

CONSTITUTION OF THE DE ANZA COLLEGE ACADEMIC SENATE

PREAMBLE

As authorized under Title 5 of the California Administrative Code Section 53201 (Subchapter A), we, the members of the faculty of De Anza College, are uniting to form the De Anza College Academic Senate. We are inspired by a common desire to assist in vigorously promoting the quality of community college education by whatever words and actions that are appropriate and necessary.

We also believe that the Academic Senate is essential for realizing the fullest educational and professional potential of each member of the faculty, and for furthering the aims and goals of De Anza College. Towards these endeavors we pledge our mutual support and cooperation.

ARTICLE I. NAME

This organization shall be known as the De Anza College Academic Senate, hereafter referred to in this document as the Academic Senate, or Senate.

ARTICLE II. PURPOSE AND FUNCTION

Section 1. Purpose

The purpose and function of the Academic Senate shall be to give the De Anza College faculty a formal and effective procedure for participating in the formation of college and district policies on academic and professional matters. (Reference: Title 5, Subchapter 2, Section 53201 and AB 1725.)

Section 2. Responsibilities

With regard to academic and professional matters, the Foothill-De Anza Board of Trustees either jointly develop and agree or rely primarily upon the recommendations of the Academic Senate.

Therefore, it shall be the responsibility of the Academic Senate to be primarily concerned with and to make recommendations to the appropriate college and district administrators and management teams, the Board of Trustees, and State educational agencies on such local and statewide community college educational issues as curriculum, degree and certificate requirements, grading policies, educational program development, standards regarding student preparation and success, governance structures of the college, accreditation, faculty professional development activities, policies for program review, processes for institutional planning and budget development, and other academic and professional matters as mutually agreed upon between the Board and the Academic Senate.

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Section 3. Powers

Board Policy 2223 describes which of the items in Section 2 above are to be joint development items and which are primary reliance. Curriculum, General Education and program specific degree and certificate requirement, grading policies, standard regarding student preparation and success and policies for faculty professional development are considered primary reliance issues for the Academic Senate. Degree and certificate units, educational program development, governance structures, accreditation, policies for program review and processes for institutional planning and budget development are considered joint development items.

The designation of Board members or administrative officers as provided in Section 53204, cited above, and Board policy 2223 shall not preclude the representatives of the Academic Senate from meeting with, or appearing before, the Board of Trustees with respect to the views, recommendations, or proposals of the Senate at a regular or special meeting of the Board. (Reference: Title 5, Subchapter 2, Sections 53203 and 53204.)

Section 4. Definitions

“Faculty” means those employees (full and part-time) of De Anza College who are employed in positions that are not designated as supervisory, classified or management, and for which minimum qualifications for hire are specified by the Board of Governors. (Reference: Title 5, Subchapter 2, Section 53200, paragraph (a).)

ARTICLE III. ACADEMIC SENATE

Section 1. Regular Membership

Membership in the Academic Senate shall consist of all faculty (full and part-time) at De Anza College. (Reference: Title 5, Subchapter 2, Section 53200)

Section 2. Meetings

- a. General and special meetings of the Academic Senate shall be called, with at least 48 hours of notice, by:
 - 1) the President, or
 - 2) the President, upon receiving a written petition signed by ten percent of the total Academic Senate membership, or
 - 3) the Executive Committee, who can:
 - a. petition the President to call a meeting, or
 - b. by a majority vote, call a meeting.
- b. Final executive and legislative power shall be assumed by the membership at any Academic Senate meeting convened to discuss and act on specific agenda items presented at that meeting.

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- c. The current edition of Robert's Rules of Order-Newly Revised shall govern the organization's transaction and decision-making procedures at all meetings provided that these are consistent with this Constitution and any special rules that this organization may adopt.

ARTICLE IV. DUES

Voluntary dues for Academic Senate shall be established for all members by the Executive Committee and approved by a majority vote of either the membership present at a general Academic Senate meeting, or by a majority of members voting in a supervised campus ballot.

ARTICLE V. OFFICERS

Section 1. Positions

The officers of this organization shall be: a President, a Vice-President, and an Executive Secretary. These officers shall also serve as the officers of the Executive Committee.

Section 2. Terms of Office

The President of this organization shall serve for a term of one year and may be re-elected for consecutive terms. The Vice-President of this organization shall serve for a term of two years and may be re-elected for consecutive terms, but shall retain the option to reduce the term one year by running for and being elected President. The Executive Secretary shall serve for a term of three years and may be re-elected for consecutive terms. Newly-elected officers assume their office on July 1.

Section 3. Removal from Office

Any officer may be removed from office by the vote of two-thirds of the Academic Senate membership casting a written affirmative ballot.

Section 4. Vacancies

If the office of President becomes vacant for any reason, the Vice President shall assume the responsibilities of the President for the remainder of the term. If the office of Vice President or Executive Secretary become vacant for any reason, the Executive Committee will appoint a member of the Executive Committee to fill the vacancy until elections occur in May.

