

**Jefferson Community and Technical College**

# **Rules of the Faculty**

**Approved by the Faculty:  
December 2, 2011**

**JEFFERSON COMMUNITY AND TECHNICAL COLLEGE  
RULES OF THE FACULTY**

I. NAME

The name of the organization shall be the faculty of Jefferson Community and Technical College.

II. AUTHORITY

The Rules of the faculty of Jefferson Community and Technical College describe the composition, organization, and procedures for the conduct of its functions as authorized by the Board of Regents in the *KCTCS Policy Manual, vols. I and II*, and the *Rules of the Senate of the Kentucky Community and Technical College System*.

III. FUNCTIONS

A. Within the limits established by the policies of the Kentucky Community and Technical College System and the *Rules of the Senate of the Kentucky Community and Technical College System*, the faculty of Jefferson Community and Technical College shall determine the educational policies of the College. Any rules adopted by the faculty pertaining to educational policies of the College shall be published in an appendix to this document.

B. The faculty shall make recommendations to the Kentucky Community and Technical College System or the Senate of the Kentucky Community and Technical College System on the following matters:

1. Academic policies;
2. Policies and regulations governing admission classifications, probation, and dismissal of college students;
3. All candidates for degrees and certificates from Jefferson Community and Technical College;
4. Criteria for faculty appointments, reappointments, promotions, and tenure in the Colleges;
5. An academic calendar for Jefferson Community and Technical College within parameters established by KCTCS;
6. Changes in the *Rules of the Senate of the Community and Technical Colleges* and in the policies of the Kentucky Community and Technical College System.

C. The faculty shall review and approve all Jefferson Community and Technical College curricula and courses before being submitted to the system.

- D. The faculty may make recommendations on other matters to the Senate, to the President of Jefferson Community and Technical College, to the Chancellor of the Kentucky Community and Technical College System, or to the President of the Kentucky Community and Technical College System.
- E. The faculty shall provide consultation to the Chancellor on the selection of a search committee for a President of Jefferson Community and Technical College.

#### IV. COMPOSITION AND ORGANIZATIONAL STRUCTURE

A. Multi-Campus structure: the faculty is composed of the Downtown faculty, the Southwest faculty, the Bullitt County faculty, the Carrollton faculty, the Shelby County faculty, and the Jefferson Technical Campus faculty. For purposes of voting, the Carrollton faculty are considered part of the DT faculty, and the Bullitt County and Shelby County faculty are considered part of the Southwest faculty.

#### B. Membership

1. All full-time personnel of Jefferson Community and Technical College with academic rank shall be considered members of the faculty with voting privileges and shall also be members of their respective campus faculties with voting privileges. In the event a member has responsibilities on more than one campus, the member shall vote on the campus of primary assignment. The President of Jefferson Community and Technical College shall determine the member's primary assignment.
2. All visiting professors or part-time faculty members of Jefferson Community and Technical College shall be members of the faculty and their respective campus faculties without voting privileges. They shall have the privilege of the floor.
3. The President of Jefferson Community and Technical College is an ex-officio member of all faculty committees and Faculty Council.
4. Any question of the voting privileges shall be decided by a majority vote of the faculty or campus faculty.

#### C. Officers

1. The Chairperson of each campus faculty is elected by the faculty of that campus. The Chairperson will prepare and distribute the agenda for Faculty Council meetings to all faculty and Faculty Council members and will preside over meetings on his or her campus. The Chairpersons of the Faculty

will be members of the College Leadership Team and will receive one released class per semester.

2. The secretary of each campus faculty is elected by the faculty of that campus and is a voting member of the Faculty Council. The secretary shall be responsible for the publication and distribution of the minutes and other material of Faculty and Faculty Council meetings.
3. The Parliamentarian is appointed by the President for a three year term, not to exceed two consecutive terms, and shall be a non-voting member of the Faculty Council. The parliamentarian shall advise the Faculty on procedure and assist the Faculty in ruling on parliamentary questions. The Parliamentarian will also serve as an ex-officio member on the College Rules Committee without voting rights.

