

BY-LAWS

OF

THE FACULTY ASSEMBLY OF THE COLLEGE ASSOCIATION OF CORNING COMMUNITY COLLEGE

1 Meetings of the Faculty Assembly

- 1.1 The time for regular monthly meetings of the Assembly shall be designated by the Chairperson of the Assembly no later than the beginning of each academic year.
- 1.2 Special meetings shall be called by the Chairperson of the Faculty Assembly at the request of the President, Vice President and Dean of Academic Affairs, Academic Council of the Faculty Assembly, or by petition to the Academic Council of twenty percent of the voting members of the Assembly.
- 1.3 A quorum shall consist of a majority of the voting membership of the Assembly.

2. Officers

- 2.1 The officers of this organization shall consist of a Chairperson, Chairperson-elect, and a Secretary-Treasurer.
- 2.2 Duties of the Chairperson of the Faculty Assembly. The Chairperson of the Faculty Assembly shall:
 - 2.2.1 preside at meetings of the Assembly and the Academic Council.
 - 2.2.2 call all meetings and prepare the agenda, and disseminate the agenda before the date of the Faculty Assembly meeting.
 - 2.2.3 serve as representative on the Joint Council of the College Association.
 - 2.2.4 collect and collate committee reports, which must be in his/her hands during the week prior to the Assembly meeting, and may require progress reports from all committees.
 - 2.2.5 turn over all papers to the College Archives, including committee minutes and reports, at the end of the term of office.
- 2.3 The Duties of the Chairperson-Elect of the Faculty Assembly. The Chairperson-Elect shall:

- 2.3.1 act as the Chairperson of the Faculty Assembly in the absence of the Chairperson.
 - 2.3.2 succeed to the chairpersonship in the event of the inability of the Chairperson to fulfill the functions of office before the expiration of the Chairperson's term of office.
 - 2.3.3 assume the office of Chairperson upon expiration of the Chairperson's term of office.
 - 2.3.4 serve on the Nominating Committee.
 - 2.3.5 serve on ad-hoc committees, as appointed by Academic Council.
- 2.4 The Duties of the Secretary-Treasurer of the Faculty Assembly. The Secretary-Treasurer shall:
- 2.4.1 be responsible for keeping the minutes of the meetings of the Assembly and the Academic Council and for disseminating reports of the same to all members of the Assembly.
 - 2.4. be responsible for keeping records of the monies of the Assembly.
 - 2.4. keep a record of all changes to Faculty Assembly By-Laws sections.
 - 2.4. submit a report of all changes to the By-Laws to the Academic Council at the Academic Council's last meeting. These changes will be incorporated into the By-Laws and the Secretary/Treasurer will present the updated version to the Faculty Assembly by the October meeting of the Faculty Assembly.
 - 2.4. present an updated and complete version of the By-Laws, and Academic Council's Policies and Procedures Manual to each member of the Academic Council at the beginning of each academic year.

3. Academic Council

- 3.1 The Academic Council shall act as the executive committee of the Faculty Assembly and shall be composed of the officers of the Assembly, the Chairs of the Standing Committees, the immediate Past-Chair of the Faculty Assembly and Corning Community College's delegate to the Faculty Council of Community Colleges. The Vice President and Dean of Academic Affairs is a non-voting, ex-officio member of Academic Council.
- 3.2 The Academic Council shall be responsible for the proper coordination and functioning of the Standing committees and the policies promulgated by them.
- 3.3 The Academic Council may appoint ad-hoc committees as the need arises.

4. Standing Committees

- 4.1 The Standing Committees shall consist of the Academic Standards Committee, Assessment Committee, Curriculum Committee, Educational Policies Committee, and Instructional Resources Committee.
- 4.2 The Standing Committees shall be responsible for the setting of policy, subject to approval by the Faculty Assembly, in regular or special meetings. Policy memoranda dated and chronologically numbered will be initiated by each Standing Committee to reflect current policies. The implementation of such policy shall be the responsibility of the respective administrative offices of the College. Committees must meet at least once a month during the academic year if they have business and issue regular reports of their minutes to all members of the Faculty Assembly. These minutes must be in the hands of members of the Assembly during the week prior to the meeting of the Faculty Assembly. Detailed committee agendas shall also be circulated to all members of the Faculty Assembly before committee meetings. All committees shall report their Action Items at the Assembly meeting. Such action passed by committee shall stand approved, unless a challenge is sustained at the Assembly meeting in which the action is presented for approval. If a challenge is upheld, the Action Item is returned to committee. All committees may set up ad-hoc and sub-committees. Joint fact-finding committees may also be set up where interests and responsibilities overlap. All committee members have voting rights during committee meetings.

