

Faculty Senate Policies and Procedures

I. Responsibilities

A. The **Executive Committee** will

1. Report on its activities since the previous meeting at each senate meeting
2. Appoint ad hoc committees as needed
3. Perform duties as assigned by the College Faculty Senate
4. Meet with the President at least once each Fall and Spring semester
5. Prepare and disperse an annual report to the CFS each April

B. The **College Faculty Senate Chair** will

1. Call and preside over at meetings of the College Faculty Senate
2. Attend the President's staff meetings
3. Serve on the PAPC
4. Convene and preside over Faculty Senate Executive Committee meetings and College Faculty Senate meetings
5. Serve on the Faculty Senate of Virginia
6. Attend College Board Meetings
7. Build a collegial level of rapport and trust with administration, faculty, and staff
8. Advocate for faculty
9. Follow through on decisions of the College Faculty Senate
10. Solicit volunteers for College-wide committees
11. Prepare and disperse an agenda of upcoming meetings one week in advance of College Faculty Senate meeting
12. Report monthly to the College Faculty Senate to summarize meetings attended
13. Prepare an annual report each April (formative evaluation including reports from standing committees)
14. Present at convocation at the discretion of the President or Vice-President
15. Convene meetings of all faculty
16. Present at New Faculty Orientation
17. Provide leadership
18. Seek nominations for next year's chair, secretary, and any other open offices (CFAC, PAPC, and FSVA in March)
19. Facilitate the transition of the succeeding chair
20. Report the Awards Committee nominees to the President and the Vice President for Academic Affairs
21. Attend (and present the awards if requested) at the Awards Ceremony
22. Ensure that each campus has selected designated representatives and alternates to serve on the College Faculty Senate
23. Ensure that the college-wide librarian and counselor are from different campuses
24. Set goals for the upcoming year
25. Direct the implementation of the long-term plan

C. The **Campus Chairs/Vice Chairs** will

1. Convene and preside over campus senate meetings
2. Serve on and attend Faculty Senate Executive Committee meetings

3. Submit minutes and campus reports to the CFS Chair and Secretary at least one week prior to the College Faculty Senate meetings
4. Submit the Campus list of officers and Faculty Senators for the upcoming year by June 1st
5. Submit a list of voting members and alternates to the College Faculty Senate by June 1st
6. Advocate for the needs of their campus and faculty to the College Faculty Senate
7. Report monthly to the College Faculty Senate regarding the meetings attended
8. Keep the campus faculty informed on important issues brought before the Campus Faculty Senate
9. Act as a stand in for the College Senate Chair when s/he requires it

D. The **CFS Secretary** will

1. Prepare and distribute copies of the agenda and minutes of all meetings to members of the College Faculty Senate
2. Maintain roster of members and attendance at all meetings
3. Distribute draft minutes in electronic format within one week after the College Faculty Senate meetings
4. Make corrections to the minutes and submit corrected minutes to the College Faculty Senate for publication in electronic format within a week of approval at the College Faculty Senate Meetings
5. Attend and take minutes at the meetings of the College Faculty Senate Executive Committee
6. Record motions and read the text of motions in meetings when asked
7. Track motions and maintain a tickler file to track action items and send to the College Faculty Senate Chair for the agenda
8. Assist with voting
9. Maintain official records of the group: bylaws, special rules of order and standing rules, minutes, membership roll, membership in attendance, and committee reports
10. Pass records to new secretary on completion of duties
11. Conduct official correspondence

E. The **Faculty Senators** will

1. Communicate with and advocate for faculty
2. Attend all meetings and have alternates when emergencies arise
3. Participate in Senate and ad hoc/standing committees
4. Serve as the voice of faculty
5. Remain informed on TCC issues
6. Represent their respective campus senates
7. Provide leadership
8. Monitor the long term plan

F. The **CFAC** representative will

1. Serve a 2-year-term
2. Solicit and gather input for semi-annual meetings
3. Filter non-VCCS issues
4. Post issues on the CFAC discussion board

5. Disseminate CFAC discussion Board items to the CFS for input prior to the CFAC meetings
6. Represent the College Faculty at the CFAC meeting
7. Provide a summary report of the CFAC meeting to College Faculty Senate after each meeting

G. The **PAPC** representative will

1. Serve a two-year term, which starts on an even year
2. Report monthly to the College Faculty Senate
3. Represent the CFS at the PAPC meeting

II Committee Charges and Membership

A. Professional Development Committee Membership: Open

The charge of the Professional Development Committee will be to

1. Oversee the Professional Development Funding Plan
2. Solicit, review, and approve (or disapprove) requests for funds
3. Report to the College Faculty Senate each May
4. Account for all funds and request more if needed
5. Update forms annually based on changes requested from the College Faculty Senate
6. Update the Approved Professional Organizations list each Aug

B. Awards Committee Membership: Open

The charge of the **Awards Committee** will be to solicit and review applications for The Outstanding Professor and Special Achievement Awards. To complete their charge, they will

1. Report monthly to the college faculty senate and submit a written summary of the process for review
2. Determine recipients and report to the College Faculty Senate Chair and the Special Events Coordinator by the third week of March
3. Nominate the Outstanding Professor as the SCHEV award nominee

C. Communications and Public Relations Committee: Membership: Open

The charge of the **Communications and Public Relations Committee** will be to promote the College Faculty Senate and provide a means of communication between and among faculty, staff, administration, and TCC as a whole. To complete their charge, they will

1. Facilitate all forms of communication within and outside of the senate including the Blackboard and the College Faculty Senate web page
2. Create and maintain the New Faculty Senator Orientation Packet
3. Work with Creative Services to create promotional material

4. All forms of communication must be approved by the Executive Committee before creation and distribution

D. Long Term Planning Committee

The charge of the **Long Term Planning Committee** will be to create long-term goals and benchmarks to meet the needs of the CFS, while keeping those of the college in mind, and evaluate these goals annually

Membership: The maximum membership of this committee is 11 members, and each campus must have at least one member. The College Faculty Senate Chair and PAPC rep must serve on this committee, and the PAPC representative is encouraged to chair the committee; however, the chair of this committee must be a member of the College Faculty Senate. Campus Senate Chairs are encouraged to serve on this committee

1. Evaluate the College Faculty Senate Structure
2. Promote and increase shared governance principles
3. Evaluate the work of the College Faculty Senate standing committees, including the Long-Term Planning Committee and the College Faculty Senate
4. Facilitate transparent and effective communication between and among all governance groups
5. Encourage participation in the College Faculty Senate
6. Create charges with the Faculty Senate Chair
7. Create and maintain appropriate leadership training/development program

E. Adjunct Faculty Committee Membership: Open

The charge of the **Adjunct Faculty Committee** will be to encourage participation of adjunct faculty on the Campus and College senates and enhance communication between adjunct faculty and the senate

F. Ad Hoc Committees

The charge and scope of **ad hoc committees** will be to

1. Examine specific issues and suggest policy to the CFS
2. Remain on task for the area of concern they are to address and shall not assume responsibility for areas of concern beyond those assigned them, except by prior approval of the CFS or Executive Committee
3. Dissolve upon completion of the duties given to them by CFS
4. Report monthly to the CFS