

# **Faculty Constitution of Southwestern College**

## **ARTICLE I—PREAMBLE**

The faculty is entrusted with advisory authority in matters related to academic affairs of Southwestern College. Since its authority is only that which is delegated to it by the Board of Trustees, its legislation necessarily conforms to board policies as set forth in the records of that body such as the college bylaws and other policy actions of the Board of Trustees. Policies of the Board of Trustees are communicated to the faculty by the president of the college.

## **ARTICLE II—NAME**

The faculty constitution of Southwestern College shall be considered the constitution of the organization known as the Southwestern College faculty, hereinafter referred to as the “faculty.”

## **ARTICLE III—NATURE AND PURPOSE**

The Board of Trustees, through its authority as the governing body of the college, has granted the faculty of Southwestern College the role of representing the faculty of the college. In addition, the faculty shall perform these functions:

1. Serve as a forum for the faculty for the purpose of enrichment of the faculty and addressing concerns as they may arise.
2. Support the mission of the college and the faculty, and shall further the goals of the college by its dedication to the ideals of higher education.
3. Coordinate such committees as are established by the faculty.
4. Serve to promote communication among the faculty within the college.
5. Serve as consultant to the vice president for academic affairs and dean of faculty, and the president and provide input and recommendations with regard to all significant policy changes affecting the faculty prior to their enactment.
6. Propose policy or advocate change in current policy when such action is deemed appropriate for the welfare and development of the college and the faculty.
7. Take part in college policy-making in areas that include, but need not be limited to, recommending curriculum, retention, grading, honors, academic dismissal, and teaching standards, as well as matters pertaining to educational policy.
8. Serve as a communicating body between faculty and administration and an intermediary body as needed. In this capacity it shall identify interests and preferences of the faculty and communicate views and concerns to the administration of the college.
9. Perform such other duties and fulfill such other functions as are appropriate to achieve the mission and goals of the college so long as they are not in conflict with this constitution or its bylaws or the articles of incorporation or bylaws of the college.
10. Do everything necessary and proper, advisable or convenient to exercise the powers herein above set forth and do all other things incidental thereto.

## **ARTICLE IV—BYLAWS**

The faculty of Southwestern College shall have the power to adopt bylaws for its operations which shall include officers, meetings, and committees as necessary so long as they are not in conflict with this constitution or the articles of incorporation or bylaws of the college.

## ARTICLE V—AMENDMENTS

An amendment to this constitution may be made by approval of two-thirds of the membership of the faculty of Southwestern College present at a meeting of the faculty. The faculty shall prepare the format for the recommended revisions or amendments. Any member with voting privileges may suggest such revisions. The faculty shall circulate a proposed revision or amendment to each voting member, the president of the college and chairperson of the Board of Trustees at least 21 calendar days prior to the final action. An amendment is considered in effect when also approved by the president and Board of Trustees of the college.

### *Bylaws of the Faculty of Southwestern College*

## ARTICLE I—MEMBERSHIP

The voting membership shall consist of those holding full-time rank of professor, associate professor, assistant professor, or instructor.

For purposes of governance, the librarian of the college, the campus minister, and the associate dean of faculty hold voting status if they were previously voting faculty of Southwestern College.

