TO: The Executive Committee, Academic Senate

FROM: Faculty Affairs Committee (FAC)

SUBJECT: Updating and Revision of FAC Policies and Procedures for Committee Operation

PURPOSE: For Action by the Executive Committee of the Academic Senate

ACTION REQUESTED: That the Executive Committee approve updating and revision of FAC Policies and Procedures for Committee Operation, effective upon signature of the President

BACKGROUND INFORMATION: In Fall 2009, the Faculty Affairs Committee reviewed its Policies and Procedures to determine necessary updates and consider possible revisions. The attached revisions reflect simple updates on the following: correct use of Article numbers to correspond with the Bylaws of the University Faculty; accurate quotation of the Bylaws regarding committee duties; the new regular time of committee meetings; the inclusion of a report by the Presidential Appointee on the committee agenda; and the new name of the Retention, Tenure, and Promotion policy and procedures.

The only significant change is deletion of Article V, Section 7B: the section on “Distinguished Visiting Professor Selection,” requiring annual election of a standing subcommittee for this purpose. FAC agreed to the elimination of this section because so few Distinguished Visiting Professors have been appointed in recent years. On March 2, ExComm requested that FAC reconsider incorporating Section 7B into the special subcommittee section of the same document, to keep the selection procedures on the books.

The FAC Chair subsequently determined that, given the generic nature of the category of “special” subcommittee in the FAC Policies and Procedures and the length of the procedures for selecting a Distinguished Visiting Professor, it would be difficult to put the two items together. In addition, the Senate policy on Distinguished Visiting Professors is somewhat lost in the FAC Policies and Procedures, and a free-standing policy would be easier for faculty to locate.

The FAC Chair consulted with Senate Chair on this matter, and it was agreed that FAC should draft a separate policy for the Selection of Distinguished Visiting Professors for approval by the Academic Senate, one that considers all current campus policies pertinent to the selection of visiting faculty.

With that understanding, FAC is resubmitting its revised Policies and Procedures for approval by the Executive Committee.
FACULTY AFFAIRS COMMITTEE
POLICIES AND PROCEDURES FOR COMMITTEE OPERATION

Preamble

As authorized by article XI, Section 9 of Article XVI, Section 3-10 of the Bylaws of the University Faculty, approved February 1971 and revised 8/99, these policies and procedures for the conduct of its operations shall be established on adoption by the majority vote of the members present of the Faculty Affairs Committee and approval by the Executive Committee of the Academic Senate. The committee is governed first and foremost by the Bylaws. The Bylaws articles regarding committee operation and this committee specifically are included in Appendix A. Policies below which quote the Bylaws are highlighted, to point out that these sections cannot be changed without a vote of the entire faculty.

Article I  Membership

Section 1. In accordance with Article XVI, Section 3.C of the Bylaws of the University Faculty, the membership of the Faculty Affairs Committee shall be: eight (8) tenured members from the Schools of the University; one (1) tenured member of the Library Faculty; and one (1) appointee of the President of the University.

Section 2. When an elected member of the Committee has been absent without explanation from three (3) consecutive regular meetings of the Committee that person shall be asked to submit a resignation in order that the position be filled. If he/she refuses to do so, the Committee by a two-thirds vote may declare the position vacant and request that the Executive Committee of the Academic Senate initiate procedures to provide a replacement.

Article II  Officers

Section 1. Responsibility for the conduct of the affairs of the Committee is vested in its Chair and its Secretary, elected annually at its organizational meeting in late Spring by the newly elected and continuing members. Effective conduct of the affairs of the Committee requires the joint effort of its officers and all regular members, based upon the principle of full and open communication.

Section 2. The Chair of the Committee shall preside over the meetings of the Committee. The Chair shall be an ex-officio member of all regular and special subcommittees of the Committee. At the end of each academic year, the Chair (with the assistance of the Secretary) shall report to the Academic Senate concerning actions taken during the year and any unfinished business.

Section 3. In the absence or disability of the Committee Chair, the Committee shall be represented by the Committee Secretary, who shall preside until the return of the Committee Chair or the election of a new Chair. In the absence or disability of both the Committee Chair and the Committee Secretary, the Committee may elect a Chair pro-tem for a specific meeting.

