

UNIVERSITY OF HAWAI'I-LEEWARD COMMUNITY COLLEGE  
FACULTY SENATE

CHARTER

Preamble

The University of Hawai'i Leeward Community College Faculty Senate has been established by authority of the University of Hawai'i Board of Regents. The Faculty Senate provides through its Charter and Bylaws both an organizational structure and formal procedures by which the faculty of the University of Hawai'i-Leeward Community College can carry out its collective responsibilities with administrative colleagues in reviewing, recommending, and advising on matters of academic policy that affect the College. The Faculty Senate shall also promote communication and mutual understanding among members of the faculty, staff, lecturers, administrators, students, and the community.

CHARTER

ARTICLE I

Purpose and Functions of the Faculty Senate

SECTION 1. Pursuant to Board of Regents' express policy, the Faculty Senate has the responsibility to speak for the faculty and advise the administration on matters impacting and/or relating to the development and maintenance of academic policy and standards to the end that quality education is provided, preserved, and improved.

SECTION 2. "Policy," within this Charter, means a general rule for the operation of the College and the conduct of its faculty, students, and administrators and includes, but is not limited to, the following:

- A. General education and academic matters of the College and its operation as a campus of the University of Hawai'i System, including primary responsibility for such fundamental academic areas as curriculum content, subject matter, and methods of instruction and research.
- B. Determining the review, evaluation, and development of instructional, academic, and student support programs.
- C. Budget planning and implementation.
- D. Participating in the process of evaluating faculty and College administrators.
- E. Faculty-staff relations.
- F. Faculty-student relations.
- G. The establishment of a canon of professional ethics and an effective means of professional maintenance of those ethics, including faculty self-discipline.
- H. Other subjects affecting academic policy matters referred to the Faculty Senate by the Chancellor or by request of the appropriate faculty organization.

SECTION 3. The Faculty Senate may accept such other responsibilities as the Chancellor of Leeward Community College, the Vice President for Community Colleges, the President of the University of

Hawai'i System, or the Board of Regents may assign to it.

SECTION 4. In carrying out the aforementioned functions and responsibilities, the Faculty Senate shall amend such Bylaws, rules of order, and regulations as it may deem necessary.

## ARTICLE II

### Recognition and Transmission of Faculty Senate Actions

SECTION 1. The transmission of, receipt of, and response to the Faculty Senate actions shall follow the procedures set forth in the current University directives relating to faculty involvement in academic policy.

SECTION 2. The Chancellor, or other appropriate administrative official of the College, shall respond to Faculty Senate communications within a reasonable time, normally no more than 30 days unless otherwise mutually agreed upon.

SECTION 3. The Faculty Senate, likewise, shall respond to requests from the Chancellor or other administrator within no more than 30 days unless otherwise mutually agreed upon.

SECTION 4. Official communications between the Faculty Senate and the College Administration shall be in writing, responsibility for which shall rest with the Chair of the Faculty Senate and the Chancellor.

## ARTICLE III

### Relationship of This Charter to Collective Bargaining Agreements

SECTION 1. Any agreement negotiated between the Board of Regents and the duly authorized bargaining agent of the Faculty under Act 171, Chapter 89 of the Hawai'i Revised Statutes, shall supersede any provisions of this Charter, or the Bylaws made pursuant thereto, with which they may conflict.

SECTION 2. Should any provisions of this Charter, or Bylaws made pursuant thereto, be superseded for reasons stated in Section 1, all remaining provisions are separable and shall remain in effect.

## ARTICLE IV

### Membership in and Composition of the Faculty Senate

SECTION 1. All faculty in rank C-2 or higher are eligible for membership in the Faculty Senate and are considered faculty members entitled to vote in the elections of members to the Faculty Senate.

SECTION 2. All lecturers teaching at least 8 teaching equivalencies at Leeward Community College are welcome to participate in the Faculty Senate and are entitled to vote in the elections of members to the Faculty Senate.

SECTION 3. The composition of the Faculty Senate shall include 22 elected members.

