

MISSION

The YC FA works to support the Mission of Yavapai College: to ensure that Yavapai College is a premier place to learn, work, and live. In addition, we work to ensure that Yavapai College meets the HLC requirement that faculty have oversight in Academic Matters by creating a forum to give faculty a voice with regard to curriculum, methods and evaluation of instruction, facilities and materials for instruction, standards for admission and retention of students, and criteria for the granting of degrees. This may also include those aspects of student life that relate to the educational process.

Goals

- Offer the highest quality education by faculty who are invested in the success of their students.
- Offer programs in technical careers that prepare students for a 21st century global job market.
- Offer courses in General Education for transfer students that meet AGEC requirements.
- Provide the community with lifelong learning and cultural opportunities.
- Assure that the communities of Yavapai county receive the leadership and encouragement to promote economic development.

Excellence

- We strive to develop high quality, low-cost materials that meet the curriculum standards of both state and national accreditation bodies.
- We support students in their learning journey by providing high quality resources, well-designed courses, engaged faculty, and appropriate activities and assessments.
- We offer courses and degrees in multiple modalities to be flexible and adapt to the needs of Yavapai's community of learners.
- We strive to retain students by creating a positive, productive, and supportive environment conducive to learning, whether online or in person.
- We create a positive, productive, and supportive environment conducive to learning.

Caring

- We actively listen and provide support to students and colleagues.
- We connect with others, respecting human dignity and responding with compassion.

Equity

- We are committed to cultivating a diverse, inclusive, and equitable environment aimed at supporting and educating our students in order to maximize the potential of each of our students, regardless of individual backgrounds, identities, and differences.
- We are committed to dismantling barriers to equity by investing in policies, teaching practices, and behaviors that work to support all students. We continually assess and adjust our behavior to ensure equitable access and fair and just treatment to all.

Integrity

- We are accountable to our students, community, ourselves, and our local taxpayers.
- We demonstrate collaboration and respect in all interactions.
- We are committed to ensuring that we demonstrate integrity in our actions and teaching practices.
- We hold students accountable for academic integrity.

Description

The FA shall participate in matters of educational policy and any other issues pertaining to faculty (individually or collectively) within the limits prescribed by Federal and State law, the policies of the District Governing Board of Yavapai College, and YC Policy 10.11 Shared Governance. Educational policy pertains to such fundamental matters as curriculum, methods and evaluation of instruction, facilities and materials for instruction, standards for admission and retention of students, and criteria for the granting of degrees. It may also include those aspects of student life that relate to the educational process. B. The FA will normally exercise the above powers through its representative body, the FS. The FA shall have the right to review and approve or disapprove any action of the Faculty Senate as hereinafter provide.

The basic functions of a college are to preserve, augment, evaluate, and transmit knowledge and to foster creative capacities. Since these functions are performed by a community of educators who must be free to exercise independent judgment in the planning and execution of their individual educational responsibilities, the government of an institution of higher education should be designed to allow these educators to select and carry out their responsibilities with maximum effectiveness and integrity. The faculty recognizes that the ultimate authority in support and control of Yavapai College lies with the citizens of Arizona and, more directly, with the citizens of Yavapai County. Further, that as elected representatives of the citizens of Yavapai County, the District Governing Board of Yavapai College is empowered to set institutional policy. The President of Yavapai College, in turn, exercises leadership and control in putting in to practice the general policies set forth by the District Governing Board. Since in actual practice, the operation of Yavapai College is the joint responsibility of the District Governing Board, the President, the administrators and the faculty, we the faculty, who perform the primary tasks for which the College is organized, should be recognized as essential participants in both making and carrying out decisions on school policies by which we are affected. It is in order to assume

this responsibility fully and effectively that the following constitution and professional organization are presented.

ARTICLE I

NAME

Section 1:

The name of this organization shall be the Yavapai College Faculty Association, hereinafter referred to as the Faculty Association (FA).

Section 2:

The name of the representative body of the Faculty Association shall be the Faculty Senate of the Yavapai College FA, hereinafter referred to as the Faculty Senate (FS).

ARTICLE II

FACULTY ASSOCIATION

Section 1: Membership

Members:

- a. Faculty Association members have two categories in which to join. Full Membership: All personnel with full-time faculty contracts shall be eligible for membership in the FA. Privileges include voting on FA issues, serving as committee chairs, and serving as Senators.
- b. Associate Membership (non-voting): Full-time employees with teaching as their primary duty but not classified by HR as faculty and/or adjunct faculty.

