

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407

CONSTITUTION OF THE FACULTY
and the
BYLAWS OF THE ACADEMIC SENATE

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CONSTITUTION OF THE FACULTY

Preamble

We, the faculty of California Polytechnic State University, San Luis Obispo, in order to meet our academic responsibilities hereby establish this *Constitution of the Faculty* for our governance. The responsibilities of the faculty, the powers necessary to fulfill those responsibilities, and the collegial form of governance are based on historic academic traditions that have been recognized by the people of the State of California through their legislature.

ARTICLE I. MEMBERSHIP OF THE GENERAL FACULTY

Voting members of the General Faculty of Cal Poly shall consist of those persons who are employed at Cal Poly and belong to at least one of the following entities: (1) full time academic employees holding faculty rank whose principal duty is within an academic department, unit, or program; (2) faculty members in the Pre-Retirement Reduction in Time Base Program; (3) full time probationary and/or permanent employees in Professional Consultative Services as defined in Article III.1.b of this constitution; (4) full time coaches holding a current faculty appointment of at least one year; (5) lecturers holding full time appointments of at least one year in one or more academic departments, units, or programs; or (6) lecturers with a current assignment of 15 WTUs for at least three consecutive quarters.

Members of the General Faculty, including department chairs/heads, shall not cease to be members because of any assigned time allotted to them for the carrying out of duties consistent with their employment at Cal Poly. "Visiting Personnel" shall not be members of the General Faculty. Members of the General Faculty who are on leave for at least one year shall not be voting members during their leave.

Nonvoting membership in the General Faculty shall consist of all academic personnel not included in the voting membership.

ARTICLE II. RIGHTS, RESPONSIBILITIES, AND POWERS OF THE GENERAL FACULTY

Section 1. Rights of the General Faculty

The right of academic freedom is necessary for the pursuit and dissemination of truth and the maintenance of a free society. It is the obligation of the General Faculty to insure the preservation of an academic community with full freedom of inquiry and expression and insulation from political influence.

Voting members of the General Faculty have the right to nominate, elect, and recall members of the Academic Senate and the right to call for, participate in, and vote at meetings of the General Faculty.

Section 2. Responsibilities of the General Faculty

The primary responsibility of members of the General Faculty is to seek truth and to encourage the free pursuit of learning in their peers and students. To this end, they devote their energies to developing and improving their scholarly competence. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students and peers reflects true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage, acknowledge significant assistance from them, and protect their freedom of inquiry.

Section 3. Powers of the General Faculty: Meetings, Initiatives, Referenda, and Recall

No regularly scheduled meetings of the General Faculty are provided for but meetings of the General Faculty may be called by the University President or the Chair of the Academic Senate. Meetings of the General Faculty will be scheduled by the Chair of the Academic Senate upon receipt of a meeting request petition bearing the signatures of 10% of the voting membership of the General Faculty. The Chair of the Academic Senate presides at meetings of the General Faculty and parliamentary procedure is in effect. Positions developed at meetings of the General Faculty must be ratified by initiative.

A majority of the voting members of the General Faculty in attendance at duly called General Faculty meetings is needed to propose an initiative to be put before the entire voting membership of the General Faculty. A majority of those voting in a mail ballot is needed to pass an initiative. Initiatives to amend this constitution shall be governed by Article IV.

Actions of the Academic Senate are subject to nullification by the voting membership of the General Faculty. Upon receipt of a referendum petition bearing the signatures of 15% of the voting faculty constituency, the Chair of the Academic Senate will conduct a mail ballot of the voting members of the General Faculty. A majority of those voting on a referendum is required to nullify the Academic Senate action in question. Recall of academic senators shall be provided for in the *Bylaws of the Academic Senate*.

ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership

- (a) Colleges with fewer than 30 faculty members shall elect two senators. All other colleges shall elect three senators, plus one senator for each 30 faculty members or major fraction thereof.
- (b) Designated personnel in Professional Consultative Services (excepting directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members, or major fraction thereof:
 - (1) Full time probationary or permanent Librarians; and
 - (2) Full time probationary or permanent (a) counselors; (b) student services professionals [SSPs] I-, II-, and III-academically related; (c) SSPs III and IV; (d) Cooperative Education lecturers; and (e) physicians.
 - (3) Full-time coaches holding a current faculty appointment of at least one year.
- (c) Part time lecturers in an academic department/teaching area and part time employees in Professional Consultative Services, other than those who are members of the General Faculty as defined in Article I, will be represented by one voting member in the Senate.
- (d) Senators acting in an at large capacity are the immediate Past Chair of the Academic Senate and the CSU statewide academic senators.
- (e) Ex officio, nonvoting members are (1) the President of the University or designee, (2) the Provost/Vice President for Academic Affairs or designee, (3) one representative from among the academic deans, (4) the

President and Executive Vice President of ASI or designees, and (5) the Vice President for Student Affairs.

