

BERGEN COMMUNITY COLLEGE

**400 Paramus Road
Paramus, NJ 07652**

**Constitution of the General Faculty
April 27, 2004
Amended: September 1, 2004**

**Ad Hoc Committee to Revise the
Faculty Constitution:**

Professor Laurie W. Hodge, Chair
Professor R. Neil Ender, Ex Officio (deceased)
Dr. George Cronk, Ex Officio, Chair, Faculty Senate
Professor Joan Cohen
Professor Denise Jerman
Dr. Isabel Kimmel
Professor Mauro Marzocco
Professor Gerald Meisel
Professor Kevin Sullivan

Officers of the Faculty Senate:

Dr. George Cronk, Chair
Dr. Judith Davis, Vice Chair
Professor Marjorie Webster, Secretary
Professor Peter Helff, Treasurer

PREAMBLE

This constitution is established to provide for the self-governance of the General Faculty; for the full participation of the General Faculty in determining educational philosophies, policies, and procedures of the college; and for the proper role of the General Faculty in general college governance. Nothing in this Constitution shall be construed as contravening the laws of the United States, the laws of the State of New Jersey, or the statutory authority of the Board of Trustees of Bergen Community College.

ARTICLE ONE: THE GENERAL FACULTY

Section 1: Function

1.1 Subject to the ultimate authority of the Board of Trustees, the General Faculty is self-governing. Through its designated bodies, the General Faculty formulates and makes recommendations in all matters that are necessary to its professional responsibilities. The General Faculty has the power of review over its constitutive bodies; this power includes the authority either to reaffirm or to override any action of these bodies. A minimum of ten percent (10%) of the full-time members of the General Faculty may request such a review.

Section 2: Membership

2.1 The General Faculty consists of the President of the College and all full-time Professors, Associate Professors, Assistant Professors, Instructors, and Associate Instructors. Part-time Faculty and Lecturers shall be considered as members of the General Faculty without voting privileges.

Section 3: Officers

3.1 The President of the College is the Chair of the General Faculty, and the Executive Vice-President of the College is Vice-Chair. When both are absent, the Academic Vice President, the Vice President of Student Services, the Vice President of Technology and Information Services, or the Vice President of Administrative Services (in that order) will preside at meetings of the General Faculty. In the absence of all the aforementioned officers, the General Faculty may elect to have a meeting and designate a chair pro-tempore (or pro-tem) to preside over the meeting. The officers of the General Faculty shall keep the Faculty Senate informed of all matters related to the operation of the College.

Section 4: Meetings

4.1 The General Faculty must meet at least once each semester. The agenda and dates for meetings are set by the Chair of the General Faculty.

4.2 Special meetings may be called:

4.2.a By the Chair of the General Faculty (President of the College).

4.2.b By a two-thirds vote of a quorum of the Faculty Senate.

4.2.c By petition to the Chair of the General Faculty of at least ten percent (10%) of the full-time members of the General Faculty.

4.2.d The latest edition of Robert's Rules of Order, Newly Revised is the parliamentary authority for meetings of the General Faculty and its constitutive bodies.

4.2.e A quorum consists of a simple majority of the voting members of the General Faculty. Members must be present to vote; no proxies are permitted.

4.2.f The Parliamentarian of the Faculty Senate is the Parliamentarian of the General Faculty.

4.2.g The Secretary of the Faculty Senate, who serves as secretary at the General Faculty meetings, shall record and distribute the minutes of the meeting. The Secretary shall distribute the minutes to all Faculty and Administrators and to the Sidney Silverman Library and Learning Resource Center, which is the official repository for the minutes, within one month after each meeting.

ARTICLE TWO: THE FACULTY SENATE

Section 1: Function

1.1 The Faculty Senate is the representative governing body of the General Faculty. The Senate formulates resolutions and recommendations, advises the President of the College, and participates in decision-making on all matters related to the operation of the College, including but not limited to:

1.1.a Standards of admission and retention of students.

1.1.b Requirements for granting degrees and certificates.

1.1.c Curricula of the College.

1.1.d Educational standards and policies.

1.1.e Academic freedom and tenure.

1.1.f Development and maintenance of student life.

1.1.g Composition and function of college committees.

1.1.h Community relations.

1.1.i Pedagogy.

1.1.j Such other and further matters of collegiate importance that may come before the Senate by procedures set forth in this constitution.

