

This regulation defines the structure, duties, and limits of the Faculty Senate as required by Texas Senate Bill 37 (89R), Section 2.02 (Texas Education Code § 51.3522). It describes procedures for representation, appointments, transparency, and advisory roles at Tarrant County College. All previous references to faculty senates and councils are replaced by this policy.

### **Senate Makeup & Terms**

#### Structure

The Board of Trustees establishes a Faculty Senate to serve as the single formal advisory body to the Chancellor and institutional leadership for Tarrant County College and its six campuses. Each campus within the District shall be represented on the Faculty Senate to the exclusion of college-only faculty senates or councils, which are now forbidden by law.

#### Membership

Senators must be full-time, permanent faculty members as defined by Tarrant County College as required by Board Policy BGC (LOCAL).

#### Senators per Campus

Each of the campuses shall have seven (7) senators: six (6) elected by the campuses' faculty and one (1) appointed by the Chancellor; unless modified by Board policy, consistent with the sixty (60) member cap.

#### Terms

1. Elected Terms. Terms will consist of two-year staggered terms so that about half of the elected seats at each campus are up for election each year and may only be reelected after the second anniversary of the last day of the member's most recent term.
2. Appointed Terms. The appointment is for a one-year term. An appointee may serve up to six (6) consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.
3. Launch of Staggered Terms.
  - a. Year 1 (Cohort A): In order to stagger the seating of senators, faculty shall elect three (3) of the six (6) elected seats per campus to a two-year term. (Cohort B): The faculty shall also elect the other three (3) seats to a one-year term.

- b. Year 2 (Cohort B): To continue the initial staggering of senators, the faculty shall elect the other three (3) elected seats per campus to a two-year term.
- c. From Year 3 forward, the expiring cohort runs each spring with normal staggering.
- d. The campus-level appointed seat continues its annual cycle.

**Officers**

The Faculty Senate Officers are selected by the Chancellor.

**Roles**

1. **Presiding Officer.** The Presiding Officer (PO) leads Senate meetings, establishes meeting agendas with the Executive Committee, and serves as the official Senate point of contact with the Chancellor and Cabinet. The Presiding Officer shall also be titled or referred to as “President”, and the titles may be used interchangeably.
2. **Associate Presiding Officer.** The Associate Presiding Officer (APO) provides support to the PO, manages standing committees and campus coordination. The Associate Presiding Officer shall also be titled or referred to as “Vice President”, and the titles may be used interchangeably.
3. **Secretary.** The Secretary manages agendas, minutes, attendance records, and required meeting postings and recordings.

**Selection of Officers**

1. **Appointment Authority.** After election results are certified and before seating, the Chancellor will appoint the PO, APO, and Secretary from among seated senators.
2. **Advisory Input.** No later than two weeks after certification, senators may submit brief advisory preference to the Chancellor (e.g. ranked choice for each role). The advisory input is non-binding but transparent.
3. **Eligibility.** Any sitting senator (elected or appointed campus seat) may serve as an officer.
4. It is recommended that the officers come from different campuses to fully represent the full faculty.

**Executive Committee**

1. Membership. The Executive Committee consists of the Presiding Officer, Assistant Presiding Officer, Secretary, plus two at-large senators (not officers) selected by the Presiding Officer.
2. Duties.
  - a. The Executive Committee serves only administrative and coordinating functions and may not make decisions on behalf of the Senate.
  - b. The Executive Committee has the responsibility of building the draft Faculty Senate Meeting agenda and calendar.
  - c. The Executive Committee coordinates standing committees and cross-campus items.
  - d. The Executive Committee sets the annual work plan and timeline with the Senate Secretary.
3. Meetings. Typically, the Executive Committee meetings will be held monthly during the Fall and Spring semesters. Meetings may be conducted virtually.

**Faculty Service Credit**

1. Serving as a Senator, Senate Officer, or Campus Elections Committee (CEC) member counts toward faculty service to the College under the applicable workload/evaluation guidelines.
2. The Senate Secretary will provide an annual letter verifying roles and dates of service.
3. Campus listening/update sessions hosted by senators are to be included as Senate service activities.
4. The faculty service credit does not reduce instructional load, provide release time, or entitle members of the Senate to additional compensation.

