THE CONSTITUTION AND BY LAWS OF THE UNIVERSITY FACULTY,
CALIFORNIA STATE UNIVERSITY, EAST BAY

TABLE OF CONTENTS

The Constitution of the University Faculty

PREAMBLE ................................................................................................................................................. 5
ARTICLE I GOVERNING PRINCIPLES .................................................................................................. 5
ARTICLE II DEPARTMENT FACULTIES .......................................................................................... 6
ARTICLE III COLLEGE FACULTIES ............................................................................................. 7
ARTICLE IV UNIVERSITY FACULTY ............................................................................................ 8
ARTICLE V THE ACADEMIC SENATE .......................................................................................... 9
ARTICLE VI THE UNIVERSITY FACULTY OFFICERS ................................................................. 10
ARTICLE VII RECALL OF OFFICERS .......................................................................................... 11
ARTICLE VIII STUDENT PARTICIPATION IN FACULTY AFFAIRS ........................................ 12
ARTICLE IX THE BYLAWS OF THE UNIVERSITY FACULTY ...................................................... 12
ARTICLE X AMENDMENTS ............................................................................................................. 13
ARTICLE XI ADOPTION OF THIS CONSTITUTION ...................................................................... 13

Bylaws of the University Faculty

PREAMBLE ............................................................................................................................................... 15
ARTICLE I MEMBERSHIP IN THE UNIVERSITY FACULTY ......................................................... 15
   Section 1 Definition .......................................................................................................................... 15
   Section 2 Membership Committee ............................................................................................... 15
   Section 3 Regular Members on Leave ......................................................................................... 15
   Section 4 Emeriti Members .......................................................................................................... 15
   Section 5 Roster of Emeriti Members .......................................................................................... 15
ARTICLE II OFFICERS OF THE UNIVERSITY FACULTY
   EXTRA CONSTITUTIONAL DUTIES ............................................................................................... 16
      Section 1 Additional Duties of Officers .................................................................................... 16
ARTICLE III MEETINGS OF THE UNIVERSITY FACULTY .............................................................. 16
      Section 1 Convening of Meetings ............................................................................................ 16
Section 2  Scheduling of Meetings................................................................. 16
Section 3  Presiding Officers............................................................................... 16

ARTICLE IV  OFFICERS OF THE ACADEMIC SENATE
AND EXECUTIVE COMMITTEE..................................................................... 17

Section 1  Officers........................................................................................................ 17
Section 2  Duties of the Chair and Vice Chair ............................................................... 17
Section 3  Duties of the Secretary .................................................................................. 17
Section 4  Chair Pro Tempore...................................................................................... 17
Section 5  Executive Committee .................................................................................... 17
Section 6  Personnel Matters.......................................................................................... 17
Section 7  Organizational Meeting Voting.................................................................

ARTICLE V  GENERAL PROCEDURES FOR THE CONDUCT OF BUSINESS OF
THE UNIVERSITY FACULTIES AND THE ACADEMIC SENATE ............. 18

Section 1  Parliamentary Procedure ........................................................................... 18
Section 2  Standing Rules............................................................................................. 18
Section 3  Voting............................................................................................................ 18
Section 4  Minutes......................................................................................................... 18
Section 5  Quorums....................................................................................................... 18
Section 6  Parliamentarian............................................................................................. 18
Section 7  Privileges of the Floor ................................................................................ 18
Section 8  Election and Recall Procedures ................................................................. 18

ARTICLE VI  UNIVERSITY-WIDE ELECTION PROCEDURES ..................... 19

Section 1  Annual Elections ......................................................................................... 19
Section 2  Terms of Office ........................................................................................... 19
Section 3  Nominations ................................................................................................. 19
Section 4  Voting............................................................................................................ 20
Section 5  Conducting Mail Ballots ............................................................................. 20
Section 6  Invalidation of Election............................................................................... 20
Section 7  Vacancies .................................................................................................................. 20
Section 8  Recall Election .......................................................................................................... 20

ARTICLE VII  REPRESENTATION OF COLLEGES IN THE ACADEMIC SENATE........ 21
Section 1  Divisions Treated as Colleges .................................................................................. 21
Section 2  Proportional Representation in the Academic Senate ................................................. 21
Section 3  Election of College Representatives to the Academic Senate ..................................... 21
Section 4  Disbandment of Colleges ......................................................................................... 21
Section 5  Vacancies in College Representation ......................................................................... 21

ARTICLE VIII  REPRESENTATION OF EMERITI IN THE ACADEMIC SENATE......... 22
Section 1  Emeritus/a Member of the Academic Senate ............................................................... 22
Section 2  Election of Emeritus/a Member of the Academic Senate .......................................... 22

ARTICLE IX  REPRESENTATION OF LECTURERS IN THE ACADEMIC SENATE... .23
Section 1  Lecturer Members of the Academic Senate .................................................................. 23
Section 2  Election of Lecturer Members to the Academic Senate ............................................. 23

ARTICLE X  REPRESENTATION OF THE STUDENT SERVICES ELECTORATE IN THE ACADEMIC SENATE ............................................................................................................. 24
Section 1  Definition of the Student Services Electorate .............................................................. 24
Section 2  Election of Student Services Representatives to the Academic Senate ...................... 24
Section 3  Vacancies in Student Services Representation .......................................................... 24

ARTICLE XI  REPRESENTATION OF STAFF ASSEMBLY IN THE ACADEMIC SENATE ............................................................................................................................................. 24
Section 1  Definition of the Staff Assembly .................................................................................. 24
Section 2  Selection of Staff Assembly Representative to the Academic Senate ......................... 24
Section 3  Vacancies in Staff Assembly ...................................................................................... 24

ARTICLE XII  STUDENT MEMBERSHIP ON THE ACADEMIC SENATE AND ON STANDING COMMITTEES ...................................................................................................................... 25
Section 1  Student Members of the Academic Senate and Committees ...................................... 25

ARTICLE XIII  LIAISON OFFICERS OF THE UNIVERSITY FACULTY .................. 25
Section 1  Student Affairs ............................................................................................................. 25
Section 2  Affirmative Action ................................................................. 26

ARTICLE XIV  DUTIES OF THE ACADEMIC SENATE ............................. 27

Section 1  Delegations of Authority to the Academic Senate .......... 27
Section 2  Conduct of Faculty Affairs ............................................... 27
Section 3  Special Summer Procedures ............................................. 27

ARTICLE XV  MEETINGS OF THE ACADEMIC SENATE .................. 27

Section 1  Regular Meetings ............................................................... 27
Section 2  Special Meetings ............................................................... 27

ARTICLE XVI  THE COMMITTEE SYSTEM ....................................... 27

Section 1  Representation of Colleges on Standing Committees .... 27
Section 2  Election of College Representatives to Standing Committees .... 27
Section 3  Election of Student Service Representatives to Standing Committees ...... 28
Section 4  Presidential Appointees ..................................................... 28
Section 5  Terms of Office ................................................................. 28
Section 6  Restrictions on Committee Memberships ...................... 28
Section 7  Vacancies .......................................................................... 28
Section 8  Termination of Membership ........................................... 29
Section 9  Responsibilities of the Chair ............................................. 29
Section 10  Committee Procedures .................................................. 29
Section 11  Regular Subcommittees ................................................ 29
Section 12  Special Subcommittees .................................................. 30
Section 13  Committee Reports ......................................................... 30

ARTICLE XVII  THE COMMITTEES OF THE UNIVERSITY FACULTY ... 30
Section 1  Instruction and Curriculum ............................................ 30
Section 2  Academic Planning and Review ..................................... 31
Section 3  Faculty Affairs ................................................................. 32
Section 4  Research .......................................................................... 33
Section 5  Budget and Resource Allocation .................................... 33
CALIFORNIA STATE UNIVERSITY, EAST BAY
THE CONSTITUTION OF THE UNIVERSITY FACULTY
PREAMBLE

1. Under the authority of the Trustees of the California State University, final authority and
2. responsibility for the conduct of the affairs of the University are vested in the President of
3. the University. Effective conduct of these affairs requires the joint effort of the President
4. and the University Faculty. Such joint effort, with full and open communication, can
5. realize the high potential of the University.
6. This Constitution expresses the principles of policy and procedure through which the
7. University Faculty is consulted and makes official recommendations concerning the
8. affairs of the University. It establishes the organization of the University Faculty through
9. which effective recommendations may be made about the operation of the University and
10. the welfare of the faculty members. This Constitution is based upon the policies contained
11. in the "STATEMENT ON GOVERNANCE OF COLLEGES AND UNIVERSITIES"
12. approved by the faculty government and adopted as basic policy of the University by the
13. President of the College in May of 1967.

