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ARTICLE I: ACADEMIC SENATE CONSTITUENCIES

The academic divisions shall be comprised of faculty constituencies as specified below.

Academic Representatives

- A. Business Education Division
- B. Educational Support Division
- C. English/English Skills Division
- D. Fine Arts Division
- E. Modern Languages/ESL Division
- F. Health and Human Services Division
- G. Mathematics Division
- H. Physical Education/Athletics Division
- I. Sciences Division
- J. Social Science Division
- K. Technologies Division
- L. Adjunct Faculty

Refer to Appendix A for departments within each division.



ARTICLE II: ELECTION PROCEDURES

Section 1. Elections

Either the Immediate Past President or the President-Elect, as appropriate, shall coordinate election of division senators.

Section 2. Election Timeline

The election timeline shall provide for election of the President-Elect prior to election of division senators. The timeline shall ensure completion of elections prior to the last regular meeting of the Academic Senate in the spring semester.

Section 3. Election Procedures for Academic Senate President

- A. Ballot Distribution – Ballots shall be distributed to all tenure track faculty in the Credit Division, along with two envelopes. To ensure anonymity and integrity of the voting process, marked ballots shall be placed in the smaller envelope that is then placed inside the larger envelope. The larger envelope is to be sealed, signed across the seal and returned to an Academic Senate ballot box by the established deadline.
- B. Ballot Counting—after the elections deadline, the election committee shall check the name on each envelope against the list of faculty eligible to vote, and ballots shall be removed from the outer envelope. Ballots will then be removed from the inner envelope and counted. Unsigned envelopes will be declared invalid. Outer envelopes will be retained for a period of ten working days and then discarded.

Section 4. Election of Division Senators

Credit Division senators shall be elected by tenure track faculty from departments within a Division. Any tenure track faculty from the Division may be nominated. Department members will meet and confer regarding how that department's vote will be cast. The Chair will submit the department's vote to the individual coordinating election of division senators. A simple majority of department votes prevails. Faculty members with split appointments may vote only in one department and/or division.

In the event of a tie vote, the winner shall be decided by lot with the President of the Academic Senate drawing the name of the winning candidate.



Section 5. Rotation of Senators

To ensure rotation of credit division senators, division elections shall be conducted according to the following schedule:

Group A – Senators elected for three-year terms beginning Fall, 1993:
(With rotation elections in Spring 2008, 2011,2014, 2017, 2020)

- Educational Support Division
- Fine Arts Division
- Health/Human Services Division
- Physical Education/Athletics Division
- Social Science Division

Group B – Senators elected for three-year terms beginning Fall, 1994:
(With rotation elections in Spring 2009,2012,2015, 2018, 2021)

- Business Education Division
- Educational Support Division
- English Division*
- Mathematics Division
- Social Science Division
- Sciences Division

Group C – Senators elected for three-year terms beginning Fall, 1995:
(With rotation elections in Spring 2010, 2013, 2016, 2019, 2022)

- English Division
- Fine Arts Division*
- Modern Languages/ESL Division
- Health/Human Services Division*
- Sciences Division*
- Technologies Division

* Division senator elected by plurality vote – (See Academic Senate Constitution Article V, Section 3)

Section 6. Installations

- A. The President-Elect shall be installed as the new Academic Senate President during the last regular Senate meeting in the spring semester. New senators will be installed at the last regular Senate meeting of the spring semester. Assumption of all duties as Academic Senate President and newly elected Senators shall begin on the day following spring commencement.
- B. Senate liaisons will be confirmed and the Vice-President will be elected no later than the fourth week of the fall semester.



ARTICLE III: MEETINGS

Section 1. Schedule

Regular meetings of the Academic Senate will be held on the second and fourth Wednesdays of the month at 3:00 p.m. Additional regular meetings will be scheduled on alternate Wednesdays when needed. Special meetings will be scheduled as necessary.

Section 2. Agenda

The Steering Committee of the Academic Senate shall meet prior to each regularly scheduled Senate meeting to prepare the agenda. By Monday prior to the meeting, the agenda will be distributed (hard copy and/or electronically) according to the Agenda/Minutes Distribution List in Appendix B. In addition, a copy of the agenda will be posted on the Academic Senate section of the main bulletin board in the Administration Building.

Section 3. Conducting Meetings

Senate meetings will be conducted according to *Robert's Rules of Order*, current edition. Issues under consideration will be presented at one meeting for discussion and action will be taken on that issue at a subsequent meeting. Where time is a crucial factor, the Senate may suspend the rules and take action on an issue immediately. Action items may be grouped in a consent agenda to expedite the agenda.

Section 4. Minutes

Minutes of all regular and special meetings of the Academic Senate shall be recorded by the Academic Senate secretary, or designee. Following approval by the Senate, minutes will be distributed according to the Agenda/Minutes Distribution List in Appendix B.

