



## **COLLEGE ADMINISTRATIVE PROCEDURE MANUAL**

<b>Procedure Title</b>	<b>Procedure Number</b>	<b>Page(s)</b>	<b>Date Adopted:</b>
Faculty Council	BG – I - a	5	08/26/2025

### **BASED ON BOARD POLICY**

<b>Section</b>	<b>Policy Title</b>	<b>Policy Number</b>	<b>Date Adopted:</b>
B – Local Governance	Administrative Organization	BG	08/26/2025

## **PURPOSE**

The Faculty Council (hereafter referred to as the Council) is an official organization of the College, established by the governing board for the purpose of encouraging and facilitating the free exchange of ideas between the instructional staff and the administration. The Council, composed of at least two representatives elected from all instructional units and one appointed by the President, serves as the official advisory body between the general faculty and the administration in matters of interest to the faculty related to the general welfare of the institution. The Faculty Council may not be delegated the final decision-making authority on any matter.

### **I. SCOPE OF ACTIVITIES**

The purview of the Council shall include the discussion of college procedures, consideration of faculty suggestions, and study of problems related to faculty interests for the purpose of formulating recommendations to the College President and to the faculty. The Faculty Council may not issue any statement or publish a report using the institution's official seal, trademark, or resources funded by the institution on any matter not directly related to the Faculty Council's duties to advise the institution's administration.

The Council Chair shall call the meetings and preside over them in accordance with Texas Education Code, Subchapter G, Chapter 51 Section 51.3522 and the procedure established herein, shall appoint all committees with approval of the Council, and shall communicate all recommendations of the Council to the Vice President, Instruction & Student Engagement.

The Council shall meet at least once each month during the fall and spring semesters and may meet during summer sessions if necessary. In the conduct of their meetings:

- The Faculty Council shall broadcast over the Internet live video and audio, as applicable, of each open meeting of the Faculty Council if more than 50 percent of the members of



the Council are in attendance.

- The Faculty Council shall adopt rules for establishing a quorum. The Council shall conduct meetings at which a quorum is present in a manner that is open to the public and in accordance with procedures prescribed by the College President.
- The following shall be made available to the public on the McLennan Community College website not later than the seventh day before a meeting of the Faculty Council:
  - An agenda for the meeting with sufficient detail to indicate the items that are to be discussed or that will be subject to a vote; and
  - Any curriculum proposals reviewed by the Council that will be discussed or voted on at the meeting.
- The names of the members in attendance must be recorded at a meeting in which the Faculty Council conducts business related to:
  - A vote of no confidence regarding an institution administrator; or
  - Policies related to curriculum and academic standards.

## **II. OFFICERS**

The officers of the Council shall consist of a Chair, Vice Chair, and Secretary. The terms of office of the Chair and Vice Chair shall run from the first day of June through the last day of May the following calendar year. These officers are appointed by the President in consultation with the Vice President, Instruction & Student Engagement, and the former will receive nominations from the Faculty Council. Although the President is not bound to these nominations, they will be considered. The Vice Chair selected by the College President in one year shall be appointed to the Faculty Council by the College President in the following year. The College President will then select the Vice Chair as the Chair in their second year of service.

The Chair and Vice Chair serve as at-large representatives of the faculty and their respective units are eligible for membership on the Council as provided above.

## **III. DUTIES/RELEASE TIME/STIPEND**

Service on the Council is an additional duty of the faculty member's employment. Members of the Council are not entitled to compensation or reimbursement of expenses for their role as members of the Council. However, the Vice President, Instruction & Student Engagement has determined the appropriate release time for the responsibilities of Council Chair to be six hours for the academic year – 3.00 hours release time or stipend for the fall semester and 3.00 hours



release time or stipend for the spring semester. Teaching loads of faculty members with administrative assignments may be reduced by the Vice President, Instruction & Student Engagement.

The Chair of the Council shall preside over meetings of the Council and represent the Council in official communications with the institution's administration. The Vice Chair shall serve in the capacity of Chair in the absence of the Chair at any meeting. Where feasible, the Chair shall represent the Council as its voting member at meetings of the Instructional Council.

The Secretary shall handle the official written correspondence of the Council, shall record minutes of the meetings, shall distribute these minutes to the Council for approval, and shall provide copies of the approved minutes to the administration and to the faculty.

#### **IV. COMMITTEES**

The standing committees of Faculty Council are an Elections Committee, Policy and Procedure Committee, Student Success Liaison Committee, Bookstore Committee, Workforce Committee, and Compensation Committee (with one seat on the Compensation Committee reserved for a part-time instructor).

The Elections Committee will conduct the following elections: Sabbatical Leave Committee, Professional Development Committee, Tenure Conversion Committee, and one Minnie Stevens Piper Foundation Nominee. Based on the criteria of the Minnie Stevens Piper Foundation award, only full-time faculty members are eligible to participate.

Ad hoc study committees may be appointed as needed. It is the responsibility of the Faculty Council Chair to communicate to each committee the procedures to be followed, deadlines to be met, and, where appropriate, to provide any applicable records or documents.

#### **V. COMMUNICATION WITH ADMINISTRATION**

Recommendations of the Council shall be made, in writing, to the College President, with a copy to the Vice President, Instruction & Student Engagement. Subsequent discussion of such recommendations may be conducted by the College President (or other administrative officers designated by the College President) and the Council Chair as the College President deems appropriate.



## **VI. PROCEDURE REVISIONS**

Revision(s) of this procedural document may be considered by the Council. Formal discussion of such revision(s) must occur in an official meeting prior to the meeting in which a vote on the proposed revision(s) is taken. The Council, by a two-thirds majority of the members present, provided a quorum has been established, may approve the proposed revision(s) for submission to a vote of the general faculty. Faculty approval by a simple majority vote is required to approve any proposed procedure revision(s). All such proposals are advisory only, as the President and Board determine policy and procedure at McLennan Community College. The College may amend title adjustments without the consent of Faculty Council or the general faculty body for Administrators, such as the Vice President, Instruction & Student Engagement or College President.

These policies may not be construed to limit a faculty member of McLennan Community College from exercising the faculty member's right to freedom of association protected by the United States Constitution or the Texas Constitution.

## **VII. FACULTY COUNCIL FUND**

The McLennan Community College Foundation holds a Faculty Council Fund. Expenditures from the Faculty Council Fund (e.g., an appreciation gift for the outgoing Council President) must be approved by the current Council. Anyone may designate donations to the Faculty Council Fund.