

# **UPS 100.001**

## **ACADEMIC SENATE BYLAWS**

# University Policy Statement

## UPS 100.001

### ACADEMIC SENATE BYLAWS

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# **UPS 100.001**

## **ACADEMIC SENATE BYLAWS**

### **I. ACADEMIC SENATE ELECTIONS**

- A. **SCHEDULE OF ELECTIONS.** The all-University election shall be held in the spring semester of each year. Elections to fill vacancies may be held at other times as the Elections Committee (see IV.C.9.e.) shall direct.
- B. **BASIC CONSTITUENCIES.**
1. Each college, except the College of Humanities and Social Sciences, shall be a basic constituency. The College of Humanities and Social Sciences shall be represented by two basic constituencies: The Humanities constituency and the Social Sciences constituency. The Humanities constituency shall be made up of the following departments: Asian American Studies; Comparative Religion; English, Comparative Literature and Linguistics; Environmental Studies; Gender and Sexuality Studies; History; Aging Studies; Liberal Studies; Modern Languages and Literatures; and Philosophy. The Social Sciences constituency shall be made up of the following departments: African American Studies; American Studies; Anthropology; Chicana and Chicano Studies; Geography and the Environment; Politics, Administration, and Justice; Psychology; and Sociology.
  2. Full-time individuals classified as Unit 3 in the Library, Athletics, and Counseling (L/A/C) and coaches who are appointed as MPPs shall also form a single basic constituency.
  3. The Administration shall also be a basic constituency. This constituency shall contain the President, Provost, Vice or Deputy Provost, Vice Presidents, Associate Vice Presidents except in Student Affairs, College and Library Deans, Associate Deans, Assistant Vice Presidents in the Divisions of Academic Affairs and Information Technology, University Counsel, University-Controller, Chief of Police, and any administrators with academic standing.
  4. Student Affairs shall also be a basic constituency that is made up of the Associate Vice Presidents in Student Affairs, the Dean of Students, and Associate and Assistant Deans in the Division of Student Affairs.
  5. No basic constituency shall be of such a size that it is entitled to fewer than one or more than five seats on the Academic Senate. If it is necessary, in order to conform to the size limitations, the Elections Committee shall combine or divide basic constituencies subject to Academic Senate approval.
  6. When the status of any member of the Academic Senate electorate is in doubt, the Elections Committee shall place that member in an appropriate constituency, subject to Academic Senate approval.
- C. **NOMINATION PETITION PROCEDURES.**
1. The Elections Committee shall determine the allocation of seats to the various constituencies using the Method of Equal Proportions. Allocation will be based upon constituency populations as of the fall census date.

2. At least two months before the end of the spring semester of each year the Elections Committee shall provide the members of the individual constituencies with the following:
  - a. A notice of the number of positions to be filled; and
  - b. All information and deadlines pertaining to the election.
3. 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.
4. Part-time faculty members of the Academic Senate shall be nominated by the part-time electorate as defined in Article II, Section 7, 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.
5. Staff members of the Academic Senate shall be nominated by the staff electorate as defined in Article II, Section 8, of the Constitution. Each petition shall be signed by at least ten staff members and by the candidate, whose signature indicates a willingness to serve. There is no limit on the number of different petitions a staff member may sign. The Elections Committee shall place the names of all qualified staff candidates on a ballot for distribution to the staff electorate.

D. VOTING PROCEDURES.

1. 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. Academic Senate electorate members may write in the names of additional candidates on the ballot, and such write-in votes shall be counted. If there is no candidate listed for an open seat on the ballot, then that seat shall remain vacant until the next Special Election.
2. 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.
3. 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.
4. A vacancy in an at-large seat shall be filled by electronic balloting; 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 term. No vacancies which occur after March 1<sup>st</sup> shall be filled before the next annual election.