1.2 Procedures for Recommendations are as follows:

1.2.a A proposal for Senate consideration may originate from (a) Senate Committees, (b) College Faculty Committees, (c) petition of ten percent (10%) of the General Faculty, (d) the floor of the Senate, (e) any Vice President designated by the President,

or (f) Senate action. After the Senate approves a proposal, it shall be forwarded to the President within one week. If the President concurs, the recommendation is in effect.

1.2.b If the President of the College vetoes a recommendation, the President shall notify the Senate in writing of the reasons for the veto within two weeks of receiving the recommendation. The period shall be extended an additional two weeks, provided that the President notifies the Chair of the Senate of the need for further time for consideration. If, after that time, an immediate positive response is not forthcoming, the recommendation shall be considered vetoed.

1.2.c In case of a veto, the Senate may extend an invitation to the President to appear and discuss the recommendation, which invitation shall be given with reasonable notice to the President. After the President has appeared or has declined to appear, the Senate may reconsider the recommendation. If the Senate passes the recommendation again, by a two-thirds vote, it shall be resubmitted to the President. If, within ten calendar days after resubmission to the President, the President vetoes the recommendation a second time or does not respond, the Chair of the Senate and a select committee appointed by the Chair shall take the matter to the Board of Trustees to present the Senate's point of view.

Section 2: Membership

2.1 Composition.

2.1.a The Academic and the Executive Vice Presidents.

2.1.b Four elected Faculty Senators-at-large.

2.1.c The President and Vice President of the Student Government Council.

2.1.d Faculty representation based on the groups and numbers of the faculty members in each voting group as set forth in Appendix A; provided that Appendix A can be modified or amended by a majority vote of the General Faculty without necessity of constitutional amendment pursuant to Article IV.

2.2 Eligibility.

2.2.a A tenure-line faculty member is eligible to serve as an elected Senator after reappointment to the second contractual year. Lecturers and Associate Instructors are not eligible for Senate election or membership.

2.2.b If a faculty voting group does not have enough qualified members, then eligibility requirements for that group shall be waived.

2.3 Elections.

2.3.a Faculty Senators-at-large shall be elected at the Spring Faculty Conference, which shall be held no earlier than April 1 and no later than May 15 each year. This election shall be conducted and supervised by the Nominations and Elections Committee.

2.3.b Each voting group (department or sub-departmental group, as the case may be), as specified in Appendix A, shall elect its representatives at a meeting preceding the Spring Faculty Conference. All such elections shall be conducted and supervised by the Nominations and Elections Committee.

2.3.c Special elections shall be held when necessary. All such elections shall be conducted and supervised by the Nominations and Elections Committee.

2.3.d Members-elect in any Senate election shall be seated at the first meeting of the Faculty Senate after the terms of office of such members-elect have begun.

2.4 Terms of Office.

2.4.a Members shall be elected for two years and are eligible for re-election.

2.4.b Each year, one-half of the departmental and sub-departmental voting group representatives (see Appendix A) and one-half of the representatives at-large shall be elected. The Nominations and Elections Committee is responsible for maintaining this proportion as nearly as possible.

2.5 Functions of Senate Representatives.

2.5.a Elected representatives should reflect the opinions of the members of their group (constituency) on issues before the Senate. Senators shall inform the members of their groups about items discussed at Senate meetings and make available the agenda for the next Senate meeting.

2.6 Vacancies.

2.6.a Any vacant seat in the Senate will be filled in accordance with subsection 2.7 of this article. Vacancies may occur because of excessive absences by a Senator during the academic year's term, projected continuous absence, or recall.

2.6.b Excessive absences: Senate members absent from Senate meetings more than three times during an academic year's term for reasons other than illness, bereavement, official College business approved by the Academic Vice President, or other reasons acceptable to the Executive Committee of the Senate shall forfeit their seats in the Senate and be replaced for the remainder of their term. Written requests for excused absences from a meeting must be submitted to the Executive Committee within two calendar weeks after the meeting.

2.6.c Projected continuous absence: The Executive Committee will determine that a Senator must be replaced under the following conditions:

2.6.c.i Any Senator who anticipates a prolonged absence for one or more semesters shall have the obligation to notify the Executive Committee of the need for said Senator's voting group to elect a replacement Senator for the period of time said Senator will be absent.

