

1 **PREAMBLE**

2 This Constitution and Bylaws establishes the basis upon which effective participation and deliberation
3 shall take place in formulating, evaluating, and recommending policy by which the University shall be
4 governed. It is intended to provide the governance structure of the University Faculty based on a
5 philosophy of shared responsibility for University leadership, to facilitate coordination and cooperation
6 between and among the several parts of the University organization, and to provide means of expression
7 on matters of academic concern by the University Faculty.
8

9 **Article 1: Names**

10 The name of the representative body within the Faculty shall be the Academic Senate of California State
11 University San Marcos (CSUSM), hereinafter referred to as the Academic Senate or the Senate.
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13 **Article 2: Purpose**

14 The purpose of the Faculty shall be to perform functions assigned to it by law, by the Board of Trustees
15 of The California State University (CSU), and by the President of the University; to formulate, evaluate,
16 and recommend to the President of the University policies and procedures pertaining to the development,
17 maintenance, and improvement of the University program; and to serve as a forum for expressing the
18 opinions of faculty members on matters affecting the operations of the University. Generally, the
19 Academic Senate will act as the representative body of the Faculty in order to discharge these duties.
20

21 **Article 3: Faculty Membership**

22 Voting members of the Faculty shall consist of tenured and tenure-track persons holding faculty rank,
23 library faculty, ~~counselor faculty~~ Student Services Professionals-Academic Related (hereafter, SSP-ARs),
24 and full-time temporary faculty holding at least one-year appointments in academic departments.¹
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26 Persons with substantial managerial and supervisory responsibilities that involve faculty and academic
27 programs are excluded from membership. Persons holding MPP appointments are excluded.² Persons
28 with work assignments that are substantially similar to the duties and responsibilities of persons holding
29 MPP appointments are excluded.^{3,4,5} Faculty with the voting franchise shall be called eligible faculty.
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31 **Article 4: Faculty Meetings**

32 The Faculty shall meet twice a year in regularly scheduled meetings. Special meetings of the faculty shall
33 be called at the request of the President of the University, at the request of the Executive Committee, or at
34 the request of ten percent of the members of the eligible faculty by written petition. The Chair of the
35 Academic Senate shall preside at such meetings.
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37 **Article 4.1: Quorum**

38 One half of the members of the eligible faculty shall constitute a quorum.
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40 **Article 4.2: Agenda and Notice**

41 All members of the Faculty will be provided with an agenda for regular meetings of the Faculty at least
42 two academic days prior to the meeting.
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44 **Article 5: The Academic Senate**

45 The Academic Senate is the official representative body of the Faculty.
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47 **Article 5.1: Senate Membership**

48 Voting members of the Senate shall consist of those members of the Faculty and the representative of the
49 part-time temporary faculty who have been duly elected or appointed to the Senate according to this
50 Constitution and Bylaws of the University Faculty and the Academic Senate, the CSUSM representatives
51 to the Academic Senate of The California State University, the Associated Students Incorporated
52 representative, the staff representative, together with the Chairs of the Academic Policy Committee,
53 Budget and Long-Range Planning Committee, Faculty Affairs Committee, General Education Committee,
54 Library and Academic Technology Advisory Committee, Nominations, Elections, Appointments and

55 Constitution Committee, Program Assessment Committee, Student Affairs Committee, and University
56 Curriculum Committee if they were not otherwise elected to a Senate seat.

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58 **Article 5.1.1: Representative Proportion of Membership**

59 The Senate shall be representative of the full-time faculty in proportion to the number of full-time
60 eligible faculty in each College/School not within a College (hereafter, School)/Library/Student Services
61 Professionals - Academic Related (hereafter, SSP-AR). The number of seats for each
62 College/School/Library/SSP-AR will be that unit's proportion of the total eligible faculty (not including
63 lecturers, and each faculty member can only be counted for one college), multiplied by 50. Fractional
64 seats will be rounded up if they are .5000 or greater and rounded down otherwise, except that each unit
65 will be guaranteed a minimum of one seat.

