

RULES OF THE FACULTY
OF
SOMERSET COMMUNITY COLLEGE

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Revision

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RULES OF THE FACULTY OF SOMERSET COMMUNITY COLLEGE

I. NAME

The name of the organization shall be the Faculty of Somerset Community College (hereafter, the College). The Faculty is a forum for free and open debate and faculty deliberation regarding any and all issues affecting the College.

II. AUTHORITY

Rules of the Faculty of Somerset Community College describes the composition, organization, and procedures for the conduct of its functions as authorized by the Board of Regents of the Kentucky Community and Technical College System (hereafter, KCTCS) in the *Policies and Procedures*. This document further describes educational policies for the College and procedures for their implementation.

The Rules shall be reviewed and up-dated annually during the Spring semester by the current Rules Committee.

III. FUNCTIONS

- A. The Faculty has authority and responsibility for the educational policies of the College as delegated to it by the Board of Regents of the KCTCS. In keeping with the common practice of institutions of higher education and within the limits established by the governing regulations of the Board and the *Rules of the Senate*, the Faculty has primary responsibility for monitoring and making recommendations with regard to the matters set forth below.
- B. The Faculty shall make recommendations to the KCTCS Senate on the following matters:
 - 1. academic policies and curricula;
 - 2. policies and regulations governing admission classifications, probation and dismissal of students;
 - 3. an academic calendar;
 - 4. all candidates for degrees, diplomas, and certificates;

- 5. criteria for faculty appointments, reappointments, promotions, and tenure; and
 - 6. changes in the *Rules of the Senate* and in other KCTCS governing regulations.
- C. The Faculty may make recommendations on other matters to the President of the College, to the Senate, to the Chancellor of the KCTCS, and to the President of the KCTCS.
 - D. The Faculty shall provide consultation to the Chancellor of the KCTCS on the selection of a search committee for a president for the College.
 - E. The Faculty shall have no management or administrative functions, except those expressly delegated to it, either in itself or through the instrumentality of its committees.
 - F. The Faculty shall perform such other duties and fulfill such other functions as are appropriate to achieve the missions and goals of the College so long as they are not in conflict with the rules and regulations governing the KCTCS or these *Rules*.

IV. MEMBERSHIP

- A. The President of the College, the Academic Dean, all full-time faculty members, full-time ranked professional counselors, and other administrative officers who have faculty rank and tenure or tenure track status in the College shall be the voting members of the Faculty.
- B. All adjunct faculty and special appointment faculty shall be members with floor privileges but without vote.
- C. Disputes regarding individual membership qualifications and voting rights, subject to the above provisions, shall be decided by the Faculty Council of the Faculty.

V. OFFICERS AND ELECTION OF OFFICERS

- A. Eligibility.

The following positions shall be held by full-time faculty members eligible to serve and shall be faculty-elected: Chair of the Faculty (by succession from Vice Chair of the Faculty), Vice Chair of the Faculty,

Secretary of the Faculty, Parliamentarian of the Faculty, Senators to the KCTCS Senate, Faculty Representative to the Somerset Community College Board of Directors, and Faculty Representative to the Lake Cumberland Performing Arts Board. A Faculty member may hold only one of these positions during any given academic year.

The President of the College shall be responsible for submitting a list of eligible faculty members by area to the Chair of the Senate. The Faculty shall be responsible for certification of the eligibility list prior to submission of the list to the Chair of the Senate.

B. Nominations and Elections.

1. Elections shall be held at the final April Faculty Meeting.
2. Nominations shall be made directly to the Secretary of the Faculty via word of mouth, campus mail, or e-mail prior to the Faculty Council meeting preceding the election.
3. Council members shall assemble a slate of nominations for all officers from those eligible names submitted to them by the faculty-at-large and create a ballot to be distributed at the Faculty Meeting.
4. A list of nominees shall be distributed to all faculty members via e-mail prior to the elections. Any errors or omissions should be reported to the Secretary of the Faculty as soon as possible.
5. Faculty members will receive a copy of the ballot at the Faculty Meeting and will vote by secret ballot at that time.
6. Additional nominations may be taken from the floor previous to the vote.
7. The candidate who receives the most votes will be declared the winner. No proxy voting is permitted.

C. Officers.

1. The Chair of the Faculty of the College must be a voting member of the Faculty. In the event of the Chair's absence or incapacity, the Vice Chair of the Faculty shall act as Chair. The Chair is an ex officio member of all faculty committees. The Chair shall preside at all meetings of the Faculty, except as may be delegated. The Chair shall also serve as chair of the Faculty Council. The Chair may call special faculty meetings or call into special session any

committee of the Faculty. In the event the Chair-elect is unable to take office, a new Chair will be elected at the first Faculty Meeting of the academic year.

