

# **Academic Senate Bylaws**

## **Article I Definitions**

The following terms are used throughout the Constitution and Bylaws. Whenever encountered, these terms are to be understood in the restrictive and technical sense herein defined.

- a. Academic Senate: The Academic Senate of Los Angeles Pierce College.
- b. Faculty or faculty member: Those employees of the Los Angeles Community College District assigned to Pierce College who are employed in academic positions that are not designated as supervisory or management, and for which minimum qualifications for hire are specified by the Board of Governors.  
California Code of Regulations, Title 5, Sections 53200 and 53402
- c. Full-time faculty: Faculty members who are permanent (regular or tenured) employees or probationary (contract) employees as defined by the California Education Code, Sections 87601–87609.
- d. Part-time faculty: Faculty members who are not regular employees or contract employees as defined by the California Education Code, Sections 87601–87609.

## **Article II Rules of Order**

### **Section 1.**

Robert's Rules of Order, current edition, shall govern all procedures and proceedings of the Academic Senate not otherwise provided for in the Constitution and Bylaws.

### **Section 2.**

A quorum shall consist of at least 25% of the elected membership.

## **Article III Organization**

### **Section 1. Officers**

- a. The officers of the Academic Senate shall be the President; the Vice President of Academic Policy; the Vice President of Curriculum; the Secretary; the Treasurer; and the Past President (ex officio).
- b. Officers shall be full-time faculty members elected by a vote of the entire full-time faculty.

## **Section 2. Parliamentarian**

The President of the Academic Senate may appoint a Parliamentarian, who shall advise according to the most current edition of Robert's Rules of Order. The appointment of the Parliamentarian shall be confirmed by the Academic Senate.

## **Section 3. Senators**

a. There shall be one (1) full-time faculty representative from each Department, elected by the Department and certified by the Department Chair.

b. There shall be three (3) at-large full-time faculty members elected by the entire full-time faculty.

c. \* There shall be two (2) at-large part-time faculty members who are on a discipline seniority list at the college elected by the entire part-time faculty.

d. There shall be District Academic Senators who represent the Pierce College Academic Senate at the District Academic Senate.

1. The number of these District Academic Senators shall be determined by the District Academic Senate Constitution.

2. These District Academic Senators shall be appointed by the Academic Senate of Pierce College and shall report regularly on matters of substance brought before District Academic Senate.

e. The chair of a standing committee upon appointment becomes an additional at-large member if that person is not already a senator as provided in subsections a, b, or d.

## **Article IV**

### **Duties and Responsibilities**

#### **Section 1. President**

##### **The duties of the President shall be to:**

a. Preside over all meetings of the Academic Senate and of the Executive Committee of the Academic Senate;

b. Serve as chief spokesperson of the Academic Senate;

c. Call special meetings of the Academic Senate, as needed;

d. Serve as ex-officio member of all committees of the Academic Senate;

e. Serve as an Academic Senate representative on the Pierce College Council (PCC);

f. Serve on the District Academic Senate;

g. Serve on the Executive Committee of the District Academic Senate;

h. Serve as the voting delegate to the Academic Senate for the California Community Colleges. With the approval of the Academic Senate, the President may designate another member of the senate to serve as the voting delegate to the Academic Senate for the California Community Colleges; and

i. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.

## **Section 2. Vice President of Academic Policy**

### **The duties of the Vice President of Academic Policy shall be to:**

- a. Perform the duties of the President when the President is unable to perform those duties;
- b. Succeed to the office of President for the duration of the unexpired term if the presidency becomes vacant during a term
- c. Chair all meetings of the Academic Policy Committee.
- d. Submit to the Academic Senate all matters of substance and those that require action from the Academic Policy Committee;
- e. Serve as an Academic Senate representative on the Pierce College Council (PCC); and
- f. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.

