



SOUTHWESTERN COLLEGE

# Southwestern College **Academic Senate By-Laws**



# Southwestern College

## Academic Senate By-Laws

### Preamble

The Southwestern College Academic Senate serves as the representative body for all faculty at SWC and is responsible for expressing the faculty voice on academic and professional matters. Per College District Policy 2510, the Faculty shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups. The Governing Board, or its sole designee, will consult with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law (ED Code 70902 (b)(7) Title 5 53200, 53203, AB 1725). College District Policy 2510, Shared Planning & Decision Making, and College District Policy and Procedure 2515 –Role & Scope of the Academic Senate: 10 + 1 Agreement, clarify the relationship between the Senate and the Governing Board by establishing the areas in which the board will rely primarily on the recommendation of the Academic Senate and areas where the College District will mutually agree with the Academic Senate’s recommendation.

**Academic Senate Approved on 10/18/22**

Graphic Design: Brenda Mora, Publications Associate  
Communications, Community and Government Relations

# Table of Contents

<b>ARTICLE I.</b> Senators .....	4
<b>ARTICLE II.</b> Senators’ Eligibility, Elections, and Responsibilities ...	5
<b>ARTICLE III.</b> Senate Officers’ Eligibility, Term of Office, Reassigned Time, Responsibilities, and Delegation of Authority.....	8
<b>ARTICLE IV.</b> Officer Elections .....	13
<b>ARTICLE V.</b> Meetings of the Academic Senate .....	15
<b>ARTICLE VI.</b> Appointments .....	17
<b>ARTICLE VII.</b> Academic Senate Budget .....	17
<b>ARTICLE VIII.</b> Committees .....	18
<b>ARTICLE IX.</b> Amendment of By-Laws .....	33
<b>APPENDIX A.</b> CHAIR BY-LAWS.....	34

# Article I. Senators

## SECTION 1. DEFINITION OF REPRESENTATION FOR FULL-TIME FACULTY

Senate representation for full-time faculty is based on department. Each department will be represented at the Senate by one (1) elected senator. Departments with twelve (12) or more full-time faculty members have the right to elect two (2) faculty senators. A department is defined as a grouping of disciplines as defined in the Academic Senate Chart. The term “faculty” used throughout these by-laws indicates full-time faculty, unless the term “part-time faculty” is used.

## SECTION 2. DEFINITION OF REPRESENTATION FOR PART-TIME FACULTY

Part-time faculty representation is determined by school or higher education center, based on the chart below. Each school or higher education center may elect one part-time faculty senator to represent part-time faculty who work in the school or at the center.

Part-time Representation	
Arts, Communication & Social Science	1
Workforce Development, Adult and Continuing Education	1
Counseling & Student Support Programs	1
Wellness, Exercise Science & Athletics	1
Higher Education Centers (SY, OM)	1
Higher Education Centers (NC, CCAC)	1
Language, Literature & Humanities	1
Business & Technology	1
Mathematics, Science, & Engineering	1
Total	9

# Article II. Senators' Eligibility, Elections and Responsibilities

## SECTION 1. ELIGIBILITY

Full-time Senators are the elected representatives from each department. It is recommended that all full-time senators be tenured faculty, as defined by the Southwestern College Academic Senate Constitution (Section IV.b). Senators. Part-time Senate representatives must be currently employed by the District and shall be nominated and elected from the part-time faculty within each School or Higher Education Center. Part-time Senators shall be voting members of the Academic Senate in accordance with Title 5 regulations.

## SECTION 2. ELECTIONS FOR FULL-TIME FACULTY SENATORS

### 2.1 Elections Procedures and Requirements

Election of Senate representatives shall be by a majority of full-time faculty voting members of each department. No later than March 1, the Communication and Research Officer will send a "call for nominations" email. Nominations will close no later than March 20. The "call for nominations" will include the election timeline. The Department Chair or designee (i.e. senate representatives) will bring all election information to the March department meeting. A vote for the senator will occur no later than the April department meeting by secret ballot, or in another way mutually agreed on by the department. The Department Chair will notify the Research and Communications Officer of the election results by April 15.

### 2.2 Term of Office

Senators serve a three- (3) year term and are elected in accordance with the provisions of Article I of these bylaws. Senators are eligible to be re-elected to their positions once for a total of two consecutive terms (six years). A faculty may run for additional term(s) if no other faculty in the department wish to run. Senators shall be elected for staggered terms, identified by A, B, C. A copy of the Senator Chart for the cycle of elections for Senate representation by department is available from the Academic Senate office.

### 2.3 Vacancies

An office is deemed vacant when the faculty member holding said office has unexcused absences from the Academic Senate for three (3) consecutive meetings in one semester, or by the faculty member's resignation from that office. If the vacancy occurs within three (3) months before a senator's term expires normally, that seat shall remain vacant until the regularly scheduled election. However, the department may recommend a temporary replacement for appointment by the Academic Senate President to hold the seat until the regular election is held in spring. If vacancies occur in a year when the seat is not open for election, nominations shall be solicited and a special election shall be held within the discipline to elect a new representative to complete the term of the vacant seat.

## SECTION 3. ELECTIONS FOR PART-TIME FACULTY SENATORS

### 3.1 Elections Procedures and Requirements

No later than March 1, the Communication and Research Officer will send a "call for nominations" via email to part-time faculty in each School. Nominations will close no later than March 20. The "call for nominations" will include the election timeline. Nominee forms will be sent to the Research and Communications Officer and copied to the Nominee. The Nominee must reply to the email to acknowledge and accept the nomination. If there is only one nominee, there will not be a ballot vote and that nominee will be the Senator for that year. For seats with two (2) or more nominees, an election will be held. Members of the part-time faculty shall receive ballots no later than the first week of April. Elections may be held online or via paper ballot. If paper ballots are used they will be placed in eligible voters' mailboxes and faculty will have two weeks to mark and return their ballots to the Academic Senate Office. Online elections will be open for one week. After ballots are counted, those candidates receiving the largest number of votes will be seated.

In the event that a Part-time Senate representative for a School is unable to serve their term, the Academic Senate President may choose to appoint a new Senator for that school. The Communication and Research Officer, in conjunction with the School Office will send a "call for nominations" out via email to part-time faculty in the School. If only one nomination is made, the Senate President may appoint the nominee as the senator for the year. If more than one nominee is made, an election will be held.

### 3.2 Term of Office and Election Cycle

Senators representing the part-time faculty shall be elected yearly with re-election possible conditional upon continued employment by the District. Part-time senator elections must be completed by the last Friday of April of the academic year. A copy of the Senator Chart for the cycle of elections for Senate representation by department is available from the Academic Senate office.

### 3.3 Vacancies

An office is deemed vacant when the part-time faculty member holding said office has unexcused absences from the Academic Senate for three (3) consecutive meetings in one semester, if the senator is not offered an assignment for their elected term, if the assignment is canceled for any semester in their elected term, or if the faculty member resigns from that office. If vacancies occur in the summer or fall semester, the Academic Senate President will make an appointment for the remainder of the term. If the vacancy occurs within three (3) months before a senator's term expires normally, that seat shall remain vacant until the regularly scheduled election. However, the school may recommend a temporary replacement for appointment by the Academic Senate President to hold the seat until the regular election is held in spring.

