

# BERGEN COMMUNITY COLLEGE

400 Paramus Road  
Paramus, NJ 07652

## Constitution of the General Faculty

**Adopted:** 1968  
**Amended:** September, 1978  
**Amended:** April 27, 2004  
**Amended:** September 1, 2004  
**Amended:** February 2, 2010  
**Amended:** April 5, 2011  
**Amended:** April 5, 2016

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### Officers of the Faculty Senate:

Dr. Alan Kaufman, Chair  
Professor Brian Cordell, Vice Chair  
Professor Joan Cohen, Secretary  
Dr. Tobyn DeMarco, Treasurer

## **PREAMBLE**

This constitution is established to provide for the self-governance of the General Faculty; for the full participation of the General Faculty in determining educational philosophies, policies, and procedures of the college; and for the proper role of the General Faculty in general college governance. Anything in this Constitution that is in contravention of the laws of the United States, the laws of the State of New Jersey, or the statutory authority of the Board of Trustees of Bergen Community College shall be null and void.

## **ARTICLE ONE: THE GENERAL FACULTY**

### **Section 1: Function**

**1.1** Subject to the ultimate authority of the Board of Trustees, and to the authority of the President of the College as designated by the Board of Trustees, the General Faculty is self-governing. Through its designated bodies, the General Faculty formulates and makes recommendations in all matters that are necessary to its professional responsibilities. The General Faculty has the power of review over its constitutive bodies; this power includes the authority either to reaffirm or to override any action of these bodies. A minimum of ten percent (10%) of the full-time members of the General Faculty may request such a review.

### **Section 2: Membership**

**2.1** The General Faculty consists of the President of the College and all full-time Professors, Associate Professors, Assistant Professors, Instructors, and Associate Instructors. Part-time Faculty and Lecturers shall be considered as members of the General Faculty without voting privileges.

### **Section 3: Officers**

**3.1** The President of the College is the Chair of the General Faculty. When the President is absent, the Vice President of Academic Affairs, the Vice President of Institutional Effectiveness, the Vice President of Student Affairs, or the Vice President of Facilities, Planning, Operations and Public Safety (in that order) will preside at meetings of the General Faculty. In the absence of all the aforementioned administrative officers, the General Faculty may elect to have a meeting and designate a chair pro-tempore (or pro-tem) to preside over the meeting. The Chair of the General Faculty (the President of the College), or the designee of the Chair, shall keep the Faculty Senate informed of all matters related to the operation of the College.

### **Section 4: Meetings**

**4.1** The General Faculty must meet at least once each semester. The agenda and dates for meetings are set by the Chair of the General Faculty.

**4.2** Special meetings may be called:

**4.2.a** By the Chair of the General Faculty (the President of the College).

**4.2.b** By a two-thirds vote of a quorum of the Faculty Senate.

**4.2.c** By petition to the Chair of the General Faculty of at least ten percent (10%) of the full-time members of the General Faculty.

**4.3** The current edition of *Robert's Rules of Order* is the parliamentary authority for meetings of the General Faculty and its constitutive bodies.

**4.4** A quorum consists of a simple majority of the voting members of the General Faculty. Members must be present to vote; no proxies are permitted.

**4.5** The Parliamentarian of the Faculty Senate is the Parliamentarian of the General Faculty.

**4.6** The Secretary of the Faculty Senate, who serves as secretary at the General Faculty meetings, shall record and distribute the minutes of the meetings of the General Faculty. The Secretary shall distribute the minutes to all Faculty and Administrators and to the Sidney Silverman Library and Learning Resource Center, which is the official repository for the minutes, within one month after each meeting. The Secretary shall also arrange (in conjunction with the Senate Website Manager, if any) to maintain the minutes designated in this paragraph on the Faculty Senate Web page (see below, section 3.3.d.vii.c).

