

# **CONSTITUTION OF THE ACADEMIC SENATE OF THE COLLEGE OF THE REDWOODS**

## **PREAMBLE**

Fulfilling the Mission of College of the Redwoods (College) is the joint responsibility of its Faculty, Associate Faculty, Administration, Classified Employees, and Board of Trustees. The Faculty and Associate Faculty, who perform the primary tasks for which the College is organized, recognize and accept this responsibility as essential participants in making and implementing decisions that affect and enhance educational policy and process. If circumstances arise that are not explicitly addressed in the constitution or bylaws, the Senate may make a good faith effort to adapt, following the spirit of the constitution and bylaws. To discharge fully and effectively this responsibility, the following Constitution is adopted.

## **ARTICLE I. Name**

The organization's name is Academic Senate of the College of the Redwoods (Senate).

## **ARTICLE II. Purpose**

### **Section 1**

The Senate's primary purpose is to provide the Faculty and Associate Faculty of the College with a representative body that addresses, in a timely manner, academic and professional matters.

### **Section 2**

To carry out its primary purpose, the Senate:

- a. promotes communication and understanding among the Faculty, Associate Faculty, Administrators, Classified Employees, Board, and Students;
- b. makes appropriate recommendations to and forwards resolutions, as appropriate, to one or more of the following: College of the Redwoods Board of Trustees (Board), College administration, classified employees, or state and national organizations.

## **ARTICLE III. Electorate**

The Senate electorate is composed only of Faculty and Associate Faculty of the Redwoods Community College District (District) where over half of their salary is paid from either the full-time or associate salary scales.

## **ARTICLE IV. Membership**

### **Section 1. Eligibility**

All full-time Faculty and Associate Faculty of the Redwoods Community College District (District) are eligible for election to the Senate where over half of their salary is paid from either full-time or associate salary scales.

### **Section 2. Representation**

For the purposes of the Academic Senate, eight Divisions are defined as follows:

- English
- Humanities (ART, COMM, PHIL, SPAN)
- Social Science (ANTH, HIST, POLYSC, PSYCH, SOC, SJ, ES, ADCT, SWHS)
- Science (MATH, ASTRO, BIO, CHEM, GEOL, PHYS)
- Health & Safety Occupations (AJ, DA, HE/PE, NURS)
- Student Services (Counseling, Library, SASS)
- Career Education (AG, AJ, AQUA, AUTO, BUS, CIS, CT, ECE, ECON, FNR, IT, MT, WT, AQUA, FT, DT, IT, CET)

For the purpose of Senate representation, Faculty who teach in the Adult and Community Education area shall also be permitted, should they feel under-represented in the above areas, to elect and seat a single Senator.

For the purpose of Senate representation, Faculty who teach at the Klamath-Trinity site shall also be permitted, should they feel under-represented in the above areas, to elect and seat a single Senator.

For the purpose of Senate representation, Associate Faculty shall elect two Senators to represent Associate Faculty.

### **Section 3. Elections**

Each area shall receive one Senator for every five Faculty in that area. Faculty can only be counted in one area. Only full-time Faculty in an area are eligible to vote for senators in their area. Only Associate Faculty are eligible to vote for Associate Faculty Senators. An exception to this rule shall be the election of Senators to represent Adult and Community Education and Klamath-Trinity. In those cases, all Faculty currently teaching in the relevant area shall be eligible to vote for Senate elections. Each area shall have at least one Senator, shall not exceed one Senator for every five Faculty, and shall not exceed three total Senators.

Allowable Senate seats are based upon the number of Faculty in each area. Available Senate seats based on Senate retirements shall be determined each spring on the second Friday in March of the current academic year for the following academic year. The Academic Senate office will announce open Senate seats in each area and candidates shall be invited to apply with a deadline of the last Friday in March. There will be a consistent voting

process for all areas. Faculty in each area will receive an online tool for voting that shall remain open for at least a week and elections will close on the second Friday in April. Senators for the subsequent year will be announced by the last Friday in April.

## **Section 4. Terms**

Senators are expected to serve a minimum of one two-year term. All terms end upon leaving College employment, and successor Senators may be elected to serve the unexpired terms.

Newly elected Senators assume their duties effective July 1 following their election.

## **Section 5. Temporary Vacancies**

In the event of a temporary vacancy, the affected area shall elect a substitute Senator who serves until the originally elected Senator resumes their duties.

## **Section 6. Ex Officio Members**

The Chief Instructional Officer/Chief Student Services Officer (CIO/CSSO) may serve as ex officio, non-voting member of the Senate.

The Associated Students of College of the Redwoods Senate may appoint one student representative to serve as ex officio, non-voting member to serve for one academic year and may serve for no more than two years. The Senate President will provide the Student Representative with training prior to participating on the Senate.

# **ARTICLE V. Senate Officers and Election of Officers**

## **Section 1. Officers**

The officers of the Senate are President, Vice President, and Past- President. The Vice President is elected annually by a majority of the members eligible to vote, excluding the current President, Vice President and any ex officio, non-voting members.