Article III  Duties

Section 1. In accordance with Article XVII, Section 3 of the Bylaws of the University faculty, the duties of the Committee are:

A. “To make policy recommendations concerning:”

1. AProfessional activities of the University Faculty.
2. The financial support of such activities.
3. The welfare, rights, privileges and responsibilities of the University Faculty.
4. The appointment, retention, tenure, promotion and other peer review processes.
5. Professional ethics and disciplinary procedures.
6. Faculty consultation in the appointment and review of administrative personnel in positions affecting the University Faculty.
7. The granting of awards and honors to members of the University Faculty.
8. The conferring of Emeritus status.

B. 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

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

Article IV. Meetings

Section 1. Time and Place. The regular meetings of the Committee shall be 2:40-00 pm to 4:50 pm on the first and third Wednesdays of each month during the academic year at a place to be designated by the Chair, in consultation with the staff of the Office of the Academic Senate.

Section 2. Quorum. Two-thirds of the current membership of the Committee shall constitute a quorum for the transaction of business at its meetings.

Section 3. Minutes. Minutes will be taken by the Committee Secretary and distributed in the manner prescribed by the Executive Committee of the Academic Senate.

Section 4. Closed Meetings. Meetings of the Committee or its sub-committees may be closed to visitors during deliberations on personnel matters. Such closure shall be determined by the Chair, who shall indicate in the published agenda whether the meeting or a portion of it is to be closed.

Section 5. Order of Business. The order of business at regular meetings of the Committee shall be:

1. Approval of the agenda for the meeting
2. Approval of the minutes for the previous meeting
3. Report of the Chair
4. Report of the Presidential Appointee
5. Report of the Subcommittees
6. Items of business
7. Adjournment

Items may be added to the agenda from the floor of the Committee by a two-thirds majority vote of the members present. If the Chair determines that such additions give cause for the deliberations to be closed, the Chair shall so announce before the items are taken up.

Section 6. Agenda
1. The Chair of the Committee will prepare agendum from items submitted to the Chair from other members of the Committee and/or the Executive Committee of the Academic Senate.

2. Agendum will be circulated to the Committee membership within a reasonable amount of time prior to scheduled meetings.

Section 7. Voting

1. Motions made on the floor of the Committee shall be written (this may be done by the Secretary) and read to the Committee prior to the vote.

2. Bylaw V.3 of the University Faculty shall apply to voting by this committee.

3. Those eligible to vote are the tenured, regular faculty elected to the Committee. No person serving on the Committee, not elected by the faculty (or by the Executive Committee of the Academic Senate as a temporary replacement), is eligible to vote. The Presidential Appointee to the Committee, therefore, is not a voting member of the Committee.

Article V. Subcommittees

Section 1. All regular (voting) members of the Committee are expected to assist in the conduct of the affairs of the Committee by full and effective participation as members of regular and special subcommittees.

Section 2. The Chair of the Committee shall appoint the members of subcommittees annually, in consultation with the whole Committee and subject to the approval of the Executive Committee of the Academic Senate. At least one member of each subcommittee shall be an elected member of the Committee; other members may be drawn from any segment of the University Community. Members of subcommittees shall be chosen with a view of their special acquaintance with the subjects within the purview of the subcommittee.

Section 3. In consultation with the Committee, the Chair may establish special subcommittees; and the Chair may, with the approval of the Executive Committee, appoint persons who are not members of the Committee. Special subcommittees shall go out of existence at the end of the academic year.

Section 4. Each regular and special subcommittee shall elect its own chair and shall designate one of its members as reporter to the Faculty Affairs Committee. The chair of a regular subcommittee must be a member of the faculty.

Section 5. Each regular and special subcommittee reports directly to the Faculty Affairs Committee. Unless provided for otherwise in these procedures, the Committee may amend or refer back to subcommittee any recommendation of a subcommittee.

Section 6. Regular Subcommittees The regular subcommittees of the Faculty Affairs Committee are:

1. Promotion Retention, Tenure, and Retention Promotion Policy and Procedures
2. Distinguished Visiting Professor Selection
3. Outstanding Professor Subcommittee
4. Subcommittee on Lecturers
Section 7. Procedures of the Regular Subcommittees

A. Promotion, Retention, Tenure, and Promotion Policy and Procedures

1. The membership of this Subcommittee shall consist of five voting members, at least one of which must be a member of the Faculty Affairs Committee. The membership shall be chosen to be broadly representative of the University Faculty. The Chair of the Faculty Affairs Committee and the Director of Faculty Development (or Presidential Appointee to FAC) shall be ex-officio, non-voting members of the Subcommittee.

