

BY-LAWS OF NORCO COLLEGE OF THE RIVERSIDE COMMUNITY

COLLEGE DISTRICT/NORCO COLLEGE ACADEMIC SENATE

PREAMBLE

The academic senate of Norco College of the Riverside Community College District ("Academic Senate") can propose, change, and amend its By-Laws by a majority vote of all its members providing that (1) motions to amend the By-Laws must be proposed in writing, (2) one week must elapse between the making of a motion to amend and any vote to adopt the motion, and (3) a quorum must be present when the vote is taken.

ARTICLE I

Section 1 – Senators represent areas of study. Areas of study are defined as departments for the purposes of these By-Laws.

Section 2 -Regular Academic Senate meetings are held on the first and third Monday each whole month (contract holidays excepted), during the spring and fall semesters at a location and time announced by the President or as otherwise scheduled by the Academic Senate.

Section 3 -Academic Senate meetings and faculty meetings called by the Academic Senate are conducted under the parliamentary guidance of Robert's Rules of Order, Revised, unless otherwise stipulated. Either the resolution process or motions will be used. .

Section 4 – The President shall establish the agenda for each Academic Senate meeting to be confirmed by simple majority vote of the senators present at the meeting. The agenda must be established in accordance with State laws and regulations. Any member of the Norco faculty may submit an agenda item to the Academic Senate. The established agenda may be abridged or amended by majority vote or by consensus of the members present.

Section 5 – The President may contact any Senator who misses two regularly scheduled meetings to assess the problem. If appropriate, the President may contact the Senator's Department Chair regarding such absenteeism, with the hope of resolving the situation and avoiding underrepresentation. Such absentee Senator may be replaced by the Department.

Section 6 – Summer and winter meetings: When Academic Senate approval for some college action (particularly involving state mandates) is required, the Academic Senate may act under direction of the President (or, in the absence of the President, the Vice President, Secretary/Treasurer, in that order) by holding a meeting by electronic ballot. A majority of all Senators must vote in support of an action by electronic ballot for the action to be approved.

Section 7 – A special meeting of the Academic Senate may be called by the President or any five members of the Academic Senate.

Section 8-All faculty members are encouraged to participate in senate discussions.

ARTICLE II

Section 1. Duties and Responsibilities of Senators. Representatives of the Academic Senate, herein called “Senators,” and their alternates, are accountable to all members of the College faculty.

Senators and their alternates are responsible for:

- A. Participating in regularly scheduled Academic Senate meetings as active and informed representatives of their electoral constituencies.
- B. Ratifying appointments by the President.
- C. Authorizing the execution of contracts and other agreements entered into by the Academic Senate.
- D. Approving the annual budget submitted by the President.
- E. Informing their electoral constituencies concerning problems facing the College in general and pending Academic Senate business in particular.
- F. Keeping the President apprised of relevant electoral concerns of developments for necessary action in the appropriate committee of the Academic Senate.
- G. Assisting the President in gathering data for research projects of the Academic Senate.
- H. Communicating with other Senators in order to foster better communications between the Academic Senate and the faculty, classified staff, student government, admissions, district staff, and the Board of Trustees.
- I. Informing potential or newly elected Senators of the purposes and policies of the Academic Senate.
- J. Serving, when possible, on the Academic Senate’s ad hoc committees and other committees as requested by the President.
- K. Encouraging faculty members to become involved in the Academic Senate and Academic Senate committees.

Section 2 – Duties and Responsibilities of the President:

- A. Developing agendas and conduct meetings of the Academic Senate and convening and presiding over general meetings of the faculty (full and/or part-time) called by the Academic Senate.
- B. Serving as the official spokesperson and advocating on academic and professional matters for the Academic Senate.
- C. Regularly meeting with the College President and the District Chancellor, meeting with other administrators and staff as needed, and reporting to the Academic Senate on relevant issues.
- D. Representing before the College President any faculty matter within the purview of the Academic Senate.
- E. Providing representation of the Academic Senate at meetings of the Board of Trustees and before all appropriate College administrative agencies.
- F. Participating, as requested, in the evaluation of administrative staff.
- G. Representing the Academic Senate on any college-wide, District-wide and/ or administrative council.
- H. Representing the Academic Senate as an ex-officio member of all standing committees of

the Academic Senate.

