

**THE CONSTITUTION AND BY LAWS OF THE UNIVERSITY FACULTY,
CALIFORNIA STATE UNIVERSITY, EAST BAY**

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CALIFORNIA STATE UNIVERSITY, EAST BAY
THE CONSTITUTION OF THE UNIVERSITY FACULTY
PREAMBLE

1. Under the authority of the Trustees of the California State University, final authority and
2. responsibility for the conduct of the affairs of the University are vested in the President of
3. the University. Effective conduct of these affairs requires the joint effort of the President
4. and the University Faculty. Such joint effort, with full and open communication, can
5. realize the high potential of the University.
6. This Constitution expresses the principles of policy and procedure through which the
7. University Faculty is consulted and makes official recommendations concerning the
8. affairs of the University. It establishes the organization of the University Faculty through
9. which effective recommendations may be made about the operation of the University and
10. the welfare of the faculty members. This Constitution is based upon the policies contained
11. in the "STATEMENT ON GOVERNANCE OF COLLEGES AND UNIVERSITIES"
12. approved by the faculty government and adopted as basic policy of the University by the
13. President of the College in May of 1967.

ARTICLE I
GOVERNING PRINCIPLES

14. **SECTION 1:** The President of the University has final authority and responsibility for
15. the operation of the University. In conducting the affairs of the University
16. he/she has the responsibility to consult, formally and informally, with the
17. faculty. The faculty has the responsibility to make formal and informal
18. recommendations to the President. This Constitution expresses the nature
19. of the responsibilities to recommend of the faculty at the several levels of
20. organization of the University, the nature of the procedures through which
21. official consultation and recommendation are to occur, and the agencies of
22. the faculty which will make official faculty recommendations.
23. **SECTION 2:** In official consultation and recommendation, the organization provided in
24. this Constitution shall be the official voice of the faculty, to maintain
25. current knowledge of the recommendations being made, and to facilitate
26. communication among the members of the University Faculty.
27. **SECTION 3:** When official recommendations are made, within the various levels of
28. organization of the faculty and of the University, the group making the
29. recommendation has the right to a full hearing; a prompt response; and the
30. privilege of further consideration should the recommendation not be
31. accepted.
32. **SECTION 4:** Recommendations of the faculty should be accorded attention and
33. influence in proportion to the directness with which decisions will touch
34. the competence and the welfare of the faculty.

ARTICLE II
DEPARTMENT FACULTIES

- 1.**SECTION 1:** The departments of the University are the primary administrative and
2. academic elements of the University. The operation of the department, its
3. structural organization, and its offerings should reflect most closely the
4. professional judgment of the faculty. In the reorganization of departments,
5. the review of departmental administration, the official assignment of
6. persons as members of the department, and the offerings of the
7. Department Faculty, the Department Faculty is the official body for
8. consultation and recommendation procedures.
- 9.**SECTION 2:** No person shall be a Regular Member of more than one Department.
10. Every person is a Regular Member of a Department Faculty who:
11. A. holds a full-time, annual, academic appointment within the University; and
12. B. is officially assigned to a teaching service area administered by the
13. department; and
14. C. holds academic rank of Instructor or higher.
15. A person holding a lecturer's appointment is not eligible for Regular
16. Membership of the Department Faculty.
- 17.**SECTION 3:** The Regular Members of the Department Faculty may grant the
18. privilege of participating in the affairs of the Department Faculty to other
19. members of the professional staff of the University. Any such members
20. shall be Special Members of the Department Faculty.
- 21.**SECTION 4:** In elections of the Department Faculty, each Regular Member shall have
22. one and only one vote. Any provisions for voting by Special Members of
23. the Department Faculty shall be established by the Regular Members of
24. the Department Faculty.
- 25.**SECTION 5:** The Department Faculty shall have primary responsibility for:
26. A. electing persons to the status of Special Member of the Department
27. Faculty;
28. B. establishing any written Bylaws, consistent with this Constitution and
29. the Bylaws of the University Faculty, for its guidance;
30. C. establishing a Faculty Council to work with its Department Chair, if it
31. so desires;
32. D. electing members of its Faculty Council; and
33. E. reviewing any decisions of its Faculty Council.
- 34.**SECTION 6:** The Department Faculty shall have the primary responsibility for
35. recommendations concerning:
36. A. courses, programs, and degrees in its academic discipline;
37. B. instruction and research in its academic discipline;
38. C. requirements, standards, activities, placement, and honors for the
39. students in its courses and programs;
40. D. standards for and evaluation of instruction, advising, research, and
41. ethics in its discipline and in its programs;
42. E. appointment, retention, tenure, promotion, discipline, leaves of
43. absence, and honors of all members of the department;
44. F. development with other departments of interdisciplinary programs
45. which include its academic discipline; and

Article II, Section 6

1. G. the nomination and review, at intervals not greater than three (3) years,
2. of its chair, according to procedures specified in the Bylaws of the
3. University Faculty.
- 4.**SECTION 7:** Any Department Faculty may establish a Faculty Council to work with its
5. Department Chair. If a Faculty Council is formed, its membership shall be
6. elected by the Department Faculty. Any Department Faculty may delegate,
7. by written Bylaws, to its Faculty Council any of its recommending
8. responsibilities. It may not delegate to its Faculty Council any of the
9. primary responsibilities listed in Section 5, above.

**ARTICLE III
COLLEGE FACULTIES**

10.**SECTION 1:** The Colleges of the University are secondary administrative and academic
11. elements of the University. The operation of the College, its structural
12. organization, and its offerings should reflect closely the professional
13. judgment of its faculty. In the reorganization of Colleges, the review of
14. College administration, and the offerings of the College Faculty, the College
15. Faculty is the official body for consultation and recommendation
16. procedures.

17.**SECTION 2:** No person shall be a Regular Member of more than one College. The
18. Regular Members of a College Faculty are the Deans of the College; the
19. Regular Members of the departments within the College; and every person who:
20. A. holds a full-time, annual, academic appointment within the University;
21. B. is officially assigned to a teaching service area administered by that
22. College; and
23. C. holds academic rank of Instructor or higher.
24. A person holding a lecturer's appointment is not eligible for Regular
25. Membership of the College Faculty.

26.**SECTION 3:** The Regular Members of the College Faculty may grant the privilege of
27. participating in the affairs of the College Faculty to other members of the
28. professional staff of the University. Any such members shall be Special
29. Members of the College Faculty.

30.**SECTION 4:** In elections of the College Faculty, each Regular Member shall have one
31. and only one vote. Any provisions for voting by Special Members of the
32. College Faculty shall be established by the Regular Members of the College
33. Faculty.

34.**SECTION 5:** The College Faculty shall have primary responsibility for:
35. A. electing persons to the status of Special Member of the College Faculty;
36. B. electing members of the Academic Senate representing the College;
37. C. establishing any written Bylaws, consistent with this Constitution and
38. with the Bylaws of the University Faculty, for its guidance;
39. D. establishing a College Assembly to work with its College Dean if it so
40. desires;

Article III, Section 5

1. E. electing members of its College Assembly; and
2. F. serving as a Board of Appeals from decisions of the College Assembly.
3. **SECTION 6:** The College Faculty shall have the primary responsibility for
4. recommendations concerning:
5. A. coordination and evaluation of the work of its departments;
6. B. candidates completing degrees and programs within its departments;
7. C. interdepartmental programs within its academic disciplines;
8. D. appointment, retention, tenure, promotion, discipline, leaves of
9. absence, and honors of all members of the College;
10. E. the standards for and maintenance of a high level of professional
11. conduct among its members; and
12. F. the nomination and review, at intervals not greater than five (5) years,
13. of its administrative officers, according to procedures specified in the
14. Bylaws of the University Faculty.
15. **SECTION 7:** Any College Faculty may establish a College Assembly to work with the
16. dean of its College. If a College Assembly is formed, its membership shall be
17. elected by the College Faculty. Any College Faculty may delegate, by
18. written Bylaws, to its College Assembly any of its recommending
19. responsibilities. It may not delegate to its College Assembly any of the
20. primary responsibilities listed in Section 5, above.
21. **SECTION 8:** The Regular Members of the Division of Libraries shall be the University
22. Librarian and the professional librarians holding full-time, annual
23. appointments in that division. This division shall be treated as a College
24. under this Constitution for purposes of defining Regular Membership in the
25. University Faculty (See Article IV, Section 2) and of representation on the
26. Academic Senate (Article V, Section 2).

