

The Constitution of the Faculty

Preamble

The faculty of Mountwest Community and Technical College is dedicated to fulfilling the mission of a comprehensive community college that focuses on student success and lifelong learning. The faculty has the academic freedom and responsibility for ensuring that the curriculum and learning outcomes are indicative of student success. To this end, this Constitution is established to facilitate meaningful communication and to assist the President and the MCTC Board of Governors in the development of academic policies and procedures. It is further recognized that the MCTC President and the Board of Governors provide the President full authority and responsibility for College operations. It is within these limits that the faculty accepts its role of advisement to the President on matters of institutional policy.

Article I. Faculty Council: Name, Purpose, and Jurisdiction

Section A. The name of this organization shall be the MCTC Faculty Council.

Section B. The purpose of this Constitution is to provide for the participation of the MCTC Faculty Council in the formulation, implementation, and review of institutional policy and to provide the means for the MCTC Faculty Council to initiate action on matters with which it is directly concerned. These areas of MCTC Faculty Council concern shall include, but shall not necessarily be limited to, the following:

1. Standards for admission, selection, and retention of students.
2. Requirements for the granting of degrees.
3. Curricular requirements for general education.
4. Additions and deletions of courses.
5. Development of programs for scholarship, research, and innovation as relates to teaching.
6. Development of library, laboratories, and other instructional aids.
7. Such other academic affairs that are not directly administrative in nature.
8. Provision for accessible, comprehensive, and quality education and workforce training through MCTC programs.

Article II. Membership of MCTC Faculty Council

Membership of the MCTC Faculty Council shall be composed of all full-time faculty whose primary role is teaching; division chairpersons who have teaching responsibilities; and full-time instructional specialists, who work primarily with students in a tutoring or teaching capacity. These members shall hold full voting rights. Full-time faculty who hold full-time administrative appointments shall not serve as members of the MCTC Faculty Council.

Article III. Executive Committee of MCTC Faculty Council

The Executive Committee officers shall serve as the executive branch of the MCTC Faculty Council and function in a leadership and advisory capacity.

Section A. Officers. The MCTC Faculty Council shall elect officers to the Executive Committee to include a President, Vice President, and Secretary, where each academic division shall be represented, if possible. In addition, the Executive Committee will be comprised of College standing committee chairs, the ACF representative, and faculty representative to the MCTC Board of Governors. The MCTC President will appoint an administrative representative as an ex officio member. In the event that a division is not represented, a member at large from that division shall be elected.

Section B. Elections. Officers will be elected by secret ballot at the last meeting of each academic year, as necessary. Terms of office are for two years with terms beginning on July 1. Officers may serve only two consecutive terms in an office. An officer's term will be considered served if more than 50% of the term is served.

Section C. Powers and Functions. The MCTC Faculty Council President shall preside at the meetings of the Council, call and preside at monthly meetings of the Executive Committee, set agendas for such meetings in consultation with appropriate parties, serve as ex officio member of all faculty standing committees, and participate in college initiatives as requested by the President. The Vice President shall assume all duties and responsibilities in the absence of the President and assist in establishing the agenda for Executive Committee meetings. The Secretary shall maintain an up-to-date list of the MCTC Faculty Council membership, distribute the Council agenda, and record and distribute the proceedings of each meeting of the Council to all faculty. The Secretary shall also maintain appropriate files for retaining Council records.

The MCTC Faculty Council President shall receive the equivalent of one course reassigned time to conduct the business of the Council. The office of the Executive Vice President/Chief Academic Officer of Academic Affairs shall provide administrative assistant support to the MCTC Faculty Council.

Section D. Succession of Offices. In the event an officer must leave office, a special election shall be held to elect a new officer. The new officer shall fulfill the remainder of the former officer's term.

Article IV. Meetings

Section A. Regular meetings of the MCTC Faculty Council shall be held a minimum of two times per semester for the fall and spring terms.

Section B. The Executive Committee shall meet monthly.

Section C. Special meetings of the Council may be called by the MCTC Faculty Council President or through the Council President at the request of the President or upon request of six Council members. The special session will be held as soon as practical, not to be more than two weeks

from the time of the submission of the request. Agendas for Council meetings shall be distributed not less than one week prior to the meeting.

