

# UNION COUNTY COLLEGE FACULTY BY-LAWS

April 2008

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## **UNION COUNTY COLLEGE FACULTY-BY-LAWS**

Enacted by the Faculty of Union County College in accord with Article XIX "Powers and Organization of the Faculty" of *the Agreement between the Board of Trustees of Union County College and the Union County College Chapter of the American Association of University Professors*, hereafter referred to as *the Agreement*.

Revised: November 1995, April 2000, October 2001, November 2001, January 2002, March 2008, and April 2008.

### **PREFACE**

In order to promote an effective and balanced system of college governance, there shall be established a faculty organization known as the Union County College Faculty.

### **ARTICLE I**

#### ***POWER AND AUTHORITY***

A. The power and authority of the Faculty of Union County College (UCC) derives from the majority will of all full-time Faculty members as assembled in regular or special meetings or otherwise delegated by these By-Laws.

B. The Board of Trustees, Board of Governors, President, and other high administrative officers of UCC, and its predecessor institutions, have traditionally recognized this authority based on principles of collegiality, academic freedom and tenure, and shared governance. These principles are a defining characteristic of institutions of higher education and they shall continue to be safeguarded by these By-Laws.

C. The authority and power of the Faculty is further defined by existing collective bargaining contracts in those areas of collegiate governance where binding legal obligations are agreed to, as defined by *the Agreement*. However amplified and protected by the processes of labor bargaining, the rights and duties of the Faculty predate and are not limited to those found in the Agreement.

### **ARTICLE II**

#### ***FACULTY RESPONSIBILITIES***

A. Primary responsibility for educational and instructional matters, such as curriculum, course of instruction, research, and those aspects of student life that relate to the educational process is vested in the Faculty. The Faculty expects that on these matters the power of review or final decision lodged in the Board of Trustees or delegated by it to the President will be exercised adversely only in exceptional circumstances and for reasons communicated in writing to the Faculty.

B. The establishment of requirements for degrees in course, the determination that such requirements have been met in any individual case and the recommendations to the Board that degrees in course be conferred are responsibilities vested in the Faculty.

C. The Faculty bears initial and substantial responsibility for recommendations on Faculty status and related matters, in particular for appointments, reappointments, promotions, and the granting of tenure. Determination in these matters shall involve first, Faculty action through the

appropriate academic departments and faculty committees; second, review by the academic administration and President; and third, reference to the Board of Trustees.

D. Through appropriate committees, the Faculty may advise the President and Board of Trustees on

1. Framing and executing long-range plans or Master Plans
2. Determining the use of existing and prospective physical resources
3. Determining long- and short- range priorities in the event of financial exigency and steps to be taken in dealing with severe financial problems
4. Selecting of the President and other principal academic officers
5. Determining policies affecting the Faculty

### **ARTICLE III**

#### ***DEFINITION OF FACULTY MEMBERSHIP***

A. *Members of the Faculty*: all full-time members of the instructional staff, that is, permanent and temporary full-time faculty, and all full-time members of the professional library staff of UCC are full voting members of the Faculty.

B. *Adjunct Faculty*: part-time members of the instructional staff are considered members of the Adjunct Faculty.

C. *Associate Faculty Members*: members of the instructional staff at associated institutions, particularly the two affiliated degree programs (the Muhlenberg Regional Medical Center Schools of Nursing, Medical Imaging, and Therapeutic Sciences, and the Trinitas School of Nursing), who have been granted rank by the Board of Trustees but are not on the regular full-time payroll of UCC, are Associate Faculty Members.

D. *Ex Officio Members of the Faculty*: members of the Board of Trustees, Members of the Board of Governors, the President of UCC, the Vice President of Academic Affairs, and other academic administrators as defined by the Executive Committee are *Ex Officio* Members of the Faculty.

For purposes of these By-Laws, the term "*ex officio*" means "with voice but no vote."

E. *Guests of the Faculty*: the Student Government Association (SGA) may designate, by its own procedures, two Guests of the Faculty. Other guests may be recognized by the Executive Committee.

### **ARTICLE IV**

#### ***RIGHTS TO VOTE, HOLD OFFICE, AND SPEAK***

A. Full Voting Members of the Faculty shall have the right individually to vote in all Faculty elections, to hold any office as provided by these By-Laws, and to speak at any meeting of the Faculty or its committees as provided by these By-Laws. The chairpersons of all Faculty Standing committees must be Full Voting Members of the Faculty.

B. The Adjunct Faculty may

1. choose by its own procedures, four representatives who shall be considered Full Voting Members of the Faculty.
2. have no more than one full voting member represent a given department.

C. The Associate Faculty Members shall choose, by their own procedures, two representatives—one each to represent the two affiliated degree programs—who shall be considered Full Voting

of the Faculty.

D. *Ex Officio* Members of the Faculty and Guests of the Faculty, shall have the right to voice without vote at all Faculty meetings.

E. Absentee ballots shall not be permitted except for the following cases

1. faculty elections
2. departmental chairperson elections

F. No proxy votes shall be permitted for any election or vote of the Faculty or its committees.

## **ARTICLE V**

### ***PLENARY FACULTY MEETING***

A. At the beginning of each academic year, there shall be a Plenary meeting of all members of the faculty as defined in Article III. The meeting shall be scheduled and the agenda determined by the mutual agreement of the Chairperson of the Faculty and the President of the College.

B. The meeting shall be chaired by the Chairperson of the Faculty. The purpose of the meeting shall be for Faculty to get acquainted and to discuss the goals for the new academic year. The President of the College, or the President's designee, shall be invited to address the meeting.

C. No votes shall be taken at the meeting, but Departmental meetings may be held in conjunction with the meeting.

## **ARTICLE VI**

### ***REGULAR FACULTY MEETINGS***

A. At least five regular meetings of the Faculty shall be held in each academic year, at least two in the Fall semester and three in the Spring semester, at times and dates to be set by the Executive Committee and announced early in September to all voting members of the Faculty for the new academic year.

