



DESIGNATION CODE: 2013-14 BEC 11

DATE SUBMITTED: January 3, 2014

TO: The Academic Senate

FROM: The Executive Committee

SUBJECT: 13-14 BEC 11: Changes to the Constitution and Bylaws of the University
Faculty of CSU East Bay

ACTION REQUESTED: That the Academic Senate approve the following changes to the CSU [East Bay](#) Constitution and Bylaws of the University Faculty and send it to the faculty for a vote of approval on the Winter Quarter ballot.

BACKGROUND:

During Summer 2012, a Constitution and Bylaws Task Force reviewed the current CSU East Bay Constitution and Bylaws document to clarify and update the document's language and policy. Once completed, the report of the C&B Task Force was reviewed by FAC where the edits were further refined. FAC further refined the proposals and sent it to the Senate as 12-13 FAC 9. After some amendments by the Senate, the proposal was sent to the faculty and approved. However, it was rejected by [President Morishita](#). ExCom is resending the document, without the Article IX amendments, to the Senate.

ACTION REQUESTED:

That the Academic Senate place the following amendments to Constitution and Bylaws of the University Faculty on the faculty ballot for Winter Quarter. If approved by 2/3rds of the University Faculty voting, the amendments will be sent to the President for ratification.

THE CONSTITUTION AND BY LAWS OF THE UNIVERSITY FACULTY
California State University, East Bay

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**CALIFORNIA STATE UNIVERSITY, EAST BAY
THE CONSTITUTION OF THE UNIVERSITY FACULTY**

PREAMBLE

Under the authority of the Trustees of the California State University, final authority and responsibility for the conduct of the affairs of the University are vested in the President of the University. Effective conduct of these affairs requires the joint effort of the President and the University Faculty. Such joint effort, with full and open communication, can realize the high potential of the University.

This Constitution expresses the principles of policy and procedure through which the University Faculty is consulted and makes official recommendations concerning the affairs of the University. It establishes the organization of the University Faculty through which effective recommendations may be made about the operation of the University and the welfare of the faculty members. This Constitution is based upon the policies contained in the "STATEMENT ON GOVERNANCE OF COLLEGES AND UNIVERSITIES" approved by the faculty government and adopted as basic policy of the University by the President of the College in May of 1967.

**ARTICLE I
GOVERNING PRINCIPLES**

SECTION 1: The President of the University has final authority and responsibility for the operation of the University. In conducting the affairs of the University he/she has the responsibility to consult, formally and informally, with the faculty. The faculty has the responsibility to make formal and informal recommendations to the President. This Constitution expresses the nature of the responsibilities to recommend of the faculty at the several levels of organization of the University, the nature of the procedures through which official consultation and recommendation are to occur, and the agencies of the faculty which will make official faculty recommendations.

SECTION 2: In official consultation and recommendation, the organization provided in this Constitution shall be the official voice of the faculty, to maintain current knowledge of the recommendations being made, and to facilitate communication among the members of the University Faculty.

SECTION 3: When official recommendations are made, within the various levels of organization of the faculty and of the University, the group making the recommendation has the right to a full hearing; a prompt response; and the privilege of further consideration should the recommendation not be accepted.

SECTION 4: Recommendations of the faculty should be accorded attention and influence in proportion to the directness with which decisions will touch the competence and the welfare of the faculty.

**ARTICLE II
DEPARTMENT FACULTIES**

SECTION 1: The departments of the University are the primary administrative and academic elements of the University. The operation of the department, its structural

1 organization, and its offerings should reflect most closely the professional
2 judgment of the faculty. In the reorganization of departments, the review of
3 departmental administration, the official assignment of persons as members of the
4 department, and the offerings of the Department Faculty, the Department Faculty
5 is the official body for consultation and recommendation procedures.

6 **SECTION 2:** No person shall be a Regular Member of more than one Department. Every
7 person is a Regular Member of a Department Faculty who:

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

9 B. is officially assigned to a teaching service area administered by the
10 department; and

11 C. holds academic rank of Instructor or higher.

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

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

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

21 **SECTION 5:** The Department Faculty shall have primary responsibility for:

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

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

25 C. establishing a Faculty Council to work with its Department Chair, if it so
26 desires;

27 D. electing members of its Faculty Council; and

28 E. reviewing any decisions of its Faculty Council.

29 **SECTION 6:** The Department Faculty shall have the primary responsibility for
30 recommendations concerning:

31 A. courses, programs, and degrees in its academic discipline;

32 B. instruction and research in its academic discipline;

33 C. requirements, standards, activities, placement, and honors for the students in
34 its courses and programs;

35 D. standards for and evaluation of instruction, advising, research, and ethics in its

- 1 discipline and in its programs;
- 2 E. appointment, retention, tenure, promotion, discipline, leaves of absence, and
3 honors of all members of the department;
- 4 F. development with other departments of interdisciplinary programs which
5 include its academic discipline; and
- 6 G. the nomination and review, at intervals not greater than three (3) years, of its
7 chair, according to procedures specified in the Bylaws of the University
8 Faculty.

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

15 **ARTICLE III**
16 **COLLEGE FACULTIES**

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

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

- 26 A. holds a full-time, annual, academic appointment within the University;
- 27 B. is officially assigned to a teaching service area administered by that College;
28 and
- 29 C. holds academic rank of Instructor or higher.

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

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

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

39 **SECTION 5:** The College Faculty shall have primary responsibility for:

- 1 A. electing persons to the status of Special Member of the College Faculty;
- 2 B. electing members of the Academic Senate representing the College;
- 3 C. establishing any written Bylaws, consistent with this Constitution and with the
- 4 Bylaws of the University Faculty, for its guidance; **and**
- 5 ~~D. establishing a College Assembly to work with its College Dean if it so desires;~~
- 6 ~~E. electing members of its College Assembly; and~~
- 7 D. serving as a Board of Appeals from decisions of the College Assembly.

8 **SECTION 6:** The College Faculty shall have the primary responsibility for recommendations
9 concerning:

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

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

26 **SECTION 8:** The Regular Members of the ~~Division of~~ **University Libraries** shall be the
27 University Librarian and the ~~professional librarians~~ **tenured/tenure track library**
28 **faculty** holding full-time, ~~annual~~ appointments in that division. ~~This division~~ **The**
29 **University Libraries** shall be treated as a College under this Constitution for
30 purposes of defining Regular Membership in the University Faculty (See Article
31 IV, Section 2) and of representation on the Academic Senate (Article V, Section
32 2).

33 **ARTICLE IV**

34 **UNIVERSITY FACULTY**

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

1 recommendation procedures.

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

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

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

- 16 A. the conferring of earned degrees;
- 17 B. the election of the Faculty Marshal and the representatives of the University
18 Faculty on the Academic Senate of the California State University;
- 19 C. establishing its Bylaws to govern the procedures for implementing the
20 provisions of this Constitution;
- 21 D. serving as a Board of Appeals from the decisions of the Academic Senate; and
- 22 E. any other authority delegated to it by higher authority.

