



FACULTY COUNCIL

COLLIN FACULTY COUNCIL PROCEDURES MANUAL

Original Draft – March, 2007

Updated May, 2008

Updated August, 2010, 2011, 2012

Updated February, 2015, 2016

Updated September, 2016

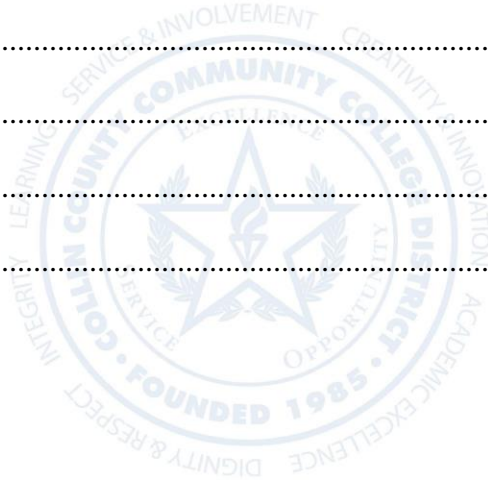
Updated March, 2017

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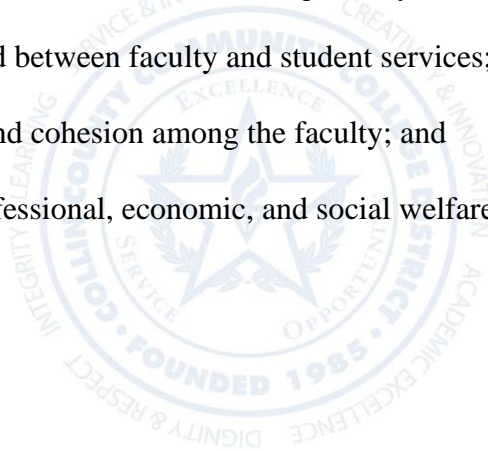
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PURPOSE OF FACULTY COUNCIL

The Faculty Council represents Collin College teaching faculty (hereafter referred to as faculty) in college matters and is responsible for:

- Supporting the College mission and Core Values;
- Safeguarding academic freedom and promoting academic excellence in the classroom, the College District, and the community;
- Participating in College District shared governance;
- Promoting effective communication among faculty, between faculty and administration, and between faculty and student services;
- Promoting unity and cohesion among the faculty; and
- Promoting the professional, economic, and social welfare of the faculty.



FACULTY COUNCIL HISTORY

Current and Past Presidents:

Roger Ward	2021-23
Kat Balch	2019-21
Nick Morgan	2017-19
Regina Hughes	2015-17
Bryan Rasmussen	2014-15
Tiffany Harper Cartwright	2013-14
Mike Cohick	2012-13
Paula Miller	2011-12
Raja Khoury	2010-11
Peggy Brown	2009-10
Sonja Andrus	2008-09
Cathy Donald Whitney	2007-08
Amina K. El-Ashmawy	2006-07
Barbara Lusk	2005-06
David Garrison	2003-05
Amina K. El-Ashmawy	2002-03
Linda Keith	2001-02
Mike Cohick	2000-01
Jeff Edwards	1999-00
David Cullen	1998-99
Peggy Brown	1997-98
Barbara Lusk	1996-97
Joan Kennedy	1995-96
Sam Tullock	1994-95
Sharon Hosack	1993-94
Gordon O'Neal	1992-93
Kay Mizell	1991-92
David Garrison	1990-91
Tony Howard	1989-90
Billie Cunningham	1988-89
Martha Ellis	1987-88