Section 5. Substitutes for Academic Senate Members

A division senator who is unable to attend an Academic Senate meeting may designate a faculty member from the senator's division to represent the division in his/her absence. The Executive Vice-President for Educational Programs may designate another administrator in his/her absence. The Academic Senate member shall inform the President of the Academic Senate of the substitute prior to the Senate meeting. The designated individual shall have all rights and privileges accorded to that position at that meeting. The designation of a substitute shall be limited to three (3) consecutive meetings.



Section 6. Special Procedures

A. Resource Allocation: Full-Time Faculty Positions

The Academic Senate shall make recommendations on the allocation of resources for new and replacement full-time faculty positions. Solicitations of requests for faculty positions will be conducted by the Office of Educational Programs, and such requests will be forwarded to the Senate for consideration. Recommendations in ranked order shall be forwarded to the Superintendent/President. Senate consideration of requests for faculty positions shall be governed by the following:

1. All requests for new and replacement faculty positions shall be reviewed collectively and ranked based upon criteria established by the Senate in consultation with the Office of Educational Programs. In establishing criteria the Senate shall review relevant data in department Program Review.
2. The Senate may adopt criteria for exempting certain replacement positions from the ranking process. Recommendations for exempt replacements shall be forwarded to the Superintendent/President prior to commencing the ranking process.
3. Replacement positions that are not exempted, and that are either ranked below the level of expected funding or are not recommended for permanent funding, may be resubmitted for a permanent replacement the following year. In the event that the resubmitted request for a replacement position is ranked below that year's funding level and/or is declined, a request will no longer be considered as a replacement position.
4. In the event that a faculty position is approved and funded, but a qualified candidate cannot be successfully recruited and hired, the department, in consultation with the Office of Educational Programs and the Superintendent/President, may elect to fill the position by temporary contract or leave the position vacant for up to one academic year without jeopardizing the approval of the position. During that period, provided that the department data used to meet the initial ranking criteria does not substantially change, the department may request an exemption from further ranking. The Academic Senate will review the request and make a recommendation to the Superintendent/President.



ARTICLE IV: SENATE COMMITTEES AND LIAISON APPOINTMENTS

A. Committee Structure, Function and Appointment

1. Standing Committees of the Academic Senate are established to focus on specific issues or areas of responsibility that occur on an ongoing basis as outlined in Attachment "C." Committee recommendations shall be submitted to the Academic Senate for endorsement and action.
3. Faculty members of standing committees shall be appointed by the President of the Academic Senate subject to approval by the Academic Senate. If a faculty appointment to a Senate committee would create a conflict of interest, the Academic Senate shall be notified and an alternate assignment will be made.
3. Chair of CAC will be selected for a period of three years through a campus-wide search process. Applications will be reviewed by the respective committee and a recommendation will be forwarded to the Academic Senate for approval. All other committee chairs will be elected by the membership of the committee, subject to approval by the Academic Senate.
4. All regularly assigned faculty members of committees shall have voting rights. When additional faculty members from a division are serving in "at large" positions on a committee, each division shall be entitled to one vote.

B. Senate Liaisons to Committees

1. Academic Senate liaisons facilitate communication and coordination of effort between college committees and the Academic Senate. The Academic Senate President or designee will serve as Senate liaison for the meetings of the Board of Trustees, Board of Trustees committee meetings, College Planning Council (CPC), District Technology Council (DTC), Staff Development Committee, and other college-wide committees, as deemed appropriate.
2. Designated Senators will be a liaison to specific committees as indicated below:



ACADEMIC POLICIES LIAISON

Liaison to: Academic Policies Committee *
Scholastic Standards Committee
Diversity Advisory Committee

FACULTY DEVELOPMENT LIAISON

Liaison to: Sabbatical Leave Committee *
Committee on Teaching and Learning*
Faculty Recognition Committee*
Faculty Professional Development Committee*
Faculty Lecturer Committee *

CURRICULUM AND INSTRUCTIONAL POLICIES LIAISON

Liaison to: Curriculum Advisory Committee *
Instructional Technology Committee *
Matriculation Advisory Committee
Honors Program Advisory Committee
International Education Committee
Committee on Online Instruction *

PLANNING AND RESOURCES LIAISON

Liaison to: Planning and Resources Committee *
Facilities Planning /Safety/Security Comm.
EOPS/Financial Aid Advisory Committee
Partnership for Student Success Steering *

* Academic Senate Committees



ARTICLE V: ACADEMIC SENATE COMPENSATION

Faculty members serving on the Academic Senate shall be compensated according to a TLU schedule mutually agreed upon by the Academic Senate and the Superintendent/President. The total TLUs allocated in the schedule shall be negotiated by the Instructors' Association.

See Appendix C for the TLU allocation.