Senate Structure

Senate President (6 load/year)

Senate VP (Internal Affairs) (2 load/year)

Senate VP (External Affairs) (2 load/year)

Secretary (2 load/year)

Treasurer (2 load/year)

Past President (ex-officio)

2 Senators from each academic constituency group (Division/School/Etc)

Adjunct Faculty Rep (Ex-officio unless otherwise a voting member of the FA)

Section 2: Responsibility

1. The FA shall participate in matters of educational policy and any other issues pertaining to faculty (individually or collectively) within the limits prescribed by Federal and State law, the policies of the District Governing Board of Yavapai College, and YC [Policy 10.11 Shared Governance](#). Educational policy pertains to such fundamental matters as curriculum, methods and evaluation of instruction, facilities and materials for instruction, standards for admission and retention of students, and criteria for the granting of degrees. It may also include those aspects of student life relevant to the educational process.

2. The FA will normally exercise the above powers through its representative body, the FS. The FA shall have the right to review and approve or disapprove any action of the Faculty Senate as hereinafter provided.

Section 3: Meetings

1. Full FA meetings may be called by the Association President, the FS, or by petition to the Association President by one-tenth of the FA voting members. There shall be at least one regular meeting of the FA scheduled each semester, exclusive of summer session.
2. The Association President or designee will provide notification of meetings, including an agenda to all members of the Association, at least 24 hours in advance of meetings.
3. New business which has not appeared on the agenda may not be voted upon during the same meeting at which it is introduced. This rule may be rescinded by a 2/3 vote of the voting members present.
4. In order to transact business, all FA members must be invited to participate, either in person or via electronic vote, with at least 24 hour notice prior to vote. A motion passes if more than half the voting participants vote in favor of the motion.
5. Proxy votes are permissible with written consent (including text, email, etc.).

6. The FA may overrule any action taken or recommendations made by the FS by a majority vote of the Association voting members.

ARTICLE III

THE FACULTY SENATE

Section 1: Membership

1. The FA shall be represented by a FS elected from its membership.
2. The FS shall consist of the Officers of the Association and Senators elected at large by the FA voting members. The Senate will have two Senators from each school for a total of 12 Senators plus the President, Past-President, Vice President IA, Vice President EA, Secretary, Treasurer, and the Adjunct Faculty representative.
3. When possible, the Senate should include members from all college sites/locations where full-time faculty serve.
4. The Faculty Senate shall invite an Adjunct Faculty representative to serve on the Faculty Senate.

Section 2: Election

1. In February of each year, unless there are special circumstances, the FS will appoint an ad hoc committee to solicit nominations and oversee the elections of the new officers and senators. Nomination requires the consent of the nominee. All FA voting members shall receive a written list of nominees at least one week before elections are held. All FA members shall receive an election ballot at least one week prior to the annual election. Elections are to be held no later than April 1 of each year, unless there are special circumstances.
2. The Officers shall be elected by ballot of the voting members. All officers will serve a one year term.
3. Senators shall be elected by ballot of the voting members for a term of two years. These terms shall be arranged/staggered so that approximately one-half of the FS shall be elected each year.

Section 3: Officers of the Senate

1. The officers of the FS shall be a President, Vice President IA, Vice President EA, Secretary, and Treasurer, Past President (ex-officio).
2. The President-elect will assume the office of President on the last day of instruction of the spring semester. At that time the current President becomes the Past-President. The Past

President will work with the President to ensure a smooth transition in leadership and faculty representation. All other officers will assume their position one week prior to the start of the fall term.

3. If any office becomes vacant, Senate will appoint a member of Senate to the position, or a special election shall be called to fill that office for the remainder of the term.

Section 4: Duties of Officers

See Suggested Service Document for Details.

Suggested Service Document *(Included at the end of this editing document)*

Section 5: Duties of Senators

1. Represent Faculty.
2. Attend all Senate and FA meetings.
3. Communicate Senate business to and from constituents.
4. Recruit faculty from their area to fill committee positions.
5. Act as an ombudsmen to FA members requiring faculty representation at administrative meetings.
6. Serve as a FS representative on a committee.

Section 6: Organization

1. The FS shall hold regularly scheduled meetings at least once each month from September through May. The Association President may call special meetings. Special meetings may also be called by written request of one-fourth of the FS or one-tenth of the FA. The Association Secretary/Treasurer shall post written notice of a special meeting and its agenda.
2. The FS makes rules governing its own internal organization and procedure, subject to the following:
 - a. A majority of FS members shall constitute a quorum.
 - b. All actions or recommendations of the FS shall be by majority vote of the quorum. However, minority opinions shall be recorded in the minutes by the Secretary/Treasurer upon request of any Senator.
 - c. Voting procedure shall be determined by the Association President unless three Senators should demand a roll-call vote.

