CONSTITUTION
OF THE
ACADEMIC SENATE
OF THE
COLLEGE OF THE REDWOODS

Preamble

Fulfilling the Mission of College of the Redwoods (College) is the joint responsibility of its Faculty, Associate Faculty, Administration, Classified Employees, and Board of Trustees. The Faculty and Associate Faculty, who perform the primary tasks for which the College is organized, recognize and accept this responsibility as essential participants in making and implementing decisions that affect and enhance educational policy and process. To discharge fully and effectively this responsibility, the following Constitution is adopted.

ARTICLE I
Senate Name

The organization’s name is Academic Senate of the College of the Redwoods (Senate).

ARTICLE II
Senate Purpose

Section 1. The Senate’s primary purpose is to provide the Faculty and Associate Faculty of the College with a representative body that addresses, in a timely manner, academic and professional matters.

Section 2. To carry out its primary purpose, the Senate:

a. promotes communication and understanding among the Faculty, Associate Faculty, Administrators, Classified Employees, Board, and Students;

b. makes appropriate recommendations to and forwards resolutions to the College of the Redwoods Board of Trustees (Board).

ARTICLE III
Senate Electorate

The Senate electorate is composed only of Faculty and Associate Faculty of the Redwoods Community College District (District) where over half of their salary is paid from either the full-time or associate salary scales.
ARTICLE IV
Senate Membership, Election, and Terms of Office

Section 1. All District Faculty and Associate Faculty are eligible for election to the Senate.

Section 2. The following units constitute instructional divisions as defined by College Administration: Career & Technical Education; Health, Physical Education & Athletics; Arts & Humanities; Instruction & Student Development; and Math, Science, Behavioral & Social Sciences. For the purpose of Senate representation, the Del Norte Campus, and the Mendocino Campus, and Eureka Campus non-teaching Instruction & Student Development Faculty shall also each be considered Divisions. Each Division shall elect one (1) Senator from the Faculty with an assignment in that Division for every five Faculty in that Division. Each division shall have at least one Senator, shall not exceed one Senator for every five Faculty, and shall not exceed three total Senators. The time, place, and manner of holding elections for Senators shall be determined by each Division. The Senate shall be reapportioned each spring for the following academic year based upon the number of Faculty in each Division on April 15 of the current academic year.

Section 3. Associate Faculty shall elect two Senators. The time, place, and manner of holding elections for Associate Faculty Senators shall be determined by the Associate Faculty.

Section 4. Senators are expected to serve a minimum of one two-year term. All terms end upon leaving College employment, and successor Senators may be elected to serve the unexpired terms. Senate elections are held, as necessary, during April each year.

Section 5. Newly elected Senators assume their duties effective July 1 following their election.

Section 6. In the event of a temporary vacancy, the affected Division elects a substitute Senator who serves until the originally elected Senator resumes her/his duties. If a Senate position is shared, only one of the Senators sharing the position may participate at each meeting.

Section 7. The Vice President, Instruction and Student Development is an ex-officio, nonvoting member of the Senate.

Section 8. The Associated Students of College of the Redwoods Senate Board may appoint one student representative to serve as an ex-officio, nonvoting member of the Senate. The student representative shall serve for one academic year and be given a training by at least one of the Senate Co-presidents prior to participating on the Senate. The student representative shall serve no more than two one-year terms.
ARTICLE V
Senate Officers and Election of Officers

Section 1. The officers of the Senate are Co-presidents, elected annually by a majority of the members eligible to vote, excluding the Co-presidents and ex-officio, nonvoting members.

   a. Senate Co-presidents are elected from among tenured Senators past or present only. Upon the election of a Co-president, a new Senator may be elected to represent the Co-president’s Division if the Co-President-elect vacates an active term as Senator.

   b. The Senate Co-presidents annually name a Senate Co-presidents Nominations Committee (Committee). The Committee must announce Senate Co-president nominations no later than the second meeting in April each year.

Section 2. Co-presidents serve one-year terms (July 1 to June 30) and may seek reelection. Co-presidents serve no more than three (3) consecutive terms.

Section 3. Either Co-president may be removed by a majority of the members eligible to vote, excluding the Co-presidents and ex-officio, nonvoting members. Removal (recall) vote is initiated by a removal (recall) petition signed by no less than one fifth of the Senate membership. Upon removal, the Co-president is no longer a member of the Senate.

Section 4. A Co-president vacancy is filled by majority Senate vote at the next regularly scheduled Senate meeting following the effective date of the vacancy.

Section 5. A Co-president elected to fill a vacancy assumes her/his duties immediately upon election.

Section 6. Of the Co-presidents, only the presiding Co-president shall vote, and then only when the vote will change the outcome.

