

**BYLAWS OF THE
FACULTY AND FACULTY COUNCIL
OF GATEWAY COMMUNITY AND TECHNICAL COLLEGE**

ARTICLE I – NAME

The name of the Organization is the Faculty Assembly of Gateway Community and Technical College.

ARTICLE II – AUTHORITY

The Rules of the faculty of Gateway Community and Technical College (GCTC) describes the composition, organization, and procedures for the conduct of its functions as authorized by the Board of Regents in the *Kentucky Community and Technical College system (KCTCS) Policy Manual, vols. I and II*, and the *Rules of the Senate of the KCTCS*.

ARTICLE III – FUNCTIONS

- A. Within the limits established by the policies of the *KCTCS* and the Rules of the Senate of *KCTCS*, the faculty of GCTC shall determine the educational policies.
- B. The Faculty of Gateway Community and Technical College is a forum for free and open debate and deliberation regarding any educational issues.
- C. The Faculty shall make recommendations to KCTCS or the senate of KCTCS 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, diplomas, certificates, and honorary degrees for GCTC;
 4. Criteria for faculty appointments, reappointments, and promotions in the Colleges
 5. Policies and standards for the conduct and evaluation of faculty members
 6. Changes in the Rules of the Senate of the Community and Technical Colleges and in the policies of KCTCS.
- D. The faculty shall review and approve all GCTC curricula and courses before being submitted to the system.

- E. The faculty shall be informed and given opportunity to discuss at the earliest possible stages in their formulation, and shall review and provide formal consultation on, prior to adoption, all proposals regarding:
 - 1. Creation, renaming, major re-organization, or dissolution of academic units and programs
 - 2. Creation, renaming, major re-organization, or dissolution of academic units and programs
 - 3. Goals and formal plans directing the future of the College
 - 4. Policies or standards governing speech and assembly on the campuses of the College
 - 5. Plans for development of new campus facilities, or major modifications or closure of existing facilities

- F. The Faculty shall provide ongoing consultation on institution-wide budget or business initiatives that affect the teaching or service programs of the College. Detailed annual reports shall be **provided** on actual budget expenditures and provided to the Faculty.

- G. The Faculty shall establish procedures for investigating, hearing, and discipline with respect to charges or complaints:
 - 1. Brought by members of the Faculty against other members of the Faculty or against administrative officers of the College, or
 - 2. Brought against members of the Faculty by students or other members of the College community, or
 - 3. Brought by members of the College community regarding restrictions on Freedom of Expression and Assembly, including academic freedom.

- H. Recommendation Process all formal recommendations will be made by the President of the Faculty Assembly in writing to the Chief Academic Officer. The Chief Academic Officer must communicate with the Faculty Senate within thirty calendar days about the disposition of the recommendation.
 - 1. If the Chief Academic Officer accepts the Faculty Assembly recommendation, the Chief Academic Officer is charged with monitoring action on implementation of the recommendation and keeping the Faculty Assembly apprised.
 - 2. If the Chief Academic Officer denies the recommendation, this must be communicated to the Faculty Assembly in writing, stating reasons for denial. The Faculty Assembly may appeal any denial by the Chief Academic Officer to the President of the College. 3. If there are minor changes or negotiated issues to be settled, the Faculty Council and the Chief Academic Officer will meet to facilitate consensus. It will be the decision of the Faculty Council whether or not the changes

requested by the Chief Academic Officer can be accepted or must be returned to the Faculty Assembly for a vote.

- I. Approve academic terms and local calendars;
- J. The faculty may make recommendations on other matters to the Senate, to the President of GCTC, to the Chancellor of KCTCS, or to the President of KCTCS.
- K. The faculty shall provide consultation to the Chancellor on the selection of a search committee for a President of GCTC.

ARTICLE IV – COMPOSITION AND ORGANIZATIONAL STRUCTURE

A. Membership

1. All full-time ranked faculty, full-time librarians, and other full-time personnel who have faculty rank or faculty contract status shall be the voting members of the Faculty Assembly.
2. A ranked faculty member is a full-time employee of the college who has been appointed to one (1) of four (4) regular academic ranks: Instructor, Assistant Professor, Associate Professor, or Professor; and others that are equivalent to the recognized ranks.
 - a. The president of GCTC shall determine the member's primary assignment.
3. Adjunct faculty and special appointment (e.g. temporary) faculty shall be members with floor privileges but without vote.
 - a. Disputes regarding individual membership qualifications and voting rights shall be decided by a majority vote of the faculty or by the Faculty Council of the Faculty Assembly.
4. The President/CEO and Chief Academic Officer of GCTC are ex officio governance members of the Faculty with the privilege of the floor without voting privileges.
 - a. They are not eligible to hold office or serve on committees as voting members unless otherwise indicated in these Bylaws.
 - b. In specific situations, the Faculty Assembly Chair may request that the President/CEO and/or Chief Academic Officer not attend a specific meeting.