Section D. All meetings shall be governed by *Robert's Rules of Order*.

Section E. All Council and Executive Committee meetings are open to the public except on such occasions where executive sessions are permitted by W.VA. Code 6-9A-4. During executive session no actions may be taken, but issues may be discussed.

Section F. The Faculty Council shall meet with the MCTC Board of Governors once a year in accordance with West Virginia State Code.

Article V. Voting Procedures

Section A. A quorum will be more than 50% of eligible Council members.

Section B. The Faculty Council President is the presiding officer and as such shall not vote except in case of a tie vote.

Section C. In general, a voice vote will be conducted on items considered. At the request of any member, a division of the Council may be taken by roll call vote. A written secret ballot shall be used for all elections. At the request of any member and with a simple majority vote, an agenda item may be voted on with a written ballot.

Section D. Policy recommendations shall be by a simple majority vote of members present, provided a quorum is constituted. Policies shall be effective after passage by the Council and approval by the MCTC President. The MCTC President may interpose a veto on Council recommendations by communicating such veto and the rationale to the Council President in writing within 15 days. All issues are subject to final approval of any required internal or external policy approval body.

Article VI. Faculty Council Standing Committees

General Rules

Faculty members are encouraged to fully participate in the college committee structure as a way of furthering the success of the college and its students, building a community college culture, and participating in service to the college in a recognized form. The following general rules apply to standing committees:

- Committees shall be established by the MCTC Faculty Council as needed for the proper fulfillment of the functions of the faculty.
- Each committee shall meet at least twice per semester.
- Notice of regular meetings of standing committees shall be announced in a predetermined medium.
- All committee meetings will be open to all interested persons unless, in the opinion of the committee, a closed meeting is necessary to protect personal rights of privacy.

- Each committee shall keep adequate records of committee business. Matters of general importance to MCTC should be reported promptly to the Council President.
- Committees shall be expected to conduct research, deliberate on policies, and make recommendations to the Council relevant to the issues that they have explored. All procedural or policy changes recommended by a faculty committee that affect instructional program or faculty welfare are subject to approval by the Council and the MCTC President. Procedural or policy changes that do not affect instructional program or faculty welfare shall be referred to the responsible administrative unit.
- All committees shall have a majority of faculty as voting members.
- Faculty representation on committees shall be elected by faculty of their respective division.
- A member of a standing committee who expects to be absent from a meeting may authorize someone else to act in his or her place at the meeting. A “Proxy” form will be filled out by the committee member and given to the authorized person to bring to the meeting. This will allow the authorized person to vote on matters indicated on the proxy form. Any member who is absent for more than three meetings during the academic year will be replaced by a new member from the respective division. This includes any absences covered by proxy. The committee chair will report this to the Division Dean and ask the division to elect a replacement member.
- Each division may elect one “Alternate Member” for each standing committee. Alternate members will be nonvoting. They will be required to attend meetings, provide input, and serve as a voting member when a regular member of their division is unable to attend a meeting. They will not be counted in the quorum computations unless they are covering for an absent voting member. Each division will voluntarily decide whether or not to elect alternates, and will determine which standing committees warrant an alternate.

A. Curriculum Committee

Purpose: To assume principal responsibility for monitoring academic standards for all programs and courses offered through MCTC by ensuring that each course or program adheres to the mission statement of the college and reflects the academic philosophy of the faculty.

Goal: To support the provision of high quality, relevant learning opportunities to meet the workforce, transfer, basic skills, and lifelong learning needs of the MCTC community.

Functions:

1. To review, approve in committee, and forward recommendations regarding course content and program curricula.
2. To review, approve in committee, and forward proposals for new courses and programs.
3. To review, approve in committee, and forward proposals for changes and/or deletions in existing courses and programs.

Membership: Committee membership shall be comprised of full-time faculty, whose election shall be for a term of four years. The chair shall be elected for a term of two years. Members may serve consecutive terms. Each member will hold voting privileges except ex officio members and the chair. Committee membership will include three faculty members from each division and one representative from the Corporate and Continuing Education division (voting), the Dean from each

division (ex officio, nonvoting), Student Services representative (ex officio, nonvoting), and the MCTC Registrar (ex officio, nonvoting).