2.6.c.ii Prolonged absence: "Prolonged absence" shall mean that a Senator will be unable to serve for a continuous period longer than two semesters. Prolonged absence may occur because of illness, sabbatical or official leave, or any reason approved by the Executive Committee of the Senate.

2.6.c.iii Resignation from the Senate.

2.6.d Recall: Any elected Senator may be recalled by a petition signed by twenty percent (20%) of that Senator's constituency and a two-thirds majority vote of that Senator's constituency. Such vote shall take place under the supervision of the Nominations and Election Committee.

2.7 Method of Replacement.

2.7.a Voting group representatives are immediately replaced by election within the group. Any such election shall be conducted and supervised by the Nominations and Elections Committee.

2.7.b At-large members are replaced immediately by alternates who were the next runners-up in the election of at-large representatives held at the prior General Faculty meeting. The alternates serve only for the remainder of the academic year. If no alternates are available, the said at-large member(s) shall be replaced by an election at the next General Faculty meeting. Such replacements and elections, as the case may be, shall take place under the supervision of the Nominations and Election Committee.

Section 3: Officers

3.1 The Senate elects from its membership the following officers: Chairperson, Vice Chairperson, Treasurer and Secretary. The term of office is one year. Officers are eligible for re-election.

3.2 Officers are elected at the first meeting of a newly-convened Senate. The election is conducted and supervised by the Nominations and Elections Committee. All Senators holding faculty rank are eligible to vote and to be nominated.

3.3 All Senators holding faculty rank are eligible to serve as officers with the following duties:

3.3.a The Chairperson: The Chairperson performs all duties consistent with the responsibility of the office including:

3.3.a.i Presiding at all Senate meetings.

3.3.a.ii Acting as liaison between the President of the College and the Faculty Senate.

3.3.a.iii Representing the Faculty at all official functions of the College.

3.3.a.iv Acting in an advisory capacity to the President representing Faculty concerns on academic matters.

3.3.a.v Serving as an *ex-officio* member of all Senate Committees.

3.3.a.vi Appointing ad hoc senate committees as necessary.

3.3.a.vii Appointing a Parliamentarian for a one-year renewable term to assist the chairperson and members of the Senate in all Parliamentary matters in accordance with the General Faculty Constitution and with the current edition of Robert's Rules of Order, Newly Revised. The Parliamentarian's term of office begins with the first meeting of the newly convened Senate.

3.3.a.viii Appointing a Senate Course Description Editor. The job of the Senate Course Description Editor is to ensure that all course descriptions contained in Senate Resolutions are in conformity with the College's stylistic, grammatical, and other requirements for course descriptions.

3.3.b The Vice-Chairperson assumes all the duties, rights, and powers of the Chairperson when the Chairperson is unavailable or unable to perform said duties or to exercise said rights and powers.

3.3.c The Treasurer.

3.3.c.i Holds and administers all funds of the Senate and Senate Committees.

3.3.c.ii Assumes all the duties, rights and powers of the Chairperson when neither the Chairperson nor the Vice-Chairperson is available or able to perform said duties or to exercise said rights and powers.

3.3.d The Secretary.

3.3.d.i Records the minutes of all Senate and General Faculty meetings.

3.3.d.ii Maintains a record of the disposition of all Senate resolutions.

3.3.d.iii Maintains a file of all official Senate business.

3.3.d.iv Maintains the official membership roll and the record of attendance at all Senate meetings.

3.3.d.v Sends, prior to each meeting, a notice of said meeting along with the agenda and necessary documents to each Senator and other designated persons.

3.3.d.vi Prepares and distributes all general correspondence of the Senate and maintains a file thereof.

3.3.d.vii Maintains for use at any time in the library:

3.3.d.vii.a The official copy of the Constitution of the General Faculty, with any amendments properly recorded.

3.3.d.vii.b The official minutes of all Senate meetings.

3.4 Recall: An officer of the Senate is subject to recall by a vote of fifty percent (50%) of the membership in attendance at a special recall meeting convened in the following manner: Recall is initiated by a petition signed by at least ten Senators. The signed petition shall be presented to the presiding officer at a Senate meeting. Within five days after presentation, the Secretary shall verify each of the ten signatures with the signatories and forward a copy of the petition to the officer(s) subject to recall. Within five days thereafter, the Secretary (or other officer, if the Secretary is subject to recall) shall send a full copy of the recall petition to each Senator, together with a notice of the date, time, and place for a special meeting to vote on the recall. The special meeting must be held within twenty calendar days from the date of presentation of the recall petition to the Senate. The special recall meeting shall be chaired by the presiding Senate official or, if said official is subject to recall, then a presiding officer pro tem (*pro tempore*) elected by the Senators. Minutes of the meeting shall be taken by the Secretary or other designated officer. The special recall meeting shall be conducted pursuant to Robert's Rules of Order, Newly Revised.

