

UNIVERSITY OF HAWAI‘I-LEEWARD COMMUNITY COLLEGE
FACULTY SENATE

CHARTER AND BYLAWS

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 a formal, independent voice and organization, and, through its Bylaws, establishes formal procedures by which the Faculty of the College can work in a collegial manner with their administrative colleagues. The Faculty Senate is committed to developing and implementing policies that will provide a favorable environment for learning within the University of Hawai‘i System. The Faculty Senate shall also promote communication and mutual understanding among members of the faculty, staff, lecturers, administrators, students, and the community.

I. CHARTER

ARTICLE I

Purpose and Functions of the Faculty Senate

- Section 1. The Faculty Senate shall serve as the policy-recommending and advisory body of the Faculty. On behalf of the Faculty, it is responsible for making recommendations to the Vice Chancellor for Academic Affairs/Chief Academic Officer and Chancellor of Leeward Community College, the Vice President for Community Colleges, the President of the University of Hawai‘i System, and the Board of Regents.
- 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.
 - B. review, evaluation, and development of instructional, academic, and student support programs.
 - C. budget and finances.
 - D. evaluation of faculty members and campus administrators.
 - E. faculty-administration relations concerning the evaluation and selection procedures of candidates for administrative positions.
 - F. faculty-staff relations.
 - G. faculty-student relations.
 - H. professional ethics and conduct of its members.
 - I. other areas determined by the Faculty.

Section 3. The Senate may accept such other responsibilities as the Vice Chancellor for Academic Affairs/Chief Academic Office and 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 Senate shall amend such Bylaws, rules of order, and regulations as it may deem necessary.

ARTICLE II

Recognition and Transmission of Senate Actions

Section 1. The transmission of, receipt of, and response to the 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

Members of the Faculty and the Faculty Senate

- Section 1. The Faculty includes Board of Regents-appointed full-time and half-time faculty and lecturers. Full-time and half-time faculty shall have the right to vote on such matters as may be submitted to the Faculty for a decision, including the elections of members to the Faculty Senate. Right to vote should also include lecturers teaching at least eight credits at the College. Part-time faculty should be defined as lecturers teaching seven credits or less.
- Section 2. There shall be a Faculty Senate composed of 22 members or 10% of the full-time Faculty, whichever is greater, on the rolls as of September 1 each year. The Lecturer Group is guaranteed on the Faculty Senate at least one voting member who teaches at least eight credits at the College, with such member to be either elected or appointed by the Senate Chair. To insure that all Divisions of the College are represented in the Faculty Senate, one additional Senator shall be appointed from each Division not represented by an elected Senator. The method of appointment and the definition of Division are stated in the Bylaws.
- Section 3. All full-time and half-time BOR-appointee Faculty members are eligible for election to the Faculty Senate except those in administrative positions listed in the Bylaws. Lecturers teaching at least eight credits at the College are also eligible for election, with no more than two lecturers at any one time.

ARTICLE V

Election and Term of Office

- Section 1. 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. Senate vacancies shall be filled in accordance with the procedures set forth in the Bylaws.

ARTICLE VI
Amendment of Charter

- Section 1. Amendments to this Charter may be proposed by the Faculty Senate or by a petition signed by no fewer than 20% of the voting members of the Faculty. After introduction by a Senator or receipt by the Secretary, a proposed amendment shall be given first reading at the next meeting of the Senate.
- Section 2. Consideration of a proposed amendment shall be given by the Senate at the next meeting following first reading. The proposed amendment of the Charter may itself be amended at this time by a two-thirds majority of the Senate. The Senate shall then transmit to the Faculty its recommendations concerning the proposed amendment and shall schedule a vote on the proposed amendment (as it may have been amended).
- Section 3. A two-thirds majority of all voting members of the Faculty is required for approval of the proposed amendment.
- Section 4. All amendments to the Charter shall be submitted to the Vice Chancellor for Academic Affairs/Chief Academic Officer and the Chancellor for transmission to the Vice President for Community Colleges. They shall become effective upon approval by the Chancellor and the Vice President for Community Colleges.