5. 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. The order of the names of the candidates shall be reset for each voter.
6. One week prior to the election, the Elections Committee will send 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.
7. A list of eligible voters, grouped by department, within each constituency, will be available electronically prior to the election.
8. Candidates shall not participate in the administration of an election. 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.
9. Constituents may vote electronically from either on or off-campus.
10. The Elections Committee will set the duration of the balloting which will run for four days, commencing at 7:00 a.m. on the first day and concluding at 4:00 p.m. on the final voting day.
11. Votes will be tabulated and announced on the day after the final voting day at a publicly announced time in the Academic Senate office and on the election website. Votes shall be tallied by constituency.
12. 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.
13. 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.
14. 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.
15. Nothing in this bylaw shall preclude voting by mail ballot if deemed appropriate by the Academic Senate Executive Committee.
16. In mail ballots, two envelopes provided by the Elections Committee shall be used. The unmarked inner envelopes within which the ballot is sealed shall not be opened until the vote tally begins. Signatures on the outer envelope shall be checked to ensure that no one not in the electorate has voted, and no one has voted more than once before the ballots are removed from the inner envelopes.
17. 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.
18. The Academic Senate shall make such other rules as are necessary for the conduct of elections.

- E. **ACADEMIC SENATE EMERITI MEMBER.** The emeriti member of the Academic Senate shall be designated in accordance with procedures established by the Emeriti of California State University, Fullerton organization.
- F. **TAKING OFFICE ON THE ACADEMIC SENATE.** A CSU Academic Senator shall take office as a member of the CSUF Academic Senate on the date of the special inaugural meeting of the new Academic Senate, held during the period of final examinations during the spring semester.

## **II. ACADEMIC SENATE MEETINGS**

- A. **REGULAR MEETINGS.** 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, except in January.
- B. **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 Academic Senate upon a petition certified by the Secretary of the Academic 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.
- C. **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 Academic 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.

## **III. ACADEMIC SENATE CONDUCT OF BUSINESS**

### **A. AGENDA**

- 1. **Regular Business.** An Academic Senate member wishing to place an item on the published agenda of an Academic 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.
- 2. **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 Academic Senate members. No such item shall be debated for more than ten minutes without unanimous consent of the Academic Senate.
- 3. **Adjournment.** No debate or voting shall be conducted after the posted adjournment time without the unanimous consent of the body.

### **B. VOTING**

- 1. **Voting on motions.**
  - a. Voting shall be by voice vote.
  - b. If the Chair or any member is in doubt, division, and/or roll call vote may be requested by any member prior to the next item of business being taken up by the body.

- c. A roll call vote shall be taken only if 20% or more of the members present support the request. The name of each Academic Senator shall be called in alphabetical order by the Secretary beginning with a Senator whose name is chosen randomly from the alphabetical list.
2. Nomination and election of the members of the Executive Committee.
  - a. Nominations shall be from the floor and shall be made and voted on in the order in which they are listed in the Constitution, Article IV, Section 2.
  - b. Voting shall be held for each office when nominations are closed and election of that office concluded before proceeding to nominations for the next office. Voting shall be by a “clicker response system” (clicker) with the results tabulated electronically and viewed by attendees.
  - c. Academic Senators may vote for no more than one nominee. Clicker abstentions are not counted in the calculations/results.
  - d. When there are more than two nominees and no one receives a majority of the votes cast there shall be a second round of voting with the person receiving the lowest number of votes in the first round eliminated from the ballot. As necessary voting shall continue in successive rounds until a nominee receives the majority of the votes and is declared elected.

### C. DOCUMENT PROCEDURES

1. ACADEMIC SENATE DOCUMENTS. All written materials originating with or distributed by the Academic Senate, its officers or committees, and intended for distribution to the Academic Senate members or to the entire Academic Senate electorate, shall be termed Academic Senate Documents and so designated by “ASD” followed by the last two digits of the calendar year, a hyphen and finally a number to indicate serial order within the year. Appropriate letters shall 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.
2. UNIVERSITY POLICY STATEMENT (“UPS”) APPROVAL PROCESS. When the President approves as policy any document which has been approved by the Academic Senate, the policy shall be either (a) incorporated into the University Catalog or the Class Schedule, or (b) shall be reissued as a University Policy Statement with an assigned number and a clear reference to the committee of origin and distributed to the entire Academic Senate electorate. In all UPS documents, the words “shall” or “must” indicate mandatory action and the words “may” or “should” indicate permissive action. UPS documents shall also be free of gendered language.
3. UPS REPEALS. 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.
4. STATEMENTS OF OPINION. In order to encourage debate on issues affecting the University, and facilitate the expression of Academic Senate electorate opinion, the Executive Committee may prepare one or more 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 Academic Senate, they shall be circulated to the Academic Senate electorate, with brief arguments pro and con. These statements shall be placed on the ballot form at the all-University elections. 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.