ARTICLE I
GOVERNING PRINCIPLES

14. SECTION 1: The President of the University has final authority and responsibility for
15. the operation of the University. In conducting the affairs of the University
16. he/she has the responsibility to consult, formally and informally, with the
17. faculty. The faculty has the responsibility to make formal and informal
18. recommendations to the President. This Constitution expresses the nature
19. of the responsibilities to recommend of the faculty at the several levels of
20. organization of the University, the nature of the procedures through which
21. official consultation and recommendation are to occur, and the agencies of
22. the faculty which will make official faculty recommendations.
23. SECTION 2: In official consultation and recommendation, the organization provided in
24. this Constitution shall be the official voice of the faculty, to maintain
25. current knowledge of the recommendations being made, and to facilitate
26. communication among the members of the University Faculty.
27. SECTION 3: When official recommendations are made, within the various levels of
28. organization of the faculty and of the University, the group making the
29. recommendation has the right to a full hearing; a prompt response; and the
30. privilege of further consideration should the recommendation not be
31. accepted.
32. SECTION 4: Recommendations of the faculty should be accorded attention and
33. influence in proportion to the directness with which decisions will touch
34. the competence and the welfare of the faculty.
ARTICLE II
DEPARTMENT FACULTIES

1. SECTION 1: The departments of the University are the primary administrative and academic elements of the University. The operation of the department, its structural organization, and its offerings should reflect most closely the professional judgment of the faculty. In the reorganization of departments, the review of departmental administration, the official assignment of persons as members of the department, and the offerings of the Department Faculty, the Department Faculty is the official body for consultation and recommendation procedures.

2. SECTION 2: No person shall be a Regular Member of more than one Department. Every person is a Regular Member of a Department Faculty who:
   A. holds a full-time, annual, academic appointment within the University; and
   B. is officially assigned to a teaching service area administered by the department; and
   C. holds academic rank of Instructor or higher.
   A person holding a lecturer's appointment is not eligible for Regular Membership of the Department Faculty.

3. SECTION 3: The Regular Members of the Department Faculty may grant the privilege of participating in the affairs of the Department Faculty to other members of the professional staff of the University. Any such members shall be Special Members of the Department Faculty.

4. SECTION 4: In elections of the Department Faculty, each Regular Member shall have one and only one vote. Any provisions for voting by Special Members of the Department Faculty shall be established by the Regular Members of the Department Faculty.

5. SECTION 5: The Department Faculty shall have primary responsibility for:
   A. electing persons to the status of Special Member of the Department Faculty;
   B. establishing any written Bylaws, consistent with this Constitution and the Bylaws of the University Faculty, for its guidance;
   C. establishing a Faculty Council to work with its Department Chair, if it so desires;
   D. electing members of its Faculty Council; and
   E. reviewing any decisions of its Faculty Council.

6. SECTION 6: The Department Faculty shall have the primary responsibility for recommendations concerning:
   A. courses, programs, and degrees in its academic discipline;
   B. instruction and research in its academic discipline;
   C. requirements, standards, activities, placement, and honors for the students in its courses and programs;
   D. standards for and evaluation of instruction, advising, research, and ethics in its discipline and in its programs;
   E. appointment, retention, tenure, promotion, discipline, leaves of absence, and honors of all members of the department;
   F. development with other departments of interdisciplinary programs which include its academic discipline; and
Article II, Section 6
1. G. the nomination and review, at intervals not greater than three (3) years, of its chair, according to procedures specified in the Bylaws of the University Faculty.

4. SECTION 7: Any Department Faculty may establish a Faculty Council to work with its Department Chair. If a Faculty Council is formed, its membership shall be elected by the Department Faculty. Any Department Faculty may delegate, by written Bylaws, to its Faculty Council any of its recommending responsibilities. It may not delegate to its Faculty Council any of the primary responsibilities listed in Section 5, above.

ARTICLE III
COLLEGE FACULTIES

10. SECTION 1: The Colleges of the University are secondary administrative and academic elements of the University. The operation of the College, its structural organization, and its offerings should reflect closely the professional judgment of its faculty. In the reorganization of Colleges, the review of College administration, and the offerings of the College Faculty, the College Faculty is the official body for consultation and recommendation procedures.

17. SECTION 2: No person shall be a Regular Member of more than one College. The Regular Members of a College Faculty are the Deans of the College; the Regular Members of the departments within the College; and every person who:

A. holds a full-time, annual, academic appointment within the University;

B. is officially assigned to a teaching service area administered by that College; and

C. holds academic rank of Instructor or higher.

A person holding a lecturer's appointment is not eligible for Regular Membership of the College Faculty.

21. SECTION 3: The Regular Members of the College Faculty may grant the privilege of participating in the affairs of the College Faculty to other members of the professional staff of the University. Any such members shall be Special Members of the College Faculty.

30. SECTION 4: In elections of the College Faculty, each Regular Member shall have one and only one vote. Any provisions for voting by Special Members of the College Faculty shall be established by the Regular Members of the College Faculty.

34. SECTION 5: The College Faculty shall have primary responsibility for:

A. electing persons to the status of Special Member of the College Faculty;

B. electing members of the Academic Senate representing the College;

C. establishing any written Bylaws, consistent with this Constitution and with the Bylaws of the University Faculty, for its guidance;

D. establishing a College Assembly to work with its College Dean if it so desires;
Article III, Section 5

1. E. electing members of its College Assembly; and
2. F. serving as a Board of Appeals from decisions of the College Assembly.

3. **SECTION 6**: The College Faculty shall have the primary responsibility for recommendations concerning:

4. A. coordination and evaluation of the work of its departments;
5. B. candidates completing degrees and programs within its departments;
6. C. interdepartmental programs within its academic disciplines;
7. D. appointment, retention, tenure, promotion, discipline, leaves of absence, and honors of all members of the College;
8. E. the standards for and maintenance of a high level of professional conduct among its members; and
9. F. the nomination and review, at intervals not greater than five (5) years, of its administrative officers, according to procedures specified in the Bylaws of the University Faculty.

10. **SECTION 7**: Any College Faculty may establish a College Assembly to work with the dean of its College. If a College Assembly is formed, its membership shall be elected by the College Faculty. Any College Faculty may delegate, by written Bylaws, to its College Assembly any of its recommending responsibilities. It may not delegate to its College Assembly any of the primary responsibilities listed in Section 5, above.

11. **SECTION 8**: The Regular Members of the Division of Libraries shall be the University Librarian and the professional librarians holding full-time, annual appointments in that division. This division shall be treated as a College under this Constitution for purposes of defining Regular Membership in the University Faculty (See Article IV, Section 2) and of representation on the Academic Senate (Article V, Section 2).

ARTICLE IV
UNIVERSITY FACULTY

27. **SECTION 1**: The operation of the University, its structural organization, and its offerings should reflect the professional judgment of its faculty. In the reorganization of the University, the review of University administration, and the offerings of the University Faculty, the University Faculty is the official body for consultation and recommendation procedures.

28. **SECTION 2**: The Regular Members of the University Faculty are the President, Vice Presidents, and academic Associate Vice Presidents; the Regular Members of the College Faculties within the University; the Regular Members of the Division of Libraries and other individuals holding tenure in an academic department. FERP (Faculty Early Retirement Program) and PRTB (Partially Reduced Time Base) faculty are included during quarters when in active employment. In addition, those individuals who are Regular Members of the University Faculty according to Article IV, Section 2 of this Constitution as of March 1, 1989, shall retain such membership as long as they occupy their present positions with the University. The Office of the Academic Senate shall maintain a list of these individuals.
ARTICLE IV

SECTION 3: In elections of the University Faculty, each Regular Member shall have one and only one vote.

SECTION 4: The University Faculty shall have the primary responsibility for:

A. the conferring of earned degrees;
B. the election of the Faculty Marshal and the representatives of the University Faculty on the Academic Senate of the California State University;
C. establishing its Bylaws to govern the procedures for implementing the provisions of this Constitution;
D. serving as a Board of Appeals from the decisions of the Academic Senate;

and

E. any other authority delegated to it by higher authority.

SECTION 5: The University Faculty shall have the primary responsibility for recommendations concerning:

A. the coordination and evaluation of the work of its Colleges;
B. the development and coordination of inter-College programs and programs not within the assigned functions of its departments and Colleges;
C. policies affecting instruction and research;
D. student affairs;
E. the professional standards, ethics, and welfare of the academic members of the University staff; and
F. the nomination and review of its administrative officers.

SECTION 6: The University Faculty shall be consulted on:

A. the planning and development of the campus and buildings of the University; and
B. the allocation of funds, staff, equipment, and facilities among the programs of the University.

