

Adopted: October 6, 1998

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-508-98IEX

**RESOLUTION ON CHANGES TO THE
BYLAWS OF THE ACADEMIC SENATE**

RESOLVED: That the Bylaws of the Academic Senate be modified as shown on the attached copy.

Proposed by: Academic Senate Executive Committee
Date: September 22, 1998

Rationale for the changes noted in the Bylaws of the Academic Senate:

1. This change has been eliminated at this time.
2. This change has been eliminated at this time.
3. This change has been eliminated at this time.
4. This change has been eliminated at this time.
5. This change has been eliminated at this time.
6. This change has been eliminated at this time.
7. Editorial change to include the "teaching areas" of CBUS.
8. Editorial change for clarity since the Constitution does specify ex officio members are nonvoting.
9. Wording change to conform Bylaws to present practice.
10. Eliminates the complex and confusing voting procedures required by Robert's Rules for Preferential Voting.
11. Editorial change to conform Bylaws to present practice.
12. Cross-reference added for convenience.
13. Editorial change to conform Bylaws to present practice.
14. The procedure in this paragraph contradicts the procedure given in paragraph 1 of the same section.
15. Wording change to conform Bylaws to present practice.
16. Wording change for accuracy.
17. To minimize confusion, the wording of this sentence was eliminated and a reference made to the Bylaws Article containing the elections procedures for vacant positions so that the procedures appear only once in the Bylaws.
18. Cross-reference added for convenience.
19. Sentence removed since the list of part-time faculty is not always available prior to the first Senate meeting of the academic year.
20. Editorial change to conform Bylaws to present practice.
21. Sentence removed since the Bylaws do not specify another method of selection.
22. Adds a term limit to the number of years a faculty member can serve on an Academic Senate committee.
23. Wording change to allow the Chair more discretion over the number of meetings needed with Senate committee chairs.
24. The Operating Procedures of the committees has not been updated for several years. The eliminated sentences gives more latitude to committee processes.
25. Wording change to conform Bylaws to present practice.
26. Addition of representative from Academic Records to conform Bylaws to present practice.
27. Formalizes the need for the chairs of these committees and the Senate Chair to meet together regularly.
28. Addition of representative from Academic Records to conform Bylaws to present practice.
29. Adds a necessary charge to the Research and Professional Development Committee.
30. This responsibility has been removed from the Faculty Awards Committee since the Trustees' Outstanding Professor Award is no longer recognized by Cal Poly.
31. Clarifies the intend of the sentence.
32. The original Program Review and Improvement Committee did not include a PCS member. In 1996, the Senate voted to include a PCS member and the Dean of Research and Graduate Programs to this committee. In view of these additions, is an at-large academic senator still needed?
33. This requirement was enforced the first year the committee was established. It is no longer necessary.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407

September 1998 proposed revisions to the
**CONSTITUTION OF THE FACULTY
. and the
BYLAWS OF THE ACADEMIC SENATE**

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CONSTITUTION OF THE FACULTY

Preamble

We, the faculty of California Polytechnic State University, San Luis Obispo, in order to meet our academic responsibilities, hereby establish this Constitution for our governance. The responsibilities of the faculty, the powers necessary to fulfill those responsibilities, and the collegial form of governance are based on historic academic traditions, which have been recognized by the people of the State of California through their Legislature.

Article I. Membership of the General Faculty

Voting members of the General Faculty shall consist solely of those persons who are full-time academic employees holding faculty rank and occupying a position in an academic department according to their appointment, within the university. Department chairs/heads, center directors, officers of the faculty and representatives to The California State University Academic Senate will not cease to be members of the General Faculty because of any reassigned time allotted to them by virtue of their offices. Personnel in Professional Consultative Services, as defined in Article III.I.b. of this Constitution, and full-time lecturers holding appointments of one year or more in academic departments are members of the General Faculty. Faculty whose appointments are full-time for an academic quarter are considered members of the General Faculty during each quarter of their full-time appointment. Voting membership of the General Faculty shall lapse during a leave of absence if the leave is one year or longer. Nonvoting membership in the General Faculty shall include all temporary, part-time academic personnel not included in the voting membership.

Article II. Rights, Responsibilities, and Powers of the General Faculty

Section 1. Rights of the General Faculty

The right of academic freedom is necessary for the pursuit and dissemination of truth and the maintenance of a free society. It is the obligation of the General Faculty to insure the preservation of an academic community with full freedom of inquiry and expression, and insulation from political influence.

Voting members of the General Faculty have the right to nominate, elect, and recall members of the Academic Senate and the right to call for, participate in, and vote at meetings of the General Faculty.

Section 2. Responsibilities of the General Faculty

The primary responsibility of members of the General Faculty is to seek truth and to encourage the free pursuit of learning in their peers and students. To this end, they devote their energies to developing and improving their scholarly competence. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students and peers reflects true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage, acknowledge significant assistance from them, and protect their freedom of inquiry.