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67 **Article 5.1.2: Terms of Membership**

68 Senate terms of office run concurrently with the academic year. Senators shall serve staggered two-year
69 terms. For election procedures, see [the Academic Senate Election Standing Rules Academic Senate and](#)
70 [Guidelines](#).

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72 **Article 5.1.3: Ex-Officio Membership**

73 Ex-officio, non-voting members of the Senate shall be the President of the University, the Provost and
74 Vice President for Academic Affairs, all Vice Presidents, the Associate Vice Presidents and Deans within
75 Academic Affairs, a representative selected by the CSUSM [Chapter of the](#) California Faculty Association
76 (CFA) President (if not already a member of the Senate), the past Chair of the Senate (if not already a
77 member of the Senate), and others approved by the Senate.

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79 **Article 5.1.4: Participation of Ex-Officio Members**

80 Ex-officio, non-voting members, unless otherwise noted, shall be extended the right to participate in
81 debate, but may not introduce motions or vote.

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83 **Article 5.2: Election Procedures**

84 The Senate Nominations, Elections, Appointments, and Constitution Committee shall solicit nominations
85 and prepare a ballot of nominees for the Academic Senate from each of the Colleges, Schools, the
86 Library, and from among the eligible ~~SSP-AR faculty counselor faculty~~ (hereinafter referred to as units).
87 The ballot shall specify the number of senators that the unit shall elect according to the proportioning
88 rule. Whenever possible, the number of nominees should be adequate to provide voters with a choice. A
89 sample ballot shall be published at least two weeks before the date of election. Faculty may directly
90 nominate candidates by a request submitted to NEAC.

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92 **Article 5.3: Senate Officers**

93 The Officers of the Senate shall consist of a Chair, Vice-Chair/Chair-Elect, and Secretary. The Vice-Chair
94 serves as Chair-elect prior to becoming Chair. The officers of the Senate shall be voting members of the
95 Senate. For election procedures, see [the Academic Senate Election Standing Rules Academic Senate and](#)
96 [Guidelines](#).

97
98 **Article 5.4: Senate Meetings**

99 The Senate shall meet at least four times during each of the fall and spring semesters. The Chair of the
100 Senate may call special meetings of the Senate upon two days notice.

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102 **Article 5.4.1: Quorum**

103 More than half of the number of voting members of the Senate membership constitutes a quorum.

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105 **Article 5.4.2: Agenda and Notice**

106 All members of the Faculty will be provided with an agenda for regular meetings of the Senate at least
107 two academic days prior to the meeting. All senators shall receive supporting documentation for agenda
108 items at least two academic days prior to the meeting. The Senate may waive the two day notice
109 requirement for specific items upon a two-thirds vote of those present at the meeting.

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111 **Article 5.4.3: Parliamentarian**

112 The Parliamentarian shall be named by the Executive Committee of the Academic Senate at its last
113 meeting of the academic year from a list of nominees forwarded from NEAC. For the selection procedure,
114 see Academic Senate Election Rules and Guidelines. The Parliamentarian shall be a non-voting, ex-
115 officio member of the Senate, must be tenured with a minimum of two years' experience in the Academic
116 Senate, and possess a good knowledge of Robert's Rules of Order.

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118 **Article 5.4.3.a: Parliamentarian Duties**

119 The Parliamentarian is to attend all full meetings of the Academic Senate and shall be seated next to the
120 Chair of the Senate. The Parliamentarian shall advise the Chair rather than the body-at-large on Robert's
121 Rules of Order, but has the authority to advise the Chair when he/she is not adhering to said Rules. The
122 Parliamentarian shall attend the new Senator orientation to present a brief overview of Robert's Rules of
123 Order. The Parliamentarian shall also be available to Academic Senators for consultation on matters
124 related to Academic Senate meeting procedures. N.B.: If this amendment passes, the Election Rules and
125 Guidelines will be modified to include the following: Guidelines for Election of the Academic Senate
126 Parliamentarian NEAC shall distribute a call for Parliamentarian no later than one week after the
127 announcement of the spring election results. NEAC will forward the list of nominees to the Executive
128 Committee who will select the Parliamentarian by the last Executive Meeting of the academic year.
129 Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall
130 appoint a member from the Senate to act as interim Parliamentarian until NEAC is able to solicit
131 nominees. Once nominees are solicited, the Executive Committee shall select the Parliamentarian. The
132 interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.

