

As Skyline Academic Senate moves to become a Representative Senate, the by-law changes around Elections & Duties are described below [reference: Skyline College Academic Senate By-Laws on webpage: [www.skylinecollege.edu/academicsenate](http://www.skylinecollege.edu/academicsenate) ].

Electorate: The electorate shall be all full-time faculty and adjunct faculty members

Faculty: A faculty member shall be any certificated employee of Skyline College who is employed in an academic position that is not designated as supervisory, management or administrative positions. Reassigned time responsibilities will not affect membership.

Full-time Faculty: A full-time faculty member shall be a member of the faculty who is tenured or tenure-track at Skyline College.

Adjunct Faculty: An adjunct faculty member shall be any member of the faculty who is employed part-time. *[Note: The ASenate will need to clarify if adjuncts can serve without an assignment; for instance, if an adjunct serving as a Division rep or Adjunct rep is not given a class assignment for one of the academic year terms].*

Division: A division shall be any academic or administrative area as defined by the Academic Senate.

Roles and Responsibilities: The Academic Senate's primary function is to represent the faculty and make recommendations to the administration of the college and to the governing board of the San Mateo Community College District with respect to academic and professional matters.

Academic and Professional Matters: Academic and professional matters include policy development and implementation in the following areas:

1. Curriculum; including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate

Academic Senate Membership: The Academic Senate shall consist of:

- A. Division senators elected by and from the faculty of each division at Skyline College. Divisions that include six (6) or fewer faculty may join another division, by mutual choice, for purposes of representation.
  1. Academic Support and Learning Technologies (ASLT)
  2. Business, Education and Professional Programs (BEPP)
  3. Counseling
  4. Global Learning Programs and Services (GLPS)
  5. Kinesiology, Athletics and Dance (KAD)
  6. Language Arts (LA)
  7. Science, Mathematics and Technology (SMT)
  8. Social Science/Creative Arts (SS/CA)
- B. Two adjunct senators elected by and from the adjunct faculty at Skyline College.
- C. One at-large senator elected by faculty and from the Career and Technical Education (CTE) faculty at Skyline College.
- D. The Executive Council: President, Vice President, Secretary and Treasurer elected by and from the faculty at Skyline College.
- E. Past President of the Academic Senate appointed by the current Academic Senate President.

#### Division Senators

1. The term of office shall be one (1) academic year.
2. Division senators who resign within 80% of completing their term shall be replaced in a timely manner by their divisions.
  - a. Divisions missing representation for more than three (3) consecutive Senate meetings will be advised that their division senator(s) have been removed from office and will be asked to replace them in a timely manner.
3. In the case that a division has a vacant senator position, the Senate will advise the division of the vacancy and request that it be filled in a timely manner.

The duties of the senators shall be as described below: *[Note: Discussion will require Division meeting time; Senators will solicit input from faculty about key issues to bring back to ASenate]*

1. Concern themselves with academic and professional matters and any other matters deemed important to the welfare of the college and district.
2. Be knowledgeable of professional rights, responsibilities, standards and policies.
3. Represent the voice of their respective constituencies.
4. Inform their constituencies of Senate business in a timely manner.
5. Determine the will of their constituency.
6. Vote to represent the view of their constituency at all Senate meetings.

### Division Senators

1. Elections for division senators shall be conducted in or before April of each academic year, to take office the following fall term. *[Note: for this year, Divisions will go over the changes, call for nominations, & then elect by May division meeting]*
2. Each serving division senator is charged with initiating and delegating the process of division elections.
3. Votes in any contested election must be cast by secret ballot.
4. Serving division senators shall report the results of their division elections to the Senate at the next regularly scheduled Senate meeting following the division election, but not later than the first Senate meeting in May.

In the event a division lacks a serving senator, the Senate President or another senator, designated by the Senate President, shall administer that division's election.