I. Meeting or selecting a designee to meet regularly with the College and District leadership of the bargaining agent to ensure that the academic and professional aspects of negotiable issues reflect Academic Senate concerns and to help maintain open lines of communication and cooperation.

J. Working with or select a designee to work with the leadership of classified and student groups to maintain open lines of communication and cooperation.

K. Upon consent of the Academic Senate, registering Academic Senate endorsement of documents sent to relevant state or other authorities.

L. Addressing or selecting a designee to address academic and professional aspects of regulatory issues in the Education Code and Title 5, and organize an Academic Senate response in a collegial and timely manner.

M. Interacting with the District Academic Senate and the Academic Senates of Riverside City College and Moreno Valley College as well as for the academic senates of other California Community Colleges, and attending conferences, meetings, and seminars of organizations that relate to California Community Colleges.

N. Assuring adequate resources for Academic Senate operations and, with the Secretary/Treasurer, managing them.

O. Allocating Academic Senate resources, including secretarial support, within constraints of budget adopted by the Academic Senate.

P. Meeting with or selecting a designee to meet with new faculty members to discuss their concerns and to further familiarize them with collegial governance and Senate operations.

Q. Appointing faculty members to college committees, task forces, or other work groups, and maintain communication with Senate representatives on those groups.

R. Appointing a Parliamentarian from among the Senators.

S. Making appointments not otherwise provided for in this Constitution, such appointments to be ratified by a simple majority of the Academic Senate.

T. Performing such other functions as the Academic Senate assigns in carrying out the purposes and policies of the Academic Senate.

Section 3. Duties and Responsibilities of the Vice-President:

A. Acting in the capacity of the President in any case where the President is unable to serve.

B. Presiding at meetings of the Nomination Committee and at all faculty meetings called to seek nominations for elections.

C. Conducting nominations and elections for the Academic Senate under the provisions of Article VII of this Constitution.

D. Convening the first yearly meeting of any standing committee whenever such a committee shall be without a chairperson.

E. Participating with the Academic Senate President in monthly meetings with the College President, and other administrators and staff as needed.

F. Performing such other functions as the Academic Senate or the Academic Senate President assigns in carrying out the purposes and policies of the Senate.

Section 4. Duties and Responsibilities of the Secretary/Treasurer:

A. Keeping minutes of the Academic Senate meetings when support staff are unable to do so.

B. Keeping minutes of any general faculty meeting called by the Academic Senate.

- C. Making these records available to the entire faculty following Senate approval.
- D. Maintaining a file of all minutes and official documents (e.g. dated copy of Constitution and By-Laws, expiration dates of all terms of office of officers, committee members, and members of the Academic Senate, etc.).
- E. Maintaining a resource file on faculty affairs for the use of the members of the Academic Senate.
- F. Communicating all official Academic Senate proceedings to the faculty.
- G. Ensuring the currency of all contact information for the Academic Senate.
- H. Ensure that all written material be prepared in a timely manner for dissemination at general sessions of the Academic Senate.
- I. Circulating the agenda for upcoming Academic Senate meetings to all members of the Academic Senate at least 72 hours prior to the scheduled meetings.
- J. Keeping the accounts, books, tax status, and other financial records up-to-date and in good order.
- K. Giving oral and written testimony as relates to the financial status of the Academic Senate upon request from the Academic Senate President or the Academic Senate.
- L. With the approval of the Academic Senate President, making all properly authorized payments which are not inconsistent with the Constitution, the By-Laws, or Academic Senate orders, and which do not threaten the solvency of the Academic Senate.
- M. Assisting the Academic Senate President in preparing an annual budget to be submitted to the Academic Senate for adoption at its first meeting in each school year.
- N. Maintaining records on Academic Senate fund raising activities and supervise all contracts for services provided by hotels and other businesses.
- O. Performing such other functions as the Academic Senate or the Academic Senate President assigns in carrying out the purposes and policies of the Senate.