Career and Technical Division (even year not divisible by four)
Liberal Arts and Transfer Studies Division (even year not divisible by four)
Career and Technical Division (odd year)
Liberal Arts and Transfer Studies Division (odd year)
Career and Technical Division (even year divisible by four)
Liberal Arts and Transfer Studies Division (even year divisible by four)

B. Personnel Committee

Purpose: To verify eligible faculty for promotion and tenure, and to make written recommendations regarding promotion and tenure to the Chief Academic Officer. The committee will also address issues relating to faculty responsibilities by recommending new policies and/or guidelines.

Functions:

1. To evaluate current guidelines for promotion and tenure.
2. To assess current faculty evaluation instruments and procedures.
3. To develop internal documents detailing the promotion and tenure process.
4. To provide written recommendation for faculty members who are eligible for promotion and tenure to the Chief Academic Officer.
5. To designate subcommittees as needed. These subcommittees will research and make recommendations to the Faculty Personnel Committee. Subcommittee members may consist of a current committee member and other individuals demonstrating experience or expertise as to a particular issue.

Membership: The committee shall consist of six members comprised of three faculty members from each academic division. Membership should represent the following ranks: Professor, Associate Professor, Assistant Professor, and Instructor. Each Professor, Associate Professor, and Assistant Professor must have a minimum of three years of experience at MCTC and each Instructor must have a minimum of 1 year of experience at MCTC. A term consists of four years, no member shall serve consecutive terms.

Career and Technical Division (even year not divisible by four)
Liberal Arts and Transfer Studies Division (even year not divisible by four)
Career and Technical Division (odd year)
Liberal Arts and Transfer Studies Division (odd year)
Career and Technical Division (even year divisible by four)
Liberal Arts and Transfer Studies Division (even year divisible by four)

C. Retention and Readmissions Committee

Purpose: To recommend strategies that encourage student retention in MCTC's programs and courses. This committee will review and recommend policies regarding the readmission appeal process and evaluate student appeals, making recommendations to the Student Services Leadership Team regarding the appeals. This committee will also oversee the MCTC student scholarships.

Functions:

1. To recommend strategies to improve student retention.
2. To review all documentation of students appealing their ineligibility status.
3. To hear the personal appeal of ineligible students when requested.
4. To forward committee recommendations regarding ineligible students to the Student Services Leadership Team.
5. To facilitate the application process and awarding of MCTC scholarships.
6. To forward appropriate committee recommendations to the Faculty Council.

Membership: Membership will be elected from each of the following divisions and will serve a two-year term as voting members:

Career and Technical Division (even year)
Liberal Arts and Transfer Studies Division (even year)
Career and Technical Division (odd year)
Liberal Arts and Transfer Studies Division (odd year)
Career and Technical Division (even year)
Liberal Arts and Transfer Studies Division (odd year)

Additional members of the committee will be:

Director of ASC (Voting member, permanent member)
One (1) Associate Dean from Student Services (voting member, permanent member)
One (1) Student Success Counselor (voting member, appointed by the Student Services Leadership Team Team)
Peer Coach (voting member, one-year appointment, appointed by the Student Leadership Team, cannot attend readmission meeting or any meeting concerning confidential student information)
Director of Distance Education (voting member, permanent member)

D. Assessment Committee

Purpose: To support and review college-wide assessment of student learning, which includes assessment involving courses and programs.

Functions:

1. To provide strategies that support the assessment of student learning.
2. To oversee program assessment plans and annual assessment reports, provide feedback to divisions, and share assessment information and activities with the college.
3. To forward input to the Chairs and Deans regarding assessment needs, results, and recommendations.
4. To offer training and workshop opportunities to faculty to ensure quality assessment.
5. To review, approve in committee, and forward appropriate recommendations to the Faculty Council.