3.5 Vacancy: If an office becomes vacant, the Senate shall hold an election to fill the vacancy at its next meeting after notice of the vacancy. Any such election shall be conducted and supervised by the Nominations and Elections Committee.

Section 4: Operation of the Senate

4.1 The Senate shall hold a minimum of nine monthly meetings during the academic year.

4.2 A quorum shall consist of sixty percent (60%) of the membership eligible to vote.

4.3 The Executive Committee, composed of the elected Officers of the Senate, shall prepare the agenda and meeting schedule.

4.4 The current edition of Robert's Rules of Order, Newly Revised governs the conduct of all procedures of the Senate not covered by its by-laws.

4.5 The Senate may, at the request of a member, and by majority vote of those present and voting, bring up any matter for consideration by the Senate.

4.6 Non-senators may address the Senate as follows:

4.6.a Members of the General Faculty who wish to address the Senate, shall make a request of the Executive Committee at least three days in advance of the Senate meeting.

4.6.b The President of Bergen Community College may, from time to time, address the Faculty Senate on matters of importance to the governance and operation of the College.

4.6.c Any person attending the Senate as an observer may address the Senate upon the recommendation of a Senator present and the approval of the majority of the Senate members present and voting. The Faculty Senate reserves the right to limit the length of speaking time of observers by a majority vote of the Senate members present and voting.

Section 5: Senate Committees

5.1 The Senate establishes and dissolves such committees as are needed to carry out the functions and operations of the Senate. All actions of such committees are subject to review by the Senate.

5.2 STANDING COMMITTEES: Standing committees are permanent committees of the Senate and are established by majority vote of a quorum of the Senate. The Standing Committees of the Senate are as follows: Executive, Nominations and Elections, Academic Standing, Admissions, Curriculum, and Good and Welfare.

5.3 Responsibilities of Standing Committees:

5.3.a To submit their minutes and recommendations for review at the request of the Senate.

5.3.b To conduct all meetings according to the current edition of Robert's Rules of Order, Newly Revised.

5.3.c To meet at least once a semester or as designated by the official College calendar.

5.3.d To meet according to an agenda and to keep minutes.

5.4 Executive Committee.

5.4.a Function: The Executive Committee shall supervise the running of affairs of the Senate.

5.4.b Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3, above, and as follows:

5.4.b.i To make a continuous study of the College's Committee structure.

5.4.b.ii To recommend to the Senate the establishment of new (standing or non-standing) committees or the dissolution of those no longer considered necessary. Creation or dissolution of standing committees shall be by a majority vote of a quorum of the Senate.

5.4.b.iii To appoint members to ad hoc Senate Committees.

5.4.b.iv To prepare the agenda for Senate meetings and to prepare jointly with the President of the College the agenda for General Faculty meetings, and the Tuesday Meeting Calendar, and the on-going three-year academic calendar.

5.4.c Membership.

5.4.c.i Chairperson.

5.4.c.ii Vice-Chairperson.

5.4.c.iii Treasurer.

5.4.c.iv Secretary.

5.4.d Quorum: The quorum is three of four members.

5.5 Nominations and Elections Committee

5.5.a Function: To supervise and conduct all elections of the General Faculty and the Faculty Senate according to the rules established by the General Faculty.

5.5.b Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3, above, and as follows:

5.5.b.i. To discharge such other duties as may be delegated to it by the Faculty Senate.

5.5.b.ii To devise procedures for conducting elections.

5.5.b.iii To supervise and conduct departmental nominations and elections, including but not limited to, Department Chairs and Departmental Senators, which shall be held by secret ballot during scheduled departmental meetings. The Nominations and Elections Committee shall designate a member or a designee, not of the department holding the election, to conduct the election.

5.5.b.iv To supervise and conduct the annual elections of officers in the Faculty Senate.

