

1.6.1 Rules of the Faculty

Amended 1/10/75
Amended 1/25/86
Amended 4/06/88
Amended 7/26/88
Amended 4/01/94
Amended 9/1/2000
Amended 3/24/09
Amended 4/24/15

RULES OF THE FACULTY OF HENDERSON COMMUNITY COLLEGE

I. NAME

The name of the organization shall be the faculty of Henderson Community College hereinafter called the faculty.

II. MEMBERSHIP

A. Voting members

All employees of Henderson Community College with faculty rank shall be members of the faculty with voting privileges.

B. Non-voting members

All visiting professors or part-time faculty members of Henderson Community College shall be members of the faculty without voting privileges, but shall have the privilege of the floor.

III. OFFICERS

A. Chairman

1. The President of Henderson Community College shall serve as Chair of the faculty and may preside over all meetings or delegate this responsibility to the Vice-Chair.
2. A Vice-Chair shall be elected annually by the faculty and may conduct meetings of the faculty with the consent of the Chair.

B. Secretary

1. A Secretary of the faculty shall be elected annually.
2. The President of Henderson Community College shall provide from the administrative assistants a recording secretary who shall attend faculty meetings in that capacity.

C. Executive Committee

An executive committee, consisting of the Chair, Vice Chair, Secretary, and one elected member from each Division shall be activated at the April meeting to conduct business which must be dealt with during the absence of the faculty. Any action taken by the Executive Committee shall be reported to the faculty at the next regular faculty meeting.

D. Elections and Vacancies

Officers shall be elected by a majority of the voting members present at the April meeting and take office as of May 1. Division members of the Executive Committee shall be elected by each Division in August. Vacancies shall be filled by election at the next regular scheduled meeting following the occurrence of the vacancy.

IV. MEETINGS

A. Regular Meetings

The faculty shall hold meetings during the academic year. The President shall propose a schedule of meetings for the academic year to be approved by the faculty at the August faculty meeting.

B. Agenda

The Chair shall construct the agenda for each regular meeting after consultation with the Vice-Chair of the faculty. The agenda for each meeting will be published and distributed to the membership approximately one week prior to the meeting date. Items may be added to the agenda from the floor at the beginning of the business session.

C. Special Session

In addition, the faculty will meet in special sessions at the call of the President of the KCTCS, Chancellor of the KCTCS, the President of Henderson Community College or at the written request of one-fourth of the voting membership.

D. Open Meetings

All meetings shall be open to the public except as otherwise provided by KRS 61.810.

V. PROCEDURE

A. Quorum

The quorum for the transaction of business shall be a majority of the voting membership.

B. Minutes

Copies of the minutes of all meetings of the faculty shall be distributed by the recording secretary to all members of the faculty of Henderson Community College.

C. Rules of Order

Robert's Revised Rules of Order shall be followed in the conducting of business in faculty meetings except where the rules of the faculty provide otherwise.

VI. COMMITTEES

A. Appointment and Membership

Each of the academic divisions shall elect members from their full-time faculty to serve two-year terms on each of the three standing committees. In addition to the elected senate representative, who will chair the committee, one member of each division shall be elected to the Curriculum Review Committee, and one member of each division shall be elected to the Rules Committee. Two members of each division shall be elected to the Faculty Affairs Committee. In the event of a vacancy, a replacement shall be elected by the division for the remainder of the term. The President of Henderson Community College shall be an ex-officio member of all committees. The senators elected to the Kentucky Community and Technical Colleges Senate Rules and Curriculum Review Committees will serve as chairs for the local Rules and Curriculum Review Committees, respectively. The Faculty Affairs Committee chair shall be elected by members of the committee.

B. Standing Committees

The standing committees of the faculty shall be the Curriculum Review Committees, the Rules Committee, and the Faculty Affairs Committee.

1. The Curriculum Review Committee shall:

- a. recommend to the faculty concerning new curricula or curricula changes.
- b. recommend to the faculty concerning new courses or course changes.
- c. recommend to the faculty, upon request or upon its own initiative, concerning the needs of the instructional program of Henderson Community College.
- d. perform other responsibilities as delegated to it by the faculty.
- e. record minutes and file a copy with the Chair of the faculty and the library, who will post and distributed appropriately.

2. The Rules Committee shall:

- a. codify the Rules of the faculty of Henderson Community College.