MEMBERSHIP

1. The Faculty Council shall consist of a President, Vice President, 25 full-time faculty representatives, and 4 part-time faculty representatives -- a total of 31 voting members.
2. The number of full-time faculty representatives is placed at 25; members shall represent full-time faculty in designated academic divisions. The number of part-time faculty representatives is placed at 4; members shall represent part-time faculty on designated campuses or sites.
3. By approval of the Council, the Executive Committee may appoint no more than four additional voting members to represent any potentially non-represented college division/academic areas for a maximum total of 35 voting members.
4. Proportional representation by academic division shall be evaluated annually by the Procedures and Nominations Committee based on data attained from the Office of the Senior Vice President of Campus Operations and findings shared with the Council.
5. President and Vice President serve one-year terms.
6. The offices of President and Vice President shall be limited to two consecutive one-year terms. After leaving the presidency or vice presidency, an individual is immediately eligible for election as a representative. At least one academic year must elapse before a former President may again be elected President.
7. Representatives serve two-year terms.
8. A representative may serve two consecutive two-year terms after which he or she is ineligible for re-election for one year.
9. Committee Chairs not elected as representatives may serve as non-voting Council members.

OFFICERS

1. A President and Vice President shall be elected at-large from the Collin full-time faculty annually.
2. A Secretary and Treasurer shall be elected by the members of the Council from the Council membership annually.
3. The President, Vice President, Secretary, and Treasurer shall constitute the Faculty Council Executive Committee.
4. The Immediate Past-President may serve, at the discretion of the current President, and upon his or her consent, as an advisor to and ex-officio member of the Faculty Council Executive Committee.
5. The President shall appoint a Parliamentarian, an Election Judge, and a Webmaster. These positions may be appointed from within the Council, or from the faculty at-large.
6. Terms of office shall be June 1 – May 31. A newly elected officer is officer-elect from the date elected to June 1.
7. In the event of a vacancy in the presidency, the Vice President assumes the President's duties until the next regularly scheduled election.
8. In the event the vice presidency is vacated upon succession of the Vice President to the presidency, the Executive Committee may appoint an interim Vice President until one is elected.
9. No officer may hold more than one office at a time.

OFFICER DUTIES

1. **President:**

- a) Chairs the Executive Committee.
- b) Represents the Collin teaching faculty at Collin Board meetings, on the Academic, Governance, and Strategic Planning Council, and other committees and events as required.
- c) Represents faculty in college shared governance.
- d) Serves as Faculty Council Budget Manager according to the procedures, protocols, and training set forth by the Business Office.
- e) Presides at Faculty Council meetings.
- f) May vote in case of a tie at Faculty Council meetings.
- g) Has the authority to call special Faculty Council meetings.
- h) Develops the agenda for all Faculty Council meetings.
- i) Appoints a parliamentarian to assist in Council meeting procedures.
- j) Appoints an election judge.
- k) Appoints a webmaster for the Faculty Council website.
- l) Summarizes, in the Executive Report, any concerns or issues brought forth that impact faculty.
- m) Shares all resolutions passed by Faculty Council with Collin District President. Further, reports back on status of any Resolutions presented to the College President with Faculty Council.
- n) May delegate responsibility to other officers or Council members, as needed.

2. **Vice-President:**

- a) Serves as a member of the Executive Committee.
- b) Temporarily assumes the President's duties in the absence of the President.
- c) Assumes the office of President upon vacancy in the presidency until the next regularly scheduled or special election.
- d) Serves on the Committee of the Whole and attends regularly scheduled meetings of the same.
- e) Communicates with appropriate College staff to secure rooms and relevant media for all Faculty Council meetings.
- f) Assists the President as Purchasing Agent according to the procedures, protocols, and training set forth by the Business Office.
- g) Coordinates with webmaster any necessary changes and updates to the Faculty Council website.
- h) Votes on issues brought before the Faculty Council.
- i) Performs other duties as may be assigned by the President.

3. **Secretary:**

- a) Serves as a member of the Executive Committee.
- b) Conducts member roll call and records all minutes of the Faculty Council meetings.
- c) Shares meeting minutes with Executive Committee for approval.
- d) Shares approved meeting minutes with webmaster for posting.
- e) Solicits and collects monthly committee reports the week prior to each Council meeting and includes the meeting minutes.
- f) Performs other duties as may be assigned by the President.

