

CONSTITUTION OF THE ACADEMIC SENATE OF THE COMPTON COMMUNITY COLLEGE DISTRICT

PREAMBLE

We, the faculty of the COMPTON COMMUNITY COLLEGE DISTRICT, in order to promote formal and effective procedures for participating in the formation of district policies on academic and professional matters; to develop faculty participation in the formulation of district policies; and to require a clearly defined organizational structure for such participation, do hereby establish, subject to the limitations set forth by the COMPTON COMMUNITY COLLEGE DISTRICT Board of Trustees and the Legislature of the State of California, this Constitution, replacing all past constitutions and effective after ratification by two-thirds of the full-time faculty voting in said ratification referendum.

ARTICLE I: NAME

The name of this organization shall be THE ACADEMIC SENATE OF THE COMPTON COMMUNITY COLLEGE DISTRICT.

ARTICLE II: PURPOSE AND MISSION

It is hereby reaffirmed that it is the primary purpose of the Compton Community College District Academic Senate to be the principal vehicle for faculty participation in the academic and professional governance of this district. As such, the Academic Senate recognizes itself, in accordance with Title V of the California Administrative Code for Education, Chapter I, Subpart 8, Section 53200 - 53205, and with the statewide Academic Senate process, and defines itself as the primary representative of the Compton College faculty, concerned with making recommendations to the Compton Community College District administration and Board of Trustees in all matters related to the improvement and maintenance of academic standards and faculty professional responsibilities that are under the purview of the District.

The Senate shall not engage in collective bargaining activities nor affiliate with any professional association, organization or group, except associations of other Senates; however, nothing in this Constitution shall be construed to discourage members of the faculty from freely associating with other groups and organizations, and through such association independently expressing their views to the Administration and the Board of Trustees.

ARTICLE III: EXPRESS DUTIES

It is hereby reaffirmed that the principal duties of the Compton Community College District Academic Senate are:

- 1) To establish and maintain a consistent communication process, both formal and informal, between itself, as the voice of faculty, and the Compton Community College District Administration and Board of Trustees. Such communication is crucial, for an informed faculty is a participatory faculty.
- 2) To accept the responsibility for equal partnership in the collegial governance of this district, particularly in matters relating to academic issues and faculty professionalism.
- 3) To make timely, compelling recommendations to the Administration, the Board, and the State, regarding academic growth, development, and improvement of the district.
- 4) To regularly inform Compton Community College District faculty on all matters of relevance.
- 5) To act as campus lobbyist, advocate, and articulator of Compton Community College District faculty views and interests, with the administration, the public, and other concerned parties.

- 6) To establish a standard of professional conduct (Code of Ethics) for Compton Community College District faculty, to monitor faculty adherence to such a standard, and to hear complaints regarding alleged breaches of said standard.
- 7) To raise faculty integrity, professionalism, and respectability, and to monitor faculty adherence to those standards and defend the faculty against any who seek to weaken those standards.
- 8) To be responsible for staff development of district faculty.
- 9) To adhere to a proactive, progressive, and winning stance in all matters that pertain to the growth and development of the Compton Community College District.
- 10) To work cooperatively with the El Camino College Academic Senate to support the El Camino College Compton Community Educational Center. In doing so. the Academic Senate will consistently refrain from becoming involved in, or representing faculty in connection with, the governance of the Center or any academic or professional matter that is internal to the Center, since that responsibility belongs exclusively to the El Camino College Academic Senate and its standing committee, the Compton Center Faculty Council of the El Camino College Compton Community Educational Center.

ARTICLE IV: COMPOSITION

SECTION 1. ELECTORATE

- a. The full-time Electorate (hereinafter referred to as the full-time faculty) shall be limited to those non-management certificated persons who are employed on at least a ten-month contract (Code, 53200(a)). The full-time faculty shall elect divisional , non-divisional, and Senators-at-large.
- b. The part-time Electorate (hereinafter referred to as the Adjunct Faculty) shall be limited to those non-management persons who are employed less than sixty percent over the ten-month academic year (Code 53200 (a)). The Adjunct Faculty shall elect the Adjunct Senators.
- c. For purposes of eligibility, nomination, and voting in individual elections for the Senate, a faculty member with assignment in two or more divisions shall vote in the division in which he/she performs the major part of work. A faculty member may vote only in this division.
- d. The immediate Past-President of the Senate shall sit as a voting member of the Senate until a new President is elected, thus making the current President the Past-President.

