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ACADEMIC SENATE  
ELECTION RULES AND GUIDELINES

Rules for Elections of:      Academic Senate  
   Senate Officers  
   Academic Senate Standing Committee Members  
   Senate Parliamentarian  
   Statewide Academic SenateSenators

I.      PREPARATION OF ELECTION BALLOTS

- A.      The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide ~~a Preference Form~~ Election Announcement to all ~~full-time (tenure line and temporary) eligible~~ faculty (as defined in the Constitution and Bylaws).
1.      The ~~Preference form~~Election Announcement 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,~~ and some university committees.
  2.      The ~~Preference Form~~Election Announcement shall solicit self-nomination by interested faculty for ~~all~~-vacant seats on the Academic Senate and Academic Senate Standing Committees.
  3.      Faculty eligibility for specific committee seats shall be described in the Election Announcement.
  4.      Faculty are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.
- B.      NEAC shall use the responses to prepare a sample ballot, ~~that includes at least two candidates for each vacant seat assuming there are enough eligible and willing faculty to achieve this.~~
1.      ~~A-The~~ sample ballot shall be provided to eligible faculty 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).
  2.      If, after NEAC has circulated the sample ballot, faculty wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC.
  3.      For persons wishing to change their candidacy from either at-large or College/School/Library/SSP-AR (hereinafter referred to as "academic unit") representative, the request for such a change must ~~also~~ be submitted to NEAC.
  4.      If the request for a name deletion or a move between College/School/ Library unit 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.

II.     GENERAL GUIDELINES FOR ELECTIONS

- A.      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 Academic Senate Office. Elections will be held annually in the Spring, except in the case of Statewide Academic Senator elections which need not be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior to the penultimate Senate meeting of the Spring semester.
1.      The date of election shall be the date ~~ballots are due~~the poll closes.
  2.      Polls shall be open for one week unless otherwise stated.
- B.      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. Write-in votes and abstentions shall be allowed.
- C.      Election ~~will~~shall be by plurality of votes cast.
1.      NEAC shall certify the election results.

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2. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.
- D. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.
- E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result.
1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the challenge.
  2. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed.
  3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.
- F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc committee member may be subjected to recall by a petition to the Executive Committee of the Senate.
1. The recall may be initiated by any eligible faculty member.
  2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present the petition to the Executive Committee.
  3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election.
  4. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the recall.
  5. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty calendar days of the removal.

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### III. GUIDELINES FOR ACADEMIC SENATE ELECTIONS

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- A. Election and balloting for Senate seats shall be by academic unit.
1. The Senate shall be representative of the full-time faculty ~~in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.~~
  2. The number of Senators from each ~~College/School/Library/SSP-AR~~academic unit shall be determined by NEAC each spring, prior to spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
  3. ~~In Based on the~~ response to the ~~Preference Forms submitted~~Election Announcement, NEAC shall conduct an election in accordance with these Rules.
  4. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats allocated to the ~~College/School/Library or SSPs-AR~~academic unit (e.g., if ~~a-an~~ College/School/Library/SSP-ARacademic unit may elect six representatives, the ballot will read "Vote for up to six persons").
  5. ~~The final Senate meeting shall be a joint meeting of the extant Senators and the newly elected Senators. The terms of the extant Academic Senate and Executive Committee shall end on the last day of the Spring semester.~~ Any business that must be addressed before the academic year ends will be conducted by the extant Academic Senate and Executive Committee. (Note to NEAC: *Would this fit more appropriately in Constitution>?*)
- B. NEAC shall be responsible for filling vacancies on the Academic Senate.
1. Subsequent to the spring election, NEAC will interpret those seats that remain unfilled as "Vacant." Vacant seats shall be filled by implementing the previous rule.
  2. ~~When vacancies arise on the Senate due to a faculty member being on leave or due to~~In the event of a ~~faculty membersenator~~'s resignation, NEAC shall issue a call for a volunteer replacement to serve for the remainder of the term.