B. Additional regular meetings of the Faculty may be scheduled by the Executive Committee as the need arises as long as these additional meetings are announced at a previously scheduled regular meeting of the Faculty.

C. Special meetings of the Faculty must be called by the Chairperson of the Faculty at the request of the Executive Committee or upon the written request of any ten (10) Faculty members or upon the request of the President of the College.

D. The presence of twenty-five percent the number of full voting members of the Faculty shall constitute a quorum.

E. Voting shall be by show of hands unless ten members of the voting faculty request a secret written ballot, which shall then be taken.

F. Unless the Faculty By-Laws provide otherwise, *Robert's Rules of Order, Newly Revised*, shall be followed.

G. A two-thirds vote of faculty members present and voting, given a quorum, may temporarily suspend a standing rule.

H. Except as specifically delegated by these By-Laws or by subsequent action at a Faculty meeting, all resolutions, policy changes, recommendations, and actions of Faculty committees shall require the approval at a regular or special Faculty

meeting. The Faculty may initiate actions at its meetings, issue requests to its standing and special committees, and request action from the administration.

I. The Faculty may establish, modify the responsibilities of, or abolish committees of the Faculty as the need arises in accordance with the provisions for amending these By-Laws, provided such is not inconsistent with the terms and provisions of *the Agreement*.

J. Faculty meetings may not continue past 5:00 pm unless a two-thirds vote is taken to continue. If business cannot be completed in time, the Faculty meeting shall be continued at another date set by the Executive Committee within two weeks or at the next regular meeting, whichever is sooner.

## **ARTICLE VII**

### ***FACULTY ELECTIONS***

#### **A. Nominations**

1. At the January faculty meeting, the chair of the Nominations Committee (NC) shall publicize the offices to be filled during the spring Faculty elections, the conditions required for election, and the current membership of the committees.

2. On the Monday prior to the March Faculty meeting, the Chair of the NC shall distribute electronically the slate of nominees received to that point.

3. The Chair of the NC shall present the Committee's report at the March Faculty meeting, at which time additional nominations may be made. Such nominations shall be accepted only with the oral consent of the proposed nominee at the meeting or with presentation of previously obtained written consent.

4. All written nominations and written consent forms shall be held by the Chair of the NC until the completion of all elections, and they shall be made available to all Faculty members at any time prior to the elections. All of these materials shall be transferred to the Recording Secretary of the Faculty immediately after the completion of all elections, and preserved for one year.

5. For the purpose of the Faculty elections only, a faculty member is considered tenured as long as he or she has received written notification of having received tenure by the time of the nomination.

**B.** All Faculty elections shall be held by secret ballot, preferably online, with paper back-up, according to the following schedule:

1. The elections shall commence at least fifteen class days before the regular April Faculty meeting of a given academic year.

a. Instructions for voting shall be provided by the Elections Committee (EC), along with the listing of candidates.

b. Polls shall be open for four consecutive class days, from 9:00 am of the first day to 4:00 pm of the last.

c. The results of the elections shall be announced in an email to all faculty and posted on the Faculty website not later than two days following the last day of voting.

2. A run-off election, should any be necessary, shall commence three class days after the results of the initial election have been posted.

a. Instructions for voting shall be provided by the EC, along with the listing of candidates.

b. Polls shall be open for four consecutive class days, from 9:00 am of the first day to 4:00 pm of the last.

c. The results of the elections shall be announced in an email to all faculty and posted on the Faculty website not later than two days following the last day of voting.

3. Subsequent run-off elections

a. Should the run-off election result in any tie votes, a second run-off shall be held during or just after the regular April Faculty meeting of the given academic year with ballots being collected until 5 pm. Absentee ballots shall not be permitted for this run-off.

b. The results of these elections shall be announced after the elections and posted on the Faculty website.

C. A majority vote (more than fifty percent of those voting for a given position) shall be required for election to any elective position on the first and second ballots. On the third ballot, the candidate receiving the highest number of votes shall be elected.

D. Individuals may run for only one position. Nominees must give their written consent to serve if elected.

E. Where there is one office to be filled within any given category (e.g., at-large):

1. A majority is required to elect on the first ballot.

2. If there is no majority on the first ballot, the candidates with the most votes on the run-off (second ballot) shall be between the top two candidates for that office. A plurality is required to elect on this second ballot or any subsequent ballot.

F. Where there is more than one office to be filled on any committee

1. A majority of the total votes cast is required to elect on the first ballot.

2. If there is no majority on the first ballot, the candidates with the most votes shall be placed on the run-off (second) ballot, but their number shall be limited to twice the number of officers to be filled in that category. A plurality is required to elect on the second ballot or any subsequent ballot.

**ARTICLE VIII**

***OFFICERS OF THE FACULTY***

A. There shall be six Officers of the Faculty

Chairperson

Vice-Chairperson

Recording Secretary

Corresponding Secretary

E-Secretary

Treasurer of the Faculty

B. Each officer must be a full voting member of the Faculty as defined in Article III.A.

The Chairperson and Vice-Chairperson must have professional rank and tenure.

C. All officers shall serve for a term of two years (from June 1 to May 31 of the second year) and may succeed themselves one additional term in the same office.

D. The Duties of the Officers are as follows:

1. *Chairperson.* The Chairperson shall preside at all meetings of the Faculty and of the Executive Committee and is an *ex officio* member of all committees, except as otherwise provided in the rules and regulations of the Faculty.

2. *Vice-Chairperson.* In the absence of or at the request of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

3. *Recording Secretary.* The Recording Secretary shall keep the minutes and attendance lists of all Faculty meetings and have the minutes posted on the Faculty Web site within ten days of the meeting. The Recording Secretary shall also keep the minutes of the Executive Committee and distribute them as appropriate.