4.3 Structure of Standing Committees

4.3.1 The Standing Committees shall be composed as follows:

- 4.3.1.1 Academic Standards Committee: an elected chairperson; one elected member from each academic division; three members at large, one elected by the entire Faculty Assembly each year for a three-year term; one member of the student body appointed by the Student Association. In addition, permanent members of the committee shall be an academic counselor, the Student Progress Coordinator, and the Registrar or designee
- 4.3.1.2 Assessment Committee: an elected chairperson; one elected member from each academic division; three members at large, one elected by the entire Faculty Assembly each year for a three-year term one member of the student body appointed by the Student Association; a Vice President and Dean of Academic Affairs appointment; an Associate Dean of Instruction; and a representative from Workforce Development and Community Education, if available

- 4.3.1.3 Curriculum Committee: an elected chairperson; one elected member from each academic division; three members at large, one elected by the entire Faculty Assembly each year for a three-year term one member of the student body appointed by the Association; a representative from Workforce Development and Community Education if available; a representative of Career Development; the Vice President and Dean of Academic Affairs, who is a non-voting ex officio member.
- 4.3.1.4 Educational Policies Committee: an elected chairperson; one elected member from each academic division; three members at large, one elected by the entire Faculty Assembly each year for a three-year term one member of the student body appointed by the Student Association; a representative from Administrative Assembly; a counselor; and a representative from Student Administrative Services.
- 4.3.1.5 Instructional Resources Committee: an elected chairperson; one elected member from each academic division; three members at large, one elected by the entire Faculty Assembly each year for a three-year term; one members of the student body appointed by the Student Association; a representative from Information Technology; a representative from the Center for Teaching Innovation and Excellence and/or Library & Media Services; and a representative Physical Plant

4.3.2 The chairperson of any Standing Committee may invite other members of any Assembly to attend committee meetings.

4.3.3 A majority of the elected members of a Standing Committee shall constitute a quorum for business.

4.3.4 If a vacancy occurs on a Standing Committee, the Academic Council shall appoint an appropriate replacement to fulfill the remainder of the incomplete term, with the exception of Division Representatives, who must be replaced by the respective Division.

4.4 Purposes of Standing Committees

4.4.1 The Academic Standards Committee shall recommend policy in the areas of academic standards, probation, separation, honors, grading, readmission, and graduation, for all programs and courses offered in all divisions of the College.

4.4.2 The Assessment Committee shall be a resource for faculty and staff involved in the assessment process. Its primary purpose is to keep the assessment process on track, make recommendations regarding

assessment policy, and assist in the Middle States Self-Study process.

4.4.3 The Curriculum Committee shall recommend policy pertaining to the curriculum of the College. It shall review the philosophy of the academic programs of the College, approve all new programs, and it may propose changes in courses and programs in all divisions of the College. The Curriculum Committee will review all programs on a 6-year cycle. The Committee will review all new courses after they have received the approval of the Vice President and Dean of Academic Affairs, and have been taught at least once, but prior to their being offered a third time.

4.4.4 The Educational Policies Committee shall recommend policy for admissions, student aid, athletics, scheduling, registration, advising, academic calendar and other policy as designated by the Academic Council, in all divisions of the College.

4.4.5 The Instructional Resources Committee shall review the personnel and material needs and resources involved in learning and recommend to the faculty and the Administration directions, goals, methods, and materials for most effective learning. It shall also assist the faculty and the administration in furthering the College's Mission, Goals, Objectives, and Commitments. The faculty and administration shall provide the committee with such information as is necessary to pursue the above mentioned objectives.

5. Parliamentary Authority

5.1 All meetings of this Assembly will be conducted under parliamentary procedure according to Robert's Rules of Order Newly Revised.

5.2 The Chairperson of the Faculty Assembly may appoint an official Parliamentarian for the Assembly.

5.3 Any Action Item originating at a Faculty Assembly meeting may only be voted on at a future meeting, or by paper ballot after the meeting during which it was presented, following a period of discussion.

6. Recall of Officers

6.1 Officers of the Assembly and Chairs of Standing Committees may be removed from office by a two-thirds vote of the members of the Assembly. Interim officers may be elected to fulfill the incomplete term of the person removed.

7. Amendments

- 7.1 An amendment to these By-Laws may be submitted by any member of the Assembly. The Academic Council shall present it in writing to the Chairperson of the Faculty Assembly for consideration and recommendation. It shall be included in the agenda of the next regular meeting of the Assembly following the Academic Council meeting.
- 7.2 A proposed amendment will be voted upon by paper ballot following the next meeting in which it is first presented.
- 7.3 An amendment will become valid when it is approved by two-thirds of the members of the Assembly voting by paper ballot.

