

ACADEMIC SENATE OF BAKERSFIELD COLLEGE BY-LAWS

BY-LAWS

ARTICLE 1I – ESTABLISHMENT OF QUORUM

Section 1

A quorum for meetings of the Academic Senate [Association](#) shall consist of twenty percent of the membership.

Section 2

A quorum for meetings of the [Academic Senate](#) ~~(body rep.)~~ shall consist of fifty percent of voting members of the [Academic Senate](#). Vacant positions do not count toward quorum.

ARTICLE 2II – [ACADEMIC SENATE ASSOCIATION](#) ~~GENERAL~~ MEETINGS

Section 1

General meetings of the Academic Senate [Association](#) may be called by the President, with approval of the [Academic Senate](#) ~~(body rep.)~~, whenever they are deemed necessary [and shall include all members of the Academic Senate Association as designated under ARTICLE 4IV – MEMBERSHIP of the BC Academic Senate Constitution.:](#)

Section 2

General meetings of the Academic Senate [Association](#) may be called either (1) upon the written request of twenty percent of the membership of the Academic Senate [Association](#) or (2) upon the written request of a majority of the ~~any of three~~ members of the Executive Board of the Academic Senate.

Section 3

[The public may address the Academic Senate Association in these meetings following the procedures found in Appendix A Section 7.](#)

ARTICLE 3III – ~~PARLIAMENTARY AUTHORITY~~ [ACADEMIC SENATE MEETINGS](#)

Section 1

Regular meetings of the Academic Senate will be held during the academic year as agreed upon by the Executive Board and the Academic Senate. [The procedure for submitting an agenda item request for an Academic Senate meeting is found in Appendix A Section 4.](#)

Section 2

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ~~Academic Senate and~~ [Academic Senate](#) ~~(body rep.)~~ meetings in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the ~~Academic Senate of~~ [Academic Senate](#) ~~(body rep.)~~ may adopt.

Section 3

[The public may address the Academic Senate in these meetings following the procedures found in Appendix A Section 7.](#)

ARTICLE 4~~IV~~ – DUES AND DONATIONS

Section 1

The Academic Senate ~~(body rep.)~~ shall determine the amount of dues.

Section 2

Payment of dues is not a necessary requirement for membership.

Section 3

Dues may be collected from the members of the Academic Senate by the Treasurer on an annual basis to meet the ongoing needs of the Academic Senate and special donations may be solicited to meet unusual financial responsibilities and shall be reported to the Academic Senate in the Treasurer's Report.

Section 4

Donations to the Scholarship Fund of the Academic Senate ~~(body rep.)~~ shall be accepted by the Treasurer Academic Senate Office and shall be reported to the Academic Senate ~~(body rep.)~~ in the Treasurer's Report.

ARTICLE 5~~V~~ – REPRESENTATION AND REAPPORTIONMENT

Section 1

The Academic Senate ~~(body rep.)~~ shall consist of the elected officers and senators as voting members and Executive Board members, one CCA representative, and one SGA representative as non-voting members.

Section 2

The Academic Senate ~~(body rep.)~~ will involve as many faculty as possible to be

- a. Officers
- ~~a.~~b. Senators
- ~~b.~~c. Governance Standing Committee co-chairs
- ~~c.~~d. Executive Board members

Moreover, to eliminate conflicts of interest issues which arise from faculty serving in dual or triple roles (any combination of a, b, & c above) the Academic Senate ~~(body rep.)~~ precludes a single faculty member.

~~a.~~ From serving as both a senator AND a member of Executive Board

~~b.~~ From serving as both an elected Academic Senate ~~(body rep.)~~ officer AND a governance co-chair

a. From serving concurrently in more than one position from the three groups listed above (Officer, Senator, and Standing Committee Co-Chair)

~~c.~~b. From having their name on both the Academic Senate ballot and the Executive Board Officer ballot in the same election cycle. The faculty member must choose for which ONE position they are running before the election ballots are distributed.

~~d.~~c. From being a governance co-chair of more than one Standing governance Ccommittee.

Section 3

Senators and Officers have the right to identify a voting proxy in their absence. The Voting Proxy Form is required. Procedures for designating a proxy are found in Appendix A Section 5.

When acting as proxy, an individual is limited to a maximum of three votes (including themselves).

Senators and Officers may not assign a proxy for more than three Academic Senate meetings in an academic year.

Section 4

Any Academic Senate [Association](#) member eligible to vote in a department chair election shall be considered a member of that department for purposes of apportionment and reapportionment. A department member with less than a fifty percent assignment will be counted as one-half [towards the total number of individuals](#) in that department.

Section 5

Apportionment

- a. Each department of the college shall be entitled to at least one elected senator.
- b. A second senator shall be elected provided that a department contains ~~sixteen(16)~~ [twenty-two \(22\)](#) or more members of the Academic Senate [Association](#).
- c. A third senator shall be elected provided that a department contains ~~thirty-one(31)~~ [forty-four \(44\)](#) or more members of the Academic Senate [Association](#).
- d. If more than one senator is elected from a multi-discipline area, it is the intention of this document that the senators be elected, if possible, from different disciplines within the department.

