

University of Arkansas - Pulaski Technical College Shared Governance Constitution

Policies stated in this Shared Governance Constitution require continual evaluation, review, and approval by appropriate University of Arkansas - Pulaski Technical College (UA-PTC) administration, faculty, staff, and student constituencies, University of Arkansas System (UASYS) officials, and the University of Arkansas Board of Trustees. UA-PTC operates under applicable University of Arkansas Board of Trustees policies and University of Arkansas System procedures. The policies and procedures in this Shared Governance Constitution do not supersede or negate Board of Trustee policies, System-wide administrative memoranda, or UA-PTC campus policies/procedures, but supplement such policies. All statements contained herein reflect policies in existence at the time this Shared Governance Constitution was adopted and UA-PTC reserves the right to change policies at any time and without prior notice.

1.0 PURPOSE

The overarching vision of the UA-PTC is to serve as the flagship two-year institution in the region, to develop life-long learners, prepare excellent employees for careers, foster innovation in advanced technologies, and contribute to the economic and civic development of communities. Additionally, the mission of the UA-PTC is to foster and promote excellence through high-quality education that promotes student learning and enables individuals to develop to their fullest potential. As such, the governance structure of the College is guided by these same principles.

This constitution provides a general set of guidelines and criteria for the UA-PTC shared governance process congruent with the mission of the UA-PTC and such guidelines and criteria are used to develop and recommend policies and procedures for UA-PTC, in accordance with all University of Arkansas Board of Trustees policies. The culture of shared governance at UA-PTC is grounded in two-way communications between the University of Arkansas Board of Trustees, University System President, UA-PTC Chancellor, Vice Chancellors, faculty, staff, and students. Additionally, there shall be a spirit of collaboration and shared responsibility and accountability among all parties.

1.1 Administration

UA-PTC is a single administrative unit, within the UASYS subject to all Board of Trustee policies. The Chancellor, appointed by the President of the UASYS, provides general administrative supervision of the college. The Provost functions as the Chief Academic Officer for the college and the Dean of Students oversees all aspects of student life for the college.

1.2 Staff

As needs arise and resources permit, the UA-PTC shall employ professional staff for the efficient operation of UA-PTC programs and activities and shall prescribe their duties and responsibilities.

1.3 Faculty

As needs arise and resources permit, UA-PTC shall employ faculty, and they shall carry out their prescribed duties and responsibilities.

2.0 AUTHORITY AND RESPONSIBILITY

UA-PTC's shared governance will consist of independent governing bodies in advisory roles to the Chancellor of the college, including Faculty Senate, Staff Senate, and Student Senate that shall be authorized to develop and recommend educational, student, staff, and academic policies and programs of UA-PTC according to their designated sphere (detailed in section 3.4), and including and related to such matters as admissions requirements, degrees and requirements for degrees, curriculum, the academic calendar, academic honors, and student life.

They shall be authorized to make recommendations and provide input to the Chancellor on any matter of general faculty, campus wide, or system wide concern. Alternatively, the Chancellor may engage the campus for recommendations and input. Any action by the Chancellor may be reported to the President of the UASYS if deemed necessary by a three-fifths membership vote by each of the three standing governing bodies. When considered necessary or desirable by the President of the UASYS, they may present the issue to the University of Arkansas Board of Trustees for resolution.

3.0 UA-PTC Governing Bodies

3.1 Scope and Purpose

The work of the UA-PTC Governing Bodies shall be carried out in large part by the actions of each group as defined in Section 3.3. These provide a forum in which a greater amount of attention can be given to tasks and matters before recommending them to the Chancellor.

3.2 Governing Body Procedures

Each UA-PTC Governing Body shall develop a set of operating procedures and bylaws including but not limited to meeting frequency, committee formations, committee terms, voting procedures, etc.

Each UA-PTC Governing Body shall publicize meeting notices and the tentative agenda at least five (5) days in advance of the meeting. All meetings shall be open to all represented persons, although floor privileges can be limited to members. Minutes of each meeting shall be made available to all members of the UA-PTC Governing Body and the Chancellor promptly following the meeting. The minutes shall also be archived and made accessible to the public upon request.

3.3 Standing Governing Bodies

Faculty Senate

The Faculty Senate is an elected and representative body of the faculty. All full-time teaching faculty members and all adjunct faculty are eligible to serve on the Senate.

Staff Senate

The Staff Senate is an elected and representative body of the staff. Membership to the Staff Senate shall be limited to full-time classified/non-classified staff members. No person eligible to serve on the College's Faculty Senate, Chancellor's Executive Council, or Board of Visitors will be considered for Staff Senate membership.

Student Senate

The Student Senate is an elected and representative body of the students. All UA-PTC students are eligible to serve on the Student Senate.

Other UA-PTC Advisory Groups

As the need arises, the Chancellor may create special or ad hoc advisory groups, specifying their duration, to consider matters not within the jurisdiction or across the jurisdictions of multiple groups of a defined Governing Body in Section 3.4. These ad hoc advisory groups are not considered governing bodies for the purposes of Sections 3.5 and 4.0 of this document.

3.4 UA-PTC Governing Body Responsibilities

Faculty Senate

Subject to regulations of the UASYS, the Faculty Senate, an elected and representative body of the faculty, functions to advise on all academic matters including, but not limited to, academic freedom, professional rights, faculty ethics, educational curricula, academic programs, general welfare, working conditions, and professional responsibilities in the college community.

Staff Senate

Subject to regulations of the UASYS, the staff, acting through the Staff Senate of UA-PTC, shall recommend and advise on all matters dealing solely with staff matters including but not limited to staff representation on issues that directly or indirectly affect staff, the maintenance of professional and educational development of staff, as well as the general welfare, working conditions, and professional responsibilities in the college community.

Student Senate

The Student Senate through the president and vice president of Student Senate at UA-PTC shall recommend and advise on all matters dealing solely with students, represent the general welfare needs, interests, concerns of all students, and be the voice of the student body.

3.5 UA-PTC Governing Body Recommendations

Recommendations adopted through each UA-PTC Governing Body shall be transmitted to the Chancellor. Favorable action by the Chancellor will consist of written approval, or a request for additional work to be complete on the item in question. A request from the Chancellor for additional work on an item from a UA-PTC Governing Body shall not exceed two calendar months unless agreed to in the form a majority vote to extend the time frame on the issue to be taken from the original presenting body.

If the Chancellor declines to act favorably upon such a recommendation within two weeks of receipt, the UA-PTC Governing Body that submitted the recommendation may request, with a three-fifths vote of all eligible members, to send the matter to the other two respective Governing Bodies for consideration. Upon a three-fifths vote of each of the standing Governing Bodies, the Faculty Senate President will submit the matter to the President of the UASYS for resolution.

4.0 AMENDMENTS

The constitution may be amended by the following procedure. Proposed amendments must be signed by a majority of eligible members of each of the three standing Governing Bodies (See Sec 3.3), and presented to the Chancellor who will distribute the proposed amendment (within 2 weeks of receipt) to each UA-PTC standing Governing Body. The proposed amendment must be transmitted to all standing Governing Bodies at least ten (10) days before a vote may be held. A three-fifths (3/5) affirmative vote of each UA-PTC standing Governing Body is required for approval of the proposed amendment. Once approved, the Chancellor shall transmit the proposed campus governance structure to the President of the UASYS for review, approval, and transmission to the University of Arkansas Board of Trustees. Any such proposed amendment or amendments shall become effective and be in operation when expressly approved by the University of Arkansas Board of Trustees or after approval by the University Of Arkansas Board Of Trustees on a day specified therein.