

Northeast Texas Community College Faculty Senate By-Laws

October 23,2025

Article I Name

The name of the organization shall be the Northeast Texas Community College Faculty Senate and shall hereafter be referred to in this document as the Faculty Senate. The Faculty Senate was established by the Board of Trustees. The continued existence is subject to the Board of Trustees approval.

Should the members desire a name change, any member may bring before the membership a proposed change for a vote. For a name change to occur, a quorum, identified as two-thirds (2/3) members, must be present and a majority vote.

Article II Purpose

The Faculty Senate exists to provide a professional forum for the discussion and clarification of faculty issues in the areas of curriculum, instruction, student evaluations, professional development, and campus governance. The scope of the Faculty Senate shall be limited to an advisory role; policy- and decision-making shall reside with the administrative offices.

Specific involvement in order to achieve the Faculty Senate purpose shall include but not be limited to the following:

1. The appointed officers or elected Faculty Senators may present to the administration and to the Board of Trustees of the Northeast Texas Community College District the college faculty's views and recommendations that are related to policies of academic and professional matters.
2. Be an integral part of the instructional programs, policy-making, and growth plans of the institution.
3. Foster programs and activities that will develop the pride and responsibility, leadership, character, and community involvement of the faculty of this institution.
4. Develop cooperation and fellowship among the faculty and among the instructional programs of this institution.

Article III Membership

Section 1: Who Is Eligible For Membership

1. Membership is capped at a total of 60;

2. Full-time faculty members .

Section 2: Rights and Responsibilities of Membership

1. Participate in the recommendation process for President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian.
2. Make recommendations for executive officers for appointment by the President of the College.
3. Vote on any changes in by-laws and procedures affecting faculty senate.
4. Receive minutes of each regular Faculty Senate meeting within two weeks after the meeting, and receive agendas of regular Faculty Senate meeting within the week before each meeting.
5. Communicate ideas and opinions to Faculty Senate officers or appropriate committee chairpersons.
6. Propose items for the Faculty Senate agenda.
7. Address the Faculty Senate on issues laid before it.
8. Serve on standing and ad hoc committees of the Faculty Senate.
9. Participate in fund-raising projects such as socials and student scholarships.
10. Membership is an additional duty of the faculty member's employment.
11. Membership does NOT entitle one to compensation or reimbursement of expenses for their role as members of the faculty senate unless the expense is on behalf of and approved by Northeast Texas Community College.
12. Members may NOT issue any statement or publish a report using NTCC's official seal, trademark, or resources funded by NTCC on any matter not directly related to the Faculty Senate's duties to advise NTCC administration.

Section 3: Steps Required For Eligible Members To Join

1. Be elected to the Faculty Senate by faculty members-at large.

Article IV Officers and Their Duties

The officers shall consist of a President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian. All officers are to be appointed by the college president. This group shall be called the Executive Committee and shall represent the Faculty Senate in all college matters as requested by the membership. One member from each of the college's three disciplines (Arts and Sciences, Health Science, and Workforce) will be represented in the composition of the Executive Committee.

The Executive Committee shall appoint the Chairperson and members of all standing and ad hoc committees.

Removal from Membership

A Senator may be removed from the position by a two-thirds (2/3) vote of the entire Faculty Senate membership. This must happen at a meeting where all members have advance notice in writing at least one week prior to the meeting.

A Senator may be removed if he or she misses two consecutive meetings without providing written notice to the Faculty Senate President. An officer may be removed if he or she abuses the privileges of the office or fails to fulfill the duties required.

A Senator may be removed from office on recommendation of the Vice President for Instruction and approval by the College President.

Replacement of Officers

If the President is removed or can no longer function in the office, the Vice President shall assume the office until the end of the term. The College President shall appoint a new Vice-President. In the event that the Vice President cannot succeed to the Presidency or does not choose to do so; the College President shall appoint a new Faculty Senate President. If any other executive officer is removed or can no longer function in the office, the College President shall appoint a replacement.