Section 6

Reappointment

- a. The Academic Senate [Association](#) shall include members on sabbatical and on a one or two semester leave of any kind.
- b. Each spring semester, and by April 1, the [Academic](#) Senate ~~(body rep.)~~ shall examine its membership structure.
- c. A department with ~~fifteen~~ [twenty-one \(1521\)](#) or fewer members shall be allowed only one representative.
- d. If a department has two seated representatives and its membership drops below ~~sixteen~~ [twenty-two \(16 22\)](#) its seated representatives will be allowed to serve their terms and, when either or both terms are completed, it will be reduced to one representative.
- e. If a department has three seated representatives and its membership drops ~~below thirty-one~~ [forty-four \(3144\)](#), its seated representatives will be allowed to serve their terms, and, when either or both terms are completed, it will be reduced to two representatives.
- f. If a department has grown to ~~thirty-one (31_ or more members)~~ receive an additional senator, an additional representative shall be ~~elected~~ [allowed](#) at the next regularly scheduled election.
- g. If the size of any department is disputed, the dispute shall be settled by the President of the Academic Senate after consultation with the Faculty Chair to verify the department membership.

ARTICLE ~~6~~^{VI} – NOMINATION AND ELECTION PROCEDURES

~~Section 1~~

~~Officers shall be nominated and elected at-large.~~

~~Section 2~~

~~Nomination of Senators~~

~~b.—Senators shall be nominated and elected by department.~~

~~c.—A master list of departments, including the names and numbers of members in each department, is to be maintained by the Senate’s administrative staff and posted in the Senate office.~~

~~Section 3~~

~~Nominees for Faculty Chairs shall be solicited from among the members of the appropriate department.~~

Section 4

Temporary Replacement of Faculty Chairs

a.—If it becomes necessary to temporarily replace a department chair because of an authorized leave such as a sabbatical or illness and the position has not vacated, the department shall meet to recommend in writing to the College President and Academic Senate President the method of replacing the department chair.

Two possibilities are as follows:

- A chair temporarily elected by the department.
- The duties of the chair assumed by the appropriate dean.

—c. A vacated chair position will be replaced by a department chair election as described in the bargaining unit's agreement within the timeframe of Article II.12 of the Constitution and follow the procedures for solicitation of nominees and elected described in Sections 5 and 6 of this Article.

Section 5

Solicitation of Nominees

a.—Nominees for all elected positions shall be officially solicited from the Academic Senate or department, as appropriate, at least two weeks prior to the election.

b.—The names of the nominees for all elected positions shall be posted by the Senate office at least once a week.

Section 6

Election Procedures

a.—All election ballots shall list, alphabetically, the names of all the nominees for the elected position.

b.—All ballots will provide abstentions and write-ins.

c.—All election ballots shall be returned to the Senate office for the official tally.

d.—All election ballot results will be stored in the Senate office.

Results can be viewed in the Senate office.

e.—Eligibility to Vote:

- In Senate office (at large) elections, every Academic Senate member shall have one full vote.
- In senator elections Academic Senate members are eligible to vote in every department to which they are assigned. Those with an assignment of fifty percent or less in a department will have one-half vote in the department.
- In Faculty Chair elections, Academic Senate members are eligible to vote in every department to which they are assigned.
- An Academic Senate member on a one- or two-semester paid leave is entitled to vote based upon the normal area of assignment.
- To be eligible to vote in Senate-conducted elections, Academic Senate members, in addition to meeting the requirements of Article IV of the Constitution, must be tenured, or in a tenure-track position.

f.—If no nominee receives a majority of the votes cast, a run-off election shall be conducted between the two candidates receiving the most votes.

g.—If there is a tie vote in a senator or department election, and the department is unable to reconcile the matter within thirty days, the winner shall be determined by a toss of a coin at a regularly scheduled Senate (body rep.) meeting.

- ~~h.—The results of all elections shall be announced at the next Senate (body rep.) meeting. The results will be included in the Senate (body rep.) minutes and forwarded to the College President.~~
- ~~i. The vote count will be available in the Senate office after each election.~~

Section 1

Solicitation of Candidates

- a. Candidates for all elected positions shall be officially solicited from the Academic Senate Association membership list; or the associate membership list, as appropriate, at least two weeks before the election.
- b. All nominations shall be submitted in writing. If a member nominates another member for a position, they shall include such nominee in their written nomination to the Senate Office.
- c. Candidates for each elected position are able to submit a candidate information statement no later than one week prior to the election. These statements will be distributed by the Senate Office to the appropriate Academic Senate Association members
- d. ~~e.~~ The names of the candidates for all elected positions shall be communicated to the appropriate Academic Senate Association members by the Senate Office at least one week before the election.

Section 2

Election Procedures

- a. All election ballots shall list, alphabetically, the names of all the candidates for the elected position.
- b. All ballots will provide for abstentions and write-ins.
- c. All election ballots shall be tallied by the Senate Office.
- d. The results of all elections shall be announced at the next Academic Senate meeting. The results will be included in the Academic Senate meeting minutes and forwarded to the College President as appropriate.
- e. All election ballot results will be stored in the Senate Office. Results can be viewed in the Senate Office.

Section 3

- a. Detailed procedures for the optional submission of a short Bio for election nominees can be found in Appendix A Section 2.