- e. If the immediate Past-President is unable or declines to serve in this capacity, any previous Past-President appointed by the President may fill the void position until elections make the current President the Past-President.

SECTION 2. ORGANIZATION

- a. There shall be two Senators from each division, a division being defined as a faculty unit represented by a Division Chairperson, selected by faculty, approved by the Provost/CEO, and ratified by the Board of Trustees.
- b. There shall be one Senator from each group of teaching or non-teaching faculty who are not formally represented by a Division Chairperson, such as Nursing instructors, Child Development faculty, Librarians and Counselors.
- c. There shall be two Senators elected at large by the full-time faculty.
- d. Senators representing divisions, teaching or non-teaching faculty not represented by a Division Chairperson, , and the faculty at large shall be tenured members of the faculty; in the event that no tenured members of the faculty are willing to serve from a specific division or group (which must be documented in writing), non-tenured full-time faculty shall be considered eligible.
- e. There shall be two Adjunct Senators elected at large by the part-time faculty.
- f. The immediate Past-President of the Senate shall sit as a voting member of the Senate until a new president is elected, thus making the current president Past-President.

ARTICLE V: ELECTION

SECTION 1. DIVISIONAL AND NON-DIVISIONAL REPRESENTATIVES

- a. Each division and non-divisional faculty group shall be responsible for the election in April each year of representatives to the Academic Senate, who shall assume their responsibilities at the last regular General Meeting in May. These Senators will serve a one year term.
- b. When a Division's or non-divisional group's Representative has been elected President of the Academic Senate, that Division or group shall be invited to elect a replacement Senator whose term of office shall coincide with the term of the newly elected President.
- c. If at any time the seat of a representative is vacated before a term expires, the Nominations Committee shall conduct a special nomination and election process to replace that representative.

SECTION 2. SENATORS-AT-LARGE

- a. The Nominations Committee solicits candidates from the full-time faculty to hold an election to determine who shall serve as Senators-at-large. All members of the full-time faculty shall be apprised of vacant positions in this process.
- b. Senators-at-large shall be elected from a list of interested candidates referred to the Nominations Committee.
- c. Senators-at large shall be elected for three-year terms in April and shall assume their responsibilities at the last regular General Meeting in May. The two top vote-getters will be elected automatically.
- d. If at any time the seat of a Senator-at-large is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Senator.

SECTION 3. ADJUNCT SENATORS

- a. The Nominations Committee solicits candidates from the adjunct faculty to hold an election to determine who shall serve as Adjunct Senators.
- b. The Adjunct Senators shall be elected from a list of interested candidates referred to the Nominations Committee.
- c. Adjunct Senators shall be elected for a one-year term in April and shall assume their responsibilities at the last regular General Meeting in May.
- d. If at any time the seat of an Adjunct Senator is vacated before that term expires, the Nominations Committee shall conduct a special nomination and election process to replace that Senator.

SECTION 4. EX-OFFICIO STATUS DURING PARTNERSHIP

Notwithstanding anything in this Article to the contrary, so long as the Compton Community College District maintains a formal relationship with the El Camino Community College District to operate an educational center in Compton, and so long as the El Camino College Academic Senate maintains a Faculty Council at the Center, the officers of which are elected by the Center's faculty, faculty shall not be elected to the Division Representative, Non-Divisional Representative, Senator-at-large, and Adjunct Senator positions as specified in this Article. Instead, faculty elected to corresponding positions on the Faculty Council shall serve ex officio in those positions.

ARTICLE VI: OFFICERS

SECTION 1.

The Academic Senate shall choose its President, Vice President, Secretary, and Curriculum Chair/Representative from among the members of the Academic Senate. All Senate officers must be tenured members of the full-time faculty.

SECTION 2.

Election shall be by secret ballot at the last regular General Meeting in May. Nominations for each office shall be followed by election before proceeding to the nomination and election of a subsequent office. The order of election of offices shall be President, Vice President, Secretary, and Curriculum Chair/Representative.

- a. The Nominations Committee shall solicit and conduct all election procedures at the last meeting in May. Nominations for office are made from the floor by Senators.
- c. At the time of nomination, the nominees must indicate whether they wish to be considered for the position nominated.
- d. To be elected, a candidate must receive a vote from a majority of those delegates present and voting.
- e. In the event no candidate for a position receives a majority, the run-off will be limited to the top two candidates with the largest number of votes.
- f. Newly elected officers shall assume their responsibilities immediately upon election.