Section 2. Powers and Responsibilities of the Academic Senate

Joint decision making and consultation between the administration and the General Faculty have been recognized by the legislature of the State of California as the long accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. In order to participate fully in the process of joint decision making and consultation with the administration, the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters that affect the General Faculty (e.g., curricula, academic personnel policies, and academic standards). Advisory powers shall include, but not be limited to, budget policy, administrative appointments, determination of campus administrative policy, University organization, and facilities use and planning.

It is the responsibility of the Academic Senate to respond to requests for legislative action or advice from the President within sixty days of the receipt of such requests. On those occasions when the President disapproves Senate legislation, s/he shall inform the Senate in writing within sixty days from the date of transmittal of the compelling reasons for disapproval. The President shall inform the Senate of the disposition of such matters upon which the Academic Senate has performed in its advisory capacity.

The Academic Senate has the right to present to the Chancellor or the Board of Trustees of the CSU any matter pertaining to the conduct and welfare of the university. The Academic Senate, through its chairperson, is empowered to express the sentiments of the General Faculty.

The Academic Senate is empowered to adopt bylaws for its governance.

Section 3. Officers

The officers of the Academic Senate are a chair, a vice chair, and a secretary as provided for in the bylaws.

Section 4. Organization

The Academic Senate shall function through its standing and ad hoc committees as well as through floor discussion and debate. Enumeration of the committees and their responsibilities is specified in the bylaws. Meetings of the Academic Senate and its committees shall be called and conducted as specified in the *Bylaws of the Academic Senate*. 50% plus one member of the Academic Senate membership constitutes a quorum.

ARTICLE IV. AMENDMENTS

Amendments to this constitution may be proposed by initiative in a meeting of the General Faculty (Article II, Section 3) or by resolution of the Academic Senate by a two thirds majority of those present and voting.

Amendments to this constitution shall be adopted by a two thirds majority of the votes cast by the voting members of the General Faculty. A referendum to amend this constitution shall be administered by the Chair of the Academic Senate within 45 days of the receipt of a duly submitted proposal.

BYLAWS OF THE ACADEMIC SENATE

I. INTRODUCTION

A. CONSULTATIVE PROCEDURES

1. Consultative procedures to be used by the Academic Senate must guarantee full participation by the faculty in the formulation of policies and procedures affecting academic governance.
2. The consultative process must provide adequate time for collection and dissemination of information, discussion, and formulation of recommendations.
3. Recommendations from the Senate shall normally be submitted to the President. Actions taken by the President in response shall be reported to the Senate.
4. In accordance with procedures specified for particular committees in these bylaws, committee recommendations shall be reported to the Academic Senate.
5. Any appointee of the Executive Committee, or of the Chair of the Academic Senate, to any committee not specified in these bylaws, shall report from such committee to the Academic Senate or to one of its committees.
6. Any senator who believes that consultative procedures on any recommendation of the Senate or of any department or of a college have not been adequate, may submit evidence in writing to the Executive Committee of the Academic Senate in support of this belief and request an investigation. The Executive Committee will make a determination as to the merit of the written evidence and then assign this matter to an appropriate committee for investigation. The committee may then make recommendations for improvement of these consultative procedures to the Academic Senate.

B. DEFINITIONS

1. Title Change
When there is a change in the title of an individual listed as an ex officio member of an Academic Senate committee, without any substantial changes in the duties of this individual, this title shall be changed in the bylaws as an editorial change and need not go through the normal procedures for amending bylaws.
2. ASI Members of Academic Senate Committees
Unless otherwise specifically stated in these bylaws, ASI representatives shall be students carrying at least seven quarter units, who have completed two quarters within the previous academic year, at least 24 quarter units at Cal Poly, and who have a Cal Poly grade point average of at least 2.0.
3. Full time Academic Employees
Full time faculty members holding rank and occupying positions in academic departments/teaching areas in the University, full time personnel in Professional Consultative Services (as defined in Article III.1.b of the *Constitution of the Faculty*), and full time lecturers holding one year appointments in academic departments/teaching areas shall be considered full time academic employees.

This status shall not lapse because of a temporary part time appointment to duties outside the department/teaching area.

4. Part time Academic Employees

Part time lecturers in academic departments/teaching areas in the University and part time employees in Professional Consultative Services (PCS classifications: librarians, counselors, student service professionals I-, II-, III-academically related, student service professionals III and IV, Cooperative Education lecturers, physicians, and coaches) who are not members of the General Faculty as defined in Article I of the *Constitution of the Faculty*.

