# Academic Senate Bylaws

## Article I: Purpose

The Crafton Hills College Academic Senate (AS), in accordance with the provisions of Title 5 of the California Code of Regulations, functions as the body representing the views and needs of the faculty of Crafton Hills College on all academic and professional matters as identified in Title 5, §53200 (c). In order to fulfill its prescribed duties, the Academic Senate, represented by its President or their designee, shall appear before and make regular reports to the District Board of Trustees at public meetings and, when appropriate, meet with the Board or its individual members. In addition, the Academic Senate shall serve as the agency that represents the faculty whenever consultation or interaction with the District or the college administration is necessary, excepting matters that fall under the exclusive authority of the faculty bargaining agent.

### The 10+1 ("Ten Plus One")

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. +1. Other academic and professional matters as mutually agreed upon.

## Article II: Membership

A. All regular and contract faculty members  who are assigned to Crafton Hills College for at least fifty percent of their workload shall be eligible to vote for and to serve as a Senator.

B. Each of the campus divisions will elect up to forty percent of their full-time faculty as representatives: (This needs to be verified for each voting cycle)

    - Career Education and Human Development

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- Language, Arts, and Academic Support
- Social, Information and Natural Sciences
- Student Services and Counseling
    - This division in these by-laws, regardless of college organization structure, includes all non-instructional faculty who are not organized under one of the instructional divisions.

C. If any of the divisions do not elect up to forty percent of their full-time faculty as representatives, the vacant seats will remain available and may be filled by any full-time faculty member or a part-time faculty member in a 0.50 release or more leadership role from that division (i.e. Distance Education Lead, Honors Lead, or Professional Development Lead). These part-time faculty members in a 0.50 release or more leadership role (i.e. Distance Education Lead, Honors Lead, or Professional Development Lead) may be in addition to the four part-time faculty representatives listed in Part D of Article II: Membership.

D. Four part-time faculty representatives may be approved by the Senate to serve as an Academic Senator for a two-year term and shall be eligible to vote on all Senate matters. In the event a professional or personal conflict occurs the Senate may approve a Part-time faculty designee to serve in his/her their place as member of the Senate for a given semester

E. Full-time faculty will be elected for two-year terms. In the event a professional or personal conflict occurs the Senate may appoint a Full-time faculty designee from their division to serve in their place as member of the Senate for a given semester.

F. Three consecutive absences or five absences in a semester may be treated as a Senator's resignation of his or her seat.

G. Seats filled by election that become open for any reason (e.g., resignation; reassignment; excessive absences per Article II.G above) will become open Senator-at-large seats.

H. The roles and responsibilities of each Senator are:

- To prepare for all Senate meetings by carefully reviewing all materials prior to the start of each meeting.
- To attend all Senate meetings and participate fully in the Senate's deliberations.
- To maintain regular and effective contact with constituent groups.

## Article III: Election Procedures

A. Division Senators

1. The Academic Senate will develop and publish an election timeline and distribute a call for senate volunteers to all full-time faculty as delineated in the timeline.
2. If forty percent or fewer than forty percent of faculty from any division express a willingness to serve as Senators, they will automatically become representatives from their division; the Academic Senate Vice President of Support will notify all division members. The unfilled seats will remain available to be filled by other faculty from that division.

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3. When there are fewer faculty in a division willing to serve than there are seats, the Academic Senate President will distribute a call, the week following the selection of division representatives, announcing the number of seats still available in each division.

4. If there are more than forty percent of the faculty from any division wanting to serve as Senators, the Academic Senate Vice President of Support will then distribute a ballot to the division. Each faculty member will have one vote for each open seat. For example, if there are six open seats, each faculty member will be asked to vote for six seats out of whatever number of faculty are running.

B. Senator-at-Large

1. One Senator-at-Large Seat will be available for each division.
2. If the number of faculty wishing to serve is greater than the number of open seats in their respective division, the first faculty member who requested a seat, in writing, will be added as a Senator-at-Large.
3. Seats filled by Senator-at-large, that become open for any reason (e.g., resignation; reassignment; excessive absences per Article II.G above) will become open Senator-at-Large seats.

C. After all Senators have been elected, they will convene in May at the last Senate meeting of the school year and elect the Senate Officers from among themselves.

