

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

A. PREAMBLE

We, the faculty of Trocaire College, are collectively represented within the College's shared governance structure by the twelve (12) elected Senators of the Faculty Senate. This Faculty Senate serves to function as the instrument through which all faculty may properly fulfill professional responsibilities in the governance of the College. The administration and the Faculty Senate share responsibility for the effective management of academic affairs of the College. Faculty authority in academic matters is exercised by twelve elected Senators with voting privileges, and by committees authorized to act on their behalf. However, the Board of Trustees is understood to exercise the final institutional authority in the interpretation and preservation of the goals outlined in the strategic plan of the College and to protect the mission of the College. The President, as Chief Executive Officer, is responsible for leadership, operation and administration, policy, procedure, communication between faculty and Board, and creation and preservation of institutional resources. The faculty has a responsibility to propose, deliberate, and recommend the implementation of academic policy, procedures, and programs consistent with the mission of the College.

B. 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. A copy of the current Collective Bargaining Unit can be found in the college shared drive within the FACULTY folder.

C. AUTHORITY

Under the authority of the President of Trocaire College, the Faculty Senate is empowered to act on the roles enumerated by Administrative Policy #142, which can be found in the college shared drive within the Administrative Regulations folder.

D. MEMBERSHIP AND QUORUM

The Faculty Senate voting membership consists of twelve (12) full time faculty members, with (when possible) at least one (1) representative from each of the divisions of the College. Senators are elected by the full-time Trocaire College faculty [full-time status is defined by the Collective Bargaining Agreement].

Senators are elected to a term of office lasting two (2) years – extending from June 1st until May 31st, two years hence. There are no restrictions regarding faculty member eligibility to serve as a Senator. Upon election as a Senator, membership is provisional on maintain good standing. Senate membership of good standing requires:

- attendance for a minimum of fifty percent of called meetings each semester
- regular membership communication via email

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

- participation in at least one College Wide, Standing Senate or Senate Ad-Hoc Committee during each academic year

It is the responsibility of the Senate Membership Committee and President to track and alert Senators if they risk losing good standing. Any Senator off good standing may be asked to relinquish their Senate seat for the remainder of their term and become a faculty at large. This will not affect the faculty member's ability to participate on committees or get re-elected to the Senate in the subsequent election.

For all voting items and decisions, a quorum is constituted by fifty one percent (51%) of the elected Faculty Senators.

E. MEETINGS

The Faculty Senate President, or their designee, will schedule and preside over regular and special meetings of the Faculty Senate. Regular meetings of the Faculty Senate shall be held at least four (4) times per semester on a monthly schedule. In addition to the regularly scheduled meetings, additional meetings may be called at the discretion of the President or by written request of any three (3) members of the Faculty Senate. Meetings of the Faculty Senate are open, and as such all members of the College community are permitted to attend. If a necessary discussion pertaining to a matter of a sensitive nature arises, the Senate may elect to operate in an executive session, either as a pre-planned meeting or during a regular meeting of the Senate.

- a. Executive Session - To commence executive session, a member must make a motion and a majority vote is required to adopt. If the membership votes to enter executive session, the meeting becomes confidential and all non-members must leave the meeting until the executive session concludes. Meeting notes will state that the membership voted to enter executive session, and the reason for doing so. Generally, executive session is reserved for cases where more candid, confidential conversations are required, and serves not to hide information from the college community, but instead to protect the confidentiality of any person(s) involved. Typically, the Senate will operate in executive session to discuss a matter, rather than to take action. All action of the Faculty Senate shall be by simple majority vote.
- b. Schedule of Meetings - The meeting schedule will be set by the Faculty Senate President twice annually, as each semester commences. An academic schedule from each Senator will be requested by the President prior to the start of each semester to determine the ideal meeting schedule during which the presence of all Senators may be possible. In the absence of a common available time for the membership, the meeting schedule shall rotate monthly to allow an opportunity for each Senator to attend at least two (2) meetings per semester.
- c. Agenda Items - Requests for inclusion on any Faculty Senate agenda can be made by any college member, at any time up to 48 hours prior to the meeting start. Agenda item requests and supporting materials must be submitted via email to faculty senate@trocaire.edu. The Faculty Senate President will determine the meeting agenda and distribute to the membership at least 24 hours prior to the start of the meeting.