Section 3. Powers of the General Faculty: Meetings, Initiatives, Referenda. and Recall

No regularly scheduled meetings of the General Faculty are provided for, but meetings of the General Faculty may be called by the university President or the Chair of the Academic Senate. Meetings of the General Faculty also will be scheduled by the Chair of the Academic Senate upon receipt of a meeting request petition bearing the signatures of 10 percent of the voting membership of the General Faculty. The Chair of the Academic Senate presides at meetings of the General Faculty and parliamentary procedure is in effect. Positions developed at meetings of the General Faculty must be ratified by initiative.

A majority of the voting members of the General Faculty in attendance at duly called General Faculty meetings is needed to propose an initiative to be put before the entire voting membership of the General Faculty. A majority of those voting in a mail ballot is needed to pass an initiative. Initiatives to amend this Constitution shall be governed by Article IV.

Actions of the Academic Senate are subject to nullification by the voting membership of the General Faculty. Upon receipt of a referendum petition bearing the signatures of 15 percent of the voting faculty constituency, the Chair of the Academic Senate will conduct a mail ballot of the voting members of the General Faculty. A majority of those voting on a referendum is required to nullify the Academic Senate action in question. Recall of academic senators shall be provided for in the Bylaws of the Academic Senate.

Article II. The Academic Senate

Section I. Membership

- a. Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or university committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full-time faculty members or major fraction thereof who are solely affiliated with that unit.
- b. Designated personnel in Professional Consultative Services (excepting directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members, or major fraction thereof:
 - (1) Librarians (class codes 2913, 2914, 2919, 2920, 2926, 2927); and
 - (2) Counselors, Student Services Professionals (SSP) I-, II-, and III-academically related, SSP III and IV, Cooperative Education lecturers, health educators, and physicians (class codes 2341, 2342, 2359, 3070, 3071, 3072, 3073, 3074, 3075, 3084, 3085, 3086, 3087, 3088, 3089, 7737, 7738, 7739, 7741, 7742, and 8147).
- c. Senators acting in an at-large capacity are: the immediate Past Chair of the Academic Senate and the CSU statewide academic senators.
- d. Ex officio, non voting members are: (1) the President of the university or designee, (2) the

Provost/Vice President for Academic Affairs or designee. (3) one representative from among the academic deans. (4) the President and Executive Vice President of ASI or designees, and (5) the Vice President for Student Affairs.

Section 2. Powers and Responsibilities of the Academic Senate

Joint decision making and consultation between the administration and the General Faculty have been recognized by the Legislature of the State of California as the long-accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. In order to participate fully in the process of joint decision making and consultation with the administration, the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters which affect the General Faculty (e.g., curricula, academic personnel policies, academic standards). Advisory powers shall include, but not be limited to, budget policy, administrative appointments, determination of campus administrative policy, university organization, and facilities use and planning.

It is the responsibility of the Academic Senate to respond to requests for legislative action or advice from the President within sixty days of the receipt of such requests. On those occasions when the President disapproves Senate legislation, s/he shall inform the Senate in writing within sixty days from the date of transmittal of the compelling reasons for disapproval. The President shall inform the Senate of the disposition of such matters upon which the Academic Senate has performed in its advisory capacity.

The Academic Senate has the right to present to the Chancellor or the Board of Trustees of the CSU any matter pertaining to the conduct and welfare of the university. The Academic Senate, through its chairperson, is empowered to express the sentiments of the General Faculty.

The Academic Senate is empowered to adopt bylaws for its governance.

Section 3. Officers

The officers of the Academic Senate are a chairperson, a vice chairperson, and a secretary-elected as provided for in the Bylaws.

Section 4. Organization

The Academic Senate shall function through its standing and ad hoc committees as well as through floor discussion and debate. Enumeration of the committees and their responsibilities is specified in the Bylaws. Meetings of the Academic Senate and its committees shall be called and conducted as specified in the Bylaws of the Academic Senate. Fifty (50) percent plus one member of the Academic Senate membership constitutes a quorum.

Article IV. Amendments

Amendments to this Constitution may be proposed by initiative in a meeting of the General Faculty (Article II, Section 3) or by resolution of the Academic Senate by two-thirds majority (of those present and voting).

Amendments to this Constitution shall be adopted by a two-thirds majority of the votes cast by the voting members of the General Faculty. A referendum to amend this Constitution shall be administered by the Chair of the Academic Senate within forty-five days of the receipt of a duly submitted proposal.

BYLAWS OF THE ACADEMIC SENATE

I. INTRODUCTION

A. CONSULTATIVE PROCEDURES

1. Consultative procedures to be used by the Academic Senate must guarantee full participation by the faculty in the formulation of policies and procedures affecting academic governance.
2. The consultative process must provide adequate time for collection and dissemination of information, discussion, and formulation of recommendations.
3. Recommendations from the Senate shall normally be submitted to the President. Actions taken by the President in response shall be reported to the Senate.
4. In accordance with procedures specified for particular committees in these Bylaws, committee recommendations shall be reported to the Senate.
5. Any appointee of the Executive Committee, or of the Chair of the Academic Senate, to any committee not specified in these Bylaws, shall report from such a committee to the Academic Senate or to one of its committees.
6. Any senator who believes that consultative procedures on any recommendation of the Senate or of any department or of a college have not been adequate, may submit evidence in writing to the Executive Committee of the Senate in support of this belief and request an investigation. The Executive Committee will make a determination as to the merit of the written evidence and then assign this matter to an appropriate committee for investigation. The committee may then make recommendations for improvement of these consultative procedures to the Academic Senate.