~~Section 7~~

~~The Senate (body rep.), by two-thirds majority vote, may substitute special election procedures if circumstances not anticipated by this Article should occur.~~

~~Section 3~~

~~Terms of Office~~

~~f. If it becomes necessary to temporarily replace a senator (“original senator” in this section), the Department may select their interim replacement subject to confirmation by the Senate (body rep.). Failing either, the position will remain vacant until the next regularly scheduled election. The interim senator would serve until the original senator is able to resume their duties or until the next regularly scheduled election, whichever comes first.~~

~~A copy of this policy will be emailed to the original senator, the department chair, and the department secretary. The Original senator or 2nd senator from the area and chair will work together to find a replacement, and the department chair will notify the Senate Office.~~

- ~~h.—Vacancies occurring at irregular time shall be filled by a special election within thirty days after the vacancy occurs, in accordance with the nomination and election procedures.~~

~~When any senator is incapable of performing the duties outlined below, the President shall conduct an election for that senator's department according to the nomination and election rules to determine a successor.~~

ARTICLE ~~Z~~^{VII} – EXECUTIVE BOARD

Section 1

The Executive Board of the Academic Senate shall be comprised of the following:

- Executive Officers
- President
- Vice-President
- Secretary
- Treasurer
- Delegate ~~to~~^{of} the ASCCC
- The Immediate Past Senate President (~~non-voting~~^{Ex-officio})
- Faculty Co-Chair(s) of “Arms of the Senate” (as defined by the Bakersfield College Decision Making Document) or Academic Senate subcommittees. ~~or Arms of the Senate~~
- Curriculum Committee
- Diversity, Equity, and Inclusion Committee
- Equivalency Committee

Faculty Co-Chair(s) of the following governance committees all campus-wide Standing Committees:

A general description of the responsibilities of a Faculty Co-Chair is found in Appendix B Section 1.

- ~~Assessment Committee~~
- ~~Accreditation & Institutional Quality (AIQ)~~
- ~~Bookstore Advisory~~
- ~~Budget Committee~~
- ~~Curriculum Committee~~
- ~~Enrollment Management Committee (EMC)~~
- ~~Equal Opportunity & Diversity Advisory Committee (EODAG)~~
- ~~Facilities & Sustainability Committee~~
- ~~Information Systems & Instructional Technology Committee (ISIT)~~
- ~~Program Review Committee (PRC)~~
- ~~Professional Development Committee (PDC)~~
- ~~Safety Advisory Committee~~

~~Faculty Flex Coordinator and SLO Coordinator shall be additional members if they are not already included in another role.~~

In addition, a Member-at-Large may be appointed from the Academic Senate by the Senate President.

Additional members (such as the Faculty Flex Coordinator, Student Learning Outcome (SLO) Coordinator, and Distance Education (DE) Coordinator), may be included as determined by the Executive Board charge which shall be reviewed on an annual basis.

~~In addition, a Member-at-Large may be appointed from the Academic Senate by the President.~~

Section 2

Duties of the Executive Board

- a. The Executive Board shall provide advice and counsel to the [Senate](#) President.
- b. The Executive Board shall assist the [Senate](#) President in developing the agenda for the regular meetings of the [Academic Senate](#) ~~(body rep.)~~. [See Appendix A Section 4 for the procedure to submit an agenda item request.](#)
- c. The Executive Board shall assist the [Senate](#) President in filling vacancies of the [Academic Senate](#) Officers and shall serve as the ~~n~~[Nominations](#) ~~c~~[Committee](#) [for any faculty appointments.](#)
- d. The Executive Board shall assist the [Senate](#) President in preparing the annual budget for the [Academic Senate](#) [Office](#) ~~(body rep.)~~.
- e. [The Executive Board interviews candidates for Faculty Co-Chair positions. If the position includes a stipend, the Faculty Co-Chair must be also approved by the College President or their designee.](#)

ARTICLE ~~8~~**VIII** – COMMITTEES

Section 1

The Academic Senate President shall nominate from among Academic Senate [Association](#) members all faculty to [Academic Senate](#) committees, [screening committees](#), college-wide committees [as described by Title 5](#), and other such college and/or district ~~committees~~ [faculty appointments](#). ~~which shall be formed with the consent of the Senate (body rep.) or otherwise described by Title 5.~~ While the [Academic Senate](#) ~~(body rep.)~~ is not in session, the Senate ~~e~~[Executive](#) ~~o~~[Officers](#) will provide consent for the President's nomination [for such appointments](#). ~~to screening committees.~~ [Specific procedures for soliciting nominees are found in Appendix A Section 1, 2, and 3 of the By-Laws.](#)

Section 2

Nominees to committees shall be informed of their duties and responsibilities by the Senate President or designee.

Section 3

Nominees to committees shall be confirmed at a scheduled [Academic Senate](#) ~~(body rep.)~~ meeting by a majority vote of the [Academic Senate](#) ~~(body rep.)~~ members present and voting.

Section 4

Upon confirmation by the [Academic Senate](#) ~~(body rep.)~~, committee members shall be so notified by the Senate Office [or designee](#).

Section 5

~~Standing Committees of the Senate (body rep.)~~

Standing Committees of the [Academic Senate](#) ~~(body rep.)~~ shall be:

[Curriculum Committee](#)

[Diversity, Equity, and Inclusion Committee](#)

Equivalency Committee

Section 6

[Curriculum Committee](#)

[This is an Arm of the Senate, a standing committee of the Academic Senate that assumes the role and responsibility for the first four portions of the 10+1 academic and professional matters and/or Education](#)

Code/Title 5. It informs the Academic Senate, makes recommendations, and communicates to the Vice President of Instruction, College President, and the Board of Trustees.