5. 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 to the Academic Senate 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 Academic 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.

6. CHARGES TO COMMITTEES OR BOARDS. 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.

D. REPORTS TO THE ACADEMIC SENATE.

1. ADMINISTRATOR REPORTS. The Chair of the Academic Senate shall periodically invite an administrator to an Academic 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 Academic Senate members or by other members of the Academic Senate electorate. With the consent of the Chair, members of the public may also ask questions. By prior agreement between the administrator and the Chair of the Academic Senate, questions may be limited to certain topics.
2. PRESIDENTIAL REPORTS. At an Academic Senate meeting as close as possible to the beginning of the academic year, the President shall be invited to present to the Academic Senate an address on the State of the University, indicating policies which the President believes the Academic Senate should adopt during the year to come. Following this address, the Chair of the Academic Senate, the Provost and Vice President for Academic Affairs, the Deans, and other administrators and other members of the Academic Senate may present proposals for Academic Senate action. The Academic Senate shall, in the year following, consider all matters thus presented to it.
3. FINANCIAL REPORTS. In the fall and spring semesters, the Chief Financial Officer shall be invited to present to the Academic 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 Extension and International Programs) and (b) budget priorities, issues, and challenges. Following each address, the Chief Financial Officer shall answer questions from those in attendance.

#### 4. COMMITTEE REPORTS.

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

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

### IV. COMMITTEES

#### A. GENERAL PROVISIONS.

##### 1. NOMINATIONS. Nomination of Committee Members.

- a. The Executive Committee shall be responsible for finding willing candidates for all committees constituted under the current Academic Senate structure.
- b. The Executive Committee shall circulate annually to all Academic Senate electorate members a request that they indicate their interest in Academic Senate Committee service. From those responses the Executive Committee shall prepare a slate of candidates for all committee vacancies considering but not limited to
  - (1) The 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 Academic Senate, including newer Academic Senate electorate members who may not be well known to Academic Senate members.
  - (5) The requirement that each committee have at least one Academic Senate member on it; and
  - (6) Any requirements specified for General Committees of the faculty by the Unit 3 Collective Bargaining Agreement.
- c. 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.
- d. Where an insufficient number of expressions of interest are received, the Executive Committee shall be responsible for finding willing candidates.
- e. The Academic Senators will have an opportunity to make nominations from the floor.

##### 2. ELECTIONS. Election of Committee Members.

###### a. GENERAL COMMITTEES.

- (1) 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.

- (2) When expired terms and/or vacancies on General Committees occur, the Academic Senate shall nominate a candidate for each position to be filled. All probationary and tenured faculty, 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.

b. STANDING COMMITTEES.

- (1) Elections to the University Curriculum Committee, the Graduate Education Committee, the Faculty Affairs Committee, the General Education Committee, and the Planning, Resource, and Budget Committee shall be held at the 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.
- (2) When filling a vacancy on a standing committee that has not arisen through the expiration of a term, the Academic Senate should elect a person to serve until the expiration of the term.

3. MEETINGS.

- a. 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.
- b. The general pattern of meeting days and times for the standing committees shall be set by the Academic Senate chair in advance, to inform both potential committee members and the larger university community. Committees may change the days or times only with the unanimous consent of all voting committee members. Such changes shall be communicated to the Academic Senate staff as soon as possible after the first meeting.
- c. General committee meetings shall be set by each committee as needed depending on workload.

4. REPORTS.

Every committee of the Academic Senate shall provide an annual report of its activities to the Academic Senate electorate.

