

San Jacinto Community College District

Faculty Senate Operating Procedures

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ARTICLE ONE: DEFINITION

The San Jacinto Community College District, also known as San Jacinto College, has established a Faculty Senate which complies with Texas Education Code 51.3523 (b) and San Jacinto College, Policy II.2002.B, Faculty Senate Governance. The Faculty Senate is a representative faculty organization and may be established only by the Board of Trustees.

The Faculty Senate is advisory only and may not be delegated the final decision-making authority on any matter. The Faculty Senate shall represent the entire faculty of San Jacinto College and will advise the college's administration regarding matters related to the general welfare of the institution and academic and operational matters.

ARTICLE TWO: MEMBERSHIP

Section One—Faculty Senate Membership

The Faculty Senate membership shall:

- (1) guarantee equitable representation from all campuses, divisions, or units of the College;
- (2) be restricted to full-time faculty, whether compensated through institutional funds or external grants;
- (3) be limited to full-time faculty who have attained a performance rating of *Valuable* or higher and who have not been subject to disciplinary action within the preceding two years.

Section Two—Faculty Senate Representation

- (1) each division shall be allocated not fewer than one and not more than four representatives on the Faculty Senate, determined by division size, with the total Senate membership not to exceed sixty senators;
- (2) the formula for apportioning representatives to divisions shall be established based

on 3-6% ratio of representation per Senator with a minimum of 1 and a maximum of 4 senators per division;

- (3) within each instructional division, one Senator shall be appointed by the Chancellor. When allocated, additional representatives shall be elected to that division by the full-time faculty of that division;
- (4) service on the Faculty Senate, whether through election or appointment, shall be voluntary and shall constitute recognized college service.

For the purposes of equitable representation of the college, the following divisions are recognized:

- (1) Arts and Sciences, *Central Campus*
- (2) Business and Technology, *Central & Maritime Campuses*
- (3) Arts and Sciences, *North Campus*
- (4) Business and Technology, *North Campus*
- (5) Arts and Sciences, *South Campus*
- (6) Business and Technology, *South Campus*
- (7) Allied Health, *District Wide*
- (8) Nursing and Imaging, *District Wide*
- (9) Child Development/Education - *District Wide (includes SJO Education Faculty)*
- (10) Generation Park Campus, *all departments*
- (11) Online Campus, *all departments*

Section Three – Officers

The Chancellor shall appoint a Presiding Officer, Associate Presiding Officer, and Secretary from among the elected and appointed members of the Faculty Senate. These positions are filled by the existing Senate membership and do not constitute additional seats beyond the established number of Senate members.

Section Four— Terms of service

- (1) A Senate member elected by a division's faculty shall serve a two-year term, staggered in a manner that allows for approximately one-half of the elected seats to be filled via election each year. An elected member shall not be eligible for reelection until two years have elapsed from the conclusion of the member's most recent term.
- (2) At the commencement of the Faculty Senate under these operating procedures, staggering elected members shall be established by asking for volunteers willing to serve an initial one-year term. If an insufficient number of volunteers is identified, one-year terms shall

be assigned by random selection among the elected members. The Presiding Officer or the Elections Committee shall administer this process and certify the results of the initial assignment. Beginning in the second year, the staggered cycle shall proceed naturally, with subsequently elected members serving full two-year terms.

- (3) A member of the Faculty Senate appointed by the Chancellor may serve up to six consecutive one-year terms. Following such a service, the member shall not be eligible for reappointment until two years have elapsed from the conclusion of the member's most recent term.
- (4) A faculty member appointed to be the presiding officer, the associate presiding officer, or secretary shall serve a one-year term with the possibility of reappointment for one additional consecutive year.
- (5) A Faculty Senate member may be removed for failure to discharge responsibilities, misconduct inconsistent with the Senate's functions, and failure to attend regular meetings of the Faculty Senate. Removal may occur upon recommendation of a Campus Provost or the College President, subject to approval by the Chancellor.
- (6) In the event of a vacancy of an appointed member, prior to the normal expiration of the term, the Chancellor will work with the Elections Committee to appoint a replacement to serve the remainder of the unexpired term. In the event of a vacancy of an elected member prior to the expiration of the term, the division shall conduct a special election to fill the remainder of the unexpired term.