II. BYLAWS

ARTICLE I
Officers of the Senate and Their Duties

- Section 1. Officers of the Senate shall include a Chair, a Vice-Chair, and a Secretary. These officers shall be elected by the Senate and will serve for a term of one year.
- Section 2. Duties, responsibilities, and authority of the Chair shall include the following:
- A. Serve as the official liaison between the Faculty and the Administration and as the primary spokesperson of the Faculty.
 - B. Preside at all meetings of the Senate and at Faculty meetings called by the Senate.
 - C. Schedule meetings of the Senate and prepare the agendas for those meetings.
 - D. Appoint, subject to confirmation by the Senate, the Chairs of all standing and ad hoc committees.
 - E. Appoint members of standing and ad hoc committees as provided for in Article III of these Bylaws.
 - F. Serve as an ex-officio member of all Senate committees.

- Section 3. Duties, responsibilities, and authority of the Vice-Chair shall include 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.
- Section 4. Duties, responsibilities, and authority of the Secretary shall include 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 Division, 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. As requested by the Chair, handles official correspondence of the Senate.
 - E. As requested by the Chair, notifies all Senators of meeting dates and places and other relevant information.
 - F. Receive reports from all Senate committees.
 - G. Furnish copies of the unapproved and approved minutes of Senate meetings for inclusion in campus-wide publications.

ARTICLE II Meetings of the Senate

- Section 1. General meetings of the 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 passed at a meeting in which they are introduced upon approval by a two-thirds majority of the Senators present. Proposals supported by only a simple 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 simple 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 request or 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 request or petition or at a date agreed upon by the Senate Chair and those requesting the special meeting.

- Section 5. Both general and special meetings shall be open to all members of the Faculty. Official action by the Senate may be taken only at general 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 Senate may be scheduled by the Chair and shall be closed to all except members of the 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. Two-thirds of the membership of the Senate shall constitute a quorum for the transaction of business.
- Section 9. Persons external to the Faculty Senate may be asked to leave during voting on motions.

ARTICLE III Committees

- Section 1. Committees shall be appointed to serve such purposes as the Senate may desire. Among these shall be the standing committees named in Article IV of these Bylaws and such ad hoc committees as may be deemed necessary. Standing committees shall have not fewer than three voting members.
- Section 2. Chairs of all Senate committees shall be appointed by the Senate Chair from among members of the Senate, subject to confirmation by simple majority vote of the Senate.
- Section 3. Chairs will provide a written year-end report to the Executive Committee.
- Section 4. Membership on all committees is open to all Faculty, including lecturers. Committee Chairs may appoint members of their own committees in addition to any appointed by the Senate Chair.
- Section 5. Committee actions are advisory in nature. A written report of committee recommendations shall be submitted to the full Senate for review and adoption, modification, or rejection.

ARTICLE IV
Standing Committees

- Section 1. Executive Committee
- A. Functions
 - 1. Design and organize the Senate and meetings.
 - B. Membership
 - 1. The officers include the Faculty Senate Chair, Vice-Chair, and Secretary. The officers of the Executive Committee also serve as the officers of the Senate.
 - 2. Faculty Senate Committee Chairs may also serve at the discretion of the Senate Chair.
- Section 2. Academic Support and Institutional Support Committee
- A. Functions
 - 1. Monitor, evaluate, and recommend policies and procedures concerning the provision of academic and institutional support services to faculty, staff, and students.
 - B. Membership
 - 1. The Committee Chair and appointed faculty members shall be voting members.
 - 2. One member of the College Administration shall be invited to serve as a non-voting member.
- 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.
 - B. Membership
 - 1. The Committee Chair and appointed faculty members shall be voting members.
 - 2. At least one member of the Administration shall be invited to serve as a non-voting member.
- Section 4. Curriculum Committee
- A. Functions
 - 1. Suggest ways in which the curriculum could be strengthened.
 - 2. Serve as a voice of the Faculty on matters relating to the curriculum, including the allocation of educational resources.
 - 3. Support and assist faculty members in the review of existing and development of new approaches to instruction, and in cross-discipline articulation.