5. JURISDICTION.

All committees have inherent oversight responsibility. Because jurisdictions may overlap, a committee may independently review any policy document relevant to their purview and make recommendations, as directed by Senate Executive Committee. If a document goes through multiple committees, the Senate should consider the most recent version as the default motion, and reports from both committees shall be included in materials made available to senators.

## B. GENERAL COMMITTEES.

1. **TERMS.** 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 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 two terms consecutively.
2. **FACULTY PERSONNEL COMMITTEE.**
  - a. **Composition.** The composition of the Faculty Personnel Committee shall be as provided in Article V, Section 6 (a) of the Constitution of the Academic Senate.
  - b. **Functions.**
    - (1) To review all recommendations regarding evaluation, retention, tenure, and promotion and to make appropriate recommendations to the President (or designee); and
    - (2) 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.
3. **PROFESSIONAL LEAVES COMMITTEE.**
  - a. **Composition.** The Professional Leaves Committee shall be constituted as provided by Article V, Section 6 (b) of the Academic Senate Constitution.
  - b. **Functions.**
    - (1) To provide to the President recommendations for action regarding sabbatical and difference-in-pay leave requests; and
    - (2) To review criteria and standards regarding sabbatical and difference-in-pay leaves and to make recommendations to the Faculty Affairs Committee of the Academic Senate.
4. **RESEARCH COMMITTEE.**
  - a. **Composition.** The composition of the Research Committee shall be as provided in Article V, Section 6 (c) of the Constitution of the Academic Senate.
  - b. **Functions.**

To be responsible for the preparation of the Calls for Proposals for University grants such as the Junior/Senior and Research, Scholarly and Creative Activity (RSCA) Grants, the evaluation of faculty research proposals under the CSUF Office of Research, and Sponsored Programs, and to make recommendations to the President for awards.

## C. STANDING COMMITTEES AND BOARDS.

1. **TERMS.** 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 faculty members elected and staff members appointed to the PRBC shall be three years; approximately one-third of terms shall end each year.
2. **ELECTION.** 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.

### 3. TEMPORARY LEAVE REPLACEMENT POLICY.

Members of the Academic Senate electorate (hereafter “members”) who serve on Academic Senate standing committees occasionally enter full or partial leaves and are eligible to continue their service (UPS 100.000, Article III, Section 8).

1. Members entering a full or partial leave shall contact the Academic Senate Chair indicating if they are willing to continue to serve on the appointed standing committee. This includes attending committee meetings and functions during the term of the leave.
2. Members entering upon a leave who choose not to serve shall be replaced by the Academic Senate Executive Committee for the term of their leave.
3. The leave replacement will be chosen from the same constituency as the committee member.
4. The Executive Committee will inform the Academic Senate of leave replacements.

### 4. 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 that result from such study.

### 5. 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.

- a. 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.
- b. If there is no chair at the beginning of the fall semester, then the Academic 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.

### 6. SUBCOMMITTEES.

- a. 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.
- b. 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 Academic Senate. The membership must include as chair of the subcommittee one member of the standing committee.

### 7. BOARDS.

- a. Boards are specialized units similar to committees but with more limited scopes of business such as elections or student academic appeals.
- b. Board membership may be determined by the authorizing UPS. Boards do not require representatives from every college and are not required to include student members.

- c. Boards do not meet according to an established monthly or semi-monthly schedule but instead meet as their work requires.

## 8. COMPOSITION.

- a. On all standing committees with the exception of the Elections Committee and the Academic Technology & Library Committee, there shall be one faculty member from each of the colleges, but two from Humanities and Social Sciences (one from Humanities and one from Social Sciences), plus one faculty member from the Library/Athletics/ Counseling (L/A/C) constituency. The L/A/C representative on the Academic Technology & Library Committee shall be a library faculty member. The Elections Committee shall consist of five faculty members. All faculty members on standing committees are elected by the Academic Senate. In addition to the faculty, standing committees shall include the *ex officio* and student members noted below under each committee. All students are appointed by Associated Students, Inc. Those members who serve on committees and boards identified in Article IV by virtue of an office that they hold [*ex officio*] shall be non-voting members and shall not function as committee chair, except for the purpose of convening a meeting to elect a committee chair from the faculty. It shall be understood throughout that the title of the *ex officio* includes that position's designee. This provision shall not apply to the Planning, Resource, and Budget Committee (PRBC). Those *ex officio* members of a committee identified in Article IV may attend its meetings in person or send a representative in their place. Individuals attending standing committees as substitutes for elected members may not vote.
- b. Every standing committee shall transmit to the Executive Committee of the Academic Senate a copy of any report, recommendation or other document prepared for a person or entity other than the Academic Senate including but not limited to the President, Vice Presidents, Associated Students, Inc. or Auxiliary Services Corporation.