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

- d. Meeting Notifications - Notification of regular meetings will be given in advance to all college constituents through several communication mechanisms; including but not limited to the Faculty Senate web page, the Trocaire College web calendar and the all faculty email.
- e. Meeting Notes – The Communication Secretary of the Faculty Senate is responsible for taking meeting notes. If unable to attend a called meeting, the Secretary is responsible for securing a note taker for that meeting. Notes will be generated and distributed electronically to the full Faculty Senate by the Communication Secretary within seven (7) days of the meeting. Senators are responsible for reviewing the notes, indicating corrections necessary, if any, and voting electronically to approve the meeting notes. Once approved, notes will be made public to the college community via the meeting notes folder on the S: drive (S: drive → publications → meetings and committees → faculty senate) or another appropriate archived location.

F. RESOLUTIONS OF FACULTY SENATE

The Faculty Senate employs the formal use of resolutions to identify and record the will of the faculty. Resolutions are written with the intent to make recommendations regarding the direction of the College as a whole. Members of the Faculty Senate implement adopted resolutions to respond to an issue, to conduct the work of the Senate, and to make recommendations for action to be taken. When new situations and issues emerge, the Faculty Senate will work with Senators to develop resolutions for consideration by the Senate membership in order to determine the will of the faculty regarding said issues.

For a resolution to be warranted, the Senate membership, led by the Faculty Senate President, must research the underlying academic or professional issues in order to fully understand the specific issue, concern, or problem. If, after collegial consultation with the appropriate governance bodies, administrators, and individuals, agreement is not reached or action is not taken, then a formal resolution may be made through the Senate.

- a. Resolution Writing - All new resolutions must be written by, or submitted to, the Senate President at least seven days prior to a Senate meeting. New resolutions submitted less than seven days prior to a Senate meeting will be held until the next Senate session, unless the resolution is of an urgent nature. The Senate membership will review all submitted resolutions and will expand, reword, append, or decline resolutions as necessary. All resolutions must be properly constructed with the following criteria:
 - Must be proposed by a Faculty Senator.
 - Must be limited to four “Whereas” sections and four “Resolved” sections.
 - Must be typed and provided to all Senators via print and/or email for review.The Senate President will make final edits to resolutions so that they conform to the following:
 - The resolution aims to express the will of the faculty regarding the issue or concern.
 - The Senate may only urge or recommend a policy or action to the governing bodies of the College, or other departments/groups/individuals.
- b. Resolution Presentation, Discussion, Voting, and Approval - Resolutions will be made available for distribution to the Senate membership. Resolutions will be presented via email to the

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

membership and discussed via email and/or at a meeting of the Senate. A formal discussion at a Senate meeting will commence when the resolution is introduced by the Senate President, the author of the resolution, or a seconder of the resolution. After discussion, resolutions may be approved via a majority vote that includes only Faculty Senators. The President will announce the outcome of the vote, and the results recorded by the Secretary or Senator keeping meeting minutes. Approved resolutions will be presented at the next scheduled meeting of the Administrative Advisory Council (AAC) for communication.

G. OFFICERS OF THE SENATE

There are five (5) officers of the Faculty Senate: President, 1st Vice-President (Administrative Affairs), 2nd Vice-President (Professional Development and Grants), Communication Secretary, and Treasurer.

Any member of the Faculty Senate is eligible for office.

The Faculty Senate President will designate a Senator to run nominations and voting for new officers, when possible this will be an officer not up for re-election or outgoing Senator.

Nominations and voting are carried out electronically in accordance with the following procedures:

- An electronic call for nominations will be sent out to all Faculty Senators indicating the open officer positions and deadline for submitting nominations. At least five (5) days will be allowed for nominations.
- The nominees will be contacted to accept their nomination. At least five (5) days will be allowed for nominees to accept.
- An electronic call for votes will be send out to all Faculty Senators. At least five (5) days will be allowed for voting.
 - In the case of unanimous or majority vote; the Senator will be appointed to the Office.
 - In the case of tied vote; the nominees will prepare a statement of intent and a revote will be called as outlined above.