## ARTICLE II—MEETINGS OF THE FACULTY

1. In addition to the voting membership, regularly scheduled faculty meetings shall be open to administrative personnel, adjunct and special instructors, emeritus faculty, and students. Executive faculty meetings, which will be open only to the voting membership, may be called at the discretion of the chair.
2. **Time.** Regular faculty meetings are held a minimum of once each month during the academic year at a time to be determined by the faculty. Special meetings may be called by the president, by the vice president for academic affairs and dean of faculty (hereinafter referred to in these bylaws as “the dean”), by the chair of the faculty, or by the faculty concerns committee. Special meetings may also be called at the request of any five (5) voting members of the faculty provided twenty-five hours notice is given the dean or, in the dean’s absence, to the secretary of the faculty.
3. **Agenda.** The agenda is prepared by the chair of the faculty in consultation with the dean and the executive committee, and distributed 7 days prior to each meeting. It shall also be available from the dean’s office for any interested people. At each regular meeting the following reports will be given: either oral or written standing committee reports; reports by the president and dean, and additional administrative reports.
4. **Quorum.** At any regularly scheduled faculty meeting, or for any special faculty meeting, one-half of the voting membership of the faculty shall constitute a quorum.
5. **Rules of Order.** The customary rules of parliamentary procedure (as explained in Robert’s Rules of Order, Newly Revised) will apply for conduct of all faculty business. The intent of parliamentary procedure is to provide a reasonable procedure for orderly discussion and for the conduct of business.
6. **Interpretation.** In a situation involving conflicting interpretations of these bylaws, the faculty has the right to establish the official interpretation which shall be applied in this situation.

### ARTICLE III—OFFICERS OF THE FACULTY

The officers shall consist of the chair of the faculty, the secretary, the parliamentarian, and the faculty marshals.

1. **Chair of the Faculty.** The chair of the faculty must be a tenured faculty member. The chair shall preside at all meetings of the faculty. In order to perform these duties effectively, the faculty chair will receive secretarial assistance as required, and will not serve on a faculty committee, but will rotate attendance at all committee meetings as necessary and feasible. The chair of the faculty shall facilitate the work of the faculty by encouraging dialogue regarding pertinent issues, and shall be an active advocate of the collective faculty regarding issues in appropriate arenas. The faculty chair shall also serve as a member of the college's planning council. The chair is responsible for calling regular meetings of committee chairs and coordinates review of the faculty and academic policies set forth in volumes IV and VI of the policy manual each year. The term of the faculty chair shall be two calendar years, beginning May 1 and ending April 30 of the second year.
2. **Vice Chair and Chair-Elect.** Nominations for the Vice Chair and Chair Elect (VCCE) of the faculty shall be determined by a nominating committee comprised of the committee chairs. The nominee for the VCCE position shall be a tenured faculty member. Nominations may also be made from the floor at the March faculty meeting when elections will be held (every other year). The vice chair and chair elect of the faculty shall be elected by written ballot at the April faculty meeting every other year, and a simple majority is required for election. The duties of this faculty member are to fill in for the faculty chair when unable to attend and succeed to position of faculty chair at the end of her/his term. This person shall also attend executive committee meetings in preparation for assuming the duties of the chair. The VCCE will rotate attendance at each of the seven faculty committees (precluding membership of the VCCE on a regular faculty committee), to become better acquainted with the discussions and matters covered by these committees. The VCCE will also meet with the Faculty Chair and assist in the preparation of the faculty meeting agenda on the Monday afternoon following Executive Committee meetings. The VCCE will be provided with the latest version of Robert's Rules of Order to familiarize with the basic procedures for running a faculty meeting. The VCCE will also be included when parliamentary questions are worked out prior to an upcoming faculty meeting.
3. **Faculty Secretary.** The faculty secretary shall be elected by written ballot at the April faculty meeting. Nominations will be made from the floor. The faculty secretary shall review the minutes, make any necessary corrections, additions, or deletions, and file the final version with the chair of the faculty and offices of the president and dean. On policy matters requiring a formal vote count, the faculty secretary shall count and record the votes. In order to perform these duties effectively, the faculty secretary shall not be expected to serve on a committee.
4. **Parliamentarian.** The parliamentarian shall be elected by written ballot at the April faculty meeting. The parliamentarian shall advise the chair on questions of procedure in accordance with the rules laid down in Robert's Rules of Order, Newly Revised.
5. **Faculty Marshals.** The faculty marshals are selected by the president. The marshals' primary responsibility is to organize, arrange, rehearse, and conduct the major academic processions of the college, specifically for convocations, baccalaureate, and commencement. Upon consultation with the dean, the marshals will arrange the procession of faculty for these events in order of seniority depending upon the function to be served by a specific

ceremony. The marshals will arrange for all student help as pages, flag bearers, etc., and any other matter relating to the successful conduct of these ceremonial occasions.