D. The election of Senate officers shall take place in May, during the initial meeting of the newly elected Senate. Candidates must receive a majority of the votes cast in order to be elected to office. A Senator not running for a seat will be asked to conduct the elections.

## Article IV: Officers

A. The Senate officers are the President, the Vice President of Outreach, the Vice President of Support, the Treasurer, and the Leadership Liaison. All full-time faculty members of the Senate are eligible to hold office.

B. Officers of the Senate shall serve for two years. Their terms will begin on the day following Commencement.

C. If an officer cannot complete their term for any reason and more than a semester of the term remains, the Academic Senate shall hold a special election, as soon as is reasonable, to fill the position. As necessary, the Senate President may appoint a senator to fulfill the responsibilities of that office until a special election can be held or one full semester a semester, whichever is appropriate

## Article V: Executive Officers

A. The Executive Officers shall meet the week before each regularly scheduled Senate meeting to establish the general agenda for each meeting of the full Senate.

B. Senate members may submit requests to any Academic Senate Executive Officer for items to be placed on the agenda of any regularly scheduled Senate meeting.

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# Article VI: General Meetings

A. Meetings shall be called by the Senate President, or a Senate Vice President, the majority of the Executive Officers, or by 25% of the Senate's members. Senate members call a meeting by email to all Senators asking for an affirmative or negative response for a specific meeting date, time, and agenda. The email responses may not include a discussion or alterations to the meeting date, time, or agenda.

B. Days and Times of regular Senate meetings shall be distributed to the whole campus community via the Crafton Hills College Master Calendar. Senate meetings are open to any member of the community.

C. Senators shall recuse themselves from voting or participating in any action item before the Academic Senate in the event of a personal conflict of interest.

D. Conduct of Meetings:

1. A quorum will be defined as 50% of the voting members. Action may not be taken unless there is a quorum.
2. Any members of the senate shall have the right to place an item on the agenda provided that they submit their request before the Executive Officers meet to create the agenda.
3. The Vice President of Support shall be responsible for recording minutes of all general Senate meetings.
4. The College President or Administrative designee shall be invited to report to the Senate at each general meeting.
5. A representative from the bargaining unit shall be invited to report at one Senate meeting of each month.
6. Classified Senate and Student Senate Representatives shall be invited to report at one the 1st Senate meeting of each month.
7. General Senate meetings shall generally be conducted according to the most recent edition of Roberts' Rules of Order.
8. The Senate shall abide by all requirements of the Brown Act including the following mandates:
    - All meetings shall be open to the public.
    - All agendas, minutes and associated meeting documents shall be published in a location which is accessible 24 hours a day for the 72 hours prior to the meeting.
    - All resolutions shall follow the resolution process.
        - The adopted CHC Academic Senate Resolution Process is included as an appendix to these By-laws.
    - No new resolutions shall be entertained from the floor
9. The most recent version of the approved AS By-Laws shall be posted on the CHC Academic Senate website

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# Article VII. Duties of Executive Committee and Executive Team

A. Executive Committee - Total Release: 1.2

1. President - Release: 0.80
   The following is adapted from "Your Duties as a Local Senate President" provided by ASCCC.

   i. Intention
   The President of the Academic Senate represents the voice of Crafton Hills College faculty both locally and statewide. The Senate President sets a tone for the work of the Academic Senate and ensures that work involving the 10+1 is equity-driven. The Senate President takes the initiative to protect and honor the governance responsibilities of faculty within our district and college and uses the Executive Team and Senate to instigate change whenever needed. The President does not simply serve in a leadership role, but takes the development and implementation of college, district, and state policy concerns seriously, recognizing that the path to positive, equitable change begins within these forums.

   ii. Responsibilities

      1. Communication

         a. Shall provide a Senate report verbally or in writing to the Board of Trustees at their first regularly scheduled meeting of each month during the Academic Year.

         b. Shall meet with the VPI, President, and Chancellor regularly.

         c. Shall keep communication with SBVCs AS, CHC Classified, Student Senate, and SBCCDTA presidents.

         d. Shall meet regularly with the college president, Vice President of Instruction, and district chancellor to express the views of the Senate and stay abreast of the district administration's views.

         e. Advocate for appropriate, equitable faculty development funding, and ask to have such funding called out and earmarked in appropriate grants and budgets calling for the Senate President signature.

         f. Engage in ongoing discussions with faculty on current topics.

         g. Communicate with and respond promptly to requests for information from the Academic Senate for California Community Colleges.

