



Faculty Affairs Committee Policies and Procedures for Committee
Operation

History:

Rev. 02/1985

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17-18 FAC 5; Excom approved 4/24/18

As authorized by Article XVI, Section 10 of the Bylaws of the University Faculty, approved February 1971 and revised 8/99, these policies and procedures for the conduct of its operations shall be established on adoption by the majority vote of the members present of the Faculty Affairs Committee and approval by the Executive Committee of the Academic Senate. *The committee is governed first and foremost by the Bylaws. The Bylaws articles regarding committee operation and this committee specifically are included in the Appendix.*

ARTICLE I
Membership

Section 1¹:

In accordance with Article XVI, Section 3.C of the Bylaws of the University Faculty, the membership of the Faculty Affairs Committee shall be: eight (8) tenured members from the Colleges of the University; one (1) tenured member of the Library Faculty; and one (1) appointee of the President of the University².

Section 2:

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

¹ Article I, Section 1 may not be changed without a vote of the entire faculty

² The nine members will be allocated proportionally to the number of regular faculty as detailed in the senate bylaws Article XVI, Section 1.

ARTICLE II

Officers

Section 1:

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

Section 2:

The Chair of the Committee shall preside over the meetings of the Committee. The Chair shall be an *ex officio* member of all regular and special subcommittees of the Committee. At the end of each academic year, the Chair (with the assistance of the Secretary) shall report to the Academic Senate concerning actions taken during the year and any unfinished business.³

Section 3:

In the absence or disability of the Committee Chair, the Committee shall be represented by the Committee Secretary, who shall preside until the return of the Committee Chair or the election of a new Chair. When the Secretary presides, a Secretary pro-temp is elected from the remaining committee members. In the absence or disability of both the Committee Chair and the Committee Secretary, the Committee may elect a Chair and Secretary pro-tem for a specific meeting.

ARTICLE III

Duties

Section 1⁴:

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

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;
 - h. The conferring of Emeritus/a status.

2. To consult, when appropriate, with administrators who have assigned

³ The third sentence of Article II, Section 2 may not be changed without a vote of the entire faculty

⁴ Article III, Section 1 may not be changed without a vote of the entire faculty

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.

ARTICLE IV

Meetings

Section 1: Time and Place

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

Section 2: Quorum

Two-thirds of the current membership of the Committee (excluding the Presidential Appointee) shall constitute a quorum for the transaction of business at its meetings.

Section 3: Minutes

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

Section 4: Closed Meetings

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

Section 5: Order of Business

The order of business at regular meetings of the Committee shall be:

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

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

Section 6: Agenda

- 1) The Chair of the Committee will prepare agendas from items submitted to the Chair from other members of the Committee and/or the Executive Committee of the Academic Senate.

- 2) Agendas will be circulated to the Committee membership within a reasonable amount of time prior to scheduled meetings, and posted online to the Committee webpage.

Section 7: Voting

- 1) Motions made on the floor of the Committee shall be written (this may be done by the Secretary) and read to the Committee prior to the vote.
- 2) Bylaw V.3 of the University Faculty shall apply to voting by this committee.
- 3) Those eligible to vote are the tenured, regular faculty elected to the Committee and the Presidential Appointee. Besides the Presidential Appointee, no person serving on the Committee, not elected by the faculty (or by the Executive Committee of the Academic Senate as a temporary replacement), is eligible to vote.

ARTICLE V Subcommittees

Section 1:

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

Section 2:

The Chair of the Committee shall appoint the members of subcommittees annually, in consultation with the whole Committee and subject to the approval of the Executive Committee of the Academic Senate. At least one member of each subcommittee shall be an elected member of the Committee;⁵ other members may be drawn from any segment of the University Community. Members of subcommittees shall be chosen with a view of their special acquaintance with the subjects within the purview of the subcommittee.

Section 3⁶:

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

Section 4:

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

⁵ The sentences before the semicolon in Article V, Section 2, may not be changed without a vote of the entire faculty

⁶ Article V, Section 3 may not be changed without a vote of the entire faculty

Section 5:

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

Section 6: Regular Subcommittees

The regular subcommittees of the Faculty Affairs Committee are:

- 1) Retention, Tenure, and Promotion Policy and Procedures Subcommittee
- 2) Outstanding Professor/Scholarship Week Faculty Awards Subcommittee
- 3) Subcommittee on Lecturers
- 4) Subcommittee on Evaluations of Teaching

Section 7: Procedures of the Regular Subcommittees**A. Retention, Tenure, and Promotion Policy and Procedures**

- 1) The membership of this Subcommittee shall consist of five voting members, at least one of which must be a member of the Faculty Affairs Committee. The membership shall be chosen to be broadly representative of the University Faculty. The Director of Faculty Development and/or Presidential Appointee to FAC shall be *ex officio*, non-voting members of the Subcommittee.
- 2) A quorum shall consist of three voting members of the Subcommittee.
- 3) The Subcommittee will review and revise the current Retention, Tenure, and Promotion Policy and Procedures document(s) as necessary.
- 4) If the Subcommittee determines that a major revision of any document is required, it shall undertake such a revision only after soliciting the views of the University Faculty.