The term of office shall be two (2) years, extending from June 1st to May 31st, two years hence. For Senators who will be entering the second year of their term, being elected to an Officer position does not extend the term of their Senator position. Therefore, if an elected Officer is not re-elected to Senate prior to the expiration of their Officer appointment, their seat will be vacated and filled according to the procedures listed below. Each Officer may hold an office for two (2) terms, limiting the number of consecutive years in any particular position to four (4) years total. At the conclusion of the four (4) years, a Faculty Senator may run for any other Officer position, or re-run for the previous position after a two (2) year wait period.

- a. The Faculty Senate President is a designee of the College President in all actions. He or she shall:
 - Call and preside at Faculty Senate meetings
 - Set agenda for all Faculty Senate meetings
 - Attend and serve as a faculty observer at the College Board of Trustee meetings as stated by the Collective Bargaining Agreement- President will summarize meeting notes and provide any

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

action items to the full Senate via email or full Senate Meeting updates. If unable to attend a designee will be assigned by the President.

- Meet monthly, four (4) times per semester to communicate Faculty Senate activities to the Trocaire College President -meetings will take place with first Vice-President or a designee assigned by the President.
- Meet monthly, four (4) times per semester to communicate Faculty Senate activities to the Vice President for Academic Affairs -meetings will take place with first Vice-President or a designee assigned by the President.
- Preside as a voting member on the Administrative Advisory Committee- group meets for 90 minutes every 3rd week. President will summarize meeting notes and provide any action items to the full Senate via email or full Senate Meeting updates.
- Calls for nominations and vote for all Committee Chair positions excluding Academic Planning and Curriculum Committee
- Manage and disseminate information from the Faculty Senate email account
- Acts, or assigns designee, as Presiding Marshal at spring and fall graduation.

b. The Faculty Senate 1st Vice-President shall:

- Assist the President.
- Call and presides over the Faculty Senate meetings in his/her absence.
- Meet monthly, four (4) times per semester to communicate Faculty Senate activities to the Trocaire College President -meetings will take place with Faculty Senate President.
- Meet monthly, four (4) times per semester to communicate Faculty Senate activities to the Vice President for Academic Affairs -meetings will take place with Faculty Senate President.
- Preside as a voting member on the Administrative Advisory Committee- group meets for 90 minutes every 3rd week.
- Preside as a voting member on the Academic Planning and Curriculum Committee - Calls for nominations and vote for remaining four (4) Senate voting members on Academic Planning and Curriculum Committee

c. The Faculty Senate 2nd Vice-President shall:

- Chair the Faculty Development standing committee
- Administrate faculty initiative grant, or others of this scope
- Sit on the Mary Clare Development Center Advisory Board and work in conjunction with the coordinator for the MCDC
- Attend and serve as a faculty observer at the College Board of Trustee Assessment and Planning Committee meetings- 2nd Vice President will summarize meeting notes and provide any action items to the full Senate via email or full Senate Meeting updates. If unable to attend, a designee will be assigned by the President.

d. The Faculty Senate Communication Secretary shall:

- Take, distribute, administer vote to approve, post and maintain all meeting notes on S drive (Sdrive->publications->meetings and committees->facultysenate) or an appropriate archived location.
- Maintain the Faculty Senate web page

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

- Submit pertinent Faculty Senate happenings to the Blaze
 - Update the IT list serve and permissions as Senate membership changes
 - Post and maintain all meeting notes on S drive (Sdrive->publications->meetings and committees->facultysenate) or an appropriate archived location.
 - Attend and serve as a faculty observer at the College Board of Trustee Institutional Advancement Committee meetings- communications secretary will summarize meeting notes and provide any action items to the full Senate via email or full Senate Meeting updates. If unable to attend, a designee will be assigned by the President.
 - Assumes secretarial duties in any written communications from the faculty Senate upon approval – including but not limited to memorandums, resolutions and congratulations/sympathy/thank you cards.
- e. The Faculty Senate Treasurer shall:
- Meet with the Faculty Senate President and Vice President for Academic Affairs to create annual Senate budget request- Budget Requests are due late October for the preceding academic year
 - Maintain the annual Faculty Senate budget
 - Report on the Faculty Senate Budget at Senate meetings
 - Solicit new budget ideas at early fall Senate meetings
 - Attend and serve as a faculty observer at the College Board of Trustee Finance and Investment Committee meetings- treasurer will summarize meeting notes and provide any action items to the full Senate via email or full Senate Meeting updates. If unable to attend, a designee will be assigned by the President.

