

Faculty Senate Bylaws
Revision: March 13, 2017

Proposed Changes:

1. Section 5.2.1: Update the timing of the annual reapportionment from odd-numbered years to every year. Relocated and modified from Section 7.3.6.
2. Section 5.3.1: Clarification of "teaching" faculty.
3. Section 5.3.5: Clarification of the eligibility of Contingent Faculty Senators.
4. Section 5.4.6: Removal of redundancies (language appears in Section 5.3.5).
5. Section 7.3: Removed initial list of Senate Committees. Since the Committees are named in Sections 7.3.1 to 7.3.12, the initial list was redundant.
6. Section 7.3.1: Redefined the role of the Variance Committee to reflect the current Salary Schedule.
7. Clarified charges for Executive (7.3.1) and Budget (7.3.3) Committees.
8. Section 7.3.10: Removed a charge of the Salary & Benefits Committee that belongs to the Professional Advancement Committee.
9. Section 9.1: Change "Section 5.2" to "ARTICLE IV." Section 5.2 is the incorrect reference. That passage refers to the definitions in ARTICLE IV.
10. Grammar and formatting corrections.

ARTICLE I: NAME

The organization functioning under these Bylaws is the Faculty Senate of the College of Southern Nevada, hereinafter referred to as the Senate.

ARTICLE II: PHILOSOPHY

The purpose of the Senate is to assure faculty participation in the formulation, implementation and evaluation of CSN policies and goals.

ARTICLE III: CONSTITUENCY

The constituency of the Senate shall be all members of the CSN faculty as fulltime academic, contingent, or non-supervisory administrative faculty holding professional contracts as authorized by the Board of Regents.

ARTICLE IV: DEFINITIONS

The following definitions will be used throughout these Bylaws.

Full-time Academic Faculty: Tenured, tenure-track and market-hire teaching faculty with no more than 50% administrative release. Tenured teaching faculty who are participating in a phased-in retirement plan are also considered "full-time academic faculty" until they retire.

Contingent Faculty: Teaching faculty who are appointed for less than full-time (1.0 FTE) or hired on single year contracts - including but not limited to individuals serving in positions commonly referred to as emergency, temporary, in-residence, visiting, adjunct or part-time faculty.

Non-supervisory Administrative Faculty: Full-time administrative faculty who do not hold positions at the Assistant Director level or above.

ARTICLE V: SENATORS

5.1: Duties of a Senator

5.1.1: It shall be the responsibility of each Senator to attend all scheduled Senate meetings or arrange a proxy.

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- 5.1.2: A Senator expecting to be absent should inform the Senate Secretary as soon as possible if he/she will be represented by a proxy.
- 5.1.3: Senators are expected to keep their constituents informed of Senate proceedings.
- 5.1.4: It is the responsibility of each Senator to act in the best interest of his/her constituents.

5.2: Apportionment

- 5.2.1: Every February 1, the Faculty Senate Chair, on behalf of the Elections Committee Chair, shall request the list of full-time faculty, sorted by School, from Human Resources. The Elections Committee Chair shall use that list to conduct an annual reapportionment, to be completed before the subsequent Senate elections.
- 5.2.2: Each academic "School" as defined by CSN's organizational structure shall be allotted a minimum of three Senators. Schools with at least fifty full-time academic faculty shall be allotted one additional Senator. For each additional twenty-five full-time academic faculty members, the School will receive an additional Senator.
- 5.2.3: Full-time academic faculty classified as Counselors shall be allotted a minimum of one Senator. If their number exceeds twenty-five, they will elect two Senators. For each additional twenty-five full-time academic faculty members, the Counselors will receive an additional Senator.
- 5.2.4: Full-time academic faculty classified as Librarians shall be allotted a minimum of one Senator. If their number exceeds twenty-five, they will elect two Senators. For each additional twenty-five full-time academic faculty members, the Librarians will receive an additional Senator.
- 5.2.5: Full-time academic faculty who are not assigned to a School nor classified as Counselors or Librarians shall be allotted a minimum of one Senator. If their number exceeds twenty-five, they will elect two Senators. For each additional twenty-five full-time academic faculty members similarly situated, the faculty will receive an additional Senator.
- 5.2.6: Contingent Faculty shall be represented by two Senators.
- 5.2.7: Non-supervisory administrative faculty will be represented by two Senators.
- 5.2.8: When a unit is given an additional senator under reapportionment that would result in more than one-half the unit's Senators being on the same election cycle, the initial term for the newly created Senator's seat will be one year.

