

WINDWARD COMMUNITY COLLEGE  
CONSTITUTION OF THE FACULTY SENATE

PREAMBLE

The Faculty Senate of Windward Community College is hereby established to provide formal faculty involvement in educational decision-making, academic policy, and program development.

The purpose of this formal faculty involvement is to ensure that quality education is provided, preserved and improved at Windward Community College, and in the University of Hawai`i system in general.

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ARTICLE I - NAME AND DUTIES

The name of this organization shall be the Faculty Senate of Windward Community College (hereinafter referred to as the Senate).

Section A.

The Senate shall be the exclusive policy-recommending and advisory body that represents the college faculty.

Section B.

The Senate shall provide advice and recommendations in the following areas:

1. The Academic Development Plan and related planning documents;
2. Academic policy and programs;
3. Policy for evaluation of faculty and campus academic administrators;
4. Credit curricula, especially but not limited to content, subject matter, methods of instruction, grading policy, and certificate and degree requirements;
5. Priorities for position and resource allocation;
6. Standards of teaching, scholarship, and college and community service;
7. Student services and student life;
8. Community relations and public services programs;
9. Other policy matters referred to it by the Chancellor or other elements of the University of Hawai`i;
10. Other academic policy not listed which affect the general welfare of the College.

Section C.

The Senate may make rules and regulations as necessary to provide its advice and recommendations. All advice or recommendations from the Senate shall be transmitted to the Chancellor and other elements of the University as appropriate.

ARTICLE II – MEMBERSHIP

Section A. Faculty

For voting and serving in an elected or appointed office of the Senate, faculty shall mean a person who has at least a 0.5 position Chancellor's appointment and is a member of Unit 7, or is a lecturer who is assigned at least 8 credits in the current semester at Windward Community College. Faculty in all other contexts shall include lecturers and faculty having less than a 0.5 position count appointment.

Section B. Composition of the Senate

The Senate shall be composed of the three Senate Chairs, three senators (or the area designated alternate) from each of the following three areas of the Employment Training Center (ETC), Area I–Student Services and Trades, Area II–Office Skills and Office Administration Technology, Area III–Learning Center and Office of Continuing Ed and Training; and one senator (or the department designated alternate) from each of these seven Windward campus departments: Academic Support, Humanities, Language Arts, Business/Mathematics, Natural Sciences, Social Sciences and Student Services. A senator may not serve concurrently as a chair of a Department, the Senate, or Curriculum Committee. This rule may be suspended by the Senate if a department does not have enough eligible members.

ARTICLE III – SENATORS

Section A. Duties

Each Senator is expected to represent the interests of his/her department at all meetings and communicate Senate matters to his/her department.

Section B. Terms of Office

Senators shall be elected by their departments. Terms of office shall be for one year, commencing on May 1.

## ARTICLE IV - SENATE CHAIRS

### Section A. Composition

There shall be three chairs of the Senate who represent the interests of the faculty as a whole.

### Section B. Terms of Office

Two chairs shall be elected annually. The one-year chair shall assume office May 1 and serve 12 months. The two-year chairs shall assume office on May 1 and serve 24 months. No chair shall serve a concurrent term as a department or curriculum chair unless this rule is suspended by the Senate.

### Section C. Duties

1. General duties of the Senate chairs are:
  - a. To convene the Senate;
  - b. To represent the Senate and transmit its recommendations and advice to the Chancellor or other elements of the University of Hawai`i;
  - c. To prepare and distribute written agenda to the Senate and faculty one week prior to Senate meetings;
  - d. To meet with the Chancellor bi-weekly and report on those meetings to the Senate and the faculty;
  - e. To receive all formal communications addressed to the Senate and take action or assign them to the appropriate committee;
  - f. To assure appropriate communication between the Senate and the Chancellor;
  - g. To appoint standing committee chairs unless elected by the committee members or by the faculty at large, to assign tasks and completion dates to the committees, and create ad hoc committees as needed for the execution of business;
  - h. To make provisional decisions for the Senate when time does not permit the Senate to meet. However, these decisions will be subject to review of the Senate at its next meeting for affirmation or rejection;
  - i. To resolve any disputes regarding committee memberships and chairs;
  - j. To serve as non-voting and ex-officio members of all committees;

