



**University Policy Statement
California State University, Fullerton**

UPS 100.000

ACADEMIC SENATE CONSTITUTION

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ACADEMIC SENATE CONSTITUTION

ARTICLE I
THE CONSTITUTION

- Section 1. The purpose of this Constitution is to establish an organization through which the Academic Senate electorate will participate in the making of educational and professional policy and which will assure greater cooperation and understanding among Academic Senate electorate members.
- Section 2. In order to achieve the purpose set forth above, an Academic Senate and certain standing committees responsible to it shall be established.
- Section 3. Any member of the Academic Senate electorate who enters upon a full or partial leave may, or the FERP may, if willing, continue to serve any positions under this Constitution to which the person shall have been chosen.

Entering upon a full or partial leave does not prevent a member of the Academic Senate electorate from voting in any Academic Senate election in which the member is normally eligible.

ARTICLE II
SENATE COMPOSITION AND FUNCTIONS

- Section 1. The Academic Senate shall consist of the President of the University, the Vice President for Academic Affairs, the Immediate Past Chair of the Senate (except in the case when the incumbent Chair is re-elected), the CSU Academic Senators, the president of the exclusive bargaining representative for Unit 3, full-time faculty members elected by the Academic Senate electorate according to the procedures set forth in Article III of the Constitution, two part-time faculty members elected by the part-time faculty according to the procedures set forth in Article III of the Constitution, two students, and a member of the Emeritus Professors of California State University, Fullerton.
- Section 2. The Academic Senate shall develop and formulate educational and professional policy, which shall become University policy if approved by the President and in accord with the Higher Education Employer-Employee Relations Acts, the current Agreement between the Trustees of the California State University and the bargaining agent of the faculty, and the rules and regulations of the Trustees. It shall also review such policy. Educational and professional policy shall include, among other things: curricula; academic standards; criteria and standards for the

selection, retention, and promotion of faculty members; academic and administrative policies concerning students; and allocation of resources.

- Section 3. The Academic Senate shall grant any member of the Academic Senate electorate a hearing by an appropriate committee or by the Senate on any matter of concern to the University.
- Section 4. The Academic Senate shall authorize collections and disbursements of appropriate Academic Senate funds.
- Section 5. The Academic Senate shall have power to consider any matters properly brought before it.
- Section 6. The Academic Senate shall determine the times and places of its regular meetings. Special meetings of the Academic Senate or of the Academic Senate electorate may be called by the President of the Faculty, by the Chair of the Senate, or upon petition by ten per cent of the Academic Senate electorate.
- Section 7. Academic Senate meetings shall be open to all Academic Senate electorate members. Agendas of coming meetings shall be sent to all Academic Senate electorate members and minutes of past meetings shall be deposited in the Archives and made available to the Academic Senate electorate.
- Section 8. In all cases not covered by other provisions, the most recent edition of *Robert's Rules of Order* shall govern the conduct of business.

ARTICLE III
ACADEMIC SENATE ELECTORATE

- Section 1. The Academic Senate electorate consists of individuals who:
- a. are full-time academic employees or serve as full-time university appointees to a position title or code for which the doctorate is required, preferred, or desired;
 - b. hold an academic rank while serving in another position;
 - c. are ex officio members of an Academic Senate standing committee;
 - d. are on the Faculty Early Retirement Program or the Pre-Retirement Reduction in Time Base Program; or
 - e. are employees whose responsibilities are judged by the Executive Committee of the Academic Senate and by the President to be closely identified with the overall management of the University.

Definition: When the term “faculty” is used alone in the Academic Senate Constitution and Bylaws it refers to members of the Academic Senate electorate meeting conditions a., b., or d. above.

Section 2. Elected representatives to the Academic Senate shall consist of Members At-large elected for three-year terms and Constituency Members elected for two-year terms. Five Members At-large and ten Constituency Members, or more if required to fill vacancies, shall be elected in May of each year and shall take office on the date of the special inaugural meeting of the new Senate, held during the period of final examinations during the spring semester. Any member of the Academic Senate electorate is eligible to be elected to the Academic Senate. All Senate members shall be eligible for immediate re-election.

