

# Faculty Assembly By-Laws

*Approved: October 2020*

## **1.4 Faculty Governance**

### **1.4.1 Faculty Assembly**

#### 1.4.11 Voting Members

All full-time teaching faculty, full-time culinary educators, counselors, and librarians are voting members.

#### 1.4.12 Advisory Members

Deans, directors, supervisors and staff representing the various areas of the college are advisory only. They are non-voting members who will be asked to leave when the committee goes into executive session.

#### 1.4.13 Duties

The Assembly concerns itself with academic matters and is advisory to the President of the college through the office of the Vice-President of Academic Affairs.

#### 1.4.14 Meetings

Meetings are held monthly or when necessary from September through May. Special meetings shall be called by the chairperson(s) upon written request of ten (10) or more members of the faculty. The date, time and place of meetings shall be decided by the Executive Committee. A meeting may be limited to voting members only at the discretion of the Executive Committee. Nonmembers may attend meetings at the invitation of the Executive Committee.

### **1.4.2 Executive Committee**

#### 1.4.21 Membership

The Faculty Assembly Executive committee (FAEC) shall consist of seven (7) faculty members elected from all full-time teaching faculty and full-time culinary educators for a maximum of two 3-year terms. No department chairs shall serve on the FAEC (if applicable).

#### 1.4.22 Chairperson(s)

The Chairperson(s) shall preside at all meetings of the Faculty Assembly and the Faculty Assembly Executive Committee meeting and shall be an ex officio member of all college operating committees.

#### 1.4.23 Vice-Chairperson

The Vice-Chairperson shall perform the duties of the chairperson at the request of or in the absence of that person, or one co-chair shall perform the duties at the request of or in the absence of the other co-chair.

#### 1.4.24 Secretary

The Secretary shall keep records of all Faculty Assembly meetings; shall maintain a list of standing committees and organization recommendations; and shall execute the general correspondence.

#### 1.4.25 Functions

1. To prepare agenda for the Faculty Assembly.
2. To make and process all charges to college committees in conjunction with the Vice-President of Academic Affairs.
3. To report all recommendations of the Faculty Assembly to appropriate administrators.
4. To recommend to the President of the college through the office of the Vice-President of Academic Affairs on the appointment of faculty and staff to all college nonelected, standing committees.
5. To create and dissolve Faculty Assembly committees and appoint new members.
6. To review and recommend to the President of the college through the office of the Vice-President of Academic Affairs on the membership, function, and procedures of the college, elected and non-elected, standing committees.

### **1.4.3 Bylaws**

#### 1.4.31 Article I: Name

The name of this organization shall be the Faculty Assembly of Atlantic Cape Community College, hereinafter designated as the Faculty Assembly.

#### 1.4.32 Article II: Objective

The objective of this organization shall be to advise the college President through the office of the Vice-President of Academic Affairs in the academic affairs of the college.

#### 1.4.33 Article III: Members

All full-time teaching faculty, full-time chef educators, department chairs (if applicable), counselors, and librarians shall be members of the Faculty Assembly.

#### 1.4.34 Article IV: Executive Committee

Section A: The Faculty Assembly Executive Committee (FAEC) shall consist of seven (7) faculty members elected from all full-time teaching faculty and full-time chef educators.

1. At the Faculty Assembly meeting in April, nominations for Executive Committee membership will be made from the floor.
2. Ballots will be distributed and returned before the May meeting when the results of the election will be announced.
3. Should a vacancy on the Faculty Assembly Executive Committee occur, the Chairperson(s), at the next regular Faculty Assembly meeting, shall call for nominations to fill the unexpired term, and ballots will be distributed and returned before the following meeting.

Section B: Each term of office shall be for three years, and terms shall be staggered so as to provide continuity.

Section C: The Executive Committee shall elect from its number a chairperson and vice-chairperson (or co-chairs), and a secretary (or co-secretaries).

1. The chairperson(s) shall preside at all meetings of the organization and the Executive Committee; be a member ex officio of all college operating committees; represent the Faculty Assembly at any/all other meetings as deemed necessary, and act as the chief executive officer of the Faculty Assembly.
2. The vice-chairperson shall perform the duties of the chairperson when the chairperson is absent or makes a request. Or the duties can be shared between the co-chairs.
3. The secretary(ies) shall have charge of keeping records of all Faculty Assembly meetings; maintaining a list of standing committee and organization recommendations; making such list available to the members of the organization; executing the general correspondence; and performing those duties as from time to time shall be assigned by the chairperson or the Executive committee.