133
134 **Article 6: Standing Committees of the Senate**

135 The Academic Senate shall have the following Standing Committees:

- 136 1. Executive Committee (EC)
- 137 2. Academic Policy Committee (APC)
- 138 3. Budget and Long-range Planning Committee (BLP)
- 139 4. Faculty Affairs Committee (FAC)
- 140 5. General Education Committee (GEC)
- 141 6. Library and Academic Technology Advisory Committee (LATAC)
- 142 7. Nominations, Elections, Appointments, and Constitution Committee (NEAC)
- 143 8. Program Assessment Committee (PAC)
- 144 9. Promotion and Tenure Committee (PTC)
- 145 10. Student Affairs Committee (SAC)
- 146 11. University Curriculum Committee (UCC)

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148 **Article 6.1: Standing Committee Membership**

149 Faculty voting members of the Standing Committees of the Senate will be drawn from the Faculty eligible
150 for the Senate according to the [Academic Senate Election ~~Standing~~ Rules Academic Senate and](#)
151 [Guidelines](#). Faculty Committee members shall serve staggered two-year terms except for the members of
152 the Executive Committee, which draws its membership from current chairs of the standing committees.
153 The chair of each standing committee shall be elected by the voting members of the committee from the
154 eligible faculty on the committee. Student members and staff members shall serve one-year terms, with
155 the exception of staff members of the Library and Academic Technology Advisory Committee, who will
156 serve two-year terms.

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158 Colleges or schools in development with fewer than ten full-time tenure track faculty members will be
159 represented as voting members in standing committees in the following way: the faculty of colleges/
160 schools in development can choose, before the Spring election, the standing committees to which they
161 will send one representative. The chosen committees should be reported to the Academic Senate Office
162 by March 15. The selection of the committees should be conducted by the college/ school by voting. The
163 voting should be anonymous and a simple majority is sufficient. The election of the representatives will
164 be conducted according to the Academic Senate Election Rules and Guidelines.

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Colleges or schools in development have to send representatives to a minimum number of committees, but, depending on the size of the college/school, the maximum number of committee seats is also restricted, see the following table.

Number of eligible faculty members of the college/school	Number of committee seats for the college/school
1	1-2
2	2-4
3	3-6
4	4-8
5	5-10
6	6-10
7	7-10
8	8-10
9	9-10

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Once a college or school in development has ten or more eligible faculty members, its representation in all standing committees will be guaranteed by a change of the Constitution and Bylaws.

Article 6.2: Other Committees

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In addition to the regular Standing Committees, the Academic Senate may create ad hoc or special committees for specific purposes.

Article 6.3 Annual Reports

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Each Standing Committee is required to submit an annual report to the Senate at the last Senate meeting of the academic year.

Article 6.4: Executive Committee (EC)

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Voting members of the Executive Committee shall be composed of the Chair of the Senate, who will serve as Chair of the Executive Committee, the Vice-Chair and the Secretary of the Senate, one of the CSUSM representatives to the Academic Senate of The California State University, and the Chairs of the Academic Policy Committee, Budget and Long-Range Planning Committee, Faculty Affairs Committee, General Education Committee, Library and Academic Technology Advisory Committee, Nominations, Elections, Appointments and Constitution Committee, Program Assessment Committee, Student Affairs Committee, and University Curriculum Committee. Each College, School, and the Library will be guaranteed at least one voting Executive Committee seat. The Colleges, Schools, and Library will elect their Executive Committee representatives from among their Senators. The President and the Provost and Vice President for Academic Affairs shall sit as ex-officio, non-voting members. The President, or the President's designee, of the CSUSM Chapter of the California Faculty Association shall serve as a liaison to the Executive Committee and as an ex-officio, non-voting member of said committee.

