

**FACULTY SERVICE AND VOTING WHILE ON LEAVE POLICY**

Implementation Date: 00/00/00

Revised: 00/00/00

**Definition** Conditions for committee service and eligibility for voting by faculty on leave.

**Authority** CSU Unit 3 CBA, The President of the University

**Scope** Faculty of CSU San Marcos

**FACULTY SERVICE AND VOTING WHILE ON LEAVE**

**Service**

Leaves of Absence

Faculty on leaves of absence (~~with or without pay~~), ~~leaves of absence with pay, sick leave, sabbatical leaves, and difference in pay leaves (as defined in CBA Articles 22, 23, 24, 27, and 28, respectively)~~ may not serve in the Academic Senate or on university-level committees during the time term of their leave. ~~However, during the time of their leave, they may, however,~~ run for election to the Academic Senate or a university-level committee for a term that begins after the time of their leave ends.

For eligibility to serve on Peer Review and Promotion and Tenure Committees, refer to the following chart for eligibility:

<u>Performance Review for:</u>	<del>Must not be on leave for any part of the</del>
<u>Retention only</u>	<del>—must be active Spring Fall Ssemester</del>
<u>Retention w/ Tenure and/or Promotion semestersAcademic Year</u>	<del>must be active both Fall and Spring</del>
<u>Tenure and/or Promotion semestersAcademic Year</u>	<del>must be active both Fall and Spring</del>
<u>Periodic Evaluation and Post-Tenure Review</u>	<del>must be active Spring semesterFall Semester</del>

Periods of Inactive FERP employment

Faculty who have a FERP appointment shall be eligible to serve on committees only during periods of active FERP employment. They may not serve on ~~Peer Review or Promotion and Tenure Committees~~, as defined in CBA Article 29.18. However, during periods of inactive FERP employment, they may run for election to the Academic Senate or a university-level committee for a term that begins during a period of active employment.

**Voting**

Faculty on any professional leaves of absence except a personal leave -without pay, ~~leaves of absence with pay, sick leave, sabbatical leaves, difference in pay leaves~~, or during an inactive term for faculty participating in the Faculty Early Retirement Program or the Pre-retirement

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38 Reduction in Time Base Program (as defined in CBA Articles 22, 23, 24, 27, 28, 29 and 30  
39 respectively) may retain their voting rights during the term of their leave. If a faculty member  
40 desires to vote while on leave, the member must furnish the Office of the Academic Senate, by  
41 the beginning of the leave, an address to which the faculty member wants ballots sent during the  
42 leave. Faculty who do not exercise this option to vote during their leaves will not be counted as  
43 voting members for purposes of determining whether sufficient votes have been cast to settle an  
44 election.

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46 Faculty on personal leaves of absence without pay (as defined in CBA Article 22) are not eligible  
47 to vote.

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52 \_\_\_\_\_ Approval Date  
53 Karen S. Haynes, President

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56 \_\_\_\_\_ Approval Date  
57 Robert Sheath, Provost and Vice President for  
58 Academic Affairs  
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**SERVICE**

**Leave of Absence**

Faculty members who are on a leave of absence may not serve in the Academic Senate or on university-level committees during the time of their leave. Refer to the following chart for eligibility to serve on Peer Review or Promotion and Tenure Committees:

Performance Review for:	Must not be on leave for any part of:
Retention only	Fall Semester
Retention w/ Tenure and/or Promotion	Academic Year
Tenure and/or Promotion	Academic Year
Periodic Evaluation and Post-Tenure Review	Spring Semester

During the time of their leave, faculty may run for election to the Academic Senate or a university-level committee for a term that begins after the time of their leave ends.

**Faculty Early Retirement Program (FERP)**

Faculty members who have a FERP appointment shall be eligible to serve on committees only during periods of active FERP employment. They may not serve on Peer Review or Promotion and Tenure Committees, as defined in CBA Article 29.19. During inactive employment periods, they may run for election to the Academic Senate or a university-level committee for a term that begins during a period of active employment.

**VOTING**

Faculty on personal leaves of absence without pay (as defined in CBA Article 22) are ineligible to vote. Faculty members who are on any other type of leave of absence, or in a period of inactive employment for the FERP or Pre-retirement Reduction in Time Base Program (as defined in CBA Articles 22, 23, 24, 27, 28, 29 and 30 respectively) may retain their voting rights during the time of their leave or inactive employment period. If a faculty member desires to vote while on leave or during an inactive employment period, the faculty member must furnish the Office of the Academic Senate, by the beginning of the leave or inactive employment period, an address to which the faculty member wants ballots sent. Faculty who do not exercise this option

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to vote will not be counted as voting members for purposes of determining whether sufficient votes have been cast to settle an election.

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Karen S. Haynes, President

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Approval Date

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Robert Sheath, Provost and Vice President for  
Academic Affairs

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Approval Date