TO: The Academic Senate

FROM: Vincenzo Traversa, Chair, Faculty Affairs Committee (FAC)

SUBJECT: Proposed Changes to the Constitution and Bylaws of the University Faculty

ACTION REQUESTED: That the Academic Senate approve the proposed changes put forth on the attached copy of the Constitution and Bylaws. Amendments approved by the Senate would then be put before the faculty for approval in a university-wide election.

BACKGROUND INFORMATION: FAC has carefully reviewed and deliberated on both substantial and housekeeping changes to the Constitution and Bylaws since last year. It has taken time to review each article for wording that is outdated or unclear, as well as to discuss the merits of some modifications such as electronic balloting options. The committee has not endorsed the proposed modifications, but rather has approved the language of the amended segments and where they would be placed in the document. There was agreement that the regular faculty have the right to vote on the amendments which were proposed by various faculty committees and the Executive Committee.

A ballot will be developed that separates amendments into two broad categories; Housekeeping Changes and those identified as Substantial Changes.

On the attachment, proposed changes from last year that have already received Senate approval are in italics. The new changes that are deemed “housekeeping” changes are underlined. The substantial proposed amendments have been highlighted in gray.

In preparing the attached document, there were computer program formatting errors that will be attended to when doing the final approved document, as well as the re-numbering of lines and pages due to the amendments approved by the faculty. Any comments on additional “content” corrections will be discussed at the Senate meeting.
Legend:

Approved by the Senate in 03-04 (03-04 FAC 7)
Approved by the Senate in 03-04 (03-04 BEC 10)

Proposed changes for the Senate to consider in 04-05
Proposed changes deemed “housekeeping”, 04-05

[Note: The Table of Contents to the Constitution and Bylaws shall be revised in accordance with the changes, as approved in the faculty bylaws election.]

THE CONSTITUTION AND BY LAWS OF THE UNIVERSITY FACULTY,
CALIFORNIA STATE UNIVERSITY, EAST BAY

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PREAMBLE

1. 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.

2. This Constitution expresses the principles of policy and procedure through which the University Faculty is consulted about 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

14. 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.

15. 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.

16. 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.

17. 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

1. SECTION 1: The departments of the University are the primary administrative and academic elements of the University. The operation of the department, its structural organization, and its offerings should reflect most closely the professional judgment of the faculty. In the reorganization of departments, the review of departmental administration, the official assignment of persons as members of the department, and the offerings of the Department Faculty, the Department Faculty is the official body for consultation and recommendation procedures.

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

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

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

5. C. holds academic rank of Instructor or higher.

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

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

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

9. SECTION 5: The Department Faculty shall have primary responsibility for:

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

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

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

13. D. electing members of its Faculty Council; and

14. E. reviewing any decisions of its Faculty Council.

15. SECTION 6: The Department Faculty shall have the primary responsibility for recommendations concerning:

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

17. B. instruction and research in its academic discipline;

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

19. D. standards for and evaluation of instruction, advising, research, and ethics in its discipline and in its programs;

20. E. appointment, retention, tenure, promotion, discipline, leaves of absence, and honors of all members of the department;

21. F. development, with other departments, of interdisciplinary programs which include its academic discipline; and
Article II, Section 6

1. G. the nomination and review, at intervals not greater than three (3) years, of its chair, according to procedures specified in the Bylaws of the University Faculty.

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

ARTICLE III
COLLEGE FACULTIES

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

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

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

B. is officially assigned to a teaching service area administered by that College; and

C. holds academic rank of Instructor or higher.

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

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

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

34. SECTION 5: The College Faculty shall have primary responsibility for:

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

B. electing members of the Academic Senate representing the College;

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

D. establishing a College Assembly to work with its College Dean if it so desires;
Article III, Section 5
1. E. electing members of its College Assembly; and
2. F. serving as a Board of Appeals from decisions of the College Assembly.
3. SECTION 6: The College Faculty shall have the primary responsibility for recommendations concerning:
4. A. coordination and evaluation of the work of its departments;
5. B. candidates completing degrees and programs within its departments;
6. C. interdepartmental programs within its academic disciplines;
7. D. appointment, retention, tenure, promotion, discipline, leaves of absence, and honors of all members of the College;
8. E. the standards for and maintenance of a high level of professional conduct among its members; and
9. F. the nomination and review, at intervals not greater than five (5) years, of its administrative officers, according to procedures specified in the Bylaws of the University Faculty.
10. SECTION 7: Any College Faculty may establish a College Assembly to work with the dean of its College. If a College Assembly is formed, its membership shall be elected by the College Faculty. Any College Faculty may delegate, by written Bylaws, to its College Assembly any of its recommending responsibilities. It may not delegate to its College Assembly any of the primary responsibilities listed in section 5, above.
11. SECTION 8: The Regular Members of the Division of Libraries shall be the University Librarian and the professional librarians holding full-time, annual appointments in that division. This division shall be treated as a College under this Constitution for purposes of defining Regular Membership in the University Faculty (See Article IV, Section 2) and of representation on the Academic Senate (Article V, Section 2).