4. Review and recommend approval, revision, or rejection of proposals for new courses and modification or deletion of existing courses.
 5. Review and recommend approval, revision, or rejection of proposals for new certificate and degree programs and modification or deletion of existing programs.
- B. Stipulation: In performing these functions, the Committee shall recognize the concerns of the several disciplines and shall make no recommendations without seeking their concurrence on matters within their respective academic fields.
- C. Membership
1. The Committee Chair and appointed faculty members representing each of the instructional and academic support Divisions 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.

Section 5. Faculty Committee

- A. Functions
1. Monitor and make recommendations concerning any aspect of faculty academic activities, including sabbatical leaves, travel, evaluation, and committee assignments.
 2. Maintain a continuing review of the conduct of its members.
 3. Provide for an overview of policies and procedures of concern to the Faculty.
 4. Solicit and recommend members for various committee compositions regarding academic matters.
- B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
 2. The Dean of Arts and Sciences or designated representative shall be invited to serve as a non-voting member.

Section 6. Legislative Relations Committee

- A. Functions
1. Advise and cooperate with the College Administration to maintain productive relations with individual legislators and legislative committees. Contacts with individuals and committees shall be consistent with stated University policies.
- B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
 2. One member of the College Administration shall be invited to serve as a non-voting member.

- Section 7. Program Review, Institutional Research, and Assessment Committee
- A. Functions
1. Maintain a continuing overview of the instructional program for quality and content.
 2. Monitor, evaluate, and recommend policies and procedures relating to program reviews.
 3. Review program reviews and recommend their acceptance, revision, or rejection.
 4. Make recommendations concerning academic and related programs and activities undertaken outside the traditional framework of classroom activity.
 5. Review and evaluate the programs and activities conducted in this manner.
- B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
 2. The Dean of Arts and Sciences or designated representative shall be invited to serve as a non-voting member.
 3. The Committee Chair shall coordinate with the Director of the Office of Continuing Education and Workforce Development as appropriate.

- Section 8. Student Committee
- A. Functions
1. Monitor and make recommendations on policies and procedures relating to student admissions, testing, counseling, retention, and grievances.
 2. Serve as an official channel of communication between students and the Faculty.
- B. Membership
1. The Committee Chair and appointed faculty members shall be voting members.
 2. The Dean of Student Services or designated representative shall be invited to serve as a non-voting member.
 3. The President of the Student Body or designated representative shall be invited to serve as a non-voting member.
 4. Other students of the College may be invited to serve as non-voting members.

- Section 9. General Education Committee
- A. Functions
1. Serve as the primary voice of the faculty concerning General Education in all academic programs.
 2. Monitor, evaluate, and make recommendations to the Senate on matters concerning General Education.
 3. The committee does not supervise the General Education Boards and sub-committees of the college, but is expected to provide formal written reports to the Senate concerning the actions of all GenEd

Boards and sub-committees.

B. Membership

1. Chair will be a member of the Faculty Senate, appointed by the Faculty Senate Chair, with approval of the full senate. Chair of the General Education Committee will also serve as Chair of the Foundations Board.
2. Voting members will include the Chairs of the following committees: Diversification Board; Hawaiian, Asia, and Pacific Board; Writing Intensive Board.
3. The committee chair may appoint up to three additional faculty as voting members, after reporting the names to the Senate in a formal written memo.
4. Members of the college administration or other non-faculty units may be invited to serve as non-voting members at the discretion of the committee chair.

Section 10. Distance Education Committee

A. Functions:

1. Serve as the primary voice of the faculty senate in matters of Distance Education on the Leeward CC campus;
2. Help 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, and
7. Review facilities and equipment needs periodically, and make appropriate recommendations.

B. Membership:

1. The Committee Chair is a Faculty Senator appointed in accordance with Bylaws;
2. Members should be faculty with experience teaching a DE course;
3. At least one non-faculty member (e.g. APT, Administration, etc) that is involved in the Leeward CC DE program

ARTICLE V

Elections

- Section 1. An Elections Committee shall be appointed in September of each year for the purpose of nominating candidates for election to the Faculty Senate and to conduct the election. The Committee Chair and members shall be

appointed in accordance with Article III of these Bylaws and shall include one member from each Division.

