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## Panel: Contingent Faculty Participation in Shared Governance - Handout: Henry Ford College Faculty Organization Constitution

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**CONSTITUTION FOR THE FACULTY ORGANIZATION  
HENRY FORD COLLEGE**

**I. PRINCIPLES**

- A.** The basic functions of a college are to preserve, augment, criticize, and transmit knowledge and to foster creative capacities. These functions are performed by a faculty which must be free to exercise independent judgment in the planning and execution of its educational responsibilities.
- B.** Three groups play the most important roles in the government of American colleges and universities: faculties, administrations, and governing boards. The roles of these groups must be defined.
- C.** The development of college and university teaching as a profession has produced a scholarly community of talent fully qualified for an active and responsible part in institutional government. The faculty, which is entrusted with primary tasks for which educational institutions are organized, is the essential participant, by virtue of its particular competence, both in recommending and in carrying out decisions on College educational policy, as determined by the Board of Trustees and the President.
- D.** The three responsible agents -- faculty, administration, and governing board -- should endorse the principle of joint responsibility and endeavor to work out a judicious balance in the area of their collective responsibilities, with the understanding that nothing in this document shall be construed to deny the Board of Trustees (the "Board") or any administrative officers any of the powers or responsibilities vested in them by law or by action of the Board.

**II. FACULTY ORGANIZATION ROLE AND OPERATING STRUCTURE**

**A. Faculty Organization Role**

The Faculty Organization shall be a deliberative body with powers to initiate, approve, amend, or reject recommendations relative to academic policy. All academic policy recommendations shall be vested in the Faculty Organization, subject to limitations stipulated in Article I.D. addressing the authority of the Board of Trustees and Article VII addressing the authority of the HFCC-FT Collective Bargaining Agent. Any action of the Academic Council, the Coordinating Council, or the Operations Council (herein referred to as the "Councils") and other College committees and groups relative to academic policy shall be subject to approval by the Faculty Senate and the Faculty Organization, which shall have the authority of approving and forwarding all academic policy recommendations to the President.

**B. Faculty Organization Operating Structure**

- 1.** The Faculty Organization shall consist of all full-time faculty and current adjunct faculty.
- 2.** All meetings of the Faculty Organization shall take place during the Fall and Winter Semesters, with the date and time published at least fourteen calendar days preceding the meeting. Meetings of the Faculty Organization shall take place August, January, and May of each College year, and on other occasions if approved by the Senate. Those in attendance at a duly called meeting of the Faculty Organization shall constitute a quorum.

Special meetings of the Faculty Organization may be called by the Faculty Senate and/or at the request of the President and/or the Board to address time sensitive issues of academic policy. A two week notice of the meeting shall be provided. A good faith effort shall be made to avoid meetings during the spring and summer terms or at times that conflict with faculty teaching schedules.

3. Voting at meetings of the Faculty Organization shall be limited to those qualified to vote and in attendance at the meeting and shall typically be by voice vote. A hand count, a standing count, or paper ballot vote, if requested by any member of the Faculty Organization in attendance, shall be conducted. Voting on matters before the Faculty Organization shall be limited to all full-time faculty and a number of elected adjunct faculty delegates equal to one-half of the number of full-time faculty, as reported by the Office of Human Resources at the time of the election of adjunct faculty delegates. Adjunct faculty delegates shall be elected annually in Senate conducted elections during each Winter Semester, with adjunct delegate status effective the following August 1.
4. The meetings shall be determined by the Academic Affairs Leadership Council, provided that the voting strength not exceed one-half of the number of full-time faculty members of the Division and/or Department. The representation and the voting weight of adjunct faculty in Division and/or Department committees shall be determined by the Division and/or Department. representation and the voting weight of adjunct faculty in Division and/or Department

