

**BYLAWS OF THE ACADEMIC SENATE OF
CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
ADOPTED APRIL 29, 2025**

ARTICLE 1

NAME

- 1.1 The name of the organization shall be the Academic Senate of California State University Channel Islands, hereafter referred to as “the Senate.”

ARTICLE 2

MEMBERSHIP AND VOTING RIGHTS

- 2.1 In accordance with the Constitution of the Academic Senate of California State University Channel Islands, the Senate is constituted as follows:
- a. Represented Faculty Membership, hereafter referred to as “Faculty Senators,” shall be as follows.
 - i. Faculty Senators shall have full voting rights on all business to come to the floor of the Senate.
 - ii. All faculty with a workload of at least 6 WTUs during the semester of election and a minimum of two years (four semesters) of employment as Unit 3 Faculty at CI are eligible to serve as a Faculty Senator.
 - (1) Terms are two academic years in length.
 - (2) Terms are staggered. New Faculty Senator positions will be set at either one or two years for the initial appointment to ensure balance in staggering.
 - (3) Faculty are permitted to hold concurrent appointments (as Faculty Senators, Chairs of Standing Committees, Representatives to the Statewide Academic Senate, Mission-Based Center Directors, CFA Representative, and so forth), in which case they shall hold separate voting rights for each seat with such rights.¹
 - (4) Faculty serving as non-voting Senate Officers may hold concurrent appointments as above; save that the Chair of the Academic Senate shall hold no other appointment.

¹ Constitution, Art. 1.14-15.

- (5) No individual shall hold more than two seats in Senate; both voting and non-voting seats shall count toward this limit.²
 - iii. One faculty member shall be selected by the faculty from each chaired department. Departments having ten or more tenure track faculty as of September 1 of each academic year shall receive an additional senate seat.³
 - (1) Each chaired department shall set forth in its Bylaws or equivalent document its criteria for selection of its Faculty Senator(s).
 - (2) A coordinated program that is not part of a chaired department shall be considered as a chaired department for the purposes of these Bylaws.
 - iv. Non-tenure track faculty may elect up to four (4) Faculty Senators to the Academic Senate, who shall also serve on the Non-Tenure Track Faculty Council. No more than two of the representatives of the non-tenure track faculty shall be from the same program.
 - v. All elected faculty Senators, chairs of Senate Standing Committees, and Statewide Senators are full voting members of senate. For the purposes of this Article, both Co-Chairs of the NTTC shall be considered as chairs of a Senate Standing Committee.
 - vi. The Officers shall not have voting rights, except that in the case of a tie vote, the Chair or presiding Officer shall cast the deciding vote.
- b. Seats that may be held by either faculty or non-faculty representatives shall be as follows.
 - i. One Senator shall be selected from each Unity Coalition Group.⁴
 - (1) Unity Coalition Groups are those organizations that have been recognized by the Office of the President and Cabinet, meeting criteria specified by that body.
 - (2) Each Unity Coalition Group shall set forth in its Bylaws or equivalent document its criteria for selection of its Senator.
 - (3) For the purposes of voting, should a Senator be faculty, they shall be numbered among the Faculty Senators; should a Senator not be faculty, they shall be numbered among the Non-Faculty Senators
- c. Other Represented Members, hereafter referred to as “Non-Faculty Senators,” shall be as follows.
 - i. Non-Faculty Senators shall have full voting rights on all business to come to the floor of the Senate; save that they shall have no voting rights on the

² Constitution, Art. 1.16.

³ See Appendix 2 for a list of chaired departments, divided by general constituency.

⁴ A separate policy shall be created to formalize the Unity Coalition and detail membership. As of April 2025, six such groups have been recognized with Senate representation: AAPIA, BFSa, CHILFASa, IFSA, QAA, WOC.

following matters:

- (1) Faculty-only resolutions, intended to express the sole will of the Faculty
 - (2) Policies pertaining to the retention, promotion, or tenure of faculty⁵
 - (3) Curriculum and policies pertaining to curriculum⁶
 - (4) Standing Committee Chairs
- ii. One representative appointed by the Associated Students of CI, in accordance with the process set forth in its Bylaws or equivalent document.
- iii. Three staff representatives appointed by the Staff Council, in accordance with the process set forth in its Bylaws or equivalent document.
- iv. Three Management Personnel Plan I & II (MPP) representatives, or designees, appointed by the Provost, one each from the offices of:
 - (1) Advising,
 - (2) Registrar, and
 - (3) Curriculum.
- d. Ex Officio Non-Voting Membership
 - i. Ex officio non-voting members as defined in the Constitution, Art. 1.13.
 - ii. The Faculty Directors of the Mission-Based Centers
 - iii. President, CI Chapter of the California Faculty Association, or designee
 - iv. The Chair of Staff Council, if not among the Non-Faculty Senators
 - v. The President of ASI, if not among the Non-Faculty Senators