B. Officers

1. The officers of the Faculty shall be, the Faculty Chair, the Vice Chair, and the Secretary,
 - a. the Board of Directors Representative, Curriculum Review Committee Representative, the Rules Committee Representative, the IEC Representative, and Ombudsman committee chair (elected at large member) will be voting members of the GCTC Faculty council.
2. All officers must qualify as voting members of the Faculty.
3. Elected officers shall be elected by a majority of the voting members of the Faculty Assembly each April to serve term(s) which will commence August 1, and continuing through July 31 of the second year. Nominees for the position of Curriculum Review Committee must be full-time ranked faculty who teach. The vote shall be by secret ballot.
4. The faculty Chair, Vice Chair, CRC chair, Rules chair, and the Ombudsman shall be the GCTC elected KCTCS senators.
 - a. Each elected KCTCS Senator shall serve for staggered 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.
5. Vacancies
 - a. In the event of a vacancy among the elected membership of the Council, the membership shall conduct an election to fill the vacancy
 - b. 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.
6. The Faculty Chair. The Chair of the Faculty Assembly is elected by the voting members of the Faculty Assembly and is a member of the Faculty Council. In addition, the duties of the Chair shall be as follows:
 - a. to chair meetings of the Faculty and of the Faculty Council,
 - b. to assist the Secretary in preparation of the agenda of Faculty Council meetings,
 - c. to be a member, ex officio, of all Faculty committees;
 - d. to appoint a Parliamentarian from the voting faculty; and
 - e. to meet all other responsibilities and obligations as are incidental to the office,

- f. to serve as a Senator and represent the Faculty on the KCTCS Council, and reports to the faculty assembly on KCTCS Senate meetings,
 - 1) if unable to attend the senate meeting the Vice-chair should attend. If Vice-chair is unavailable the Secretary or at large member shall attend.
 - g. To facilitate elections at the April meeting.
7. Vice Chair. The Vice Chair is elected by the voting members of the Faculty Assembly and is a member of the Faculty Council. The Vice Chair shall serve as the agent of the Faculty Chair in the absence of incapacity of the elected Faculty Chair. In addition the Vice Chair shall:
- a. deliver the officer reports of the Faculty Council at meetings of the Faculty, and
 - b. to attend the senate meetings if the Chair is unable to attend.
 - c. Meet all other responsibilities and obligations as may be delegated by the Faculty Chair or as are otherwise incident to the office of Vice Chair.
 - d. to serve as a Senator and represent the Faculty on the KCTCS Council.
8. Secretary. The Secretary is elected by the voting members of the Faculty Assembly and is a member of the Faculty Council. The Secretary shall:
- a. be responsible for the publication, posting and distribution of the agenda, the minutes, and other materials as designated by the Chair or by the Faculty Council,
 - b. ensure that the minutes of all Faculty Assembly meetings and all meetings of the Faculty Council are taken and that such minutes are distributed to all members of the Faculty Assembly and posted on the Intranet within one week following each meeting (the Faculty Chair may appoint a Recording Secretary to assist the Secretary with the Taking of Minutes), and
 - c. Meet all other responsibilities and obligations as may be delegated by the Chair or as are otherwise incident to the office of Secretary.
 - d. will be a voting member of GCTC faculty council.
9. Curriculum Review Committee Chair One (1) Curriculum Review Committee Chairperson will be elected from among the voting members of the Faculty Assembly. The elected representative will also represent the college to the KCTCS Curriculum Review Committee.

- a. The term of office shall be two (2) years elected in staggered terms.
- b. The Chief Academic Officer shall be an ex officio member of the Curriculum Review Committee, without voting privileges. In addition, the Chair of the Faculty shall be an ex officio member, without voting privileges.
- c. is responsible for reporting to the faculty assembly on CRC updates reviews, and approvals.
- d. If unable to attend the KCTCS CRC meeting the Chair/Vice-chair, or the alternate will attend in their place.
- e. to serve as a Senator and represent the Faculty on the KCTCS Council.
- f. will be a voting member of GCTC faculty council.

10. Rules Committee Chair One(1) Faculty Rules Committee Chairperson will be elected from among the voting members of the Faculty Assembly. The elected representative will also represent the college to the KCTCS Rules Committee.