### **III. FACULTY SENATE ROLE AND OPERATING STRUCTURE**

#### **A. Role of the Faculty Senate**

1. The Faculty Senate of Henry Ford College is an instrument of shared governance, subject to the limitations stipulated in Article I.D. addressing the authority of the Board of Trustees and Article VII addressing the authority of the HFCC-FT Collective Bargaining Agent.
2. The Faculty Senate shall have the responsibility for recommending academic policies of the institution, subject to approval by the President, the Board of Trustees, and other appropriate government agencies and officers. This principle has been expressed in the policies of the Board of Trustees. Nothing in this document shall be construed to deny the Board of Trustees or any administrative officers any of the powers or responsibilities vested in them by law or by action of the Board of Trustees.
3. The faculty shall share responsibility with the President in recommending academic policies to the Board of Trustees in such fundamental College educational matters as:
  - a. Academic policy relative to subject matter and methods of instruction, such as but not limited to:
    - Course structure, pedagogy, and duration;
    - Course and program prerequisites;
    - Curriculum and course preparation and assignments.
  - b. Academic policy such as but not limited to:
    - Standards for admission of students;
    - Academic progress, conduct, probation, and dismissal;

- Granting of degrees and licenses of proficiency;
  - Grading;
  - Withdrawal;
  - Academic appeal;
  - Program requirements;
  - Graduation requirements;
  - Degree and certificate requirements;
  - Placement testing;
  - Student attendance.
- c. Those aspects of student life that relate directly to the educational process;
- d. Development of programs and courses;
- e. The provision of academic extension services to the community;
- f. Student and faculty awards and honors;
- g. Assumption by the institution of academic research or academic service obligations to private or public agencies.
4. The faculty shall share responsibility and attempt to reach consensus with the Academic Council in recommending policies to the President and Board of Trustees, in matters such as but not limited to:
- a. Major changes in the size of the student body;
  - b. The establishment of new schools or divisions;
  - c. The provision of extension services to the community;
  - d. Assumption by the institution of research or service obligations to private or public agencies;
  - e. Facilities and support for research of faculty members and students;
  - f. Adding, curtailing or eliminating programs.

In the absence of consensus, the Faculty Organization and the Academic Council may submit their respective recommendations.

5. Any College committee, such as but not limited to steering committees, task forces, and Continuing Process Improvement (CPI) teams, which is charged with developing proposals relative to academic policy within the purview of the faculty, as cited above in this provision, shall consist of at the least a number of faculty members, including at least one adjunct faculty member, equal to the number of non-faculty members serving on the committee. All faculty members serving on such a committee shall be selected through a Senate conducted election or appointed directly by the Senate. The proposals of any such committee relative to academic matters shall be subject to review and approval by the Faculty Senate and qualified

voting members of the Faculty Organization prior to being forwarded to the President for approval and the Board of Trustees for final approval.

6. The faculty shall share responsibility and attempt to reach consensus with the Operations Council in recommending to the President and Board of Trustees policies related to planning for additional physical facilities. In the absence of consensus, the Faculty Organization and the Operations Council may submit their respective recommendations.
7. The allocation of resources among competing demands has important implications for the educational responsibilities that are the primary concern of the faculty.

Faculty shall be involved in important developments in administrative planning and funding for educational purposes, including operational expenditures and capital expenditures; shall be consulted on major issues of academic policy involved in such developments; and shall have means through committees or other organized procedures to express its views on major issues of academic policy affecting current or projected College budget decisions affecting academic policy.

8. The Senate shall appoint three full-time and three adjunct faculty to the Academic Council, which shall consult with the Senate regarding Senate academic policy recommendations. Such faculty members shall be selected through a Senate conducted election or appointed directly by the Senate. These appointees shall serve three year terms and shall be eligible for reappointment. The Academic Council shall be chaired by the Vice-president for Academic Affairs and the Senate Chairperson.
9. The Senate shall appoint two full-time and two adjunct faculty to the Coordinating Council. Such faculty members shall be selected through a Senate conducted election or appointed directly by the Senate. These appointees shall serve two year terms and shall be eligible for reappointment.
10. The Senate shall appoint one full-time and one adjunct faculty to the Operations Council. Such faculty members shall be selected through a Senate conducted election or appointed directly by the Senate. These appointees shall serve two year terms and shall be eligible for reappointment.