2. The Vice Chair is a member of the Faculty Council. The Vice Chair shall be the Chair-elect. The Vice Chair shall serve as the agent of the Chair or Faculty in his/her absence or incapacity.
3. The Secretary of the Faculty is a member of the Faculty Council and serves as its secretary. The Secretary shall be responsible for the publication and distribution of the agenda, the minutes, and other materials as designated by the Chair of the Faculty Council. The Secretary shall keep a record of attendance of members at meetings of the Faculty. A recording secretary may be provided by the Chair to assist the elected Secretary.
4. The Parliamentarian of the Faculty shall advise the Faculty on procedure and assist the Faculty in ruling on parliamentary questions. The Parliamentarian should be familiar with *Robert's Rules of Order*. The Parliamentarian is an ex-officio, non-voting member of the Faculty Council.
5. Senators to the KCTCS Senate.
 - a. Number and Composition.

Three senators shall be elected to the KCTCS Senate. One additional senator shall be elected for each twenty-five (25), or major fraction thereof (thirteen [13] or more), full-time faculty members above the first twenty-five (25). At least one of the elected senators shall be in the occupational/ technical program area and at least one in the general education program area. From those elected Senators, one Senator shall be elected to serve as representative to the KCTCS Council, one Senator shall be elected to serve on the KCTCS Rules Committee, and one Senator shall be elected to serve on the KCTCS Curriculum Review Committee.
 - b. Term of Office.

The term of office for an elected Senator shall be two years, beginning August 1 after the election at the final April Faculty Meeting, and a Senator shall be eligible for re-election, except that a Senator may not serve more than two consecutive terms. After serving two terms, an elected

Senator shall be ineligible for election or appointment to the Senate for a period of one year.

c. Vacancies.

A vacancy in an unexpired term among the elected Senators shall be filled at a regular meeting of the Faculty in the same manner as the original election. Service of one year or more in an unexpired term shall constitute a full term.

6. Faculty Representative to the SCC Board of Directors.

a. Number and Qualifications.

There shall be one Board of Directors Member elected to represent the Faculty of the College. The Board Member shall serve as a non-voting member of the Faculty Council. The Board Member shall be on the teaching faculty of the College. (Kentucky Postsecondary Education Improvement Act of 1997.)

b. Term of Office.

The term of office for an elected Board Member shall begin August 1 after the election at the final April Faculty Meeting. The Faculty member shall serve for a term of three (3) years and until a successor is elected and qualified. The Faculty member shall be eligible for reelection, but shall be ineligible to continue to serve as a member of the Board if he/she ceases to be a member of the teaching staff of the College. (Kentucky Postsecondary Education Improvement Act of 1997.)

c. Vacancy.

A vacancy in an unexpired term of the Board Member shall be filled at a regular meeting of the Faculty in the same manner as the original election. Service of one year or more in an unexpired term shall constitute a full term.

7. The Faculty Representative to the Lake Cumberland Performing Arts Board shall represent the College on the LCPA Board of Directors.

D. Faculty-elected Representatives to College-Wide Teams.

1. Elections.

Faculty members who hold one of the seven principle offices of the faculty shall be eligible to serve on either or both of the following College-Wide Teams: Student Appeals Board and Special Merit Review Team. Faculty elected to College-Wide Teams shall be eligible for re-election, except that he/she may not serve more than two consecutive terms on a single team. Elections for College-Wide Teams shall be held in accordance with election of Faculty Officers at the last April Faculty Meeting. Vacancies of unexpired teams shall be filled at a regular meeting of the Faculty in the same manner as the original election.

2. Student Appeals Board.

a. In accordance with Student Code of Conduct Article II 2.5.2, there shall be four full-time Faculty and two full-time Faculty alternates elected by the Faculty to serve on the Student Appeals Board, along with the stipulated and appropriately-appointed student representatives.

b. The terms of the Student Appeals Board shall be as follows:

Members: Two faculty for a 3-year term
One faculty for a 2-year term
One faculty for a 1-year term

Alternates: One faculty for a 2-year term
One faculty for a 1-year term

c. There shall be a record of board appointments/elections and staggered terms, even if the board is not active with a case before the board, kept by the Secretary of the Faculty.

3. Special Merit Review Team.

a. In accordance with Somerset Community College policy, there shall be four full-time faculty elected by the Faculty to serve on the Special Merit Review Team, along with the stipulated staff and administrative representatives.

b. Those faculty elected to serve on the Special Merit Review Team shall serve two-year terms.

- E. Divisional and Non-divisional Faculty Representatives to the Faculty Council and the Standing Committees (the Curriculum Review Committee and the Rules Committee).