5.3: Eligibility to Serve as Senator

- 5.3.1: Senators representing a School must be a full-time academic teaching faculty member with a majority of his/her duties in the School.
- 5.3.2: Senators representing Counseling must be a full-time academic faculty member classified as a Counselor.
- 5.3.3: Senators representing Librarians must be a full-time academic faculty member classified as a Librarian.
- 5.3.4: Senators representing full-time academic faculty who are not assigned to a School nor classified as Counselors or Librarians must be a full-time academic faculty member from among this population.
- 5.3.5: Senators representing contingent faculty must be contingent faculty under contract with the College during the semester they serve. Service as a Contingent Faculty Senator is completely voluntary service to the College. No compensation or release shall be provided. Service as a Contingent Faculty Senator does not create an expectation of future employment at CSN beyond the terms of his/her existing contract. Any contingent faculty member working full-time at the College in another capacity is not eligible to serve as a Contingent Faculty Senator.
- 5.3.6: Senators representing non-supervisory administrative faculty must be full-time non-supervisory administrative faculty.
- 5.3.7: Proxies must meet all requirements of the Senators for whom they are substituting.

5.4: Election and Selection of Senators

- 5.4.1: Elections for all Senators representing full-time academic faculty shall be by secret ballot and conducted by the Faculty Senate Election Committee in accordance with the CSN Faculty Senate Election Policy.
- 5.4.2: In elections for Senators representing the academic Schools, only full-time academic faculty with a majority of their duties within the School electing the senator are eligible to vote.
- 5.4.3: In elections for Senators representing the Counselors, only full-time academic faculty classified as Counselors are eligible to vote.

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- 5.4.4: In elections for Senators representing the Librarians academic faculty classified as Librarians are eligible to vote.
- 5.4.5: In elections for Senators representing full-time academic faculty who are not assigned to a School nor classified as Counselors or Librarians, only full-time academic faculty among this population are eligible to vote.
- 5.4.6: Senators representing Contingent Faculty shall be elected by the Senate membership at the initial Senate meeting of each semester.
- 5.4.7: Election for Senators representing non-supervisory administrative faculty shall be conducted by the Administrative Faculty Assembly (AFA) in accordance with applicable AFA procedures.

5.5: Term of Offices

Each Senator, except those representing contingent faculty, shall serve a two-year term commencing at the first Senate meeting of the academic year. Senators may serve an unlimited number of consecutive terms. The Senators representing contingent faculty shall serve a term of one Fall or Spring semester, but they may be reappointed for a total of four consecutive semesters and an unlimited numbers of non-consecutive semesters.

5.6: Recall and Removal of Senators

- 5.6.1: If a petition including signatures of at least 30% of the academic or nonsupervisory academic faculty represented by the Senator requests his/her recall is submitted to the Senate Chair, the Senate Election Committee will conduct a secret ballot on the recall question within 30 calendar days of its receipt. If a valid petition is received less than 30 calendar days before final Spring semester grades are due, the recall ballot will be held within the first 10 calendar days of the following Fall semester. A simple majority vote of the academic or non-supervisory academic faculty represented by the Senator shall be required to remove a Senator from office.
- 5.6.2: If a Senator has been absent from two consecutive meetings without a proxy, the Senate Chair shall initiate proceedings to remove the Senator at the next scheduled Senate meeting. A two-thirds majority vote of Senators present is required to remove the Senator.

5.7: Vacancies

In the event a Senator's position is vacated prior to the expiration of the term, the Faculty Senate Election Committee shall conduct an election in the appropriate unit within 30 calendar days for an interim Senator to fill the unexpired term. If the vacancy occurs less than 30 calendar days before final Spring semester grades are due, the special election will be held within the first 10 calendar days of the following Fall semester.

ARTICLE VI: OFFICERS OF THE SENATE

The officers of the Senate shall consist of a Chair, Chair-Elect, Past Chair, Secretary and Parliamentarian. All officers must be full-time academic faculty.