**B. Faculty Senate Operating Structure**

1. Membership on the Senate is open to any full-time faculty member or to any adjunct faculty member who qualifies for voting membership in the Faculty Organization.
2. The Senate shall consist of no more than seventeen members, consisting of seven full-time faculty; seven adjunct faculty; and two full-time faculty members and one adjunct faculty member elected at-large in Senate conducted elections. At least one full-time faculty member and one adjunct faculty member shall represent each Division at the College.

For the purposes of representing divisions on the Faculty Senate, the Counseling and Advising Division, the Teaching and Learning Services Division, and faculty who qualify for membership in Faculty Organization but who are not formally associated with a division shall be considered as one division.

Elections will be conducted in March; terms shall be for three years to begin the following Fall Semester. Should any Senate position become vacant, it shall be filled through a Senate supervised election for the appropriate body.

3. Every five years the Senate shall review the representative structure of the Senate and shall reapportion if necessary.
4. The Chairperson of the Senate shall be elected to a one year term by the Senate from its full-time faculty members. The Chairperson may serve two consecutive one year terms and may serve an additional term(s), provided a one year interval follows any two consecutive terms as Chairperson.
5. The formal method of initiating or altering action in academic policy in which the faculty has responsibility as defined under this Constitution, subject to review and approval by the President and Board of Trustees, shall be by Senate recommendation, with adoption in regular or specially called meetings of the Faculty Organization. The Senate shall inform the Coordinating and Academic Councils of any Senate recommendation at least three weeks prior to consideration by the Faculty Organization.
6. The Senate shall undertake studies on its own initiative or may do so as a consequence of requests brought to it by individual faculty members, by College committees, by the Councils, or by members of the administration.
7. The Senate shall assign tasks to Senate standing committees. Committees shall report to the Senate when their deliberations involve policy.
8. The Senate shall call meetings of the Faculty Organization when necessary to report, to secure the Faculty Organization's approval of a measure, or to request its direction.
9. The Faculty Senate shall hold open meetings on a regular basis, usually monthly, as determined by the Senate at the beginning of each academic year. The Senate Chairperson or one-third of Senate members may call for a special meeting as needed. Agendas will be published in advance. Any member of the College Community may attend meetings of the Faculty Senate, comment on items on the agenda, or make recommendations for future agenda items. The Senate may limit the duration of a non-member's comments to three minutes and the cumulative duration of all non-member comments to one-half hour.

#### **IV. FACULTY SENATE COMMITTEES**

- A. Standing committees are created and discharged by the Faculty Senate. The Faculty Senate shall be represented on task forces and ad hoc committees that may be formed by the President or other governance entities.
- B. The work of standing committees is recommendatory. Committee recommendations dealing with academic policy shall be reviewed by the Senate. The Senate shall review, approve, amend, or reject standing committee recommendations, as well as recommendations of the Academic Council and the Coordinating Council, in formulating academic policy recommendations for consideration by the Faculty Organization. Questions of interpretation of established academic policy shall be referred to the Senate.

1. Membership on standing committees shall be voluntary.
2. Unless approved otherwise by the Senate, the Chairperson of each standing committee shall be a full-time faculty member, elected by the committee.
3. Each standing committee shall determine its own attendance and quorum policy.
4. The Senate annually shall review the committee structure to consider the enlargement or reduction of the number and size of committees and the redefinition of committee assignments.