Section 3. Constituencies shall be of two types: basic and special. Basic constituencies, which shall together include the whole Academic Senate electorate, shall be defined in the Bylaws. Every basic constituency shall be at least large enough to receive a seat on the Senate through the regular allocation of seats, but it shall not exceed twenty-five per cent of the Academic Senate electorate. Special constituencies shall be created when:

- a. Any department is alone of sufficient size that, as a separate constituency, it would receive a seat on the Senate;
- b. Any group of departments shall request to be placed in a special constituency. The total size of such a group must be such that the constituency will receive a seat on the Senate, but such a constituency cannot receive more than one seat; or
- c. For the purposes of this section, any instructional department, division, or program, or any one of the following units: Administration, Student Affairs, Library, shall be treated as if it were a department.

Special constituencies shall be dissolved when their size, at the time of the annual allocation of seats on the Senate, no longer justifies their continuance. When any special constituency has been created, those in it shall be removed from their basic constituencies. No special constituency shall be created when doing so would reduce the seats of any basic constituency to nil.

No person shall be a constituency member of the Senate who is not a member of the constituency which the member represents. When a constituency is dissolved, its seat(s) on the Senate shall be vacated.

Section 4. Constituency seat(s) shall be apportioned to a constituency according to the number of members of the Academic Senate electorate in that constituency.

- Section 5. Each member of the Academic Senate full-time electorate shall be entitled to vote for Constituency Member(s) representing the member's own constituency and for the Members At-large.
- Section 6. For purposes of electing a member of the Academic Senate, the part-time electorate is composed of all persons who hold a part-time faculty appointment for the spring semester. Each part-time faculty member of the Academic Senate will serve for a one-year term. To be eligible for nomination, the part-time faculty candidate must have a one-year appointment (as specified in the CBA, Article 12, provision 12.3, or its successor agreement).
- Section 7. A vacancy in an at-large seat shall be filled at the next annual election; the person elected shall serve the balance of the term. A vacancy in a constituency shall be filled by electronic balloting in the constituency concerned; the person elected shall serve the balance of the original term. No vacancies which occur after March 1 shall be filled before the next annual election.
- Section 8. The Elections Committee shall supervise the nominations and elections described in this Article, and it shall conduct all Academic Senate balloting provided for in the Constitution and Bylaws.
- Section 9. The Academic Senate shall make such other rules as are necessary for the conduct of elections.

ARTICLE IV
OFFICERS OF THE SENATE

- Section 1. The President of the University is the President of the Faculty.
- Section 2. At the special inaugural meeting, the Academic Senate shall by secret ballot elect from its elected members a Chair, a Vice-Chair, a Secretary, and a Treasurer, who shall take office at the conclusion of the meeting and who shall serve until their successors take office.
- Section 3. The Chair of the Academic Senate shall preside over all Senate meetings.
- Section 4. The Vice-Chair shall assume the duties of the Chair in the event of the Chair's absence or in the event that the chair becomes vacant before the end of the term. In the absence of the Chair and Vice Chair, the meeting shall be chaired by a member of the Executive Committee in the following order: Secretary, Treasurer, Immediate Past Chair.
- Section 5. The Executive Committee of the Academic Senate shall consist of the four elected officers of the Senate, the Immediate Past Chair of the Senate (if any), three At-

large members of the Senate elected for one-year terms and the CSU Academic Senators, who shall serve as ex officio, non-voting members of the Executive Committee. Non-voting, ex officio members do not count toward a quorum. No member of the Executive Committee shall be an elected member of any standing committee of the Senate.

Section 6. Voting members of the Executive Committee shall serve no more than two years, consecutively, in the same office or as an at large member.

ARTICLE V
STANDING, SPECIAL AND AD HOC COMMITTEES

Section 1. The Academic Senate shall provide for the operation of all special and standing committees created by this Constitution, and for such ad hoc committees as it may create. Policy proposals shall be presented or referred to an appropriate committee for study. This committee shall report its findings to the Academic Senate, which shall then take action upon them. The Academic Senate shall have the power to require a committee to report on any policy matters which it is studying.

Section 2. The Academic Senate shall have the power to create ad hoc committees when necessary, but all such committees and all subcommittees shall cease to exist on June 15th of each year unless specifically authorized by the Senate to continue beyond that date.