B. DEFINITIONS

1. Title Change
When there is a change in the title of an individual listed as an ex officio member of an Academic Senate committee, without any substantial changes in the duties of this individual, this title shall be changed in the Bylaws as an editorial change and need not go through the normal procedures for amending bylaws.
2. ASI Members of Academic Senate Committees
Unless otherwise specifically stated in these Bylaws, the ASI representative shall be a student who is carrying at least seven quarter units, who has completed two quarters within the previous academic year and at least 24 quarter units at Cal Poly, and who has a Cal Poly grade point average of at least 2.0.
3. Full-time Academic Employees
Full-time Faculty members holding rank and occupying positions in academic department/~~(7)teaching areas~~ in the university, personnel in Professional

Consultative Services (as defined in Article III.1.b. of the Constitution of the Faculty). and full-time lecturers holding one-year appointments in academic departments/~~(7)teaching areas~~ shall be considered full-time academic employees. This status shall not lapse because of a temporary part-time appointment to duties outside the department.

4. Temporary Part-time Academic Employees .
Faculty members in academic departments/~~(7)teaching~~ areas in the university and personnel in Professional Consultative Services who are not full-time academic employees as defined above.
5. College Caucus
All of the senators from each college or Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services.
6. Temporary Vacancy
A vacancy caused by illness, death, resignation, retirement, sabbatical leave, jury duty, temporary administrative appointment, or other compelling reason which will last generally less than one academic year.
7. Vacant Position
A vacancy resulting from the criteria for membership specified in Article III, Section I of the Constitution of the Faculty. Vacancies shall be filled in accordance with Article III.B.7 of the Bylaws of the Academic Senate.
8. Voter Eligibility
Voting members of the General Faculty as specified in Article I of the Constitution are eligible to vote for:
 - a. Senators from colleges or Professional Consultative Services;
 - b. CSU Academic Senate members;
 - c. Members to the Grants Review Committee;
 - d. Consultative committees as needed.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

1. Elected Members
Elected members shall be full-time members of the General Faculty who have been nominated and elected in accordance with Article VII, Section III.B of these Bylaws. Elected members shall be voting members.
2. Ex Officio Members
Ex officio members shall be (8) nonvoting as ~~specified in Article III, Section 1.d. of the Constitution.~~ unless specified as nonvoting in Article III Section 1 of the Constitution or as specified in these Bylaws.
3. Representative of Temporary Part-time Academic Employees

A nonvoting member representing temporary part-time academic employees shall be appointed each quarter or for the academic year contingent upon the representative's continuing appointment.

B. TERMS OF OFFICE

The elected term of office shall be two years. A senator shall serve a maximum of two consecutive, elected terms and shall not again be eligible for election until one year has elapsed. A senator appointed to fill a temporary vacancy for an elected position shall serve until the completion of that term, or until the senator being temporarily replaced returns, whichever occurs first. If this temporary appointment is for one year or less, it shall not be counted as part of the two-term maximum for elected senators.

C. REPRESENTATION

1. Colleges and Professional Consultative Services with an even number of senators shall elect one-half of their senators each year. Those with an odd number of senators shall not deviate from electing one-half of their senators each year by more than one senator. All of the senators from each college or Professional Consultative Services shall constitute the appropriate caucus.
2. When a college or Professional Consultative Services with an uneven number of senators gains a new senator due to an increase in faculty in a year when more than one-half of their senators is to be elected, the new Senate position shall be for one year for the first year, then two years thereafter.
3. There shall be no more than one senator per department/(7)teaching area elected by any college where applicable until all departments/(7)teaching areas within that college are represented, A department/(7)teaching area shall waive its right to representation by failure to nominate. This bylaw shall have precedence over Article III.B.7 of the Bylaws of the Academic Senate.
4. Nothing in this section (Section C) shall be interpreted to affect the filling of temporary vacancies. These vacancies shall be filled as specified in Article III, Section B.7 of these Bylaws.

D. SUBSTITUTES

When a senator must miss Senate meetings over an extended period of time (two or three consecutive meetings), the senator must notify the appropriate caucus chair relating to the planned absences. The caucus chair will solicit nominations for a substitute, who is eligible for election to the Senate, from the senator's college. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmit, in writing, the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings to the (9)Chair of the Academic Senate office.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member of her/his college who is eligible for election to the Senate or another senator who is a member of the college to serve as proxy. The senator shall transmit in writing the name

of the person to serve as proxy to the ~~(9)Chair of the Academic Senate (9)office~~. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

m. ELECTION PROCEDURES

Elections shall be held for membership to the Academic Senate, Senate offices, statewide Academic Senate, Grants Review Committee, appropriate recall elections for the preceding as per Section IX of these Bylaws. and ad hoc committees created to search for such university positions as president. provost, vice presidents, college deans, and similar type administrative positions.