SECTION 7: The University Faculty shall establish an Academic Senate for the purpose of conducting the affairs of the University Faculty. The University Faculty may delegate by its Bylaws any of its authority and responsibilities to the Academic Senate except the approval of candidates for degrees, the election of the Faculty Marshal and the representatives of the University Faculty on the Academic Senate of the California State University, the election of members of the Academic Senate, and the approval of the Bylaws of the University Faculty. The University Faculty retains the right of review of the actions of the Academic Senate.

ARTICLE V

THE ACADEMIC SENATE

SECTION 1: The Academic Senate shall:

A. coordinate the affairs of the University Faculty and its constituent faculties;
B. make recommendations to the President of the University in the name of the University Faculty under the authority delegated to it in the Bylaws of the University Faculty;
Article V, Section 1

1. C. establish and operate a system of committees, as provided in the Bylaws of the University Faculty, to conduct the business of the University Faculty;
2. D. serve as the voice of the University Faculty in consultation with the President, the Chancellor, and other persons and agencies, under the authority provided in the Bylaws of the University Faculty;
3. E. in consultation with the President, resolve all questions of the interpretation of the Constitution of the University Faculty; and
4. F. resolve all questions of the interpretation of the Bylaws of the University Faculty.

SECTION 2: The membership of the Academic Senate shall include:

11. A. the President of the University;
12. B. the representatives of the University in the Academic Senate of the California State University;
13. C. twenty-five (25) members elected by and from the Colleges of the University, distributed in proportion to the number of Regular Members in the Colleges, provided that every College shall have at least one member in the Academic Senate;
14. D. ten (10) members-at-large, elected by and from the Regular Members of the University Faculty;
15. E. one (1) member elected by and from faculty who has achieved emeritus/emerita status, in accordance with Article VIII of the Bylaws of the University Faculty;
16. F. four (4) members elected by and from the University lecturers, in accordance with Article IX of the Bylaws of the University Faculty;
17. G. two (2) members elected by and from the Student Services electorate, in accordance with Article X of the Bylaws of the University Faculty;
18. H. one (1) staff member selected in accordance with Article XI of the Bylaws of the University Faculty;
19. I. seven (7) members selected from among undergraduate or graduate students, in accordance with Article XII of the Bylaws of the University Faculty;
20. J. the chair of each standing committee of the Academic Senate; and
21. K. the immediate past-chair of the Academic Senate.

Members of the Academic Senate, except emeriti, lecturers, Student Services, Staff and student members, shall be Regular Members of the University Faculty.

SECTION 3: The Academic Senate shall meet and act in accordance with the Bylaws of the University Faculty.

ARTICLE VI

THE UNIVERSITY FACULTY OFFICERS

SECTION 1: The officers of the University Faculty shall be the President of the University, the officers of the Academic Senate, the Faculty Marshal, and the representatives of the University Faculty on the Academic Senate of the
Article VI, Section 1

1. California State University. These officers shall be the Agenda Committee of the University Faculty.

2. **SECTION 2:** The Chair, Vice Chair, and Secretary of the Academic Senate shall serve the respective functions of officers of the University Faculty.

3. **SECTION 3:** The Faculty Marshal shall be responsible for conducting all University Faculty elections and shall have such other duties as are provided in the Bylaws of the University Faculty.

4. **SECTION 4:** The representatives of the University Faculty on the Academic Senate of the California State University shall have such duties, in addition to those required by their statewide office, as are provided in the Bylaws of the University Faculty.

5. **SECTION 5:** The Faculty Marshal and the representatives of the University Faculty on the Academic Senate of the California State University shall be elected by and from the Regular Members of the University Faculty as provided in the Bylaws of the University Faculty.

ARTICLE VII
RECALL OF OFFICERS

6. **SECTION 1:** The Regular Members of any of the faculties of the University and its subdivisions shall institute an election for the recall of any elected officer or representative of that faculty, as provided in the Bylaws of the University Faculty, when at least fifteen percent (15%) of the Regular Members of his/her constituency have petitioned for a recall election.

7. **SECTION 2:** The Regular Members of the faculty of a department or College shall request a review of the administration of their department or College by the President when at least one-third of the Regular Members of the Department or College Faculty have petitioned for such a review.

8. **SECTION 3:** The method for recalling a student representative shall be determined by the Associated Student Body President and Council, subject to the approval of the Academic Senate.

9. **SECTION 4:** The method for recalling a Student Services representative shall be determined by the Student Services electorate, subject to the approval of the Academic Senate.

10. **SECTION 5:** The method for recalling an emeriti representative shall be determined by the Executive Committee of the Academic Senate, subject to the approval of the Academic Senate.

11. **SECTION 6:** The method for recalling a lecturer representative shall be determined by the Lecturer Electorate, subject to the approval of the Academic Senate.

12. **SECTION 7:** The method for recalling a staff representative shall be by a majority vote of same body that elected the representative.
ARTICLE VIII
STUDENT PARTICIPATION IN FACULTY GOVERNANCE

1. SECTION 1: Seven (7) student members shall be regular voting members of the Academic Senate (See Article V, Section 2, 1).

2. SECTION 2: Two (2) student members shall be regular voting members of each standing committee established in the Bylaws, with the exception of the Faculty Affairs Committee and the Committee on Budget and Resource Allocation, (see also Bylaws XII). For those standing committees for which students are eligible to serve, representatives shall be selected in accordance with Article XVI of the Bylaws of the University Faculty.

ARTICLE IX
THE BYLAWS OF THE UNIVERSITY FACULTY

9. SECTION 1: The University Faculty shall establish a written set of Bylaws for the purposes of stating the faculty organization, procedures, practices, regulations, and policies implementing the provisions of this Constitution. The Bylaws shall contain, at least, the procedures for and regulations governing the election of the Faculty Marshal, the representatives of the University Faculty in the Academic Senate of the California State University, and the members of the Academic Senate; the procedures for, organization of, and regulations governing the commissions, committees, and other bodies of the University Faculty; the procedures for and regulations governing the formal and official consultation and recommendation responsibilities of the University Faculty and its Senate; and the procedures for regulations governing the conduct of the business of the University Faculty and its Senate. The Bylaws may provide for standing rules for the operation throughout the year of the meetings of the University Faculty and for the year-round operation of the Academic Senate, commissions, committees, and other bodies, provided that the standing rules do not conflict with the provisions of this Constitution or the Bylaws of the University Faculty.

26. SECTION 2: The Bylaws of the University Faculty shall be adopted by a two-thirds favorable vote in an election in which a majority of the persons eligible to be Regular Members of the University Faculty under this Constitution cast votes. The election shall be conducted by the incumbent faculty secretary.

30. SECTION 3: Amendments to the Bylaws of the University Faculty shall be made by the University Faculty by a majority vote in an election in which a majority of the Regular Members cast votes.

33. SECTION 4: Statements of policy and procedures adopted by the Academic Senate and approved by the President of the University shall be published along with the Bylaws of the University Faculty for the information of the University Faculty.
ARTICLE X
AMENDMENTS TO THE CONSTITUTION

1. SECTION 1: The University Faculty may vote to amend this Constitution in an election in which a majority of the regular members vote. An amendment shall be adopted by the University Faculty when two-thirds of the members voting approve the amendment. The University Faculty shall not delegate the power to amend this Constitution except in pro forma cases provided for in Section 5 of this Article.

2. SECTION 2: An amendment of the Constitution shall become a part of the Constitution when the University Faculty has voted to amend and the President of the University has ratified the amendment.

3. SECTION 3: An amendment to this Constitution may be proposed by:

   A. the Academic Senate, by a two-thirds majority vote of those voting;
   B. the President of the University; or
   C. five percent (5%) of the Regular Members of the University Faculty.

4. SECTION 4: Proposed amendments shall be presented to the Secretary of the Academic Senate. The Secretary shall distribute copies of each proposed amendment qualified for election, within five (5) academic days of receipt, to all Regular Members of the University Faculty. An election shall be held on each such proposed amendment not less than ten (10) or no more than twenty (20) academic days after it has been distributed to the University Faculty.

5. SECTION 5: Whenever an official reorganization of the University requires alterations in this Constitution, involving such matters as changes in names, titles, and structures of subdivisions of the University, the Academic Senate shall establish an ad hoc committee to make the changes in the Constitution necessary to accommodate the new organization. If any such reorganization requires a change of substantive nature, the amendment shall be submitted to the University Faculty; if an amendment is nominal and mechanical, it may be approved by two-thirds of the Academic Senate present and voting, provided that upon petition by five percent (5%) of the Regular Members of the University Faculty, such an amendment shall be submitted to the University Faculty for a vote.