ARTICLE IV
UNIVERSITY FACULTY

27. SECTION 1: The operation of the University, its structural organization, and its offerings should reflect the professional judgment of its faculty. In the reorganization of the University, the review of University administration, and the offerings of the University Faculty, the University Faculty is the official body for consultation and recommendation procedures.
28. SECTION 2: The Regular Members of the University Faculty are the President, Vice Presidents, and academic Associate Vice Presidents; the Regular Members of the College Faculties within the University; the Regular Members of the Division of Libraries and other individuals holding tenure in an academic department. FERPers (Faculty Early Retirement Program) and PRTB (Partially Reduced Time Base) faculty are included during quarters when in active employment. In addition, those individuals who are Regular Members of the University Faculty according to Article IV, Section 2 of this Constitution as of March 1, 1989, shall retain such membership as long as they occupy their present positions with the University. The Office of the Academic Senate shall maintain a list of these individuals.
Article IV, Section 3

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

3. SECTION 4: The University Faculty shall have the primary responsibility for:

4. A. the conferring of earned degrees;

5. B. the election of the Faculty Marshal and the representatives of the University Faculty on the Academic Senate of the California State University;

7. C. establishing its Bylaws to govern the procedures for implementing the provisions of this Constitution;

9. D. serving as a Board of Appeals from the decisions of the Academic Senate;

11. E. any other authority delegated to it by higher authority.

12. SECTION 5: The University Faculty shall have the primary responsibility for recommendations concerning:

14. A. the coordination and evaluation of the work of its Colleges;

15. B. the development and coordination of inter-College programs and programs not within the assigned functions of its departments and Colleges;

17. C. policies affecting instruction and research;

18. D. student affairs;

19. E. the professional standards, ethics, and welfare of the academic members of the University staff; and

21. F. the nomination and review of its administrative officers.

22. SECTION 6: The University Faculty shall be consulted on:

23. A. the planning and development of the campus and buildings of the University; and

25. B. the allocation of funds, staff, equipment, and facilities among the programs of the University.

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

ARTICLE V
THE ACADEMIC SENATE

36. SECTION 1: The Academic Senate shall:

37. A. coordinate the affairs of the University Faculty and its constituent faculties;

39. B. make recommendations to the President of the University in the name of the University Faculty under the authority delegated to it in the Bylaws of the University Faculty;
Article V, Section 1

1. C. establish and operate a system of committees, as provided in the Bylaws of the University Faculty, to conduct the business of the University Faculty;
2. D. serve as the voice of the University Faculty in consultation with the President, the Chancellor, and other persons and agencies, under the authority provided in the Bylaws of the University Faculty;
3. E. in consultation with the President, resolve all questions of the interpretation of the Constitution of the University Faculty; and
4. F. resolve all questions of the interpretation of the Bylaws of the University Faculty.

10. SECTION 2: The membership of the Academic Senate shall include:
   A. the President of the University;
   B. the representatives of the University in the Academic Senate of the California State University;
   C. twenty-five (25) members elected by and from the Colleges of the University, distributed in proportion to the number of Regular Members in the Colleges, provided that every College shall have at least one member in the Academic Senate;
   D. ten (10) members-at-large, elected by and from the Regular Members of the University Faculty;
   E. one (1) member elected by and from faculty who have achieved emeritus/emerita status, in accordance with Article VIII of the Bylaws of the University Faculty;
   F. two (2) members elected by and from the University lecturers, in accordance with Article IX of the Bylaws of the University Faculty;
   G. two (2) members elected by and from the Student Services electorate, in accordance with Article X of the Bylaws of the University Faculty;
   H. one (1) staff member selected by the Staff Assembly, in accordance with Article XI of the Bylaws of the University Faculty;
   I. seven (7) members selected from among undergraduate or graduate students, in accordance with Article XIV of the Bylaws of the University Faculty;
   J. the chair of each standing committee of the Academic Senate; and
   K. the immediate past-chair of the Academic Senate.

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

ARTICLE VI

THE UNIVERSITY FACULTY OFFICERS

39. SECTION 1: The officers of the University Faculty shall be the President of the University, the officers of the Academic Senate, the Faculty Marshal, and the representatives of the University Faculty on the Academic Senate of the
Article VI, Section 1

1. California State University. These officers shall be the Agenda Committee of
the University Faculty.
2. 
3. SECTION 2: The Chair, Vice Chair, and Secretary of the Academic Senate shall serve the
respective functions of officers of the University Faculty.
4. 
5. SECTION 3: The Faculty Marshal shall be responsible for conducting all University
Faculty elections and shall have such other duties as are provided in the
Bylaws of the University Faculty.
6. 
7. SECTION 4: The representatives of the University Faculty on the Academic Senate of the
California State University shall have such duties, in addition to those
required by their statewide office, as are provided in the Bylaws of the
University Faculty.
8. 
9. SECTION 5: The Faculty Marshal and the representatives of the University Faculty on the
Academic Senate of the California State University shall be elected by and from the Regular Members of the University Faculty as provided in the
Bylaws of the University Faculty.

ARTICLE VII

RECALL OF OFFICERS

16. SECTION 1: The Regular Members of any of the faculties of the University and its
subdivisions shall institute an election for the recall of any elected officer or
representative of that faculty, as provided in the Bylaws of the University
Faculty, when at least fifteen percent (15%) of the Regular Members of
his/her constituency have petitioned for a recall election.
17. 
18. SECTION 2: The Regular Members of the faculty of a department or College shall request a
review of the administration of their department or College by the President
when at least one-third of the Regular Members of the Department or College
Faculty have petitioned for such a review.
19. 
20. SECTION 3: The method for recalling a student representative shall be determined by the
Associated Student Body President and Council, subject to the approval of the
Academic Senate.
21. 
22. SECTION 4: The method for recalling a Student Services representative shall be
determined
by the Student Services electorate, subject to the approval of the Academic
Senate.
23. 
24. SECTION 5: The method for recalling an emeriti representative shall be determined by the
Executive Committee of the Academic Senate, subject to the approval of the
Academic Senate.
25. 
26. SECTION 6: The method for recalling a lecturer representative shall be determined by the
Lecturer Electorate, subject to the approval of the Academic Senate.
27. 
28. SECTION 7: The method for recalling a staff assembly representative shall be by a majority
vote of the full membership of the Staff Assembly same body that elected the
representative
ARTICLE VIII

STUDENT PARTICIPATION IN FACULTY AFFAIRS GOVERNANCE

1. SECTION 1: Seven (7) student members shall be regular voting members of the Academic Senate (See Article V, Section 2, 1).