## **ARTICLE TWO: THE FACULTY SENATE**

### **Section 1: Function**

**1.1** The Faculty Senate is the representative governing body of the General Faculty. The Senate formulates resolutions and recommendations, advises the President of the College, and participates in decision-making on all academic and student affairs matters related to the operation of the College, including but not limited to:

**1.1.a** Standards of admission and retention of students.

**1.1.b** Requirements for granting degrees and certificates.

**1.1.c** Curricula of the College.

**1.1.d** Educational standards and policies.

**1.1.e** Academic freedom and tenure.

**1.1.f** Composition and function of Senate committees.

**1.1.g** Pedagogy.

**1.1.h** Such other and further matters of collegiate importance that may come before the Senate by procedures set forth in this constitution.

**1.2** Procedures for recommendations to the Senate are as follows:

**1.2.a** A proposal for Senate consideration may originate from (a) Senate Committees, (b) College Faculty Committees, (c) petition of ten percent (10%) of the General Faculty, (d) the floor of the Senate, (e) any Vice President designated by the President, or (f) Senate action. After the Senate approves a proposal, it shall be forwarded to the

President within one week. If the President concurs with the proposal, the recommendation is in effect. The Senate shall share with the President all proposals it receives for consideration, including those it does not approve. If the President thinks that such a proposal should be approved, then s/he will confer with the Senate Executive Committee as to what further actions, if any, shall be taken, either by the President or by the Senate.

**1.2.b** If the President of the College vetoes a recommendation, the President shall notify the Senate in writing of the reasons for the veto within a reasonable time of receiving the recommendation. If, by three working days prior to the following Senate meeting, a response is not forthcoming from the President, the recommendation shall be considered vetoed.

**1.2.c** In case of a veto, the Senate may extend an invitation to the President to appear and discuss the recommendation, which invitation shall be given with reasonable notice to the President. After the President has appeared or has declined to appear, the Senate may reconsider the recommendation. If the Senate passes the recommendation again, by a two-thirds vote, it shall be resubmitted to the President. If, within ten calendar days after resubmission to the President, the President vetoes the recommendation a second time or does not respond, the Chair of the Senate and a select committee appointed by the Chair shall take the matter to the Board of Trustees to present the Senate's point of view.

## **Section 2: Membership**

### **2.1** Composition.

**2.1.a** The Vice President of Academic Affairs and a second Vice President designated by the President of the College.

**2.1.b** Six elected Faculty Senators-at-large.

**2.1.c** The President and Vice President of the Student Government Council or their designees.

**2.1.d** Faculty representation based on the groups and numbers of the faculty members in each voting group as set forth in Appendix A; provided that Appendix A can be modified or amended by a majority vote of the General Faculty without the necessity of a constitutional amendment pursuant to Article IV.

#### **2.1.e**

**2.1. e.i** Associate Dean of Curriculum (non-voting member)

**2.1. e.ii.** Senate Course Auditor (non-voting member)

**2.1. e.iii** Senate Curriculum Auditor (non-voting member)

## **2.2 Eligibility.**

**2.2.a** A tenure-line faculty member is eligible to serve as an elected Senator after reappointment to the second contractual year. Lecturers and Associate Instructors are not eligible for Senate election or membership.

If a faculty voting group does not have enough qualified members, then eligibility requirements for that group shall be waived.

## **2.3 Elections.**

**2.3.a** Faculty Senators-at-large shall be elected at the Spring Faculty Conference, which shall be held no earlier than April 1 and no later than May 15 each year. This election shall be conducted and supervised by the Nominations and Elections Committee.

**2.3.b** Each voting group (department, group of departments, or sub-departmental group, as the case may be), as specified in Appendix A, shall elect its representatives at a meeting preceding the Spring Faculty Conference. All such elections shall be conducted and supervised by the Nominations and Elections Committee.

**2.3.c** Special elections shall be held when necessary. All such elections shall be conducted and supervised by the Nominations and Elections Committee.

**2.3.d** Members elected in any Senate election shall be seated at the first meeting of the Faculty Senate after the terms of office of such members have begun.

## **2.4 Terms of Office.**

**2.4.a.** Members shall be elected for two years and are eligible for re-election.

**2.4.b.** Each year, one-half of the voting group representatives (see Appendix A) and one-half of the representatives at-large shall be elected. The Nominations and Elections Committee is responsible for maintaining this proportion as nearly as possible.

## **2.5 Functions of Senate Representatives.**

**2.5.a** Elected representatives should reflect and represent the opinions of the members of their group(s) (constituency/constituencies) on issues before the Senate. Senators shall inform the members of their groups about items discussed at Senate meetings and make available the agenda for the next Senate meeting.