- 130 3. In the event of a senator taking leave, NEAC shall issue a call for a volunteer replacement to serve for the  
131 remainder of the term or period of leave, in accordance with the incumbent senator's wishes.  
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133 IV. GUIDELINES FOR ELECTION OF SENATE OFFICERS

- 134 A. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty who have  
135 served on the Senate in any capacity for two of the past three years. Nominees for Chair Elect must be tenured at the  
136 time of nomination.  
137  
138 B. Each spring, NEAC will distribute a Call for Senate Officers to full time (tenure line and temporary) faculty ~~by the~~  
139 ~~end of the second week of March.~~  
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141 1. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate  
142 Office ~~by the end of the third week of March.~~  
143  
144 2. The Call will request that faculty obtain permission of nominees prior to submitting their names. ~~Nominees~~  
145 ~~for officers of the Senate shall be voting members of the Senate.~~  
146  
147 C. A sample ballot will be provided, and faculty will have one week to review and respond ~~(end of the fourth week of~~  
148 ~~March).~~ Faculty may make additional nominations or may request that their name be removed from the ballot.  
149  
150 D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members ~~the first week~~  
151 ~~of April, and will be due in the Senate office the beginning of the third week of April.~~ Senators will have one week to  
152 vote.  
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154 E. Senate Officers will be announced at the ~~second to last~~ penultimate Senate meeting of the Spring semester.  
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156 F. In the event that the chair-elect cannot assume the position of chair, an election for chair will be held.  
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159 V. GUIDELINES FOR ELECTION OF STANDING COMMITTEES

- 160 A. Standing Committee membership is of two types: ~~College/School/Library~~ academic unit representatives and at-large  
161 representatives.  
162  
163 B. The members of the various committees serve staggered two-year terms.  
164  
165 C. ~~Election and balloting for College/School/Library specific academic unit representation representatives~~ shall be  
166 elected by ~~College/School/Library eligible faculty within that unit (-or, in the case of CoAS seats on the General Education Committee~~  
167 ~~(GEC) and the Promotion and Tenure Committee (PTC), by areacollege division(-), and for At-large representation representatives shall~~  
168 ~~be elected,~~ by the all eligible faculty.  
169  
170 3. ~~———— The Preference Form shall ask faculty to indicate which committees they would choose to serve on and whether they would~~  
171 ~~choose to represent their College/School/Library or the faculty at large. Additionally, faculty will be asked to indicate whether they~~  
172 ~~would be willing to serve on more than one committee and to rank their preferences (i.e., #1, #2 with #1 being the most preferred).~~  
173  
174 D. Elections for Promotion and Tenure Committee (PTC)  
175  
176 1. Only tenured full professors may serve on the PTC.  
177  
178 2. Elections for PTC member positions seats must be contested (at least two candidates per seat).  
179  
180 3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for nominees  
181 within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an election ~~for~~  
182 ~~the uncontested seats~~ once a minimum of two candidates per ~~open Promotion and Tenure Committee~~ seat is  
183 secured. This special election does not require a sample ballot.  
184  
185 E. A person may be elected to serve on no more than two committees.  
186  
187 F. No person shall be elected chair of more than one standing committee.  
188  
189 G. After election results have been announced, each current committee chair shall convene a meeting of current  
190 committee members and new committee members to (a) review the year-end committee report and (b) elect a  
191 committee chair for the next academic year.  
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- 194 1. Each current committee chair shall notify the Academic Senate Office of their committee's newly elected  
 195 chair.  
 196  
 197 2. The newly elected chairs (with the exception of the ~~Promotion and Tenure Committee (PTC)~~) and the newly  
 198 elected Academic Senate Officers will constitute part of the Executive Committee for the following  
 199 academic year.  
 200  
 201 H. The terms of those standing committee members ~~rotating off the committees whose terms are expiring~~ shall end on the  
 202 last day of the Spring semester.  
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 204 1. Any business that must be addressed before the academic year ends will be conducted by the extant standing  
 205 committees.  
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 207 2. Newly elected members' terms begin with the start of the fall semester; however, they may be called upon to  
 208 respond to urgent matters during the summer prior to their term's commencement.  
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 210 I. Vacancies  
 211  
 212 1. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty  
 213 member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of that  
 214 faculty member's absence.  
 215  
 216 a. NEAC will review the volunteers and make recommendations for Senate confirmation. ~~Promotion~~  
 217 and ~~Tenure Committee~~  
 218  
 219 b. PTC vacancies may not be filled through NEAC's recommendation process. These seats may only  
 220 be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing  
 221 Committees.V.C. above.  
 222  
 223 2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant". Vacant  
 224 seats shall be filled by implementing the previous rule, with the exception of ~~Promotion and Tenure~~  
 225 ~~CommitteePTC~~ vacancies. These may only be filled by an election, in accordance with item 4 of the  
 226 Guidelines for Election of Standing Committees.V.C. above.  
 227