- b. recommend to the faculty, upon request or upon its own initiative; any modification of the Rules of the Faculty of Henderson Community College, the Rules of The Senate of the Kentucky Community and Technical College System, or the KCTCS Policy Manual.
 - c. make continuous evaluation of the Rules to meet new conditions.
 - d. perform other responsibilities as delegated to it by the faculty.
 - e. record minutes and file a copy with the Chair of the faculty and the library.
3. The Faculty Affairs Committee shall:
- a. recommend procedures and policies which assist the faculty in its professional and personal development and welfare.
 - b. analyze the current faculty evaluation process annually and make recommendations to the Chair of the faculty.
 - c. consider and make recommendations on concerns of individual faculty members or groups.
 - d. perform other responsibilities as assigned by the faculty, the Executive Committee of the faculty or the Chair of the faculty.
 - e. record minutes and file a copy with the Chair of the faculty and the library.

C. Addition or Elimination of Standing Committees

The faculty may establish new standing committees or eliminate existing standing committees by majority vote of the voting membership present.

D. Relationship of the Faculty to Administrative Committees

The faculty, through the President of Henderson Community College, may request reports from, refer matters to or recommend on the membership of all administrative committees.

VII. GOVERNING FUNCTIONS

A. General Functions

Within the limits established by the KCTCS Policy Manual and the Rules of The Senate of the Kentucky Community and Technical College System, the faculty of Henderson Community College shall determine the educational policies of the college.

B. Specific Functions

1. The faculty shall make recommendations to the Senate of the Kentucky Community and Technical College System by a majority vote on:
 - a. academic policies and curricula for the Kentucky Community and Technical College System.
 - b. courses and other academic offerings in the Kentucky Community and Technical College System
 - c. policies and regulations governing admission classification, probation, dismissal, and graduation of Kentucky Community and Technical College System students.
 - d. an academic calendar consistent with the Rules of The Senate of the Kentucky Community and Technical College System.
 - e. all candidates for degrees and certificates from Henderson Community College.
 - f. courses and other academic offerings at Henderson Community College not offered in the Kentucky Community and Technical College System
 - g. criteria for faculty appointments, reappointments, promotions, and granting of tenure in the Kentucky Community and Technical College System .
 - h. changes in the Rules of The Senate of the Kentucky Community and Technical College System and in the KCTCS Policy Manual.
2. The faculty may make recommendations on other matters to the The Senate of the Kentucky Community and Technical College System, to the President of Henderson Community College, to the Chancellor of the KCTCS or to the President of the KCTCS.
3. The faculty shall provide consultation to the Chancellor of the KCTCS on the selection of a search committee for a President for Henderson Community College.

C. Board of Directors Member

The faculty shall elect by secret ballot one member to the Board of Directors of Henderson Community College. This requires a majority of the voting membership present. The faculty member shall be on the teaching faculty of the College. A teaching faculty member is defined as all faculty members except the President of Henderson Community College and the Chief Officers. The faculty member shall serve for a term of three years and until a successor is elected and qualified. A faculty member shall be eligible for re-election, but shall be ineligible to continue to serve as a member on the Community College Board of Directors if the faculty member ceases to be a member of the teaching staff of the College. Elections to fill vacancies shall be for the unexpired term in the same manner as provided for original election.

D. Senators

1. The faculty shall elect three (3) representatives to the Senate of the Kentucky Community and Technical College System from the full-time faculty (individuals with faculty rank) of Henderson Community College and an additional representative for each twenty-five or major fraction thereof (13 or more) full-time faculty members above the first twenty-five. At least one of the elected representatives shall be in the occupational program area and one in the general education area.
2. Prior to the election of Senators, the President of Henderson Community College shall be responsible for submitting a list of eligible faculty by program area (general education faculty and occupational faculty) certified by the faculty to the chairman of the senate.
3. The faculty shall nominate, and then elect by secret ballot its senators. Senators will be elected to the Council, the Curriculum Review Committee, and to the Rules Committee. To be elected requires a majority vote of the faculty present. The election shall be held during the regular April meeting. Terms of office for senators begin on August 1.
4. The senators elected to the Community College System Rules and Curriculum Review Committees will be chairs of the local (college) Rules and Curriculum Review Committees respectively.
5. The term of office for an elected senator shall be two years. Senators may serve no more than two consecutive terms. After serving two terms, an elected senator shall be ineligible for election to the Senate for a period of one year.
6. A vacancy in an unexpired term among the elected senators shall be filled by a special election of the faculty in the same manner as provided for in the original election. Service of one year or more in an unexpired term shall constitute a full term.

VIII. NEW RULES AND MODIFICATION OF RULES

In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be given in the call for the meeting at which the action is to be taken. A majority of the voting faculty present shall constitute affirmative action.