

SECTION I – THE SENATE OF THE KENTUCKY COMMUNITY AND TECHNICAL COLLEGES

1.0 Authority

As authorized by the Kentucky Community and Technical College System (KCTCS) Board of Regents, the faculty senate “shall have the primary responsibility for determining academic policy and curricula development that shall be recommended to the president of the Kentucky Community and Technical College System.” The KCTCS Board of Regents authorizes the functions of the senate in Policy 1.4.

The Rules of the Senate of the KCTCS Colleges describe the composition of the Senate and procedures for the conduct of its functions as authorized by the Board of Regents in Policy 1.4. The Rules further describe academic policies for the KCTCS Colleges and procedures for their implementation. The Rules may be amended by the KCTCS Senate. In the absence of other applicable provisions in these Rules, any change shall take effect on the date specified in the adopting resolution or the following fall semester.

2.0 KCTCS Senate

2.1 Functions

The KCTCS Senate may perform its functions directly, through the KCTCS Senate Council, or through standing, special or advisory committees. In addition, the KCTCS Senate may delegate authority and responsibility for specific functions to the faculties of the individual colleges. The functions of the KCTCS Senate shall include the following:

- a. to approve academic policies for the colleges;
- b. to delegate authority for approving courses and curricula to the local college approval body;
- c. to approve policies and regulations governing admission, classification, probation, dismissal and graduation of KCTCS students;
- d. to approve academic terms and sample calendars;
- e. to recommend to the President of KCTCS criteria for appointments, reappointments, promotions and granting of tenure in the KCTCS; and
- f. to recommend to the President of KCTCS all candidates for degrees, diplomas, and certificates. The Senate has delegated this responsibility to the faculties of the colleges.

Beyond those items listed above, the KCTCS Senate shall have no management or administrative functions either in itself or through the instrumentality of its committees.

The KCTCS Senate may communicate to the President through the Chancellor regarding any matter of concern to the colleges.

2.2 Composition

The KCTCS Senate is composed of elected and ex officio members.

2.2.1 Elected Membership

The elected membership shall consist of three senators from the full-time faculty of each college and an additional senator(s) for each twenty-five or major fraction thereof (13 or more) full-time faculty members above the first twenty-five. At least one of the elected representatives shall be in the occupational/technical program area and one in the general education area. At the time of the election, the faculty of each college shall designate senators from those elected to serve as members of the KCTCS Council, the Curriculum Review Committee, and the KCTCS Rules Committee.

- a. Eligibility: Prior to Senate elections, the president of each college shall submit a list of eligible faculty to the Chair of the Senate. The faculty of each college shall be responsible for certification of the eligibility list prior to submission of the list to the Chair of the Senate.
- b. Election: The faculty of each college shall nominate and then elect its Senators by secret ballot. The election shall be conducted during the Spring Term at a meeting called by the chair of the college faculty or via an alternative voting procedure approved by the college faculty. The results of the election shall be reported to the Chair of the KCTCS Senate by the last day of the Spring Term. Those elected shall assume office on August 1.
- c. Terms: Each elected Senator shall serve for a term of two years and shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed.
- d. Vacancies: In the event a vacancy occurs among the elected membership of the Senate, an election to fill the vacancy shall be conducted at a special meeting called by the chair of the college faculty or via an alternative voting procedure approved by the college faculty, upon which the newly elected member shall fill the remainder of the unexpired term. (see I, 2.21 (a) (b)).

2.2.2 Ex Officio Membership

The ex officio membership shall consist of the Chancellor; the Secretary of the KCTCS Senate; the Chair of the Advisory Committees to the Senate; faculty members elected to the KCTCS Board of Regents; KCTCS student representatives elected to the KCTCS Board of Regents; and the president of the student body of each college. Ex officio members of the KCTCS Senate shall enjoy all privileges of elected members with the exception of voting privileges.

2.3 Meetings

The Senate shall meet annually in regular session at a time and place designated in a call by the Chancellor. Special sessions may be called by the President of the KCTCS, the Chancellor, or on the written petition of fifteen (15) of its members. Except where otherwise provided in the Rules, *Roberts Rules of Order Newly Revised* shall prevail.