ARTICLE XI
ADOPTION OF THIS CONSTITUTION

1. SECTION 1: This Constitution shall be deemed adopted, replacing the previously existing Constitution, when:

   A. after an election conducted by the heretofore existing Representative Assembly, in which it is approved by two-thirds of the heretofore existing Faculty Senate voting, provided that no fewer than one-half of the members cast ballots; and
   B. the President of the University shall have ratified it.
Article XI, Section 2

1. **SECTION 2**: Upon adoption of this Constitution, the Representative Assembly of the
2. heretofore existing Faculty Senate shall issue a call for an election of the new
3. Academic Senate under the provisions of this Constitution. Upon the
4. satisfactory completion of the election of the new Academic Senate, the
5. previously existing Representative Assembly shall disband, and the new
6. Academic Senate shall assume office. Until such time as the Bylaws of the
7. University Faculty have been approved by the University Faculty and the
8. relevant provisions have been implemented, the provisions for committees, the
9. policies, and the regulations of the faculty under the previous Constitution
10. shall remain in effect. Points of disagreement between provisions of the
11. previous Constitution and this Constitution shall be resolved by the Academic
12. Senate and the President of the University, jointly, using the new Constitution
13. as a guide.

14. **SECTION 3**: Upon the adoption and ratification of this Constitution, each department and
15. division shall organize its faculty in accordance with the provisions of this
16. Constitution. Official consultation concerning the offerings of a department
17. or of a division, or concerning the nomination and review of the
18. administration of a department or of a division, shall be made through the
19. faculty of the department or division.

9/96
rev. 9/05
CALIFORNIA STATE UNIVERSITY, EAST BAY
BYLAWS OF THE UNIVERSITY FACULTY
PREAMBLE

1. These Bylaws are established by the University Faculty to give effect to the provisions of the
2. Constitution of the University Faculty approved by the Faculty on February 28, 1969. As
3. authorized by Article IV of the Constitution, the Bylaws of the University Faculty provide the
4. specific procedures and regulations governing the operation of the University and its
5. subdivisions.

ARTICLE I
MEMBERSHIP IN THE UNIVERSITY FACULTY

6. SECTION 1 The following definitions are to be used in determining the eligibility of a
7. Definition faculty member to hold status as a regular member of the University Faculty:
8. "Full-time" - a person is employed in the University at full salary for his/her
9. position;
10. "Annual" - the employee of the University is appointed to serve for a full
11. academic year (three or four quarters) at a time;
12. "Academic" - an employee of the University who is assigned to teaching or
13. research or to departmental administration. (See Constitution: Article II,
14. Section 2; Article III, Section 2.)

15. SECTION 2 The Faculty Marshal, the Chair of the Academic Senate and the Secretary of the
16. Membership Academic Senate, with the Faculty Marshal as Chair, shall serve as the
17. Committee Membership Committee of the University Faculty. At the beginning of each
18. quarter, this committee shall determine and publish the names of those
19. qualified for membership as regular members of the College, Department, and
20. University Faculties. The Membership Committee shall make a ruling when a
21. dispute arises. If any regular member of the University Faculty challenges
22. this ruling, the matter shall be referred to the Academic Senate.

23. SECTION 3 A regular member of any faculty on leave of absence from the University
24. Regular Mem-
25. bers on Leave remains a regular member of that faculty.

26. SECTION 4 Upon retirement, a tenured regular member of the faculty who has a minimum
27. Emeriti of twelve years of full-time service to the University or, on the basis of
28. Members exceptional contributions has been recommended by his or her academic
29. department or division and approved by the President, shall be granted
30. emeritus/emerita status.

31. SECTION 5 The Membership Committee of the University Faculty may obtain a current
32. Emeriti list of the emeriti faculty from the Academic Affairs Office and shall provide
33. Members accurate rosters for elections of the emeriti representative to the Academic
34. Senate.
ARTICLE II
OFFICERS OF THE UNIVERSITY FACULTY

EXTRA-CONSTITUTIONAL DUTIES

1. **SECTION 1**
   In addition to the duties inherent in their offices and the duties charged to
2. **Additional**
   them by the Constitution,
3. **Duties of**
   1. The President of the University shall preside at meetings of the University
4. **Officers**
   Faculty except as provided in Article III, Section 3, and he/she shall be
5. **Chair of the University**
   Faculty Agenda Committee.
6. 2. The Vice Chair of the Academic Senate shall assume the duties of the
7. **Chair in his/her absence.**
8. 3. The Chair of the Academic Senate shall supervise the Office of the
9. **Academic Senate.**
10. 4. The Faculty Marshal shall preside at meetings of the University Faculty as
11. provided in Article III, Section 3; he/she shall serve as Chair of the
12. **University Faculty Membership Committee; and he/she shall assemble and**
13. lead the faculty in academic processions.

ARTICLE III
MEETINGS OF THE UNIVERSITY FACULTY

14. **SECTION 1**
   The University Faculty Agenda Committee shall convene meetings of the
15. **Convening of**
   University Faculty at the request of:
16. **Meetings**
   A. The President of the University;
17. **B.**
   B. The Academic Senate;
18. **C.**
   C. Five percent of the regular members of the University Faculty, who shall
19. **make their request by means of petition.**
20. Requests made to the University Faculty Agenda Committee shall list the
21. **subjects to be considered.**
22. **The University President shall preside at Agenda Committee meetings.**
23. **SECTION 2**
   Requests for a University Faculty Meeting shall be addressed to the
24. **Scheduling**
   University President. Following the receipt of the request, he/she shall
25. **of Meetings**
   schedule an Agenda Committee meeting in not more than three academic
26. **days.**
   A majority of this Committee shall constitute a quorum. The Agenda
27. **Committee shall then schedule**
   the University Faculty meeting to be held
28. **within ten academic days**
   and shall prepare and publish the agenda for the
29. **meeting.**
   Faculty members should receive written notification of time, place,
30. **and agenda at least three academic days prior to the meeting except under**
31. **emergency conditions as defined by the Agenda Committee.**
32. **SECTION 3**
   The President of the University shall serve as the presiding officer of the
33. **Presiding**
   meetings of the University Faculty except that:
34. **Officers**
   A. he/she may delegate the responsibility to the Chair of the Academic
35. **Senate or to the Faculty**
   Marshal; and
36. **B.**
   B. The Chair of the Academic Senate shall preside when a recommendation
37. **of the University Faculty to the President of the University is under**
38. **consideration.**
ARTICLE IV
OFFICERS OF THE ACADEMIC SENATE AND THE EXECUTIVE COMMITTEE

1. SECTION 1  The officers of the Academic Senate shall be the Chair, the Vice Chair, and the Secretary.

2. Officers

3. SECTION 2  The Chair of the Academic Senate shall preside at its meetings. When the Chair is absent, or when he/she relinquishes the Chair in order to participate in discussion, the Vice Chair shall preside.

4. Duties of Chair

5. & Vice Chair

6. SECTION 3  The Secretary of the Academic Senate shall keep the records of the Academic Senate, of the Executive Committee, and of the University Faculty.

7. Duties of the Secretary

8. 9. SECTION 4  At any meeting of the Academic Senate at which neither the Chair nor the Vice Chair is present, the Senate shall, for that meeting only, elect a Chair pro tempore.

10. Chair

11. Pro Tempore

12. SECTION 5  The Officers of the Academic Senate, the President of the University, the Executive Committee, California State University, and five persons elected by the Academic Senate from among its members shall serve as the Executive Committee of the Academic Senate. The Committee shall supervise the work of the Senate and prepare the agenda for its meetings. In considering a submission for the agenda of the Senate, the Executive Committee may place it on the agenda or make appropriate referral. If the Executive Committee makes any revision in form or in substance before placing an item on the agenda, the nature and extent of the revisions shall be reported to the Senate and to the originator.

13. Executive

14. Committee

15. 16. SECTION 6  When considering personnel matters relating directly to individual members of the faculty or the administration, the Executive Committee shall meet in executive session.

17. Personnel

18. Matters

19. 20. SECTION 7  Only the Staff Representative, the Statewide Academic Senators, the newly elected Standing Committee Chairs, the newly elected Academic Senators, and those Academic Senators in the middle of an elected two-year term are eligible to vote in the organizational meeting of the new Academic Senate.

21. Organizational

22. Meeting

23. Voting

24. 25. Absentee and/or proxy voting shall not be permitted.
ARTICLE V
GENERAL PROCEDURES FOR THE CONDUCT OF BUSINESS
OF THE UNIVERSITY FACULTIES AND THE ACADEMIC SENATE

1. SECTION 1 Meetings of the University Faculties and the Academic Senate shall be guided
   by generally accepted rules of parliamentary procedure except on points
   where standing rules direct otherwise.

2. SECTION 2 The Academic Senate shall adopt standing rules; and these shall include
   provisions for conducting the business of the Senate throughout the
   University year. The several University Faculties may adopt standing rules.

(See Constitution: Article II, III, IV.)