~~The primary purpose of this committee is to~~ Curriculum Committee is responsible for ensuring that curriculum is consistent with the mission of the college, addressing ~~es~~ the needs of students and the community, and meeting the requirements of law and regulation. ~~Curriculum includes programs of study (degrees and certificates) and individual courses. As such, it must support strong transfer and vocational programs and include a strong general education program as the foundation upon which students will build.~~

Section 6

Diversity, Equity, and Inclusion Committee

This is an Academic Senate ~~standing~~ sub-committee and provides input on relevant issues through their representatives with attention given to the specific rights and responsibilities of faculty 10+1.

The Diversity, Equity, and Inclusion Committee is responsible for identifying, recommending, and assisting in coordinating the implementation of various strategies and institutional changes that promote diversity, ensure equitable educational opportunities, and provide professional opportunities for Bakersfield College and the community at large as they relate to faculty.

Section 7

Equivalency Committee

This is an Arm of the Senate, a standing committee of the Academic Senate that assumes the role and responsibility for academic and professional matters and/or Education Code/Title 5 as they relate to faculty equivalency matters. It informs the Academic Senate, makes recommendations, and communicates to the Vice President of Instruction, College President, and the Board of Trustees.

The Academic Senate Equivalency Committee is responsible for ~~determining if an applicant's qualifications are the equivalent of the Minimum Qualifications for Faculty in California Community Colleges:~~ determining if faculty applicants' qualifications are equivalent to the minimum qualifications prescribed in Title 5. Reports to the Board of Trustees.

The Equivalency Committee sends its ~~recommendations~~approvals to the Academic Senate (~~body rep.~~). at least one Academic Senate meeting before the Equivalency Committee sends its ~~approvals~~recommendations to the Board of Trustees to allow the Academic Senate (~~body rep.~~) time to formulate a comment on any particular equivalency case ~~that~~of the Academic Senate (~~body rep.~~). chooses as provided for in the Board Policy.

Section 8

College-wide Committees, ~~Task Forces, Work Groups~~

College-wide committees must be approved by the Academic Senate (~~body rep.~~). before any faculty appointees are confirmed.

College-wide committees ~~that are Governance Committees listed in Article VII, Section 1 (Executive Board)~~ will provide regular, at least monthly, reports to the Academic Senate (~~body rep.~~) on any academic and professional matters falling under the 10+1 items that are to "rely primarily upon" the Academic Senate given in law or Board Policy as well as other items the Academic Senate needs to know about to fulfill the college mission.

College-wide committee charges are to be reviewed bi-annually in the Fall semester and any revisions must be approved by the Academic Senate (~~body rep.~~) before the new charge can take effect. Unless otherwise approved by the Academic Senate, changes to a college-wide committee charge will take effect the academic

year following the approval of the charge. Any exceptions to this must be approved by a two-third majority vote of the Academic Senate. The template for a Committee Charge is found in Appendix B Section 3.

Section ~~9~~8

The composition and duties of the college-wide committees are normally found in the individual committees charges which are available upon request from the Senate Office. The Academic Senate (~~body rep.~~) shall review and update ~~theis~~ listing of college-wide committee charges on an periodic annual basis. ~~Currently, the list of these committees is as follows:~~

- ~~●—Assessment Committee~~
- ~~●—Accreditation & Institutional Quality Committee (AIQ)~~
- ~~●—Bookstore Advisory Committee~~
- ~~●—Budget Committee~~
- ~~●—College Council~~
- ~~●—Commencement Committee~~
- ~~●—Distance Education Committee~~
- ~~●—Enrollment Management Committee~~
- ~~●—Equal Opportunity & Diversity Advisory Committee (EODAC)~~
- ~~●—Facilities & Sustainability Committee~~
- ~~●—Information Systems and Instructional Technology Committee (ISIT)~~
- ~~●—Professional Development Committee (PDC)~~
- ~~●—Program Review Committee (PRC)~~
- ~~●—Safety Advisory Committee~~
- ~~●—Scholarship Committee~~
- ~~●—Student Conduct and Complain Hearing Committee~~

Section ~~10~~9

The Academic Senate President may designate the leader of a faculty caucus for any ~~college-wide~~ committee.

Section ~~11~~0

Ad Hoc Committees, Task Forces, and Operational Groups

Ad hoc committees, task forces, or operational groups of a temporary nature may be approved by the Academic Senate (body rep.) at any time. Any ad hoc committee, task force, or operational group shall follow the same committee charge approval process as college-wide committees and include a timeline for their work. ~~The ad-hoc committee will report the outcome of their work to the Senate (body rep.):~~

Groups such as ad hoc committees, task forces, and operational groups should report at least twice per academic year to the Academic Senate. Report should be on any academic and professional matters falling under the 10+1 items that are to “rely primarily upon” the Academic Senate given in law or Board Policy as well as other items the Academic Senate needs to know about to fulfill the college mission. In addition, these groups should provide a year-end report to the Academic Senate.

Section ~~12~~7

All Academic Senate (body rep.) appointees ~~to all committees~~ shall receive in writing or electronically the composition of the committee, task force, or operational group and the duties to which they have been appointed. A general description of committee member duties is found in Appendix B Section 2. of said committee, as approved by the Senate (body rep.). In addition, appointees shall seek advice from the Senate (body rep.) before acting on new, substantive policy decisions:

Section 13~~2~~

Committee reports may be scheduled ahead of New Business or Unfinished Business at any [Academic Senate \(body rep.\)](#) meeting.

Section 14~~3~~

Committee service is within on the 175-day contract schedule unless otherwise noted in the charge.

