

**Faculty Senate**  
Southwest Tennessee Community College

**Bylaws**

The purpose of these Bylaws shall be to supplement the Constitution of the Faculty Senate and to provide procedural guidelines not available in the Constitution. The Faculty Senate of Southwest Tennessee Community College and its standing committees shall be governed by the following Bylaws in the conduct of official business.

ARTICLE I  
**Quorum**

A simple majority of the elected membership of the Faculty Senate shall constitute a quorum for the transaction of all business of the Senate.

A senator who is absent from a session may give a written proxy to another senator or be represented by a colleague-level proxy. The representative of choice will present the proxy to the Secretary. Proxies will count toward the quorum. However, no meeting can be officially convened that requires that more than one-half of the quorum is constituted by proxies.

ARTICLE II  
**Order of Business**

The Executive Committee shall meet before each Senate meeting to establish the official agenda. The following shall be the order of business at each regular meeting of the Faculty Senate:

- A. Call to order and roll call.
- B. Reading and approval of minutes.
- C. Reports from officers and Senate committees.
- D. Unfinished business.
- E. New business.
- F. Adjournment.

The minutes should reflect the order of business set by the agenda.

ARTICLE III  
**Rules of Order**

All business of the Faculty Senate not provided for in these official Bylaws shall be conducted in accordance with Robert's Rules of Order.

ARTICLE IV  
**Amendment Procedures**

A. Initiation

The Bylaws may be altered by an initiatory procedure begun in either of the following ways:

1. By a petition signed by fifteen (15) full-time faculty members.
2. Through a proposal supported by one-third (1/3) of the Faculty Senate members.

B. Ratification

Any amendments shall be adopted and ratified by a majority of the Faculty Senate members present in an official Senate meeting to be held no sooner than one week after the initiatory procedure has been completed.

ARTICLE V  
**Faculty Senate Standing Committees**

The Senate shall establish committees to study and make reports on matters of concern to the college faculty. *Ad hoc* committees created by the Senate become committees of the Senate, receive their authority from the Senate, and shall report their findings and make recommendations to the Senate. Although the Senate Executive Committee appoints the faculty members who serve on the Senate committees, these committees receive their authority from the President of the College.

The Curriculum Committee and the Readmission Appeals Committee, which are college standing committees, report their recommendations concurrently to the SEC and to the Provost. The standing committees of the Senate report directly to the Senate.

**A. Membership and Procedures**

Membership

Full-time faculty members who serve as part of the regular faculty at a level of department chair or below will be eligible to be appointed by the Senate Executive Committee (SEC) to serve on Senate committees. Committee chairs will be faculty members elected to the position by the committee. First-year faculty members are not eligible to serve on Senate committees. Initial committee meetings will be called by the President of the Faculty Senate or designee. Some committees may include non-faculty members, not to exceed the number specified in the Constitution (Article XII).

Committee Meetings

Meetings of Senate committees will be open to all interested persons. Committee chairpersons shall send notification of all committee meetings, along with the agenda, to the President of the Faculty Senate, the Provost, and the President of the College.

Quorum

A simple majority of the membership of the committee shall constitute a quorum for transacting business.

Proxy

If a committee member cannot attend a committee meeting, then he/she should make arrangements to be represented by a colleague-level proxy. The chairperson of the committee will recognize the proxy upon receipt of a written authorization from the committee member.

#### Requests for Committee Action

Requests for committee action should be sent to the President of the Senate. The SEC will review each action request and, if necessary, forward the request to the appropriate committee.

This section should not be construed as in any way preventing a faculty committee from initiating inquiries, reports, and recommendations.

#### Committee Action

Committee action shall be rendered by means of a vote of the committee members with a simple majority being sufficient to pass motions. Minority opinions and reports may be included as part of the materials to be forwarded to the next step in the chain of command. The chair of the committee will vote only in the event of a tie.

#### Committee Recommendations

All committee reports and recommendations to the President of the College or his/her designee will be channeled through the SEC. The SEC and other senators may attach supporting or unfavorable arguments to committee reports but may not alter the contents of the reports.

Exceptions to this rule are that recommendations of the Curriculum Committee and the Readmission Appeals Committee will be submitted concurrently to the SEC and the Provost.

#### Minutes

The chairperson shall arrange to keep a written record of the transactions that occur during a committee meeting. Copies of the minutes and other appropriate documents shall be posted to the Senate Web site and sent to the membership of the committee, the President of the Faculty Senate, the Provost, and the President.

#### Excused Absences

The chairperson of the Senate committee shall have the authority to grant excused absences to committee members. The chairperson may not remove or permanently excuse a committee member from service. Only the Senate President may alter the makeup of an established Senate committee.

#### Annual Report

The committee chairperson will prepare an annual report for the SEC which will be forwarded to the Provost and to the President of the College. Copies of the report will also be distributed to the membership of the committee.

### **B. Duties of the Senate Executive Committee**

The Senate Executive Committee members cannot serve on other standing committees of the Senate. The SEC shall have general supervision of Senate business between regular Senate sessions. The SEC shall have the power to act on behalf of the Senate. Such actions shall be reported to the Senate in writing as soon as possible after the SEC has acted. Actions taken by the SEC shall not conflict with actions taken by the Senate.

