# RULES OF THE FACULTY
# OF THE
# BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

## I. NAME

The name of the organization shall be the Faculty of the Bluegrass Community and Technical College.

## II. AUTHORITY

The *Rules of the Faculty of the Bluegrass Community and Technical College d*escribe the composition and organization of the Faculty, and procedures for the conduct of its functions as authorized by the Board of Regents of the Kentucky Community and Technical College System.

## III. FUNCTIONS

A. The Faculty is a forum for free and open debate and deliberation regarding any and all issues affecting the Bluegrass Community and Technical College.

B. Within the limits established by the Kentucky Community and Technical College System Board of Regents and the Rules of the Senate, the Faculty shall determine the quality of the educational program and the educational policies of the College.

C. The faculty shall make recommendations to the Senate of the Kentucky Community and Technical College System on the following matters:
   1. Academic policies, courses and curricula for the Bluegrass Community and Technical College;
   2. Policies and regulations governing admission, classification, probation and dismissal of Bluegrass Community and Technical College students;
   3. An academic calendar for the Bluegrass Community and Technical College; and
   4. Rules of the Senate of the Kentucky Community and Technical College System, Kentucky Community and Technical College System Board of Regents Policies, and Kentucky Community and Technical College System Administrative Policies and Procedures.

D. The faculty shall make recommendations to the Senate of the Kentucky Community and Technical College System and to the Senate of the University of Kentucky as appropriate all candidates for degrees, diplomas and certificates.

E. The faculty shall make recommendations to the President of the Bluegrass Community and Technical College on local criteria for faculty appointments, reappointments, evaluation, promotion and tenure.

F. The faculty shall provide consultation to the President of the Kentucky Community and Technical College System on the selection of a search committee for a President for the Bluegrass Community and Technical College.

G. The faculty may make recommendations on other matters to the President of Bluegrass Community and Technical College, to the Senate of the Kentucky Community and Technical College System, to the Chancellor of the Kentucky Community and Technical College System, or to the President of the Kentucky Community and Technical College System.

H. The faculty shall have no management or administrative function, either in itself or through the instrumentality of its committees, unless expressly delegated to it by the President of the Bluegrass Community and Technical College, the Chancellor of the Kentucky Community and Technical College System, or the President of the Kentucky Community and Technical College System.

## IV. COMPOSITION AND ORGANIZATIONAL STRUCTURE

### A. Membership

1. All regular full-time continued status, continuing status, term contract status, tenure track status and tenured faculty shall be members of the Faculty with voting privileges.

2. All emeritus, "at will" (temporary/adjunct), part-time, visiting, and voluntary faculty shall be members of the Faculty with the privilege of the floor but without voting privileges.

3. The President and Chief Academic Officer are ex-officio members of the Faculty with the privilege of the floor but without voting privileges. They are not eligible to hold office or serve on committees as voting members unless otherwise indicated in these Rules.

4. For the purposes of faculty governance the Faculty members of the Academics Support Area shall be considered a division.

*The Corrections faculty who were transferred from Bluegrass Community and Technical College to the management of the Kentucky Department of Corrections as of July 1, 2010, and who chose to remain aligned with the Kentucky Community and Technical College System, shall be considered Bluegrass Community and Technical College faculty. (Interpretation by the BCTC Rules Committee, 8/20/2010)*

### B. Officers

1. The officers of the Faculty shall be the Chair, the Vice-Chair, the Secretary, and the Parliamentarian. All officers must be voting members of the faculty. Officers shall be elected by a plurality vote of the entire voting membership of the Faculty and shall serve staggered two-year terms commencing on July 1. To initiate the staggering of terms the Chair and Vice-Chair will be elected to a two-year term and the Secretary and Parliamentarian will be elected to a one year term in the Spring 2009 election only. Elections will be held during the Spring Term and results will be communicated to the faculty no later than the last day of the Spring Term. Each elected officer shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed. A vacancy in an unexpired term among the officers shall be filled by a special election in the same manner as provided in the original election, except for a vacancy in the position of Chair in which case the Vice-Chair will assume the position of Chair and the position of Vice-Chair will be filled by a special election in the same manner as provided in the original election. Service of one year or more in an unexpired term shall constitute a full term. All elections will be conducted by secret ballot.