- Section 2. The Elections Committee shall nominate eligible faculty members to run for the Faculty Senate, a list of whom shall be made available to all faculty members at least three weeks before the start of the voting period. Additional nominations may be made by petition of ten percent (10%) of the eligible voters, submitted to the Committee Chair not less than ten days before the start of the voting period. Another list of candidates shall be made available to all faculty members not less than seven days before the start of the voting period.
- Section 3. Of the 22 elected members.
A. Eleven Senators will be elected in one year, and eleven will be elected in alternate years, with additional seats elected should vacancies occur.
- Section 4. No person shall be listed as a candidate for the Faculty Senate without written consent of that person.
- Section 5. The election period shall be the working days of the first full calendar week in November.
- Section 6. Elections shall be by secret ballot, each eligible voter being provided one ballot. Marked ballots shall be deposited in a ballot box at one of the specified voting places.
- Section 7. Voting must be completed by noon on the last day of the voting period. Ballots shall be counted by an Elections Committee that afternoon, and the Committee Chair shall inform the Faculty Senate Chair of the results as soon as practicable. Names of the newly elected Senators shall be published in a campus-wide publication within seven days of the completion of the election.
- Section 8. A special meeting of the newly elected Senate shall take place in May for the sole purpose of electing officers for the following year.
- Section 9. Newly elected Senators shall take office during the first regularly scheduled Faculty Senate meeting of the academic year.

ARTICLE VI Removal of Senators

- Section 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.

ARTICLE VII

Vacancies

- Section 1. A vacancy shall be considered to exist when the number of Senators is less than that prescribed in Article IV, Section 2, of the Charter. (No vacancy will exist if all Divisions are represented and the remaining number of Senators is more than 21 or 10% of the Faculty.)
- Section 2. The Chair of the Faculty Senate shall appoint any eligible member of the Faculty to fill a vacancy on the Senate, subject to confirmation by a simple majority vote of the remaining Senators.
- Section 3. Appointed Senators shall serve only until the next regular election.

ARTICLE VIII

Definitions

- Section 1. Administrative positions are defined as those occupied by the Chancellor, Vice Chancellor for Academic Affairs/Chief Academic Officer, Deans, and Directors. Faculty members occupying those positions shall be considered part of the Administration. Division Chairs, while having administrative responsibilities, shall not be considered part of the College Administration.
- Section 2. Divisions within the College shall include
- A. Arts and Humanities
 - B. Business Technology
 - C. Language Arts
 - D. Mathematics and Natural Sciences
 - E. Student Services
 - F. Social Science
 - G. Vocational-Technical Education
 - H. Academic Support
 - I. Office of Continuing Education and Workforce Development

ARTICLE IX

Parliamentary Procedure and Faculty Meetings

- Section 1. Meetings of the Faculty as a whole shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised.
- Section 2. Faculty members shall be notified in writing at least 72 hours before the scheduled time of any meeting of the Faculty as a whole. The place and the agenda shall be specified in the notice of the meeting.
- Section 3. A quorum for meetings of the Faculty as a whole shall consist of the number of faculty members present at each meeting.

ARTICLE X
Amendment of Bylaws

Section 1. Amendments to these Bylaws may be made by following the same procedures as set forth for amendment of the Charter, except that any amendments approved by the Faculty need be submitted only to the Vice Chancellor for Academic Affairs/Chief Academic Officer and the Chancellor. They shall become effective upon approval by these parties.

ARTICLE XI
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.

Charter and Bylaws approved by faculty vote on October 15, 1999.

Amendments posted Nov. 7, 1999.

Minor formatting errors not affecting content corrected on Oct. 23, 2001.

Revisions to the Charter and Bylaws approved by faculty vote on February 28, 2006.

All revisions will take effect at the start of the 2006-2007 academic year.

Revisions to Bylaws Article IV, Sec. 9 approved by faculty vote and approving parties on April 5, 2007.

Revisions to Bylaws Article IV, Secs. 9 and 10 by amendment process on April 28, 2014.