The Senate Executive Committee will usually meet as necessary to carry out the following duties:

1. Prepare the agenda for meetings of the Faculty Senate
2. Establish or eliminate special committees
3. Appoint faculty members to Faculty Senate committees and approve recommendations for student, staff, and student services members
4. Recommend the appointment of faculty members to administrative and college-wide Committees when appropriate
5. Receive and hear action requests/concerns from the faculty
6. Channel requests for action to appropriate committees
7. Monitor the progress of committee work and receive committee reports and recommendations before transmittal to the President and/or the Provost

### **C. Standing Committees of the Faculty Senate**

#### **Executive Committee**

The membership of the Executive Committee shall consist of the officers of the Senate. See Article V. B.

#### **Faculty Handbook Committee**

The membership of the Faculty Handbook Committee shall consist of seven faculty members.

The committee will have the total responsibility of reviewing and revising the Faculty Handbook, and submitting recommendations to the Faculty Senate of the necessary changes.

#### **Committee on Academic Matters**

The membership of the Committee on Academic Matters will consist of nine faculty members, one staff member, one student member, and one representative of the Provost.

This committee shall be concerned with academic policies and procedures, including but not necessarily limited to: college grades and marks; method of calculating student GPA; admission, retention, and attendance standards; procedures for the appeal of grades, academic suspensions and dismissals; testing and other classroom activities; academic advisement; and the Southwest Library.

#### **Committee on Faculty Development and Evaluation**

The membership of the Committee on Faculty Development and Evaluation shall consist of ten faculty members and one representative of the Provost.

This committee shall develop and recommend in-service training programs for faculty and encourage faculty participation in off-campus workshops. In addition, this committee shall deal with tools and procedures for faculty evaluation, consider faculty concerns arising from the use of evaluative tools and procedures, and recommend changes to the Provost. The committee will work with administrative officers and staff as necessary to expedite the business of the committee.

#### **Faculty Welfare**

The membership of the Faculty Welfare Committee shall consist of fifteen faculty members.

This committee shall initiate, address, and make appropriate recommendations relating to the improvement of faculty morale including, but not necessarily limited to academic freedom and responsibility, faculty salaries and other benefits, and faculty grievance procedures.

#### **Grade Appeals Committee**

The membership of the Grades Appeals Committee shall consist of seven faculty members and one representative of the Provost.

The Grade Appeals Committee shall address student appeal of grades and the appeal process that is specified in Southwest Tennessee Community College Policy on Grade Appeals.

#### **Election Committee**

The membership of the Election Committee shall consist of five faculty members. The Election Committee shall be chaired by the Vice-President of the Senate and include two members who are serving in their first Senate term and two members who are serving in their second Senate term. The Senate Executive Committee shall appoint the members of the Election Committee.

The Election Committee shall seek faculty candidates for divisional representatives of the Senate and conduct the election of these senators.

The Election Committee shall arrange for designated polling sites at each campus or teaching center and/or administer the online voting process.

#### **Senate Scholarship Committee**

The membership of the Senate Scholarship Committee shall consist of three faculty members, preferably Senate Scholarship contributors. The role of this committee is to select a recipient for each of these scholarships: Academic Departmental Scholarship, John L. Thornton Memorial Scholarship, and the Dempsie B. Morrison Memorial Scholarship

### **D. Reporting Relationships Between Senate and Administration**

#### **Provost-Executive Vice-President for Academic and Student Affairs**

As indicated previously, the work of the Senate committees is to be channeled through the Senate Executive Committee. The SEC has the responsibility of forwarding committee reports and recommendations to the Provost. The Provost will inform the President of the Faculty Senate in writing (with a copy to the committee chairperson) of the planned course of action for addressing the recommendations including a time frame within which a final decision will be made. If the Provost's decision is negative with regard to any recommendations falling within his or her authority, the Provost will inform the President of the Faculty Senate in writing (with a copy to the committee chairperson) as to the rationale for the negative decision.

#### **President of the College**

The Provost will forward any committee recommendations that require action by the President's Council to the President of the College. In these cases, the Provost may append positive or negative comments to the committee report but may not alter the contents of the report. At the discretion of the President, the Faculty Senate President, or designee, may be invited to present the report to the President's Council. The President of the College or his/her designee will respond to all recommendations in writing. A timely response will state the planned course of action for addressing the recommendations and establish a time frame within which a final decision will be made. If the

council's decision is negative with regard to any recommendations contained within the report, the President of the College will inform the Faculty Senate President in writing, with copies to the Provost and committee chairperson, as to the rationale for the rejection of any committee recommendations.

The reporting relationships described above in no way restrict the Faculty Senate from dealing directly with the President of the College concerning the general welfare of the faculty, students, staff, and the College.

### **INTERPRETATIONS**

The Senate Executive Committee (SEC) shall have the authority to make a decision in regard to the disputed interpretations of any provision or statement contained within this document.

March 4, 2003 approved by Senate