MADISONVILLE COMMUNITY COLLEGE FACULTY RULES

ARTICLE I - NAME

The name of the organization shall be the Faculty of Madisonville Community College.

ARTICLE II - AUTHORITY

The Madisonville Community College Faculty Rules describe the functions, membership, and procedures for the conduct of the Faculty of Madisonville Community College's functions as authorized by the Board of Regents of the Kentucky Community and Technical College System as described in the Kentucky Postsecondary Education Improvement Act of 1997. Within the limits established by the policies of the KCTCS Board of Regents and the Rules of the KCTCS Senate, the deliberative assembly shall determine the quality of the educational program and the educational policies of the College.

ARTICLE III - FUNCTIONS

The deliberative assembly shall take official action to make recommendations to the president of the college, the KCTCS Senate, the Chancellor, the President and or Board of Regents of the Kentucky Community and Technical Colleges as appropriate.

- 1. The deliberative assembly shall make recommendations on the following matters:
 - a. academic policies and curricula for KCTCS;
 - b. courses and other academic offerings of KCTCS;
 - c. policies and regulations governing admission classifications, probation and dismissal of KCTCS students;
 - d. an academic calendar;
 - e. all candidates for degrees, diplomas, and certificates from the Colleges;
 - f. criteria for Faculty appointments, re-appointments, promotions, evaluation, and tenure:
 - g. changes in the Rules of the KCTCS Senate; and
 - h. issues related to the welfare of its members.
- 2. The deliberative assembly shall have no management or administrative functions either in itself or through the instrumentality of its committees.
- 3. The deliberative assembly shall perform such other duties and fulfill such other functions as appropriate to achieve the mission and goals of the college so long as they are not in conflict with the policies of the KCTCS Board of Regents, the Rules of the KCTCS Senate, or the MCC Faculty Rules.

ARTICLE IV - MEMBERSHIP

The deliberative assembly shall consist of

- 1) full-time faculty:
 - a) who are ranked instructors; or
 - b) who are ranked librarians; or
 - c) who are ranked counselors
- 2) full-time professionals:
 - a) professional staff; or
 - b) administrators.

Visiting and part-time faculty are invited to attend meetings of this organization and may request the privilege of the floor to participate in discussion. Disputes regarding individual membership qualifications and voting rights shall be decided by the Faculty Council.

ARTICLE V - OFFICERS

1. President of Madisonville Community College

The President of Madisonville Community College is Co-Chair of this organization and is an ex officio member of all committees except for the Advisory Committee for Faculty Performance Review Appeals and the College Advisory Committee on Promotion, CACP. The President may call special meetings of any faculty committee, appoint ad hoc committees, or call special faculty meetings.

2. Chair of the Faculty

The Chair of Faculty is elected by the deliberative assembly and shall be full-time ranked faculty. The Chair shall preside at all regularly scheduled and called meetings of this organization. The Chair of the Faculty shall serve as the Chair of the Faculty Council.

3. Vice Chair of the Faculty

The Vice Chair of the Faculty is elected by the deliberative assembly and shall be fulltime ranked faculty. The Vice Chair shall preside in the absence of the Chair of the Faculty.

4. Secretary of the Faculty

The Secretary of the Faculty is elected by the deliberative assembly and shall be full-time ranked faculty. The Secretary of the Faculty shall be responsible for the publication and distribution of the agenda, the minutes, and other materials as designated by the Faculty Council or its Chair. The Secretary shall keep a record of Faculty meeting attendance. The Secretary shall be a member of the Faculty Council and shall serve as its secretary. A recording secretary shall be provided to assist the elected Secretary as needed.

5. Parliamentarian of the Faculty

The Parliamentarian of the Faculty is elected by the deliberative assembly and shall be a member thereof. The Parliamentarian shall advise the deliberative assembly on procedure and assist in ruling on parliamentary questions. The Parliamentarian shall be a non-voting member of the Faculty Council.