Section 15~~4~~

If the [Academic Senate \(body rep.\)](#) votes by two-thirds majority to discontinue ~~it~~its involvement in any committee, the [Academic Senate \(body rep.\)](#) appointees to said committee shall be immediately notified that their appointments are thereby revoked.

ARTICLE 9~~X~~ – LIMITATION ON PUBLIC STATEMENTS

Section 1

The [Senate](#) President shall be the official spokesperson for the [Academic Senate and the Academic Senate Association](#).

Section 2

The [Senate](#) President shall not take an official position on public issues unless one of the following conditions is met:

- a. The position of the [Academic Senate \(body rep.\)](#) is already a matter of record.
- b. The President is given specific authorization by the [Academic Senate \(body rep.\)](#) to express an opinion on a given public issue.
- c. The issue is submitted to the Academic Senate, and the Academic Senate authorizes the Senate President to issue an opinion on a given public issue.

ARTICLE 10~~X~~ – COLLECTIVE BARGAINING AGENT RELATIONSHIP

Section 1

The [Academic Senate \(body rep.\)](#) shall cooperate with the collective bargaining unit, within the scope allowed by the California Education code, the Board of Governors, and any other legal statutes.

Section 2

The [Academic Senate \(body rep.\)](#), ~~at appropriate times~~, shall have a standing agenda item for~~invite~~ a representative of the collective bargaining unit to share ~~Senate (body rep.) meetings to share~~ matters of mutual concern.

ARTICLE 11~~XI~~ – AMMENDMENTS TO THE BY-LAWS

Section 1

Amendments to these By-Laws may be proposed by the Executive Board, by twenty-five percent of the Academic Senate Senators~~any three~~, or by petition signed by ten percent of the Academic Senate [Association](#).

Section 2

Amendments to these By-Laws shall be ratified by a two-thirds vote of the [Academic Senate \(body rep.\)](#) members, present and voting.

Appendix A – Academic Senate Procedures

Section 1 – Committee appointments

Faculty appointments to “college and district committees, task forces and other groups dealing with academic and professional matters, shall be made ... by the Academic Senates.” per BP 8200. Calls for membership of committees will go out near the end of spring semester and at the beginning of fall semester. The Academic Senate may continue to send out calls as needed regardless of the time of semester. The Academic Senate will make every effort to appoint faculty in alignment with our core value of Diversity but will fill the slots based on the availability of those who have applied.

Process:

1. There will be a 7-day priority window to apply for standing committee membership vacancies via the Standing Committee Request Form on the Academic Senate’s website once the end-of-spring-semester-call for standing committee membership goes out with the specified start and end date and time for the priority window (for example: if the call goes out on Tuesday, April 1 at 8am, the priority application window would last until 8am on Tuesday, April 8).
 - a. The Standing Committee Request Form allows faculty to identify one committee to be appointed to. Faculty may complete more than one submissions to indicate interest in serving on more than one committees. The Senate Office will keep track of the date and time of all requests.
 - b. The form will be closed during the summer and remain open after the initial Fall call until the next cycle.
2. A draft of potential committee appointments will be shared near the end of the Spring semester for review by Standing Committee Co-Chairs. The Academic Senate will confirm committee appointments at their first annual meeting and any subsequent meetings as needed.
3. In the event there are more nominations than appointments available, the Senate will determine appointments based on the following criteria:
 - a. Standing committees with department, pathway or area representation:
 - i. Recommendation. The selection will move to the department, pathway, or area level.
 - ii. Diversity, as defined in the college’s core value. The Senate encourages departments, pathways, and areas to support diversity, equity, and inclusion* as much as possible when considering faculty representation.
 - iii. Status. Preference for tenured then tenure-track professors then other faculty.
 - b. Standing committees without department, pathway, or area representation:
 - i. Status. Preference for tenured then tenure-track professors then other faculty.
 - ii. Representation. As many departments, pathways, or areas represented as possible.
 - iii. Diversity, as defined in the college’s core value. The Academic Senate will take every measure to create committees with diverse membership, but must fill the slots based on who shows interest. Using the above criteria, the Executive Board of the Academic Senate may create a draft list of proposed appointees, to be submitted to the Academic Senate for their consideration along with a brief justification of the Executive Board’s reasoning for proposing these appointees.
4. If the criteria in step 3 cannot narrow appointments to one faculty per open slot, then all applicants may submit a brief biography as outlined in the Submission of Biographical Information for Faculty Appointments and Elections section below for the Senate to review.
5. After the Academic Senate’s initial appointment, all remaining appointments to committee vacancies will be filled by submission date and time with preference for sooner after the early Fall call goes out.
6. Definitions of diversity are according to Cal. Code Regs. Tit. 5, § 51201 “Individual and group differences can include, but are not limited to the following dimensions: race, ethnicity, national origin or ancestry,

citizenship, immigration status, sex, gender, sexual orientation, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, political beliefs, religion, creed, military or veteran status, socioeconomic status, and any other basis protected by federal, state or local law or ordinance or regulation.” The definitions of diversity, equity, and inclusion are from the Board of Governors of the California Community Colleges’ DEI Glossary from the Vision for Success Diversity, Equity, and Inclusion Task Force of 2019 and used by KCCD’s EEO Plan (adopted June 2021). The DEI Glossary is posted at <https://www.cccco.edu/-/media/CCCCOWebsite/Files/Communications/vision-for-success/8-dei-glossary-of-terms.pdf> ** BC Core Value of Diversity: We insist that diversity be valued and promoted, recognizing that multiple perspectives lead to a better education and knowledge of the world; listening and witnessing different experiences helps us to understand and contextualize power and privilege related to ability, ethnicity, gender, national origin, race, religion, sexuality, and socioeconomic status in terms of access and barriers to resources and opportunities.

