Pikes Peak Community College
Faculty Senate Constitution and Bylaws

Preamble

The faculty of Pikes Peak Community College, to include all full-time and adjunct faculty, hereafter referred to as “the faculty,” do hereby draft this constitution to establish a working document insuring fair and equitable treatment and consideration on all matters pertaining to the faculty. Furthermore, we hereby pledge ourselves to each other and proffer our solidarity on all issues agreed to and arrived at by our representatives, hereafter referred to as Senators, when such matters were well thought-out in a democratic and judicious manner.

Article I
The Faculty Senate

Section 1  Name

The Constitution and Bylaws officially establish a representative body to be known as the Pikes Peak Community College Faculty Senate (BP 2-30). All full-time faculty and also instructors (adjuncts) shall be inherently vested with the right to elect representatives to the FACULTY SENATE in accordance with Article I, Sections 4 and 6.

Section 2  Objectives

2.1 The Faculty Senate shall be the official forum of the faculty, with the authority to speak on behalf of the Pikes Peak Community College (herein referred to as PPCC) faculty (BP 2-30).

2.2 The Faculty Senate functions as a representative body of elected faculty who shall, through the Faculty Senate officers, make recommendations on academic, professional, and institutional matters concerning the position of PPCC faculty.

2.3 The Faculty Senate shall serve in an advisory capacity to the college administration in all matters affecting the faculty in their employment and in their instructional capacity.

last faculty vote on revisions 4/24/2009
2.4
The specific objectives of the Faculty Senate shall be to:
   A. Promote a positive, creative and effective work climate at PPCC for all faculty members.
   B. Promote and support excellence in education, including oversight of curriculum.
   C. Assist with developing and establishing academic standards.
   D. Provide an open forum for discussions of faculty concerns.
   E. Provide channels of communication between elected faculty representatives and the college administration.
   F. Provide channels of communication within the college community regarding official positions and opinions of the faculty.
   G. Promote professional development of faculty.
   H. Promote and provide an established format for communication between the full-time faculty and instructors (adjunct faculty).

Section 3 Membership

3.1 Representation

Faculty Senate representation shall be based on the following:

A. Voting Members
   1. 20 or fewer full-time faculty = 2 Senators; more than 20 full-time faculty = 3 Senators, as divisions are currently configured.
   2. Instructors = The equivalent to 1 Senator per division elected by instructors at large

B. Non-Voting Members: The Faculty Senate elects non-voting faculty representation for the following groups:
   1. PPCC’s representative to CFAC (Colorado Faculty Advisory Council)
   2. PPCC’s representative to SFCC (State Faculty Curriculum Committee, formerly FTCC)
   3. PPCC’s representative to SFAC (State Faculty Advisory Committee)
   4. Faculty representative(s) to the College President’s advisory council (currently the Leadership Council, formerly known as the College Leadership Team). (BP 2-30)

C. Non-Voting Members: The Faculty Senate welcomes non-voting faculty representation from the following groups:
   1. One representative from PPCC’s Faculty Association
   2. One representative from PPCC’s FSBC (Faculty Salary and Budget Committee)
   3. One instructor representative from PPCC’s FSBC
3.2
Term of Office

Each Senator shall be elected for a term of one year.

3.3
Recall

An elected Senator shall be removed by a two-thirds vote of the electing instructional division. Recall shall be initiated by a petition signed by 20% of the instructional division.

3.4
Vacancies

In the event of a resignation or recall of a Senator, an elected alternate, as described in Section 4.3, shall serve out the remainder of the term.

3.5
Absences

If a Senator misses more than three meetings during an academic year, as recorded in the minutes, the electing instructional division on advice from the Faculty Senate leadership may replace the Senator with an elected alternate.

Section 4
Election of Senators

4.1
Eligibility

A full-time faculty member, excluding faculty who are serving in an administrative capacity above the department chair level, shall be eligible for election to the Senate.

Three instructor representatives may be elected to the Senate by instructors, who shall serve as voting instructor representatives at large on Faculty Senate, and one of whom shall serve as a voting instructor representative at large on the Faculty Salary and Budget Committee.

4.2
Franchise

Persons defined as full-time PPCC faculty members shall be eligible to vote for the election of Senators from each of their respective instructional divisions for a one year term. Members with duties within two divisions shall be eligible to vote.
only in the division from which their contracts are issued. No member may vote more than once.

Persons defined as PPCC instructors shall be eligible to vote for the election of instructor representatives to Faculty Senate for a one year term.