ARTICLE VI - MEETINGS

- 1. Chairing of Meetings The elected Chair of the Faculty shall chair the meeting of the deliberative assembly.
- 2. Regular Meetings The Faculty Council shall set the date and time of each regular meeting of the deliberative assembly. Meetings shall be held during the months of September, October, November, January, February, March, and April.
- 3. Special Meetings The deliberative assembly may be called into special session by the Chair of the Faculty, the President of the College, the Chancellor, the President of KCTCS, or in response to a petition signed by one-third (1/3) of the members of the deliberative assembly. A special meeting requested by petition must be held no later that two calendar weeks after the President of the College or Chair of the Faculty receives such a petition.
- 4. Agenda One week (7 days) prior to a regular Faculty Council meeting, the Chair of the Faculty shall invite suggestions for the Faculty Council meeting agenda from the members of the deliberative assembly. This invitation shall accompany the announcement of the Faculty Council meeting date. Agenda suggestions may be directed to the division representatives, the Member at Large, or directly to the Chair of the Faculty. The Faculty Council shall develop the items of the agenda for the Faculty meeting. The Chair of the Faculty shall set the order of the day. Following *Robert's Rules of Order Newly Revised*, the agenda may be amended at the beginning of any meeting to permit the addition of agenda items. A two-thirds (2/3) majority of those members present is necessary to amend the agenda.
- 5. Notice of Meetings and Minutes Notice of the time and place of meetings shall be prepared by the Secretary of the Faculty. One week (7 days) prior to a regular Faculty meeting, notice of the meeting, the agenda for that meeting, and minutes of the previous regular meeting and minutes of any special meetings held since the previous regular meeting, shall be distributed to members of the deliberative assembly A file of minutes shall be kept in both the President's office and the library. Notice of special meetings shall state the purpose for which the meeting is called.
- 6. Conduct of Meeting Robert's Rules of Order Newly Revised shall govern the conduct of business in all cases to which they are applicable and in which they are not inconsistent with superior laws of regulations including, without limitation, the policies of the KCTCS Board of Regents, the Rules of the KCTCS Senate, or the MCC Faculty

Rules. A vote of two-thirds (2/3) majority of the eligible members of the deliberative assembly is needed to suspend the Rules of Order.

- 7. Voting With the exceptions contained within the MCC Faculty Rules, members of the deliberative assembly shall be entitled to vote at the regular and special meetings. Each member shall be entitled to one vote on any question brought before the meeting. The vote of a simple majority of the members of the deliberative assembly present who constitute a quorum shall decide any question brought before the meeting, except where a greater majority is required. Voting may be conducted by a public voting method or by a secret ballot voting method when designated in the MCC Faculty Rules. The Chair of the Faculty may select the voting method to be used.
 - If voting is by secret ballot and the paper ballot is the chosen method, the ballots shall be counted by two groups of two (four total) voting members of the Faculty Council. If two voting members of the Faculty Council are not available, the Chair of the Faculty shall designate replacements.
 - If voting is by secret ballot and clickers are the chosen method, the results shall be reviewed by two voting members (two total) of the Faculty Council. If two voting members of the Faculty Council are not available, the Chair of the Faculty shall designate replacements.
 - After review and verification of the results, the results shall be announced. The vote count will not be published.
 - A simple majority of the voting membership of the deliberative assembly, exclusive of members on leave or on sabbatical, shall constitute a quorum.
- 8. E-mail Voting When a vote does not require a secret ballot and it is determined to be necessary due to time constraints or a lack of the necessary quorum at a meeting of the deliberative assembly, a vote may be taken by e-mail. The vote of a simple majority of the members of the deliberative assembly who constitute a quorum shall decide the question for the motion being considered, except where a greater majority is required. The voting timeline will be 72 hours, exclusive of weekends, holidays or institutional closings.
 - The Chair of the Faculty shall be responsible for sending out the e-mail vote which contains the motion to be considered, to the complete membership, and after review and verification of the results, shall announce the results of the vote. The vote count will not be published.
 - The results shall be reviewed by two voting members (two total) of the Faculty Council. If two voting members of the Faculty Council are not available, the Chair of the Faculty shall designate replacements.

- The Secretary of the Faculty shall be responsible for determining the exact number of the quorum involved, after consulting with the Human Resources representative, and shall notify the Chair of the Faculty of the members to be excused from the vote.
- A simple majority of the voting membership of the deliberative assembly, exclusive of members on leave or on sabbatical, shall constitute a quorum.
- 9. Proxy Voting There shall be no voting by proxy.
- 10. Open Meetings All meetings of the deliberative assembly and the Faculty Council shall be held in accordance with applicable open meetings laws of the Commonwealth of Kentucky. (KRS 61.810)

ARTICLE VII - FACULTY COUNCIL

- 1. Membership The Faculty Council shall be composed of the following
 - a. voting members:

The Chair of the Faculty
The Vice Chair of the Faculty
The Secretary of the Faculty
An elected representative from each division
An elected representative from the professional staff
An elected Member-at-Large

b. non-voting members:

The President of the College
The Chief Academic Officer
The Parliamentarian of the Faculty
KCTCS Council Representative
Past Chair of the Faculty

- 2. Organization The Chair of the Faculty shall serve as Chair of the Faculty Council. In the absence of the Chair, the Vice Chair of the Faculty shall preside at the meetings of the Faculty Council. The Secretary of the Faculty shall serve as secretary of the Faculty Council.
- **3. Functions** The Faculty Council:
 - a. shall assure divisional representation on committees in compliance with the Faculty Rules;
 - b. may charge standing committees with matters of study and recommendation;
 - c. shall develop the items of the agenda for each meeting of the deliberative assembly;
 - d. shall establish the time and place of each regular meeting of the deliberative assembly
 - e. shall perform other duties delegated to it by the majority vote of the members of the deliberative assembly;

- f. shall report all its decisions and actions to the deliberative assembly in a timely fashion:
- g. shall advise the President of the College of concerns of members of the deliberative assembly
- h. shall receive the President's report on actions taken in response to concerns of members of the deliberative assembly; and
- i. shall act for the concerns of members of the deliberative assembly when, in the event of emergency, the members of the deliberative assembly cannot meet.
- 4. Regular Meetings The Faculty Council shall hold regular meetings during the months of August, September, October, November, January, February, March, and April.
- 5. Special Meetings Special meetings of the Faculty Council may be held on the written call of the Chair of the Faculty Council when deemed necessary or in response to a request by any three voting members of the Faculty Council.
- 6. Notice of Meetings Notice of the time, place and the agenda of all meetings of the Faculty Council shall be prepared and distributed by the Secretary three days prior to the meeting. All notices of special meetings shall state the purpose of the meeting.
- 7. Vacancies Vacancies occasioned in any elected or appointed position shall be filled in the same manner as the original election or appointment to the position. Replacements shall serve out the term of their predecessor and shall be eligible for re-election or reappointment. In the event that it is not possible to fill a vacated position in the same manner as the original election or appointment in a timely manner, the Faculty Council may act to fill the position until other appropriate action can be taken.

ARTICLE VIII - COMMITTEES

Standing Committees

The **standing committees** of the deliberative assembly shall be the:

1. Curriculum Review Committee

The Curriculum Review Committee shall be composed of one representative from each of the divisions and a non-voting member from the full-time professional members. The elected representative to the KCTCS Curriculum Review Committee shall serve as chair to the local Curriculum Review Committee.

2. Rules Committee

The Rules Committee shall be composed of one representative from each of the divisions and a non-voting member from the full-time professional members. The elected representative to the KCTCS Rules Committee shall serve as chair to the local Rules Committee.

Other Committees

1. Curriculum Approval Committee

The Curriculum Approval Committee shall be composed of one representative from each of the divisions, two senators elected to the KCTCS Council and the Curriculum Review Committee, an elected chair, and the Chief Academic Officer. The Chief Academic Officer is a non-voting member of the Curriculum Approval Committee. The Curriculum Approval Committee chair shall be elected from the full-time ranked faculty who teach, at the April Faculty meeting

2. College Appeals Board

The College Appeals Board shall consist of six members: two full-time students and four members of the full-time ranked faculty. In addition, two student alternates and two alternates from members of the full-time ranked faculty shall be selected on the same basis and with the same requirements as the regular members. Appeals Board members shall meet the following criteria:

- a. Each student member must have earned at least 24 semester credit hours at the college, must have had one full year residence in the college, and must be in good academic standing. Each student member will be appointed by the Chief Executive Officer or designee upon recommendation of the chief student affairs officer. Appointments shall be for one-year terms. A student may not serve concurrently on both the College Appeals Board and the Judicial Board.
- b. The four full-time ranked faculty committee members shall be elected to staggered three-year terms by the full-time ranked faculty, during the April meeting. The Chair of the College Appeals Board shall be elected by the members thereof.

Appeals brought to the College Appeals Board for consideration will be heard by the members thereof, serving for that appointment period. Cases reaching the College Appeals Board after July 1st will be heard by the incoming board members.

3. Advisory Committees

The Chair of the Faculty or the President of the College, with the advice of the Faculty Council, may appoint advisory committees.