A. GENERAL PROCEDURES

1. Balloting shall be by the "double envelope system" (outside envelope signed, inside envelope sealed and containing the voted ballot) which insures that only eligible persons will vote and ballots will remain secret.
2. Time and manner of nominations and elections will be announced in a timely fashion to facilitate maximum faculty participation.
3. Voter and candidate eligibility shall be certified.
4. The Executive Committee will rule on questions as they arise and serve as an appeals body to rule on any allegations of irregularities in the nomination and election process.
5. Votes will be publicly tallied at an announced time and place and results of the election will be published.
6. Ballots will be counted only if they are properly signed and received by the announced closing date. Ballots will be retained for ten working days.
7. Those candidates who receive the highest number of votes (10)according to Robert's Rules for Preferential Voting shall be declared elected.
8. Department/(7)teaching area representation shall have precedence in elections according to Article II.e.3 of the Bylaws of the Academic Senate.

B. ELECTION CALENDAR

1. At the first January meeting of the Senate, impending vacancies in the following memberships shall be announced: (a) campus Academic Senate (according to the filled full-time equivalent faculty positions for the previous fall quarter as listed by the university Human Resources office), (b) statewide Academic Senate, and (3) Grants Review Committee. At the same time, each caucus chair shall be notified in writing of its vacancies.
2. By Friday of the following week, each caucus chair shall notify the Senate office, in writing, of any discrepancies in the number of vacancies in its constituency.
3. During the third week of January, the Academic Senate office shall solicit

- nominations for the impending vacancies. Accepted nominations shall include a signed statement of intent to serve from the candidate. Eligibility to serve shall be determined for each college and Professional Consultative Services.
4. At the first Senate meeting in February, the names of all nominees, the dates of the elections (including a runoff, if necessary), and the time and place at which ballots will be counted shall be reported.
 5. Elections shall be conducted during the last week of February. Any runoff elections, if needed, shall be conducted during the following week.
 6. Election results shall be announced by (11) direct or electronic mail to all departments and again at the first Senate meeting following the elections.
 7. Whenever the normal election process fails to provide full membership or when a vacancy occurs:
 - (a) the caucus for the underrepresented college/PCS shall solicit nominations through direct (11) or electronic mail contact to each faculty member in the college/PCS. (12) (See department teaching area representation requirement in Article II.C.3 of these Bylaws.) Accepted nominations shall include signed statements of intent to serve from the candidates.
 - (b) from the list of accepted nominations, the caucus shall select by secret ballot the nominee(s) of its choice and recommend the names(s) of the selected nominee(s) to the Executive Committee for its appointment.
 - (c) the appointed member shall serve until the end of the term of the position being filled.
 8. The procedures and time table for election of members to the statewide Academic Senate shall be the same as that for the Senate and Grants Review Committee, except that nomination shall be by petition of not less than ten members of the faculty and shall include a consent to serve statement signed by the nominee.
 9. Election of Senate officers:
 - (a) at the April meeting of the Senate, eligible nominees of the Senate shall be solicited for the offices of Chair, Vice Chair, and Secretary of the Senate.
 - (b) petitions of nomination signed by three senators which includes a consent to serve statement signed by the *nominee* shall be received by the Senate office. Such petitions shall be due at the Senate office one week before the May meeting of the Senate. The names of the eligible nominees shall be announced in the agenda for the May meeting of the Senate.
 - (c) nominations for other eligible candidates will be received from the floor of the Senate provided that (1) at least two senators second the nominations, and (2) the nominee is present and agrees to serve if elected.
 - (d) the Vice Chair of the Senate shall conduct the election of Senate officers at the regular May meeting of the Senate. Officers shall be elected one at a time: first the Chair, then the Vice Chair, and finally the Secretary.
 - (e) in the event of a vacancy in the offices of the Senate, an election will be conducted at the next meeting of the Senate to fill the unexpired term. Nominations shall be made from the floor of the Senate in compliance with subsection (c) above.

IV. OFFICERS

A. OFFICERS

The officers shall consist of the Chair, Vice Chair, and Secretary, as specified in Article III, Section 3 of the Constitution. The duties shall be as follows :

1. Chair

The Chair shall conduct all meetings of the Academic Senate and shall serve as a representative of the Academic Senate upon call by the President of the university. The Chair shall appoint a parliamentarian for Academic Senate meetings. The Chair shall serve as an alternate for The California State University Academic Senate and shall attend The California State University Academic Senate when an elected senator must miss a given meeting or there is not time to elect a replacement. The Chair shall also transmit all official actions of the Academic Senate to the President of the university.

2. Vice Chair

In the event of a permanent vacancy of the office of Chair, the Vice Chair shall succeed to the office and a replacement Vice Chair shall be elected to complete the term of office. The Vice Chair shall serve in the capacity of the Chair during her/his absence or upon the request of the Chair. (13) ~~Vice Chair shall be responsible for compiling the annual reports from the committees and submitting these reports to the members of the Academic Senate.~~

3. Secretary

The Secretary or her/his designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or her/his designee shall provide written notices of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or her/his designee shall create three copies of the minutes of all meetings--one for the Chair, one to be passed to the library, and one to be filed in the Academic Senate office. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the Constitution and Bylaws.

B. ELIGIBILITY

Each officer shall be an elected member of the Senate. Every candidate for Senate office shall have at least one more year to serve as an elected senator. A specific college is permitted to provide only one officer at a time.