   *Each elected officer shall be eligible for re-election to any officer position for a second consecutive term, but ineligible for further re-election in the same position until one year has elapsed. The terms of service outlined in IV.B.1 refer to each elected officer position. (Interpretation by the BCTC Rules Committee, 2/20/2009.)*

2. The Chair of the Faculty is elected by the Faculty and serves as Chair of Faculty Council. The Chair of the Faculty must be a person who holds the rank of Associate Professor or above. The duties of the Chair of the Faculty shall be to:
   a) chair meetings of the Faculty and the Faculty Council,
   b) set the agenda of Faculty Council meetings, in consultation with the Chief Academic Officer and the President,
   c) call the initial meeting of Faculty Council,
   d) ensure that decisions from the Faculty and Faculty Council are communicated throughout the College and outside the College as appropriate,

e) meet monthly with the President and the other officers to discuss issues and to receive feedback from the President,
f) serve as an ex-officio member of all standing committees except the College Advisory Committee on Promotion, and
g) meet other responsibilities and obligations as are incidental to the office.

3. The Vice-Chair of the Faculty is elected by the Faculty and serves as a member of the Faculty Council. The Vice-Chair of the Faculty must be a person who holds the rank of Associate Professor or above. The duties of the Vice-Chair of the Faculty shall be to:
   a) serve as the agent of the Chair of the Faculty in the absence or incapacity of the Chair of the Faculty,
   b) meet monthly with the President and the other officers to discuss issues and to receive feedback from the President, and
   c) meet all other responsibilities as may be delegated by the Chair of the Faculty or as are otherwise incidental to the office.

4. The Secretary of the Faculty is elected by the Faculty and serves as the Secretary of Faculty Council. The Secretary of the Faculty must be a person who holds the rank of Assistant Professor or above. The President of the Bluegrass Community and Technical College will appoint a staff member to serve as recording secretary and to provide clerical assistance to the Secretary of the Faculty. The duties of the Secretary of the Faculty shall be to:
   a) be responsible for the timely publication and distribution of the agenda, the minutes, and other materials as designated by the Chair of the Faculty,
   b) distribute the upcoming Faculty Council yearly meeting schedule of Faculty Council, Division, and Standing Committees to the President's Office in May,
   c) meet monthly with the President and the other officers to discuss issues and to receive feedback from the President, and
   d) meet all other responsibilities as may be delegated by the Chair of the Faculty or as are otherwise incidental to the office.

5. The Parliamentarian of the Faculty is elected by the Faculty and serves as a member of Faculty Council. The Parliamentarian of the Faculty must be a person who holds the rank of Assistant Professor or above. The duties of the Parliamentarian shall be to:
   a) advise the faculty on matters of parliamentary procedure,
   b) meet monthly with the President and the other officers to discuss issues and to receive feedback from the President, and
   c) meet all other responsibilities as may be delegated by the Chair of the Faculty or as are otherwise incidental to the office.
   d) Serve as an ex-officio member on the College Rules Committee without voting rights.

C. Meetings

1. Regular Meetings

   The entire voting membership of the Faculty shall meet periodically at times determined by Faculty Council. The schedule of meetings shall be distributed to members at the beginning of each academic year. Meetings shall be held in accordance with applicable open meeting laws of the Commonwealth of Kentucky (KRS 61.810). All College employees shall have the privilege of the floor.

2. Special Meetings

   The entire voting membership of the Faculty may be called into special session by the Chair of the Faculty, the College President, the KCTCS Chancellor, the KCTCS President, or at the written request of one-fourth of the voting members. A special meeting requested by petition must be held no later than two (2) calendar weeks after such a petition is received by the Chair of the Faculty or his/her designated agent.

Special meetings will be called by the Chair of the Faculty when 10% of the Faculty agree with an objection to an action of the Faculty Council. A special meeting requested in this manner must be held no later than 30 calendar days, excluding academic holidays, after such a request is received by the Chair of the Faculty or his/her designated agent. The collection of objections to actions made on behalf of the faculty will be conducted by policy of Faculty Council.

