Tompkins Cortland Community College Faculty Senate

Constitution and Bylaws

CONSTITUTION

Article I. Name

The name of this organization shall be the Faculty Senate of Tompkins Cortland Community College (hereafter "the Senate").

Article II. Purpose

The purpose of the Senate is to serve as the representative body of the faculty in matters of shared governance related to:

- Academic policies and standards
- Assessment
- College budget advisory
- Curriculum development and review
- Faculty hiring, evaluation, tenure, and promotion
- Professional development
- Faculty professional responsibilities and academic freedom
- Institutional planning that affects the academic mission
- Student academic experience and support

The Faculty Senate provides a formal structure for faculty voice in college governance and ensures meaningful participation in decision making. The Senate ensures that these rights and responsibilities are effectively supported through shared governance with the Board of Trustees, the College President, the Provost, and other college constituencies. It is not the purview of the Faculty Senate to supersede the contractual authority of other concordant bodies, such as bargaining units.

The Senate also reviews and recommends updates to the Faculty Handbook, recommends faculty for service on college-wide committees, and provides feedback to the administration on matters affecting academic operations.

Article III. Authority

1. The Senate derives its authority from the faculty and operates within the framework of shared governance at Tompkins Cortland Community College.

DRAFT

2. Recommendations of the Senate represent the collective voice of the faculty and shall be forwarded to the Provost, or appropriate administrative body.
3. The Senate expects timely and substantive response from administration when recommendations are made.

Article IV. Membership of the Senate

Section 1. Composition

The Senate shall consist of elected senators from the following categories and a Senate Chair.

1. The Senate Chair, a tenured faculty member, elected at-large, who serves as a voting member. The Senate Chair cannot currently be serving as Chair on any other Shared Governance body or on Union Executive Committee.
2. One Primary Senator and one Alternate Senator from each academic community (as defined by the College's organizational structure).
3. One Senator representing Adjunct Faculty.
4. One Senator representing Academic Professional Faculty (APF), including but not limited to librarians, counselors, and instructional specialists.

Section 2. Eligibility

- Senators representing academic communities must be full-time faculty with at least four years of full-time teaching at TC3.
- The Adjunct Faculty Senator must be a current adjunct with at least six semesters of teaching at TC3.
- The Academic Professional Faculty Senator must be a current APF member with at least four years of service.

Section 3. Terms of Office

- Senators shall serve two-year staggered terms. with one-half of the Senate membership up for renewal every year.
- The **Senate Chair** shall serve a two-year term, renewable for two consecutive terms. After sitting out a term, they can choose to run for another term.
- If an **Officer/Executive Committee Member** vacates their seat before the end of their term, a special election will be held to fill the unexpired term.
- If a **Senator** vacates their seat before the end of their term, the alternate shall fill that role until the term expires and the respective community or group shall conduct a special election to determine a replacement alternate.
- All Senators, regardless of position, can be removed from office for the following reasons: neglect of duties or absenteeism, misconduct/violations, and incapacity.

DRAFT

Article V. Officers/Executive Committee

1. The officers of the Senate shall include a Chair, Vice-Senate Chair and Secretary, each serving a two-year term.
2. The officers of the Senate shall also make up the Executive Committee.
3. The Senate Chair shall be elected at large by all faculty
4. The Vice-Chair and Secretary shall be elected by the Senate

Section 1: Responsibilities

All Officers/Executive Committee Members will ensure communication among the Senate, faculty, and administration and fulfill the duties of each office outlined in the Bylaws.

Article VI. Committees (See Appendix A)

The Senate shall oversee and receive reports from four standing committees:

1. Curriculum Committee
2. Academic Policy Committee
3. Assessment Committee
4. Tenure and Promotion Committee
5. Senate may establish Ad Hoc Committees as needed for special projects or emerging issues.

Section 1. Reporting

- Each standing committee shall provide written reports to the Senate at a minimum of once per academic year.
- Standing committees can request an audience with the Senate at any time
- Senate can request a meeting with any standing committee at any time.