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Senate for a one-year term. These elections shall be held in May and terms of office shall begin with the start of summer quarter. The only limitations to the number of terms that a senator may hold office are the eligibility requirements in Article II, Section A of these Bylaws and the terms of office restrictions in Article II, Section B of these Bylaws.

D. REPLACEMENT

The filing of temporary vacancies shall be accomplished as specified in Article III, Section B.7 of these Bylaws.

V. MEETINGS

A. REGULAR MEETINGS

1. Regular meetings of the Academic Senate shall be held at 3:00pm on Tuesdays, as needed, except in the months of July, August, and September.
2. The Executive Committee of the Academic Senate shall not schedule Academic Senate meetings:
 - a. on an academic holiday;
 - b. after the last regular day of classes during the quarter; or
 - c. during final examinations.

B. SPECIAL MEETINGS

Special meetings may be held on call by the Senate Chair or by petition of 25 percent of the membership of the Academic Senate.

C. PARLIAMENTARY AUTHORITY

Except as otherwise specified in these Constitution and Bylaws, the latest edition of Robert's Rules of Order Newly Revised shall serve as the parliamentary authority for Senate and Senate committee meetings.

VI. SUMMER OPERATION

A. MEETINGS

During the summer quarter, the Executive Committee of the Academic Senate shall meet as needed and shall act in place of the full Senate.

1. If any member of the Executive Committee other than the officers of the Senate will not be available during the summer quarter, then the appropriate caucus shall elect an alternate to fill the vacancy during the absence. Such alternates shall be elected from the other senators of the same college or service area as the person being replaced. If no such candidates are available, the caucus shall designate another person from the same college or service area who qualifies for Senate membership to serve as an alternate.
2. If the Chair, Vice Chair, or Secretary will not be available during the summer quarter, the Senate shall, at the regular June meeting, elect an alternate officer from the Senate membership to fill the vacancy during her/his absence.

(14)3 If a vacancy occurs on the Executive Committee during the summer quarter, the other members of the Executive Committee shall designate an alternate according to

~~the criteria noted above.~~

B. RESPONSIBILITIES

1. The Executive Committee shall act on behalf of the full Senate during the summer quarter.
2. The usual Academic Senate representation on the President's Council and other administrative bodies shall be maintained throughout the summer quarter by the regular representative or an alternate named by the Chair of the Academic Senate.
3. At the first regular meeting of the Academic Senate in the fall quarter, the Executive Committee shall give a full report of its action during the summer quarter.

VII. EXECUTIVE COMMITTEE

A. MEMBERSHIP

The Executive Committee shall consist of the officers of the Senate who serve the committee in like capacity, plus one senator from each college and one from Professional Consultative Services elected by the appropriate caucus. The CSU academic senators, the immediate Past Chair of the Academic Senate, and the university Provost/Vice President for Academic Affairs or her/his designee are ex officio members. The Provost/Vice President for Academic Affairs is a nonvoting member. A quorum shall consist of a majority of the voting members.

B. FUNCTIONS

The Executive Committee shall be responsible for the following functions:

- (15) 1. ~~The planning and distribution of agenda to all senators and the constituents. setting the agenda~~ for Academic Senate meetings.
- (15) 2. ~~The handling of all correspondence.~~
- 3 2. The (16)selecting appointment of committee members.(15)and maintaining records of committee membership and vacancies.
- 43, The directing of studies to committees and receipt of reports therefrom for inclusion on the agenda,
- 5 4. The filling of temporary vacancies in the membership of the Senate (17) in accordance with Article m.B.? of these Bylaws. [in the case of vacancies among senators elected by a college or Professional Consultative Services, the other senators elected from the group shall be requested to furnish a nomination or nominations for each vacant position. The Executive Committee shall make an appointment to any vacant position to be effective until the end of the term or \.Until the individual that vacated the position returns. Temporary administrative appointments of elected senators shall not constitute vacancies unless such appointments are still in effect on the first day of the academic year following the date of each appointment

- 6 5. The making of nominations for a temporary vacancy for CSU senator. The Academic Senate shall elect a replacement to the position to be effective only until the next regular election date for members of the Senate or until the individual that vacated the position returns.
- 7 6. The filling of temporary vacancies in Senate office or membership of the Executive Committee except in the case of vacancies created by recall. (See Section IX of these Bylaws.)
- 8 7. The approving of nominations and/or appointments by the Chair to other official committees.
- 98. The Executive Committee shall appoint one representative of the temporary part-time academic employees to serve during that quarter or academic year (18) in accordance with Article I.B.4 and II.A.3 of these Bylaws. (1 9) ~~this shall be done prior to the first Academic Senate meeting for that quarter/year.~~

VIII. COMMITTEES

A. GENERAL

The functional integrity of the Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees which might be staffed either by appointment or election, as directed by the Senate.

B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include at least one ~~(20) voting General~~ Faculty representative from each college and from Professional Consultative Services. Additional ex officio representation may include ASI members appointed by the ASI president, the Chair of the Senate, faculty emeriti, and other representation when deemed necessary by the Senate. Ex officio members shall be voting members unless otherwise specified in the individual committee description

During Spring Quarter, each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year.