3. Notice of Meetings

   a) Except for special meetings, notice of the time and place of all regular Faculty meetings shall be prepared by the Secretary of the Faculty, notice of which will be provided as soon as practicable by the Chair and delivered to all members of the Faculty not less than seven (7) calendar days before such meeting. One week prior to a regular meeting, notice of the meeting, the agenda for that meeting, and minutes of the previous regular meeting and minutes of any special meetings held since the previous regular meeting, shall be distributed to the members of the Faculty. In order for action to be taken on a new rule or policy or on modification of an existing rule or policy, notification of such pending action must be given in the official notice of the meeting at which such action is to be taken.

   b) Notice of special meetings shall state the purpose for which the meeting is called.

4. Quorum

   A simple majority of the voting members of the Faculty, exclusive of members on leave, shall constitute a quorum for the transaction of business.

5. Voting

   All voting members of the Faculty shall be entitled to one (1) vote on any question brought to a vote at a regular Faculty meeting. The vote of a simple majority of the members present who constitute a quorum shall decide any question brought at the meeting, except where a greater majority is required by law or by these Rules. There shall be no voting by proxy or by absentee ballot.

6. Conduct of Meetings

   The current edition of *Robert's Rules of Order, Newly Revised* shall be followed in the conduct of all faculty meetings.

D. Leadership Positions

A faculty member can hold only one of the following offices: Chair of the Faculty, Vice Chair of the Faculty, Secretary of the Faculty, Parliamentarian of the Faculty, a Chair of a Standing Committee of the Faculty, Bluegrass Community and Technical College Senator in the Kentucky Community and Technical College System Senate, Faculty or faculty member on the Bluegrass Community and Technical College Board of Directors. If a member is elected or appointed to more than one of these positions, the Faculty Chair will request that the member choose the position which he/she would like to hold. If elected, the person who received the second highest number of votes for the position vacated will hold that position.

Nothing in this Rule shall be construed as prohibiting a faculty member who is a Chair of a Standing Committee of the Faculty from also serving in one additional office listed in this Rule, until July 31st, 2012.

Nothing in this Rule shall be construed as prohibiting a faculty member who is Chair of the College Advisory Committee on Promotion or Chair of the Academic Standards and Admissions Committee, at the time that this rule is enacted, from also serving in one additional office listed in this Rule, until July 31st, 2013.

E. Faculty Council

1. Membership

The voting members of the Faculty Council shall include the Chair of the Faculty, the Vice-Chair of the Faculty, the Secretary of the Faculty, the Parliamentarian of the Faculty, the Bluegrass Community and Technical College Senators in the Kentucky Community and Technical College System Senate, the chairs of the standing committees, one representative or the alternate representative elected by each division, and by any non-division faculty group that has at least 10 full-time faculty. The officers of the Faculty may appoint, subject to approval by the full Faculty Council, up to two faculty members to address discrepancies in representation. Appointed faculty members shall serve one-year terms and shall have the same privileges as the elected members. The President, Chief Academic Officer, a representative from Student Affairs appointed by the President, and the Campus Community Liaisons will be ex-officio members of the Faculty Council with privilege of the floor, but with no voting privileges.

The elected faculty representatives and alternates from the divisions and the non-division faculty must hold the rank of Assistant Professor or above. Representatives and alternates will hold two-year staggered terms. Elected representatives and alternates shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed. Elections will take place at a division meeting in April and results of these elections shall be communicated to the Chair of the Faculty no later than April 30.

The Chair will communicate the membership of Faculty Council throughout the Bluegrass Community and Technical College.

Any member of the Faculty Council may resign at any time effective upon giving written notice to the Chair of the Faculty.

Any vacancies shall be filled in the same manner as the original election or appointment to the position. Replacements shall serve out the term of their predecessor and shall be eligible for re-election or re-appointment.

2. Functions

The Faculty Council shall act on behalf of the entire voting membership of the Faculty and have the authority and responsibility to function within the degrees stated within these Rules.