- k. To conduct relations with the Faculty Senates of the colleges of the University of Hawai`i;
  - l. To assume other tasks assigned to them by the Senate.
2. Division of duties among the Senate chairs:
- a. Chair One: The chair is elected for a two year term in even numbered years beginning in spring 2006 and shall assume the following major duties:
    - 1) Transmit all written communications to persons external to the Senate;
    - 2) Record and distribute to the faculty the minutes of meetings;
    - 3) Serve as Master of Ceremonies at Commencement;
    - 4) Make written reports to the Senate and faculty of meetings with the Chancellor;
    - 5) Vote at Senate meetings;
  - b. Chair Two: This chair is elected for a two year term in odd numbered years and shall assume the following major duties:
    - 1) Represent the Senate at all off-campus meetings, both within the University of Hawai`i and with other groups where a Windward Community College Senate chair is required. Provide brief reports on these meetings to the Senate and the faculty;
    - 2) Solicit nominations and conduct elections for chairs of the Senate and the Curriculum Committee and all other elections involving the entire faculty;
    - 3) Serve as treasurer for Senate funds;
    - 4) Vote at Senate meetings;
    - 5) Serve as parliamentarian.
  - c. Chair Three: This chair is elected for a one-year term and shall assume the following major duties:
    - 1) Preside at meetings of the Senate;
    - 2) Receive all communications to the Senate, and request action from the appropriate Senate

- committees;
  - 3) Be responsible for the preparation and distribution of written agendas of Senate meetings to the faculty one week prior to a meeting;
  - 4) Distribute information to the Senate and the faculty;
  - 5) Vote on motions only in case of a tie vote;
  - 6) Serve as Marshal at Commencement.
- d. The three chairs will meet regularly to consult with each other to carry out Senate responsibilities. The following major duties will be completed by the chairs as a group:
- 1) Organize ad hoc committees;
  - 2) Provide the Senate with an annual report of accomplishments and issues still pending at the May transition meeting;
  - 3) Set agenda for meetings;
  - 4) Any two of the three Senate chairs may discharge any of their joint responsibilities.
- e. Individual assignments may be exchanged by mutual agreement of the chairs.

## ARTICLE V - COMMITTEES

### Section A. Standing Committees and Duties

The standing committees of the Senate shall be the Curriculum Committee with the Writing Advisory Board as a sub-committee, and the Aloha Committee.

1. The Credit Curriculum and Academic Affairs Committee shall be composed of a representative elected from each department. The chair shall be elected at large. A committee member may not serve

concurrently as a department chair, senator, or Senate chair. The committee shall study, evaluate, and make recommendations concerning the nature and scope of all aspects of the for-credit educational curricula, and policies on grading and academic probation.

1a. The Writing Advisory Committee is a subcommittee of the Curriculum Committee. Each department shall appoint at least one representative to the board, who may also be its Curriculum Committee representative. The Writing Advisory Board will elect its chair person by September 1. The board shall promote writing as a tool for learning and critical thinking across the curriculum. It shall designate writing intensive courses, evaluate their effectiveness and provide for inter-campus articulation. The chair shall write an annual report to the Senate and the University of Hawai`i Writing Committee.

1b. The Credit Curriculum and Academic Affairs Committee may create ad hoc committees to perform specific tasks. It shall notify the Faculty Senate of the creation and termination of these ad hoc committees.

2. The Aloha Committee shall be composed of faculty volunteers. It shall provide appropriate expressions of sentiment to college staff. The Aloha Committee will elect its chair person by September 1.

Section B. Term of Office of Standing Committees

Membership on standing committees shall be for one year commencing on May 1.

Section C. Standing Committee Chairs

Standing committee chairs shall assume office by September 1 either by election or selection by committee members. The committee chairs shall present reports as tasks are completed and a written annual report that includes accomplishments and issues pending at the May transition meeting.

Section D. Ad Hoc Committees

These committees shall be established by the Senate chairs to perform specific tasks that are not covered by the responsibilities of the standing committees. After presentation of their final written reports, these committees shall cease to function unless extended by the Senate chairs.

Section E. Procedure for Standing and Ad Hoc Committees

Committees may meet with persons external to the faculty for information gathering in order to develop recommendations for the Senate's decision making. No committee shall speak for the Senate.