Duties of the President:

1. Establishes the agenda for all meetings of the Faculty Senate
2. Calls meeting to order
3. Establish the amount of time to be spent on each matter for discussion
4. Presides at all meetings
5. Recognizes members and others entitled to the floor
6. States properly in meetings all questions coming before the Faculty Senate
7. Announces the results of votes
8. Expedites business
9. Decides questions of order
10. Authenticates (by signature if necessary) all acts, orders, and proceedings of the Faculty Senate
11. Entertains all legitimate appeals
12. Refrains from entering into discussion while presiding
13. Provides an apprenticeship for the Vice President
14. Assures that regular meetings are held
15. Establishes meeting place for all meetings
16. Determines, with the majority of other officers, the need for ad hoc committees
17. Serves as ex officio member of all Faculty Senate committees
18. Enforces parliamentary procedures
19. Assumes the office of Historian after serving a full term of office as President
20. Appoints an assistant to help the Secretary with the distribution of agendas, minutes, or other noteworthy information regarding the Faculty Senate

Rights of the President:

1. Does NOT vote, except in the event of a tie.
2. To enter into debate if he or she vacates the chair until the question is disposed of, temporarily or permanently.

Duties of the Vice President:

1. Shall preside at all meetings in the absence of the President
2. Shall automatically receive a recommendation to the College President to assume the office of President after serving a full term as Vice President
3. Shall automatically become President in case of death or resignation or removal from office of the elected President as outlined under rules for Replacement in Article IV
4. Shall chair a committee composed of the incoming Vice President, Secretary, Treasurer, Parliamentarian and Historian which will solicit names of faculty interested in serving on committees for the following year and shall prepare a list of proposed committee members

Duties of the Secretary:

1. Maintains a complete roll of the Faculty Senate membership
2. Types all Faculty Senate agendas and meeting minutes and distributes copies to the President, Board, and other appropriate individuals in a timely manner (agendas must be provided to public within one week prior to regular meetings; meeting minutes must be received by members no later than two weeks after a meeting)
3. Preside in the absence of the President and the Vice President
4. Provides an agenda upon arrival of members at special-called meetings
5. Posts approved minutes to Faculty Senate Website and submit to Historian within five business days of approval by the Faculty Senate. Minutes should contain:
 - a Kind of meeting (regular or special)
 - b Name of the Faculty Senate
 - c Date, time, and place of meeting
 - d Names of presiding officer and Secretary
 - e Action taken on minutes of last meeting
 - f All main motions, whether adopted or defeated
 - g Points of order and appeal, whether sustained or defeated
 - h Record of attendance

Duties of the Treasurer:

1. Keeps all financial records of Faculty Senate moneys
2. Pays all bills approved by the Faculty Senate
3. Takes any contributions or donations made to the Faculty Senate
4. Provides a report of all transactions to the Faculty Senate membership at all meetings

5. Collects donations from full-time faculty members at least once a year for use in paying Faculty Senate expenses (plaques, awards, scholarships, etc.)
6. Receives and disburses all funds as requested by Faculty Senate members
7. Deposits moneys in a bank designated by the Executive Committee
8. Assures that all documents and financial records of the Faculty Senate are provided to the Auditing and Election Committee in a timely manner

Duties of the Parliamentarian:

1. Assists the President in maintaining order during meetings
2. Provides members and the Executive Committee with appropriate parliamentary procedures
3. Acts as the timekeeper and informs the President when the person who has the floor is out of time
4. Records attendance of members and determines if a quorum is present
5. Maintains a record of absences of Executive Committee members

Duties of the Historian:

1. Assists the Executive Committee members as needed to assure continuity from one academic year to the next
2. Records and posts major events of historical value (i.e., pictures of socials, special recognition of members or events, etc.) in the Faculty Senate archives and on Blackboard in a timely manner
3. Maintains and posts a journal of the following Faculty Senate activities in the Faculty Senate Archives and on Blackboard
 1. List of officers for Fall (yr) to Spring (yr) annually
 2. List of committees and members for Fall (yr) to Spring (yr) annually
 3. Meeting agendas for the past meeting monthly
 4. Meeting minutes for last meeting monthly (within 5 business days of receipt)
 5. Faculty Senate scholarships and application form current year annually
 6. Faculty Senate By-Laws current as needed
 7. Faculty Senate accomplishments/historical events current year annually
 8. Professor Emeritus biography and photo current year annually

Article V Term of Office

The term for all officers shall run from August 1 to July 31. A member of the Faculty Senate appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term. A member of the Faculty Senate elected by a vote of the faculty of the member's respective division serves a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.