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

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

33 **SECTION 6:** The University Faculty shall be consulted on:

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

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

9 **ARTICLE V**
10 **THE ACADEMIC SENATE**

11 **SECTION 1:** The Academic Senate shall:

- 12 A. coordinate the affairs of the University Faculty and its constituent faculties;
- 13 B. make recommendations to the President of the University in the name of the
14 University Faculty under the authority delegated to it in the Bylaws of the
15 University Faculty;
- 16 C. establish and operate a system of committees, as provided in the Bylaws of the
17 University Faculty, to conduct the business of the University Faculty;
- 18 D. serve as the voice of the University Faculty in consultation with the President,
19 the Chancellor, and other persons and agencies, under the authority provided
20 in the Bylaws of the University Faculty;
- 21 E. in consultation with the President, resolve all questions of the interpretation of
22 the Constitution of the University Faculty; and
- 23 F. resolve all questions of the interpretation of the Bylaws of the University
24 Faculty.

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

- 26 A. the President of the University as an ex-officio, non-voting member;
- 27 B. the Provost and Vice President of Academic Affairs, as an ex-officio, voting
28 member;
- 29 C. the representatives of the University in the Academic Senate of the California
30 State University;
- 31 D. twenty-five (25) members elected by and from the Colleges of the University,
32 distributed in proportion to the number of Regular Members in the Colleges,
33 provided that every College shall have at least one member in the Academic
34 Senate;
- 35 E. ten (10) members-at-large, elected by and from the Regular Members of the
36 University Faculty;
- 37 F. one (1) member elected by and from faculty who has achieved
38 emeritus/emerita status, in accordance with Article VIII of the Bylaws of the
39 University Faculty;

- 1 G. four (4) members elected by and from the University lecturers, in accordance
2 with Article IX of the Bylaws of the University Faculty;
- 3 H. two (2) members elected by and from the Student Services electorate, in
4 accordance with Article X of the Bylaws of the University Faculty;
- 5 I. one (1) staff member selected in accordance with Article XI of the Bylaws of
6 the University Faculty;
- 7 J. the same number of members as the smallest College (not including the
8 University Librari~~es~~) selected from among undergraduate or graduate
9 students, in accordance with Article XII of the Bylaws of the University
10 Faculty;
- 11
- 12 K. the chair of each standing committee of the Academic Senate; and
- 13
- 14 L. the immediate past-chair of the Academic Senate.

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

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

19 **ARTICLE VI**
20 **THE UNIVERSITY FACULTY OFFICERS**

21 **SECTION 1:** The officers of the University Faculty shall be the President of the University, the
22 officers of the Academic Senate, the Faculty Marshal, and the representatives of
23 the University Faculty on the Academic Senate of the California State University.
24 These officers shall be the Agenda Committee of the University Faculty.

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

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

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

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

37 **ARTICLE VII**
38 **RECALL OF OFFICERS**

39 **SECTION 1:** The Regular Members of any of the faculties of the University and its
40 subdivisions shall institute an election for the recall of any elected officer or

1 representative of that faculty, as provided in the Bylaws of the University Faculty,
2 when at least fifteen percent (15%) of the Regular Members of his/her
3 constituency have petitioned for a recall election.

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

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

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

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

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

18 **SECTION 7:** The method for recalling a staff representative shall be ~~by a majority vote of same~~
19 ~~body that elected the representative~~ **determined by the Executive Committee,**
20 **upon receipt of petition of at least five percent (5%) of staff members.**

21 **ARTICLE VIII**
22 **STUDENT PARTICIPATION IN FACULTY GOVERNANCE**

23 **SECTION 1:** Student members, with number as specified in Article V, Section 2, J, shall be
24 regular voting members of the Academic Senate.
25

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

32 **ARTICLE IX**
33 **THE BYLAWS OF THE UNIVERSITY FACULTY**

34 **SECTION 1:** The University Faculty shall establish a written set of Bylaws for the purposes of
35 stating the faculty organization, procedures, practices, regulations, and policies
36 implementing the provisions of this Constitution. The Bylaws shall contain, at
37 least, the procedures for and regulations governing the election of the Faculty
38 Marshal, the representatives of the University Faculty in the Academic Senate of
39 the California State University, and the members of the Academic Senate; the
40 procedures for, organization of, and regulations governing the commissions,
41 committees, and other bodies of the University Faculty; the procedures for and
42 regulations governing the formal and official consultation and recommendation

1 responsibilities of the University Faculty and its Senate; and the procedures for
2 regulations governing the conduct of the business of the University Faculty and its
3 Senate. The Bylaws may provide for standing rules for the operation throughout
4 the year of the meetings of the University Faculty and for the year-round
5 operation of the Academic Senate, commissions, committees, and other bodies,
6 provided that the standing rules do not conflict with the provisions of this
7 Constitution or the Bylaws of the University Faculty.

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

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

15
16 **SECTION 4:** Statements of policy and procedures adopted by the Academic Senate and
17 approved by the President of the University shall be published along with the
18 Bylaws of the University Faculty for the information of the University Faculty.

19 **ARTICLE X**
20 **AMENDMENTS TO THE CONSTITUTION**

21 **SECTION 1:** The University Faculty may vote to amend this Constitution in a university-wide
22 election of the regular members. An amendment shall be adopted by the
23 University Faculty when two-thirds of the members voting approve the
24 amendment. University-wide elections shall have a minimum length of ten (10)
25 academic days. The University Faculty shall not delegate the power to amend this
26 Constitution except in *pro forma* cases provided for in Section 5 of this Article.

27 **SECTION 2:** An amendment of the Constitution shall **be effective immediately or on a**
28 **specified date, whichever is later, and** become a part of the Constitution when
29 the University Faculty has voted to amend and the President of the University has
30 ratified the amendment.

31
32 **SECTION 3:** An amendment to this Constitution may be proposed by:

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

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

42 **SECTION 5:** Whenever an official reorganization of the University requires alterations in this

1 Constitution, involving such matters as changes in names, titles, and structures of
2 subdivisions of the University, the Academic Senate shall establish an *ad hoc*
3 committee to make the changes in the Constitution necessary to accommodate the
4 new organization. If any such reorganization requires a change of substantive
5 nature, the amendment shall be submitted to the University Faculty; if an
6 amendment is nominal and mechanical, it may be approved by two-thirds of the
7 Academic Senate present and voting, provided that upon petition by five percent
8 (5%) of the Regular Members of the University Faculty, such an amendment shall
9 be submitted to the University Faculty for a vote.