- a. The term of office shall be two (2) years elected in staggered terms.
- b. The Chair of the Faculty shall be an ex officio member of the Faculty Rules Committee without vote.
- c. is responsible for reporting to the faculty assembly changes or updates in the rules, or bylaws.
- d. If unable to attend the KCTCS CRC meeting the Chair/Vice-chair, or the alternate will attend in their place.
- e. to serve as a Senator and represent the Faculty on the KCTCS Council
- f. will be a voting member of GCTC faculty council.

11. Alternate-Ombudsman committee chair (elected at large member). One (1) Chairperson will be elected from among the voting members of the Faculty Assembly.

- a. The term of office shall be two (2) years elected in staggered terms.
- b. In the event that any of the officers are unable to attend their scheduled KCTCS Senate meeting the alternate will attend in their place.
- c. will be a voting member of GCTC faculty council.

12. Board of Directors Representative There shall be one (1) Board of Directors Member elected from among the voting members of the

Faculty Assembly to represent the College. The Board Member shall be a member of the teaching faculty of the College.

- a. The Board Member shall be elected by secret ballot of all full-time faculty members of the College (Kentucky Postsecondary Education Improvement Act of 1997). This is defined as all full-time ranked faculty. The Board Member shall be elected at the April meeting of the Faculty Assembly
- b. The term of office for an elected Board Member shall begin August 1, after the election in April. The Board of Directors' Member shall serve a terms of three (3) years and until a successor is elected and qualified. Faculty members shall be eligible for reelection, but they shall be ineligible to continue to serve as members of the Board if they cease to be members of the teaching staff of the College. (Kentucky Postsecondary Education Improvement Act of 1997)
- c. is responsible for reporting to the faculty assembly on Board of Directors issues.
- d. will be a voting member of GCTC faculty council.

13. Institutional Effectiveness Committee Representative: One (1) IEC Representative will be elected from among the voting members of the Faculty Assembly. The elected representative will represent the faculty at all IEC meetings.

- a. The term of office shall be two (2) years elected.
- b. The Chair of the Faculty shall be an ex officio member of the Faculty IEC without vote.
- c. IEC Rep. is responsible for reporting to the faculty assembly.
- d. will be a voting member of GCTC faculty council.

14. Parliamentarian. This position is appointed by the Chair of the Faculty Assembly shall annually. The person must be a voting member of the Faculty Assembly

- a. The Parliamentarian shall hold this position for the academic year and will be an ex officio non-voting member of the Faculty Council. The duties of the Parliamentarian shall:
- b. advise the Faculty Assembly on procedure and to assist the Faculty Assembly in ruling on parliamentary questions according to *Robert's Rules of Order Newly Revised*,
- c. meet all other responsibilities and obligations as they may be delegated by the Chair or as otherwise incidental to the position of Parliamentarian.

C. Meetings

1. Regular Meetings.

- a. The entire voting membership of the Faculty shall meet in August, October, November, January, February, and April.
- b. The Faculty Council prepares the agenda. Items should be submitted in writing to the Faculty Council or posted to the faculty web page no later than five (5) days prior to the meeting at which they will be discussed. Items may be submitted by committees and voting and non-voting members of the Faculty. the agenda may be amended at the beginning of any meeting to permit the introduction of unanticipated voting items. A majority of those present is necessary to amend the agenda.
- c. The Faculty Council shall hold regular meetings on a monthly basis or more frequently if necessary for the conduct of its business in accordance with a schedule adopted by the members of the Faculty Council. In addition to the standard face to face meeting, meetings may be conducted by electronic means such as e-mail or by web meetings etc.

2. Special Meetings.

- a. The entire voting membership of the faculty may be called into special session by the Chair of the Faculty, the college President, the KCTCS Chancellor, the KCTCS President, or at the written request of one-fourth of the voting members. A special meeting requested by petition must be held no later than (2) calendar weeks after such a petition is received by the Chair of the Faculty or his/her designated agent.
- b. Special meetings will be called by the Chair of the faculty when 10% of the faculty agrees with an objection to an action of the faculty council. A special meeting requested in this manner must be held no later than 30 calendar days, excluding academic holidays, after such a request is received by the Chair of the Faculty or his/her designated agent, the collection of objections to actions made on behalf of the faculty will be conducted by policy of faculty council.

3. Notice of Meetings.

- a. Notice of the time and place of all membership meetings shall be prepared by the Secretary of the Faculty Assembly except for special meetings called by the Chair. Three (3) days prior to the scheduled meeting, notice of the meeting, the agenda for that meeting, and the minutes of the previous regular meeting and

minutes of any special meetings held since the previous regular meeting, shall be posted to the faculty web page. A file of minutes shall be kept in both the President's office, the library and on the faculty web page. Notice of special meetings shall state the purpose for which the meeting is called. In order for action to be taken on a new rule or policy or on modification of an existing rule or policy, notification on such pending action must be given in the official notice of the meeting at which such action is to be taken.