H. FACULTY SENATOR PARTICIPATION IN COMMITTEES

Membership inclusive of one or more Faculty Senate Senator(s) is a requirement of many (1) College Wide, (2) Standing Senate and (3) Senate Ad-Hoc committees. Faculty Senate operates within the purview of Policy No 142 in:

- Recommending Senators to serve on college wide committees
- Maintaining the purpose, structure and activities of Senate Standing Committees
- Initiating and terminating Senate-based Ad-Hoc Committees
- Disseminating information from College Wide Committees to the faculty
- Reporting the findings of Senate Standing and Ad Hoc committees to the appropriate bodies at the college

These procedures are independent of faculty participation on committees in which individual membership is determined by the College President and/or a designee other than Faculty Senate.

a. Terms of Services:

The length of service is determined by the governing body overseeing the functions of a specific committee, however most College Wide Committees and all Standing Senate Committees have appointments that are one year in length, beginning at the start of the academic year. Prior to accepting a committee appointment, all prospective members should be aware of all terms of service required in order to ensure their ability to

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

commit to the needs of that committee. If professional obligations will prevent a Senator from completing the necessary committee duties, they are to electronically contact the Faculty Senate President.

b. Committee Selection Process:

- College Wide Committees: For committees that operate at the institutional level and require membership by one or more Faculty Senators, the Faculty Senate will act as designee in generating recommendations for committee membership. The Faculty Senate President will relay communications to all Faculty Senate Senators or the Faculty at large when there is a call for participation on a college-wide committee. The Faculty Senate President will also forward recommendations made by the Faculty Senate pertaining to such membership to the appropriate individual(s).

The Faculty Senate President will make recommendations for committee appointment recommendations as follows:

- Board of Trustees – Senate President
- B of T Finance and Investment Committee - Senate Treasurer
- B of T Institutional Advancement Committee - Senate Communication Secretary
- B of T Assessment and Planning Committee - Senate 2nd Vice-President
- Administrative Advisory Council – Senate President and 1st Vice-President
- Academic Planning and Curriculum Committee - 1st Vice-president and 4 other Faculty Senators
- Mary Clare Development Center Advisory Board - 2nd Vice-President
- Student Success Committee - Faculty Senator
- Distance Education and Educational Technology Advisory Committee – Faculty Senator

For committees in which a Faculty Senate officer is not specified, committees in which a Faculty Senate officer is specified but he/she is not able to attend due to professional obligations, or for College Wide Committees which are not listed, the individual(s) charged with representing Faculty Senate will be determined through a closed ballot process outlined in Table 1. At that same meeting, Faculty Senate will generate a recommendation for committee appointment accordingly.

b.c. Senate Standing Committees:

- There are six (6) standing committees within the Faculty Senate:
 - Faculty Concerns Committee
 - Professional Development Committee
 - Faculty Ethics and Integrity Committee
 - Handbook Committee
 - Election Committee
 - Faculty Awards Committee

Each Senate Standing Committee is to be chaired by a Faculty Senator, who is responsible for forming the committee, maintaining operations of the committee and reporting back on the activities of the committee, and is usually formed by 5-10 full or part-time faculty members. All Senators are eligible to serve as

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

committee chair of any Standing Committee. The Faculty Senate President will initiate the process of forming the Senate Standing Committees at least one week prior to the first Senate meeting of the academic year according to the process outlined in Table 2.

e.d. Ad Hoc Committees:

At any time during the academic year, Faculty Senate can initiate the process of forming an Ad Hoc Committee. Senate Ad Hoc Committees are chaired by a Faculty Senator and serve to generate one-time resolutions that have 3-4 focused criteria within one-two semesters. All requests for formation of an Ad Hoc Committee will be discussed during Faculty Senate meetings according to the process outlined in Table 3.