- d. In case of a tied vote on any matter, the Association President shall cast the deciding vote.
3. The Secretary/Treasurer or designee shall distribute to all Senate members an agenda for each regular FS meeting at least 24 hours in advance and post a notice of the meeting and agenda.
4. Any member of the college community may refer agenda items to the Association President or any Senate member. These items must be submitted in writing at least 48 hours in advance of the Senate meeting.
5. Faculty members are encouraged to attend Senate meetings but are not entitled to vote or propose motions. Such faculty may, upon request and with approval of the Senate, be given privileges to speak on matters under consideration.

Section 7: Authority and Functions

1. The FS acts in a fiduciary capacity in relation to its constituents. Having accepted such responsibility, the members of the FS shall make decisions and vote on financial matters according to their own reasoned judgments.
2. Whenever the Senate is acting within its proper province as provided in Article II, section 3, its action shall be effective without approval of the FA, except that such action shall be subject to veto by the FA as provided in Article II, Section 4, Paragraph 5, or by the President of the College as hereinafter provided.
3. In alignment with the YC Participatory Governance procedures, the FS will routinely make recommendations to the Vice President of Instruction. If the Vice President of Instruction and the FS, after appropriate efforts, fail to reach agreement on an issue, the Senate may appeal to the College President. The FA shall be informed in writing as to the nature of the disagreement and the resolution of the issue.
4. The FS, through the Vice President of Internal Affairs, coordinates the activities of its committees. It shall have the right to review the establishment and membership of all such committees.
5. The FS, through the Vice President of External Affairs,

Section 8: General Rules Governing Committees:

A member of the FS will serve on all committees. Faculty members are voting members of any committee on which they serve. The voting status of other committee members will be determined, annually, by the faculty members of the committee.

1. Duties of the Chair of each committee:

- Establish a time and place for the committee to meet regularly throughout the year.
- Post Agendas on FA Canvas site.
- Take minutes or designate someone to take minutes during your meetings, recording all items considered, and actions taken.

- Post Minutes on FA Canvas site.
- Keep Senate abreast of your committee's work through the VP of Internal Affairs.
- Maintain a record of committee membership and recommend to the VP of Internal Affairs removal and replacement of members.
- Nonparticipation consists of two or more unexplained absences per semester or failure to complete committee assignments and duties.
- May invite administrators and staff to attend committee meetings, as deemed appropriate.

2. FA committees shall include but not be limited to the following:

Faculty Affairs Committee

1. Purpose: To ensure that all policies affecting faculty appointments and working conditions are consistent with the best interests of the faculty and the college.
2. Activities: To review existing policy and recommend to the FS changes in existing policy and to recommend new policy on matters affecting faculty appointments and working conditions.
3. Membership: Six Faculty members elected by the FA serving two-year staggered terms. Vacancies shall be filled by the FS.
4. Chair: Elected by committee members the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

Professional Growth Committee

1. Purpose: To allocate available funds for professional growth activities for full-time faculty.
2. Activities: To make recommendations to the FS and the Vice President of Instruction regarding resources necessary for professional growth, professional leaves of absence, professional growth proposals, and sabbatical leaves for full-time faculty.
3. Membership: A minimum of one, maximum of two faculty members from each School, to be determined by the faculty of each School.
4. Chair: Elected by committee members the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

College Standards Committee

1. Purpose: To recommend to the FS modifications of policies, and to develop such new policies as may be necessary to promote excellence in scholastic affairs.
2. Activities: To review, discuss and make recommendations to the Senate concerning all procedures including but not limited to pre-registration, registration, graduation, etc. that affect academic standards and academic quality at Yavapai College, including quality of instruction, instructional standards, and academic best practices.
3. Membership: A minimum of one, maximum of two faculty members from each School, to be determined by the faculty of each School. Nonvoting: the Registrar or designee.

4. Chair: Elected by the committee members at the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

Peer Faculty Mentor Committee

1. Purpose: To mentor and support all full-time provisional faculty participating in the peer review and mentor process.
2. Activities:
 - a. Establish and maintain Peer Faculty Mentor Committee teams for all full-time provisional faculty.
 - b. Coordinate Peer Faculty Mentor Committee meetings for each provisional faculty member each semester to facilitate their progress.
 - c. Ensure each provisional faculty member's committee has followed established reporting procedures at the end of each semester and at the end of the faculty member's provisional period.
 - d. Report to FS at least once a semester and recommend process improvements/modifications as necessary.
3. Membership: A minimum of one, maximum of two faculty members from each School, to be determined by the faculty of each School.
4. Chair: Elected by committee members the last meeting of the fall semester in the preceding academic year to serve as chair the following academic year.

6. Supplementary Committees/Work Groups

1. Ad hoc committees/work groups may be created by a majority of FA members voting for it, or by a majority of FS voting for it.
2. Membership elections and/or appointments of all existing standing committees shall be completed within the first month of the academic year, unless otherwise specified in the Constitution.