      2. Committees

         a. Shall serve as a member of the Chancellor's Cabinet.

         b. Shall serve as a member of the Crafton Council.

         c. Shall serve as a member of the Equivalency Committee.

         d. Shall serve as a director of the Crafton Hills College Foundation Board.

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e. Shall appoint a VP or proxy to serve on Crafton Council prioritizing areas not represented by the President (e.g. non-instructional, CTE, etc.)

f. Shall serve on or attend additional committees, such as Planning and Program Review, as needed or decided by the Executive Committee.

3. Leadership

a. Shall guide faculty to all senate committees and other campus and district committees where faculty representation is required or requested except those of the bargaining agent.

b. Shall recommend Senate representatives whenever necessary, such as for peer evaluations, screening committees, or district-wide committees.

c. Shall ensure that the sub-committees of the local Senate have appropriate support and guidance.

d. Shall work with the Executive Team to resolve concerns of individual faculty members or to refer faculty members to the bargaining unit on matters of wages or working conditions.

e. Organize the Executive Team to ensure the effective participation of staff and students in the areas that have a substantial effect on them.

f. Encourage other faculty to participate in the events sponsored by the Academic Senate, such as webinars, plenaries, and area meetings.

g. Ensure that student surveys are reviewed by the Academic Senate.

h. Recruit and foster new leaders for Senate Roles, including Academic Senate President.

4. Academic Senate

a. Shall preside over all Senate meetings.

b. Shall take lead on planning and preside over all local Senate Plenaries.

c. Shall observe the spirit of the Open Meetings Acts and ensure that Senate subcommittees do as well.

d. Conduct orientations of new faculty to explain the functions of the local senate.

e. Ensure that appropriate committee member and chair training takes place regularly.

f. Participate in the search and selection of candidates to fill administrative positions.

g. Shall organize and hold regular meetings of the executive committee.

5. Research and Documentation

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a. Shall review and distribute the Academic Senate for California Community Colleges Handbook.

b. Shall review the board agenda before meetings and report on items to the Senate.

c. Shall coordinate the review of policy, procedures, and handbooks with the Academic Senate.

d. Shall speak on behalf of faculty to the board as directed by the Senate or members of the Executive Committee if a full Senate meeting is not possible before the date of the board meeting.

e. Shall ensure that all local Senate documentation, including bylaws and constitution, are updated to reflect equity mindedness.

f. Develop recommendations relating to academic and professional matters for presentation to the Board.

6. Conferences

a. Attend and participate in the fall and spring Academic Senate Plenary Sessions, providing for an official voting delegate.

b. Attend and participate in all Area Pre-session meetings.

7. Public Addresses

a. Shall lead the all-faculty meeting with the President of SBCCDTA during in-service each semester.

b. Shall present updates during the all-campus welcome at in-service each semester.

c. Shall give a congratulatory speech on behalf of faculty during Commencement each year.

2. Vice-President of Outreach - Release 0.20

i. Intention

The Vice-President Outreach for the Academic Senate assists with the communication and engagement with constituencies and local and state-wide organizations as related to the work of the Academic Senate. The Vice-President of Outreach should focus on making significant strides toward a more equitable campus and district, including and most notably, in areas where positive change is seen as difficult due to procedural and cultural roadblocks. The Vice-President of Outreach actively works to increase communication and engagement with and between constituencies and local and state-wide organizations to help diminish such roadblocks.

Both Vice-Presidents take the initiative to support the President and instigate innovation, communication, and advocacy whenever needed and are well suited to step into the role of President.

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ii. Responsibilities

1. Communication

    a. Shall provide a Senate report in-person or in writing to the Board of Trustees at their first regularly scheduled meeting of each month during the Academic Year in the absence of the President with assistance from the Vice-President of Planning.

    b. Shall assist with the creation of reports to the Board of Trustees at their first regularly scheduled meeting of each month during the Academic Year.

    c. Shall join the president in at least one meeting a year with the college president, Vice President of Instruction, and district chancellor to express the views of the Senate and stay abreast of the district administration's views.

    d. Engage in ongoing discussions with faculty on current concerns.