ARTICLE III: NOMINATIONS AND ELECTIONS OF ACADEMIC SENATE OFFICERS AND COLLEGE-WIDE FACULTY REPRESENTATIVES

Section 1. The Vice-President of the Academic Senate shall convene meetings of the Nomination Committee and, with the assistance of the Nomination Committee, conduct official Academic Senate elections.

Section 2. The Nomination Committee shall be chaired by the Vice-President and composed of two additional Senators named by the Academic Senate. No officer other than the Vice-President shall be eligible to serve on the Nomination Committee. If the Vice-President is a candidate in the elections, the Academic Senate will select a Senator who is not a candidate in the election to serve as the Nomination Committee chair.

Section 3. The Nomination Committee shall call for nominations at least a week in advance of the holding of an open faculty meeting, which will constitute the closing of nominations.

Section 4. The Nomination Committee shall prepare a ballot for the following positions and shall make every attempt to provide for each office at least two nominees for each position: President, Vice-President, Secretary /Treasurer, **Part-time Senator**, Distinguished Faculty Lecturer, elected members of standing committees or advisory councils.

Section 5. All positions except Part-time Senator listed in Section 4, above, will be elected before the end of April in the year of the election – every third year for Academic Senate officers and Distinguished Faculty Lecturer and when required by the by-laws of the relevant standing committee or advisory council.

Section 6. The Part-time Senator shall be elected in the Fall semester and serve for a two-year term, with the term beginning immediately after the election. The Part-time Senator shall be chosen by a democratic process with each part-time faculty member having one vote for each Senator to be elected. If for any reason the elected part-time Senator is unable to complete his or her term, the Academic Senate shall appoint to the position the eligible nominee who received the next highest number of votes. If these provisions cannot be fulfilled, then Section 16 of this Article shall prevail.

Section 7. The Distinguished Faculty Lecturer will be elected in rotation with Riverside City College and Moreno Valley College every third year.

Section 8. The Nominations Committee will conduct an election for Faculty Commencement speaker each fall, except when the Distinguished Faculty Lecturer rotates to Norco College. In those years, the Faculty Commencement speaker will be the Distinguished Faculty Lecturer and the election for this position should be the preceding April.

Section 9. The Nomination Committee's proposed ballot for the Academic Senate officers, Part-time senator, committee members, advisory council members, Distinguished Faculty Lecturer, and any other general elective offices shall be presented to the faculty in advance of the election. The Nomination Committee will verify the consent of nominees, either verbally or in writing, prior to the printing of ballots.

Section 10. In those years when the offices of President, Vice President, and Secretary/Treasurer are open for election, the Academic Senate may arrange for an open forum at which candidates for these positions may present themselves and their programs to the voting faculty.

Section 11. Elections shall be conducted in such a manner as to promote the integrity of the electoral process.

Section 12. The Nominations Committee shall establish the dates and times for distribution, collection, and counting of ballots so that the results can be posted as quickly as possible after votes are counted. The Nominations Committee will conduct the election.

Section 13. Academic Senate officers, Senators representing part-time faculty, and the Distinguished Faculty Lecturer shall be elected by majority vote. A run-off election will be held between the top two vote getters if no candidate receives a majority. In some cases involving tie votes, a run-off between more than two candidates could occur. Members of standing committees and advisory councils, when elected, shall be chosen by plurality vote.

Section 14. Ballots and election results for Academic Senate officers and distinguished faculty shall be kept on file in the Academic Senate office, or other appropriate location, and shall be available for review for 30 days.

Section 15. Academic Senate officers, Senators, alternates, standing committee members, and advisory council members, when elected, shall, unless otherwise established by some other provision of this Constitution or the By-Laws, take office on July 1. Special appointments of the Academic Senate are effective immediately.

Section 16. In the event of a vacancy for any reason in any elected position not otherwise provided for in this Constitution, the Nomination Committee shall submit the name(s) of one or more replacement representative candidates to the Academic Senate. Upon presentation of the name(s) of the candidate(s) the Senate shall appoint the candidate who receives a majority of the votes from the Academic Senate members present. The replacement candidate shall complete the term of office of the original representative.

Section 17. The Academic Senate may designate temporary replacements for officers who are temporarily unable to perform the duties of the office to which they were elected.