4. *Corresponding Secretary.* The Corresponding Secretary shall assure that all Faculty Committee websites are properly maintained by the committees and are up to date, receive resolutions from all Faculty Committees, distribute them as appropriate, and maintain the Faculty Committee assignments on the Faculty Web site. After the Faculty elections, the Corresponding Secretary shall inform the Faculty of committee vacancies for the following academic year and solicit their preferences for committee assignments. The Corresponding Secretary shall announce the dates of Faculty meetings, distribute committee assignments made by the Executive Committee, post the agenda for Faculty meetings at least five days prior to each regular Faculty meeting and three days prior to special Faculty meetings, distribute such Faculty resolutions as necessary, engage in such correspondence as delegated by the Chairperson of the Faculty or the Executive Committee, and serve as Recording Secretary in that person's absence.

5. *E-Secretary.* The E-Secretary shall be responsible for the oversight of all UCC Faculty Committee Web pages. The E-Secretary shall maintain a roster of all fulltime faculty, by department and with their current committee assignments. The E-Secretary shall maintain the Executive Committee Web site. The E-Secretary shall perform the duties of the Recording Secretary in that person's absence.

6. *Treasurer.* The Treasurer shall maintain the Faculty roster, collect faculty dues as authorized by the Faculty, and manage the Faculty Welfare Fund under the direction of the Chairperson and the Executive Committee.

7. Vacancies in office shall be filled by the Executive Committee.

## **ARTICLE IX**

### ***EXECUTIVE COMMITTEE***

The Executive Committee is responsible for coordinating, providing guidance, and assisting in conducting the work and business of the Faculty. It is responsible for appointments to various committees and task forces. The committee will also communicate on behalf of the Faculty with Administrative offices, college boards, and other agencies, internal or external, as needed.

A. The Executive Committee shall be composed of eleven voting and two non-voting members. The voting members of the Executive Committee shall be the six Officers of the Faculty and the five at-large representatives, with no more than one from any one department. The non-voting members of the Executive Committee shall be one representative each from the two affiliated degree programs.

B. Members of the Executive Committee shall be elected by the Faculty in accordance with Article VII for a two-year term (June 1 to May 31 of the second year). No member may serve more than two consecutive terms in the same office.

C. Six voting members shall constitute a quorum.

D. The Executive Committee shall coordinate the work of the Faculty, conduct the business of the Faculty between meetings, determine and distribute the agenda for Faculty meetings, provide guidance to the Officers of the Faculty, develop and update procedures for Faculty elections, subject to Faculty approval, have oversight of the Faculty website and carry out the duties delegated to it by the Faculty or elsewhere in these By-Laws.

E. The Executive Committee may request information and action from all Faculty committees and Faculty representatives to College-wide committees.

F. The Executive Committee, through its Chairperson or the Chairperson's designee, shall communicate with the Board of Trustees, Board of Governors, President of the College, College Administration, collective bargaining agents, and officials outside the institution as the need arises on behalf of the UCC Faculty.

G. The Executive Committee, through its Chairperson, shall, unless otherwise provided in these By-Laws, appoint Faculty members to all committees, task forces, and Faculty representatives to College-wide, Presidential, and inter-institutional committees or agencies. The term of the appointment of any faculty member appointed to any committee by the Executive Committee shall be for the remainder of the academic year unless specifically appointed for a different duration.

H. The Executive Committee may establish *ad hoc* or task force committees in response to institutional needs, or requests by faculty or administration. Such committees shall specify its mission, the composition of the membership, its duties, and the procedures of operation. An *ad hoc* committee shall function as such for no more than three academic years; therefore it shall apply for Standing Committee status.

I. The Executive Committee shall meet with the chairs of all standing committees at least once a year in order to review the charge and the proposed agenda of their respective committees.

J. The Executive Committee shall nominate faculty members to Presidential and other search committees, subject to approval by the Faculty at its next regular meeting.

**ARTICLE X**

***FACULTY STANDING COMMITTEES***

The standing committees of the Faculty are:

<b>Faculty Committee</b>	<b>Article</b>
Academic Evaluation Committee (AEC)	XI
Academic Technology Committee (ATC)	XII
Admissions & Counseling Committee (ACC)	XIII
Appeals Committee (AC)	XIV
Cultural and Educational Programs Advisory Committee (CEPAC)	XV
Curriculum Committee (CC)	XVI
Departmental Coordination Committee (DCC)	XVII
Educational Planning Committee (EPC)	XVIII
Ethics Review Committee (ERC)	XIX
Elections Committee (EC)	XX
Experiential Education Advisory Committee (EEA)	XXI
First Year Seminar Committee (FYSC)	XXII
Honors Studies Advisory Committee (HSAC)	XXIII
Judicial Committee (JC)	XXIV
Learning Outcomes Assessment Committee (LOA)	XXV
Nominating Committee (NC)	XXVI
Overcoming Hatred/Creating Community Committee (OHCC)	XXVII
Peer Evaluation Committee (PEC)	XXVIII
Professional Development Committee (PDC)	XXIX
Resource Committee (RC)	XXX
Sabbatical Committee (SbC)	XXXI
Scholarship Committee (SC)	XXXII
Student Services Committee (SSC)	XXXIII
Tenured Faculty Review Committee (TFRC)	XXXIV

A. Unless otherwise provided, members of all committees shall

1. serve two year terms, with approximately half of the members appointed/elected each year; on committees with three year terms, approximately one third of the members shall be elected/appointed each year
2. serve no more than two consecutive terms
3. be appointed by the Executive Committee
4. elect their own Chairpersons who must be full voting members of the Faculty — see Article III. A

B. Any committee consisting of no more than five full voting members of the faculty shall have no more than one member from any one department. Any committee consisting of six to eleven full voting members of the faculty shall have no more than two members from the same department.

