



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

UPS 100.001

ACADEMIC SENATE BYLAWS

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1. ACADEMIC SENATE PROCEDURES

BL 78-3

SENATE MEETINGS: SCHEDULE

The Academic Senate shall meet no later than the Thursday during the first week of classes of the fall semester. At that meeting, the Executive Committee shall present the schedule of regular Thursday meetings of the Academic Senate for that academic year, providing for at least one meeting each month from October through May, excepting January.

BL 83-3

SENATE CHAIR: FORM OF ADDRESS

In all Academic Senate Documents and University Policy Statements the reference to chairman shall be written and understood as the Chair.

The form of address shall be determined by the individual occupying the office of the Chair.

BL 77-3

SENATE: SPECIAL MEETINGS

Special meetings of the Academic Senate may be called by the President of the Faculty or by the Chair of the Academic Senate. A special meeting shall be called by the Chair of the Senate upon a petition certified by the Secretary of the Senate to contain the signatures of at least ten percent of the Academic Senate electorate; in these circumstances the meeting must be scheduled no later than three academic days after the petition has been so certified.

BL 04-2

SENATE DOCUMENTS: NUMBERING

All written materials originating with or distributed by the Academic Senate, its officers or committees, that are intended for distribution to the Senate members or to the entire Academic Senate electorate, shall be termed Academic Senate Documents. They shall be assigned identifying symbols by the Secretary; said symbols shall consist of the letters "ASD" followed by the first two digits of the calendar year, then a hyphen, then a number to indicate serial order within the year. Identifying symbols shall also include a reference to the committee of origin.

When the President approves as policy any document which has been approved by the Academic Senate, the policy shall be incorporated into the University Catalog or the Class Schedule, or shall be reissued as a University Policy Statement and distributed to the entire Academic Senate electorate. University Policy Statements shall be assigned a UPS number and shall be printed on distinctive paper. University Policy Statements shall also identify the committee of origin.

An electronic or hard copy of all Academic Senate Documents shall be forwarded to the Academic Senate office for permanent file.

UPS 100.001

Effective Date: 4-16-09

BL 61-23
BYLAW NUMBERING

All Bylaws shall be assigned identifying symbols by the Secretary; said symbols shall consist of the letters "BL" followed by the last two digits of the calendar year, then a hyphen, then a number to indicate serial order within the year.

BL 79-5
CONSTITUTIONAL AMENDMENTS: REVIEW OF

Prior to final approval by the Academic Senate, proposed amendments to the Constitution or Bylaws shall be referred to the Constitution Committee for review only to ensure that form and language be consistent within the basic documents.

BL 62-12
BYLAW AMENDMENTS

Whenever a Bylaw is amended, it shall be deemed to be repealed, and the new amended version shall be numbered as a new Bylaw.

BL 04-1
REPEAL OF UNIVERSITY POLICY STATEMENTS

University Policy Statements (UPS) may be repealed in the following way:

- a. After consideration by the appropriate committee, the Academic Senate may repeal any existing UPS with the approval of the president. The repealed policy shall be removed from any university documents and the entire faculty will be notified of the repeal.

BL 79-6
CONSTITUTION: INTERPRETATION OF

Any request for a formal ruling on a question of interpretation of the Constitution shall be submitted in writing to the Chair of the Academic Senate for transmission to the Constitution Committee. The request and the ruling of the Constitution Committee shall be communicated to the Academic Senate.

BL 64-15
SENATE AGENDA: PLACING ITEMS ON

A Senate member wishing to place an item on the published agenda of a Senate meeting shall present the item to the Chair or the Secretary on or before the Thursday preceding the meeting. If the item entails writing a proposal for action, the specific proposal shall be submitted in writing at the same time.

BL 77-9
SENATE: ROLL CALL VOTE

A roll call vote shall be taken upon the request of any member of Academic Senate, provided 20% or more of that present support the request.

The following procedures shall be followed:

- a. The Secretary shall number the alphabetic list of names from 1 to N (when N is the number of members of the Academic Senate).
- b. A random integer from the domain 1-N shall be selected.
- c. The Secretary shall begin at that number, call the roll alphabetically to the bottom of the list, then go to the top and complete the list alphabetically.

BL 67-1
SENATE: URGENT BUSINESS

Any item of business brought before the Academic Senate that is deemed Urgent Business shall be given priority of consideration over other business, even though it is not placed on the written agenda. Such priority classification shall be only by unanimous consent of the Senate members. No such item shall be debated for more than ten minutes without unanimous consent of the Senate.

BL 05-1
"STATEMENTS OF OPINION"

In order to encourage debate on issues affecting the University, and facilitate the expression of Academic Senate electorate opinion, each year the Executive Committee shall prepare no fewer than three statements of opinion on matters within the Academic Senate's area of responsibility. These shall be *submitted to the Academic Senate by March 20*. When approved as ballot items by the Senate, they shall be circulated to the Senate electorate, with brief arguments pro and con.

These statements shall be placed on the ballot form at the all-university elections in May. Voters will have the opportunity to respond "yes" or "no," "agree" or "disagree," as appropriate. The Academic Senate electorate responses shall be tallied and published as part of the election results.

Such results shall constitute advice to the Academic Senate.

BL 89-3
"ACADEMIC SENATE QUESTIONS"

- a. Any member of the academic community may address official questions to anyone involved in making decisions affecting the operation of the University. Such questions shall be written, and shall be sent first to the Executive Committee.
- b. The Executive Committee shall either transmit such questions or return them, with an explanation, to the inquirer.
- c. Such inquiries shall be known as Academic Senate Questions. They shall form a numbered series. Both question and answer shall be reported to all members of the Academic Senate electorate. If no reply is received within two weeks, a reminder shall be sent. If no reply is then received, the question, the addressee, and the fact of non-reply shall be reported in writing to the Senate.
- d. Anyone wishing to respond orally to an Academic Senate Question may do so, in which case relevant supplementary questions shall be in order.
- e. The Chair of the Academic Senate shall periodically invite an administrator to a Senate meeting to respond informally to questions. Questions may be submitted in writing in advance, or may be asked orally. They may be asked by Senate members or by other members of the Academic Senate electorate. By prior agreement between the administrator and the Chair of the Senate, questions may be limited to certain topics.

