CALIFORNIA STATE UNIVERSITY, HAYWARD
FACULTY AFFAIRS COMMITTEE

Approved as corrected

Minutes of Meeting of April 21, 2004

Members Present: Pablo Arreola (Presidential Appointee), Joy Bhadury, Carol Lauzon, Cesar Maloles, Anne Pym, Scott Stine (recorder), David Stronck, Vincenzo Traversa (Chair), Bruce Trumbo

Members Absent: Jennifer Laherty

Lacking a quorum until 3:45 PM, the meeting was called to order at that time.

1. **Approval of the agenda:**
   A motion to approve the agenda passed unanimously.

2. **Approval of the minutes of April 7, 2004:**
   A motion to approve the minutes passed unanimously.

3. **Report of the Chair:**
   Chair Traversa had no report.

4. **Report of the Presidential Appointee:**
   Presidential Appointee Arreola had no report.

5. **Report of Subcommittees:**
   No subcommittee reports were presented.

6. **Old Business**
   a. **Review of the Constitution and Bylaws of the University Faculty:**
      The Committee discussed sections of the bylaws that deal with membership on the Academic Senate and on standing committees. Based on this, Professor Trumbo summarized some grammatical and nonsubstantive changes and moved their adoption (seconded by Bhadury). After additional discussion the motion passed unanimously. Changes included in this motion are as follows, with the specific language to be included in and ratified upon the approval of the minutes of this meeting.
PROPOSED CHANGES TO BYLAWS

Summary:

FAC views these changes as nonsubstantive. They include (i) corrections in grammar or typography, (ii) re-writing for clarity or consistency, (iii) elimination of Article XI (on the grounds that the Staff Assembly no longer exists and so no legal provision currently exists for staff representation on the Academic Senate), (iii) additional language in Article XV, Section 8 (to specify circumstances when a frequently-absent committee member should ordinarily be removed).

In addition, FAC requests the Senate Office to correct the faulty page breaks in the Bylaws when the revised version is posted on the Senate website (for example, those currently at the ends of pages 1 and 2).

ARTICLE II: OFFICERS OF THE UNIVERSITY FACULTY
EXTRA-CONSTITUTIONAL DUTIES
(currently bottom of page 1, top of page 2)
[The change is simply to add a missing hyphen.]

ARTICLE IV: OFFICERS OF THE ACADEMIC SENATE AND THE EXECUTIVE COMMITTEE
SECTION 7: Organizational Meeting Voting
(page 3, currently line 33)

Only the Staff Assembly appointee, the Statewide Academic Senators, the Newly elected Standing Committee Chairs, the newly elected Academic Senators, and those Academic Senators in the middle of an elected two-year Term are eligible to vote in the organizational meeting of the new Academic Senate. Absentee and/or proxy voting shall not be permitted.

[The change coordinates with the elimination of ARTICLE IX.]

ARTICLE VI: UNIVERSITY-WIDE ELECTION PROCEDURES

SECTION 2: Terms of Office
(page 5, currently lines 9-21)

1. 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 consecutive terms.

2. 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.

3. Balance of Alternation. When necessary and notwithstanding provisions in Part 2 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.

[The change eliminates outdated language, adds part numbers for clarity, and removes ambiguity.]

ARTICLE VIII: REPRESENTATION OF EMERITI IN THE ACADEMIC SENATE
SECTION 1: Emeritus/a Member of the Academic Senate.
(currently page 8, line 5)
… according to Article I, section 4 of these Faculty Bylaws.

[The change corrects typographical errors.]

ARTICLE IX: REPRESENTATION OF LECTURERS IN THE ACADEMIC SENATE
SECTION 1: Lecturer Members of the Academic Senate.
(currently page 9, line 4)
… those individuals who have an annual appointments of half-time or more, …

[The change improves style.]

ARTICLE XI: REPRESENTATION OF STAFF ASSEMBLY IN THE ACADEMIC SENATE
(currently page 10, lines 21-36)
[Delete entire article. The Staff Assembly no longer exists.]

ARTICLE XIV: STUDENT MEMBERSHIP ON THE ACADEMIC SENATE AND ON
STANDING COMMITTEES
(currently page 11, lines 25-31)
[Move and renumber entire section. Renumbering in connection with the striking of current ARTICLE
XI. Also make the change indicated below, which is consistent with provisions elsewhere for the
membership of COBRA. ]

Section 1: Student Members of the Academic Senate and Committees.
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:

…

ARTICLE XVII: LIAISON OFFICERS OF THE UNIVERSITY FACULTY
(currently page 19, lines 18-23)
[Move and renumber entire section.]
ARTICLE XV: THE COMMITTEE SYSTEM

SECTION 4: Presidential Appointees.
(currently page 13, lines 7-9) [Consistent style in use of acronym.]
Before the end of the Spring Quarter, the President shall appoint one administrator or faculty member to each committee, except COBRA, the Committee on Budget and Resource Allocation, where two representatives are to be appointed.

SECTION 5: Terms of Office.
(currently page 13, lines 10-25) [Revision for clarity, no intended change in meaning.]
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- and 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, except on COBRA. 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.

1. 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.

2. For Presidential Appointees on Standing Committees: Presidential appointees shall be appointed for one-year terms.

3. 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.

4. 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.

5. 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.

SECTION 8: Termination of Membership.
(currently page 14, lines 1-4) [Revision to make current practice explicit.]

1. 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.

2. 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.

6. Old Business
   b. Possible Modifications in the Promotion, Tenure, and Retention Policy and Procedures Document:
      FAC discussed the need to modify Section 4.2.2.a of the PTR document. Following wide-ranging discussion of these needs, Stine moved that the following language be adopted:
      Eligibility for early promotion shall be limited to those whose scholarly or creative work has been recognized in reviews or critiques published in outlets of national/international scope; or to those whose teaching has been recognized as exceptional in publications or through awards of national/international scope.
      The motion (seconded by Trumbo) passed unanimously.

In his capacity as Chair of the University Promotion and Tenure Committee, 2003-2004, Traversa noticed that in the evaluation sequence some recommendations for promotion/tenure had not followed the proper process pathway. In order to facilitate, therefore, the process of evaluation, he suggested to interpolate a parenthetic reference to Section 3.1.3 of the PTR document which establishes the correct sequence of evaluation and the
appropriate addressees.

Parenthetic references to Section 3.1.3 will be inserted as follows:

Section 10.2.2: “The Committee shall make a recommendation [See Section 3.1.3], which shall be expressed in the form of a vote.”

Section 10.2.5: “The Department Chair shall make a separate recommendation [See Section 3.1.3], and provide the faculty member with a copy of the letter ...”

Section 11.2.6: “A single letter from the Committee [See Section 3.1.3] shall be included in the WPAF, ...”

Section 11.2.8: “The College Dean shall make a separate recommendation [See Section 3.1.3], and provide the faculty member with a copy of the letter ...”

FAC members agreed, in principle, with these changes.

A motion to adjourn passed unanimously at 4:32 PM.

Respectfully Submitted,

Scott Stine, Recorder