2. Committees

    a. Shall serve on or attend additional committees, such as Planning and Program Review or Crafton Council, as decided by the Executive Committee.

    b. Leadership

    c. Shall guide faculty to all senate committees and to all other campus and district committees where faculty representation is required or requested except those of the bargaining agent.

    d. Shall actively recruit and document membership of faculty on Crafton and SBCCD committees and workgroups and state-wide ASCCC committees.

    e. Shall actively recruit, document, and disseminate ASCCC Liaisons and fill positions of Liaisons as needed.

    f. Encourage other faculty to participate in the events sponsored by the Academic Senate such as local plenaries or all faculty meetings and events sponsored by ASCCC.

    g. Shall work with the Executive Team to resolve concerns of individual faculty members or to refer faculty members to the bargaining unit on matters of wages or working conditions.

    h. Recruit and foster new leaders for Senate Roles, including Vice-President Outreach.

3. Academic Senate

    a. Shall preside over all Senate meetings, when the Senate President is unavailable.

    b. Shall ensure quorum is met before any voting during Academic Senate meetings and assist with outreach for Senators who are not in attendance.

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c. Shall monitor time allocations for all agenda items and apprise the President when the time for an item is expiring agendas.

d. Shall observe the spirit of the Open Meetings Acts during Senate meetings and assist in ensuring that Senate subcommittees do as well.

e. Assist with ensuring that appropriate committee member and sub-committee chair training is well attended and occurs regularly.

f. Shall assist with recruiting faculty to attend local Senate Plenaries.

4. Research and Documentation

a. Shall review the Academic Senate for California Community Colleges Handbook.

b. Shall promote awareness of all local Senate documentation, including bylaws and constitution, to all faculty.

5. Conferences

a. Shall attend at least ASCCC Plenary per year.

6. Succession

a. In the case of a vacancy of Presidency, shall work with the Executive Team to fill the role of president temporarily until a special election can be held unless less than a semester of the term remains. In such cases, either or both Vice-Presidents shall serve out the remainder of the previous President's term or appoint an interim President for the remainder of the term as decided by the Executive Committee.

3. Vice-President of Support - Release 0.20

i. Intention

The Vice-President of Support for the Academic Senate assists with organizing documentation and transformation for procedures related to supporting the President's duties and Senate work. The Vice-President of Support should focus on making significant strides toward a more equitable campus and district, including and most notably, in areas where positive change is seen as difficult due to procedural and cultural roadblocks. The Vice-President of Support collects, creates, and organizes documentation and communication to advance and support the work of the Academic Senate and its sub-committees.

Both Vice-Presidents take the initiative to support the President and instigate innovation, communication, and advocacy whenever needed and are well suited to step into the role of President.

ii. Responsibilities

1. Communication

a. Shall meet with the VPI, President, and Chancellor in absence of the President and prepare a report for the president regarding such meetings.

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b. Shall assist with the creation of reports to the Board of Trustees at their first regularly scheduled meeting of each month during the Academic Year.

c. Shall join the president in at least one meeting a year with the college president, Vice President of Instruction, and district chancellor to express the views of the Senate and stay abreast of the district administration's views.

d. Engage in ongoing discussions with faculty on current concerns.

e. Committees

f. Shall serve on or attend additional committees, such as Planning and Program Review or Crafton Council, as needed or decided by the Executive Committee.

2. Leadership

a. Shall work to clearly document the faculty membership of Senate committees and all other campus and district committees where faculty representation is required or requested except those of the bargaining agent.

b. Shall ensure that the sub-committees of the local Senate have appropriate support and guidance.

c. Shall work with all Faculty Leads, ASCCC Liaisons, sub-committee chairs, and administration to help ensure that reporting between committees and to the Academic Senate is clear, concise, and relevant.

d. Assist with planning related to the effective participation of staff and students in the areas that have a substantial effect on them.

e. Shall work with the Executive Team to resolve concerns of individual faculty members or to refer faculty members to the bargaining unit on matters of wages or working conditions.

f. Recruit and foster new leaders for Senate Roles, including Vice-President of Support.

3. Academic Senate

a. Shall keep all minutes of the general Senate meetings and distribute summaries of meeting action items to all faculty and to all other interested parties who request such summaries.

b. Shall assist with the public posting of Academic Senate agendas and minutes.

c. Shall assist with planning local Senate Plenaries.

d. Shall chair the Academic Senate Work Group.