Article 6.4.1: Executive Committee Duties

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The Executive Committee shall set the agenda of the Senate, refer tasks to committees, coordinate work of the Academic Senate and Senate Committees, and prepare monthly reports of Senate activities. If necessary, the Executive Committee may be convened to formulate policies and act for the Senate when the Senate is not in session. During periods when neither the Senate nor the Executive Committee is in session, the Chair of the Senate may act for the Senate and for the Executive Committee. It is common practice for the chair to consult with Executive Committee members as a way to inform his or her decisions.

Article 6.4.2: Senate Review of Executive Committee Actions

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Policy actions and other recommendations made by the Executive Committee in the name of the Senate when the Senate is not in session shall be brought to the next Senate meeting as information items.

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Article 6.5: Academic Policy Committee (APC)

210 The Academic Policy Committee shall consist of voting faculty members drawn from the eligible faculty.

211 The eligible faculty of each College/School/Library shall elect a representative from the eligible faculty

212 of that College/School/Library to serve as a member of the committee. The eligible faculty shall elect at-

213 large one additional faculty member. The membership of the Academic Policy Committee shall also

214 include as non-voting members the Associate Vice President for Academic Affairs--Academic Programs,

215 the Dean of Graduate Studies, and the ~~Executive Director~~Associate Vice President for Enrollment

216 Management Services. One student representative appointed by the Associated Students Incorporated

217 shall also be a non-voting member of this committee.

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Article 6.5.1: Academic Policy Committee (APC) Duties

220 The Academic Policy Committee shall have general oversight of all issues related to the creation,

221 revision, and implementation of academic policies, procedures, regulations, and guidelines. The

222 committee shall articulate and implement academic standards through the creation of academic policies,

223 and shall seek to safeguard the University's institutional accreditation and the quality of its academic

224 programs. In pursuit of these duties, the committee may create ad hoc subcommittees.

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Article 6.6: Budget and Long-Range Planning Committee (BLP)

227 The Budget and Long-Range Planning Committee shall consist of voting faculty members drawn from the

228 eligible faculty. The eligible faculty of each College/School/Library shall elect a representative from the

229 eligible faculty of that College/School/Library to serve as a member of the committee. The eligible

230 faculty shall elect at-large one additional faculty member. One college Dean appointed by the Provost, an

231 Associate Vice President for Academic Affairs appointed by the Provost, one Instructional and

232 Information Technology Services (IITS) representative appointed by the Dean of IITS, and one student

233 member appointed by the Associated Students Incorporated shall be non-voting members of the

234 committee.

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Article 6.6.1: Budget and Long-Range Planning Committee Duties

237 The Budget and Long-Range Planning Committee shall serve as the deliberative body of the faculty on

238 budget and resource use for annual and long-range planning issues. It shall participate in and provide

239 recommendations for the construction of Academic Affairs' budget requests and represent the faculty

240 through participation in university budgeting. The committee shall, in its long-range planning capacity,

241 actively participate in the University's strategic planning process including university accreditation, and

242 review proposals submitted for the University Academic Master Plan. BLP shall make recommendations

243 on resources (for example, library, laboratory, and information technology) for new and existing

244 academic programs. In pursuit of these duties, the committee may create ad hoc subcommittees.

