choose to fulfill senatorial duties and responsibilities, resign, or take leave of Senate duties. When the choice is a leave from senatorial duties, the temporary vacancy shall be filled for the remainder of the leave or unexpired term, whichever comes first, in accordance with Article X,

Section 7 Vacancies.