#### **ARTICLE IV—FACULTY EXECUTIVE COMMITTEE**

1. The membership of the executive committee of the faculty of Southwestern College shall be as follows:

The chair of the faculty as chair

The vice chair

The faculty secretary as recorder, ex-officio

The chairs of the standing committees of the faculty as follows:

Admissions and Retention

Academic Affairs

Assessment

Curriculum

Faculty Concerns

Faculty Development

Faculty Personnel

The Dean of Faculty, ex-officio

The committee has the right to enter into executive session, whereby the dean of faculty and other administrative personnel may be excused at times as deemed appropriate by the executive committee.

2. **Duties.** The duties of the executive committee of the faculty shall include the following:
  - A. Assisting the chair with the agenda for faculty meetings;
  - B. Coordinating the work of the standing committees.
3. **Meetings.** The executive committee of the faculty shall hold regular meetings in accordance with the schedule adopted by the executive committee members. Special meetings of the executive committee may be held on the written call of the chairperson of the faculty or any three members of the executive committee of the faculty.
4. **Agenda.** The agenda for meetings of the executive committee of the faculty shall be prepared by the faculty secretary in consultation with the chairperson of the executive committee. Items should be submitted in writing to the chairperson of the executive committee five calendar days prior to the meeting at which they will be discussed. The agenda will be distributed to all members of the executive committee.
5. **Conduct of Meetings.** Robert's Rules of Order, Newly Revised shall govern the conduct of business.
6. **Minutes.** Minutes of the executive committee meetings will be kept by the faculty secretary and distributed to the dean, the president and the members of the executive committee.
7. **Voting.** All members of the executive committee shall be entitled to vote at the regular and special meetings of the executive committee of the faculty.
8. **Quorum.** A majority of the members of the executive committee of the faculty shall constitute a quorum.
9. **Non-Voting Participation.** Participation in meetings of the executive committee of the faculty, for the purpose of reports and other discussion shall be allowed.

10. **Vacancies.** The membership of the executive committee, excepting the chair and secretary of the faculty, is comprised of committee chairs. Therefore, in the event of a vacancy in the membership of the executive committee of the faculty, the particular standing committee represented by the person vacating membership will elect a new chair and that person will serve on the executive committee.

This committee will meet monthly (or more frequently) during the academic year with the dean of faculty.

## **ARTICLE V—STANDING COMMITTEES OF THE FACULTY**

### **A. General Rules for Committees of the Faculty**

1. **Election.** Committee elections will be held each year at the April faculty meeting. Committee size will be determined prior to elections. Nominations and/or faculty preferences shall be submitted to the secretary of the faculty in advance of the April faculty meeting. Additionally, nominations can be made from the floor. Members of the faculty committees shall be elected to two-year terms by the faculty, with half of each committee membership being elected each year. Committee members serve from May 1 of the year elected to April 30 of the second year following election. Student members of these committees are elected prior to May 1 to one-year terms by the student government association.
2. **Organization.**
  - a. Each committee shall consist of a minimum of four (4) faculty members. The actual size may be determined by the projected workload of each committee.
  - b. Each committee shall hold its first meeting in May of the year elected. At this meeting, the committee shall elect from its membership a chair whom also serves on the executive committee of the faculty, a vice-chair, and a secretary. The chair is responsible for chairing committee meetings and coordinating activities of the committee. The vice-chair shall chair committee meetings in the absence of the chair, shall present committee reports at faculty meetings, and shall ensure at the end of each academic year that copies of the committee's minutes have been sent to the Academic Dean's secretary and also to the Faculty Chair. The secretary shall function as recorder, following the guidelines in appendix 1.6.2.1.
  - c. One-half the membership of a committee constitutes a quorum.
  - d. Each faculty member must serve on at least one of the standing committees of the faculty unless excused by the vice-president for academic affairs and dean of faculty because of a special academic or institutional assignment. Except in special circumstances, faculty will not serve on more than one of these committees. First-year faculty members will be appointed to a committee by the chair of the faculty. Such appointments shall be made after the chair of the faculty consults with the dean of faculty and the first-year faculty member. Adjunct faculty members and one-year replacements may serve on a standing committee of their choice in an associate capacity.
  - e. Each standing committee is required to present either a written or oral report at each regularly scheduled faculty meeting.
  - f. Faculty members will serve no more than two (2) consecutive terms (4 years) on any given committee.