## **2.6 Vacancies.**

**2.6.a** Any vacant seat in the Senate will be filled in accordance with subsection 2.7 of this article. Vacancies may occur because of excessive absences by a Senator during the academic year's term, projected continuous absence, or recall.

**2.6.b** Excessive absences: Senate members absent from Senate meetings more than three times during an academic year's term for reasons other than illness, bereavement, official College business approved by the Vice President of Academic Affairs, or other reasons acceptable to the Executive Committee of the Senate shall forfeit their seats in the Senate and be replaced for the remainder of their term. Written requests for excused absences from a meeting must be submitted to the Executive Committee within two calendar weeks after the meeting.

**2.6.c** Projected continuous absence: The Executive Committee will determine that a Senator must be replaced under the following conditions:

**2.6. c.1.** Any Senator who anticipates a prolonged absence for one or more semesters shall have the obligation to notify the Executive Committee of the need for said Senator's voting group to elect a replacement Senator for the period of time said Senator will be absent.

**2.6. c.ii.** Prolonged absence: "Prolonged absence" shall mean that a Senator will be unable to serve for a continuous period longer than two semesters. Prolonged absence may occur because of illness, sabbatical or official leave, or any reason approved by the Executive Committee of the Senate.

**2.6. c.iii.** Resignation from the Senate

**2.6. d.** Recall: Any elected Senator may be recalled by a petition signed by twenty percent (20%) of that Senator's constituency and a two-thirds majority vote of that Senator's constituency in support of said petition. Any such vote shall be conducted and supervised by the Nominations and Elections Committee.

## **2.7 Method of Replacement.**

**2.7.a** Voting group representatives are immediately replaced by election within the group. Any such election shall be conducted and supervised by the Nominations and Elections Committee.

**2.7.b** At-large members are replaced immediately by alternates who were the next runners-up in the election of at-large representatives held at the prior General Faculty meeting. The alternates serve only for the remainder of the academic year. If no alternates are available, the said at-large member(s) shall be replaced by an election at the next General Faculty meeting. Such replacements and elections, as the case may be, shall take place under the supervision of the Nominations and Elections Committee.

## **Section 3: Officers**

**3.1** The Senate elects from its membership the following officers: Chairperson, Vice Chairperson, Treasurer, and Secretary. The term of office is one year. Officers are eligible for re-election.

**3.2** Officers are elected at the first meeting of a newly-convened Senate. The election is conducted and supervised by the Nominations and Elections Committee. All Senators holding faculty rank are eligible to be nominated and to vote.

**3.3** All Senators holding faculty rank are eligible to serve as officers with the following duties:

**3.3.a** The Chairperson: The Chairperson performs all duties consistent with the responsibilities of the office including:

**3.3.a.i** Presiding at all Senate meetings.

**3.3.a.ii** Acting as liaison between the President of the College and the Faculty Senate.

**3.3.a.iii** Representing the Faculty at all official functions of the College.

**3.3.a.iv** Acting in an advisory capacity to the President representing Faculty concerns on academic matters.

**3.3.a.v** Serving as an *ex-officio* member of all Senate Committees.

**3.3.a.vi** Appointing ad hoc senate committees as necessary.

**3.3.a.vii** Appointing a Parliamentarian for a one-year renewable term to assist the Chairperson and members of the Senate in all Parliamentary matters in accordance with the General Faculty Constitution and with the current edition of *Robert's Rules of Order*. The Parliamentarian's term of office begins with the first meeting of the newly convened Senate.

**3.3.a.viii** Appointing a Senate Course Auditor and a Senate Curriculum Auditor.

**3.3.b** The Vice-Chairperson assumes all the duties, rights, and powers of the Chairperson when the Chairperson is unavailable or unable to perform said duties or to exercise said rights and powers. The Vice-Chairperson is Chair of the General Education Committee.

**3.3.c** The Treasurer.

**3.3.c.i** Holds and administers all funds of the Senate and Senate Committees.

**3.3.c.ii** Assumes all the duties, rights and powers of the Chairperson when neither the Chairperson nor the Vice-Chairperson is available or able to perform said duties or to exercise said rights and powers.