BL 76-3
COMMITTEES/BOARDS: COPY OF CHARGE BEFORE MEMBERS ARE CHOSEN BY ACADEMIC SENATE, EXECUTIVE COMMITTEE

If any committee, board, commission, or other body is to include members chosen by the Academic Senate or its Executive Committee or its Chair, the Chair of the Academic Senate must receive a copy of the charge to the new body, or of the document which establishes it, before such members are chosen.

BL 83-9
"STATE OF THE UNIVERSITY" ADDRESS BY PRESIDENT

At a Senate meeting as close as possible to the beginning of the academic year, the President shall be invited to present to the Senate an address on the State of the University, indicating policies which the President believes the Senate should adopt during the year to come. Following this address, the Chair of the Academic Senate, the Vice President for Academic Affairs, the Deans, and other top administrators and other members of the Academic Senate may present proposals for Senate action. The Senate shall, in the year following consider all matters thus presented to it.

BL 08-02
“FISCAL STATE OF THE UNIVERSITY” REPORT BY CHIEF FINANCIAL OFFICER

In the fall and spring semesters, the Chief Financial Officer shall be invited to present to the Senate a report on the fiscal state of the University. The report in the fall will be given as close as possible to the beginning of the semester. The report in the spring will be given prior to the spring marathon meeting. The report shall include but not be limited to (a) the sources and uses of all revenues designated to the university (including auxiliary units and extended education) and (b) budget priorities, issues, and challenges. Following each address, the Chief Financial Officer shall answer questions from those in attendance.

BL 79-7
SENATE: SUMMER BUSINESS

The Executive Committee shall exercise all the powers, duties, and functions of the Academic Senate during the period from the end of the spring semester to the beginning of the fall semester, except that all decisions arrived at shall be presented to the Senate at the first meeting in the fall for endorsement and/or modifications, as may be appropriate. During this period, an Executive Committee member may appoint another Academic Senate member as a substitute on the Committee.

BL 70-6
SENATE MEETINGS: ABSENT MEMBERS

Members of the Academic Senate who are absent from three consecutive meetings of the Senate, without cause considered to be sufficient by the Executive Committee of the Senate, shall be invited by the Executive Committee to resign.

2. ACADEMIC SENATE ELECTIONS

BL 79-8
ACADEMIC SENATE ELECTIONS: MONTH TO HOLD

Academic Senate elections shall be held in May and at such other times as the Elections Committee shall direct.

BL 86-3
CONSTITUENCIES: DEFINITION OF

- a. Each college shall be a basic constituency, and all members of the Academic Senate Electorate who are not in a College shall constitute another basic constituency, provided that

no basic constituency shall be of such a size that it is entitled to less than one or more than five seats on the Academic Senate.

- b. If it is necessary, in order to conform to the size limitations set forth in paragraph a., to combine basic constituencies, or to divide a basic constituency, such combination or division shall be done by the Elections Committee, subject to Academic Senate approval.
- c. When the status of any member of the Academic Senate is in doubt, the Elections Committee shall place that member in an appropriate constituency, subject to Academic approval.

BL 79-9

ACADEMIC SENATE ELECTIONS: NOMINATION PETITION PROCEDURES

- a. The Elections Committee shall determine the allocation of seats to the various constituencies using the Method of Equal Proportions.
- b. In April of each year the Elections Committee shall provide each faculty member with the following:
 - 1. A notice of the number of positions to be filled; and
 - 2. All information and deadlines pertaining to the election.
- c. Nomination shall be by petition, which shall specify the seat being sought. Each petition shall be signed by at least ten Academic Senate electorate members and by the candidate, whose signature indicates a willingness to serve. There is no limit on the number of different petitions an Academic Senate electorate member may sign. The Elections Committee shall have power to determine the form, deadlines for filing, and other particulars of the petitions. The Elections Committee shall place on the ballot the names of all qualified Academic Senate electorate members for whom petitions are filed on or before the deadline.
- d. Part-time faculty members of the Academic Senate shall be nominated by the part-time electorate defined in Article III, Section 6 of the Constitution. Each petition shall be signed by at least ten part-time faculty members and by the candidate, whose signature indicates a willingness to serve. There is no limit on the number of different petitions a part-time faculty member may sign. The Elections Committee shall place the names of all qualified part-time faculty candidates on a ballot for distribution to the part-time faculty electorate.

BL 03-2

ACADEMIC SENATE ELECTIONS: VOTING PROCESS

In an Academic Senate election voting shall be by secret ballot. No voter may cast more than one vote for each available seat. Voters may not cast more than one vote for a single candidate. Candidate names shall be placed on the ballot in a random order as determined by the Elections Committee. A ballot containing more votes than the number of available seats shall be invalid, but a ballot containing fewer votes shall be valid. Academic Senate electorate members may

write in the names of additional candidates on the ballot, and such write-in votes shall be counted.

In each group of candidates, whether running at-large or for a constituency, beginning with those receiving the greatest number of votes and continuing downward, the same number of candidates shall be elected as the number of positions to be filled. In each group of those elected, those receiving the smaller number of votes shall receive the shorter terms, if any. Ties shall be decided by lot among those tied.

BL 06-1 CONDUCTING ELECTRONIC VOTING

This bylaw governs procedures for conducting Academic Senate elections through electronic balloting.

- a. Electronic ballots will be prepared by the Elections Committee and facilitated by Information Technology using the agreed upon format and procedures for guaranteeing a secret ballot and verifying the identity of voters. For each candidate or issue to be voted upon, all options must be simultaneously visible to the voter.
- b. One week prior to the election, the Elections Committee will send a campus-wide hard copy announcement and an electronic announcement. The announcement will explain the electronic voting procedure and provide the names of contacts to be called for help or questions. The announcement will explain how to access the ballot from off-campus via the Internet. Voting procedures and names of contacts to be called for help or questions will also be available on the electronic ballot.
- c. A list of eligible voters, grouped by department, within constituency, will be available electronically prior to the election.
- d. Constituents may vote electronically from either on or off-campus.
- e. Every effort shall be made to ensure secrecy in balloting.
- f. The Election Committee will set the duration of the balloting which will run for four days, commencing from 7:00 a.m. on the first day to 4:00 p.m. on the final voting day. A list of eligible voters showing whether or not each has voted shall be continuously updated and available in the Senate office to any member of the Senate electorate.
- g. Votes will be tabulated and announced on the day after the final voting day at a publicly announced time in the Senate office and on the election website.
- h. If there is a challenge to the results, the Elections Committee will conduct a review of the balloting as soon as possible after the results have been announced, but no later than Friday of the week following the elections.