ARTICLE IV. THE ELECTION OF SENATORS

Section 1. The Nominations Committee shall request that the Norco academic departments hold elections for Senators and alternates and shall inform the Norco academic departments in a timely manner whenever a special need exists to fill a vacancy. Norco academic departments will notify the President of the outcome of elections.

Section 2. Each of the College's departments (Article I, Section 1) shall choose one full-time faculty member as its departmental Senator to serve on the Academic Senate and one alternate senator available to attend senate meetings when the primary departmental senator cannot attend. The highest priority should be given to electing tenured faculty members as Senate representatives. Such Senators and alternates shall be chosen by a democratic process with each full-time faculty member of the department having one vote for each member to be elected. Faculty members with assignments in two or more departments will exercise their one vote in the department that houses their primary designated FSA. Department representatives shall serve for two years from the first day of service of the school calendar. Departments may change representatives at any time for the remainder of any existing term as long as a democratic process is followed. All disputes concerning the selection of representation shall be resolved by the Academic Senate. Academic Senate decisions with regard to processes and eligibility shall be final.

Section 3. Terms of office for Senators and alternates shall be two (2) years with no limitation on the number of consecutive terms to which a member may be elected as a Senator.

Section 4. Senators and alternates may represent only one Norco academic department at a time.

Section 5. In the event that an elected Senator or alternate is unable to serve due to extended medical leave, semester-abroad assignment, sabbatical leave, load-bank leave, other leave of absence, or is otherwise unable to regularly attend Senate meetings, the Norco academic department shall elect a replacement representative for the balance of the term.

ARTICLE V. PETITIONS, REFERENDUM, AND RECALL

Section 1. Petitions:

A. Anyone may submit a petition proposing an action or policy for the Academic Senate, and the Academic Senate officers shall determine if the petition will be heard by the Academic Senate.

B. A petition signed by at least 10 members of the full-time faculty will be heard by the Academic Senate.

C. Upon receipt of a petition signed by at least 10 members of the full-time faculty, the Academic Senate President shall submit the proposed action or policy to the Academic Senate at its next regular meeting for its adoption or rejection.

Section 2. Referendum:

A. Within four weeks following an official action of the Academic Senate, except for emergency actions (specifically declared as such by the Academic Senate at the time of passage), a petition signed by at least 10 full-time faculty members to reverse or reconsider such action may be filed. At least 10 signatures of the full-time faculty shall be required to validate this petition. Upon receipt of such a petition by the Academic Senate President, the Academic Senate shall arrange for a vote of the faculty to take place within fifteen calendar days of the petition's filing. A majority of those faculty members voting shall be necessary to rescind an action of the Academic Senate.

Section 3. Recall:

A. Officers and elected members of standing committees or advisory councils may be recalled from office by a vote of 2/3 of the appropriate full time faculty at an election conducted by the Academic Senate. A petition signed by 1/3 of the appropriate full-time faculty, or a vote of 2/3 of the Academic Senate, shall be necessary before such an election can be called. The Part-time Senator may be recalled by a vote of 2/3 of the appropriate part-time faculty at an election conducted by the Academic Senate. A petition signed by 1/3 of the part-time faculty constituency, or a vote of 2/3 of the Academic Senate, shall be necessary before such an election can be called. Recall elections shall take place only during the fall and spring semesters in not less than ten calendar days nor more than 21 calendar days following the receipt of the petition by the Academic Senate or the vote authorizing the recall election by the Academic Senate.

B. The Nomination Committee shall conduct any recall election. However, in the event the officer being recalled is the Vice-President, another Senator shall be named to take his/her place on the Nomination Committee.

C. In the event of a successful recall election, a separate election shall be held to determine a replacement officer or Senator. Such election shall be held only in the fall and spring semesters in not less than ten calendar days nor more than 21 calendar days from the date of the recall election and shall be conducted in the same manner as a regular election for the affected position (Article III).

ARTICLE VI. COMMITTEES

The purpose of standing committees is to facilitate the work of the Academic Senate in the areas described in Article 1, Section 2.B of the Constitution. Each standing committee shall have at least one faculty chair or co-chair. The standing committee may also chose by a majority faculty vote to have an administrative and/or staff co-chair. Administrative and staff committee co-chairs must be approved by the Academic Senate. Faculty committee chairs or co-chairs will be elected by a majority of the voting members of the committee at its last spring meeting and serve for two years with no limit on the number of terms a chair or co-chair can serve. Faculty co-chairs, or their designated representatives will present regular reports to the senate regarding the committee's activities.

