RULES OF THE FACULTY OF
BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

I. NAME

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

II. AUTHORITY

_The Rules of the Faculty of the Bluegrass Community and Technical College_ describe 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 (KCTCS).

III. FUNCTIONS

A. The Faculty is a forum for free and open debate and deliberation regarding any and all issues affecting BCTC.

B. Within the limits established by the KCTCS 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 KCTCS on the following matters:

1. Academic policies, courses and curricula for BCTC;

2. Policies and regulations governing admission, classification, probation and dismissal of BCTC students;

3. An academic calendar for BCTC; and


D. The faculty shall make recommendations to the Senate of KCTCS all candidates for degrees, diplomas and certificates.

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

F. The faculty shall provide consultation to the President of KCTCS on the selection of a search committee for a President for BCTC.

G. The faculty may make recommendations on other matters to the President of BCTC, to the Senate of KCTCS, to the Chancellor of KCTCS, or to the President of KCTCS.
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 BCTC, the Chancellor of KCTCS, or the President of KCTCS.

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.

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. 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 to the same position 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.

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 BCTC 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 agrees 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, BCTC Senator in the KCTCS Senate, Faculty or faculty member on the BCTC 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.

E. Faculty Council

1. Membership
   a. Voting and Non-Voting Members

   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 BCTC Senators in the KCTCS Senate, the faculty member on the BCTC Board of Directors, the chairs of the standing committees, one representative or alternate representative elected by each division and by any non-division faculty group that has at least 10 full-time faculty.

   The elected faculty representatives and alternates from the divisions and the non-division faculty must hold the minimum rank of Assistant Professor or have completed three or more years of continuous full-time faculty service within the College.

   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.

   b. Terms and Vacancies

   Division 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.

   The Chair of the Faculty will communicate the membership of Faculty Council throughout BCTC.

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

   The Secretary of the Faculty shall maintain attendance records.

   i. When a division is not represented by either the elected division representative or alternate at three meetings during one academic year, the Secretary shall notify the Division Head that the position has been declared vacant. The Division Head
will follow the process defined in the division Rules to fill a vacant division representative position.

ii. When a non-division, non-Senator representative who is not on approved leave has been absent from three meetings during one academic year, the Secretary shall notify the Faculty Council Chair that the position has been declared vacant. The member of the eligible faculty who at the last election for that position received the next highest number of votes shall serve for the duration of the elected member’s ineligibility. If none of the persons receiving votes at the most recent election is available to serve or if the position was appointed, the Chair of the Faculty shall appoint a faculty member to serve until the next round of elections is held.

iii. When a KCTCS Senator who is not on approved leave has been absent from three meetings during one academic year, the Secretary shall notify the Faculty Council Chair who may declare the position vacant. A special election will be held to fill the KCTCS Senate vacancy.

c. Elections for Faculty Council Division Representatives

Elections will take place at the April division meeting and the Division Head will communicate the results of the election to the Chair of the Faculty no later than the end of the Spring semester.

When there is a change in division structure, if a division affected by the change includes one or more Faculty Council members whose term has not ended, all such faculty shall serve out the remainder of their terms. If a division affected by the change does not include any Faculty Council members whose term is continuing, then the new division shall elect a new Faculty Council representative and alternate. Should it not be practical to hold an election in April, then the election can be postponed until August and the Division Head for the new division will appoint a faculty member to represent the division at the August Faculty Council meeting.

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 BCTC 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 BCTC
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 BCTC 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.

F. Standing Committees Elected by the Faculty

1. Rules Committee, Curriculum Review Committee, Academic Standards and Admissions Committee, Faculty Performance Review Committee, and Faculty Committee on Information Technology
   a. Membership

   Each 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. The Chair of the Faculty (or designee) shall be an ex officio member with voting rights. A student may be appointed by the student government to serve a one-year term as a non-voting member. Divisions must conduct elections and communicate the results to the Chair of the Faculty no later than April 30. 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.
i. Rules Committee

The elected BCTC Senator representative to the KCTCS Rules committee shall be an ex officio member with voting rights. The Registrar (or designee) and Parliamentarian shall be ex officio members without voting rights.

ii. Curriculum Review Committee

The elected BCTC Senator representative to the KCTCS Curriculum Review committee shall be an ex officio member-with voting rights. The Chief Academic Officer shall be an ex officio member without voting rights.

iii. Academic Standards and Admissions Committee

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.

iv. Faculty Committee on Information Technology

The Assistant Dean of Distance Learning will be an ex-officio, non-voting member of the committee.