- i. Following elections, and after the tabulation of votes, the electronic file shall be stored for ten days unless a written appeal of the elections results is presented to the Elections Committee. If an appeal is presented, the file will continue to be stored until a final resolution of the appeal has been reached. The file will be permanently deleted once any appeals are resolved.
- j. The part-time faculty vote within their constituency only, but may also vote on Statements of Opinion. The votes of the part-time faculty shall be tallied separately from the votes of the full-time faculty.
- k. Candidates shall not participate in the administration of an election.
- l. Nothing in this bylaw shall preclude voting by mail ballot if deemed appropriate by the Senate Executive Committee.
- m. In mail ballots, two envelopes provided by the Election Committee shall be used. The unmarked inner envelope within which the ballot is sealed shall not be opened until the vote tally begins. Signatures on the outer envelopes shall be checked to ensure that no one not in the electorate has voted, and that no one has voted more than once before the ballots are removed from the inner envelopes.

BL 86-2

CSU ACADEMIC SENATOR: TAKING OFFICE ON THE CSUF SENATE

A CSU Academic Senator shall take office as a member of the Academic Senate on the date of being seated on the CSU Academic Senate.

BL 04-3

SENATE EXECUTIVE COMMITTEE: NOMINATION/VOTING PROCESS

Nominations of Academic Senate officers shall be made from the floor. The offices shall be voted on in the order in which they are listed in the Constitution, Article IV, Section 2. Voting shall be held for each office when nominations are closed, ballots shall be counted immediately following the vote, and the result shall be announced before proceeding to nominations for the next office.

When a number of persons greater than two is nominated, each Senator shall vote for one or fewer (i.e., a Senator may abstain), and the votes shall be tallied. In determining a winner, the following procedure shall be used.

- 1. Abstentions will not be counted, and shall not be included in the calculations described below.
- 2. If a nominee receives a majority of all of the votes cast for an office, he or she shall be declared elected.

3. If no nominee receives a majority of all of the votes cast:
 - a. Names of each candidate together with votes received will be arrayed, with the name of the candidate receiving the most votes listed first; the name of the candidate receiving the second-most votes listed second; and so on until all candidates are listed together with votes received.
 - b. Beginning at the top of the list, votes will be summed, until a majority of the votes cast is reached. All persons with the same number of votes shall be included when votes are added.
 - c. Persons not receiving enough votes to be included in the majority described above shall be deleted from the list of the nominees.
 - d. The Senate shall vote again, with each Senator casting a vote for no more than one person.
 - e. The process shall be re-iterated until a winner is declared, who shall have received a majority of all of the votes cast, excluding abstentions. If, however, after two rounds of voting for which the vote totals do not change, the winner shall be the person who has a plurality or, if no one has a plurality, the winner shall be determined by lot.

BL 95-4

SENATE MEETINGS: SECRET BALLOTS FOR ELECTIONS AND MOTIONS

In elections wherein the Senate uses secret ballots, at least two Senate members shall be appointed by the Chair to act as tellers. The tellers shall provide to the Chair the vote totals for each nominee or, in the instance of a motion, the number of ayes, nays, abstentions, blank or voided ballots. The Chair shall announce the result, together with the number of votes received by each nominee or, in the instance of a motion, the number of ayes, nays, abstentions, blank or voided ballots. The ballots shall be sealed in an envelope, signed across the seal by the tellers, and held in the Senate office for two weeks.

BL 96-1

COMMITTEES: SLATE OF CANDIDATES BY EXECUTIVE COMMITTEE

- a. The Executive Committee shall circulate annually to all Academic Senate electorate members a request that they indicate their interest in Academic Senate Committee service.
- b. The Executive Committee shall be responsible for finding willing candidates for all committees constituted under the current Senate structure.
- c. The Executive Committee shall prepare a slate of candidates for all committee vacancies. In doing this, it should employ the following criteria:
 1. Interest in the post expressed by the Academic Senate electorate member concerned.

2. The need for a balance among disciplines.
 3. The need for balance in experience.
 4. The desirability of involving as many Academic Senate electorate members as possible in the work of the Senate, including newer Academic Senate electorate members who may not be well known to Senate members.
 5. The requirement that each committee have at least one Senate member on it; and
 6. Any requirements specified for General Committees of the Faculty by the Unit 3 Collective Bargaining Agreement.
- d. The slate initially proposed by the Executive Committee shall normally include one name for each vacancy and shall be circulated three days prior to any Academic Senate election.
 - e. Where an insufficient number of expressions of interest are received, the Executive Committee shall be responsible for finding willing candidates.
 - f. The Senators will have an opportunity to make nominations from the floor.

3. ACADEMIC SENATE COMMITTEES: GENERAL

BL 61-3

COMMITTEES: MAJORITY/MINORITY REPORTS

Whenever a committee reports to the Senate, it shall submit a majority report and a minority report, if any.

BL 70-7

STANDING COMMITTEE: SUBCOMMITTEE FOR NON-OPERATIONAL FUNCTIONS

Any standing committee may establish a subcommittee to study and report to the committee on any matter that relates to a function of the committee. The membership of such subcommittees shall be selected by this standing committee. This type of subcommittee may not have operational functions.

BL 73-6

STANDING COMMITTEE: SUBCOMMITTEE FOR OPERATIONAL FUNCTIONS

Any standing committee may establish a subcommittee to discharge any operational function that has been assigned to that committee by the Bylaws or by other action of the Academic Senate. The membership of such subcommittee shall be selected by the standing committee, with the

approval of the Senate. The membership must include as chair of the subcommittee one member of the standing committee.

BL 62-13

STANDING/AD HOC COMMITTEE: SENATE DISCUSSION OF REPORTS

When the Academic Senate is discussing reports or recommendations of its standing or ad hoc committees, members of the standing or ad hoc committees shall have the right to participate in the discussions.