## SECTION 4. RECALL OF A SENATOR

Any full-time faculty Senator may be recalled by a simple majority vote of their department at a regularly scheduled department meeting. A part-time faculty senator may be recalled if a majority of part-time faculty in the school vote to do so. In the case of a recall, the Academic Senate office will conduct the election.

## SECTION 5. ELECTION RESULTS

The Elections Committee is responsible for overseeing full-time faculty senate elections and for conducting part-time faculty elections. Newly elected Senators and Officers shall be invited to the last scheduled Senate meeting of the academic year and shall begin their terms of office on June 1.

## SECTION 6: RESPONSIBILITIES OF SENATORS

- 6.1 Attend all meetings of the Academic Senate
- 6.2 Inform the constituent group of Senate items
- 6.3 Consult with constituents in order to cast an informed vote
- 6.4 Share viewpoints and interests of the department at Senate meetings
- 6.5 Conduct themselves in accordance with Parliamentary procedure, specifically Robert's Rules of Order, and uphold SWC Ground Rules for Civility
- 6.6 Bring issues to the Senate for review and discussion
- 6.7 Serve as resource for constituent faculty represented
- 6.8 Support and participate in all Senate/College activities that are required for the maintenance and success of the Academic Senate, including Senate Elections and ad hoc committees to review and revise district policy and procedures.
- 6.9 Participate in Shared Planning and Decision Making by serving on Senate and institutional committees, when requested.
- 6.10 Educate and familiarize the departments on the Education Code and Title 5 mandates pertaining to the role of faculty in shared governance and academic and professional matters.
- 6.11 When called upon, attend regular and special Governing Board meetings.
- 6.12 Uphold and ensure the integrity of the academic programs, accreditation, and Mission of the College District.

# **Article III.** Senate Officers' Eligibility, Term of Office, Reassigned Time, Responsibilities, and Delegation of Authority

## **SECTION 1. ELIGIBILITY**

Senate officers must be full-time faculty. Executive Committee officers and members who cannot vote at the Senate by their position on the Senate Executive committee may serve concurrently as a senator.

## **SECTION 2. TERM OF OFFICE**

Academic Senate Officers are elected in spring and serve a term length defined in Article 4.

## **SECTION 3. REASSIGNED TIME**

Officers may receive reassigned time as negotiated by SCEA.

## **SECTION 4. RESPONSIBILITIES OF OFFICERS**

All officers are senators with full rights and privileges, unless otherwise indicated in these bylaws, with the exception of the President, who does not vote, or designated meeting facilitator.



## SECTION 5. PRESIDENT (TWO-YEAR TERM)

- 5.1 Preside at meetings of the Academic Senate unless relinquishing the chair for a specific purpose.
- 5.2 Set the agenda for each meeting of the Senate and distribute the agenda in compliance with the Brown Act for Public Meetings
- 5.3 Make faculty appointments to all Senate committees
- 5.4 Make faculty appointments to district-wide committees
- 5.5 Act as faculty representative to the public—local and statewide
- 5.6 Mentor, train, and assist executive officers in the performance of their duties
- 5.7 Foster and communicate an environment of trust and mutual respect among senators
- 5.8 Promote faculty participation in shared planning and decision-making processes
- 5.9 Promote the purpose of the Academic Senate as defined by the Constitution and in a manner consistent with the responsibilities of local academic senates as established in the California Education Code and title 5 regulations.
- 5.10 Coordinate the Academic Senate office and provide work direction for classified staff assigned to the Academic Senate office
- 5.11 Manage the Academic Senate budget and keep the senate informed of budget expenses and priorities
- 5.12 Attend and represent the formal positions and views of the senate on academic and professional matters at regular Governing Board meetings
- 5.13 Meet regularly with college Superintendent/President on campus issues
- 5.14 Serve on standing and ad hoc committees established by the Superintendent/President to advise the Superintendent/President
- 5.15 Co-Chair Planning and Budget Committee (BPC)
- 5.16 Co-Chair Faculty Hiring Prioritization Committee, or appoint designee
- 5.17 Co-Chair the Student Equity Achievement Steering Committee, or appoint designee
- 5.18 Chair the Academic Senate Executive Committee
- 5.19 Attend the Sabbatical Leave Review Committee

## SECTION 6. PRESIDENT-ELECT (ONE-YEAR TERM)

- 6.1 Prepare for the position of President and assume the duties of President in the event of the absence of the President
- 6.2 Attend all Academic Senate meetings as a voting member and parliamentarian
- 6.3 Serve as a voting member on the Academic Senate Executive Committee
- 6.4 Attend all Planning and Budget Committee meetings
- 6.5 Attend all SCC meetings
- 6.6 Represent the formal positions and views of the senate on academic and professional matters when assigned by the president.
- 6.7 Assume the duties of President temporarily in the absence of the President

## SECTION 7. IMMEDIATE PAST PRESIDENT (ONE-YEAR TERM)

- 7.1 The current President shall automatically become the Immediate Past President when the President-elect becomes President unless the current President has stepped down from office prior to the end of their term, has been removed from office by a vote of confidence, or has separated from the district. If the Immediate Past President is not available, or was taken out of office by a vote of confidence of the Senate, is no longer faculty, or has separated from the district, the position will remain vacant
- 7.2 Assume the duties of President temporarily in the absence of the President and the President-elect
- 7.3 Serve as an Ex Officio, voting member of the Senate, but represent no specific discipline
- 7.4 Serve as advisor to the President of the Academic Senate
- 7.5 Serve as a voting member on the Executive Committee of the Senate
- 7.6 Serve as parliamentarian

## SECTION 8. VICE PRESIDENT (TWO-YEAR TERM)

### Year One (1)

- 8.1 Assume duties of the President in the event of absence of the President, President-elect, and Immediate Past President
- 8.2 Represent faculty at the Institutional Program Review Committee (IPRC) and attend IPRC meetings
- 8.3 Represent faculty perspective about program review on the Learning Outcomes and Assessment Committee (LOAC)
- 8.4 Serve as voting member of the Senate, but represent no specific discipline
- 8.5 Serve as a voting member on the Executive Committee of the Academic Senate
- 8.6 Provide training and support for faculty completing Academic Program Review
- 8.7 Serve as Academic Senate President designee on Planning and Budget Committee (effective Fall 2023)

## **Year Two 2**

Same as Year 1 with the addition of:

- 8.8 Co-Chair the IPRC
- 8.9 Serve as Co-Convener of the Planning and Budget Committee (effective Fall 2023)
- 8.10 Provide training and support for faculty completing Academic Program Review

## **Section 9. IMMEDIATE PAST VICE PRESIDENT (ONE-YEAR TERM)**

- 9.1 Train and mentor Vice President
- 9.2 Co-Chair the IPRC
- 9.3 Serve as Co-Convener of the Planning and Budget Committee (effective Fall 2023)
- 9.4 Provide training and support for faculty completing Academic Program Review
- 9.5 Assume duties of Vice President in event of absence of the Vice President