228 VI. GUIDELINES FOR SELECTION OF SENATE PARLIAMENTARIAN

- 229  
 230 A. NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the spring election  
 231 results.  
 232  
 233 B. NEAC will forward the list of nominees to the Executive Committee (EC) which will select the Parliamentarian by  
 234 the last EC meeting of the academic year.  
 235  
 236 C. Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall appoint a  
 237 member from the Senate to act as interim Parliamentarian until NEAC is able to solicit nominees and the EC takes  
 238 action.  
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 240 1. The interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.  
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242 VII. GUIDELINES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

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 244  
 245 A. CSUSM has two statewide academic senators (this number is determined by the statewide Academic senate) who  
 246 serve staggered three-year terms.  
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 248 B. When appropriatenecessary, NEAC shall put out a call for candidates to fill the position of the senator whose term is  
 249 expiring.  
 250  
 251 C. The statewide academic senator shall be elected by March 1 during NEAC's annual spring Senate election process of  
 252 each election year.  
 253  
 254 1. Election and balloting for statewide academic senators shall be by all eligible faculty.  
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 256 2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired  
 257 are eligible to run again.

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**ACADEMIC SENATE**

**ELECTION RULES AND GUIDELINES**

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**Rules for Elections of: Academic Senate**  
**Senate Officers**  
**Academic Senate Standing Committees**  
**Statewide Academic Senate**

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I. PREPARATION OF ELECTION BALLOTS

- A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide an Election Announcement to all eligible faculty.
1. The Election Announcement 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, Academic Senate Standing Committees, and all committees that include faculty representation.
  2. The Election Announcement shall solicit self-nomination by interested faculty for vacant seats on the Academic Senate and Academic Senate Standing Committees.
  3. Faculty eligibility for specific committee seats shall be described in the Election Announcement.
  4. Faculty are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.
- B. NEAC shall use the responses to prepare a sample ballot.
1. The sample ballot shall be provided to eligible faculty 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).
  2. If, after NEAC has circulated the sample ballot, faculty wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC.
  3. For persons wishing to change their candidacy from either at-large or College/School/Library/SSP-AR (hereinafter referred to as “academic unit”) representative, the request for such a change must be submitted to NEAC.
  4. If the request for a name deletion or a move between unit and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified of the vacancy.

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II. GENERAL GUIDELINES FOR ELECTIONS

- A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office. Elections will be held annually in the Spring, except in the case of Statewide Academic Senator elections which need not be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior to the penultimate Senate meeting of the Spring semester.
1. The date of election shall be the date the poll close.
  2. Polls shall be open for one week unless otherwise stated.
- B. 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. Write-in votes and abstentions shall be allowed.
- C. Election shall be by plurality of votes cast.
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- 56 1. NEAC shall certify the election results.  
57 2. In the event that there is a tie among more candidates than there are seats available, NEAC shall  
58 select a winner by lot.  
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60 D. Election results for Academic Senate elections shall be reported to the university administration and  
61 faculty and posted on the Academic Senate website. Vote totals shall be available at the Academic  
62 Senate Office.  
63

