TO: The Executive Committee

FROM: James Murray, Chair, Faculty Affairs Committee

SUBJECT: 16-17 FAC 13: Lecturer Subcommittee Recommended Changes to the CSUEB Bylaws

PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Academic Senate place the attached Bylaws amendment on the Spring 2018 ballot of the University Faculty

BACKGROUND INFORMATION:
In recent years the numbers of lecturers on campus have increased significantly. Currently over 500 lecturers are teaching on campus. About 2/5 of the total number of lecturers on campus constitute the “lecturer electorate,” those lecturers who have an annual (or longer) appointment of half-time or more. Opportunities for lecturers to participate in faculty governance, however, are scant. The total number of seats dedicated to lecturers on the Academic Senate is four (compared with 35 seats for 353 tenure-line faculty). Lecturers teach more than half of the classes on campus. Additionally, lecturers have expressed increasing interest in faculty governance service. An appropriate opportunity for lecturer participation in faculty governance is through service on four of the six standing committees of the Academic Senate: Committee on Instruction and Curriculum (CIC), Committee on Academic Planning and Review (CAPR), Committee on Research (CR), and Faculty Diversity and Equity Committee (FDEC). Having lecturer representation on these committees would benefit both lecturers and the university as a whole. For instance, having a lecturer voice on CIC would be helpful; lecturers teach some courses which no tenure-line faculty teach. Lecturer representation on FDEC would be consistent with the core mission of FDEC; diversity and equity are of concern to lecturers as these issues concern any group on campus. We decided against recommending lecturer service on the Faculty Affairs Committee and the Committee on Budget and Resource Allocation since these committees require that faculty are eligible for service only if they are tenured.

Recommended changes to the Bylaws are below. These recommended changes include the following:

1. Lecturers will have a dedicated seat on each of the four committees.
2. The lecturer representatives will be elected by “the lecturer electorate”.
3. Lecturers will be elected for a one-year term and may be elected for up to four consecutive terms.
ARTICLE IX

REPRESENTATION OF LECTURERS IN THE ACADEMIC SENATE

SECTION 1: Lecturer Members of the Academic Senate

A. In Spring Quarter, the Executive Committee shall request the secretary of the Academic Senate to arrange for the election of four (4) at-large lecturer members of the Academic Senate and one (1) at-large lecturer member to each of the following standing committees: Committee on Instruction and Curriculum, Committee on Academic Planning and Review, Committee on Research, and Faculty Diversity and Equity Committee. The lecturer electorate is defined as those individuals who have annual appointments of half-time or more, except for CSUEB graduate students, as defined by Article XII, Section 1 of the Faculty Bylaws.

B. A lecturer representative will serve a one-year term and may serve for four consecutive terms.

SECTION 2: Election of Lecturer Members to the Academic Senate

The nomination and election of lecturer representatives shall be completed by May 15 and the results of the election shall be certified to the Faculty Marshal, who will announce them to the University. The term of each person elected shall begin on June 15. The Office of the Academic Senate shall request the Academic Affairs Office to provide it with a list of those qualified for membership in the lecturer electorate. After being provided with the list, the Office of the Academic Senate shall publish the names of those qualified for membership in the lecturer electorate and publish a request for self-nominations. The Executive Committee of the Academic Senate shall process additional nominations received by petition. Each person nominated shall have given his/her written consent to having his/her name appear on the ballot. In conducting the nominating process, the Executive Committee shall follow these procedures:

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

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

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

D. If a vacancy occurs in the representation of the lecturer electorate, the Executive Committee shall appoint a member of the lecturer electorate to fill the vacancy for the remainder of the term.

ARTICLE XVI

THE COMMITTEE SYSTEM

SECTION 1: Representation of Colleges on Standing Committees
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.

SECTION 2: Election of College Representatives to Standing Committees

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. Those faculty members of Standing Committees who are elected as College representatives or Library representatives shall be regular members of the University Faculty.

SECTION 3: Election of Student Services Representatives to Standing Committees

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.

SECTION 4: Election of Lecturer Representatives to Standing Committees

Concurrently with the election of the lecturer electorate representatives to the Academic Senate (Article IX, Section 2), the lecturer electorate shall elect one representative from among the lecturer electorate to the Committee on Academic Planning and Review, one representative to the Committee on Instruction and Curriculum, one representative to the Committee on Research, and one representative to the Committee on Faculty Diversity & Equity.

SECTION 5: Presidential Appointees

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

SECTION 6: Terms of Office

A. 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.

B. For Lecturer Members of Standing Committees: Lecturer members shall be selected for one-year terms. Such members may serve consecutive terms, but having served four terms, shall not be eligible to serve again on the same committee within a year. A lecturer appointed to serve out the unexpired term of another shall be eligible for election to four terms of his/her own, provided that no person shall serve more than five consecutive years. If a lecturer is appointed to the Faculty Diversity and Equity Committee as a faculty member with expertise in Ethnic Studies or a faculty member with expertise in Women’s Studies, s/he will be selected for a two-year term (See Article XVII, Section 6, B2 and B3).