10 **ARTICLE XI**
11 **ADOPTION OF THIS CONSTITUTION**

12 **SECTION 1:** This Constitution shall be deemed adopted, replacing the previously existing
13 Constitution, when:

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

19 **SECTION 2:** Upon adoption of this Constitution, the Representative Assembly of the
20 heretofore existing Faculty Senate shall issue a call for an election of the new
21 Academic Senate under the provisions of this Constitution. Upon the satisfactory
22 completion of the election of the new Academic Senate, the previously existing
23 Representative Assembly shall disband, and the new Academic Senate shall
24 assume office. Until such time as the Bylaws of the University Faculty have been
25 approved by the University Faculty and the relevant provisions have been
26 implemented, the provisions for committees, the policies, and the regulations of
27 the faculty under the previous Constitution shall remain in effect. Points of
28 disagreement between provisions of the previous Constitution and this
29 Constitution shall be resolved by the Academic Senate and the President of the
30 University, jointly, using the new Constitution as a guide.

31 **SECTION 3:** Upon the adoption and ratification of this Constitution, each department and
32 division shall organize its faculty in accordance with the provisions of this
33 Constitution. Official consultation concerning the offerings of a department or of
34 a division, or concerning the nomination and review of the administration of a
35 department or of a division, shall be made through the faculty of the department
36 or division.
37

38 **ARTICLE XII**
39 **PERIODIC REVIEW OF THE CONSTITUTION AND BYLAWS**

40
41 **SECTION 1:** **The Academic Senate shall call for a review of the Constitution & Bylaws**
42 **every five (5) years to ensure accuracy, consistency, and conformance with**
43 **the collective bargaining agreement between the faculty and the California**
44 **State University.**
45

1 **SECTION 2: The Faculty Affairs Committee will be charged with the review.**

2

3

4 9/96

5 rev. 9/05

6 rev 2/2012

7

**CALIFORNIA STATE UNIVERSITY, EAST BAY
BYLAWS OF THE UNIVERSITY FACULTY
PREAMBLE**

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

ARTICLE I

MEMBERSHIP IN THE UNIVERSITY FACULTY

SECTION 1: Definitions

The following definitions are to be used in determining the eligibility of a faculty member to hold status as a regular member of the University Faculty:

- A. "Full-time" - a person is employed in the University at full salary for his/her position;
- B. "Annual" - the employee of the University is appointed to serve for a full academic year (three or four quarters) at a time;
- C. "Academic" - an employee of the University who is assigned to teaching or research or to departmental administration. (See Constitution: Article II, Section 2; Article III, Section 2.)

SECTION 2: Membership Committee

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

SECTION 3: Regular Members on Leave

A regular member of any faculty on leave of absence from the University remains a regular member of that faculty.

~~**SECTION 4: Emeriti Members**~~

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

SECTION 4: Emeriti Members

- A. Emeriti members of the faculty are defined by the campus policy of Emeritus/a Status.**

- 1 B. The Membership Committee of the University Faculty may obtain a current
2 list of the emeriti faculty from the Academic Affairs Office and shall provide
3 accurate rosters for elections of the emeriti representative to the Academic
4 Senate.

5 **ARTICLE II**
6 **OFFICERS OF THE UNIVERSITY FACULTY**
7 **EXTRA-CONSTITUTIONAL DUTIES**

8 **SECTION 1: Additional Duties of Officers**

9 In addition to the duties inherent in their offices and the duties charged to them by
10 the Constitution,

- 11 A. The President of the University shall preside at meetings of the University
12 Faculty except as provided in Article III, Section 3, and he/she shall be Chair
13 of the University Faculty Agenda Committee.
- 14 B. The Vice Chair of the Academic Senate shall assume the duties of the Chair in
15 his/her absence.
- 16 C. The Chair of the Academic Senate shall supervise the Office of the Academic
17 Senate.
- 18 D. The Faculty Marshal shall preside at meetings of the University Faculty as
19 provided in Article III, Section 3; he/she shall serve as Chair of the University
20 Faculty Membership Committee; and he/she shall assemble and lead the
21 faculty in academic processions.

22 **ARTICLE III**
23 **MEETINGS OF THE UNIVERSITY FACULTY**

24 **SECTION 1: Convening of Meetings**

25 The University Faculty Agenda Committee shall convene meetings of the
26 University Faculty at the request of:

- 27 A. The President of the University;
- 28 B. The Academic Senate;
- 29 C. Five percent of the regular members of the University Faculty, who shall
30 make their request by means of petition.

31 Requests made to the University Faculty Agenda Committee shall list the subjects
32 to be considered. The University President shall preside at Agenda Committee
33 meetings.

34 **SECTION 2: Scheduling of Meetings**

35 Requests for a University Faculty Meeting shall be addressed to the University
36 President. Following the receipt of the request, he/she shall schedule an Agenda
37 Committee meeting in not more than three academic days. A majority of this
38 Committee shall constitute a quorum. The Agenda Committee shall then schedule

1 the University Faculty meeting to be held within ten academic days and shall
2 prepare and publish the agenda for the meeting. Faculty members should receive
3 written notification of time, place, and agenda at least three academic days prior
4 to the meeting except under emergency conditions as defined by the Agenda
5 Committee.

6 **SECTION 3: Presiding Officers**

7 The President of the University shall serve as the presiding officer of the meetings
8 of the University Faculty except that:

9 A. he/she may delegate the responsibility to the Chair of the Academic Senate or
10 to the Faculty Marshal; and

11 B. The Chair of the Academic Senate shall preside when a recommendation of
12 the University Faculty to the President of the University is under
13 consideration.

14 **ARTICLE IV**
15 **OFFICERS OF THE ACADEMIC SENATE AND THE EXECUTIVE COMMITTEE**

16 **SECTION 1: Officers**

17 The officers of the Academic Senate shall be the Chair, the Vice Chair, and the
18 Secretary.

19 **SECTION 2: Duties of Chair and Vice Chair**

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

23 **SECTION 3: Duties of the Secretary**

24 The Secretary of the Academic Senate shall keep the records of the Academic
25 Senate, of the Executive Committee, and of the University Faculty.

26 **SECTION 4: Chair Pro Tempore**

27 At any meeting of the Academic Senate at which neither the Chair nor the Vice
28 Chair is present, **or for any item in the Senate for which both the Chair and**
29 **the Vice Chair wish to participate**, the Senate shall, for that meeting only, elect
30 a Chair *pro tempore*.

31 **SECTION 5: Executive Committee**

32 The Officers of the Academic Senate, the President of the University (as an ex-
33 officio, non-voting member), the Provost and Vice President of Academic Affairs
34 (as an ex-officio, voting member), the immediate Past Chair of the Academic
35 Senate, Academic Senators of the California State University, and five persons
36 elected by the Academic Senate from among its members shall serve as the
37 Executive Committee of the Academic Senate. The Committee shall supervise
38 the work of the Senate and prepare the agenda for its meetings. In considering a

1 submission for the agenda of the Senate, the Executive Committee may place it on
2 the agenda or make appropriate referral. If the Executive Committee makes any
3 revision in form or in substance before placing an item on the agenda, the nature
4 and extent of the revisions shall be reported to the Senate and to the originator.