Section 3. The President of the Faculty shall be an ex officio member of all standing committees and all ad hoc committees created by the Academic Senate, but shall not have the right to vote and shall not be included in the determination of a quorum.

Section 4. At least one of the members elected to a standing committee by the Academic Senate shall be a member of the Senate.

Section 5. Each standing committee shall include, as a non-voting member, a member of the Executive Committee appointed for a one-year term by the Chair of the Academic Senate in consultation with the Executive Committee.

Section 6. No person shall be an elected member of more than two standing committees or one standing and one general committee. No person shall serve on more than one general committee. The Executive Committee will make every attempt to ensure that as many faculty members as possible serve in standing committee positions.

Section 7. Each committee shall elect a Chair from its members.

Section 8. All committee minutes and reports shall be deposited in the Archives and made available to the Academic Senate electorate except that reports of personnel review cases may be made available only if requested by the person involved, the committee concerned, or the President of the Faculty.

ARTICLE VI
GENERAL COMMITTEES OF THE FACULTY - COMPOSITION

The General Committees of the Faculty shall be:

Section 1. The **Faculty Personnel Committee** shall include tenured faculty holding the academic rank of Professor, one member from each college, except the College of Humanities and Social Sciences, which shall have two members, one each from the Humanities and one from the Social Sciences, elected by full-time Unit 3 faculty (including Unit 3 full-time members from library, athletics, and counseling).

Section 2. The **Professional Leaves Committee** shall include tenured faculty, one member from each college, except the College of Humanities and Social Sciences, which shall have two members, one each from the Humanities and one from the Social Sciences, and the Library elected by full-time faculty Unit 3 faculty (including Unit 3 full-time members from library, athletics, and counseling).

Section 3. The **Research Committee** shall include the Associate Vice President for Graduate Programs and Research; the Director of the Office of Grants and Contracts, a fiscal officer of the California State University, Fullerton, Auxiliary Services one student appointed by Associated Students, Inc., and the following tenured faculty elected by full-time Unit 3 faculty (including Unit 3 full-time members from library, athletics, and counseling), one from each college, except the College of Humanities and Social Sciences, which shall have two members, one each from the Humanities and one from the Social Sciences; and one member of the Library faculty.

ARTICLE VII
STANDING COMMITTEES - COMPOSITION

The standing committees of the Academic Senate shall be as follows, and every effort should be made to ensure representation from as many colleges as possible.

Section 1. The **Academic Standards Committee** shall consist of the Assistant Vice President of Enrollment Services, six faculty members (no more than one from any college) elected by the Academic Senate, and three students appointed by Associated Students, Inc.

- Section 2. The **Committee on Campus Facilities and Beautification** shall consist of the Associate Vice President of Facilities Management (*ex officio*), eight faculty members, preferably one from each college, elected by the Academic Senate, two staff members appointed by the President, and two students appointed by Associated Students, Inc.
- Section 3. The **Committee on Internships and Service Learning** shall consist of five faculty members, no two from the same college, elected by the Academic Senate, the Director of the Career Center, *ex officio*, Director of the Center for Internships and Service Learning, *ex officio*, and two students selected by Associated Students, Inc.
- Section 4. The **Curriculum Committee** shall consist of the Associate Vice President for Undergraduate Programs, one faculty member from each college except the College of Humanities and Social Sciences, which shall have two members, one from the Humanities and one from the Social Sciences, elected by the Academic Senate, and three students appointed by Associated Students, Inc.
- Section 5. The **Elections Committee** shall consist of five faculty members elected by the Academic Senate.
- Section 6. The **Extended Education Committee** shall consist of the Dean, University Extended Education, five faculty members (no more than one from any college) elected by the Academic Senate, and two students appointed by Associated Students, Inc.
- Section 7. The **Faculty Affairs Committee** shall consist of six faculty members (with no more than one from any college) elected by the Academic Senate, and the Associate Vice President for Academic Affairs.
- Section 8. The **Faculty Development Center Board** shall consist of the following members: the Chief Information Technology Officer or designee, the Director of Faculty Development Center [non-voting], the Associate Vice President for Academic Affairs, the Director of the Office of Grants and Contracts; and one faculty member from each college, except the College of Humanities and Social Sciences, which shall have two members, one from the Humanities and one from the Social Sciences, and the Library elected by the Academic Senate, and two students appointed by Associated Students, Inc.
- Section 9. The **General Education Committee** shall consist of the Director, Academic Advising Services [non-voting], the Associate Vice President for Undergraduate Programs, one faculty member from each college except the College of Humanities and Social Sciences, which shall have two members, one from the Humanities and one from the Social Sciences, elected by the Academic Senate, and three students appointed by Associated Students, Inc.