4. Research and Documentation

a. Shall preserve all records pertaining to Senate business, including minutes, resolutions, awards, documents related to chair and committee member training, and faculty lead positions.

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b. Shall assist with coordinating the review of policy, procedures, and handbooks with the Academic Senate.

c. Shall ensure that all local Senate documentation, including bylaws and constitution, are updated to reflect equity mindedness.

d. Shall support the Open Meetings Acts via clear, effective, and accessible documentation and assist in ensuring that Senate subcommittees do as well.

e. Shall organize and maintain the Senate archives.

5. Conferences

a. Shall attend at least one Area meeting per year.

6. Succession

a. In the case of a vacancy of Presidency, shall work with the Executive Team to fill the role of president temporarily until a special election can be held unless less than a semester of the term remains. In such cases, either or both Vice-Presidents shall serve out the remainder of the previous President's term or appoint an interim President for the remainder of the term as decided by the Executive Committee.

4. Treasurer/Foundation Liaison

i. Intention

The Treasurer reviews all financial accounts of the Academic Senate. The Treasurer serves as an active member of the Executive Committee of the Academic Senate and assists with the work of the Executive Team as needed.

ii. Responsibilities

1. Shall review the Senate budget and all its accounts.

2. Shall serve as liaison officer to the Foundation and shall, in that capacity, monitor the collection of dues and the management of the Faculty Association account.

3. Shall report regularly at Academic Senate meetings on the status of all Academic Senate accounts.

4. Shall organize the procurement of items to commemorate faculty achievement or mourn the loss of faculty (e.g. plaques for faculty of the year or emeritus faculty, tables, bricks, or other items in remembrance of departed faculty.)

5. Recruit and foster new leaders for Senate Roles, including Treasurer.

5. Leadership Liaison

i. Intention

The Leadership Liaison is meant to mentor faculty, as well as encourage them to adopt leadership roles and increase engagement with the campus, by allowing them to become more

familiar with the work of Academic Senate Leadership and Faculty Leads and engagement opportunities without assuming additional responsibilities. [One seat for one year with a two-year term limit.]

ii. Responsibilities

1. Shall attend Academic Senate and Academic Senate Executive Committee meetings
2. Shall offer expertise in the planning of Academic Senate agendas as well as the work of the Academic Senate Committee and Team.
3. Shall actively promote the role of the Academic Senate, Executive Committee, and Executive Team to all faculty.
4. Shall communicate with the Director of Student Life and the Director of Institutional Advancement to keep the Academic Senate, Executive Committee and Executive Team apprised of faculty opportunities to engage with upcoming campus events.
5. Recruit and foster new leaders for Senate Roles, including Leadership Liaison.

B. Executive Committee

1. Intent

The Executive Committee gives direction and guidance to faculty through their work in leading and organizing Academic Senate as well as mentoring leadership for faculty in all roles and serving on all committees. The Executive Committee also stays vigilant of changes, both formal and informal, to administrative decisions, policies, and procedures, both local and statewide, to ensure that the faculty voice is represented.

2. Make-up
   i. Academic Senate President, Vice-President of Planning, Vice-President of Organizing, Treasurer, and Rotating Seat.
3. Recommendations
   i. The executive committee makes recommendations to the Academic Senate for official title changes, resolutions, and agenda and plenary items. In the case of a vacancy of any Executive Committee position, the remaining Executive Committee works to plan a special election, or if less than a semester of the vacated term remains, select an interim or interims for the position.

C. Executive Team

1. Intent

The Executive Team gives direction and guidance for the Academic Senate agenda to ensure that faculty work and the need for faculty input are consistent, well represented, and equitable. The Executive Team will attend Executive Committee meetings to assist with the creation of the Academic Senate Agenda and discuss and brainstorm solutions to any obstacles in addressing their lead work.

2. Make-up
   i. The Academic Senate Committee and all released faculty leads including Professional Development, Distance Education, Multilingual, Curriculum, Honors, Guided Pathways, and Chair of Chairs.
3. Recommendations

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i. The Executive Team makes recommendations to the Academic Senate for resolutions and agenda and plenary items. The Executive Team can also make recommendations to the Executive Committee for interim seats due to vacancies.