Meeting, Archiving and Reporting - Senate Ad Hoc and Standing Committees may meet in person, via email or via web conferencing in accordance with the policies/procedures of that committee. Meeting notes and attendance must be taken at all meetings and it is the responsibility of the chair to post meeting notes to the S drive (Sdrive->publications->FACULTY->facultysenate-> standingcommittees) or an appropriate archived location. It is the responsibility of applicable Senator appointees or Senate Committee Chairs to report the activities of their respective committees each Senate meeting.

d.e. Inability to serve:

If a Faculty Senator cannot accept an appointment or can no longer serve as a member of a College-Wide Committee, Chair of a Senate Standing Committee or Chair of an Ad Hoc Committee, that Senator must electronically notify the Faculty Senate President upon becoming aware that they are not able to conduct such duties. In all cases, the selection process to fill the vacant seat is to be consistent with the selection process for the applicable Chair position or committee membership. In addition to notifying the Faculty Senate President, Senators vacating a College Wide Committee must also notify their committee chair(s). For instances in which a membership spot on a Standing Senate or Ad Hoc Committee is vacated, the committee chair is responsible for reallocating duties and/or finding an individual replacement.

I. RECOMMENDATIONS

All recommendations for Senator and faculty participation on College Wide Committees will be made by the President. Whenever possible, opportunities will be offered to the full eligible group via email and a 5-7 day period will be allowed for participants to indicate interest. In such instances when there is more interest than seats available, the Faculty Senate President will call for a vote either electronically or during normal meeting proceedings.

J. AMENDMENTS AND REVISION

As part of the Faculty Senate Handbook, the guiding practices of the Faculty Senate will be reviewed and revised annually. During the course of the academic year, any member of the Faculty Senate may propose, in writing, an amendment to the Faculty Senate Constitution. Amendments must be discussed in an open session of a Faculty Senate meeting. The President will call for a vote either electronically or during normal meeting proceedings, after a 30-day period.

K. ADOPTED: MAY 2019

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

TABLE 1: SELECTING FACULTY MEMBERSHIP FOR COLLEGE-WIDE COMMITTEES

STEP	INDIVIDUAL/GROUP	ACTION
1	College Administrator/ Administrative Dept.	Call for faculty participation in college wide committee
2	Faculty Senate President	Electronic call for nominations/volunteers to faculty at least one week prior to Senate meeting (if applicable)
3	Faculty	Nominations/volunteers electronically submitted to Faculty Senate President by the deadline indicated in the communication
4	Faculty Senate President	Nominations/volunteers collected and presented to Senate (at Senate meeting, if feasible, or electronically if necessary)
5	Senate	Zero nominations: Faculty Senate President makes recommendation
		One nomination: Senate accepts nomination
		2+ nominations: Closed ballot vote by Faculty Senators (either during Senate meeting or via electronic vote)
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 50%; vertical-align: top;"> ✓ If one faculty earns the highest votes, Senate accepts nomination </td> <td style="text-align: center; width: 50%; vertical-align: top;"> ✘ If not one faculty earns the highest votes, Faculty Senate President selects among the highest vote receivers </td> </tr> </table>
✓ If one faculty earns the highest votes, Senate accepts nomination	✘ If not one faculty earns the highest votes, Faculty Senate President selects among the highest vote receivers	
6	Faculty Senate President	Recommendation sent to Administrator or Department

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

TABLE 2: DETERMINING SENATE STANDING COMMITTEE CHAIRS

STEP	INDIVIDUAL/GROUP	ACTION	
1	Faculty Senate President	Electronic call for nomination for Senate Standing Committee chairs at least one week prior to the first Senate meeting of the academic year	
2	Faculty Senators	Nominations/volunteers for Standing Committee chairs electronically submitted to Faculty Senate President by the deadline indicated in the communication	
3	Faculty Senate President	Nominations collected and presented to Senate at the first meeting of the academic year	
4	Senate	Zero nominations: Faculty Senate President makes recommendation	
		One nomination: Senate accepts nomination	
		2+ nominations: Closed ballot vote by Faculty Senators (either during Senate meeting or via electronic vote)	
		↙	↘
		If one faculty earns the highest votes, Senate accepts nomination	If not one faculty earns the highest votes, Faculty Senate President selects among the highest vote receivers
5	Faculty Senate President	Appoints Standing Committee chair	
6	Standing Committee Chair	Establishes committee according to applicable policies and procedures	