2. A quorum shall consist of three voting members of the Subcommittee.

3. The Subcommittee will review and revise the current Promotion, Retention, Tenure, and Promotion Policy and Procedures document(s) as necessary.

4. If the Subcommittee determines that a major revision of any document is required, it shall undertake such a revision only after soliciting the views of the University Faculty.

B. Distinguished Visiting Professor Selection

1. The membership of this Subcommittee shall consist of one tenured member of each School of the University with the Chair of the Faculty Affairs Committee as an ex-officio, non-voting member.

2. In the Spring Quarter of each academic year, the Chair of the Faculty Affairs Committee shall request the School Faculty (via the School Dean) of each School of the University to nominate one of its Members to serve on the Subcommittee.

3. The Chair of the Faculty Affairs Committee shall appoint the nominees to the Subcommittee and shall forward the names of the Subcommittee membership to the Executive Committee for its approval.

4. No member of the Subcommittee may serve four consecutive years.

5. Purposes and Procedures

The purpose of the appointment of Visiting Professors shall be to enrich the life of the academic community of the California State University, Hayward by appointing in residence, for a period not to exceed three consecutive quarters, distinguished persons who are not regular members of the faculty of the University. The Subcommittee shall:

a. Determine the availability of funding for the appointment of Distinguished Visiting Professor(s) for a succeeding school year.

b. Solicit nominations and supporting materials for candidates for Distinguished Visiting Professorship(s) from the departments, faculty, and students of the University. With respect to nominations received, the Subcommittee shall consult with other faculty, students and other members of the University community.
c. In considering the candidates the Subcommittee shall take cognizance of the following points:
   i. The Distinguished Visiting Professorship is not to be considered a path to becoming a regular faculty member. For the purposes of faculty government, the Distinguished Visiting Professor is eligible for special but not regular membership in the University, School, or Department Faculty.
   ii. Consideration will be given to the appointment of persons who have campus-wide appeal and stature and/or to people whose accomplishments and abilities will be of particular value to individual departments. Solicitations of nominations shall include a list of past Distinguished Visiting Professor(s).
   iii. The formal obligations of a Distinguished Visiting Professor will ordinarily be minimized so that the individual may make several public lectures, be available to students for informal discussion, and consult with faculty about his subject field, special programs, teaching methods, etc.
   iv. It is expected that these positions will be rotated among the academic disciplines.

d. Make recommendations on the appointment of Distinguished Visiting Professor(s) for the succeeding school year to the Faculty Affairs Committee, which shall transmit them directly to the Vice President, Academic Affairs. If the Faculty Affairs Committee so desires it may send the recommendation back to the Subcommittee for reconsideration one time, with direction.

CB. Outstanding Professor Selection Subcommittee

1. The membership of this Subcommittee shall consist of four faculty members (at least one of which must be a member of the Faculty Affairs Committee and one of whom shall be the recipient of the prior year=s Outstanding Professor Award, if s/he is still a regular member of the faculty) and one student. The membership shall be chosen to be broadly representative of the University faculty. The Chair of the Committee on Faculty Affairs and the Director of Faculty Development (or Presidential Appointee to FAC), shall be ex-officio non-voting members of the Subcommittee.

2. A quorum shall consist of three members of the Subcommittee.

3. The Subcommittee will review and recommend revision of the current policies and procedures for campus and system selection of Outstanding Professor.

4. The Subcommittee will support and assist in the nomination process through communication with applicants and potential applicants.

5. The Subcommittee will evaluate the candidates and submit the recommended professor=s name to FAC.

6. The Subcommittee will assist the campus nominee with preparation for statewide competition.
1. The membership of this Subcommittee shall consist of six voting members, including three regular members of the faculty and three lecturers whose current contracts are at least one year in duration. At least one of the voting faculty members shall be a member of the Faculty Affairs Committee. The Chair of the Faculty Affairs Committee and the Director of Faculty Development (or Presidential Appointee to FAC) shall serve as ex-officio, non-voting members. (However, the Chair of the Faculty Affairs Committee may vote to break a tie) The membership shall be chosen to be broadly representative of the University Faculty and lecturers.

2. A quorum shall consist of four voting members of the Subcommittee, including two lecturers and two regular faculty.

3. Within the scope of specific charges from the Faculty Affairs Committee, the Subcommittee will review and may recommend changes to current policies and procedures relating to lecturers and may recommend new policies and procedures relating to lecturers.