ARTICLE VI
Senate Duties and Responsibilities

Section 1. The Senate is the primary voice of Faculty and Associate Faculty in academic and professional matters for the College, and is empowered to present its views, resolutions, and recommendations directly to the Administration, Classified Employees, Board, State, and national organizations. According to California state law (Title 5), the Board and/or its designee must rely primarily upon the advice and judgment of the Senate or reach mutual agreement with the Senate when developing policies on the following academic and professional matters:
AGENDA ITEM 4.5

a. Curriculum, including establishing prerequisites and placing courses within disciplines
b. Degree and certificate requirements
c. Grading policies
d. Educational program development
e. Standards or policies regarding student preparation and success
f. College governance structures, as related to Faculty roles
g. Faculty roles and involvement in accreditation processes
h. Policies for Faculty professional development activities
i. Processes for program review
j. Processes for institutional planning and budget development
k. Other academic and professional matters as mutually agreed upon between the governing Board and the Senate

Section 2. Requests for discussion of the issues set forth in Section 1 may be initiated by Senators, the College President, Administrators, Board members, Divisions, legitimate student organizations, Classified Employees, Associate Faculty, or any Faculty.

Section 3. Senate resolutions, recommendations, views, and decisions are included in the appropriate Senate minutes. The Senate forwards resolutions and recommendations to the Board and expects a response within thirty (30) days of receipt. The Senate expects a written communication explaining any rejection or amendment of Senate resolutions and recommendations.

Section 4. The Senate expects that any resolution and/or recommendation not responded to within thirty (30) days of receipt by the Board be forwarded in a timely manner to a joint committee composed of three (3) Board members selected by the Board President and three (3) Senators selected by the Senate Co-presidents for interest-based principled mediation of differences.

Section 5. Except in an emergency, agenda items submitted to the Senate must be received at least one (1) week prior to the next regularly scheduled Senate meeting. The Senate agenda is the responsibility of the Senate Co-presidents.

Section 6. The official minutes of Senate meetings will be posted and distributed as required by law.

ARTICLE VII
Senate Meetings

Section 1. The Senate shall meet at times designated in the Bylaws or when called by the Co-presidents.

Section 2. In compliance with the Brown Act, written notice of each Senate meeting and its agenda shall be posted and distributed at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. On those occasions where a Senator participates remotely and desires to vote via telephone or other telecommunication
Executive Committee Meeting, Friday, October 10, 2014

AGENDA ITEM 4.5

medium, an agenda shall be posted at that location at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting.

Section 3. All meetings are open to the public except closed sessions as permitted by law for personnel matters.

Section 4. For purposes of the tenure review process, the Senate will close its meetings to all but tenured Senators in order to make tenure recommendations to the Board. The tenured Senators may invite by vote individuals to aid them in their deliberations. A quorum for this meeting must consist of a majority of the tenured members of the Senate.

Section 5. Unless otherwise stated in this Constitution, a quorum consists of a majority of the Senate membership, excluding ex-officio, non-voting members. No Senate meetings may be conducted without a quorum.

Section 6. Non-members may speak when recognized by the presiding Senate Co-president during the public comment section of the meeting on non-agenda matters or at the time an agenda item is taken up by the Senate.

Section 7. Senate meetings shall be conducted pursuant to Roberts Rules of Order.

ARTICLE VIII
Senate Constitutional Amendments

Section 1. Amendments to the Constitution of the Academic Senate of the College of the Redwoods may be proposed by any Senator.

Section 2. A proposed amendment must be in writing and must be presented to the Senate at least one (1) week before a vote is scheduled on the amendment.

Section 3. An amendment is adopted when approved by two thirds of the Senate membership eligible to vote, including the presiding Co-president and excluding ex-officio, nonvoting members. The adopted amendment shall take effect at the next Senate meeting.

Academic Senate Constitution Approved April 5, 2002
Amended March 19, 2004
Amended May 2, 2008
Amended February 5, 2010
Amended September 20, 2013
APPENDIX I

TO CONSTITUTION
OF THE ACADEMIC SENATE

DEFINITIONS

- **Ad Hoc Committee** – A committee created for a specific task or purpose, whose existence ceases with the attainment of its goal.

- **Associate Faculty** – The individual is paid on the Associate Faculty salary scale.

- **At Large** – An election in which one or more candidates are chosen by all the voters.

- **Contract Responsibility in an Administrative Position** – The individual is paid on the administrative salary scale.

- **Ex Officio** – “by virtue of the office.”

- **Faculty** – The individual is paid on the full-time Faculty salary scale.

- **Quorum** – The number of members who must be in attendance to make valid the votes and other actions of the Academic Senate.

- **Senate Electorate** – Faculty and Associate Faculty who elect the Senators.

- **Student** – The individual meets the Associated Students of College of the Redwoods Senate Board’s criteria for an eligible student representative.

- **Temporary Vacancy** – The absence of a Senator from one or more meetings.

- **Division** – A unit defined by the Senate with consideration given to the organizational structure of Divisions currently recognized by the District.

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