B. Outstanding Professor/Scholarship Week Faculty Awards Selection Subcommittee

- 1) The membership of this Subcommittee shall consist of four faculty members (at least one of whom must be a member of the Faculty Affairs Committee and one of whom shall be the recipient of the prior year's Outstanding Professor Award, if s/he is still a regular member of the faculty) and one student. The membership shall be chosen to be broadly representative of the University faculty. The Director of Faculty Development and/or Presidential Appointee to FAC, shall be *ex officio* non-voting members of the Subcommittee.
- 2) The FAC chair convenes the Subcommittee at the beginning of Winter Quarter. At this meeting, the Subcommittee elects a Subcommittee Chair, discusses procedures, establishes a timeline for deliberations, and schedules meetings. A quorum shall consist of three voting members of the Subcommittee.

- 3) The Subcommittee will review and recommend revision of the current policies and procedures for selection of Outstanding Professor, and Scholarship Week Faculty Awards: Outstanding Mentor of Students, Outstanding Researchers, Outstanding Contributor to Community Engagement, Outstanding Scholar on Issues of Diversity, Social Justice and Multiculturalism.
- 4) The Subcommittee will support and assist with the following nomination process and communication with applicants and potential applicants:
 - a. During week five of winter quarter, the chair of FAC will invite submission of nominations in a widely distributed call letter to the faculty and the campus community, with copies to departments and colleges to post in places where all in the campus community can read them. Nominations shall be due on Monday of week ten of winter quarter.
 - b. No later than Wednesday of week ten of winter quarter, the chair of FAC will notify all nominees in a letter that includes the criteria for review, a list of recommended items for applications, and the deadline of Monday during the second week of spring quarter for submission of materials
- 5) The Subcommittee will use these criteria to evaluate these recommended materials from the candidates:

A. Outstanding Professor of the Year Award (George and Miriam Philips Award)

Criteria

- i. A nominee is expected to have a record of superlative teaching.
- ii. The nominee's professional accomplishments shall be evaluated to ascertain their quality.
- iii. The nominee's services to the campus and the larger community shall be evaluated to ascertain their relevance.
- iv. A significant part of each nominee's record of accomplishment shall have been established while a faculty member of California State University, East Bay.

Recommended Material

- v. A cover letter indicating the nominee's contributions to teaching at CSUEB.
- vi. A curriculum vitae indicating courses taught at CSUEB, professional achievements, campus and community contributions, awards, and other relevant information.
- vii. Two course evaluations from each of the last 5 years, including written evaluations.
- viii. Letters from students and/or colleagues (any number) supporting the nomination: useful information might include the nominee's contributions to the department's mission, variety and innovation in course offerings,

accessibility to students, fairness in grading, availability for counseling, and/or other relevant information.

B. Scholarship Week Faculty Awards

Rules pertaining to all recognitions:

- i. All nominations or self-nominations are open to t/tt-faculty, lecturers and coaches.
- ii. Each nomination or self-nomination should be accompanied by a 2-page explanation of why an individual meets the criteria for that recognition and a vita for the nominated or self-nominated individual.
- iii. The recognitions would be advertised in the Academic Affairs weekly newsletter, through posters, and an ad in the Pioneer and other means.
- iv. Students will be encouraged to nominate faculty.

Individual recognition categories and their criteria:

i. Outstanding Faculty Mentor of Students

1. The faculty member has mentored a number of undergraduate and or graduate students in research projects over the past year; or,
2. Student researchers working with the faculty member have been successful at publishing their work in peer reviewed journals and or presenting their work at professional conferences; or,
3. The faculty member has a track record of supporting student researchers both academically and professionally through advising and mentoring, or,
4. The faculty member works with a diverse group of students and has made a special effort to mentor student researchers from groups that may be underrepresented in their discipline; and,
5. Qualifying mentoring experiences are limited to out of class work. Instructors teaching research methods courses may not use this work in support of their nomination.