SECTION 3.

Officers shall assume their responsibilities immediately upon election. The Vice President shall conduct subsequent elections.

SECTION 4.

The term of office shall be for one year. This shall not preclude an individual holding a given office at another point in time. Officers may also be elected to subsequent one year terms by the Electorate.

SECTION 5. DUTIES OF THE PRESIDENT

- a. The President may appoint a parliamentarian.
- b. The President shall preside over meetings.
- c. The President shall approve expenditures of all funds which shall have been contributed by the faculty or District to the Senate.
- d. The President, or a designee, shall, upon invitation, attend meetings of the Provost's Cabinet and/or other appropriate District meetings.
- e. Except in matters that call for a secret ballot in tie votes, unless otherwise expressly set forth in this document, the President shall not vote on regular issues before the Academic Senate, but shall act as a facilitator and mediator on such issues.
- e. The President shall perform other duties as authorized by the Academic Senate.

SECTION 6. DUTIES OF THE VICE PRESIDENT

- a. The Vice President shall preside over meetings in the absence of the President.
- b. The Vice President shall conduct all elections and appoint the Nominating Committee.
- c. The Vice President shall perform other duties as authorized by the President to assist in carrying out the purposes and policies of the Academic Senate. These duties may include, but are not limited to, chairing the Professional Relations Committee, the Flex Day Committee, the Nominations Committee and the Tenure Review Committee.
- d. The Vice President succeeds to the Presidency in the event of the vacancy of that office.

SECTION 7. DUTIES OF THE SECRETARY

- a. The Secretary shall keep a record of the proceedings of all meetings, which shall be distributed to the faculty, to administration, and to the Board of Trustees through the Provost's office.
- b. The Secretary shall be responsible for all official Senate correspondence.

c. The Secretary shall perform other duties as authorized by the Academic Senate.

SECTION 8 DUTIES OF THE CURRICULUM CHAIR/REPRESENTATIVE

a. The Curriculum Chair/ Representative shall serve as a support person for Center faculty developing courses or proposing new programs ,and as a liaison between Center faculty and Divisional Curriculum Committees at patterning institutions.

b. The Curriculum Chair/ Representative shall keep the Council and Center faculty aware of all matters related to curriculum as discussed by the El Camino Curriculum Committee and shall serve as a voting member of that Committee.

SECTION 9. DUTIES OF THE PAST-PRESIDENT

The immediate past-President of the Senate shall be considered an ex-officio officer of the Senate. The past-President’s duties shall be to advise the President of the Senate and to serve as a voting member of the Executive Committee of the Senate.

SECTION 10. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

a. All officers, the Past-President, the Faculty Representative to the Board, and one of the Adjunct Senators shall constitute the Executive Committee.

b. The Senate President shall receive 40% reassigned time from the District for the discharge of duties; the Vice President, Secretary, Curriculum Committee Chair/Representative, and Faculty Representative to the Board shall receive 20% reassigned time from the District for the discharge of duties. Those officers who continue to maintain a full load of teaching or other duties may select compensation for such time.

SECTION 11. RECALL OF OFFICERS

Any officer of the Senate may be recalled for cause, as set forth by a member of the Academic Senate and approved by a 2/3 vote of the Senate membership

SECTION 12.

Notwithstanding anything in this Article to the contrary, so long as the Compton Community College District maintains a formal relationship with the El Camino Community College District to operate an educational center in Compton, and so long as the El Camino College Academic Senate maintains a Faculty Council at the Center the officers of which are elected by the Center's faculty, faculty shall not be elected as officers as specified in this Article. Instead, faculty elected to corresponding positions on the Faculty Council shall serve ex officio in those positions.