5. College Caucus

All of the senators from each college or Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. Part time academic employees shall not be part of any college caucus.

6. Temporary Vacancy

A vacancy caused by illness, death, resignation, retirement, sabbatical leave, jury duty, temporary administrative appointment, or other compelling reason which will last generally less than one academic year.

7. Vacant Position

A vacancy resulting from the criteria for membership specified in Article III, Section 1 of the *Constitution of the Faculty*. Vacancies shall be filled in accordance with Article III.B.7 of the *Bylaws of the Academic Senate*.

8. Voter Eligibility

Voting members of the General Faculty as specified in Article I of the constitution are eligible to vote for:

- a. Senators from colleges or Professional Consultative Services;
- b. CSU Academic Senate members;
- c. Members to the Grants Review Committee;
- d. Consultative committees as needed.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

1. Elected Members

Elected members shall be full time members of the General Faculty who have been nominated and elected in accordance with Article III of these bylaws. Elected members shall be voting members.

2. Ex Officio Members

Ex officio members shall be nonvoting as specified in Article III.1.e of the constitution.

3. Representative of Part Time Academic Employees

A voting member of the Academic Senate representing part time academic employees shall be elected by vote of all University part time academic employees during fall quarter of each academic year. Such representative must have an academic year appointment in order to serve in this position.

B. TERMS OF OFFICE

The elected term of office shall be two years. A senator can serve a maximum of two consecutive, elected terms and shall not again be eligible for election until one year has elapsed. A senator appointed to fill a temporary vacancy for an elected position shall serve until the completion of that term or until the senator being temporarily replaced returns, whichever occurs first. If this temporary appointment is for one year or less, it shall not be counted as part of the two term maximum for elected senators. The representative for part time academic employees shall serve a one year term with a maximum of four consecutive one year terms.

C. REPRESENTATION

1. Colleges and Professional Consultative Services with an even number of senators shall elect one half of their senators each year. Those with an odd number of senators shall not deviate from electing one half of their senators each year by more than one senator. All of the senators from each college or Professional Consultative Services shall constitute the appropriate caucus.
2. When a college or Professional Consultative Services with an uneven number of senators gains a new senator due to an increase in faculty in a year when more than one half of their senators is to be elected, the new Senate position shall be for one year for the first year, then two years thereafter.
3. There shall be no more than one senator per department/teaching area elected by any college where applicable until all departments/teaching areas within that college are represented. A department/teaching area shall waive its right to representation by failure to nominate. This bylaw shall have precedence over Article III.B.7 of the *Bylaws of the Academic Senate*.
4. Nothing in this section (Section C) shall be interpreted to affect the filling of temporary vacancies. These vacancies shall be filled as specified in Article III.B.7 of these bylaws.

D. SUBSTITUTES

When a senator must miss Senate meetings over an extended period of time (two or three consecutive meetings), the senator must notify the appropriate caucus chair of the planned absences. The caucus chair will solicit nominations for a substitute, who is eligible for election to the Senate, from the senator's college. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmit, in writing, the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings to the Academic Senate office.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member of her/his college who is eligible for election to the Senate or another senator who is a member of the college to serve as proxy. The senator shall transmit in

writing the name of the person to serve as proxy to the Academic Senate office. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. **AUTOMATIC RESIGNATIONS**

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

III. **ELECTION PROCEDURES**

Elections shall be held for membership to the Academic Senate, Senate offices, statewide Academic Senate, Grants Review Committee, appropriate recall elections for the preceding as per Section IX of these bylaws, and ad hoc committees created to search for such University positions as president, provost, vice presidents, college deans, and similar type administrative positions.

A. **GENERAL PROCEDURES**

Balloting shall be by the “double envelope system” (outside envelope signed, inside envelope sealed and containing the voted ballot) which insures that only eligible persons will vote and ballots will remain secret.

1. Time and manner of nominations and elections will be announced in a timely fashion to facilitate maximum faculty participation.
2. Voter and candidate eligibility shall be certified.
3. The Executive Committee will rule on questions as they arise and serve as an appeals body to rule on any allegations of irregularities in the nomination and election process.
4. Votes will be publicly tallied at an announced time and place and results of the election will be published.
5. Ballots will be counted only if they are properly signed and received by the announced closing date. Ballots will be retained for ten working days.
6. Those candidates who receive the highest number of votes shall be declared elected.
7. Department/teaching area representation shall have precedence in elections according to Article II.C.3 of the *Bylaws of the Academic Senate*.