5 **SECTION 6:** Personnel Matters

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

9 **SECTION 7:** Organizational Meeting Voting

10 Only the **new or continuing** ~~Staff Representative, the Statewide Academic~~
11 ~~Senators, the newly elected Standing Committee Chairs, the newly elected~~
12 ~~Academic Senators,~~ **Members of the Senate** and those Academic Senators in the
13 ~~middle of an elected two-year term~~ are eligible to vote in the organizational
14 meeting of the new Academic Senate. Absentee and/or proxy voting shall not be
15 permitted.

16 **ARTICLE V**
17 **GENERAL PROCEDURES FOR THE CONDUCT OF BUSINESS**
18 **OF THE UNIVERSITY FACULTIES AND THE ACADEMIC ENATE**

19 **SECTION 1:** Parliamentary Procedure

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

23 **SECTION 2:** Standing Rules

24 The Academic Senate shall adopt standing rules; and these shall include
25 provisions for conducting the business of the Senate throughout the University
26 year. The several University Faculties may adopt standing rules. (See
27 Constitution: Article II, III, IV.)

28 **SECTION 3:** Voting

- 29 A. Voting at meetings of the University Faculties, Academic Senate and
30 Executive Committee shall be by voice unless a show of hands or a division of
31 the house is requested by a member. A written ballot shall be required for
32 every contested election to office, and shall be permitted as a method of
33 voting in other cases upon concurrence of a majority of the members present.
- 34 B. Each eligible voting member shall have one vote.
- 35 C. Voting by email is permitted when issues need immediate action by the Senate
36 or its committees. If there is a substantive objection by a member, **as**
37 **determined by the Chair of the voting body**, email voting will be suspended
38 and the matter will either wait for the next meeting or a special meeting may
39 be called. Voting may only be administered by the Chair of the committee or
40 by the Senate Office.

1 or before June fifteenth (15) (beginning with the organizational meeting of the
2 CSU Senate).

3 **SECTION 2: Terms of Office**

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

6 B. *Academic Senators.* ~~Each representative to the Academic Senate, except the~~
7 ~~lecturer and student representatives (see Articles IX and XII),~~ **Each**
8 **representative elected under Article V, sections 2 D), E), F), H) and I) of**
9 **the Constitution** shall be elected for a term of two years and may serve two
10 consecutive terms. Having served such consecutive terms, he/she shall not be
11 eligible to serve again within a year. A person elected to serve out the
12 unexpired term of another shall be eligible for election to two two-year terms
13 of his/ her own, provided no person shall serve more than five consecutive
14 years.

15
16 C. *Balance of Alternation.* When necessary and notwithstanding provisions in
17 Part B of this Section, before each election the Faculty Marshal shall assign to
18 each College the number of one-year terms that will establish or maintain a
19 balance of alternation.

20 **SECTION 3: Nominations**

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

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

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

39 C. After the last day for nomination by petition, the Committee shall certify the
40 eligibility of each nominee.

41 **SECTION 4: Voting**

42 Voting for all officers listed in Section 1 shall be by mail ballot, which can be
43 either electronic voting or by hard copy, as long as voting anonymity is ensured.
44 In each annual election, balloting shall continue for ten consecutive academic
45 days. Results shall be announced within three academic days after the last day of

1 balloting.

2 **SECTION 5: Conducting Mail Ballots**

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

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

11 B. The Committee shall also:

- 12 1) ensure anonymity in balloting;
- 13 2) check the roster of those eligible to vote against the ballots received;
- 14 3) arrange for the counting of the ballots, and announce the results of election
15 within three academic days after balloting has been completed; and
- 16 4) if ties occur, determine the rank order of the tied nominees by drawing lots
17 and giving the winner of the drawing the higher and the loser the next
18 lower rank in the balloting.

19 **SECTION 6: Invalidation of Election**

20 Upon receiving a report from the Executive Committee the Academic Senate
21 may, if there because, invalidate an election, or any part of it, and require that
22 another election be held.

23 **SECTION 7: Vacancies**

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

32 **SECTION 8: Recall Election**

33 If a petition **by fifteen percent (15%) of the University Faculty** requesting the
34 recall of an officer listed in Section 1 is filed with the Executive Committee, it
35 shall conduct an election by mail (electronic or hard copy) in accordance with the
36 provisions established herein. **The election shall be conducted beginning on the**
37 **sixth academic day following the Executive Committee meeting and shall last**
38 **five academic days.** The question shall be put, "Shall (name of office holder and
39 office he/she holds) be recalled?" If a majority of those voting favor recall, the

1 position shall be declared vacant and shall be filled as prescribed in Section 7.

2 **ARTICLE VII**
3 **REPRESENTATION OF COLLEGES IN THE ACADEMIC SENATE**

4 **SECTION 1: University Libraries treated as a College** ~~Divisions treated as Colleges~~

5 For the purposes of representation in the Academic Senate **and its committees**,
6 the ~~Division of~~ **University Libraries** shall be treated as a College. (~~See also,~~
7 ~~Article XVI, Section 2, below.~~)

8 **SECTION 2: Proportional Representation in the Academic Senate**

9 In the Winter Quarter of each year the Faculty Marshal, in consultation with the
10 Executive Committee, shall allocate to each College Faculty the number of Senate
11 representatives to which it is entitled. The allocation of 25 College
12 representatives to the several Colleges shall be proportional to the number of
13 regular members in the College Faculties, provided no College shall be
14 unrepresented. Taking into consideration the number of continuing
15 representatives of each College, the Faculty Marshal shall inform each College
16 Dean of the number of representatives to be elected to one- and two-year terms.
17 If a College would be over-represented by the continuance in office of its
18 representatives who have unexpired terms, the Faculty Marshal shall notify the
19 College Dean of the need to relinquish representative(s). The College Faculty
20 shall determine which representative(s) shall be removed.

21 **SECTION 3: Election of College Representatives**

22 After the announcement of the results of the election of representatives-at-large of
23 the Academic Senate, each College Faculty shall elect to the Senate the number of
24 representatives to which it is entitled. The elections shall be completed by May
25 15 and the results of these elections shall be certified to the Faculty Marshal, who
26 will announce them to the University.

27 **SECTION 4: Disbandment of Colleges**

28 Whenever a College Faculty is disbanded because of reorganization of the
29 University, all of its representatives shall resign from the Academic Senate. The
30 Faculty Marshal shall then determine the necessary adjustment in the distribution
31 of College representatives, and shall notify the Dean of each College which has
32 gained a seat, or seats, because of the adjustment. Each such College, following
33 regular election procedures, shall elect its newly acquired representative(s) for
34 term(s) which will maintain the balance of alternation.

35 **SECTION 5: Vacancies in College Representation**

36 If a vacancy of more than one quarter occurs in the representation of a College,
37 the Executive Committee shall request the College or Division to hold a special
38 election to fill the vacancy for the period of absence, following regular election
39 procedures. If the vacancy is for one quarter or less, the Executive Committee
40 may appoint a member of the appropriate College or Division to fill the vacancy.