The Faculty Council shall perform the following functions:

a. Setting the agenda of all regular meetings of the faculty;
b. Establishing a time and place of regular meetings of the faculty;
c. Establishing the time and date for Faculty Council meetings for the subsequent year prior to elections during the Spring Term;
d. Charging committees with matters for study and recommendation;
e. Establishing deadlines for submission of materials to Faculty Council;
f. Acting on behalf of the Faculty to approve proposals recommended to it by the College Curriculum Review Committee, college Academic Standards and Admissions Committee, or the college Rules Committee, and reviewing and acting on all matters brought forward by ad hoc or special

committees, from individual faculty members, or from college administration. All such actions must be circulated electronically for 10 calendar days. If there is no objection, the Faculty Council action becomes official. If an objection is raised and not resolved, the Secretary of the Faculty will communicate the objection electronically to all voting members of the faculty and if 10% of the faculty agree with the objection, then the Faculty Council action will be suspended. The following will then occur:

i. A special faculty meeting will be called. A special faculty meeting to address an objection cannot be called during the months of June and July;
ii. At the special faculty meeting, if a quorum is obtained the action taken by the faculty on such objections is final;
iii. If a quorum is not obtained at the special faculty meeting, then the action approved at Faculty Council prior to the objection then becomes final.

g. Advising the President on the appointment of members of the College Advisory Committee on Promotion;
h. Communicating with the President on areas of faculty concern;
i. Enact the Faculty Council policy for handling objections to actions made on behalf of the Faculty; and
j. Performing other duties as delegated to it by the Faculty.

3. Organization

The Chair of the Faculty shall serve as the Chair of the Faculty Council. In the absence of the Chair, the Vice Chair shall preside at the meetings of the Faculty Council. The Secretary of the Faculty shall serve as the Secretary of the Faculty Council. The President of the Bluegrass Community and Technical College will appoint a staff member to serve as recording secretary and to provide clerical assistance to the Secretary of the Faculty. The Parliamentarian of the Faculty shall serve as the Parliamentarian of the Faculty Council.

4. Regular Meetings

The Faculty Council shall hold regular meetings in a single location once a month. Meeting location times and dates will be determined by Faculty Council before the elections are held during the Spring Semester. The schedule of meetings shall be distributed to all faculty at the beginning of each academic year. Meetings shall be held in accordance with applicable open meeting laws of the Commonwealth of Kentucky (KRS 61.810). All Bluegrass Community and Technical College faculty at the meeting shall have the privilege of the floor.

5. Special Meetings

Faculty Council may be called into special session by the Chair of the Faculty or the President of the Bluegrass Community and Technical College when deemed necessary or in response to a written request by one-fourth of the voting members of the Faculty Council. Notice of the time and place of all special meetings shall be prepared by the Secretary and delivered to each member of the Faculty Council, with notice to all faculty, at least five (5) calendar days before such meetings. All notices of special meetings shall state the purpose of the meeting.

6. Notice of Meetings

Notice of the time and place of all Faculty Council meetings shall be prepared by the Secretary of the Faculty. One week prior to a regular meeting, notice of the meeting and the agenda for that meeting shall be distributed to all faculty and members of the Faculty Council. Minutes of the previous regular meeting and minutes of any special meetings held since the previous regular meeting, shall be distributed to the members of the Faculty Council and shall be open to public inspection by all faculty.

In order for action to be taken on a new rule or policy or on modification of an existing rule or policy, notification of such pending action must be given with the official notice of the meeting at which such action is to be taken. Notice of special meetings shall state the purpose for which the meeting is called.

7. Quorum

Two-thirds of the voting members of the Faculty Council physically present at the meeting location shall constitute a quorum for the transaction of business.

8. Voting

All voting members of the Faculty Council physically present at the meeting location shall be entitled to one (1) vote on any question brought to a vote at a Faculty Council meeting. The vote of a simple majority of the members physically present at the meeting location who constitute a quorum shall decide any question brought at the meeting, except where a greater majority is required by law or by these Rules. There shall be no voting by proxy, by absentee ballot, or by any other means by those who are not physically present at the meeting location.

9. Conduct of Meetings

Unless otherwise specified in these rules, the current edition of *Robert's Rules of Order, Newly Revised* shall be followed in the conduct of all meetings.

A standing committee of the Faculty may conduct synchronous and/or asynchronous electronic meetings if the committee has developed a procedure for calling and conducting such meetings and that procedure has been approved by Faculty Council. These policies shall be reviewed by Faculty Council at least annually for reaffirmation, modification, or removal.