- Section 10. The **Graduate Education Committee** shall consist of the Associate Vice President for Academic Programs, one faculty member from each college except the College of Humanities and Social Sciences, which shall have two members, one from the Humanities and one from the Social Sciences, elected by the Academic Senate, and two graduate students appointed by Associated Students, Inc.
- Section 11. The **Information Technology Committee** shall consist of the Chief Information Technology Officer, President's designee, the Vice President for Academic Affairs, the Vice President for Administrative Affairs; the Vice President for Student Affairs; the Director of the Faculty Development Center; and eight faculty members elected by the Academic Senate, providing representation from each college and the Library; and two students appointed by Associated Students, Inc..
- Section 12. The **International Education Committee** shall consist of the following: an Admissions Officer (selected by the Assistant Vice President of Enrollment Services), the University Representative to the CSU Academic Council of International Programs, the Associate Vice President for Academic Programs, the Director of International Education and Exchange, the campus International Programs Coordinator, and the Dean, University Extended Education. In addition, there shall be five faculty members (with no more than one from any college) elected by the Academic Senate and two students appointed by Associated Students, Inc.
- Section 13. The **Library Committee** shall consist of the University Librarian, one faculty member from each college elected by the Academic Senate [except Humanities and Social Sciences, which shall have two faculty members, one from Humanities and one from Social Sciences], and two students appointed by Associated Students, Inc.
- Section 14. The **Planning, Resource, and Budget Committee** shall consist of the Vice President for Academic Affairs; Vice President for Administration and Finance; Vice President for Student Affairs; Vice President for University Advancement; the Chief Information Technology Officer; the Director of University Planning; one faculty member from each college except the College of Humanities and Social Sciences, which shall have two members, one from the Humanities and one from the Social Sciences, and one member of the Library faculty elected by the Senate; two staff members jointly appointed by the President and Academic Senate Chair; and two students appointed by Associated Students, Inc.
- Section 15. The **Student Academic Life Committee** shall consist of the Vice President for Student Affairs, the Director of Academic Advising Services, the Dean of Students Judicial Officer, *ex officio* [non-voting], five faculty members (with no more than one from any college) elected by the Academic Senate, and three students appointed by Associated Students, Inc.

- Section 16. The **University Advancement Committee** shall consist of the Vice President for Cal State Fullerton Philanthropic Foundation, the Director of the Office of Grants and Contracts, one faculty member from each college and the Library elected by the Academic Senate, two students appointed by Associated Students, Inc., and one representative from alumni.
- Section 17. Those members who serve on committees and boards identified in Article VII by virtue of an office that they hold [*ex officio*] shall be non-voting members. This provision shall not apply to Planning, Resource, and Budget Committee (PRBC).
- Section 18. Those *ex officio* members of committees identified in Article VII may attend its meetings in person or send a representative in their place who shall act instead of the member.

ARTICLE VIII
APPROVAL PROCESS - SENATE RECOMMENDATIONS

- Section 1. All decisions of the Academic Senate shall be made by majority vote and shall thereafter be published.
- Section 2. A referendum on any document approved or disapproved by the Academic Senate shall be conducted whenever both of the following conditions are met:
- a. A member of the Academic Senate electorate has given written notice to the Senate Chair, within seven calendar days of the Senate action, of intention to circulate a petition challenging the Senate's action; and,
 - b. A petition challenging the action, signed by at least ten per cent of the Academic Senate electorate, is received by the Senate Chair within fourteen calendar days of the Senate action.
- Section 3. A referendum of the Academic Senate electorate shall be conducted as follows:
- a. Within six class days after the petition is presented to the Senate Chair, an electronic ballot which contains the exact Academic Senate motion, and on which there is provision only for indicating approval or disapproval, shall be provided electronically to each member of the Academic Senate electorate.
 - b. The election shall end three (3) class days after the election begins.
 - c. Within twelve class days after the presentation of the petition to the Senate Chair, or at the next regularly scheduled Senate meeting thereafter, the

Academic Senate shall be informed of the number of pro, con, and invalid votes.