B. **ELECTION CALENDAR**

1. During the first week of winter quarter, the Academic Senate office shall solicit nominations to fill vacancies for the next academic year. At the same time, each caucus chair shall be notified, in writing, of such vacancies. By Friday of the following week, each caucus chair shall notify the Senate office, in writing, of any discrepancies in the number of vacancies in its constituency. Accepted nominations shall include a signed statement of intent to serve from the candidate. Eligibility to serve shall be determined for each college and Professional Consultative Services.

2. Election of senators shall be conducted during the last week of January. Any runoff elections, if needed, shall be conducted the week following the conclusion of the election.
3. At the first Senate meeting after the conclusion of the election, the names of all nominees, the dates of the elections (including a runoff, if necessary), and the time and place at which ballots will be counted shall be reported.
4. Election results shall be announced by direct or electronic mail to all departments and again at the first Senate meeting following the elections.
5. Whenever the normal election process fails to provide full membership or when a vacancy occurs:
 - (a) the caucus for the underrepresented college/PCS shall solicit nominations through direct or electronic mail contact to each faculty member in the college/PCS. (See department/teaching area representation requirement in Article II.C.3 of these bylaws.) Accepted nominations shall include signed statements of intent to serve from the candidates.
 - (b) from the list of accepted nominations, the caucus shall select by secret ballot the nominee(s) of its choice and recommend the names(s) of the selected nominee(s) to the Executive Committee for its appointment.
 - (c) the appointed member shall serve until the end of the term of the position being filled.
6. The procedures and timetable for election of members to the statewide Academic Senate shall be the same as that for the campus Academic Senate and Grants Review Committee, except that nomination shall be by petition of not less than ten members of the faculty and shall include a consent to serve statement signed by the nominee.
7. Election of Academic Senate officers:
 - (a) prior to the last regularly scheduled Senate meeting of winter quarter, eligible nominees of the Senate shall be solicited for the offices of chair, vice chair, and secretary.
 - (b) a petition of nomination signed by three senators which includes a consent to serve statement signed by the nominee shall be received by the Senate office. Such petitions shall be due at the Senate office prior to the last regularly scheduled Senate meeting of winter quarter. The names of the eligible nominees shall be announced at the last regularly scheduled meeting of winter quarter.
 - (c) nominations for other eligible candidates will be received from the floor of the Senate provided that (1) at least two senators second the nominations, and (2) the nominee is present and agrees to serve if elected.
 - (d) the vice chair of the Senate shall conduct the election of Senate officers at the last regularly scheduled meeting of winter quarter. Officers shall be elected one at a time: first the chair, then the vice chair, and finally the secretary.

- (e) in the event of a vacancy in the offices of the Senate, an election will be conducted at the next meeting of the Senate to fill the unexpired term. Nominations shall be made from the floor of the Senate in compliance with subsection (c) above.
8. Election of representative for part time academic employees:
- (a) during the first weeks of fall quarter, the Academic Senate office shall solicit nominations for the position of Academic Senate representative for part time academic employees.
 - (b) after nominations have been received, election to this position shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said position shall be elected by vote of all University part time academic employees unless only one nomination to this position is received, in which case the Executive Committee of the Academic Senate shall have the authority to appoint said nominee to the position.
 - (c) the elected member shall serve until the end of the academic year.

IV. OFFICERS

A. OFFICERS

The officers shall consist of the chair, vice chair, and secretary, as specified in Article III, Section 3 of the constitution. The duties shall be as follows:

1. Chair

The chair shall conduct all meetings of the Academic Senate and shall serve as a representative of the Academic Senate upon call by the President of the University. The chair shall appoint a parliamentarian for Academic Senate meetings. The chair shall serve as an alternate for The California State University Academic Senate and shall attend The California State University Academic Senate when an elected senator must miss a given meeting or there is not time to elect a replacement. The chair shall also transmit all official actions of the Academic Senate to the President of the University.

2. Vice chair

In the event of a permanent vacancy in the office of chair, the vice chair shall succeed to the office and a replacement vice chair shall be elected to complete the term of office. The vice chair shall serve in the capacity of the chair during her/his absence or upon the request of the chair.

3. Secretary

The secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The secretary or designee shall create three copies of the minutes of all meetings--one for the chair, one to be passed to

the library, and one to be filed in the Academic Senate office. The secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the constitution and bylaws.

B. ELIGIBILITY

Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate office shall have at least one more year to serve as an elected senator. A college is permitted to provide only one officer at a time.

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Academic Senate for a one year term. These elections shall be held at the last regularly scheduled Senate meeting of winter quarter and term of office shall begin with the start of summer quarter. The only limitation to the number of terms that a senator may hold office are the eligibility requirements in Article II.A of these bylaws and the terms of office restrictions in Article II.B of these bylaws.