6.1: Chair

The Chair shall be the chief executive officer of the Senate. The Chair shall serve a one-year term commencing on June 1.

6.2: Chair-Elect

The Chair-Elect shall assume the duties of the Chair in the case of absence or incapacity of the Chair. The Chair-Elect shall be elected by a majority of votes cast by secret ballot of full-time academic faculty during the month of April in accordance with the Senate's Election Policy and conducted by the Election Committee. The Chair-Elect shall serve a one-year term commencing on June 1. Candidates for Chair-Elect must be full-time academic faculty and cannot presently be serving as Chair, Past-Chair or Chair-Elect.

6.3: Immediate Past Chair

The Immediate Past Chair shall serve in an advisory capacity to the Senate and assume duties of the Chair when both the Chair and Chair-Elect are absent or incapacitated. The Immediate Past Chair shall serve a one-year term commencing on June 1. If the Immediate Past Chair is unavailable, the Chair shall recommend a *previous* Past Chair to fill this position pending Senate approval.

6.4: Secretary

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The Secretary shall maintain minutes of the activities of the Senate and distribute minutes of the meetings of the Senate to the Senate membership within fourteen days following the meeting. The Secretary shall be elected from among the Senators at the first meeting of the Senate after July 1 each year and shall serve a one-year term at the pleasure of the Senate. The Secretary may serve unlimited successive terms.

6.5: Parliamentarian

The Parliamentarian will advise the Senate on questions of procedure and process used during Senate meetings. The Parliamentarian shall be elected from among the Senators at the first Senate meeting of the Fall semester and shall serve a one-year term at the pleasure of the Senate. The Parliamentarian may serve unlimited successive terms.

6.6: Recall of Elected Officers

If a petition with the signatures of at least 30% of the full-time academic faculty is submitted to the any Officer of the Senate or the Chair of the Election Committee requesting the recall of the Chair, the Chair-Elect or the Secretary, the Elections Committee shall hold such a special election within 30 days of receiving the petition. A majority vote of the faculty is required to remove a Chair, Chair-Elect, Secretary or Parliamentarian from office.

6.7: Vacancies

In the event the position of Chair-Elect becomes vacant, the Elections Committee shall conduct, within 30 days, a special election to fill the vacancy.

ARTICLE VII: COMMITTEES

7.1: General

Senate committees will be divided into three categories: Standing, Continuing and Ad Hoc. CSN's institutional bylaws, Senate Rules and policies may specify, state or impose additional duties on Senate committees. Committees will report to the Senate at least once a year, and a brief written report summarizing the Committee's work for the year shall be submitted to the Senate Chair no later than May 15.

7.2: Membership and Appointment of Members

7.2.1: Members of all Senate committees are appointed by the Senate Chair and confirmed by the Senate. All voting Standing and Continuing committee members shall serve a two-year term, and non-voting ex-officio members shall serve a one-year term. Committee members may be reappointed to an unlimited number of terms. Reappointment to a committee at the end of one's term is not automatic.

7.2.2: If committee membership is not set by these Bylaws, Senate Rules or policies, every effort will be made to choose members representing the diversity of population at CSN - academic divisions, sites and campuses, and/or groups likely to be impacted by the committee's recommendations.

7.2.3: Subject to Senate confirmation, the Senate Chair shall appoint a chair for each Senate committee from among the committee's voting membership. The position of committee chair shall be for a period of one-year and may reappointed for an unlimited number of terms as chair.

7.2.4: When creating a new committee at least half the committee will initially be randomly assigned a term of one year to create a staggered system of terms.

7.2.5: The Senate Chair may remove any committee member including the committee chair who is absent from two consecutive committee meetings without a proxy. Such removals must be confirmed by a majority vote of the Senate.

7.3: Standing Committees

The following Standing Committees are created and charged by the Senate Bylaws.

7.3.1: Executive Committee (and Variance Committee)

- Address any questions or issues brought before it by the Faculty or administration.
- Set agenda for Senate meetings.

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- Take such appropriate action that is not in conflict with these Bylaws.
- Inviting input from the Senate, act in the absence of the Senate during summer and winter breaks.
- Make grammatical or other non-substantive alterations to policies when necessary.
- Function as the Variance Committee to recommend approval or disapproval of any proposed faculty contracts that would hire faculty at a higher salary on the community college salary schedule than one defined by their degrees and experience as per the NSHE Code.
- Assume the duties of the Budget Committee during the summer semester.
- The incoming Senate Chair, at the final Senate meeting of the spring semester, shall appoint the Executive Committee for the coming academic year.

