



FACULTY COUNCIL

COLLIN FACULTY COUNCIL PROCEDURES MANUAL

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Table of Contents

PURPOSE OF FACULTY COUNCIL	3
CURRENT AND PAST PRESIDENTS	4
MEMBERSHIP	5
OFFICERS	7
OFFICER DUTIES	8
REPRESENTATIVE DUTIES	9
ELECTIONS	10
MEETINGS	12
PROCEDURES	13
COMMITTEES	14
1. Executive Committee	14
2. Standing Committees and their missions are:	14
OTHER APPOINTMENTS BY FACULTY COUNCIL	15
1. Election Judge	15
2. Parliamentarian	15
3. Webmaster	15
4. Committee Chair	15

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;
- Supporting 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.

CURRENT AND PAST PRESIDENTS

Matthew Hamilton	2025-2026
Rebecca Orr	2024-2025
Kimberly Harris	2023-2024
Roger Ward	2021-2023
Kat Balch	2019-2021
Nick Morgan	2017-2019
Regina Hughes	2015-2017
Bryan Rasmussen	2014-2015
Tiffany Harper Cartwright	2013-2014
Mike Cohick	2012-2013
Paula Miller	2011-2012
Raja Khoury	2010-2011
Peggy Brown	2009-2010
Sonja Andrus	2008-2009
Cathy Donald Whitney	2007-2008
Amina K. El-Ashmawy	2006-2007
Barbara Lusk	2005-2006
David Garrison	2003-2005
Amina K. El-Ashmawy	2002-2003
Linda Keith	2001-2002
Mike Cohick	2000-2001
Jeff Edwards	1999-2000
David Cullen	1998-1999
Peggy Brown	1997-1998
Barbara Lusk	1996-1997
Joan Kennedy	1995-1996
Sam Tullock	1994-1995
Sharon Hosack	1993-1994
Gordon O'Neal	1992-1993
Kay Mizell	1991-1992
David Garrison	1990-1991
Tony Howard	1989-1990
Billie Cunningham	1988-1989
Martha Ellis	1987-1988

MEMBERSHIP

1. The Faculty Council shall consist of a President, Vice President, up to 35 full-time faculty representatives, and up to 6 part-time faculty representatives.
2. All Faculty Council members must be Collin College faculty.
3. The number of full-time faculty representatives is placed at no more than 35; members shall represent full-time faculty in designated academic divisions. There will be a minimum of two representatives from each Collin College campus; one of which will be appointed by the District President. Because Collin College is not divided into colleges or schools, we will use “campus” to identify this concept. A campus is defined as a campus(es) under a single provost.
4. The number of part-time faculty representatives is placed at no more than 6; members shall represent part-time faculty on designated campuses or by academic division.
5. By approval of the Council, the Executive Committee may appoint no more than four additional faculty as voting members to represent any potentially non-represented college division/academic areas for a maximum total of 45 voting members.
6. 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.
7. President and Vice President serve one-year terms.
8. 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 to serve as a representative. At least one academic year must elapse before a former President may again be elected President.
9. After elections have been held, the Faculty Council Executive Committee shall recommend six of the elected representatives for appointment by the college president. The six who are recommended must represent each of the college campuses. (Any campuses falling under the same provost are considered one campus.)
10. Representatives who are recommended for appointment by the college president shall serve a one-year term and then shall be recommended for a second consecutive appointed one-year term. Other representatives who are not appointed shall serve two-year terms.

11. After serving for two years on the council as a representative, faculty must wait two years before being eligible to serve again as a representative.
12. Committee Chairs not elected as representatives may serve as non-voting Council members.