D. REPLACEMENT

The filling of temporary vacancies shall be accomplished as specified in Article III.B.7 of these bylaws.

V. MEETINGS

A. REGULAR MEETINGS

1. Regular meetings of the Academic Senate shall be held at 3:00pm on Tuesdays, as needed, except in the months of July, August, and September.
2. The Executive Committee of the Academic Senate shall not schedule Academic Senate meetings:
 - (a) on an academic holiday;
 - (b) after the last regular day of classes during the quarter; or
 - (c) during final examinations.

B. SPECIAL MEETINGS

Special meetings may be held on call by the Chair of the Academic Senate or by petition of 25% of the membership of the Academic Senate.

C. PARLIAMENTARY AUTHORITY

Except as otherwise specified in these constitution and bylaws, the latest edition of *Robert's Rules of Order Newly Revised* shall serve as the parliamentary authority for Academic Senate and Senate committee meetings.

VI. SUMMER OPERATION

A. MEETINGS

During summer quarter the Executive Committee of the Academic Senate shall meet as needed and shall act in place of the full Senate.

1. If any member of the Executive Committee other than the officers of the Senate will not be available during summer quarter, then the appropriate caucus shall elect an alternate to fill the vacancy during the absence. Such alternates shall be elected from the other senators of the same college or Professional Consultative Services as the person being replaced. If no such candidates are available, the caucus shall designate another person from the same college or Professional Consultative Services that qualifies for Senate membership to serve as an alternate.
2. If the chair, vice chair, or secretary will not be available during the summer quarter, the Senate shall, at the regular June meeting, elect an alternate officer from the Senate membership to fill the vacancy during her/his absence.

B. RESPONSIBILITIES

1. The Executive Committee shall act on behalf of the full Academic Senate during the summer quarter.
2. The usual Academic Senate representation on the President's Council and other administrative bodies shall be maintained throughout the summer quarter by the regular representative or an alternate named by the Chair of the Academic Senate.
3. At the first regular meeting of the Academic Senate in the fall quarter, the Executive Committee shall give a full report of its action during the summer quarter.

VII. EXECUTIVE COMMITTEE

A. MEMBERSHIP

The Executive Committee shall consist of the officers of the Senate who serve the Executive Committee in like capacity, plus one senator from each college and one from Professional Consultative Services elected by the appropriate caucus. The CSU academic senators, the immediate past Chair of the Academic Senate, and the Provost/Vice President for Academic Affairs or her/his designee are ex officio members. The Provost/Vice President for Academic Affairs is a nonvoting member. A quorum shall consist of a majority of the voting members.

B. FUNCTIONS

The Executive Committee shall be responsible for the following functions:

1. Setting the agenda for Academic Senate meetings;
2. The appointment of committee members and committee chairs (pursuant to section VIII.C of these bylaws);
3. The directing of studies to committees and receipt of reports therefrom for inclusion on the agenda;

4. The filling of temporary vacancies in the membership of the Academic Senate in accordance with Article III.B.7 of these bylaws;
5. The making of nominations for a temporary vacancy for CSU senator. The Academic Senate shall elect a replacement to the position to be effective only until the next regular election date for members of the Senate or until the individual that vacated the position returns;
6. The filling of temporary vacancies in Senate office or membership of the Executive Committee except in the case of vacancies created by recall (see section IX of these bylaws);
7. The approving of nominations and/or appointments by the Chair of the Academic Senate to other official committees.

VIII. COMMITTEES

A. GENERAL

The functional integrity of the Academic Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees staffed either by appointment or election as directed by the Academic Senate.

B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include at least one voting General Faculty representative from each college and from Professional Consultative Services. Additional ex officio representation may include ASI members appointed by the ASI president, the Chair of the Academic Senate, faculty emeriti, and other representation when deemed necessary by the Senate. Ex officio members shall be voting members unless otherwise specified in the individual committee description.

During spring quarter, each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year.

These nominations shall be taken to a meeting of the Executive Committee before the June regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists. Each appointed member shall serve a two year term with a maximum appointment of four consecutive terms on one committee. No person shall be assigned concurrent membership on more than one standing committee except Executive Committee members who may serve on the Executive Committee and one other Senate committee.

C. COMMITTEE CHAIRS

The Academic Senate Executive Committee may choose to appoint the chairs of the Academic Senate committees. The chairs of these committees shall be voting members and may be chosen from within or outside the committee. If the Executive Committee chooses not to appoint the committee chair, then the chair shall be elected by a majority vote of the eligible voting members on the committee. Committee chairs shall be appointed or elected for one year terms.