64 E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to  
65 challenge the result.  
66

- 67 1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the  
68 challenge.  
69 2. If no challenge is received within the allotted time, all ballots and related materials shall be  
70 destroyed.  
71 3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.  
72

73 F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc  
74 committee member may be subjected to recall by a petition to the Executive Committee of the Senate.  
75

- 76 1. The recall may be initiated by any eligible faculty member.  
77 2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall,  
78 obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and  
79 then present the petition to the Executive Committee.  
80 3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee  
81 shall direct NEAC to conduct a recall election.  
82 4. Recalls become effective when they have received a favorable vote of at least two-thirds of the  
83 eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the  
84 recall.  
85 5. The vacancy thus created shall be filled under the election procedure set forth in these rules within  
86 thirty calendar days of the removal.  
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### 88 III. GUIDELINES FOR ACADEMIC SENATE ELECTIONS 89

90 A. Election and balloting for Senate seats shall be by academic unit.  
91

- 92 1. The Senate shall be representative of the full-time faculty  
93 2. The number of Senators from each academic unit shall be determined by NEAC each spring, prior  
94 to spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the  
95 University Faculty and the Academic Senate.  
96 3. Based on the response to the Election Announcement, NEAC shall conduct an election in  
97 accordance with these Rules.  
98 4. Eligible faculty shall be permitted to vote for one candidate for each vacant senate seat allocated  
99 to their academic units.  
100 5. Any business that must be addressed before the academic year ends will be conducted by the  
101 extant Academic Senate and Executive Committee.  
102

103 B. NEAC shall be responsible for filling vacancies on the Academic Senate.  
104

- 105 1. Subsequent to the spring election, NEAC will interpret those seats that remain unfilled as  
106 "Vacant." Vacant seats shall be filled by implementing the previous rule.  
107 2. In the event of a senator's resignation, NEAC shall issue a call for a volunteer replacement to  
108 serve for the remainder of the term upon learning of the resignation.  
109 3. In the event of a senator taking leave, NEAC shall issue a call for a volunteer replacement to  
110 serve for the remainder of the term or period of leave upon learning of the leave.

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#### IV. GUIDELINES FOR ELECTION OF SENATE OFFICERS

- A. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty who have served on the Senate in any capacity for two of the past three years. Nominees for Chair Elect must be tenured at the time of nomination.
- B. Each spring, NEAC will distribute a Call for Senate Officers to full time (tenure line and temporary) faculty.
  - 1. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate Office.
  - 2. The Call will request that faculty obtain permission of nominees prior to submitting their names.
- C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may make additional nominations or may request that their name be removed from the ballot.
- D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members and Senators will have one week to vote.
- E. Senate Officers will be announced at the penultimate Senate meeting of the Spring semester.
- F. In the event that the chair-elect cannot assume the position of chair, an election for chair will be held within ten business days of the announcement of the vacancy. In the event that the announcement is made during the summer, the election of the chair must be held within ten business days of the university convocation.

#### V. GUIDELINES FOR ELECTION OF STANDING COMMITTEES

- A. Standing Committee membership is of two types: Academic unit representatives and at-large representatives. The members of the various committees serve staggered two-year terms.
- B. Election and balloting for specific academic unit representation shall be by eligible faculty within the specific academic unit (or, in the case of CoAS seats on the General Education Committee (GEC) and the Promotion and Tenure Committee (PTC), by college division), and for at-large representation, by all eligible faculty.
- C. Elections for Promotion and Tenure Committee (PTC) seats must be contested (at least two candidates per seat). Only tenured full professors may serve on the PTC. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an election for the uncontested seats once a minimum of two candidates per open Promotion and Tenure Committee seat is secured. This special election does not require a sample ballot.
- D. A person may be elected to serve on no more than two committees.
- E. No person shall be elected chair of more than one standing committee.
- F. After election results have been announced, each current committee chair shall convene a meeting of current committee members and new committee members to (a) review the year-end committee report and (b) elect a committee chair for the next academic year. Each current committee chair shall notify the Academic Senate Office of their committee's newly elected chair. The newly elected chairs (with the exception of the PTC) and the newly elected Academic Senate Officers will constitute part of the Executive Committee for the following academic year.

