

Policy II.2002.B, Faculty Senate Governance

Purpose

In order to promote the most effective operation of the College District, the Board of Trustees encourages input from employee organizations, including a Faculty Senate organized in accordance with this policy. This policy governs creation, membership selection, and operational standards of San Jacinto Community College District's Faculty Senate. It further supersedes and replaces any conflicting policies or procedures recognizing the creation and authority of the existing Faculty Senate, which is hereby abolished and replaced effective September 1, 2025.

Policy

I. AUTHORITY

This policy is adopted by the San Jacinto Community College District Board of Trustees pursuant to Texas Education Code § 51.3523(b) regarding the establishment and function of faculty senates.

The Board of Trustees retains ultimate authority but consults appropriately with faculty, staff, administrators, and other stakeholders on academic and operational matters in accordance with Texas Education Code § 51.3523(b) and the College's policy and procedure on shared governance.

II. DEFINITIONS

- A.** "Faculty Senate" means a representative Faculty organization established by the Board of Trustees.
- B.** "Faculty member" as used in this policy means a person who is employed by the College on a full-time basis as a member of the faculty whose duties include teaching credit or non-credit courses, college service, and professional development. The term includes those with administrative assignments which directly supplement the College's teaching functions such as department chairs and program directors. The term does not include a person who holds faculty rank but who spends the majority of the person's time for the College engaged in administrative activities, such as a provost or dean.

III. ESTABLISHMENT OF FACULTY SENATE

- A.** The Board of Trustees establishes a Faculty Senate to advise the College administration regarding matters related to the general welfare of the College.
- B.** Nothing in this Policy may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

IV. ROLE OF THE SAN JACINTO COMMUNITY COLLEGE FACULTY SENATE AND LIMITATIONS ON AUTHORITY

- A. The Faculty Senate shall represent the entire faculty of the College and shall serve in an advisory capacity to the College administration on matters related to the general welfare of the College.
- B. As required by law, the Faculty Senate shall not have final decision-making authority on any matter. The Board and College administration retain clear and ultimate decision-making authority over operations of the College, including over degree programs and curriculum development. The Faculty Senate may formulate and provide recommendations to the College administration on academic matters, but any recommendations and input will be advisory.
 - 1. The College's curriculum process involves a Curriculum Committee composed of members of the faculty and administration. The Faculty Senate may present curriculum recommendations to the Curriculum Committee.
- C. The Faculty Senate shall, as appropriate, prepare standard operating procedures consistent with this policy and Texas law.
- D. The Faculty Senate shall adopt rules for establishing a quorum. The Faculty Senate shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures established by the Chancellor.
- E. The Faculty Senate may not issue any statement or publish a report using the College's official seal, trademark, or resources funded by the College on any matters not directly related the Faculty Senate's duties to advise the College administration.
- F. Service on the Faculty Senate is a non-compensable additional employment duty. A faculty member's expenses incurred on behalf of the College may be reimbursed as approved by the College administration in accordance with procedures and standards established by the Chancellor or designee. Expenses incurred on behalf of the Faculty Senate are not reimbursable.

V. FACULTY SENATE MEMBERSHIP COMPOSITION

- A. The Faculty Senate shall consist of a maximum of 60 members who will be elected or appointed to represent their respective campus, division, or unit.
- B. The Board delegates to the Chancellor the duty to designate a reasonable number of campuses, divisions, or units to ensure adequate representation of faculty across the College. Each designated campus, division, or unit shall be represented in the Faculty Senate by at least two representatives. In the event of institutional changes that result in the creation or dissolution of a campus, division, or unit, the Chancellor will adjust the designation of campuses, divisions, or units as appropriate to ensure continuing adequate representation.

- C. Representation of each campus, division, or unit identified above shall be proportional to the number of faculty members being represented. In some instances, a particular campus, division, or unit may have greater than two representatives. The number of representatives per campus, division, or unit will be evaluated every two years to ensure fair representation.
 - 1. For each campus, division, or unit identified in Section V(B), the Chancellor will appoint one member and the remaining members will be elected by a vote of the faculty in their respective campus, division, or unit.
 - 2. If, following an election, a campus, division, or unit lacks adequate representation, the Chancellor will appoint members in a manner that ensures adequate representation.
- D. All Faculty Senate Members must be full-time Faculty, which includes a Faculty member in a full-time, institutionally funded or grant funded position.
- E. All members of the Faculty Senate must comply with this policy, College administrative procedures, and applicable law.
- F. In the event of a vacancy in an appointed seat, the Chancellor will appoint a member to serve out the unexpired term. In the event of a vacancy in an elected seat, the Faculty Senate will fill the unexpired term according to the terms of the Faculty Senate standard operating procedures.