Membership: Three faculty members will be elected from each academic division and will serve a two-year term as a voting member:

Career and Technical Division (even year)

Liberal Arts and Transfer Studies Division (even year)

Career and Technical Division (odd year)

Liberal Arts and Transfer Studies Division (odd year)

Career and Technical Division (even year)

Liberal Arts and Transfer Studies Division (odd year)

Additional members of the committee will be:

Director of Distance Education (voting member, permanent member)

Representative from Off Campus Programs (voting member, permanent member)

Representative from the Academic Skills Center (voting member, permanent member)

Representative from the Writing Center (voting member, permanent member)

Representative from the Resource Center (voting member, permanent member)

Director of Institutional Research (nonvoting member, permanent member)

MCTC Higher Learning Commission Representative (nonvoting member, permanent member)

E. Advisory Council of Faculty Representative/Legislative Affairs Committee

Purpose: To represent the MCTC faculty on the West Virginia Advisory Council of Faculty (ACF) that advises the CTC Council, HEPC, and the West Virginia legislature. Additionally, this position will serve as the liaison with the faculty on all legislative matters and report to the faculty on a regular basis. The ACF representative will also form a legislative committee composed of the ACF alternate, the MCTC Faculty Council President, and other faculty members interested in higher education policy and legislative affairs.

Goal: To keep faculty informed about ACF agendas, business, and initiatives, as well as relevant West Virginia legislative issues. This committee will contribute to the annual ACF legislative agenda.

Functions:

1. To attend all ACF statewide meetings or arrange for alternate to attend.
2. To report regularly to faculty about ACF business by posting minutes, reports, and information to faculty.
3. To obtain feedback from MCTC faculty and represent their point of view to the ACF.
4. To contribute to the statewide ACF legislative agenda.
5. To disseminate information on upcoming legislative sessions and specific bills and rules that affect higher education.
6. To attend MCTC Faculty Council meetings and deliver ACF reports.
7. To review and approve appropriate recommendations to the MCTC Faculty Council.
8. To communicate with and advise the institutional governing board.

Membership: During the month of April of each odd-numbered year, the MCTC Faculty Council shall elect one faculty member to serve as a representative on the Advisory Council of Faculty. An alternate ACF member shall also be designated to serve in the absence of the elected ACF member, and that alternate shall act as a voting proxy.

As prescribed by 18B-6-3, the faculty member who is elected to serve on the ACF “is an ex officio, voting member of the faculty senate or council and reports to the faculty council and the board of governors.”

Terms of the member of the ACF shall be for two years and shall begin on the first day of July each odd-numbered year. Members of the ACF shall be eligible to succeed themselves.

F. Academic Events Committee

Purpose: The committee will plan and host academic events, will review and recommend policies regarding multiculturalism, and will advocate for interdisciplinary approaches to academic study—both curricular and extracurricular.

Functions:

1. To plan and schedule special academic lectures, performances, and events for both the Mountwest and tristate community.
2. To encourage multicultural and interdisciplinary approaches to academic study.
3. To develop ties with the community through educational events hosted by Mountwest.
4. To review, approve in committee, and forward appropriate recommendations to the Mountwest Faculty Council.

Membership: The committee will be comprised of six full-time faculty members.

G. Faculty Development Committee

Purpose:

The purpose of the Faculty Development Committee is to make recommendations to the Council concerning the development and implementation of policies and procedures for ongoing faculty development, research, and scholarly/professional activities.

Functions:

The primary focus of this committee is faculty development. It is concerned with ensuring ongoing attention to resource development and equitable allocation of available funds among individual faculty, and providing activities and opportunity for enhancing the faculty's abilities in teaching, research, scholarship, and service to the college and the community. The specific duties of the committee are:

1. To review and recommend incentives and changes in the faculty development, research, and scholarly aims of the college.
2. To propose an institutional policy on faculty development, research, and scholarship.
3. To propose procedures and guidelines for applications of available institutionally funded development activities.
4. As appropriate, to consider and make recommendations to the Executive Vice President/Chief Academic Officer of Academic Affairs on applications for institutionally funded faculty development funds.
5. To monitor compliance with all applicable regulations concerning the use of human or animal subjects.
6. To coordinate with the Office of Development and the Executive Vice President/Chief Academic Officer of Academic Affairs the solicitation of external funding for faculty development, research, and scholarly activities.
7. To assist the Executive Vice President/Chief Academic Officer of Academic Affairs in planning and implementing campus-wide faculty development activities including, but not limited to, the annual August and May faculty workshops.
8. To submit an annual report and recommendations to be voted on by the MCTC Faculty Council.

