



CYPRESS COLLEGE

Academic Senate Bylaws

Revised May 1991
Revised April 1996
Revised December 1999
Revised February 2004
Revised May 2007
Revised May 2017
Revised May 2022

Items not specifically addressed in the Bylaws or Constitution shall be left to the discretion of the Academic Senate President. When in conflict, the Constitution shall supersede.

CHAPTER 1: STRUCTURE OF THE ORGANIZATION

Section 1. Executive Officers

- A. The officers of the Academic Senate are the President, President-Elect or Past President, Secretary, and Treasurer.
- B. The term of office shall be two years for the President and one year for the other officers.
- C. All elected officers must be members of the Academic Senate.
- D. The office of Past President will exist during the first year of the President's term, and the office of President-Elect will exist during the second year of the President's term.
 1. If the retiring President is not available to serve as Past President, the Senate may choose to elect a Past President from among those current or retiring members who have served as President.
 2. If no previous President is able to serve, then the position shall be opened to any full-time Senate member, and an election shall be held to fill the vacated seat in accordance with the officer election process in these Bylaws.

Section 2. Executive Committee

- A. The Executive Committee shall consist of the President, President-Elect or Past President, Secretary, Treasurer, Curriculum Chair and IDEA Ombuds
- B. The purpose of the Executive Committee is to advise the Academic Senate President.
- C. All elected members of the Executive Committee are members of the Academic Senate.

Section 3. Assumption of Responsibilities

Officers shall assume their responsibilities immediately upon the conclusion of the elections.

Section 4. Duties and Responsibilities of Officers

A. Duties of the President

1. The President shall preside over meetings.
2. The President or designate shall represent the faculty at appropriate campus, district, and state-wide meetings.
3. Upon the direction of the Academic Senate, the President of the Academic Senate shall forward all specific recommendations and concerns to the President of the college, the Chancellor of the North Orange County Community College District, and/or to the Board of Trustees of the North Orange County Community College District.
4. The President shall make necessary appointments to committees.
5. The President, in conjunction with the Academic Senate Treasurer, shall approve expenditures of funds held by the Academic Senate or designated for Academic Senate usage.
6. The President shall present all potential candidates to the Senators, and shall have the power to appoint candidates as faculty representatives to campus governance committees. Such appointments may be overruled by a majority vote of the Academic Senate.
7. The President shall be responsible for all Academic Senate Correspondence themselves or through a designee as needed.
8. The President shall succeed to the past-presidency.
9. The President shall perform other duties as authorized by the Academic Senate.

B. Duties of the President-Elect or Past President

1. The President-Elect or Past President shall preside over meetings in the absence of the President.

2. The President-Elect or Past President shall conduct all elections according to procedures specified in the By-Laws.
3. The President-Elect or Past President shall maintain the Academic Senate Handbook, update the Handbook to include a list of Senate appointments to campus committees and any other changes that have occurred during the past year, and be required to distribute a copy of the Handbook to all new Senators.
4. The President-Elect or Past President shall be required to hold a seminar for Senate Rules and Procedures at the beginning of each academic year.
5. The President-Elect or Past President shall perform other duties as authorized by the Academic Senate.

C. Duties of the Secretary

1. The Secretary shall keep a record of the proceedings of all Academic Senate meetings. Such records shall be distributed to the faculty, the college administration, other district Senates, and the Board of Trustees.
2. The Secretary shall be responsible for calling for agenda items from the faculty and for publishing or posting announcements of meetings and agendas.
3. The Secretary or designee shall be responsible for keeping the Senate website current with approved agendas, approved minutes, current committee appointments, and any other documents voted on or approved by the Senate.
4. The Secretary shall insure that all documents shall be compliant with existing campus policies including ADA standards.
5. The Secretary shall perform other duties as authorized by the Academic Senate.

D. Duties of the Treasurer

1. The Treasurer shall be responsible for handling all funds collected by the Academic Senate.
2. The Treasurer shall maintain records of all receipts and expenditures of the Senate and periodically shall give financial reports to the Senate.
3. The Treasurer shall propose and maintain the Academic Senate annual budget.
4. The Treasurer shall perform other duties as authorized by the Academic Senate.

