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ACADEMIC SENATE

ELECTION RULES AND GUIDELINES

Rules For Elections Of

Academic Senate

Senate Officers

Academic Senate Standing Committees

Statewide Academic Senate

1. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide a Preference Form to all full time (tenure line and temporary) faculty. The Preference form shall include a listing of the continuing Senators and continuing Academic Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate and Academic Senate Standing Committees. The Preference Form shall solicit self-nomination by interested faculty for all vacant seats on the Academic Senate and Academic Senate Standing Committees. Faculty are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.
2. NEAC shall use the responses to prepare a ballot that includes at least two candidates for each vacant seat assuming there are enough eligible and willing faculty to achieve this.
3. A sample ballot shall be provided at least two weeks before the date of election with a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in writing).
4. If, after NEAC has circulated the sample ballot, faculty wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC. For persons wishing to change their candidacy from either at-large or College/Library representative, the request for such a change must also be submitted to NEAC.
5. If the request for a name deletion or a move between College/Library and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified through e-mail of the vacancy.
6. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to NEAC. The date of election shall be the date ballots are due.
7. Eligible faculty, in compliance with Article 3 of the Constitution and Bylaws of the University Faculty and the Academic Senate, shall be permitted to vote for one candidate for each vacant position. Election will be by plurality of votes cast. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.
8. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.

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49 9. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an
50 election to challenge the result. Challenges must be submitted in writing to the chair of
51 NEAC and must specify the nature of the challenge. If no challenge is received within the
52 allotted time, all ballots and related materials shall be destroyed. If a challenge is received,
53 ballots and related materials shall be retained until the issue is resolved.
54
- 55 10. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or
56 Ad Hoc committee member may be subjected to recall by a petition to the Executive
57 Committee of the Senate. The recall may be initiated by any eligible faculty member. The
58 initiator of the recall must write a petition explaining the reason(s) for the proposed recall,
59 obtain signatures of at least 20% of the eligible faculty from the unit that elected the person,
60 and then present the petition to the Executive Committee. Upon receipt of such a petition
61 and verification of the signatures on it, the Executive Committee shall direct NEAC to
62 conduct a recall election. Recalls become effective when they have received a favorable
63 vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half
64 of the eligible faculty voted in the recall. The vacancy thus created shall be filled under the
65 election procedure set forth in these rules within thirty calendar days of the removal.
66

67 **GUIDELINES FOR ACADEMIC SENATE ELECTIONS**

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- 69
- 70 1. Election and balloting for Senate seats shall be by College/Library and Student Services
71 Professionals - Academic Related (SSPs-AR).
72
- 73 2. The number of Senators from each College/Library/SSP-AR shall be determined by NEAC
74 each spring, prior to spring elections, in compliance with Article 5.1.1 of the Constitution
75 and Bylaws of the University Faculty and the Academic Senate.
76
- 77 3. In response to the Preference Forms submitted, NEAC shall conduct an election in
78 accordance with these Rules.
79
- 80 4. The Senate shall be representative of the full-time faculty in compliance with Article 5.1.1
81 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
82
- 83 5. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats
84 allocated to the College/Library or SSPs-AR (e.g., if a College/Library/SSP-AR may elect
85 six representatives, the ballot will read "Vote for up to six persons").
86
- 87 6. The final Senate meeting shall be a joint meeting of the extant Senators and the newly
88 elected Senators. The terms of the extant Academic Senate and Executive Committee shall
89 end on the last day of the Spring semester. Any business that must be addressed before the
90 academic year ends will be conducted by the extant Academic Senate and Executive
91 Committee.
92

- 93 7. When vacancies arise on the Senate due to a faculty member being on leave or due to a
94 faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve
95 for the remainder of the term.
- 96 8. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as
97 "Vacant." Vacant seats shall be filled by implementing the previous rule.
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100 **GUIDELINES FOR ELECTION OF SENATE OFFICERS**

- 101
- 102 1. NEAC will distribute a Call for Senate Officers to full time (tenure line and temporary)
103 faculty by the end of the second week of March. The Call will include a list of current
104 Senators. The Call will request that nominations for secretary and chair-elect of the Senate
105 be sent to the Senate Office by the end of the third week of March. The Call will request
106 that faculty obtain permission of nominees prior to submitting their names. Nominees for
107 officers of the Senate shall be voting members of the Senate.
108
- 109 2. A sample ballot will be provided, and faculty will have one week to review and respond (end
110 of the fourth week of March). Faculty may make additional nominations or may request that
111 their name be removed from the ballot.
112
- 113 3. The Official Ballot for the Election of Senate Officers will be provided to the current Senate
114 members the first week of April, and will be due in the Senate office the beginning of the
115 third week of April. Senators will have one week to vote.
116
- 117 4. Senate Officers will be announced at the second to last Senate meeting of the Spring
118 semester.
119
- 120 5. In the event that the chair-elect cannot assume the position of chair, an election for chair
121 will be held.
122
123

124 **GUIDELINES FOR ELECTION OF STANDING COMMITTEES**

- 125
- 126 1. Standing Committee membership is of two types: College/Library representatives and at-
127 large representatives. The members of the various committees serve staggered two-year
128 terms.
129
- 130 2. Election and balloting for College/Library representation shall be by College/Library, or, in
131 the case of the General Education Committee (GEC) and the Promotion and Tenure
132 Committee (PTC), by area; and for at-large representation, by the eligible faculty.
133
- 134 3. The Preference Form shall ask faculty to indicate which committees they would choose to
135 serve on and whether they would choose to represent their College/Library or the faculty at-
136 large. Additionally, faculty will be asked to indicate whether they would be willing to serve
137 on more than one committee and to rank their preferences (i.e., #1, #2 with #1 being the
138 most preferred).
139