## **SECTION 10. CURRICULUM COMMITTEE FACULTY CO-CHAIR (THREE-YEAR TERM)**

- 10.1 Co-Chair and preside over all Curriculum Committee meetings
- 10.2 Provide leadership to the Curriculum Committee, to standing committees, subcommittees, and ad hoc committees of the Curriculum Committee
- 10.3 Develop and provide training and serve as the key training resource and point of contact for every School/Department/Discipline and full-time/part-time faculty member working on curriculum development and review
- 10.4 Keep current with the Program Curriculum Approval Handbook (PCAH), title 5, and Education Code related to curriculum matters
- 10.5 Update the Curriculum Committee, Senate, Senate Executive Committee, Instructional Support Services (ISS), and the VP of Academic Affairs (VPAA) on matters related to curriculum
- 10.6 Attend the Curriculum Institute annually
- 10.7 Work with ISS to facilitate use of the approved curriculum management system.
- 10.8 Coordinate updates of the Curriculum Handbook
- 10.9 Serve on the Academic Senate Executive Committee as a voting member and meet regularly with the Senate President, VPAA, and ISS
- 10.10 Serve on the Academic Senate as a voting member
- 10.11 Work with Office of Communications, Community & Government Relations and the ISS Supervisor to update the Curriculum Website
- 10.12 Create and revise board policies and administrative procedures within the purview of the Curriculum Committee when directed by the President

## **SECTION 11. COMMUNICATIONS AND RESEARCH OFFICER/STATE SENATE DELEGATE (THREE-YEAR TERM)**

- 11.1 Review minutes of all Senate meetings and coordinate distribution with the Administrative Assistant of the Academic Senate
- 11.2 Take notes and prepare minutes for all Executive Committee Meetings
- 11.3 Research Senate items as needed
- 11.4 Provide information items to Senate through email
- 11.5 Serve as a voting member on the Executive Committee of the Senate
- 11.6 Serve as a voting member of the Senate and represent no specific discipline
- 11.7 Serve as state representative to ASCCC (Academic Senate for the California Community Colleges)
- 11.8 Attend Fall/Spring Plenary Session of ASCCC and Area D meetings
- 11.9 Provide research on statewide issues as needed
- 11.10 Communicate with existing subcommittee/ad hoc committee of the Senate for feedback on resolutions
- 11.11 Apprise the Senate of statewide issues and solicit input

## **SECTION 12. PRESIDING CHAIR (THREE-YEAR TERM)**

- 12.1 Chair and coordinate the Council of Chairs and execute duties as outlined in Appendix A of these By-Laws. This will include coordinating the annual review of the Council of Chairs By-laws.
- 12.2 Serve as resource member to the Curriculum Committee
- 12.3 Serve as resource member to the Calendar Committee
- 12.4 Attend Academic Senate meetings as a non-voting member, and represent no specific discipline
- 12.5 Serve as Co-Chair of Strategic Enrollment Management Committee
- 12.6 Serve as a voting member on the Executive Committee of the Senate
- 12.7 Serve as a voting member on the Shared Consultation Council
- 12.8 Serve as a resource member to the Catalog Committee

## **SECTION 13. ORDER OF SUCCESSION**

In the event that the sitting President chooses to take a leave of absence from their employment at SWC, resigns from office prior to the completion of their term, or is placed on leave by the administration for any reason the President-elect shall take office. If there is no President-elect, then the most recent and available Past President will assume the office until an election of a President is held. If there is no available Past President, then the Past Vice President will assume the office until an election of a President is held.

# Article IV. Officer Elections

## SECTION 1. ELECTIONS TIMING AND RESULTS

Elections for the President, President-elect and Vice President are conducted by secret ballot in the spring semester. Elections can be conducted by a paper ballot vote, or electronic vote. All full-time faculty may vote for Senate officers. The Senate Elections Committee shall implement election procedures. If paper ballots are used they will be placed in eligible voters' mailboxes and faculty will have two weeks to mark and return their ballots to the Academic Senate Office. Online elections will be open for one week. Once the election closes the Elections Committee will count ballots, and publish results within one week of the close of balloting.

## SECTION 2. NOMINATIONS OF OFFICERS

Nominations shall be solicited from full-time faculty. Nominees shall be contacted and those agreeing to run for office shall be placed on the ballot. Nominees may submit a candidate statement of no more than 200 words to the Elections Committee for inclusion with the ballot. Ballots shall be distributed to all full-time faculty members one (1) week prior to the close of the election. Elections may be held online or via paper ballot. If paper ballots are used they will be placed in eligible voters' mailboxes and faculty will have two weeks to mark and return their ballots to the Academic Senate Office. Online elections will be open for one week. After ballots are counted, those candidates receiving the largest number of votes will be seated.

## SECTION 3. RUN-OFF ELECTIONS OF OFFICERS

In the event of a tie vote, or where one (1) candidate does not receive a majority of the votes cast, a run-off election shall be held within one (1) week of the date ballots are counted. Only the tied candidates or the two (2) candidates having received the greatest numbers of votes will be on the ballot.

## SECTION 4. COMMUNICATION AND RESEARCH OFFICER-ASCCC STATE DELEGATE

The Communication and Research Officer/State Senate Delegate is elected at the final regular Academic Senate meeting of the year by voice vote.

## Section 5. TERMS AND REQUIREMENTS FOR OFFICERS

### 5.1 Dates of Service

All terms shall begin on June 1; terms shall end on May 31. In the event a special midterm election is held, the term of office for the newly elected officer shall end on May 31 of the year the originally elected term was set to expire.

### 5.2 President

The President shall serve a two (2) year term. A faculty member may serve more than one term, but not consecutively.

### 5.3 Confidence Vote on the President

At the first Senate meeting in the month of April, a simple majority confidence vote in the President shall be taken by the Senate. In the event the motion fails, the President shall relinquish office immediately and shall not serve as Immediate Past President. The President-elect shall be immediately seated as President until the beginning of the term of the President-elect. A confidence vote for a sitting Senate President can also happen if 2/3 of senators agree to a vote taken per parliamentary procedure at an open Senate meeting.

### 5.4 President-elect

The President-elect shall serve a one (1) year term. The President-elect automatically becomes the Senate President at the completion of their one-year term. The office of President-elect is not open to immediate re-election.

### 5.5 Vice President

The office of Vice President shall serve a three (3) year term as defined in Article III Sections 8 and 9. The third year of the term will be as Immediate Past Vice President. A faculty member may serve more than one term, but not consecutively.

### 5.6 Communication and Research Officer/State Senate Delegate

The Communication and Research Officer of the Academic Senate shall serve a three (3) year term and may be re-elected for succeeding terms. The Communication and Research Officer will be elected from the current active members of the Senate at the time of nomination at the last regular meeting of the Academic Senate prior to the election of executive officers. This position is a senator elected by the Senate. If no active Senator is willing to run for this position, an open election will be conducted with all full-time faculty.

### 5.7 Presiding Chair

The Presiding Chair will be elected for a three (3)-year term by a simple majority of the Council of Chairs. A presiding chair can be reelected to multiple terms. In the event of a vacancy in the Presiding Chair, the President of the Academic Senate shall appoint an interim chair for the council and coordinate the election of a new chair.

# Article V: Meetings of the Academic Senate

## SECTION 1. RULES OF ORDER

Meetings shall be conducted according to Robert's Rules of Order [Revised] and provisions of the Ralph K. Brown Act (California Government Code § 54950.0–54961). A Parliamentarian, who is the President-elect or Immediate Past President, will be appointed by the President according to Robert's Rules of Order.