VI. MEETINGS OF THE FACULTY SENATE

- A. The Chancellor shall establish procedures for making the meetings of the Faculty Senate accessible to the public. Faculty Senate meetings may take place in person or remotely over Zoom or other video conferencing platform. If the meeting is held over Zoom or similar platform, the link for the public to view the meeting will be posted on the agenda for the meeting. Meetings will be broadcast live over the Internet when more than 50 percent of the members of the Faculty Senate are in attendance.
- B. The Faculty Senate will post an agenda for each meeting on the College website at least seven calendar days before the meeting takes place. The agenda must contain sufficient detail to indicate the items that are to be discussed or that will be subject to a vote at the meeting. In addition, if the Faculty Senate intends to discuss or vote upon curriculum proposals for submission to the College's Curriculum Committee, copies of the proposal must be attached to the posted meeting agenda.
- C. The Faculty Senate must prepare a record containing the names of the members in attendance at a meeting of the Faculty Senate in which it conducts business related to (1) a vote of no confidence regarding a College administrator; or (2) policies related to curriculum and academic standards.

VII. FACULTY SENATE LEADERSHIP

- A.** The Chancellor shall appoint from among the Faculty Senate's 60 members the following three officer positions:
 - 1.** Presiding Officer;
 - 2.** Associate Presiding Officer; and
 - 3.** Secretary.
- B.** Officers of the Faculty Senate shall be Full-Time Faculty members with performance ratings at valuable or above with no disciplinary action within the previous two years.
- C.** The officers appointed by the Chancellor shall remain in office until the sooner of the following: (i) their voluntary resignation; (ii) their ineligibility to serve on the Faculty Senate; (iii) the appointment of a successor by the Chancellor; or (iv) the completion of no more than two one-year terms.
- D.** The Officers are specifically responsible for ensuring these requirements are observed among the Faculty Senate membership, and in addition have the following responsibilities associated with their offices.
 - 1.** The Presiding Officer shall chair all meetings and serve as the Faculty liaison and represent the Faculty Senate in official communications with the College administration.
 - 2.** In the absence of the Presiding Officer, the Associate Presiding Officer shall perform the duties of Presiding Officer.
 - 3.** The Secretary shall: (i) Keep accurate and complete minutes of all meetings; (ii) Maintain all official records and documents; (iii) Provide timely public notice of meetings and distribute agendas; (iv) Certify actions of the Senate when required; (v) Ensure proper maintenance, archival, and accessibility of Faculty Senate records, governance materials, and meetings consistent with College policy and Texas records laws; and (vi) Perform other related duties as may be assigned by the Presiding Officer or as stated in the Faculty Senate standard operating procedures.

VIII. TERM LIMITS FOR FACULTY SENATE MEMBERS

A. Term Limits for Appointed Faculty Senate Members

Members of the Faculty Senate appointed by the Chancellor may serve up to a maximum of six consecutive one-year terms. After serving six consecutive one-year terms, an appointed member may not be reappointed for two full calendar years.

B. Term Limits for Elected Faculty Senate Members

Elected members of the Faculty Senate serve two-year terms, except as may be necessary by resolution of the Faculty Senate or Board of Trustees to hold elections for one-year terms to stagger terms in a manner that allows approximately one-half of the elected members to be elected each year. After serving two terms, an elected member may not be reelected for two full calendar years.

IX. REMOVAL AND RESIGNATION OF FACULTY SENATE MEMBERS

- A. A member of the Faculty Senate may be removed on recommendation of the provost and approval by the Chancellor on the following grounds: failing to conduct the member’s responsibilities in accordance with defined policy and legal parameters, failing to attend Faculty Senate meetings in accordance with attendance requirements established by the Faculty Senate or Board of Trustees, or engaging in other similar misconduct or dereliction of duty.

- B. Faculty Senate members who have voluntarily tendered their resignation or who have otherwise become ineligible to serve on the Faculty Senate based on eligibility requirements or term limits shall be deemed to have been removed from office effective on the date of their voluntary resignation or ineligibility.

The Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

To be determined.

Date of Board Approval	This policy became effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process at the next regularly scheduled meetings of the Board with approval on September 8, 2025.
Effective Date	This policy became effective as of September 1, 2025, under the Chancellor’s authority granted by the Board under Policy II.2000.A, Policy and Procedure Development, Review, Revision, and Rescission. Permanent affirmation of the change followed the standard policy review process at the next regularly scheduled meetings of the Board with approval on September 8, 2025.
Primary Owner	Chancellor
Secondary Owner	Deputy Chancellor & President
