



FACULTY COUNCIL BYLAWS

Article I: Name

The organization shall be known as the Faculty Council of ASA College.

Article II: Purpose

- 1) The purpose of the Faculty Council shall be advisory in nature, and make recommendations to the Provost and President regarding academic and faculty matters such as:
 - New academic programs; recommendations are to be made to the Curriculum Committee, which then updates curriculum and shares new information with members of the Faculty Council.
 - Instructional technologies and resources
 - Library and learning centers resources
 - Admission and graduation requirements
 - Testing and grading policies
 - Faculty evaluation
 - Faculty professional development including seminars, symposia, and workshops
 - Faculty handbook
 - Any other academic matter or faculty issue, unrelated to terms and conditions of employment
- 2) The Faculty Council receives its “charge” from the Provost, or the Provost’s designee.
- 3) To help carry out its purpose, the Faculty Council shall assemble special and ad hoc committees as needed.

Article III: Membership

- 1) The Faculty Council shall consist of faculty recommended by the Chairs of academic divisions, or faculty who nominate themselves and receive the approval of the Chairs.
- 2) The membership of the Faculty Council shall be comprised of faculty from the academic divisions below:
 - Three (3) from Allied Health.
 - Three (3) from General Education.
 - Two (2) from Business Management.
 - One (1) from Computer Technology.

- One (1) from Criminal Justice.
 - A representative of any newly created division.
 - An “at large” member
- 3) Membership will also include two non-faculty Ex-officio members: Dean of Assessment and Educational Development and the Director of Library
 - 4) In the event a member is unable to continue, a new member from that Division should be identified.
 - 5) Each member of the Faculty Council shall: participate in the Faculty Council meetings and election of the Faculty Council officers; serve as a member of committees appointed by the Faculty Council; act as a liaison between the Faculty Council and the academic division they represent; engage in any other duties assigned by the Faculty Council.
 - 6) The tenure of the Faculty Council members who are not Officers shall be two (2) years.

Article IV: Officers

- 1) The Chairperson shall preside over all meetings of the Faculty Council; vote at meetings when tie votes have been cast; maintain communication with college administration and faculty; keep liaison with the academic divisions; serve as chief representative of the Faculty Council on other college committees; submit Faculty Council recommendations to college management; act on behalf of the Faculty Council when required.
- 2) The Vice-Chairperson shall assume responsibilities of chairperson in his or her absence; serve as chairperson of special and ad hoc committees; perform duties assigned by the chairperson or the Faculty Council.
- 3) The Secretary shall call meetings of the Faculty Council in consultation with the chairperson; record and submit minutes of the Faculty Council meetings to the chairperson for approval and circulate to members; maintain a record of all meetings of the Faculty Council and file official copies of the minutes; keep and safeguard Faculty Council documents and maintain appropriate archives; prepare reports for policy actions; assist the chairperson during Faculty Council meetings.
- 4) Officers shall be elected by a majority vote among the membership and shall assume office at the commencement of spring semester.
- 5) The tenure of Officers shall be one (1) year, after which those members can retire from the Faculty Council or run for an additional term. Officers shall not serve for more than two years, unless a majority of the group extends the term for the individual.

Article V: Meetings

- 1) The Faculty Council shall hold at least one meeting each semester, with a minimum of four (4) meetings within a calendar year. Ongoing communication will be maintained via emails.

- 2) The agenda for regular meetings of the Faculty Council shall be circulated one (1) week prior to the meeting.
- 3) Emergency meetings may be called by the chairperson, as and when deemed necessary, by giving written, electronic, or verbal notice to members.
- 4) Quorum shall be necessary in order for business to be conducted at all Faculty Council meetings and shall comprise one member more than half the Faculty Council membership.

Article VI: Amendments

Amendments to these bylaws may be introduced by any member at a regular meeting, provided the matter has been placed on the agenda, and provided due notice has been served to the membership one (1) week prior to the meeting. The member proposing such amendments is required to present the case and its reasoning before the membership. Ratification of amendments shall be executed by a majority vote of the membership during a regular meeting.

Article VII: Implementation

Upon the institution of these bylaws, all existing bylaws governing the Faculty Council are null and void.

Article VIII: Ratification

The bylaws of the Faculty Council of ASA College have been ratified for immediate use on *June 22, 2018*