Article VI. Amendment and Suspension of these Policies and Procedures

Section 1. The Committee shall take final action on proposed amendments, or on proposed new policies and procedures, or on repeal of these policies and procedures only at its regular meetings.

Section 2. Policies and procedures may be added to, amended, or repealed in whole or part, if approved by a two-thirds vote of all the voting members of the Committee, and by the Executive Committee of the Academic Senate.

Section 3. All modifications of existing policies and procedures, and all newly-enacted policies and procedures shall become effective upon approval of the Executive Committee of the Academic Senate unless a later date has been explicitly stated and accepted.

Article VII. Parliamentary Authority

Questions of order not covered by these Policies and Procedures shall be covered by Robert’s Rules of Order, Newly Revised.

Rev. 2/05
Rev. Fall, 2002 (01-02 FAC 13 as amended)
Rev. 11-26-02
Rev. 04-18-03 (02-03 FAC 5 as amended)
Rev. 10/28/03 (02-03 FAC 8)
Proposed revisions 09-10 FAC 4
ARTICLE XVI

THE COMMITTEE SYSTEM

25. **SECTION 1** In the Winter Quarter of each year the Executive Committee shall allocate to each College Faculty the number of representatives on each Standing Committee of the University Faculty to which it is entitled. The allocation shall be proportional to the number of regular members in the College Faculties; except that each College shall have at least one representative on each Standing Committee.

31. **SECTION 2** Concurrently with the election of College representatives to the Academic Senate (Article VII, Section 3) each College shall elect the number of representatives on each Standing Committee to which it is entitled; the Division of Libraries shall elect its representatives to the Committees on Instruction and Curriculum, Academic Planning and Review, Budget and Resource Allocation, and Research. Faculty members of Standing Committees shall be regular members of the University Faculty.

1. **SECTION 3** 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 Instruction and Curriculum.

7. **SECTION 4** Before the end of the Spring Quarter, the President shall appoint one Presidential appointee or faculty member to each committee, except the Committee on Budget and Resource Allocation, where two representatives are to be appointed.

11. **SECTION 5** Terms of Office: Student Members shall be governed by the following:

12. **Terms of Office**: 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 two additional terms.

17. **Terms of Office**: For Presidential Appointees on Standing Committees: Presidential appointees shall be appointed for one-year terms.

19. **Terms of Office**: 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.

23. **Terms of Office**: For Faculty Members on the Committee on Budget and Resource Allocation (COBRA): Faculty members shall be elected for two-year overlapping terms. There is no term limitation for service on COBRA.

27. **Terms of Office**: 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-, and two-year terms among the Colleges.

34. SECTION 6 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.

35. Restrictions on Committee Memberships

36. SECTION 7 When a vacancy occurs on a committee it shall be filled for the period of absence in the following ways:

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

2. 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;

3. 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;

4. 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.

5. SECTION 8 The Executive Committee may terminate the service of any member of a 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.

6. 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.

7. SECTION 9 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 Chairs shall be elected regular faculty members and shall serve a one-year term, with encouragement to the COBRA Chair to serve more than one year.

8. 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.

9. 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.

10. SECTION 11 With the consent of the Executive Committee any committee may establish
33. **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. **Special Subcommittees**
   2. Special subcommittees shall go out of existence at the end of the academic year.

6. **SECTION 13**
   The Chair of each committee shall transmit its recommendations and shall report the results of its consultation to the Executive Committee in the form and manner prescribed by the Standing Rules of the Academic Senate. In those instances in which a committee is authorized to report directly to the President, when recommending a policy matter, the report shall first be placed on the agenda of the Senate, as provided for in the Standing Rules. When recommending specific personnel actions, the report need not be so placed on the agenda.

---

**ARTICLE XVII**

THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY

20. **SECTION 3**

21. **Faculty Affairs Committee (FAC)**

22. **Faculty Affairs**
   1. To make policy recommendations concerning:
      23. **Committee**
         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
38. to the Executive Committee; and
39. To consult, when appropriate, with other Standing Committees.

40. **SPECIAL PROCEDURES FOR RECOMMENDATIONS**
41. **B.** The Faculty Affairs Committee shall recommend as follows:
42. 1. Directly to the Vice President, Academic Affairs, concerning candidates for Distinguished Visiting Professorships, and
43. 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.