Manhattan Area Technical College
Institutional Policy and Procedure Manual

Policy No. 3.2.4

Title: **Faculty Senate**	
Originated By:	Date: Oct. 14, 2026
President / Board of Directors Approval Date:	
Revised by: **Faculty Senate**	
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I. **Policy Statement**

The Faculty Senate is a fundamental committee within the shared governance structure of the College. The essential principles of the shared governance include participation, collaboration, respect, inclusion, cooperation, and trust. Through the electoral process, the Faculty Senate ensures faculty ownership of college governance committees that directly impact overall assessment processes; curriculum development, implementation and evaluation; the college's professional development; and participation with college-wide strategic planning. Faculty Senate structure provides an organized liaison between the faculty and the President of the College, other administrative officers, and the College Community

II. **Rationale**

Faculty Senate is the advising body on behalf of full-time faculty in relation to shared governance with the College's President, Administration, and Board of Directors.

III. **Purpose**

The purpose of this Senate shall be to facilitate effective communication among the faculty of Manhattan Area Technical College and between those faculty members and the administration of the college to efficiently achieve the primary objective of the College: effective instruction.

In order to achieve these purposes, the Senate shall:

A. Present the views and recommendations of the college faculty to the administration and to the Board of Directors of Manhattan Area Technical College as they relate to policies of academic and professional matters.

B. Be an integral part of the instructional programs, policy making, and growth plans of the College.

C. Foster programs and activities that shall develop the pride and responsibility, leadership, character, and community involvement of the faculty of the College.

D. Develop cooperation and fellowship among the faculty and between the instructional programs of the College.

The Faculty Senate shall be the voice of the faculty to the President of the College, to other administrative officers as appropriate, and to other faculties and groups.

IV. **Goals**

The goals of the Faculty Senate shall be:

A. To provide a mechanism for Faculty to fulfill its obligation to participate in the College's shared governance system through ownership and representation on Curriculum Committee, Assessment Committee, and Professional Development Committee.

B. To provide a forum for communication and a mechanism for consultation between the President and Administration of the College and the Faculty.

C. To provide an opportunity to exchange ideas of mutual interest and concern among members of the Faculty.

D. To provide an opportunity to exchange ideas of mutual interest and concern to the College Community.

E. To study problems and policies of the College.

F. To take appropriate action to maintain an atmosphere of academic freedom, intellectual integrity, and cooperation in the pursuit of learning.

G. To participate in the process of goal setting and planning of the college, and to have representation on the Strategic Planning Committee.

V. **Responsibilities**

A. Review and/or act on faculty issues and/or concerns presented.

B. Communicate among various departments, staff, and/or Administration.

C. Organize and disseminate information to and from administration and committees.

D. Assist in the identification of priorities.

E. Review work of standing Faculty Senate committees (Assessment, Curriculum, Professional Development, and division lead instructors).

F. Make recommendations to the Administration.

G. Represent faculty at the Board of Directors meeting.

H. Work with Administration on the academic calendar.

1. An ad hoc committee of three (3) will be elected by the senate and each member will serve for two (2) years.

2. The ad hoc committee will assist with developing, organizing, and making any changes to the academic calendar.

I. Represent the faculty in the budget process and provide faculty input on priorities for future expenditures. Topics for discussion could include but are not limited to technology and instructional tools, scholarships, and faculty size, recruitment, and retention.

VI. Membership

Membership of the Faculty Senate shall be determined and elected by full-time faculty. (See elections) The duties and responsibilities of Faculty Senate members shall include but are not limited to:

A. Attend all meetings of the Faculty Senate.

B. Determine the opinion of their constituents before meetings of the Faculty Senate.

C. Present the concerns of their constituencies at meetings of the Faculty Senate.

D. Represent their constituencies at meetings of the Faculty Senate.

E. Report fully and regularly to their constituencies on the activities of the Faculty Senate.

F. Attend all general Faculty meetings.

VII. Officers of Faculty Senate

Officers shall perform duties described under this policy and by parliamentary authority contained in the current edition of Robert's Rules of Order, Newly Revised.