**ARTICLE IV
UNIVERSITY FACULTY**

27. **SECTION 1:** The operation of the University, its structural organization, and its offerings
28. should reflect the professional judgment of its faculty. In the reorganization
29. of the University, the review of University administration, and the offerings of
30. the University Faculty, the University Faculty is the official body for
31. consultation and recommendation procedures.
32. **SECTION 2:** The Regular Members of the University Faculty are the President, Vice
33. Presidents, and academic Associate Vice Presidents; the Regular Members of
34. the College Faculties within the University; the Regular Members of the
35. Division of Libraries and other individuals holding tenure in an academic
36. department. FERP (Faculty Early Retirement Program) and PRTB (Partially
37. Reduced Time Base) faculty are included during quarters when in
38. active employment. In addition, those individuals who are Regular Members of
39. the University Faculty according to Article IV, Section 2 of this Constitution
40. as of March 1, 1989, shall retain such membership as long as they occupy their
41. present positions with the University. The Office of the Academic Senate
42. shall maintain a list of these individuals.

Article IV, Section 3

1. **SECTION 3:** In elections of the University Faculty, each Regular Member shall have one
2. and only one vote.
3. **SECTION 4:** The University Faculty shall have the primary responsibility for:
4. A. the conferring of earned degrees;
5. B. the election of the Faculty Marshal and the representatives of the
6. University Faculty on the Academic Senate of the California State University;
7. C. establishing its Bylaws to govern the procedures for implementing the
8. provisions of this Constitution;
9. D. serving as a Board of Appeals from the decisions of the Academic Senate;
10. and
11. E. any other authority delegated to it by higher authority.
12. **SECTION 5:** The University Faculty shall have the primary responsibility for
13. recommendations concerning:
14. A. the coordination and evaluation of the work of its Colleges;
15. B. the development and coordination of inter-College programs and programs
16. not within the assigned functions of its departments and Colleges;
17. C. policies affecting instruction and research;
18. D. student affairs;
19. E. the professional standards, ethics, and welfare of the academic members of
20. the University staff; and
21. F. the nomination and review of its administrative officers.
22. **SECTION 6:** The University Faculty shall be consulted on:
23. A. the planning and development of the campus and buildings of the
24. University; and
25. B. the allocation of funds, staff, equipment, and facilities among the
26. programs of the University.
27. **SECTION 7:** The University Faculty shall establish an Academic Senate for the purpose of
28. conducting the affairs of the University Faculty. The University Faculty may
29. delegate by its Bylaws any of its authority and responsibilities to the Academic
30. Senate except the approval of candidates for degrees, the election of the
31. Faculty Marshal and the representatives of the University Faculty on the
32. Academic Senate of the California State University, the election of members
33. of the Academic Senate, and the approval of the Bylaws of the University
34. Faculty. The University Faculty retains the right of review of the actions of
35. the Academic Senate.

ARTICLE V
THE ACADEMIC SENATE

36. **SECTION 1:** The Academic Senate shall:
37. A. coordinate the affairs of the University Faculty and its constituent
38. faculties;
39. B. make recommendations to the President of the University in the name of
40. the University Faculty under the authority delegated to it in the Bylaws of
41. the University Faculty;

Article V, Section 1

1. C. establish and operate a system of committees, as provided in the Bylaws of
2. the University Faculty, to conduct the business of the University Faculty;
3. D. serve as the voice of the University Faculty in consultation with the Pres-
4. ident, the Chancellor, and other persons and agencies, under the authority
5. provided in the Bylaws of the University Faculty;
6. E. in consultation with the President, resolve all questions of the
7. interpretation of the Constitution of the University Faculty; and
8. F. resolve all questions of the interpretation of the Bylaws of the University
9. Faculty.
10. **SECTION 2:** The membership of the Academic Senate shall include:
11. A. the President of the University;
12. B. the representatives of the University in the Academic Senate of the
13. California State University;
14. C. twenty-five (25) members elected by and from the Colleges of the Univer-
15. sity, distributed in proportion to the number of Regular Members in the
16. Colleges, provided that every College shall have at least one member in the
17. Academic Senate;
18. D. ten (10) members-at-large, elected by and from the Regular Members of
19. the University Faculty;
20. E. one (1) member elected by and from faculty who has achieved emeritus/
21. emerita status, in accordance with Article VIII of the Bylaws of the
22. University Faculty;
23. F. four (4) members elected by and from the University lecturers, in
24. accordance with Article IX of the Bylaws of the University Faculty;
25. G. two (2) members elected by and from the Student Services electorate, in
26. accordance with Article X of the Bylaws of the University Faculty;
27. H. one (1) staff member selected in accordance with Article XI of the
28. Bylaws of the University Faculty;
29. I. seven (7) members selected from among undergraduate or graduate
30. students, in accordance with Article XII of the Bylaws of the University
31. Faculty;
32. J. the chair of each standing committee of the Academic Senate; and
33. K. the immediate past-chair of the Academic Senate.
34. Members of the Academic Senate, except emeriti, lecturers, Student
35. Services, Staff and student members, shall be Regular Members
36. of the University Faculty.
37. **SECTION 3:** The Academic Senate shall meet and act in accordance with the Bylaws of the
38. University Faculty.

ARTICLE VI
THE UNIVERSITY FACULTY OFFICERS

39. **SECTION 1:** The officers of the University Faculty shall be the President of the University,
40. the officers of the Academic Senate, the Faculty Marshal, and the
41. representatives of the University Faculty on the Academic Senate of the

Article VI, Section 1

1. California State University. These officers shall be the Agenda Committee of
2. the University Faculty.
- 3.**SECTION 2:** The Chair, Vice Chair, and Secretary of the Academic Senate shall serve the
4. respective functions of officers of the University Faculty.
- 5.**SECTION 3:** The Faculty Marshal shall be responsible for conducting all University
6. Faculty elections and shall have such other duties as are provided in the
7. Bylaws of the University Faculty.
- 8.**SECTION 4:** The representatives of the University Faculty on the Academic Senate of the
9. California State University shall have such duties, in addition to those
10. required by their statewide office, as are provided in the Bylaws of the
11. University Faculty.
- 12.**SECTION 5:** The Faculty Marshal and the representatives of the University Faculty on the
13. Academic Senate of the California State University shall be elected by and
14. from the Regular Members of the University Faculty as provided in the
15. Bylaws of the University Faculty.

**ARTICLE VII
RECALL OF OFFICERS**

- 16.**SECTION 1:** The Regular Members of any of the faculties of the University and its
17. subdivisions shall institute an election for the recall of any elected officer or
18. representative of that faculty, as provided in the Bylaws of the University
19. Faculty, when at least fifteen percent (15%) of the Regular Members of
20. his/her constituency have petitioned for a recall election.
- 21.**SECTION 2:** The Regular Members of the faculty of a department or College shall request a
22. review of the administration of their department or College by the President
23. when at least one-third of the Regular Members of the Department or College
24. Faculty have petitioned for such a review.
- 25.**SECTION 3:** The method for recalling a student representative shall be determined by the
26. Associated Student Body President and Council, subject to the approval of the
27. Academic Senate.
- 28.**SECTION 4:** The method for recalling a Student Services representative shall be
29. determined by the Student Services electorate, subject to the approval of the
30. Academic Senate.
- 31.**SECTION 5:** The method for recalling an emeriti representative shall be determined by the
32. Executive Committee of the Academic Senate, subject to the approval of the
33. Academic Senate.
- 34.**SECTION 6:** The method for recalling a lecturer representative shall be determined by the
35. Lecturer Electorate, subject to the approval of the Academic Senate.
- 36.**SECTION 7:** The method for recalling a staff representative shall be by a majority vote
37. of same body that elected the representative.

**ARTICLE VIII
STUDENT PARTICIPATION IN FACULTY GOVERNANCE**

- 1.**SECTION 1:** Seven (7) student members shall be regular voting members of the Academic
2. Senate (See Article V, Section 2, I).
- 3.**SECTION 2:** Two (2) student members shall be regular voting members of each standing
4. committee-established in the Bylaws, with the exception of the Faculty Affairs
5. Committee and the Committee on Budget and Resource Allocation, (see also
6. Bylaws XII). For those standing committees for which students are eligible
7. to serve, representatives shall be selected in accordance with Article XVI of the
8. Bylaws of the University Faculty.