Article VI Nomination and Election

Members:

Each of the three instructional divisions (Arts and Sciences, Health Sciences, and Workforce) shall, when possible elect an equal number of senators from their respective faculty. Elections shall be conducted by division, with all full-time faculty eligible for candidacy and voting within their division. This structure is intended to ensure equitable distribution of Faculty Senate representation across all divisions.

1. Nomination Process

- The Elections Committee shall open a nomination period (e.g., two weeks).
- Nominations may be self-submitted or submitted by peers.
- The Elections Committee verifies eligibility and prepares the ballot.

2. Voting

- Elections are conducted by secure electronic ballot or sealed paper ballot.
- Each division votes only for candidates within their division to maintain equitable representation.

3. Term Staggering

- To maintain continuity, elections should be staggered so that approximately half of the senators from each division are elected in alternating years.

4. Vacancies

- If a senator resigns or is removed, a special election is held within that division only, ensuring the seat remains fairly distributed.

Executive Officers:

Recommendations will be made to the College President for appointments to President, Vice-President, Secretary, Treasurer, Parliamentarian, and Historian. The Elections Committee shall submit to the College President a list of persons from the three divisions to be placed on the ballot for election by the Faculty Senate membership. Elections and recommendations are advisory or nominative, not binding.

Nominations from the floor may also be made by any Faculty Senate member when the President calls for additional nominations. A member may also submit himself or herself as a write-in nomination from the floor. All nominees must consent to run for office. A ballot with the names of the nominees for all offices and a place for write-in from the floor will be presented to the membership. If a member is unable to attend the meeting, the member may vote absentee by completing ballot obtained from the Elections Committee Chairperson prior to the voting date.

Elections shall be held in the Spring semester.

Special Elections

The Faculty Senate may set a special election at any time it is needed. However, elections during the summer should be avoided, if possible.

Recall Elections

The ballot for any recall election shall simply state the name of the Senator and the statement “Resolved: That this person be removed from the position of _____ Senator,” and the two choices: For Removal and Against Removal. The recall of the Senator ballot shall be presented to the entire membership. A two-thirds (2/3) majority of those voting shall be required for removal.

Article VII Meetings

Section 1: Regular and Special Meetings

The faculty Senate shall meet at least four (4) times during the academic year and at special times according to the following procedure as called for by a majority of the Faculty Senate.

Meetings shall be open to all who wish to attend. Meetings will be broadcast over the Internet with live video and audio. If a faculty member at large wants to speak during a meeting, he/she may sign up at the beginning of the meeting to speak on item(s) on the agenda. The time shall be limited to five (5) minutes per individual on an agenda item. The time may be extended for an individual by a majority vote of the members present.

The President shall establish a set amount of time to be spent on each matter for discussion on the agenda. When the timekeeper calls “**TIME**,” the discussion shall be terminated. A vote may be called or the topic could be tabled.

Section 2: Quorum

To conduct the business of the Faculty Senate, the quorum for each meeting will be determined by the Secretary. A proxy will be allowed for members who send a written notice via email designating who has the power of his/her vote one day in advance of a meeting to the Secretary. The quorum is defined as at least 2/3 voting members present and proxies.

Section 3: Order of Business

The President (who shall chair each meeting) shall prepare the agenda for Faculty Senate meetings. The agenda for the Faculty Senate meetings must be prepared in a timely manner that should allow the public to receive the order of business at least seven days prior to each meeting of the Faculty Senate.

After opportunity is given for amendment, the adoption of the agenda shall be the first order of the business in the Faculty Senate meeting.

Time limits shall be established for discussion on each item. A member may request an extension of time for further discussion. Such a request shall be made in the form of a motion that requires a majority vote for adoption. The total time allowed for the agenda shall not exceed one hour unless additional time is approved by majority vote.

A member may make a motion to amend the agenda and a majority vote shall be required for adoption.