2. SECTION 2: Two (2) student members shall be regular voting members of each standing committee-established in the Bylaws, with the exception of the Faculty Affairs Committee and the Committee on Budget and Resource Allocation—any such committee established to deal with matters pertaining to academic personnel (see also Bylaws XIV). For those standing committees for which students are eligible to serve, representatives shall be selected in accordance with Article XV of the Bylaws of the University Faculty.

ARTICLE IX

THE BYLAWS OF THE UNIVERSITY FACULTY

7. SECTION 1: The University Faculty shall establish a written set of Bylaws for the purposes of stating the faculty organization, procedures, practices, regulations, and policies implementing the provisions of this Constitution. The Bylaws shall contain, at least, the procedures for and regulations governing the election of the Faculty Marshal, the representatives of the University Faculty in the Academic Senate of the California State University, and the members of the Academic Senate; the procedures for, organization of, and regulations governing the commissions, committees, and other bodies of the University Faculty; the procedures for and regulations governing the formal and official consultation and recommendation responsibilities of the University Faculty and its Senate; and the procedures for regulations governing the conduct of the business of the University Faculty and its Senate. The Bylaws may provide for standing rules for the operation throughout the year of the meetings of the University Faculty and for the year-round operation of the Academic Senate, commissions, committees, and other bodies, provided that the standing rules do not conflict with the provisions of this Constitution or the Bylaws of the University Faculty.

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

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

31. SECTION 4: Statements of policy and procedures adopted by the Academic Senate and approved by the President of the University shall be published along with the Bylaws of the University Faculty for the information of the University Faculty.
ARTICLE X
AMENDMENTS TO THE CONSTITUTION

1.SECTION 1: The University Faculty may vote to amend this Constitution in an election in which a majority of the regular members vote. An amendment shall be adopted by the University Faculty when two-thirds of the members voting approve the amendment. The University Faculty shall not delegate the power to amend this Constitution except in pro forma cases provided for in Section 5 of this Article.

7.SECTION 2: An amendment of the Constitution shall become a part of the Constitution when the University Faculty has voted to amend and the President of the University has ratified the amendment.

10.SECTION 3: An amendment to this Constitution may be proposed by:
   A. the Academic Senate, by a two-thirds majority vote of those voting;
   B. the President of the University; or
   C. five per cent (5%) of the Regular Members of the University Faculty.

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

20.SECTION 5: Whenever an official reorganization of the University requires alterations in this Constitution, involving such matters as changes in names, titles, and structures of subdivisions of the University, the Academic Senate shall establish an ad hoc committee to make the changes in the Constitution necessary to accommodate the new organization. If any such reorganization requires a change of substantive nature, the amendment shall be submitted to the University Faculty; if an amendment is nominal and mechanical, it may be approved by two-thirds of the Academic Senate present and voting, provided that upon petition by five per cent (5%) of the Regular Members of the University Faculty, such an amendment shall be submitted to the University Faculty for a vote.

ARTICLE XI
ADOPTION OF THIS CONSTITUTION

31.SECTION 1: This Constitution shall be deemed adopted, replacing the previously existing Constitution, when:
   A. after an election conducted by the heretofore existing Representative Assembly, in which it is approved by two-thirds of the heretofore existing Faculty Senate voting, provided that no fewer than one-half of the members cast ballots; and
   B. the President of the University shall have ratified it.
Article XI, Section 2

1. SECTION 2: Upon adoption of this Constitution, the Representative Assembly of the
heretofore existing Faculty Senate shall issue a call for an election of the new

3. Academic Senate under the provisions of this Constitution. Upon the

4. satisfactory completion of the election of the new Academic Senate, the

5. previously existing Representative Assembly shall disband, and the new

6. Academic Senate shall assume office. Until such time as the Bylaws of the

7. University Faculty have been approved by the University Faculty and the

8. relevant provisions have been implemented, the provisions for committees, the

9. policies, and the regulations of the faculty under the previous Constitution

10. shall remain in effect. Points of disagreement between provisions of the

11. previous Constitution and this Constitution shall be resolved by the Academic

12. Senate and the President of the University, jointly, using the new Constitution

13. as a guide.

14. SECTION 3: Upon the adoption and ratification of this Constitution, each department and

15. division shall organize its faculty in accordance with the provisions of this

16. Constitution. Official consultation concerning the offerings of a department

17. or of a division, or concerning the nomination and review of the

18. administration of a department or of a division, shall be made through the

19. faculty of the department or division.

9/96

rev. 4/03 (new date)
PREAMBLE

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

ARTICLE I
MEMBERSHIP IN THE UNIVERSITY FACULTY

6. SECTION 1 The following definitions are to be used in determining the eligibility of a
7. Definition faculty member to hold status as a regular member of the University Faculty:
8. "Full-time" - a person is employed in the University at full salary for his/her
9. position;
10. "Annual" - the employee of the University is appointed to serve for a full
11. academic year (three or four quarters) at a time;
12. "Academic" - an employee of the University who is assigned to teaching or
13. research or to departmental administration. (See Constitution: Article II,
14. Section 2; Article III, Section 2)
15. SECTION 2 The Faculty Marshal, the Chair of the Academic Senate and the Secretary of the
16. Membership Academic Senate, with the Faculty Marshal as Chair, shall serve as the
17. Committee Membership Committee of the University Faculty. At the beginning of each
18. quarter, this committee shall determine and publish the names of those
19. qualified for membership as regular members of the College, Department, and
20. University Faculties. The Membership Committee shall make a ruling when a
21. dispute arises. If any regular member of the University Faculty challenges
22. this ruling, the matter shall be referred to the Academic Senate.
23. SECTION 3 A regular member of any faculty on leave of absence remains a regular member of that faculty.
24. Regular Mem-
25. bers on Leave
26. SECTION 4 Upon retirement, a tenured regular member of the faculty who has a minimum
27. Emeriti of twelve years of full-time service to the University or, on the basis of
28. Members exceptional contributions has been recommended by his or her academic
29. department or division and approved by the President, shall be granted
30. emeritus/emerita status.
31. SECTION 5 The Membership Committee of the University Faculty shall obtain a current
32. Roster of list of the emeriti faculty from the Academic Affairs Office and shall provide
33. Emeriti accurate record of the emeriti members of the University Faculty and shall provide
34. Members accurate rosters for elections of the emeriti representative to the Academic
   Senate in which they may participate.
ARTICLE II
OFFICERS OF THE UNIVERSITY FACULTY