**ARTICLE IX
THE BYLAWS OF THE UNIVERSITY FACULTY**

- 9.**SECTION 1:** The University Faculty shall establish a written set of Bylaws for the purposes
10. of stating the faculty organization, procedures, practices, regulations, and
11. policies implementing the provisions of this Constitution. The Bylaws shall
12. contain, at least, the procedures for and regulations governing the election of
13. the Faculty Marshal, the representatives of the University Faculty in the
14. Academic Senate of the California State University, and the members of the
15. Academic Senate; the procedures for, organization of, and regulations
16. governing the commissions, committees, and other bodies of the University
17. Faculty; the procedures for and regulations governing the formal and official
18. consultation and recommendation responsibilities of the University Faculty
19. and its Senate; and the procedures for regulations governing the conduct of the
20. business of the University Faculty and its Senate. The Bylaws may provide
21. for standing rules for the operation throughout the year of the meetings of the
22. University Faculty and for the year-round operation of the Academic Senate,
23. commissions, committees, and other bodies, provided that the standing rules
24. do not conflict with the provisions of this Constitution or the Bylaws of the
25. University Faculty.
- 26.**SECTION 2:** The Bylaws of the University Faculty shall be adopted by a two-thirds
27. favorable vote in an election in which a majority of the persons eligible to be
28. Regular Members of the University Faculty under this Constitution cast votes.
29. The election shall be conducted by the incumbent faculty secretary.
- 30.**SECTION 3:** Amendments to the Bylaws of the University Faculty shall be made by the
31. University Faculty by a majority vote in an election in which a majority of the
32. Regular Members cast votes.
- 33.**SECTION 4:** Statements of policy and procedures adopted by the Academic Senate and
34. approved by the President of the University shall be published along with the
35. Bylaws of the University Faculty for the information of the University Faculty.

**ARTICLE X
AMENDMENTS TO THE CONSTITUTION**

- 1.**SECTION 1:** The University Faculty may vote to amend this Constitution in an election in
2. which a majority of the regular members vote. An amendment shall be
3. adopted by the University Faculty when two-thirds of the members voting
4. approve the amendment. The University Faculty shall not delegate the power
5. to amend this Constitution except in *pro forma* cases provided for in Section 5
6. of this Article.
- 7.**SECTION 2:** An amendment of the Constitution shall become a part of the Constitution
8. when the University Faculty has voted to amend and the President of the
9. University has ratified the amendment.
- 10.**SECTION 3:** An amendment to this Constitution may be proposed by:
11. A. the Academic Senate, by a two-thirds majority vote of those voting;
12. B. the President of the University; or
13. C. five percent (5%) of the Regular Members of the University Faculty.
- 14.**SECTION 4:** Proposed amendments shall be presented to the Secretary of the Academic
15. Senate. The Secretary shall distribute copies of each proposed amendment
16. qualified for election, within five (5) academic days of receipt, to all Regular
17. Members of the University Faculty. An election shall be held on each such
18. proposed amendment not less than ten (10) or no more than twenty (20)
19. academic days after it has been distributed to the University Faculty.
- 20.**SECTION 5:** Whenever an official reorganization of the University requires alterations in
21. this Constitution, involving such matters as changes in names, titles, and
22. structures of subdivisions of the University, the Academic Senate shall
23. establish an *ad hoc* committee to make the changes in the Constitution
24. necessary to accommodate the new organization. If any such reorganization
25. requires a change of substantive nature, the amendment shall be submitted to
26. the University Faculty; if an amendment is nominal and mechanical, it may be
27. approved by two-thirds of the Academic Senate present and voting, provided
28. that upon petition by five percent (5%) of the Regular Members of the
29. University Faculty, such an amendment shall be submitted to the University
30. Faculty for a vote.

**ARTICLE XI
ADOPTION OF THIS CONSTITUTION**

- 31.**SECTION 1:** This Constitution shall be deemed adopted, replacing the previously existing
32. Constitution, when:
33. A. after an election conducted by the heretofore existing Representative
34. Assembly, in which it is approved by two-thirds of the heretofore existing
35. Faculty Senate voting, provided that no fewer than one-half of the
36. members cast ballots; and
37. B. the President of the University shall have ratified it.

Article XI, Section 2

1. **SECTION 2:** Upon adoption of this Constitution, the Representative Assembly of the
2. heretofore existing Faculty Senate shall issue a call for an election of the new
3. Academic Senate under the provisions of this Constitution. Upon the
4. satisfactory completion of the election of the new Academic Senate, the
5. previously existing Representative Assembly shall disband, and the new
6. Academic Senate shall assume office. Until such time as the Bylaws of the
7. University Faculty have been approved by the University Faculty and the
8. relevant provisions have been implemented, the provisions for committees, the
9. policies, and the regulations of the faculty under the previous Constitution
10. shall remain in effect. Points of disagreement between provisions of the
11. previous Constitution and this Constitution shall be resolved by the Academic
12. Senate and the President of the University, jointly, using the new Constitution
13. as a guide.
14. **SECTION 3:** Upon the adoption and ratification of this Constitution, each department and
15. division shall organize its faculty in accordance with the provisions of this
16. Constitution. Official consultation concerning the offerings of a department
17. or of a division, or concerning the nomination and review of the
18. administration of a department or of a division, shall be made through the
19. faculty of the department or division.

9/96
rev. 9/05

**CALIFORNIA STATE UNIVERSITY, EAST BAY
BYLAWS OF THE UNIVERSITY FACULTY
PREAMBLE**

1. These Bylaws are established by the University Faculty to give effect to the provisions of the
2. Constitution of the University Faculty approved by the Faculty on February 28, 1969. As
3. authorized by Article IV of the Constitution, the Bylaws of the University Faculty provide the
4. specific procedures and regulations governing the operation of the University and its
5. subdivisions.

**ARTICLE I
MEMBERSHIP IN THE UNIVERSITY FACULTY**

6. **SECTION 1** The following definitions are to be used in determining the eligibility of a
7. **Definition** faculty member to hold status as a regular member of the University Faculty:
8. "Full-time" - a person is employed in the University at full salary for his/her
9. position;
10. "Annual" - the employee of the University is appointed to serve for a full
11. academic year (three or four quarters) at a time;
12. "Academic" - an employee of the University who is assigned to teaching or
13. research or to departmental administration. (See Constitution: Article II,
14. Section 2; Article III, Section 2.)
15. **SECTION 2** The Faculty Marshal, the Chair of the Academic Senate and the Secretary of the
16. **Membership** Academic Senate, with the Faculty Marshal as Chair, shall serve as the
17. **Committee** Membership Committee of the University Faculty. At the beginning of each
18. quarter, this committee shall determine and publish the names of those
19. qualified for membership as regular members of the College, Department, and
20. University Faculties. The Membership Committee shall make a ruling when a
21. dispute arises. If any regular member of the University Faculty challenges
22. this ruling, the matter shall be referred to the Academic Senate.
23. **SECTION 3** A regular member of any faculty on leave of absence from the University
24. **Regular Mem-** remains a regular member of that faculty.
25. **bers on Leave**
26. **SECTION 4** Upon retirement, a tenured regular member of the faculty who has a minimum
27. **Emeriti** of twelve years of full-time service to the University or, on the basis of
28. **Members** exceptional contributions has been recommended by his or her academic
29. department or division and approved by the President, shall be granted
30. emeritus/emerita status.
31. **SECTION 5** The Membership Committee of the University Faculty may obtain a current
32. **Emeriti** list of the emeriti faculty from the Academic Affairs Office and shall provide
33. **Members** accurate rosters for elections of the emeriti representative to the Academic
34. Senate.

ARTICLE II
OFFICERS OF THE UNIVERSITY FACULTY

EXTRA-CONSTITUTIONAL DUTIES

1. **SECTION 1** In addition to the duties inherent in their offices and the duties charged to
2. **Additional** them by the Constitution,
3. **Duties of** 1. The President of the University shall preside at meetings of the University
4. **Officers** Faculty except as provided in Article III, Section 3, and he/she shall be
5. Chair of the University Faculty Agenda Committee.
6. 2. The Vice Chair of the Academic Senate shall assume the duties of the
7. Chair in his/her absence.
8. 3. The Chair of the Academic Senate shall supervise the Office of the
9. Academic Senate.
10. 4. The Faculty Marshal shall preside at meetings of the University Faculty as
11. provided in Article III, Section 3; he/she shall serve as Chair of the
12. University Faculty Membership Committee; and he/she shall assemble and
13. lead the faculty in academic processions.

ARTICLE III
MEETINGS OF THE UNIVERSITY FACULTY

14. **SECTION 1** The University Faculty Agenda Committee shall convene meetings of the
15. **Convening of** University Faculty at the request of:
16. **Meetings** A. The President of the University;
17. B. The Academic Senate;
18. C. Five percent of the regular members of the University Faculty, who shall
19. make their request by means of petition.
20. Requests made to the University Faculty Agenda Committee shall list the
21. subjects to be considered. The University President shall preside at Agenda
22. Committee meetings.
23. **SECTION 2** Requests for a University Faculty Meeting shall be addressed to the
24. **Scheduling** University President. Following the receipt of the request, he/she shall
25. **of Meetings** schedule an Agenda Committee meeting in not more than three academic
26. days. A majority of this Committee shall constitute a quorum. The Agenda
27. Committee shall then schedule the University Faculty meeting to be held
28. within ten academic days and shall prepare and publish the agenda for the
29. meeting. Faculty members should receive written notification of time, place,
30. and agenda at least three academic days prior to the meeting except under
31. emergency conditions as defined by the Agenda Committee.
32. **SECTION 3** The President of the University shall serve as the presiding officer of the
33. **Presiding** meetings of the University Faculty except that:
34. **Officers** A. he/she may delegate the responsibility to the Chair of the Academic
35. Senate or to the Faculty Marshal; and
36. B. The Chair of the Academic Senate shall preside when a recommendation
37. of the University Faculty to the President of the University is under
38. consideration.