BL 70-9

STANDING COMMITTEE: ANNUAL REPORT

Each standing committee shall submit an annual report to the Academic Senate in May or at the close of the committee's business for the academic year.

BL 09-1

STANDING COMMITTEE: CONVENING FIRST MEETING & ELECTING CHAIR

Each standing committee, except for the Planning, Resource, and Budget Committee, should elect its new Chair at its last meeting in the spring semester. The new Chair will convene the first committee meeting of the academic year, within the first four weeks of the fall semester.

The Planning, Resource, and Budget Committee shall elect a Vice Chair in the first four weeks of the fall semester. This individual will become the new chair in the following academic year and will convene the first committee meeting in the following year.

If there is no chair at the beginning of the fall semester, then the Senate Executive Committee liaison member to the committee will convene the first meeting and all voting members of the committee will vote. If contested, the chair election will be conducted by secret ballot.

BL 07-1

CURRICULUM, GRADUATE EDUCATION, FACULTY AFFAIRS, GENERAL EDUCATION, AND PLANNING, RESOURCES, AND BUDGET COMMITTEES: ELECTION OF MEMBERS AND CHAIR

Elections to the Curriculum Committee, the Graduate Education Committee, the Faculty Affairs Committee, the General Education Committee, and the Planning, Resources, and Budget Committee shall be held at the special spring electoral meeting of the Academic Senate as the first item of business after officers are elected.

The outgoing Executive Committee shall prepare a slate of nominees to be distributed to the new Academic Senate no less than three days prior to the electoral meeting. Further nominations may be made from the floor.

These committees shall meet in spring subsequent to the Academic Senate electoral meeting to elect committee officers for the new year.

BL 73-9

SENATE COMMITTEES: OPEN MEETINGS & DOCUMENT AVAILABILITY

All meetings of the Academic Senate committees, except when in executive session, shall be open to the university community and the press, and all documents, unless designated as confidential, shall be available to the university community and the press.

BL 74-4

SENATE COMMITTEE: REVIEW DOCTORAL PROGRAM PROPOSALS

No committee of the Academic Senate shall review any proposal for a doctoral program unless the specific proposal is referred, by the Academic Senate, to the Committee.

4. GENERAL COMMITTEES OF THE FACULTY: COMPOSITION

BL 00-2

GENERAL COMMITTEES: TERMS OF MEMBERS

The terms of members of the Faculty Personnel and Professional Leaves Committees shall be three years; approximately one-third of the terms shall end each year. The terms of members of the Faculty Research Committee shall be two years; approximately one-half of these terms shall end each year. No one shall serve on a General Committee of the Faculty for more than four years consecutively.

BL 07-4

GENERAL COMMITTEES OF THE FACULTY: NOMINATION/ELECTION PROCEDURES

Elections to replace members of General Committees of the Faculty whose terms have expired shall be held in conjunction with Academic Senate elections in accordance with procedures provided elsewhere in these bylaws. Elections to fill vacancies on General Committees of the Faculty shall be held as soon as practicable.

When expired terms and/or vacancies on General Committees occur, the Academic Senate shall nominate a candidate for each position to be filled. All full-time Unit 3 faculty (including Unit 3 full-time members from the library, athletics and counseling, subsequently referred to as “eligible voting members”) shall be informed of these nominations at least fourteen calendar days prior to the deadline for nominating petitions. All eligible voting members shall have an opportunity to nominate other candidates by means of petitions bearing the signature of ten eligible members. The election shall have eligible members voting for a member from each constituency. The ballot

shall indicate which candidates were nominated by the Academic Senate and which by eligible voting members.

BL 00-1
RESEARCH COMMITTEE: PROCEDURES

If a member of the Research Committee submits an application for an internal research award, that member shall not participate in the evaluation process for that particular award. To ensure that there are sufficient committee members to evaluate each category of awards, no member of the Research Committee shall submit more than one application for an internal research award in any granting period.

BL 97-4
FACULTY PERSONNEL COMMITTEE: COMPOSITION

The Faculty Personnel Committee shall include one member from each College, except the College of Humanities and Social Sciences, which shall have two members, one each from the Humanities and the Social Sciences. There shall also be one member at-large.

BL 03-4
PROFESSIONAL LEAVES COMMITTEE: COMPOSITION

The Professional Leaves Committee shall include one member from each college, except the College of Humanities and Social Sciences, which shall have two members, one each from the Humanities and the Social Sciences. There shall also be one member at-large. A faculty unit employee applying for a sabbatical leave shall be ineligible for service to the Professional Leaves Committee.

BL 04-4
RESEARCH COMMITTEE: COMPOSITION

The Research Committee shall include one member from the library and each college, except the College of Humanities and Social Sciences, which shall have two members, one each from the Humanities and the Social Sciences. There shall also be one member at-large.

5. GENERAL COMMITTEES OF THE FACULTY: FUNCTIONS

BL 87-3
PROFESSIONAL LEAVES COMMITTEE: FUNCTIONS

The functions of the Professional Leaves Committee shall be:

- a. To provide to the President recommendations for action regarding sabbatical and difference-in-pay leave requests; and
- b. To review criteria and standards regarding sabbatical and difference-in-pay leaves and make recommendations to the Faculty Affairs Committee of the Academic Senate.
- c. To provide an annual report of its activities to the Academic Senate electorate.

BL 87-4

FACULTY PERSONNEL COMMITTEE: FUNCTIONS

The functions of the Faculty Personnel Committee shall be:

- a. To review all recommendations regarding evaluation, retention, tenure, and promotion and to make appropriate recommendations to the President (or designee);
- b. To review criteria and standards for evaluation, retention, tenure, and promotion of faculty members and to make recommendations to the Faculty Affairs Committee of the Academic Senate;
- c. To conduct such reviews of the implementation of the criteria and of the procedures as the Committee deems desirable; and
- d. To provide an annual report of its activities to the Academic Senate electorate.

