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**CHARTER OF THE FACULTY ORGANIZATION**

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**ANNE ARUNDEL COMMUNITY COLLEGE**  
**CHARTER OF THE FACULTY ORGANIZATION**

**11.1 NAME**

This organization shall be called The Faculty Organization (TFO) of Anne Arundel Community College.

**11.2 PURPOSE AND RESPONSIBILITIES**

- A. The TFO is the governance body through which the faculty participates in the formation and implementation of college policy affecting faculty status, welfare and workplace issues~~status and welfare~~.
- B. The TFO affirms the following conditions as necessary for meaningful and effective faculty participation in all areas of college governance which affect faculty ~~status and welfare~~status, welfare and workplace issues. There must be:
  - 1. Joint involvement of faculty and administration in all relevant areas of institutional planning and decision making.
  - 2. Clear mechanisms and procedures ensuring that the faculty is kept informed of all relevant issues.
  - 3. Early consultation and adequate time to consider fully all relevant issues.

**11.3 MEMBERSHIP**

- A. The members of the TFO shall be the college's full-time~~and part-time~~, adjunct and special contract faculty. This includes the teaching faculty, library faculty, and academically ranked administrators. There are two types of membership, voting and non-voting.
- B. Voting members shall be those who are full-time teaching faculty or full-time library faculty. Voting members on approved leave retain their voting rights.

**11.4 MEETINGS**

- A. At a convocation called at the beginning of the fall semester, all TFO members shall meet to discuss the faculty's goals for the academic year.
- B. At a convocation called at the end of the spring semester, all TFO members shall meet to review the year's activities.
- C. The senate may vote to allow all TFO members attending the convocation to vote on matters considered at the convocation.

**11.5 GOVERNANCE**

**11.5.1 Senate**

- A. Membership
  - 1. For purposes of representation in the senate, the faculty shall be divided into affinity groups as defined in the appendix to the Academic Forum

Charter. Each affinity group shall elect one senator for every six full-time faculty members. The exact number of senators per affinity group shall be approved by the senate prior to yearly elections.

2. Senators shall be elected by affinity group through an election administered by the incumbent senators no later than March 1 each academic year; the names of those elected shall immediately be reported to the TFO secretary.
3. The term of office for senators shall be from August 16 to August 15.
4. It is a senator's responsibility to attend all senate meetings. Any senator who is unable to attend meetings should resign and be replaced by election in the senator's affinity group.
5. Membership in the senate does not preclude service on a standing committee.

B. Meetings

1. A meeting of the senate shall ordinarily be held once every month.
2. A meeting may be attended by any TFO member. The president of the senate may invite any TFO member to address the senate; any TFO member may ask to address the senate.
3. Action by the senate shall be limited to those items which have been included on the agenda by the secretary and for which supporting documents have been provided. Exceptions to this ruling shall be announcements, information reports, and minor business of a housekeeping nature. Action deemed of an emergency nature may be considered only upon permission of two-thirds of those voting.

When the senate is considering recommendations which will result in changes or additions to college policy or to the *College Manual*, the final vote on same shall be delayed by 30 days. This 30-day rule is subject to waiver by two-thirds of those voting.

In addition, the president of the senate may invoke the 30-day rule when he/she considers the item under discussion to be of sufficient importance. In such cases, the body may appeal the ruling of the chair.

4. Special Meetings
  - a. Special meetings may be called by the president of the senate upon five working days notification of the senators. The president must provide the senate an agenda with the notification of the meeting. The deliberation of the special meeting shall be limited to the agenda items.
  - b. At a meeting of the senate, the body, by a simple majority of those voting, may direct the president to call a special meeting.
  - c. Any member of the TFO may request that the president call a special meeting of the senate. Such a request must be in writing and must state specifically the reasons for the request. The

president will submit the request to a meeting of the officers of the senate, who will approve or disapprove the request. The president will send a written notice of the officer's decision to the requesting individual within ten calendar days of the receipt of the request.

- d. A special meeting must be called by the president of the senate within seven working days (excluding weekends) of receipt of a petition by 20 percent of the voting members of the TFO.
- 5. Fifty-one percent or more of the voting membership of the senate shall constitute a quorum.
- 6. Senate meetings shall be conducted in accord with *Robert's Rules of Order, Revised*. The senate shall elect a parliamentarian from among its members. Should the parliamentarian be absent, the president of the senate shall appoint another member as acting parliamentarian.