OFFICERS

1. After elections have been held, the current Faculty Council Executive Committee shall recommend the newly elected President, Vice President, and Secretary for appointment by the District President.
2. A 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 and ensures it is made public at least 7 days before a meeting.
- 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) Communicates with appropriate College staff to secure rooms and relevant media for all Faculty Council meetings.
- e) Assists the President as Purchasing Agent according to the procedures, protocols, and training set forth by the Business Office.
- f) Coordinates with webmaster any necessary changes and updates to the Faculty Council website.
- g) Votes on issues brought before the Faculty Council.
- h) 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 and attendance report with Executive Committee for approval.
- d) Shares approved meeting minutes and attendance report with webmaster for posting.
- e) 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. Communicates regularly with faculty represented concerning issues affecting faculty and bringing said issues to the Council.
2. Attends 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 their status with the Secretary.
4. In-person attendance is required for Faculty Council Representatives and Officers. Faculty (not representatives or officers) are invited to attend in-person or via Zoom.
5. The seat of a representative may be declared vacant if the representative fails to perform the described representative duties, does not comply with college board policies, and/or 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. If such a case arises, the Secretary will notify the Executive Committee, and the seat may be declared vacant by recommendation of both the corresponding campus provost and the senior vice president of campus operations and only upon the final approval by the district president.
6. 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.
7. 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.
8. A representative may request a one-semester leave of absence for sabbatical, medical, or family leave.
9. 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 20th, 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 15th.
2. The Election Judge will distribute ballots including candidates for President, Vice President, and faculty representatives. The election will take place over a minimum of 5 weekdays. Ballots cast by April 1st or designated date will be counted.
3. A separate election for the part-time faculty representative will be held when required. No later than March 15th, the Election Judge will open the self-nomination process for part-time faculty opting to run in the election. No later than April 15th, ballots will be distributed to current part-time 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 from full-time faculty. 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. Approximately half of all representatives shall be selected each year.
10. A representative may run for president or vice president during or upon completion of one or two terms as representative.
11. 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.

12. The Faculty Council will set procedures for special elections in the event of simultaneous vacancy in the offices of both president and vice president.
13. Following elections, the current Faculty Council Executive Committee shall recommend the newly elected President, Vice President, Secretary, and the six aforementioned representatives for appointment by the District President. These officers cannot serve unless they have been appointed by the District 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. To conduct a Faculty Council meeting, a quorum shall be required. A quorum is defined as majority of all representatives and executive officers of the Council.
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. The Faculty Council shall broadcast over the Internet live video and audio of each open meeting of the council when a quorum is met.
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 Faculty Council (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 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 to 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. Committee Chairs are responsible for getting approval from the Faculty Council President prior to spending funds and for submitting monthly meeting reports to the Faculty Council email (fc@collin.edu).

1. Executive Committee

- a) Consists of the President, Vice President, Secretary, and Treasurer.
- b) Convenes 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:

- a) Committee on Academic Freedom – Reviews and recommends actions related to issues of academic freedom that affect the District.
- b) Committee on Adjunct Faculty – Addresses issues relevant to part-time (adjunct) faculty.
- c) Committee on College Policy – Reviews and recommends changes in College Policy; attends the organization, education, and policy committee meetings held before the monthly board meeting and reports to the Faculty Council.
- d) Committee for the Common Good – Supports and recognizes faculty in practices that serve to uphold the common good.
- e) Committee on Dual Credit – Addresses issues relevant to teaching dual credit students.
- f) Committee on Faculty Council Procedures and Nominations – Revises the Procedures Manual and conducts elections for the Faculty Council.
- g) Committee on Resource and Remuneration- Support the mission of the Faculty Council by serving as a steward of the professional, economic, and welfare of the faculty.
- h) Committee on Teaching and Learning – Addresses and makes recommendations on topics related to teaching and learning.
- i) Committee on Technology – Addresses college technology selection, use, implementation, and review.
- j) Committee on Workforce- Actively contribute to the overall well-being and effectiveness of the workforce faculty by implementing strategic initiatives that align with our vision of excellence, innovation, and community.

OTHER APPOINTMENTS BY FACULTY COUNCIL

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) Attends all Faculty Council meetings.

3. Webmaster

- a) Is appointed by the President.
- b) Updates the Faculty Council website at the direction of any member of the Faculty Council Executive Committee.

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 Faculty Council email (fc@collin.edu), or upon special request by the President.