## Article VIII: Standing Committees

A. The following shall be the standing committees of the CHC Academic Senate: Curriculum, Honors Steering, Educational Technology, and Chairs Council.

B. Three consecutive unexcused absences or five unexcused absences in a semester from any AS standing committee will be treated as a Senator's resignation of his or her standing committee membership.

C. The duties of the standing committees shall include the following:

1. Curriculum Committee shall develop and recommend policies for the following academic and professional matters:
    - Curriculum including establishing prerequisites and placing courses in disciplines;
    - Development of new courses and the required revisions for existing courses;
    - Major and certificate requirements
2. Honors Steering shall advise the honors program faculty lead and make recommendations for the following academic and professional matters as they relate to the College Honors Institute:
    - Student admission;
    - Standards;
    - Curriculum;
    - Activities;
    - Other issues pertinent to the College Honors Institute.
3. Educational Technology shall develop and recommend policies for the following academic and professional matters:
    i. The use of technology in the face-to-face classroom, in distributed education environments, and in student services.
    ii. Distributed education and online education functions
    iii. Curriculum Committee matters involving distributed education, including periodic reviews of all distributed education courses.
    iv. Conduct an annual review and make revision recommendations for the CHC Distance Education (DE) plan to ensure compliance with state and national DE standards, regulations, and guidelines.
4. Chairs Council shall develop and recommend policies for academic and professional matters that directly impact instruction.

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D. Committees will meet at least once a month and shall abide by all requirements of the Brown Act. The committee chair or designee will either post or will ensure meeting agendas and related documents are posted to their committee subsite on CraftonHills.edu at least 72 hours prior to the meeting. The committee chair or designee will ensure meeting minutes and related documents are posted to their committee subsite on CraftonHills.edu The committee chair or designee shall be prepared to offer an oral and/or written report of committee recommendations and activities to the Senate.

E. The committee chairs shall confer with the Senate President upon successful election by their respective committee. Each committee shall ensure that there is a representative of the committee in attendance at AS meetings to give an oral or written report when called upon.

F. The Curriculum Committee will recommend a faculty member of the Curriculum Committee, who has received appropriate curriculum training, for Curriculum Chair at the first regular Curriculum Committee Meeting in March of each year. The Academic Senate will vote to ratify that recommendation before the Curriculum Committee meets the following year.

G. The Vice-President shall compile and submit committee membership recommendations to the president. Committee membership shall be assigned at the start of the fall term. Committee assignments are subject to approval by the full Senate – with an understanding that committee membership is fluid and will change throughout the academic year.

H. The Academic Senate Workgroup shall have a standing time and day to meet and shall be chaired by the Vice-President of Support. The committee will only meet to complete work assigned by the Senate body. If no work is assigned, the committee will not meet. Each time new work is assigned by the Senate, the chair of the committee will contact all faculty to call for volunteers to join the workgroup.

I. Ad hoc and subcommittees of standing committees may be established by the Senate President or executive team as needed. The Senate President or executive team may dissolve these committees when they are no longer necessary.

## Article IX - Recall of Senators or Officers

A petition signed by twenty-five percent (25%) of the elected senators alleging conduct clearly detrimental to the Senate, shall be sufficient to require the Senate to vote on whether to recall the senator or officer identified in the petition. The senator or officer subject to recall shall not vote on the question of a recall. If a majority of the Senators approve the recall, the recalled senator or officer shall be immediately removed from office. The position vacancy resulting from the recall shall be filled following the election procedures as delineated in Articles III & IV of the Bylaws.

## Article X - Elections Cycle and Term Limits

A. Executive Team Term Limits

All elected members of the Crafton Hills College Academic Senate Executive Team shall be limited to serving two consecutive two-year terms. Term limits can be extended in cases of campus exigency by a ⅔ majority vote of the body. There shall be no limit to non-consecutive terms.

B. Sub-Committee Term Limits

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1. Chairs by Election

   All elected chairs of Crafton Hills College Academic Senate sub-committees shall be limited to serving two consecutive two-year terms. Term limits can be extended in cases of campus exigency by a ⅔ majority vote of the body. There shall be no limit to non-consecutive terms.

2. Chairs by Faculty Lead Job Duties

   All chairs of Crafton Hills College Academic Senate subcommittees

3. that serve in the roll by position description shall follow the term limits of the faculty lead position.