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ARTICLE VI. THE EXECUTIVE COMMITTEE

Section 1. Composition

An Academic Senate Executive Committee, hereafter referred to in this document as the Executive Committee, shall be established and shall consist of the officers of the Academic Senate, the Faculty Division Representatives, two At-Large Part-Time Faculty Representatives, and the Diversity Coordinator, hereafter all known as Senators.

The voting members of the Executive Committee are the Vice President, Executive Secretary, and the Senators. The President votes only in the case of a tie. All voting members of the Executive Committee may make and/or amend motions or resolutions.

Section 2. Senators

Every instructional division shall be entitled to two Senators. Senators represent the interests of the faculty in their division at Executive Committee meetings.

There shall be two elected At-Large Part-Time Faculty Senators who represent part-time faculty interests for the campus as a whole.

Section 2.1. Terms of Office

Each Senator shall serve for a term of two years and can be re-elected for consecutive terms. Each division is responsible for the procedures for electing Senators. It is suggested that the terms of the division's Senators be staggered. Newly elected Senators generally take office at the first meeting of the Executive Committee each fall quarter.

Each At-Large Part-Time Faculty Senator shall serve for a term of two years and can serve on the Executive Committee for consecutive terms. Re-election to another term is not automatic. An election will be held at the end of the two-year term. The terms of the Senators will be staggered. Newly elected Senators generally take office at the first meeting of the Executive Committee each fall quarter.

Each At-Large Part-Time Faculty Senator shall receive a stipend.

Section 2.2. Attendance

It is expected that Division Senators will attend all meetings of the Executive Committee and should have their teaching schedules arranged so that they will not miss any portion of Executive Committee meetings.

Section 3. Associate Membership

Associate membership status on the Executive Committee may be granted to De Anza College faculty, administrative, management, and classified staff, as well as student personnel by the Executive Committee or the Academic Senate via a simple majority vote of the membership attending a meeting of either organization at which such a motion is made. Non-faculty associate members may make or amend motions/resolutions, but shall

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not have the right to hold office or to vote. Faculty associate members may make or amend motions/resolutions, but shall not have the right to vote at Executive Committee meetings.

Section 4. Meetings

Executive Committee meetings shall be held under the following provisions:

- a. The Executive Committee shall meet at least once each month during the school year.
- b. The agenda for any meeting shall be distributed at least 72 working hours before the meeting. Anyone may submit an item for consideration and action to the Executive Board.
- c. All Executive Committee meetings shall be opened to all members of the Academic Senate and the college community.
- d. A simple majority of the Executive Committee members shall constitute a quorum for the transaction of business at any meeting.
- e. A simple majority of votes cast by the members present at any Executive Committee meeting shall be required to carry a motion or resolution.
- f. The current edition of Robert's Rules of Order-Newly Revised shall govern the Executive Committee's transaction and decision-making procedures at all meetings provided that these are consistent with this Constitution and any special rules that the Executive Committee may adopt.

Section 5. Closed Meetings of the Executive Committee

A closed meeting of the Executive may be called only when personnel issues are to be discussed with at least 48 hours notice by:

- a. the President, or
- b. the President, upon receiving a petition signed by two-thirds of the Executive Committee membership, or
- c. an affirmative vote by two thirds of the Executive Committee membership taken at a regular or special meeting of the Executive Committee.

ARTICLE VII. ELECTIONS

Section 1. Election Time

Elections of Officers shall take place in mid-May each year. Elections of Senators should take place within each division in June.

Section 2. The Election of Officers

- a. Nominating Committee. By the sixth week of the winter quarter, the President shall form, from among the members of the Executive Committee, a three-person Nominating Committee, one of whom shall be elected Chairperson

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immediately by the group. The sole purpose of this ad-hoc committee is to secure candidates for the office of President, Vice-President and Executive Secretary when due for election. As per tradition, the current President and Vice President will not serve as members of the Nominating Committee. Notification of election dates and distribution of candidate statements shall occur at least one week prior to the election dates.

- b. Candidates. Any full or part-time faculty may run for Academic Senate Office. Candidates for office shall submit a candidate statement to the Nominating Committee Chairperson.
- c. Voting. The election of a candidate or passage of Senate initiatives will be determined by a simple majority vote of the Academic Senate membership voting. In all elections, each full-time faculty member shall be entitled to one (1) vote. In all elections, each part-time faculty member with rehire preference shall be entitled to one (1) vote. Part-time faculty without rehire preference cannot vote.
- d. Eligibility. The Chairperson of the Nominating Committee may take nominations from the floor for any of the offices that will be vacant if there is an Academic Senate meeting convened for this purpose. Any member of the Academic Senate (full or part-time) shall be eligible for election to any position on the Executive Committee.