Section 2 – Submission of Biographical Statements for Faculty Appointments and Elections

To enhance transparency, informed decision-making, and effective collaboration this policy recommends the submission of biographical information when multiple nominations are submitted and selection cannot occur at the department, area, or pathway level.

Process

If multiple nominations are submitted, received, and confirmed, and selection cannot occur at the department, area, or pathway level, all individuals expressing interest may submit a brief biographical summary (referred to as a “Bio”) during the appointment or election process. The Bio will provide details about the candidate’s qualifications, experience, and relevant skills.

Details:

1. Applicants may submit a concise Bio.
 - a. The Bio should be no longer than 500 words and should highlight the following (with a special emphasis on the first 3 bullet points):
 - i. Professional & educational background
 - ii. Any information about the individual as it supports Bakersfield College’s Core Value of Diversity in regard to ability, gender, national origin, race, religion, sexuality, and socioeconomic status.
 - iii. Pathway, location, or area represented by the individual (if not otherwise indicated in the committee interest form).
 - iv. Relevant experience, if applicable (i.e., any experience that might be relevant to the committee, at BC or outside of BC).
2. The compiled Bios will be made available to all Academic Senate members, Senate Executive Board Members, and the public.
3. The policy will be communicated to all committee applicants during the application process in the call.

Section 3 – Screening Appointment Process

Screening committees for faculty positions

Department Chairs and Deans typically collaborate to identify faculty to serve on screening committees. To uphold the college’s core value of Diversity**, support will be given to diversity, equity, and inclusion* within the screening committee. An Equal Employment Opportunity (EEO) representative (from Human Resources) will ensure compliance with all applicable laws through appropriate and timely training.

Screening Committee appointments for all faculty positions will be based on the following:

1. Status. Preference for tenured then tenure-track professors then other faculty.
2. Per Board Policy 8706, the department chair must be on the committee
3. Expertise: The committee will include at least one member with expertise in the subject area.
4. Representation. The committee will include a person outside of the department when more than two faculty are required.

Screening committees for management positions

When calls for nominations go out, normally they are open for one week. The call will include a window with date and time identified. If needed, the window may be extended. The Senate Administrative Assistant will keep track of the date and time of all nominations. To uphold the college's core value of Diversity**, support will be given to diversity, equity, and inclusion* within the screening committee. An Equal Employment Opportunity (EEO) representative (from Human Resources) will ensure compliance with all applicable laws through appropriate and timely training. If more nominations are submitted than the number of positions and the selection cannot be completed at the department, area, or pathways level, all applicants may submit a brief biography as part of the screening committee request form (as outlined in the Submission of Biographical Information for Faculty Appointments and Elections document). Bios may be requested at the time of the call for time-sensitive appointments and elections.

Screening Committee appointments for management positions will be based on the following:

1. Status. Preference for tenured then tenure-track professors then other faculty.
2. Representation. The committee will include a mix of departments. • In the event there are more nominations than appointments available, Senate will determine appointments based on the above criteria in addition to any biographical information submitted by the applicants.
3. There shall be an equal number of faculty and management.

Definitions

According to Cal. Code Regs. Tit. 5, § 51201 "Individual and group differences can Academic Senate include, but are not limited to the following dimensions: race, ethnicity, national origin or ancestry, citizenship, immigration status, sex, gender, sexual orientation, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, political beliefs, religion, creed, military or veteran status, socioeconomic status, and any other basis protected by federal, state or local law or ordinance or regulation."

*The definitions of diversity, equity, and inclusion are from the Board of Governors of the California Community Colleges' DEI Glossary from the Vision for Success Diversity, Equity, and Inclusion Task Force of 2019 and used by KCCD's EEO Plan (adopted June 2021). The DEI Glossary is posted at the CCCC Diversity, Equity, Inclusion, and Accessibility Glossary of Terms.

** BC Core Value of Diversity: We insist that diversity be valued and promoted, recognizing that multiple perspectives lead to a better education and knowledge of the world; listening and witnessing different experiences helps us to understand and contextualize power and privilege related to ability, ethnicity, gender, national origin, race, religion, sexuality, and socioeconomic status in terms of access and barriers to resources and opportunities.

Section 4 – Agenda Item Request Process

This item consists of an Intellistack webform ([Agenda Item Request](#)), with sections and entry options as described below:

- Submitter Information: Name, department, and contact details (often pre-filled if integrated with Single Sign-On).
- Item Classification:
 - Action
 - Information
 - Discussion Items
 - Amend
 - Other
- Description & Rationale: A detailed summary of the topic and the reasoning for its inclusion on the agenda.
- Time Allocation: A requested amount of time (e.g., 10 or 15 minutes) for the presentation or discussion.
- Supporting Materials: A file upload field for attaching PDFs, slide decks, or reports.
- Strategic Alignment: A section often used in academic settings to indicate which institutional goal or professional development pillar the item supports.

The instructions for the form are as follows:

Requests to be added to the agenda MUST be received by the Senate Office at least five (5) working days prior to the meeting date. All background information and/or handouts MUST be attached in order for this item to be placed on the agenda.