Section 5. Duties and Responsibilities of Senators

A. Areas of Responsibility:

Being governed by the 10 + 1 areas as identified in the Constitution, Senators shall concern themselves with academic and professional matters and any other matters deemed important to the welfare of the college and the district, including but not limited to:

1. Professional Rights and Responsibilities (e.g., academic freedom, ethical standards).
2. Professional Standards (e.g., local minimum qualifications, equivalencies, professional competence, accreditation).
3. Professional Personnel Policies (e.g., recruiting, selecting, evaluating, assignment and teaching load, promotion, retention of competent faculty, tenure, selection and retention of administrative personnel, and sabbatical leaves).
4. Academic Policies (e.g., curriculum, admissions, honors and degree requirements, retention of students).
5. Institutional Philosophy (e.g., college goals and objectives and relations with the community).
6. Student Personnel Policies (e.g., conduct, discipline, intercollegiate activities).
7. Education Expenditures (e.g., library, technology, other instructional supplies and equipment, maintenance and enhancement of instructional and campus facilities).

B. Duties of Senators:

1. Attend and participate actively in all Senate meetings and represent the voice of the faculty in their division.
2. Review all Senate-related materials in a timely manner.
3. Inform their constituencies of Senate business in a timely manner via interaction, email, and/or division meeting.
4. Determine the will of their constituency via communication in division meetings, email, and/or survey/poll.
5. Vote to represent the view of their constituency at all Academic Senate meetings. Abstention shall should? be made only when the Senator was not present for the discussion of Senate business related to item(s) up for a vote.
6. Submit agenda items, in a timely manner, provided they are requested by a constituent and fall within the purview of the Academic Senate.
7. Failure to perform duties may result in the removal of a Senator.

C. Alternates

1. Each Senator is responsible for choosing their alternate.

2. A Division Senator must select an alternate from full-time faculty of the division represented
3. The Adjunct Senator must select an alternate from the adjunct faculty
4. The President of the Academic Senate shall call for the names of alternates and the Senators they represent at the beginning of each meeting.
5. An alternate shall assume all the rights and privileges of a Senator for the entirety of that meeting.
6. An alternate cannot take the place of a Senator for more than two consecutive meetings, or for more than half of the scheduled Senate meetings per semester.

Section 6. Duties and Responsibilities of Liaisons

- A. The following are Liaisons to the Senate.
 1. Associated Students
 2. Adjunct Faculty United
 3. Accreditation Steering Committee
 4. Diversity, Equity, Inclusion Committee
 5. Campus Technology Committee
 6. CTE
 7. Curriculum Committee
 8. Cypress College Foundation
 9. Distance Education
 10. Guided Pathways Steering Committee
 11. LGBTQ+
 12. Professional Development
 13. Instructional Program Planning and Review Committee
 14. Student Learning Outcomes Committee
 15. United Faculty
 16. Student Equity and Achievement Committee
 17. Classified Senate
 18. Other reports as needed by Senate
- B. Liaison shall make reports to the Senate and report Senate activities to their respective campus group.
- C. The Liaison shall be the primary voice in discussions pertaining to the group they represent.
- D. Liaisons will serve as a resource and may be called upon to offer insights or information relevant to their area of expertise but are not considered voting members of the Senate.
- E. Liaisons are expected to communicate recommendations of the Senate to their respective groups.
- F. Faculty liaisons who serve as Co-Chairs of Campus committees serve as agents of the Senate and should represent the will of the Senate in such meetings.

Section 7. Duties and Responsibilities of IDEA Ombuds

- A. Represent the Senate's IDEA interests in shared governance committees and meetings as needed
- B. Serve as a liaison with campus and district committees and groups that are IDEA-focused including, but not limited to, the Faculty and Staff Associations, United Faculty's Racial Justice and Equity Committee, the District Office of Diversity and Compliance, Cypress College Diversity, Equity, and Inclusion Committee, Professional Development, Program Review and Associated Students.
- C. Facilitate communication among local faculty, the local senate, and the Academic Senate for California Community Colleges (ASCCC)
- D. Attend appropriate ASCCC events as a representative of Cypress College Senate and communicate with ASCCC as needed.
- E. Attend IDEA focused training, when needed and appropriate.
- F. Receive adequate training in Robert's Rules of Order

CHAPTER II: COMMITTEES

Section 1. Standing Committees

- A. Senators may serve on one of the standing committees of the Academic Senate
 - 1. The Senate Ethics Committee shall be responsible for reviewing Senate issues and making recommendations related to violations to the Cypress College Core Values and or the District Faculty Code of Ethics. The Ethics Committee will have purview over Senate issues alone.
 - a. Membership
 - i. The Ethics Committee shall be appointed at the first meeting of the Academic Senate each fall.
 - ii. The Ethics Committee will consist of a total 5 members representing five different divisions. Including an Adjunct faculty Senator (1), IDEA Ombuds (1), Three other members shall be Senators from separate Divisions not already represented.
 - iii. Ethics Committee members should go through ethics training as determined by the Senate.
 - b. Process
 - i. The Chair or Senators may move to refer issues to the Ethics Committee
 - ii. Senate shall vote to refer issues to the Ethics Committee