166 G. The terms of those standing committee members whose terms are expiring shall end on the last day of the  
167 Spring semester. Any business that must be addressed before the academic year ends will be conducted  
168 by the extant standing committees. Newly elected members' terms begin with the start of the fall  
169 semester; however, these newly elected chairs, as members of the Executive Committee, may be called  
170 upon to respond to urgent matters during the summer prior to their term's commencement.  
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#### 172 H. Vacancies

- 174 1. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a  
175 faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the  
176 duration of that faculty member's absence upon learning of the vacancy. NEAC will review the  
177 volunteers and make recommendations for Senate confirmation. PTC vacancies may not be filled  
178 through NEAC's recommendation process. These seats may only be filled by an election, in  
179 accordance with item V.C. above.  
180
- 181 2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as  
182 "Vacant." Vacant seats shall be filled by implementing the previous rule, with the exception of  
183 PTC vacancies. These may only be filled by an election, in accordance with item V.C. above.  
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### 185 VI. GUIDELINES FOR SELECTION OF SENATE PARLIAMENTARIAN

186  
187 NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the  
188 spring election results. NEAC will forward the list of nominees to the Executive Committee who will select  
189 the Parliamentarian by the last Executive Meeting of the academic year. Should no nominees come forward  
190 by the end of the academic year, the incoming Senate Chair shall appoint a member from the Senate to act as  
191 interim Parliamentarian until NEAC is able to solicit nominees. Once nominees are solicited, the Executive  
192 Committee shall select the Parliamentarian. The interim Parliamentarian shall be a non-voting member  
193 while acting as Parliamentarian.  
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### 195 VII. GUIDELINES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

196  
197 A. CSUSM has two statewide academic senators (this number is determined by the statewide Academic  
198 Senate) who serve staggered three-year terms. When necessary, NEAC shall put out a call for candidates  
199 to fill the position of the senator whose term is expiring. The statewide academic senator shall be elected  
200 during NEAC's annual spring Senate election process.  
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- 202 1. Election and balloting for statewide academic senators shall be by all eligible faculty.
- 203 2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have  
204 expired are eligible to run again.



## APC: Academic Program Discontinuance

### Notes from APC:

- We currently do not have a policy on Program Discontinuance / Suspension and this policy will comply with coded memo AAP 91-14.
- This policy was crafted based on the existing policies of CSU Channel Islands, Long Beach and San Francisco, but taking into account that we have UCC and BLP reviewing program proposals.
- This policy takes care of discontinuation of an academic degree program, option, track, etc. and is not meant to cover re-organization or elimination of units within Academic Affairs.
- Discussion about layoffs cannot be mentioned in this document.

Definition: This policy provides categories of decision variables and a set of processes and procedures to be used in recommending the discontinuation or enrollment suspension of academic programs at California State University San Marcos (CSUSM).

Scope: All CSUSM academic programs

Authority: The President of the University and Coded Memo AAP 91-14

### I. PREAMBLE

This policy provides categories of decision variables and a set of processes and procedures to be used in recommending the discontinuation of academic programs at California State University San Marcos (CSUSM). This policy does not address re-organization or elimination of organizational units within Academic Affairs. Academic programs covered by this policy include:

- undergraduate and graduate degree programs;
- concentrations, tracks and options;
- minors;
- certificate programs (including Extended Learning) for credit; and
- credential programs.