ARTICLE VI: SENATE REPRESENTATION ON THE COLLEGE PLANNING COUNCIL, THE DISTRICT TECHNOLOGY COUNCIL, AND THE BOARD POLICIES AND ADMINISTRATIVE PROCEDURES COMMITTEE

In addition to the Academic Senate President, the following members of the Academic Senate shall serve as the faculty members on the College Planning Council, the District Technology Council, and the Board Policies and Administrative Procedures Committee:

College Planning Council

- Immediate Past-President or President-Elect
- Vice-President of the Academic Senate
- Senate College Planning Council (CPC) Liaison
- Chair Planning & Resources Committee or designee

All subject to Academic Senate approval

District Technology Council

- 3 Faculty from ITC
- 2 Faculty at large recommended by ITC

Board Policies and Administrative Procedures Committee

- Academic Senate President or Designee
- 2 Faculty Appointed by Academic Senate President

All subject to Academic Senate approval



ARTICLE VII: RELATIONSHIP BETWEEN THE ACADEMIC SENATE AND OFFICE OF EDUCATIONAL PROGRAMS

Section 1. General Statement

The Academic Senate and the Office of Educational Programs are committed to work collegially to further the academic mission of Santa Barbara City College. In order to accomplish this mission, the Office of Educational Programs will provide resources and support for the Senate to conduct its business.

Section 2. Specific Services to the Academic Senate

The Office of Educational Programs will provide support services (secretarial support, printing, duplicating, etc.) in the following areas:

- A. Resource allocation data (e.g., preparation of materials for faculty positions, facilities requests, etc.)
- B. Curriculum review and development
- C. Faculty Development
- D. Faculty Lecturer
- E. Other committees or activities as mutually agreed upon by the Office of Educational Programs and the Academic Senate.



ARTICLE VIII: COMMITTEE RULES

- A. Meetings of Academic Senate committees shall be conducted according to the procedure prescribed in *Robert's Rules of Order*, current edition. In case of conflict, the Academic Senate Constitution and these bylaws shall take precedence.
- B. Faculty membership on each committee shall be as prescribed on the Academic Senate Master Committee list, as approved by the Senate.
 - 1. Faculty members serving on Academic Senate committees shall vote on a divisional representation basis; one vote per division. When more than one faculty member from a given division is appointed to a committee, those faculty will caucus to determine how to vote in order to best serve the interests of the division. In the alternative, each division may designate, through their Senator(s), one committee member to be the voting representative for that division.
- C. With the exception of the Curriculum Advisory Council (CAC), committee chairs shall be elected by the members of each committee, subject to the approval of the Academic Senate.
 - 1. The chair for CAC will be appointed for a three (3) year term by the Academic Senate, upon nomination by the members of the committee. The CAC chair candidates may be selected from the faculty at large. The nomination, along with the committee's recommendation, shall be forwarded to the Academic Senate for approval.
 - 2. At the beginning of each year, the prior year's chairs will convene the first meeting of their respective committees. If the prior year chair is no longer on the committee, the Academic Senate president may designate a convener.
- D. Committees may modify these rules, and/or draft their own by-laws, with the advice and approval of the Academic Senate. A written proposal must be submitted to the Senate for consideration and action. At its discretion, the Senate may accept the proposal as a permanent change, approve the proposed changes for a limited period, or reject the proposal. Permanent rules changes shall be considered as amendments to these by-laws, and shall be considered and acted upon as specified in Article VIII herein.



ARTICLE IX: CHANGES TO THE BYLAWS

Section 1. Proposals

Changes to the Bylaws may be proposed at any regular meeting of the Academic Senate.

Section 2. Bylaws Revision Committee

If the proposed changes receive a simple majority vote, an ad hoc Committee on Bylaws Revision shall be formed. This committee will review the proposed changes for clarity and consistency and present a recommendation to the Academic Senate for adoption.

Section 3. Adoption

The proposed changes shall be adopted or amended when approved by a two-thirds (2/3) majority vote of the total voting members of the Academic Senate.

Adoption

Adopted by the Academic Senate September 9, 1992

Article III, Section 5. Adopted by the Academic Senate November 4, 1992

Article III, Section 6. Revised and Adopted by the Academic Senate December 2, 1992

Article III, Section 6. Revised and Adopted by the Academic Senate February 18, 1998

Article I, Sections 1 and 2; Article II, Section 3; Article IV; Article VI; Article VII, Section 2; and Appendices A, B and C. Revised and Adopted by the Academic Senate May 13, 1998

Approved by the Academic Senate March 1, 2000

*Complete document Revised and Adopted by the Academic Senate May 14, 2003
Modified August, 2006*

Complete document Revised and Adopted by the Academic Senate February 10, 2010

Revisions Adopted by the Academic Senate March 24, 2010