EXTRA-CONSTITUTIONAL DUTIES

1. SECTION 1 In addition to the duties inherent in their offices and the duties charged to
2. Additional them by the Constitution,
3. Duties of 1. The President of the University shall preside at meetings of the University
4. Officers Faculty except as provided in Article III, Section 3, and he/she shall be
5. Chair of the University Faculty Agenda Committee.
6. 2. The Vice Chair of the Academic Senate shall assume the duties of the
7. Chair in his/her absence.
8. 3. The Chair of the Academic Senate shall supervise the Office of the
10. 4. The Faculty Marshal shall preside at meetings of the University Faculty as
11. provided in Article III, Section 3; he/she shall serve as Chair of the
12. University Faculty Membership Committee; and he/she shall assemble and
13. lead the faculty in academic processions.

ARTICLE III
MEETINGS OF THE UNIVERSITY FACULTY

14. SECTION 1 The University Faculty Agenda Committee shall convene meetings of the
15. Convening of University Faculty at the request of:
16. Meetings A. The President of the University;
17. B. The Academic Senate;
18. C. Five percent of the regular members of the University Faculty, who shall
19. make their request by means of petition.
20. Requests made to the University Faculty Agenda Committee shall list the
21. subjects to be considered. The University President shall preside at Agenda
22. Committee meetings.
23. SECTION 2 Requests for a University Faculty Meeting shall be addressed to the
24. Scheduling University President. Following the receipt of the request, he/she shall schedule an
25. of Meetings Agenda Committee meeting in not more than three academic days. A
26. majority of this Committee shall constitute a quorum. The Agenda
27. Committee shall then schedule the University Faculty meeting to be held
28. within ten academic days and shall prepare and publish the agenda for the
29. meeting. Faculty members should receive written notification of time, place,
30. and agenda at least three academic days prior to the meeting except under
31. emergency conditions as defined by the Agenda Committee.

1. SECTION 3 The President of the University shall serve as the presiding officer of the
2. Presiding meetings of the University Faculty except that:
3. Officers A. he/she may delegate the responsibility to the Chair of the Academic
4. Senate or to the Faculty Marshal; and
5. B. The Chair of the Academic Senate shall preside when a recommendation
6. of the University Faculty to the President of the University is under
7. consideration.
ARTICLE IV
OFFICERS OF THE ACADEMIC SENATE AND THE EXECUTIVE COMMITTEE

8. SECTION 1 The officers of the Academic Senate shall be the Chair, the Vice Chair, and
9. Officers the Secretary. None of these shall be an Academic Senator of the California
10. State University.

11. SECTION 2 The Chair of the Academic Senate shall preside at its meetings. When the
12. Duties of Chair Chair is absent, or when he/she relinquishes the Chair in order to
13. & Vice Chair participate in discussion, the Vice Chair shall preside.

14. SECTION 3 The Secretary of the Academic Senate shall keep the records of the Academic
15. Duties of the Senate, of the Executive Committee, and of the University Faculty.
16. Secretary

17. SECTION 4 At any meeting of the Academic Senate at which neither the Chair nor the
18. Chair Vice Chair is present, the Senate shall, for that meeting only, elect a Chair
19. Pro Tempore pro tempore.

20. SECTION 5 The Officers of the Academic Senate, the President of the University, the
21. Executive immediate Past Chair of the Academic Senate, Academic Senators of the
22. Committee California State University, and five persons elected by the Academic
23. Senate from among its members shall serve as the Executive Committee of the
24. Academic Senate. The Committee shall supervise the work of the Senate and
25. prepare the agenda for its meetings. In considering a submission for the
26. agenda of the Senate, the Executive Committee may place it on the agenda or
27. make appropriate referral. If the Executive Committee makes any revision in
28. form or in substance before placing an item on the agenda, the nature and
29. extent of the revisions shall be reported to the Senate and to the originator.

30. SECTION 6 When considering personnel matters relating directly to individual members
31. Personnel of the faculty or the administration, the Executive Committee shall meet in
32. Matters executive session.

33. SECTION 7 Only the Staff Assembly appointee Representative, the Statewide Academic
34. Organizational Senators, the newly elected Standing Committee Chairs, the newly elected Academic
35. Meeting Senators, and those Academic Senators in the middle of an elected two-year
36. Voting term are eligible to vote in the organizational meeting of the new Academic
37. Senate. Absentee and/or proxy voting shall not be permitted.
ARTICLE V
GENERAL PROCEDURES FOR THE CONDUCT OF BUSINESS
OF THE UNIVERSITY FACULTIES AND THE ACADEMIC SENATE

1. SECTION 1 Meetings of the University Faculties and the Academic Senate shall be guided
by generally accepted rules of parliamentary procedure except on points
where standing rules direct otherwise.

2. SECTION 2 The Academic Senate shall adopt standing rules; and these shall include
provisions for conducting the business of the Senate throughout the
University year. The several University Faculties may adopt standing rules.

(See Constitution: Article II, III, IV)

3. SECTION 3 1. Voting at meetings of the University Faculties, Academic Senate and
Executive Committee shall be by voice unless a show of hands or a
division of the house is requested by a member. A written ballot shall be
required for every contested election to office, and shall be permitted as a
method of voting in other cases upon concurrence of a majority of the
members present.