1 **ARTICLE VIII**
2 **REPRESENTATION OF EMERITI IN THE ACADEMIC SENATE**

3 **SECTION 1:** Emeritus/a Member of the Academic Senate

4 In Spring Quarter, the Executive Committee shall request the secretary of the
5 Academic Senate to arrange for the selection of one (1) emeritus/emerita member
6 of the Academic Senate **by May fifteenth (15)**. The emeriti electorate is defined
7 as those individuals who have achieved emeritus or emerita status, according to
8 Article I, Section 4, of these Faculty Bylaws.

9 **SECTION 2:** Election of Emeritus/a Member of the Academic Senate

10 The nomination and election of an emeriti faculty representative shall be
11 completed by May 15 and the results of the election shall be certified to the
12 Faculty Marshal, who will announce them to the University. The term of the
13 elected Senator shall begin on June 15 and shall run for a period of two (2) years.
14 The Executive Committee of the Academic Senate shall make nominations,
15 assuring that there shall be at least two nominees for the position to be filled, and
16 shall process additional nominations received by petition. Each person nominated
17 shall have given his/her written consent to having his/her name appear on the
18 ballot. In conducting the nominating process, the Executive Committee shall
19 follow these procedures:

20 A. Not less than ten academic days before the scheduled election, the Executive
21 Committee shall develop a preliminary list of nominees and have it mailed to
22 the emeriti faculty in accord with Article VI, Section 5 of the Bylaws of the
23 University Faculty.

24 B. For a period of ten (10) academic days after the mailing of the preliminary
25 list, the Executive Committee shall accept further nominations for the
26 emeritus/a seat, including self-nominations. All nominations must bear the
27 signature of the nominee. Each nomination shall be forwarded to the
28 Executive Committee through the Office of the Academic Senate.

29 C. After the last day for nominations by petition, the Executive Committee shall
30 certify the eligibility of each nominee. Each eligible Professor Emeritus or
31 Emerita shall be allowed to vote for one candidate. Voting shall be in
32 accordance with Article VI, Sections 4 and 5 of the Faculty Bylaws.

33 D. If a vacancy of one year or more occurs in the representation of the emeriti
34 faculty, the Executive Committee shall conduct a special election to fill the
35 vacancy for the remainder of that term from among the emeriti electorate. If
36 the vacancy is for less than one year, the Executive Committee may appoint
37 an emeritus/emerita faculty member to fill the vacancy for the remainder of
38 the term.

39 **ARTICLE IX**
40 **REPRESENTATION OF LECTURERS IN THE ACADEMIC SENATE**

41 **SECTION 1:** Lecturer Members of the Academic Senate

42 In Spring Quarter, the Executive Committee shall request the secretary of the
43 Academic Senate to arrange for the election of four (4) at-large lecturer members

1 of the Academic Senate. The lecturer electorate is defined as those individuals
2 who have annual appointments of half-time or more, except for CSUEB graduate
3 students, as defined by Article XII, Section 1 of the Faculty Bylaws. A lecturer
4 representative will serve a one-year term and may serve for four consecutive
5 terms.

6 **SECTION 2:** Election of Lecturer Members to the Academic Senate

7 The nomination and election of lecturer representatives shall be completed by
8 May 15 and the results of the election shall be certified to the Faculty Marshal,
9 who will announce them to the University. The term of each person elected shall
10 begin on June 15. The Executive Committee of the Academic Senate shall make
11 nominations, assuring that there are at least five nominees for the four positions to
12 be filled, and shall process additional nominations received by petition. Each
13 person nominated shall have given his/her written consent to having his/her name
14 appear on the ballot. In conducting the nominating process, the Executive
15 Committee shall follow these procedures:

- 16 A. Not less than ten academic days before the scheduled election, the Executive
17 Committee shall publish a preliminary list of nominees.
- 18 B. For a period of five academic days after the publishing of the preliminary list,
19 the Executive Committee shall accept nominating petitions from the lecturers.
20 A petition to nominate must bear the signatures of the nominee and three other
21 lecturers. Each petition shall be forwarded to the Executive Committee
22 through the Office of the Academic Senate.
- 23 C. After the last day for nomination by petition, the Executive Committee shall
24 certify the eligibility of each nominee. Each eligible lecturer shall be allowed
25 to vote for four candidates. Voting shall be in accordance with Article VI,
26 Sections 4 and 5 of the Faculty Bylaws.
- 27 D. If two or more candidates from the same College **or unit** have been
28 nominated, the Executive Committee shall limit to one the number of
29 representatives that may be elected from each College, except when there is
30 an insufficient number of candidates from other Colleges to fill the vacant
31 offices.
- 32 E. If a vacancy occurs in the representation of the lecturer electorate, the
33 Executive Committee shall appoint a member of the lecturer electorate to fill
34 the vacancy for the remainder of the term.

35 **ARTICLE X**

36 **REPRESENTATION OF THE STUDENT SERVICES ELECTORATE**

37 **IN THE ACADEMIC SENATE**

38 **SECTION 1:** Definition of the Student Services Electorate

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

1 **ARTICLE XIII**
2 **LIAISON OFFICERS OF THE UNIVERSITY FACULTY**

3 **SECTION 1: Student Affairs Liaison Officer (SALO)**

- 4 A. The Academic Senate shall elect for a two-year term a tenured regular faculty
5 member to serve as Student Affairs Liaison Officer. The election shall
6 normally take place in the year preceding the term of office.
- 7 B. The Executive Committee of the Academic Senate may nominate candidates
8 for Student Affairs Liaison Officer. The Academic Senate may make
9 additional nominations. A vacancy in the position shall be filled for the
10 remainder of the two-year term by the same procedure.
- 11 C. The same person may be elected to serve additional consecutive terms.
- 12 D. The duties of the Student Affairs Liaison Officer shall be to:
- 13 1) Consult regularly with administrators who have assigned responsibilities
14 in student affairs, with the representatives of the Associated Students, and,
15 as appropriate, with Faculty Standing Committees about policies,
16 activities, and issues affecting the welfare of students of the University;
- 17 2) Report regularly, as requested by the Executive Committee, to the
18 Academic Senate on matters affecting student welfare;
- 19 3) Recommend as appropriate further review, study, or action by the
20 Academic Senate or Executive Committee on matters affecting student
21 welfare.