These nominations shall be taken to a meeting of the Executive Committee before the June regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists ~~(21) of nominations, unless another method of selection is specified in these Bylaws.~~ Each appointed member shall serve a ~~(22) two-year term, with a maximum appointment of four consecutive terms on one committee.~~ No person shall be assigned concurrent membership on more than one standing committee, except Executive Committee members, who may serve on that committee and one other.

C. COMMITTEE CHAIRS

The Academic Senate Executive Committee shall appoint the chairs of the General Standing Committees. The chairs of these committees shall be voting members and may be chosen from within or outside the committee. If the chair is chosen from outside the committee, the fact that one college may have two votes will be taken into account by the Academic Senate when it acts on the recommendation of its standing committee. Committee chair appointments will be submitted to each committee for its approval. The chairs of the Special Standing Committees shall be elected annually by a majority vote of the eligible voters on the committee.

The chair need not be an academic senator. The chair shall be responsible for reporting committee activities to the Academic Senate. The chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings. Committee chairs shall meet with the Chair of the Academic Senate at ~~least once per quarter~~ (23)atleast annually.'

D. OPERATING PROCEDURES

~~(24) Operating procedures of each committee shall be on file in the office of the Senate.~~
Operating procedures for Academic Senate committees are as follows:

~~(24) committees of the Academic Senate, both standing and ad hoc, must have an approved set of operating procedures on file in the office of the Academic Senate. hKcepting elected committees which must have specific operating procedures approved by the Senate, committees may elect to be governed by these procedures or must develop and submit for approval the procedures they will employ in the conduct of their charges.~~

1. A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Chairpersons serve until the end of the academic year. In the event that a chairperson must miss a meeting, the chairperson shall appoint a substitute chairperson for that meeting.
3. Meetings shall be called at the discretion of the chairperson or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year. Regular meetings shall be scheduled during normal work hours.
4. Notification of meetings shall be sent by the chairperson at least three (3) working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.~~(24)DeecioAs made at meetings may not be challenged for lack of proper notice either if all members attend or if all sign statements waiving the notice requirement.~~

~~(24) Decisions of the committee must be made at meetings in which the attending members are in simultaneous communication with each other. This eKcludes telephone polling of members unless accomplished by conference phone with all members included.~~

~~5.6.~~ Members may not vote by proxy.

~~6.7.~~ A vote by the majority of the voting members attending a meeting shall be the decision of the committee.

~~(24)8. Voting shall take place by a show of hands unless one attending member requests a secret ballot. The record shall show the resulting vote.~~

~~(24)9. A committee report explaining the decision and noting the vote leading to the decision of the committee shall be filed at the Academic Senate office. Minority reports also may be filed with that office.~~

E. MEETINGS

Meetings of all committees, except those dealing with personnel matters of individuals, shall be open. The time and place of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations ~~(25)Minutes of each meeting shall be submitted to the Academic Senate office.~~ A summary report shall be submitted to the Academic Senate ~~(25)executive Committee at the end of each quarter (25)office at the end of the academic year.~~

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.

H. GENERAL STANDING COMMITTEES

The following committees shall be General Standing Committees:

1. Budget and Long Range Planning
2. Curriculum
3. Faculty Affairs
4. Instruction
5. Library
6. Research and Professional Development

I. SPECIAL STANDING COMMITTEES

The following committees shall be Special Standing Committees:

1. Faculty Awards
2. Fairness Board
3. Grants Review
4. Program Review and Improvement

J. COMMITTEE DESCRIPTIONS of GENERAL STANDING COMMITTEES

1. Budget and Long Range Planning Committee

a. Membership

The ex officio members of the Budget and Long Range Planning Committee shall be the Provost/Vice President for Academic Affairs or designee, the Budget Officer or designee, the Vice President for Administration and

Finance or designee, and an ASr representative.

b. Responsibilities

- (1) The Budget and Long Range Planning Committee shall provide oversight and make recommendations concerning policy for the allocation of budgeted resources. This includes the review of matters related to the allocation of budgeted resources, and representation on bodies formed to review the mechanisms by which campus-wide resource allocations are made.
- (2) In addition, the Budget and Long Range Planning Committee shall also develop recommendations concerning future actions, policies, and goals of the university. Areas assigned to specific standing committees of the Academic Senate fall within its purview when future predictions and extreme long-range planning are necessary or possible.

2. Curriculum Committee

a. Membership

The ex officio members of the Curriculum Committee shall be the Provost/Vice President for Academic Affairs or designee, the Dean of Research and Graduate Programs or designee, the Dean of Library Services or designee, (26) a representative from Academic Records, and an ASI representative.

b. Responsibilities

The Curriculum Committee shall develop recommendations regarding academic master planning and curriculum, academic programs, university requirements for graduation, general education and breadth, cultural pluralism, and library oversight as it relates to instruction. Members will meet at least quarterly and as needed. The chair shall be responsible for the coordination of the curriculum review with the Provost/Vice President for Academic Affairs office.

(27)The Chair of the Curriculum Committee shall meet regularly with the Chair of the Instruction Committee, Chair of the Program Review and Improvement Committee, and the Chair of the Academic Senate.