Section 3. The Election of Senators

- a. Division Selection of Senators
 - 1) Senators needed to start a new term on the Executive Committee shall be elected by each division prior to the end of the Spring Quarter. These elections shall be conducted by the division's present Senators.
 - 2) For any senatorial vacancy on the Executive Committee due to a resignation or a removal of a Senator by vote of the Division, the Division concerned, upon being notified by the President shall vote, within one week of the date of the vacancy, to elect a faculty replacement.
 - 3) Senators elected to fill a vacancy caused by resignation or other reason will assume office at the next Executive Committee meeting after they have been elected.
- b. Eligibility.
 - 1) Any faculty member (full or part-time) in a particular division shall be eligible for the office of Senator for that division.
 - 2) Senators shall be eligible for reelection to consecutive terms
 - 3) Nothing stated or implied in this Constitution shall prohibit any Senator from running for any of the Academic Senate officer positions described in Article V.

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Section 4. The Election of At-Large Part-Time Faculty Senators

a. Election of At-Large Part-Time Faculty Senators

Ideally the process described in this section should occur simultaneously with the process for securing candidates for the offices of President, Vice-President and Executive Secretary as outlined above in Article VII section 2.

- 1) At the beginning of Spring Quarter of each year the nominating committee will broadcast a call for candidates for At-Large Part-Time Faculty Senators.
- 2) Interested candidates will submit a brief candidate statement. Notification of election dates and distribution of candidate statements shall occur at least one week prior to the election dates.
- 3) Voting. Each faculty member shall be entitled to vote for one candidate. The candidate receiving the most votes will be elected.
- 4) For any vacancy on the Executive Committee due to a resignation of an At-Large Part-Time Faculty Senator, a call for candidates will be broadcast. Any interested candidates will submit a brief candidate statement, and the Executive Committee will appoint a Senator for the remainder of the term of office.

b. Eligibility

- 1) Any part-time faculty member with re-employment preference (in any division) shall be eligible for the positions of the At-Large Part-Time Faculty Senators.
- 2) At-Large Part-Time Faculty Senators shall be eligible for re-election to consecutive terms.
- 3) Any At-Large Part-Time Faculty Senator may not concurrently serve as a Division Senator.

ARTICLE VIII. COMMITTEES

The Academic Senate shall have such and as many committees as are necessary to fulfill the purposes and functions of this organization as outlined in pertinent sections of this Constitution.

Section 1. Sponsorship

The Executive Committee shall sponsor committees as needed.

Section 2. Committee Membership

Any member of the Academic Senate shall be eligible to serve on any committee excepting such committees where part-time faculty participation is excluded by law or the

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Agreement between the Foothill-De Anza Community College District and the Foothill-De Anza Faculty Association.

Section 3. Types of Committees

The Executive Committee may establish such committees as the following: Standing, Special, Ad-hoc, and Joint Committees with Foothill College, the District, Classified Personnel and Student organizations.

Section 4. General Duties of Committees

The general duties of all committees shall be to:

- a. study current College and District policies and/or problems for which that committee was established,
- b. vote on and present to the Executive Committee recommendations, additions, and actions to be taken by the Executive Committee concerning these policies or problems currently under study, and to
- c. present an annual oral or written report of the committee's activities to the Executive Committee at the second to the last meeting of the school year. Ad-hoc committees shall present reports upon the termination of their temporary assignment.

ARTICLE IX. CONSTITUTION ADOPTION, AMENDMENTS, AND BY-LAWS.

Section 1. Adoption

Adoption of this Constitution shall be by simple majority of the members voting. Upon adoption, this Constitution shall take effect immediately after the vote has been certified by the Executive Committee and announced by the President.

Section 2. Amendments to the Constitution

- a. **Initiation of Amendments.** Amendments to the Constitution may be initiated in one of the following ways:
 - (1) by a singular or group petition to the Executive Committee where one-third of its members must approve the amendment, or
 - (2) by submission to the Executive Committee of an amendment on a petition signed by at least ten percent of the Academic Senate membership.
- b. **Notification.** The President of the Academic Senate shall notify each member of the Academic Senate of all properly initiated amendments by distributing a written copy of each proposed amendment to all faculty members for study and for voting on at division meetings, or at an Academic Senate meeting.
- c. **Approval.** Amendments to the Constitution shall be approved by a simple majority vote of the Academic Senate. Such amendments shall be

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considered official and part of the Constitution upon certification of the vote by the Executive Committee.

Section 3. By-laws, Adoption or Amendment

By-laws for the Constitution shall be adopted or amended by a two-thirds vote of the Executive Committee at any regular meeting . Proposed by-laws, and any amendments to same, must be submitted in writing to all members of the Executive Committee at least ten days prior to being voted upon at a meeting of this organization.

Adopted March 1987

Amended May 1993

Amended May 1994

Amended May 1997

Amended May 1999

Amended May 2001

Amended May 2006