4.3 Election Procedures

Elections shall be held each year in March. For the election of full-time faculty Senators, each instructional division shall be responsible for conducting the election of Senators, in accordance with Robert’s Rules of Order. Prior to the election, each division’s senate representatives shall facilitate the preparation of a list of all eligible members as defined in this Constitution. Every effort should be made to ensure equitable representation of CTE/AVP to Transfer Faculty on the Senate (i.e., a minimum of one CTE/AVP Senator from each division containing CTE programs). Each instructional division shall elect its representatives through secret ballot. In addition, each electing division shall select an equal number of alternate Senators. The term of service of the alternate Senator shall be one year. If an alternate replaces a Senator, the instructional division shall elect a new alternate.

Prior to the election of instructor representatives to Faculty Senate, each division’s senate representatives shall facilitate the preparation of a list of all eligible members. This compiled list will be sent to all contracted instructors by current instructor Senators, requesting nominations for Faculty Senate representation, specifying nominations as Senator at large, or as a representative on FSBC. Instructors shall vote on the resulting slate of representatives to Faculty Senate and one representative to the Faculty Senate and Budget Committee (FSBC). Elections may be conducted by an electronic ballot. If this process results in fewer than the required number of instructor candidates, Senate members working with instructor Senate members may select volunteers to serve as instructor representatives. Instructor representatives shall be paid by the Office of the College President for their time.

4.4 Duties and Responsibilities of Senators:

A. Communicate appropriate faculty related issues currently under discussion by the Senate, the college, or the college’s governing boards.
B. Attendance at all Faculty Senate meetings is mandatory.
C. Notify an alternate if unable to attend a Senate meeting.
D. Serve on Senate committees as appropriate.
E. Inform / post within his or her division all Senate minutes, agendas, special notices, and reports upon receipt.
F. Bring appropriate faculty concerns to the Senate.
**Section 5  Responsibilities and Procedures of the Faculty Senate**

5.1 Responsibilities

The responsibilities and duties of the Senate shall include, but are not limited to:

A. Provide open-forum opportunities for faculty to participate in and to facilitate communication with and solicit feedback from faculty.
B. Coordinate with college governance.
C. Communicate official faculty positions on faculty related issues and concerns directly to the PPCC President and other administrators, and to the college community as needed.
D. Contribute to the development, implementation, and review of academic standards in support of excellence in education.
E. Promote opportunities for professional development of faculty.
F. Provide leadership and encourage unification of faculty.
G. Promote a positive image for PPCC with students and the college community, as well as with the community at large.
H. Initiate and monitor voting pertaining to matters of interest to the faculty. This may include, but is not limited to, the election of one full-time faculty representative each to serve on SFAC, SFCC, and CFAC, as well as representative(s) to the college President’s advisory council. These elections shall follow the criteria for the eligibility of Faculty Senators listed in section 4.3.
I. Provide a forum for communication with committees and persons whose authority originates from the Faculty Senate. These may include, but are not limited to, SFAC, SFCC, CFAC, Faculty Senate Mini-grant Committee, FSBC, the Compensation Appeals Committee, the Evaluation Appeals Committee, and the President’s advisory council. Each of the committees shall report to the Senate at least once during the academic year or as requested by the Senate.

5.2 Procedures

Faculty Salary and Budget Committee (FSBC)

In April of each year, each instructional division shall select two faculty members, one voting member and one alternate, whose names shall be submitted to the Senate as division representatives to the FSBC. These names shall be on the May agenda for endorsement as the representatives to FSBC for the following year. Both members shall attend meetings whenever possible. The duties of the committee shall be to consult with Administration regarding college budget issues such as technology, operating budgets and new programs, as well as faculty salary issues.
5.3
Initiatives (items brought to the Senate floor for discussion)

The Faculty Senate shall consider for inclusion in the Senate agenda any new business matter requested in writing by two or more of PPCC’s faculty. If rejected, the matter may be resubmitted a maximum of two times per academic year.

5.4
Voting


A. Voting on the floor of the Senate shall ordinarily be by voice. Any member of the Senate may call for a vote by show of hands if a voice vote is considered uncertain. Neither a roll-call nor a secret written vote shall be taken unless an enabling motion is approved by a simple majority of the Senate voting.

B. Proxy voting shall not be permitted at Senate meetings when an instructional division’s representative and alternate are absent from a meeting.

C. Senators may vote by email or campus mail for matters needing a decision before the next regularly scheduled meeting. A ballot, along with the necessary information and specific time-frame constraints, shall be mailed (or e-mailed) to each Senator.