Standing committees may choose to include administrators, staff, students and/or community members to serve as voting members of the committee, but the majority of voting members of an Academic Senate standing committee must be faculty. Standing committee faculty chairs or co-chairs will inform the senate president of its constituent voting members on a yearly basis and present reports as may be requested. Any changes to leadership and membership composition must be approved by the Senate.

The Academic Senate will provide each committee with general functions and responsibilities, but each committee will create and update their specific mission and purpose when appropriate and necessary. Any changes to committee mission and/or purpose must be approved by the senate. Each committee chair or co-chair shall establish its meeting schedule, create agendas, and ensure minutes are recorded. Faculty chairs or co-chairs will also ensure pertinent documents are memorialized appropriately. Committees should meet no less than once monthly during the full months of the fall and spring semesters.

Section 1 – The Norco Curriculum Committee

- A. The Curriculum Committee is a standing committee of the Academic Senate.
- B. The Curriculum Committee, shall review and approve new curriculum including new courses, course modifications, new programs and program modifications as well as review and approve the curriculum process. The Curriculum Committee is the sole approving body for Norco College only curriculum. For district shared curriculum it has one vote in the district curriculum committee. The curriculum committee is also responsible for keeping abreast with state mandated curriculum changes and reporting those changes to faculty.

Section 2 – The Norco Academic Planning Council

- A. The Academic Planning Council is a standing committee of the Academic Senate.
- B. The Academic Planning Council will be composed of the department chairs, co-chairs, and assistant chairs, and will be led by the Chair of Chairs elected by the council. The Academic Planning Council serves in an advisory capacity on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.

Section 3 – The Norco Program Review Committee

- A. The Program Review Committee is a standing committee of the Academic Senate.
- B. The Program Review Coordinator will serve as the faculty co-chair.

C. The Program Review Committee will review and accept the Norco College Comprehensive Instructional Program Reviews and the Annual Instructional Reviews and forward them to the District for posting to the web. The information from these Program Reviews will then be forwarded to and integrated into the College's Strategic Planning Processes.

Section 4 – The Norco Assessment Committee

A. The Assessment Committee is a standing committee of the Academic Senate.

B. The Assessment Coordinator will serve as the faculty co-chair of the Assessment Committee.

C. The Assessment Committee formulates and helps to implement policy on all aspects of assessment at the college, including processes for gathering information on student learning and using data to improve courses, programs and institution-wide learning outcomes.

Section 5 – The Library Advisory Committee

A. The Library Advisory Committee is a standing committee of the Academic Senate.

B. The Library Advisory Committee serves as an active and collaborative forum to foster strategic planning, student success, and sustained continuous improvement, in order to uphold the overall mission of Norco College. In addition to the library's physical and informational resources and services, the committee's purview includes the learning support services provided by the Learning Resource Center.

Section 6 – The Professional Development Committee

A. The Professional Development Committee is a standing committee of the Academic Senate..

B. The Professional Development Coordinator chairs the Professional Development Committee.

C. The Professional Development Committee offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals.

Section 7 – The Distance Education Committee

A. The Distance Education Committee is a standing committee of the Academic Senate.

B. The Distance Education Committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for distance education training of faculty and students. The committee advises strategic planning committees on institutional needs and best practices for distance education.

Section 8 – The Teaching and Learning Committee

A. The Teaching and Learning Committee is a standing committee of the Academic Senate.

B. The Teaching and Learning Committee reviews and recommends campus standards, policies, and professional development opportunities regarding student preparation and success.

Section 9 – Advisory Councils

A. The Academic Senate shall be represented in the Strategic Planning Council by the Academic Senate President and the Chair of the Academic Planning Council.

B. The Academic Senate shall be represented in the Business and Facilities Planning Council and Student Services Planning Councils by faculty members appointed by the Academic Senate.

Section 10 -Other Committees

The Academic Senate shall consider the need for, and establish as appropriate, standing, ad hoc, or temporary committees as needed.