A. Officers of Faculty Senate are the Chair, Vice Chair, and Recorder.

1. The Chair and Vice Chair shall be elected as a result of nomination and closed (written) balloting. A tie vote shall be decided by “flip of a coin.”
2. The Chair and Vice-Chair will serve two-year terms that correlate to the school calendar.
3. Officer terms will be staggered for the purpose of maintaining stability.
4. The Chair will be elected on odd years while the Vice Chair is elected in even years.
5. The Recorder will be elected every year.
6. Elections will be held in May with duties starting August 1.
7. The Chairperson of the Faculty Senate may not also serve as the leader of negotiations for the Faculty Association; however, they may be a member of the negotiations team.

B. Chair- Duties include but are not limited to:

1. Call all regular and special meetings of the MATC Faculty Senate.

2. Prepare and distribute the agenda a minimum of 24 hours prior to meetings of the Faculty Senate.
3. Preside over all Faculty Senate meetings.
4. Perform all duties designated by the MATC Faculty Senate.
5. Assist with the development/maintenance of all Faculty Senate Committees, including membership.
6. Appoint an ad hoc committee to prepare ballots for candidates in the month of April of the election year.
7. Serve as an ad hoc member of each Faculty Senate committee, if there is a need to do so.
8. Represent Faculty Senate at the MATC Board of Director Meetings.
9. During the academic year the chair will meet with the Administrative team monthly or as the Chair deems appropriate to maintain communication between the Board of Directors, Administration, and faculty.

C. Vice Chair- Duties include but are not limited to:

1. Perform the duties of the Chair in his/her absence.
2. Perform all duties designated by the MATC Faculty Senate.
3. Succeed to the office of chair for the unexpired term of the chair in the event of a vacancy.
4. Record and distribute minutes in the absence of the Recorder.
5. During the academic year, will meet with the Administrative team monthly or as the Chair deems appropriate to maintain communication between the Board of Directors, Administration, and faculty.

D. Recorder- Duties include but are not limited to:

1. Record and distribute the minutes of all meetings of the Faculty Senate.
2. Record a list of absent and present members at each meeting of the Faculty Senate.
3. Post minutes to website.
4. Maintain a list of Faculty Senate member's term status.

VIII. **Elections:**

A. Term of Office:

1. The term of a Faculty Senate member will be 3 years.
2. Elections will be held in May with duties starting August 1.

B. Method of Election:

1. The ballot will specify that each full-time faculty member will vote for a Faculty Senate representative from his/her academic division, unless an individual withdraws his/her name from the ballot.
2. There will be a minimum of two faculty members from the following academic divisions and at least one for every three full-time faculty:
    a. Business, Childcare, and General Education Division: Business, Childcare, Communications, Mathematics, Science, and Social Science
    b. Construction, Energy, and Manufacturing Division: Construction Technology, Electrical Technology, Electric Power and Distribution, Heating Ventilation Air Conditioning, and Plumbing Technology
    c. Industry and Production Technology Division: Automotive Technology, Industrial Engineering Technology, Computer Support Specialist, and Welding Technology
    d. Health and Life Science Division: Practical Nursing, Associate Degree Nursing, Medical Laboratory Technology, Certified Nursing Assistant, Certified Medication Aide, and Phlebotomy
3. The person(s) receiving the highest number of votes from each of the four academic divisions will serve a three-year term. In case of a tie, the tie will be broken by the "flip of a coin."
4. There is no limit for how many terms a member may be elected.
5. A majority vote of no confidence from all eligible voters in an academic division can remove a member from office.

IX. **Meetings:**

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair by 48 hours preceding the next regularly scheduled meeting.

A. All members of the Faculty Senate constitute the voting body. For any official business to take place, a quorum, consisting of two thirds of the membership, shall be present at the meeting. A majority of the quorum shall constitute a deciding vote.

B. All conduct of business within the Faculty Senate not otherwise provided for in the Policies and Procedures shall be in accordance with Robert's Rules of Order, Newly Revised.

C. The following actions are to be recorded by vote:

1. All motions introduced and discussed at regular or special meetings.
2. Additions or changes to the MATC Faculty Senate Policies and Procedures.
3. Filling of a vacancy occurring within the Faculty Senate and/or any Faculty Senate Standing Committee.
4. Recommend Faculty Senate Standing Committee chairs with recommendations to be made at the regularly scheduled May meeting or as needed.
5. Faculty Senate business shall always be handled by open ballot. The Chair shall reserve the casting of his/her vote until the announcement of votes, at which time he/she shall vote in order to break a tie.

