

**ARTICLES OF ORGANIZATION
FACULTY SENATE
FLATHEAD VALLEY COMMUNITY COLLEGE
Adopted December 21, 2005
Revised August 27, 2018

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. Each academic discipline’s department head or program director will work to ensure that the curriculum for his or her respective courses and programs is relevant and meets high academic and professional standards.
 - d. The continual review of faculty to ensure high academic and professional standards in educating students.
 - e. Working with the administration in the development of academic policy.
 - f. Working with the administration to ensure that all newly-hired faculty and instructors meet the minimum criteria necessary for the effective delivery of education in their respective disciplines.
 - g. Assisting in the selection of academic administrators.
 - h. Facilitating interactions between the Senate and other groups within the College toward the common goal of education.
 - i. 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 faculty and instructors having College teaching assignments in the current academic year.
2. All Emeritus faculty.

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.
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 the 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 proposals 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 committee chairs, and serve on the Strategic Planning Council (SPC). The president will also serve as co-chair of the Strategic Planning Council.
- h. To plan faculty In-Service events and be a part of the planning of all-employee In-Service events.
- i. To hold Board of Trustees candidates' forums as needed.
- j. To serve on the emeritus celebration planning committee as needed.
- k. To meet on a regular basis with the Vice President of Instruction and Student Services on academic issues.
- l. 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 the Fall and Spring semesters, held prior to each curriculum committee meeting. 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 or electronic 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 posted to the FVCC Faculty Senate webpage in a timely manner following the meeting.
4. The meetings will be open to all Senate membership, and the Senate Directors will serve as the voting members.
5. The voting members present shall constitute a quorum.

SECTION V – Committees.

1. 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 task forces to handle specific assignments. Standing committees shall remain in existence year-to-year. *Ad hoc*

committees shall be dissolved 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. The Senate shall be organized into the following academic areas:
 - Health Sciences
 - Business
 - Humanities
 - Performing and Visual Arts
 - Mathematics, Computer Science, and Engineering
 - Sciences
 - Social Sciences
 - Occupational Trades and Industrial Arts
 - Nursing
2. Senate Directors
 - a. The Senate Directors consist of academic area representatives. Each academic area is responsible for electing their own representatives. The representatives can be any member of the Senate.
 - b. The Senate Directors are chaired by the Executive Board of the Senate, who are *ex-officio* members.
 - c. Each of the Senate Directors serves a one-year term, re-electable, and must 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 Senate goals and core theme goals and addressing academic issues brought to the Executive Board of the Senate by Senate members, the Vice President of Instruction and Student Services, or the College President. In addition, they maintain effective communications with the Board of Trustees.

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 (who will serve three-year terms) to the college committees during the Fall In-Service Faculty Senate meeting. The Senate representatives to the college committees shall report to the Senate on decisions and actions taken by each committee.
4. Representatives to the College Council: The faculty is represented on the College Council by the officer of the Executive Board of the Senate not serving as representative to the Board of Trustees and one other faculty applicant approved by the president of the College.

SECTION VIII – Impeachment. Any officer or representative elected by the Senate may be impeached and removed from office by reason of nonperformance 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 the members present (all members vote on any amendment proposals, not just the Directors), 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

College Council

Community Education Core Theme

Developmental Education Core Theme

E-Learning

General Education Team

Honors

Professional Development, FT Faculty

Program Review

Safety

Strategic Planning Council

Student Success

Sustainability

Teaching Excellence

Transfer Preparation Core Theme

United Way

Wellness

Workforce Preparation Core Theme