C. Committees shall elect chairs for the following academic year no later than the day of graduation. If a vacancy exists on a committee at the time of election of chair, the election shall take place as long as a majority of the voting members is present. It shall be the responsibility of the current committee chair to arrange the meeting of the new committee members and to conduct the election of the new chair.

D. Committee Chairpersons shall be elected to serve a one year term and no more than two consecutive terms.

E. All committees

1. operate in accordance with their internal rules and regulations. These shall be reviewed and revised at the beginning of each academic year and posted on the faculty committee Web page.

2. shall be guided by the relevant articles in *the Agreement* in performing their functions

3. may be assigned other duties and responsibilities by the Faculty or the Executive committee.

F. All committee chairs shall have the responsibility to

1. develop a meeting schedule no later than June for the following academic year and to arrange meeting facilities

2. distribute an agenda for each meeting at least a week before the meeting

3. chair each meeting

4. assure that the internal procedures for the committee are reviewed at the beginning of each academic year

5. assure that the committee Web site is maintained, by having the committee membership, procedures, meeting schedule, minutes and annual report posted promptly

6. prepare an annual report before the end of the term of office in May and forward a copy to the chair of the Faculty. The annual report shall contain, at minimum, the committee's meeting dates, its membership, a summary of the activities of the committee for that academic year, and the name of the chair elected for the following year

7. arrange in May for an election of the committee chair for the following academic year

8. assure that the committee exercises the duties and responsibilities of the Faculty assigned to it

## **ARTICLE XI**

### ***ACADEMIC EVALUATION COMMITTEE (AEC)***

The mission of the AEC shall be to review and evaluate the academic performance of students in order to award merit or penalize students whose work has fallen below the established standards of academic performance of the College.

#### **A. Membership**

1. The AEC shall consist of at least one representative elected from each academic department, the Vice-President of Student Services (VPSS), the Assistant Dean for Enrollment Management/Counseling Services, the Director of the Educational Opportunity Fund (EOF) Program, and one representative from each of the affiliated cooperative degree programs.
2. Departments that have over twenty-five full-time Faculty members shall have one additional representative. Where a department is represented by more than one member, where feasible, the additional members shall represent students from different campuses and/or disciplines and/or programs.

#### **B. The duties of the AEC shall be to**

1. Establish standards for judging the academic status of students
2. Establish standards for determining which students are to be placed on the President's List, Vice-President's List, graduation list, and probation
3. Establish standards for determining which students are to be dismissed from the College for any academic reason whatsoever
4. Manage academic problems brought to the attention of the AEC by the Administration or the Faculty
5. Consider academic appeals made by students

## **ARTICLE XII**

### ***ACADEMIC TECHNOLOGY COMMITTEE (ATC)***

The ATC is the Faculty's advocate for Information Technology (IT) and Media Services. The ATC will assess the needs of the Faculty for these services, promote development of and training in these services, and provide feedback to the Administration regarding the delivery of these services.

A. The ATC shall consist of at least seven members appointed by the Executive Committee, and the Director of IT or the Director's designee.

#### **B. The functions of the ATC shall be to**

1. assess faculty knowledge and attitudes toward the usefulness of information technology and media in their courses, disciplines, or other professional activities
2. assist in developing workshops and other activities to inform and train Faculty in the integration of information technology and media into their curricula
3. solicit from faculty their needs for information technology and media resources
4. work in conjunction with the Administration to prepare and maintain a current academic technology plan for the integration of computing and other information technology into curricula
5. review and make recommendations for college-wide networking, equipment, and software
6. review and make recommendations to IT and Media Services for students and

faculty

7. work in cooperation with the Director of IT and the Director of Media Services or the Director's designee to accomplish these tasks

### **ARTICLE XIII**

#### ***ADMISSION AND COUNSELING COMMITTEE (ACC)***

The ACC, comprised of faculty, representatives from student services, and student representatives, is responsible for periodic review of existing policies and making recommendations to the Vice-President of Academic Affairs (VPAA), and to the Faculty on issues related to admissions, recruitment, placement testing, advising, registration, counseling, the EOF program, and retention. The ACC fosters communication among faculty, representatives from student services, and students, with the purpose of improving the aforementioned areas.

#### **A. Membership**

1. The ACC shall consist of a maximum of sixteen faculty members and one faculty member from each of the two affiliated degree programs.

2. The following shall serve as *ex officio* members VPAA, or designee

Director of Admissions, or designee

Director of Placement Testing, or designee

Assistant Dean for Enrollment Management/Counseling Services

EOF representative

Directors of Counseling from the two affiliated degree programs

Director of Admissions or designee from each of the two affiliated degree programs

Two student representatives

#### **B. Functions**

1. It shall be the function of the ACC to periodically review existing policies and make recommendations on revisions and development of new College policies and practices relating to

a. recruitment

b. admission to the College

c. placement testing

d. initial placement into courses and programs

e. post-admissions, pre-registration advisement

f. registration

g. counseling, which includes student assistance counseling, counseling for students with disabilities, athletic advisement, career assessment, and transfer advisement

h. EOF

2. In addition, the ACC shall

a. recommend to the VPAA of the College any improvements in XIII.B.1

b. acquaint the Faculty with the policies, procedures, and problems related to these eight areas so that they may be better equipped to help their students

c. undertake other responsibilities as may be delegated to the ACC by the

Faculty or Administration dealing with these eight areas

C. The relevant administrative personnel shall advise the committee of existing policies and provide relevant reports, statistics, and other information to keep the committee up-to-date.

D. Policy recommendations shall be submitted to the Faculty for approval prior to submission to the President of the College.