- iii. Senate participants (Officers, Senators, Liaisons) who are the subject of review, will be suspended from meetings until the matter is resolved. An alternate should be selected for the duration of the meeting(s) when possible.
- iv. Committee should endeavor to interview any and all parties concerned, including the subject of the review.
- v. Subject should be informed of the recommendation in advance of presentation to the Senate and given an opportunity to speak to the recommendation.
- vi. Review should be timely and ideally completed before the following Senate Meeting.
- vii. The Senate Ethics Committee will make recommendations to the Senate regarding consequences for violations up to and including any of the following, restorative intervention, warning, censure, suspension, removal, or revocation of privileges, or combination thereof (see Appendix B).
- viii. The Senate shall discuss and vote on the recommendations of the Committee.
 - 1) A vote of 2/3 majority is necessary for punitive consequences (censure, removal, revocation).

Section 2. Committees that Report to the Senate

- A. The Curriculum Committee shall be responsible for reviewing issues and making recommendations related to curriculum and curriculum related matters as outlined in the committee's guiding documents.
- B. The Student Learning Outcomes Committee shall be responsible for assisting, supporting, and guiding Faculty as they develop, implement, and evaluate both CSLOs and PSLOs in an effort to improve teaching and student learning in courses, programs, certificates, and degrees, as well as making recommendations related to instructional Student Learning Outcomes as outlined in the committee's guiding documents.
- C. The Instructional Program Review Committee shall be responsible for reviewing departmental program reports, making commendations and recommendations, assigning completion status, and issuing the annual report as outlined in the committee's guiding documents.

CHAPTER III: ACADEMIC SENATE REPRESENTATION ON COLLEGE/DISTRICT GROUPS

Section 1. The Academic Senate's two representatives to the President's Advisory Cabinet (PAC) shall be the President and either the Past President or the President-Elect.

Section 2. The Academic Senate's four representatives to the college's Planning and Budget Committee shall be the President and either the Past President or the President-Elect, Instructional Program Review Chair, and Curriculum Chair.

Section 3. The President of the Academic Senate shall serve as the Academic Senate's representative to the District Consultation Council.

Section 4. The President and either the Past President or the President-Elect shall serve as the Senate's representatives to the Council on Budget and Facilities.

Section 5. The President shall represent the Senate at the resource table at meetings of the Board of Trustees.

CHAPTER IV: MEETINGS

Section 1. General Meetings

- A. Regular meetings of the Academic Senate shall be held twice per month during the fall and spring semesters unless the regular meeting date falls on a day when classes are not in session. The President shall establish a calendar of meeting dates and ensure that the day, time, and location of meetings are well publicized.
- B. All meetings of the Academic Senate shall be open to any interested parties.
- C. The agenda of the Academic Senate shall be established by its members and published prior to the meeting in accordance with state law.
- D. Actions of the Academic Senate shall be in the form of motions or resolutions approved by a majority vote.
- E. Proposals brought before the Senate for approval should conform to the process outlined in the Cypress College Decision-Making Protocol (Appendix A)
- F. The Senate Executive Committee may convene between Senate meetings to discuss potential topics, agenda items, and other related campus issues. The Senate Executive Committee shall not take action that would normally take place in a Senate meeting without the Senate's participation. The Senate Executive Committee shall report summaries of all their meetings at the subsequent Senate meeting.

- G. Senate business may be halted at any point during a Senate meeting by a voting member making a motion to change or depart from the adopted agenda immediately to take up a matter out of its proper order.
 - 1. A motion to resume the adopted agenda can be made at any time during the discussion.
- H. Matters not specifically covered in the Constitution or Bylaws shall be governed by the current edition of Robert's Rules of Order.

Section 2. Quorum

The Academic Senate quorum shall consist of a majority (50% plus 1) of the voting membership.