Robert's Rules of Order (latest edition) will be the parliamentary authority of the Faculty Senate.

Section 4: Attendance

Meetings shall be open for all who wish to attend.

Section 5: Voting Methods

Voting on business shall be by show of hands, voice vote, or secret ballot as called for by the presiding officer or by motion from the floor. A majority vote of those present is required for passage. A second vote by secret ballot may be called by any member if the outcome of the first vote is doubted.

Voting on constitutional amendments must be by secret ballot. A two-thirds (2/3) majority of membership is necessary for adoption.

Article VIII Standing Committees

In conducting the business of a committee, a majority is required for approval. It is the duty of the committee's chairperson to record minutes of all committee meetings, but the responsibility may be delegated to another committee member. Committees shall be responsible for presenting their recommendations to the Faculty Senate. No committee shall obligate or speak for the entire Faculty Senate. All committee actions are advisory and subject to administrative review.

The term of committee appointments shall run from August 1 to July 31.

Members may be appointed to the same committee or to another committee.

In forming committees, the Faculty Senate President shall strive for equal representation from the three instructional areas. However, equal representation may not always be feasible due to the availability

and willingness of faculty members to serve. In such cases, committee composition will reflect the best possible balance while ensuring the committee can effectively fulfill its purpose.

Other standing committees may be added or created by amending the list of Standing Committees in the Constitution and By-Laws.

A Committee may be dissolved by an amendment to the Constitution and the By-Laws.

The Standing Committees of the Faculty Senate shall consist of:

1. The Executive Committee

The Executive Committee shall include the President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian. These officers are elected by the members of the Faculty Senate.

A majority vote is required for approval business.

The Executive Committee shall be available to receive input from all Faculty Senate members.

The Executive Committee shall be empowered to conduct Faculty Senate business when the entire Faculty Senate cannot convene or when it is necessary to expedite a decision or ruling.

The Faculty Senate shall be informed of any and all action taken by the Executive Committee at the next Faculty Senate meeting and may, by majority vote, veto any such action.

The Executive Committee shall attend all scheduled administrative meetings as described in Article IV of this document.

2. Faculty Ways and Means Committee

The Faculty Senate's Ways and Means Committee shall consist of seven (7) members. The Executive Committee shall appoint the Chairperson and the six (6) remaining members. The Executive Committee shall select two (2) members from each of the three (3) instructional areas, to recommend for service on the Faculty Senate Ways and Means Committee.

The committee will write and propose the Faculty Senate By-Laws subject to the approval of the full Faculty Senate vote.

At the discretion of the Executive Committee, the committee shall be responsible for duties not covered by or assigned to other committees that may include but are not limited to faculty concerns.

3. Faculty Awards Committee

The Executive Committee shall appoint the Chairperson for the Faculty Awards Committee. The Chairperson shall appoint two (2) members of the Faculty Senate from each of the three (3)

instructional areas, to serve on the committee. Assistance from the Executive Committee for the selection will be provided as needed.

This committee is given the tasks to recognize outstanding teachers at this institution and to provide support as needed for the nomination process of the Minnie Piper Professor nominee. The number of awards given each year and the type of award given shall be determined by the awards process adopted by the Faculty Senate in Appendix A. The selection will be based on the guidelines established by the Piper Foundation.

4. Elections Committee

The Executive Committee shall appoint the Chairperson of the Elections Committee and the additional members will be appointed by the Chairperson. The Committee shall include at least one member from each instructional area. The Elections Committee shall consist of three (3) members and shall conduct all regular, special, and recall elections. Also, this committee shall conduct any voting on amendments to By-Laws called for by the Faculty Senate.

This committee has the responsibility to assure that all faculty members get ballots two (2) working days prior to election deadlines. If a member of this committee becomes a nominee for Vice President, he or she must resign from the Election Committee.

5. Scholarship Committee

The Executive Committee shall appoint the chairperson of the Scholarship Committee and the Chairperson shall select four (4) additional members with equal representation from the three (3) Instructional areas.

The Faculty Senate Scholarship Committee shall secure funds and sponsor a scholarship for students who wish to attend an upper-level institution. The committee shall approve the selection from student applicants. The committee shall determine the necessary qualifications for scholarships.