## SECTION 2. AGENDA

Agenda items should be submitted to the Academic Senate office administrative secretary in time to allow it to be posted to meet the Brown Act. The President is responsible for the agenda and for meeting the provisions of 2.3 of the Brown Act. Provisions of the Ralph K. Brown Act (California Government Code § 54950.5–54961), shall be observed pursuant to its regulations on posting of agendas 72 hours in advance, meeting notices, minutes of meetings, enclosures, meeting procedures, closed sessions, and other provisions that may apply. Meeting agendas will be posted on the SWC Senate website in accordance with the Brown Act. Discussion in Senate meetings will be limited to items on the agenda. Any exceptions shall require approval of the Senate in accordance with the Brown Act and Robert's Rules of Order. Oral communication permits public comment, which will take place at the beginning of each meeting for input from the college and community and is not limited to items on the agenda. Oral communication will be limited to three (3) minutes total. No discussion or debate can occur during oral communication.

## SECTION 3. SENATOR ABSENCES

It is the responsibility of each senator to notify the Academic Senate office administrative assistant or Research and Communications Officer of reasons for not attending Senate meetings in order to be excused. If a senator is absent and unexcused for three (3) regularly scheduled, consecutive Senate meetings in one semester, the Communication and Research Officer shall notify the department chair and the department will determine its course of action and communicate that to the Communication and Research officer of the Senate within ten (10) working days. With prior notification to the administrative assistant of the Academic Senate, a senator may send a substitute to attend any senate meeting; however, substitutes are not granted voting rights.

## SECTION 4. MINUTES

Minutes will be taken of all open Senate meetings. Minutes will be corrected and approved by the Senate. Approved minutes will be distributed and posted according to the Brown Act. The public has the right to request the Senate to correct any factual errors.

## **SECTION 5. QUORUM**

A quorum consists of one-third (1/3) of the voting membership. Regular business shall be conducted by the Southwestern College Academic Senate, the faculty's representative body for academic and professional matters (AB 1725 §70902 (b) (7); Title 5 §53200 (b), (c)).

## **SECTION 6. CLOSED SESSION**

As defined in Brown Act (Chapter 3), a closed session is defined as a closed meeting of the Senate. Any Senator, any member of an involved committee, or any party to a personnel question may request that a closed session be placed on a Senate agenda. A closed session may be opposed by a majority of the voting Senators present. If that motion carries, the Senate will not go into a closed session.



## **Article VI.** Appointments

All faculty appointments to committees shall be made by the Academic Senate President except those that entail compensation, workload and working conditions, which shall be made by the SCEA President. Whenever possible, the Academic Senate President will consult with the SCEA president when making appointments to committees that do not have an SCEA representative.

## **Article VII.** Academic Senate Budget

The Senate President, in coordination with the Superintendent/President, shall formulate and establish the Senate budget. The Superintendent/President supervises the Academic Senate budget; the Academic Senate President manages the budget. The Academic Senate is a line item in the college budget and is provided funds for the following:

- Reassigned time for the officers as negotiated by SCEA
- Full-time secretarial support
- Travel to ASCCC institutes and plenary sessions and will include the Curriculum Chair going to the Curriculum Institute, the President and State Delegate for area D meetings and plenary sessions
- Dues, memberships and registrations for ASCCC, and other state organizations and workshops
- Supplies and equipment
- Student workers
- Hospitality

# Article VIII. Committees

## SECTION 1. DEFINITION OF AN ADVISORY COMMITTEE

An Advisory committee is a group of individuals with unique knowledge and skills that provide insight and recommendations based on their areas of expertise. Advisory committees meet as needed.

## SECTION 2. DEFINITION OF A STANDING COMMITTEE

A standing committee of the Academic Senate is a committee that has “continuing subject matter jurisdiction” or a meeting schedule established through the Academic Senate bylaws. Standing Committee meetings shall be conducted according to Robert’s Rules of Order [Revised] and provisions of the Ralph K. Brown Act (California Government Code § 54950.0–54961).

## SECTION 3. STANDING COMMITTEE MEMBERSHIP AND CHAIR SELECTION

Chairs of standing committees of the Academic Senate shall be appointed by the Senate President unless otherwise specified. Chairs of standing committees act as facilitators and are non-voting members unless there is a tie, in which case the chair will be the tiebreaker. Standing committee members will be appointed by the Senate President from the faculty-at-large unless otherwise specified. Any standing committee may change its voting membership with approval of the Academic Senate Executive Committee. Unless otherwise indicated, each committee of the Senate shall have one (1) voting seat for a part-time faculty member appointed by the Academic Senate President; however, the seat will not be counted as part of the quorum if the part-time faculty member is not present at the meeting.

## SECTION 4. DEFINITIONS OF AN AD HOC COMMITTEE

An ad hoc committee may be established by act of a Standing Committee, or the Academic Senate and will address a specific issue in order to complete a defined task. Ad hoc committees are dissolved at the conclusion of their task.

## SECTION 5. COMMITTEE AND AD HOC COMMITTEE MEMBERSHIP AND CHAIR SELECTION

Chairs of committees and ad hoc committees of the Academic Senate shall be appointed by the Senate President unless otherwise specified. Unless otherwise indicated, each committee of the Senate shall have one (1) voting seat for a part-time faculty member appointed by the Academic Senate President. The seat for the part-time faculty member will not be counted as part of the quorum if the member is not present at the meeting.

Standing Committee Chair or designee shall make appointments to all ad hoc committees. Such committees shall be terminated at the time of presentation and acceptance of the committee report or other product unless continuance is requested by the Senate.

## SECTION 6. AGENDAS AND MINUTES

All standing committees of the Academic Senate will have a full-time faculty chair.

The Chair is responsible for the agenda and for meeting the provisions of 2.3 of the Brown Act. Provisions of the Ralph K. Brown Act (California Government Code § 54950.5–54961), shall be observed pursuant to its regulations on posting of agendas 72 hours in advance, meeting notices, minutes of meetings, enclosures, meeting procedures, closed sessions, and other provisions that may apply. Meeting agendas and attachments will be posted in BoardDocs in accordance with the Brown Act. Discussion in committee meetings will be limited to items on the agenda. Any exceptions shall require approval of the committee in accordance with the Brown Act and Robert's Rules of Order. Oral communication permits public comment, which will take place at the beginning of each meeting for input from the college and community on any item not on the day's agenda but within the jurisdiction of the committee. Oral communication will be limited to three (3) minutes total. No discussion or debate can occur during oral communication.

## SECTION 7. QUORUM

A quorum consists of one-third (1/3) of the voting membership. Regular business shall be conducted by this committee, as the faculty's representative body for academic and professional matters (AB 1725 §70902 (b) (7); Title 5 §53200 (b), (c)).

## SECTION 8. RESPONSIBILITIES OF THE STANDING COMMITTEES

All standing committees report to the Senate. Each standing committee of the Academic Senate will make a report to the Academic Senate at least once a year. Actions taken by Academic Senate Standing committees that are substantive and not merely procedural must be reported out and approved by the Academic Senate.