## 9. CONDUCTING BUSINESS.

At least seventy percent of the voting members appointed by the Academic Senate must have been elected for a committee to vote and approve recommendations.

## 10. FUNCTIONS.

### a. **ACADEMIC ADVISING COMMITTEE**

- (1) Ex officio and student members: the Provost and Vice President for Academic Affairs (or designee), the Vice President for Student Affairs (or designee), the Vice President of Strategic Enrollment Management (or designee), the Senior Director of Academic Advising, one staff representative from undergraduate academic advising (appointed by the Provost or designee), one representative from graduate academic advising (appointed by the Provost or designee), and two students.
- (2) Functions:
  - (a) To formulate, recommend, and review policies regarding academic advising and promote and share best practices on academic advising.
  - (b) To recommend practices and processes on the role of academic advising in university and college orientations.

**b. ACADEMIC APPEALS BOARD**

- (1) Ex officio and student members: Vice President for Student Affairs (or designee), Academic Appeals Coordinator, and two students.
- (2) Composition: See UPS 300.031.
- (3) Functions: Serve as an appeals board for student appeals of findings of academic dishonesty, or arbitrary or capricious grading (UPS 300.030).

**c. ACADEMIC STANDARDS COMMITTEE**

- (1) Ex officio and student members: the Provost and Vice President for Academic Affairs (or designee), Vice President for Student Affairs (or designee), Vice President for Strategic Enrollment Management (or designee), University Registrar, and two students.
- (2) 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. policies 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 the granting of honorary degrees by the University;
  - (d) Review current literature dealing with academic standards and make policy recommendations arising there from;
  - (e) Formulate, review, and recommend policies and criteria regarding programs and activities of Extended Education;
  - (f) Whenever feasible, promote and advance policy norms that support the University's mission statement with regard to sustainability.

**d. ACADEMIC TECHNOLOGY AND LIBRARY COMMITTEE**

- (1) Ex officio and student members: the Provost and Vice President for Academic Affairs (or designee), the Vice President of Information Technology (or designee), Director of the Faculty Development Center, Director of Online Education and Training, Director of the Academic Technology Center, Dean of the Library (or designee), and two students.
- (2) Functions: To formulate, review, and recommend policies and procedures related to the academic use of information technology and library services, while promoting effective use of on- and off-site technologies and ensuring coordination between library and instructional programs to support teaching, learning, research, and campus operations. These include but are not limited to:

- (a) Allocation of information technology resources;
- (b) Access and utilization;
- (c) Curricular uses of information technology and library resources;
- (d) Receiving, sharing and promoting information among all members of the university community concerning the appropriate uses of information technology and library resources; and
- (e) Acting as an advisory board on information technology and the library to the Academic Senate as well as to other members of the university community.

**e. DIVERSITY, EQUITY AND INCLUSION COMMITTEE**

- (1) Ex officio and student members: the Provost and Vice President of Academic Affairs (or designee); the Vice President for Human Resources, and Inclusive Excellence (or designee); and two students.
- (2) Functions:
  - (a) To formulate, review and recommend policies concerning diversity, equity and inclusion, accessibility, social justice and belonging;
  - (b) To review CSU policy and reports dealing with issues of equity and inclusion, accessibility, social justice and belonging;
  - (c) To consult with other Academic Senate committees as necessary or appropriate on matters pertaining to diversity, equity and inclusion, accessibility, social justice and belonging.