ARTICLE IV
OFFICERS OF THE ACADEMIC SENATE AND THE EXECUTIVE COMMITTEE

1. **SECTION 1** The officers of the Academic Senate shall be the Chair, the Vice Chair, and
2. **Officers** the Secretary.
3. **SECTION 2** The Chair of the Academic Senate shall preside at its meetings. When the
4. **Duties of Chair** Chair is absent, or when he/she relinquishes the Chair in order to
5. **& Vice Chair** participate in discussion, the Vice Chair shall preside.
6. **SECTION 3** The Secretary of the Academic Senate shall keep the records of the Academic
7. **Duties of the** Senate, of the Executive Committee, and of the University Faculty.
8. **Secretary**
9. **SECTION 4** At any meeting of the Academic Senate at which neither the Chair nor the
10. **Chair** Vice Chair is present, the Senate shall, for that meeting only, elect a Chair
11. **Pro Tempore** *pro tempore*.
12. **SECTION 5** The Officers of the Academic Senate, the President of the University, the
13. **Executive** immediate Past Chair of the Academic Senate, Academic Senators of the
14. **Committee** California State University, and five persons elected by the Academic
15. Senate from among its members shall serve as the Executive Committee of the
16. Academic Senate. The Committee shall supervise the work of the Senate and
17. prepare the agenda for its meetings. In considering a submission for the
18. agenda of the Senate, the Executive Committee may place it on the agenda or
19. make appropriate referral. If the Executive Committee makes any revision in
20. form or in substance before placing an item on the agenda, the nature and
21. extent of the revisions shall be reported to the Senate and to the originator.
22. **SECTION 6** When considering personnel matters relating directly to individual members
23. **Personnel** of the faculty or the administration, the Executive Committee shall meet in
24. **Matters** executive session.
25. **SECTION 7** Only the Staff Representative, the Statewide Academic Senators, the newly
26. **Organizational** elected Standing Committee Chairs, the newly elected Academic Senators,
27. **Meeting** and those Academic Senators in the middle of an elected two-year term are
28. **Voting** eligible to vote in the organizational meeting of the new Academic Senate.
29. Absentee and/or proxy voting shall not be permitted.

ARTICLE V
GENERAL PROCEDURES FOR THE CONDUCT OF BUSINESS
OF THE UNIVERSITY FACULTIES AND THE ACADEMIC SENATE

1. **SECTION 1** Meetings of the University Faculties and the Academic Senate shall be guided
2. **Parliamentary** by generally accepted rules of parliamentary procedure except on points
3. **Procedure** where standing rules direct otherwise.
4. **SECTION 2** The Academic Senate shall adopt standing rules; and these shall include
5. **Standing** provisions for conducting the business of the Senate throughout the
6. **Rules** University year. The several University Faculties may adopt standing rules.
7. (See Constitution: Article II, III, IV.)
8. **SECTION 3** 1. Voting at meetings of the University Faculties, Academic Senate and
9. **Voting** Executive Committee shall be by voice unless a show of hands or a
10. division of the house is requested by a member. A written ballot shall be
11. required for every contested election to office, and shall be permitted as a
12. method of voting in other cases upon concurrence of a majority of the
13. members present.
14. 2. Each eligible voting member shall have one vote.
15. 3. Voting by email is permitted when issues need immediate action by the
16. Senate or its committees. If there is a substantive objection by a member,
17. email voting will be suspended and the matter will either wait for the next
18. meeting or a special meeting may be called. Voting may only be
19. administered by the Chair of the committee or by the Senate Office.
20. **SECTION 4** The Secretary of the Academic Senate shall keep minutes for each meeting of
21. **Minutes** the University Faculty, and of the Academic Senate. These shall be
22. a summary of the discussion on every matter of importance. Every motion
23. which has been made at the meeting shall be contained in the minutes and the
24. disposition of each one of them shall be made clear. Any counting of votes
25. made at the meeting shall be recorded in the minutes. Other faculties should
26. provide for the keeping of minutes.
27. **SECTION 5** A quorum of the University Faculty for any meeting shall be 25% of the
28. **Quorums** whole regular membership. A quorum for the Academic Senate shall be 50%
29. of the faculty members who have been elected at-large and from the Colleges.
30. Other faculties of the University may establish whatever quorums they deem
31. appropriate.
32. **SECTION 6** The presiding officers of each of the University Faculties and the Academic
33. **Parliamen-** Senate may appoint a parliamentarian who shall advise on procedural
34. **tarian** rulings at the request of the presiding officer. Parliamentarians shall be
35. guided by generally accepted rules of parliamentary procedure, and by
36. standing rules where they have been adopted.
37. **SECTION 7** The University Faculties and the Academic Senate may grant the privilege of
38. **Privileges** the floor to non-members by a vote of a majority of the members present.
39. **of the Floor**
40. **SECTION 8** The faculty of each College and each Division having College status (as
41. **Election** defined in Article III, Section 8 of the Constitution) shall establish election
42. **and Recall** and recall procedures, which shall apply to the College representatives on the
43. **Procedures** Academic Senate and its committees, and such other election as the College or
44. Division may determine. The procedures shall be subject to the approval of
45. the Academic Senate.

ARTICLE VI
UNIVERSITY-WIDE ELECTION PROCEDURES

1. **SECTION 1** Annual elections shall be held to elect a Faculty Marshal, Academic Senators
2. **Annual** of The California State University (in years when there are seats to be filled),
3. **Elections** and representatives-at-large to the Academic Senate. The results of these
4. elections shall be announced no later than three days following the election or
5. before April 25. The term of each person elected in an annual election shall
6. begin on June 15th, except that the term of an Academic Senator of The
7. California State University shall begin on or before June 15th (beginning
8. with the organizational meeting of the CSU Senate).
9. **SECTION 2** a. Faculty Marshal. The Faculty Marshal shall serve a term of one year.
10. **Terms of** He/she may be re-elected, but may not serve more than two successive
11. **Office** terms.
12. b. Academic Senators. Each representative to the Academic Senate, except
13. the lecturer and student representatives (see Articles IX and XII),
14. shall be elected for a term of two years and may serve two consecutive
15. terms. Having served such consecutive terms, he/she shall not be eligible
16. to serve again within a year. A person elected to serve out the unexpired
17. term of another shall be eligible for election to two two-year terms of his/
18. her own, provided no person shall serve more than five consecutive years.
19. c. Balance of Alternation. When necessary and notwithstanding provisions in
20. Part b of this Section, before each election the Faculty Marshal shall
21. assign to each College the number of one-year terms that will establish or
22. maintain a balance of alternation.
23. **SECTION 3** The Executive Committee of the Academic Senate (see Article IV, Section
24. **Nominations** 5) shall make nominations for the offices listed in Section 1, assuring that
25. there are at least two nominees for each position to be filled, and shall process
26. additional nominations received by petition. Each person nominated shall
27. have given his/her written consent (via email is acceptable) to having his/her
28. name appear on the ballot. In conducting the nominating process, the
29. Committee shall follow these procedures, using either electronic or hard copy
30. distribution:
31. A. Not less than ten academic days before the scheduled election the
32. Committee shall publish to the University Faculty a statement of the
33. positions to be filled, a list of continuing members of the Academic Senate
34. and continuing Academic Senators of The California State University,
35. (when there is a seat in the Senate, California State University to be
36. filled), and a preliminary list of nominees.
37. B. For a period of five academic days after the publishing of the preliminary
38. list the Committee shall accept nominating petitions from the faculty. A
39. petition to nominate must bear the signatures of the nominee and five
40. other regular members of the University Faculty. Each petition shall be
41. forwarded to the Committee through the Office of the Academic Senate.
42. C. After the last day for nomination by petition, the Committee shall certify
43. the eligibility of each nominee.