**3.3.d** The Secretary.

**3.3.d.i** Records the minutes of all Senate and General Faculty meetings.

**3.3.d.ii** Maintains a record of the disposition of all Senate resolutions.

**3.3.d.iii** Maintains a file of all official Senate business.

**3.3.d.iv** Maintains the official membership roll and the record of attendance at all Senate meetings.

**3.3.d.v** Sends, prior to each meeting, a notice of said meeting along with the agenda and necessary documents to each Senator and other designated persons.

**3.3.d.vi** Prepares and distributes all general correspondence of the Senate and maintains a file thereof.



**3.3.d.vii** Maintains for use at any time in the Library:

**3.3.d.vii.a** The official copy of the Constitution of the General Faculty, with any amendments properly recorded.

**3.3.d.vii.b** The official minutes of all Senate meetings.

**3.3.d.viii** Assumes all the duties, rights and powers of the Chairperson when neither the Chairperson nor the Vice-Chairperson nor the Treasurer is available or able to perform said duties or to exercise said rights and powers.

**3.3.d.ix** The Secretary or a Website Manager appointed by the Chairperson of the Senate shall maintain a Faculty Senate Web page on the College website. The Secretary shall arrange (in conjunction with the aforementioned Website Manager, if any) to maintain on the Senate Web page the items listed in sections 3.3.d.vii.a and 3.3.d.vii.b (above) and any other Senate-related materials that may be of interest to the BCC academic community.

The current Senate page is located at the following URL:  
<http://www.bergen.edu/senate>

**3.4 Recall:** An officer of the Senate is subject to recall by a vote of fifty percent (50%) of the membership in attendance at a special recall meeting convened in the following manner: Recall is initiated by a petition signed by at least ten Senators. The signed petition shall be presented to the presiding officer at a Senate meeting. Within five days after presentation, the Secretary shall verify each of the ten signatures with the signatories and forward a copy of the petition to the officer(s) subject to recall. Within five days thereafter, the Secretary (or other officer, if the Secretary is subject to recall) shall send a full copy of the recall petition to each Senator, together with a notice of the date, time, and place for a special meeting to vote on the recall. The special meeting must be held within twenty calendar days from the date of presentation of the recall petition to the Senate. The special recall meeting shall be chaired by the presiding Senate official or, if said official is subject to recall, then a presiding officer pro tempore (or pro tem) elected by the Senators. Minutes of the meeting shall be taken by the Secretary or other designated officer. The special recall meeting shall be conducted pursuant to *Robert's Rules of Order* (current edition).

**3.5 Vacancy:** If an office becomes vacant, the Senate shall hold an election to fill the vacancy at its next meeting after notice of the vacancy. Any such election shall be conducted and supervised by the Nominations and Elections Committee.

#### **Section 4: Operation of the Senate**

**4.1** The Senate shall hold a minimum of nine monthly meetings during the academic year.

**4.2** A quorum shall consist of fifty percent (50%) of the membership eligible to vote.

**4.3** The Executive Committee, composed of the elected Officers of the Senate, shall prepare the agenda and meeting schedule.

**4.4** The current edition of *Robert's Rules of Order* governs the conduct of all procedures of the Senate not covered by this Constitution.

**4.5** The Senate may, at the request of a member, and by majority vote of those present and voting, bring up any matter for consideration by the Senate.

**4.6** Non-senators may address the Senate as follows:

**4.6.a** Members of the General Faculty who wish to address the Senate shall make a request of the Executive Committee at least three days in advance of the Senate meeting.

**4.6.b** The President of Bergen Community College may, from time to time, address the Faculty Senate on matters of importance to the governance and operation of the College.

**4.6.c** Any person attending the Senate as an observer may address the Senate upon the recommendation of a Senator present and the approval of the majority of the Senate members present and voting. The Faculty Senate reserves the right to limit the length of speaking time of observers by a majority vote of the Senate members present and voting.

## **Section 5: Senate Committees**

**5.1** The Senate establishes and dissolves such committees as are needed to carry out the functions and operations of the Senate. All actions of such committees are subject to review by the Senate.