Use the above template to submit agenda items for deliberation. The objective is to assure that deliberations are guided by an understanding of the action sought, the pertinence of the proposal to the college's mission and objectives, and ultimately the expectations and obligations to which the Senate is agreeing when it takes action on an agenda item.

INTRODUCTION: A brief statement regarding what prompted the agenda item and how the proposed initiative ties to the mission or current activity of the college. All agenda items must have a 10+1 impact to be considered as described in Title 5 § 53200. Refer to the Academic Senate for California Community Colleges website on 10+1 for more information.

(1) Curriculum including establishing prerequisites and placing courses within disciplines, (2) Degree and certificate requirements, (3) Grading policies, (4) Educational program development, (5) Standards or policies regarding student preparation and success, (6) District and college governance structures, as related to faculty roles, (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports (8) Policies for faculty professional development activities (9) Processes for program review (10) Processes for institutional planning and budget development (11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

CLARIFICATION OF THE ACTION BEING SOUGHT: Most deliberation is intended to achieve one of four outcomes:

- To inform: The purpose is to inform or report on the actions/thoughts of the presenting group and to provide an opportunity for discussion and questions. (e.g., an update from a standing or ad-hoc committee.) No action is sought.
- To act: The purpose is for a vote that has a specific new action, stance, or resolution for the Senate to consider.
- To discuss: The purpose is to discuss an item and allow for the opportunity for the Senate to determine the best next steps.
- To amend: The purpose is for a vote to amend an already existing action, stance, or resolution.

Section 5 – Proxy Request Process

Voting members are requested to complete this section before the start of the meeting only if they are not attending the meeting in person or virtually. This item consists of an Intellistack webform (Proxy Request), with sections and entry options as described below:

Common Sections & Data Collected

- Member Information: Details for the absent senator, including their name, department/division, and the specific date of the meeting they will miss.
- Proxy Designation: The name of the eligible member who has agreed to carry the proxy.
- Type of Proxy:
 - General Proxy: Grants the proxy holder the authority to vote as they see fit on all matters.
 - Limited/Directed Proxy: Includes specific instructions on how to vote for particular agenda items (e.g., "Vote YES on the curriculum proposal").
- Reason for Absence: A brief field to categorize the absence (e.g., teaching conflict, professional development, or illness).
- Electronic Signature: A secure "Sign" step within the Intellistack workflow that captures a legally binding digital signature from the member.

Section 6 – Department Restructure Process

Departments may propose a restructure at any point during the academic year to Academic Senate. Examples of restructures include, but are not limited to, renaming a department, moving a discipline from one department to another, splitting a department by grouping disciplines, merging departments, or merging disciplines into a new department. Whenever such a restructure is proposed by faculty, the following process shall be used.

Written Proposal

- The formal written proposal must be submitted to and recommended by the Academic Senate which shall be reviewed by the Executive Board of the Academic Senate first. Consultation with the faculty bargaining unit must take place before the proposal is submitted to College Council. Once College Council approves the proposal, the restructure may take place in a future semester.
- The formal written proposal shall include the following:
 - Rationale for the restructure
 - At least 2/3 Full-Time Faculty support from the disciplines involved
 - Department Chair support o Confirmation of Dean(s) and Vice President of Instruction (VPI) consultation
 - Confirmation of Union Consultation
 - Clear delineation/description of where each discipline/prefix/minimum qualification should be housed after the restructure
 - Desired start semester
 - Designated Department Chair(s) or nominee(s) if proposing the creation of a new department.
 - Proposed name(s) of department(s) after restructure, if applicable
- Other information that may be included:
 - Support from the Dean(s) and VPI is strongly recommended because it may be needed for College Council approval
 - Evidence of similar colleges or universities that have a similar structure that is being proposed o Evidence of similar naming conventions used at similar colleges or universities
 - Evidence the new structure will result in departments that can be fully functional to meet committee service needs

Timeline

- At least two reads at the Executive Board of the Academic Senate Academic Senate
- At least two reads at Academic Senate
- At least two reads at College Council

Section 7 – Opportunity to Address the Academic Senate Process

The general public—anyone who is not a member of the Senate is given the opportunity to speak at the “Opportunity to Address the Senate” place near the beginning of the agenda. Each person who speaks is allowed 3 minutes to speak, and a combined total of fifteen minutes is allotted regardless of the number of speakers at any one (1) Senate meeting. At the discretion of a majority of the Senate, these times may be extended.

We ask individuals wishing to speak during public comments to fill out the “Opportunity to Address Request” form found on the Senate’s website in the “Joining Academic Senate Meetings” section prior to the start of the meeting to aid in creating an orderly and timely progress of public comments in the meeting. Those who use the form will be recognized first, then if time permits, a call will be made at the meeting for any additional members of the public who wish to make public comments. Opportunity to Address WebForm.

Anyone who speaks during the Opportunity to Address the Senate time may provide a written copy of their statement. Those who fill out the Opportunity to Address Request Form can attach their written comments as part of the request. Those who make public comments without completing the online request may submit their written comments to the Senate President or Administrative Assistant. Any written comments or documents provided as part of a public comment may be posted online to the Senate website if they apply specifically to an agenda item, but in all cases documents and written comments from the Opportunity to Address the Senate will be available upon request from the Senate office.

For the rest of the meeting, the Members of the Senate are generally the only ones allowed to discuss/debate the agenda items. The person(s) who presented an agenda item along with those who have expertise or knowledge related to the item may also be allowed to participate in the discussion. Other exceptions require that a majority of the Senate votes to allow a member of the general public with relevant information or expertise to speak on a given agenda item.