**Meetings**

1. Faculty Senate Meetings (formal). Faculty Senate meetings are intended to be a convening of the Senate to discuss, deliberate, and/or vote.
  - a. In compliance with Board policy, BGC (LOCAL), and state law, Faculty Senate Meetings (formal) must be

posted on the College's website seven days prior to the meeting.

- b. The Faculty Senate shall meet formally at least once per long semester (i.e. Fall, Spring).
- c. Meetings shall be livestreamed and conducted in accordance with District Policy, and, in general, guided by Robert's Rules of Order.
- d. Following the meeting, the Secretary shall make a copy of the minutes available to all faculty members in a timely manner.

2. Campus Information Sessions (informal). Campus information sessions are senator-led sessions for listening, providing updates, and providing Question & Answer opportunities.

- a. No deliberation or votes may be taken during Campus Information Sessions.
- b. Campus information sessions are not required to be livestreamed, recorded, or posted (although senators are encouraged to share a brief recap with colleagues).
- c. These sessions are informational only and may not be used to deliberate, develop consensus, or make recommendations outside formal meetings.

Quorum

3. Quorum shall consist of a majority of seated senators.

**Agenda & Minutes  
(formal Senate  
meetings)**

- 1. **Agenda Item Intake.** Any senator may submit agenda items to the Secretary and Presiding Officer; items should include a brief one-page summary. Items should be received twelve (12) calendar days before the meeting date. The Presiding Officer and Secretary will establish a formal process for agenda item submission and share with the Senate (e.g. email, Microsoft form, etc.).
- 2. **Draft Agenda.** The Executive Committee finalizes a draft agenda ten (10) calendar days before the meeting.
- 3. **Posting.** The Secretary posts the agenda and any curriculum items per the Board policy timeline and coordinates livestream/recording logistics. Agendas must be posted seven calendar days prior to the meeting.
- 4. **Action Item.** To add a new action item during a meeting, a motion to amend the agenda must carry by a majority of

members present, and the item must not violate posting rules (i.e. no curriculum items may be added at the meeting).

5. **Minutes.** Draft minutes are circulated to senators within ten (10) business days. Approval of the minutes occurs at the next meeting.
6. Dates may be adjusted to accommodate TCC Communications staff requirements to ensure compliance with state law.

**Elections and  
Appointments**

1. On each campus, all candidates will run in a campus-wide election, with those receiving the most votes being selected for the available positions.
  - a. Faculty will be able to vote for a number of candidates equal to the available positions. (If there are 3 positions available then each faculty may select up to 3 candidates.)
  - b. The candidates receiving the most votes will be elected. (If there are 3 positions available then the top 3 candidates will be elected.)
  - c. In addition, the remaining candidates will be retained, in order, to replace any newly elected Senator who resigns within the first 120 days after taking office.
2. Elections will be supervised by the outgoing Senators on each campus using guidelines provided by the officers.

Any faculty member can appeal the outcome of the election to the outgoing Senators and then to the PO, APO, and Secretary, and finally to the Chancellor or designee as final authority. Final decision shall rest with the Chancellor or designee.
3. Faculty wishing to run for office will notify the outgoing Senators by the first Monday in April.
4. Elections will be completed by the third Friday in April.
5. The Chancellor shall name the appointed Senators, one per campus.
6. New Senators will take office on May 1 of each year.

**Vacancies and  
Resignations**

1. Senators who are unable to complete their terms will notify the Senate Secretary.

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2. The Chancellor, or designee, shall notify the Presiding Officer of any faculty removed in accordance with BGC (Local).
3. If a Senator appointed by the Chancellor resigns or is removed:
  - a. The Senate Secretary shall notify the Chancellor, or a designee, of the vacancy.
  - b. The Chancellor shall appoint a successor to complete the term.
  - c. If the vacancy occurs within the last 90 days of a term, appointment of a successor shall be at the discretion of the Chancellor.
4. If an elected Senator resigns or is removed:
  - a. If the vacancy occurs within the first 120 days of the term, the next highest vote getter in the last election will be offered the opportunity to assume the position.
  - b. After the first 120 days of the term, Special elections may be held to replace any elected Senators who are not able to complete their term for any reason.

Special elections must allow at least three weeks between the announcement and the election.
  - c. Positions which become vacant within 90 days of the next scheduled election will be left vacant until said election.