

FACULTY SERVICE AND VOTING WHILE ON LEAVE

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

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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. They may serve on a Peer Review Committee during a period of inactive employment only upon the request of the department and approval of the President, as defined in CBA Article 15.35. 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

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38 Office of the Academic Senate, by the beginning of the leave or inactive employment period, an
39 address to which the faculty member wants ballots sent. Faculty who do not exercise this option
40 to vote will not be counted as voting members for purposes of determining whether sufficient
41 votes have been cast to settle an election.

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~~Karen Haynes~~~~Alexander Gonzalez~~, President Approval Date

Robert Sheath, Provost and Vice President for Academic Affairs Approval Date

MEMORANDUM OF UNDERSTANDING

DATE: October 21, 2004

In light of reductions in the on-going funding to the General Education program line in Academic Programs, which formerly supported the GE Coordinator, Academic Programs and the Academic Senate have agreed to increase the support of the General Education Committee (GEC) Chair in lieu of recruiting a faculty GE Coordinator. This agreement will cover the academic years 2004-05, 2005-06 and 2006-07 and should be reviewed in the fall semester of 2006.

The GEC Chair will receive one course release to be funded directly from the General Education budget (in addition to traditional Academic Senate funding) and will assume the following responsibilities which represent some essential aspects of the portfolio intended for the GE Coordinator found in the call for that position issued by the GEC in April, 2004:

- The GEC Chair will serve as the leader of the GE curriculum at CSUSM and will coordinate with the Associate Vice President for Academic Programs in representing the GE Program to on-campus (e.g., ad-hoc committees in which a “GE” voice is desired) and external groups (e.g., system-wide Assessment Coordinator and GE Coordinator meetings). The GE budget for 2004-05 has \$241 ear-marked for the GEC Chair’s travel.
- The GEC Chair will issue a request for proposals and make recommendations to the Associate Vice President for Academic Programs concerning the allocation of the (non-instructional) GE budget (\$3187 in 2004-05) to encourage innovation in the GE Program, assessment of student attainment of GE Learning Outcomes, and applications for external funding in support of GE innovation and assessment.
- The Chair will conduct a preliminary review of GE course forms and documents submitted to the Curriculum and Scheduling Office to determine whether they are ready for distribution to the GEC. The GEC Chair will work with Curriculum and Scheduling Office staff to keep GE information published in the General Catalog and the On-line Class Schedule up-to-date.
- The GEC Chair will provide assistance and feedback to individual faculty and to departments submitting proposals for consideration by the GEC.
- To the extent that time permits, the GEC Chair will coordinate GE assessment efforts with the GEC, Analytic Studies and academic departments. The GEC Chair will monitor an assessment schedule and report to the GEC on progress made by Analytic Studies and academic departments on the assessment of achievement of GE student learning outcomes and its effect on program improvement.

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Article 8.4: Adoption of Amendments

In order for an amendment to this Constitution and Bylaws to become effective, more than one-half of the eligible faculty must vote in the referendum, and the amendment must receive a favorable vote of at least two-thirds.

Article 8.5: Amending Title Changes in the Constitution and By-Laws

Title changes of committees or personnel listed in the Constitution and By-Laws may be made to the Constitution by the Executive Committee of the Academic Senate, upon recommendation from the Nominations, Elections, Appointments and Constitution Committee without the referendum process noted in Article 8.4.