Full-time and part-time faculty, local Board members, System staff and KCTCS students may attend a meeting of the Senate and may request the privilege of the floor. They shall not have the right to vote.

Senate meetings shall be open to the press, except that at any meeting the Senate may declare itself in executive session by a majority vote of the Senators present and thereby exclude all visitors not explicitly designated for attendance by the presiding officer or by a majority vote of the Senators present.

The presiding officer and/or the KCTCS Council shall prepare the agenda for regular KCTCS Senate meetings.

These agenda plus all recommendations for KCTCS Senate action shall be electronically circulated to all members of the Senate at least eighteen (18) calendar days prior to Senate meetings. For special meetings, where the 18-day circulation period is impractical, it shall be waived by the presiding officer.

Prior to the opening of the KCTCS Senate Meeting, whenever possible, amendments, motions, or resolutions relative to agenda items should be presented to the presiding officer in writing by the person(s) proposing said agenda items.

2.4 Officers

The following are the officers of the KCTCS Senate with descriptions of their functions:

2.4.1 Chair

The Chair shall be elected by the majority of the voting members present at the August KCTCS Council meeting. The Chair serves as Chair of the KCTCS Senate as well as chair of the KCTCS Council. In addition, the duties of the Chair shall be as follows:

- a. to chair meetings of the KCTCS Senate and of the KCTCS Council;
- b. to prepare the agenda of the KCTCS Council meetings;
- c. to be a member, ex officio, of all KCTCS Senate committees;
- d. to deliver the report of the KCTCS Council at meetings of the KCTCS Senate; and
- e. to meet all other responsibilities and obligations as are incidental to the office.

2.4.2 Vice Chair of the KCTCS Senate

The Vice Chair shall be elected by the majority of the voting members present at the August KCTCS Council meeting. The Vice Chair shall serve as the agent of the Chair in the absence or incapacity of the Chair. In addition, the Vice-Chair shall meet all other responsibilities and obligations as may be delegated by the Chair or as are otherwise incidental to the office of Vice Chair.

2.4.3 Secretary of the KCTCS Senate

The Chancellor's appointee shall be the Secretary of the KCTCS Senate. The function of the secretary shall be as follows:

- a. to maintain a current list of senators, council, and committee memberships;
- b. to distribute electronically notices of regular KCTCS Senate meetings at least eighteen (18) calendar days prior to meetings with agenda and recommendations for KCTCS Senate action to all members of the KCTCS Senate, and of special meetings as directed;
- c. to keep minutes of the KCTCS Senate meetings and to electronically circulate the minutes to all members;
- d. to maintain a record of additions to or modifications of the KCTCS Senate Rules between periodic revisions and distribute copies of the revised Rules to members of the KCTCS Senate at least annually;

- e. to maintain a record of additions, deletions, or modification of all course/curricular materials; and
- f. to maintain a file of individual “Rules of the Faculty” for each college. Each college will submit its Rules to the Secretary of the KCTCS Senate.

3.0 KCTCS Council

The KCTCS Senate delegates to its Council and/or its committees the largest degree of authority in handling recurring and routine matters in order that meetings of the KCTCS Senate may be devoted largely to communication and consideration of matters of educational policy. The KCTCS Council shall consist of elected and ex officio members.

3.1 Purpose and Function

The KCTCS Council shall serve as an executive committee for the KCTCS Senate in exercising the functions of the KCTCS Senate. The KCTCS Council shall also serve in an advisory capacity to the Chancellor on all matters relative to the welfare of the System which the Chancellor may bring to the KCTCS Council or which it may suggest for discussion. The Chancellor shall provide a report to the KCTCS Council on the disposition of any advisory resolutions passed by the KCTCS Council.

3.2 Composition

- a. Elected Membership: The elected membership of the KCTCS Council shall consist of one senator from each college chosen from among the elected members of the KCTCS Senate at the time of their election by the faculty of the college and one student elected by and from the student members of the KCTCS Senate
- b. Ex Officio Membership: The ex officio membership shall consist of the Chancellor, the Secretary of the KCTCS Senate, college faculty member(s) elected to the KCTCS Board of Regents, and the Chairs of the standing committees of the KCTCS Senate. Ex officio members of the KCTCS Council shall enjoy all privileges of elected members with the exception of voting privileges.

