

UNIVERSITY OF HAWAI'I-LEEWARD COMMUNITY COLLEGE  
FACULTY SENATE

BYLAWS

ARTICLE I

Duties of Senate Members

SECTION 1. All members of the Faculty Senate shall have a duty and responsibility to their constituencies and the College. To ensure full participation of senators, the duties and responsibilities are stated herein.

SECTION 2. Senators shall have the responsibility to:

- A. Attend all regular and special meetings of the Senate and to remain until the meetings are officially adjourned.
  - 1. The Chair shall have the authority, with the consent of the Senate, to remove any Senator who has missed two regular meetings of the Faculty Senate during any given semester.
- B. Serve on at least one of the Senate Standing Committees described in Article IV of the Bylaws or serve on any Special (Ad Hoc) Committees as designated by the Chair.
- C. Report on Senate action back to their constituency.

ARTICLE II

Duties of the Executive Officers of the Faculty Senate

SECTION 1. Duties, responsibilities, and authority of the Chair shall include the duties of senators stated in Article I of the Bylaws, and the following:

- A. Serve as the official liaison between the Faculty and the Administration and as the primary spokesperson of the Faculty.
- B. Serve as one of two representatives of the Faculty Senate on the Campus Council that reviews and adopts Campus Institutional Priorities (IP).
- C. Preside at and conduct all meetings of the Faculty Senate, and preside at Faculty meetings called by the Faculty Senate.
- D. Schedule meetings of the Faculty Senate and prepare the agendas for those meetings.
- E. Appoint, subject to confirmation by the Faculty Senate, the Chairs of all standing and special committees.
- F. Appoint members of standing and special committees as provided for in Article IV, Section 4 of these Bylaws.
- G. Serve as an ex-officio member of all Faculty Senate committees.

SECTION 2. Duties, responsibilities, and authority of the Vice Chair shall include the duties of senators stated in Article I of the Bylaws, and the following:

- A. Perform the duties of the Chair in the absence or at the request of the Chair.
- B. Assist the Chair as necessary or requested.
- C. Serve as one of two representatives of the Faculty Senate on the Campus Council that reviews and adopts Campus Institutional Priorities (IP).

- D. Will evaluate and update the Faculty Senate Charter and Bylaws every two years, or more frequently as situations demand, to ensure currency of information and compliance with existing policies and practices.

SECTION 3. Duties, responsibilities, and authority of the Secretary shall include the duties of senators stated in Article I of the Bylaws, and the following:

- A. Keep the minutes of all Senate meetings, except executive sessions.
- B. Distribute copies of the minutes of each meeting to each Senator, each constituency, the Administration, and others as appropriate.
- C. Keep the official records of the Senate, transmitting copies of the approved minutes for a permanent file
- D. Handles official correspondence of the Senate, as requested by the Chair.
- E. Notifies all Senators of meeting dates and places and other relevant information, as requested by the Chair.
- F. Receive reports from all Senate committees.
- G. Furnish copies of the unapproved minutes of Senate meetings to all Senators.
- H. Furnish copies of the approved minutes of Senate meetings to all Senators and for inclusion in campus-wide publications.
- I. Update Senate records and relevant information on the Faculty Senate website.

### ARTICLE III Meetings of the Senate

SECTION 1. Regular meetings of the Faculty Senate may be held at any time but shall be scheduled by the Chair at least once every six weeks during the academic year.

SECTION 2. Meetings of the Faculty Senate shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, except as may otherwise be stated herein.

SECTION 3. Proposals concerning new business may be adopted at a meeting in which they are introduced upon approval by two-thirds of votes cast. Proposals supported by only a majority at the meeting in which they are introduced shall be considered at the next regularly scheduled meeting of the Faculty Senate. Approval at that time or later shall require only a majority vote.

SECTION 4. Special meetings shall be scheduled by the Chair upon the request of any three senators or upon receipt of a petition signed by not less than 10% of all faculty members. The petition shall state the reason that a special meeting is desired and the topic(s) to be addressed. Such special meetings shall be held as soon as practicable, but not later than 10 working days from receipt of the petition or at a date agreed upon by the Senate Chair and those requesting the special meeting.