C. Faculty Lead Term Limits

The Academic Senate recommends that Faculty Lead positions that include job duties of serving as a senate sub-committee chair be limited to two consecutive two-year terms. Term limits and term lengths can be extended in cases of campus exigency determined by the Vice President of Instruction. There is no recommendation to limit non-consecutive terms.

D. Election Cycle

| Position | Election |
|---|---|
| President | Odd Years |
| Vice President of Outreach | Even Years |
| Vice President of Support | Odd Years |
| Leadership Liaison | Each Year |
| Treasure | Odd Years |

| Chairs by Faculty Lead Job Duties | Election |
|---|---|
| Curriculum - Chair | Curriculum Lead |
| Ed Tech - Chair | DE Lead |
| Honors Steering - Chair | Honors Lead |
| Chairs Council - Chair | Chair Department Faculty Lead |

Reviewed: September 17, 2025 (insert link to approved minutes)

First draft: October 1, 2025 (insert link to approved minutes)

Revised: [fill in the blank with the dates of approved minutes with motion and second approving the finalized bylaws for 2025-2026. Note next review will take place the first Academic Senate meeting of Fall 2026-2027]

E. Partial Terms

When positions are vacated and filled part way through a term, the partial term will not be included in the term limit for the appointee. Those appointed or elected part-way through a term, may still serve two full terms in addition to the partial term.

# Appendix

## Academic Senate Resolution Process

The following is a description of the resolution process.

1. Academic Senate members may propose, write, second and vote on resolutions presented to the Academic Senate.
2. All new resolutions must be received by the Executive Officers. To be received, resolutions must be typed (to ensure legibility) and presented to any Executive Officer.
3. The Executive Officers will review all submitted resolutions and recommend amendments, combinations, rewordings, or additions as necessary to ensure the resolution is properly constructed with the following criteria:
    a. Relates to one or more of the 10+1 issues (an academic and/or professional matter)
    b. Is concise and clear in its whereas and resolved sections.
    c. Contains a senate directed action. (If the action requires substantial resources in time or funds, the Executive Officers will be able to carry it out only if the resources are available.)
    d. Only urges or recommends a policy or action, if such policy or action is directed, to local governing bodies, the Chancellor, the Board of Trustees, or other groups and individuals.
    e. Provides direction to the Senate President regarding proposed distribution of work to Academic Senate committees if applicable.
    f. The proposer of the resolution will be invited to address the Executive Officers at the time the resolution is reviewed.
4. The Executive Officers may ask that the resolution be revised and returned to the Executive Officers for further review.
5. Resolutions on which the Senate shall act may have two readings in two separate, scheduled meetings. These should occur in consecutive meetings. The primary authors of the resolution should be in attendance for the first and second reading.
    a. First Reading
        i. The resolution will be read aloud to the body.
        ii. The resolution may be discussed and changes to occur before the second reading may be proposed.

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iii. There may be no vote on the resolution unless a motion to wave the second meeting is approved by ¾ of the Senate members.

1. Such a motion may be made by any senator, requires a second, and may not be debated.
2. If the waiver is approved by the 3/4 of Senate members present, the Senate may take formal action on the major motion at a single meeting.
3. If the waiver fails, the motion will return for a Second Reading.

b. Second Reading

i. At the Second Reading, the motion is subject to further discussion, amendments, or other actions permitted by Robert's Rules of Order, including a vote on the motion itself.

## Academic Senate Meeting Norms

Below is a list of guidelines to promote positive, productive interactions during Senate meetings.

- Senators should review all agenda items and documents before the start of the meeting.
    - If possible, all documents and resources needed for the agenda should be linked to the appropriate agenda item.
    - Agenda topics should be kept within the time frame assigned.
- Senators shall be respectful of the scheduled meeting times, arriving on time and staying until the scheduled time or until business is completed, whatever is first.
    - Senators should address all contributions to the meeting via the Presiding Officer, presenter, or designee.
    - Senators should come prepared and be fully present for the duration of the meeting.
    - Senators should communicate openly and honestly, respectfully, one at a time, and without sidebars.
- Senator comments must be professional, on topic, to the point, and unbiased.
- Senators who do not comply with these meeting norms will be asked to leave the meeting by the Presiding Officer and will only be allowed to return after reviewing and agreeing to abide by these meeting norms.

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