ARTICLE VII: MEETINGS

- a. Regular meetings of the Academic Senate shall be held at least twice a month during the academic year, on the first and third Thursdays therein. The President shall establish a calendar of meeting dates and shall distribute same to all Senators.
- b. Special meetings of the Academic Senate shall be held as deemed necessary by a majority of the Academic Senate members or by the President of the Academic Senate.
- c. All meetings of the Academic Senate shall be open to any member of the faculty and, upon request to the President of the Academic Senate, to any other interested parties as well.
- d. The agenda of the Academic Senate shall be established by its members.
- e. Actions of the Academic Senate shall be in the form of motions or resolutions approved by a majority of a quorum of the membership present.
- f. No proxy voting will be allowed.
- g. The president may place the Senate into executive session as prescribed in Robert's Rules of Order (latest rev. ed.).
- h. Absence from three consecutive Senate meetings without excuse, said absence recorded by the Secretary, shall be construed as resignation.
- i. A quorum of the Senators may adjourn any Senate meeting to meet again at a stated day and hour. Notice of the time and place of holding an adjourned meeting shall be given to absent Senators, either in writing or electronically. In the absence of a quorum, a majority of the Senators present at any Senate meeting, either regular or special, may adjourn until the time fixed for the next regular meeting of the Senate.
- j. The President, Vice President or, in their absence, any Senator elected by the Senators present, shall preside at meetings of the Senate. The Secretary of the Senate or, if absent, any person appointed by the presiding officer, shall act as Secretary of the Senate meeting. Except as otherwise provided, Robert's Rules of Order (Latest rev. ed.) shall govern the conduct of all meetings.
- k. The agenda for all meetings shall be prepared by the Executive Committee, distributed to all faculty members, and posted for the public at least two school days prior to regular meetings of the Senate. A motion to approve the agenda shall be called for as the first order of business, at which time any motions to amend the agenda or order of items shall be considered.

- l. Members of the faculty may refer inquiries and recommendations to the Senate through any Senator or through any officer of the Senate, and any such referrals shall come before the Senate, be acted upon, and shall result in a report by the Senate to the referring member.
- m. Any recommendation referred to the faculty which shall be approved by a majority of those voting shall become official policy of the Senate and shall be forwarded to the Administration and/or Board of Trustees as the recommendation of the Senate.
- n. The Executive Committee of the Academic Senate shall meet at least twice a month. The President shall establish a calendar of meeting dates to be distributed to all Executive Committee members.
- o. The Academic Senate President and Faculty Representative to the Board of Trustees are expected to attend all Board meetings throughout the academic year to include meetings held during the summer months.

ARTICLE VIII: COMMITTEES

SECTION 1.

The Senate shall have the power to create such standing or temporary committees as it deems necessary. Such committees shall be known as “Faculty Senate Committees.” Faculty Senate Committee members shall be appointed by the Senate President. The membership of any Faculty Senate Committee may be changed by majority vote of the Senate .

SECTION 2.

As indicated in Article II, Senate-designated representation is called for on all relevant College committees charged with either making policy or policy recommendations. This includes, but is not limited to, the following regular, standing District committees.

1. Shared Governance
2. Accreditation (to be revived as needed)
3. Institutional Effectiveness (to monitor recovery and policy development)
4. Equal Employment Opportunity/Staff Diversity
5. Budget and Planning
6. Facilities
7. Technology
8. Enrollment Management
9. Matriculation
10. Student Equity
11. Staff Development

12. Transfer Collaborative

The Academic Senate shall also have primary responsibility for the operation of the following District committees, in accordance with the Education Code and in consultation with the collective bargaining unit and administration, as set forth in contract and policy

1. Faculty Hiring and Equivalence
2. Tenure Review/Denial
3. Administrative Hiring/Retreat
4. Administrative Evaluation
5. Sabbatical Leave
6. Professional Relations (ad hoc)

This is a standing Committee of the Academic Senate. It is convened when necessary to perform its tasks. Its sole purpose is to receive, in writing, matters related to problems between faculty members. It is the committee's responsibility to investigate, mediate and render a decision regarding such a matter. The composition of the committee is as follows:

The Senate Vice President chairs the committee.

The Senate Past President acts as Ombudsman.

The Senate Secretary types or otherwise records the meeting.

The committee presents its findings to the Executive Committee of the Senate who ratifies or requests a change of the decision. Upon recommendation, the decision may be presented to the next meeting of the full Senate. This full Senate meeting will be conducted in closed session. Upon the findings and recommendations of the PRC, the full Senate shall vote to acquit or censure the individual against whom the complaint was brought. In case of censure, the report of the Senate's action and formal notification of censure shall be placed on record in the individual's personnel file, as allowed by law and contract.

Timing of procedures:

Procedures shall be expedited to permit resolution of an issue in the minimum time consistent with the protection of the interests of the party charged.

Time Limits:

Within five (5) school days after a charge involving a faculty member is presented to the Professional Relations Committee, the Committee shall meet to hear the charge.