Section 2. Committee Membership and Terms

1. Committee members shall be appointed or elected in consultation with the Senate Officers/Executive Committee
2. Committee terms shall normally be two years, staggered to maintain continuity
3. Each committee shall elect its own chairperson

Article VII. Liaison

The Faculty Senate may exchange liaison members with other campus bodies, including the Board of Trustees, President's Cabinet, Student Government Association (SGA), College Council (this may need to change based on what College Council ends up doing), and Executive

DRAFT

Council, to enhance communication and collaboration. Liaison members are invited guests and are therefore not voting members.

Article VIII. Affiliation

The Faculty Senate may affiliate with local, state, or national organizations supporting faculty governance or professional development, with approval by a majority vote of the Senate. A representative from the SGA may attend Senate meetings as a non-voting liaison. Any of the groups outlined in Article VII are eligible to attend any Faculty Senate meeting as a non-voting party.

Article IX. Amendments to the Constitution

1. Proposed amendments must be submitted in writing to the Senate at least two meetings prior to a vote. Amendments can be proposed by a faculty member, but should go through their respective unit (Faculty, Adjunct Faculty, Academic Professional Faculty) and then presented by the appropriate Senator.
2. A majority vote of the Senate is required to forward the amendment to the full-time faculty body.
3. A 2/3 vote of all voting full-time faculty is required for adoption.
4. Amendments take effect immediately upon faculty approval unless otherwise specified.

Article X. Ratification

This Constitution shall take effect upon a two-thirds vote of the inaugural Faculty Senate and ratification by a majority of full-time faculty voting.

DRAFT

BYLAWS

Article I. Meetings

1. The Senate shall meet at least monthly during the academic year.
2. Additional or special meetings may be called by the Senate Chair or by a written request of one-third of the Senate membership
3. All meetings shall be open to the faculty, except when in executive session for confidential matters

Section 1. Regular Meetings

- Held at least monthly during fall and spring semesters.
- Agendas distributed a minimum of 5 days in advance.
- Any documentation that needs to be discussed during Senate must be distributed to Senate members at least one week before the agenda will be disseminated to Senators.
- Senators are expected to attend all Senate meetings. If a Senator misses more than three meetings during the course of an academic year, they may be removed from the position.

Section 2. Special Meetings

- May be called by the Senate Chair or by petition of three Senators.

Section 3. Order of Business

1. Call to Order
2. Approval of Minutes
3. Reports of Officers
4. Reports of Standing Committees
5. Unfinished Business
6. New Business
7. Announcements
8. Adjournment

Article II. Quorum and Voting

1. Only elected Senators or their alternate may vote on bills.
2. A majority of seated Senators constitute a quorum. A quorum is defined as at least half of the membership.
3. A simple majority of Senators present is required for approval unless otherwise stated.
4. Electronic voting may be used between meetings if necessary.
5. A bill will pass based on a simple majority vote from the current senate membership.

DRAFT

Article III. Officers/Executive Committee

1. Officers shall include a Chair, Vice-Chair, and Secretary, each serving a two-year term, who make up the Executive Committee.
2. The Senate Chair is elected by faculty at-large
3. The Vice-Chair and Secretary shall be elected by the Senate
4. The Vice-Chair presides in the Chair's absence
5. The Secretary schedules meetings, maintains records, minutes, and archives.

Section 1. Senate Chair

- Presides over all Senate and Executive Committee meetings.
- Meets with Committee Chairs monthly or as needed
- Serves as the primary faculty representative to administration.
- Attends Board of Trustees meetings.
- Sets meeting agendas.

Section 2. Vice-Senate Chair

- Presides in the absence of the Senate Chair. In the event that the Senate Chair is unable to fulfill their duties, the Vice-Senate Chair will preside over Senate until a special election can be held.
- Attends Board of Trustees meetings in the absence of the Senate Chair
- Coordinates committees and annual reports.

Section 3. Secretary

- Schedules meetings and sends invitations.
- Records and maintains meeting minutes.
- Ensures posting and archiving of official documents.

Article III. Elections

1. Senate elections for officers shall be held each spring under the supervision of the Elections Committee, which will be created as an ad-hoc committee every spring.
2. Terms begin at the start of the following academic year.
3. All elections shall be by secret ballot, either in-person or electronically.
4. Quorum rules are in effect for all elections.