1. **SECTION 4** Voting for all officers listed in Section 1 shall be by mail ballot, which can
2. be either electronic voting or by hard copy, as long as voting anonymity is
3. **Voting** ensured. In each annual election, balloting shall continue for ten consecutive
4. academic days. Results shall be announced within three academic days after
5. the last day of balloting.
6. **SECTION 5** The Executive Committee (see Article IV, Section 5) shall supervise mail
7. **Conducting** ballots. The Committee shall proceed in the following way:
8. **Mail Ballots** A. The Committee shall send to each member of the University faculty
9. eligible to vote in the election a "Notice of Election by Mail." The notice
10. shall state the offices to be filled and/or items to be voted upon (together
11. with information showing the source of each item, and any action taken on
12. each item by the Academic Senate), the ballot and return envelopes and a
13. statement of the procedures and time limits for voting.
14. B. The Committee shall also:
15. (1) ensure anonymity in balloting;
16. (2) check the roster of those eligible to vote against the ballots received;
17. (3) arrange for the counting of the ballots, and announce the results of
18. election within three academic days after balloting has been
19. completed; and
20. (4) if ties occur, determine the rank order of the tied nominees by
21. drawing lots and giving the winner of the drawing the higher and
22. the loser the next lower rank in the balloting.
23. **SECTION 6** Upon receiving a report from the Executive Committee the Academic Senate
24. **Invalidation** may, if there be cause, invalidate an election, or any part of it, and require that
25. **Of Election** another election be held.
26. **SECTION 7** If an office listed in Section 1 becomes vacant for more than one quarter,
27. **Vacancies** the Academic Senate shall nominate at least two persons and select one of
28. them by written ballot to serve the period of absence. If such an office
29. becomes vacant with one quarter or less remaining in the term of office, the
30. Executive Committee may fill the vacancy by appointment for the balance of
31. the term. If an Academic Senator of The California State University is
32. temporarily unable to perform his/her duties as Senator, the Executive
33. Committee may appoint an alternate Senator to fulfill the obligations of that
34. office during the Senator's absence.
35. **SECTION 8** If a petition requesting the recall of an officer listed in Section 1 is filed
36. **Recall** with the Executive Committee, it shall conduct an election by mail (electronic
37. **Election** or hard copy) in accordance with the provisions established herein. The
38. question shall be put, "Shall (name of office holder and office he/she holds) be
39. recalled?" If a majority of those voting favor recall, the position shall be
40. declared vacant and shall be filled as prescribed in Section 7.

ARTICLE VII
REPRESENTATION OF COLLEGES IN THE ACADEMIC SENATE

1. **SECTION 1** For the purposes of representation in the Academic Senate, the Division of
2. **Divisions treat-** Libraries shall be treated as a College. (See also, Article XVI, Section 2,
3. **ed as Colleges** below.)
4. **SECTION 2** In the Winter Quarter of each year the Faculty Marshal, in consultation with
5. **Proportional** the Executive Committee, shall allocate to each College Faculty the number of
6. **Represent-** Senate representatives to which it is entitled. The allocation of 25 College
7. **tation in the** representatives to the several Colleges shall be proportional to the number of
8. **Academic** regular members in the College Faculties, provided no College shall be
9. **Senate** unrepresented. Taking into consideration the number of continuing
10. representatives of each College, the Faculty Marshal shall inform each
11. College Dean of the number of representatives to be elected to one- and
12. two-year terms. If a College would be over-represented by the continuance in
13. office of its representatives who have unexpired terms, the Faculty Marshal
14. shall notify the College Dean of the need to relinquish representative(s). The
15. College Faculty shall determine which representative(s) shall be removed.
16. **SECTION 3** After the announcement of the results of the election of representatives-at-
17. **Election of** large of the Academic Senate, each College Faculty shall elect to the
18. **College Represent-** Senate the number of representatives to which it is entitled. The elections
19. **tatives in the** shall be completed by May 15 and the results of these elections shall be
20. **Academic Senate** certified to the Faculty Marshal, who will announce them to the University.
21. **SECTION 4** Whenever a College Faculty is disbanded because of reorganization of the
22. **Disbandment** University, all of its representatives shall resign from the Academic Senate.
23. **Of Colleges** The Faculty Marshal shall then determine the necessary adjustment in the
24. distribution of College representatives, and shall notify the Dean of each
25. College which has gained a seat, or seats, because of the adjustment.
26. Each such College, following regular election procedures, shall elect its
27. newly acquired representative(s) for term(s) which will maintain the
28. balance of alternation.
29. **SECTION 5** If a vacancy of more than one quarter occurs in the representation of a
30. **Vacancies** College, the Executive Committee shall request the College or Division to
31. **in College** hold a special election to fill the vacancy for the period of absence, following
32. **Represent-** regular election procedures. If the vacancy is for one quarter or less, the
33. **tation** Executive Committee may appoint a member of the appropriate College or
34. Division to fill the vacancy.

ARTICLE VIII
REPRESENTATION OF EMERITI IN THE ACADEMIC SENATE

1. **SECTION 1** In Spring Quarter, the Executive Committee shall request the secretary of the
2. **Emeritus/a** Academic Senate to arrange for the selection of one (1) emeritus/emerita
3. **Member of** member of the Academic Senate. The emeriti electorate is defined as those
4. **the Academic** individuals who have achieved emeritus or emerita status, according to Article
5. **Senate** I, Section 4, of these Faculty Bylaws.
6. **SECTION 2** The nomination and election of an emeriti faculty representative shall be
7. **Election of** completed by May 15 and the results of the election shall be certified to the
8. **Emeritus/a** Faculty Marshal, who will announce them to the University. The term of the
9. **Member** elected Senator shall begin on June 15 and shall run for a period of two (2)
10. **of the** years.
11. **Academic** The Executive Committee of the Academic Senate shall make nominations,
12. **Senate** assuring that there shall be at least two nominees for the position to be filled,
13. and shall process additional nominations received by petition. Each person
14. nominated shall have given his/her written consent to having his/her name
15. appear on the ballot. In conducting the nominating process, the Executive
16. Committee shall follow these procedures:
17. A. Not less than ten academic days before the scheduled election, the
18. Executive Committee shall develop a preliminary list of nominees and
19. have it mailed to the emeriti faculty in accord with Article VI, Section 5
20. of the Bylaws of the University Faculty.
21. B. For a period of ten (10) academic days after the mailing of the preliminary
22. list, the Executive Committee shall accept further nominations for the
23. emeritus/a seat, including self-nominations. All nominations must bear
24. the signature of the nominee. Each nomination shall be forwarded to the
25. Executive Committee through the Office of the Academic Senate.
26. C. After the last day for nominations by petition, the Executive Committee
27. shall certify the eligibility of each nominee. Each eligible Professor
28. Emeritus or Emerita shall be allowed to vote for one candidate. Voting
29. shall be in accordance with Article VI, Sections 4 and 5 of the Faculty
30. Bylaws.
31. D. If a vacancy of one year or more occurs in the representation of the emeriti
32. faculty, the Executive Committee shall conduct a special election to fill
33. the vacancy for the remainder of that term from among the emeriti
34. electorate. If the vacancy is for less than one year, the Executive
35. Committee may appoint an emeritus/emerita faculty member to fill the
36. vacancy for the remainder of the term.

ARTICLE IX
REPRESENTATION OF LECTURERS IN THE ACADEMIC SENATE

1. **SECTION 1** In Spring Quarter, the Executive Committee shall request the secretary of the
2. **Lecturer** Academic Senate to arrange for the election of four (4) at-large lecturer
3. **Members** members of the Academic Senate. The lecturer electorate is defined as
4. **of the** those individuals who have annual appointments of half-time or more,
5. **Academic** except for CSUEB graduate students, as defined by Article XII, Section 1 of
6. **Senate** the Faculty Bylaws. A lecturer representative will serve a one-year term and
7. may serve for four consecutive terms.
8. **SECTION 2** The nomination and election of lecturer representatives shall be completed by
9. **Election of** May 15 and the results of the election shall be certified to the Faculty
10. **Lecturer** Marshal, who will announce them to the University. The term of each person
11. **Members** elected shall begin on June 15.
12. **to the** The Executive Committee of the Academic Senate shall make nominations,
13. **Academic** assuring that there are at least five nominees for the four positions to be
14. **Senate** filled, and shall process additional nominations received by petition. Each
15. person nominated shall have given his/her written consent to having his/her
16. name appear on the ballot. In conducting the nominating process, the
17. Executive Committee shall follow these procedures:
18. A. Not less than ten academic days before the scheduled election, the
19. Executive Committee shall publish a preliminary list of nominees.
20. B. For a period of five academic days after the publishing of the preliminary
21. list, the Executive Committee shall accept nominating petitions from the
22. lecturers. A petition to nominate must bear the signatures of the nominee
23. and three other lecturers. Each petition shall be forwarded to the
24. Executive Committee through the Office of the Academic Senate.
25. C. After the last day for nomination by petition, the Executive Committee
26. shall certify the eligibility of each nominee. Each eligible lecturer shall be
27. allowed to vote for four candidates. Voting shall be in accordance with
28. Article VI, Sections 4 and 5 of the Faculty Bylaws.
29. D. If two or more candidates from the same College have been nominated, the
30. Executive Committee shall limit to one the number of representatives that
31. may be elected from each College, except when there is an insufficient
32. number of candidates from other Colleges to fill the vacant offices.
33. E. If a vacancy occurs in the representation of the lecturer electorate, the
34. Executive Committee shall appoint a member of the lecturer electorate to
35. fill the vacancy for the remainder of the term.