C. Functions

- 1. To review continually faculty status, welfare and workplace issues ~~status and welfare~~ at the college. The senate shall consider and act on recommendations, whatever their source, for changing faculty ~~status and/or welfare~~ status, welfare and workplace rules and regulations, before final implementation of such recommendations.
- 2. To provide a means of participation by the faculty in the decision-making process affecting faculty status, welfare and workplace issues ~~status and welfare~~.
- 3. To provide a forum for the consideration of:
  - a. changes in existing policies affecting faculty status, welfare and workplace issues ~~status and/or welfare~~;
  - b. proposed new policies affecting faculty status, welfare and workplace issues ~~status and/or welfare~~;
  - c. interpretations of policies affecting faculty status, welfare and workplace issues ~~status and/or welfare~~.
- 4. To make recommendations to the Board of Trustees, through the president of the college, with respect to policies governing faculty status, welfare and workplace issues ~~status and/or welfare~~, including but not limited to:
  - a. contracts, appointment, reappointment, promotion, tenure, termination of service, retention, transfer, evaluation, salary, fringe benefits, sabbatical leaves, leaves of absence, and rules and regulations governing faculty employment;
  - b. the utilization of faculty services, logistical support of faculty, other aspects of the economic status of the faculty, including class size and faculty load, and general matters of faculty welfare; and,

- c. the faculty role in the selection and evaluation of the president, vice presidents, and academic deans, and in the selection, evaluation, and duties of department chairpersons.
- 5. To appoint members and assign tasks to *ad hoc* committees, to elect members of its standing committees, and to elect TFO members on committees having TFO representation.
- 6. To receive reports from its standing and *ad hoc* committees and, where necessary, to make recommendations to the Board of Trustees through the president of the college.
- 7. To secure professional advice when appropriate.
- 8. To communicate its activities and concerns to the membership of the TFO by means of publishing and distributing minutes of senate meetings.
- 9. To protect, promote, and safeguard the rights and welfare of the faculty.

#### 11.5.2 Officers of the TFO Senate

##### A. Titles

The officers of the TFO senate shall be a president, vice president, and secretary.

##### B. Elections

At the March meeting, the senate shall elect a special elections committee composed of three TFO voting members who are not members of the senate. The [special](#) elections committee shall prepare and distribute a slate of officer nominees selected from newly elected senators by April 1.

The officers shall be elected from among the members of the newly elected senate by a plurality vote of the senate by May 1. Officers serve for a term of one year, and may not stand for election for more than two consecutive terms in the same elective office.

##### C. Term of office

The term of office shall be from August 16 to the following August 15.

##### D. Duties

##### 1. President

- a. The president shall call and conduct meetings of the senate and shall determine the agenda of these meetings.

The president shall call and conduct the fall and spring convocations of the TFO membership.

[The president shall publish the meeting schedule prior to the beginning of each semester.](#)

- b. The president shall serve as chief liaison between the TFO and the administration. The president or a designated alternate shall attend all related meetings and shall report to the senate all important matters discussed. The president shall report to the senate on all actions taken by the administration on all TFO recommendations and follow through on pending items.
- c. The president shall serve as the TFO representative on the committee advisory to the president and the Planning and Budget Council.
- d. The president shall serve as chief liaison between the TFO and the Board of Trustees. The president or a designated alternate shall attend all public meetings (as defined in Article 41, Section 14 of the *Annotated Code of Maryland*) of the Board of Trustees and shall report to the senate on all important matters discussed and on all actions taken by the Board of Trustees on TFO recommendations and other matters of concern to the TFO.
- e. The president shall serve as liaison between all TFO committees and the senate and shall report regularly to the TFO on the progress of committee work. In addition, the president shall serve as chief liaison between the TFO and other college organizations, and other individuals and organizations outside the college community.
- f. The president shall at the end of his or her term prepare a report for the president elect detailing the implementation status of all resolutions passed by the senate as well as items still under senate consideration.
- g. The president shall prepare annually a written acknowledgment of each senator's service. A copy shall be sent to the senator and to the senator's immediate supervisor.