The chair need not be an academic senator. The chair shall be responsible for reporting committee activities to the Academic Senate. The chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings. Committee chairs shall meet with the Chair of the Academic Senate at least annually.

D. OPERATING PROCEDURES

Operating procedures for Academic Senate committees are as follows:

1. A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Chairpersons serve until the end of the academic year. In the event that a chair must miss a meeting, s/he shall appoint a substitute chair for that meeting.
3. Meetings shall be called at the discretion of the chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year. Regular meetings shall be scheduled during normal work hours.
4. Notification of meetings shall be sent by the committee chair at least three working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
5. Members may not vote by proxy.
6. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.

E. MEETINGS

Meetings of all committees except those dealing with personnel matters of individuals shall be open. The time and place of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations. A summary report shall be submitted to the Academic Senate office at the end of the academic year.

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.

H. COMMITTEES

1. Budget and Long Range Planning
2. Curriculum (and its subcommittee: U.S. Cultural Pluralism Subcommittee)
3. Distinguished Scholarship Awards
4. Distinguished Teaching Awards
5. Faculty Affairs
6. Fairness Board
7. Grants Review
8. Instruction
9. Library

10. Research and Professional Development
11. Sustainability

I. COMMITTEE DESCRIPTIONS

1. Budget and Long Range Planning Committee

a. Membership

The ex officio members of the Budget and Long Range Planning Committee shall be the Provost/Vice President for Academic Affairs or designee, the Budget Officer or designee, the Vice President for Administration and Finance or designee, and an ASI representative.

b. Responsibilities

- (1) The Budget and Long Range Planning Committee shall provide oversight and make recommendations concerning policy for the allocation of budgeted resources. This includes the review of matters related to the allocation of budgeted resources and representation on bodies formed to review the mechanisms by which campuswide resource allocations are made.
- (2) In addition, the Budget and Long Range Planning Committee shall also develop recommendations concerning future actions, policies, and goals of the University. Areas assigned to specific standing committees of the Academic Senate fall within its purview when future predictions and extreme long range planning are necessary or possible.

2. Curriculum Committee

a. Membership

General Faculty representatives from colleges shall be either: (1) the current chair of their college curriculum committee or (2) a current member of their college curriculum committee. The PCS representative shall be an academic advisor from one of the colleges. The ex officio members of the Curriculum Committee shall be the Provost/Vice President for Academic Affairs or designee, the Dean of Research and Graduate Programs or designee, the Dean of Library Services or designee, a representative from Academic Records, and an ASI representative.

b. Responsibilities

The Curriculum Committee shall develop recommendations regarding academic master planning and curriculum, academic programs, University requirements for graduation, general education, cultural pluralism, and library oversight as it relates to instruction. Members will meet at least quarterly and as needed. The chair shall be responsible for the coordination of the curriculum review with the Provost/Vice President for Academic Affairs office.

The chair of the Curriculum Committee shall meet regularly with the chair of the Instruction Committee and the Chair of the Academic Senate.

U.S. Cultural Pluralism Subcommittee

There will be a standing subcommittee of the Curriculum Committee for the initial review of courses proposed to fulfill the Cultural Pluralism baccalaureate requirement. This subcommittee shall consist of one General Faculty representative from each college and Professional Consultative Services. Terms shall be for two years, staggered to ensure continuity.

Academic Senate caucuses will solicit and receive applications for membership. The slate of applicants will be forwarded to the Curriculum Committee who will appoint members.

A chair of this subcommittee will be elected from the subcommittee members each academic year.

Ex officio members shall be the Director of Ethnic Studies, the Director of Women's Studies, a representative from both the General Education Program and the Curriculum Committee, and an ASI representative.

Selection of courses to fulfill the requirement shall follow the criteria listed in Academic Senate resolution number AS-395-92.

Recommendations from this subcommittee will be forwarded to the Curriculum Committee which will, in turn, submit them to the Academic Senate for a vote.

3. Distinguished Scholarship Awards Committee

a. Membership

General Faculty members on the Distinguished Scholarship Award Committee should include former recipients of the Distinguished Scholarship Award. The ex officio members of the committee shall be the Dean of Research and Graduate Programs, who shall also serve as the designee of the Provost/Vice President for Academic Affairs, and two students—one undergraduate and one graduate—appointed by ASI. Ex officio members shall be nonvoting members of the committee.

b. Responsibilities

The Distinguished Scholarship Award Committee shall conduct the selection process and determine the policies and procedures to be used for judging potential candidates for the Distinguished Scholarship Award.