D. Votes should be recorded senator by senator.

5.5
Referendum (all-faculty vote)

Upon a simple majority vote of the Faculty Senate or a petition signed by 10% of the PPCC faculty, a decision of the Faculty Senate shall be referred to the PPCC faculty for vote. A referendum is final with a simple majority of the faculty voting.

A. Voting by e-mail may be used for a matter that needs a decision before the next regularly scheduled meeting. Ballots, along with the necessary information and specific time-frame constraints, shall be e-mailed to each faculty member or, in accordance with *Robert’s Rules of Order*, a vote shall be taken in each instructional division so that faculty may conduct their votes in privacy. Members of the Senate shall then tally the anonymous votes.

B. Proxy voting shall not be accepted.

Section 6   Officers of the Faculty Senate

6.1
Officers
The officers of the Faculty Senate shall be President, Vice President, and Secretary.

6.2
Election of Officers

In April of each year, officers shall be elected by and from the Faculty Senate for a one-year term. Following Robert’s Rules of Order, the President of the Senate shall ask for nominations from the Senate body for the offices of President, Vice President, and Secretary. When all nominations have been gathered, the Senate shall vote on the resulting slate by secret ballot. A simple majority of votes elects an officer. In the event of a tie, Robert’s Rules of Order will be followed. Existing officers may be re-elected by the same process to serve additional terms.

Section 7  
Duties of the Officers of the Faculty Senate

7.1
Duties of the President

The President shall have the responsibility and authority to:

A. Preside at all Faculty Senate meetings.
B. By the first week of the semester draft a schedule of Senate meetings.
C. Appoint or provide for the election of Faculty committees and submit to the Senate the specific charge assigned to that committee.
D. Approve the chairperson for each committee.
E. Approve all minutes of all meetings and other such documents as required.
F. Call emergency meetings.
G. Vote on matters before the Faculty Senate only in the event of a tie and in accordance with Robert’s Rules of Order.
H. Prepare the agenda for all Faculty Senate meetings including time, date, and place of next meetings.
I. Attend all meetings of the Faculty Senate.
J. Attend all meetings of the Educational Service Leadership Team (EDSEL).
K. Be the liaison between Faculty Senate and the PPCC community.
L. Recommend replacement of regular members who are habitually absent from meetings as defined in the governing documents.
M. Perform all other duties as defined by the Bylaws and PPCC policy.
N. Be the liaison and a representative on the college governance team, reporting back to the Senate all activities and decisions.
7.2
Duties of the Vice President

The Vice President shall have the responsibility and authority to:
A. Preside at all Faculty Senate meetings in the absence of the President.
B. Assist the President with his/her duties as directed.
C. Attend all Faculty Senate meetings.
D. Act as Parliamentarian for Faculty Senate meetings, or assign this duty to a Senator more experienced in Parliamentary rules.

7.3
Duties of the Secretary

A. Attend all meetings of the Faculty Senate.
B. Take the minutes of the Faculty Senate.
C. Transmit to all representatives minutes of the previous meeting at least one week before the next scheduled meeting.
D. Keep and maintain the records of all Faculty Senate proceedings, to be posted on the Senate site, under “Committees” on the Intranet.
E. Maintain and answer all correspondence, as directed by the Senate President.

Section 8 Meetings

8.1
Meetings shall be conducted according to Robert’s Rules of Order, current edition, and adhere to the following:

A. The Senate shall hold at least three (3) regular meetings during each Fall and Spring semester, and these meetings shall be open to all faculty and others by invitation.
B. The newly elected Senate President shall draft a tentative Fall and Spring semester meeting schedule within the first week of each semester.
C. Special meetings may be called at any time at the discretion of the Senate President.
D. Senators must be notified at least 24 hours in advance of special meetings.
E. Individuals other than Senators may speak to matters before the Senate when recognized by the Senate President and in accordance with Robert’s Rules of Order.

Section 9 Committees of the Senate

9.1
Formation
The Senate shall have the power to form such standing or ad hoc committees as it deems necessary.

9.2 Powers and Duties

The Senate may assign such powers and duties to these committees as it deems necessary and are consistent with the constitution and bylaws.

9.3 Committees that report to the Faculty Senate
See Section 5.1.1

Article II
Adoption of this Constitution

Section 1 Procedures

This constitution shall be adopted immediately upon a favorable vote of two-thirds majority of the PPCC eligible faculty voting. The voting shall be conducted through written secret ballot. A minimum of one person from each instructional division shall assist in counting the ballots. Counting of ballots shall be done at one time with a representative from each instructional division.

Section 2 Implementation

All provisions of the Constitution shall be implemented upon ratification by the PPCC faculty.