C. For Presidential Appointees on Standing Committees: Presidential appointees shall be appointed for one-year terms.
D. For College Faculty and Student Services Members of Standing Committees Other than COBRA: College 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.

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

F. 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.

SECTION 7: Restriction on Committee Memberships

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.

SECTION 8: Vacancies

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

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

B. A College 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;

C. 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;

D. 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.

E. A lecturer member: The Executive Committee shall appoint a member of the lecturer electorate to fill the vacancy for the remainder of the term.

SECTION 9: Termination of Membership

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

B. Ordinarily, any member of a committee or subcommittee who is absent three (3) times in a quarter shall be terminated from service on the committee or subcommittee. The committee chair shall confer with such a member concerning his/her resignation and report the circumstances to the Executive Committee.
SECTION 10: Responsibilities of the Chair

A. 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.

B. 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.

SECTION 11: Committee Procedures

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.

SECTION 12: Regular Subcommittees

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

SECTION 13: Special Subcommittees

A. 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.

B. Special subcommittees shall go out of existence at the end of the academic year.

SECTION 14: Committee Reports

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

SECTION 1: Committee on Instruction and Curriculum (CIC)

A. Duties of the Committee:
1) To make recommendations to the Academic Senate on graduate and undergraduate curriculum;

2) To make recommendations to the Academic Senate on professional curricula, including teacher education;

3) To make recommendations to the Academic Senate on policies relating to academic standards, requirements for granting certificates, teaching credentials, honorary and earned degrees, and honors for scholastic achievement;

4) To make recommendations to the Academic Senate on policies regarding probation, dismissal, and reinstatement of students;

5) To consult on matters relevant to the affairs of the Committee with the Vice President for Academic Affairs or his/her designee, and to report periodically the nature of this consultation to the Executive Committee;

6) To make recommendations to the Academic Senate on requirements for admission to, continuation in, and completion of graduate and undergraduate programs within the limits of the policies of California State University; and

7) To consult, when appropriate, with other Standing Committees.

Special Procedures for Recommendation

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

1) Curricular change proposals as provided in the Procedures for Faculty Review of Curricular Change Proposals; and

2) To the Academic Senate any action not specifically mentioned above.

Membership

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

1) Eight (8) members from the Colleges of the University;

2) One (1) appointee of the President of the University;

3) One (1) representative of the Library;

4) One (1) representative of the Student Services Professional electorate;

5) Two (2) members of the student body of the University, one (1) undergraduate and one (1) graduate;

6) One (1) member of the lecturer electorate; and

7) One (1) non-voting representative of the Division of Extended Education.

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

A. Duties of the Committee:

1) To recommend to the Academic Senate policies that help the University to achieve its long-term academic goals in the light of changing conditions;
2) To review each existing academic program’s annual report, and to perform a full Program Review at intervals not to exceed five years, except as modified for outside accredited programs, and to recommend for each program reviewed, within eighteen months of the initiation of the review, one of the following: continuation without modification, continuation with specified modifications, continuation with monitoring by CAPR for a time to be specified, or discontinuance;

3) To review Temporary Program Suspension requests and requests for Name Changes of Academic Units

4) To review the Academic Master Plan of the University, to consider requests for revisions of that plan, and to make recommendations to the Academic Senate for the adoption of each annual phase of revision of the Academic Master Plan;

5) To coordinate long range plans for academic development with campus planning of facilities development;

6) To make recommendations concerning principles and procedures (including procedures for faculty consultation) governing the development, improvement, and use of the academic facilities of the University;

7) To consult with the appropriate administrators regarding academic planning, and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate;

8) To coordinate long range plans for academic development with campus planning of facilities development; and

9) To consult, when appropriate, with other Standing Committees.

Special Procedures for Recommendations

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

1) To the Academic Senate on matters regarding the performance review of existing programs and the Academic Master Plan;

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

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

Membership

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

1) Eight (8) members from the Colleges of the University;

2) One (1) appointee of the President of the University;

3) One (1) representative of the Library;

4) The Associate Vice President, Academic Programs and Graduate Studies or designee;

5) One (1) representative of the Student Services Professional electorate;
6) Two (2) members of the student body of the University
7) One (1) member of the lecturer electorate

SECTION 3: Faculty Affairs Committee (FAC)

A. Duties of the Committee:

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

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

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

Special Procedures for Recommendations

B. The Faculty Affairs Committee shall recommend as follows:

1) Directly to the Vice President, Academic Affairs, concerning candidates for Distinguished Visiting Professorships, and

2) To the Academic Senate any action not specifically mentioned above. Membership

C. The membership of the Faculty Affairs Committee shall be

1) Eight (8) tenured members from the Colleges of the University;
2) One (1) tenured member of the Library Faculty; and
3) One (1) appointee of the President of the University.