ARTICLE THREE: MEETINGS

The Faculty Senate shall normally convene once per month during the fall and spring semesters typically on the first Tuesday of the month, and once during College Community Week. If the scheduled date falls on a College holiday or closure, the Senate shall meet on the next business day, unless otherwise rescheduled by the Presiding Officer.

- (1) The Presiding Officer shall preside over all meetings of the Faculty Senate and shall serve as the official representative of the Senate in communications with the College administration;
- (2) Chapters 551 and 2110 of the Texas Government Codes do not apply to the Faculty Senate. The Faculty Senate may not convene executive sessions as part of its meetings;
- (3) Each meeting of the Faculty Senate shall be conducted via Zoom or its equivalent, in person, or hybrid format. The meeting agenda shall include a public viewing link, provided for observation only, as well as the physical location for all meetings held in person or in a hybrid format.
- (4) The Faculty Senate shall post notice of each meeting on the College's official website no later than seven days prior to the meeting date. The posting shall include an agenda with sufficient detail to identify the matters to be discussed and/or voted upon and any

curriculum proposals for submission to the College's Curriculum Committee, with copies of such proposals attached to the agenda;

- (5) A quorum shall consist of fifty percent plus one of the members;
- (6) Minutes of each meeting, including a record of members in attendance, shall be maintained and posted on the Faculty Senate's internal website;
- (7) If meetings are recorded, they must be posted on the Faculty Senate's internal website and can be subject to disclosure under the Texas Public Information Act.

ARTICLE FOUR: LEADERSHIP

Section One—Presiding Officer

The Presiding Officer shall carry out the following functions:

- (1) preside over all meetings of the Faculty Senate;
- (2) solicit agenda items for meetings of the Faculty Senate and Executive Council;
- (3) ensure that all meetings are appropriately live-streamed and accessible to the public;
- (4) provide the agenda for each Faculty Senate meeting to the appropriate office(s) for public posting no later than seven calendar days prior to the meeting;
- (5) call special meetings of the Faculty Senate, in coordination with the Campus Provost, the College President, and/or Chancellor.

Section Two—Associate Presiding Officer

The Associate Presiding Officer shall carry out the following functions:

- (1) assist the Presiding Officer in carrying out the functions of the office;
- (2) preside over meetings of the Faculty Senate in the absence of the Presiding Officer;
- (3) assume interim responsibility for the duties of the Presiding Officer in the event of a vacancy until a successor is appointed by the Chancellor;
- (4) oversee the preparation and maintenance of the Faculty Senate's annual budget, including providing regular budget updates to the Faculty Senate;
- (5) perform other duties that may be assigned by the Presiding Officer or prescribed by the Faculty Senate

Section Three—Secretary

The Secretary shall carry out the following functions:

- (1) keep accurate and complete minutes of all regular meetings of the Faculty Senate, including attendance and actions taken, as well as the monthly meetings held with the Chancellor and other designated administrators;
- (2) maintain all official records and documents of the Faculty Senate, including managing the internal website;
- (3) certify actions of the Faculty Senate when required;
- (4) ensure the proper maintenance, archival, and accessibility of Faculty Senate records, governance materials, and meeting documentation in accordance with College policy and applicable Texas records laws;
- (5) perform other duties that may be assigned by the Presiding Officer or prescribed by the Faculty Senate

Section Four – Executive Council

The Executive Council of the Faculty Senate will consist of the presiding officer, the associate presiding officer, the secretary, and a chair from each of the three standing committees.

The Executive Council shall meet at least once per month with the Chancellor and other designated administrators to discuss Faculty Senate business and provide updates.

ARTICLE FIVE: COMMITTEES

Committees of the Faculty Senate support the advisory role of the Senate as established in Article One. They provide structured opportunities for faculty input, engagement, and consultation. Membership on committees shall consist of designated members of the Faculty Senate.

The Faculty Senate may establish both standing committees and ad hoc committees to carry out its advisory functions.

- (1) Standing committees are permanent bodies established by the Faculty Senate to address continuing areas of responsibility. The standing committees of the Faculty Senate shall include but are not limited to the Faculty Engagement Committee, the Campus Communications Committee, and the Elections Committee.
- (2) Ad hoc committees may be created by the Faculty Senate or the Presiding Officer, as needed, to address specific issues or tasks not within the scope of a standing committee. Ad hoc committees shall dissolve automatically upon completion of their assigned charge

or at the conclusion of the academic year, unless renewed by the Faculty Senate.