#### **ARTICLE XIV**

##### ***APPEALS COMMITTEE (AC)***

The mission of the AC shall be to receive appeals by faculty when procedural violations from the PEC are alleged.

A. This committee shall consist of five Faculty members, at least three of whom shall be tenured and at least one of whom shall be non-tenured. Members of the committee shall be elected by the Faculty for a term of three years. No member of the AC may simultaneously be a member of the PEC. The Chairperson of the AC shall be a tenured member of the Faculty.

B. The AC shall continue to be bound by prior practices, present and future contractual agreements, and academic due process.

#### **ARTICLE XV**

##### ***CULTURAL AND EDUCATIONAL PROGRAMS ADVISORY COMMITTEE (CEPAC)***

CEPAC will generate, review applications for, and select cultural and educational programs, including activities, seminars, events, and lectures for UCC students, which are not funded by other funding sources.

A. CEPAC shall consist of five members of the Faculty appointed by the Executive Committee.

1. Unless otherwise approved by the Executive Committee, three of the members shall be from the Cranford campus, one from Elizabeth, and one from Plainfield.

2. The Director of Student Activities and the President of the SGA, or their representatives, shall serve *ex officio*.

B. The committee shall have oversight for ensuring that

1. these programs are diverse in scope and are responsive to the changing student needs

2. each approved program has the necessary funds and the designated faculty leadership

3. each activity is being sufficiently publicized to make it successful

4. each program is coordinated directly with the Director of Student Activities/Athletics for appropriate implementation

5. faculty find ways to integrate these programs into their own classroom instruction

## **ARTICLE XVI**

### ***CURRICULUM COMMITTEE (CC)***

The CC shall have jurisdiction over all course changes, new course development, program and curriculum changes, and new programs and curricula.

A. The CC shall be composed of one representative from each academic department of the College and one member of the Library staff. The English, Fine Arts, Modern Languages Department and the Business Department shall each have a second representative, coming from an academic area other than the first representative. The Faculties of the two affiliated degree programs shall each be entitled to one voting representative. The VPAA or his designee shall serve *ex officio*.

B. The CC shall report to the Faculty all course changes, additions, and deletions. All program or curriculum changes, additions, or deletions as well as new programs shall require approval at a Faculty meeting. Proposals for such changes shall be distributed to the Faculty at least five class days prior to the appropriate Faculty meeting. The minutes of the committee shall be promptly posted on the committee website. In conjunction with the academic departments, the committee shall periodically review academic programs and courses offered at the college to determine whether they meet the State's general educational requirements and to examine their current applicability for transfer or career.

## **ARTICLE XVII**

### ***DEPARTMENTAL COORDINATION COMMITTEE (DCC)***

The mission of the DCC shall address all issues of a departmental interest not otherwise delegated to a standing committee of the Faculty.

A. The DCC shall be composed of the Chairperson of the Faculty, the elected chairpersons of the academic departments of the College, a representative from the Library, an elected faculty representative from the Practical Nursing department, and three members-at-large, who shall be elected by the entire Faculty. In addition, there shall be one voting representative from each of the two affiliated degree programs. The VPAA shall serve *ex officio*. The Chairperson of the committee shall have served at least one year on the committee.

## **ARTICLE XVIII**

### ***EDUCATIONAL PLANNING COMMITTEE (EPC)***

The mission of the EPC shall be to review and make recommendations regarding educational policies, institutional standards and programs, and policies related to instructional support for the Faculty of the College.

#### **A. Membership**

1. The EPC shall consist of ten faculty members and a representative of each of the two affiliated degree programs. Five members shall be appointed by the Executive Committee and five members shall be elected by the Faculty. The election shall take place before the appointments.

2. Members of the EPC shall serve for three-year terms.

- B. The duties of the EPC shall be to
1. engage in continual review of educational policies and programs of the College
  2. report regularly to the Faculty on such review
  3. coordinate with the Office of the Institutional Research, the Distance Education Council, Student Services, Continuing Education, the Academic Testing Office, and Institutional Technology on the collection and dissemination of data
  4. make recommendations on educational planning to the Faculty

## **ARTICLE XIX**

### ***ETHICS REVIEW COMMITTEE (ERC)***

The mission of ERC shall be to receive allegations related to violations of the *Code of Professional Ethics for Faculty (CPEF)*, published in the *UCC Faculty Handbook*.

A. The ERC shall consist of five members with three elected by the Faculty and two members appointed by the Executive Committee. At least three members of the ERC shall be tenured. The term of office shall be three years.

B. The ERC shall

1. conduct initial informal reviews of all allegations
2. seek informal resolutions to the complaints
3. serve in an advisory and screening capacity for the Executive Committee
4. have an educational responsibility with regard to promulgating the accepted tenets and norms of professional conduct among the members of the Faculty

## **ARTICLE XX**

### ***ELECTIONS COMMITTEE (EC)***

The EC shall prepare and distribute ballots for elected faculty offices. The election process will be organized, supervised and conducted by the EC.

A. The EC shall consist of five members appointed by the Executive Committee. No member of the Executive Committee may serve on the EC. No member of the EC may appear on a ballot except as a write-in candidate. Members of the Nominations Committee may not serve on this committee within the same academic year.

B. The EC shall conduct the faculty elections according to the procedures in Article VII.

## **ARTICLE XXI**

### ***EXPERIENTIAL EDUCATION ADVISORY COMMITTEE (EEAC)***

The purpose of this committee is to advise the Coordinator of Experiential Education, make recommendations, and approve matters related to the functioning of the Experiential Education program.

A. Membership on the committee shall consist of at least eleven (11) faculty members appointed by the Faculty Executive Committee, with one representative from every department, one from the library, and the Coordinator of Experiential Education. The Coordinator shall be a non-voting member and may not serve as the Chair of the Committee. At least five of the members shall be tenured.

