

**ARTICLES OF ORGANIZATION
FACULTY SENATE
FLATHEAD VALLEY COMMUNITY COLLEGE
Adopted December 21, 2005
Revised August 26, 2014

SECTION I – Name, Purpose, and Responsibilities.

1. This organization shall be known as the Faculty Senate (hereinafter referred-to as “the Senate”) of Flathead Valley Community College (hereinafter referred-to as “the College”).
2. It is the purpose and intent of the Senate to be actively involved in all academic matters of the College. The Senate shall endeavor to recognize, encourage, develop, and maintain professional excellence among its members, as well as academic excellence in educational programs offered by the College.
3. Responsibilities. Recognizing that the primary function of the College is to meet the educational needs of its students, it is the responsibility of the Senate to help create and maintain an atmosphere which is conducive to furthering the educational process. Such an atmosphere is the outgrowth of many things, some of which are:
 - a. A curriculum that permits the students to gain a level of knowledge equal to or better than that offered at other institutions.
 - b. The continual review of programs to ensure that students are offered an education reflecting current scholarship, current applications, and high academic and professional standards.
 - c. The continual review of faculty to ensure high academic and professional standards in educating students.
 - d. Working with the administration in the development of academic policy.
 - e. Assisting in the selection of academic administrators.
 - f. Facilitating interactions between the Senate and other groups within the College toward the common goal of education.
 - g. Interacting with students, the Board of Trustees, administration, peer institutions, and the public to enhance the overall image of the College.

SECTION II – Membership. Membership in the Senate shall include:

1. All current full-time faculty.
2. All retired full-time faculty having College teaching assignments in the current academic year.
3. All adjunct faculty having College teaching assignments in the current academic year.

SECTION III – Officers.

1. Officers are to be elected at the first meeting held during the Fall semester faculty in-service by a majority of the members present. The term for each office shall be two years. The President position has 4 credits of release time; the Vice-President position has 3 credits of release time.
2. The officers of the Senate shall be a president, and a vice-president. The president shall also serve as co-chair of Curriculum committee. The vice-president shall also serve as secretary of faculty senate. One officer shall serve as the Senate representative to the Board of Trustees, the other shall serve on College Council. These two officers shall comprise the Executive Board of the Senate, whose functions shall be:
 - a. To call general meetings and establish agendas for meetings of the Senate.

- b. To act on behalf of the entire membership when time does not permit calling a general meeting. In this event, the membership shall be notified by email at the earliest possible time of the circumstances necessitating such action. All such actions shall be submitted to the membership at the next general meeting for ratification.
- c. To interact with Senate committees, review their findings and recommendations, and prepare Executive Board positions concerning those findings and recommendations for presentation to the membership at the next general meeting.
- d. To collect, maintain, and make available to the membership for inspection a complete file containing the Articles of Organization, minutes of all meetings, all reports and minutes received from committees, and all correspondence sent to and received from other groups both within and without the College.
- e. To prepare a monthly report to the Board of Trustees to be delivered by the Senate representative to the Board of Trustees at its monthly meeting. The report may contain, but not necessarily be limited to, items of concern, advice, recommendations, commendations, and suggestions for improvements.
- f. To serve as voting members of Curriculum Committee. The president will serve as Co-Chair of Curriculum Committee, and is responsible for reviewing all curriculum paperwork submitted by the deadline, and ensuring all requirements have been completed, prior to curriculum requests being placed on the meeting agenda.
- g. To serve as core theme shepherds, and serve on the Continual Improvement Group (CIG).
- h. To oversee College For a Day, along with the College Recruiter and Vice President of Instruction and Student Services.
- i. To plan faculty in-service events, and be a part of the planning of all-employee in-service events.
- j. To hold Board of Trustees candidates forums.
- k. To serve on the emeritus celebration planning committee.
- l. To meet on a regular basis with the Vice President of Instruction and Student Services on academic issues.
- m. To appoint faculty to service positions as appropriate such as graduation ceremony assistance and emeritus committee.

SECTION IV – Meetings.

1. There shall be at least monthly meetings of the Senate during each of the Fall and Spring semesters, held prior to each curriculum committee meeting. These meetings shall be conducted in accordance with the current *Roberts Rules of Order*. General meetings of the Senate may be called by the president. Any three members of the Senate may petition the president to call a general meeting. Written notice from the president stating the date, time, place, and purpose of such meetings shall be delivered to each member not less than three days prior to the date of the meeting.
2. Special meetings may be called by the Executive Board with one day's notice.
3. Meetings of the Senate shall be chaired by the president, or in her/his absence, the vice-president. Minutes shall be taken of each meeting and distributed to each member in a timely manner following the meeting. Minutes shall be read and corrected at each subsequent meeting, and distributed to each member in a timely manner if substantive corrections were made.
4. The voting members present shall constitute a quorum.

SECTION V – Committees.