BL 83-5

RESEARCH COMMITTEE: FUNCTIONS

The functions of the Research Committee shall be:

- a. To formulate, review, and recommend policies regarding the award of grants by the CSUF Office of Grants & Contracts;
- b. To be responsible for the evaluation of faculty research proposals under the CSUF Office of Grants & Contracts and to make recommendations to the President for awards;
- c. To assess faculty needs in the area of research and creative activity and periodically to report their needs, along with any recommendations, to the Academic Senate and to the President;
- d. To cooperate with the college deans and the Director of Grants & Contracts in enhancing the climate for research at the University; and
- e. When funds and administrative structure are provided, to formulate, review, and recommend research related policies in such areas as:
 - 1. Faculty research leaves programs;

2. Student-faculty research programs;
3. Faculty research directories;
4. Intra-departmental research arrangements; and
5. Research related travel fund allocations.

6. STANDING COMMITTEES: COMPOSITION

[See also UPS 100.000, Faculty Constitution, Article VII.]

BL 07-2

STANDING COMMITTEES: TERMS OF MEMBERS

With the exception of the Planning, Resource, and Budget Committee (PRBC), the terms of members elected by the Academic Senate to Standing Committees shall be two years; approximately one-half of the terms shall end each year. The terms of the members elected to the PRBC shall be three years; approximately one-third of terms shall end each year.

BL 61-7

STANDING COMMITTEES: ELECTIONS TO FILL VACANCIES FOR UN-EXPIRED TERMS

When filling a vacancy on a standing committee that has not arisen through the expiration of a term, the Senate may elect a person to serve until the expiration of the term.

BL 86-5

STANDING COMMITTEES: ELECTION TO FILL VACANCIES; VARIED TERM LENGTHS

When the number of candidates nominated to fill vacancies on any standing committee equals the number of vacancies, those candidates shall be declared elected, and if the terms available vary in length, the elected candidates shall decide amongst themselves, by drawing lots if necessary, who gets the longer terms. If the number of candidates nominated exceeds the number of vacancies, a ballot shall be held, and the candidates receiving the most votes shall get the longer terms.

BL 61-8

STANDING COMMITTEES: FILLING INITIAL VACANCIES

In filling initial vacancies on standing committees, the Senate shall elect the total membership to be elected. The members will then divide themselves into classes so that their terms will conform to the Bylaws, and this action will be reported to the Senate without delay.

BL 61-10
STANDING COMMITTEES: TIE IN BALLOTING

If, because of a tie in the balloting for any committee, more than the requisite number of persons shall be elected, a second ballot among the persons involved in the tie shall be immediately taken by the Academic Senate.

BL 61-13
STANDING COMMITTEES: ELECTION OF A SENATE MEMBER

If, at the time of the election of standing committee members, no Academic Senate member is placed on a standing committee by regular means, the Senate member with the highest number of votes shall be elected to the committee in place of the person with the lowest number of votes who would otherwise have been elected to the committee.

BL 77-1
STANDING COMMITTEES: ELECTION OF SENATE OFFICER TO COMMITTEE PROHIBITED

No officer of the Academic Senate shall be elected to any standing committee. If any elected member of a standing committee is elected to an Academic Senate office, the member's seat shall be automatically vacated immediately.

BL 79-12
ELECTIONS COMMITTEE MEMBER NOMINATED FOR SENATE SEAT

In the event that a member of the Elections Committee is nominated for an Academic Senate seat, the person's seat on the Elections Committee shall be vacated immediately.

BL 67-15
STANDING COMMITTEE MEMBERS: WHEN ELECTION MAY TAKE PLACE

The election of standing committee members may take place at any time after the Academic Senate elections. Terms of elected members of standing committees shall expire upon the election of their successors.

BL 92-2
LIBRARY COMMITTEE: COMPOSITION

Elected members of the Library Committee shall include one from each college, except Humanities and Social Sciences, which shall have two members, one from the Humanities and one from the Social Sciences.

BL 06-3
SENATE: STUDENT MEMBERS

Student members of the Academic Senate and of its committees shall be designated in accordance with the Associated Students Constitution and Bylaws.

In the determination of a quorum for Standing Committees, the student member shall count toward a quorum if present and not toward a quorum if they are absent.

BL 83-10
SENATE: EMERITUS MEMBER

The emeritus member of the Academic Senate shall be designated in accordance with procedures established by the Emeriti Professors of California State University, Fullerton.

BL 00-3
STANDING COMMITTEES: MEETING TIMES

The meeting time for the Planning, Resource & Budget Committee and the Curriculum Committee shall be Fridays from 12:00—2:00 p.m.

The meeting time for the Graduate Education and General Education Committees shall be Fridays from 2:00-4:00p.m.

7. STANDING COMMITTEES: FUNCTIONS

BL 64-16
STANDING COMMITTEES: PRINCIPAL FUNCTION

The principal function of each standing committee is to investigate problems within its area of concern and to propose to the Academic Senate any policy recommendations, which result from such study.

BL 84-2
ACADEMIC STANDARDS COMMITTEE: FUNCTIONS

The Academic Standards Committee shall investigate practices and recommend policies relating to the academic standards of the University in order to promote high academic standards. It shall:

- a. Review policies relating to academic standards in The California State University as set forth in Title V of the California Administrative Code, in Part 5, Chapter 1, Subchapters 2, 3, 4, insofar as these deal with (i) standards for academic achievement, (ii) admission requirements, (iii) academic probation and disqualification of students, and (iv) student discipline related to academic dishonesty, and as set forth in regulations of the Trustees and directive of the Chancellor and in the current Agreement between the Trustees of the California State University and the bargaining agent of the faculty;

- b. Review and recommend policies dealing with academic standards that have been or may be adopted by the University;
- c. Formulate and recommend policy with regard to academic honors and awards to students;
- d. Formulate and recommend policy with regard to the granting of honorary degrees by the University;
- e. Recommend each year two or more of its members to the President as candidates for appointment to the review committee specified in the Chancellor's executive order concerning academic renewal; and
- f. Review current literature dealing with academic standards and make policy recommendations arising there from.

BL 06-2

COMMITTEE ON CAMPUS FACILITIES AND BEAUTIFICATION: FUNCTIONS

The functions of the Committee on Campus Facilities and Beautification will be:

1. To serve in an advisory capacity to the Associate Vice President of Facilities Management and the Academic Senate on the following matters:
 - a) the long range campus Master Plan major and minor capital outlay programs for the campus and off-campus centers;
 - b) the review of preliminary architectural designs of major new building and major modifications to existing buildings;
 - c) the review of plans for campus roads, parking, and bicycle paths;
 - d) the naming of rooms and buildings;
 - e) the design of landscapes, plantings, and the selection and placement of public art and signage;
 - f) the allocation and reallocation of space;
 - g) other matters referred by the Executive Committee and/or The Academic Senate.