Functions of Committees

1. Curriculum Review Committee

The Curriculum Review Committee shall perform the following functions:

- a. make recommendations to the deliberative assembly concerning new courses, course changes, and the dropping of courses;
- b. make recommendations to the deliberative assembly concerning new curricula, curricula changes, and the dropping of curricula;

- make recommendations to the deliberative assembly, upon request or upon its
 own initiative, concerning the needs of the instructional program of the
 college; and
- d. perform other responsibilities as delegated to it by members of the deliberative assembly or by the Faculty Council.

2. Rules Committee

The Rules Committee shall perform the following functions:

- a. codify the Rules of the Faculty;
- b. make recommendations to the deliberative assembly for changes in its Rules;
- c. prepare an Academic Calendar recommendation two years in advance to facilitate planning;
- d. continually evaluate the Rules of the Faculty to meet new conditions;
- e. consider all proposals for change in the *Rules of the KCTCS Senate* and make recommendations to the deliberative assembly for action by those bodies;
- f. perform other responsibilities delegated to it by the members of the deliberative assembly or by the Faculty Council; and
- g. review and provide feedback to the Extended Campus Director concerning articulation agreements, dual credit agreements and Memorandum of Agreement (MOAs) to assure compliance with the *MCC Faculty Rules*.

3. Curriculum Approval Committee

The Curriculum Approval Committee shall perform the following functions:

- a. to approve curricula for the college;
- b. to approve courses and other academic offerings of the college;
- c. to maintain through the office of the Chief Academic Officer a record of additions, deletions or modifications of all course/curricular materials;
- d. recommend action by the KCTCS Curriculum Committees;
- e. review program competencies ensuring program equity and prevention of duplication;
- f. work to assure maximum transferability between KCTCS colleges as well as other state institutions; and
- g. work to maintain the integrity of the KCTCS common course inventory.

4. College Appeals Board

The College Appeals Board shall perform the following functions:

- a. review, upon written request of the student and at the discretion of the Chief Executive Officer, a finding of guilt or sanctions imposed by the Judicial Board;
- b. if the student appeals on the issue of fact regarding commission of the academic offense, the College Appeals Board shall review the evidence and its decision shall be final;
- c. if the student requests a review of the sanction, the College Appeals Board shall recommend what it believes to be the appropriate sanction to the Chief Executive Officer who shall set the sanction; and

d. any decision and/or recommendation by the College Appeals Board must be by a majority of those members sitting on the case.

Temporary Sanctions

- 1. In the event that the Chief Executive Officer (upon consultation with the chief student affairs officer) has imposed temporary sanctions necessary to protect members of the college community or its property, the Chief Executive Officer shall notify the College Appeals Board and the affected student of his/her rights to be heard.
- 2. The student may appeal the sanction to the College Appeals Board per written request within 30 days of the decision.
- 3. The Chairperson of the College Appeals Board shall call a meeting to hear the case within 48 hours or as soon as practicable thereafter.
- 4. The College Appeals Board shall consider the student's academic needs to attend class, use the library, and fulfill other academic responsibilities in making its recommendation.
- 5. The College Appeals Board may recommend to the Chancellor changes or extensions of the Chief Executive Officer's action.

ARTICLE IX - ELECTIONS, APPOINTMENTS, AND TERMS OF OFFICE

Elections will be held at the April Faculty Meeting. Nominations will be taken from the floor for all vacant positions. Each position shall be voted upon by a separate ballot. If only one candidate is nominated for an elected position, the Chair of the Faculty may declare the nominee elected, commonly referred to as an election by acclamation. The Faculty Council shall determine the order of election when it sets the agenda for the April Faculty Meeting.

Election of the Chair of the Faculty

The members of the deliberative assembly shall elect a Chair of the Faculty from full-time ranked faculty, at its April meeting. A majority vote of a quorum of the members of the Deliberative Body is necessary for election. The vote shall be by secret ballot. The Chair of the Faculty shall serve 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. The Chair of the Faculty shall serve as a non-voting member on Faculty Council for a period of one year at the end of their term.

Election of the Vice Chair of the Faculty

The members of the deliberative assembly shall elect a Vice Chair of the Faculty from its full-time ranked faculty, at its April Meeting. A majority vote of a quorum of the members of the deliberative assembly is necessary for election. The vote shall be by secret ballot. The Vice Chair of the Faculty shall serve 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.