#### D. Faculty Council

##### 1. Membership

- a. Voting Members include Chairpersons of the faculty, the Secretaries of the faculty, an elected representative from each academic division, and one faculty representative from each campus without a division.
- b. Ex-Officio Non-voting Members are the President of the College, the Provost, the Deans of Academic Affairs, the Deans of Student Affairs, a representative of Business Affairs, the Chairperson (or designee) of each Standing Committee, the Campus Directors at Shelby County, Bullitt County, and Carrollton, the Jefferson Community and Technical College KCTCS Senate Representatives, and the Parliamentarian.
- c. In the event that an elected member cannot attend a Faculty Council meeting, the elected member shall designate, in writing, another faculty member from the same division to attend. Each designee shall have all the rights and privileges of the person being replaced.

##### 2. Organization

The Chairperson of the faculty of each campus shall preside as Chairperson of Faculty Council when it meets on the respective campus. In the absence of the host Chairperson, the Chairperson of another campus shall preside.

### 3. Functions

- a. The Faculty Council shall establish the time and place of regular meetings of the faculty.
- b. The Faculty Council shall develop the items of the agenda for regular meetings of the faculty.
- c. The Faculty Council may charge standing committees with matters for study and recommendations.
- d. In emergencies, when the faculty cannot meet, the Faculty Council shall act for the faculty. Any action taken shall be reported to the faculty as soon as possible and no later than its next regular meeting. The sentiment of the faculty, as evidenced by a vote, shall be noted in the minutes.
- e. The Faculty Council shall perform such other duties as are delegated to it by the faculty.
- f. Members of the Faculty Council are expected to both report the actions of the Council and its deliberations to their division members and to bring issues from their division members forward for consideration by the Council.

### 4. Meetings

- a. The Faculty Council will meet during the months of August, September, October, November, January, February, March, and April. Meetings of the Faculty Council shall be open to students, visitors, the public, and the press, except when a meeting may be properly closed pursuant to the provisions of the Kentucky Open Meetings Act.
- b. Quorum: The quorum for the transaction of business shall be two-thirds of the voting members or their designees.

### 5. Special Meetings

Special meetings of the Faculty Council may be held on the written call of a Co-Chair of the Faculty Council when deemed necessary or in response to a request by at least one-fourth of the current voting members of the Faculty Council.

## E. Standing Committees

The faculty shall have three standing committees--the Faculty Affairs Committee, the Curriculum Review Committee, and the Rules Committee.

### 1. Membership

- a. Voting Members: An elected representative from each academic division shall serve on that committee as a voting member. The Jefferson Community and Technical College Senator that has been elected as the

System Representative for the System Curriculum Review and System Rules Committees shall serve as the chair of these respective local committees for the two year senatorial term.

- b. Ex-officio Non-voting Members: the Jefferson Community and Technical College President, Provost, and Deans of Academic Affairs.
- c. In the event that an elected member cannot attend a standing committee meeting, the elected member shall designate, in writing, another faculty member from the same division to attend. Each designee shall have all the rights and privileges of the person being replaced.
- d. In April, the faculty shall elect a chairperson for the Faculty Affairs committee for a two year term.
- e. Chairs will be given one released class each year at the discretion of the President and Provost.
- f. Each standing committee shall elect a secretary from among its members.
- g. The secretary shall post minutes of each meeting in hard copy and electronically as appropriate.

## 2. Committee Functions

All Standing Committees shall be responsible to Faculty Council.

### a. Faculty Affairs Committee

- 1. Recommend procedures and policies, which assist the faculty in its professional and personal development and welfare;
- 2. Analyze the current faculty evaluation process every three years or more frequently as needed and make recommendations;
- 3. Consider and make recommendations on concerns of individual faculty members or groups;
- 4. Perform other responsibilities as assigned to it by the faculty, the Faculty Council, or the President of Jefferson Community and Technical College.
- 5. Review the Faculty handbook every two years unless a major change to the college necessitates doing it more often.