6. Faculty Senate Professional Development Committee

The Executive committee shall appoint the Chairperson of the Professional Development Committee. The committee shall consist of the Chairperson and five (5) additional members with equal representation from the three (3) instructional areas.

The Faculty Senate Professional Development Committee shall gather and expand ideas for professional development from their colleagues and departments to ensure that the professional development needs of faculty are met. These ideas will be presented to the Administrative Professional Development Committee. The Faculty Senate Professional Development Committee will meet at least twice a year to plan for the fall and spring in-service and other training opportunities.

7. Safety and Security Committee

The Executive Committee shall appoint the Chairperson of the Safety and Security Committee. The committee shall consist of the Chairperson and two additional members, with equal representation from the three (3) instructional areas.

The Safety and Security Committee shall gather and expand ideas from their colleagues and departments to ensure that safety and security needs are met. These ideas will be presented to the Faculty Senate and its Executive Committee.

8. Student Awards Committee

The Executive Committee shall appoint the Chairperson for the Student Awards Committee. The Chairperson shall appoint one member of the Faculty Senate from each of the other two instructional areas to serve on the committee, for a total of three (3) members. Assistance from the Executive Committee for the selection will be provided as needed.

The committee is given the task to recognize outstanding students annually at this institution and to provide support as needed for the nomination process. The process for giving student awards is adopted by the Faculty Senate in Appendix C.

9. Other Committees

Ad hoc committees may be appointed at the discretion of the Faculty Senate President. Examples may include but are not limited to a Grievance Committee, Social Committee, or Professional Standards and Relations Committee.

Article IX Amendments

Amendments to the Constitution will require a two-thirds (2/3) vote of the Faculty Senate members. A resolution embodying a suggested amendment may be introduced at any regular Faculty Senate meeting by any member of that body. Such a resolution shall be referred by the presiding officer to the Ways and Means Committee for deliberation. A majority vote of the committee shall be necessary to propose an amendment. Upon receipt from the Ways and Means Committee of a proposed amendment, the Faculty Senate may elect to begin consideration and may, as aforementioned, adopt a proposed amendment by a two-thirds (2/3) vote of those members present.

By-Laws may be adopted by a majority of Faculty Senate members present and voting. Motions for such changes in the By-Laws shall be in order at any meeting of the Faculty Senate.

Dissolution of this Faculty Senate organization can be affected with the notification of all members and a two-thirds (2/3) vote of the members. All debts must be paid in full, and all assets must be disbursed as the Faculty Senate deems appropriate.

Appendix A Faculty Teaching Excellence Awards

I. Full-time Faculty Teaching Excellence Awards

- a) Odd years
- b) Faculty Awards Committee solicits nominations in the fall
- c) Announced in April
- d) NTCC Board of Trustees recognition in April
- e) Recognized at May graduation with platform introduction
- f) Highlight faculty member degree program for the year in news releases
- g) \$500 Faculty Senate Scholarship designated by faculty recipient
- h) Based on outstanding performance in service, teaching, and contributions to the field of study
- i) Designated Piper nominee the following year at invitation of the president

II. Adjunct Faculty Teaching Excellence Award

- a) Even years
- b) Faculty Awards Committee solicits nominations in the fall
- c) Announced in April
- d) NTCC Board of Trustees recognition in April
- e) Based on outstanding performance in service, teaching, and contributions to the field of study. Nominations will include but not be limited to letters of support, summaries of student evaluations, and documentation of contributions to the individual's field of study and/or vocation.
- f) Recipients will be recognized with their name engraved on a plaque publicly displayed in the learning commons.

Appendix B Distinguished Professor Emeritus

The title **Distinguished Professor Emeritus** is an honorary distinction bestowed by the Board of Trustees upon retiring faculty members. It is given in recognition of a retiree's extended meritorious service at Northeast Texas Community College. The Standards, Privileges, Application, and Selection are outlined in the NTCC Policy DP (Local) Employee Awards. In addition to the institutional privileges, the NTCC Faculty Senate will provide an optional photo portrait on the NTCC "Wall of Fame" with identification of "Professor Emeritus". The Faculty Senate will also extend an invitation for Distinguished Professor Emeritus to mentor and provide consultation to faculty (full and part-time).