*Faculty Council and standing committees of the faculty must conduct meetings and voting in such a manner that every member can be seen and heard by all members in real time. Other committees may amend their rules to allow electronic meetings and voting. (Interpretation by the BCTC Rules Committee, 10-20-2006.)*

F. Standing Committees

1. Rules Committee

a) Membership

This committee shall be composed of one faculty representative from each division elected by the faculty in that division, and any non-division faculty group that has at least 10 full-time faculty, serving staggered terms of two years each, and the Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Rules Committee. A student appointed by the student government shall serve a one-year term. Divisions must conduct elections and communicate the results to the Chair of the Faculty no later than April 30. Through July 31st, 2012, the elected Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Rules committee shall serve as the chair of the committee. As of August 1st, 2012, the chair of the committee shall be elected by a plurality vote of the entire voting membership of the Faculty and shall serve a two-year term commencing on August 1st. Elections will be held during the preceding Spring Semester and results will be communicated to the faculty no later than the last day of the Spring Semester. The chair shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed. A vacancy in an unexpired term of the chair shall be filled by a special election in the same manner as provided in the original election. Service of one year or more in an unexpired

term shall constitute a full term. All elections will be conducted by secret ballot. For the Spring 2012 election, the chair will be elected for a term of one year. The Chair of the Faculty and the elected Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Rules committee shall be ex officio members with voting rights. The Registrar (or designee) and Parliamentarian shall be ex officio members without voting rights.

b) Functions

The Rules Committee shall perform the following functions:

i) Codify the Rules of the Faculty of the Bluegrass Community and Technical College;
ii) Recommend to the Faculty Council, who is delegated to act on behalf of the faculty, upon request or upon its own initiative, any changes of the Rules of the Faculty of the Bluegrass Community and Technical College;
iii) Evaluate the Rules of the Faculty of the Bluegrass Community and Technical College to meet new conditions;
iv) Identify time periods for all terms for the College academic calendar that are consistent with the Rules of the Faculty of the Bluegrass Community and Technical College;
v) Interpret the Rules of the Faculty of the Bluegrass Community and Technical College, and document and distribute these interpretations;
vi) Manage the election for the faculty positions delineated within these Rules of the Faculty of the Bluegrass Community and Technical College;
vii) Consider proposals for changes in the Rules of the Senate of the Kentucky Community and Technical College System and make recommendations to the Faculty Council, who is delegated to act on behalf of the faculty, for action; and
viii) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

c) Meetings

The committee shall meet at least twice each semester or at the discretion of the Chair of the committee.

d) Quorum

A simple majority of the voting members shall constitute a quorum for the transaction of business.

2. Curriculum Review Committee

a) Membership

This committee shall be composed of one faculty representative from each division elected by the faculty in that division and one elected representative from any non-division faculty group that has at least 10 full-time faculty, serving staggered terms of two years each and the Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Curriculum Review Committee. A student appointed by the student government shall serve a one-year term. Divisions must conduct elections and communicate the results to the Chair of the Faculty no later than April 30. Through July 31st, 2012, the elected Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Curriculum Review committee shall serve as the chair of the committee. As of August 1st, 2012, the chair of the committee shall be elected by a plurality vote of the entire voting membership of the Faculty and shall serve a two-year term commencing on August 1st. Elections will be held during the preceding Spring Semester and results will be communicated to the faculty no later than the last day of the Spring Semester. The chair shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed. A vacancy in an unexpired term of the chair shall be filled by a special election in the same manner as provided in the original election.

Service of one year or more in an unexpired term shall constitute a full term. All elections will be conducted by secret ballot. The Chair of the Faculty and the elected Bluegrass Community and Technical College Senator representative to the Kentucky Community and Technical College System Curriculum Review committee shall be ex officio members with voting rights. The Chief Academic Officer shall be an ex officio member without voting rights.

b) Functions

The Curriculum Review Committee shall perform the following functions:

i) Make recommendations to the Faculty Council, who is delegated to act on behalf of the Faculty, concerning new courses, course changes, and the dropping of courses;
ii) Make recommendations to the Faculty Council, who is delegated to act on behalf of the Faculty, concerning new curricula, curricula changes, and the dropping of curricula;
iii) Make recommendations to the Faculty Council, who is delegated to act on behalf of the Faculty, upon request or upon its own initiative, concerning the needs of the instructional programs of the Bluegrass Community and Technical College;
iv) Review the summary reports of the program reviews prepared by the academic unit review committees. Following such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the President of the Community and Technical College. Such a recommendation may include suspension of a program and the lifting of such a suspension; and
v) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

c) Meetings

The committee shall meet at least twice each semester or at the discretion of the Chair of the committee.

d) Quorum

A simple majority of the voting members shall constitute a quorum for the transaction of business.