Divisional and non-divisional faculty representatives to the Faculty Council, Curriculum Review Committee, and Rules Committee shall be full-time faculty members eligible to serve. These faculty representatives shall be elected by their respective units before the end of each Spring Semester. In the event a full-time faculty member has responsibilities in more than one unit, the faculty member shall vote only in the unit of primary assignment. The Chair shall determine the member's primary assignment.

- F. Terms of Office for Officers and Standing Committee Members.

Unless otherwise stipulated, all terms of office begin August 1 after the election at the final April Faculty Meeting and continue through July 31 of the following year.

- G. Vacancies.

Unless other stipulated, vacancies occasioned in any elected or appointed position shall be filled in the same manner as the original election or appointment to the position.

VI. MEETINGS

- A. Regular Meetings.

Regular meetings of the Faculty shall be held monthly from August through May in accordance with a schedule adopted each academic year during the August meeting. To accommodate the Final Exams schedules, the Chair may re-schedule the December and May meetings, if necessary.

- B. Special Meetings.

The Faculty may be called into special session by the Chair of the Faculty, the Chancellor of the KCTCS, or in response to a petition signed by a majority of the members of the Faculty. A special meeting requested by petition must be held no later than two (2) calendar weeks after such a petition is received by the Chair or the designated agent of the Chair.

- C. Agenda and Minutes.

Two weeks prior to the meetings, the Chair shall invite by memorandum agenda suggestions from the members of the Faculty. The Faculty Council shall develop the items of the agenda. The Chair may add agenda items and shall set the order of the day. One week prior to the regular meeting, the agenda for that meeting and minutes of the previous meeting and minutes of special meetings held since the previous regular meeting shall be distributed to the members of the Faculty.

D. Quorum.

Seventy members of the voting membership of the Faculty shall constitute the quorum. The Faculty may not transact any business until a quorum has been secured, but may take any actions required to adjourn the meeting without further notice.

E. Proxy Voting.

There shall be no voting by proxy.

F. Open Meetings.

Except as otherwise provided by KRS 61.810, all meetings shall be open to the public.

VII. FACULTY COUNCIL

A. Voting Membership.

The Faculty Council shall be composed of the Chair of the Faculty, the Dean of Academic Affairs, the Vice Chair of the Faculty, the Secretary of the Faculty, a representative from each division elected by the members of each division, a Faculty Representative elected by the Professional Librarians, Learning Resource Directors, and other academic officers who have faculty rank and tenure or tenure track status at the College, and a Faculty Representative elected by full-time Professional Counselors, Dean of Student Affairs or other non-academic administrative officers who have faculty rank and tenure or tenure track status at the College.

B. Non-voting Members.

Ex officio non-voting members of the Faculty Council shall be the Parliamentarian of the Faculty, the Dean of Student Affairs, the Faculty Representative to the College Board of Directors (all of whom may have voting rights if elected in one of the groups above), and the President of the Student Government. Non-voting, ex officio members of the Faculty

Council who are voting members of the Faculty retain the right to vote at meetings of the full Faculty.

C. Organization.

The Chair of the Faculty shall serve as chair of the Faculty Council. In the absence of the Chair, the Vice Chair of the Faculty shall preside at meetings of the Faculty Council. The Secretary of the Faculty shall serve as secretary of the Faculty Council.

D. Functions.

1. The Faculty Council may charge standing committees with matters for study and recommendation.
2. The Faculty Council shall develop the items of the agenda for meetings of the Faculty.
3. The Faculty Council shall establish the time and place of regular meetings of the Faculty. In addition, the Faculty Council has full authority to call special faculty meetings.
4. The Faculty Council shall perform such other duties as delegated to it by the Faculty.
5. In emergencies, when the Faculty cannot meet, the Faculty Council shall act for the Faculty. Any action taken shall be reported to the Faculty at its next regular Faculty Meeting.

E. Agenda.

The agenda of the Faculty Council shall be prepared by the Secretary in consultation with the Chair.

F. Voting.

All voting members of the Faculty Council shall be entitled to vote at regular and special meetings of the Council. Each such member shall be entitled to one (1) vote on any question brought before such a meeting. The personal vote of a simple majority of the members who constitute a quorum for the measure voted upon shall decide any question brought before such meeting. Two-thirds (2/3) of the voting members of the Faculty Council shall constitute a quorum for the transaction of business. There shall be no voting by proxy.

G. Open Meetings.

Meetings shall be held in accordance with applicable open meetings laws of the Commonwealth of Kentucky (KRS 61.810).