8. Election of Officers, Committee Chairpersons and Committee Members

- 8.1 A nominating committee consisting of the Past Chairperson of the Faculty Assembly and eight members of the Faculty Assembly selected by Academic Council and elected by the Faculty Assembly at the March meeting will be responsible for a tentative slate of nominations for all vacant positions mandated by the By-Laws. The Past Chairperson shall serve as chairperson for this committee. The tentative slate shall be presented to the Faculty Assembly membership at the April meeting at which time further nominations may be made from the floor and nominations shall then be considered closed. The Nominating Committee should attempt to provide at least two candidates for each office.
- 8.2 The completed slate of nominees shall be distributed to all Faculty Assembly members within one week following the April meeting along with a secret ballot which may be cast and returned to the nominating committee at least one week prior to the May meeting of the Faculty Assembly. The ballots shall be tabulated and the results announced at the May meeting. All members on leave who are presumed to be returning to Corning Community College are eligible to vote in this way.
- 8.3 Divisional representatives to the Academic Standards, Assessment, Curriculum, Educational Policies, and Instructional Resources Committees shall be elected by the individual divisions prior to the April meeting of the Faculty Assembly.
- 8.4 Committee chairpersons shall be elected by the entire Faculty Assembly. Those eligible to chair a committee must have served as an elected member from a division or as an at-large member within the last three years. If the chairperson of the committee, as elected by the Faculty Assembly, is a divisional representative, that division shall elect an additional member from its ranks to act as its official voting representative for that year. If the chairperson of the committee, as elected by the Faculty Assembly, is an at-large committee member, the Academic Council shall appoint a Faculty Assembly member to fill the vacated at-large position.

8.5 Chairperson-elect, committee chairpersons, and secretary/treasurer must have clear majority, and all other elected members will be elected based on plurality of votes cast. Run-offs for majority will be held as necessary.

9. Qualifications for Officers, Committee Chairpersons, and Committee Members

9.1 All full-time faculty members are eligible to serve as Chair, Chair-elect and committee chairpersons of Academic Standards, Assessment, Educational Policies and Curriculum. All members of the Assembly are eligible to serve as Secretary/Treasurer and chairperson of Instructional Resources and as members of all committees of this Assembly.

10. Terms of Office

10.1 All officers of this Assembly and all chairpersons of Standing committees shall serve for one-year terms, effective the day following Commencement. They may be re-elected to additional terms.

10.2 Elected committee members shall serve for three-year terms.

11. Secret Ballot

11.1 A secret ballot shall be used for the election of all officers and committee chairpersons of this Assembly. Any voting member of the Faculty Assembly may also request a secret ballot at other times.

12. Dues

12.1 The dues of this Assembly are \$25 per year and are collected by the Secretary/Treasurer of the Assembly. These funds will be used mainly to contribute to memorials, purchase flowers, support retiree recognition celebrations, social functions etc. The Secretary/Treasurer of the Faculty Assembly will authorize all disbursements from this fund and report on the balance of this fund at each regular meeting of the Assembly.

13. Faculty Student Association, Inc.

13.1 The faculty, recognizing its responsibility for establishing rules governing the use of the College name by College organizations and clubs, authorizes the establishment of such organizations, clubs, and activities as are approved by the joint Faculty-Student Activities Committee, reporting to the faculty through the Educational Policies Committee.

13.2 Structure of the Faculty-Student Association

13.2.1 Membership: The Faculty-Student Association Committee shall consist of two members of the Faculty Assembly, three administrators, two members of the student body, and two members of the Board of Trustees. The

members from the Faculty Assembly shall consist of the Chairperson of the Faculty Assembly and one representative of the Faculty Assembly, elected for a one-year term (maximum of three consecutive one-year terms for any one individual). The members from Administration shall consist of: the Vice President and Dean of Students Development, who will serve as Chairperson of the Committee, the Vice President of Administrative Services, and the Director of Student Life. The members from the student body shall consist of the President of Student Association and the Student Trustee. Two members of the Board of Trustees will be appointed for three-year terms.

13.2.2 Duties: The Faculty-Student Association Committee, in accordance with general policies established by the Faculty Assembly, shall consider all budgetary requests from recognized student organizations, clubs and activities, and may recommend these to the Faculty-Student Corporation, Board of Directors. It shall supervise all other areas of student activities, life, and conduct. It meets twice a year and a copy of the minutes is made available to the Chairperson of Faculty Assembly.

14. Ratification

These By-Laws of the Faculty Assembly shall take effect on July 1, 2004, following ratification by two-thirds of the members of the Assembly voting.

15. The first elections of the Faculty Assembly will be conducted be as follows:

15.1 A nominating committee representing the members of the Assembly will draw up a slate of candidates for the following positions:

Chairperson
Chairperson-elect
Secretary/Treasurer
Standing Committee Chairpersons
Three At-Large Members for each Standing Committee
Faculty-Student Association Representative

15.2 The three At-Large positions on each Standing Committee will be filled as follows:

- the person obtaining the highest number of votes receives a three-year term
- the person obtaining the second highest number of votes receives a two-year term
- the person obtaining the third highest number of votes receives a one-year term

Academic Council will assign the terms in the event of a tie.

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