**5.2** **STANDING COMMITTEES:** Standing committees are permanent committees of the Senate and are established by majority vote of a quorum of the Senate. The Standing Committees of the Senate are as follows: Executive, Nominations and Elections, Academic Standing, Admissions, Curriculum, Library, Good and Welfare, Learning Assessment, General Education, and Developmental Education.

**5.3** Responsibilities of Standing Committees:

**5.3.a** To submit their minutes and recommendations for review at the request of the Senate.

**5.3.b** To conduct all meetings according to the current edition of *Robert's Rules of Order*.

**5.3.c** To meet at least once a semester or as designated by the official College calendar.

**5.3.d** To meet according to an agenda and to keep minutes.

**5.4** Executive Committee.

**5.4.a** Function: The Executive Committee shall supervise the running of affairs of the Senate.

**5.4.b Responsibilities:** Responsibilities shall be as set forth in Article Two, Section 5.3, above, and as follows:

**5.4.b.i** To make a continuous study of the College's Committee structure.

**5.4.b.ii** To recommend to the Senate the establishment of new (standing or non-standing) committees or the dissolution of those no longer considered necessary. Creation or dissolution of standing committees shall be by a majority vote of a quorum of the Senate.

**5.4.b.iii** To appoint members to ad hoc Senate Committees.

**5.4.b.iv** To prepare the agenda for Senate meetings and to prepare jointly with the President of the College the agenda for General Faculty meetings, the Tuesday Meeting Calendar, and the on-going three-year academic calendar.

**5.4.c Membership.**

**5.4.c.i** Chairperson.

**5.4.c.ii** Vice-Chairperson.

**5.4.c.iii** Treasurer.

**5.4.c.iv** Secretary.

**5.4.d Quorum:** The quorum is three of four members.

## **5.5 Nominations and Elections Committee**

**5.5.a Function:** To supervise and conduct all elections of the General Faculty and the Faculty Senate according to the rules established by the General Faculty.

**5.5.b Responsibilities:** Responsibilities shall be as set forth in Article Two, Section 5.3, above, and as follows:

**5.5.b.i.** To discharge such other duties as may be delegated to it by the Faculty Senate.

**5.5.b.ii** To devise procedures for conducting elections.

To supervise and conduct departmental nominations and elections, including but not limited to the nomination and election of Department Chairs and Departmental Senators, which departmental nominations and elections shall be held by secret ballot during scheduled departmental meetings, and any other elections they are asked to administer. The Nominations and Elections Committee shall designate a member or a designee, not of the department holding the election, to conduct the election.

**5.5.b.iii** To conduct and supervise the annual elections of officers in the Faculty Senate.

**5.5.b.iv** To conduct and supervise elections during General Faculty meetings, including but not limited to elections for the Promotion and Sabbatical Leave Committee, the Nominations and Elections Committee, the Good and Welfare Committee, and for Senators-At-Large.

**5.5.b.v** To report to the General Faculty the results of elections conducted and supervised by the Committee.

**5.5.b.vi** To maintain a file of the results of all elections for at least two years.

**5.5.c** Membership

**5.5.c.i** Five members shall be elected by the General Faculty at the Fall General Faculty meeting.

**5.5.c.ii** The Chairperson shall be elected by the five members.

**5.5.d** Quorum: The quorum is three of five members.

**5.6** Academic Standing Committee.

**5.6.a** Function: The Committee on Academic Standing hears individual student appeals and makes decisions on students' academic qualifications for obtaining degrees, for continuing in good academic standing, and for certificate and degree-seeking status.

**5.6.b** Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3, above, and as follows:

**5.6.b.i** Recommends to the Faculty Senate revisions of existing policies or, where appropriate, new policies relating to matters of academic regulations and status.

**5.6.c** Membership.

**5.6.c.i** The Chairperson shall be the Vice President of Student Affairs.

**5.6.c.ii** Group 1 and Group 2 representatives (as listed in Appendix A) shall be elected on alternate years for two years.

**5.6.c.iii** Two student representatives and two alternates named by the Student Government Council for the purpose of reviewing proposed or amended policies pertaining to academic standing. However, student representatives will be restricted from participating in the review of student academic appeal requests and will be excused from the appeal proceedings of the Academic Standing Committee.