## **V. POLICY APPROVAL PROCEDURE**

- A. Recommendations regarding new academic policies or academic policy changes or recommendations on matters otherwise authorized within this Constitution shall be forwarded to the Senate by individuals, standing committees, divisions, the Academic Council, Coordinating Council, Operations Council, task forces, CPI teams, or other sources.
- B. The Senate may approve, amend, reject, or forward without approval recommendations regarding new academic policies, academic policy changes or recommendations on matters otherwise authorized within this Constitution in existing academic policies to the Faculty Organization.
  1. Copies of recommendations which are to be submitted to the Faculty Organization must be forwarded by the Senate to the initiating body and the President at least three weeks prior to a meeting of the Faculty Organization.
  2. If the President, the Councils, or the initiating body desires to discuss such recommendations with the Senate, a meeting may be called by the Chairperson for that purpose.
  3. Copies of recommendations which are to be submitted to the Faculty Organization must be forwarded by the Senate to the Faculty Organization at least one week prior to its meeting.
- C. If a recommendation of a standing committee, a division, or one of the Councils is rejected by the Senate and that initiating body repasses the recommendation, the Senate shall again consider the measure and forward it to the Faculty Organization. The Senate shall have the option of advocating an alternate proposal.
- D. If such a recommendation is approved by the Faculty Organization and the President, the Board of Trustees shall be apprised of the agreement.
- E. The President shall have 21 calendar days in which to accept or decline a recommendation regarding: (1) a new academic policy, (2) a change in current academic policy, or (3) other matters addressed in this Constitution. Should the President decline the recommendation of the Faculty Organization, the Senate shall be notified of the reasons in writing.
- F. The Faculty Senate shall review the decision of the President, and may: (1) return the original recommendation to the Faculty Organization for further consideration, (2) revise the recommendation and resubmit it to the Faculty Organization and President, or (3) recommend to the Faculty Organization that it appeal the President's decision regarding the original or revised recommendation to the Board of Trustees.
  1. The Faculty Organization may pass a revised recommendation with a majority of qualified voters, and the President shall be apprised of the new recommendation.

2. The Faculty Organization may vote to appeal the President's decision regarding the original or revised recommendation to the Board of Trustees by a two-thirds majority of faculty qualified to vote and in attendance.

G. Whenever the President's decision regarding: (1) a new academic policy, (2) a change in current academic policy or (3) other matters addressed in this Constitution is appealed, the matter shall be submitted to the Board of Trustees for final determination.

## VI. SELECTION OF COLLEGE PERSONNEL

A. Faculty appointments, reappointments, promotions, and actions resulting in tenure should require the active participation of the faculty and administrators who directly supervise the faculty involved. Each division should publish the manner in which this will be done.

B. Because College academic and student support administrators have an important role in the formation of educational policy and are charged with transmitting the views of their respective groups to the Board of Trustees, care should be taken that all such persons should have the confidence of the faculty and normally be qualified for faculty membership by education, experience, and continuing interest in teaching.

1. In the selection of the College President, a committee shall be created by the Board of Trustees for the purpose of screening and recommending candidates. Faculty membership of this committee shall include a Faculty Senate member and four full-time and two adjunct faculty elected at-large in a Faculty Senate conducted election, with at least one full-time faculty member representing each area of the College: Arts and Sciences, Career and Technical Programs, and Student Affairs.

2. A committee shall screen and recommend candidates for the positions of Vice-president of Academic Affairs and Vice-president for Student Affairs. The committee shall be composed of four full-time faculty and two adjunct faculty members selected in a Senate conducted election, three of whom must be from the area to be administered, and up to six administrators appointed by the administration.

3. Candidates for the positions of Divisional Associate Dean and Department Chairperson shall be limited to those having full-time status at the College and shall be elected for a three year term by members of their respective divisions. If no candidates stand for election, a committee, consisting of four full-time faculty and two adjunct faculty elected from the Division and up to four administrators appointed by the President, shall screen and recommend external candidate(s) for the position of Associate Dean and Department Chairperson to the President. Upon resignation, retirement, transfer, or termination of such external candidate, the Division shall then elect a new person from among internal candidates. The administration shall involve faculty in the evaluation of Divisional Associate Deans and Department Chairpersons.

4. In the selection of the Director of Human Resources or an administrator, excluding Associate Deans and Department Chairs, within Academic Affairs, the composition of the selection committee shall include three full-time and one adjunct faculty, selected in a Senate conducted election, and no more than four appointees selected by administration.

5. In the selection of a Director or Executive Director, outside of Academic Affairs, the composition of the selection committee shall include two full-time and one adjunct faculty, selected in a Senate conducted election, and appointees as selected by administration.