**ARTICLE X
REPRESENTATION OF THE STUDENT SERVICES ELECTORATE
IN THE ACADEMIC SENATE**

1. **SECTION 1** The Student Services electorate is defined as those student services
2. **Definition of the** professionals (in both the Academic Affairs and Student Affairs
3. **Student Services** Divisions) classified SSP III or higher. Questions regarding the interpretation
4. **Electorate** of this definition shall be referred to the Executive Committee for resolution.
5. **SECTION 2** The Student Services electorate shall elect two (2) representatives to the
6. **Election of** Academic Senate, one (1) representative to the Committee on Academic
7. **Student Services** Planning and Resources, and one (1) representative to the Committee on
8. **Representatives** Instruction and Curriculum. Student Services representatives shall be
9. **To the Academic** elected to two-year terms that commence June 15. The terms of the two
10. **Senate** Academic Senators shall be staggered. In Spring Quarter, the Executive
11. Committee shall request the Secretary of the Academic Senate to arrange
12. for an election to fill the vacancies to be created by expiring terms.
13. Student Services representatives may serve two consecutive terms. The
14. election shall be completed by May 15 and the results of the election shall be
15. certified to the Faculty Marshal, who will announce them to the University.
16. **SECTION 3** If a vacancy of more than one quarter occurs in the representation of the
17. **Vacancies in** Student Services electorate, the Executive Committee shall request the
18. **Student** electorate to hold a special election to fill the vacancy for the period of
19. **Services Rep-** absence. If the vacancy is for one quarter or less, the Executive Committee
20. **resentation** may appoint a member of the electorate to fill the vacancy.

**ARTICLE XI
REPRESENTATION OF STAFF
IN THE ACADEMIC SENATE**

This has been changed to conform with 03-04 BEC 10, approved by the Senate in 03-04, as an interim procedure which will be used until an acceptable permanent procedure is adopted.

21. **SECTION 1** Every permanent staff employee of California State University, East Bay,
22. **Definition o** excluding MPP employees and anyone already represented in an
23. **Staff** electorate is eligible to serve as a Staff member representative.
24. **SECTION 2** The Senate Office shall call for self-nominations via mass email in the
25. **Selection of** first week of March each year, when needed. The Executive Committee of
26. **Staff** the Academic Senate shall approve the ballot and the Academic Senate will
27. **Representative** elect a staff member from those on the ballot at its first meeting in Spring
28. **to the** Quarter. The Staff representative shall be appointed for a two-year term,
29. **Academic** commencing June 15.
30. **Senate**
31. **SECTION 3** If a vacancy occurs in the Staff representation, the Executive Committee
32. **Vacancies in** shall appoint a replacement for 1 quarter or until an election by the Senate
33. **Staff** can take place.
34. **Representation**

ARTICLE XII
STUDENT MEMBERSHIP ON THE ACADEMIC SENATE
AND ON STANDING COMMITTEES

1. **SECTION 1** In the Spring Quarter the Associated Students Chair will arrange for the
2. **Student** election of seven (7) student members of the Academic Senate and two (2)
3. **Members** student members to each Standing Committee except the Faculty Affairs
4. **of the** Committee and the Committee on Budget and Resource Allocation. Student
5. **Academic** representatives shall be elected to one-year terms that commence June 15.
6. **Senate and** The following criteria shall apply in determining eligibility:
7. **Committees** A. Qualifications
8. 1. Candidates for Student Senator to the Academic Senate must have
9. earned no fewer than 21 units of academic credit, with a GPA of 2.0 or
10. better, during the twelve months immediately preceding the term in
11. which the filing of candidacy occurs.
12. 2. Candidates for student member on a Standing Committee of the
13. Academic Senate must have completed at least one quarter at CSUEB
14. with a GPA of 2.0 or better prior to filing candidacy for office.
15. 3. All candidates must be enrolled for and earn a minimum of seven (7)
16. units during the term in which the election is held, maintaining a 2.0
17. grade point average.
18. 4. Candidates must be in good standing at CSUEB.
19. 5. A representative or committee member may run for consecutive terms.
20. B. Eligibility for Holding Positions of Student Senator or Standing
21. Committee Member of the Academic Senate
22. 1. Student must be in good standing.
23. 2. Student must be registered for seven (7) or more units and earn a
24. minimum of a 2.0 grade point average for these units.
25. C. Procedures for Election
26. 1. The procedures for election to student positions on the Academic
27. Senate shall be those contained in the Associated Students Election
28. Code.
29. 2. A vacant student position with an unexpired term of less than one year
30. shall be filled by appointment by the Associated Students Board of
31. Directors for the remainder of the unexpired term, subject to
32. Academic Senate approval.
33. D. Graduate Student defined: Any student who has classified or unclassified
34. Graduate status.

ARTICLE XIII
LIAISON OFFICERS OF THE UNIVERSITY FACULTY

35. **SECTION 1** **STUDENT AFFAIRS LIAISON OFFICER (SALO)**
36. **Student** A. The Academic Senate shall elect for a two-year term a tenured regular
37. **Affairs** faculty member to serve as Student Affairs Liaison Officer. The election
38. **Liaison** shall normally take place in the year preceding the term of office.
39. **Officer** B. The Executive Committee of the Academic Senate may nominate
40. candidates for Student Affairs Liaison Officer. The Academic Senate may

1. make additional nominations. A vacancy in the position shall be filled for
2. the remainder of the two-year term by the same procedure.
3. C. The same person may be elected to serve additional consecutive terms.
4. D. The duties of the Student Affairs Liaison Officer shall be to:
5. 1. Consult regularly with administrators who have assigned
6. responsibilities in student affairs, with the representatives of the
7. Associated Students, and, as appropriate, with Faculty Standing Com-
8. mittees about policies, activities, and issues affecting the welfare of
9. students of the University;
10. 2. Report regularly, as requested by the Executive Committee, to the
11. Academic Senate on matters affecting student welfare;
12. 3. Recommend as appropriate further review, study, or action by the
13. Academic Senate or Executive Committee on matters affecting student
14. welfare.
15. **SECTION 2 DIVERSITY & EQUITY LIAISON OFFICER (DELO)**
16. **Diversity &** A. The Academic Senate shall elect for a two-year term a tenured regular
17. **Equity** faculty member to serve as Diversity & Equity Liaison Officer. The
18. **Liaison** election shall normally take place in the year preceding the term of office.
19. **Officer** B. The Executive Committee of the Academic Senate may nominate
20. candidates for Diversity & Equity Liaison Officer. The Academic Senate
21. may make additional nominations. A vacancy in the position shall be
22. filled for the remainder of the two-year term by the same procedure.
23. C. The same person may be elected to serve additional consecutive terms.
24. D. The duties of the Diversity & Equity Liaison Officer shall be to:
25. 1. Maintain an appropriate liaison with the committees to encourage a
26. search in the broadest spectrum possible; consult with other
27. administrators who have assigned responsibilities in Affirmative
28. Action, and as appropriate, with faculty standing committees about
29. policies, activities, and issues affecting Faculty Diversity & Equity at
30. the University;
31. 2. Report regularly, as requested by the Executive Committee, to the
32. Academic Senate on matters affecting Affirmative Action;
33. 3. Recommend as appropriate further review, study, or action by the
34. Academic Senate or Executive Committee on matters affecting
35. Diversity & Equity; and
36. 4. Serve as a clearing-house for system wide policies and procedures
37. concerning Faculty Diversity & Equity at the University.
38. 5. Serve as Chair of the Faculty Diversity & Equity Committee (FDEC),
39. which is a non-standing committee of the Academic Senate.

**ARTICLE XIV
DUTIES OF THE ACADEMIC SENATE**

1. **SECTION 1** The University Faculty delegates to the Academic Senate the authority to
2. **Delegations** make recommendations to the President on the subjects listed in Article IV,
3. **of Authority** Sections 6 and 7, of the Constitution of the University Faculty; and to
4. **to the Aca-** administer Standing Committees of the Faculty and whatever *ad hoc*
5. **demic Senate** committees may be established.
6. **SECTION 2** The Academic Senate shall speak for the University Faculty in consultation
7. **Conduct of** with the President, the Chancellor, and other persons and agencies, except
8. **Faculty** when the University Faculty chooses to speak for itself. The Senate may
9. **Affairs** designate its Executive Committee or any of its officers to carry on the
10. consultation in specified instances.
11. **SECTION 3** If the Chair of the Academic Senate is unable to obtain a quorum of the
12. **Special** Senate in the Summer Quarter, the Executive Committee is authorized to act
13. **Summer** as a consultative body of the University Faculty on urgent matters. All actions
14. **Procedures** of the Executive Committee shall be subject to ratification by the Academic
15. Senate at its next meeting.