Section D: Regular meetings of the Executive Committee shall be held monthly September through May. Special meetings of the Executive Committee may be called by the chairperson(s), and shall be called upon request of three members of the committee. Four members shall constitute a quorum for Executive committee meetings.

Section E: The Executive Committee shall have general supervision of the affairs of the organization.

1. The Executive Committee shall prepare the agenda for meetings of the Faculty Assembly (See Article V, Section D).
2. The Executive Committee shall create new and dissolve existing Faculty Assembly committees and appoint members.
3. The Executive Committee shall report to the Faculty Assembly all college operating committee recommendations, Faculty Assembly committee recommendations, FAEC recommendations, and administrative reaction thereto.

#### 1.4.35 Article V: Meetings

Section A. A regular meeting of the Faculty Assembly shall be held monthly or when necessary from September through May.

1. Special meetings shall be called by the Chairperson(s) upon written request of ten or more members of the faculty.
2. The date, time and place of meetings shall be decided by the Executive Committee.

Section B: 50% plus 1 of the Faculty Assembly full membership shall constitute a quorum for all meetings of the organization.

Section C: Advisory members may attend all meetings unless a meeting is declared to be closed by the Executive Committee. Nonmembers may attend meetings at the invitation of the Executive Committee.

Section D: The agenda of each meeting shall be determined by the Executive Committee.

1. Motions with their rationales shall be received only from voting members of the Faculty Assembly.
2. Such motions shall be accepted by the Executive committee up to ten days prior to a Faculty Assembly meeting.

3. The FAEC will evaluate all motions and determine the appropriate course of action.
4. The agenda for a meeting shall be prepared and distributed before a meeting.

#### 1.4.36 Article VI: Committees

Section A. The standing committee of the Faculty Assembly shall be the Executive Committee.

#### 1.4.37 Article VII: Parliamentary Authority.

The parliamentary authority shall be Robert's Rules of Order Revised for all matters not covered in these bylaws.

#### 1.4.38 Article VIII: Amendment to Bylaws

These Bylaws may be amended at any Faculty Assembly meeting by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment has been submitted in writing at the previous regular meeting.

### **1.4.4 Standing Committees**

#### 1.4.41 Operating Procedures

All assembly committees will report to Faculty Assembly. All policy recommendations and procedural changes will be reported to the Faculty Assembly Executive committee. The Executive Committee will determine which items are of sufficient general importance to merit discussion and approval by the Faculty Assembly. Committees will report fully to the individuals or groups designated at least once a semester.

#### 1.4.42 Membership

Members shall be appointed by the Faculty Assembly Executive Committee. Exception: Curriculum Committee membership is selected by the departments. Members will serve a maximum of two 3-year terms. All standing committees should have representation from each academic department, if possible. In the event full representation is not possible, the Faculty Assembly Executive committee will determine standing committee assignments. Further, the Executive Committee has the authority to extend or shorten terms to address these and other circumstances that may arise. Committee work is considered part of a faculty member's responsibilities.

#### 1.4.43 Minutes and Reports

Each committee shall make its minutes and reports available via the Faculty Assembly Web site. Committees will publish an agenda at least three working days in advance of meetings. These agendas will include the time and place of meetings and major discussion items.

#### 1.4.44 Charges

All charges to college committees will be made and processed through the Faculty Assembly Executive committee.

#### 1.4.45 Subcommittees

Committee chairpersons will be empowered to create subcommittees or ad hoc committees as needed to fulfill their functions. Members of subcommittees and ad hoc committees need not be members of the full committee.

#### 1.4.46 Absences

Any committee member who misses two consecutive meetings for reasons other than illness, bereavement, or official college business, or other reasons acceptable to the chairperson of the committee, shall be removed from the committee, and this information shall be forwarded to the chairperson(s) of the Faculty Assembly Executive committee.

### **1.4.5 Academic Integrity Committee**

#### 1.4.51 Membership

Voting: Whenever possible, one full-time faculty member from each department and one counselor/librarian.

