

CALIFORNIA STATE UNIVERSITY, EAST BAY

OFFICE OF THE
ACADEMIC SENATE

March 24, 2005

TO: Alden Reimonenq, Dean, College of Arts, Letters and Social Sciences
Sam Basu, Interim Dean, College of Business and Economics
Arthurlene Towner, Dean, College of Education and Allied Studies
Michael Leung, Dean, College of Science
Myoung-ja Lee Kwon, University Librarian

FROM: Don Sawyer, Chair, Academic Senate

SUBJECT: College/Division Elections for 2004-2005

Spring Quarter marks the time for the Colleges and Divisions to begin their elections, following the announcement of the Winter Quarter University-wide election results (copy attached). Please begin your college elections early in the Spring Quarter and report the results of these elections to the Senate Office **no later than May 10, 2005.**

The following attachments will be of assistance in holding your elections:

1. The allocations to Colleges of Senate and Standing Committee representatives (approved by the Faculty Marshal and the Executive Committee), indicating the number to be elected this year for each College or Division. Vacancies on the Fairness Committee and the Committee on Honorary Degrees are also included.
2. The computation sheet indicating how the allocations were determined.
3. A list of Standing Committee meeting times and days for you to make available to your faculty. **Please note that faculty who are elected to the Senate or Standing Committees should not be scheduled for teaching during those meeting times.** When scheduling courses during the year, please remind Chairs to keep in mind these regularly scheduled standing committee meetings for any of your faculty who have been elected for the next academic year(s).
4. For assistance in determining eligibility:
 - a) a list of College representatives on the Senate and Standing Committees whose terms expire in June of 2005 and a listing of continuing members, by Colleges;
 - b) the "2004-05 Roster of Regular Members of the University Faculty" which includes the listing of regular faculty members in your College;
 - c) the **Constitution and Bylaws of the University Faculty** can be found on the Senate DOCUMENTS webpage for use as reference to specific and general eligibility requirements and restrictions for service on the Academic Senate and Standing Committees. The address is <http://imctwo.csuhayward.edu/senate/documents.shtm> Click on "Academic Senate Bylaws" or "Academic Senate Constitution."

If you have any questions about specific eligibility or any part of the process, please call me at 5-3033 or Susan Correia in the Academic Senate Office (5-3671).

Attachments