4. **Treasurer:**

- a) Serves as a member of the Executive Committee.
- b) Maintains records of money donated by faculty to the Faculty Foundation Scholarship Fund and serves as liaison to Foundation for fundraiser activities.
- c) Maintains records of money donated by faculty to the Sunshine Fund or any other fund established by the Council.
- d) Serves as Faculty Council Purchase Card designee according to the procedures, protocols, and training set forth by the Business Office.
- e) Performs other duties as may be assigned by the President.

REPRESENTATIVE DUTIES

1. Communicate regularly with faculty they represent concerning issues affecting faculty and bring said issues to the Council.
2. Attend all regularly scheduled Council meetings and special meetings as called by the President.
3. If unable to attend a meeting, a representative must appoint a proxy to attend on their behalf. The proxy has the same privileges as the elected representative for that meeting. The proxy may not be a currently serving representative. The representative selecting the proxy must inform the Secretary of who the proxy will be prior to the meeting. Before the meeting, the proxy will verify his status with the Secretary.
4. The seat of a representative may be declared vacant if the representative is absent for three meetings in one academic year. A representative is considered absent if not in attendance regardless of whether a proxy attends on his or her behalf. Upon the third absence, the Secretary will notify the Executive Committee, and the seat may be declared vacant.
5. Vacant seats are filled with the runner-up in the immediate past election. In the absence of a willing runner-up, the Executive Committee may opt to hold a special election or appoint a replacement to serve the remainder of the term.
6. Teaching load conflicts are not an acceptable reason for absence from regularly-scheduled Council meetings. Before placing one's name on the ballot, an individual assumes responsibility for ensuring that meeting times remain free from teaching and other duties.
7. A representative may request a one-semester leave of absence for sabbatical, medical, or family leave.
8. Representatives may elect a campus chairperson to help coordinate the representatives and the faculty-at-large for the purposes of distribution of information and/or materials from Faculty Council meetings and college issues and for the purposes of gathering feedback from faculty-at-large in relation to college issues and/or faculty council documents.

ELECTIONS

1. No later than February 20, the Election Judge will open the nomination process for the following year's President, Vice President, and representatives. Officer candidates must be formally nominated by a full-time faculty member. Representative candidates may self-nominate. Nominations will cease no later than March 15.
2. The Election Judge will distribute ballots including candidates for President, Vice President, and faculty opting to run in the representative election. The election will take place over a minimum of 5 weekdays. Ballots cast by April 1 or designated date will be counted.
3. A separate election for the adjunct faculty representative will be held when required. No later than March 15, the Election Judge will open the self-nomination process for adjunct faculty opting to run in the election. No later than April 15, ballots will be distributed to current adjunct faculty. Ballots cast by the designated date will be counted.
4. Nominees for President and Vice President may simultaneously run for a Representative seat. If elected as both executive officer and representative, the newly elected executive officer shall abdicate the representative seat, and the representative seat will be filled by the runner-up.
5. If only one candidate is nominated for an officer or representative seat when nominations close, the candidate is elected by acclamation.
6. Ballots are distributed and tabulated electronically using software managed by the Institutional Research Office. The Election Judge and Faculty Council President review and certify the results.
7. Officers are elected districtwide by a simple majority of votes received. If no candidate receives more than 50% of votes, or in the event of a tie, a runoff election will be held.
8. Representatives are elected by faculty in their academic divisions by a plurality of votes received. In the event of a tie, a runoff election will be held.
9. Representatives serve two-year terms and are limited to two consecutive two-year terms after which at least one academic year must elapse before a member is eligible to run for a new term as representative. A representative may run for president or vice president during or upon completion of one or two terms as representative.

ELECTIONS (cont'd)

10. If a representative seat becomes vacant, the open seat will be filled by a runner-up in the immediate past election. In the absence of a willing runner-up, the Executive Committee may opt to hold a special election or appoint a replacement to serve the remainder of the term.

11. The Faculty Council will set procedures for special elections in the event of simultaneous vacancy in the offices of both president and vice president.