## **Section 3. Vice President of Curriculum**

### **The duties of the Vice President of Curriculum shall be to:**

- a. Perform the duties of the President when the President and the Vice President of Academic Policy are unable to perform those duties;
- b. Succeed to the office of the President for the duration of the unexpired term if the presidency becomes vacant during a term and the Vice President of Academic Policy is unable or unwilling to assume the duties of the President;
- c. Chair all meetings of the Curriculum Committee;
- d. Submit to the Academic Senate all matters of substance and those that require action from the Curriculum Committee; and
- e. Perform all other duties as assigned by the Executive Committee or by the Academic Senate.

## **Section 4. Secretary**

### **The duties of the Secretary shall be to:**

- a. Record the attendance of each meeting of the Academic Senate;
- b. Take the minutes of each meeting of the Academic Senate;
- c. Distribute a copy of the minutes to each member of the Academic Senate in a timely manner;
- d. Distribute a copy of the minutes to the Library for the Academic Senate Archives;
- e. Notify members of the Academic Senate of the time, place, and agenda of all regular and special meetings of the Academic Senate;
- f. Post the approved Academic Senate minutes on the Academic Senate bulletin board;
- g. Maintain a record of all Senate committee memberships, Senate representatives on college committees, and terms of office;
- h. Notify the President of the Academic Senate when senator(s) have not attended four (4) consecutive meetings during a given Academic Senate term;
- i. By the end of the spring semester, develop the calendar for Senate meetings for the following academic year and reserve a facility for these meetings; and
- j. Perform all other duties as assigned by the Executive Committee or the Academic Senate.

### **Section 5. Treasurer**

#### **The duties of the Treasurer shall be to:**

- a. Solicit and collect Academic Senate dues from each faculty member;
- b. Maintain the Academic Senate checking account and distribute funds as directed by the Academic Senate;
- c. Prepare an annual budget for the Academic Senate;
- d. Coordinate ticket sales for Senate events; and
- e. Perform all other duties as assigned by the Executive Committee or the Academic Senate.

## **Article V**

### **Terms of Office**

#### **Section 1. Officers**

The term of office for all officers shall be two (2) years, commencing on the first day of the spring semester.

#### **Section 2. Senators**

- a. The term of office of all Department Senators shall be one (1) year, commencing on the first day of the spring semester or at the first meeting of the Academic Senate following a departmental election to fill an unexpired term.
- b. The term of office of all Academic Senators elected at large shall be one (1) year, commencing on the first day of the spring semester or at the first meeting of the Academic Senate following an election to fill an unexpired term.
- c. The term of office of all persons appointed by the Academic Senate to represent it at the District Academic Senate or to serve on Academic Senate or college committees shall be two (2) years.

#### **Section 3. Committee Members and Chairs**

- a. Except as provided in this document, membership on a committee of the Academic Senate and a committee of the college shall be two (2) years.
- b. Terms of the committee membership should be staggered so that one half of the committee is selected at the start of each calendar year.
- c. Committee members and chairs shall be appointed not later than the third meeting of the spring semester.

#### **Section 4. Vacancies**

a. A vacancy in any of these positions exists whenever the person holding the position:

1. announces his or her resignation to the Academic Senate or submits it in writing to the Senate President or to the appropriate committee chair;

2. transfers, retires, or dies.

b. A position may be declared vacant whenever the person holding the position is unable, due to accident, illness, or other reasons, to attend meetings or fulfill his or her duties for four (4) consecutive meetings during a given Academic Senate term.

c. Vacancies shall be filled under the following guidelines:

1. A vacancy in the office of the President shall be filled by the Vice President of Academic Policy.

2. A vacancy in the offices of Vice Presidents, Secretary, or Treasurer, as well as vacancies in the position of Academic Senator-at-large shall be filled by a candidate submitted by the President of the Academic Senate. The candidate shall be considered endorsed and accepted when the candidate receives a 2/3-vote of those present and voting at a meeting of the Academic Senate.

(a) In the event of a vote that does not obtain a 2/3 status, a special vote of the entire full-time faculty (\* or the entire part-time faculty in the case of the position of at-large part-time faculty senator) shall take place during the next four (4) weeks to fill the position.

(b) Nominations shall be made directly to the Academic Senate President up to the printing of the ballot.