22 **SECTION 2: Diversity & Equity Liaison Officer (DELO)**

- 23 A. The Academic Senate shall elect for a two-year term a tenured regular faculty
24 member to serve as Diversity & Equity Liaison Officer. The election shall
25 normally take place in the year preceding the term of office.
- 26 B. The Executive Committee of the Academic Senate may nominate candidates
27 for Diversity & Equity Liaison Officer. The Academic Senate may make
28 additional nominations. A vacancy in the position shall be filled for the
29 remainder of the two-year term by the same procedure.
- 30 C. The same person may be elected to serve additional consecutive terms, **but**
31 **having served two terms, shall not be eligible to serve as DELO again**
32 **within a year. Such a member elected or appointed to serve out the**
33 **unexpired term of another shall be eligible for election to two terms of**
34 **his/her own, provided that no person shall serve more than five**
35 **consecutive years.**
- 36 D. The duties of the Diversity & Equity Liaison Officer shall be to:
- 37 1) Maintain an appropriate liaison with ~~the~~ **faculty** search committees to
38 encourage a search in the broadest spectrum possible; consult with other
39 administrators who have assigned responsibilities in ~~Affirmative Action,~~
40 **diversity and equity issues**, and as appropriate, with faculty standing
41

- 1 committees about policies, activities, and issues affecting faculty diversity
2 & equity at the University;
- 3 2) Report regularly, as requested by the Executive Committee, to the
4 Academic Senate on matters affecting diversity and equity;
- 5 3) Recommend as appropriate further review, study, or action by the
6 Academic Senate or Executive Committee on matters affecting Diversity
7 & Equity; and
- 8 4) Serve as a clearing-house for system wide policies and procedures
9 concerning faculty diversity and equity at the University.

10

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**ARTICLE XIV
DUTIES OF THE ACADEMIC SENATE**

13 **SECTION 1:** Delegations of Authority to the Academic Senate

14 The University Faculty delegates to the Academic Senate the authority to make
15 recommendations to the President on the subjects listed in Article IV, Sections 6
16 and 7, of the Constitution of the University Faculty; and to administer Standing
17 Committees of the Faculty and whatever *ad hoc* committees may be established.

18 **SECTION 2:** Conduct of Faculty Affairs

19 The Academic Senate shall speak for the University Faculty in consultation with
20 the President, the Chancellor, and other persons and agencies, except when the
21 University Faculty chooses to speak for itself. The Senate may designate its
22 Executive Committee or any of its officers to carry on the consultation in
23 specified instances.

24 **SECTION 3:** Special Summer Procedures

25 ~~If the Chair of the Academic Senate is unable to obtain a quorum of the Senate in~~
26 **During** the Summer Quarter, **or where a special meeting of the Academic**
27 **Senate does not obtain a quorum**, the Executive Committee is authorized to act
28 as a consultative body of the University Faculty on urgent matters. All actions of
29 the Executive Committee shall be subject to ratification by the Academic Senate
30 at its next meeting.

31
32

**ARTICLE XV
MEETINGS OF THE ACADEMIC SENATE**

33 **SECTION 1:** Regular Meetings

34 Regular meetings of the Academic Senate shall be scheduled by the Executive
35 Committee. The Committee shall prepare a proposed agenda and distribute it
36 along with pertinent materials before each regular meeting, as may be provided by
37 the standing rules.

1 **SECTION 2:** Special Meetings

2 A special meeting may be called by the Executive Committee for the purpose of
3 studying and acting upon urgent items of business. The Committee is required to
4 call a special meeting when requested by the President of the University, or when
5 petitioned by fifteen members of the Academic Senate. In the case of special
6 meetings, any provisions for notice may be suspended.

7 **ARTICLE XVI**
8 **THE COMMITTEE SYSTEM**

9 **SECTION 1:** Representation of Colleges on Standing Committees

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

15 **SECTION 2:** Election of College Representatives to Standing Committees

16 Concurrently with the election of College representatives to the Academic Senate
17 (Article VII, Section 3) each College shall elect the number of representatives on
18 each Standing Committee to which it is entitled. ~~the Division of Libraries shall~~
19 ~~elect its representatives to the Committees on Instruction and Curriculum,~~
20 ~~Academic Planning and Review, Budget and Resource Allocation, and Research.~~
21 Faculty members of Standing Committees shall be regular members of the
22 University Faculty.

23 **SECTION 3:** Election of Student Services Representatives to Standing Committees

24 Concurrently with the election of the Student Services electorate representatives
25 to the Academic Senate (Article X, Section 2), the Student Services electorate
26 shall elect one representative to the Committee on Academic Planning and
27 Review and one representative to the Committee on Instruction and Curriculum.

28 **SECTION 4:** ~~Presidential~~ **Administrative** Appointees

29 Before the end of the Spring Quarter, the President **or named administrator**
30 shall **make appointments** ~~one administrator or faculty member~~ to each
31 committee, ~~except the Committee on Budget and Resource Allocation, where two~~
32 ~~representatives are to be appointed.~~ **as specified in Article XVII of the Bylaws.**

33 **SECTION 5:** Terms of Office

34 **A.** For Student Members of Standing Committees: Student members shall be
35 selected for one-year terms. A student member may serve no more than two
36 terms of one year each. A student appointed to serve out the unexpired term of
37 another shall be eligible for two additional terms. **Such a member elected or**
38 **appointed to serve out the unexpired term of another shall be eligible for**
39 **election to two terms of his/her own, provided that no person shall serve**
40 **more than five consecutive years.**
41

- 1 B. For ~~Presidential~~ **Administrative** Appointees on Standing Committees:
 2 ~~Presidential~~ **Administrative** appointees shall be appointed for one-year terms,
 3 **with no term limits.**
- 4 C. For Faculty and Student Services Members of Standing Committees Other
 5 than COBRA: Faculty members and Student Services members shall be
 6 elected for two-year overlapping terms. Such members may serve consecutive
 7 terms, but having served two terms, shall not be eligible to serve again on the
 8 same committee within a year. Such a member elected or appointed to serve
 9 out the unexpired term of another shall be eligible for election to two terms of
 10 his/her own, provided that no person shall serve more than five consecutive
 11 years.
- 12 D. For Faculty Members on the Committee on Budget and Resource Allocation
 13 (COBRA): Faculty members shall be elected for two-year overlapping terms.
 14 There is no term limitation for service on COBRA.
- 15 E. Balance of Alternation: When necessary and notwithstanding provisions in
 16 Parts 3 and 4 of this Section, the Executive Committee shall provide for a
 17 balance of alternation on committees by apportioning one-, and two-year
 18 terms among the Colleges.

19 **SECTION 6: Restriction on Committee Memberships**

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

23 **SECTION 7: Vacancies**

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

- 26 A. ~~A presidential~~ **Administrative** appointee: The Executive Committee shall
 27 request the ~~President~~ **appropriate administrator** to appoint a replacement;
- 28 B. A faculty member: For an absence of more than one quarter, the Executive
 29 Committee shall request the College ~~or Division~~ Faculty to provide a
 30 replacement. For an absence of one quarter or less, the Executive Committee
 31 shall appoint a replacement member from the appropriate College or Division;
- 32 C. A Student Services member: The Executive Committee shall request the ~~Vice~~
 33 ~~President of Student Services~~ **University Administration** to provide for the
 34 selection of a qualified replacement ~~by a method to be determined by the~~
 35 ~~Student Services electorate;~~
- 36 D. A student member: The Executive Committee shall request the President of
 37 the Associated Students to provide for the selection of a qualified student
 38 replacement by a method to be determined by the Associated Student Body
 39 President and **Board of Directors** ~~Council~~.

40 **SECTION 8: Termination of Membership**

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

1 business.