STANDARDS

The honor **Distinguished Professor Emeritus** will be bestowed only if all of the following criteria are met:

1. The faculty member holds the rank of Full Professor at the time of retirement.
2. The faculty member has 25 years or more of teaching service at this or other recognized College or University.
3. The faculty member has at least ten years of continuous full-time teaching service at Northeast Texas Community College at the time of retirement. Periods of leave will count toward years of service (for example, faculty members on sabbatical leave, maternity leave, or disability leave.)
4. The faculty member has continued to meet the college's standards of performance in all areas normally expected for Full Professorship in his or her discipline.
5. The faculty member is the recipient of the Northeast Texas Community College Teaching Excellence Award as a Piper nominee – or – submits a portfolio evidencing outstanding performance in the areas of service, teaching, and leadership (rubric for evaluation of portfolio must be approved by the College administration).

PRIVILEGES

A person granted emeritus status will, in addition to the benefits and privileges of all retired faculty and staff members receive:

1. Listing in appropriate college catalogue and directory as "Distinguished Professor Emeritus" and the year granted;
2. Invitations to major college functions;
3. Mailing notices of campus functions and social gatherings;
4. A permanent faculty email account;
5. Use of learning resource center and athletic facilities;
6. Waiver of tuition and fees for courses, limited to 6 credit hours per semester, subject to current college policy
7. Continuance of full-time employee privileges as stated in the policy manual with respect to loan of textbooks, exclusive of disposable books such as workbooks, from the college store.
8. Free parking permit;
9. Upon request, one free box of 250 college business cards printed by Copy Services denoting Distinguished Faculty Emeritus status. Requests for additional boxes shall be sent to the Associate Vice President for Instruction.
10. Invitation to take part in academic procession at commencement and march at the head of the faculty;
11. Acknowledgement at each attended commencement;
12. Invitation to attend Faculty Senate meetings and gatherings;
13. Free admission for Professor Emeritus and a guest to all Theatre Northeast productions, college musical concerts, and athletic competitions, excluding Whatley Series events;
14. Optional photo portrait on NTCC "Wall of Fame" with identification of "Professor Emeritus."
15. Invitation to mentor and to provide consultation to faculty (full and part time.)

16. To have access and input with the college newsletter and alumni newsletter.
17. An honor at an appropriate venue, to be determined by the college
18. If the Faculty Senate wishes to raise funds in honor of the Distinguished Professor Emeritus for a student scholarship or departmental need, funds shall be contributed through the NTCC Foundation and shall be awarded at the discretion of the Faculty Senate or appointees.

APPLICATION AND SELECTION

By January 15 of the spring term, retired faculty members or faculty members who retire by August 31 of that year may submit an application for the Distinguished Professor Emeritus award to the President of the Faculty Senate.

The Faculty Senate President shall forward these applications to the Faculty Senate Awards Committee for review according to the guidelines and rubric for evaluation.

The Faculty Senate Awards Committee shall submit qualified applicants to the Faculty Senate for recommendation to the Associate Vice President for Instruction by February 15.

The Associate Vice President for Instruction shall present these applications to the College President's Cabinet. After approval by the President's Cabinet, the College President shall announce the selection(s) to the Board at the March meeting.

Appendix C Student Awards

Each faculty member (full-time and adjunct) could nominate up to one student per semester (fall, spring), for a maximum of two nominations per year. If an instructor taught in multiple disciplines, and feels strongly about nominating an additional student, they may have the flexibility to do so. Instructors do not have to nominate anyone if they do not wish to do so. Instructors who nominate students are expected to attend the award ceremony, although rare exceptions for online instructors or extenuating circumstances may be allowed. The Faculty Senate President will coordinate with administration the logistics involved in the initiative.

Each nominee could invite up to two (2) guests.

The Faculty Senate President would serve as the Master of Ceremonies for the evening.

A leading administrator on campus would give a keynote address. An alumnus would give a speech.

Names of the nominated students would be announced by the Faculty Senate President. Awards would be handed to the students by a leading college administrator.