

Faculty Senate Constitution

Constitution of CNM Faculty Senate (amended on 8/11/2023)

Mission Statement

The Faculty Senate represents the faculty of Central New Mexico Community College in fulfilling its professional and academic responsibilities to meet the goals of the College. The Faculty Senate shall exercise leadership in matters of education and institutional planning. The Faculty Senate shall coordinate faculty participation in all academic issues of the Institute.

Article I: Purposes

a. Communications

To promote open and effective communication within and among all organizational levels and all campuses.

b. Faculty Representation

- 1) To provide the faculty with participation in institutional decisions, procedures, and regulations.
- 2) To provide the faculty with representation to the President and the Governing Board on matters affecting institutional policies.

Article II: Membership

a. Voting Members of the Faculty Senate

1) Each School of the College shall be represented in the Faculty Senate by two senators who are Full-time faculty members, and one to two At-large senators using the formula given in part two below. One At-large senator must be a part-time faculty member. Each Full-time faculty senatorial term is for three years (nine consecutive semesters including summers). Each At-large senatorial term is for two years (six consecutive semesters including summers). Each senator, Full-time or At-large, may serve a maximum of two consecutive terms and then may be re-elected after sitting out for one year.

2) Any school with a total faculty population exceeding one-seventh of CNM's total faculty population shall have two At-large senators. Any school with a total faculty population less than or equal to one-seventh of CNM's total faculty population shall have one At-large senator.

Total faculty populations are taken from annual reports delivered during the fall semester by the Office of Data Strategy (ODS).

School	Full-time Senators	*At-large Senators	Total Senators
Skilled Trades and Arts (STA)	2	1	3
Business, Hospitality, and Technology (BHT)	2	2	4
Education (ED)	2	1	3
Health, Wellness and Public Safety (HWPS)	2	2	4
Liberal Arts (LA)	2	2	4
Nursing & Patient Support (NPS)	2	1	3
Math, Sciences, and Engineering (MSE)	2	2	4

*These counts were determined in Fall 2022 and will be updated if faculty population changes

3) Non-voting members of the Faculty Senate will consist of

- One representative from CNM Connect, representing academic advisors. •
- One representative from the Dean of Students,
- One representative from Accessibility Services,
- One representative from The Learning and Computer center (TLCc), representing tutors and instructional technicians.
- One representative from the Executive Council of Students (ECOS).
- (optional) up to two Legacy Advisors who are former Chairs of the Faculty Senate.

Other non-voting members can be added as determined by the Senate.

Note: CNM Executive Team and Academic Affairs Council representatives are invited to attend Faculty Senate meetings on an as-needed basis.

Non-voting members are invited to attend the first hour of every Faculty Senate meeting. In cases where the Senate discusses a topic where the presence and expertise of the non-voting members are needed, the Chair will ask the non-voting member(s) to attend the second hour of the Senate meeting. Such request should be emailed to the non-voting members in question at least 3 business days prior to the meeting. The Senate can determine to invite any other guest to the second hour of the Senate meeting as needed, following the same formalities.

Article III: Organization and Procedures

- a. Officers of the Faculty Senate will be elected annually by Faculty Senate voting members and will consist of a Chair, Vice-Chair, Secretary, Technology Officer, Treasurer, and Communications Officer
- b. The Faculty Senate will hold regular meetings once a month on a fixed day. All meetings will be announced on the Faculty Senate Webpage
- c. The Faculty Senate is empowered to call special meetings. The members of the Faculty Senate will be required to provide three days' written notice to their constituents of the date, time, place, and agenda of any special meeting.
- d. The Faculty Senate will adopt by-laws to establish rules of procedure and other provisions for implementing the intent and purpose of this constitution. In all matters of internal functioning, not covered by the by-laws, the Faculty Senate will be governed by the latest edition of Robert's Rules of Order.
- e. Approved minutes of the Faculty Senate meetings will be posted on the Faculty Information Hub within two weeks after the meeting at which the minutes were approved.

Article IV: Consideration of Proposals

- a. Proposals for consideration by the Senate will be presented in writing by one or more voting members of the Faculty Senate.
- b. If a proposal for consideration is determined by the Chair or the competent Committee Chair to fall under the objectives of an existing Senate committee, it will be presented to that committee at least three days prior to the committee's next meeting.
- c. Proposals for consideration will be subject to the following:
 - 1) A quorum will consist of ½ of all voting members.
 - 2) A discussion of the proposal will be required during the meeting in which the proposal is initially presented.
 - 3) When applicable, representatives from the affected institutional area will be asked to review and discuss the proposal with the Faculty Senate.
 - 4) The Faculty Senate will vote on the proposal at the meeting following the initial presentation. A proposal requiring immediate action may be voted on at the meeting in which it is presented or online within three working days of the meeting.
 - 5) The proposal will be approved upon a simple majority vote of the Faculty Senate's voting members.
 - 6) Twenty-five percent of the Senators may petition for a proposal to be sent to the entire faculty for a vote.
- d. The Senate will present approved proposals to the appropriate institutional unit.

Article V: Responsibilities

- a. The Faculty Senate will work with the administration in identifying and correcting problem areas that are not addressed through an existing committee and that directly affect students and faculty.
- b. The Faculty Senate may review the decisions made by committees with faculty representation.
- c. Faculty membership on committees in which representation from each department is required will be elected by the faculty of each department.
- d. The Faculty Senate will select members for institutional committees whose membership is not selected by individual departments and whose objectives concern issues within its purview. Faculty Senate members can attend the committees above on an interim basis when no faculty member has been elected. .
 - 1) To select a qualified member to a committee, the Faculty Senate will submit a request for nominations. A call for nominations will be made in the Senate's minutes distributed via the Faculty Publication. Nominations will be submitted in writing to the Faculty Senate Chair at least three days prior to the next meeting. The Faculty Senate will elect the faculty member from these nominations.
 - 2) A Faculty Senate member from each CNM committee may be requested to report the committee's activities to the Faculty Senate. These activities will be disseminated to the faculty by means of the Faculty Information Hub.

- e. The Chair or a designated representative of the Faculty Senate will attend the Academic Affairs Council meetings as a non-voting member.

Article VI: Amendments to the Constitution

- a. Amendments to the Constitution can be proposed by any voting member of the Faculty Senate. The proposal will be sent to the Senate Chair, who shall share it in writing at a monthly Senate meeting.
- b. Adoption of the amendment will follow the procedure of Article IV.c. except that an amendment must be approved by $\frac{2}{3}$ of the Faculty Senate's voting members.

Article VII: Faculty Senate Webpage and Faculty Information Hub

The Faculty Senate will oversee the production and maintenance of the public-facing CNM Faculty Senate Webpage and the Faculty Information Hub. The purpose of the Faculty Information Hub will be, among others identified by the Senate, to:

- a. Disseminate information about, but not limited to, the following:
 - 1) approved minutes of the Faculty Senate meetings
 - 2) activities of the institute's committees
 - 3) institutional procedural changes or recommendations of procedural changes
 - 4) articles submitted by faculty members
 - 5) administrative activities
- b. Request feedback from the faculty on issues brought before the Faculty Senate.