- d. The Senate action as approved and, if appropriate, the Senate recommendation, shall be communicated to the President unless either (1) the total number of valid ballots exceeds fifty percent of the total number of Academic Senate electorate members and a majority of valid ballots indicates disapproval of the Senate action, or (2) the total number of valid ballots does not exceed fifty percent of the total number of Academic Senate electorate members and the number of valid ballots indicating disapproval of the Senate action exceeds forty percent of the total number of Academic Senate electorate members.

Section 4. Any recommendation on educational or professional policy adopted by the Academic Senate shall be communicated to the President, but no sooner than seven calendar days after its adoption. If during that time a member of the Academic Senate electorate has given written notice to the Senate Chair of an intention to circulate a petition challenging the Senate's action, the recommendation shall not be communicated to the President sooner than fourteen calendar days after adoption by the Senate. If a petition challenging the action, signed by at least ten percent of the Academic Senate electorate, is received by the Senate Chair within fourteen calendar days of the Senate action, the recommendation shall not be communicated to the President until a referendum of the Academic Senate electorate has been conducted.

Section 5. If the President approves a Senate recommendation, it shall become a policy of the University. If the President disapproves a Senate recommendation or wishes to have further consultation on the matter, the President shall notify the Senate. The reasons for presidential disapproval shall be recorded and publicized in such ways as the President or the Academic Senate shall deem necessary. In any case, the President shall respond within thirty academic days after the date of transmittal of a recommendation.

Section 6. Bylaws shall be recorded by the Secretary of the Academic Senate, who shall deposit them in the Archives and make copies of them available to all Academic Senate electorate members.

Section 7. When two Bylaws conflict, the later shall prevail. Any Bylaw or other action by the Academic Senate or by the Academic Senate electorate which violates this Constitution is void.

Section 8. Anything in this Constitution or done under its provisions which violates the Higher Education Employer-Employee Relations Act, the current Agreement between the Trustees of the California State University and the bargaining agent of the faculty, or the rules and regulations of the Trustees is void.

ARTICLE IX
AMENDMENTS TO THE CONSTITUTION

- Section 1. All amendments to this Constitution shall be proposed in the Academic Senate.
- Section 2. If the Academic Senate approves a proposed amendment by a unanimous vote of those Senate members present, then the proposed amendment shall be circulated to the Academic Senate electorate. If a petition signed by ten Academic Senate electorate members challenging the proposed amendment is filed within two weeks of such publication, the proposed amendment shall be placed on the ballot at the next all-University election. The amendment shall be adopted if approved by a majority of those voting. If no such petition is received, the amendment shall be declared adopted.
- Section 3. If the Academic Senate approves a proposed amendment by an absolute majority, but not unanimously, then the proposed amendment shall be placed on the ballot at the next all-University election. The amendment shall be adopted if approved by a majority of those voting.
- Section 4. If the Academic Senate does not approve a proposed amendment by an absolute majority, then the proposal shall be placed on the ballot at the next all-University election provided that at least ten per cent of the Academic Senate electorate petition the Senate Chair within fourteen calendar days after the day of the meeting at which the vote was taken. The amendment shall be adopted if approved by a majority of those voting and at least fifty per cent of the Academic Senate electorate vote in this election.
- Section 5. The Constitution Committee of the Academic Senate shall consist of the five most recent past Chairs of the Senate (excluding immediate past Chair) who are available, and two faculty members elected by the Academic Senate for two-year terms. This Committee shall rule on questions of interpretation of this Constitution. Any such ruling may be overridden by an absolute majority of the Academic Senate. This Committee shall review the Constitution and Bylaws of the Academic Senate each year, and shall recommend such changes as may be needed.

EFFECTIVE DATE: November 20, 2008

Supersedes: UPS 100.000 dated 5-15-08

and ASD 08-147 and ASD 08-148

Source: PRBC – September 2008

Academic Senate Executive Committee – September 2008