7.3.2: Academic Standards Committee

- Advise the Senate on matters that impact the instruction of credit courses including but not limited to issues such as accreditation requirements, grading, library and other instructional resources, and student progress.
- Review and comment on Academic Program Reviews.
- Review existing and recommend new policies and procedures that impact the instruction of credit courses.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.3: Budget Committee

- Advise the Senate in matters involving CSN's budget and resource allocation.
- Actively participating in advising on the planning, budgeting, and assessment processes used to guide College resource allocations, including the creation and amendment of annual CSN budgets.
- Serve as primary liaison between CSN budgetary process and Faculty Senate.
- Review and recommend policies and procedures related to budget and resource allocation.
- Recommend budget and resource allocation priorities to the Office of the President and CSN administration on behalf of the faculty.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.4: Bylaws and Rules Committee

- Advise the Senate in matters involving the interpretation of the Senate Bylaws, CSN Bylaws and the NSHE Code.
- Review CSN policies, Faculty Senate Bylaws, CSN Bylaws and NSHE Code and report possible conflicts or deficiencies to the Senate by the last meeting of each Fall semester.
- Review status of Continuing Committees to recommend discontinuation.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.5: Curriculum Committee [President Recommends to included Learning outcomes, their assessment, and assessment tools in future revisions]

- Advise the Senate on matters related to curriculum development.
- Review and recommend policies and procedures for curriculum development (e.g., proposing new, revising existing or deleting certificates, degrees, programs and courses).
- Review and recommend approval or denial of proposals for curriculum additions, revisions and deletions in accordance with applicable CSN policy.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.6: Elections Committee

- Advise the Senate on matters related to elections for faculty representatives.
- Conduct elections for Senators representing full-time academic faculty, Faculty Senate Chair-Elect and any other office or representative as directed by applicable CSN policy.
- Review and recommend policies and procedures related to these elections.

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- Complete a report recommending any reapportionment of Senate representation necessitated by these bylaws.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.7: Evaluation and Workload Committee

- Advise the Senate on matters related to faculty workload and evaluation.
- Review and recommend policies and procedures related to the above areas.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.8: Instructional Technology Committee

- Advise the Senate on matters related to instructional technology and online learning.
- Review and recommend policies and procedures related to the above areas.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.9: Sabbatical Committee

- Advise the Senate on matters related to faculty sabbaticals.
- Review and recommend policies and procedures related to the above area.
- Review and make recommendations concerning sabbatical applications in accordance with applicable CSN policy.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.10: Salary and Benefits

- Advise the Senate on matters related to salary, compensation, and fringe benefits and make recommendations for adjustments to the Senate.
- Review and recommend policies and procedures related to the above areas.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.11: Tenure and Professional Advancement

- Advise the Senate on matters related to faculty tenure, advancement on the salary schedule and/or awards of merit pay.
- Review and recommend policies and procedures related to the above areas.
- Review and make recommendations on petitions for advancement on the salary schedule based on new coursework or degrees in accordance with applicable CSN policy.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.3.12: Travel Committee

- Advise the Senate on matters related to faculty travel awards.
- Review and recommend policies and procedures related to the above area.
- Review and make recommendations concerning travel award applications in accordance with applicable CSN policy.
- Review and make recommendations on other topics related to its primary charge as directed by the Senate Chair with the approval of the Executive Committee.

7.4: Continuing Committees

Continuing Committees are intended to address issues of ongoing concern to the institution. They are created and charged by a majority vote of the Senate. A specific committee charge must be approved when the committee is created. The Senate must approve any and all changes to the committee's charge. Continuing Committees will continue to operate until dissolved by a majority vote of the Senate. If a Continuing Committee has not met for 90 calendar days during the academic year, the committee chair shall make a

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special report at the next possible Senate meeting addressing whether the committee should be continued or dissolved. The Senate may take action on the recommendation at that meeting.