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Article 6.7: Faculty Affairs Committee (FAC)

247 The Faculty Affairs Committee shall consist of voting members drawn from the eligible faculty. The

248 eligible faculty in each College/School/Library shall elect a representative from the eligible faculty of that

249 College/School/Library to serve as a member of the Faculty Affairs Committee. Three (3) additional

250 faculty members of the Faculty Affairs Committee shall be elected at-large by the eligible faculty. The

251 membership of the Faculty Affairs Committee shall also include as a voting member a representative of

252 the temporary faculty elected by the temporary faculty; and as non-voting members the Provost and Vice

253 President for Academic Affairs, or the Associate Vice President for Academic Affairs--Academic

254 Resources, and a representative from the ~~San Marcos~~CSUSM Chapter of the California Faculty

255 Association (CFA) elected by the membership of CFA.

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257

Article 6.7.1: Faculty Affairs Committee Duties

258 The Faculty Affairs Committee shall address issues that affect faculty members and their ability to carry

259 out their professional responsibilities. FAC shall have general oversight of personnel policies and

260 procedures including those of compensation, retention, tenure, and promotion. The committee shall

261 recommend changes in the Faculty Handbook and shall review and recommend the annual calendar of

262 dates for reappointment, tenure, and promotion. The Faculty Affairs Committee recommends procedures

263 and policies for equal opportunity, retirement, leaves of absence, and sabbatical or special leaves. The
264 Faculty Affairs Committee shall propose policy regarding faculty development in the areas of teaching,
265 research/creative activity, and service. Furthermore, the committee makes recommendations to the office
266 of the Provost and Vice President for Academic Affairs concerning all of these issues. The committee
267 shall propose policy and provide procedures for resolution of faculty disciplinary issues, and issues of
268 academic freedom and workload. The committee shall work in consultation with CFA, the university
269 administration and other appropriate bodies. In pursuit of these duties, the committee may create ad hoc
270 subcommittees.

271 272 **Article 6.8: General Education Committee (GEC)**

273 The General Education Committee shall consist of voting members from the faculty and up to eight ex-
274 officio, non-voting members. The voting faculty members shall be elected from the eligible faculty by
275 the eligible faculty as follows: two faculty members each from the divisions of Mathematics & Sciences,
276 Arts & Humanities, and Social Sciences in the College of Arts and Sciences (from two separate
277 disciplines in each division) and one faculty member from each of the other Colleges/ Schools/Library.
278 The committee shall also include as non-voting, ex-officio members the General Education Coordinator,
279 the Vice President for Student Affairs or designee, the Associate Vice President for Academic Affairs--
280 Academic Programs or designee, and the ~~Executive Director of~~ Associate Vice President for Enrollment
281 Management Services or designee. One at-large student representative appointed by the Associated
282 Students Incorporated shall sit as a non-voting member of the committee.

283 284 **Article 6.8.1: General Education Committee Duties**

285 The General Education Committee has general oversight of all issues related to the General Education
286 program and the following specific graduation requirements: the U.S. History, Constitution and American
287 Ideals Requirement, the Language Other Than English Requirement, the Computer Competency
288 Requirement, and the Graduate Writing Assessment Requirement. The committee makes appropriate
289 recommendations regarding the operation of the General Education program and fulfillment of the
290 graduation requirements specified above. In compliance with State mandates, the committee shall be
291 responsible for reviewing, approving, and evaluating all new and existing lower and upper-division
292 courses used to meet the General Education and specified graduation requirements; make
293 recommendations on academic and student policies impacting the General Education program and the
294 specified graduation requirements; establish and provide for periodic internal and external reviews of
295 General Education policies and practices in a manner comparable to those of major programs; review
296 articulation agreements with community colleges for courses satisfying General Education and the
297 specified graduation requirements; provide information to the Provost and Vice President for Academic
298 Affairs regarding the General Education program and the specified graduation requirements; and be a
299 resource for academic advising to ensure student fulfillment of General Education and the specified
300 graduation requirements. In pursuit of these duties, the committee may create ad hoc subcommittees.