2. Each eligible voting member shall have one vote.

3. Voting by email is permitted only when urgent issues need immediate
action by the Senate or its committees. If controversial there is a substantive
objection by a member, email voting will be suspended and the matter should
will either wait for the next meeting or a special meeting should be
called. Voting may only be administered by the Chair of the committee or by
the Senate Office.

4. SECTION 4 The Secretary of the Academic Senate shall keep minutes for each meeting of
the University Faculty, and of the Academic Senate. These shall be
a summary of the discussion on every matter of importance. Every motion
which has been made at the meeting shall be contained in the minutes and the
disposition of each one of them shall be made clear. Any counting of votes
made at the meeting shall be recorded in the minutes. Other faculties should
provide for the keeping of minutes.

5. SECTION 5 A quorum of the University Faculty for any meeting shall be 25% of the
whole regular membership. A quorum for the Academic Senate shall be 50%
of the faculty members who have been elected at-large and from the Colleges.
Other faculties of the University may establish whatever quorums they deem
appropriate.

6. SECTION 6 The presiding officers of each of the University Faculties and the Academic
Senate may appoint a parliamentarian who shall advise on procedural
rulings at the request of the presiding officer. Parliamentarians shall be
guided by generally accepted rules of parliamentary procedure, and by
standing rules where they have been adopted.

7. SECTION 7 The University Faculties and the Academic Senate may grant the privilege of
the floor to non-members by a vote of a majority of the members present.

8. SECTION 8 The faculty of each College and each Division having College status (as
defined
in Article III, Section 8 of the Constitution) shall establish election and recall
procedures, which shall apply to the College representatives on the Academic
Senate and its committees, and such other election as the College or Division
may determine. The procedures shall be subject to the approval of the
ARTICLE VI
UNIVERSITY-WIDE ELECTION PROCEDURES

1. SECTION 1 Annual elections shall be held to elect a Faculty Marshal, Academic Senators of The California State University (in years when there are seats to be filled), and representatives-at-large to the Academic Senate. The results of these elections shall be announced no later than the academic day next following the election or before April 25. The term of each person elected in an annual election shall begin on June 15th, except that the term of an Academic Senator of The California State University shall begin on or before June 15th the date of the last meeting in the Spring of the Academic Senate of The California State University.

2. SECTION 2

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

b. Academic Senators. Each representative to the Academic Senate, except the lecturer and student representatives (see Articles IX and XIV), shall be elected for a term of two years and may serve two consecutive terms. Having served such consecutive terms, he/she shall not be eligible to serve again within a year. A person elected to serve out the unexpired term of another shall be eligible for election to two two-year terms of his/her own, provided no person shall serve more than five consecutive years. In the first election conducted under these Bylaws, five members-at-large shall be elected for two year terms, and five shall be elected for one-year terms.

c. Balance of Alternation. When necessary and notwithstanding provisions in Part b of this section, before each election the Faculty Marshal shall assign to each College the number of one-year terms that will establish or maintain a balance of alternation.

3. SECTION 3 The Executive Committee of the Academic Senate (see Article IV, Section 5) shall make nominations for the offices listed in Section 1, assuring that there are at least two nominees for each position to be filled, and shall process additional nominations received by petition. Each person nominated shall have given his/her written consent (via email is acceptable) to having his/her name appear on the ballot.

In conducting the nominating process, the Committee shall follow these procedures, which may be distributed to faculty electronically using either electronic or hard copy distribution:

A. Not less than ten academic days before the scheduled election the Committee shall publish to the University Faculty a statement of the positions to be filled, a list of continuing members of the Academic Senate and continuing Academic Senators of The California State University, (when there is a seat in the Senate, California State University to be filled), and a preliminary list of nominees.
B. For a period of five academic days after the publishing of the preliminary list the Committee shall accept nominating petitions from the faculty. A petition to nominate must bear the signatures of the nominee and five other regular members of the University Faculty. Each petition shall be forwarded to the Committee through the Office of the Academic Senate.

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

1. SECTION 4 Voting for all officers listed in Section 1 shall be by mail ballot, which can be either electronic voting or by hard copy, as long as voting anonymity is ensured. In each annual election, balloting shall continue for ten consecutive academic days.

2. Voting Results shall be announced within three academic days after the last day of balloting.

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

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

5. B. The Committee shall also:

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

6. SECTION 6 Upon receiving a report from the Executive Committee the Academic Senate may, if there be cause, invalidate an election, or any part of it, and require that another election be held.

7. SECTION 7 If an office listed in Section 1 becomes vacant for more than one quarter, the Academic Senate shall nominate at least two persons and select one of them by written ballot to serve the period of absence. If such an office becomes vacant with one quarter or less remaining in the term of office, the Executive Committee may fill the vacancy by appointment for the balance of the term.

8. If an Academic Senator of The California State University is temporarily unable to perform his/her duties as Senator, the Executive Committee may appoint an alternate Senator to fulfill the obligations of that office during the Senator's absence.

9. SECTION 8 If a petition requesting the recall of an officer listed in Section 1 is filed with the Executive Committee, it shall conduct an election by mail (electronic or hard copy) in accordance with the provisions established herein. The question shall be put, "Shall (name of office holder and office he/she holds) be recalled?" If a majority of
ARTICLE VII
REPRESENTATION OF COLLEGES IN THE ACADEMIC SENATE

1. SECTION 1 For the purposes of representation in the Academic Senate, the Division of
2. Divisions treat- Libraries shall be treated as a College. (See also, Article XV, Section 2,
ed as Colleges below.)