3. SECTION 3 1. Voting at meetings of the University Faculties, Academic Senate and
   Executive Committee shall be by voice unless a show of hands or a
   division of the house is requested by a member. A written ballot shall be
   required for every contested election to office, and shall be permitted as a
   method of voting in other cases upon concurrence of a majority of the
   members present.

2. Each eligible voting member shall have one vote.

3. Voting by email is permitted when issues need immediate action by the
   Senate or its committees. If there is a substantive objection by a member,
   email voting will be suspended and the matter will either wait for the next
   meeting or a special meeting may be called. Voting may only be
   administered by the Chair of the committee or by the Senate Office.

4. SECTION 4 The Secretary of the Academic Senate shall keep minutes for each meeting of
   the University Faculty, and of the Academic Senate. These shall be
   a summary of the discussion on every matter of importance. Every motion
   which has been made at the meeting shall be contained in the minutes and the
   disposition of each one of them shall be made clear. Any counting of votes
   made at the meeting shall be recorded in the minutes. Other faculties should
   provide for the keeping of minutes.

5. SECTION 5 A quorum of the University Faculty for any meeting shall be 25% of the
   whole regular membership. A quorum for the Academic Senate shall be 50%
   of the faculty members who have been elected at-large and from the Colleges.
   Other faculties of the University may establish whatever quorums they deem
   appropriate.

6. SECTION 6 The presiding officers of each of the University Faculties and the Academic
   Senate may appoint a parliamentarian who shall advise on procedural
   rulings at the request of the presiding officer. Parliamentarians shall be
   guided by generally accepted rules of parliamentary procedure, and by
   standing rules where they have been adopted.

7. SECTION 7 The University Faculties and the Academic Senate may grant the privilege of
   the floor to non-members by a vote of a majority of the members present.

8. SECTION 8 The faculty of each College and each Division having College status (as
   defined in Article III, Section 8 of the Constitution) shall establish election
   and recall procedures, which shall apply to the College representatives on the
   Academic Senate and its committees, and such other election as the College or
   Division may determine. The procedures shall be subject to the approval of
   the Academic Senate.
ARTICLE VI
UNIVERSITY-WIDE ELECTION PROCEDURES

1. SECTION 1 Annual elections shall be held to elect a Faculty Marshal, Academic Senators and representatives-at-large to the Academic Senate. The results of these elections shall be announced no later than three days following the election or before April 25. The term of each person elected in an annual election shall begin on June 15th, except that the term of an Academic Senator of The California State University shall begin on or before June 15th (beginning with the organizational meeting of the CSU Senate).

2. SECTION 2

a. Faculty Marshal. The Faculty Marshal shall serve a term of one year. He/she may be re-elected, but may not serve more than two successive terms.

b. Academic Senators. Each representative to the Academic Senate, except the lecturer and student representatives (see Articles IX and XII), shall be elected for a term of two years and may serve two consecutive terms. Having served such consecutive terms, he/she shall not be eligible to serve again within a year. A person elected to serve out the unexpired term of another shall be eligible for election to two two-year terms of his/her own, provided no person shall serve more than five consecutive years.

c. Balance of Alternation. When necessary and notwithstanding provisions in Part b of this Section, before each election the Faculty Marshal shall assign to each College the number of one-year terms that will establish or maintain a balance of alternation.

3. SECTION 3 The Executive Committee of the Academic Senate (see Article IV, Section Nominations 5) shall make nominations for the offices listed in Section 1, assuring that there are at least two nominees for each position to be filled, and shall process additional nominations received by petition. Each person nominated shall have given his/her written consent (via email is acceptable) to having his/her name appear on the ballot. In conducting the nominating process, the Committee shall follow these procedures, using either electronic or hard copy distribution:

A. Not less than ten academic days before the scheduled election the Committee shall publish to the University Faculty a statement of the positions to be filled, a list of continuing members of the Academic Senate and continuing Academic Senators of The California State University, (when there is a seat in the Senate, California State University to be filled), and a preliminary list of nominees.

B. For a period of five academic days after the publishing of the preliminary list the Committee shall accept nominating petitions from the faculty. A petition to nominate must bear the signatures of the nominee and five other regular members of the University Faculty. Each petition shall be forwarded to the Committee through the Office of the Academic Senate.

C. After the last day for nomination by petition, the Committee shall certify the eligibility of each nominee.
1. **SECTION 4**  Voting for all officers listed in Section 1 shall be by mail ballot, which can be either electronic voting or by hard copy, as long as voting anonymity is ensured. In each annual election, balloting shall continue for ten consecutive academic days. Results shall be announced within three academic days after the last day of balloting.

2. **SECTION 5**  The Executive Committee (see Article IV, Section 5) shall supervise mail ballots. The Committee shall proceed in the following way:

3. **Mail Ballots**  A. The Committee shall send to each member of the University faculty eligible to vote in the election a "Notice of Election by Mail." The notice shall state the offices to be filled and/or items to be voted upon (together with information showing the source of each item, and any action taken on each item by the Academic Senate), the ballot and return envelopes and a statement of the procedures and time limits for voting.

4. B. The Committee shall also:

5. (1) ensure anonymity in balloting;

6. (2) check the roster of those eligible to vote against the ballots received;

7. (3) arrange for the counting of the ballots, and announce the results of election within three academic days after balloting has been completed; and

8. (4) if ties occur, determine the rank order of the tied nominees by drawing lots and giving the winner of the drawing the higher and the loser the next lower rank in the balloting.

9. **SECTION 6**  Upon receiving a report from the Executive Committee the Academic Senate may, if there be cause, invalidate an election, or any part of it, and require that another election be held.

10. **SECTION 7**  If an office listed in Section 1 becomes vacant for more than one quarter, the Academic Senate shall nominate at least two persons and select one of them by written ballot to serve the period of absence. If such an office becomes vacant with one quarter or less remaining in the term of office, the Executive Committee may fill the vacancy by appointment for the balance of the term. If an Academic Senator of The California State University is temporarily unable to perform his/her duties as Senator, the Executive Committee may appoint an alternate Senator to fulfill the obligations of that office during the Senator's absence.

11. **SECTION 8**  If a petition requesting the recall of an officer listed in Section 1 is filed with the Executive Committee, it shall conduct an election by mail (electronic or hard copy) in accordance with the provisions established herein. The question shall be put, "Shall (name of office holder and office he/she holds) be recalled?" If a majority of those voting favor recall, the position shall be declared vacant and shall be filled as prescribed in Section 7.
ARTICLE VII
REPRESENTATION OF COLLEGES IN THE ACADEMIC SENATE

1. SECTION 1 For the purposes of representation in the Academic Senate, the Division of
2. Divisions treat-
ed as Colleges Libraries shall be treated as a College. (See also, Article XVI, Section 2,
3. below.)
4. SECTION 2 In the Winter Quarter of each year the Faculty Marshal, in consultation with
5. Proportional the Executive Committee, shall allocate to each College Faculty the number of
6. Represen-
tation in the Senate representatives to which it is entitled. The allocation of 25 College
7. Academic representatives to the several Colleges shall be proportional to the number of
8. Senate regular members in the College Faculties, provided no College shall be
9. unrepresented. Taking into consideration the number of continuing
10. representatives of each College, the Faculty Marshal shall inform each
11. College Dean of the number of representatives to be elected to one- and
12. two-year terms. If a College would be over-represented by the continuance in
13. office of its representatives who have unexpired terms, the Faculty Marshal
14. shall notify the College Dean of the need to relinquish representative(s). The
15. College Faculty shall determine which representative(s) shall be removed.

16. SECTION 3 After the announcement of the results of the election of representatives-at-
17. Election of large of the Academic Senate, each College Faculty shall elect to the
18. College Represen-
tenative the number of representatives to which it is entitled. The elections
19. tatives in the shall be completed by May 15 and the results of these elections shall be
20. Academic Senate certified to the Faculty Marshal, who will announce them to the University.
21. SECTION 4 Whenever a College Faculty is disband because of reorganization of the
22. Disbandment University, all of its representatives shall resign from the Academic Senate.
23. Of Colleges The Faculty Marshal shall then determine the necessary adjustment in the
24. distribution of College representatives, and shall notify the Dean of each
25. College which has gained a seat, or seats, because of the adjustment.
26. Each such College, following regular election procedures, shall elect its
27. newly acquired representative(s) for term(s) which will maintain the
28. balance of alternation.

29. SECTION 5 If a vacancy of more than one quarter occurs in the representation of a
30. Vacancies College, the Executive Committee shall request the College or Division to
31. in College hold a special election to fill the vacancy for the period of absence, following
32. Represen-
tation regular election procedures. If the vacancy is for one quarter or less, the
33. Executive Committee may appoint a member of the appropriate College or
34. Division to fill the vacancy.
ARTICLE VIII
REPRESENTATION OF EMERITI IN THE ACADEMIC SENATE

1. SECTION 1 In Spring Quarter, the Executive Committee shall request the secretary of the
   2. Emeritus/a Academic Senate to arrange for the selection of one (1) emeritus/emerita
   3. Member of the Academic Senate. The emeriti electorate is defined as those
   4. the Academic individuals who have achieved emeritus or emerita status, according to Article
   5. Senate I, Section 4, of these Faculty Bylaws.