2 B. Ordinarily, any member of a committee or subcommittee **or the Senate itself,**
3 who is absent ~~three (3) times in a quarter~~ **two (2) consecutive meetings or**
4 **absent four (4) times in one year,** shall be terminated from service on the
5 committee or subcommittee. The committee chair shall confer with such a
6 member concerning his/her resignation and report the circumstances to the
7 Executive Committee.
8

9 **SECTION 9: Responsibilities of the Chair**

10 A. Each committee shall elect a Chair from among the elected regular faculty
11 representatives whose principal function shall be to organize the business of
12 the committee and to preside at its meetings. The Chair of each committee
13 shall be a voting member, representing his/her committee in the Academic
14 Senate. The Chairs shall be elected regular faculty members and shall serve a
15 one-year term, with encouragement to the COBRA Chair to serve more than
16 one year.

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

19 **SECTION 10: Committee Procedures**

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

24 **SECTION 11: Regular Subcommittees**

25 With the consent of the Executive Committee any committee may establish
26 regular subcommittees. These shall report to the committee. The Chair shall
27 appoint the members of subcommittees annually, in consultation with the whole
28 committee and subject to the approval of the Executive Committee. At least one
29 member of each subcommittee shall be an elected faculty member of the
30 committee, with the exception of the Graduate Programs Subcommittee of CIC,
31 on which the Presidential Appointee to CIC may serve rather than an elected
32 faculty member; other members may be drawn from any segment of the
33 University community, except that only faculty members may serve on
34 subcommittees that deal with faculty personnel matters. Members of
35 subcommittees shall be chosen with a view of their special acquaintance with the
36 subjects within the purview of the subcommittee.

37 **SECTION 12: Special Subcommittees**

38 A. In consultation with the committee, the Chair may establish special
39 subcommittees; and he/she may, with the approval of the Executive
40 Committee, appoint persons who are not members of the committee.

41 B. Special subcommittees shall go out of existence at the end of the academic
42 year, **or be renewed with the approval of the Executive Committee.**
43

1 **SECTION 13:** Committee Reports

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

10 **ARTICLE XVII**
11 **THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY**

12 **SECTION 1:** Committee on Instruction and Curriculum (CIC)

13 A. Duties of the Committee:

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

32 Special Procedures for Recommendation

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

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

37 Membership

1 C. The Membership of the Committee on Instruction and Curriculum shall be:

- 2 1) Eight (8) members from the Colleges of the University;
- 3 2) One (1) appointee of the President of the University;
- 4 3) One (1) ~~representative~~ **member** of the Library **Faculty**;
- 5 4) One (1) representative of the Student Services Professional electorate;
- 6 5) Two (2) members of the student body of the University, one (1)
- 7 undergraduate and one (1) graduate; and
- 8 6) One (1) non-voting representative, **appointed by the Associate Vice**
- 9 **President of the Division of Continuing & International** ~~of the~~
- 10 ~~Division of Extended Education.~~

11 **SECTION 2:** Committee on Academic Planning and Review (CAPR)

12 A. Duties of the Committee:

- 13 1) To recommend to the Academic Senate policies that help the University to
- 14 achieve its long-term academic goals in the light of changing conditions;
- 15 2) ~~To evaluate each existing academic program at intervals not to exceed five~~
- 16 ~~years~~ **To review each existing academic program's annual report, and**
- 17 **to perform a full Program Review at intervals not to exceed five years,**
- 18 **except as modified for outside accredited programs,** and to recommend
- 19 for each program reviewed, within eighteen months of the initiation of the
- 20 review, one of the following: continuation without modification,
- 21 continuation with specified modifications, continuation with monitoring
- 22 by CAPR for a time to be specified, or discontinuance;
- 23 3) To review Temporary Program Suspension requests and requests for
- 24 Name Changes of Academic Units
- 25 4) To review the Academic Master Plan of the University, to consider
- 26 requests for revisions of that plan, and to make recommendations to the
- 27 Academic Senate for the adoption of each annual phase of revision of the
- 28 Academic Master Plan;
- 29 5) To coordinate long range plans for academic development with campus
- 30 planning of facilities development;
- 31 6) To make recommendations concerning principles and procedures
- 32 (including procedures for faculty consultation) governing the
- 33 development, improvement, and use of the academic facilities of the
- 34 University;
- 35 7) To consult with the appropriate administrators regarding academic
- 36 planning, and campus development, and to report periodically the nature
- 37 of the consultation to the Executive Committee of the Academic Senate;

- 1 8) To coordinate long range plans for academic development with campus
2 planning of facilities development; and
- 3 9) To consult, when appropriate, with other Standing Committees.

4 Special Procedures for Recommendations

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

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

13 Membership

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

- 16 1) Eight (8) members from the Colleges of the University;
- 17 2) One (1) appointee of the President of the University;
- 18 3) One (1) ~~representative~~ **member** of the Library **Faculty**;
- 19 4) The Associate Vice President, Academic Programs and Graduate Studies
20 **or designee**;
- 21 5) One (1) representative of the Student Services Professional electorate;
- 22 6) Two (2) members of the student body of the University.

23 **SECTION 3:** Faculty Affairs Committee (FAC)

24 A. Duties of the Committee:

- 25 1) To make policy recommendations concerning:
 - 26 a. Professional activities of the University faculty;
 - 27 b. The financial support of such activities;
 - 28 c. The welfare, rights, privileges, and responsibilities of the University
29 Faculty;
 - 30 d. Appointment, retention, tenure, promotion, and other peer review
31 processes;
 - 32 e. Professional ethics and disciplinary procedures;

- 1 f. Faculty consultation in the appointment and review of administrative
2 personnel in positions affecting the University Faculty;
- 3 g. The granting of awards and honors to members of the University
4 Faculty; and
- 5 h. The conferring of Emeritus/a status.
- 6 2) To consult, when appropriate, with administrators who have assigned
7 responsibilities for faculty affairs and report periodically the nature of this
8 consultation to the Executive Committee; and
- 9 3) To consult, when appropriate, with other Standing Committees.

10 Special Procedures for Recommendations

- 11 B. The Faculty Affairs Committee shall recommend as follows:
- 12 1) Directly to the Vice President, Academic Affairs, concerning candidates
13 for Distinguished Visiting Professorships, and
- 14 2) To the Academic Senate any action not specifically mentioned above.

15 Membership

- 16 C. The membership of the Faculty Affairs Committee shall be
- 17 1) Eight (8) tenured members from the Colleges of the University;
- 18 2) One (1) tenured member of the Library Faculty; and
- 19 3) One (1) appointee of the President of the University.