## 2. Vice President

- a. The vice president shall perform the duties of the president of the senate in the absence of the president. Should both the president and the vice president be absent, scheduled senate meetings shall be postponed.
- b. Should the president be unable to complete his/her term of office, the vice president shall assume the office of president.
- c. The vice president shall compile an annual summary of the disposition of TFO recommendations, resolutions, reports, and elections, and a copy shall be sent to the office of the college president.
- d. The vice president shall assume such other duties as may be assigned by the president of the senate.

## 3. Secretary

- a. One week prior to senate meetings, the secretary shall distribute a copy of the agenda and all supporting documents to each senator and to the office of the college president.
- b. The secretary shall prepare minutes of TFO senate meetings and distribute them to the membership.
- c. The secretary shall determine a count of full-time faculty officially hired as of February 1 of each year, and the number of faculty in each affinity group. Tenured faculty or contract faculty on paid leave shall be included in the count.

E. Replacement

Should any officer, other than the president, be unable to complete his/her term of office, the senate shall elect a replacement.

11.6

**COMMITTEES OF THE TFO**

A. General Duties

The standing committees of the TFO are its primary instruments for carrying out its functions and responsibilities. In addition to the specific duties listed below for each committee, committees are responsible for the following general duties:

- 1. To determine, early in the fall semester, possible issues for committee consideration during its tenure.
- 2. To report to the senate at senate meetings, as appropriate.
- 3. To prepare a written summary and evaluation of the committee work by the end of May, including suggested objectives for the next year's committee.
- 4. To evaluate the performance of committee chairs: a written evaluation shall be sent to the committee chair and to the immediate supervisor of the committee chair by the TFO President.

B. General Procedures

In general, committees will retain their composition from August to August of each year. Each committee will consider matters within its province as they pertain to all operations of the college. Each committee shall set its own meeting times, or shall decide to meet at the call of the committee chairperson or of the president of the college or of the president of the senate. Meetings, unless otherwise stipulated, are open to all interested faculty members.

The president of the college shall be an *ex officio* member of all TFO committees except the committee on promotion and tenure and the grievance committee.

As a service to TFO, the nominating committee shall provide a list of nominees for TFO standing committees. The members of the TFO committees shall be elected by the TFO senate.

Should a vacancy occur on any given committee, the committee shall notify the nominating committee and ask it to place a nomination before the senate at its next general meeting or to present the nomination in writing if a senate meeting is not scheduled conveniently.

TFO members may serve on no more than one standing committee except for

- the member of the compensation committee who also serves on the insurance committee
- the members of the grievance committee
- the members of the major sanction review committee pool.
- the member of the compensation committee who also serves on the online policies and practices committee.
- the member of the TFO online policies and practices committee who also serves on the learning technologies sub-committee of the academic forum's teaching and learning committee

C. Committee Chairs

Committee chairs shall have the following duties:

1. To call meetings of the committee as needed.
2. To set the agenda and to preside over meetings of the committee.
3. To be responsible for the preparation of committee reports to be presented to the senate at its monthly meetings.
4. To evaluate the performance of the members of the committee. Written evaluations shall be sent to the committee member and the appropriate department chairperson.

11.6.1

Elected Committees

A. Committee on Promotion and Tenure

1. Membership

Nine voting members of the TFO who have tenure. At least seven of the nine shall be from the upper two ranks. Each member of the committee shall serve for two years, with either four or five members of the committee carrying over each year. The nominating committee shall strive to ensure that the membership of the committee be a near balance across the affinity groups of the college. The committee will elect its chair from among the full professors who are members. The following faculty members will be ineligible for membership: faculty members who are candidates for promotion; faculty members who are having comprehensive evaluations; and department chairpersons.

2. Duties

- a. To review procedures and instruments for the evaluation of faculty and chairpersons and, where appropriate, make recommendations for improvement.



- b. To review applications and teaching materials of candidates for promotion and tenure and make recommendations concerning them to the president of the college and the appropriate dean.
- c. To review all sabbatical leave requests and make recommendations concerning them to the president of the college and the appropriate dean.