6. SECTION 2 The nomination and election of an emeriti faculty representative shall be
   7. Election of completed by May 15 and the results of the election shall be certified to the
   8. Emeritus/a Faculty Marshal, who will announce them to the University. The term of the
   9. Member elected Senator shall begin on June 15 and shall run for a period of two (2)
   10. of the years.
   11. Academic The Executive Committee of the Academic Senate shall make nominations,
   12. Senate assuring that there shall be at least two nominees for the position to be filled,
   13. and shall process additional nominations received by petition. Each person
   14. nominated shall have given his/her written consent to having his/her name
   15. appear on the ballot. In conducting the nominating process, the Executive
   16. Committee shall follow these procedures:
   17. A. Not less than ten academic days before the scheduled election, the
   18. Executive Committee shall develop a preliminary list of nominees and
   19. have it mailed to the emeriti faculty in accord with Article VI, Section 5
   20. of the Bylaws of the University Faculty.
   21. B. For a period of ten (10) academic days after the mailing of the preliminary
   22. list, the Executive Committee shall accept further nominations for the
   23. emeritus/a seat, including self-nominations. All nominations must bear
   24. the signature of the nominee. Each nomination shall be forwarded to the
   25. Executive Committee through the Office of the Academic Senate.
   26. C. After the last day for nominations by petition, the Executive Committee
   27. shall certify the eligibility of each nominee. Each eligible Professor
   28. Emeritus or Emerita shall be allowed to vote for one candidate. Voting
   29. shall be in accordance with Article VI, Sections 4 and 5 of the Faculty
   30. Bylaws.
   31. D. If a vacancy of one year or more occurs in the representation of the emeriti
   32. faculty, the Executive Committee shall conduct a special election to fill
   33. the vacancy for the remainder of that term from among the emeriti
   34. electorate. If the vacancy is for less than one year, the Executive
   35. Committee may appoint an emeritus/emerita faculty member to fill the
   36. vacancy for the remainder of the term.
ARTICLE IX
REPRESENTATION OF LECTURERS IN THE ACADEMIC SENATE

1. SECTION 1 In Spring Quarter, the Executive Committee shall request the secretary of the Lecturer Academic Senate to arrange for the election of four (4) at-large lecturer Members members of the Academic Senate. The lecturer electorate is defined as those individuals who have annual appointments of half-time or more, Academic except for CSUEB graduate students, as defined by Article XII, Section 1 of the Senate Faculty Bylaws. A lecturer representative will serve a one-year term and may serve for four consecutive terms.

8. SECTION 2 The nomination and election of lecturer representatives shall be completed by Election of May 15 and the results of the election shall be certified to the Faculty Lecturer Marshal, who will announce them to the University. The term of each person Members elected shall begin on June 15.

12. to the The Executive Committee of the Academic Senate shall make nominations, Academic assuring that there are at least five nominees for the four positions to be Senate filled, and shall process additional nominations received by petition. Each person nominated shall have given his/her written consent to having his/her name appear on the ballot. In conducting the nominating process, the Executive Committee shall follow these procedures:

18. A. Not less than ten academic days before the scheduled election, the Executive Committee shall publish a preliminary list of nominees.

19. B. For a period of five academic days after the publishing of the preliminary list, the Executive Committee shall accept nominating petitions from the lecturers. A petition to nominate must bear the signatures of the nominee and three other lecturers. Each petition shall be forwarded to the Executive Committee through the Office of the Academic Senate.

25. C. After the last day for nomination by petition, the Executive Committee shall certify the eligibility of each nominee. Each eligible lecturer shall be allowed to vote for four candidates. Voting shall be in accordance with Article VI, Sections 4 and 5 of the Faculty Bylaws.

29. D. If two or more candidates from the same College have been nominated, the Executive Committee shall limit to one the number of representatives that may be elected from each College, except when there is an insufficient number of candidates from other Colleges to fill the vacant offices.

33. E. If a vacancy occurs in the representation of the lecturer electorate, the Executive Committee shall appoint a member of the lecturer electorate to fill the vacancy for the remainder of the term.
ARTICLE X
REPRESENTATION OF THE STUDENT SERVICES ELECTORATE IN THE ACADEMIC SENATE

1. SECTION 1  The Student Services electorate is defined as those student services professionals (in both the Academic Affairs and Student Affairs Divisions) classified SSP III or higher. Questions regarding the interpretation of this definition shall be referred to the Executive Committee for resolution.

2. SECTION 2  The Student Services electorate shall elect two (2) representatives to the Academic Senate, one (1) representative to the Committee on Academic Planning and Resources, and one (1) representative to the Committee on Instruction and Curriculum. The terms of the two elected to two-year terms that commence June 15. The terms of the two Academic Senators shall be staggered. In Spring Quarter, the Executive Committee shall request the Secretary of the Academic Senate to arrange for an election to fill the vacancies to be created by expiring terms. The election shall be completed by May 15 and the results of the election shall be certified to the Faculty Marshal, who will announce them to the University.

3. SECTION 3  If a vacancy of more than one quarter occurs in the representation of the Student Services electorate, the Executive Committee shall request the electorate to hold a special election to fill the vacancy for the period of absence. If the vacancy is for one quarter or less, the Executive Committee may appoint a member of the electorate to fill the vacancy.

ARTICLE XI
REPRESENTATION OF STAFF IN THE ACADEMIC SENATE

This has been changed to conform with 03-04 BEC 10, approved by the Senate in 03-04, as an interim procedure which will be used until an acceptable permanent procedure is adopted.

21. SECTION 1  Every permanent staff employee of California State University, East Bay, excluding MPP employees and anyone already represented in an electorate is eligible to serve as a Staff member representative.

22. SECTION 2  The Senate Office shall call for self-nominations via mass email in the first week of March each year, when needed. The Executive Committee of the Academic Senate shall approve the ballot and the Academic Senate will elect a staff member from those on the ballot at its first meeting in Spring Quarter. The Staff representative shall be appointed for a two-year term, commencing June 15.

23. SECTION 3  If a vacancy occurs in the Staff representation, the Executive Committee shall appoint a replacement for 1 quarter or until an election by the Senate can take place.
ARTICLE XII
STUDENT MEMBERSHIP ON THE ACADEMIC SENATE
AND ON STANDING COMMITTEES

1. SECTION 1  In the Spring Quarter the Associated Students Chair will arrange for the
election of seven (7) student members of the Academic Senate and two (2)
student members to each Standing Committee except the Faculty Affairs
Committee and the Committee on Budget and Resource Allocation. Student
representatives shall be elected to one-year terms that commence June 15.

The following criteria shall apply in determining eligibility:

A. Qualifications
   1. Candidates for Student Senator to the Academic Senate must have
      earned no fewer than 21 units of academic credit, with a GPA of 2.0 or
      better, during the twelve months immediately preceding the term in
      which the filing of candidacy occurs.
   2. Candidates for student member on a Standing Committee of the
      Academic Senate must have completed at least one quarter at CSUEB
      with a GPA of 2.0 or better prior to filing candidacy for office.
   3. All candidates must be enrolled for and earn a minimum of seven (7)
      units during the term in which the election is held, maintaining a 2.0
      grade point average.
   4. Candidates must be in good standing at CSUEB.
   5. A representative or committee member may run for consecutive terms.

B. Eligibility for Holding Positions of Student Senator or Standing
   Committee Member of the Academic Senate
   1. Student must be in good standing.
   2. Student must be registered for seven (7) or more units and earn a
      minimum of a 2.0 grade point average for these units.

C. Procedures for Election
   1. The procedures for election to student positions on the Academic
      Senate shall be those contained in the Associated Students Election
      Code.
   2. A vacant student position with an unexpired term of less than one year
      shall be filled by appointment by the Associated Students Board of
      Directors for the remainder of the unexpired term, subject to
      Academic Senate approval.