- b. Notice of the time and place of regular meetings of the Faculty Council may be provided by resolution, and no further notice shall be necessary.
- c. Notice of the time and place of all special meetings shall be prepared by the Secretary and delivered to each member of the Faculty Council of the Faculty Assembly as soon as possible. All notices of special meetings shall state the purpose of the meeting.

4. Voting.

- a. All voting members of the Faculty Council shall be entitled to vote at regular and special meetings of the Council. Each such member shall be entitled to one (1) vote on any question brought before such a meeting. The personal vote of a simple majority of the members who constitute a quorum for the measured voted upon shall decide any question brought before such meeting, except where a greater majority is required by law or these Bylaws.
- b. Electronic Voting.
 - 1. When necessary due to time constraints or a lack of the necessary quorum at a regular faculty meeting, a vote may be taken electronically. A voting timeline will be established in the initial email to the Faculty.
- c. Proxy Voting. Proxy voting is permitted in cases of voting members on official business for Gateway Community & Technical College and/or KCTCS.
- d. Quorum
 - 1) A simple majority of the voting membership of the Faculty, exclusive of members on leave or official college business shall constitute a quorum. The Faculty may not transact any business until a quorum has been secured, but may take any actions required to adjourn the meeting without further notice.

- 2) Quorum for Electronic Voting. The quorum shall be all eligible faculties to whom the email was sent. A majority shall be 51% of the eligible voting faculty.

5. Conduct of Meetings.

- a. *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 regulations including, without limitation, the Rules of the Faculty, the Rules of the Community and Technical College System, the regulations of the Board of Regents of KCTCS. A majority vote of the voting members of the Faculty Council present is needed to suspend the Rules of Order. With majority concurrence, meetings of the Faculty Council may be conducted in an informal manner, consistent with professional courtesy and fairness.
- b. Open Meetings. Meetings shall be held in accordance with applicable open meetings laws of the Commonwealth of Kentucky (KRS 61.810).
- c. Non-voting participation in meetings of the Faculty Council for the purpose of reports and other discussion shall be extended at open Faculty Council meetings to all voting and non-voting members of the Faculty Assembly upon recognition by the Chair.
- d. Any member of the Faculty Council may resign at any time effective upon giving written notice to the Chair.

ARTICLE V– STANDING COMMITTEES OF THE FACULTY ASSEMBLY

In order to facilitate its work, the Faculty has at least two (2) standing committees established by these Bylaws. Each standing committee shall be chaired by the elected representatives to the KCTCS Faculty Council. Additional standing committees may be created by majority vote of faculty.

A. The Curriculum Review Committee

1. Membership

- a. The Curriculum Review Committee shall be comprised of the Committee Chairperson and one elected representative voted in by faculty members from each division. The elected representative to

the KCTCS Curriculum Review Committee shall serve as chair of the local standing committee. The term of office of all members shall be two (2) years elected in staggered terms. The Chief Academic Officer shall be an ex officio member of the Curriculum Review Committee, without voting privileges. In addition, the Chair of the Faculty shall be an ex officio member, without voting privileges.

2. Function:

- a. Make recommendations to the Faculty and CAO concerning new courses, course changes, and the dropping of courses;
- b. Make recommendations to the Faculty and CAO concerning new curricula, curricula changes, and the dropping of curricula;
- c. Make recommendations to the Faculty and CAO upon request or upon its own initiative, concerning the needs of the instructional program of the College;
- d. Communicate changes and proposed change in courses and curricula to program and area faculty in a timely way; and
- e. Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

B. The Faculty Rules Committee.

1. The Faculty Rules Committee shall be comprised of the Committee Chairperson and one elected representative voted in by faculty members from each division, serving staggered terms of two (2) years each. No academic program may elect more than one member to the Committee at a time. In addition, the Chair of the Faculty shall be an ex officio member of the Faculty Rules Committee without vote.
2. The Faculty Rules Committee shall:
 - a. issue; and codify the Rules of the Faculty of GCTC;
 - b. make recommendations to the Faculty, upon request or upon its own initiative, regarding modification of the Rules of the Faculty Assembly;
 - c. continually evaluate the Rules of the Faculty of the College to meet new conditions;
 - d. assist in the process of developing the local College faculty policies, procedures and governance documents;
 - e. advise on educational standards
 - f. Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