### 3. Procedures

- a. The meetings of this committee are not normally open to faculty members. Likewise, the president, vice presidents and the deans shall normally be excluded from committee deliberations.
- b. The committee may take no vote on a recommendation unless at least seven members are present.
- c. In the event the committee determines that it needs additional information to make a decision, it should request the information from any appropriate source, including the candidate under consideration.
- d. As part of the evaluation of candidates for promotion or tenure, or as part of the review of comprehensive evaluations, the committee shall keep minutes of the substantive discussions of each candidate's case and will include with its final decision a summary of the way in which a candidate meets or fails to meet each criterion.
- e. The president of the college shall notify the committee of his/her decisions on committee recommendations at least one week before the board meeting at which he/she will present his/her own recommendations on promotions, tenure, and/or sabbaticals.
- f. If the recommendation of the president of the college does not coincide with the recommendation of the committee, the president shall so inform the board when the president's recommendations are presented.

## B. Committee on Compensation

### 1. Membership

- a. Seven voting members of TFO. At least four of the seven must be tenured. The committee will elect its chair from among the tenured members. Members are elected for two-year terms with either three or four members of the committee carrying over each year.
- b. The compensation committee and online policies and practices committee will have one common member.
- c. The compensation committee and insurance committee will have one common member.

2. Duties

- a. To gather information on salaries, fringe benefits, and all other matters related to compensation for the faculty and to disseminate such information to the faculty and the administration.
- b. To make recommendations to the TFO and the administration in regard to salaries, fringe benefits, and all other matters related to compensation for the faculty.

C. ~~Part-time~~Adjunct Faculty Affairs Committee

1. Membership

Three members of the full-time faculty, one of whom shall be a department chair, ~~five members of the part-time faculty and three members of the continuing education faculty~~ and six members from among the adjunct, special contract and continuing education faculty elected to staggered terms of two years. One of the members shall be chosen by the committee to serve as chair. Full-time members of the committee will recruit ~~part-time~~adjunct, special contract and continuing education faculty members as nominees for committee membership.

2. Duties

- a. To make recommendations to the TFO on matters involving ~~part-time~~adjunct, special contract and continuing education faculty, such as hiring, compensation, benefits, working conditions, teaching load, evaluation, and promotion.
- b. To review annually faculty handbook(s) and other materials that summarize college policies and procedures and faculty services affecting ~~part-time~~adjunct, special contract and continuing education faculty and make recommendations to the ~~person or committee~~individual(s) responsible for revising the handbook.
- c. To work with the ~~director of part-time faculty development~~individual(s) responsible for faculty development of adjunct, special contract and continuing education faculty to identify and advocate opportunities for faculty development for ~~part-time~~adjunct, special contract and continuing education faculty.

D. Grievance Committee

1. Composition

The grievance committee shall be a standing committee of the TFO composed of ~~one-two~~ tenured full professors (not a department chair) ~~selected-elected~~ by the TFO senate; one member of the Administrative Staff Organization selected by the ASO's executive committee; and one college officer selected by the president. An alternate shall be named for each category.

If, when the committee is called to service, any member has had a personal involvement in the matter to be heard, or a personal relationship with any of the parties involved in the matter, or is otherwise biased, then his/her alternate shall serve.

2. Service

Each member shall serve for two years. Membership on this committee does not preclude membership on other standing or college-wide committees.

3. Duties

The committee shall review all documentation provided by the grievant and may communicate with all relevant parties regarding the grievance. No party may be entitled to legal or other counsel at any of the committee's meetings.

The Grievance Committee shall render its decision in writing within 15 working days after receipt of the grievance. Its decision shall be final and binding on all parties.

4. Scope

Faculty members aggrieved by any actions or inactions of the college, or by non-compliance with the *College Manual*, may utilize the grievance procedures outlined in sections 4.9.1 or 5.9.1 as appropriate. In cases of promotion or tenure, however, these procedures apply only to non-compliance with the procedures in the *College Manual* in 4.3, 4.5, and 4.6 or 5.3, 5.5, and 5.6 as appropriate. Determination and amount of salary is not grievable to this committee.

Minor sanctions may be appealed to this committee following the procedure of section 4.9.2.4 or 5.9.2.4 of the *College Manual* as appropriate. Major sanctions of tenured faculty and termination of employment of term contract faculty may not be appealed to the grievance committee. Tenured faculty can appeal major sanctions to the major sanction review committee.

In the case of academically ranked administrators the grievance procedures apply only to grievances concerning their status as faculty.

5. Computation of Time

If, under these procedures, any action must be taken or response must be given on a particular day and that day is a Saturday, Sunday, or a day that the college is officially closed, then the response or action shall be due on the next working day.