Twenty (20) school days, following the original meeting, shall be allowed for the recommendation of the Committee to be reported to the President.

Time limits may be extended if circumstances require and/or both parties agree to an extension. However, every effort shall be made by the Committee to make its

recommendation within the suggested time limits, and before the end of the school year.

ARTICLE IX: FACULTY REPRESENTATIVE TO THE BOARD OF TRUSTEES

SECTION 1.

A Faculty Representative shall be selected by the Executive Committee of the Academic Senate at the last regular meeting in May of each year. He/she shall be chosen for a one-year term starting on the first day of July and ending on the last day of June of the following year.

SECTION 2. INDIVIDUAL REQUIREMENTS

- a. The Representative is to be a tenured faculty member.
- b. The Representative is to have at least three years of teaching or other certificated experience at the College as a full-time faculty member.

SECTION 3. DUTIES AND RESPONSIBILITIES

- a. The Representative is to be seated with the Compton Community College District Board of Trustees.
- b. The Representative shall present the faculty viewpoint to inform and make recommendations to the Board on relevant issues and concerns.
- c. The Representative shall not give opinions on matters pertaining to collective bargaining.
- d. He/she shall attend all Board meetings and Academic Senate meetings and shall report to the Senate on activities and accomplishments.
- e. He/she shall communicate with any and all active committees or groups on campus, as he/she deems relevant.
- f. The Academic Senate shall place on its agenda each regular Senate meeting an item entitled "Faculty Representative to the Board of Trustees: Report".

SECTION 4. RELEASE TIME

The Faculty Representative shall receive 20% re-assigned time to perform the duties of the position. If the Representative continues to maintain a full load of teaching or other duties, he/she may select compensation for such time.

SECTION 5. FORFEITURE OF POSITION

Forfeiture of position may be requested by the Board of Trustees and/or a majority vote of the Academic Senate if the Representative does not meet duties and responsibilities of the office for three consecutive Board or Senate meetings without cause.

SECTION 6. RESIGNATION

The Representative may resign by giving a written notice of resignation to the Board of Trustees and the Academic Senate at least 60 days before leaving the office. In such an instance, the Executive Committee of the Senate will appoint a Senate member to serve out the remainder of the term in question. Should such a resignation be rendered within 60 days of the regularly scheduled selection date for Faculty Representative, the office will remain vacant until that time.

ARTICLE X: SENATOR EMERITUS

SECTION 1.

- a. Senator Emeritus of the Academic Senate may be granted upon retirement by the Executive Committee of the Academic Senate to persons who made outstanding contributions which have supported the aims and functions of the Academic Senate.
- b. The Senator Emeritus is a non-voting member of the Academic Senate.

ARTICLE XI: AMENDMENT TO CONSTITUTION

SECTION 1. ADMENDMENT PROCESS

- a. Amendments to this Constitution may be adopted in one of two ways:
 - (1) By recommendation of 2/3 vote of the Senate membership and ratification by 2/3 of those full-time faculty members voting.
 - (2) By recommendation of 10% or more of the full-time faculty and approval of 2/3 of the full-time faculty members voting.
- b. The amendment procedure may be used to substitute a constitution or a new set of regulations for the organization.
- c. The Secretary of the Senate shall conduct all voting concerning amendments; voting being held not earlier than five school days after publication of proposed amendments.

- d. All voting shall be by secret ballot and a notice of all ratified changes shall be sent to the Board of Trustees.

ARTICLE XII: OPERATING PROCEDURES

SECTION 1.

In order to implement its purposes, the Senate may request information from or meet with (a) the Board of Trustees or any of its members, (b) administrative officers, or (c) any Compton Community College District office or its representatives.

SECTION 2.

After consultation with the Administration, the Senate may present its written views and recommendations to the Board of Trustees (Title V, Subchapter 2, 53203 of the Administrative Code for Education).

SECTION 3.

Notwithstanding anything in this document to the contrary, if the Senate, by a two-thirds vote of its membership, finds that there are compelling reasons not to hold an election for Senate members in April of a given academic year, or not to hold an election for Senate officers in May of a given academic year, the Senate may postpone the election or elections until the fall semester. In any action taken to postpone an election pursuant to this section, the Senate shall also set a new date for the election which shall be no sooner than two and no later than four weeks after the beginning of the fall semester.

Revision 4/07