

Santa Rosa Junior College
PETALUMA FACULTY FORUM CONSTITUTION
Approved at PFF March 25, 2014

PREAMBLE:

The Petaluma Faculty Forum is created to secure the professional rights and to carry out the responsibilities of the faculty of the Sonoma County Junior College District Petaluma Campus. The Petaluma Faculty Forum is sanctioned by the Academic Senate as an official organization that serves the Petaluma Faculty and reports to the Senate. The Petaluma Faculty Forum is the vehicle for all faculty to express themselves in matters concerning the Petaluma campus, and to be represented in the governance structure of the Petaluma Campus. The Petaluma Faculty Forum shall establish advisory committees to the deans of the Petaluma Campus. In order to achieve these goals and in accordance with its official status as a subcommittee of the SRJC Academic Senate, this Petaluma Faculty Forum is established.

FUNCTION STATEMENT:

The function of the Petaluma Faculty Forum is:

To promote the professional interests of the faculty of the Sonoma County Junior College District and to participate in the collegial governance of the college as it specifically concerns the Petaluma Campus.

To promote communication and mutual understanding among the faculty on the Petaluma campus, to strengthen communication between the Petaluma and Santa Rosa campuses, and to facilitate and maintain communication between the PFF and the Academic Senate of the college.

To promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibilities and ethics, especially as this pertains to the Petaluma campus.

ARTICLE I: NAME

Section 1: The organization shall be known as the Santa Rosa Junior College Petaluma Faculty Forum, hereinafter called the PFF.

ARTICLE II: PURPOSES, DUTIES AND RESPONSIBILITIES

Section 1: To promote the professional interests of the faculty of the Sonoma County Junior College District and to participate in the collegial governance of the college as it specifically concerns the Petaluma Campus.

Section 2: To promote communication and mutual understanding among the faculty on the Petaluma campus, to strengthen communication between the Petaluma and Santa Rosa campuses, and to facilitate and maintain communication between the PFF and the Academic Senate of the college.

Section 3: To promote the development and maintenance of teaching excellence within the framework of academic freedom and professional responsibilities and ethics, especially as this pertains to the Petaluma campus.

ARTICLE III: THE ELECTORATE

Section 1: Faculty providing instruction or allied services at the Petaluma Campus shall constitute the composition of the PFF and are eligible to vote. Personnel whose job requires an administrative or supervisory credential or who are placed on the administrative salary schedule shall not be members of the PFF.

Section 2: Establishing Quorum: At least one-third of the number of full-time faculty in residence at the Petaluma Campus, which must include at least half of the PFF Steering Committee, shall constitute a quorum. The number of full-time faculty will be updated and the number for a quorum will be determined and made public at the first meeting of each academic year.

ARTICLE IV: MEMBERSHIP AND ORGANIZATION OF THE PFF STEERING COMMITTEE

Section 1: Any member of the PFF can run for a seat on the Steering Committee.

Section 2: The Steering Committee shall consist of **4 – 6** faculty members elected as representatives by PFF members.

Section 3: At least one position on the steering committee will be reserved for an adjunct faculty member unless an adjunct member cannot be recruited for the position.

Section 4: Steering committee membership shall be staggered to ensure at least one continuing member in any given year. Steering committee members shall be elected for two-year terms, except where a one-year term is needed to establish or maintain staggered membership.

Section 5: The chairperson of the steering committee shall be a full-time, regular faculty member at the Petaluma Campus.

ARTICLE V: VACANCIES AND RECALL

Section 1: When vacancies occur on the PFF Steering Committee, new members shall be nominated and elected by the PFF members as soon as possible within that semester.

Section 2: The recall of a Steering Committee member shall be accomplished by presentation to the Steering Committee at a regular meeting of the PFF of a petition signed by a majority of the PFF participants present at that meeting. The recall request will then be put on the agenda of the next PFF regular meeting as an action item. At that time, a simple majority of the participants present shall cause the seat to be declared vacant.

ARTICLE VI: AMENDMENTS, INITIATIVE, AND REFERENDUM

Section 1: the following initiative process may amend the constitution:

Clause 1:

A petition signed by a **two-thirds of the PFF participants present at that meeting. The amendment, initiative, or referendum request will then be put on the agenda of the next PFF regular meeting as an action item. At that time, a two-thirds of the participants present shall cause the amendment, initiative, or referendum to be approved.**

Clause 2:

If approved by two-thirds of those voting, the amendment(s) shall become effective on the date specified in the amendment(s). **Any such change will then be forwarded on to the Academic Senate Executive Committee.**

Section 2: The Academic Senate and the administration of the Petaluma Campus shall be consulted in advance of any major changes in this document.

Section 3: This Constitution will be reviewed on a regular basis.