(c) The ballot shall provide for write-in candidates.

### **Article VI**

#### **Election of Senate Officers and At-Large Senators**

##### **Section 1. Election Rules and Procedures**

a. By the second Academic Senate meeting of the fall semester, the Senate President shall appoint a Nominations and Election Committee, with the approval of the Academic Senate.

b. By the fifth Academic Senate meeting of the fall semester, the Nominations and Elections Committee shall report to the Senate the nominations for all Academic Senate positions up for election. Only Department Chairs shall be eligible for nomination to the position of Vice President of Academic Policy.

1. The Nominations and Elections Committee shall attempt to provide at least two (2) candidates for each position.

2. The chair of the Nominations and Elections Committee shall ask for additional nominations from the floor. Only persons who give written or verbal consent to their nomination may be nominated from the floor.

c. Not later than 48-hours following the fifth Academic Senate meeting of the fall semester, the Nominations and Elections Committee shall post a list of the nominees for all offices on the Academic Senate bulletin board.

d. The Nominations and Election Committee shall conduct a secret-ballot election on two (2) consecutive weekdays no later than the last week in November.

1. Ballots shall include the names of all nominees and shall carry a provision for write-in candidates.

2. The entire results of the election shall be posted no later than Monday of the following week.

### **Section 2. Voter Eligibility**

a. All full-time faculty as defined in Article I are eligible to vote including those on part-time or full-time leave.

b. \* Part-time faculty eligible to vote for part-time faculty representatives are limited to those part-time faculty actively employed at the college in the fall semester of the election.

## **Article VII Committees**

### **Section 1. Executive Committee**

a. The membership of the Executive Committee shall be composed of the President, the Vice President of Academic Policy, the Vice President of Curriculum, the Secretary, the Treasurer, and the Past President as an ex-officio member of the Academic Senate.

b. The chair of the Executive Committee shall be the President of the Academic Senate.

c. The duties of the Executive Committee shall be to:

1. Prepare the agenda for each meeting of the Academic Senate;

2. Meet with the President and Vice Presidents of Pierce College on a regular basis;

3. Nominate the chairs of all committees of the Academic Senate, other than the Academic Policy Committee and the Curriculum Committee, and submit these nominations to the Academic Senate for confirmation;

4. Oversee all committees of the Academic Senate to assure their compliance in performing their designated functions and in meeting all conditions set forth in these Bylaws;

5. Conduct a biennial review of the Constitution and Bylaws of the Academic Senate to assure compliance with all provisions therein and to suggest revisions whenever revisions seem necessary or appropriate;

6. Coordinate the use and upkeep of the Faculty Alcove; and

7. Perform all other duties as may be assigned by the Academic Senate.

### **Section 2. Standing Committees.**

#### **a. Academic Policy Committee**

1. The membership of the Academic Policy Committee shall be composed of all the chairs of the academic departments.

2. The Vice President of Academic Policy shall preside over all meetings of the Academic Policy Committee.

3. The duties of the Academic Policy Committee shall be to:

(a) review all matters of academic policy and submit proposals of substance regarding academic policy and those that require action to the Academic Senate for final disposition;

(b) form sub-committees as needed to examine issues and make recommendations to the Academic Policy Committee. Membership in the sub-committees

need not be confined to department chairs, but may include other members drawn from the college community; and

(c) perform all other duties as may be assigned to it by the Academic Senate.

**b. Curriculum Committee**

1. Committee Membership

(a) The voting membership of the Curriculum Committee shall be composed of members of the faculty appointed to the committee by the Academic Senate from nominees submitted to the Academic Senate.

(b) Seats on the Curriculum Committee shall be apportioned in the following manner, except that no department of the college shall have more than two (2) members on the Curriculum Committee.

The following shall be the voting members of the Curriculum Committee.