Should it be necessary to consider the discontinuation of an academic program, a determination will be based upon a thorough review of the following categories of decision variables:

- the importance of the program to the University's mission as articulated in the approved mission statement;
- the quality of the program; and
- the efficiency (cost effectiveness) and the viability (demand) of the program.

In considering a decision to discontinue a program, no one category should necessarily be deemed more crucial than any other, nor, likewise, its deficiency, or low rating, in any one category necessarily sufficient for program discontinuance. A decision to discontinue a program should not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all the decision variables, within a process that is broadly consultative and collegial.

### II. DECISION VARIABLES

#### A. Importance to the institution

1. To what extent the program promotes the mission of the University.
2. To what extent the program is central to the curriculum of a department, a college or the University.
3. To what extent the program contributes to a balanced curriculum.

53 B. Quality of the program

54  
55 To what extent the quality of the program justifies continuance in its present form. The  
56 variables for evaluating program quality include but are not limited to:

- 57 1. demonstrated ability of the faculty to offer and maintain a current and rigorous  
58 curriculum;  
59 2. access to resources adequate to develop the sufficient breadth, depth and coherence of the  
60 program;  
61 3. demonstrated ability to attract and retain well-qualified faculty;  
62 4. the quality of the program's faculty as demonstrated by participation in appropriate  
63 scholarly, creative and/or professional activity; and  
64 5. to what extent the program's excellence and standing in its discipline enhances the  
65 reputation of the University.

66  
67 C. Efficiency and viability of the program

- 68  
69 1. To what extent the program is cost-effective relative to disciplinary norms and compared  
70 to similar programs at comparable institutions. The measurements presented for the  
71 specific program shall include:  
72 a. student-faculty ratio,  
73 b. total cost per FTEF,  
74 c. the total cost per FTES,  
75 d. potential for external funding and support, and  
76 e. other discipline specific variables.  
77  
78 2. To what extent the present and projected demand for the program is sufficient. Demand  
79 for the program may be measured by one or more of the following:  
80 a. the number of completed applications for admission;  
81 b. the FTES generated in lower division, upper division, and/or graduate level courses;  
82 c. the number of students who completed the program;  
83 d. the anticipated need for graduates of the program.  
84

85 III. PROCESS AND PROCEDURE

86  
87 The process for discontinuance is similar to the process for the creation of programs. This  
88 process involves program faculty, the dean of the college housing the program, the Provost, the  
89 Academic Senate, and the President of the university (or designee). This process shall be  
90 completed within one calendar year from the initial recommendation.  
91

92 A. Initiation of program discontinuance

93 A recommendation to consider program discontinuance may be made by any of the  
94 following parties:

- 95 1. the chair of the program (or equivalent) with the written approval of a majority of the  
96 tenured/tenure-track faculty in the program;  
97 2. the dean of the college (or equivalent administrator) housing the program;  
98 3. the Provost;  
99 4. the President; or  
100 5. a majority vote of the Program Assessment Committee.

101  
102 Each recommendation must be accompanied by documentation that indicates specific  
103 reasons for discontinuance based on the decision variables listed above. A recommendation  
104 to discontinue a program should not be based solely on quantitative measures, but on a  
105 holistic assessment of the program in terms of all the decision variables.

Each recommendation ~~must also~~shall include information regarding the potential effect on the future employment status of the faculty and staff in the program.

The recommendation shall be submitted in writing to the chair of the Academic Senate. The chair of the Academic Senate shall inform the following parties within 7 calendar days of the receipt of the recommendation:

1. all tenured and tenure-track faculty who teach in the program;
2. the dean of the college (or equivalent administrator) housing the program;
3. the Provost;
4. the Academic Senate; and
5. the students of the affected program (via ASI student representative and chair of department).

“Calendar days” exclude the summer break and the breaks between semesters wherever the term is used in this document.

If, within 14 calendar days of receipt of this recommendation, none of the individuals or parties listed in 1. through 5. above has objected to the proposed discontinuance in writing to the Provost and the chair of the Academic Senate, a recommendation for discontinuance will be sent to the President.