4. Distinguished Teaching Awards Committee

a. Membership

The Distinguished Teaching Award Committee shall be composed of five General Faculty members from different colleges, when possible, and two students. The faculty members will be appointed by the Chair of the Academic Senate with the approval of the Executive Committee. These faculty members will be former recipients of the Distinguished Teaching Award and will serve two year staggered terms. Colleges not represented during a term of membership will be rotated onto the committee when a member needs to be replaced. The students will be appointed by ASI, will have at least junior standing, and will have completed at least three consecutive quarters and 36 quarter units at Cal Poly with at least a 3.0 grade point average.

b. Responsibilities

The Distinguished Teaching Award Committee shall conduct the selection process and determine the policies and procedures to be used for judging potential candidates for the Distinguished Teaching Award. Nominations for the award will be received by the committee during fall quarter and final selection will be made no later than the sixth week of spring quarter.

5. Faculty Affairs Committee

a. Membership

The ex officio members of the Faculty Affairs Committee shall be the Director for Academic Personnel or designee and an ASI representative.

b. Responsibilities

The Faculty Affairs Committee shall be the advisory body of the Academic Senate on faculty policy and its administration and procedures. The scope of faculty procedures and policies coming within its purview includes standards and criteria concerning appointment, promotion, tenure, academic freedom, leaves of absence, retention, professional relations and ethics, promotion, research, grievance, layoff procedures, and lecturers' rights and responsibilities.

6. Fairness Board

a. Membership

The Fairness Board shall consist of one tenure or tenure track faculty member from each college and one tenure or tenure track member from Student Affairs, all appointed by the Chair of the Academic Senate for two year terms. Ex officio members are two student members selected by ASI with no less than junior standing and three consecutive quarters of attendance at Cal Poly preceding appointment.

b. Responsibilities

The procedures to be followed and the problems to be considered shall be approved by the Academic Senate and published as a document

entitled *Fairness Board Description and Procedures*. Changes in the document shall be made by the Senate upon recommendation of the Fairness Board. The Board shall report to the Academic Senate.

7. Grants Review

a. Membership

- (1) A majority of the membership shall consist of elected faculty members. They shall be elected as follows:
 - (a) one member shall be elected from each college and Professional Consultative Services by faculty unit employees from that college and Professional Consultative Services, respectively.
 - (b) membership shall be for two year terms, with the terms of service staggered between the various colleges and Professional Consultative Services.
- (2) The ex officio members of the Grants Review Committee shall be the Dean of Research and Graduate Programs or designee, an instructional dean or designee, the Foundation Executive Director or designee, and an ASI representative. Pursuant to the Chancellor's Office guidelines for the State Faculty Support Grants (SFSG), the student member to this committee must be a graduate student. The representative of the instructional deans shall be appointed by the Provost/Vice President for Academic Affairs for a two year repeatable term. Ex officio members shall be nonvoting members of this committee.
- (3) The chair of the Grants Review Committee shall be elected from the elected faculty members of the committee.
- (4) No member of the Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee while serving on the committee.

b. Responsibilities

- (1) In coordination with the Research and Professional Development Committee, the Grants Review Committee shall develop and recommend policies and procedures for the review of grant proposals referred to it, including the State Faculty Support Grants (SFSG).
- (2) Solicit, receive, and evaluate requests for State Faculty Support Grants and make recommendations for funding, when appropriate, to the Dean for Research and Graduate Programs.
- (3) Make recommendations concerning the funding of other internal grants when appropriate.
- (4) Evaluate requests for special leaves for research or creative activity and, when appropriate, rank order them for consideration

and transmit this ranking through the Chair of the Academic Senate to the President.

8. Instruction Committee

a. Membership

The ex officio members of the Instruction Committee shall be the Provost/Vice President for Academic Affairs or designee, the Vice Provost for Information Technology Services or designee, the Dean of Library Services or designee, a representative from Academic Records, and an ASI representative.

b. Responsibilities

The Instruction Committee shall be responsible for recommendations regarding subjects that impinge directly on the quality of teaching and for providing policy recommendations concerning grading as well as admissions policies and requirements. It will also provide review and input concerning electronic teaching techniques.

In accordance with CAM 481 and AS-357-91/IC, the Instruction Committee shall review the Academic Calendar as proposed by the Provost/Vice President for Academic Affairs before its final submission to the President for approval.

The chair of the Instruction Committee shall meet regularly with the chair of the Curriculum Committee and the Chair of the Academic Senate.