### b. Curriculum Review Committee

- 1. Review, evaluate, and determine the feasibility of course and program proposals; proposals shall be accompanied by a written evaluation from the same program area of the other campuses;

2. Prepare these proposals for submission at the System level;
3. Advise or recommend, to the faculty, upon request or upon its own initiative, changes in existing courses or programs;
4. Grant final approval for Jefferson Community and Technical College generated curricula and courses after system level processing has been completed and the proposals have been returned to the college.
5. Act on behalf of the faculty to approve system generated course and curricula when deadlines do not allow items to be presented at faculty meetings after consulting with involved faculty.
6. Perform other responsibilities as assigned to it by the faculty, the campus faculties, the Faculty Council, or the President of Jefferson Community and Technical College.

c. Rules Committee

1. Codify the *Rules of the Faculty of Jefferson Community and Technical College*;
2. Recommend to the faculty, upon request or upon its own initiative, any modification of the *Rules of the Faculty of Jefferson Community and Technical College*, the *Rules of the Senate*, or the *Policies of the Kentucky Community and Technical College System*.
3. Make continuous evaluation of the Rules to meet new conditions;
4. Perform other responsibilities as assigned by the faculty, the Faculty Council, or the President of Jefferson Community and Technical College.

## V. MEETINGS OF THE FACULTY

### A. Regular Meetings

1. The faculty shall meet in August, October, December, February, and April.
2. The schedule of meetings shall be distributed to members at the beginning of each academic year. The Faculty Council may cancel any regular faculty meeting.

## B. Special Meetings

The faculty or campus faculties may be called into special session by the President, the Provost, the Deans of Academic Affairs, the Faculty Council, the Chancellor, the President of the Kentucky Community and Technical College System, or at the written request of one-fourth of the voting members of the faculty.

## C. Agenda and Minutes

Individual faculty members may submit items to be considered for the agenda to the Faculty Council. The President may add agenda items. All committee and/or individual recommendations requiring a vote of the faculty must be submitted to Faculty Council for approval and distribution to the appropriate faculty. Agenda items which require a vote by the faculty must be distributed to the appropriate faculty at least four days before the vote is to be taken. Following *Robert's Revised Rules of Order*, the agenda may be amended at the beginning of the faculty meeting to permit the introduction of unanticipated voting items. A two-thirds vote is required to amend the agenda. Prior to a regular meeting, an agenda and minutes of previous meetings shall be distributed to the appropriate faculty. The Standing Committee reports shall be a part of the agenda of all faculty meetings. The last item of the agenda shall be a faculty forum.

## D. Quorum

Those present and eligible to vote shall constitute a quorum.

## E. Electronic Voting

The Faculty Council may ask for a voting item or resolution to be placed on a secure electronic ballot.

## F. Open Meetings

Meetings of the faculty shall be open to members of the faculty of all campuses, students, visitors, the public, and the press, except when a meeting may be properly closed pursuant to the provisions of the *Kentucky Open Meetings Act*.

# VI. ELECTIONS, APPOINTMENTS, AND TERMS OF OFFICE

## A. Chairperson and Secretary of the campus faculties

### 1. Election

The Chairperson and the Secretary of each campus faculty shall be elected by their campus faculty in April. A majority of those voting is necessary for

election. When there is more than one candidate for an office, the vote shall be by secret ballot.

2. Term of Office

- a. Chairperson: In order to maintain continuity of leadership, the Chairperson of each campus faculty shall be elected for a two-year term by a staggered term. The term of office begins August 1.
- b. Secretary: The secretary of the campus faculties shall be elected for a two-year term as above.

B. Faculty Council Members

1. Election

Representatives of the Division of Allied Health, the Division of Social and Behavioral Sciences, the Division of Technology and Related Sciences, the Division of Reading and Academic Success, the Division of Academic Services, the Division of Applied Academics, the Division of the Shelby County Campus shall be elected by their respective units in April of even-numbered years. The remaining divisional representatives and campus representatives shall be elected by their respective units in April of odd-numbered years. In the event a full-time faculty member has responsibilities in more than one unit, the member shall vote only in the unit of primary assignment. The President of Jefferson Community and Technical College shall determine the member's primary assignment.