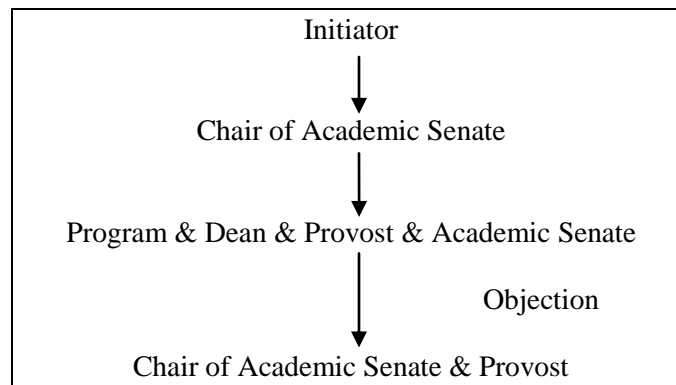


Figure 1. Initiation of Program Discontinuance

If, within 14 calendar days of receipt of this recommendation, a written objection is submitted by one or more of the individuals or parties listed in 1. through e. above to the Provost and the chair of the Academic Senate, the following procedure ~~is required~~shall be followed prior to submission of program discontinuance recommendation to the President.

B. Review of the recommendation

Within 14 calendar days of receipt of the letter objecting to a proposed program discontinuance from one of the parties listed above, the Senate Executive Committee in consultation with the Provost shall request that the University Curriculum Committee (UCC) and the Budget and Long-Range Planning committee (BLP) form an **Ad-Hoc Program Discontinuation Review Committee** to conduct a special program review focused on issues related to potential discontinuance. The committee shall include:

1. the chair (or designee) of UCC,
2. the chair (or designee) of BLP,
3. one faculty member from the affected program,
4. the chair (or equivalent) of the affected program, and
5. the dean of the college which houses the program.

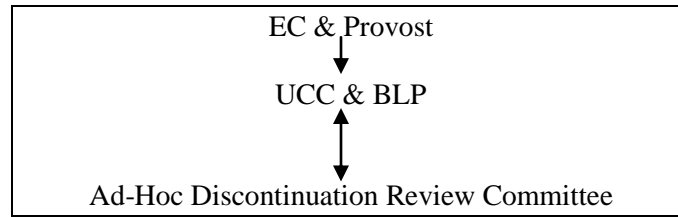


Figure 2. Review Process

The committee is responsible for deciding to what extent to involve appropriate constituencies such as additional program faculty, library liaisons, AVP Academic Programs, Dean of Graduate Studies (if applicable), IITS representative, and representative students of the program, etc.

The Ad Hoc Discontinuation Review Committee ~~should~~ shall evaluate the recommendation to discontinue a program by collecting necessary data and supporting documentation from:

- program review(s), and
- an external review or accreditation review, as well as
- other sources deemed appropriate.

Again, a recommendation to discontinue a program should not be based solely on quantitative measures, but on a holistic assessment of the program in terms of all the decision variables.

At the end of the review, the Ad Hoc Discontinuation Review Committee shall report in writing its findings, recommendation, and ~~reasons~~ rationale to UCC and BLP. The Committee may recommend that the program be (a) discontinued; (b) discontinued unless specified conditions can be met; (c) suspended (i.e., suspend new enrollment); (d) continued; (e) limited in size; (f) offered in whole or in part only through Extended Learning; (g) combined with another program; or (h) offered jointly with one or more CSU campuses. The Committee may make other recommendations as appropriate.

When UCC and BLP have ~~approved the completeness of the report~~ reviewed the report for completeness, they shall forward it to the following parties:

- the Executive Committee of the Academic Senate
- the dean of the affected college
- the Provost
- the Vice President of Student Affairs (for information only)
- the faculty of the affected program (for information only)
- the Dean of the Library (for information only)
- the Dean of Graduate Studies (if applicable)

The dean and the Provost may submit their recommendations to the Executive Committee of the Academic Senate.