B. The committee shall concern itself with:

1. Applications for experiential activities
2. Proposals for experiential education components in existing courses
3. Requirements for administration of experiential activities

C. Responsibilities of the committee shall include:

1. Assisting the Coordinator in site visits when necessary
2. Assisting the Coordinator in promoting Experiential Education Initiatives
3. Consulting at least once each semester with the Coordinator to render advice on salient matters and to be briefed by the Coordinator on the activities of the Initiative
4. Reviewing the Coordinator's annual status report before it is transmitted to the Vice President for Academic Affairs

## **ARTICLE XXII**

### ***FIRST YEAR SEMINAR COMMITTEE (FYSC)***

The FYSC is responsible for reviewing, advising, making recommendations, and approval of matters related to the curriculum and functioning of the program. It is also responsible for assisting and making recommendations in regard to the Coordinator of the FYSC.

A. The FYSC shall consist of at least ten members of the faculty appointed by the Executive Committee. Every attempt will be made to ensure that the committee members are representative of the departments in the college. In addition, there will also be at least one member from the library and one from counseling services, and if possible, no more than four faculty from any one department.

B. The committee shall have responsibility for UCC 101, including but not limited to

1. selecting the coordinator(s) for the program
2. determining the curriculum, course requirements, including the generic syllabus
3. selecting the textbook
4. ensuring that the faculty orientation sessions and workshops are responsive to the purposes of the program
5. ensuring that the methods of student evaluation are responsive to the purposes of the program
6. monitoring the data that will allow us to evaluate the progress, success and outcomes of the program, and making recommendations based on this data

## **ARTICLE XXIII**

### ***HONORS STUDIES ADVISORY COMMITTEE (HSAC)***

HSAC is responsible for reviewing, advising, making recommendations, and approval of matters related to the curriculum and functioning of the program. It is also responsible for assisting and making recommendations in regard to the Coordinator of the Honors Studies.

A. HSAC shall consist of at least eleven faculty members appointed by the Executive Committee, with one representative from every department, one from the library. The Coordinator of Honors Studies shall serve *ex officio* and shall not serve as the chair.

At least six of the members shall be tenured. For liaison purposes, invitations may be offered to Honors articulation representatives from other institutions to serve on the committee as non-voting members.

B. HSAC shall be concerned with

1. reviewing applications for and recommending a Coordinator as needed
2. reviewing and approving the syllabi for all HRS 103 and 104 courses
3. reviewing and approving the syllabi for the specific course sections as Honors sections before they are transmitted to the CC
4. reviewing and advising on all individual proposals for Honors experiences
5. reviewing and making recommendations to the Coordinator in regards to matters that directly impact on Honors Studies
6. assisting the Coordinator in promoting Honors Studies
7. meeting at least once a semester with the Coordinator to advise on Honors Studies
8. reviewing the Coordinator's annual status report prior to submission to the VPAA

#### **ARTICLE XXIV**

##### ***JUDICIAL COMMITTEE (JC)***

The JC shall hear and consider appeals concerning student offenses and infractions of College regulations.

- A. The JC shall consist of four members from the Faculty appointed by the Executive Committee and four students appointed by the Student Government Association. The Vice President of Student Services shall serve *ex officio*.
- B. The JC shall follow procedures stated in the *UCC Student Handbook*.

#### **ARTICLE XXV**

##### ***LEARNING OUTCOMES ASSESSMENT COMMITTEE (LOAC)***

The purpose of this committee is to oversee the process of implementing the Middle States guidelines for the student learning outcomes assessment at the college.

- A. Membership on the committee shall consist of nine faculty members, preferably one from each department, appointed by the Faculty Executive Committee, the Vice President for Academic Affairs or his designee, the Executive Director for Assessment, Planning and Research, the director of academic testing, and up to three other administrators appointed by the administration.
- B. The committee shall be responsible for developing and publicizing the procedures for each academic department to follow in monitoring and evaluating the student learning outcomes in courses within their jurisdiction and in reporting the results of the evaluations in writing at the conclusion of each academic year.

#### **ARTICLE XXVI**

##### ***NOMINATIONS COMMITTEE (NC)***

The NC will ensure nominations for elected offices of the faculty structure. It will publicize the offices and attendant qualifications.

A. The NC shall consist of five faculty members appointed by the Executive Committee. No member of the Executive Committee may serve on the NC.

B. Nominating Procedure

1. At the January faculty meeting, the NC shall publicize the offices to be filled during the spring Faculty elections, the conditions required for election, and the current membership of the committees.
2. The NC shall solicit nominations from the Faculty and actively recruit faculty to assure that there are candidates for all vacancies and that most positions are contested.
3. The NC shall receive written nominations for particular offices, electronically or on paper.
4. Committee members shall consult with all persons for whom a written nomination has been received to ascertain their eligibility for the offices for which they have been nominated, and to determine which position a person chooses to run for, if nominated for more than one; and receive written consent for the position for which a person agrees to appear on the ballot.
5. The NC shall follow the procedure for faculty nominations as stated in Article VII.

**ARTICLE XXVII**

***OVERCOMING HATRED/CREATING COMMUNITY COMMITTEE (OHCCC)***

The purpose of this committee is to provide oversight for the selection of cultural and educational programs for the students of the College.

A. Membership on the committee shall consist of at least five (5) faculty members appointed by the Faculty Executive Committee, with a representative distribution from the three campuses, and other staff/administrators with an interest in the activities of the committee.

B. The committee shall concern itself with:

1. engaging the student body through events geared to enrich and broaden their knowledge of topical and timely issues and perhaps stimulate activism
2. planning programs such as seminars, lectures, events, and activities diverse in scope and responsive to the changing student needs
3. encouraging faculty to find ways to integrate these programs into their own classroom instruction

**ARTICLE XXVIII**

***PEER EVALUATION COMMITTEE (PEC)***

The PEC shall make recommendations for re-appointment, promotion, and tenure of Faculty based on material in Faculty Record files and Departmental evaluation.