- g. Chairs of the standing committees will meet formally with the chair of the faculty during August to be “briefed” on chairing meetings, committee responsibilities, and other concerns.
- h. New business is generated within committees themselves, or is assigned to committees by the chair of the faculty. The faculty may choose to override the chair’s decision by a two-thirds majority vote. New business can come to the attention of the chair in several ways: from the dean of faculty, from the president, from programs, from individual faculty members, from individual committee members, from the floor of the faculty, or from students.
- i. Associate committee members are an important resource to the committee. Although they are not voting members of the committee, they are expected to regularly attend committee meetings and serve in an advisory capacity. They will be kept fully informed of committee actions, and will receive agendas, minutes, and other reports prepared for and by the committee.
- j. Executive Session. Committees may meet in executive session when deemed appropriate by the committee chair. For the purposes of committee meetings, executive session consists only of faculty members elected to the committee. Others may attend and participate in executive session only at the invitation of the committee chair. Votes are not taken during executive session.
- k. Committee minutes will be maintained for each committee meeting. These minutes will follow the recorder guidelines found in appendix 1.6.2.1.
- l. Annual slate and timetable for faculty committee appointments.
  - April faculty meeting election: vice chair and chair elect of the faculty (every other year), faculty secretary, parliamentarian, and faculty members of standing committees whose terms have expired.

## B. Standing Committees of the Faculty of Southwestern College

There are seven standing committees of the faculty: the executive committee (See article IV, this paragraph of the policy manual), the academic affairs committee, the curriculum committee, the faculty development committee, the faculty personnel committee, the faculty concerns committee, the assessment committee, and the admission and retention committee.

1. **Admission and Retention Committee.** The committee acts as a liaison and regulatory body. The committee studies, reviews, interprets, and recommends policy and action related to the admission and retention of students, including the advising process and the developmental education program. The committee works with the associate academic vice-president for advising and student success, the director of admission to plan, implement, and review faculty involvement in recruiting efforts. It is charged with representing the concerns of the faculty pertaining to the faculty’s role in student recruitment, retention, and academic advising. The committee oversees the academic advising program and those aspects of recruitment and retention that directly relate to the role of the faculty. It reviews admission and retention policies, and may review student applications and other materials related to the admission of students to the college. The committee will also perform other responsibilities as delegated to it by the chair of the faculty.

Membership: Voting–minimum of four elected faculty members, one of whom will be the coordinator of advising. Associate (non-voting)–associate academic vice-president for advising and student success, the director of admission, the dean or associate dean of students, and two student members.

- 2. Academic Affairs Committee.** The academic affairs committee acts as the regulatory body of the faculty for academic affairs. It applies and interprets policies that have been established by the faculty and the trustees to the current program. It considers special cases and acts upon them in a manner that is consistent with the spirit of existing rules or policies. It studies present or proposed policies in light of the college’s mission and all aspects of the liberal arts structure (e.g., drama, athletics, choir, etc.). It recommends to the faculty any changes it deems advisable. Such changes do not become operative, however, until approved by the faculty, through authority delegated by the president and the Board of Trustees. The committee acts each term on students whose academic performance merits possible probation or suspension. The committee also reviews applications for readmission from students who have previously been academically suspended and determines if they are readmissible. The committee appoints one of its members to serve on the creative works and intellectual properties committee. The committee also appoints one of its members to serve as the faculty athletic representative. The committee will also perform other responsibilities as delegated to it by the chair of the faculty.