Section 1. Officer Elections (Senate Chair, Vice-Senate Chair, Secretary)

- Senate Chair is elected at-large by all full-time faculty.
- Vice-Chair and Secretary are elected by Senators
- Officers serve two-year terms, staggered to maintain continuity.

DRAFT

Section 2. Senators

- Elections are held each spring.
- Each academic community in whatever form exists at the time elects its own Senator and alternate Senator.
- Adjunct, APF Senators, and their alternates are also elected by their respective groups.
- Primary Senators from each representative group (Academic Community, Adjunct faculty, Academic Professional faculty) will attend Senate meetings.
- ALL groups/units will elect an alternate Senator who will attend Senate when the sitting member is unavailable. If a member is unable to complete their term, the alternate member for that voting unit serves out the term and the respective group votes for a new sitting alternate.

Section 3: Removal of Senators or Committee Members

1. Any member of the Senate or Senate Committees may be removed for cause—including, but not limited to, neglect of duty, violation of university policy, or unethical behavior—by a majority vote of the Senate at any regular or special meeting, provided that the member has been given written notice of the charges and an opportunity to respond at the meeting.
2. Members who fail to attend three consecutive, or one-third of all meetings, in a single academic year of a particular committee without providing approved justification to the Chair shall automatically be removed from the committee. The Secretary shall notify the member and the appointing body of the vacancy.
3. Incapacity: inability to perform duties due to health or other reasons

Article IV: Communication and Reporting

1. The Senate shall maintain a public record of minutes, agendas, and reports on the appropriate internal website.
2. Committee chairs submit written reports each academic year to Senate. Committee chairs may be asked to attend Senate meetings when deemed appropriate and necessary.
3. The Senate Chair shall issue an annual summary of Senate actions posted on appropriate internal website.
4. The Secretary archives committee reports and Senate actions

Article IV. Committees (See Appendix A)

- Academic Policy Committee
- Assessment & Instructional Effectiveness Committee
- Curriculum Committee
- Tenure & Promotion Committee
- Ad-Hoc Committees (such as Advising, Elections, FCCC elections, etc.)

DRAFT

Article VI. Parliamentary Authority

The Senate shall operate under Robert's Rules of Order (Newest Edition) unless otherwise inconsistent with these Bylaws.

Article VII. Review and Amendments

1. Bylaws may be amended by a 2/3 vote of the entire full-time faculty body.
2. The Bylaws shall be reviewed every three years by an ad hoc Bylaws Review Committee to ensure alignment with college policy and governance principles.

DRAFT

Appendix A

Committee Organization, Description, and Bylaws

Academic Policy Committee: Oversees academic policies, grading standards, and academic integrity.

Assessment & Instructional Effectiveness Committee: Coordinates course and program assessment processes.

Curriculum Committee: Oversees curriculum proposals, revisions, and academic [OBJ] review.

Tenure & Promotion Committee: Reviews faculty credentials, performance, and makes recommendations concerning tenure and promotion, emeritus status, and in-house excellence awards.

Ad-Hoc Committees:

Academic Advising Committee: Reviews advising policies and procedures to ensure best practices. **proposing this as ad hoc, do we want this as a standing committee? We need feedback from the faculty on this. Standing committees are typically ones that make and review changes. Hopefully this shouldn't be happening with advisement.

FCCC

NOTES for Committee:

If standing committees are reporting to Senate, Senate should send out a monthly report to all faculty. More than just "the minutes are online."