A. The PEC shall consist of eleven members: ten tenured faculty members elected by the Faculty, and the Chairperson of the Faculty.

B. The PEC shall evaluate faculty members for re-appointment, promotion, and tenure.

The PEC shall function in accordance with past practices, its procedures, and existing contractual agreements.

**ARTICLE XXIX**

***PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)***

The PDC will encourage instructional development of the faculty in order to ensure excellence in the teaching-learning environment

A. The PDC shall consist of at least seven members appointed by the Executive Committee. A member of the Administration shall serve *ex officio* member.

B. The PDC shall

1. create and administer a comprehensive series of faculty development workshops designed to allow faculty to improve skills and increase knowledge
2. disseminate to the Faculty information concerning external conferences, seminars, and workshops that are relevant to their professions
3. solicit from the Faculty proposals for either internally or externally presented conferences, seminars, and workshops

**ARTICLE XXX**

***RESOURCE COMMITTEE (RC)***

The mission of the RC shall be to review the physical structures and services of the College and make recommendations to the Administration regarding their maintenance and development.

A. The RC shall consist of at least twelve members appointed by the Executive Committee.

B. The RC shall

1. review and provide recommendations concerning
  - a. the physical structures and grounds of the College's campuses
  - b. the utilization and allocation of faculty offices, classrooms, and laboratories
  - c. the adequacy of food services
  - d. the adequacy of the bookstores
  - e. the College's annual budget
  - f. the College Catalog, Faculty Handbook, Student Handbook, and other relevant publications
  - g. the Libraries and Media Centers
2. participate in establishing general policies and objectives in the operation of the Libraries and Media Centers
3. assist the Director of Library Services in enlisting the full support of the Faculty for the Libraries and their facilities
4. make recommendations to the Director of Library Services and the Administration for improvement and greater usefulness of the Library and Media Centers

**ARTICLE XXXI**

***SABBATICAL COMMITTEE (SbC)***

The SbC evaluates and recommends applications for sabbatical leaves to the VPAA.

A. The SbC shall consist of five faculty members. Two members shall be appointed by the Executive Committee of the Faculty and two members shall be appointed by the Executive Committee of the AAUP Chapter of Union County College. The fifth member shall be appointed

by consensus of both Executive committees. All shall serve only one three-year term, with each Executive committee replacing one member every year.

B. The SbC shall be responsible for reviewing all applications for sabbatical leave (leave for professional development) and making recommendations to the College for granting such leaves.

**ARTICLE XXXII  
SCHOLARSHIP COMMITTEE (SC)**

The mission of the SC shall be to oversee the process of awarding scholarships to UCC students.

A. The SC shall consist of at least seven members who are to be appointed by the Executive Committee for two-year terms, with a limitation of two consecutive terms, and one member-at-large elected by the two affiliated degree programs. Appointments shall be made with due regard to the diversity of programs. A representative from the Financial Aid Office shall serve *ex officio*.

B. The SC shall:

1. be aware at all times of the provisions of all scholarships available to UCC students through the UCC Foundation, including the annual amounts for each
2. recommend policies and procedures to the Financial Aid Office in securing and allocating scholarships to students
3. recommend eligibility requirements, academic standards, and application procedures for scholarships given at the discretion of the college
4. annually review the management of scholarship funds and provide the Faculty with a written report at the November meeting
5. advise the Faculty of financial aid issues as they arise and provide written reports on the awarding of scholarships each semester
6. involve itself in the raising of additional scholarship funds and other financial aid, as feasible
7. make recommendations to the VPAA concerning students eligible for scholarships and other student honors, such as the Who's Who and Post Day awards except for those awarded by academic departments
8. review each semester the work of the Financial Aid office in evaluating the academic work of each scholarship recipient
9. periodically review all publications regarding scholarships and financial aid and make recommendations for changes to the appropriate administrative departments

**ARTICLE XXXIII  
STUDENT SERVICES COMMITTEE (SSC)**

The mission of the SSC shall be to address the concerns of students with respect to all non-academic activities and aspects of student life on all campuses. The SSC shall conduct periodic reviews of existing policies and practices and make recommendations for revisions and for development of new College policies and practices dealing with all non-academic, college-related aspects of student life on campus.

A. The SSC shall consist of at least ten faculty members appointed by the Executive Committee with due regard to the diversity of the Faculty, and one member-at-large

selected by the affiliated cooperative degree programs. The VPSS or his designee, the President of the SGA or his designee, and the Director of Student Activities/Athletics or his designee shall serve *ex officio*.

- B. The SSC shall review and provide recommendations for all campuses concerning
1. student activities, including governance and organizations, social and cultural events, community service, and disciplinary problems
  2. athletics, including the policies for all athletic programs, academic criteria for athletic eligibility, and the athletic budget
  3. faculty-student relations, including information bearing on student life, proposals concerning faculty-student relations, student orientation, the *Student Handbook*, and the handling of student grievances

#### **ARTICLE XXXIV**

##### ***TENURED FACULTY REVIEW COMMITTEE (TFRC)***

The TFRC shall make recommendations for re-appointment of faculty abased on material in the faculty's record file and departmental evaluation. The TFRC shall operate according to Article XIII. D. of *the Agreement*.

- A. The TFRC shall be composed of one tenured representative from each of the academic departments of the College and one member from the Library staff. All members shall be elected by their respective departments no later than May 31 of the previous academic year.

#### **ARTICLE XXXV**

##### ***DEPARTMENTAL EVALUATION COMMITTEE (DEC)***

In order to evaluate Departmental Faculty members for reappointment, tenure, and promotion, each department shall establish a Departmental Evaluation Committee.

