

ADMINISTRATIVE PROCEDURE MANUAL		
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BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
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Purpose

The purpose of this procedure is to establish that the Faculty Senate is to collaborate with administration and faculty in support of student and faculty success and to function as the representative voice of the faculty in matters related to teaching and learning, academic freedom and responsibility (except as governed by the United Faculty of Florida - Florida State College at Jacksonville (UFFFSCJ) collective bargaining agreement), and professional development. The Senate will fulfill its responsibility by appointing faculty representatives to the College Curriculum Committee, the College Leadership Council, the Campus Governance Councils, the Continuing Contract Review committees, the Academy for Teaching and Learning, search committees and other committees, task forces, and councils that address teaching and learning, academic issues, academic freedom and responsibility (except as governed by the United Faculty of Florida – Florida State College at Jacksonville (UFFFSCJ) collective bargaining agreement), and professional development.

Procedure

A. The function of the Senate shall include, but not be confined to, the following:

1. Support a teaching and learning environment conducive to student and faculty success.
2. Serve as an advisory body to administration in matters related to the teaching and learning process and professional development.
3. Collaborate with administration in the development, modification, sponsorship and implementation of academic policies to include instructional design, pedagogy, instructional delivery modes and instructional technology.
4. Collaborate with administration in the creation, modification, establishment and implementation of the College's institutional goals and instructional procedures and processes.
5. Advocate the view of the faculty related to academic freedom and responsibility.
6. Request, promote or sponsor appropriate and relevant professional development programs and activities to the Academy for Teaching and Learning.
7. Serve as an information conduit for academic councils and facilitate communications among the academic councils.
8. Appoint a chair to the College Curriculum Committee.
9. Serve as the advisory body promoting communication between faculty and other groups on campus.

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10. Appoint faculty representatives to the College Curriculum Committee, the Campus Governance Councils, search committees and other committees, task forces and councils that address teaching and learning, academic issues, academic freedom and responsibility and professional development.
11. Appoint, jointly with the College and the Union, faculty who have indicated an interest to the continuing contract committees as delineated in the Collective Bargaining Agreement between the District Board of Trustees (DBOT) and the United Faculty of Florida - Florida State College at Jacksonville (UFFFSCJ).
12. Provide regular updates to the District Board of Trustees and the College administration as necessary.
13. Serve as an advisory body to the Academy for Teaching a Learning in order to ensure the Academy for Teaching and Learning best meets the needs of the faculty.

B. Membership

1. Faculty is defined as any person contracted by the College as professor, librarian or counselor.
2. All faculty of the College shall be considered members of the Faculty Senate for the purpose of electing officers and for amending these By-Laws. On all other issues one (1) Senator shall represent no fewer than ten (10) and no more than thirty (30) full-time faculty members from his/her campus at Senate meetings. At least one (1) but no more than three (3) Senators from separate campuses may be appointed by the Senate President and ratified by the Senate to represent adjunct faculty of the College; provided however, the Senate may appoint only adjunct faculty who are teaching 12 credit hours or less during their current academic term and ensure Senate activities for such faculty do not exceed three (3) hours per week.
3. Faculty representation on the Senate, Senate officers, election of Senators and officers, term of office and other internal governance matters of the Senate shall be determined by the Senate and governed by the Senate's By-Laws and Standing Rules.
4. Official bylaws developed and adopted by the Senate shall conform with this Administrative procedure.
5. The Senate President, Vice President and Secretary shall be allowed Re-assigned Time in the form of Work Load Units (WLU) as follows:

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- a. Senate President: Fall term – 6 WLU; Spring term – 6 WLU
- b. Senate Vice President: Fall term – 3 WLU; Spring term – 3 WLU
- c. Senate Secretary: Fall term – 3 WLU; Spring term – 3 WLU

C. Official File of Record

- 1. The Faculty Senate secretary shall be responsible for maintaining the official file of record for the Faculty Senate.

D. Reporting Relationship and Authority

- 1. The Faculty Senate reports to the Faculty and, on an as needed basis, to the College President and/or appropriate executive officer. The Faculty Senate has the authority to make recommendations on matters of faculty concern as they relate to the purpose and function of the Senate as stated herein and not expressly reserved to the United Faculty of Florida - Florida State College at Jacksonville (UFFFSCJ).

REFERENCES: F.S. 447.203, 447.301, 1001.64, 1001.65

Adopted Date: August 31, 1993

Revision Date: May 24, 2006, April 7, 2011, January 6, 2015, March 14, 2016