In calculating the number of days by which an action must be taken or a response must be given within these procedures, a working day shall be Monday through Friday. No Saturday, Sunday, or day on which the college is officially closed shall be counted.

E. Online Policies and Practices Committee

## 1. Membership

- a. ~~Seven~~ Nine voting members of TFO. Members are elected for two-year terms with either ~~three or four~~ four or five members of the committee carrying over each year. Members must have taught or be currently teaching online credit courses. The nominating committee shall strive to ensure that the membership of the committee be a near balance across the affinity groups of TFO.
- a. The online policies and practices committee and the compensation committee will have one common member.
- c. The online policies and practices committee and the learning technologies sub-committee of the academic forum's teaching & learning committee will have one common member.

## 2. Duties

- a. To gather information and make recommendations to the TFO Senate, or other committees of the TFO, on matters pertaining to online instruction, including but not limited to training workshops, software, policies, practices, enrollment formulas and compensation.
- b. To evaluate proposals under consideration that affect online instruction, such as changes to public access web pages and course management systems, in consultation with the learning technologies offices and the teaching and learning committee's subcommittee on learning technologies.
- c. To provide information and recommendations to the TFO compensation committee and the learning technologies sub-committee of the academic forum's teaching & learning committee about issues unique to online teaching.

### 11.6.2 Ad Hoc Committees

The senate may at any time create an *ad hoc* committee, also known as a work team. The senate shall determine the membership and specific duties of such a committee. The term of existence of such committees shall be for the current academic year. The duties of the *ad hoc* committee chairs are the same as those of the standing committee chairs.

### 11.6.3 Major Sanction Review Committee Pool

The pool consists of tenured faculty elected by each affinity group. Each affinity group will elect one tenured faculty member to the major sanction review committee pool in an election conducted by the current senators by April 1. The senators should report the election results to the secretary of the TFO and to the president of the college.

Membership in the pool shall not preclude service on other standing or college-wide committees.

The appeal of major sanctions and the duties of the major sanction review committee are contained in 5.9 of the *College Manual*.

## 11.7

### **REFERENDUMS**

- A. Any action considered by the senate may be submitted to the voting members of the TFO for a vote by paper ballot upon the vote of a two-thirds majority of the senate.

Any action to be considered by the senate or already enacted by the senate must be submitted to the voting members of the TFO for a vote by paper ballot if a petition of 30 percent of the voting TFO members so requesting is presented to the secretary.

- B. Any paper ballot referendum required by the procedures outlined above must be carried out within ten working days, excluding weekends. An affirmative vote by a simple majority of all members eligible to vote shall be required for passage.

## 11.8

### **RECALLS**

- A. Recall of senators: an affinity group may recall any of its senators by a two-thirds vote of its TFO voting members.
- B. Recall of senate officers: the senate may recall any of its officers by a two-thirds vote of the senate membership.
- C. Replacement of committee members: The senate may request the resignation of a committee member at the recommendation of the chairperson of the committee or the senate president and a majority vote of the senators present at any regular or special meeting. The senate may recall a committee member(s) by a two-thirds vote of the senate membership. The senate will then request that the nominating committee search for a replacement member for that committee.

## 11.9

### **CHARTER REVIEW**

At least once in every five-year period the TFO senate shall appoint a committee to review the charter of this organization and make appropriate recommendations for changes.

## 11.10

### **AMENDMENTS**

Amendments to the charter may be initiated by a vote of the TFO senate or by petition from the membership to the president of the senate. Such a petition must contain the entire proposed amendment and its purpose; furthermore, the petition must carry the signatures of endorsement of at least ten (10) members of the TFO. A copy of the proposed amendment will be distributed to TFO members within one week of its receipt by the secretary of the senate. A ballot to all members of the TFO shall be sent by the secretary within three weeks after distribution of the proposed amendment. Ballots shall be returned to the secretary within two weeks of their distribution. The amendment shall be accepted if at least 50 percent of the voting membership cast a ballot and at least two-thirds of the ballots cast are in favor. Ballots may be distributed and returned through electronic means.

Approved by the Board of Trustees, January 20, 1987, effective beginning of spring semester, 1987

Amended and Approved by the Board of Trustees, January 20, 1988, effective beginning of spring semester, 1988

Amended and Approved by the Board of Trustees, November 18, 1997, effective immediately.

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