DRAFT

Academic Assessment Committee Bylaws

Modified Spring 2025

Article 1 Function

a. The purpose of the Academic Assessment Committee is to review academic assessment plans and approaches on campus and make recommendations designed to do the following: to help improve teaching and learning on campus; to help ensure that assessment is used to inform/make budget decisions; and to help maintain compliance with Middle States Accreditation Guidelines.
b. Decisions/recommendations of the Committee shall be forwarded to the Provost's Office for action, which may include a vote by the Faculty as needed. The Committee shall inform the College Shared Governance Body of major updates as they occur and present a report at least once a semester by Chair and/or Provost.
c. Subcommittees or working groups may be created as needed.
d. The Academic Assessment Committee is responsible for the following:
    1. A review of the college's Institutional Learning Outcomes, with recommendations for changes as needed.
    2. A review of the process by which the College shall conduct academic assessment, with recommendations as needed. This process shall be used to determine the most effective approach to allow the assessment of Student Learning Outcomes to map clearly to Program Learning Outcomes, SUNY General Education Outcomes, and to Institutional Learning Outcomes.
    3. The Committee shall not be responsible for the creation of Student Learning Outcomes or Program Learning outcomes. However, the committee shall provide recommendations on best practices for the creation of those outcomes.

DRAFT

4. Providing recommendations on best practices for closing the loop on assessment.
5. Assistance with the College's accreditation process, especially as it relates to academic assessment (Standard V).
6. Serving as representatives/liaisons in their respective academic communities and departments. In this role, members (with guidance from Assessment Chair) will help facilitate discussions around assessment including, but not restricted to:
    a. Facilitating SLO assessment.
    b. SLO to PLO mapping
7. Work with the Curriculum Committee in the following areas:
    a. Guidance on the feasibility of assessing proposed SLOs for new courses and revised Master Course Syllabi.
    b. Guidance on mapping of course SLOs to PLOs, ILOs, and SUNY GE SLOs.

Article 2 Membership

a. Membership distribution
-Provost and Vice President of Academic Affairs or designee (ex officio)

-One Adjunct Faculty Member appointed by the Provost's Office.
-Up to seven Teaching Faculty Members: Up to five voted on by the full-faculty, with the remaining appointed by the Provost's Office, especially to ensure full representation of all Guided Pathways Academic Communities or to fill the committee if less than five teaching faculty run.
-One Academic Professional Faculty or Staff Member appointed by the Provost's Office.

b. Members shall be elected/appointed in April. Any required votes shall be run by the Office of the Provost, and members shall serve for two years starting in August.
c. Vacancies shall be filled either through an appointment by the Office of the Provost or an election.

DRAFT

d. The Provost's Office reserves the right to remove members of the Committee for non-participation after the member has been afforded an opportunity to challenge the removal at a meeting.

Article 3 Chair

a. The Chair (or co-chairs) shall be appointed by the Office of the Provost.
b. Chair will serve for two years, with the possibility to serve for an additional two years. Current chairs will submit their interest in being renewed in writing by April 1 in the second year of their term. Renewal decisions will be based on all duties being performed by the chair in a timely and satisfactory manner as determined by the Provost's Office. After four (4) years of consecutive service, the position will be opened for any other members of the department to apply. In cases where no other faculty are interested, then additional renewal of terms will be considered.
c. The Chair shall set meeting agendas, organize and run meetings, and take and post minutes or delegate the taking and posting of minutes.

Article 4 Meetings

a. Regular meetings set by chair
b. Special meetings may be called by chair
c. Quorum (constituted by a majority, defined as half of members plus one)
d. Meetings are open to everyone
e. Notes and agendas are posted

Article 5 Changing the Charge of the Committee

a. Amending the charge needs a 2/3 vote of the Committee
b. Committee will review its work and its charge annually.

DRAFT

Committee on Academic Status Bylaws

Article 1 Function

a. The Committee on Academic Status (COAS) hears appeals from students who are placed on Academic Suspension and who are seeking permission to attend while suspended. The Provost also periodically charges the Committee with reviewing policies and procedures connected to Academic Status and Academic Standards and making recommendations to him.

b. There are currently no subcommittees of COAS.

c. The Committee is responsible for:

    a. holding hearings to determine whether students on Academic Suspension will be allowed to enroll while suspended

    b. explaining the requirements and conditions to students who are allowed to enroll while suspended

    c. working with the Office of the Vice President of Student Services to help the student understand how their financial aid may also have been impacted

    d. determining whether late appeals will be heard

    e. working with the Office of Student Success to support these students

    f. following up with and monitoring the progress of the enrolled students throughout the semester while they are still on Academic Suspension

    g. reviewing academic standards policies as requested by the Provost and making recommendations for policy and procedure changes related to academic standards