b. Functions

i. The Rules Committee shall perform the following functions:
   a) Codify the Rules of the Faculty of BCTC;
   b) 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 BCTC;
   c) Evaluate the Rules of the Faculty of BCTC to meet new conditions;
   d) Identify time periods for all terms for the College academic calendar that are consistent with the Rules of the Faculty of BCTC;
   e) Interpret the Rules of the Faculty of BCTC, and document and distribute these interpretations;
   f) Manage the election for the faculty positions delineated within these Rules of the Faculty of BCTC;
   g) Consider proposals for changes in the Rules of the Senate of KCTCS and make recommendations to the Faculty Council, who is delegated to act on behalf of the faculty, for action; and
   h) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

ii. The Curriculum Review Committee shall perform the following functions:
   a) 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;
   b) 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;
   c) 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 BCTC; and
   d) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.
iii. The Academic Standards and Admissions Committee shall perform the following functions:
   a) 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;
   b) 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;
   c) Recommend to the Faculty Council academic standards for BCTC in accordance with the Rules of the Senate of KCTCS;
   d) Evaluate College admission policies and procedures at least once each semester;
   e) Evaluate College academic policies and procedures at least annually;
   f) 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
   g) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

iv. The Faculty Performance Review Committee shall perform the following functions:
   a) Review and recommend modification of the faculty performance review instruments, such as the student evaluation of instruction and faculty peer evaluation;
   b) Review and recommend modification of the faculty performance review mode of delivery, timeline, and the party responsible for overseeing the process;
   c) Continuously calibrate the alignment of strategic goals of the college, faculty instruction and other responsibilities, and faculty evaluation;
   d) Seek input from faculty and staff and communicate any recommendations in advance of presenting to administration;
   e) Quantitatively evaluate and analyze overall faculty performance on selected areas of evaluation and make recommendations to Faculty Council based on findings; and
   f) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

c. Meetings
The committees 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.

G. Standing Committees Appointed by the President/CEO

1. Faculty Advisory Committee on Promotion

a. Membership

In accordance with KCTCS 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

i. The College Advisory Committee on Promotion shall perform the following functions:
   a) Advise the President concerning the promotion of faculty to the ranks of Assistant Professor, Associate Professor, and Professor;
   b) Advise the President of BCTC concerning the granting of tenure;
   c) Educate and advise faculty with respect to the promotion and tenure process;
   d) 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.

H. 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 two of the elected representatives shall be from the certified list of occupational/technical program faculty and two from the certified list of general education faculty. At least one of the elected faculty representatives shall be from a campus outside of Fayette County.

B. Certification of faculty for the election of members of the KCTCS Senate

1. Prior to the Senate elections, the President of BCTC shall submit a list of eligible faculty to the Chair of the KCTCS 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 BCTC.

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 BCTC members of the KCTCS Senate. A plurality vote is necessary for election. The faculty will vote a second time to determine from the elected Senators, the BCTC representative to the KCTCS Council, representative to the KCTCS System Curriculum Review Committee, and representative to the KCTCS Rules Committee.

The results of the election shall be reported to the Chair of the KCTCS Senate no later than the last day of the Spring Term. Those elected shall assume office in August.

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.
VI. BOARD OF DIRECTORS MEMBER

A. Eligibility

In accordance with KRS 164.600, there shall be one Board of Directors Member from BCTC 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 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 BCTC.

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, KCTCS, 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 policies 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 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.

XI. ELECTRONIC MEETINGS AND ELECTRONIC VOTING

A. Electronic Meetings

1. Both regular and special meetings of the Faculty, Faculty Council, and standing committees whose composition is not elected by the faculty cannot be conducted electronically.

2. Standing committees whose composition is elected by the faculty shall hold at least two meetings not conducted electronically each semester. Other meetings can be conducted electronically only if the meetings provide, at a minimum, conditions of opportunity for synchronous aural and oral communication among all participating members equivalent to those of meetings held in one room or area.

B. Electronic Voting

1. Electronic voting may be conducted to decide on any issue previously discussed at a meeting of Faculty Council or standing committees whose composition is elected by the faculty. The motion to be voted on must be proposed and seconded at the meeting.
2. The Chair of Faculty Council or the standing committee must notify members of the impending electronic vote including the proposal under consideration, a rationale for the proposal, and the start and end time of the voting window.

3. An affirmative vote of a simple majority of all members shall be required to decide any question except where a greater majority is required by law or these Rules.

4. The Chair of Faculty Council or the standing committee must inform members of the results of an electronic vote within one working day after the end of the voting window.

5. Any motion on which an electronic vote is conducted must be placed on the agenda for the next regularly scheduled meeting. The results of the electronic vote must be read at the next regularly scheduled meeting to be documented in the minutes for that meeting.

6. Faculty Council decisions made by electronic voting must be posted for faculty review and objection in accordance with IV.E.2.F.

XII. COLLEGE APPEALS BOARD

A. Eligibility

In accordance with the KCTCS Code of Student Conduct, the College Appeals Board will consist of two elected faculty, two elected staff, two appointed students, one appointed faculty alternate, one appointed staff alternate, and two appointed student alternates. Faculty members cannot be division chairs or deans.

All faculty representatives must be chosen from the Eligible to Serve list approved by Faculty Council.

B. Election Procedure

Faculty representatives will be elected by the faculty in the Spring semester to begin serving in the following academic year. The appointed faculty representative will be chosen by Faculty Council in the Spring semester to begin serving in the following academic year.

C. Term of Office

Faculty representatives on the College Appeals Board will serve staggered three year terms beginning on August 1.

For the initial terms, the faculty member receiving the largest number of votes will serve a three-year term, the faculty member receiving the second largest number of votes will serve a two-year term, and the faculty member appointed by Faculty Council will serve a one-year term.

D. Vacancy

A vacancy in an unexpired term of a faculty representative, the replacement shall be chosen in the same manner as the person who vacated the position and shall serve the remainder of the vacated term.