**f. ELECTIONS BOARD**

- (1) Composition. See Section IV.C.7.a above.
- (2) Functions:
  - (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 Academic Senate with regard to elections, provided such regulations shall be subject to the approval of the Academic Senate.

**g. FACULTY AFFAIRS COMMITTEE**

- (1) Ex officio members: Director of Faculty Affairs and Records, and the Provost and Vice President for Academic Affairs (or designee).
- (2) Functions:
  - (a) The functions of the Faculty Affairs Committee (FAC) shall be to give information and policy recommendations to the Academic Senate on policies affecting faculty rights and welfare. The FAC shall make policy recommendations regarding such matters as:
    - 1. Criteria and standards for appointment, evaluation, retention, tenure, and promotion of faculty;

2. Criteria and standards for awarding sabbatical and difference-in-pay leaves;
  3. Academic freedom;
  4. Professional ethics;
  5. Intellectual climate of the institution;
  6. Faculty handbook.
- (b) Because these matters may overlap with those of other Academic Senate committees, the FAC shall not claim exclusive jurisdiction and shall consult with the relevant committees.

**h. FACULTY DEVELOPMENT CENTER COMMITTEE**

- (1) Ex officio and student members: Vice President of Information Technology, Director of the Faculty Development Center, the Provost and Vice President for Academic Affairs (or designee), and two students.
- (2) Functions:
  - (a) Advise the Director regarding the formulation and implementation of a wide range of programs designed to assist faculty in enhancing teaching, learning, scholarly/creative activities, and professional and service activities, 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) When appropriate, evaluate the merits of educational and other Faculty Development Center disbursed funds and make recommendations.
  - (e) Formulate and review criteria and policies for funding and recommend decisions regarding the disbursement of funds for faculty applying for support for development activities. In the event that a faculty member of the FDC Committee submits a proposal for funding, that member will not review proposals for that particular funding opportunity.

**i. FACULTY RESEARCH POLICY COMMITTEE**

- (1) Ex officios: Associate Vice President for Research and Sponsored Programs and the Director of University Risk Management (or designee).
- (2) Functions.
  - (a) To formulate, review, and recommend policies regarding the award of grants by the CSUF Office of Research and Sponsored Programs;
  - (b) To coordinate assessment of university policies in the area of research and creative activity and periodically to report the results of such review and to make any recommendations to the Academic Senate and to the President;
  - (c) When funds and administrative structure are provided, to formulate, review, and recommend research related policies in such areas as:
    - i. Faculty research leaves programs;
    - ii. Student-faculty research programs;
    - iii. Faculty research directories;

- iv. Inter-departmental research arrangements; and
- v. Research related travel fund allocations.

(d) To make policy recommendations for research and scholarly/creative activities, in consultation with the Office of Research and Sponsored Programs and the Institutional Review Board.

**j. GENERAL EDUCATION COMMITTEE**

(1) Ex officio and student members: the Provost and Vice President of Academic Affairs (or designees) and two students.

(2) Functions:

- (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 be responsible for the University Catalog and Class Schedule statements on General Education, including identification and classification of General Education courses;
- (d) To cooperate with the University Curriculum Committee and with colleges, departments and programs to seek adequate offerings of General Education courses;
- (e) To aid in the development, facilitation and creation of new courses and program proposals in General Education (following procedures outlined in UPS 411.100);
- (f) 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.

**k. GENERAL EDUCATION REVIEW COMMITTEE**

(1) Ex officio and student members: the Provost and Vice President of Academic Affairs (or designee), the Chair of the General Education Committee (or designee), and two students.

(2) Functions:

- (a) 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;
- (b) To meet with the General Education Committee at least once each semester to set goals for course review for the semester and clarify understanding of the interpretation of the GE objectives.

## **I. GRADUATE EDUCATION COMMITTEE**

- (1) Ex officio and student members: the Provost and Vice President of Academic Affairs (or designee) and two graduate students.
- (2) Functions:
  - (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 post-baccalaureate certificate programs, education credential and post-baccalaureate 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;
  - (f) To provide advice and support regarding graduate education on campus.