MEETINGS

1. Faculty Council shall meet once per month during the contract year, and/or as needed at the discretion of the President.
2. Regular meetings are held once a month on a Friday afternoon. Meeting dates and locations are posted on the Faculty Council website.
3. Regular and special meetings will follow the rules contained in The New Roberts Rules of Order.
4. Business may be transacted by simple majority vote of those members present and voting.
5. Regular meetings shall be open to all teaching faculty. Administrators and staff interested in attending a regular meeting are welcome to arrange their visit through the Faculty Council President.
6. Anyone interested in addressing the Council should ask the President in advance to be included on the agenda.
7. Anyone in attendance at a meeting wishing to address the Council shall wait to be recognized by the President, who may recognize the speaker for a period not to exceed 2 minutes. The 2-minute limitation may be extended at the discretion of the President.
8. Any resolution, position paper, or motion passed by a FC committee and/or to be introduced by a FC member must be sent to the FC President at least one week prior to the FC Meeting for distribution to the FC representatives. If the resolution, position paper, or motion is not provided to the FC President at least one week prior to the next FC Meeting, the resolution, position paper, or motion will be tabled for discussion until the next FC Meeting.
9. All Resolutions shall include an Annotated Bibliography, when warranted by the Committee having reviewed other colleges/universities/peers/resources in order to craft said Resolution. The Bibliography shall be attached to the Resolution and will provide credibility and accountability in order to substantiate the Resolution with quality, vetted rationale.

PROCEDURES

1. The Procedures Manual exists to provide guidance and continuity to Council business.
2. The Procedures Manual should be reviewed annually by the Committee on Faculty Council Procedures and Nominations and may be revised by the Council or its designees as situations warrant.



COMMITTEES

Faculty Council establishes and sponsors faculty committees to research and advise the Council regarding issues affecting faculty or the community. Any Collin faculty member may serve on a committee, and may be appointed chair by the Executive Committee. Committees may be formed or disbanded by the Faculty Council Executive Committee as needed. Committee members are responsible for seeking input from faculty at-large to inform the committee's work.

1. Executive Committee

- a) Consists of the President, Vice President, Secretary, and Treasurer.
- b) Is convened at the discretion of the President.
- c) Acts on behalf of the membership in emergency circumstances and in situations where the majority of Council representatives are not available.
- d) Appoints Council members as required.
- e) Appoints committee chairs and members as required.

2. Standing Committees and their missions are:

- f) Committee on College Policy – Review and recommend changes in College Policy.
- g) Committee on Teaching and Learning – Addresses and makes recommendations on topics related to teaching and learning.
- h) Committee on Technology – Addresses college technology selection, use, implementation, and review.
- i) Committee for the Common Good – Support and recognize faculty in practices that serve to uphold the common good.
- j) Committee on Faculty Council Procedures and Nominations – Revises the Procedures Manual and conducts elections for the Faculty Council.
- k) Committee on Academic Freedom – Reviews and recommends actions related to issues of academic freedom that affect the District.
- l) Committee on Associate Faculty – Addresses issues relevant to associate (adjunct) faculty.

APPOINTMENTS

1. Election Judge

- a) Is appointed by the President.
- b) May be appointed from elected representatives, or from the faculty-at-large.
- c) Administers elections according to procedures published in this manual.

2. Parliamentarian

- a) Is appointed by the President.
- b) May be appointed from elected representatives, or from the faculty-at-large.
- c) Serves as a non-voting member of the Council if not an elected representative.
- d) Serves in an advisory capacity to the President to ensure that business is conducted according to The New Roberts Rules of Order.
- e) Must attend all Faculty Council meetings

3. Webmaster

- a) Is appointed by the President.
- b) Updates the Faculty Council website at the direction of the Vice President.

4. Committee Chair

- a) Is appointed by the Executive Committee.
- b) Directs activities of the assigned committee.
- c) Submits a written report of committee activities using the report template to the President and Secretary monthly, or upon special request by the President.