

**The Constitution of the Faculty Senate of  
Southeast Arkansas College  
(revised 12/2014)**

Preamble: Because of their role in the learning process, faculty has traditional and legitimate rights and responsibilities regarding the operations of institutions of higher learning. The Faculty Senate represents the faculty of Southeast Arkansas College (SEARK) and provides a collective voice in matters concerning the faculty and a means for shared governance at the College. Because of our expertise, credentials, and commitment to the learning process, and our unique position of being on the front lines of student learning in our society, the faculty as SEARK are empowered and burdened with the responsibility of actively assisting in promoting, positioning, and maintaining SEARK as a leader of higher education and academic excellence in Arkansas and the United States as a whole.

Article I: Name

The name of this organization shall be the Faculty Senate of Southeast Arkansas College.

Article II: Scope

The Faculty Senate shall act for the faculty on matters referred to it for action; it shall serve as an advisory body to the administration on matters involving academic policies; and to the administration or the faculty, as appropriate, on any other matters of general concern to the College, such as:

1. To actively participate in the creation of institutional policy;
2. To actively participate in issues of academic freedom;
3. To actively participate in issues pertaining to the welfare of the faculty;
4. To serve as a means of communication among the faculty and the administration and/or the Board of Trustees;
5. To express faculty interests in the College through participation in developing the organizational framework of the College, and provide representation in the selection of administrators whose responsibilities directly affect the faculty, and
6. To provide a means of unity and support among the faculty.

Article III: Membership

Section 1: Membership Qualifications

The membership of the Faculty Senate will be chosen from the full-time teaching faculty of the College. Full-time teaching faculty is defined as non-adjunct faculty whose primary function is teaching, and whose administrative responsibilities are not above program coordinator level.

Section 2: Faculty Senate Membership

2.1 The Faculty Senate will be comprised of seven (7) members and three (3) alternates distributed as follows:

1. Technical Studies faculty—2 members and 1 alternate
2. General Studies—2 members and 1 alternate
3. Nursing and Allied Health – 2 members and 1 alternate
4. Member-at-Large—1

2.2 Alternate member responsibilities

1. Can attend all Senate meetings, but will not have voting privileges unless the primary member is unable to attend.
2. Will vote in the absence of the elected primary representative
3. Will be on distribute for all Senate correspondence.
4. It will be the responsibility of the primary representative to inform the alternate representative of the need to attend a meeting(s) in lieu of the primary representative.

### Section 3: Membership Elections

3.1 The Faculty Senate members will be elected at the beginning of the fall semester during the opening week before classes begin.

3.2 Voting:

1. The election of new Senate members will be conducted by the President of the Senate. Voting will be by secret ballot and will be tallied by the outgoing members of the Senate.
2. Each faculty member may vote for one member within his/her membership classification; and,
3. Each member may vote for one member-at-large.
4. A simple majority of the vote's cast will result in election of a new member.

### Section 4: Terms of Office

One faculty representative will be elected from each of the four categories each year. The terms will be staggered such that category a, b, and c are elected for a three-year term, and category d is for a one-year term. A one-year term is from the beginning of the academic year and until the beginning of the following academic year.

### Section 5: Vacancies in the Faculty Senate

If a vacancy occurs for any reason between elections, the appropriate division head will appoint a member from within that division who will serve until the next regular election, where a member (who may be the appointed member) will be elected to complete the vacated term.

## Article IV: Faculty Senate Officers

### Section 1: Titles and Functions

1. President—to attend meetings of the College Board of Trustees on those occasions when matters of importance to the College faculty are to be

discussed; to preside over all Faculty Senate meetings; to prepare an agenda for each meeting; to call special meetings of the Faculty Senate and/or the general faculty when appropriate; to vote in the event of a tie; and to represent the Faculty Senate on the College Council.

2. Vice President—to assume the duties of the President in his/her absence and to serve as parliamentarian.
3. Secretary—to record, report and distribute minutes of all Faculty Senate meetings to all faculty members and others as directed by the *Council, Committees and Senate Handbook*; to assume responsibility for official correspondence of the Faculty Senate when directed by the President, and to distribute the agenda prior to scheduled meetings.

## Section 2: Election and Length of Term of Officers

Officers will be elected by the Faculty Senate members at the first meeting. Officers shall serve from the beginning of the academic year until the beginning of the next academic year.

## Article V: Meetings

### Section 1: Faculty Senate Meetings

- 1.1 There shall be a minimum of six (6) regular scheduled meetings during each academic year (fall and spring). The first regular meeting of the Faculty Senate in the fall will be held immediately following the general faculty meeting when the election of new Senate members occurs.
- 1.2 Special meetings of the Faculty Senate may be called by the President at the request of the President of the College or upon the request of three or more members of the Faculty Senate.
- 1.3 Conduct of Meetings:
  - a. The Faculty Senate shall be guided by the current edition of Robert's Rules of Order in all points not expressly provided for in this Constitution.
  - b. A simple majority of the Faculty Senate shall constitute a quorum and shall have the power to transact business as the Faculty Senate at any regular or called meeting
  - c. A majority vote of the quorum present is binding. Voting may be by secret ballot if requested. Each member has one vote. The President will vote in case of a tie.
- 1.4 The President of the Faculty Senate shall distribute among the members of the Faculty Senate, at least one week before each regular meeting, an agenda for the consideration of the Faculty Senate in that meeting. Absence from this agenda of matters of concern to the Senate shall not preclude their consideration by the Senate in the meeting.
- 1.5 Any member of the faculty, member of the Senate, the President of the College, or the Vice President of Academic Affairs of the College may request that the President place a matter of concern upon the agenda for consideration and action by the Senate at its next meeting.
- 1.6 The Secretary of the Faculty Senate shall keep minutes of each meeting and distribute them among the members of the Faculty Senate, the general

faculty, and others as prescribed by the *Council, Committees, and Senate Handbook*.

## Section 2: Called Meetings of the Faculty

The Faculty Senate President may call a meeting of the faculty, for either general purposes or for conflict resolution, upon simple majority approval of the Faculty Senate members. The President, upon official approval by the Senate, will notify the President of the College or his/her designee, in writing, of the intention to call a meeting of the faculty members represented by the Faculty Senate not less than one week from the date of notice. In those cases where the purpose of the meeting is to address conflict issues, included in this written notification will be a statement of the issue that prompted the Faculty Senate to ask for the faculty meeting. One week following the delivery of the letter would be given for the College administration to review the issue and take actions to resolve the issue in a positive manner. At the end of that week, if the issue has not been resolved, or if substantial progress (as determined by a majority of the Faculty Senate) has not been made, the faculty will be notified of the meeting to take place not less than one week later, as schedules permit. During this period, the Faculty Senate and appropriate members of the administration will continue to work toward a satisfactory solution to the issue, prior to the actual meeting of the faculty.

## Article VI: Ratification of and Amendments to the Constitution

### Section 1: Ratification

This constitution shall be considered as ratified and in force upon being:

1. Approved by two-thirds vote of the members of the Faculty Senate;
2. Approved by a majority of those voting in a called meeting of the general faculty of the College, and,
3. Approved by the President of the College.

### Section 2: Amendments

The Constitution of the Faculty Senate may be amended in the following manner:

1. Approved by two-thirds vote of the members of the Faculty Senate;
2. Approved by a majority of those voting in a called meeting of the general faculty of the College, and,
3. Approved by the President of the College