## SECTION 9. ACADEMIC TECHNOLOGY COMMITTEE (STANDING)

### 9.1 Mission

The mission of the Academic Technology Committee (ATC) is to be a forum for faculty recommendations regarding academic technology, including in online learning. The ATC responds to faculty needs and ongoing technology issues, and works to find solutions to those issues. The ATC provides information as requested to inform the Program Review and prioritization process. A representative from ATC serves on the Program Review Prioritization Taskforce.

### 9.2 Membership and Member Selection Process:

Members shall serve a term of office of two (2) years. The faculty Chair shall be a tenured (preferred) faculty member appointed by the Academic Senate President.

Voting membership of the ATC shall consist of one faculty member from the following schools:

- Arts, Communication & Social Sciences
- Counseling & Student Support Services
- Wellness, Exercise Science & Athletics
- Language, Literature & Humanities
- Math, Science & Engineering
- Business & Technology
- Distance Education Coordinator or designee
- Additional faculty include the following:
- One faculty member from the Library
- One faculty member from the Learning Assistance Services
- One faculty member to represent HEC Otay Mesa and HEC San Ysidro
- One faculty member to represent HEC National City and Crown Cove Aquatic Center
- One adjunct faculty representative
- Representative from ASO (1) (not part of quorum count)

Resource members of the ATC are non-voting members and shall consist of one individual from each of the following areas:

- The Training Services Coordinator
- Representative from Institutional Technology
- Representative from the Online Learning Center (1)
- Representative from the Web Team (1), appointed by the ITC chair
- The Dean of Research and Planning, or designee.

### **9.3 Duties**

The duties of the Academic Technology Committee include the following:

- A member provides representation on the Program Review Taskforce.
- Provides recommendations to the Senate regarding academic technology needs and online technology needs for all disciplines.
- Evaluates and prioritizes the academic technology replacement cycle.
- Assists in the creation and review of planning documents relevant to technology including the SWC Technology Plan.

## **SECTION 10. CAREER EDUCATION (CE) COMMITTEE (STANDING)**

### **10.1 Mission**

The mission of the Career Education Committee is to provide a forum for CE faculty to address career education needs and work proactively to ensure SWC CE programs and services fuel local economies with a skilled workforce by increasing the economic and social mobility of our students.

### **10.2 Vision**

The Career Education Committee is focused on innovation, the strategic, efficient, and effective investment of funds, and increasing metrics outcomes/success rates associated with enrollment, completion, and employment for all students.

### **10.3 Meeting Frequency**

The Career Education Committee is a standing committee of the Academic Senate and will meet on the second and fourth Thursday of every month from 3:30 PM until 5:00 PM. Additional meetings may be scheduled to accommodate high volumes of career education actions and deadlines.

## 10.4 Membership

Voting members shall be tenured (preferred) faculty members from career education disciplines appointed by the Academic Senate President, as follows:

- Faculty Co-Chair: Academic Senate president or designee
- Administrative Co-Chair: Dean of Continuing Education and Workforce Development
- One (1) CE student representative and alternate (not counted for quorum)
- Two (2) faculty representatives from each of the following centers/schools, if the center/school has more than one CE program (TOP Code). If a center/school has one CE program, then the center/school will have one faculty representative and alternate. If a center/school has more than ten (10) CE programs, then that center/school will have two additional faculty representatives, for a total of four (4) faculty representatives and alternates.
  - School of Arts, Communication, & Social Sciences (2)
  - School of Business & Technology (4)
  - School of Counseling & Student Support Programs (2)
  - School of Continuing Education & Workforce Development (1)
  - School of Mathematics, Science & Engineering (1)
  - National City, San Ysidro, and Otay Mesa Higher Education Centers(3)
  - School of Wellness, Exercise Science & Athletics (1)
  - School of Language, Literature & Humanities (1)

Non-Voting Resource Team members shall be classified staff members from career education areas, as follows:

- CE (Career Education) Clerk
- CE (Career Education) Specialist
- Continuing Education Director
- Internships/WBL (Work-based Learning) Coordinator
- Job Placement/Case Manager
- ISS (Instructional Support Services)
- IT (Institutional Technology)
- Marketing
- Outreach
- PTAC (Procurement Technical Assistance Center)
- Research
- SBDC (Small Business Development Center)
- WBC (Women's Business Center)
- WBL (Work-based Learning) Lead Coordinator

## 10.5 Duties

The duties of the Career Education Committee include the following:

- Develop, implement, and evaluate the institutional Economic and Workforce Development Strategic Plan
- Support the annual Industry Advisory Committee requirement, process, and evaluation of the Advisory Committee Handbook
- Identify career education program needs and make recommendations to the Integrated Workforce Development Committee, a committee under the Shared Consultation Council (SCC)
- Provide recommendations to the Academic Senate pertaining to career education
- Create short and long-term CE planning goals
- Design funding applications, establish scoring rubrics, and funding/proposal timelines
- Review CE biennial report process, timelines, and data
- Support the efforts of CE faculty to develop curriculum, engage in outreach and marketing initiatives, access and utilize data (including LMI), and participate in professional development opportunities
- Share CE updates, upcoming events, and available resources with CE constituents

## 10.6 CE Committee Member Terms

- Voting members serve a (3) three-year term and are appointed in accordance with the provisions of Article I of the Academic Senate bylaws.
- Voting members are eligible to be re-appointed to their positions once for a total of (2) two consecutive terms (six years).
- A faculty may run for another additional term(s) if no other faculty in the school/center wish to run.
- Voting members shall be appointed for staggered terms, identified by A, B, C.
- No more than one faculty member shall be appointed in the same election cycle from a single school/center.

## 10.7 Quorum

A quorum consists of one-third (1/3) of the voting membership. Part-time CE faculty representative at large and alternate (not counted for quorum)

## 10.8 Appointment Procedures and Requirements

Appointment of Career Education faculty to serve as Career Education Committee members shall be by the Academic Senate President. When a position is to be filled, the Academic Senate President will send a "call for nominations" email. Nominations will close no later than one week after the "call for nominations" email. The "call for nomination" will include the election timeline, the position's role and responsibilities, and the expected time commitment for the position. If applicable, the designee will share all election information with their School/Center Dean and faculty. A Career Education Committee member appointment will occur no later than the last CE Committee meeting of May. The Academic Senate President will work with the Administrative Career Education Co-Chair to appoint new Career Education Committee members by the end of the Spring semester.

### 10.9 CE Committee Faculty Co-Chair Duties

- Facilitate CE Committee meetings
- Facilitate Integrated Workforce Development Committee meetings
- Create and maintain CE Committee documents
- Provide training, updates, and processes to comply with Perkins and Strong Workforce Program (SWP) funding
- Assist in identifying key issues and coordinating activities related to the development of new policies and procedures
- Establish ad hoc committees as needed
- Facilitate CE preview meetings and work with the Dean, School of Continuing Education, and Workforce Development to establish agendas and review other related documents
- Provide assistance to Committee members and other faculty in matters relating to the CE process

### 10.10 CE Committee Faculty Co-Chair Terms

The Career Education Faculty Co-Chair will be appointed for a (3) three-year term by the Academic Senate President. A faculty co-chair can be reappointed to their positions once, for a total of two consecutive terms (six years). In the event of a vacancy in the faculty co-chair position, the President of the Academic Senate shall appoint an interim chair for the committee and coordinate the appointment of a new faculty co-chair. During the three-year term, the faculty co-chair will share 40% reassigned time, funded through the Strong Workforce Program (SWP) grant, with the outgoing faculty co-chair during their first year and with the incoming faculty co-chair during their third year of service. Therefore, during the first and third year of service, the faculty co-chairs will each be given 20% reassigned time. The Faculty Co-Chair will serve their second year with 40% reassigned time. The Career Education Committee Faculty Co-Chair will also serve as the Faculty Co-Chair for the Integrated Workforce Development Committee.