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

TABLE 3: ESTABLISHING AD HOC COMMITTEES

STEP	INDIVIDUAL/GROUP	ACTION		
1	Any Faculty Member	Electronic request for Ad Hoc Committee		
2	Faculty Senate President	Presentation of Ad Hoc Committee proposal to Senate		
3	Senate	Vote on establishing Ad Hoc Committee: If quorum for approval is reached, continue with step 4		
4	Faculty Senate President	Electronic call for nominations/volunteers for Ad Hoc Committee chair to Senators at least one week prior to Senate meeting (if applicable)		
5	Faculty Senators	Nominations/volunteers electronically submitted to Faculty Senate President by the deadline indicated in the communication		
6	Senate	Zero nominations: Faculty Senate President makes recommendation		
		One nomination: Senate accepts nomination		
		2+ nominations: Closed ballot vote by Faculty Senators (either during Senate meeting or via electronic vote)		
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If one faculty earns the highest votes, Senate accepts nomination	If not one faculty earns the highest votes, Faculty Senate President selects among the highest vote receivers			
7	Faculty Senate President	Appoints Ad Hoc Committee chair		
8	Ad Hoc Committee Chair	Establishes committee according to charge		

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

Policy Procedure Guides for Faculty Senate Standing Committees

In order to provide autonomy to committee chairs and their members, these procedures will be evaluated annually upon the formation of the committee. Any substantial changes in procedure will be brought forth to the Faculty Senate for approval prior to enacting.

In General, Faculty Senate Standing Committees are expected to act collaboratively and reach consensus on all procedures and outcomes. In instances that the group cannot reach consensus the committee chair will bring the topic forth to the full Faculty Senate for a vote.

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

TITLE: **FACULTY CONCERNS COMMITTEE**

PURPOSE: The Faculty Concerns Committee (FCC) is a standing committee of the Faculty Senate that serves to represent the interests of the faculty. Faculty members are encouraged to raise concerns through an appropriate channel, which may include administration, human resources, and/or the Trocaire Faculty Association (TFA). In general, the function of the FCC is confined to seeking methods for solving problems deemed relevant to the scope of Faculty Senate; it is only rarely necessary for the committee itself to develop solutions.

MEMBERSHIP: Chaired by a member of Faculty Senate and committee members are comprised of any interested full or part-time faculty members. Typical committee size is 5-10 members.

TIMELINE: One (1) year in length, beginning at the start of the academic year.

PROCEDURES: Committee meetings can occur, in person, through email or via web conferencing.

Items that faculty wish to bring to the attention of the FCC should be sent in writing to the committee via the chair or Faculty Senate email. Concerns are then discussed with all members of the FCC in a confidential manner. The FCC may take one of the following courses of action:

- a) seek additional information;
- b) refer the matter to an existing faculty committee;
- c) settle the issue by direct communication with the individuals involved;
- d) place the issue on the agenda of a Faculty Senate meeting; or
- e) appoint ad hoc committee to make recommendations.

The FCC will communicate concerns currently under consideration at meetings of Faculty Senate, with the intent to stimulate discussion for potential solutions.

FCC action is communicated promptly in writing to the faculty member(s) who brought the issue to the committee. The faculty as a whole is generally informed of FCC actions, except in cases that are considered to be confidential either by the committee or by the individuals who brought the issue(s) to the committee.

A record of actions taken and their resolution will be updated regularly and archived along with any committee meeting notes on the S drive or an appropriately designated location.

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

TITLE: FACULTY HANDBOOK COMMITTEE

PURPOSE: The Faculty Handbook Committee (FHC) is a standing committee within the Faculty Senate. This committee strived to create and continues to maintain a living document that would include all the information, materials, and forms that would help faculty perform their duties and responsibilities as educators and members of the Trocaire community.

