



## Faculty Senate

## Policy No. 142

**TITLE:** Faculty Senate

**PURPOSE:** The Faculty Senate is a collective contributing body that works as an integral part of the Trocaire College shared governance structure. The Faculty Senate shall collaborate, make recommendations, and pass resolutions concerning matters of general College interest; including academic and research endeavors. The Faculty Senate does not address issues of employment, which falls under the purview of the Trocaire Faculty Association – Collective Bargaining Unit.

**POLICY:** Faculty Senate promotes the welfare of the Trocaire College by providing an opportunity for collegiality and a faculty role in shared decision making at the College. Faculty Senate roles shall include, but not be limited to:

1. Collaborate on processes and decisions that impact full-time and part-time faculty, students and employees.
2. Promote communication within and among full-time and part-time faculty, students and employees.
3. Faculty Senate President and Vice President will represent faculty viewpoints and serve as voting members of the Administrative Advisory Council (AAC).
4. Faculty Senate Vice President and an additional four senators will represent faculty viewpoints and serve as voting members on Academic Planning and Curriculum Committee (APCC).
5. Represent faculty viewpoints as faculty liaisons on college-wide committees and Board of Trustees committees.
6. Identify, address and participate in the resolution of faculty concerns.
7. Collaborate, advise and provide written counsel on decisions involving academic instruction to include, but not limited to the course schedule, academic calendar, class size, classroom technology, faculty workspace, assessment practices, course evaluation and course modality.
8. Develop and assess the effectiveness of classroom environment, syllabus template and faculty evaluation.
9. Consider all areas of student success and their effect on the educational process and academic achievement and to make and review recommendations regarding them.
10. The Faculty Senate shall make recommendations (and resolutions) to the Administrative Advisory Council (AAC), the Academic Policy and Curriculum Committee (APCC), and the College President on matters affecting the interests of the College.
11. Uphold, review and revise the Academic Freedom Policy.



12. Develop, uphold, review and revise support and uphold the Intellectual Property Policy.
13. Provide faculty leadership opportunities.
14. Collaborate with the Mary Clare Faculty Success Center on faculty development, training and mentoring.

**Membership** – Faculty Senate membership will include twelve (12) full-time faculty members who are voted into office by the full-time faculty for a two (2) year term. There are no term limits for serving on Faculty Senate. Seven (7) Faculty Senators are needed for a quorum.

**Meeting Schedule** - The Faculty Senate and/or its committees will meet a minimum of once a month during the academic year.

**Reporting Structure** – The Faculty Senate reports directly to the President of the college. Policies written and passed by the Faculty Senate regarding academic coursework or curriculum will be presented to APCC for approval. Policies written and passed by the Faculty Senate regarding college-wide initiatives will be presented to the AAC for approval.

**Expected Outcomes** –

1. Advocate the faculty viewpoint in communications with all levels of the college.
2. Maintain and annually update the Faculty Handbook.
3. Train Faculty Senators in shared governance/leadership.
4. Promote leadership training/teambuilding and professional development of faculty.
5. Maintain and update the Faculty Evaluation tool.
6. Develop and uphold the academic policies related to faculty.

**PROCEDURES:** 1. The Constitution and By-Laws will contain all Faculty Senate procedural information. Such information will include:

- a. Membership
- b. Meeting Schedules
- c. Nomination and Election Procedures
- d. Officers of the Faculty Senate
- e. Duties of Officers
- f. Faculty Senate Standing Committees
- g. Amendments



2. Meetings are posted on the College Website Calendar and are open to all faculty and staff, with the exception of an executive session held as needed.
3. To obtain Faculty Senate approval on proposals involving changes to academic instruction/environment (See Policy items #7, #8, #9):
  - a. Proposals should be submitted to Faculty Senate via the Faculty Senate [faculty senate@trocaire.edu](mailto:faculty senate@trocaire.edu) email at least 5 days prior to the next scheduled Faculty Senate meeting.
  - b. Interested parties may attend/present proposal at the Faculty Senate meeting.
  - c. Faculty Senate will have up to a 30 day window to discuss/collaborate before reaching a final decision and providing written counsel.
  - d. The final decision will be communicated by the Vice President of Administration.
4. All new hires will be given Faculty Senate contact information, policy #142 and the Faculty Senate Constitution and By-laws upon hire as part of the new faculty orientation materials through Human Resources.
5. A copy of the Faculty Senate Constitution and By-laws will also be located on the Trocaire College website.

Prepared:	4/2/2018
Approved by President:	mm/dd/yyyy
Effective Date:	mm/dd/yyyy
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