Should the responsibilities of such a Director or Executive Director entail the supervision of faculty and/or the implementation of academic policy, the composition of the selection committee shall include two full-time and one adjunct faculty, selected in a Senate conducted election, and appointees as selected by administration not to exceed the number of faculty serving on the committee.

6. Faculty vacancies on selection committees shall be filled in Senate conducted elections whenever possible. In the event that a sufficient number of faculty is not available to hold an election (e.g. Spring or Summer Session), the Senate is empowered to make appointments to such committees.
7. Provision shall be made for faculty consultation through the Senate in the creation or modification of any academic administrative position or non-academic administrative position at the director level or above. Once established, such positions shall be filled as prescribed in the appropriate category.

## **VII. COLLECTIVE BARGAINING AGENT**

Nothing included in this document shall be interpreted as inhibiting or interfering with, in any way, the legal status or legal function of the duly designated HFCC-FT sole bargaining agent as the exclusive representative of all the employees in such unit, for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment, nor will anything herein take precedence over results of negotiations with the HFCC-FT sole bargaining agent.

## **VIII. CONCLUSION**

Organization and procedures are only the means by which governing boards, administrative officers, and faculties fulfill their responsibilities, give an institution of higher education its special character, and accomplish its goals. Academic freedom, professional integrity, competence, and the advancement of learning are also concerns of the Board of Trustees, administration, and faculty.

## **IX. AMENDMENT PROCEDURES**

### **Amendment to the Faculty Organization Constitution, Faculty Organization By-laws, Faculty Senate Constitution, and Faculty Senate By-laws.**

- A. A Constitutional or By-law amendment, subject to the limitations of Article I.D. addressing the authority of the Board of Trustees and Article VII addressing the authority of the HFCC-FT Collective Bargaining Agent, may be initiated in writing to the Faculty Senate Chairperson by any member of the Faculty Organization or the President.
- B. After 21 calendar days' notice, a meeting of the Faculty Organization shall be called, within the Fall or Winter Semesters, by the Chair of the Senate to vote upon the proposed amendment. A two-thirds vote of those qualified to vote and in attendance at the Faculty Organization meeting shall constitute passage of the amendment, upon which the amendment shall be forwarded to the President for approval, provided the proposed amendment is in accordance with Article VII, the Collective Bargaining Agent article of this Constitution.

- C. Any provision or amendment of any College governance document, emanating from any source, that affects the roles or governance structures of the Faculty Organization or the Faculty Senate, including the process of recommending academic policies to the President or the process of submitting an appeal to the Trustees, must be approved by qualified voting members of the Faculty Organization and the President.
- D. The President shall have 21 calendar days in which to accept, decline or revise the proposed amendment. Should the President choose to revise or decline the proposed amendment, the Senate shall be notified in writing of the reasons.
- E. The Faculty Senate shall review the decision of the President, and may: (1) return the original proposed amendment to the Faculty Organization for approval or further consideration, (2) revise the proposed amendment and resubmit it to the Faculty Organization and President, or (3) recommend to the Faculty Organization that it appeal the President's decision regarding the original proposed amendment to the Board of Trustees.

The Faculty Organization may appeal the President's decision to the Board of Trustees with a two-thirds majority vote by those qualified to vote and in attendance at a Faculty Organization meeting. Voting shall be limited to those who qualify for membership in the Faculty Organization and who are in attendance at the meeting. The Board of Trustees' determination is final.

- F. Any alteration of the roles and structures of the Faculty Senate or Faculty Organization is subject to Article VII, the Collective Bargaining Agent article of this Constitution.
- G. It is understood, in accordance with the HFCC-FT Collective Bargaining Agreement, that no changes or amendments to the Constitution and/or By-laws of the Faculty Organization shall be made without the mutual agreement of the parties to the HFCC-FT Collective Bargaining Agreement and that grievances arising from changes or amendments to the Constitution, without mutual agreement of the Union and College, shall be subject to binding arbitration provision of the contract. It is further understood that grievances regarding violations arising from existing provisions of the Constitution, By-laws of the Constitution, and procedures outlined within the Constitution shall be subject to the advisory arbitration provision of the contract.