Section 3. Discussion and Debate

A. Discussion and Debate on Agenda Items

- 1. Items on the Agenda will be presented to the Senate by the person(s) listed on the agenda, or by a designee chosen by the person(s) listed in the agenda item.
- 2. Following the presentation of the agenda item in a manner consistent with its description in the agenda, the Chair shall solicit discussion/debate in the following order:
 - a. Voting members of the senate
 - b. Non-voting members of the senate
 - c. Cypress College Faculty Employees
 - d. Cypress College Non-Faculty Employees
 - e. Cypress College Students
 - f. Other NOCCCD employees
 - g. Members of the public

B. Discussion and Debate on Non-Agenda Items

The order of Discussion/Debate for non-Agenda items shall be at the discretion of the chair

C. Robert's Rules of Order

Unless stated otherwise, procedures for discussion and debate shall follow Robert's Rules of Order

Section 4. Voting

- A. Actions in the form of a motion are voted on in the same meeting they are made unless the senate votes by simple majority to delay the vote.
- B. Actions in the form of a resolution require two reads by the senate, with the vote to approve or reject the resolution taking place following the

second read. Resolutions represent the “voice of the Senate” and express the Senate’s rationale and proposed actions.

1. The second read may be waived for urgent matters or other consideration.
2. Resolutions that do not receive two reads must pass with a $\frac{2}{3}$ (two-thirds) majority vote of the Senate.

Section 5. Special Meetings

- A. A special meeting may be called by the President.
- B. A special meeting also may be called at the request of five members of the Senate. The written request must be presented to the President and the Secretary. The President will then set the time and place for the meeting, no less than two days nor more than one week from the time the request was received. If the President does not act, the President-Elect or Past President may schedule and conduct the meeting.
- C. A special meeting may be called to consider a single topic or multiple topics.
- D. The Secretary will make every effort to ensure that the faculty know about the special meeting with enough time to facilitate participation in the meeting.
- E. Establishing quorum and voting will follow the regular procedures as identified in these Bylaws.

Section 6. Minutes

- A. Minutes of Senate meetings shall be taken by the Secretary or designee.
- B. Minutes shall include: kind of meeting (regular, special, emergency); date of meeting and place; attendance, whether the minutes of the last meeting were approved or dispensed with, all main motions, including the name of the person introducing the motion; action taken by senate.
- C. Minutes should be formatted in accordance with guidelines established by the College.
- D. Minutes shall be approved by the Senate at a subsequent meeting.
- E. Minutes shall be posted to the College website in accordance with College Communications Office protocols.

CHAPTER V: ELECTIONS

Section 1. All elections conducted by the Academic Senate for Adjunct Senators or members of other committees responsible to the Academic Senate shall be decided on the basis of plurality. Write-in voting shall be allowed except when no vote is conducted, in accordance with the provisions outlined in these Bylaws.

Section 2. Election of Officers

- A. For any elected Executive Committee officer position for which there is more than one candidate, the election shall be by voice, roll call, or a signed ballot (as specified in the By-Laws).
- B. Elections shall be held annually at the last regular meeting in May at the commencement of the new business section of the agenda.
- C. The voting members shall consist of the newly elected and returning members of the Academic Senate.
- D. The new or continuing President shall conduct the elections.
- E. The order of election shall be President-Elect (when needed), Secretary, Treasurer, and the additional Executive Committee member.
- F. All elections shall be conducted according to the rules provided in these By-Laws.
- G. Nominations for each position shall be followed by election before proceeding to the nomination and election of the subsequent Position.
- H. If at any time the seat of an Officer or IDEA Ombuds is vacated before the term expires, the President-Elect or Past President shall conduct an election to replace that position.

Section 3. Election of Division Senators

- A. Each Division shall be responsible for the election of its Senators to the Academic Senate.
- B. Elections shall be announced to the full-time Division faculty and conducted in an open, transparent, and reviewable manner.
- C. Division Senators shall be elected by their Division faculty in April for two-year terms beginning on the final Senate meeting of the spring semester when they are elected.
- D. Division Senators shall assume their responsibilities at the last regular meeting of the spring semester.
- E. If at any time the seat of a Division Senator is vacated before the term expires, the President-Elect or Past President shall contact the Division and request an election to replace that Senator.

Section 4. Election of Adjunct Senators

- A. The President-Elect or Past President shall be responsible for the election of adjunct faculty Senators to the Academic Senate.
- B. Elections shall be announced to the adjunct faculty and conducted in an open, transparent, and reviewable manner.
- C. Adjunct Senators shall be elected by the adjunct faculty in April for two-year terms beginning on the final Senate meeting of the spring semester when they are elected.

