



GROSSMONT COLLEGE
ACADEMIC SENATE
CONSTITUTION AND BY-LAWS

Approved By

GROSSMONT COLLEGE | ACADEMIC SENATE | SPRING 2024



Constitution of the Grossmont College Academic Senate

Article I. Name

The name of this body shall be the Grossmont College Academic Senate.

Article II. Goals and Purposes

The goals and purposes for which this organization is formed are:

1. To represent the faculty in the formation of policy in academic and professional matters.
2. To make recommendations to the college administration and to the Governing Board.
3. To facilitate communication among the faculty, the college administration, the classified staff, the students and the Governing Board.
4. To promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibility and ethics.

Article III. Scope and Representation

The Academic Senate represents all faculty employed at Grossmont College.

Article IV. Membership and Organization

1. The Senate shall consist of:
 - a. (3) Officers-at-large, (1) part-time faculty officer, 1 Vice-President, and 1 President. All officers shall be elected at large to two-year terms. Officers shall begin their terms on the last day of the spring semester and may succeed themselves for as many terms as elected.
 - b. Designated Senators as described in Section 3 of the By-Laws.
 - c. Six divisional part-time instructors (four instructional, one library and one student services), selected by part-time instructors to a term of one year as described in Section 3 of the By-Laws.
2. Units represented by Senators are departments, divisions, programs or combinations of disciplines for purposes of Senate representation. These units shall be referred to as departments throughout this Constitution. The current alignments of unit representation will be listed as Appendix A to this Constitution. Adjustments to Appendix A will be made by the third Senate meeting of each Fall semester based on each department's current FTEF.

Article V. Amendments to this Constitution

This constitution may be amended by a majority vote of the faculty, as previously defined (Article III), provided that the faculty has been notified in writing of the text of the amendment at least one week prior to the vote, and providing that the amendment has previously been approved by two-thirds of the Academic Senate, or that twenty percent of the total faculty had signed a petition supporting the

proposed amendment.

Article VII. Ratification

This Constitution, if ratified by a majority of all members present and voting, assuming a quorum of the Grossmont College Academic Senate, shall supersede the previous Constitution and become binding on all present and future members of the Senate as soon as the officers and member(s) of the Senate have been elected.

Last amended January 2024

By-Laws of the Grossmont College Academic Senate

Section 1. Duties of Officers

A. **The President.** It shall be the duty of the President:

1. to preside at all meetings of the Senate.
2. to ensure that regular meetings of the Senate are held, and that all faculty are adequately informed as to the time and place of each meeting.
3. to call special meetings when necessary or when required by other provisions of this Constitution, and to ensure that all faculty are adequately informed as to the time and place of each meeting.
4. to appoint special committees when necessary or when so directed by the membership.
5. to appoint a designee or serve as an ex-officio member of all committees for which Senate representation is required.
6. to serve as the official representative of the Senate when so authorized.
7. to arrange for representation of the Senate at scheduled meetings of such professional organizations as directed by the membership.
8. to prepare and distribute at the appropriate time, meeting agenda and proposed amendments.
9. to be responsible for all correspondence to and from the Senate.
10. to provide direction to the administrative assistant assigned to the Senate, who will assist the President as follows:
 - a. keep complete records (agendas, minutes, monitoring attendance, etc) of the Senate meetings,
 - b. maintain the Academic Senate website,
 - c. maintain an accurate list of members serving on Academic Senate committees,
 - d. access to the Academic Senate website to access reference materials such as, past agendas, minutes, constitution and bylaws,
 - e. meet weekly to discuss other related duties.

11. to appoint a Parliamentarian,
12. to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct,
13. to maintain and operate an Academic Senate office, including all records, files, databases, and appropriate physical assets.

B. The Vice-President. It shall be the duty of the Vice-President:

1. to assist the President and assume the duties in the absence of the President,
2. to perform such additional duties not in conflict with any provisions of this Constitution as the membership shall direct.
3. Maintain current list of Senators and number of senators per department or program as per the FTEF allocation model (See Section 3)
4. Chair the Nominations and Election Committee for President (If VP chooses to run for President, a member of the Senate will be selected to Chair the committee and will follow Section 2 guidelines).
5. Chair the Nominations and Election Committee for SOC Officers (If the VP chooses to run for re-election as a SOC officer, a member of the Senate will be selected to Chair the committee and will follow Section 2 guidelines).