(1) Three (3) members selected from the following disciplines: American Sign Language, Art, Cinema, Dance, English, English as a Second Language, French, History, Humanities, Italian, Japanese, Linguistics, Music, Philosophy, Photography, Political Science, Spanish, Speech Communication, Theater;

(2) Three (3) members selected from the following disciplines: Anatomy, Anthropology, Astronomy, Biology, Chemistry, Computer Information Systems, Computer Science, Computer Technology, Environmental Science, Geography, Geology, Health, Mathematics, Meteorology, Oceanography, Physical Science, Physics, Psychology, Sociology, Statistics;

(3) Three (3) members selected from the following disciplines: Accounting, Agriculture, Architecture, Automotive Service Technology, Business, Child Development, Computer Applications and Office Technologies, Drafting, Economics, Education, Electronics, Finance, Industrial Technology, Journalism, Law, Library, Management, Marketing, Nursing, Physical Education, Real Estate; and (4) three (3) members selected at large.

(c) The following shall be non-voting members of the Curriculum Committee.

(1) The Associated Student Organization President, or his/her designee;

(2) A member appointed by the Vice President of Academic Affairs, whose duties shall include recording and distributing the minutes of all meetings of the Curriculum Committee as well as seeing to it that the decisions of the committee reach the appropriate parties at the college and the district;

(3) One (1) representative of the Counseling Department, appointed by the Academic Senate upon recommendation of the Department Chair;

(4) One (1) member selected by the American Federation of Teachers;

(5) The college faculty Articulation Officer;

(6) The Dean of Admissions and Records; and

(7) The Committee Chair.

2. The Vice President of Curriculum shall preside over all meetings of the Curriculum Committee; shall be a non-voting member of the committee; and shall report all matters of concern and significance from the Curriculum Committee to the Academic Senate.

3. The duties of the curriculum Committee shall be to:

(a) Review proposed new courses;

(b) Review proposed new academic programs;

(c) Periodically update and review course outlines;

- (d) Periodically update and review the General Education plan for the Associate in Arts and the Associate in Science degrees;
- (e) Periodically update and review the Certified General Education program for students transferring to the California State Universities and Colleges; and
- (f) Periodically update and review the Intersegmental General Education Transfer Curriculum.

4. The Curriculum Committee shall operate in accordance with the following procedures:

(a) Items for consideration from the Academic Senate or from the departments of the college shall be placed on the agenda, provided members of the Curriculum Committee have been given sufficient time to review the items for a given meeting.

(b) If the Curriculum Committee reaches a tie vote on any item, the item shall be forwarded to the Academic Senate for disposition.

### **c. Professional Ethics Committee**

#### **1. Committee membership:**

(a) The membership of the Professional Ethics Committee shall be composed of at least one (1) member from each of the three discipline areas described in the Curriculum Committee membership section.

(b) The membership of the Professional Ethics Committee shall be fixed at twelve.

(c) The members shall be appointed by the Academic Senate with the exception of the member serving as the Faculty Guild representative to the Committee who will be appointed by the Faculty Guild Chapter Chair.

(d) All members serve a two-year term. There shall be no limit to the number of terms that a member may serve.

#### **2. Committee Chair**

(a) Committee members may recommend to the Executive Committee the name of a person to serve as chair. The Executive Committee nominates a chair and submits this nomination to the Academic Senate for confirmation.

(b) The term of office of the chair is two years. There shall be no limitation on the number of terms a chair will be able to serve.

(c) The chair of the Professional Ethics Committee shall report all matters of concern and significance to the Academic Senate

#### **3. The objectives of the Professional Ethics Committee shall be to:**

(a) Review issues and recommend actions, when appropriate, on matters which involve the maintenance and advancement of professional ethics;

(b) Bring to the Academic Senate all recommendations for action in the area of professional ethics;

(c) Periodically review and suggest changes in or additions to the Pierce College Faculty Code of Ethics;

(d) Develop processes for dealing with problems of noncompliance with our code of ethics;

(e) Facilitate collaboration among campus groups regarding ethics;

(f) Promote staff development activities related to ethics; and

(g) Perform all other duties assigned to it by the Academic Senate.