301 302 **Article 6.9: Library and Academic Technology Advisory Committee (LATAC)**

303 The Library and Academic Technology Advisory Committee shall consist of voting members drawn from
304 eligible faculty, Academic Affairs staff-, and students. The eligible faculty in each College/
305 School/Library shall elect representatives from the eligible faculty of their College/School/Library to
306 serve on the committee as follows: two representatives from the College of Arts and Sciences, and one
307 representative from each of the other Colleges/Schools/Library. The Library staff shall select one Library
308 staff member; the Instructional and Information Technology Services (IITS) staff shall select one IITS
309 staff member; the Academic Affairs staff shall select one staff member; and the Associated Students
310 Incorporated shall select two student members. Staff members of LATAC shall serve staggered two-year
311 terms. The committee shall include as ex-officio, non-voting members the Dean of the Library and the
312 Dean of ~~Instructional and Information Technology Services~~ IITS.

313 314 **Article 6.9.1: Library and Academic Technology Advisory Committee Duties**

315 The committee shall be charged with advising, as necessary, the Dean of the Library and the Dean of
316 Instructional & Information Technology Services (IITS) on matters related to the Library and to academic
317 technology. The committee shall have the authority to draft policies falling under the jurisdiction of the

318 Academic Senate as they relate to library and academic technology issues. The committee will inform the
319 University ~~c~~Community about library and academic technology policies, financial standing, library
320 collections and services, academic technology and services, and media issues. The committee will also
321 serve as a channel of communication for expressing faculty, staff, and student needs and expectations to
322 the Library and IITS. In pursuit of these duties, the committee may create ad hoc subcommittees.
323

324 **Article 6.10: Nominations, Elections, Appointments and Constitution Committee (NEAC)**

325 The Nominations, Elections, Appointments and Constitution Committee shall consist of voting members
326 drawn from the eligible faculty. The eligible faculty in each College/School/Library shall elect one
327 representative from each College/School/Library, with the eligible faculty to elect at-large the additional
328 two faculty members.
329

330 **Article 6.10.1: Nominations, Elections, Appointments, and Constitution Committee Duties**

331 The Nominations, Elections, Appointments, and Constitution Committee shall solicit nominations,
332 prepare slates, and conduct elections for all elected Senate offices, Standing Committees, and Statewide
333 Academic Senate representatives, make nominations to the Senate for committee appointments,
334 recommend ways to improve committee operations and the formation or disbandment of committees,
335 review and suggest amendments to the Constitution and Bylaws. In pursuit of these duties, the committee
336 may create ad hoc subcommittees.
337

338 **Article 6.11: Program Assessment Committee (PAC)**

339 The Program Assessment Committee shall consist of voting members drawn from the eligible faculty.
340 The eligible faculty in each College/School/Library shall elect representatives from the eligible faculty of
341 their College/School/Library to serve on the committee as follows: one representative from each of the
342 divisions of Mathematics & Sciences, Arts & Humanities, and Social Sciences in the College of Arts and
343 Sciences, and one representative from each of the other Colleges/Schools/Library. The eligible faculty
344 shall elect at-large the additional faculty member. The committee shall include as a non-voting member
345 the Associate Vice President for Academic ~~Strategic Planning and Assessment~~ Strategic Planning and Assessment Affairs – Planning and
346 Academic Resources.
347

348 **Article 6.11.1: Program Assessment Committee Duties**

349 The Program Assessment Committee shall have general oversight of all issues related to the processes of
350 program evaluation and planning (PEP), as outlined in the PEP policy document. The committee shall
351 also discharge those duties specifically assigned to it within the PEP policy document. These duties
352 include, but are not limited to: advising programs undergoing PEP review with regard to the processes,
353 objectives, and specific tasks associated with that review; serving as a liaison among the Senate,
354 Academic Affairs, Dean of Graduate Studies, College/Library Deans, and the programs undergoing
355 review; examining, reviewing, and reporting to the Senate with regard to the progress and outcomes of
356 program self-assessment and planning processes, as conducted by programs undergoing PEP review; and
357 making recommendations to the Senate regarding the outcomes of these review processes. In addition the
358 committee shall make recommendations to the Senate regarding revisions and amendments to PEP
359 policies and procedures. In pursuit of these duties, the committee may create ad hoc subcommittees.
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361 **Article 6.12: Promotion and Tenure Committee (PTC)**