SECTION 4: Committee on Research (CR)

A. Duties of the Committee

1) To encourage research by members of the University Faculty, including:
   a. awarding of research grants from University and CSUEB Foundation funds
b. carrying on other activities to promote research including a listing of faculty research interests, organizing research seminars, or other projects which may seem appropriate to the Committee.

2) To disseminate information concerning research support opportunities including but not limited to CSUEB faculty support Grants as described in the Policy on Faculty Support Grants (06-07 CR1);

3) to make recommendations:

a. to the Academic Senate on general policies and procedures concerning research activities, facilities and support at the University;

b. to the Academic Senate on general policies and procedures concerning inter-university research consortia;

c. to the University and the CSUEB Foundation regarding allocation of research monies to be made to those awarded grants by the Committee; and

d. regarding proposals for new centers and institutes in a manner corresponding to policies approved by the Academic Senate and the President.

Special Procedures for Recommendations

B. The Committee on Research shall recommend as follows:

1) Directly to the Foundation concerning research proposals and travel grants supported by funds administered by the Foundation;

2) Directly to the Vice President, Academic Affairs, concerning special leaves or grants for research not supported or administered by the Foundation; and

3) To the Academic Senate any action not specifically mentioned in items 1 and 2 above.

Membership

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

1) Eight (8) members from the Colleges of the University;

2) One (1) appointee of the President of the University; and

3) One (1) representative of the Library.

4) One (1) member of the lecturer electorate

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

A. Duties of the Committee:

1) To recommend to the Academic Senate budgetary principles and policies that help the University to achieve its long-term academic goals in the light of changing conditions;

2) To make recommendations to the Academic Senate on the development, improvement, and use of university-wide resources;

3) To consult with the appropriate administrators and committees of the administration regarding academic planning, current budget issues, allocation of resources, and campus development, and
to report periodically the nature of the consultation to the Executive Committee of 26 the Academic Senate;

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

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

Special Procedures for Recommendations

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

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

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

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

Membership

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

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

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

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

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

SECTION 6: Committee on Faculty Diversity & Equity (FDEC)

A. Duties of the Committee:

1) The FDEC shall have primary responsibility for advising and making recommendations to the Academic Senate on policy and procedural issues related to California State University, East Bay's faculty diversity, including examining all policies and procedures regarding faculty diversity and equity in recruiting, hiring and retention at CSUEB as practiced at the University, College and Department levels. As such, FDEC shall study and report on issues relevant to increasing faculty diversity, including all available statistical data regarding faculty diversity and equity in recruiting, hiring and retention at CSUEB.

2) The FDEC, in cooperation with the DELO, shall monitor all departmental tenure-track hires to determine the impact on the ethnic and gender composition of the departments. Each FDEC
faculty representative shall serve as a liaison to his or her College or Library, in order to assist Departments in their efforts, so that faculty searches are equitable and inclusive.

3) The FDEC shall review and comment upon five year reports from each department and unit on diversity related issues and efforts, which should include responses to CSUEB institutional research data and the diversity component of CSUEB dashboard data. For each five year report, the FDEC will submit to CAPR a one-page “Diversity Response and Recommendation” that will be attached to CAPR’s review of the five year report.

4) The FDEC shall monitor faculty diversity climate issues and studies, including the reoccurring faculty diversity climate study that uses both quantitative and qualitative methods to assess the commitment and practices for recruiting and retaining a diverse faculty. This shall include the development and review of procedures for conducting exit interviews of faculty leaving the university.

5) The FDEC shall consult, when appropriate, with other Standing Committees. Membership

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

1) Five (5) College faculty, one from each College and the Library, to be elected by a vote of each College faculty vote to two-year terms, serving no more than two consecutive terms.

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

3) One faculty member with expertise in Women's Studies to be appointed by the Chair of the Department of Human Development & Women's Studies to a two-year term, serving no more than two consecutive terms.

4) The current Diversity & Equity Liaison Officer, to be elected by the Academic Senate to a two-year term, serving no more than two consecutive terms.

5) One (1) member of the lecturer electorate.

6) The current Director of Equity & Diversity.

7) One liaison (non-voting member) from each non-academic Division, to be appointed by each Division's VP to a two year term, serving no more than two consecutive terms.

8) One presidential appointee.

9) One student representative, to be appointed through ASI to a one-year term, serving no more than two consecutive terms.