2. Term of Office

- a. The term of office for divisional representatives elected to Faculty Council shall be for two years.
- b. The term of office begins August 1.

C. Standing Committees

1. Election

Prior to the August Faculty Council meeting, representatives to the standing committees shall be elected from within each division with advice from the chairperson of each committee. Representatives of the Division of Allied Health, the Division of Social and Behavioral Sciences, the Division of Technology and Related Sciences, the Division of Reading and Academic Services, the Division of Academic Support, the Division of Applied Academics, and the Division of the Shelby Campus, in April of even-numbered years. The remaining divisional

representatives shall be elected by their respective units in April of odd-numbered years. In the event a full-time faculty member has responsibilities in more than one unit, the President of Jefferson Community and Technical College shall determine the member's primary assignment.

2. Term of Office

- a. Term of office for divisional representatives elected to Standing Committees shall be for two years.
- b. The term of office begins August 1.

D. Vacancies

Vacancies in any position shall be filled by an election within the division or unit as soon as possible.

VII. SENATORS AND THE MEMBER OF THE BOARD OF DIRECTORS

A. Senators

1. Number and Representation

The faculty shall elect senators from the full-time faculty of Jefferson Community and Technical College according to KCTCS policies. For purposes of KCTCS Senate elections only, former Jefferson Community and Technical College Corrections faculty who elected to remain under KCTCS benefits are eligible to vote according to the Department of Corrections/KCTCS Memorandum of Agreement.

2. Eligibility

After the faculty has certified the list of eligible faculty, the President of Jefferson Community and Technical College or his or her designee shall be responsible for submitting the list of eligible faculty members by area (one list of general education faculty and one list of occupational faculty) to the Chairperson of the Senate for certification.

3. Election Procedures

During the April meeting, the faculty shall nominate (number of nominees not to be limited) and elect by secret ballot faculty members to fill the number of expiring Senate terms. The first two positions will be filled by the general education and the occupational/technical faculty members receiving the most

votes. After this, those nominees receiving the most number of votes, in descending order, will fill the remaining expiring Senate terms.

4. Term of Office

- a. The term of office for an elected senator shall be two years.
- b. The term of office begins August 1 after election in April.
- c. The senator shall be eligible for re-election but may not serve more than two consecutive terms. After serving two terms, an elected senator shall be ineligible for election or appointment to the Senate for a period of one year. Service of one year or more in an unexpired term shall constitute a full term.

5. Vacancies

Vacancy in an unexpired term among the elected senators shall be filled by a special election of the faculty in the same manner as provided in the original election.

B. The Member of the Board of Directors

1. Eligibility

The faculty's representative to the Board of Directors of Jefferson Community and Technical College shall be a full-time teaching faculty member, a full-time counselor, or full-time librarian of the College.

2. Election Procedures

The member of the Board of Directors shall be elected by secret ballot during the April meeting of the faculty.

3. Term of Office

The term of office of the member of the Board of Directors shall be three years, beginning August 1, following election in April.

4. Vacancy

A vacancy in an unexpired term of the member of the Board of Directors shall be filled by a special election following the same procedures used for the original election.

VIII. NEW RULES AND MODIFICATION OF RULES

In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be given in the call for the meeting at which the action is to be taken.

IX. MAINTENANCE OF UPDATED COPY OF RULES

A copy of updated *Rules of the Faculty* shall be maintained by the Chair of the Rules Committee and the Provost and shall be included each year as a part of the *Faculty Handbook IX*.

X. PARLIAMENTARY PROCEDURES

*Robert's Revised Rules of Order* shall be followed in conducting faculty meetings except when the *Rules of the Faculty*, the *Rules of the Senate*, or the *KCTCS Policy Manual, vols. I and II*, of the Kentucky Community and Technical College System, provide otherwise.