The Committee shall be informed in a timely manner of proposed major changes in campus facility development and beautification so that it may review and comment as appropriate.

BL 08-1
COMMITTEE ON INTERNSHIPS AND SERVICE LEARNING: FUNCTIONS

The functions of the Committee shall be:

- a. To formulate, review, and recommend general university curriculum and operational guidelines as they relate to internship and service learning experiences;
- b. To formulate, review, and recommend policies and criteria for the evaluation of internship and service learning experiences;
- c. To formulate, review, and recommend policies regarding experiential learning courses (e.g., internships, service learning courses, civic engagement courses, , practicum courses, and other courses that may include community involvement) including non-credit offerings;
- d. To advise the Academic Senate on issues dealing with internships and service learning;
- e. To advise the Center for Internships and Community Engagement and the Career Center on issues dealing with internships and service learning.

BL 90-1
CURRICULUM COMMITTEE: FUNCTIONS

The functions of the Curriculum Committee shall be:

1. To formulate, review, and recommend general University curriculum policies and procedures; i.e., those policies and procedures which are not exclusively either undergraduate or graduate.
 - a. To formulate, review, and recommend University policies and procedures as they relate exclusively to undergraduate curricular programs.
 - b. To formulate, review and recommend University policies and procedures as they relate exclusively to undergraduate courses.
2. Based upon criteria and procedures as specified by University policy, to review and evaluate all proposed changes to existing undergraduate programs and proposals for new undergraduate curricular programs, and to make recommendations concerning additions, modifications and/or deletions.
3. Based upon criteria and procedures as specified by University policy, to review and evaluate all undergraduate course proposals.

BL 66-10
ELECTIONS COMMITTEE: FUNCTIONS

The functions of the Elections Committee shall be:

- a. To formulate, recommend, and review policies and procedures for conducting elections with the Academic Senate electorate;
- b. To plan and administer Academic Senate elections;
- c. To perform such other duties in connection with electoral processes as may be delegated by the Academic Senate; and
- d. To make appropriate regulations for the purpose of carrying out the provisions of the Constitution and the instructions of the Senate with regard to elections, provided that such regulations shall be subject to the approval of the Academic Senate.

BL 03-1
EXTENDED EDUCATION COMMITTEE: FUNCTIONS

The functions of the Extended Education Committee shall be:

- a. To formulate, review, and recommend policies and criteria regarding programs and activities of University Extended Education.
- b. To formulate, review, and recommend policies and criteria regarding noncredit offerings through University Extended Education.
- c. To review and evaluate all proposals for programs and activities of University Extended Education based upon criteria and procedures as specified by University policy.
- d. To review and evaluate all proposals for noncredit offerings through University Extended Education based upon criteria and procedures as specified by University policy.
- e. To act as an advisory body to University Extended Education.

BL 87-5
FACULTY AFFAIRS COMMITTEE: FUNCTIONS

The following functions of the Faculty Affairs Committee may also fall within the areas of concern of other committees, and thus the Faculty Affairs Committee shall not claim exclusive jurisdiction.

The functions of the Faculty Affairs Committee shall be to:

- a. Give information and policy recommendations to the Academic Senate whenever it believes that faculty rights and welfare need protection or enhancement; and
- b. Make policy recommendations regarding such matters as:
 1. Criteria and standards for appointment, retention, tenure, and promotion of faculty;
 2. Criteria and standards for awarding sabbatical and difference-in-pay leaves;
 3. Discontinuance of programs;
 4. Academic freedom;
 5. Professional ethics;
 6. Intellectual climate of the institution; and
 7. Faculty Handbook.

BL 89-2

GENERAL EDUCATION COMMITTEE: FUNCTIONS

The functions of the General Education Committee shall be:

- a. To study, review, interpret and recommend, in consultation with the appropriate department or college, General Education programs for approval by the Academic Senate.
- b. To review and recommend the designation and classification of courses appropriate to the General Education programs.
- c. To review, on a regular basis, the existing GE-designated courses to ensure continued conformity to GE classification and quality standards; and to recommend changes in GE-designated courses to the Academic Senate after consultation with affected departments and/or colleges.
- d. To be responsible for the University Catalog and Class Schedule statements on General Education, including identification and classification of General Education courses.
- e. To cooperate with the University Curriculum Committee and with colleges, departments and programs to seek adequate offerings of General Education courses.
- f. To aid in the development, facilitation and creation of new courses and program proposals in General Education (following procedures outlined in UPS 411.100).
- g. To cooperate with college deans in creating General Education Committees in colleges, departments and/or programs, and to work with such committees in order to insure proper representation in General Education policy matters.

BL 89-4
GRADUATE EDUCATION COMMITTEE: FUNCTIONS

The functions of the Graduate Education Committee shall be:

- a. To formulate, review, and recommend policies and criteria regarding graduate curricular programs;
- b. To formulate, review and recommend policies and criteria regarding graduate courses.
- c. To formulate, review and recommend policies and criteria regarding postbaccalaureate certificate programs, education credential and postbaccalaureate credential programs.
- d. To review and evaluate all existing graduate programs and proposals for new graduate curricular programs, and to make recommendations concerning additions, modifications and/or deletions, based upon criteria and procedures as specified by University policy.
- e. To review and evaluate all graduate course proposals based upon criteria and procedures as specified by University policy.

BL 97-1
INFORMATION TECHNOLOGY COMMITTEE: FUNCTIONS

The functions of the Information Technology Committee shall be:

- a. To formulate, review, and recommend all policies and procedures, and to examine issues related to the academic and administrative uses of information technology and to promote among various campus constituencies the appropriate use of on- and off-site technologies for instruction, learning, research, and campus operation. These include but are not limited to:
 1. Allocation of information technology resources;
 2. Access and utilization;
 3. Privacy and security of information systems;
 4. Information technology-related product and service acquisition procedures;
 5. Curricular uses of information technology;
 6. Receiving, sharing and promoting information among all members of the university community concerning the appropriate uses of information technology; and
 7. Acting as an advisory body on information technology to the Academic Senate as well as to other members of the university community.
- b. To carry out the above, the Information Technology Committee shall:
 1. Meet with the Library Committee within the first month of the new year and mutually agree upon the technology-related issues that each or both will address in the coming year;

2. Define short and long term objectives and delegate tasks to accomplish the objectives for the new year; and
3. Complete a year-end report and evaluation to include: i) a statement of work accomplished and work planned but not accomplished; ii) recommendations for the following year's agenda; and iii) proposals for Academic Senate consideration.