- D. Adjunct Senators shall assume their responsibilities at the last regular meeting of the spring semester.
- E. If at any time the seat of an Adjunct Senator is vacated before the term of that Senator expires, the President-Elect or Past President shall hold an election to replace that Senator if the vacated seat results in fewer than two Adjunct Senators.
- F. If, for either a regular election or a special election, the call for nominations does not result in a nominee, or if a replacement is not available under the provisions of section (e) above, the Senate will vote to either (1) authorize the President to appoint an adjunct faculty member to fill the vacant seat, subject to confirmation by a majority vote of the Senate, or (2) direct the President-Elect or Past President to conduct another call for nominations and election.

Section 5. Election of IDEA Ombuds

- A. The President shall put out a call for candidates.
- B. Elections shall be held annually at the last regular meeting in May at the commencement of the new business section of the agenda. Candidates will have an opportunity to express their interest/qualifications
- C. The voting members shall consist of the newly elected and returning members of the Academic Senate.
- D. The new or continuing President shall conduct the elections.
- E. All elections shall be conducted according to the rules provided in these By-Laws.

CHAPTER VI: APPOINTMENTS

Section 1. President Authority and Responsibilities

- A. The President shall have the authority to make appointments to committees and workgroups upon approval by the Academic Senate.
- B. The President shall endeavor to ensure diversity and representation in appointments in accordance with the College's Equity Framework when appropriate, soliciting participation from underrepresented groups when needed.

Section 2. Appointments to Hiring Committees

- A. The President shall put a call out to all faculty for administrative hiring and evaluation committees for at least one week, when possible.
- B. Upon review of applications/letters of interest the President shall make appointments to be presented to the Academic Senate for discussion and/or approval.

- C. Should an appointment not be approved by the Senate, the President shall make new appointments to be discussed and approved by the Senate.

Section 3. Appointments to Senate Sub-Committees and Workgroups

- A. The President shall put a call out to all faculty for any Senate Sub-committees for at least one week, when possible.
- B. Committee appointments that include reassigned time shall be made available to all faculty.
- C. Calls for other committee/workgroup appointments shall be at the discretion of the President.
- D. Upon review of applications/letters of interest the President shall make appointments to be presented to the Academic Senate for discussion and/or approval.
- E. Should an appointment not be approved by the Senate, the President shall make new appointments to be discussed and approved by the Senate.

CHAPTER VII: REMOVAL AND SUCCESSION OF SENATE MEMBERS

Section 1. Removal and Succession of Executive Officers

- A. Senate President and Executive Officers can be removed by the Senate following a formal hearing and a two-thirds majority vote in the Senate. The criteria and procedures for removal are specified in these Bylaws
- B. Removal Hearings
 1. A hearing for the consideration of removal may be called by voting members of the senate under the following conditions: a violation Board BP/AP; a violation of the Cypress College Code of Conduct; failure to perform the duties outlined in the Cypress College Academic Senate Constitution; and/or violation of District Code(s) of Ethics
 2. A motion for hearing can be called at any point during a senate meeting by a voting member. The hearing may take place at the next regularly scheduled Senate meeting or by submitting a request for a Special meeting as outlined in these Bylaws.
 3. The subject of the hearing must be informed within 24 hours of the request.
 4. The hearing shall begin with a summary of the charges made by those who called for the hearing. The Executive Officer being charged shall then respond to the charges. Discussion/debate shall then take place in accordance with these Bylaws (Chapter IV, Section 3).

5. The hearing will conclude with a vote to recall or remove the Executive Officer. A two-thirds majority of the voting membership of the senate is required for recall or removal.
- C. Upon removal of a President, either the President-Elect or past President shall assume the position. Criteria and procedures for determination of successor are specified in these Bylaws.
- D. Upon removal of an Executive Officer, the election and placement of a successor officer shall take place in a timely manner. Election procedures of a successor

Section 2. Removal and Succession of a Senator

- A. Any Senator who misses three meetings in one semester without designating an alternate may be immediately removed from the Senate by a majority vote. The vacancy will be filled promptly according to the procedures contained in the other sections of these Bylaws.
- B. Senators may be subject to removal for failure to complete their assigned duties or other violations as determined by the Ethics Committee following a formal hearing.
- C. Any Senator or member of the Senate executive may call for the removal of a senator with formal submission of an agenda item to have a hearing.
- D. A formal hearing for the removal of a senator must take place in a senate meeting as an agenda item.
 1. The hearing and vote for the removal of a senator shall take place in the same meeting.
 2. The hearing and voting procedures for the removal of a senator must be open, transparent and clearly communicated to the senate at the start of the hearing.
 3. The senator and their constituents shall be given opportunity to address the senate prior to any vote for removal.
 4. At the conclusion of the hearing a Senator may be removed with a $\frac{2}{3}$ vote of the Senate.
- E. The removed senator's division faculty must begin the process to elect a successor following the removal hearing and vote.
- F. The successor senator must replace their predecessor within the following two senate meetings and remain in the role for the remainder of the academic year.