362 The Promotion and Tenure Committee shall consist of tenured full professors and librarians drawn from
363 the eligible faculty. The eligible faculty in each College/School/Library shall elect representatives from
364 the eligible faculty of their College/School/Library to serve on the committee as follows: one member
365 from each of the divisions of Mathematics & Sciences, Arts & Humanities, and Social Sciences in the
366 College of Arts and Sciences, and one member from each of the other Colleges/Schools/Library if there
367 are faculty who meet the criteria to serve on this committee. The eligible faculty shall elect at-large one
368 additional tenured full faculty member. When SSP-ARs or faculty members from Colleges and Schools
369 under development are under review and no representative of the member's group is currently serving on
370 the PTC, a tenured full faculty member will be elected by the eligible College/School faculty or SSP-ARs
371 to the PTC for that review only.
372

373 **Article 6.12.1: Promotion and Tenure Committee Duties**

374 The committee shall be charged with implementing its duties in accordance with the Faculty Personnel
375 Procedures for ~~Promotion~~Retention, Tenure, and ~~Retention~~-Promotion and the Collective Bargaining
376 Agreement (CBA) and to make recommendations to the Provost and Vice President for Academic Affairs
377 on retention, tenure, and promotion.

378
379 **Article 6.13: Student Affairs Committee (SAC)**

380 The Student Affairs Committee shall consist of voting members drawn from the eligible faculty. The
381 eligible faculty in each College/School/Library shall elect a representative from the eligible faculty of the
382 College/School/Library to serve as a member of the committee. The eligible faculty shall elect two
383 additional faculty members at-large from among the eligible faculty. The committee shall include as ex-
384 officio, non-voting members the Vice President for Student Affairs or a designee, and the faculty athletic
385 liaison. Two student members appointed by the Associated Students Incorporated shall also be non-voting
386 members of this committee.

387
388 **Article 6.13.1: Student Affairs Committee Duties**

389 The Student Affairs Committee shall provide advice and recommend policy on all student issues
390 including but not limited to policies and procedures related to academic environments, student
391 government, student diversity, student organizations or activities, athletics, student discipline and welfare,
392 student research competition, lottery grants, and matters concerning admissions, retention, advising, and
393 commencement. In pursuit of these duties, the committee may create ad hoc subcommittees.

394
395 **Article 6.14: University Curriculum Committee (UCC)**

396 The University Curriculum Committee shall consist of voting faculty members drawn from the eligible
397 faculty. The eligible faculty of each College/School/Library shall elect representatives from the eligible
398 faculty to serve as members of the committee as follows: one faculty member each from the divisions of
399 Mathematics & Sciences, Arts & Humanities, and Social Sciences in the College of Arts and Sciences,
400 one faculty member each from the other Colleges/Schools/Library. The eligible faculty shall elect at-
401 large one additional faculty member. The membership of the University Curriculum Committee shall also
402 include as non-voting members the Associate Vice President for Academic Affairs--Academic Programs,
403 the ~~Executive Director of Associate Vice President for~~ Enrollment Management Services, and the Chair of
404 the General Education Committee or designee. One student representative appointed by the Associated
405 Students Incorporated shall also be a non-voting member of this committee.

406
407 **Article 6.14.1: University Curriculum Committee (~~UCC~~) Duties**

408 The University Curriculum Committee shall have general oversight of all issues related to the review of
409 proposed curriculum. The committee shall review proposals for new and revised curricula, courses, and
410 degree programs, and teacher preparation programs and it shall make recommendations to the Senate
411 regarding their approval. Through the review of proposed curriculum, the committee is charged with
412 oversight for the academic soundness and quality of the curriculum. As directed by the Senate, the
413 committee shall review articulation agreements with community colleges for consistency with established
414 graduation requirements. The UCC, in collaboration with the Dean of Extended Studies Learning, shall
415 originate and review proposals affecting Extended Studies Learning. In pursuit of these duties, the
416 committee may create ad hoc subcommittees.