D. Graduate Student defined: Any student who has classified or unclassified
   Graduate status.

ARTICLE XIII
LIAISON OFFICERS OF THE UNIVERSITY FACULTY

35. SECTION 1  STUDENT AFFAIRS LIAISON OFFICER (SALO)
36. Student  A. The Academic Senate shall elect for a two-year term a tenured regular
            faculty member to serve as Student Affairs Liaison Officer. The election
37. Affairs   shall normally take place in the year preceding the term of office.
38. Liaison   B. The Executive Committee of the Academic Senate may nominate
39. Officer   candidates for Student Affairs Liaison Officer. The Academic Senate may
make additional nominations. A vacancy in the position shall be filled for
the remainder of the two-year term by the same procedure.
C. The same person may be elected to serve additional consecutive terms.
D. The duties of the Student Affairs Liaison Officer shall be to:
   1. Consult regularly with administrators who have assigned
      responsibilities in student affairs, with the representatives of the
      Associated Students, and, as appropriate, with Faculty Standing Com-
      mittees about policies, activities, and issues affecting the welfare of
      students of the University;
   2. Report regularly, as requested by the Executive Committee, to the
      Academic Senate on matters affecting student welfare;
   3. Recommend as appropriate further review, study, or action by the
      Academic Senate or Executive Committee on matters affecting student
      welfare.

SECTION 2 AFFIRMATIVE ACTION LIAISON OFFICER (AALO)
A. The Academic Senate shall elect for a two-year term a tenured regular
   faculty member to serve as Affirmative Action Liaison Officer. The
   election shall normally take place in the year preceding the term of office.
B. The Executive Committee of the Academic Senate may nominate
   candidates for Affirmative Action Liaison Officer. The Academic Senate
   may make additional nominations. A vacancy in the position shall be
   filled for the remainder of the two-year term by the same procedure.
C. The same person may be elected to serve additional consecutive terms.
D. The duties of the Affirmative Action Liaison Officer shall be to:
   1. Maintain an appropriate liaison with the committees to encourage a
      search in the broadest spectrum possible; consult with other
      administrators who have assigned responsibilities in Affirmative
      Action, and as appropriate, with faculty standing committees about
      policies, activities, and issues affecting Faculty Affirmative Action at
      the University;
   2. Report regularly, as requested by the Executive Committee, to the
      Academic Senate on matters affecting Affirmative Action;
   3. Recommend as appropriate further review, study, or action by the
      Academic Senate or Executive Committee on matters affecting
      Affirmative Action; and
   4. Serve as a clearing-house for system wide policies and procedures
      concerning Faculty Affirmative Action at the University.
   5. Serve as Chair of the Faculty Diversity & Equity Committee (FDEC),
      which is a non-standing committee of the Academic Senate.
ARTICLE XIV
DUTIES OF THE ACADEMIC SENATE

1. SECTION 1 The University Faculty delegates to the Academic Senate the authority to
2. Delegations make recommendations to the President on the subjects listed in Article IV,
3. of Authority Sections 6 and 7, of the Constitution of the University Faculty; and to
4. to the Aca- administer Standing Committees of the Faculty and whatever ad hoc
5. demic Senate committees may be established.
6. SECTION 2 The Academic Senate shall speak for the University Faculty in consultation
7. Conduct of with the President, the Chancellor, and other persons and agencies, except
8. Faculty when the University Faculty chooses to speak for itself. The Senate may
9. Affairs designate its Executive Committee or any of its officers to carry on the
10. consultation in specified instances.
11. SECTION 3 If the Chair of the Academic Senate is unable to obtain a quorum of the
12. Special Senate in the Summer Quarter, the Executive Committee is authorized to act
13. Summer as a consultative body of the University Faculty on urgent matters. All actions
14. Procedures of the Executive Committee shall be subject to ratification by the Academic
15. Senate at its next meeting.

ARTICLE XV
MEETINGS OF THE ACADEMIC SENATE

16. SECTION 1 Regular meetings of the Academic Senate shall be scheduled by the Executive
17. Regular Committee. The Committee shall prepare a proposed agenda and distribute it
18. Meetings along with pertinent materials before each regular meeting, as may be
19. provided by the standing rules.
20. SECTION 2 A special meeting may be called by the Executive Committee for the purpose
21. Special of studying and acting upon urgent items of business. The Committee is
22. Meetings required to call a special meeting when requested by the President of the
23. University, or when petitioned by fifteen members of the Academic Senate.
24. In the case of special meetings, any provisions for notice may be suspended.

ARTICLE XVI
THE COMMITTEE SYSTEM

25. SECTION 1 In the Winter Quarter of each year the Executive Committee shall allocate to
26. Representation each College Faculty the number of representatives on each Standing
27. of Colleges Committee of the University Faculty to which it is entitled. The allocation
28. on Standing shall be proportional to the number of regular members in the College
29. Committees Faculties; except that each College shall have at least one representative
30. on each Standing Committee.
31. SECTION 2 Concurrently with the election of College representatives to the Academic
32. Election of Senate (Article VII, Section 3) each College shall elect the number of
33. College Rep- representatives on each Standing Committee to which it is entitled; the
34. resentatives Division of Libraries shall elect its representatives to the Committees on
35. to Standing Instruction and Curriculum, Academic Planning and Review, Budget and
36. Committees Resource Allocation, and Research. Faculty members of Standing
37. Committees shall be regular members of the University Faculty.
Concurrently with the election of the Student Services electorate representatives to the Academic Senate (Article X, Section 2), the Student Services electorate shall elect one representative to the Committee on Academic Planning and Review and one representative to the Committee on Standing Instruction and Curriculum.

Before the end of the Spring Quarter, the President shall appoint one administrator or faculty member to each committee, except the Committee on Budget and Resource Allocation, where two representatives are to be appointed.

Terms of Office: Student Members shall be governed by the following:

1. For Student Members of Standing Committees: Student members shall be selected for one-year terms. A student member may serve no more than two terms of one year each. A student appointed to serve out the unexpired term of another shall be eligible for additional terms.

2. For Presidential Appointees on Standing Committees: Presidential appointees shall be appointed for one-year terms.

3. For Faculty and Student Services Members of Standing Committees Other Than COBRA: Faculty members and Student Services members shall be elected for two-year overlapping terms. Such members may serve consecutive terms, but having served two terms, shall not be eligible to serve again on the same committee within a year. Such a member elected or appointed to serve out the unexpired term of another shall be eligible for election to two terms of his/her own, provided that no person shall serve more than five consecutive years.

4. For Faculty Members on the Committee on Budget and Resource Allocation (COBRA): Faculty members shall be elected for four-year overlapping terms. There is no term limitation for service on COBRA.

5. Balance of Alternation: When necessary and notwithstanding provisions in Parts 3 and 4 of this Section, the Executive Committee shall provide for a balance of alternation on committees by apportioning one-, two- and four-year terms among the Colleges.

No person shall be a candidate for more than one Standing Committee; no elected faculty, Student Services or student member shall serve on more than one committee.

When a vacancy occurs on a committee it shall be filled for the period of absence in the following ways:

A presidential appointee: The Executive Committee shall request the President to appoint a replacement;

A faculty member: For an absence of more than one quarter, the Executive Committee shall request the College or Division Faculty to provide a replacement. For an absence of one quarter or less, the Executive Committee shall appoint a replacement member from the appropriate College or Division;
1. A Student Services member: The Executive Committee shall request the Vice President of Student Services to provide for the selection of a qualified replacement by a method to be determined by the Student Services electorate;

2. A student member: The Executive Committee shall request the President of the Associated Students to provide for the selection of a qualified student replacement by a method to be determined by the Associated Student Body President and Council.

9. **SECTION 8**

   a. The Executive Committee may terminate the service of any member of committee or subcommittee whose continuance is deemed by a majority of the entire membership of the committee to interfere with the orderly conduct of business.

   b. Ordinarily, any member of a committee or subcommittee who is absent three (3) times in a quarter shall be terminated from service on the committee or subcommittee. The committee chair shall confer with such a member concerning his/her resignation and report the circumstances to the Executive Committee.

18. **SECTION 9**

   1. Each committee shall elect a Chair from among the elected regular faculty representatives whose principal function shall be to organize the business of the committee and to preside at its meetings. The Chair of each committee shall be a voting member, representing his/her committee in the Academic Senate. The Chair of the Committee on Budget and Resource Allocation shall be an elected regular faculty member and shall serve a two-year term, while the term of all other standing committee chairs shall be one year.

   2. At the end of each academic year, the Chair shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

29. **SECTION 10**

   Each committee shall, with the approval of the Executive Committee, establish procedures for the conduct of its business. Only the Committees on Faculty Affairs and Research and their subcommittees may establish procedures containing provisions for closed meetings.

33. **SECTION 11**

   With the consent of the Executive Committee any committee may establish regular subcommittees. These shall report to the committee. The Chair shall appoint the members of subcommittees annually, in consultation with the whole committee and subject to the approval of the Executive Committee. At least one member of each subcommittee shall be an elected faculty member of the committee, with the exception of the Graduate Programs Subcommittee of CIC, on which the Presidential Appointee to CIC may serve rather than an elected faculty member; other members may be drawn from any segment of the University community, except that only faculty members may serve on subcommittees that deal with faculty personnel matters. Members of subcommittees shall be chosen with a view of their special acquaintance with the subjects within the purview of the subcommittee.
1. **SECTION 12**
1. In consultation with the committee, the Chair may establish special subcommittees; and he/she may, with the approval of the Executive Committee, appoint persons who are not members of the committee.
2. **SECTION 13**
2. Special subcommittees shall go out of existence at the end of the academic year.