**5.6.d** Quorum: The quorum is a majority of the committee membership.

**5.7 Admissions Committee.**

**5.7.a Function:** The Admissions Committee reviews and examines admission policies, procedures, and projections.

**5.7.b Responsibilities:** Responsibilities shall be as set forth in Article Two, Section 5.3.

**5.7.c Membership.**

The Chair shall be the Managing Director of International and Domestic Admissions or the individual holding equivalent rank or status.

**5.7.c.i** Group 1 and Group 2 representatives (as listed in Appendix A) shall be elected on alternate years for two years.

**5.7.c.ii** Two student representatives and two alternates named by the Student Government Council.

**5.7.d Quorum:** The quorum is a majority of the committee membership.

**5.8 Curriculum Committee.**

**5.8.a Function:** The Curriculum Committee reviews and evaluates all proposed and current curricula and courses offered by the College and assures that they conform to the philosophy and objectives of the College and meet the needs of the students.

**5.8.b Responsibilities:** Responsibilities shall be as set forth in Article Two, Section 5.3.

**5.8.c Membership.**

**5.8.c.i** The Chairperson shall be the Vice President of Academic Affairs or an administrator holding equivalent rank.

**5.8.c.ii** Group 1 and 2 representatives (as listed in Appendix A) elected on alternate years for two year terms.

**5.8.c.iii.** Associate Dean of Curriculum (non-voting member)

**5.8.c.iv.** Senate Course Auditor (non-voting member)

**5.8.c.** Senate Curriculum Auditor (non-voting member)

**5.8.d Quorum:** The quorum is a majority of the committee membership.

## **5.9 Library Committee**

**5.9.a** Function: The Library Committee serves as the Library's faculty advisory group, reviewing and commenting upon services and collections to ensure that the Library serves the needs of students and faculty in support of the curriculum.

**5.9.b** Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3.

**5.9.c** Membership.

**5.9.c.i.** The Chairperson shall be as set forth in Article Two, Section 5.3.

**5.9.c.ii.** The Chairperson shall be the Dean of the Library or a n administrator holding equivalent rank.

**5.9.c.iii.** Group 1 and 2 representatives (as listed in Appendix A) elected on alternate years for two year terms.

**5.9.d.** Quorum: The quorum is a majority of the committee membership.

## **5.10 Faculty Good and Welfare Committee.**

**5.10.a** Function: The Good and Welfare Committee concerns itself with the total working environment of individual faculty members in areas not covered by the negotiated contract.

**5.10b** Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3.

**5.10.c** Membership.

**5.10.c.i** The Chairperson is elected at the first meeting from among those elected members who have served during the previous years. The Chairperson serves for one year and is elected by ballot.

**5.10.c.ii** Five faculty members elected at large by the General Faculty at the May meeting.

**5.10.d** Quorum: The quorum is a majority of the committee.

## **5.11 Learning Assessment Committee.**

**5.11.a** Function: The Learning Assessment Committee provides faculty guidance and oversight on the processes for assessing student learning outcomes at the course, program, and institutional levels, and considers and advises on college-wide policy and best practices in learning assessment.

**5.11.b** Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3.

**5.11.c** Membership.

**5.11.c.i** The Chairperson shall be the Vice President of Institutional Effectiveness

or an administrator holding equivalent rank.

**5.11.c.ii** Group 1 and 2 representatives (as listed in Appendix A) elected on alternate years for two year terms.

**5.11.d** Quorum: The quorum is a majority of the committee membership.

**5.12.** Developmental Education Committee.

**5.12.a.** Function: The Developmental Education Committee addresses all aspects of Developmental Education at the College, and provides faculty oversight of and guidance, and advice, on all Developmental Education processes and procedures.

**5.12.b.** Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3.

**5.12.c.** Membership.

**5.12.c.i.** There shall be Co-Chairpersons: the Coordinators of the English Basic Skills and the Developmental Mathematics Disciplines.

**5.12.c.ii.** The following representatives shall be elected for two-year terms: Three members of English Basic Skills; three members of Developmental Math; one member of College Mathematics Discipline; one member of Composition/Literature Discipline; one Academic/Career/Transfer counselor; one counselor from EOF, one counselor from OSS; a representative from Tutoring; a representative from Testing; one faculty Librarian; the Success 101 course Coordinator.