C. The Senate Officers Committee, consisting of the six officers shall be responsible for:

1. serving as a proxy on committees for the Academic Senate President as needed,
2. appoint faculty representatives to any committee on behalf of the Senate,
3. serving as liaison between the Senate committee Chairs and the Senate, and Participatory Governance,
4. assisting the faculty chairs of committees/task forces with communication to all faculty concerning work of the committees/task forces.
5. assisting the Academic Senate President with preparing the agenda;
6. acting on behalf of the Senate in emergencies when the Senate cannot be convened;
7. monitoring the budget of the Senate

Section 2. Election of Officers

1. Officers shall be elected by secret ballot vote of the faculty, as defined in Article IV. The president shall be elected at the end of the fall semester and the remaining officers shall be elected in the spring semester.
2. Officers will be elected by a simple majority of the votes cast. If for any office no one receives a majority, a run-off election between the two candidates receiving the most votes will be held the following week.
3. Nominations for Senate officers shall be made from a list prepared by the Nominations and Elections Committee. Any member of the faculty is eligible for nomination before the election, but nominees must submit and/or accept their nomination before the deadline

posted by the Chair of the Nominations and Election committee.

4. The Nominations and Elections Committee shall make all other necessary procedures for carrying out the election of officers, including the coordination with Human Resources and District IT to send the vote out to all full-time and part-time faculty.

Section 3. Designation of Senators other than officers

1. Senate representatives shall consist of:
 - a. The chair or coordinator of each department. In the event that a department has multiple chairs/coordinators, each is allowed to be a Senator provided they have sufficient FTEF.
 - b. In addition to the chair/coordinator, each department with more than four but less than ten Full Time Equivalent Faculty (FTEF) may be represented by one senator selected by the department faculty.
 - c. For each additional ten FTEF, or fraction thereof, a department may select one additional senator.
2. It shall be the responsibility of the faculty within each department to ensure the timely designation of their representative and to determine the method of selection. (When possible, a rotation of faculty representation is encouraged to promote a diversity in thought and opportunity.)
3. Selection of divisional part-time representatives will be conducted by a vote of part-time faculty during each respective division meeting of fall flex week. Should a mid-year vacancy occur, it will be filled at the next flex week division meeting.

Section 4. Vacancies

1. **President.** In case of the continued disability or resignation of the President, the Vice-President shall fill the unexpired term of the President until a special election can be held.
2. **Other Officers.** In case of the resignation or disability of any elected officer other than the President, the Senate shall designate one of its members to fill the remainder of the unexpired term by a simple majority vote.
3. **Department representatives.** In case of the resignation or disability or continual non-attendance of any Senate member other than an officer, the department that the Senator represents will be informed and have the opportunity to replace the Senator to fill the vacancy in accordance with the provisions of By-Laws Section 3, part 2.

Section 5. Quorum

A simple majority of Senators recognized by the Chair at the openings of meetings shall constitute a quorum. Senator positions not filled by departments will not be included in quorum determination.

Proxies are permitted and must indicate role when signing in to the meeting.

Section 6. Assessments

1. Dues. There shall be no Academic Senate dues.
2. Special Assessments. The Senate may solicit contributions from the faculty when it deems such action advisable.

Section 7. Parliamentary Procedure

All meetings of the senate shall be conducted according to parliamentary law as set forth in the latest edition of Robert's Rules of Order.

Section 8. Recall and Referendum

1. If a referendum petition protesting an action by the Academic Senate, signed by ten percent of the faculty, is presented to the Senate President, the President shall suspend such action until a referendum election is held. Prior to such election, the faculty shall be notified in writing of a special meeting to discuss alternate views on the issue. The election, by secret ballot, administered by the Nominations/Elections Committee, shall then be held, in no case more than thirty days following submission of the petition. A simple majority shall determine the outcome.
2. If a recall petition asking for the recall of any officer, signed by ten percent of the general faculty, is presented to the Nominations/Elections Committee, this committee shall notify, in writing, all faculty of a special meeting to present alternate views on the matter. The election, by secret ballot, administered by the Nominations/Elections Committee, shall then be held, in no case more than thirty days following submission of the petition. A simple majority shall determine the outcome. Any position vacated by recall shall be filled by a special election, by secret ballot, with nominations and election supervised by the Nominations/Elections Committee. This election shall be held within two weeks of the successful recall.

Section 9. Committees

The Senate shall have the following standing committees:

1. Curriculum Committee
2. Academic Program Review Committee
3. Faculty Professional Development Committee
4. Online Teaching and Learning Committee
5. Professional Advancement Committee
6. Part Time Faculty Committee
7. Collegial Mediations Committee
8. Equity, Diversity, and Transformative Campus Climate Committee

9. Council of Chairs & Coordinators

10. The Nominations and Elections Committee, consisting of at least three Senators, shall direct the nomination and election of Senate officers, and supervise special elections as needed. Further, this committee shall accept recall petitions and process them in accordance with the provisions of this Constitution (By-Laws, Section 8, Part 2).

Section 10. BY-LAWS

By-Laws to this Constitution may be adopted or amended by a simple majority of the senators present and voting (quorum is defined in Section 5), provided that the proposal has been introduced at a previous meeting, and provided that the general faculty has been notified in writing of the text of the amendment at least a week prior to the Senate meeting at which the vote on the amendment will be taken.

Adopted 5/80. Revised: 10/89, 9/96, 9/01, 12/06, 4/07, 4/09, 1/24