Advisory: None

#### 1.4.52 Functions

To ensure and maintain integrity in the academic credit courses offered, including those on-campus, in hybrid environments, online, and those offered off-campus  
To review agreements, policies, courses of action, and delivery of dual credit, concurrent enrollment, and articulation agreements for courses offered to high school students  
To explore methods of collaboration with high school administration and faculty

#### 1.4.53 Reports

This committee shall report to the Vice President of Academic Affairs, FAEC Chairperson(s), and Administrative Assistant Academic Affairs.

## **1.4.56 Academic Policies, Procedures, and Standards Committee**

### 1.4.61 Membership

Voting: Whenever possible, one full-time faculty member from each department and one counselor/librarian.

Advisory: Dean, Student Affairs & Enrollment Management, LAC Program Coordinator, and Assistant Director of EOF

### 1.4.62 Functions

To develop, review, and advise on academic policies, procedures and standards.

To study and recommend methods of evaluation for hiring, retention, and promotion of faculty members and administrators.

To evaluate, review and assist in college publications (faculty handbook, college catalog, student handbook, faculty adviser's handbook) for accuracy and consistency in statements of college policy.

To concern itself with all questions pertaining to high academic standards and establishing criteria for grading standards, criteria for admission, evaluation of transfer credit, awarding of honors and academic probation.

To act as a review board for student academic appeals and students requesting review of academic status, modification of graduation requirements, readmission, and reevaluation of transfer of credit. Recommendations of action on these requests will be forwarded to the Deans.

To recommend new policies concerning the above stated responsibilities.

### 1.4.63 Reports

This committee shall report to the Vice President of Academic Affairs, FAEC Chairperson(s), and Administrative Assistant Academic Affairs.

## **1.4.7 Assessment Committee**

### 1.4.71 Membership

Voting: One full-time faculty member from each department, two if possible; one counselor/librarian. No department chairs shall serve on the Assessment Committee (if applicable).

Advisory: Director of Institutional Resources, Planning & Assessment, Assistant Director of Student Support Services, Dean, IR, Planning & Effectiveness.

#### 1.4.72 Functions

To develop a college-wide assessment plan that reflects input from all academic departments.

To review recent reports submitted to Middle States and determine areas of college needs in terms of assessment.

To communicate regularly with all academic departments regarding yearly assessment process, members shall periodically report to their respective departments about the committee's activities and progress and ask for comments and suggestions.

To review all assessments submitted by faculty.

To conduct a faculty workshop(s) on classroom assessment methods.

To keep apprised of current materials on outcomes assessment.

#### 1.4.73 Reports

This committee shall prepare an assessment plan for the Vice-President of Academic Affairs. This committee shall report to the Vice-President of Academic Affairs, FAEC Chairperson(s), and Administrative Assistant Academic Affairs.

### **1.4.8 Curriculum Committee**

#### 1.4.81 Membership

Voting: One full-time faculty member elected from each department and, when possible, one counselor and one librarian. No department chairs will serve on Curriculum Committee (if applicable).

Advisory: Admissions and Enrollment Specialist, Registrar, Rotating Academic Affairs Deans, Manager, Curriculum & Publications

#### 1.4.82 Charges

This committee may be charged by the President, the Faculty Assembly Executive Committee and the Vice-President of Academic Affairs.

#### 1.4.83 Functions



To recommend new policies and courses of action for dual enrollment courses delivered in high schools as needed.

To receive and review new and existing programs and courses, or changes thereto.

To review existing curricula and courses and to make such recommendations as seem appropriate.

To review and evaluate the number, descriptions, credit hours, contact hours and course prerequisites.

To make recommendations concerning general education. The General Education Subcommittee shall make all recommendations to the Curriculum committee regarding general education requirements and be responsible to review and evaluate the effectiveness of the general education program of the college.

To act as the sole faculty entity to monitor Atlantic Cape's overall general education program and courses regarding its identity and description, policies, procedures, and compliance requirements.

To forward compliance issues/needs to the sponsoring department for correction.

#### 1.4.84 Reports

This committee shall distribute its minutes and reports to the Vice-President of Academic Affairs, Administrative Assistant Academic Affairs, FAEC Chairperson(s), and the permanent committee files maintained in the office of Academic Affairs.

