

DRAFT CSUSM Academic Senate Meeting Schedule 2007/08

Academic Senate

(Unless otherwise noted, meetings are held in COM 206, begin at 1 p.m., and run until approximately 2:50 p.m.)

Fall 2007

August 22	Convocation (time and location TBD) New Senator Orientation (2:15 - 3:30 p.m. – location TBD)
September 5	Senate Meeting
October 3	Senate Meeting
November 7	Senate Meeting
December 5	Senate Meeting

Spring 2008

January 17	Spring Assembly (9 – 10:30 a.m. – location TBD)
February 6	Senate Meeting
March 5	Senate Meeting
April 9	Senate Meeting
April 23	Senate Meeting
May 7	Joint Senate Meeting (with newly elected 08/09 Senators)

Executive Committee

(The EC meets from 12 - 2 p.m. in KEL 5207. On Senate meeting days, the EC meets from 12 – 12:50 p.m. in COM 206.)

Fall 2007

August 21	Planning Meeting (11:30 a.m. – 3:30 p.m. – KEL 3010)
August 29	
September 5, 12, 19, 26	
October 3, 10, 17, 24, 31	
November 7, 14, 28	
December 5	

Spring 2008

January 23, 30	
February 6, 13, 20, 27	
March 5, 12, 19, 26	<i>(Spring Break is March 31 – April 5)</i>
April 9, 16, 23, 30	
May 7	

All members of the CSUSM faculty are encouraged to join us. *Only elected Senators may vote.*

Because the Senate is not a governing board, meetings of the Academic Senate are not subject to the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.

Approved by the Senate Executive Committee on March X, 2007.

Excerpt from the Election Rules & Guidelines:

GUIDELINES FOR ELECTION OF STANDING COMMITTEES

1. Standing Committee membership is of two types: College/Library representatives and at-large representatives. The members of the various committees serve staggered two-year terms.
2. Election and balloting for College/Library representation shall be by College/Library, or, in the case of the General Education Committee (GEC) and the Promotion and Tenure Committee (PTC), by area; and for at-large representation, by the eligible faculty.
3. The Preference Form shall ask faculty to indicate which committees they would choose to serve on and whether they would choose to represent their College/Library or the faculty at-large. Additionally, faculty will be asked to indicate whether they 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).
4. Elections for Promotion and Tenure Committee member positions must be contested (at least two candidates per seat). 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.
5. A person may be elected to serve on more than one committee.
6. 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 Promotion and Tenure Committee [PTC]) and the newly elected Academic Senate Officers will constitute the Executive Committee for the following academic year.
7. No person shall be elected chair of more than one standing committee.
8. The terms of the standing committee members rotating off the committees 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 standing committees.
9. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of that faculty member's absence. Promotion and Tenure Committee vacancies may not be filled through NEAC recommendation. These may only be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing Committees.
10. 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, with the exception of Promotion and Tenure Committee vacancies. These may only be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing Committees.

FACULTY SERVICE AND VOTING WHILE ON LEAVE

POLICY
NEAC 102-96

Effective Date: May 4, 2005

I. Service**A. Leave of Absence**

Faculty members who are on any 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:

<i>Performance Review for:</i>	<i>Must not be on leave for any part of:</i>
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.

B. 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 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. 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.

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

UCC questions about the review of the MSW P-Form:

1. In which college will the MSW be located, will there be a college level review?
2. The originator of the MSW program is no longer at the university. Can the P-Form still be presented to the senate?
3. UCC would like to get some kind of guarantee that a person will be appointed to work with the committee to make changes to the P-Form.
4. If UCC starts to review the MSW program, UCC would like to have an appointee from Sociology or another closely related department at the UCC meetings.