7.5: Ad Hoc Committees

Ad Hoc Committees are intended to address issues of immediate concern or a short-term need. They are created and charged by the Senate Chair and confirmed by the Senate. A specific committee charge must be drafted and made public when the committee is created. Ad Hoc Committees will operate until the end of the appointing Senate Chair's term; the succeeding Senate Chair may reauthorize an existing Ad Hoc Committee for an additional long semester. When appointing members, the Senate Chair shall make every effort to provide representation to all stakeholder groups.

ARTICLE VIII: SENATE MEETING AND PROCEDURES

8.1: Meetings

The Senate shall hold at least four regular meetings during both the Fall and Spring semesters. Meetings should be scheduled approximately once a month. The date, time and place of each of these meetings shall be made known to each Senator and members of the faculty at least five calendar days in advance of the meeting. The Senate shall not hold regularly scheduled meetings during the Summer. The minutes of each meeting shall be made available to the faculty within 14 calendar days following the meeting.

8.2: Voting

Each member of the Senate or proxy is entitled to one vote.

8.3: Agenda

The Faculty Senate Chair shall prepare an agenda for each Senate meeting and post that agenda no later than three calendar days prior to the meeting.

8.4: Quorum

A simple majority of the voting members of the Senate shall constitute a quorum. No official action may be taken by the Senate without a quorum present.

8.5: Parliamentary Procedure

The latest edition of Robert's Rules of Order, Newly Revised shall govern the Senate in all cases not covered by these Bylaws or the Senate Rules.

8.6: Summer Operations

The Executive Committee is authorized to take appropriate actions during the Summer, that are not in conflict with these Bylaws.

8.7: Senate Rules

Senate Rules shall be developed to specify the working processes and procedures of the Senate. Senate Rules require a two-thirds majority vote of the Senate for adoption and/or amendment. These Bylaws will take precedent should any conflict arise with Senate Rules.

ARTICLE IX: ADOPTION AND AMENDMENT

9.1: Amendment

Changes in the administrative organization or titles of Units of the College, as specified in ARTICLE IV of these Bylaws are not considered amendments to this document. Such changes become effective by ratification by the Board of Regents in accordance with established procedures.

An amendment to these Bylaws may be proposed by a member of the Faculty, a Faculty Senate Committee or a Senator using the following process:

9.1.1: A written copy of the proposed amendment shall be submitted to the Senate Chair at least five business days prior to a regularly scheduled Senate meeting for inclusion as an "information" item on the upcoming meeting's agenda. Amendments received less than five business days prior to a regularly

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scheduled Senate meeting will be held and included as an "information" item on the agenda of the next immediate regularly meeting.

9.1.2: Unless the amendment's sponsor(s) voluntarily and in writing withdraws the amendment from further consideration, it shall automatically be scheduled as an "action" item on the agenda of the next regularly scheduled Senate meeting immediately following its appearance as an information item.

9.1.3: If the proposed amendment is approved by a two-thirds majority vote of the Senate, the proposed amendment shall be presented to the faculty for its approval.

9.1.4: Within 60 calendar days of the Senate's approval, the Senate Election Committee shall conduct a secret ballot as defined by the Senate's Election policy on the question of whether or not to ratify the amendment. "Approve" and "reject" shall be the only options presented on the ballot. Only full-time academic faculty and non-supervisory administrative faculty are eligible to vote on the amendment.

9.1.5: If a simple majority of the full-time academic faculty and non-supervisory administrative faculty voting approve the proposed amendment, then it shall be presented to CSN's President for approval.

9.1.6: The proposed amendment shall be incorporated into these Bylaws upon approval of the President.

9.2: Approval

These Bylaws were approved by at least a two-thirds vote of the Faculty Senate on December 9, 2016.

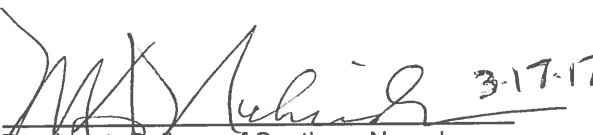
These Bylaws were approved by a simple majority of ballots cast by full-time academic faculty and non-supervisory administrative faculty on February 6, 2017.

They shall be in effect once approved by the College President. Once effective, these Bylaws shall replace any previous Bylaws of the CSN Faculty Senate.

Approved by:

 3-16-17

Faculty Senate Chair

 3-17-17

President, College of Southern Nevada