5.5.b.v To supervise and conduct elections during General Faculty meetings, including but not limited to Promotion and Sabbatical Leave Committee, President's Advisory Council, Nominations and Elections Committee, Good and Welfare and Senators-At-Large.

5.5.b.vi To report results of all elections supervised and conducted by the Committee, to the General Faculty.

5.5.b.vii To maintain the results of all elections for at least two years.

5.5.c Membership

5.5.c.i Five members shall be elected by the General Faculty at the first Spring semester General Faculty meeting.

5.5.c.ii The Chairperson shall be elected by the five members.

5.5.d Quorum: The quorum is three of five members.

5.6 Academic Standing Committee.

5.6.a Function: The Committee on Academic Standing hears individual student appeals and makes decisions accordingly on academic qualifications for obtaining degrees, for continuing in good academic standing, and for certificate and degree seeking status.

5.6.b Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3, above, and as follows:

5.6.b.i Recommends to the Faculty Senate revisions of existing policies or, where appropriate, new policies relating to matters of academic regulations and status.

5.6.c Membership.

5.6.c.i The Chairperson shall be the Vice President of Student Services.

5.6.c.ii Group 1 and Group 2 representatives (as listed in Appendix A) shall be elected on alternate years for two years.

5.6.c.iii Two student representatives and two alternates named by the Student Government Council for the purpose of reviewing proposed or amended policies pertaining to academic standing. Students will be restricted from participating in the review of student academic appeal requests and excused from the appeal proceedings of the Academic Standing Committee.

5.6.d Quorum: The quorum shall be a majority of the membership.

5.7 Admissions Committee.

5.7.a Function: The Admissions Committee reviews and examines admission policies, procedures, and projections.

5.7.b Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3.

5.7.c Membership.

5.7.c.i The Chair shall be the Director of Recruitment and Admissions or the individual holding equivalent rank.

5.7.c.ii Group 1 and Group 2 representatives (as listed in Appendix A) shall be elected on alternate years for two years.

5.7.c.iii Two student representatives and two alternates named by the Student Government Council.

5.7.d Quorum: The quorum shall be a majority of the membership.

5.8 Curriculum Committee.

5.8.a Function: The Curriculum Committee reviews and evaluates all proposed and current curricula and courses offered by the College and assures that they conform to the philosophy and objectives of the College and meet the needs of the students.

5.8.b Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3.

5.8.c Membership.

5.8.c.i The Chairperson shall be the Academic Vice President or the individual holding equivalent rank.

5.8.c.ii Group 1 and 2 representatives (as listed in Appendix A) elected on alternate years for two year terms.

5.8.d Quorum: The quorum is decided by the Committee but is at least forty percent (40%) of the membership of the committee.

5.9 Good and Welfare Committee.

5.9.a Function: The Good and Welfare Committee concerns itself with the total working environment of individual faculty members in areas not covered by the negotiated contract.

5.9.b Responsibilities: Responsibilities shall be as set forth in Article Two, Section 5.3.

5.9.c Membership.

5.9.c.i The Chairperson: The Chairperson is elected at the first meeting from among those elected members who have served during the previous years. The Chairperson serves for one year and is elected by ballot.

5.9.c.ii Membership: Five faculty members elected at large by the General Faculty at the May meeting.

5.9.d Quorum: The quorum is three of five members.

5.10 Other Committees: Any member of the General Faculty may recommend to the Senate the establishment of standing and ad hoc committees. Said recommendation is subject to a majority vote of a quorum of the Senate.

ARTICLE THREE

Section 1: Organization of the Faculty

1.1 The Faculty shall be as set forth in the "Agreement between the Bergen Community College Faculty Association and the Bergen Community College Board of Trustees."

1.2 Department Promotion Committee: Guidelines for departmental promotion committees are found in the "Agreement between the Bergen Community College Faculty Association and the Bergen Community College Board of Trustees."

ARTICLE FOUR

Section 1: Amending Process and Amendments

1.1 Amendments or revisions to this constitution may be originated through the Senate Executive Committee, or by petition signed by ten percent (10%) of the voting members of the General Faculty of the College.

1.2 Such proposed revision or amendment shall be presented at a General Faculty meeting at which a quorum is present.

1.3 A full written copy of the proposed amendment or revision shall be distributed to each faculty member at least two weeks prior to the scheduled General Faculty meeting.

1.4 The vote required to pass a proposed amendment or revision at a General Faculty meeting shall be two-thirds of those voting members present. A quorum at such meeting shall be three-fourths of those eligible to vote.

