

# CONSTITUTION OF THE ACADEMIC COUNCIL

*Ratified May 8, 2018*

## PREAMBLE:

IN RECOGNITION OF THE NEED TO ASSUME RESPONSIBILITY FOR THE ACADEMIC AFFAIRS OF THE COLLEGE, WE HEREBY ESTABLISH THE ACADEMIC COUNCIL AND ADOPT THIS CONSTITUTION AND BY-LAWS AS REVISED ON MAY 1, 2007

## ARTICLE I: NAME

The name of the organization shall be the **Academic Council**.

## ARTICLE II: PURPOSES AND RESPONSIBILITIES

### Section 1:

#### Purposes

- To provide a means for participation and governance over the academic matters of the college by faculty and professional personnel associated with the academic affairs of the college.
- To promote the general academic climate by ensuring academic quality, securing academic integrity, and protecting academic freedom.
- To provide a means for the exchange of information and ideas about College affairs.
- **To provide a means for the consideration of student affairs.**
- **To evaluate and make recommendations on the academic life and welfare of the college.**

### Section 2 Responsibilities

- To review and make **recommendations** to the College President regarding all matters of an academic nature related to the well-being and future of the College, **including** but not be limited to the following:
  - Curricular matters
  - Academic regulations, procedures and standards
  - Instruction, instructional resources, **and technology**
  - Student development
  - Academic planning, budgeting, development and assessment
  - Matters related to academic governance
  - **Other issues important to the general welfare of the College**

## ARTICLE III: MEMBERSHIP

### Section 1: Regular Members (voting)

- Regular members shall be full time employees who have the primary responsibility in the title or position that confers membership as further indicated.
- The members holding the following titles or positions shall have voting rights:
  - all full time faculty holding rank, including those who administer academic departments and programs and those holding the title of “Educator Advisor”
  - The Registrar, **Director of Financial Aid, and Director of Admissions**
  - Professional staff holding the title of "Dean", "Associate Dean", " Assistant Dean", "Director" or "Coordinator" **and reporting either directly or through another office to the Vice-President of Academic and Student Affairs**; to include the functions of academic support services, library/LRC, advisement, testing, grants, institutional research, student development, EOF, student activities, athletics, cultural affairs, **Continuing Education**, and other professional functions directly involved with students and/or academic programming and/or student development, unless Ex-Officio (see Section 2).
  - *student development professionals*
  - counselors
  - librarians
  - two officers of the student government organization **appointed by the Dean of Students or designee.**
  - *three adjunct faculty with at least 6 semesters of service selected by Academic Council Officers* **by the Vice-President of Academic Affairs**

### Section 2: Ex-Officio Members (non-voting)

- The members holding the following titles/positions shall be non-voting:
  - The President of the College
  - **Those holding the title of Vice-President, Associate Vice-President or Assistant Vice-President**
  - The Chief Academic Officer
  - **The Chief Student Affairs Officer**
  - The chief personnel/human resources officer
  - Executive *Directors*

**Section 3: Participating Members (non-voting)**

- All other full time members of the professional staff and adjunct faculty will be deemed as participating members of the Academic Council. They shall hold the privilege of participating in the discussion at all meetings of the Academic Council and its committees. Participating members shall hold non-voting status.

**ARTICLE IV. OFFICERS**

The Officers of the Academic Council shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Parliamentarian. The President and Vice-President shall be members of the tenured full time teaching faculty.

The officers shall perform the duties prescribed by the By-laws of the Academic Council and by the authority adopted by the Academic Council. The officers and the immediate past President will constitute the Executive Committee.

**ARTICLE V. MEETINGS**

**Section 1: Regular Meetings**

- There shall be at least four (4) regular meetings per year.

**Section 2: Annual Meeting**

- There shall be an annual meeting with the presentation of committee reports and elections, if necessary.

**Section 3: Special Meetings**

- Special meetings may be called as specified in the By-laws of the Academic Council. *Special meetings may be called which are open to and allow for participation by the college community for discussion of college wide issues.*

**ARTICLE VI. STANDING COMMITTEES**

**Section 1: Standing Committees**

- The standing committees of the Academic Council are:
  1. Academic Appeals Committee

2. Academic Standards Committee
3. Advisement Committee
4. Assessment Committee
5. College Writing Committee
6. Curriculum Committee
7. Educational Technology Committee
8. Faculty Review Committee
9. General Education Committee
10. Judicial Affairs Committee
11. Professional Development Committee
12. Student Life Committee

**Section 2: Ad Hoc Committee(s)**

- Ad Hoc committee(s) may be formed when needed and may be appointed by the President of the Academic Council for a specific period of time.

**Section 3: Nominating Committee**

- The Nominating Committee shall nominate Academic Council officers and shall be composed of **three (3)** members elected at a regular meeting at least one month prior to election(s).

**ARTICLE VII: AUTHORITY**

The rules contained in (the current edition of) Robert's Rules of Order, Newly Revised , shall govern the Academic Council in all cases except where they are inconsistent with the By-laws of the Organization and any special rules of order that the Academic Council may adopt.

**ARTICLE VIII: AMENDMENT OF CONSTITUTION**

This Constitution may be amended at any scheduled meeting of the Academic Council by two-thirds (2/3) vote of the membership, provided that the amendment has been submitted in writing to the membership at a regular meeting at least 10 days prior to the meeting at which time the vote is to be cast. If 2/3 of the membership are not present at such a meeting, a mail ballot may be substituted subsequent to such meeting.

**ARTICLE IX: RATIFICATION OF THE CONSTITUTION AND BY-LAWS**

Ratification of the Constitution and By-laws of the Academic Council shall be by signature of two-thirds (2/3) of the voting membership described herein, excluding those not yet appointed, and the approval of the Board of Trustees of Passaic County Community College of Paterson, New Jersey.

*Approved by the Academic Council: May 8, 2018*