3. Academic Standards and Admissions Committee

a) Membership

This committee shall be composed of one faculty representative from each division elected by the faculty in that division and one elected representative from any non-division faculty group that has at least 10 full-time faculty, serving staggered terms of two years each. A student appointed by the student government shall serve a one-year term. Divisions must conduct elections and communicate the results to the Chair of the Faculty no later than April 30. Through July 31st, 2012, the elected faculty representatives will elect a committee chairperson annually. As of August 1st, 2012, the chair of the committee shall be elected by a plurality vote of the entire voting membership of the Faculty and shall serve a two-year term commencing on August 1st. Elections will be held during the preceding Spring Semester and results will be communicated to the faculty no later than the last day of the Spring Semester. The chair shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed. A vacancy in an unexpired term of the chair shall be filled by a special election in the same manner as provided in the original election. Service of one year or more in an unexpired term shall constitute a full term. All elections will be conducted by secret ballot. For the Spring 2012 election, the chair will be elected for a term of one year. The Chair of the Faculty shall be an ex officio member with voting rights. The Vice President for Student Development and Enrollment Management, the Chief Academic Officer, the Registrar (or designee), and the Admissions Officer shall be ex officio members without voting rights.

b) Functions

The Committee shall perform the following functions:

i) Examine and recommend to the Faculty Council changes in the admission requirements and grading policies; standards for granting academic credit; probation and suspension procedures; and degree and graduation requirements;
ii) Recommend to the Faculty Council admission policies for the Bluegrass Community and Technical College in accordance with the Rules of the Senate of the Kentucky Community and Technical College System;
iii) Recommend to the Faculty Council academic standards for the Bluegrass Community and Technical College in accordance with the Rules of the Senate of the Kentucky Community and Technical College System;
iv) Evaluate College admission policies and procedures at least once each semester;
vi) Evaluate College academic policies and procedures at least annually;
vii) Exercise oversight of all educational activities to ensure both the rigor of programs and the quality of instruction, in keeping with the Southern Association of College and Schools (SACS) criteria; and
viii) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

c) Meetings

The committee shall meet at least twice each semester or at the discretion of the Chair of the committee.

d) Quorum

A simple majority of the voting members shall constitute a quorum for the transaction of business.

4. College Advisory Committee on Promotion

a) Membership

In accordance with Kentucky Community and Technical College System Administrative Policy and Procedure 2.6.2.5, this committee shall be composed of one representative from each division and one representative from the non-divisional faculty appointed by the President after consultation with Faculty Council. Members of the committee shall be at the Associate Professor rank or above and shall serve one-year terms. Members may be reappointed to serve up to three (3) consecutive years. In addition to the appointed committee members, the President shall appoint a Chair of the committee who shall serve a two-year term. The Chair may be reappointed for one additional two-year term. At least one-fourth of the members must hold the rank of Professor. No current candidate for promotion may serve on the committee. Committee representatives who have direct responsibility for required faculty performance evaluations shall not participate in the consideration of said faculty member's files.

b) Functions

The College Advisory Committee on Promotion shall perform the following functions:

i) Advise the President concerning the promotion of faculty to the ranks of Assistant Professor, Associate Professor, and Professor;
ii) Advise the President of the Bluegrass Community and Technical College concerning the granting of tenure;
iii) Educate and advise faculty with respect to the promotion and tenure process;
iv) Provide the division-level Advisory Committees on Promotion with guidelines regarding the proper format for promotion packages.

c) Meetings

The committee shall meet as needed at the discretion of the Chair of the committee.

d) Quorum

Two-thirds of the voting members shall constitute a quorum for the transaction of business.