4. SECTION 2 In the Winter Quarter of each year the Faculty Marshal, in consultation with
5. Proportional the Executive Committee, shall allocate to each College Faculty the number of
6. Represen- Senate representatives to which it is entitled. The allocation of 25 College
7. tation in the representatives to the several Colleges shall be proportional to the number of
8. Academic regular members in the College Faculties, provided no College shall be
9. Senate unrepresented. Taking into consideration the number of continuing
10. representatives of each College, the Faculty Marshal shall inform each
College
11. Dean of the number of representatives to be elected to one- and two-year
12. terms. If a College would be over-represented by the continuance in office of
13. its representatives who have unexpired terms, the Faculty Marshal shall notify
14. the College Dean of the need to relinquish representative(s). The College
15. Faculty shall determine which representative(s) shall be removed.

16. SECTION 3 After the announcement of the results of the election of representatives-at-
17. Election of large of the Academic Senate, each College Faculty shall elect to the
18. College Represen- number of representatives to which it is entitled. The elections shall be
19. tatives in the completed by May 15 and the results of these elections shall be certified to
20. Academic Senate the Faculty Marshal, who will announce them to the University.

21. SECTION 4 Whenever a College Faculty is disbanded because of reorganization of the
22. Disbandment University, all of its representatives shall resign from the Academic Senate.
21. Of Colleges The Faculty Marshal shall then determine the necessary adjustment in the
22. distribution of College representatives, and shall notify the Dean of each
23. College which has gained a seat, or seats, because of the adjustment.
24. Each such College, following regular election procedures, shall elect its
25. newly acquired representative(s) for term(s) which will maintain the
26. balance of alternation.

27. SECTION 5 If a vacancy of more than one quarter occurs in the representation of a
College, the Executive
28. Vacancies Committee shall request the College or Division to hold a special
29. in College election to fill the vacancy for the period of absence, following regular
30. Represen- election procedures. If the vacancy is for one quarter or less, the Executive
31. tation Committee may appoint a member of the appropriate College or Division to
32. fill the vacancy.
ARTICLE VIII
REPRESENTATION OF EMERITI IN THE ACADEMIC SENATE

1. SECTION 1 In Spring Quarter, the Executive Committee shall request the secretary of the Academic Senate to arrange for the selection of one (1) emeritus/emerita Member of the Academic Senate. The emeriti electorate is defined as those individuals who have achieved emeritus or emerita status, according to Article I, Section 4, of these Faculty Bylaws.

6. SECTION 2 The nomination and election of an emeriti faculty representative 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 the elected Senator shall begin on June 15 and shall run for a period of two (2) years.

The Executive Committee of the Academic Senate shall make nominations, assuring that there shall be at least two nominees for the position to be filled, and 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 develop a preliminary list of nominees and have it mailed to the emeriti faculty in accord with Article VI, Section 5 of the Bylaws of the University Faculty.

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

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

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

ARTICLE IX
REPRESENTATION OF LECTURERS IN THE ACADEMIC SENATE

1. SECTION 1 In Spring Quarter, the Executive Committee shall request the secretary of the Academic Senate to arrange for the election of two (2) at-large lecturer Members of the Academic Senate. 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 XIV, Section 1 of the Faculty Bylaws. A lecturer representative will serve a one-year term and
7. may serve for four consecutive terms.
8. SECTION 2 The nomination and election of lecturer representatives shall be completed by
9. Election of May 15 and the results of the election shall be certified to the Faculty
10. Lecturer who will announce them to the University. The term of each person elected
11. Members shall begin on June 15.
12. to the The Executive Committee of the Academic Senate shall make nominations,
13. Academic assuring that there are at least three nominees for the two positions to be
14. Senate filled, and shall process additional nominations received by petition. Each person
15. nominated shall have given his/her written consent to having his/her name
16. appear on the ballot. In conducting the nominating process, the Executive
17. Committee shall follow these procedures:
18. A. Not less than ten academic days before the scheduled election, the
19. Executive Committee shall publish a preliminary list of nominees.
20. B. For a period of five academic days after the publishing of the preliminary
21. list, the Executive Committee shall accept nominating petitions from the
22. lecturers. A petition to nominate must bear the signatures of the nominee
23. and three other lecturers. Each petition shall be forwarded to the
24. Executive Committee through the Office of the Academic Senate.
25. C. After the last day for nomination by petition, the Executive Committee
26. shall certify the eligibility of each nominee. Each eligible lecturer shall be
27. allowed to vote for two candidates. Voting shall be in accordance with
28. Article VI, Sections 4 and 5 of the Faculty Bylaws.
29. D. If two or more candidates from the same College have been nominated, the
30. Executive Committee shall limit to one the number of representatives that
31. may be elected from each College, except when there is an insufficient
32. number of candidates from other Colleges to fill the vacant offices.
33. E. If a vacancy occurs in the representation of the lecturer electorate, the
34. Executive Committee shall appoint a member of the lecturer electorate to
35. fill the vacancy for the remainder of the term.

ARTICLE X
REPRESENTATION OF THE STUDENT SERVICES ELECTORATE
IN THE ACADEMIC SENATE

1. SECTION 1 The Student Services electorate is defined as those student services
2. Definition of the professionals (in both the Academic Affairs and Student Affairs
Divisions)
3. Student Services classified SSP III or higher. Questions regarding the interpretation of this
4. Electorate definition shall be referred to the Executive Committee for resolution.
5. SECTION 2 The Student Services electorate shall elect two (2) representatives to the Academic Senate, one (1) representative to the Committee on Academic Planning and Resources, and one (1) representative to the Committee on Instruction and Curriculum. Student Services representatives shall be elected to two-year terms that commence June 15. The terms of the two Academic Senators shall be staggered. In Spring Quarter, the Executive Committee shall request the Secretary of the Academic Senate to arrange for an election to fill the vacancies to be created by expiring terms. Student Services representatives may serve two consecutive terms. The election 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.

10. SECTION 3 If a vacancy of more than one quarter occurs in the representation of the Student Services electorate, the Executive Committee shall request the Student electorate to hold a special election to fill the vacancy for the period of absence. If the vacancy is for one quarter or less, the Executive Committee may appoint a member of the electorate to fill the vacancy.