Membership: Voting–minimum of four elected faculty members; two student members. Student members will be excused when the committee acts on probation and suspension. Associate (non-voting)–director of admissions, registrar, dean (or designee).

- 3. Assessment Committee.** The assessment committee acts as the regulatory body of the faculty for assessment activities intended to lead to institutional improvement. It advises on the establishment of assessment policies and presents recommendations for policy revisions to the faculty when changes are deemed advisable. Specifically, the committee reviews the student assessment program; assists in the choosing and/or development of assessment tools and methodologies and in their evaluation; acts as consultants with programs, majors, and departments to develop, implement, analyze, and revise assessment plans and strategies; and summarizes findings and resultant actions in annual reports to the college community. The committee will also perform other responsibilities as delegated to it by the chair of the faculty.

Membership: Voting–minimum of four elected faculty members.

- 4. Faculty Concerns Committee.** The faculty concerns committee is a liaison committee. It is charged with representing the concerns of the faculty. This committee will meet *as* needed during the academic year with the president and dean. In addition, members of the faculty concerns committee will meet at least once each semester with the academic affairs and student life committees of the Board of Trustees and will represent the faculty at each meeting of the full Board of Trustees. The purpose of these meetings will be to represent faculty concerns to these individuals and groups as well as to gain insights which can be shared with the faculty. Agendas and minutes of the trustee academic affairs committee, student life committee, executive committee, and the full Board of Trustees meetings will be made available to the faculty concerns committee. Additionally, the Student Government Association will be given access to this committee. Specifically, this committee will oversee the revision and implementation of

the faculty constitution. In addition it will monitor the policies of the Board of Trustees and all administrative proposals which affect the faculty and consult with the administration on these proposals. The committee will also perform other responsibilities as delegated to it by the chair of the faculty

Membership: Voting—minimum of four elected faculty members.

- 5. Curriculum Committee.** This committee studies, reviews, and makes recommendations regarding the entire curriculum, excepting undergraduate majors, course changes, and special programs for the professional studies centers, which are processed and approved by the professional studies academic council (see section 1.6.1.3). Proposed new undergraduate majors in the professional studies program shall be shared with the curriculum committee for feedback prior to passage by the professional studies academic council. Proposed main campus graduate degrees will need to be approved by the curriculum committee and the faculty. The committee's authority over on-campus programs includes: undergraduate and graduate programs; and majors, minors, and general education. It examines proposed new courses, course changes, or deletions to determine whether they are consistent with the overall program. The committee recommendations are then referred to the faculty.

The committee also receives annual reports from the professional studies program to assure the maintenance of standards in that program. The committee appoints one of its members to serve on the academic technology committee. The committee will also perform other responsibilities as delegated to it by the chair of the faculty

Membership: Voting—minimum of four elected faculty members, one of whom is a member of the education department; two student members. Associate (non-voting)—dean (or designee), library director.

- 6. Faculty Development Committee.** This committee will maintain oversight of and an advisory relationship to faculty development, working with the dean in planning the faculty development program. It will promote and make policy recommendations regarding scholarship and scholarly activities, academic leaves, sabbaticals, travels, etc. In addition, it will facilitate regular meetings, workshops, seminars, and other events which will promote collegiality and development of faculty as teachers and scholars. The committee appoints one of its members to serve on the academic technology committee. The committee will also perform other responsibilities as delegated to it by the chair of the faculty.

Membership: Voting—minimum of four elected faculty members. Associate (non-voting)—dean (or designee).