**5.12.d.** Quorum: The quorum is a majority of the committee membership.

**5.13** General Education Committee.

**5.13.a.** Function: The General Education Committee is responsible for the College's General Education Program. The Committee approves courses for General Education credit, oversees General Education assessment policies, and maintains information on all New Jersey State-wide General Education guidelines and policies.

**5.13.b.** Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3.

**5.13.c.** Membership.

**5.13.c.i.** The Chairperson shall be the Vice Chairperson of the Faculty Senate.

**5.13.c.ii.** The members of the Faculty Senate Executive Committee shall appoint members for two year terms: one member of Health Professions Department; three members of the Business, Arts, and Social Sciences Division; three members of the Humanities Division; three members of the Math, Science, and Technology Division; one Transfer Counselor; one Academic Counselor; one faculty Librarian.

**5.13.d.** Quorum: The quorum is a majority of the committee membership.

**5.14.** Other Committees: Any member of the General Faculty may recommend to the Senate the establishment of standing and ad hoc committees. Said recommendation is subject to a majority vote of a quorum of the Senate.

### **ARTICLE THREE**

#### **Section 1: Organization of the Faculty**

**1.1** The Faculty shall be as set forth in the "Agreement between the Bergen Community College Faculty Association and the Bergen Community College Board of Trustees," as amended.

**1.2** Departmental Promotion Committees: Guidelines for departmental promotion committees are set forth in the "Agreement between the Bergen Community College Faculty Association and the Bergen Community College Board of Trustees," as amended.

### **ARTICLE FOUR**

#### **Section 1: Amending Process and Amendments**

**1.1** Proposed amendments or revisions to this constitution may be originated through the Senate Executive Committee or by petition signed by ten percent (10%) of the voting members of the General Faculty of the College, or by the President of the College.

**1.2** Such proposed revisions or amendments shall be presented at a General Faculty meeting at which a quorum is present.

**1.3** A full written copy of a proposed amendment or revision shall be distributed to each faculty member at least two weeks prior to the scheduled General Faculty meeting.

**1.4** The vote required to pass a proposed amendment or revision at a General Faculty meeting shall be two-thirds of those voting members present. A quorum at such meeting shall consist of a simple majority of those eligible to vote.



# **APPENDIX A**

## **Academic Elections**

## APPENDIX A

### **General Information for Academic Elections by Democratic Process (*Robert's Rules of Order*) Monitored by Chair of Faculty Senate or Designee**

#### **CALENDAR OF ELECTIONS**

##### **September**

###### **At General Faculty Conference:**

- 1. College Wide Sabbatical Leave Committee – Members at Large** – five tenured faculty of professorial rank elected for one-year terms.
- 2. Nominations & Elections Committee**—five tenured or tenure-track faculty; elected for one-year terms.

These elections shall be conducted and supervised by a member or designee of the Nominations and Elections Committee.

###### **At the first Department Meeting subsequent to the Faculty Conference**

- 1. College Wide Sabbatical Leave Committee - CWSLC** - tenured faculty of professorial rank elected for one year terms

Each department elects one representative to the College Wide Sabbatical Leave Committee.  
The Divisions and Departments are as follows:

##### **Business, Arts, and Social Sciences**

Visual Arts and Performing Arts  
Business and Hotel/Restaurant Management  
Criminal Justice and Legal Studies  
Social Sciences

##### **Mathematics, Science and Technology**

College Math Discipline and Developmental  
Math Discipline  
Computer Science, Engineering and  
Information Technologies  
Physical Sciences  
Biology and Horticulture

### **Humanities**

Communication  
History  
Philosophy and Religion  
English Composition and Literature Discipline  
English Basic Skills Discipline  
ESL Program Discipline and World  
Languages and Cultures Discipline

### **Health Professions**

Dental Hygiene  
Wellness and Exercise Science  
Nursing  
Health Sciences  
Diagnostic Medical Sonography  
Medical Office Assistant  
Paramedic Science  
Radiography  
Radiation Therapy  
Respiratory Care  
Surgical Technology  
Veterinary Technology

### **Library**

### **Counseling**

Center for Student Success  
OSS/EOF/Admissions & Registration  
Continuing Education and Community  
Services

These elections shall be conducted and supervised by a member or designee of the Nominations and Elections Committee only if requested by the Dean, Department Chair, or member of the faculty of the individual department or program named above. Otherwise, the elections shall be administered intra-departmentally.