**ARTICLE XV
MEETINGS OF THE ACADEMIC SENATE**

16. **SECTION 1** Regular meetings of the Academic Senate shall be scheduled by the Executive
17. **Regular** Committee. The Committee shall prepare a proposed agenda and distribute it
18. **Meetings** along with pertinent materials before each regular meeting, as may be
19. provided by the standing rules.
20. **SECTION 2** A special meeting may be called by the Executive Committee for the purpose
21. **Special** of studying and acting upon urgent items of business. The Committee is
22. **Meetings** required to call a special meeting when requested by the President of the
23. University, or when petitioned by fifteen members of the Academic Senate.
24. In the case of special meetings, any provisions for notice may be suspended.

**ARTICLE XVI
THE COMMITTEE SYSTEM**

25. **SECTION 1** In the Winter Quarter of each year the Executive Committee shall allocate to
26. **Representation** each College Faculty the number of representatives on each Standing
27. **of Colleges** Committee of the University Faculty to which it is entitled. The allocation
28. **on Standing** shall be proportional to the number of regular members in the College
29. **Committees** Faculties; except that each College shall have at least one representative
30. on each Standing Committee.
31. **SECTION 2** Concurrently with the election of College representatives to the Academic
32. **Election of** Senate (Article VII, Section 3) each College shall elect the number of
33. **College Rep-** representatives on each Standing Committee to which it is entitled; the
34. **resentatives** Division of Libraries shall elect its representatives to the Committees on
35. **to Standing** Instruction and Curriculum, Academic Planning and Review, Budget and
36. **Committees** Resource Allocation, and Research. Faculty members of Standing
37. Committees shall be regular members of the University Faculty.

1. **SECTION 3** Concurrently with the election of the Student Services electorate representatives to the Academic Senate (Article X, Section 2), the Student Services
2. **Election of** representatives to the Academic Senate (Article X, Section 2), the Student Services
3. **Student Services** electorate shall elect one representative to the Committee on Academic
4. **Representatives** Planning and Review and one representative to the Committee on
5. **to Standing** Instruction and Curriculum.
6. **Committees**
7. **SECTION 4** Before the end of the Spring Quarter, the President shall appoint one
8. **Presidential** administrator or faculty member to each committee, except the Committee on
9. **Appointees** Budget and Resource Allocation, where two representatives are to be
10. appointed.
11. **SECTION 5**
12. **Terms of** Terms of Office: Student Members shall be governed by the following:
13. **Office**
 1. For Student Members of Standing Committees: Student members shall be
 14. selected for one-year terms. A student member may serve no more than
 15. two terms of one year each. A student appointed to serve out the unexpired
 16. term of another shall be eligible for two additional terms.
 17. 2. For Presidential Appointees on Standing Committees: Presidential
 18. appointees shall be appointed for one-year terms.
 19. 3. For Faculty and Student Services Members of Standing Committees Other
 20. Than COBRA: Faculty members and Student Services members shall be
 21. elected for two-year overlapping terms. Such members may serve
 22. consecutive terms, but having served two terms, shall not be eligible to
 23. serve again on the same committee within a year. Such a member elected
 24. or appointed to serve out the unexpired term of another shall be eligible
 25. for election to two terms of his/her own, provided that no person shall
 26. serve more than five consecutive years.
 27. 4. For Faculty Members on the Committee on Budget and Resource
 28. Allocation (COBRA): Faculty members shall be elected for two-year
 29. overlapping terms. There is no term limitation for service on COBRA.
 30. 5. Balance of Alternation: When necessary and notwithstanding provisions
 31. in Parts 3 and 4 of this Section, the Executive Committee shall provide for
 32. a balance of alternation on committees by apportioning one-, and two-
 33. year terms among the Colleges.
34. **SECTION 6** No person shall be a candidate for more than one Standing Committee; no
35. **Restriction** elected faculty, Student Services or student member shall serve on more than
36. **on Committee** one committee.
37. **Memberships**
38. **SECTION 7** When a vacancy occurs on a committee it shall be filled for the period of
39. **Vacancies** absence in the following ways:
 40. 1. A presidential appointee: The Executive Committee shall request the
 41. President to appoint a replacement;
 42. 2. A faculty member: For an absence of more than one quarter, the
 43. Executive Committee shall request the College or Division Faculty to
 44. provide a replacement. For an absence of one quarter or less, the
 45. Executive Committee shall appoint a replacement member from the
 46. appropriate College or Division;

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 9. **SECTION 8**
 10. **Termination**
 11. **of Membership**
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 18. **SECTION 9**
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 20. **Responsi-**
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 22. **the chair**
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 28. **SECTION 10**
 29. **Committee**
 30. **Procedures**
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 32. **SECTION 11**
 33. **Regular Sub-**
 34. **committees**
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3. A Student Services member: The Executive Committee shall request the Vice President of Student Services to provide for the selection of a qualified replacement by a method to be determined by the Student Services electorate;
 4. A student member: The Executive Committee shall request the President of the Associated Students to provide for the selection of a qualified student replacement by a method to be determined by the Associated Student Body President and Council.
 - a. The Executive Committee may terminate the service of any member of committee or subcommittee whose continuance is deemed by a majority of the entire membership of the committee to interfere with the orderly conduct of business.
 - b. Ordinarily, any member of a committee or subcommittee who is absent three (3) times in a quarter shall be terminated from service on the committee or subcommittee. The committee chair shall confer with such a member concerning his/her resignation and report the circumstances to the Executive Committee.
 1. Each committee shall elect a Chair from among the elected regular faculty representatives whose principal function shall be to organize the business of the committee and to preside at its meetings. The Chair of each committee shall be a voting member, representing his/her committee in the Academic Senate. The Chairs shall be elected regular faculty members and shall serve a one-year term, with encouragement to the COBRA Chair to serve more than one year.
 2. At the end of each academic year, the Chair shall report to the Academic Senate concerning actions taken during the year and any unfinished business.
- Each committee shall, with the approval of the Executive Committee, establish procedures for the conduct of its business. Only the Committees on Faculty Affairs and Research and their subcommittees may establish procedures containing provisions for closed meetings.
- With the consent of the Executive Committee any committee may establish regular subcommittees. These shall report to the committee. The Chair shall appoint the members of subcommittees annually, in consultation with the whole committee and subject to the approval of the Executive Committee. At least one member of each subcommittee shall be an elected faculty member of the committee, with the exception of the Graduate Programs Subcommittee of CIC, on which the Presidential Appointee to CIC may serve rather than an elected faculty member; other members may be drawn from any segment of the University community, except that only faculty members may serve on subcommittees that deal with faculty personnel matters. Members of subcommittees shall be chosen with a view of their special acquaintance with the subjects within the purview of the subcommittee.

1. **SECTION 12** 1. In consultation with the committee, the Chair may establish special
2. **Special** subcommittees; and he/she may, with the approval of the Executive
3. **Sub-** Committee, appoint persons who are not members of the committee.
4. **committees** 2. Special subcommittees shall go out of existence at the end of the academic
5. year.
6. **SECTION 13** The Chair of each committee shall transmit its recommendations and shall
7. **Committee** report the results of its consultation to the Executive Committee in the form
8. **Reports** and manner prescribed by the Standing Rules of the Academic Senate. In
9. those instances in which a committee is authorized to report directly to the
10. President, when recommending a policy matter, the report shall first be
11. placed on the agenda of the Senate, as provided for in the Standing Rules.
12. When recommending specific personnel actions, the report need not be so
13. placed on the agenda.

**ARTICLE XVII
THE STANDING COMMITTEES OF THE UNIVERSITY FACULTY**

14. **SECTION 1** **COMMITTEE ON INSTRUCTION AND CURRICULUM (CIC)**
15. **Instruction** A. Duties of the Committee:
16. **and** 1. To make recommendations to the Academic Senate on graduate and
17. **Curriculum** undergraduate curriculum;
18. 2. To make recommendations to the Academic Senate on professional
19. curricula, including teacher education;
20. 3. To make recommendations to the Academic Senate on policies
21. relating to academic standards, requirements for granting certificates,
22. teaching credentials, honorary and earned degrees, and honors for
23. scholastic achievement;
24. 4. To make recommendations to the Academic Senate on policies
25. regarding probation, dismissal, and reinstatement of students;
26. 5. To consult on matters relevant to the affairs of the Committee with the
27. Vice President for Academic Affairs or his/her designee, and to report
28. periodically the nature of this consultation to the Executive
29. Committee;
30. 6. To make recommendations to the Academic Senate on requirements
31. for admission to, continuation in, and completion of graduate and
32. undergraduate programs within the limits of the policies of California
33. State University; and
34. 7. To consult, when appropriate, with other Standing Committees.