Cultural Pluralism Requirement Subcommittee:

There will be a standing subcommittee of the Curriculum Committee for the initial review of courses proposed to fulfill the Cultural Pluralism Baccalaureate requirement. This subcommittee shall consist of seven voting members, one from each college and one from Professional Consultative Services. Terms shall be for two years, staggered to ensure continuity.

Academic Senate caucuses will solicit and receive applications for membership. The slate of applicants will be forwarded to the Curriculum Committee who will appoint members.

A chair of this subcommittee will be elected from the subcommittee members each academic year.

Ex officio members shall be the Director of Ethnic Studies, the Director of Women's Studies, a representative from both the General Education Program and the Curriculum Committee, and an ASI

representative.

Selection of courses to fulfill the requirement shall follow the criteria listed in AS-395-92.

Recommendations from this subcommittee will be forwarded to the Curriculum Committee who will, in turn, submit them to the Academic Senate for a vote.

3. Faculty Affairs Committee

a. Membership

The ex officio members of the Faculty Affairs Committee shall be the Director for Academic Personnel or designee and an ASI representative.

b. Responsibilities

The Faculty Affairs Committee shall be the advisory body of the Academic Senate on faculty policy and its administration and procedures. The scope of faculty procedures and policies coming within its purview include standards and criteria concerning appointment, promotion, tenure, academic freedom, leave of absence, retention, professional relations and ethics, promotion, research, grievance, layoff procedures, and lecturers' rights and responsibilities.

4. Instruction Committee

a. Membership

The ex officio members of the Instruction Committee shall be the Provost/Vice President for Academic Affairs or designee, the Vice Provost for Information Technology Services or designee, the Dean of Library Services or designee, (28) a representative from Academic Records, and an ASI representative.

b. Responsibilities

The Instruction Committee shall be responsible for recommendations regarding subjects which impinge directly on the quality of teaching; for providing policy recommendations concerning grading as well as admissions policies and requirements. It will also provide review and input concerning electronic teaching techniques.

In accordance with CAM 481 and AS-357-91/1(), the Instruction Committee shall review the Academic Calendar as proposed by the Provost/Vice President for Academic Affairs before its final submission to the President for approval.

(27)The Chair of the Instruction Committee shall meet regularly with the Chair of the Curriculum Committee, the Chair of the Program Review and Improvement Committee, and the Chair of the Academic Senate.

5. Library Committee

Membership

a. The ex officio members of the Library Committee shall be the Dean of Library Services, the Provost/Vice President for Academic Affairs or designee, two undergraduate students, two graduate students, a staff representative at-large, a staff representative from the Library, a community representative, and a representative from the IACC (Instructional Advisory

Committee on Computing). In addition, the Library Committee shall provide a representative to the IACe.

b. Responsibilities

The duties of the Library Committee are threefold:

1. to actively monitor campus concerns about university library resources, policy, and services;
2. to work with the Dean of the Library in developing library policies which meet the needs of faculty, staff, and students; and
3. to advise and consult with the university administration about: (a) the state of the Library's resources, services, and policies, and (b) the university commitment necessary to assure that the Library adequately serves the teaching, research, and public service missions of the university.

6. Research and Professional Development Committee

a. Membership

The ex officio members of the Research and Professional Development Committee shall be the Dean of Research and Graduate Programs or designee, an instructional dean or designee, the Vice President for Administration and Finance or designee, the Foundation Executive Director or designee, and an AS! representative. The representative of the instructional deans shall be appointed by the Provost/Vice President for Academic Affairs for a two-year repeatable term. Ex officio members shall be nonvoting members of this committee.

b. Responsibilities

The Research and Professional Development Committee shall:

- (1) Provide oversight for research and professional development activities on campus.
- (2) Make recommendations concerning all policies and procedures for research and professional development activities on campus.
- (3) Conduct a regular review of research centers and institutes on campus.
- (4) Provide library oversight as it relates to research and professional development.
- (5) Review and make recommendations on disputed university professional leaves.
- (6) (29) Provide oversight to the Grants Review Committee.

K. COMMITTEE DESCRIPTIONS of SPECIAL STANDING COMMITTEES

1. Faculty Awards Committee

a. Membership

The Faculty Awards Committee shall be composed of five faculty members from different colleges, when possible, and two students. The faculty members will be appointed by the Chair of the Academic Senate with the approval of the Executive Committee. These faculty members will be former recipients of the Distinguished Teaching Award and will serve two-year

staggered terms. ~~(22) No member of this committee shall serve more than two consecutive terms without an intervening period of at least one year.~~

Colleges which are not represented during a term of membership will be rotated onto the committee when a member needs to be replaced. The students will be appointed by the ASI, will have at least junior standing, and will have completed at least three consecutive quarters and 36 quarter units with at least a 3.0 grade point average at Cal Poly.

b. Responsibilities

(30) The Faculty Awards Committee shall conduct the selection process and determine the policies and procedures to be used for judging potential candidates for the Distinguished Teaching Award. Nominees for the award will be received by the committee during the fall quarter, and final selection will be made no later than the sixth week of the spring quarter.