Section One—The Faculty Engagement Committee

The Faculty Engagement Committee shall promote collegiality and professional engagement among faculty. The Committee’s purpose is to foster a sense of community across departments and campuses, cultivate positive relationships between faculty and administration, and support initiatives that strengthen faculty morale.

In carrying out its work, the Committee may recommend programs, activities, or practices that encourage collaboration, recognize faculty contributions, and enhance the overall climate of the College.

Section Two—The Campus Communications Committee

The Campus Communications Committee shall facilitate transparent and consistent dialogue between faculty, campus leadership, and the Faculty Senate. The Committee Chair shall designate a representative for each campus. These representatives shall meet with their Provost monthly to present faculty perspectives, raise campus-specific concerns, and provide updates on issues of direct relevance to their campus. They shall also participate in the monthly Provost Campus Leadership Communication Committee (CLCC) meeting to share Faculty Senate business and strengthen communication with campus leaders.

Representatives shall also communicate Faculty Senate actions, College initiatives, and outcomes back to their campuses, ensuring two-way communication. The Committee’s role is to strengthen channels of dialogue across the College, promote transparency, and coordinate with the Presiding Officer and other Senate committees so that campus concerns are incorporated into broader Senate deliberations.

Section Three—The Elections Committee

The Elections Committee shall oversee the processes by which Faculty Senate members are nominated and elected, ensuring fair representation of faculty and transparency in all procedures.

The Committee shall solicit and accept nominations from eligible faculty. These nominations are in addition to any self-nominations submitted directly to the Chancellor. From the faculty-submitted pool, the Committee shall compile and forward to the Chancellor a list of interested and eligible nominees. This list is provided solely for informational purposes and is not intended to limit or restrict the Chancellor’s independent authority to appoint Faculty Senate members or Officers.

Following the Chancellor’s appointments, the Committee shall manage the election process by:

- (1) contacting nominees to confirm their willingness to serve;
- (2) collecting a brief biographical statement from each nominee for distribution to eligible voters;
- (3) distributing ballots electronically to all eligible faculty;

- (4) ensuring ballots are collected and tallied using a secure electronic system; and
- (5) certifying election results and reporting outcomes to the Chancellor, Faculty Senate, and faculty at large.

Section Four – Committee Chairs

Each standing and ad hoc committee of the Faculty Senate shall designate a *Committee Chair* from among its members. The term *chair* shall be used solely to identify the faculty member responsible for convening meetings and coordinating the work of the committee.

The Committee Chair shall be elected by a majority vote of the committee members at the first meeting of each academic year. In the absence of an elected Committee Chair, the Presiding Officer may appoint an interim chair until the committee holds an election.

The role of Committee Chair is administrative, does not confer officer status within the Faculty Senate, and shall not extend authority beyond the internal coordination of committee activities.

The duties of a Committee Chair are to:

- (1) convene meetings of the committee;
- (2) develop meeting agendas in consultation with committee members;
- (3) facilitate discussion and ensure that all members have the opportunity to contribute;
- (4) coordinate the preparation of reports, meeting minutes and recommendations for submission to the Faculty Senate; and
- (5) serve as the point of contact between the committee and the Presiding Officer of the Faculty Senate.

ARTICLE SIX: AMENDMENTS

In the event amendments to these operating procedures are deemed necessary, proposed additions, deletions, or modifications shall be drafted by members of the Faculty Senate in consultation with the Presiding Officer.

Once drafted, amendments will be added to the agenda of the next meeting with the Chancellor and presented for review and comment.

Once reviewed and approved by the Chancellor, proposed amendments shall be included on the agenda of the next regular meeting of the Faculty Senate. The amendments will be read at the meeting, and if a quorum is present, a vote shall be conducted. In the absence of a quorum, the vote may be conducted electronically.

If substantive revisions to the proposed amendment are required, the Faculty Senate shall establish an ad hoc committee to prepare adjustments. The revised amendment shall be presented first to the Chancellor for review and comment and then read at the subsequent Faculty Senate meeting.

Upon approval by the Faculty Senate, the amendment shall be forwarded to the Chancellor's Office for final approval for implementation.

Any proposed amendments to Policy II.2002.B, Faculty Senate Governance, will follow the standard policy review process for consideration and action by the Board.

In the event of a conflict between these operating procedures and board policy, board policy will prevail.

Date of Chancellor Approval	October 1, 2025
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Effective Date	October 7, 2025
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