Nothing in this policy is intended to restrict the designation or contribution of funds for specific purposes. Such funds do not fall within the purview of this committee.

Membership:

Three faculty members will be elected from each of the following divisions and will serve a two-year term as voting members:

Career and Technical Division (even year)
Liberal Arts and Transfer Studies Division (even year)
Career and Technical Division (odd year)
Liberal Arts and Transfer Studies Division (odd year)
Career and Technical Division (even year)
Liberal Arts and Transfer Studies Division (odd year)

Representative from Continuing & Corporate Education (voting member, permanent member)
Director of Employee Development (voting member, permanent member)
Director of Online Learning (voting member, permanent member)
Professional Development Coordinator (voting member, permanent member)
Executive Vice President/Chief Academic Officer of Academic Affairs (nonvoting member, permanent member).

H. Online Oversight Committee

Purpose: To review, assess, and advise on all matters associated with online learning for students, faculty, and staff as well as to offer recommendations on policies and procedures for the college.

Functions:

7. To provide ongoing faculty development in the areas of pedagogy/andragogy and technology so the online faculty will be able to provide a quality learning environment.
8. To evaluate and assess curriculum and instruction, technology, accessibility, and support services for all distance education.
9. To forward input to the Vice President for Academic and Student Affairs, Deans, and Chairs on matters relating to distance education.
10. To offer solutions to problems that the students and faculty face with distance education.
11. To review current and proposed policies dealing with distance education.
12. To send representatives to state and regional meetings associated with distance education.

Membership:

Membership will be elected from each of the following divisions:

Career and Technical Division (even year)
Liberal Arts and Transfer Studies Division (even year)
Career and Technical Division (odd year)
Liberal Arts and Transfer Studies Division (odd year)
Career and Technical Division (even year)
Liberal Arts and Transfer Studies Division (odd year)

Additional members of the committee will be:

Director of Distance Education (Voting member, permanent member)
Representative from the Resource Center (voting member, permanent member)
Student Services Representative (voting member, permanent member, appointed by the Student Services Leadership Team)
MCTC Higher Learning Commission Representative (nonvoting member, permanent member)

I. General Education Committee

Purpose:

To facilitate the continuous improvement of general education across the curriculum at Mountwest Community & Technical College via the development, implementation, and assessment of general education outcomes.

Functions:

1. To regularly review general education outcomes and revise them as needed.
2. To oversee implementation of general education outcomes at the course and program level.
3. To facilitate assessment of general education outcomes at the course and program level.
4. To assist with the development of assessment tools for general education outcomes.
5. To recommend changes based on results gathered from the assessment of general education outcomes.

Membership:

Three faculty members will be elected from each academic division and will serve two-year terms as voting members.

Career & Technical Studies Division: even year

Liberal Arts & Transfer Studies Division: even year

Career & Technical Studies Division: odd year

Liberal Arts & Transfer Studies Division: odd year

Career & Technical Studies Division: even year

Liberal Arts & Transfer Studies Division: odd year

Additional members:

Dean of Career & Technical Studies (permanent; non-voting member)

Dean of Liberal Arts & Transfer Studies (permanent; non-voting member)

HLC Liaison (permanent; non-voting member)

J. Ad Hoc Committees

Ad Hoc Committees will be formed as needed by the MCTC President with notification to the MCTC Faculty Council President or formed as needed by the Council President.

Article VII. Amendments

Section A. This Constitution shall be adopted when approved by a simple majority of the secret ballots cast by the faculty. Upon adoption by the faculty, this Constitution shall be made a part of the MCTC Policy and Procedures Manual, which shall contain official policies, procedures, and other information pertinent to MCTC's operation and internal government.

Section B. An amendment to the constitution may be proposed by the President to the executive

committee, by ten percent of the faculty, or by a majority vote of the MCTC Faculty Council. Amendments to the Constitution will be ratified by a vote of two thirds of the faculty. All issues are subject to final approval of any required internal or external policy approval body.

Article VIII. Bylaws

The MCTC Faculty Council may by majority vote establish bylaws governing the conduct of the business of the Council and of the standing committees and other matters that may be within its competence.