G. Ad Hoc Committees

Ad Hoc committees may be established by majority vote of the Faculty or of the Faculty Council. Such committees shall remain in existence for a specified term up to one year from the date of their establishment. Continued existence of an ad hoc committee for an additional time period must be specifically re-authorized in the same manner.

V. KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM SENATE

A. Elected Membership

The elected membership shall consist of three senators from the full-time faculty and an additional senator(s) for each twenty-five or major fraction thereof (13 or more) full-time faculty members above the first twenty-five. At least three of the elected representatives shall be from the certified list of occupational/technical program faculty and three from the certified list of general education faculty. At least one of the elected faculty representatives shall be from each campus that has at least 10 full time faculty assigned to that campus. For purposes of this rule, all correctional facilities together shall count as one campus.

B. Certification of faculty for the election of members of the Kentucky Community and Technical College System Senate

1. Prior to the Senate elections, the President of the Bluegrass Community and Technical College shall submit a list of eligible faculty to the Chair of the Kentucky Community and Technical College System Senate and Chair of the Faculty.
2. The list of eligible full-time, regular faculty is certified by the Faculty Council, who is delegated to act on behalf of the faculty of the Bluegrass Community and Technical College.
3. The list contains two listings- one list of general education faculty, and one list of occupational/technical program faculty. Everyone eligible to serve is on one list or the other.

C. Election Procedure

The election shall be conducted during the Spring Term. The entire voting membership of the Faculty shall nominate and elect by secret ballot faculty members to fill expiring terms of Bluegrass Community and Technical College members of the Kentucky Community and Technical College System Senate. A plurality vote is necessary for election. At the time of the election, the faculty will vote a second time to determine from the elected Senators, the Bluegrass Community and Technical College representative to the Kentucky Community and Technical College System Council, representative to the Kentucky Community and Technical College System Curriculum Review Committee, and representative to the Kentucky Community and Technical College System Rules Committee. The results of the election shall be reported to the Chair of the Kentucky Community and Technical College System Senate no later than the last day of the Spring Term. Those elected shall assume office in August.

*Effective spring 2009 all elected members of the KCTCS Senate who have just been elected to a two-year term shall be eligible for election to the KCTCS Senate Council, KCTCS Curriculum Review Committee, or KCTCS Rules Committee, as available. Prior to spring 2009 representatives to these three positions who had one year remaining in their first term of office at the time of the election will have a two-year term of*

*office in the leadership position and will be members of the KCTCS Senate until the end of their second term of office in the Senator position, not to exceed a total of four years of continuous service in the KCTCS Senate. (Interpretation by the BCTC Rules Committee, 9/19/08)*

D. Terms of Office

Each elected Senator shall serve for a term of two years and shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed.

E. Vacancies

A vacancy in an unexpired term among the members of the Kentucky Community and Technical College System Senate shall be filled by a special election of the faculty in the same manner as provided in the original election. Service of one year or more in an unexpired term shall constitute a full term.

*When electing replacements for multiple representative positions, the newly elected representative receiving the most votes shall replace the former representative with the longest term length remaining. (Interpretation by the BCTC Rules Committee, 12/8/2006)*

VI. BOARD OF DIRECTORS MEMBER

A. Eligibility

In accordance with KRS 164.600, there shall be one Board of Directors Member from the Bluegrass Community and Technical College elected from among the full-time teaching faculty of the college. Faculty members shall be eligible for reelection, but they shall be ineligible to continue to serve as a member of the Board if they cease to be members of the faculty of the College.

B. Election Procedure

The Board Member shall be elected following the same procedures used to elect Senators.

C. Term of Office

The term of office of the Board of Directors Member shall be three years and until his or her successor is elected and qualified, normally beginning in August following the Spring Term election. Faculty members shall be eligible for reelection, but they shall be ineligible to continue to serve as members of the Board if they cease to be members of the faculty of the Bluegrass Community and Technical College.

D. Vacancy

A vacancy in an unexpired term of the Board Member shall be filled by a special election following the same procedures used for the original election.