Position	Year 1	Year 2	Year 3
CE Faculty Co-Chair	0%	40%	0%
Incoming CE Faculty Co-Chair	20%		20%
Outgoing CE Faculty Co-Chair	20%		20%



## SECTION 11. COUNCIL OF CHAIRS (STANDING)

### 11.1 Mission

The mission of the Council of Chairs is to provide a setting where department chairs learn firsthand about current policies and/or procedures that impact their programs, faculty or operations, voice their department's concerns about issues and work as a team to develop reliable practices. The Council of Chairs is a standing committee of the Academic Senate and will meet on the first Thursday of every month during college-hour.

### 11.2 Membership

Membership of the Council of Chairs includes all Department Chairs, and the President of the Academic Senate as ex-officio non-voting member.

### 11.3 Duties

The duties of the Council of Chairs include the following:

Make recommendations to the Academic Senate pertaining to policies and procedures affecting department operations.

Specific duties of department chairs are explained in the SCEA contract. Adopted by-laws of the Council of Chairs are found in Appendix A of the Academic Senate By-Laws. The Presiding Chair of the Council of Chairs is responsible for conducting an annual review of the Council of Chairs By-laws. These by-laws may be amended to include the revised Council of Chairs By-laws at any time in the semester.

## SECTION 12. CURRICULUM COMMITTEE (STANDING)

### 12.1 Mission

The mission of the Curriculum Committee is to approve new and revised curriculum prior to submission to the District Governing Board for final approval and to review existing or draft new policies and procedures relevant to curriculum to ensure compliance with Title 5 and California Education Code. In addition, the Southwestern College Curriculum Committee provides guidance and oversight to ensure that all curriculum is sound, comprehensive and responsive to the evolving needs of our students as well as the academic, business, and local communities. The Curriculum Committee is a standing committee of the Academic Senate and typically will meet on the second and fourth Thursday of every month from 1:30 p.m. until 3:30 p.m. Additional meetings may be scheduled to accommodate high volumes of curriculum actions and deadlines.

### 12.2 Membership

Membership of the Curriculum Committee includes the following:

- Faculty Curriculum Committee Chair (co-chair)
- Vice President for Academic Affairs (co-chair)
- One tenured faculty from the following schools:
  - Arts, Communication & Social Sciences
  - Counseling & Support Programs
  - Wellness, Exercise Science & Athletics
  - Language, Literature & Humanities
  - Mathematics, Science & Engineering
  - Business & Technology
  - Continuing Education & Workforce Development,
  - Higher Education Centers (National City, Otay Mesa, and San Ysidro)

Additional voting members include the following:

- Library Representative
- Articulation Officer
- Assessment and Prerequisite Faculty Coordinator

The following positions are non-voting resource members:

- Disability Support Services
- Financial Aid Representative
- Presiding Chair, Council of Chairs
- Distance Education Faculty Coordinator
- ASO representative
- Dean of Instructional Support Services
- ISS Supervisor
- SLO Coordinator
- Technicians, ISS (as needed)

### **12.3 Duties**

The Curriculum Committee is responsible for the review and approval of all curricular matters, including educational program development, otherwise not within the purview of the Academic Senate. (Procedures 2510, Ed. Code §70901 (b) (7), SWC Curriculum Handbook.)

### **12.4. Delegation of Authority to the Curriculum Committee**

The Academic Senate delegates authority to the Curriculum Committee to provide recommendations directly to the Governing Board in the following areas: proposals for new and modified credit and noncredit courses including the placing of courses into disciplines; proposals for new and modified credit and noncredit degrees and certificates; proposals for new and modified distance education, correspondence education, and competency-based education addenda; proposals to add courses to the list of courses that satisfy general education or competency requirements for the associates degree; proposals for new, or modifications to existing, processes to support the above proposal types.

The Academic Senate retains the authority to provide recommendations directly to the SWC Governing Board in the following areas: proposals for new and modified board policies and administrative procedures within the purview of the Academic Senate (i.e. Chapter 4 policies and procedures) and proposals to discontinue existing degrees and certificates. Situations or proposals not addressed above will be reviewed by the Academic Senate Executive Committee to determine the most appropriate process for providing recommendations to the Governing Board.

## SECTION 12.A LEARNING OUTCOMES ADVISORY COMMITTEE (LOAC) (STANDING)

### 12.A1 Mission:

The Learning Outcomes Advisory Committee provides recommendations to the Academic Senate, via the Curriculum Committee, to support faculty engagement in the process of writing, revising, and assessing student learning outcomes at the course, program, and institutional level.

### 12.A2 Membership:

- Membership of the Learning Outcomes Advisory Committee (LOAC) include:
- SLO Coordinator(s)
- Committee Co-Chair or volunteer
- Voting Members
  - Dean of Office of Institutional Effectiveness or designee
  - 2 (two) SLO Coordinators
  - 2 (two) Faculty at-large
  - 1 (one) Academic Senate President or designee
  - 1 (one) Curriculum Committee faculty co-chair
- Non-Voting Members
  - Research Analyst

### 12.A3 Duties:

- Review Southwestern College's Institutional Student Learning Outcomes (ISLO), methods for collecting data on ISLO's, and the results of assessment of ISLOs annually, and makes recommendations to the Academic Senate, via the Curriculum Committee and the committee faculty co-chair, for improvements in student achievement in ISLOs.
- Make recommendations to the Academic Senate, via the Curriculum Committee and the committee faculty co-chair, on faculty professional development regarding effective practices for SLO assessment, in collaboration with Professional Development and the Office of Institutional Effectiveness, including but not limited to the following areas:
  - Writing and revising course and program SLOs.
  - Establishing appropriate course and program assessments.
  - Collecting course and program SLO data.
  - Using the results of that course SLO data to improve student success and course effectiveness through program review planning.
  - Assess needs for additional campus-wide resources in support of the outcomes assessment process, making recommendations and requests as appropriate to the Academic Senate via the Curriculum Committee and the committee faculty co-chair.
  - Revise portions of the Curriculum Handbook that pertain to student learning outcomes when needed.
  - Report regularly to the Curriculum Committee on its activities and makes recommendations regarding the role of the Curriculum Committee in student learning outcomes assessment.

## SECTION 13 ELECTIONS COMMITTEE (AD HOC)

### 13.1 Mission

The Senate Elections Committee is responsible for conducting, supervising, coordinating, and publishing the results of Senator and Senate Executive Officer elections within one (1) week of the close of balloting.

### 13.2 Membership

The Elections Committee includes the following:

The Senate Research, Communications Officer and Senate Administrative Secretary and one-two (1-2) at large Senators appointed by the President of the Academic Senate will comprise the elections committee. Anyone running for office cannot serve on the committee.