---

**ARTICLE XVII**

**THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY**

14. **SECTION 1**

**COMMITTEE ON INSTRUCTION AND CURRICULUM (CIC)**

15. **Instruction**
16. and
17. **Curriculum**

A. Duties of the Committee:

1. To make recommendations to the Academic Senate on graduate and undergraduate curriculum;
2. To make recommendations to the Academic Senate on professional curricula, including teacher education;
3. To make recommendations to the Academic Senate on policies relating to academic standards, requirements for granting certificates, teaching credentials, honorary and earned degrees, and honors for scholastic achievement;
4. To make recommendations to the Academic Senate on policies regarding probation, dismissal, and reinstatement of students;
5. To consult on matters relevant to the affairs of the Committee with the Vice President for Academic Affairs or his/her designee, and to report periodically the nature of this consultation to the Executive Committee;
6. To make recommendations to the Academic Senate on requirements for admission to, continuation in, and completion of graduate and undergraduate programs within the limits of the policies of California State University; and
7. To consult, when appropriate, with other Standing Committees.

**SPECIAL PROCEDURES FOR RECOMMENDATION**

B. The Committee on Instruction and Curriculum shall recommend as follows:

1. Curricular change proposals as provided in the Procedures for Faculty Review of Curricular Change Proposals; and
2. To the Academic Senate any action not specifically mentioned above.
1. MEMBERSHIP

C. The Membership of the Committee on Instruction and Curriculum shall be:
   1. Eight (8) members from the Colleges of the University;
   2. One (1) appointee of the President of the University;
   3. One (1) representative of the Library;
   4. One (1) representative of the Student Services electorate;
   5. Two (2) members of the student body of the University, one (1)
      undergraduate and one (1) graduate; and
   6. One (1) non-voting representative of the Division of Extended
      Education.

11. SECTION 2 COMMITTEE ON ACADEMIC PLANNING AND REVIEW (CAPR)

12. Academic A. Duties of the Committee:
   Planning and Review
   1. To recommend to the Academic Senate policies that help the
      University to achieve its long-term academic goals in the
      light of changing conditions;
   2. To evaluate each existing academic program at intervals not to exceed
      five years and to recommend for each program reviewed, within
      eighteen months of the initiation of the review, one of the following:
      continuation without modification, continuation with specified
      modifications, continuation with monitoring by CAPR for a time to be
      specified, or discontinuance;
   3. To review the Academic Master Plan of the University, to consider
      requests for revisions of that Plan, and to make recommendations to
      the Academic Senate for the adoption of each annual phase of revision
      of the Academic Master Plan;
   4. To coordinate long range plans for academic development with
      campus planning of facilities development;
   5. To make recommendations concerning principles and procedures
      (including procedures for faculty consultation) governing the
      development, improvement, and use of the academic facilities of the
      University;
   6. To consult with the appropriate administrators regarding academic
      planning, and campus development, and to report periodically
      the nature of the consultation to the Executive Committee of the
      Academic Senate;
   7. To coordinate long range plans for academic development with
      campus planning of facilities development; and
   8. To consult, when appropriate, with other Standing Committees.
SPECIAL PROCEDURES FOR RECOMMENDATIONS

B. The Committee on Academic Planning and Review shall recommend as follows:

1. To the Academic Senate on matters regarding the performance review of existing programs and the Academic Master Plan;
2. To the Academic Senate on principles and procedures governing the development, improvement, and use of campus facilities; and
3. To the Academic Senate on the use of facilities and the allocation of instructionally related resources.

MEMBERSHIP

C. The membership of the Committee on Academic Planning and Review shall be:

1. Eight (8) members from the Colleges of the University;
2. One (1) appointee of the President of the University;
3. One (1) representative of the Library;
4. One (1) representative of the Student Services electorate;
5. Two (2) members of the student body of the University

SECTION 3

FACULTY AFFAIRS COMMITTEE (FAC)

A. Duties of the Committee:

1. To make policy recommendations concerning:
   a. Professional activities of the University faculty;
   b. The financial support of such activities;
   c. The welfare, rights, privileges, and responsibilities of the University Faculty;
   d. Appointment, retention, tenure, promotion, and other peer review processes;
   e. Professional ethics and disciplinary procedures;
   f. Faculty consultation in the appointment and review of administrative personnel in positions affecting the University Faculty;
   g. The granting of awards and honors to members of the University Faculty; and
   h. The conferring of Emeritus/a status.

2. To consult, when appropriate, with administrators who have assigned responsibilities for faculty affairs and report periodically the nature of this consultation to the Executive Committee; and

3. To consult, when appropriate, with other Standing Committees.

SPECIAL PROCEDURES FOR RECOMMENDATIONS

B. The Faculty Affairs Committee shall recommend as follows:

1. Directly to the Vice President, Academic Affairs, concerning candidates for Distinguished Visiting Professorships, and
2. To the Academic Senate any action not specifically mentioned above.
1. MEMBERSHIP
2. C. The membership of the Faculty Affairs Committee shall be
3. 1. Eight (8) tenured members from the Colleges of the University;
4. 2. One (1) tenured member of the Library Faculty; and
5. 3. One (1) appointee of the President of the University.

6. SECTION 4 COMMITTEE ON RESEARCH
7. Committee
8. 1. To encourage research by members of the University Faculty;
9. Research
10. 2. To disseminate information concerning research support
11. opportunities;
12. 3. To make recommendations to the Academic Senate on general
13. policies and procedures concerning research activities, facilities and
14. support at the University;
15. 4. To make recommendations to the Academic Senate on general
16. policies and procedures concerning inter-university research
17. consortia; and
18. 5. To coordinate with the Committee on Academic Planning and
19. Resources all recommendations for support of research from
20. University budgets.

SPECIAL PROCEDURES FOR RECOMMENDATIONS
B. The Committee on Research shall recommend as follows:
21. 1. Directly to the Foundation concerning research proposals and travel
22. grants supported by funds administered by the Foundation;
23. 2. Directly to the Vice President, Academic Affairs, concerning special
24. leaves or grants for research not supported or administered by the
25. Foundation; and
26. 3. To the Academic Senate any action not specifically mentioned in
27. items 1 and 2 above.

MEMBERSHIP
C. The membership of the Committee on Research shall be:
28. 1. Eight (8) members from the Colleges of the University;
29. 2. One (1) appointee of the President of the University; and
30. 3. One (1) representative of the Library.

34. SECTION 5 COMMITTEE ON BUDGET AND RESOURCE ALLOCATION
(COBRA)
35. Budget and Resource Allocation
36. 1. To recommend to the Academic Senate budgetary processes, priorities
37. and policies that help the University to achieve its long-term academic
38. goals in the light of changing conditions;
39. 2. To investigate, review, report and make recommendations to the
40. Academic Senate on all budgetary issues, not limited to issues directly
41. involving the colleges of the University;
42. 3. To recommend to the Academic Senate processes and procedures for
43. distribution of Lottery Funds;
1. To consult with the appropriate administrators and committees of the administration regarding academic planning, current budget issues, allocation of resources, and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate;

4. To make recommendations concerning principles and procedures (including procedures for faculty consultation) governing the development, improvement, and use of the academic facilities of the University and the allocation of all categories of funds and staff directly related to the instructional program; and

5. To consult, when appropriate, with other Standing Committees.

SPECIAL PROCEDURES FOR RECOMMENDATIONS

B. The Committee on Budget and Resource Allocation shall recommend as follows:

1. To the Academic Senate on principles and procedures governing the development, improvement, and use of campus financial resources;

2. To the Academic Senate on principles and procedures governing the development, improvement, and use of campus facilities; and

3. To the Academic Senate on the use of facilities and the allocation of instructionally related resources.

MEMBERSHIP

C. The membership of the Committee on Budget and Resource Allocation shall be:

1. Nine (9) tenured members from the faculty of the University two from each College and one from the Library;

2. Two (2) appointees of the President of the University, one from Academic Affairs and one from Business Affairs;

D. Members may be required to serve as faculty representatives on other budget-related committees, such as the President’s Budget Advisory Committee.

E. Faculty members shall be elected for four-year, overlapping terms. In the initial election half the members shall be elected for two-year terms. Because it is expected that members of the committee will develop special expertise in budgetary and financial matters, there shall be no term limitation on membership in the committee. It is expected that in ordinary circumstances the Chair of the committee shall be an elected member of the committee and shall serve in that capacity for a minimum of two years.

revised Winter 2007