Election of Secretary of the Faculty

The members of the deliberative assembly shall elect a Secretary of the Faculty from members of the deliberative assembly, at its April Meeting. A majority vote of a quorum of the members of the deliberative assembly is necessary for election. The vote shall be by secret ballot. The Secretary of the Faculty shall serve 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.

Election of Parliamentarian of the Faculty

The members of the deliberative assembly shall elect a Parliamentarian of the Faculty from members of the deliberative assembly, at its April meeting. A majority vote of a quorum of the members of the deliberative assembly is necessary for election. The vote shall be by secret ballot. The Parliamentarian of the Faculty shall serve a term of two years and shall be eligible for a second consecutive term, but ineligible for further re-election until one year has elapsed.

Election of Members of the Faculty Council

The Faculty Representatives and Professional Staff Representative to the Faculty Council shall be elected by members of their respective areas at their division or professional staff meetings in April. In the event a full-time faculty member has responsibilities in more than one area, the member shall vote in the area of primary assignment. The President of the College shall determine the member's primary assignment. The Member—at-Large Representative shall be chosen from among members of the deliberative assembly by secret ballot of the members of the deliberative assembly, at the April meeting. The representatives shall serve for terms 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.

Election of Chair of the Curriculum Approval Committee

The Chair of the Curriculum Approval Committee shall be chosen from among the full-time ranked faculty, by secret ballot of the full-time ranked faculty who teach, at the April Faculty Meeting. A majority vote of a quorum of the full-time ranked faculty who teach is necessary for election. The chair 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.

Election of the Faculty Representative to the Madisonville Community College Board of Directors

The Faculty Representative to the Madisonville Community College Board of Directors shall be chosen from among the full-time ranked faculty, by secret ballot of the full-time ranked faculty, at the April meeting. The elected representative shall serve for terms of three years and until successors are elected and qualified. The elected representative shall be eligible for re-election for one additional term. Elections to fill vacancies for an unexpired term shall be held in the same manner as provided for the original election.

Election of Representatives to the KCTCS Senate

Three representatives to the KCTCS Senate and an additional representative for each 25 (or major fraction thereof of the full-time ranked faculty above the first 25) shall be chosen from among the full-time ranked faculty, by secret ballot of the full-time ranked faculty, at the April meeting. At least one of the elected representatives shall be from the occupational/technical program area and one elected representative from the general education area.

The election of representatives to the KCTCS Senate shall be by secret ballot at its April meeting. Those elected shall assume office on the following August 1.

The full-time ranked faculty shall elect representatives by secret ballot at its April meeting, to serve as members of the KCTCS Council, Curriculum Review Committee, and Rules Committee, from the elected Senate representatives.

Certification of Faculty for the Election of Senators

Those eligible to serve as a Senator of the KCTCS Senate shall be divided into a listing, obtained from Human Resources, of the general education full-time ranked faculty and the occupational/technical full-time ranked faculty, which is submitted to the members of the full-time ranked faculty for approval at the March meeting. The certified list is then submitted by the President of the College to the Chair of the KCTCS Senate.

Appointments to Committees

In March of each year, members of the deliberative assembly will be asked to submit a list of committees that they wish to serve on the following academic year to the Chief Academic Officer's Office. Using the provided information, the Chief Academic Officer and Division Chairs will determine committee assignment recommendations to be submitted to the President of the College. The President of the College shall consult with Faculty Council to assure divisional representation on committees in compliance with Faculty Rules.

Terms of Office for Officers and Standing Committee Members

All terms of office begin July 1 and continue through June 30 of the following year.

Vacancies

Vacancies occasioned in any elected or appointed position shall be filled in the same manner as the original election or appointment to the position. Replacements shall serve out the term of their predecessor and shall be eligible for re-election or re-appointment. In the event that it is not possible to fill a vacated position in the same manner as the original election or appointment in a timely manner, the Faculty Council may act to fill the position until appropriate action can be taken.

ARTICLE X - NEW RULES AND MODIFICATION OF RULES

New Rules and Modification of the Rules

In order for action to be taken on a new rule or policy or modification of an existing rule, notification of such action must be given in the call for the Faculty meeting at which time the action is to be taken. A majority of the quorum shall constitute affirmative action. Any amendment to these rules shall be submitted to the President of the College for review before becoming operational. A file copy shall be sent to the Chancellor's office by the Chair of the MCC Rules Committee.

Date of last revision

Secretary of the Faculty