#### **d. Professional Development Committee**

1. The membership of the Professional Development Committee shall be composed of at least one (1) member from each of the three discipline areas described in the Curriculum Committee membership section, all to be appointed by the Academic Senate.
2. Committee members may recommend to the Executive Committee the name of a person to serve as chair. The Executive Committee nominates a chair and submits this nomination to the Academic Senate for confirmation.
3. The duties of the Professional Development Committee shall be to:
  - (a) Stimulate, plan, and carry out activities that promote the academic and professional life of the faculty, including all authorized activities relating to contract-mandated Staff-Development (Flex) Days.
  - (b) Recommend assignment of faculty degrees of academic rank in accordance with the academic rank policies of the District Academic Senate.
4. The chair of the Professional Development Committee shall preside over all meetings of the committee and report all matters of concern and significance to the Academic Senate.
5. The term of office of the chair is two years. There shall be no limitation on the number of terms a chair will be able to serve.

#### **e. Events and Recognition Committee**

1. The membership of the Events and Recognition Committee shall be composed of faculty members appointed by the Academic Senate.
2. Committee members may recommend to the Executive Committee the name of a person to serve as chair. The Executive Committee nominates a chair and submits this nomination to the Academic Senate for confirmation.
3. The duties of the Events and Recognition Committee shall be to:
  - a. Plan and carry out college events that honor the achievements of students and faculty such as:
    - (1) Student Graduation
    - (2) Advancement in Academic Rank
    - (3) Service to the College
    - (4) Retirement;
  - b. Coordinate the awarding of Senate scholarships for deserving students;
  - c. Coordinate a Sunshine Function to provide cards and flowers for our colleagues who are ill, have had a family tragedy, or have a success to celebrate; and
  - d. Perform all other duties assigned to it by the Academic Senate.
4. The chair of the Events and Recognition Committee shall preside over all meetings of the committee and report all matters of concern and significance to the Academic Senate.

#### **Section 3. Special Committees of the Academic Senate**

- a. The membership of the Nominations and Elections Committee shall be composed of at least three (3) persons from different departments, one of whom should be an immediate past officer of the Academic Senate. The duties of the committee shall be to solicit faculty to become candidates for Academic Senate offices and to conduct a secret-ballot election as established in Article VI of these Bylaws.
- b. The Academic Senate may create special committees at any time and shall have the right to define their duties, composition, and method of selection of members.

#### **Section 4. Committees of the College**

- a. A committee of the college established by the college President or his/her designee is not a committee of the Academic Senate.
- b. All faculty representatives, with the exception of representatives of the American Federation of Teachers, appointed to a committee of the college shall be appointed or shall be elected by the Academic Senate.

### **Article VIII**

#### **Procedures**

##### **Section 1. Voting.**

Officers and Senators shall be entitled to one (1) vote each, except that the Academic Senate President shall vote only in the case of establishing or breaking a two-thirds or a majority vote.

##### **Section 2. Meetings of the Academic Senate**

- a. The Academic Senate shall meet every other week, skipping only holidays, beginning with the second week of the fall term and with the second week of the spring term.
- b. The Academic Senate shall meet on Mondays at a time to be established by the Academic Senate

##### **Section 3. Minutes of the Meetings**

- a. Draft minutes shall be distributed by the Secretary to all officers and Academic Senators no later than 72 hours prior to the next regular meeting.
- b. The draft minutes are subject to approval without reading at the next regular meeting.
- c. After the minutes have been approved, they shall be posted on the Academic Senate bulletin board.

##### **Section 4. Committee Reports**

- a. All Standing Committees are to submit a roster and a copy of the minutes of each meeting to the Senate President and the Library for inclusion in the Academic Senate archives.
  1. The minutes should include all items of information and all items of action considered and voted on.
  2. Where granting of money is involved, items disapproved should have reasons attached for future reference by faculty.
- b. Ad hoc committees shall report to the Academic Senate at least once each semester.
- c. Oral reports of committees not established by the Academic Senate shall be given only as invited through a motion by the Academic Senate.

### **Article IX**

#### **Amendments to the Bylaws**

The Bylaws may be amended by a two-thirds majority of the Academic Senators present and voting at a regular or a special meeting.