35. **SPECIAL PROCEDURES FOR RECOMMENDATION**
36. B. The Committee on Instruction and Curriculum shall recommend as
37. follows:
38. 1. Curricular change proposals as provided in the Procedures for Faculty
39. Review of Curricular Change Proposals; and
40. 2. To the Academic Senate any action not specifically mentioned above.

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MEMBERSHIP

- C. The Membership of the Committee on Instruction and Curriculum shall be:
1. Eight (8) members from the Colleges of the University;
 2. One (1) appointee of the President of the University;
 3. One (1) representative of the Library;
 4. One (1) representative of the Student Services Professional electorate;
 5. Two (2) members of the student body of the University, one (1) undergraduate and one (1) graduate; and
 6. One (1) non-voting representative of the Division of Extended Education.

11. **SECTION 2**
12. **Academic**
13. **Planning**
14. **and Review**

COMMITTEE ON ACADEMIC PLANNING AND REVIEW (CAPR)

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- A. Duties of the Committee:
1. To recommend to the Academic Senate policies that help the University to achieve its long-term academic goals in the light of changing conditions;
 2. To evaluate each existing academic program at intervals not to exceed five years and to recommend for each program reviewed, within eighteen months of the initiation of the review, one of the following: continuation without modification, continuation with specified modifications, continuation with monitoring by CAPR for a time to be specified, or discontinuance;
 3. To review Temporary Program Suspension requests and requests for Name Changes of Academic Units
 4. To review the Academic Master Plan of the University, to consider requests for revisions of that Plan, and to make recommendations to the Academic Senate for the adoption of each annual phase of revision of the Academic Master Plan;
 5. To coordinate long range plans for academic development with campus planning of facilities development;
 6. To make recommendations concerning principles and procedures (including procedures for faculty consultation) governing the development, improvement, and use of the academic facilities of the University;
 7. To consult with the appropriate administrators regarding academic planning, and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate;
 8. To coordinate long range plans for academic development with campus planning of facilities development; and
 9. To consult, when appropriate, with other Standing Committees.

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2. **SPECIAL PROCEDURES FOR RECOMMENDATIONS**
3. B. The Committee on Academic Planning and Review shall recommend as follows:
4. 1. To the Academic Senate on matters regarding the performance review
5. of existing programs and the Academic Master Plan;
6. 2. To the Academic Senate on principles and procedures governing the
7. development, improvement, and use of campus facilities; and
8. 3. To the Academic Senate on the use of facilities and the allocation of
9. instructionally related resources.

10. **MEMBERSHIP**

11. C. The membership of the Committee on Academic Planning and Review
12. shall be:
13. 1. Eight (8) members from the Colleges of the University;
14. 2. One (1) appointee of the President of the University;
15. 3. One (1) representative of the Library;
16. 4. The Associate Vice President, Academic Programs and Graduate
17. Studies
18. 5. One (1) representative of the Student Services Professional electorate;
19. 6. Two (2) members of the student body of the University

20. **SECTION 3 FACULTY AFFAIRS COMMITTEE (FAC)**

21. **Faculty**
22. **Affairs**
23. **Committee**
24. A. Duties of the Committee:
25. 1. To make policy recommendations concerning:
26. a. Professional activities of the University faculty;
27. b. The financial support of such activities;
28. c. The welfare, rights, privileges, and responsibilities of the
29. University Faculty;
30. d. Appointment, retention, tenure, promotion, and other peer review
31. processes;
32. e. Professional ethics and disciplinary procedures;
33. f. Faculty consultation in the appointment and review of
34. administrative personnel in positions affecting the University
35. Faculty;
36. g. The granting of awards and honors to members of the University
37. Faculty; and
38. h. The conferring of Emeritus/a status.
39. 2. To consult, when appropriate, with administrators who have assigned
- responsibilities for faculty affairs and report periodically the nature of
- this consultation to the Executive Committee; and
3. To consult, when appropriate, with other Standing Committees.

40. **SPECIAL PROCEDURES FOR RECOMMENDATIONS**

41. B. The Faculty Affairs Committee shall recommend as follows:
42. 1. Directly to the Vice President, Academic Affairs, concerning
43. candidates for Distinguished Visiting Professorships, and
44. 2. To the Academic Senate any action not specifically mentioned above.

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2. **MEMBERSHIP**
3. C. The membership of the Faculty Affairs Committee shall be
4. 1. Eight (8) tenured members from the Colleges of the University;
5. 2. One (1) tenured member of the Library Faculty; and

6. **SECTION 4 COMMITTEE ON RESEARCH**

7. **Committee** A. Duties of the Committee
8. **.on** 1. To encourage research by members of the University Faculty, including
9. **Research** a. awarding of research grants from University and CSUEB Foundation funds
10. b. carrying on other activities to promote research including a listing of faculty research interests, organizing research seminars, or other projects which may seem appropriate to the Committee
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15. 2. To disseminate information concerning research support opportunities including but not limited to CSUEB faculty support Grants as described in the Policy on Faculty Support Grants (06-07 CR1);
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19. 3. To make recommendations:
20. a. to the Academic Senate on general policies and procedures concerning research activities, facilities and support at the University;
21. b. to the Academic Senate on general policies and procedures concerning inter-university research consortia;
22. c. To the University and the CSUEB Foundation regarding Allocation of research monies to be made to those awarded Grants by the Committee; and
23. d. to the Academic Senate regarding proposals for new Organized research units (ORUs) such as Centers and Institutes
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30. **SPECIAL PROCEDURES FOR RECOMMENDATIONS**

31. B. The Committee on Research shall recommend as follows:
32. 1. Directly to the Foundation concerning research proposals and travel grants supported by funds administered by the Foundation;
33. 2. Directly to the Vice President, Academic Affairs, concerning special leaves or grants for research not supported or administered by the Foundation; and
34. 3. To the Academic Senate any action not specifically mentioned in items 1 and 2 above.
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39. **MEMBERSHIP**

40. C. The membership of the Committee on Research shall be:
41. 1. Eight (8) members from the Colleges of the University;
42. 2. One (1) appointee of the President of the University; and
43. 3. One (1) representative of the Library.

1. **SECTION 5 COMMITTEE ON BUDGET AND RESOURCE ALLOCATION**
2. **(COBRA)**

3. **Budget and**
4. **Resource**
5. **Allocation**

- A. Duties of the Committee:
1. To recommend to the Academic Senate budgetary principles and policies that help the University to achieve its long-term academic goals in the light of changing conditions;
 2. To make recommendations to the Academic Senate on the development, improvement, and use of university-wide resources;
 3. To consult with the appropriate administrators and committees of the administration regarding academic planning, current budget issues, allocation of resources, and campus development, and to report periodically the nature of the consultation to the Executive Committee of the Academic Senate;
 4. To make recommendations concerning principles and policies governing the development, improvement, and use of the academic facilities of the University and the allocation of funds and human resources directly related to the instructional program; and
 5. To consult, when appropriate, with other Standing Committees.

20. **SPECIAL PROCEDURES FOR RECOMMENDATIONS**

21. B. The Committee on Budget and Resource Allocation shall recommend as
22. follows:
23. 1. To the Academic Senate on principles and policies governing the
24. development, improvement, and use of campus financial resources;
 25. 2. To the Academic Senate on principles and procedures governing the
26. development, improvement, and use of campus facilities; and
 27. 3. To the Academic Senate on the use of facilities and the allocation of
28. instructionally related resources.

29. **MEMBERSHIP**

30. C. The membership of the Committee on Budget and Resource Allocation
31. shall be:
32. 1. Nine (9) tenured members from the faculty of the University two from
33. each College and one from the Library;
 34. 2. Two (2) appointees of the President of the University, one from
35. Academic Affairs and one from Administration & Finance;
36. D. Members may be required to serve as faculty representatives on other
37. budget-related committees, such as the University Planning, Assessment,
38. and Budget Committee (UPABC).
39. E. Faculty members shall be elected for two-year, overlapping terms.
40. Because it is expected that members of the committee will develop special
41. expertise in budgetary and financial matters, there shall be no term
42. limitation on membership in the committee. It is expected that in ordinary
43. circumstances the Chair of the committee shall be an elected member of
44. the committee and shall serve in that capacity for at least one year.