#### 1.4.85 Procedures

Only full-time faculty from academic areas and departments may submit proposals to the committee. Programs without full-time faculty may be represented by their dean or immediate supervisor with prior notice to the Curriculum Committee. Submissions must be made on the appropriate forms.

All experimental courses must be approved by the committee. The Curriculum Committee will not consider changing any experimental course to a permanent status until the course has been taught one full semester or session. An evaluation report must be filed with the committee within thirty (30) days after completion of the course. This report will be considered at the first meeting of the committee after receipt of the report.

Normally, an experimental course is taught only one semester. An experimental course may be taught for a subsequent semester under the following conditions:

1. The course must have the approval of the department.

2. The department must report such intention to the committee for approval before scheduling.

Programs offered at Atlantic Cape shall be responsive to the needs of the community's citizens, business and industry. They shall be established upon the basis of research and studies indicating that needs exist and shall be modified or discontinued as those needs change.

Academic departments may submit course proposals to the committee. Department review and approval by department faculty shall occur before the changes or proposals are submitted to the Curriculum committee. The person initiating the proposal must be present at the meeting.

If a new course is to be offered for only one semester, Form C, "New Course to be Offered One Time Only," must be completed and submitted to the Curriculum committee. The course may not be offered a second time without submission of Form A,

"New Program, Certificate, Course or General Education Course," and the approval of the Curriculum committee.

#### 1.4.86 Ad hoc General Education Subcommittee (of the Curriculum Committee)

##### 1.4.86a Membership

Only the chair of the General Education Subcommittee is required to be a member of the Curriculum committee. All other members may, but are not required to, be members of the Curriculum committee. Membership will include faculty chosen/sent by their departments, and where departments have more than one representative, each one must represent a different discipline:

- 1 representative — Arts & Humanities
- 1 representative — Professional Studies
- 1 representative — Information Systems & Aviation Studies

- 1 representative — English
- 1 representative — ESL & Modern Languages
- 1 representative — Math

- 1 representative — Science
- 1 representative — Social Science
- 1 representative — Librarian

##### 1.4.86b Functions and Procedures

To work as an ad hoc subcommittee of the Curriculum committee.

To act as the sole faculty entity to review and recommend general education course status for all new and/or existing Atlantic Cape Community College courses requesting such. Proposals that DO NOT meet established general education criteria will be returned to the sponsoring department with recommended changes for resubmission to the General Education Subcommittee. Proposals that DO meet established general education criteria will then be forwarded to the Curriculum committee as one part of its submission application for adoption.

To act as the sole faculty entity to monitor Atlantic Cape Community College's overall general education program and courses regarding its identity and description, policies, procedures, and compliance requirements.

To forward compliance issues/needs will to the sponsoring department for correction.

#### 1.4.86c Reports

Proposed changes in identity, description, policy and/or procedures will be forwarded to the Curriculum committee for consideration from which if accepted, they would then go to the Faculty Assembly for consideration and ratification.

### **1.4.9 Diversity & Equity Committee**

#### 1.4.91 Membership

Voting: Whenever possible, one full-time faculty member from each department and one counselor/librarian.

Advisory: Director of Marketing, Director of Admissions, Director of Center for Accessibility.

#### 1.4.92 Functions

To promote awareness of and sensitivity to the identities and needs of all human beings regardless of race, gender, sexual orientation, and ability.

Suggest strategies that support an inclusive and culturally-sensitive classroom environment and college community.

#### 1.4.93 Reports

This committee shall report to the Vice-President of Academic Affairs, FAEC Chairperson(s), and Administrative Assistant Academic Affairs.

### **1.4.10 Technology Committee**

#### 1.4.101 Membership

Voting: Whenever possible, one full-time faculty member from each department and one counselor/librarian.

Advisory: Master Technician, Director of Instructional Technology & Distance Education, Executive Director of ITS, Assistant Director of PC Services, Director of Academic Support Services, Senior Manager of Adaptive Technology

#### 1.4.102 Functions

To review technology proposals.

To make recommendations and represent faculty interests on all college-wide technology related committees.

To research new technologies and advise faculty and administration on issues related to technology.

To provide a forum for discussion of issues related to technology.

#### 1.4.103 Reports

This committee shall report to the Vice-President of Academic Affairs, FAEC Chairperson(s), and Administrative Assistant Academic Affairs.