VII. NEW RULES AND MODIFICATIONS OF RULES OF THE FACULTY

The Faculty or Faculty Council shall have full power and authority to amend the Rules of the Faculty. Notification of pending amendments to the Rules of the Faculty must be given in the call for the Faculty or Faculty Council meeting at which the action is to be taken. A vote of two-thirds of the quorum shall constitute affirmative action. Any change approved by Faculty Council acting on behalf of the Faculty is considered approved by the Faculty after the proposal is circulated and no objection is raised within 10 calendar days as stated in section IV.E.2.f. Amendments to these Rules become effective upon approval by the President of Bluegrass Community and Technical College.

## VIII. RULES RELATING TO CALENDAR

### A. College-CALENDAR

1. The Faculty shall adopt policies for the College calendar in accordance with the Rules of the Senate, Kentucky Community and Technical College System, relating to the KCTCS calendar unless an exception has been requested and granted by the Chancellor of KCTCS.
2. The Rules Committee will identify a time period for both the fall and spring terms consistent with the policy guidelines relating to the calendar.
3. The Registrar shall construct an academic year calendar and present it to the Faculty for approval in February eighteen months before academic year begins.
4. The calendar adopted by the Faculty is subject to the approval by the President of BCTC.
5. Should KCTCS adopt calendar changes or the University of Kentucky adopt policies that impact operations on the Cooper campus or student residency, the Registrar can present a calendar that deviates from these polices but must submit a request for Faculty to consider a change in the Rules at the same time.

### B. CALENDAR ESTABLISHMENT

1. The academic year shall consist of two semesters fall and spring and one summer term
   a) Each semester will include a minimum of 15 weeks of instruction, plus a six-day final examination period.
   b) The summer term will include at least one summer session with final exams administered on the last day of the session.

2. The two semesters and the summer term will begin and end in accordance with the KCTCS Rules of the Senate relating to the KCTCS calendar unless an exception has been requested and granted by the Chancellor of KCTCS.

   a) Eight week sessions may be offered during the established two semesters. If offered, either the beginning of the eight-week session will coincide with the beginning of the semester or the end of the eight-week session will coincide with the end of the semester.
   b) With the approval of the Faculty, other sessions, at least three weeks in duration, may be offered during any semester or term to accommodate local needs.

### C. DEVIATION FROM APPROVED CALENDARS

An adopted calendar can be changed only by action of the Faculty with the following exceptions.

1. This power is delegated to Faculty Council in emergency situations as declared by the Officers of the BCTC Faculty.
2. Minor changes in the calendar may be made by Faculty Council, upon recommendation of the Registrar, and with the further provision that the Faculty Council report any such changes to the Faculty.

## IX. EDUCATIONAL POLICIES

### A. COMPLETE WITHDRAWAL FROM SCHOOL

Complete withdrawal from BCTC does not require individual faculty written consent. The faculty has delegated this authority to the BCTC Registrar. A BCTC student enrolled in classes offered by another college must withdraw from those classes in the manner prescribed by that college.

### B. MULTIPLE FOCUS AREAS

The completion of a second or subsequent focus area will be recorded on the student's transcript. An additional degree will only be awarded when the student meets the established KCTCS requirements for an additional degree.

X. RULES RELATED TO CURRICULUM DEVELOPMENT

A. All courses and credential curricula offered at the Bluegrass Community and Technical College (BCTC) must be approved by the Faculty of BCTC.

B. The BCTC Curriculum Review Committee shall develop clearly written processes for course and credential curricula approval at the college in which only faculty-governed bodies within the college have the power to approve, modify, or disapprove proposals. The approval processes must include, but are not limited to, approval procedures for: pilot certificates, pilot courses, adoption of credentials previously approved by KCTCS, requests to offer lower-level university courses, new, revised, and deleted courses, new and revised curriculum, and addition to or deletion from the general education or cultural studies list, offering a course in a distance education format, and creation, modification, or deletion of a AA/AS focus area. The processes must clearly distinguish between proposals that require internal versus external approval. The processes must also include the procedure for approval or disapproval of proposals developed externally to the college. These processes must be approved by the BCTC Curriculum Review Committee and the Faculty of BCTC.

C. Changes to the processes for course and credential curricula approval must be initiated at the BCTC Curriculum Review Committee and approved by the Faculty of BCTC.

*Rules of the Faculty of the Bluegrass District (later revised to Bluegrass Community and Technical College) initially adopted 3/4/05.*