BL 98-1

INTERNATIONAL EDUCATION COMMITTEE: FUNCTIONS

The functions of the International Education Committee shall be:

- a. To collaborate with the University community in encouraging internationalization of the curriculum, the initiation, development and accomplishment of cultural and academic international activities including exchanges, joint research, and other related projects;
- b. To recommend to Academic Senate criteria, guidelines, and policies and to serve as an advisory body related to the international aspects of education at the University, including the following:
 1. Foreign visa students matriculated at the University;
 2. Linkage agreements with foreign institutions;
 3. Students studying overseas under the auspices of the CSU International Programs, institutional linkage agreements, or independent study abroad;
 4. Faculty development through participation in international activities;
 5. The organization and administration of international education at the University;
 6. Joint degree programs and other cooperative instructional activities with institutions abroad;
 7. Other international initiatives, such as the establishment of international institutes, grants, contracts, etc.; and
 8. Travel-Study courses.
- c. To engage in other related activities as the Academic Senate may direct.

BL 98-2

PLANNING, RESOURCE, AND BUDGET COMMITTEE: FUNCTIONS

The functions of the Planning, Resource, and Budget Committee shall be to:

- a. Engage in an ongoing university-wide planning process and review and recommend to the Chair of the Academic Senate, the President of the University, appropriate Vice Presidents, and other appropriate individuals and groups with respect to university priorities;
- b. In the light of the aforementioned planning and priority-identifying process, review proposed allocations; and, on the basis of at least five years of historical information, arranged by cost center and provided by October 1 of each academic year, recommend to all appropriate individuals and groups regarding university budget allocations;

- c. Review and recommend with respect to annual budget requests, allocation of new and continuing monies received at the university from all sources, and changes to patterns of previous allocations; including those for academic affairs, administration, student affairs, university advancement, and the President's division;
- d. Analyze, review, and recommend priorities and resource implications of changes in existing academic programs;
- e. Report to the Academic Senate before the end of each semester recommendations made in accordance with the bylaw sections above.

BL 64-21
LIBRARY COMMITTEE: FUNCTIONS

The functions of the Library Committee shall be to:

- a. Study and recommend policies relating to library services;
- b. Promote coordination of the library program with the instructional program;
- c. Receive and consider faculty communications relative to the library and provide faculty members with information on library matters;
- d. Work with other Academic Senate committees when their investigations and activities involve library matters; and
- e. Consider any other matters which may properly come before the committee.

BL 96-2
STUDENT ACADEMIC LIFE COMMITTEE: FUNCTIONS

The functions of the Student Academic Life Committee shall be to:

- a. Formulate, review, and recommend policies to encourage and assist faculty in contributing to the academic and intellectual development of students beyond normal classroom experiences;
- b. Formulate, review, and recommend policies to encourage and assist students in making contributions to the University's intellectual life beyond normal classroom experiences; and
- c. Formulate, review, and recommend policies regarding academic advisement and retention of students; and
- d. Maintain appropriate liaison with official student organizations.

- e. Serve as a hearing board for alleged violations of the student rights delineated in UPS 300.000.

BL 94-3

UNIVERSITY ADVANCEMENT COMMITTEE: FUNCTIONS

The functions of the University Advancement Committee shall be to:

1. Formulate, review and recommend policies regarding fundraising to the Academic Senate;
2. Promote faculty involvement in all college based fundraising efforts;
3. Formulate, review and recommend policies regarding dispersal of unrestricted funds raised by the University;
4. Receive and review development reports, including an annual report of costs associated with and funds raised by fundraising activities, and make recommendations on gifts, naming of campus facilities, and campaigns to ensure that they are consistent with plans and objectives set by the University;
5. Act as an advisory body to the Office of University Advancement;
6. Report to the Academic Senate annually and at other times as needed.

BL 97-6

FACULTY DEVELOPMENT CENTER BOARD: FUNCTIONS

The functions of the Faculty Development Center Board shall be to:

- a. Formulate, review, and recommend policies and implementation of a wide range of faculty development programs designed to assist faculty in enhancing teaching/learning, scholarly/creative, professional and service activity, including the use of technology.
- b. Review, assess and evaluate the effectiveness of FDC programs and make recommendations on future programs where appropriate.
- c. Encourage, assist and serve as liaisons with their colleagues in enhancing faculty awareness and access of resources for faculty and program development.
- d. Formulate, review and recommend policies regarding educational innovation including the use of audio-visual materials, television and other technology-mediated instruction in the academic program of the University.

- e. The Intramural Awards Subcommittee of the FDC Board shall formulate and review criteria and policies for funding support for faculty development activities in areas such as promoting teaching and learning, scholarly or creative activities, and professional development.
- f. Evaluate the merits of educational and other faculty development proposals and make such recommendations where appropriate.
- g. Evaluate the success of funded proposals and make recommendations where appropriate.
- h. Evaluate the merits of educational and other faculty development programs and make recommendations where appropriate.

8. STUDENT-FACULTY BOARDS

BL 79-15

STUDENT-FACULTY BOARDS: ELECTION BY SENATE OF FACULTY REPRESENTATIVES

- a. Members of the faculty who are to serve on a student-faculty board shall be elected, by secret ballot, by the Academic Senate. The initial elections shall be held as soon as practicable after the establishment of such boards, and thereafter shall be held annually in the month of May.
- b. The term of a member of a student-faculty board elected by the Senate shall be two years, and at least one term shall expire each year.
- c. A faculty vacancy on a student-faculty board which occurs at a time other than the expiration of a term shall be filled for the balance of the term by election by the Senate.