417
418 **Article 7: Parliamentary Authority and Rules**

419 In all cases not provided for by other provisions, the most recent edition of Robert's Rules of Order,
420 Newly Revised, shall govern the conduct of business of the Senate and its Standing Committees.

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422 **Article 7.1: Voting**

423 All decisions of the Faculty or the Academic Senate, their committees and subcommittees, shall be made
424 by majority vote except where parliamentary procedure or the Constitution and the Bylaws specify
425 otherwise.

427 **Article 8: Amendments of the Constitution and Bylaws**

428 The Constitution and Bylaws of the University Faculty and Academic Senate may be amended in
429 accordance with this article.

430
431 **Article 8.1: Initiation**

432 Amendments to this Constitution and Bylaws can be initiated by a majority of the Academic Senate; by
433 the Executive Committee of the Academic Senate; by the Nominations, Elections, Appointments and
434 Constitution Committee (NEAC); by a petition to NEAC signed by at least twenty percent of the
435 members of the eligible faculty; or by the President.

436
437 **Article 8.2: Notice**

438 NEAC shall distribute copies of successfully initiated amendments to this Constitution and Bylaws to the
439 eligible faculty at least ten academic days in advance of any referendum for approval.

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441 **Article 8.3: Referendum**

442 A referendum to consider approval of a successfully initiated amendment shall be conducted by NEAC
443 within twenty academic days after successful initiation. Voting shall be anonymous.

444
445 **Article 8.4: Adoption of Amendments**

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

449
450 **Article 8.5: Amending Title Changes in the Constitution and By-Laws**

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

455

Endnotes

1. Disputes shall be resolved by the Executive Committee of the Academic Senate.
2. MPP, addressing the employment rights, benefits, and conditions of The CSU employees designated as 'management' or 'supervisory' under the HEERA. The Calif. Code of Regulations, Title 5.Education.Division 5: Board of Trustees of The CSU, Article 2.2: Management Personnel Plan uses definitions as specified in HEERA. Supervisory and managerial employee work assignments are described in HEERA.
3. HEERA California Codes, Government Code, Section 3580.3 "Supervisory employee...With respect to faculty or academic employees, any department chair, head of a similar academic unit or program, or other employee who performs the foregoing duties primarily in the interest of and on behalf of the members of the academic department, unit or program, shall not be deemed a supervisory employee solely because of such duties; ... Employees whose duties are substantially similar to those of their subordinates shall not be considered to be supervisory employees.
4. HEERA California Codes, Government Code, Section 3560-3562.1. Definitions: Section 3562 (1) - "managerial employee means any employee having significant responsibilities for formulating or administering policies and programs. No employee or group of employees shall be deemed to be managerial employees solely because the employee or group of employees participate in decisions with respect to courses, curriculum, personnel and other matters of educational policy. A department chair or head of a similar academic unit or program who performs the foregoing duties primarily on behalf of the members of the academic unit or program shall not be deemed a managerial employee solely because of those duties."
5. CBA 2002 contract, Article 20, Workload: Administrator as used in the CBA refers to an employee serving in a position designated as management or supervisory in accordance with HEERA. The CBA provides further definitions of faculty.

"The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity; and service to the University, profession and to the community. The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, and review of current literature and research in the subject area, including instructional methodology. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently expected to perform.

The assignment of a librarian may include, but shall not be limited to, library services, reference services, circulation services, technical services, online reference services, teaching in library subject matter, service on system-wide and campus committees and task forces and activities that foster professional growth, including creative activity and research.

The assignment of Counselor faculty may include, but shall not be limited to, individual counseling, group counseling, consultation and referral, intern training and supervision, teaching, service on system-wide and campus committees and task forces and activities that foster professional growth, including creative activity and research.

Faculty members have additional professional responsibilities such as: advising students, participation in campus and system-wide committees, maintaining office hours, working collaboratively and productively with colleagues, and participation in traditional academic functions."