MEMBERSHIP: Chaired by a member of Faculty Senate and committee members are comprised of any interested full or part-time faculty members. Typical committee size is 5-10 members.

TIMELINE: One (1) year in length, beginning at the start of the academic year.

PROCEDURES: The Faculty Handbook Committee provides a structure for the annual discussion, review and recommendation of needed information for faculty to succeed in the three general areas that influence faculty rank and promotion; teaching, professional development, and service.

Committee meeting can occur, in person, through email or via web conferencing.

Any member of the college community can submit changes, updates or suggestions via the faculty senate webpage. It is found at: <https://my.trocaire.edu/faculty-senate/>

The committee collects recommendations and updates the document throughout the academic year, bringing major changes forward to the Senate for discussion.

The updated document must be vetted through academic leadership and approved through majority vote by the Faculty Senate prior to its release.

An updated version will be released to the college annually at the start of the fall semester.

A record of actions taken and their resolution will be updated regularly and archived along with any committee meeting notes on the S drive or an appropriately designated location.

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

TITLE: SENATE MEMBERSHIP COMMITTEE

PURPOSE: The Senate Membership Committee (SMC) is a standing committee of the Faculty Senate that serves to oversee the membership of Faculty Senate. In general, the function of the SMC is to ensure good standing of Senate membership, hold annual Senate elections, and carry out special elections when Senate seats become available during the academic year. The SMC strives to foster good communication and faculty engagement in all voting procedures.

MEMBERSHIP: Chaired by a member of Faculty Senate and committee members are comprised of any interested full or part-time faculty members. Typical committee size is 3-6 members. To discourage conflict of interest Senators in their second term are **not eligible** to serve as the chairperson or SMC member.

TIMELINE: One (1) year in length, beginning at the start of the academic year.

PROCEDURES: Committee meetings can occur, in person, through email or via web conferencing. Procedure for Tracking Attendance and Good Standing:

- Committee will monitor all Senator attendance to ensure attendance* for a minimum of fifty percent of called meetings for each semester
- Committee will track Senator participation in at least one College Wide, Standing Senate or Senate Ad-Hoc Committee during each academic year
- Committee will notify the Senator and President of Senate if they are at risk of losing good standing
- Committee will recommend to the Faculty Senate President to release a Senator off good standing from their Senate seat for the remainder of their term. Upon approval of the recommendation the faculty member will become a faculty at large.

Procedure for Nomination and Election:

- Election of Faculty Senate members is to be completed by May 1st of the election year.
- Compile a ballot with all full time faculty members to the exclusion of senators entering their 2nd term. Consult with Human Resources for a complete and updated list of full time faculty.
- Beginning with the 2020 elections, all elections will be for 6 open slots.
- Communicate to Faculty if anyone would like to opt out of being nominated in the election.
- Disseminate ballots to all full time faculty members (including all present Senators). Ballots may be distributed and collected by paper, email, or computer polling. This is at the discretion of the Election Committee**. Ballots must indicate the number of open seats and a deadline. Each faculty member may only vote once.

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

- The EC will meet and tally the ballots. Faculty members will be ranked according to highest number of votes. Those with the highest number of votes will be asked to serve on senate for two (2) years, extending from June 1st to May 30th, two years hence. This will continue until the available seats have been filled.
 - If an elected faculty member declines to serve on Faculty Senate, the faculty member with the next highest number of votes will be asked to serve for a two-year term.
 - If a member of Faculty Senate becomes ineligible to remain on the Senate (i.e. promotion to Administration or resignation) the Election Committee will be responsible for carrying out special elections*.
- In the event of a tie for the last remaining seat the following procedure will be carried out:
 - Election Committee chairperson will contact each of the faculty members involved in the tie to determine if they are both/all interested in serving on Faculty Senate.
 - If there is still a tie the Election committee will discuss and cast a deciding vote.
 - If still not resolved Faculty Senate will hold a balloted vote administered by the FEC chair.

***Procedure for Special Elections**

- All specially elected Senators will complete the term of the seat they are filling.
- Compile a ballot with all eligible full time faculty members, include specific timeline for the new Senate seat.
- Disseminate ballots to all Faculty Senators
- Vote will take place in a 5-10 window
- New Senator will be notified

A record of actions taken and their resolution will be updated regularly and archived along with any committee meeting notes on the S drive or an appropriately designated location.