- 7. Faculty Personnel Committee.** The faculty personnel committee is charged with representing the interests of faculty regarding contractual concerns as outlined in volume IV of this policy manual. Policies on faculty rights and responsibilities, promotion, tenure evaluation, faculty compensation, rank criteria, fringe benefits, and faculty search and contract policies, would come under this committee's recommending powers. Policy actions of this committee are submitted to the faculty for ratification, modification, or rejection.

This committee also acts on individual recommendations for promotion and tenure. It reports these recommendations to the dean.

The committee shall:



- a. Review the applications of and make written recommendations with regard to faculty promotion and tenure.
- b. Ascertain that the rank, promotion, contractual and tenure policies of the college are in step with those of other like educational institutions and provide advice with regard to college rank, promotion, and tenure policies.
- c. Monitor faculty compensation at the college and compare with that of IIB church related institutions.
- d. Elect two members from the personnel committee to serve on the benefits committee. Elected members from the personnel committee, who are unable to attend meeting(s) of the benefits committee will appoint a faculty designee to serve in their place for the missed meeting(s). Members who serve on the benefits committee will report the business of the committee to the faculty.
- e. Perform other responsibilities as delegated to it by the chair of the faculty.

This committee is available to advise the dean and the president on matters of separation of faculty for cause.

Membership: Voting—minimum of four elected faculty members.

8. Other faculty representatives to be elected.

The faculty will elect three faculty members to the planning council (see section 1.7.1.3 of policy manual).

9. Presidential Appointment of the Faculty Athletic Representative.

The faculty athletic representative (FAR) is appointed on a yearly basis by recommendation of the admissions and retention committee to the president of the college. This person's responsibilities include certification of athletes for sports participation, representation to the governing council of the Kansas Collegiate Athletic Conference, the recognition of outstanding academic performance by athletes, and communication regarding NAIA policy matters.

## **ARTICLE VI—AMENDMENT AND RATIFICATION OF BYLAWS**

1. **Amendment.** Any voting member or committee of the faculty may propose changes to the faculty bylaws to the executive committee. The executive committee will present them to the faculty who, with the majority of voting members, shall effect such changes. No amendment shall be in conflict with the constitution of the faculty of Southwestern College or the articles of incorporation or bylaws of the college. Any amendment will be submitted to the president of the college for review and approval. If the president fails to approve such an amendment it will be sent back to the faculty with a rationale. The faculty may then reconsider and resubmit the amendment.
2. **Conflict.** Any conflict between a proposed amendment to these bylaws and a superseding document shall be communicated by the president of the college to the executive committee of the faculty and, if not satisfactorily resolved by the executive committee, to the Board of Trustees for final resolution of the language.
3. **Ratification.** These bylaws will replace all other bylaws and go into effect the day after ratification has been obtained by the faculty, the president and the Board of Trustees of the college. Ratification by the faculty will be by written ballot of an absolute majority of eligible faculty members.

## **Faculty Recorder Guidelines**

The following information provides direction and assistance to the recorders in the performance of their duties.

1. The recorder is elected/appointed annually.
2. The recorder is responsible for writing, distributing, and maintaining all minutes no later than one week following the meeting date.
  - a. Faculty recorder maintains copies in the minute book in the vice president for academic affairs and dean of faculty's office.
  - b. Committee recorders maintain copies in the minute book in the vice president for academic affairs and dean of faculty's office and the committee book maintained by the Chair.
  - c. Departmental minutes are forwarded to the program director and the vice president for academic affairs and dean of faculty's office.
3. All minutes should include the following information:
  - a. Date of meeting
  - b. Time of meeting
  - c. Members present
  - d. Members absent
  - e. Approval of minutes
  - f. Student reports
  - g. Old business
  - h. New business
  - i. Announcements
  - j. Next meeting date and possible agenda items
  - k. Signature of recorder
4. A copy of the meeting agenda should be attached to the copy of the minutes.
5. All summaries, reports, revised policies, and other appropriate articles must be attached to the copy of the minutes.
6. At the end of each academic year, one person (vice chair) will be selected to audit the minutes. This audit will be recorded in the next meeting minutes.