3.3 Terms

The term of office for the senator elected to the KCTCS Council shall be for two (2) years and the senator shall be eligible for re-election to the KCTCS Council, except that the senator may not serve more than two consecutive terms. After serving two terms, the senator shall be ineligible for election to the KCTCS Council for a period of one year. The term of a KCTCS Council member may not exceed this individual’s term as a member of the KCTCS Senate.

3.4 Vacancies

In the event of a vacancy among the elected membership of the KCTCS Council, the college needing representation shall conduct an election to fill the vacancy.

3.5 Meetings

The KCTCS Council shall meet in regular session at least once each semester and once in the summer at a time and place designated in a call by the Chancellor. Special sessions may be called by the President of the KCTCS or by the Chancellor or on the written petition of the majority of its membership. In the event a duly elected KCTCS Council member is unable to attend a KCTCS Council meeting, an alternate from the duly elected senators from the college shall attend, notifying the chair and the secretary prior to the meeting.

3.6 Officers

The officers of the KCTCS Council shall consist of a Chair, Vice Chair and the Secretary of the KCTCS Senate. The Chair and the Vice Chair shall be elected from the elected membership of the KCTCS Council and shall serve for one year. The Chair and the Vice Chair of the KCTCS Council shall be elected by the majority of the membership present during the August KCTCS Council meeting. If there is no majority on the first ballot, the Chair and the Vice Chair will be elected by a majority vote from a runoff election of the top two (2) candidates for each position. In the case of a tie in the runoff election, the election shall be determined by lot. The Chair and the Vice Chair may be elected to no more than two consecutive terms. The Chair shall preside at the KCTCS Council meetings and the meetings of the KCTCS Senate.

3.7 Secretary

The Secretary of the KCTCS Senate shall serve as Secretary to the KCTCS Council. The Secretary shall keep minutes of the meetings and electronically circulate them to all members of the KCTCS Senate.

4.0 Committees of the Senate

The KCTCS Senate shall have three types of committees:

- a. standing committees responsible for making studies and recommendations to the KCTCS Council and Senate;
- b. advisory committees responsible to the President and/or the Chancellor of the KCTCS and the KCTCS Council and Senate for reporting and making recommendations for action on issues related to the functions of the KCTCS Senate.

- c. ad hoc committees responsible for examining specific issues, making recommendations and submitting reports to the appointing body. These committees may advise the President of KCTCS, the Chancellor, the KCTCS Council and Senate.

4.1 Standing Committees

Members of the standing committees shall be elected locally from those elected members of the KCTCS Senate not serving on the KCTCS Council. There shall be at least one senator from each college on each standing committee. In the event of a vacancy in the membership of a standing committee, the college needing representation shall conduct an election to fill the vacancy. Each standing committee shall annually elect its chair, who shall become an ex officio member of the KCTCS Council.

Standing committees shall meet at regular intervals during the year. The schedule of standing committee meetings shall be announced in September by the Chair of the KCTCS Senate. If a standing committee member is unable to attend a committee meeting, the president of the respective KCTCS college shall appoint (in writing) an alternate from the duly elected KCTCS Senators of the college needing representation. The written appointment shall be provided to the Secretary of the KCTCS Senate prior to the committee meeting.

4.1.1 KCTCS Rules Committee:

The KCTCS Rules Committee has the responsibility to:

- a. codify the KCTCS Senate Rules at the direction of the KCTCS Senate;
- b. recommend to the KCTCS Council, upon request or upon its own initiative, any modification of the Rules;
- c. make continuous evaluation of the Rules to meet new conditions; and
- d. define terms for the Glossary.