2. **College-Wide Committees** – one tenured or tenure-track faculty member elected for two-year terms to the following committees
  - A. **Academic Standing**
  - B. **Admissions**
  - C. **Curriculum**
  - D. **Library**
  - E. **Learning Assessment**

These elections shall be conducted and supervised by a member or designee of the Nominations and Elections Committee only if requested by the Dean, Department Chair, or member of the faculty of the individual department or program named above. Otherwise, the elections shall be administered intra-departmentally.

- 3. Departmental Committees** – Elections for departmental committees such as: Departmental Observer(s) for tenure-line reappointments; Departmental Promotion Committee; Lecturer and Adjunct Class Observer; all Ad Hoc Committees.

These elections shall be conducted and supervised by a member or designee of the Nominations and Elections Committee only if requested by the Dean, Department Chair, or member of the faculty of the individual department or program named above. Otherwise, the elections shall be administered intra-departmentally.

### **April**

- 1. At Spring General Faculty Conference** (The Spring General Faculty Conference shall be held no earlier than April 1 and no later than May 15 each year [BCC Faculty Constitution Article 2, § 2.3.a].)
  - A. Faculty Good and Welfare Committee** (five tenured or tenure-track faculty; one-year terms)
  
  - B. Senators-at-Large** (three tenured or tenure-track faculty in Even Years and three in Odd Years for two-year terms)

These elections shall be conducted and supervised by a member or designee of the Nominations and Elections Committee

**At Department Meetings to be held between April 1 and April 15,** elect Academic Department Chairs in accordance with the provisions set forth in the BCC-BCCFA Memorandum of Agreement [on] Academic Department Chairs, November 19, 2008, as amended.

These elections shall be conducted and supervised by a member or designee of the Nominations and Elections Committee.

- 2. Also at April Department Meetings,** after the election of Senators-at-Large, elect Departmental Senators (tenured or tenure track) for two year terms.

Apportionment by Group

Current Size	Number
5-12	2
13-19	3
20 and above	4

**Departmental Senators**

**Group 1 (EVEN YEARS) 2016-2018**

**Business, Arts, and Social Sciences**

*Number of Members by Apportionment*

Visual Arts Discipline and Performing Arts Discipline	2&2	<b>4</b>
Business and Hotel/Restaurant Management		<b>2</b>
Criminal Justice and Legal Studies		<b>2</b>
Social Sciences		<b>3</b>
<b>Representatives</b>		<b>11</b>

**Group 2 (ODD YEARS) 2016-2017**

**Mathematics, Science & Technology**

*Number of Members by Apportionment*

College Math Discipline and Developmental Math Discipline	3&2	<b>5</b>
Computer Science, Engineering and Information Technologies		<b>2</b>
Biology & Horticulture		<b>3</b>
Physical Sciences		<b>2</b>
<b>Representatives</b>		<b>12</b>

**Humanities**

Communication	2
History	2
Philosophy and Religion	2
English Composition, Literature, Basic Skills 4&3	7
ESL Program Discipline and World Languages and Cultures Discipline 3&1	4
<b>Representatives</b>	<b>17</b>

**Health Professions**

Dental Hygiene	2
Wellness and Exercise Science	2
Nursing	3
Health Sciences	3
Diagnostic Medical Sonography	
Medical Office Assistant	
Paramedic Science	
Radiography	
Radiation Therapy	
Respiratory Care	
Surgical Technology	
Veterinary Technology	
<b>Representatives</b>	<b>10</b>

**Library**

<b>Representatives</b>	<b>2</b>
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**Counseling**

Center for Student Success	3
OSS/ EOF/Admissions & Registration	2
Continuing Education and Community Services*	
<b>Representatives</b>	<b>5</b>

\*(Voting member only if Faculty)

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