ARTICLE VI – MEETINGS

Section A. Regular and Special Meetings

There shall be monthly meetings of the Senate during the academic year, and additional meetings may be called by the Senate chairs as needed. A special May transition meeting with the appropriate social activities shall be held for the purpose of orienting the new Senate members and presenting annual reports of the Senate chairs and standing committee chairs. These will be the only items of business at this transition meeting.

Section B. Quorum

A quorum shall consist of at least 66% of voting members.

Section C. Attendance at Meetings

All faculty may attend meetings. Persons external to the faculty may attend Senate and committee meetings only at the invitation of the chairs. Visitors may be asked to leave during discussion and voting on motions. Requests from persons external to the faculty to attend a meeting shall be submitted prior to the meeting for the chairs' consideration.

Section D. Meetings of the Entire Faculty

The Senate Chairs may call meetings of the entire faculty when they deem it necessary.

ARTICLE VII - ELECTION PROCEDURES

Section A. Election Committees

The department chairs shall conduct elections for department senator and curriculum committee representative. The Senate Chair Two shall conduct elections for chairs of the Senate and the Curriculum Committee and all other elections involving the entire faculty.

Section B. Chairs of Faculty Senate and Credit Curriculum and Academic Affairs Committee Election Procedures

Nominations may come from any faculty member. A nomination shall specify the length of term for Senate chairs. The election shall be by secret ballot and shall be conducted by the first full week of March. In the event of a vacancy, a special election shall be held in a timely fashion.

Section C. Announcement of Election Results

The Faculty Senate Chair Two will announce the election results of the Faculty Senate Chairs and the Credit Curriculum and Academic Affairs Committee Chair at least one calendar week prior to the election of the department chairs.

Section D. Senators and Credit Curriculum and Academic

Affairs Committee Representatives

The election of senators and Credit Curriculum and Academic Affairs Committee representatives shall be by secret ballot and conducted by the departments by the third working week of April. Writing Advisory Board members shall also be appointed by the departments at this time.

ARTICLE VIII – INITIATIVE

Definition: The right and procedure by which citizens can propose a law by petition and ensure its submission to the electorate.

Upon presentation to the Senate by any faculty member of a motion in the form of a petition bearing the signatures of twenty-five percent (25%) of the faculty, the Senate shall consider the motion at its next meeting.

ARTICLE IX – REFERENDUM

Definition: The submission of a proposed public measure or actual statute to a direct popular vote.

Any duly presented initiative not passed by the Senate shall be submitted for a secret ballot of the whole faculty. The Senate shall schedule a meeting of the entire faculty to discuss the motion and carry out the referendum within five (5) working days of the discussion meeting. A majority of all votes cast shall suffice to pass the initiative.

ARTICLE X – RECALL

Definition: The procedure by which a public official may be removed from office by a popular vote.

Upon receipt of a petition signed by twenty-five percent (25%) of the faculty for the recall of a Senate chair or a Credit Curriculum and Academic Affairs Committee chair, the Senate shall hold a

recall election. This election shall be held within five (5) working days of the receipt of a valid petition. A majority of all votes cast shall suffice to recall the chair and the seat of the chair shall be declared vacant. A special election shall be held in a timely fashion to fill the vacancy. The recall of senators and curriculum committee representatives shall be carried out by the departments using similar procedures as appropriately adapted to the department level.

#### ARTICLE XI - AMENDING PROCEDURE

Section A. Amendments. Amendments to this constitution shall be proposed by a petition of at least one-third of the faculty or a majority vote of the senate. Copies of proposed amendments shall be distributed to all faculty, discussed at a meeting of the entire faculty and voted on by secret ballot of the faculty no later than five (5) working days after the discussion meeting. The proposed amendments shall be ratified by two thirds (2/3) of the votes cast. Blank ballots or abstentions are not counted as votes cast.

Section B. Implementation of Amendments. All amendments approved under the provisions of Article XI, Section A of this constitution will be sent to the Chancellor of the College who will transmit the amendments to the President of the University. Upon approval by the President, amendments will become a permanent part of the Constitution.

#### ARTICLE XII - PARLIAMENTARY PROCEDURE

The most recent edition of Robert's Rules of Order, Newly Revised, shall be the authority on all matters of procedure not otherwise covered in this constitution.

ARTICLE XIII - EFFECTIVE DATE

This Constitution as amended in spring 2005, shall become officially effective upon the approval of the President of the University of Hawai`i.