SECTION 5. Both regular and special meetings shall be open to all members of the Faculty. Official action by the Faculty Senate may be taken only at a regular or special meeting.

SECTION 6. Faculty shall be notified of all regular meetings at least one week prior to the meeting and special meetings as soon as possible.

SECTION 7. Executive sessions of the Faculty Senate may be scheduled by the Chair and shall be closed to all except members of the Faculty Senate and persons whom the Senate deems appropriate to invite, if any. No official action may be taken by the Senate at such executive sessions.

SECTION 8. A quorum for meetings of the Faculty Senate shall consist of a majority of the membership of the Faculty Senate as provided in Article IV of the Charter.

SECTION 9. Persons external to the Faculty Senate may be asked to leave during voting on motions.

#### ARTICLE IV Committees

SECTION 1. Purpose. The work of the Faculty Senate shall be conducted largely in committees. The purpose of the Senate committees is to research, discuss, and recommend policies and/or provide information on academic policy matters to the Senate for its review and adoption. Committee actions are advisory in nature.

SECTION 2. Chairs of all Senate committees shall be appointed annually by the Faculty Senate Chair from among members of the Senate, subject to confirmation by a majority vote of the Faculty Senate.

SECTION 3. The Senate has two types of committees: standing and special. Standing Committees perform a continuous function for the Faculty Senate. Special Committees (Ad Hoc) are formed as the need arises to carry out a specific task and once completed, the committees cease to exist. The special committee cannot perform any task that is already under the responsibility or function of a standing committee.

SECTION 4. Upon creation of a special committee, its task, the identification of its chair, and the intended composition of its membership are included in the motion. The motion to form a Special Committee is initiated by the Faculty Senate Chair and must be approved by a majority of votes cast by Senate members. All special committees must be reviewed annually and must obtain approval by the Senate to continue for another year.

SECTION 5. Duties, responsibilities, and authority of Standing and Special Committee Chairs:

- A. Serve as liaison between committee and Faculty Senate, and as the primary spokesperson of said committee.
- B. Preside at and conduct all meetings of their respective committees.
- C. Schedule committee meetings.
- D. Appoint committee members including any appointed by the Senate Chair.
- E. Keep records of committee meetings.
- F. Notify Faculty Senate Chair of meeting dates, times, places, and other relevant information.
- G. Provide written committee recommendations to the Faculty Senate for review, and adoption, modification, or rejection.
- H. Provide a year-end written report to the Executive Committee.

SECTION 6. Committees shall be constituted as follows:

- A. Membership on all committees is open to all Faculty and lecturers.
- B. Standing committees shall have at least 3 voting members with at least 1 member of the Faculty Senate.

- C. Membership on standing and special committees should be representative of a broad range of Faculty and constituencies.
- D. One member of the Administration may be invited to serve on a committee as a non-voting member.
- E. The Faculty Senate Chair serves as an ex-officio member of all Faculty Senate committees.

ARTICLE V  
Standing Committees

SECTION 1. Executive Committee

- A. Functions
  - 1. Organize the Faculty Senate and prepare the agenda for regular and special meetings.
  - 2. Maintain communication with College Executive Administration.
- B. Membership
  - 1. The officers include the Faculty Senate Chair, Vice Chair, and Secretary.
  - 2. Faculty Senate Standing Committee Chairs may also serve at the discretion of the Faculty Senate Chair.

SECTION 2. Academic Support and Institutional Support Committee

- A. Functions
  - 1. Review and make recommendations to the Faculty Senate concerning policies and procedures on academic and institutional support services to faculty, staff, and students.
  - 2. Consult with members of the Administration as needed.
- B. Membership
  - 1. Membership includes appointed faculty members who shall be voting members.