Article 2 Membership

DRAFT

a. COAS currently has 8 members:

    1. Four teaching faculty
    2. Registrar
    3. Representative from Access & Equity Services
    4. Representative from the Office of Mental Health Services
    5. Representative from Student Success Center

b. Members are appointed by the Provost and serve 2-year terms, which may be renewed. Terms run from June 1st through May 31st.

c. If a member is unable to continue service, the Provost appoints a new member. The other committee members may recommend new members but the Provost makes the appointment.

d. If there are concerns regarding the non-participation of a member, the Chair will discuss these concerns with the Provost. The Provost will determine the appropriate action.

Article 3 Chair(s)

a. The Committee may have one Chair or co-Chairs

b. The Chair is mutually decided on by the Committee and approved by the Provost

c. The Chair does not have a set term length

d. The Chair or their designee is responsible for:

    a. running committee meetings and student hearings
    b. scheduling committee meetings on a regular basis and extra meetings as necessary
    c. taking notes and maintaining COAS records
    d. ensuring consistent and effective communication with the Office of Student Success
    e. making extra efforts to follow up with students as needed

DRAFT

f. monitoring information such as registration status, early progress indicators, information from instructors, etc. for the enrolled students

g. meeting with the Provost at the request of the Provost or the Committee

h. drafting recommendations pertaining to academic standards

i. presenting recommendations and updates to the college community

Article 4 Meetings

a. The Chair sets regular meetings for the semester, with attention paid to the availability of committee members. Meetings are generally held twice a month with additional student follow-up meetings held toward the beginning of the semester and as needed throughout the semester.

b. Appeals hearings are scheduled during winter and summer breaks

c. Special meetings may be called by the Chair, at the request of a Committee member, or the Provost

d. Five Committee members constitutes a quorum

e. Meetings are not open to the public, as confidential student information is frequently discussed. However, the Committee does invite the Director, or their designee, from the Offices of Student Success and Financial Aid to attend when policy recommendations are being developed. These or other representatives may also request to attend meetings and will be allowed to as determined by the appropriateness of the agenda.

f. Notes and agendas are not posted publicly

Article 5 Changing the Charge of the Committee

DRAFT

a. Amending the charge of the Committee will require a 2/3 vote. However, it is the right and responsibility of the Provost to approve these changes.

b. The Committee reviews its work annually

DRAFT

Committee Process and Membership

Members: Aaron Decker, Amy Faben-Wade, Patty Tvaroha, Cindy Whitney

Provost Charges to Committee:

- Research other faculty senate models at other colleges
- Meet with Provost to discuss findings
- Present draft to Provost in December
- Present our draft to the faculty in early spring
- Ratify constitution and bylaws
- Once faculty approve we take to College Senate, Executive Council, and Board of Trustees early spring
- By March, BOT approval

The Shared Governance Committee reviewed the Senate Bylaws and organization at several community colleges and two small four-year colleges. Community colleges in the State of New York included Geneseo, Broome, Monroe, Mohawk Valley, and Finger Lakes. In addition we reviewed the Senate Bylaws at Adams State University, a Hispanic Serving Institution, and Western States Colorado University in Colorado. After meeting several times as a group and reviewing all the bylaws, we developed our own set of Bylaws based on the needs of the institution, the size of the faculty body.

The committee spent several hours reviewing and fine-tuning the proposed document to arrive at this draft. We met in-person and via Teams at least four times. We believe we have met the first two milestones of our charge. We met with the Provost three times during the fall 2025. We are presenting a working draft to the Provost in early December. Based on his feedback we plan to present our draft to faculty in early spring.

DRAFT

Next Steps

Have a format where faculty can send feedback to one person. Aaron Decker volunteered to be the point person on this. People need multiple opportunities and formats to feel like their voices are heard.

Recommendation of at least three different formats/events (one hour each) for faculty to attend on campus before it goes to Senate.

Discussions of faculty need to happen before it goes to College Senate.

College Senate after all faculty feedback

Then onto BOT

DRAFT