- 140 4. Elections for Promotion and Tenure Committee member positions must be contested (at
141 least two candidates per seat). If there are fewer than two candidates per seat in the Spring
142 Election, NEAC will put out a call for nominees within the first two weeks of the
143 subsequent semester (fall semester). NEAC will conduct an election once a minimum of
144 two candidates per open Promotion and Tenure Committee seat is secured. This special
145 election does not require a sample ballot.
146
- 147 5. A person may be elected to serve on more than one committee.
148
- 149 6. After election results have been announced, each current committee chair shall convene a
150 meeting of current committee members and new committee members to (a) review the year-
151 end committee report and (b) elect a committee chair for the next academic year. Each
152 current committee chair shall notify the Academic Senate Office of their committee's newly
153 elected chair. The newly elected chairs (with the exception of the Promotion and Tenure
154 Committee [PTC]) and the newly elected Academic Senate Officers will constitute the
155 Executive Committee for the following academic year.
156
- 157 7. No person shall be elected chair of more than one standing committee.
158
- 159 8. The terms of the standing committee members rotating off the committees shall end on the
160 last day of the Spring semester. Any business that must be addressed before the academic
161 year ends will be conducted by the extant standing committees.
162
- 163 9. When vacancies arise on Standing Committees due to a faculty member being on leave or
164 due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement
165 to serve for the remainder of the term. Promotion and Tenure Committee vacancies may not
166 be filled through NEAC recommendation. These may only be filled by an election, in
167 accordance with item 4 of the Guidelines for Election of Standing Committees.
168
- 169 10. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as
170 "Vacant". Vacant seats shall be filled by implementing the previous rule, with the exception
171 of Promotion and Tenure Committee vacancies. These may only be filled by an election, in
172 accordance with item 4 of the Guidelines for Election of Standing Committees.
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175 **GUIDELINES FOR ELECTION OF STATEWIDE ACADEMIC SENATE**
176 **REPRESENTATIVES**
177

- 178 1. Election and balloting for statewide academic senators shall be by all eligible faculty.
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- 180 2. CSUSM has two statewide academic senators (number determined by the statewide
181 academic senate) who serve staggered three-year terms. When appropriate, NEAC shall put
182 out a call for candidates to fill the position of the senator whose term is expiring.
183
- 184 3. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms
185 have expired are eligible to run again.
186

187 4. The statewide academic senator shall be elected by March 1 of each election year.
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Resolution to Support Process for CSUSM to Achieve Hispanic-Service Institution Status

WHEREAS, the Mission statement of Cal State San Marcos declares “CSUSM provides a range of services that responds to the needs of a student body with diverse backgrounds, expanding student access to an excellent and affordable education;” and

WHEREAS, the Vision statement of Cal State San Marcos affirms “All members of the campus will work to provide an environment that supports the work of students and faculty. CSUSM will celebrate and capitalize on its diversity to form a learning community committed to this shared vision;” and

WHEREAS, among the core Values of Cal State San Marcos are “Inclusiveness: individual and cultural diversity, and multiple perspectives;” and

WHEREAS, the current strategic plan of Cal State San Marcos cites “the goal of attaining HSI (Hispanic-Serving Institution) status” (Goal 4.2); and

WHEREAS, at the recommendation of the Cal State San Marcos Hispanic Advisory Council and the African-American Advisory Council, and in consultation with the Transition Team and Cabinet, President Haynes appointed an HSI Communication Task Force to investigate and communicate to the campus community and the external community the benefits of HSI status and to make recommendations on strategies that will reach and maintain full HSI status; and

WHEREAS, an HSI is defined by federal agencies as an accredited U.S. college or university with at least 25% Hispanic full-time student enrollment; and

WHEREAS, as of Fall 2004 Cal State San Marcos has a total enrolled student population that is 53% White, 20% Latino, 11% Asian, 3% African American, and 3% American Indian. Moreover, Latinos comprised 22% of the Fall 2004 CSUSM undergraduates; and

WHEREAS, HSIs are eligible to apply for federal grants that support educational projects, such as science, information technology, healthcare, community development, and academic preparation programs. In addition, students are eligible to apply for scholarships, internships, and academic advancement programs. Moreover, faculty and staff are eligible to apply for grants that support research, teaching/professional development opportunities, and student support programs; and

WHEREAS, the California State University system has demonstrated initiative and leadership toward achieving HSI eligibility across various campuses. Of the 23 CSU campuses, 10 have achieved HSI status and several of these campuses have successfully obtained federal grants. These resources benefit the entire campus community by enhancing student learning and providing a climate for academic success of all students; therefore, be it

RESOLVED, That the Academic Senate of Cal State San Marcos supports the process for CSUSM to achieve HSI status as soon as possible; and be it further

RESOLVED, That the process for CSUSM to achieve and maintain HSI status include exploring strategies, such as broadening recruitment and retention activities, strengthening partnerships with high schools, increasing outreach and visibility in under-served communities, and promoting a learning environment that is responsive to students of diverse backgrounds.