Public Comments statement:

At this time, the public may address the Academic Senate on any matter within the subject matter jurisdiction of the Academic Senate that is on the agenda or not on the agenda. Each speaker will be allowed a maximum of three (3) minutes per topic. Fifteen (15) minutes shall be the maximum time allotment for public speakers regardless of the number of speakers at any one (1) Senate meeting. At the discretion of a majority of the Senate, these times may be extended. Each person who addresses the Senate must first be recognized by the Academic Senate President or designee. Comments should be addressed to the Senate as a whole and not to individual members. Members of the Senate are not obligated to comment on, or respond to, or address comments by the public.

Appendix B – Miscellaneous Guidelines

Section 1 – General Committee Co-Chair Job Description

A faculty co-chair is a full-time faculty member, appointed by the Executive Board of the Academic Senate. This position is for a minimum 2-year commitment.

Minimum Responsibilities

- Member of the Committee of Co-Chairs (CCC); committee meets a minimum of once a semester.

- Member of the Executive Board and attend Academic Senate meetings; serve as a liaison to associated committees.
- Review and/or update the Committee Charge every fall; align with Accreditation; review specific Co-Chair job descriptions by the end of each Co-Chair term/appointment at a minimum.
- Review and/or update Committee Goals every fall.
- Participate in the Strategic Directions and Program Review reporting as applicable.
- Facilitate and attend monthly committee meetings; coordinate attendance and facilitation with any Co-Chairs.
- Assist in the development, planning, and posting of the meeting agenda and discussion along with any Co-Chair(s).
- Assist in the preparation of the meeting calendar, maintain and post meeting minutes and records.
- Make recommendations as it pertains to the committee's work and address items referred to the committee for consideration.
- Submit monthly committee reports to the Academic Senate and College Council.
- Train/onboard committee members.
- Initiate the discussion of relevant issues, even if apparently unpopular, and support others on the committee who wish to discuss such issues.
- Maintain the committee's website by **completing the training requirements** to become a web content contributor by:
 - Ensure the most current information is presented at all times, including meeting time/day, agendas, minutes, supporting documents, charge, and resources.
 - Review content once per month ideally and once per semester minimum.
 - Attend refresher training at least annually as needed when laws/standards have changed.
 - Follow web standards and accessibility laws.
 - Notify the Marketing and Public Relations (MPR) Web Team and provide correct and accessible content for areas they may not have the ability to update.

Faculty Co-Chairs not performing the above duties may be subject to recommendation of removal initiated by the committee or Executive Board and confirmed via a 2/3 vote of the Academic Senate. If the appointment comes with compensation (reassigned time or stipend) the recommendation will be discussed with the College President, or designee.

Academic Senate Executive Board Approved: 3/4/2026

Section 2 – General Committee Member Duties

Members of any type of committee on campus are expected to:

- Attend all committee meetings
- Review documents pertaining to each meeting prior to attending the meeting
- Communicate relevant information from the committee to their constituent faculty
- Solicit feedback or opinions from their constituent faculty prior to discussing or voting on issues as appropriate

Any committee duties that are specific to a particular committee will be communicated to members by the committee co-chairs.

Section 3 – Committee Charge Guidelines

Below is the template included in the linked document, [Committee Charge Guidelines](#):

Committee Name

COMMITTEE NAME (Bold, upper case), ACRONYM (if applicable), Email List Serve (if applicable)

Type of Committee

Specify the type of committee (see the [Decision-Making Document](#) for all committee types)

Committee Charge

Describe the main tasks and duties of the committee. This could also include the duties and expectations of committee members

Task, Goals & Objectives

Enumerate the major tasks, goals, and objectives of the committee. If the contents of this section repeat what is listed for Committee Charge above, consider removing the section

Scope of Authority

Define the particular areas and issues this committee is involved with. For committees related to the Academic Senate, this could include which of the 10+1 items this committee addresses. Take care to use appropriate language for what the committee is allowed to do. Most committees are recommending or advisory bodies, so should not be creating policy and procedures.

Provides Reports To

Define the bodies or positions this committee makes formal recommendations or reports to on a regular basis.

For many committees, this should include:

- [College Council](#)
- [Academic Senate](#)
- [One of the Vice Presidents](#)

Communicates With

Define the bodies or positions this committee shares information or input with.

If there is complete overlap between this section and the 'Provides Reports To' section above, consider removing this section.

Membership

Include a bulleted list of committee membership, starting with the leadership (co-chairs).

When listing committee members:

- [Specify their type of position on campus \(Administrator, Faculty, Classified, or Student\)](#)
- [Indicate whether they must come from a particular department, pathway, or area](#)
- [Clearly identify who has voting rights and who does not](#)
- [Note if the term of service is longer than one academic year](#)

Additional guidance:

- [It is recommended to include a statement that quorum does not include vacant positions](#)

Alignment with Accreditation

Specify the ACCJC standard(s) this committee directly relates to.

Example:

- [Student Success: 2.1, 2.2](#)

Approval and Effective Dates

Include approval and implementation information in the following format:

- Approved by Committee: XX/XX/20XX
- Approved by Academic Senate Executive Board: XX/XX/20XX
- Approved by Academic Senate: XX/XX/20XX
- Approved by College Council: XX/XX/20XX
- Effective Date: XX/XX/20XX