9. ELECTION OF CSU ACADEMIC SENATORS

BL 95-2

CSU ACADEMIC SENATE: PROVISIONS FOR SELECTION OF CAMPUS DELEGATES

Delegates to the CSU Academic Senate shall be selected under the following provisions:

- a. Candidates nominated to serve as delegates shall be members of the Academic Senate electorate.
- b. In March of each year in which an election of delegates is required, the Elections Committee shall provide each Academic Senate electorate member with the following:
 - 1. A notice of the number of positions to be filled; and
 - 2. All information and deadlines pertaining to the election.

- c. The Elections Committee shall conduct the processes of nomination and election in conformity with this Bylaw, Academic Senate directives, and the policies laid down by the Academic Senate of The California State University.
- d. Nomination shall be by petition, each petition signed by at least ten Academic Senate electorate members and by the candidate, whose signature indicates a willingness to serve. There is no limit on the number of different petitions an Academic Senate electorate member may sign. The Elections Committee shall have power to determine the form, deadlines for filing, and other particulars of the petitions.
- e. In a CSU Academic Senate election, voting shall be by secret ballot. No voter may cast more than one vote for each available seat. Voters may not cast more than one vote for a single candidate. A ballot containing more votes than the number of available seats shall be invalid, but a ballot containing fewer votes shall be valid. Academic Senate electorate members may write in the names of additional candidates on the ballot, and such write-in votes shall be counted.

Beginning with those receiving the greatest number of votes and continuing downward, the same number of candidates shall be elected as the number of positions to be filled. In each group of those elected, those receiving the smaller number of votes shall receive the shorter terms, if any. Ties shall be decided by lot among those tied.

BL 76-6
CSU ACADEMIC SENATORS:
SELECTION OF ALTERNATES AND
SELECTION TO FILL VACANCY DURING THE YEAR FOR UNEXPIRED TERM

Alternates to the CSU Academic Senate shall be selected under the following provisions:

- a. No more than two weeks after the annual CSU Senate election has been held, each CSU Senator shall nominate an alternate for the year. Persons nominated as alternates must be eligible for election as Senators. The alternates must be confirmed by the Academic Senate; if a nomination is rejected by the Senate, the Senator must submit another name.
- b. When a Senator is unable to attend a CSU Senate meeting or other activity, the alternate should attend instead. If the alternate is not available, the Senator may request one of the other alternates to substitute.
- c. If a vacancy on the CSU Senate occurs during the year, the Academic Senate shall elect a new CSU Senator to serve until the next regular annual election has been held, at which time a Senator shall be elected to serve the balance of the term.

10. ELECTION OF FACULTY TRUSTEE

BL 83-1

FACULTY TRUSTEE VACANCY: NOMINATION PROCESS FOR ELIGIBLE NOMINEES

- a. Upon receiving notification that the faculty position on the Board of Trustees of The California State University will become vacant, the Executive Committee shall circulate to all faculty an announcement of the vacancy, the Criteria for Nominees for Faculty Trustee as established by the CSU Academic Senate, and a calendar indicating times for the selection process.
- b. Nomination to serve as a Trustee requires a petition. The petition shall be signed by at least ten per cent of the full-time teaching faculty or 50 such faculty members, whichever is less.
- c. Each nominee shall provide to the Chair of the Academic Senate the completed Faculty Trustee nomination form, which will include a current vita structured to the eligibility criteria; a one-page statement; a commitment to serve; and the names, addresses, and telephone numbers of five references.
- c. The Chair of the Academic Senate shall forward to The CSU Academic Senate the name of all eligible nominees together with the materials provided pursuant to section c. above.

11. APPROVAL OF DEGREE CANDIDATES

BL 71-2

CANDIDATES FOR GRADUATION: PROCEDURE FOR RECOMMENDATION

The procedure for recommending of candidates for degrees shall be as follows:

- a. A list of all candidates for graduation shall be available in the office of the Registrar. A list provided by the Registrar of all candidates in a given academic area shall be sent to the departmental office.
- b. Any faculty member objecting to the candidacy of any person or persons on the list shall send this objection in writing to the Registrar within two calendar weeks of the date of distribution of the list.
- c. The absence of objection filed with the Registrar constitutes approval of the candidate.
- d. The Registrar shall report to the Academic Senate that the candidates list has been approved with modifications noted, if any.

**12. VOTING PROCEDURES: REFERENDA AND CONSTITUTIONAL
AMENDMENTS**

BL 03-5

SENATE ACTION: REFERENDUM

Referendum on Academic Senate action:

- a. The Academic Senate Chair, upon receiving a timely referendum petition, shall announce to the Academic Senate that it was received within fourteen calendar days of the Senate action.
- b. Days during the summer session are specifically excluded from consideration as "calendar days."
- c. A brief pro and con summary of Academic Senate debate on the motion compiled by the Senate Secretary shall be sent to all Academic Senate electorate members on a separate ASD prior to the beginning of the voting. If not sent electronically, BL 79-17 d, e and f will be followed.
- d. "Delivery" to Academic Senate electorate members shall be interpreted to mean being placed in Academic Senate electorate members' mail boxes in department offices, or, in the case of Academic Senate electorate members who are not associated with departments, in the office locations where they customarily receive campus mailings sent to all Academic Senate electorate members.
- e. The Elections Committee shall be responsible for insuring that each Academic Senate electorate member receives (1) a ballot, with voting instructions, and (2) an envelope addressed to the Elections Committee to enclose the sealed ballot. The envelope addressed to the Elections Committee shall contain a space for the signature and printed name of the voter. A ballot shall be invalid unless both the signature and printed name of the voter appear on the envelope.
- f. Voting instructions shall include a statement that the voter has the option to enclose the ballot in an additional envelope to be inserted in the addressed envelope.

BL 79-18

CONSTITUTION: AMENDMENTS TO

Amendments to the Constitution:

- a. When the Academic Senate approves any proposal for amending the Academic Senate Constitution, the Academic Senate electorate shall be promptly informed. All Academic Senate electorate members shall receive a copy of the text of any amendment proposal which

is to appear on the ballot at an Academic Senate election at least one week before commencement of elections.

- b. Any petition circulated for the purpose of placing an amendment proposal on the ballot shall carry a record of Academic Senate action on the proposal (including the vote) as part of its heading.

EFFECTIVE DATE: April 16, 2009
Supersedes: UPS 100.001 dated 2-28-08
and ASD 09-60

Source: Academic Senate Executive Committee, April 2009