

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. If circumstances arise that are not explicitly addressed in the constitution or bylaws, the Senate may make a good faith effort to adapt, following the spirit of the constitution and bylaws. 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, as appropriate, to one or more of the following: College of the Redwoods Board of Trustees (Board), College administration, classified employees, or state and national organizations.

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. For the purposes of the Academic Senate, eight Divisions are defined as follows:

- English
- Humanities (ART, COMM, PHIL, SPAN)
- Social Science (ANTH, HIST, POLYSC, PSYCH, SOC, SJ)
- Science (MATH, ASTRO, BIO, CHEM, GEOL, PHYS)
- Health & Safety Occupations (AJ, DA, HE/PE, NURS)
- Student Services (Counseling & Special Education)
- Career Education (AG, AJ, ADCT, SWHS, AUTO, BUS, CIS, CT, ECE, ECON, FNR, IT, MT, WT, AQUA, FT, DT, IT, CET)

For the purpose of Senate representation, faculty at the Del Norte Campus shall also be permitted to elect and seat Senator(s) as if they were a Division.

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. Effective April 2, 2021, any current Senator whose term of office does not expire until June 30, 2022 shall remain in office until the expiration of their current term of office. 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 Chief Instructional Officer/Chief Student Services Officer (CIO/CSSO) is an ex-officio, non-voting member of the Senate.

Section 8. The Associated Students of College of the Redwoods Senate may appoint one student representative to serve as an ex-officio, non-voting member of the Senate. The student representative shall serve for one academic year and be given a training by the Senate President 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 President, Vice-President, and Past-President. The Vice-President is elected annually by a majority of the members eligible to vote, excluding the current President, Vice-President and any ex-officio, non-voting members.

If the office of President becomes vacant before July 1, the Vice-President shall immediately assume the office of President for the unexpired term and then for the full term commencing on July 1. In the event of a vacancy in the office of Vice-President, a new one shall be selected as provided for in the Bylaws and take office immediately upon election by the Senate.

In the event where both the office of President and Vice-President are vacant at the same time, the Past-President shall assume the office of President for the remainder of the term of that President. The Senate Executive Committee may convene to select a Vice-President as provided by the terms of this Constitution and By-Laws. The Vice-President so elected shall then become President on July 1 for a full term.

- a. The Senate Vice-President is elected from among tenured Senators and Senate Subcommittee Chairs who have served past or present for one year or more. Nominations will be announced at the second meeting of the Senate in February. The full Senate shall vote for the Vice-President at the first Senate meeting in April. The Vice-President shall assume the office of

President on of the year of their election unless the Presidency be vacated

before that time. After the current President has served a one-year term of office, they shall assume the office of Past-President.

- b. CRFO President, Vice President, Chief Negotiating Officer, and Division Deans will be ineligible for nomination due to possible conflicts of interest.
- c. In a process described in the Academic Senate Bylaws, the Senate and Senate Executive Committees may nominate eligible faculty as Vice President. At the end of the process the Senate shall vote to elect the Vice-President, who shall become President July 1 of the year following their election as Vice-President.
- d. Nomination of Vice-President

1. The nomination process with eligible candidates will be announced and described at the first Senate meeting in spring to all senators and Senate Exec. Members
2. All nominations will be forwarded to the Academic Senate Office by no later than the third Friday of March.
3. All nominations will include a brief description of the candidate including, but not limited to, the division they are a member of, years of senate service and which capacities they served in. Candidates may self- nominate.
4. Executive Committee may nominate a candidate that will be provided to the Senate and will be compiled with nominations provided directly to the Senate Office.
5. Once nominations are forwarded on the date specified all candidates will be announced and included on the Senate agenda no later than the first meeting of April. The Vice-President shall be elected at this meeting by a majority vote cast by senators through an open ballot process.
6. If no nominations are received or a majority vote cannot be reached, the Senate shall elect one of its own members to fill the Vice-President vacancy until a nomination is put forth and approved by the Senate per the process described above.

Section 2. The Vice-President shall serve one year in that capacity. If, due to a vacancy in the office of President, the Vice-President assumes the office of President earlier than July 1 of the year following their election to the Vice-Presidency, than the Vice President may serve out the term of the previous President and continue in office as President for the full term beginning on July 1 of the year following their election as Vice-President.

Section 3. Transition (Vacancy in Co-Presidency on 3/6/20). – Notwithstanding any other provisions of the Academic Senate Bylaws or Constitution, by the end of May 2020, the Senate shall elect from among tenured faculty who have served or presently serve as a Senator, a President to take office on July 1, 2020. The term of the President so elected shall expire on June 30, 2021.

Section 4: The President or Vice-President may be removed by a majority of the members eligible to vote, excluding the President and Vice-President and ex-officio, non- voting members. A removal (recall) vote is initiated by a removal (recall) petition signed by no less than one-fifth of the Senate membership. Upon removal, the President or Vice- President is no longer a member of the Senate.

Section 5. The President (or Vice-President, if the latter is presiding), shall only vote to break a tie vote.

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:

- 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. When the Senate forwards resolutions and recommendations to the Board, a response is expected 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 President for interest-based principled mediation of differences.

Section 5. Documents supporting agenda items shall be submitted to the Senate at least one (1) week prior to the next regularly scheduled Senate meeting. The Senate agenda is the responsibility of the Senate President, in consultation with the Vice-President, subject to approval by the Senate Executive Committee.

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 President, in consultation with the Vice-President.

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 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. If a Senator desires to vote via telephone or other telecommunications medium, the votes shall be cast by roll call.

Section 3. If a Senator realizes that s/he will be absent for a given Senate meeting, that Senator should seek a substitute from his/her division provided that the Senator notifies the Senate office of this substitution at least 72 hours prior to a regular meeting or at least 24 hours prior to a special meeting. Requirements placed upon Senators as stated in the Senate's Constitution and Bylaws (especially Constitution Article VII Section 2 above) shall apply to substitutes.

Section 4. All meetings are open to the public except closed sessions as permitted by law for personnel matters.

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 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 President and excluding ex-officio, non-voting members. The adopted amendment shall take effect at the next Senate meeting.

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** – An organizational unit defined by the College Administration and used by the Senate for purposes of Senate and Committee membership.
- **Senate Approval or sign-off:** Normally used for 10 +1 plans or initiatives that require formal approval of the full Senate or when a signature of a Co-President is required. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. After discussion at Senate, the item may be moved to action at a subsequent Senate meeting. The action item is then voted on and, if passed with a majority, becomes approved by the Senate.
- **Senate recommendation or endorsement:** Normally used for plan or initiatives outside Senate’s 10 + 1 purview but a formal record of the position of the full Senate is desired. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. After discussion at Senate, the item may be moved to action at a subsequent Senate meeting. The action item is then voted on and, if passed with a majority, becomes recommended or endorsed by the Senate.
- **Senate review or feedback:** Normally used when feedback from the full Senate is needed or desired to gauge the level of support for a plan or initiative. The plan or initiative must be presented to the Senate Executive Committee and placed on the Senate agenda for discussion. In addition to verbal comments and questions, feedback may take the form of a show of hands, voice vote, or other informal means.

Academic Senate Constitution Approved April 5, 2002
Amended March 19, 2004

Amended May 2, 2008

Amended February 5, 2010

Amended September 20, 2013

Amended January 15, 2016

Amended April 15, 2016

Amended April 21, 2017

Amended February 7, 2020

Amended April 17, 2020

Amended April 2, 2021

Amended September 15, 2023