Section 3. Removal and Succession of a Liaison

- A. Senate Liaisons can be removed by the senate following formal hearing and a two-thirds majority vote.
- B. Senate Liaisons may be removed as a result of recommendations of the Ethics Committee following a formal hearing.

- C. Any senator or member of the senate executive can call for the removal of a liaison with formal submission of an agenda item.
- D. A formal hearing for the removal of a liaison must take place in a senate meeting as an agenda item.
 - 1. The hearing and vote for the removal of a liaison shall take place in the same meeting.
 - 2. The hearing and voting procedures for the removal of a liaison must be open, transparent and clearly communicated to the liaison at the start of the hearing.
 - 3. The liaison senator and their constituents shall be given opportunity to address the senate prior to any vote for removal.
- E. Results of a Liaison removal vote shall be communicated to the committee the Liaison represented, in a timely manner.
- F. The committee represented by the removed Liaison is responsible for the selection and appointment of a replacement.
- G. The newly selected committee liaison shall commence Senate Liaison duties within the following two senate meetings.
- H. The successor liaison must replace their predecessor within the following two senate meetings and remain in the role for the remainder of the academic year.

Chapter VIII: RECALL OF SENATORS

- A. Division Senators: At a special divisional meeting called for the purpose of voting on a recall, a Division Senator may be recalled by a two-thirds majority vote of the full-time faculty of the division present at that special meeting.
 - 1. The call for a removal hearing and rationale must be clearly communicated to all division faculty prior to the determination of a date and time of the hearing and vote.
 - 2. The hearing and vote must be held in the same meeting session.
 - 3. The hearing and voting procedures shall be determined by the division faculty, provided they are open, transparent and clearly communicated to all division faculty.
 - 4. The senator in question shall be provided the opportunity to communicate to their constituency and respond to the call for recall during the hearing and prior to any vote.
 - 5. The results of a vote to recall a senator shall be communicated to the Senate President prior to the next senate meeting.
 - 6. Election of a successor senator must take place prior to the senate meeting following the removal vote.
 - 7. The successor senator must assume division senator duties within the two senate meetings following the removal vote.
 - 8. The successor senator must finish out the removed senator's term for the remainder of the academic year.

- B. Adjunct Senators: Ten percent or twenty members (whichever is smaller) of the adjunct faculty may initiate the recall of the Adjunct Senator by written petition to the Academic Senate.
 - 1. The recall vote shall be by voice, roll call, or a signed ballot (as specified within the By-Laws) at a special meeting called within two weeks of the receipt of the petition of recall and at least two working days after formal announcement of the meeting.
 - 2. The Adjunct Senator may be recalled by a two-thirds majority vote of the adjunct faculty present at that special meeting.

CHAPTER IX: ACADEMIC SENATE AWARDS

Section 1. Awards

- A. Outstanding Full-Time Faculty Award
- B. Outstanding Adjunct Faculty Award
- C. Charger Award

Section 2. Outstanding Full-Time Faculty Award and Outstanding Adjunct Faculty Award

- A. One full-time and one adjunct faculty member will be honored with these awards.
- B. The purpose of these awards is to honor someone who has demonstrated outstanding teaching abilities and made significant contributions above and beyond the norm to his or her students' learning experience. The nominee should be an instructor who
 - 1. Develops a creative and innovative learning environment
 - 2. Shows attention to the individual needs of students
 - 3. Demonstrates expertise in the subject matter
 - 4. Stimulates students' interest in course content
 - 5. Makes learning a stimulating and enjoyable experience
 - 6. Demonstrates the ability to go the "extra mile" to motivate and encourage students to put forth their best effort.

Section 3. Charger Award

- A. The purpose of this award is to honor a faculty member (full-time or adjunct) who has made significant contributions to the educational community outside the classroom in any of the following ways:
 - 1. Research - should be related to one's discipline or the larger field of education and should be in the form of papers, publications, etc.
 - 2. Creative Endeavors - should be related to one's discipline and may take the form of exhibits, performances, writing, etc.

3. Leadership or Service - should be at the campus, state or national level in one's discipline or in the larger field of education.

Section 4. Eligibility

- A. Faculty members now serving on the Cypress College Academic Senate (voting members of the Senate) are ineligible to receive these awards.
- B. Names of the nominated faculty members who do not win the awards in a given academic year are automatically be considered again for the two (2) subsequent years. The original "nominator" will be asked to confirm their continued support of the nomination in subsequent years.