If the office of President becomes vacant before July 1, the Vice President shall immediately assume the office of President for the unexpired term and then for the full term commencing on July 1. In the event of a vacancy in the office of Vice President, a new one shall be selected as provided for in the Bylaws and take office immediately upon election by the Senate.

In the event where both the office of President and Vice President are vacant at the same time, the Past President shall assume the office of President for the remainder of the term of that President.

- a. The Senate Vice President is elected from among tenured Senators and Senate Subcommittee Chairs who have served past or present for one year or more. The full Senate shall vote for the Vice President at the first Senate meeting in April. The Vice President shall assume the office of President on July 1 of the year after their election unless the Presidency be vacated before that time. After the current President has

- served a one-year term of office, they shall assume the office of Past President.
- b. CRFO President, Vice President, Chief Negotiating Officer, and Division Deans will be ineligible for nomination due to possible conflicts of interest.
  - c. In a process described in the Academic Senate Bylaws, the Senate and Senate Executive Committees may nominate eligible faculty as Vice President. At the end of the process the Senate shall vote to elect the Vice President, who shall become President July 1 of the year following their election as Vice President.
  - d. Nomination of Vice President
    - 1. The nomination process with eligible candidates will be announced and described at the first Senate meeting in spring to all senators and Senate Executive Committee Members.
    - 2. All nominations will be forwarded to the Academic Senate Office by no later than the third Friday of March.
    - 3. All nominations will include a brief description of the candidate including, but not limited to, years of Senate service and which capacities they served in. Candidates may self-nominate.
    - 4. Executive Committee may nominate a candidate that will be provided to the Senate and will be compiled with nominations provided directly to the Senate Office.
    - 5. Once nominations are forwarded on the date specified all candidates will be announced and included on the Senate agenda no later than the first meeting of April. The Vice President shall be elected at this meeting by a majority vote cast by senators through an open ballot process.
    - 6. If no nominations are received or a majority vote cannot be reached, the Senate shall elect one of its own members to fill the Vice President vacancy until a nomination is put forth and approved by the Senate per the process described above.

## **Section 2: Election of the Vice President**

We have an annual leadership selection process where we elect a Succession Vice President every year who will normally move into the Presidency the next year and serve as the Past President for a subsequent year.

We recognize that at times we may have difficulty finding faculty willing to be nominated and to serve as the Succession Vice President and then President. Should this occur, with a majority vote, the Senate can elect a Vice President who will not succeed the President or alternatively confirm the current Vice President and President in respective positions for another academic year.

The Vice President is elected annually by a majority of voting members, excluding the current President and Vice President.

### **Term**

The Vice President will normally assume the office of the President on July 1 of the year of their election unless the Presidency be vacated before that time.

### **Vacancy**

In the event of a vacancy in the office of Vice President, a new one shall be selected and take office immediately upon election by the Senate.

### **Eligibility**

The Vice President is elected from among Senators and Senate Subcommittee Chairs with tenure and at least one year of Senate experience.

CRFO President, Vice President, and Chief Negotiating Officer, will be ineligible for nomination due to possible conflicts of interest.

### **Nomination Process**

Any faculty member may nominate eligible faculty as Vice President. The nomination process will be announced and described at the first Senate meeting in spring to all Senators, Senate Executive Committee members, and all faculty. All nominations will include a brief description of the candidate including, but not limited to, years of Senate service and which capacities they served in. Candidates may self-nominate. All nominations will be forwarded to the Academic Senate Office by no later than the third Friday of March. Once nominations are forwarded on the date specified all candidates will be announced and included on the Senate agenda no later than the first meeting of April. The Vice President shall be elected at this meeting by a majority vote cast by Senators through an open ballot process.

At the end of the process the Senate shall vote to elect the Vice President, who shall become President July 1 of the year following their election as Vice President.

## **Section 3: Absences and Removals**

### **Extended Absences of President or Vice President**

In the event of an unplanned emergency, such as an extended absence of the Academic Senate President or Vice President, the Academic Senate Executive Committee may propose a temporary restructuring of Senate leadership duties and submit this proposal to the full Senate for approval. The proposal shall not exceed one semester and will revert to the previous elected leadership structure as outlined in the Academic Senate Constitution. The proposed reassignment of duties must include consultation with the affected faculty's supervisor (Dean, Director or CIO/VP).

### **Removal from Office by Recall Election**

The President or Vice President may be removed by a majority of the members eligible to vote, excluding the President and Vice President and ex officio, non-voting members. A recall vote is initiated by a recall petition signed by no less than one-fifth of the Senate membership. Upon removal, the President or Vice President is no longer a member of the Senate.

## **Section 4.**

The President (or Vice President, if the latter is presiding), shall only vote to break a tie vote.