ii. Outstanding Researchers

1. Untenured - Recognition is available to an untenured faculty member, or a lecturer or coach who has been at East Bay fewer than 6 years.
2. Tenured - Recognition is available to a tenured faculty member, or a lecturer or coach who has been at East Bay more than 6 years.
3. The faculty member has compiled a record of publishing, grant writing, and/or presentations that are indicative of great promise or consistency to publish, get grants, and/or be recognized as an authority in their discipline; and,
4. The faculty member attempts to incorporate his/her research into the teaching they perform at CSU East Bay.

iii. Outstanding Contributor to Community Engagement

1. The faculty member is very active in his/her community as a volunteer or unpaid consultant; or,

2. The faculty member encourages his/her students to actively volunteer in the community through service-learning projects, internships, or other co-curricular activities; and,
3. The faculty emphasizes community engagement in his/her class sessions.

iv. Outstanding Scholar on Issues of Diversity, Social Justice & Multiculturalism

1. The faculty member has a record of writing, speaking, or performing in areas that encourage awareness of diversity and social justice issues; and
 2. The faculty member emphasizes issues of diversity, social justice and multiculturalism in his/her teaching; and/or
 3. The faculty member has been active on campus in helping others to understand sensitive issues surrounding diversity, social justice and multiculturalism through participation on committees, in events, and/on faculty learning communities.
- 6) The Subcommittee Chair presides over the final meeting to deliberate on the choice of the finalists from among the nominees.
 - 7) The Subcommittee Chair recommends the finalists to the Faculty Affairs Committee, for a vote of the committee.
 - 8) The Chair of FAC notifies the Senate Chair of the committee's selections.
 - 9) The Senate Chair notifies the Vice President of Academic Affairs of FAC's selections.
 - 10) The recipient of the George and Miriam Philips Award is honored at an appropriate University-wide event.
 - 11) The finalists of the Scholarship Week Faculty Awards are honored during the designated week.

C. Subcommittee on Lecturers

- 1) The membership of this Subcommittee shall consist of six voting members, including three regular members of the faculty and three lecturers whose current contracts are at least one year in duration. At least one of the voting faculty members shall be a member of the Faculty Affairs Committee. The Director of Faculty Development and/or Presidential Appointee to FAC shall serve as *ex officio*, non-voting members. The membership shall be chosen to be broadly representative of the University Faculty and lecturers.

- 2) A quorum shall consist of four voting members of the Subcommittee, including two lecturers and two regular faculty.
- 3) Within the scope of specific charges from the Faculty Affairs Committee, the Subcommittee will review and may recommend changes to current policies and procedures relating to lecturers and may recommend new policies and procedures relating to lecturers.

D. Subcommittee on Evaluations of Teaching

- 1) The membership of this Subcommittee shall consist of eight voting members, including one regular faculty member from each College, one student appointed by the ASI Board, and the Director of Faculty Development. The eighth seat may be filled by a lecturer or regular faculty member. At least one of the voting faculty members shall be a member of the Faculty Affairs Committee. The Presidential Appointee to FAC may serve as *ex officio*, non-voting member.
- 2) A quorum shall consist of four voting members of the Subcommittee.
- 3) The subcommittee is charged to review of our policies, procedures, and practices for the evaluations of teaching, including but not limited to the forms and methods employed. Any recommended modifications shall be sent to FAC for consideration.

ARTICLE VI

Amendment and Suspension of these Policies and Procedures

Section 1:

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

Section 2:

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

Section 3:

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

Section 4:

The Committee shall adopt or amend these policies and procedures as the first item of business at the first meeting of the academic year. After the policies and procedures are approved by the Executive Committee, they shall be posted prominently on the webpage for the Committee's meetings.

ARTICLE VII
Parliamentary Authority

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

EXCERPTS FROM THE BYLAWS OF THE CSUEB FACULTY

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. Faculty members of Standing Committees 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: 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 5: 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 Presidential Appointees on Standing Committees: Presidential appointees shall be appointed for one-year terms.
- C. For Faculty and Student Services Members of Standing Committees Other than COBRA: Faculty members and Student Services members shall be elected for two-year overlapping terms. Such members may serve consecutive terms, but having served two terms, shall not be eligible to serve again on the same committee within a year. Such a member elected or appointed to serve out the unexpired term of another shall be eligible for election to two terms of his/her own, provided that no person shall serve more than five consecutive years.
- D. For Faculty Members on the Committee on Budget and Resource Allocation (COBRA): Faculty members shall be elected for two-year overlapping terms. There is no term limitation for service on COBRA.

- E. 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 6: 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 7: 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 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.

SECTION 8: 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 9: 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 10: 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 11: 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 12: 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 13: 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 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.