X. Faculty Senate Responsibilities to Standing, Ad Hoc Committees, and Lead Instructor

The Faculty Senate responsibilities to the standing and ad hoc committee shall be to:

A. Identify the needs of the College and determine which committee is best suited to solve the problem based on its stated responsibilities.

B. The Senate shall form ad hoc committees as needed.

C. Submit to the Faculty Senate all recommendations made by the Committees, both standing and ad hoc.

D. Receive regular updates and/or review minutes from each standing committee and lead instructor.

XI. Standing Committees

A. Assessment Committee

Policy Statement:

The Assessment Committee is a representative group of Manhattan Area Technical College faculty and staff that advises the administration in matters concerning the planning, implementation, and evaluation of activities related to College-wide assessment, including the mission and objectives,

recommending development of new and/or revision of current procedures to enhance the effectiveness of the organization.

B. Curriculum Committee

Policy Statement:

The Curriculum Committee is a representative faculty governance group of Manhattan Area Technical College consisting of faculty and administrative staff that advises the Chief Academic Officer (CAO) in matters concerning the planning, implementation, and evaluation of activities related to curriculum and instruction. The committee serves the College's mission and goals by ensuring the curriculum of programs and courses are academically sound, comprehensive, and meet the changing needs of the MATC community.

C. Professional Development Committee

Policy Statement:

The Professional Development Committee (PDC) is a representative group of MATC personnel that advises the administration in matters related to the staff professional development process. The Professional Development Committee plans, develops, and implements institutional in-service activities and professional growth group activities within the academic year. Group activities are planned and organized by the PDC for in- service days scheduled within the academic year.

XII. Lead Instructor (Lead Faculty/Division Lead)

A. Role Definition

A Lead Instructor is an experienced educator who serves as a bridge between classroom instruction and institutional leadership. While maintaining teaching responsibilities, the Lead Instructor provides instructional leadership, mentorship, and coordination across programs and divisions.

B. Nomination Process

Candidates for Lead Instructor shall be nominated by members of the Faculty Senate. There will be one lead instructor assigned to each division. A lead instructor will serve for 2 years. If the instructor is unable to fulfill the term or duties, faculty senate chair may

1. Ask another lead instructor to take assume responsibilities to complete term
2. Ask faculty senate to elect a new lead instructor to fulfill the current term

C. Qualifications for Lead Instructor

To be eligible for appointment as a Lead Instructor, an individual must meet one of the following criteria:

1. Possess a minimum of three (3) academic years of teaching experience at the postsecondary or relevant educational level; or
2. Receive formal approval from the Faculty Senate, recognizing equivalent qualifications, experience, or demonstrated instructional leadership

Faculty Senate approval may also include authorization for the individual to oversee multiple divisions, when appropriate.

D. Duties include, but are not limited to:

1. Instructional Leadership: They model best teaching practices and conduct demonstration lessons to help fellow teachers improve their own skills.
2. Mentorship and Coaching: Lead teachers serve as formal mentors for new staff, offering 1-on-1 observation, feedback, and emotional support to prevent burnout.
3. Curriculum Development: They guide teams in aligning lessons with state standards and frequently lead the selection or refinement of instructional materials.
4. Data-Driven Instruction: They analyze student performance data (like test scores) to identify learning gaps and lead "Professional Learning Communities" (PLCs) to address them.
5. Grading & Assessment: Explain the local norms for student expectations, such as typical pass rates or how to weight evaluations, to ensure the new instructor isn't unintentionally too rigorous or lenient.
6. Regular Check-ins: Establish a schedule for monthly or bi-weekly (Friday morning) casual meetings (like coffee or lunch) to allow them to vent about stress and ask questions they might be "afraid to pester" others with

E. Key Skills & Qualities

1. Approachability: Described as "friendly and knowledgeable," they must be someone colleagues feel comfortable coming to with challenges.
2. Assertive Communication: They need the ability to have "courageous conversations" and provide honest, constructive criticism when standards aren't met.
3. Organizational Mastery: Beyond managing a classroom, they must handle Lab task alignments, safety, and share this with multi-departmental collaboration.
4. Visionary Thinking: Lead teachers are often "catalysts for change," always looking for better ways to engage students rather than settling for the status quo.

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