Article III
Amendments to the Constitution

Section 1 Initiation

AMENDMENTS may be initiated by a simple majority vote of the Faculty Senate or by a petition signed by at least 20% of the PPCC eligible faculty.

Section 2 Ratification

AMENDMENTS shall require ratification by a simple majority written vote of the members of the PPCC eligible faculty.
All provisions of the Constitution shall be implemented upon ratification by the PPCC faculty.

**Article IV**

**Bylaws**

**Section 1** Procedures

Bylaws shall be adopted immediately upon a favorable vote of a simple majority of the Faculty Senate. The voting shall be conducted through written secret ballot.

**Section 2** Implementation

All provisions of the Bylaws shall be implemented upon ratification by the Faculty Senate.

**BYLAWS**

1. The Faculty Senate shall elect a full-time faculty member to be PPCC’s faculty representative on the Colorado Faculty Advisory Council (CFAC) to the Colorado Department of Higher Education (CDHE, formerly known as the Colorado Commission on Higher Education). The representative shall be elected at a scheduled Senate meeting; election shall be by a simple majority of those voting.

2. The Faculty Senate shall elect a full-time PPCC faculty member to be PPCC’s faculty representative on the State Faculty Advisory Council (SFAC) to the Colorado Community College System (CCCS, formerly known as the State Board for Community Colleges and Occupational Education (SBCCOE). The representative shall be elected at a scheduled Faculty Senate meeting; election shall be by a simple majority of those voting.

3. The Faculty Senate shall elect two full-time faculty members (one transfer and one CTE) to be PPCC’s faculty representative on the State Faculty Curriculum Committee (SFCC, formerly FTCC). The representative shall be elected at a scheduled Faculty Senate meeting; election shall be by a simple majority of those voting.

**Pikes Peak Community College Faculty Senate**

**Senate Procedure #1**

Faculty Senate Mini-grant Committee.

last faculty vote on revisions 4/24/2009
Each year approximately $10,000 shall be available for Mini-grants to fund faculty projects that result in professional improvement and that increase the ability to teach. Projects should be directly related to instruction and might include, but are not limited to, the following:

- Improvement or updating in skill or content area.
- On-campus workshops, conferences, or faculty-led seminars.
- Curriculum development or improvement (beyond that which is normally required for regular classroom obligations).
- Research.
- Improving delivery, testing, retention, evaluation, etc.
- Plans for sharing exemplary practices and strategies, networking, mentoring, renewing burned-out faculty, etc.

Any full-time faculty member or instructor may apply, individually or as part of a group.

The Mini-grant Committee shall consist of at least one member from each instructional division. Applications should be submitted by early December and are evaluated by early January so that awarded grants can be announced in January. The grants are for the current academic year and may be claimed anytime before the end of the fiscal period.

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### Pikes Peak Community College Faculty Senate

#### Senate Procedure #2

Selection of the “Faculty of the Year” for recognition by the SBOCCE.

This procedure shall outline the requirements for selecting a full-time Faculty of the Year from PPCC.

1. The individual selected as Faculty of the Year for PPCC shall be chosen to represent all PPCC faculty. The selection shall be made by a single division, as designated annually by the following list.

<table>
<thead>
<tr>
<th>Division</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business, Social and Behavioral Sciences</td>
<td>2011-2012</td>
</tr>
<tr>
<td>Communication, Humanities, and Technical Studies</td>
<td>2012-2013</td>
</tr>
<tr>
<td>Health, Environmental, Natural, and Physical Sciences</td>
<td>2009-2010</td>
</tr>
<tr>
<td>Mathematics and Language</td>
<td>2010-2011</td>
</tr>
</tbody>
</table>

2. Names of nominees shall be forwarded from each division through its Faculty Senate Representatives and in accordance with eligibility criteria listed in section 4.1.

3. Selection of the Faculty of the Year shall be by secret ballot. Only full-time faculty within the designated division shall be eligible to vote. Election shall be supervised by the elected Senators from the designated divisions. The election should be scheduled no later than the first week in October.

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last faculty vote on revisions 4/24/2009
The Senators from the designated division shall be responsible for the collection and forwarding of the required information on the selected individual to the Vice President for Instruction. Documentation must include a current photograph, vitae, and background information of the selectee, including number of years of service at the institution.

4. Selectee shall be honored at a designated Colorado higher education state meeting (usually during February). Selectee shall attend the Conference on Teaching Excellence.

5. Any changes, except for deadlines required by the System Human Resources Office, must be approved by a majority of Senators present at a meeting where such changes are discussed and voted upon.