- A. The Departmental Evaluation Committee shall consist of the Department Chairperson and at least three department members (tenured, if possible).
- B. In performing its function the DEC shall be guided by the relevant articles in *the Agreement*.

#### **ARTICLE XXXVI**

##### ***COLLEGE COUNCIL***

- A. The College Council shall consist of the President of the College, who shall preside, his Cabinet, and the Executive Committee.
- B. The College Council shall serve as a means of communication and cooperation between the Faculty and the Administration.
- C. The College Council shall meet at the request of the President of the College or the Chairperson of the Faculty.

## **ARTICLE XXXVII**

### ***OTHER COMMITTEES***

Other existing committees on which faculty serve are:

- A. Standing Faculty/Administration Committees
  - 1. Distance Education Council
  - 2. Safety, Security and Parking Committee
  - 3. Strategic Planning Advisory Committee
  - 4. Teaching Learning Technology Roundtable
- B. Committees of *ad hoc* status
  - 1. Academic Learning Center Liaison Committee
  - 2. Advisory Council for Assessment of Prior Learning
  - 3. General Education Committee

### ***DISTANCE EDUCATION COUNCIL***

The purpose of this committee is to exploit the opportunities and educational benefits to be derived by using the Internet and the Intranet for teaching and learning.

A. Membership on the DEC shall consist of the chairs of the Executive Committee, the DCC, the EPC, the PDC, the CC, and the ATC; the VPAA and the VPAS, the director of distance learning, a representative each from the VPAA, IT, the library, the media center, the ALC, Continuing Education, Student Services, and College Communications.

B. Each area may be represented by only one member at any meeting. Whenever the designated representative is unable to attend, another representative from that area should be substituted.

C. The committee shall be co-chaired by an administrator and a faculty member, elected annually by the committee at its May meeting.

### ***SAFETY, SECURITY AND PARKING COMMITTEE***

Per Article XXXIII. R. of *the Agreement*, the purpose of this committee (SSPC) is to monitor and review safety, security, and parking conditions at UCC and to make recommendations concerning those to the president of the College.

#### **A. Membership**

1. The SSPC shall be composed of six faculty members, with at least one faculty member from each campus, and six staff members (including representatives from Public Safety and Physical Plant), all appointed by the College president, to staggered three year terms. The faculty members shall be recommended by the Executive Committee.

2. The SSPC shall be chaired by a faculty member elected by the committee at its May meeting. Meetings shall be held monthly or more frequently if needed, as arranged by the Chair.

#### **B. Responsibilities**

1. The SSPC shall concern itself with the safety and security of the students, employees and visitors on every campus and off-campus location where the College offers courses or other activities. This shall include, but not be limited to, physical and environmental safety and security in classrooms, offices, hallways, stairs, elevators, meeting areas (such as cafeterias and the student center), parking areas, and access areas to private and public transportation.

2. The SSPC shall also concern itself with the adequacy and the conditions of all parking areas for students, employees and visitors and the rules and regulations pertaining to them.
3. The SSPC shall regularly report its findings and recommendations to the Faculty and the President of the College.

***STRATEGIC PLANNING ADVISORY COMMITTEE***

The purpose of this committee (SPAC) is to review annually the College's Strategic Plan and to provide input before its submission to the President's cabinet.

- A. Membership on the SPAC shall consist of three faculty members recommended by the Faculty Executive Committee, preferably one from each campus, the Vice President for Financial Affairs, and the Executive Director for Assessment, Planning and Research. All members of the committee shall be appointed by the president of the College. Faculty shall be appointed to two-year terms, with a limit of two consecutive terms.
- B. The committee shall be co-chaired by the Executive Director for Assessment, Planning and Research and a faculty member designated by the Faculty Executive Committee.
- C. The committee shall draw on a wide range of sources before formulating its recommendations and the faculty co-chair shall report on the work of the committee at the April Faculty meeting.

***TEACHING, LEARNING & TECHNOLOGY ROUNDTABLE (TLTR)***

The purpose of this committee is to engage in campus-wide discussion on the effective use of new technologies in teaching and learning; to facilitate the sharing of expertise, experiences, and resources for the effective integration of technology into teaching; to identify discipline specific concerns and objectives for the use of instructional technologies in teaching; to identify the resource requirements for integrating new technologies into teaching; to identify realistic short and long term goals for the integration of technology into teaching; and to inform all faculty members about the technology available to facilitate student learning.

- A. Membership on the TLTR shall consist of eleven faculty members recommended by the Faculty Executive Committee, a representative from each of the affiliated degree programs, all College Vice Presidents or their designees, the Executive Director for Assessment, Planning and Research, all campus provosts, the director and associate director of IT, the director of distance learning, the director of the library, the director of the media center, the dean of economic development and continuing education, the director of the learning center, and the registrar or her designee. All members of the committee shall be appointed by the president of the College. Faculty shall be appointed to two-year terms, with a limit of two consecutive terms.
- B. The committee shall be co-chaired by an administrator appointed by the administration and a faculty member selected by the Faculty Executive Committee.
- C. The committee shall be responsible for drafting the College's technology plan and for reviewing it triennially. The faculty co-chair shall report the results of the plan at the April Faculty meeting.

**ARTICLE XXXVIII**

***AMENDMENTS TO THE BY-LAWS***

- A. These By-Laws may be amended at any regular meeting of the Faculty by a two-thirds vote of the total voting Faculty members present, given a quorum, provided that written notice of the proposed amendment has been submitted at the previous regular meeting and included in the written or posted minutes of the meeting which were distributed to all voting members.
- B. Any committee desiring recognition as a faculty or college committee must submit a statement of mission, membership, and duties to the Executive Committee for approval.
- C. Anything in these By-Laws inconsistent with the provisions of State law or contractual obligations shall be null and void, but the remainder of these By-Laws shall continue in effect.