



**Faculty Diversity and Equity Committee Policies and Procedures for
Committee Operation**

History:

97-98 BEC 15, May 26, 1998

6/2/1998: approved as amended

00-01 BEC 4; approved as amended on October 3, 2000

03-04 BEC 8; approved as amended February 4, 2004

06-07 cFDE 1 revised; approved as amended October 16, 2007

11-12 cFDE 2 revised; passed by Spring 2014 University-wide election

As authorized by Article XVI in the Bylaws of the University Faculty, the following policies and procedures for conduct of the operations of the Faculty Diversity and Equity Committee have been adopted by the majority vote of the FDEC committee members and approved by the Executive Committee of the Academic Senate. *The committee is governed first and foremost by the Bylaws. The Bylaws articles regarding committee operation and this committee specifically are included in Appendix A.*

Section 1:

The Faculty Diversity and Equity Committee (FDEC) shall be an Academic Senate committee reporting to the Executive Committee as appropriate and through the Executive Committee to the Senate at least annually. The FDEC shall have primary responsibility for advising the Senate on policy and procedural issues related to California State University, East Bay's faculty diversity. The main tasks of the FDEC shall be to:

1. Assist and support the work of the DELO (Diversity and Equity Liaison Officer);
2. Study and report on issues relevant to increasing faculty diversity; and
3. Make policy and procedural recommendations to the Academic Senate as the committee deems appropriate. These recommendations may be referred to the Senate or other committees of the faculty as determined by the Executive Committee.

Section 2:

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.

Section 3:

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

1. Five (5) 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. The current University Diversity Officer.
6. 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.
7. One presidential appointee.
8. One student representative, to be appointed through ASI to a one-year term, serving no more than two consecutive terms.

Section 4:

Furthermore it is recommended that the President be invited to appoint a representative to serve as an Ex-officio non-voting member of FDEC.

Section 5:

The DELO shall serve as Chair of FDEC. The Chair shall arrange for the election of a permanent secretary or the appointment of a secretary *pro tempore* on a meeting-by-meeting basis.

Section 6:

Faculty members shall be appointed by the Executive Committee, following consultation with the DELO, for a two-year term.

Section 7:

Meetings of the FDEC shall be held on the second and fourth Wednesday of the month, from 2:00 to 3:50, and shall be open to any member of the CSUEB community. Agendas and minutes of the previous meeting shall be sent to the Office of the Academic Senate at least one week prior to each meeting.

Section 8:

Changes in these policies will require approval by the Executive Committee.

APPENDIX A
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.