## **m. INTERNATIONAL EDUCATION & EXPERIENTIAL LEARNING COMMITTEE**

- (1) Ex officio and student members: the Director of Risk Management (or designee), Director of Career Center, Director of Center for Internships and Community Engagement, Director of International Education & Engagement (or designee), Director of Undergrad Research Opportunity Center, the Provost and Vice President for Academic Affairs (or designee), Vice President for Student Affairs (or designee), and two students.
- (2) Functions:
  - (a) To recommend to the Academic Senate criteria, operational guidelines, and policies related to the experiential aspects of education at the university, such as internships, service learning courses, civic engagement courses, practicum courses, study away, study abroad, and international engagement;
  - (b) To serve as an advisory body related to the experiential aspects of education at the university;
  - (c) 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.

**n. PLANNING, RESOURCE, AND BUDGET COMMITTEE**

- (1) Ex officio and student members: the Provost and Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Human Resources, and Inclusive Excellence, Vice President for Student Affairs, Vice President for University Advancement, Vice President of Information Technology, Vice President of Strategic Enrollment Management, two staff members jointly appointed by the President and Academic Senate Chair, and two students. Vice Presidents may send a temporary designee, but such designees will not be able to vote. The Senate Executive Committee liaison must be a faculty member.
- (2) Functions:
  - (a) To formulate, review, and recommend policies with respect to the allocation of University resources;
  - (b) To review and make recommendations concerning planning, resources, and budgetary matters to the President and the Academic Senate aligned with strategic priorities and the University's mission; and
  - (c) To analyze, review, and recommend priorities and resource implications of changes in existing, or the creation of new, academic programs, departments, divisions, or schools.

**o. STUDENT LIFE COMMITTEE**

- (1) Ex officio and student members: the Vice President for Student Affairs (or designee), Dean of Students (or designee), and three students.
- (2) Functions:
  - (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;
  - (c) Recommend policies regarding academic advisement and retention of students to the Academic Advising Committee;
  - (d) Formulate, review, and recommend policies to encourage student success;
  - (e) Maintain appropriate liaison with official student organizations; and
  - (f) Formulate, review, and recommend policies regarding commencement exercises.

**p. UNIVERSITY ADVANCEMENT BOARD**

- (1) Composition: Five faculty members, with no more than one from any Academic Senate constituency.
- (2) Ex-officio and student members: Vice President for University Advancement (or designee), Provost and Vice President of Academic Affairs (or designee), and two students.
- (3) Functions:
  - (a) Act as an advisory body to the Division of University Advancement;

- (b) Receive and review reports on fundraising and other areas of University Advancement. This shall include, but is not limited to, an annual report from the CSUF Philanthropic Foundation and an annual report on UA activities and accomplishments (e.g., philanthropic productivity, goal setting, external outreach, alumni programming, and strategic communications);
- (c) Review and revise University Policy Statements (UPS) relevant to university advancement;
- (d) Report activities of the Board to the Academic Senate annually and at other times as needed.

**q. UNIVERSITY CURRICULUM COMMITTEE**

- (1) Ex officio and student members: the Provost and Vice President of Academic Affairs (or designee) and two students.
- (2) Functions:
  - (a) To formulate, review, and recommend general University curriculum policies and procedures, which are not exclusively either undergraduate or graduate;
  - (b) To formulate, review and recommend University policies and procedures as they relate exclusively to undergraduate courses;
    - i. 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;
    - ii. Based upon criteria and procedures as specified by University policy, to review and evaluate all challenges to undergraduate course proposals and programs.
  - (c) To act as the college curriculum committee if no such committee is available (e.g., for the Honors Program);
  - (d) Review and make recommendations of proposals for new honors programs consistent with university policy;
  - (e) Serve as a hearing panel for disputes over course/program jurisdictions.

**r. UNIVERSITY WRITING PROFICIENCY COMMITTEE**

- (1) Ex officio and student member: the Provost and Vice President of Academic Affairs (or designee), Director of the Writing Center, Director of Writing Across the Curriculum, and one student.
- (2) Functions:
  - (a) Certify courses submitted by departments to meet the upper-division baccalaureate writing requirement;
  - (b) Review and recertify or decertify writing courses according to a pattern set by relevant university policies;
  - (c) Review student petitions for equivalency or satisfaction toward the University's upper-division baccalaureate writing requirement for courses not already approved for the requirement, whether those are CSUF or non-CSUF courses.