### 13.3 Duties

The duties of the Elections Committee include conducting, supervising, coordinating, and announcing results of elections of Senators and Senate officers.

## SECTION 14. EXECUTIVE COMMITTEE (STANDING)

### 14.1 Mission

The mission of the Executive Committee of the Senate is to act as an advisory body to the Senate President.

### 14.2 Membership

The membership of the Executive Committee includes the following:

- The Academic Senate President (Chair)
- Vice President (voting)
- President-elect (voting)
- Communications and Research Officer/State Delegate (voting)
- Immediate Past President (voting)
- Curriculum Committee Chair (voting)
- Presiding Chair of the Council of Chairs (voting)
- Three (3) resource members (voting): Distance Education Coordinator, Professional Development Coordinator/Flex Advisory Committee Chair, SLO Coordinator
- Up to four (4) voting members at-large appointed by the Academic Senate President.

### 14.3 Duties

The Executive Committee serves as an advisory body to the Academic Senate President. Reviews by-laws and recommends amendments as appropriate. Provides faculty leadership and advocacy for issues related to Policy/Procedure 2510 and 2515.

#### **14.4 Members at Large**

The Senate president may appoint additional faculty as at-large members to the Academic Senate Executive Committee not to exceed four at-large members. The president should maintain a manageable number of executive committee members in order for meetings to be orderly. Part-time faculty may serve on the Executive Committee as At-Large members.

#### **14.5 Delegation of Authority to Senate Executive Committee**

The senate may delegate authority to the Executive Committee to conduct business on its behalf at any time in the year. When such delegation occurs, the Senate Executive Committee will function as a standing committee and shall be conducted according to Robert's Rules of Order [Revised] and provisions of the Ralph K. Brown Act (California Government Code § 54950.0–54961). Actions cannot contradict full Senate decisions made prior to the delegation of authority. All decisions made by the Executive Committee must be subsequently ratified by the full senate at the next regular meeting of the senate.

### **SECTION 15. FLEX ADVISORY COMMITTEE (STANDING)**

#### **15.1 Mission**

The mission of the Flex Advisory Committee is to make recommendations on staff, student, and instructional improvement activities, following the requirements outlined in Title 5 (sections 55700 through 55732). These recommendations are based on a comprehensive planning process that includes Needs Assessment and Evaluation.

#### **15.2 Membership**

According to Title 5 (Section 55730(e)), the Flex Advisory Committee must include the following membership: faculty, students, administrators and other interested persons. At Southwestern College, the Flex Advisory Committee includes the following members:

- Flex Advisory Coordinator (Chair, non-voting)
- Staff Development Program Assistant (non-voting)
- Administrator (1 appointed by SCCDAA)
- Academic Senate (2)
- SCEA (2)
- CSEA (1)
- Classified (1)
- ASO (1)

### **15.3 Duties**

The Flex Advisory Committee's main duties are the following:

- Serve as an advisory body in support of the Flexible Calendar program for professional development.
- Review and revise the Southwestern College Flex Guidelines annually
- Review and approve proposals for workshops for Flex credit.
- Make recommendations on staff, student, and instructional improvement activities, including but not limited to the following activities:
  - Instructional improvement activities.
  - Training activities to address academic technological knowledge in support of instructional programs.
  - Professional development to meet the needs of faculty in areas identified as most critical in the annual Needs Assessment survey.
  - Professional development in support of the Basic Skills Initiative.
- (see the Southwestern College Flexible Calendar Guidelines for a more comprehensive list of professional development activities for Flex credit)

## **SECTION 16. HONORS COMMITTEE (STANDING)**

### **16.1 Mission**

The mission of the Honors Committee is to serve students by creating exceptional academic experiences through the management of the Honors Program.

### **16.2 Membership**

The membership of the Honor Committee includes the following:

- Academic Senate President, or designee
- Articulation Officer
- ASO Representative
- Faculty Members from the following schools:
  - Arts, Communication & Social Sciences
  - Counseling & Student Support Services
  - Wellness, Exercise Science & Athletics
  - Language, Literature & Humanities
  - Math, Science & Engineering
  - Business & Technology

Non-voting membership of the Honors Committee shall consist of the following:

- A representative from the chartered College Honor Society
- A classified staff representative from Student Services (e.g. Admissions)

The Chair of the Honors Committee will be elected yearly by a simple majority of committee members.

### **16.3 Duties**

The duties of the Honors Committee include the following:

- To oversee and maintain the standards of the Honors Program
- Establishing and maintaining policies and guidelines
- Maintaining all records and documentation
- Providing guidance to Honors faculty on standards for addenda to curricula
- Approving and maintaining addenda for Honors Sections
- Performing strategic planning using research and data to drive future program developments:
  - To recruit faculty and students
  - To conduct outreach activities
- Participating in the Honors Transfer Council of California (HTCC)
- To report the status of the campus Honors Community to the Academic Senate.

## **SECTION 17 . TENURE REVIEW COMMITTEES (AD HOC)**

### **17.1 Mission**

The mission of Tenure Review Committees is to follow guidelines that have been developed by the Academic Senate, SCEA, and the District in accordance with Education Code provisions and Title 5 regulations as well as the negotiated agreement between the District and S.C.E.A. to implement tenure review. In addition, these committees provide a framework within which faculty and administration can perform the critical task of evaluating a candidate for permanent status on our faculty.

### **17.2 Membership:**

Each Tenure Review committee will consist of the following:

- Discipline/school faculty members (2)
- At-large faculty member (1)
- The school dean or designee

In accordance with the Tenure Review and Faculty Evaluation Manual, members of a tenure review committee must be tenured faculty members. Part-time faculty are ineligible to serve on tenure review committees. (Tenure Review and Faculty Evaluation Manual, "Evaluation Procedures for Probationary/Contract Instructional and Non-Instructional Employees for Reappointment and Tenure", Section 5).

### **17.3 Duties:**

The committee shall have three (3) meetings per semester that the candidate is under review, or as deemed necessary by the TR Committee Chair of each Tenure Review Committee. The committee shall follow the guidelines found in the Faculty Tenure Review and Evaluation Manual. Refer to Tenure Review and Faculty Evaluation Manual for committee duties.



## **Article IX.** Amendment of By-Laws

The Academic Senate Executive Committee shall review the Bylaws and recommend amendments every third summer beginning in 2022. Recommendations for bylaws revisions can be sent from any senator to the Senate president at any time in the academic year. The Academic Senate By-Laws shall be amended and approved by a two-thirds (2/3) vote of Senators.

# Appendix A Chair-By-Laws

## Southwestern College Department Chairs and Academic Senate

### Section 1

#### DEPARTMENT CHAIR JOB DESCRIPTION (AS REFERENCED IN THE SCEA CONTRACT)

**BASIC DUTIES.** Under the administrative leadership of a School Dean, the Department Chair provides leadership to foster the professional growth of the faculty, works to ensure the academic integrity of the programs, facilitates student success through innovation in the curriculum, and represents the interests of the Department. The Department Chair acts as the principal representative of the Department within the School. The Department Chair works with the Dean, works collegially with other departments, and collaborates in participatory governance, including shared planning and decision making.