~~(3 0) The Faculty Awards Committee shall also conduct the selection process and determine the policies and procedures to be used for judging potential candidates for the Trustees' Outstanding Professor Award.~~

2. Fairness Board

a. Membership

The ex officio members of the Fairness Board shall be one member from Student Affairs to be appointed for a two-year term by the Chair of the Academic Senate, and at least two AS[representatives who have at least junior standing and have attended Cal Poly for at least three consecutive quarters.

b. Responsibilities

The procedures to be followed and problems to be considered shall be approved by the Academic Senate and published as a document entitled. "Fairness Board Description and Procedures." Changes in the document shall be made by the Senate upon recommendation of the Fairness Board. The board shall report to the Academic Senate.

3. Grants Review

a. Membership

(1) A majority of the membership shall consist of elected faculty members. They shall be elected as follows:

(a) one member shall be elected from each college and Professional Consultative Services by faculty unit employees from that college and Professional Consultative Services, respectively.

(b) membership shall be for two-year terms. with the terms of service staggered between the various colleges and Professional Consultative Services.

(2) The ex officio members of the Grants Review Committee shall be the Dean of Research and Graduate Programs or designee, an instructional dean or designee, the Vice President for Administration and Finance or designee, the Foundation Executive Director or

designee, and an ASI representative. Pursuant to the Chancellor's Office guidelines for the State Faculty Support Grants (SFSG), the student member to this committee must be a graduate student. The representative of the instructional deans shall be appointed by the Provost/Vice President for Academic Affairs for a two-year repeatable term. Ex officio members shall be nonvoting members of this committee.

- (3) The chair of the Grants Review Committee shall be elected from the elected faculty members of the committee.
- (4) No member of the Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee while serving on the committee.

b. Responsibilities

- (1) In coordination with the Research and Professional Development Committee, develop and recommend policies and procedures for the review of grant proposals referred to it, including the State Faculty Support Grants (SFSG).
- (2) Solicit, receive, and evaluate requests for State Faculty Support Grants and make recommendations for funding, when appropriate, to the Dean for Research and Graduate Programs.
- (3) Make recommendations concerning the funding of other internal grants when appropriate.
- (4) Evaluate requests for special leaves for research or creative activity and, when appropriate, rank order them for consideration and transmit this ranking through the Academic Senate ~~(31)Chair~~ to the President.

4. Program Review and Improvement

a. Membership

The Program Review and Improvement Committee shall consist of ~~(32)~~ ⁽⁷⁾ six (6) tenured full professors; one from each of the six colleges ~~(32)and an at large member from the Academic Senate,~~ and one (1) member from Professional Consultative Services. Nonvoting ex officio members shall include the Dean of Research and Graduate Programs or designee and a representative appointed by the Provost/Vice President for Academic Affairs. The University Center for Teacher Education shall be included with a college of its choice for the selection of the representative from that unit.

Members of the committee shall be elected by the Academic Senate Executive Committee in accordance with the *Academic Program Review and Improvement Guidelines*. ~~(33)Representatives from the Colleges of Agriculture, Business, and Liberal Arts shall be elected for two year terms in even numbered years. Representatives from the Colleges of Architecture and Environmental Design, Engineering, and Science and Mathematics shall be elected for two year terms in odd numbered years.~~

b. Responsibilities

The Program Review and Improvement Committee shall conduct an annual review of programs as outlined in the *Academic Program Review and*

Improvement Guidelines.

(27) The Chair of the Program Review and Improvement Committee shall meet regularly with the Chair of the Curriculum Committee, the Chair of the Instruction Committee, and the Chair of the Academic Senate.

IX. RECALL OF ELECTED REPRESENTATIVES

A. APPLICATION

The procedures for recall shall apply to:

1. Elected members of the Academic Senate, California Polytechnic State University;
2. Officers of the Academic Senate, California Polytechnic State University;
3. Elected representatives to the Academic Senate, California State University; and
4. Members to the Grants Review Committee.

B. PROCEDURES

An election for recall of elected representatives as specified in Article II, Sections 1 and 3 of the Constitution, may be instituted by a petition of those eligible to vote in the election for the representatives in the various categories provided the following provisions are met:

1. An individual eligible to vote in the election for the representative shall notify the Chair of the Academic Senate of her/his intention to circulate a recall petition. This written notification shall state further the reasons for the recall action in brief terms,
2. The Chair of the Academic Senate shall notify all of the eligible voters in the area affected of the intended recall petition and state the reasons given for the petition to recall.
3. The notification will be in effect five (5) days in which classes are in session prior to the circulation of the petition. Signatures on a petition may be obtained for the next ten (10) days in which regular classes are in session. A recall election, if required, shall be initiated within twenty (20) days, in which classes are regularly in session, after the recall notification is received by the Chair of the Academic Senate.
4. The recall petition will be circulated by those initiating the recall action. The top of each sheet heading a list of signatures for recall action shall contain a statement of the reasons for recall.
5. The dated signatures of at least 20 percent of those eligible to vote in the area

12/11
1/16

State of California
Memorandum

RECEIVED

FEB 1 1999

CALPOLY

SAN LUIS OBISPO
CA 93407

Academic Senate

To: Myron Hood
Chair, Academic Senate

Date: January 28, 1999

From: 
Warren J. Baker
President

Copies: Paul I. Zingg

Subject: AS-508-98/EX, Resolution on Changes to the Bylaws of the Academic Senate

I acknowledge receipt of the above-entitled resolution. Thank you.