*Attendance can be defined by in person as well as through online conferences tools such as ZOOM or other appropriate software.

**If committee cannot agree the decision will be forwarded for a vote by the full Faculty Senate.

TITLE: PROFESSIONAL DEVELOPMENT COMMITTEE

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

PURPOSE: The Professional Development Committee (PDC) is a standing committee within the Faculty Senate. This committee serves to create professional development and leadership opportunities for all Trocaire College faculty.

MEMBERSHIP: Chaired by a member of Faculty Senate and committee members are comprised of any interested full or part-time faculty members. Typical committee size is 5-10 members.

TIMELINE: One (1) year in length, beginning at the start of the academic year.

PROCEDURES: Committee meetings can occur, in person, through email or via web conferencing.

Stand alone or in collaboration with the Mary Clare Development Center, the committee collects recommendations and provides opportunities of professional development for faculty.

The PDC administers Faculty Initiative grants, procedures for which include:

- Dissemination of grant opportunities and applications the semester prior to award
- Blinding and evaluating awards based on a standardized rubric
- Announcement of awards and management of appropriate sign offs
- Working with The VPAA and VP finance to ensure monies are distributed

A record of actions taken and their resolution will be updated regularly and archived along with any committee meeting notes on the S drive or an appropriately designated location.

TITLE: **FACULTY ETHICS and INTEGRITY COMMITTEE**

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

- PURPOSE:** The Faculty Ethics and Integrity Committee (FEIC) is a standing committee within the Faculty Senate. This committee serves to uphold Academic Freedom and Intellectual Property for all Trocaire College faculty.
- MEMBERSHIP:** Chaired by a member of Faculty Senate and committee members are comprised of any interested full or part-time faculty members. Typical committee size is 3-6 members.
- TIMELINE:** One (1) year in length, beginning at the start of the academic year.
- PROCEDURES:** Committee meetings can occur, in person, through email or via web conferencing.
- A record of actions taken and their resolution will be updated regularly and archived along with any committee meeting notes on the S drive or an appropriately designated location.

TITLE: FACULTY AWARDS COMMITTEE

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

- PURPOSE:** The Faculty Awards Committee (FAC) is a standing committee within the Faculty Senate. This committee acknowledges outstanding Faculty contributions to the Trocaire Community as educators helping students achieve personal and career goals. These awards were created by faculty for faculty.
- MEMBERSHIP:** Chaired by a member of Faculty Senate and committee members are comprised of any interested full or part-time faculty members. Typical committee size is 5-10 members.
- TIMELINE:** One (1/2) year in length, beginning at the start of the spring semester.
- POLICY** To nominate, select, and present the following awards;
Three (3) Educator Awards nominated by faculty and students:
Patricia A. Lavender Distinguished Educator Award
Innovative Educator of the Year
Part-Time Educator of the Year
- An Educator Award nominated by Faculty Awards Committee:
Kevin Wise Legacy Award
- PROCEEDURES:** In the Spring semester of each academic year this committee convenes to collect nominations (paper and electronic ballots) from faculty and students to:
- empirically determining the top three (3) candidates for the first three (3) awards below (5 points for each faculty nomination and 1 point for each student nomination).
 - each of the three candidates complete a brief form answering the appropriate educator award criteria.
 - the FAC meets to review blinded forms (only the Chair knows the names of each candidate) and then each awardee is chosen, again based on empirical criteria.
 - The Legacy award is nominated by faculty members and chosen by the established Faculty Awards Committee.
- A record of actions taken and their resolution will be updated regularly and archived along with any committee meeting notes on the S drive or an appropriately designated location.
- GOALS:** To nominate, select, and present the following awards;
Three (3) Educator Awards nominated by faculty and students:
Patricia A. Lavender Distinguished Educator Award

FACULTY HANDBOOK CHAPTER ___
SHARED GOVERNANCE – FACULTY SENATE CONSTITUTION

Innovative Educator of the Year

Part-Time Educator of the Year

An Educator Award nominated by Faculty Awards Committee:

Kevin Wise Legacy Award