ARTICLE VI – ADVISORY COMMITTEES OF THE FACULTY ASSEMBLY

A. The Ombuds Committee.

1. Members:

- a. The Ombuds Committee shall be chaired by the elected alternate to the KCTCS Senate and shall be comprised of one elected representative voted in by faculty members from each division

2. Functions

- a. The Ombuds Committee shall serve as advisor in respect to matters of faculty concern such as community tensions, ethics, and civility; serve as an investigative and advisory role to the President of the College and the Faculty with regard to individual or group concerns and complaints not covered by existing policy and procedures at the College System level or KCTCS policies; refer to all matters covered by KCTCS policies, including, without limitation, promotion, tenure and harassment issues, to an appropriate appeals body; and perform other responsibilities as delegated to it by the President or Faculty.

B. The Advisory Committee on Promotions.

1. Members:

- 1) Associate Professor and Professor rank faculty, representing each division and non-divisional faculty, appointed by the president.

2. Function

- a. Working with the president's office, assist candidates eligible for promotion to assistant or associate professor or professor.
- b. Review promotion notebooks or portfolios for candidates.
- c. Make recommendations on promotion to the president.
- d. Educate and advise faculty with respect to the promotion
- e. Provide the division-level advisory committees on promotion with guidelines regarding the proper format for promotion packages.

C. Faculty Performance Review Appeals Committee.

1. Members:

- a. Six members, elected by the Faculty Assembly to serve staggered terms of two years with the Chair elected by the membership.

2. Function

- a. Review cases of appeal made by a faculty member, who, after a conference with the president, remains in disagreement with the performance rating received. After a hearing, the committee makes a recommendation to the president (KCTCS Administrative Policies and Procedures Section 2.5.2.7).

E. Calendar Committee.

1. Members:

- a. The Calendar Committee will consist of four (4) members elected by the Faculty Assembly at the April meeting. Each member will serve for a two year staggered term commencing August 1.

2. Function:

- a. The Calendar Committee will prepare a calendar with advisement from Student Services and the Chief Academic Officer and will present this calendar to the Faculty Assembly at the regular April meeting. In addition, the Calendar Committee will submit a Faculty Assembly supported calendar to the President/CEO of the College for final approval.

F. Nominating Committee.

1. Members:

- a. Volunteers representing each division and non-divisional faculty shall be appointed and approved by the Faculty Council. One member will act as Chair of the committee and will be chosen by the members of the committee.
- b. Charge: Determine vacancies for all offices elected by the Faculty Assembly and solicit nominees for vacant offices; evaluate nominees based on the criteria for each office. Criteria for each office will be in accordance to the Bylaws of the Faculty Assembly and Rules set by KCTCS. The Nominating Committee will develop a voting system either paper or electronic to be submitted to the Faculty Council for approval before the scheduled April Vote. The committee will also be responsible for copying, distribution, collection, tallying and announcement of outcome of the April vote to the Faculty Assembly and the Faculty Council.

ARTICLE VII - AD HOC COMMITTEES

Temporary or ad-hoc committees may be established by majority vote of the Faculty Assembly or Faculty Council. Such committees shall remain in existence for a specified term up to one (1) year from the date of their establishment. Continued existence of an ad-hoc committee for an additional time period must be specifically re-authorized in the same manner.

ARTICLE VIII - ADDITIONS TO FACULTY ASSEMBLY BYLAWS

These Bylaws, upon their adoption, shall be the principal governance document of the Faculty Assembly of the College. Amendments or additions to this document may be made as long as such amendments are not inconsistent with these Bylaws as adopted, or with superior regulations including, without limitation, the Rules of the Community and Technical College and Board of Regents of KCTCS.

ARTICLE IX - AMENDMENT AND RATIFICATION OF BYLAWS

- A. Amendments. The Faculty may adopt amendments to the Bylaws by a vote of the majority present at the regularly scheduled meeting. Any amendment to these Bylaws shall be submitted to the President of GCTC for review before being made operational.
- B. The faculty council shall review the bylaws no later than October 1st of each academic year.

I, the duly appointed Secretary of THE FACULTY ASSEMBLY OF GATEWAY COMMUNITY AND TECHNICAL COLLEGE do hereby certify that the foregoing Bylaws constitute the Bylaws of the Faculty Assembly as approved by a majority of the Faculty Assembly on _____ . date

IN WITNESS WHEREOF, I have subscribed my name on the _____ day of _____ (month), _____ (year).

Secretary

Witnessed by _____ date _____
Faculty Chair

Reviewed by _____ date _____
Chief Academic Officer

Acknowledged by _____ date _____
GCTC President