Section 5. Process and Timeline

The suggested nomination and selection process and timeline can be found in Appendix C.

CHAPTER IX: EMERITUS FACULTY

Section 1 -- Authority

The Academic Senate shall have the authority to grant Emeritus status to retired faculty

Section 2 -- Eligibility

- A. Current or former Cypress College Full-time Faculty shall be eligible for confirmation of Emeritus Status after years of faculty service.
- B. Emeritus Status shall be granted for faculty who submit or plan to submit retirement paperwork prior to June 1st of an academic year.
- C. Faculty who submit retirement paperwork after June 1st may request Emeritus status the following academic year.

Section 3 -- Process

- A. The Senate President-elect/Immediate Past President shall put out a call for Emeritus Faculty Nominations/Requests in February of each academic year.
- B. Emeritus Nominations/requests must be submitted by the second meeting in March.
- C. The Senate shall consider all Emeritus Faculty Requests/Nominations at the first meeting in April or in time to meet the deadline for inclusion in the Commencement Program (usually mid-April).

- D. Emeritus Requests/Nominations received after the deadline may be considered in subsequent meetings but may not be included in Graduation publications.
- E. The Senate President-elect/Immediate Past President shall draft a letter to the newly approved Professor Emeriti informing them of their confirmation and outlining their rights and responsibilities.

Section 4 -- Emeritus Faculty Rights and Responsibilities

- A. As per the 2005 Senate Resolution, Professor Emeriti should receive, upon request, free faculty parking, an active e-mail account, and a lifetime library card and privileges at Cypress College.
- B. Professors Emeriti will be informed of the need to contact the College annually to confirm active email account status.
- C. Professor Emeriti are able to use their title in their retirement activities and publications.
- D. When using the title, Professor Emeriti are responsible for conducting themselves in a manner consistent with the core values of Cypress College.
- E. Professor Emeritus Status may be revoked upon violation of Cypress College core values or other activities that besmirch the reputation of the College.
 - 1. Violations shall be reviewed by the Cypress College Academic Senate Ethics Committee
 - 2. The Ethics Committee will make recommendations to the Senate
 - 3. The Senate will vote to revoke Emeritus faculty status with a 2/3 (two-thirds) vote of the Senate

CHAPTER XI: AMENDING THE BYLAWS

Section 1. These Bylaws may be amended by a two-thirds vote of the Academic Senate.

Section 2. An amendment proposed at one meeting cannot be approved until the following meeting.

Appendix A

Cypress College Academic Senate

Decision-Making Protocol

PROTOCOL ONE: SUBMISSION

(Protocol for a new proposal, concept, or idea related to instruction that requires Senate to create an ad hoc campus exploratory committee)

Step 1: Submit agenda items to Academic Senate President or Academic Senate Secretary per instructions in the "Call for Agenda Items..." email sent to all faculty.

Step 2: Senate is presented the proposal, concept, or idea and engages in preliminary discussion.

Step 3: The Senate President puts a call out to all faculty to participate in an ad hoc committee to explore the idea further.

PROTOCOL TWO: SOLICITATION:

(Protocol to solicit faculty involvement for an ad hoc or standing committee)

Step 1: Senate President emails a call for participation to all faculty.

Step 2: The division representatives reiterate the call for participation when they report back to their divisions.

Step 3: The call for participation is recorded in the Senate minutes, which are available to all faculty.

PROTOCOL THREE: SENSE OR APPROVAL OF THE SENATE:

(Protocol for a new proposal, concept, or idea to be given either the 'sense' of the Senate or the approval of Senate)

Step 1: Request to agendaize the item using the "Form to Seek Sense or Approval of Senate", which asks two questions:

a. "Have the relevant faculty and/or department coordinators participated in the development and early stages of this item?" Yes No

a. Name of departments:

b. Name(s) of faculty:

b. "What is the level of faculty support within the affected disciplines?
Greater than 50% Equal to 50% Less than 50% Unknown

Step 2: If the form indicates that the relevant faculty have not participated or that the level of faculty support is unknown, a request is made to contact relevant faculty before the item is put on the agenda for the sense or approval of the Senate (Protocol 1).

Step 3: After the relevant faculty are involved and the level of support has been determined, the item shall be agendaized for the sense or approval of the Senate.