#### **Representative duties and functions are:**

In the execution of the office of Department Chair, the Chair shall be expected to perform the following duties and functions:

1. Provide leadership in the evaluation of offered courses; work collaboratively with the Dean and other departments to design class schedules to meet the learning needs of students; provide consultation to the Dean and off-site administrators in scheduling courses at off-campus sites.
2. Conduct interviews of prospective adjunct faculty in collaboration with the Dean; make hiring recommendations to the Dean; develop and maintain a pool of qualified adjunct faculty sufficient to meet the needs of the Department; make recommendations to the College Equivalency Committee.

Approved at the Council of Chairs, December 2, 2021

## DESIRED QUALIFICATIONS FOR DEPARTMENT CHAIRS

### Knowledge of:

- Operations, services and activities of the assigned academic department.
- Applicable policies, procedures, goals and objectives of the department to which assigned.
- Methods and techniques of leadership.
- Methods and techniques of hiring and performance evaluation.
- Principles and practices of curriculum, course development, and evaluating courses and educational programs.
- Applicable computer software applications. Principles and practices of budget preparation.
- Effective and appropriate communication skills.
- Professional growth opportunities related to disciplines within department programs.

### Ability to:

- Provide effective leadership for the assigned academic department.
- Analyze curriculum and offered courses and recommend modifications.
- Collaborate with department faculty to create new curriculum and courses to meet the learning needs of students.
- Exercise critical and independent judgment. Serve on Council of Chairs committee.
- Participate in the development and implementation of goals and objectives.
- Collaborate with department faculty to ensure the academic integrity of department programs and courses.
- Effectively utilize applicable computer software applications.
- Communicate effectively, both orally and in writing, with individuals from diverse cultural, educational and socio-economic backgrounds.
- Establish and maintain effective working relationships with those with whom they come in contact during the course of work.

## SECTION 2

This section may be amended by the Academic Senate.

### ELIGIBILITY, ELECTION, AND TERM OF OFFICE

**ELIGIBILITY.** Tenured full-time SWC professors shall be eligible for nomination for election as the Chair of their department.

**ELECTIONS.** A Department Chair shall be nominated and elected by tenured and tenure-track members of the Department. Elections shall take place no later than the last department meeting of the semester in which the current Department Chair's term ends. The names of all candidates shall be sent to voting faculty at least two working weeks prior to the election (although a "write-in" candidate option will appear on the ballot). The Chair shall be elected by a simple majority of full-time faculty. In the event of a tied election, the winner will be decided by coin toss. The Presiding Chair, in collaboration with the School Dean, shall gather and report the results of the elections to the Vice-President of Academic Affairs, the President of the Academic Senate, and Academic Senate administrative staff.

Ideally, no more than one-third of Department Chairs should end their terms of office in any year.

**TERM OF OFFICE.** The term to which the Chair is elected shall be three years. Chairs will be available no less than two weeks prior to the start of the fall semester, and one week prior to the start of the spring semester. For 11-month contract faculty, the term of office includes summer, starting 01 July and ending 30 June. Library Chairs serve two-year terms. There is no limit to the number of consecutive terms to which one may be elected as Chair.

If leave is necessary, upon returning from leave, the Chair will continue to serve as Department Chair until the completion of the 3-year term. In the event the Chair does not return, the complete the 3-year term.

A Chair must give no less than two -week's notice of resignation. In the event of a dden vacancy, the Presiding Chair will initiate a replacement election in cooperation with the School Dean and the affected department to complete the 3-year term. An election will be conducted as previously stated.

## DEPARTMENT CHAIR SUPPORT

**CLERICAL SUPPORT.** Whenever feasible, the Department Chair shall have adequate clerical support in the School Office to perform the duties of Chair.

**OFFICE SPACE.** In the faithful execution of the duties of Department Chair, the Chair will need some level of privacy when dealing with confidential or sensitive documents and meetings, *et cetera*. Therefore, whenever feasible, the Department Chair will have a private office.

## SECTION 3

### VOTES OF CONFIDENCE, CONFLICTS, AND RESOLUTION OF CONCERNS

Each April, the Department's tenured and tenure-track faculty will complete a vote of confidence of the Chair. The result of the confidence vote shall be submitted to the School Dean, the Vice-President for Academic Affairs, the President of the Academic Senate, and the Presiding Chair. A vote of No Confidence requires a majority vote. Only faculty served by a Chair will participate in a vote of confidence for their designated Chair.

**PEER CONFLICT AND RESOLUTION OF CONCERNS.** A Department Chair is and remains a tenured member of the college faculty. If conflict arises between the Chair and a member(s) of the department, existing mechanisms of conflict resolution shall be employed. These can include a petition to the Professional Relations Committee of the Academic Senate. If it is the opinion of the majority of the voting members of the department that the Department Chair is performing unsatisfactorily, a signed petition to recall the Chair may be submitted to the Executive Committee of the Academic Senate at any time after the Chair's first semester of service. The Presiding Chair will initiate a recall vote of the members of the department while faculty are on contract. A two-thirds majority of tenured and tenure-track faculty will be required to recall a Department Chair.

## SECTION 4

### COUNCIL OF CHAIRS

**COUNCIL OF CHAIRS.** A Council of Chairs will be formed as a standing committee under the Academic Senate, in accordance with the Rules and By-Laws of the Academic Senate. The purpose of the Council shall be advisory to the Academic Senate and shall provide a forum for issues pertinent to the Department Chairs. The Academic Senate shall retain primary responsibility in academic and professional matters as mandated by Education Code § 70902(b)(7), and Title 5 § 53200(b) and § 53202. The Council of Chairs shall meet at least once per month during the regular academic year. Parliamentary procedure may be enacted by a motion by any member of the Council with a second and a majority vote of the Council at any time to facilitate an effective meeting.

**PRESIDING CHAIR.** The Council of Chairs shall elect one of its members to serve as Presiding Chair for a term of two years. The election of the Presiding Chair shall be in April. The Presiding Chair, or designee, when necessary, will chair all meetings of the Council of Chairs, will represent the Council to the Academic Senate, shall serve on the Academic Senate Executive Committee and other designated committees, and shall perform other duties as outlined herein and in the Rules and By-Laws of the Academic Senate. The Presiding Chair should have knowledge of Robert's Rules of Order.

### PRESIDING CHAIR DESIGNATED COMMITTEE MEMBERSHIP:

- Shared Consultation Council (voting member)
- Strategic Enrollment Management Committee Co-Chair
- Academic Senate Executive Committee
- Catalog Committee Calendar Committee
- Curriculum Committee Resource Member (non-voting resource member)

### VOTE OF CONFIDENCE FOR PRESIDING CHAIR

Every year in April, a vote of confidence of the Presiding Chair will be completed by the Council's members. The results will be submitted to the Academic Senate President. In the event of a vote of no confidence, the Academic Senate President will assume the role of Presiding Chair until a new election can be held. In the event of a tied confidence vote, a second confidence vote must be held within five working days with total Council participation. In the event of a second tie, the Academic Senate President will cast the tie-breaking vote.

A confidence vote of support for a sitting Presiding Chair can also happen if 2/3 of Chairs agree to a vote taken per parliamentary procedure at a Council of Chairs meeting.