## **ARTICLE VI. Senate Duties and Responsibilities**

## **Section 1.**

The Senate is the primary voice of Faculty and Associate Faculty in academic and professional matters for the College, and is empowered to present its views, resolutions, and recommendations directly to the administration, classified employees, Board, state, and national organizations. According to California state law (Title 5), the Board and/or its designee must rely primarily upon the advice and judgment of the Senate or reach mutual agreement with the Senate when developing policies on the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to Faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for Faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. (+1) Other academic and professional matters as mutually agreed upon between the governing Board and the Senate

## **Section 2.**

Requests for discussion of the issues set forth in Section 1 may be initiated by Senators, the College President, Administrators, Board members, Divisions, legitimate student organizations, Classified Employees, Associate Faculty, or any Faculty.

## **Section 3.**

Senate resolutions, recommendations, views, and decisions are included in the appropriate Senate minutes. When the Senate forwards resolutions and recommendations to the Board, a response is expected within thirty (30) days of receipt.

The Senate expects a written communication explaining any rejection or amendment of Senate resolutions and recommendations.

## **Section 4.**

The Senate expects that any resolution and/or recommendation not responded to within thirty (30) days of receipt by the Board be forwarded in a timely manner to a joint committee composed of three (3) Board members selected by the Board President and three (3) Senators selected by the Senate President for interest-based principled mediation of differences.

## **Section 5.**

Documents supporting agenda items shall be submitted to the Senate at least one (1) week prior to the next regularly scheduled Senate meeting. The Senate agenda is the responsibility of the Senate President, in consultation with the Vice President, subject to approval by the Senate Executive Committee.

## **Section 6.**

The official minutes of Senate meetings will be posted and distributed as required by law.

# **ARTICLE VII. Senate Meetings**

## **Section 1.**

The Senate shall meet at times designated in the Bylaws or when called by the President, in consultation with the Vice President.

## **Section 2.**

In compliance with the Brown Act, written notice of each Senate meeting and its agenda shall be posted and distributed at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. On those occasions where a Senator participates remotely and desires to vote via telephone or other telecommunication medium, an agenda shall be posted at that location at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. If a Senator desires to vote via telephone or other telecommunications medium, the votes shall be cast by roll call.

## **Section 3.**

If a Senator realizes that they will be absent for a given Senate meeting, that Senator should seek a substitute from their division provided that the Senator notifies the Senate office of this substitution at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. Requirements placed upon Senators as stated in the Senate's Constitution and Bylaws (especially Constitution Article VII Section 2 above) shall apply to substitutes.

## **Section 4.**

All meetings are open to the public except closed sessions as permitted by law for personnel matters.

## **Section 5.**

Unless otherwise stated in this Constitution, a quorum consists of a majority of the Senate membership, excluding ex officio, non-voting members. No Senate meetings may be conducted without a quorum.

## **Section 6.**

Non-members may speak when recognized by the President during the public comment section of the meeting on non-agenda matters or at the time an agenda item is taken up by the Senate.

## **Section 7.**

Senate meetings shall be conducted pursuant to Roberts Rules of Order.

# **ARTICLE VIII. Senate Constitutional Amendments**

## **Section 1.**

Amendments to the Constitution of the Academic Senate of the College of the Redwoods may be proposed by any Senator.

## **Section 2.**

A proposed amendment must be in writing and must be presented to the Senate at least one (1) week before a vote is scheduled on the amendment.

## **Section 3.**

An amendment is adopted when approved by two thirds of the Senate membership eligible to vote, including the President and excluding ex officio, non-voting members. The adopted amendment shall take effect at the next Senate meeting.

# **APPENDIX I: DEFINITIONS**

Ad Hoc Committee

A committee created for a specific task or purpose, whose existence ceases with the attainment of its goal.

Associate Faculty

The individual is paid on the Associate Faculty salary scale.

At Large

An election in which one or more candidates are chosen by all the voters.

Contract Responsibility in an Administrative Position

The individual is paid on the administrative salary scale.

Ex Officio



“by virtue of the office.”

#### Faculty

The individual is paid on the full-time Faculty salary scale.

#### Quorum

The number of members who must be in attendance to make valid the votes and other actions of the Academic Senate.

#### Senate Electorate

Faculty and Associate Faculty who elect the Senators.

#### Student

The individual meets the Associated Students of College of the Redwoods Senate Board’s criteria for an eligible student representative.

#### Temporary Vacancy

The absence of a Senator from one or more meetings.

#### Division

An organizational unit defined by the College Administration used by the Senate for purposes of Senate and Committee membership.

#### Senate Approval or sign-off

Normally used for 10 +1 plans or initiatives that require formal approval of the full Senate or when a signature of a Co-President is required. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. After discussion at Senate, the item may be moved to action at a subsequent Senate meeting. The action item is then voted on and, if passed with a majority, becomes approved by the Senate.

#### Senate recommendation or endorsement

Normally used for plan or initiatives outside Senate’s 10 + 1 purview but a formal record of the position of the full Senate is desired. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. After discussion at Senate, the item may be moved to action at a subsequent Senate meeting. The action item is then voted on and, if passed with a majority, becomes recommended or endorsed by the Senate.

#### Senate review or feedback

Normally used when feedback from the full Senate is needed or desired to gauge the level of support for a plan or initiative. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. In addition to verbal comments and questions, feedback may take the form of a show of hands, voice vote, or other informal means.

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