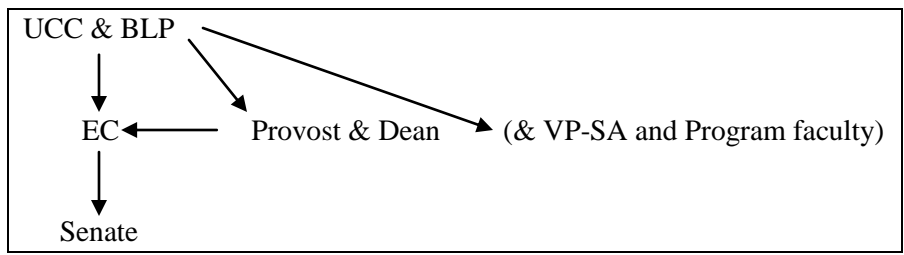


Figure 3. Commenting on the Review Report

The Executive Committee of the Academic Senate shall collect the individual recommendations from the Ad-Hoc Discontinuation Review Committee, the dean, and the Provost, and shall prepare a summary and a motion to be distributed to the Senate along with the individual recommendations.

The Executive Committee ~~will~~ shall forward the motion to the Senate for appropriate action. The dean, faculty, and students of the affected program ~~are requested to be present at~~ shall be invited to attend the Senate meetings when the Ad-Hoc Discontinuation Review Committee report is presented. The Ad-Hoc Discontinuation Review Committee recommendation and Senate ~~result~~ action on program discontinuance ~~may~~ shall then go to the President for review.

#### IV. SAFEGUARDS FOR STUDENTS

If ~~the~~ a program is to be discontinued, procedures shall be set up by the program to enable students to complete their course of study at CSUSM. The procedures shall include:

- preparation of an official list of students enrolled in the program;
- establishment of a cut-off date for students to declare the major;
- a tentative plan of course offerings for completion of the program;
- the date by which program requirements must be met ~~is made explicit~~;
- notification to all students on the list of the following alternatives:
  - other programs offered by the university to which the student may wish to transfer;
  - similar programs offered by nearby institutions for appropriate course substitutions.

#### V. SAFEGUARDS FOR FACULTY AND STAFF

Safeguards for faculty and staff are contained within the appropriate memoranda of understanding between the Board of Trustees and the exclusive bargaining agents.

#### VI. PROCEDURE FOR ENROLLMENT SUSPENSION AND REINSTATEMENT<sup>1</sup>

From time to time it may become necessary for new enrollment in an academic program to be temporarily suspended, due to either ~~because of~~ a lack of qualified faculty or ~~because of a~~ reduction in the budget. Enrollment suspension of a program is proposed and approved in accordance with section B of this policy ~~in Section B~~.

Reinstatement of a suspended program must be proposed by the appropriate college dean. The dean's proposal ~~should~~ shall explain in detail the changes in staffing or funding that makes reinstatement possible.

<sup>1</sup> This section supersedes the section on Voluntary Inactivation of Programs of Study in the Inactive Course Policy and Procedure (1999-2000).

253 In cases where the program has been suspended for two years or less, the Provost, if satisfied that  
254 sufficient faculty and budget are available to offer the program successfully, may approve the  
255 proposal for reinstatement; ~~simply by~~ notifying the Academic Senate of the action that has been  
256 taken.

257  
258 Dean       $\longrightarrow$       Provost

259  
260 In cases where the program has been suspended for more than two years, the Provost will refer  
261 the proposal for reinstatement to the Academic Senate for review and recommendation by the full  
262 Senate. In all cases, reinstatement requires final approval by the Provost.

263  
264 Dean       $\longrightarrow$       Provost       $\longrightarrow$       Senate

265  
266 VII. DISCONTINUED AND SUSPENDED PROGRAM ARCHIVE

267  
268 All materials necessary for potential reinstatement of a suspended or discontinued program shall  
269 be forwarded to the appropriate CSUSM institutional repository.