APPENDIX A

APPENDIX A

**General Information for Academic Elections
by Democratic Process (Robert's Rules of Order: Newly Revised)
Monitored by Chair of Senate or Designee**

CALENDAR OF ELECTIONS

September

At General Faculty Conference:

1. **College-Wide Promotion and Sabbatical Leave Committee** (ten tenured faculty of professorial rank) elected for one-year term

Apportionment by Group	
Current Size	Number
1-20	1
21 and above	2

Only departments (not sub-departmental voting groups) are represented on the College-Wide Promotion and Sabbatical Leave Committee.

2. **President's Advisory Council** (two tenured or tenure-track faculty) elected for one-year terms

At first Department Meeting (Fall):

1. College-Wide Committees (tenured or tenure-track faculty members) serve two-year terms:

- A. Academic Standing**
- B. Admissions**
- C. Curriculum**
- D. Library and Learning Resource Center**

Apportionment by Group	
Current Size	Number
1-19	1
20 and above	2

ALTERNATE CYCLES	
Group 1 (Even Years)	Group 2 (Odd Years)
English Dept.	Science and Technology Dept.
American Language Program*	Biological Science*
Composition & Literature*	Physical Science*
English Basic Skills*	Industrial & Design Technology*
Arts & Communications Dept.*	Business Dept.
Philosophy & Religion Dept.*	Business Administration*
World Languages & Cultures Dept.*	Business Technologies*
Allied Health Dept.*	Math & Computer Science Dept.*
Dental Hygiene Dept.*	Social Sciences Dept.
Nursing Dept.*	Social Sciences*
Wellness/Exercise Science Dept.*	Behavioral Sciences*
	Student Services Dept.
	Counseling*
	Student Services*
	Sidney Silverman Library*

*Voting group for purposes of Committee representation

2. Departmental Committees (Promotion, etc. – consult the Department Head or, in those voting groups for which there is no Department Head, the Academic Coordinator)

January (at General Faculty Conference)

- 1. Nominations and Elections Committee** (five tenured or tenure-track faculty; one-year terms)

April

- 1. At Department Meetings and before General Faculty meeting,** elect departmental Senators (tenured or tenure-track faculty) for two-year terms. The election is to be supervised and conducted by a member or designee of the Nominations and Elections Committee, who shall not be a member of the Department electing the Senators.

Apportionment by Group	
Current Size	Number
1-5	1
6-11	2
12-17	3
18-23	4
24-29	5
30-35	6
36-41	7
42-47	8
48-53	9
54 and above	10

ALTERNATE CYCLES	
Group 1 (Even Years)	Group 2 (Odd Years)
English Dept.	Science and Technology Dept.
American Language Program*	Biological Science*
Composition & Literature*	Physical Science*
English Basic Skills*	Industrial & Design Technology*
Arts & Communications Dept.*	Business Dept.
Philosophy & Religion Dept.*	Business Administration*
World Languages & Cultures Dept.*	Business Technologies*
Allied Health Dept.*	Math & Computer Science Dept.*
Dental Hygiene Dept.*	Social Sciences Dept.
Nursing Dept.*	Social Sciences*
Wellness/Exercise Science Dept.*	Behavioral Sciences*
	Student Services Dept.
	Counseling*
	Student Services*
	Sidney Silverman Library*
	Continuing Education* (voting in Senate only if faculty)
	Admissions & Registration* (voting in Senate only if faculty)

*Voting group for purposes of Senate representation

2. **At Spring General Faculty Conference** (The Spring General Faculty Conference shall be held no earlier than April 1 and no later than May 15 each year [BCC Faculty Constitution Article 2, § 2.3.a].)
 - A. **Good and Welfare** (five tenured or tenure-track faculty; one-year terms)
 - B. **Senators-at-Large** (two tenured or tenure-track faculty in Even Years and two in Odd years; two-year terms)

May

1. **Department Heads:**

- A. Newly-elected heads elected for a one-year term, subject to Dean's approval
- B. Incumbent heads elected for a two-year term, subject to Dean's approval
- C. The election of Department Heads will be supervised and conducted by the Nominations and Elections Committee or their designee, who shall not be a member of the Department electing a Department Head.
- D. All ballots will be kept by the Chairperson of the Nominations and Elections Committee for a period of not less than two years.