20 **SECTION 4:** Committee on Research (CR)

21 A. Duties of the Committee

- 22 1) To encourage research by members of the University Faculty, including:
- 23 a. awarding of research grants from University and CSUEB Foundation
24 funds
- 25 b. carrying on other activities to promote research including a listing of
26 faculty research interests, organizing research seminars, or other
27 projects which may seem appropriate to the Committee
- 28 2) To disseminate information concerning research support opportunities
29 including but not limited to CSUEB faculty support Grants as described in
30 the Policy on Faculty Support Grants (06-07 CR1);
- 31 3) to make recommendations:
- 32 a. to the Academic Senate on general policies and procedures concerning

- 1 research activities, facilities and support at the University;
- 2 b. to the Academic Senate on general policies and procedures concerning
- 3 inter-university research consortia;
- 4 c. to the University and the CSUEB Foundation regarding allocation of
- 5 research monies to be made to those awarded Grants by the
- 6 Committee; and
- 7 d. to the Academic Senate regarding proposals for new Organized
- 8 research units (ORUs) such as Centers and Institutes

9 Special Procedures for Recommendations

10 B. The Committee on Research shall recommend as follows:

- 11 1) Directly to the Foundation concerning research proposals and travel grants
- 12 supported by funds administered by the Foundation;
- 13 2) Directly to the Vice President, Academic Affairs, concerning special
- 14 leaves or grants for research not supported or administered by the
- 15 Foundation; and
- 16 3) To the Academic Senate any action not specifically mentioned in items 1
- 17 and 2 above.

18 Membership

19 C. The membership of the Committee on Research shall be:

- 20 1) Eight (8) members from the Colleges of the University;
- 21 **2) One (1) member of the Library Faculty;**
- 22 3) One (1) appointee of the President of the University; and
- 23 **4) Two (2) representatives from the student body of the University.**
- 24 ~~5) One (1) representative of the Library.~~

25 **SECTION 5: Committee on Budget and Resource Allocation (COBRA)**

26 A. Duties of the Committee:

- 27 1) To recommend to the Academic Senate budgetary principles and policies
- 28 that help the University to achieve its long-term academic goals in the
- 29 light of changing conditions;
- 30 2) To make recommendations to the Academic Senate on the development,
- 31 improvement, and use of university-wide resources;
- 32 3) To consult with the appropriate administrators and committees of the
- 33 administration regarding academic planning, current budget issues,

1 allocation of resources, and campus development, and to report
2 periodically the nature of the consultation to the Executive Committee of
3 the Academic Senate;

4 4) To make recommendations concerning principles and policies governing
5 the development, improvement, and use of the academic facilities of the
6 University and the allocation of funds and human resources directly
7 related to the instructional program; and

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

9 Special Procedures for Recommendations

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

12 1) To the Academic Senate on principles and policies governing the
13 development, improvement, and use of campus financial resources;

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

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

18 Membership

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

21 1) Nine (9) tenured members from the faculty of the University two from
22 each College and one from the **University Libraries**;

23 2) Two (2) appointees of the President of the University, one from Academic
24 Affairs and one from Administration & Finance;

25 D. Members may be required to serve as faculty representatives on other budget-
26 related committees, such as the University Planning, Assessment, and Budget
27 Committee (UPABC).

28 E. Faculty members shall be elected for two-year, overlapping terms. Because it
29 is expected that members of the committee will develop special expertise in
30 budgetary and financial matters, there shall be no term limitation on
31 membership in the committee. ~~It is expected that in ordinary circumstances~~
32 ~~the Chair of the committee shall be an elected member of the committee and~~
33 ~~shall serve in that capacity for at least one year.~~

34 **SECTION 6:** Faculty and Equity Diversity Committee (FDEC)

35 A. Duties of the Committee:

36
37 1) ~~To make~~ **he FDEC shall have primary responsibility for advising and**
38 ~~making~~ recommendations to the Academic Senate on policy and
39 procedural issues related to California State University, East Bay's faculty

1 diversity, including examining all policies and procedures regarding
2 faculty diversity and equity in recruiting, hiring and retention at CSUEB
3 as practiced at the University, College and Department levels.

4 2) ~~As such, FDEC shall~~ **To** study and report on issues relevant to increasing
5 faculty diversity, including all available statistical data regarding faculty
6 diversity and equity in recruiting, hiring and retention at CSUEB.

7 3) ~~The FDEC, in cooperation with the DELO, shall~~ **To** monitor all
8 departmental tenure-track hires **with respect to different races,**
9 **ethnicities, religions, genders, sexual orientations and abilities**
10 ~~determine the impact on the ethnic and gender composition of the~~
11 ~~departments.~~ **FDEC faculty members shall serve as the liaisons to the**
12 **departments in their efforts, so that faculty searches are equitable and**
13 **inclusive.** ~~Each FDEC faculty representative shall serve as a liaison to his~~
14 ~~or her College or Library, in order to assist Departments in their efforts, so~~
15 ~~that faculty searches are equitable and inclusive.~~

16 4) ~~The FDEC shall~~ **To** review and, **with a one-page “Diversity Response**
17 **and Recommendation,”** comment upon **CAPR Program Reviews** five
18 ~~year reports from each department and unit~~ on diversity related issues and
19 efforts, which should include responses to CSUEB institutional research
20 data and the diversity component of CSUEB dashboard data. ~~For each~~
21 ~~five year report, the FDEC will submit to CAPR a one page “Diversity~~
22 ~~Response and Recommendation” that will be attached to CAPR’s review~~
23 ~~of the five year report.~~

24 5) ~~The FDEC shall~~ **To** monitor faculty diversity climate issues and studies,
25 including the reoccurring faculty diversity climate study that uses both
26 quantitative and qualitative methods to assess the commitment and
27 practices for recruiting and retaining a diverse faculty.

28 6) ~~This shall include the~~ **To** development and review of procedures for
29 conducting exit interviews of faculty leaving the university.

30 7) ~~The FDEC shall~~ **To** consult, when appropriate, with other Standing
31 Committees.

32 Membership

33 B. The Membership of the Committee on Faculty Diversity & Equity shall be:

34 1) Five (5) faculty, one from each College and **one (1) from the University**
35 **Libraries;** ~~to be elected by a vote of each College faculty vote to two year~~
36 ~~terms, serving no more than two consecutive terms.~~

37 2) One faculty member with expertise in Ethnic Studies, to be appointed by
38 the Chair of the Department of Ethnic Studies to a two-year term; ~~serving~~
39 ~~no more than two consecutive terms.~~

40 3) One faculty member with expertise in Women's Studies to be appointed by
41 the Chair of the Department of Human Development & Women's Studies

- 1 to a two-year term; ~~servng no more than two consecutive terms.~~
- 2 4) The current Diversity & Equity Liaison Officer; ~~to be elected by the~~
3 ~~Academic Senate to a two year term, serving no more than two~~
4 ~~consecutive terms.~~
- 5 5) The current Director of Equity & Diversity.
- 6 6) One liaison (non-voting member) from each non-academic Division, to be
7 appointed by each Division's VP ~~to a two year term, serving no more than~~
8 ~~two consecutive terms.~~
- 9 7) One presidential appointee; **and**
- 10 8) **Two members of the student body of the University.** ~~One student~~
11 ~~representative, to be appointed through ASI to a one year term, serving no~~
12 ~~more than two consecutive terms.~~

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