4.1.2 KCTCS Curriculum Review Committee:

The Curriculum Review Committee (CRC) has the responsibility to:

- a. recommend to the KCTCS Council, upon request or upon its own initiative, as to the needs of the instructional programs of the colleges;
- b. serve as a peer review and advisory body by providing feedback on curriculum and course proposals to the submitting entity;

- c. review curriculum proposals for transferability—both within KCTCS and with external institutions—with attention to alignment of core course learning outcomes;
- d. recommend action by the Curriculum Committees and Local Curriculum Review Committees to ensure compliance with published policy;
- e. review KCTCS program competencies ensuring program equity and prevention of duplication; and
- f. react in a timely manner to proposed changes in order to maintain responsive development of new and existing programs.

4.2 Advisory Committees

Advisory committees may advise the President of the KCTCS, the Chancellor, and the KCTCS Council and Senate. Committees are appointed by the Chancellor and the Chair of the KCTCS Council, with the exception of the KCTCS Senate Advisory Committee on Promotion (KCTCS Senate ACP) and the KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA); which shall be appointed by the President after consultation with the KCTCS Council. Appointments to the advisory committees shall be made to secure, insofar as possible, a balance among colleges, curricula, and program areas. Each advisory committee shall annually elect a chair.

4.2.1 KCTCS Senate Advisory Committee on Promotion (KCTCS Senate ACP)

The KCTCS Senate ACP is established for the purpose of providing the KCTCS President and the Chancellor with a systematic and broad base of advisement from both faculty and administration on matters of appointment, promotion, and tenure (where applicable). The primary responsibility of the committee is to advise the KCTCS President and the Chancellor concerning the appointment and promotion of faculty to the ranks of Associate Professor and Professor in the KCTCS colleges and the granting of tenure.

The KCTCS Senate Advisory Committee on Promotion (ACP) shall consist of one member and one alternate from each college who hold the rank of Associate Professor or Professor appointed by the KCTCS President from recommendations made for each college by the KCTCS Council members. A vacancy for an un-expired term shall be filled in the same manner.

Members will be appointed for two-year terms.

A minimum of five members shall read each file and make promotion recommendations to the KCTCS President (with the committee vote and signature of each member in attendance). The committee shall give in writing the reason(s) for a negative recommendation.

4.2.2 KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA)

The KCTCS Senate ACA shall consist of seven members (5 members and 2 alternates). The KCTCS President shall appoint the members from recommendations made for each college by their respective KCTCS Council member. Members shall be appointed for two-year terms.

The committee shall decide whether to hear the appeal.

The bases for all appeals shall be as defined in the KCTCS Board of Regents Policy 2.9.1.2 and the KCTCS Administrative Policy 2.16.2.1 (See Section I Appendix A and B)

Faculty denied promotion have 30 days to file an appeal following receipt of the final letter to deny promotion from the college president. The appeal shall be addressed to the Chancellor in writing and shall state/explain the reason(s) –as described above including inadequate consideration and/or incomplete procedure. **see policy 2.6 of the KCTCS Administrative Policies and Procedures .*

All KCTCS faculty who believe their academic freedom has been violated or other matters as outlined in the Administrative Policy 2.16.2.1 have been denied may appeal to the KCTCS Senate ACA through the Chancellor.

The Chancellor has ten calendar days following the receipt of the appeal to notify the committee. The committee has thirty calendar days from receiving the appeal to make a recommendation to the KCTCS President.

4.3 KCTCS Ad Hoc Committees

KCTCS Ad Hoc committees shall advise on specific charges with KCTCS-wide implications. The committee members will be appointed and given their charge by the KCTCS Council. Prior to making recommendation(s), the committee members will announce the charge of the committee and seek and consider input from KCTCS faculties. The ad hoc committees' chairs will send their preliminary reports to the Chair or Vice Chair of the KCTCS Council.

5.0 Search Committees

5.1 Selection of a KCTCS College President Search Committee

A search committee (local advisory group) for a KCTCS college president shall be appointed by the President of KCTCS upon the recommendation of the Chancellor after consultation with the college's faculty, staff, and with the chair of the local Board of Directors. **See policy 1.5 of the KCTCS Administrative Policies and Procedures*

5.2 Selection of Division Chair Search Committee

Search committees for a division chair in a KCTCS college shall be appointed by the president of the college after consultation with the faculty members with at least the rank of Associate Professor of the concerned division. **See policy 1.5 of the KCTCS Administrative Policies and Procedures*