Appendix B

Recommendations available to the Ethics Committee following a violation

- Warning: a verbal or written admonishment given to the recipient of a grievance/complaint
- Restorative intervention: The person causing the harm meets with others, often including the person harmed. They reflect on the harm and agree on how it can be remedied.
- Censure: a public (in meeting) admonishment
- Suspension: temporary removal from office or privileges
- Removal: the dismissal of someone from a job or office
- Revocation of privileges: the act of an authority taking away some, or all of, the privileges a member possesses.
- Or combination thereof.

Appendix C

Criteria and Process for Academic Senate Faculty Awards (September 25, 2008)

Criteria for Academic Senate Faculty Awards *previously established*

Outstanding Full-Time Faculty Award and Outstanding Adjunct Faculty Award

One full-time and one adjunct faculty member will be honored with these awards. The purpose of these awards is to honor someone who has demonstrated outstanding teaching abilities and made significant contributions above and beyond the norm to his or her students' learning experience. The nominee should be an instructor who

- Develops a creative and innovative learning environment

- Shows attention to the individual needs of students

- Demonstrates expertise in the subject matter

- Stimulates students' interest in course content

- Makes learning a stimulating and enjoyable experience

- Demonstrates the ability to go the "extra mile" to motivate and encourage students to put forth their best effort.

Charger Award

The purpose of this award is to honor a faculty member (full-time or adjunct) who has made significant contributions to the educational community outside the classroom in any of the following ways:

- Research** - should be related to one's discipline or the larger field of education and should be in the form of papers, publications, etc.

- Creative Endeavors** - should be related to one's discipline and may take the form of exhibits, performances, writing, etc.

- Leadership or Service** - should be at the campus, state or national level in one's discipline or in the larger field of education.

Faculty members now serving on the Cypress College Academic Senate (voting members) are ineligible to receive these awards.

Timeline of Local Awards for Spring Semester

Charger Award (Formerly Faculty Development Award)

- Weeks 2-3 Call for nominations is sent by the Senate Past President or Senate President-Elect. Nominations must include 3-5 **bullet list** of accomplishments.
- Weeks 4-5 Past President/President-Elect sends reminder.
- Week 6 Subcommittee of Senators meets to select a maximum of 3 names. The “nominator” requests 3 letters of recommendation from coordinator, office mate, etc. At least one Letter of Recommendation must be received.
- Week 8 Subcommittee selects winner.
- Week 10 The Academic Senate as a whole approves the choice and makes the announcement.

Outstanding Full-Time & Adjunct Faculty Awards

- Weeks 2-4 Division Senator meets with Department Coordinators and Dean to recommend 1-2 instructors from the division. Nominations must include 3-5 **bullet list** of specific information to address award criteria.
- Weeks 6 Subcommittee (Division Senators, Adjunct Senator, Past President/President-Elect) meets to select a maximum of 3 names.* The Division Senator requests 3 letters of recommendation from the coordinator, office mate, etc. At least one Letter of Recommendation must be received.
- Week 8 Subcommittee selects winner.
- Week 10 The Academic Senate as a whole approves the choice and makes the announcement.

*Names of the nominated faculty members who do not win the awards in a given academic year would automatically be considered again for the two (2) subsequent years. The original “nominator” will be asked to confirm their continued support of the nomination in subsequent years.

The Cypress Charge Award Selection Process

- Call for nominations by Academic Senate Past President/President-Elect.
 - Nominations must include 3-5 **bullet list** of accomplishments
- All nominations forwarded to the Academic Senate Subcommittee
- Academic Senate Subcommittee selects 3 strong nominees for finalists
- The nominator of each of the finalists are to request 3 letters of recommendation and other materials from department coordinator, office mate, etc.
 - At least one letter of recommendation must be received for a nominee to be considered. Those writing the letters are asked to keep the nomination a secret.
- Academic Senate Subcommittee reviews all documents and forwards one name
- Award Recipient (subject to approval by Academic Senate)

Outstanding Full-time and Adjunct Faculty Awards Selection Process

- Division Senator, Department Coordinators, Dean (consultation only)
- nominate 1-2 names per division per award
 - 9-18 names total for each award
 - Nominations must include 3-5 **bullet list** of specific information to address award criteria
- Academic Senate Subcommittee selects 3 strong nominees for finalists in each category
- Division Senator to request 3 letters of recommendation and other materials, if necessary, from the Department Coordinator, office mate, etc.
 - At least one letter of recommendation for each nominee must be received.
- Academic Senate Subcommittee reviews all documents and forwards one name in each category to Senate
- Award recipient(s) (subject to approval by Academic Senate)