SECTION 3. Budget and Planning Committee

- A. Functions
  - 1. Consult with and advise the Administration on matters relating to projected budgets and current expenditure plans.
  - 2. Consult with and advise the Administration on matters relating to future plans for programs, personnel, facilities, and equipment.
  - 3. Work with the Administration to establish goals and monitor progress toward their attainment.
  - 4. Review and make recommendations to the Senate concerning policies relating to campus resource allocation and use.
  - 5. Review and make recommendations to the Faculty Senate on the Campus Institutional Priorities (IP).
- B. Membership
  - 1. Membership includes appointed faculty members who shall be voting members.

SECTION 4. Curriculum Committee

- A. Functions
  - 1. Review and recommend approval, revision, or rejection of proposals for new courses and modification or deletion of existing courses.

2. Review and recommend approval, revision, or rejection of proposals for new certificate and degree programs and modification or deletion of existing programs.
  3. Support and assist faculty members in the proposal process.
  4. Recommend to the Faculty Senate all course, program, certificates, and degree proposals that have been reviewed and approved by the Curriculum Committee.
- B. Stipulation: In performing these functions, the Committee shall recognize the concerns of the various disciplines and shall make no recommendations without seeking their concurrence on matters within their respective academic fields.
- C. Membership
1. Membership includes appointed faculty members representing each of the constituencies as defined in Charter, Article IV who shall be voting members.
  2. The Vice Chancellor for Academic Affairs/Chief Academic Officer, the Dean of Arts and Sciences, the Dean of Career and Technical Education, and the Registrar, or their designated representatives, shall be non-voting members.
  3. The Curriculum Support Coordinator and Web Support Specialist may serve on the Committee and shall be non-voting members.

## SECTION 5. Faculty Committee

- A. Functions
1. Monitor, review, and make recommendations to the Faculty Senate concerning any aspect of faculty academic activities, including sabbatical leaves, travel, evaluation, committee assignments, criteria for faculty contract renewal, tenure, promotion, ethics, peer review and student evaluation of faculty.
  2. Monitor, review, and make recommendations to the Faculty Senate concerning policy relating to criteria for lecturer contract renewal, ethics, peer review and student evaluation of lecturer.
  3. Provide for an overview of policies and procedures of concern to the Faculty.
- B. Membership
1. Membership includes appointed faculty members who shall be voting members.

## SECTION 6. Legislative Relations Committee

- A. Functions
1. Monitor and report to the Faculty Senate on legislative issues that affect faculty (i.e., retirement, healthcare, tuition waivers, academic and curriculum matters, etc.) and the university system.
- B. Stipulation: In performing this function, the Committee shall advise and cooperate with the College Administration to maintain productive relations with individual legislators and legislative committees.
- C. Membership
1. Membership includes appointed faculty members who shall be voting members.

## SECTION 7. Assessment Committee

- A. Functions
1. Review and make recommendations to the Faculty Senate on policies and procedures relating to assessment.

2. Work with the Administration and the Office of Planning, Policy and Assessment to facilitate the assessment process and establish a culture of assessment.
- B. Membership
1. Membership includes appointed faculty members who shall be voting members.
  2. A member or designated representative of Administration or Office of Planning, Policy & Assessment shall be invited to serve as a non-voting member.

#### SECTION 8. Student Affairs Committee

- A. Functions
1. Review and make recommendations to the Faculty Senate on policies and procedures including but not limited to student admissions, testing, counseling, retention, conduct code, academic dishonesty, academic grievances, academic awards and distinctions.
  2. Consult with the Dean of Student Services and appropriate Student Service Unit Heads regarding any policies and procedures being examined by the Faculty Senate and/or committee related to their scope of work.
- B. Membership
1. Membership includes appointed faculty members, including the Student Services Coordinator], who shall be voting members.
  2. The Student Government President or designated representative shall be invited to serve as a non-voting member.
  3. Faculty and staff knowledgeable of the various student service units (i.e., Admissions & Records, Financial Aid, Counseling), including the Student Services Coordinator, shall be invited to serve. Staff will serve as non-voting members.
  4. Other staff of the College who are content area experts in matters being discussed by the committee may also be invited to serve as non-voting members.