9. Library Committee

a. Membership

The ex officio members of the Library Committee shall be the Dean of Library Services, the Provost/Vice President for Academic Affairs or designee, two undergraduate students, two graduate students, a staff representative at large, and a representative from the Instructional Advisory Committee on Computing (IACC). In addition, the Library Committee shall provide a representative to the IACC.

b. Responsibilities

The duties of the Library Committee are threefold:

- (1) To actively monitor campus concerns about University library resources, policies, and services;
- (2) To work with the Dean of the Library in developing library policies which meet the needs of faculty, staff, and students; and
- (3) To advise and consult with University administration about: (a) the state of the library's resources, services, and policies, and (b) the University commitment necessary to assure that the library adequately serves the teaching, research, and public service missions of the University.

10. Research and Professional Development Committee

a. Membership

The ex officio members of the Research and Professional Development Committee shall be the Dean of Research and Graduate Programs or designee, an instructional dean or designee, the Vice President for Administration and Finance or designee, the Foundation Executive Director or designee, and an ASI representative. The representative of the instructional deans shall be appointed by the Provost/President for Academic Affairs for a two year repeatable term. Ex officio members shall be nonvoting members of this committee.

b. Responsibilities

The Research and Professional Development Committee shall:

- (1) Make recommendations concerning policies and procedures for research and professional development activities on campus.
- (2) Provide advice and guidance related to research and professional development to the following:
 - (a) Kennedy Library
 - (b) Information Technology Services
 - (c) Cal Poly Technology Park
 - (d) University committees
 - (e) campus research centers and institutes

11. Sustainability Committee

a. Membership

The ex officio members of the Sustainability Committee shall be the Executive Vice Provost for Institutional Planning or designee, the Vice Provost for Academic Programs and Undergraduate Education or designee, the Director of Facilities Planning, the Manager of Engineering and Utilities, one academic dean, and two ASI representatives.

b. Responsibilities

The Sustainability Committee shall inform and support the activities of other committees whose scope encompasses environmental responsibility. The Sustainability Committee shall make recommendations to the Academic Senate, as appropriate, regarding the provisions of the Talloires Declaration.

IX. RECALL OF ELECTED REPRESENTATIVES

A. APPLICATION

The procedures for recall shall apply to:

1. Elected members of the Academic Senate, California Polytechnic State University;
2. Officers of the Academic Senate, California Polytechnic State University;

3. Elected representatives to the Academic Senate, California State University; and
4. Members to the Grants Review Committee.

B. PROCEDURES

An election for recall of elected representatives as specified in Article II, Sections 1 and 3 of the constitution, may be instituted by a petition of those eligible to vote in the election for the representatives in the various categories provided the following provisions are met:

1. An individual eligible to vote in the election for the representative shall notify the Chair of the Academic Senate of her/his intention to circulate a recall petition. This written notification shall state further the reasons for the recall action in brief terms.
2. The Chair of the Academic Senate shall notify all of the eligible voters in the area affected of the intended recall petition and state the reasons given for the petition to recall.
3. The notification will be in effect five (5) days in which classes are in session prior to the circulation of the petition. Signatures on a petition may be obtained for the next ten (10) days in which regular classes are in session. A recall election, if required, shall be initiated within twenty (20) days, in which classes are regularly in session, after the recall notification is received by the Chair of the Academic Senate.
4. The recall petition will be circulated by those initiating the recall action. The top of each sheet heading a list of signatures for recall action shall contain a statement of the reasons for recall.
5. The dated signatures of at least 20% of those eligible to vote in the area represented by the incumbent as specified in the constitution and bylaws of the Academic Senate, California Polytechnic State University, San Luis Obispo, or the *Constitution and Bylaws of the Academic Senate CSU*, shall be required to initiate a recall election.
6. If the petition is for the recall of a member or an officer of the Academic Senate, California Polytechnic State University, San Luis Obispo, a member of the Grants Review Committee, or a member of the Academic Senate CSU, the Academic Senate office shall conduct the balloting in these elections.
7. The recall ballot shall be worded so that it can be answered "yes" or "no."
 _____ (name) shall be recalled from the _____ (category of
 elected representative) _____. The reasons stated in the petition are as
 follows: _____.
 Yes _____ No _____
8. A majority vote of those eligible to vote and voting will be sufficient to recall the incumbent.
9. If the incumbent is recalled, nominees will be solicited for ten (10) days in which regular classes are in session from the area where the vacancy now exists.

10. After nominees have been received, the Chair of the Academic Senate shall notify all of the faculty members of the college or area affected of the nominees and of the time and place of the election to fill the vacancy created by the recall.
11. The election procedures and ballot counting shall be as provided in these bylaws for regular elections.

X. AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a two thirds majority vote of the senators present at a regular meeting of the Academic Senate, providing that a first reading of the proposed amendment has taken place at the previous regular meeting of the Academic Senate.