ARTICLE XI
REPRESENTATION OF STAFF ASSEMBLY IN THE ACADEMIC SENATE

This has been changed to conform with 03-04 BEC 10, approved by the Senate in 03-04, as an interim procedure which will be used until an acceptable permanent procedure is adopted.

SECTION 1 In accordance with provisions of the Staff Assembly Constitution, every permanent staff employee of California State University, East Bay, excluding MPP employees and anyone already represented in an electorate, is eligible to serve as a Staff Assembly member representative. The Staff Assembly consists of 13 members, elected as follows:

Academic Affairs - 6, Administration/Business Affairs - 4, Student Services - 2, Auxiliaries - 1.

SECTION 2 The Staff Assembly shall appoint one representative from the staff to the Staff Selection of. The Senate Office shall call for self-nominations via mass email in the first week of March each year, when needed. The Executive Committee of the Academic Representative Senate shall approve the ballot and the Academic Senate will elect a staff member from those on the ballot at its first meeting in Spring Quarter. The Staff Assembly representative shall be appointed for a two-year term, commencing June 15.

SECTION 3 If a vacancy occurs in the Staff Assembly representation, the Executive Committee shall request the Staff Assembly to appoint a replacement for 1 quarter or until an election by the Senate can take place. Representation
DUTIES OF THE ACADEMIC SENATE

1. SECTION 1 The University Faculty delegates to the Academic Senate the authority to
   make recommendations to the President on the subjects listed in Article IV,
   Sections 6 and 7, of the Constitution of the University Faculty; and to
   administer Standing Committees of the Faculty and whatever ad hoc
   committees may be established.

2. SECTION 2 The Academic Senate shall speak for the University Faculty in consultation
   with the President, the Chancellor, and other persons and agencies, except
   when the University Faculty chooses to speak for itself. The Senate may
   designate its Executive Committee or any of its officers to carry on the
   consultation in specified instances.

3. SECTION 3 If the Chair of the Academic Senate is unable to obtain a quorum of the
   Senate in the Summer Quarter, the Executive Committee is authorized to act as a
   consultative body of the University Faculty on urgent matters. All actions of
   the Executive Committee shall be subject to ratification by the Academic
   Senate at its next meeting.

ARTICLE XIII XV
MEETINGS OF THE ACADEMIC SENATE

16. SECTION 1 Regular meetings of the Academic Senate shall be scheduled by the Executive
   Committee. The Committee shall prepare a proposed agenda and distribute it
   along with pertinent materials before each regular meeting, as may be
   provided by the standing rules.

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

ARTICLE XIV XII
STUDENT MEMBERSHIP ON THE ACADEMIC SENATE
AND ON STANDING COMMITTEES

25. SECTION 1 In the month of April the Executive Committee shall request the Chair of
    the Associated Students to arrange for the election of seven (7) student
    members of the Academic Senate and two (2) student members to each
    Standing Committee except the Faculty Affairs Committee and the
    Committee on Budget and Resource Allocation. Student
    representatives shall be elected to one-year terms that commence June 15.
The following criteria shall apply in determining eligibility:

**A. Qualifications**

1. Candidates for Student Senator to the Academic Senate must have earned no fewer than 21 units of academic credit, with a GPA of 2.0 or better, during the twelve months immediately preceding the term in which the filing of candidacy occurs.

2. Candidates for student member on a Standing Committee of the Academic Senate must have completed at least one quarter at CSUEB with a GPA of 2.0 or better, prior to filing candidacy for office.

3. All candidates must be enrolled for and earn a minimum of seven (7) units during the term in which the election is held, maintaining a 2.0 grade point average.

4. Candidates must be in good standing at CSUEB.

5. A representative or committee member may run for consecutive terms.

**B. Eligibility for Holding Positions of Student Senator or Standing Committee Member of the Academic Senate**

1. Student must be in good standing.

2. Student must be registered for seven (7) or more units and earn a minimum of a 2.0 grade point average for these units.

**C. Procedures for Election**

1. The procedures for election to student positions on the Academic Senate shall be those contained in the Associated Students Election Code.

2. A vacant student position with an unexpired term of less than one year shall be filled by appointment by the Associated Students Board of Directors for the remainder of the unexpired term, subject to Academic Senate approval.

**D. Graduate Student defined:** Any student who has classified or unclassified Graduate status.
1. **SECTION 3** 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 Representatives Planning and Review and one representative to the Committee on Instruction and Curriculum.

2. **SECTION 4** 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 COBRA where two representatives are to be appointed.

3. **SECTION 5** Student members shall be selected for one-year terms; faculty members and Student Services members shall be elected for two-year, overlapping terms, except faculty on COBRA, which has a term of four years, and as provided below; and presidential appointees shall be appointed for one-year terms. In the first election conducted under these Bylaws, and when necessary thereafter, the Executive Committee shall provide for a balance of alternation on committees by apportioning one-, two- and four-year terms among the Colleges. All members may serve consecutive terms, but a faculty member, or a Student Services member having served two two-year terms, shall not be eligible to serve again on the same committee within a year, except on COBRA which has no term limitation. A faculty member or a Student Services 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 no person shall serve more than five consecutive years. 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.

Terms of Office: Student Members shall be governed by the following:

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 four-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-, two- and four-year terms among the Colleges.
26. SECTION 6  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. Academic Senators of The California State University shall not serve on committees of the University Faculty.

27. Restriction

28. on Committee

29. Memberships

30. SECTION 7  When a vacancy occurs on a committee it shall be filled for the period of absence in the following ways:

31. Vacancies

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

33. 2. 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; and

34. 3. 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.

35. 4. 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.

1. SECTION 8  

a. The Executive Committee may terminate the service of any member of a 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.

5. SECTION 9  

1. 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.