#### SECTION 9. General Education Committee

- A. Functions
1. Monitor, evaluate, and make recommendations to the Senate on matters concerning General Education Outcomes, AA Core Requirements, Transfer and Articulation.
  2. Update and submit the Liberal Arts AA modifications that take place each year to the Senate.
  3. Report to the Senate the concerns, recommendations and progress of the various General Education Boards, including annual reports submitted to the General Education Chair.
- B. Stipulation: The General Education Committee does not manage the General Education Boards which operate semi-autonomously in regard to membership and function.
- C. Membership
1. The General Education Chair shall also serve as the Foundations Board Chair.
  2. The Chairs of the following General Education Boards are voting members of the General Education Committee: Diversification Board (D), Hawaiian, Asia, and Pacific Board (HAP), Writing Intensive Board (WI), Contemporary Ethical Issues Board (E), Oral Communication Board (OC).
  3. The Curriculum Committee Chair and one counselor selected by the General Education Chair are voting members of the committee.

4. The Committee may add up to three additional faculty members as voting members to the Committee as needed.

#### SECTION 10. Distance Education Committee

##### A. Functions

1. Review and make recommendations to the Senate concerning policy relating to distance education.
2. Promote the development of distance education courses to ensure that their content and design are appropriate to the medium.
3. Develop and recommend policies and procedures that provide technical and academic support to ensure distance learner success.
4. Develop and recommend policies and procedures that provide technical and academic support for faculty who teach distance education courses.
5. Develop and recommend best practices for distance education teaching.
6. Develop outcome assessment measures that describe and evaluate the success of the distance education program and provide the data on which future recommendations can be made.
7. Review facilities and equipment needs periodically, and make appropriate recommendations.

##### B. Membership

1. Membership includes appointed faculty members with experience teaching a Distance Education course (DE) who shall be voting members.
2. The Distance Education Coordinator shall be a voting member.
3. An APT who is involved in the Distance Education Program may be invited to serve on the committee as a non-voting member.

#### SECTION 11. Elections Committee

##### A. Functions

1. Review and make recommendations to the Faculty Senate concerning policies and procedures relating to its electoral process.
2. Conduct the General Faculty Senate elections.
  - a. Research and verify the number of Faculty and lecturers on the roll for eligibility at the beginning of the Fall Semester.
  - b. Solicit eligible faculty members to run for the Faculty Senate.
  - c. Advertise/distribute a list of candidates to all Faculty members as follows: three weeks prior to election week and twice prior to election week.
3. Conduct the Faculty Senate Executive Officers elections.

##### B. Membership

1. Membership also includes appointed faculty members who shall be voting members.

#### ARTICLE VI Elections

SECTION 1. Of the 22 elected members, 11 senators will be elected each year to serve a two-year term.

SECTION 2. All faculty in rank C-2 or higher are eligible to be nominated for the general election. No person shall be listed as a candidate for the Faculty Senate without written consent of that person.

SECTION 3. Elections will be made accessible to all faculty in rank C-2 or higher and all lecturers teaching at least 8 teaching equivalencies at Leeward Community College.

SECTION 4. The election period will be completed by the last day of November.

SECTION 5. Voting must be completed by 4 pm on the last day of the voting period. After the election ends and as soon as is practical, the Election Committee Chair will inform the Faculty Senate Chair of the results. The Faculty Senate Chair will notify the new senators. Elected senators will be acknowledged in a campus-wide publication no more than one week after the completion of the election.

SECTION 6. After the Senate elections, the new Senate of the following academic year shall elect officers of the Senate for the following academic year.

SECTION 7. Newly elected senators will take office during the first regularly scheduled Faculty Senate meeting of the academic year following their election to office.

SECTION 8. Plurality of votes cast are the winners for any election where there are more than two candidates.

#### ARTICLE VII Separability

SECTION 1. The invalidation of any article or section herein shall have no effect on the applicability of the remaining parts of these Bylaws.

#### ARTICLE VIII Amendment of the Bylaws

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

SECTION 2. 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.