SECTION 4. Composition of the Faculty Senate shall come from the following constituencies:

- A. Academic Services
- B. Arts and Humanities
- C. Business
- D. Language Arts
- E. Mathematics and Natural Sciences
- F. Office of Continuing Education and Workforce Development
- G. Professional Arts and Technology
- H. Social Sciences
- I. Student Services
- J. Wai'anae Moku

SECTION 5. To ensure that all constituencies are represented in the Faculty Senate, one additional Senator shall be appointed from each constituency not represented by an elected Senator.

- A. The Faculty Senate Chair shall solicit a recommendation of one representative to the Faculty Senate from each constituency not represented by an elected Senator.
- B. If a constituency is unable to recommend a representative then the Faculty Senate Chair shall appoint any Faculty member eligible to vote from the constituency.
- C. The additional Senators shall be confirmed by a majority of votes cast by the Senate members.

SECTION 6. The Lecturers may recommend one representative, via the Faculty Senate Chair, to the Faculty Senate, subject to confirmation by a majority of votes cast by the Senate members.

SECTION 7. A vacancy shall exist when the number of Senators is less than that prescribed in Article IV, Sections 3 and 5 of the Charter. A vacancy is defined when a Senator is removed or resigns due to extenuating circumstances. (No vacancy will exist if all constituencies are represented and the remaining number of Senators is more than 21.)

- A. The Chair of the Faculty Senate shall appoint any Faculty member eligible to vote to fill a vacancy on the Senate, subject to confirmation by a majority of votes cast by Senate members.
- B. Appointed Senators shall serve the remainder of the term of the replaced Senator.

## ARTICLE V Election and Term of Office

SECTION 1. All members of the Faculty Senate shall be elected through an at-large electoral process. At-large elections for the Faculty Senate shall be held in the Fall semester of each year, following the procedures set forth in the Bylaws.

SECTION 2. Senators shall be elected for a two-year term, one-half of the Senate being elected each year. The Lecturer seat shall be filled on an annual basis.

SECTION 3. Term of office shall be limited to three consecutive two-year terms.

SECTION 4. Executive Officers of the Faculty Senate shall include a Chair, a Vice-Chair, and a Secretary. These Executive Officers shall be elected by the Senate and will serve for a term of one year.

## ARTICLE VI Amendment of Charter

SECTION 1. All amendments to this Charter must be approved by two-thirds of votes cast by Senate members.

SECTION 2. Two-thirds of votes cast by Faculty members eligible to vote, as defined by this Charter, are required for approval of the proposed amendment.

SECTION 3. Voting on amendment changes will be made accessible to faculty members eligible to vote as defined by the Charter.

SECTION 4. If adopted, the proposed amendment shall be sent to the Chancellor. Amendments shall become effective upon approval by the Chancellor. The Chancellor will notify the Faculty Senate Chair regarding decisions on the amendments.

## Definitions for Charter and Bylaws

### APT

“The Administrative, Professional and Technical (APT) positions include professional, non-faculty type positions that require a baccalaureate degree such as research associates, educational specialists, administrative officers, auxiliary and facilities services officers, and human resources specialists.” [UH, system Office of Human Resources, Classification & Compensation. <http://www.hawaii.edu/ohr/faculty-staff/class-comp#apt>]

### Constituencies

Constituencies are defined as Instructional divisions, Support units, and other groupings.

### Votes cast

The total number of people who voted.

### Majority

“More than half of the votes cast by persons entitled to vote excluding blanks or abstentions, at a regular or properly called meetings.” [Robert’s Rules of Order, Newly Revised (11th ed.), p. 400]

### Special Meeting

A meeting held between regular meetings and convened to discuss only one or two items of business.

#### Standing Committee

A committee that performs a continuous function for the Faculty Senate.

#### Special Committee

A committee (Ad-Hoc) formed as the need arises. Once the task is completed, the committee ends. The committee cannot perform any task that is already under the responsibility of a standing committee.