1. The full-time faculty is organized for contractual matters into the Flathead Valley Community College Education Association (FVCCEA). The Executive Committee of the FVCCEA shall consist of a president, vice-president, secretary, and treasurer. It shall be the responsibility of this committee or their representatives to negotiate contractual items with the Board of Trustees or their representatives, including wages, benefits, working conditions, teaching loads, and any other items which might be included in the collective bargaining contract between the full-time faculty and the College.
2. The adjunct faculty is organized for contractual matters into the Federation of Flathead Valley Community College Adjunct Faculty (FFVCCAF). The Executive Committee of the FFVCCAF shall consist of a president, vice-president, secretary, and treasurer. It shall be the responsibility of this committee or their representatives to negotiate contractual items with the Board of Trustees or their representatives, including wages, working conditions, teaching loads, and any other items which might be included in the collective bargaining contract between the adjunct faculty and the College.
3. Senate Directors.
 - a. The Senate Directors consist of a seven-member committee: the five division chairpersons and two adjunct faculty.
 - b. The Senate Directors are chaired by the Executive Board of the Senate, who are *ex-officio* members.
 - c. Each of the adjunct Senate directors serves for a one year term, re-electable. The adjunct Senate directors are elected at the adjunct faculty fall in-service event each year. Elections will be run by the Executive Board of the Senate. To be an adjunct Senate director, one must:
 - (1) Have had eight semesters of professional service to the College.
 - (2) Have a teaching assignment during the current academic year.
 - d. It is the responsibility of the Senate directors to assist the Executive Board of the Senate in achieving the yearly faculty senate goals, core theme goals, and academic issues which arise brought to the Executive Board of the Senate either by faculty, the Vice President of Instruction and Student Services, or the College President. In addition, they assist the Executive Board of the Senate in preparing the monthly report of the Senate to the Board of Trustees, taking its general charge from the Senate at large, and taking care to maintain effective communications with the Board of Trustees.
4. General. It shall be the responsibility of all committees to keep minutes of their meetings and make these minutes available to the president of the Senate. Committees may appoint sub-committees to handle specific assignments. Standing committees shall remain in existence year-to-year. *Ad hoc* committees shall be disestablished upon completion of their specific charge. *Ad hoc* committee members shall hold office for not more than two academic years without reelection.

SECTION VI – Organization.

1. Academic Divisions. The Senate shall be organized into the following academic divisions:
 - Health Sciences
 - Business
 - Humanities
 - Mathematics and Natural Sciences
 - Social Sciences
2. Faculty of the Occupational Trades, Nursing, and Culinary Arts Units are members of Faculty Senate.

3. Each academic division shall elect a division chairperson to serve for a three-year term.
4. Among other things, it shall be the responsibility of each division to work with the vice-president of the College to ensure that all newly-hired faculty meet the minimum criteria necessary for the effective delivery of education in their respective area. The academic division shall be involved in the screening and selection of candidates for all full-time teaching positions and shall submit recommendations to the administration for final selection. The division chairperson shall chair the screening committee for candidates for all full-time positions within her/his academic division. It shall furthermore be the responsibility of the division director to approve the hiring of any adjunct faculty within their academic divisions, utilizing faculty members in their areas of expertise to assist in screening and selection.

SECTION VII – Representatives.

1. Representative to the Board of Trustees. The Senate representative to the Board of Trustees shall be either the president or the vice-president of the Senate. It shall be the responsibility of the representative to deliver a report to the Board of Trustees from the Senate directors. The minutes of the meetings of the Board of Trustees will serve as records of these reports.
2. Alternate Representative to the Board of Trustees. The alternate Senate representative to the Board of Trustees shall be the other Senate officer, who shall represent the Senate at meetings of the Board of Trustees in the event the representative is unable to do so.
3. Faculty Senate representatives to college committees. The Senate shall elect representatives to the college committees during the Fall in-service Faculty Senate meeting, who will serve a three-year term. The Senate representatives to the College Committees shall report to the Senate on decisions and actions taken by the Committee.
4. Representatives to the College Council. The faculty is represented on the College Council by one full time and one adjunct member of the Senate, who will serve two-year terms. The officer of the Executive Board of the Senate not serving as representative to the Board of Trustees shall be one of these representatives. The president of the Senate shall name the second representative (adjunct), in consultation with the Senate Directors.

SECTION VIII – Impeachment. Any officer or representative elected by the Senate may be impeached and removed from office by reason of non-performance of duty, including misrepresentation of the collective sense of the faculty, by a two-thirds vote of those present at a formal meeting of the Senate. Impeachment and removal from office shall be accomplished at two, separate formal meetings.

SECTION X – Amendments. The Articles of Organization of the Senate may be amended at any meeting of the Senate by a two-thirds vote of those present, provided that written notice of the proposed amendment has been provided to the membership at least two weeks prior to said meeting. There shall be a first reading of the amendment at this meeting, with passage of the amendment occurring at a separate meeting.

Addendum

Committees currently under Faculty Senate for election and appointment include:

Academic Calendar

Admissions Review

Budget

Campus Art

Developmental Education Core Theme

E-Learning

General Education Team

Professional Development, FT Faculty

Program Review

Safety

Scholars

Student Retention

Teaching Excellence

Transfer Preparation Core Theme

United Way

Wellness

Workforce Preparation Core Theme