2. The Chair of each committee shall be a voting member, representing his/her committee in the Academic Senate. The Chair of the Committee on Budget and Resource Allocation shall be an elected regular faculty member and shall serve a two-year term, while the term of all other standing committee chairs shall be one year.

3. 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.

14. SECTION 10  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.

18. SECTION 11  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.

28. SECTION 12 1. 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.
29. Special committees 2. Special subcommittees shall go out of existence at the end of the academic year.
30. Subcommittees
31. committees
32. committees
33. SECTION 13 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 XVI
THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY
1. SECTION 1 COMMITTEE ON INSTRUCTION AND CURRICULUM (CIC)
2. Instruction A. Duties of the Committee:
3. and Curriculum
4. Committee
5. 1. To make recommendations to the Academic Senate on graduate and undergraduate curriculum;
6. 2. To make recommendations to the Academic Senate on professional curricula, including teacher education;
7. 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;
8. 4. To make recommendations to the Academic Senate on policies regarding probation, dismissal, and reinstatement of students;
9. 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;
10. 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
11. 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 electorate;

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

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

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 evaluate each existing academic program at intervals not to exceed five years 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 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;

4. To coordinate long range plans for academic development with campus planning of facilities development;

5. 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;

6. 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;

7. To coordinate long range plans for academic development with campus planning of facilities development; and

8. 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. One (1) representative of the Student Services electorate;
   5. Two (2) members of the student body of the University; and
   6. One (1) non-voting representative of the Division of Extended Education. [Note: CAPR deleted this position several years ago, but it remained in the bylaws]

1. SECTION 3 FACULTY AFFAIRS COMMITTEE (FAC)

2. Faculty Affairs
   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

A. Duties of the Committee
1. To encourage research by members of the University Faculty;
2. To disseminate information concerning research support opportunities;
3. To make recommendations to the Academic Senate on general policies and procedures concerning research activities, facilities and support at the University;
4. To make recommendations to the Academic Senate on general policies and procedures concerning inter-university research consortia; and
5. To coordinate with the Committee on Academic Planning and Resources all recommendations for support of research from University budgets.

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.

SECTION 5 COMMITTEE ON BUDGET AND RESOURCE ALLOCATION (COBRA)

A. Duties of the Committee:
1. To recommend to the Academic Senate budgetary processes, priorities and policies that help the University to achieve its long-term academic goals in the light of changing conditions;
2. To investigate, review, report and make recommendations to the Academic Senate on all budgetary issues, not limited to issues directly involving the colleges of the University;
3. To recommend to the Academic Senate processes and procedures for distribution of Lottery Funds;
4. 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 the Academic Senate;

5. 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 and the allocation of all categories of funds and staff directly related to the instructional program; and

6. 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 procedures 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.

1. MEMBERSHIP

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

1. Nine (9) tenured members from the faculty of the University (2 from each College and 1 from the Library);

2. Two (2) appointees of the President of the University, one from Academic Affairs and one from Business Affairs;

D. Members may be required to serve as faculty representatives on other budget-related committees, such as the President’s Budget Advisory Committee.

E. Faculty members shall be elected for four-year, overlapping terms. In the initial election half the members shall be elected for two-year 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 a minimum of two years.

ARTICLE XIX

LIAISON OFFICERS OF THE UNIVERSITY FACULTY

18. SECTION 1 STUDENT AFFAIRS LIAISON OFFICER (SALO)

19. Student Affairs Liaison Officer (SALO)

A. The Academic Senate shall elect for a two-year term a tenured regular faculty member to serve as Student Affairs Liaison Officer. The election shall normally take place in the year preceding the term of office.

B. The Executive Committee of the Academic Senate may nominate candidates for Student Affairs Liaison Officer. The Academic Senate may make additional nominations. A vacancy in the position shall be filled for the remainder of the two-year term by the same procedure.
C. The same person may be elected to serve additional consecutive terms.

D. The duties of the Student Affairs Liaison Officer shall be to:

1. Consult regularly with administrators who have assigned responsibilities in student affairs, with the representatives of the Associated Students, and, as appropriate, with Faculty Standing Committees about policies, activities, and issues affecting the welfare of students of the University;

2. Report regularly, as requested by the Executive Committee, to the Academic Senate on matters affecting student welfare;

3. Recommend as appropriate further review, study, or action by the Academic Senate or Executive Committee on matters affecting student welfare.

1. SECTION 2 AFFIRMATIVE ACTION LIAISON OFFICER (AALO)

2. Affirmative Action

A. The Academic Senate shall elect for a two-year term a tenured regular faculty member to serve as Affirmative Action Liaison Officer. The election shall normally take place in the year preceding the term of office.

B. The Executive Committee of the Academic Senate may nominate candidates for Affirmative Action Liaison Officer. The Academic Senate may make additional nominations. A vacancy in the position shall be filled for the remainder of the two-year term by the same procedure.

C. The same person may be elected to serve additional consecutive terms.

D. The duties of the Affirmative Action Liaison Officer shall be to:

1. Maintain an appropriate liaison with the Special Assistant to the President, Equal Employment Opportunities college search committees to encourage a search in the broadest spectrum possible; consult with other administrators who have assigned responsibilities in Affirmative Action, and as appropriate, with faculty standing committees about policies, activities, and issues affecting Faculty Affirmative Action at the University;

2. Report regularly, as requested by the Executive Committee, to the Academic Senate on matters affecting Affirmative Action;

3. Recommend as appropriate further review, study, or action by the Academic Senate or Executive Committee on matters affecting Affirmative Action; and

4. Serve as a clearing-house for systemwide policies and procedures concerning Faculty Affirmative Action at the University.

5. Serve as Chair of the Faculty Diversity & Equity Committee (FDEC), which is a non-standing committee of the Academic Senate.

revised Spring, 2003 Fall 2004 [date will be changed to quarter in which the bylaws election is held]