VIII. STANDING COMMITTEES

The standing committees of the Faculty shall be the Curriculum Review Committee and the Rules Committee. Each standing committee shall have one representative from each division, one representative from the nondivisional faculty, and two student members. The SCC faculty representatives to the KCTCS Curriculum Review Committee and the KCTCS Rules Committee shall be the chair of their respective local committees and shall have the responsibility of calling the meetings of their respective committees. A secretary for each local committee shall be elected from its members.

A. Curriculum Review Committee Functions.

The Curriculum Review Committee shall perform the following functions:

1. recommend to the Faculty concerning new courses, course changes, and the dropping of courses;
2. recommend to the Faculty concerning new curricula, curricula changes, and the dropping of curricula;
3. recommend to the Faculty, upon request or upon its own initiative, concerning the needs of the instructional programs of the College; and
4. perform other responsibilities as delegated to it by the Faculty or by the Faculty Council.

B. Rules Committee Functions.

The Rules Committee shall perform the following functions:

1. codify the *Rules of the Faculty* of the College;
2. recommend to the Faculty, upon request or upon its own initiative, any modification of the *Rules of the Faculty of Somerset Community College*, the *Rules of the Senate*, or the Regulations of the Board;
3. make continuous evaluation of the rules to meet new conditions;

4. assist in the process of developing the College faculty policies, procedures and governance documents; and
5. perform other responsibilities as delegated to it by the Faculty or by the Faculty Council.

IX. 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 quorum shall constitute affirmative action.

X. PERMANENT LOCATION OF FACULTY RULES

The Rules of the Faculty of Somerset Community College shall be accessible on the College website and shall be updated within one week of any Faculty Meeting at which changes are approved by the Faculty. In addition, the Chair of the Rules Committee shall keep two copies of each new edition of the *Rules*, one as a hard copy and the other by electronic means.

XI. PARLIAMENTARY PROCEDURES

Robert's Rules of Order Newly Revised shall govern the conduct of business in all cases to which they are applicable and in which they are not inconsistent with superior laws or regulations including, without limitation, the *Rules of the Faculty*, the *Rules of the Senate*, and the regulations of the respective Boards. A vote of a majority of the members of the Faculty present is needed to suspend the Rules of Order. With majority concurrence, meetings of the Faculty may be conducted in an informal manner, consistent with professional courtesy and fairness.

XII. ACADEMIC POLICIES

General Education Implementation and Assessment Plan.

The Somerset Community College Faculty and Administration discussed the implementation of the general education requirements in faculty meetings and in division meetings during the 1992-93 academic year. The implementation plan includes:

1. Utilizing the general education requirements in the preparation of syllabi;
2. Assessing that all syllabi meet these requirements; a copy of each syllabus is kept on file in the division chair's office and the office of the academic dean. Random analysis of syllabi will be made by the division chair and by the academic dean to ensure that all syllabi meet the requirements of the general education plan;
3. A syllabi checklist (see appendix) is included with each syllabus forwarded to the division chair and the academic dean;
4. Feedback from graduates, employers, and transfer institutions will be solicited by the institutional research officer. Faculty members will be informed of the results of this feedback;
5. Evaluation of the general education plan will be made annually to provide improvement in the process;
6. The general education requirements booklet published by the ad hoc committee on general education will be used as a guide by the faculty.

SYLLABUS CHECKLIST

Course Number _____

Semester _____

Year _____

Instructor _____

**THE COURSE SYLLABUS INCLUDES THE FOLLOWING CHECKED ITEMS:**

- _____ *Course Prefix and Number
- _____ *Course Title
- _____ *Instructor's Name
- _____ *Instructor's Office
- _____ *Office Hours
- _____ *Office Phone
- _____ *Coordinator's Name
- _____ *Division Phone Number
- _____ *Official Course Description
- _____ *Prerequisites/Co-requisites
- _____ *Program-approved Objectives
- _____ *Student *Code of Conduct* Listed as Resource Information
- _____ *Grading Criteria
- _____ *Course outline
- _____ **Gen Education Course Specific Competency
- _____ **Gen Education Across Curriculum Competencies
- _____ **Evaluation of Competencies
 - _____ Writing
 - _____ Reading
 - _____ Integrated Learning
 - _____ Creative Thinking
 - _____ Ethics/Values
- _____ *Textbook
- _____ *Supplies
- _____ *Attendance Policy
- _____ *Late Work Policy
- _____ *Written Work Policy
- _____ *Make-up Work Policy
- _____ *Withdrawal Policy

*All syllabi must include these items.

**All syllabi for general education courses must include these items.

This syllabus was given to students by the second class meeting.

INSTRUCTOR: (Signature) _____

Reviewed: _____ (Division Chair/Designee)

Date: _____