## V. MISCELLANEOUS PROVISIONS

### A. ACADEMIC SENATE STUDENT MEMBERS

1. Student members of the Academic Senate and of its committees shall be designated in accordance with the Associated Students, Inc. Constitution and Bylaws.
2. In the determination of a quorum for standing committees, student members shall count toward a quorum if present and not toward a quorum if they are absent.

### B. STUDENT-FACULTY BOARDS: ELECTION BY ACADEMIC SENATE OF FACULTY REPRESENTATIVES. Members of the faculty who are to serve on a student-faculty board shall be elected 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.

1. The term of a member of a student-faculty board elected by the Academic Senate shall be two years, and at least one term shall expire each year.
2. 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 Academic Senate.

### C. CSU ACADEMIC SENATORS

#### 1. ELECTION OF CSU ACADEMIC SENATORS.

- a. Candidates nominated to serve as delegates must come from the ranks of the full-time faculty.
- b. In March of each year in which an election of delegates is required, 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. 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 faculty members and by the candidate, whose signature indicates a willingness to serve. There is no limit on the number of different petitions a faculty 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. Faculty members may write in the names of additional candidates on the ballot, and such write-in votes shall be counted.
- f. 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.

2. 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 Academic 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 Academic 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 Academic Senate occurs during the year, the faculty members of 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.

3. SELECTION OF CSU ACADEMIC SENATE LECTURER SENATOR ELECTOR

- a. Candidates nominated to serve as delegates must come from the ranks of the lecturer faculty with a one-year (or longer) appointment and be either full-time or part-time with a time base entitlement of at least 0.6.
- b. In March of each year in which an election of delegates is required, 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. 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 faculty members and by the candidate, whose signature indicates a willingness to serve. There is no limit on the number of different petitions a faculty 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. Faculty members may write in the names of additional candidates on the ballot, and such write-in votes shall be counted.
- f. 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.
- g. Electors meet as convened by the CSU Academic Senate to elect three lecturer senators by and from the lecturer senator electorate.

D. ELECTION OF FACULTY TRUSTEE

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 Faculty Trustee requires a petition. The petition shall be signed by at least ten percent 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.
- d. 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.

E. VOTING PROCEDURES: REFERENDA AND CONSTITUTIONAL AMENDMENTS.

1. 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 Academic 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 Academic Senate Secretary shall be sent to all Academic Senate electorate members on a separate ASD prior to the beginning of the voting.

2. REFERENDUM PROCEDURE.

- a. Within six class days after the petition is presented to the Academic 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. Within twelve class days after the presentation of the petition to the Academic Senate Chair, or at the next regularly scheduled Academic Senate meeting thereafter, the Academic Senate shall be informed of the number of pro, con, and invalid votes.
- c. The Academic Senate action as approved and, if appropriate, the Academic 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 the Academic Senate electorate members and a majority of valid ballots indicates disapproval of the Academic Senate action, or (2) the total number of valid ballots does not exceed fifty percent of the total number of the Academic Senate electorate members and the number of valid ballots indicating disapproval of the Academic Senate action exceeds forty percent of the total number of the Academic Senate electorate members.

3. CONSTITUTIONAL AMENDMENTS.

- 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 the Academic Senate action on the proposal (including the vote) as part of its heading.

F. SENATE PARLIAMENTARIAN.

1. The Parliamentarian of the Senate shall be appointed by the Chair with the approval of the Academic Senate. The term shall be for one year. The Parliamentarian need not be a senator.
2. A Parliamentarian of the Senate may advise on procedural rulings. The Parliamentarian shall be guided by generally accepted rules of parliamentary procedure as detailed in Roberts Rules of Order, the Academic Senate Constitution, and Academic Senate Bylaws.

Source: Committee on Committees

**EFFECTIVE DATE: May 15, 2025**  
Supersedes: UPS 100.001 dated 10-24-2024  
and ASD 24-46