Chair, Tom Hale  
Vice Chair, Mike Cirovic  
Secretary, Alan Foutz

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RESOLUTION ON ARCHIVES

WHEREAS, the archival records of an institution are primary documents that provide written, oral and pictorial evidence of its history and report on the official activities and programs that have been undertaken in order to fulfill the purposes for which the institution exists;

WHEREAS, such records should be kept together in an archival depository where they can be properly maintained and made available to interested and responsible persons;

WHEREAS, no systematic attempt has been made outside of the library, which has for many years housed some of the noncurrent official records of the university, to establish an official depository of the university archival materials;

WHEREAS, many noncurrent records still remain in diverse locations of the university where they are subject to the dangers of loss and mutilation;

WHEREAS, the Faculty Library Committee regards as matters of official concern the collecting, preserving, and organizing of the archive records, therefore, be it

RESOLVED, that the Academic Senate request President Kennedy to designate the University Library as the official depository for noncurrent University records;

RESOLVED, that the President adopt as University policy a statement to the effect that (1) records created by University administrators and faculty members in the performance of assigned duties are the property of the University; (2) such records are not to be destroyed without prior consultation with the University Archivist or his designee; (3) standardized procedures will govern the transfer and disposition of inactive records to the Archives;

RESOLVED, that the President appoint the Director of the Library as the University Archivist with powers to delegate all archival duties to a designated member of the Library's professional staff;

RESOLVED, that the Academic Senate organize a Committee on Archives to advise the University administration and the Library on policies and procedures by which archival materials may be obtained from schools, departments, and offices, and other matters.
BYLAWS OF THE ACADEMIC SENATE
California Polytechnic State University
San Luis Obispo

I. INTRODUCTION DEFINITIONS

A. Consultative Procedure (Relocate No. 3 to No. 6, move all others up one.)

B. Definitions

1. Administrative Personnel of the University - for purposes of Article III, Section 2, Paragraph d, of the Constitution, Administrative Personnel of the University shall include the following:
   a. (Present List)
   b. Title Change - When there is a change in the title of an individual listed as "Administrative Personnel of the University", without any substantial change in the duties of these individuals, these titles will be changed in the bylaws as editorial changes 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 and has completed two consecutive quarters and at least 24 quarter units at Cal Poly and have a Cal Poly grade point average of at least 2.0.

3. Full-time Academic Employee - a faculty member in any of the following categories shall be considered a full-time academic employee:
   a. Full-time tenure-track faculty (class and rank), even if temporarily assigned to one-half time or more.
   b. Full-time lecturer.
   c. Department Head or Program Director.

4. 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.

5. Vacant position - a vacancy resulting from the criteria for membership specified in Article III, Section 2 of the Constitution.

6. Voter eligibility - a person shall be eligible to vote for members or officers of the Senate, elected committees, or CSUC Senate as follows:
   a. Full-time tenure-track faculty and lecturers - vote for Senators from schools, divisions, or professional consultative services.
   b. Department Heads or Program Directors - vote for Senators from Department Head’s Council.
c. Administrative Personnel - vote for Senator from that category.

d. All of the above - vote for CSUC Senate members.

e. Voting Senate members - vote for Senate officers and Executive Committee.

f. Full-time tenure-track faculty - vote for members of the Personnel Review Committee.

II. MEMBERSHIP

A. Eligibility

1. Elected members - elected members shall be full-time academic employees of the University or administrative personnel as listed in Article I, paragraph B-1 of these bylaws, who have been nominated and elected in accordance with Article III, Section 2, a-d of the Constitution, and by the procedures of Article VII, paragraph A-3 of these bylaws. Elected members shall be voting members.

2. Ex Officio Members - ex officio members shall be voting or non-voting as specified in Article III, Section 2-e of the Constitution.

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 shall serve until the next regular election or until the Senator being temporarily replaced returns, whichever occurs first. This temporary appointment shall not be counted as part of the two-term maximum for elected Senators.

C. Representation

1. Schools, divisions, 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 no deviate from electing one-half of their Senators each year by more than one Senator.

2. The Department Head's Council shall follow whichever of the above procedures applies to it.

3. When a school, division or professional consultative service 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.

4. There shall be no more than one Senator per department elected by any school or division, where applicable, until all departments within that school or division are represented. Except that Any department may waive this requirement by presenting the Chair of the Election Committee with a statement, signed by all members eligible for election, that none of them wishes to stand for election to the Senate.

Upon receipt of this statement, the Election Committee Chair shall notify all other departments in their school or division and the Academic Senate Chair that a Senator shall be elected from one of the other departments in that school or division.
5. Nothing in this section (Section C) shall be interpreted to affect the election to filling of temporary vacancies. These vacancies shall be filled at the time of the regular election as specified in Article VI, Section B-5 of these bylaws.

D. Replacement

When a Senator must miss a Senate meeting due to illness or official business, the Senator must select a member of her/his School who is eligible for election to the Senate but not a member of the Senate to serve as a substitute for that Senate meeting. In the event the Senator cannot find a substitute, the Senator will notify the member of the Executive Committee of the School or the Senate Office. The member of the Executive Committee will then select the substitute. Any Senator missing more than two consecutive meetings without a substitute shall be automatically resigned from the Senate. The Senator may appeal this automatic resignation to the Senate at its regular meeting and shall be reinstated if the appeal is upheld by a simple majority of those Senators present.

III. 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 - In addition to the other duties specified in the Constitution and Bylaws, 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 serve as an alternate for the California State Academic Senate and shall attend the California State University and Colleges Academic Senate when the 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 addition to the other duties specified in the Constitution and Bylaws, the Vice Chair shall serve in the capacity of the Chair during her/his absence or upon the request of the Chair. The 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 - In addition to the other duties specified in the Constitution and Bylaws, the Secretary shall record the minutes of all Senate meetings and shall provide copies of these minutes to all faculty members. The Secretary shall provide written notices of meetings to the faculty and shall handle correspondence of the Academic Senate. The Secretary shall maintain three copies of the minutes of all meetings—one for the Chair, one for the library, and one to be passed on to the next Secretary. The Secretary shall have available at each meeting a copy of 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 in the Senate as an elected Senator. A specific school or division may provide only one officer at a time.

C. Terms of Office - each officer shall be elected from and by the voting members of the Senate for a one-year term. There is no limit to the number of terms an elected Senator may hold office, except that a Senator may not hold office more than two consecutive terms.

D. Replacement - the filling of temporary vacancies shall be accomplished as specified in Article VI, Section B-7 of these bylaws.
II.E. Period of Service - The term of office for Academic Senators will commence after the announcement of election results at the beginning of the regular May meeting of the Academic Senate. The term of office shall expire at the announcement of election results at the beginning of the regular May meeting two years later.

III.E. Period of Service - The term of office for officers of the Academic Senate will commence at adjournment of the regular May meeting of the Academic Senate and expire one year later at the adjournment of the regular May meeting of the Academic Senate.