2.2 Proxy

- a. Senators may vote in person or by proxy.
- b. Senators wishing to assign a proxy for a given meeting must notify the Senate Chair

⁵ CBA Articles 13, 14, and 15 make repeated reference to “appropriate faculty committee(s)” as empowered to set campus-level timelines and procedures for both periodic and performance reviews, subject to approval of the President. While these same articles restrict participation in periodic and performance reviews to tenured faculty and indicate a preference for tenured faculty on hiring committees, it is deemed equitable that all Faculty Senators be permitted to vote on such matters when they come before the Academic Senate.

⁶ The faculty of the university are responsible for new programs as well as discontinuation of programs, the latter in collaboration with deans, the provost, academic senate, and the president. The faculty are responsible for course content, choice of course materials, design, and organization. The faculty are responsible for these areas because their expertise equips them to judge best whether courses, majors, and programs adhere to scholarly standards. Sources: Academic Senate of the California State University (ASCSU), 1999; California State University, 2025; CSU General Education (GE) Breadth Requirements (EO 1100), 2024.

and the Senate Support Coordinator or equivalent in writing or via e-mail at least one business day prior to said meeting, of the name of the individual to whom such proxy is to be assigned. Article 2.1.c of these Bylaws shall apply to persons holding proxy by virtue of the status of the proxy holder.

- c. Only Senators with voting rights may serve as proxies, save that a proxy for a Standing Committee Chair may be held by a non-Senator faculty member of said standing committee.
- d. No individual may hold more than one proxy in a given meeting.
- e. Proxies shall count for quorum.

2.3 Censure and Expulsion

- a. Any Faculty Senator, Non-Faculty Senator, or Non-Voting Member may be censured for un-collegial behavior and rhetoric such as ad hominem remarks or lack of attendance with failure to supply proxy; such action shall require a two-thirds majority of the voting members of Senate present.⁷
- b. A second act of censure voted and approved against any Faculty Senator, Non-Faculty Senator, or Non-Voting Member during an academic year shall result in expulsion from the body. In such instances, the represented constituency shall select a replacement Senator in not fewer than one month.
- c. Attendance expectations are set forth in Article 5 of these Bylaws, under Quorum.

ARTICLE 3

SENATE OFFICERS

3.1 The officers of the Academic Senate consist of a Chair, a Second Officer, and a Third Officer.

3.2 Chair: Eligibility, Term of Office, Election, and Duties

- a. All tenure-track and non-tenure track faculty having completed a minimum of four years (eight regular semesters) of service at the University with a minimum workload of 6 WTUs per academic year are eligible to run for Chair.
- b. The Chair will hold a two-year term, and may be reelected for a consecutive two-year term. Following four years in office, they will be eligible to serve as Chair again only after a minimum hiatus of two years.
- c. The Chair shall be directly elected by the Voting Faculty, as defined in the Article

⁷ Shared definitions, s.v. “Collegiality”: <https://senate.csuci.edu/minutes/2020-2021/documents/meeting-materials/6a-ie-proposed-shared-definitions-final-approved-by-pres-beck-revised-11-2-2020.pdf>

Two of the Constitution.

- i. Should the Chair-elect hold a concurrent appointment as set forth in section 2.1.a.ii of these Bylaws, they shall resign such appointments effective with their assumption of the role of Chair. Any appointments so vacated shall be filled through the regular elections and appointments process, as described in section 6.2.f of these Bylaws.
- d. The election will be managed by the Appointments, Elections and Bylaws Committee., Elections, and Bylaws Committee, as outlined that committee's charge (section 6.5.e of these Bylaws).
- e. The Chair is responsible for presiding over meetings of the Senate and the Executive Committee, and, when necessary, for selecting and referring proposals to appropriate committees. The Chair shall transmit all official actions of the Academic Senate to the President of the university. When invited by the appropriate administrative officer, the Chair may attend meetings of administrative groups, but shall not take policy positions on matters not previously acted upon by the Senate. Additionally, the Chair or designee shall serve as the alternate for The California State University Academic Senate and shall attend the meetings of The California State University Academic Senate when an elected senator must miss a given meeting or there is no time to elect a replacement, or they shall appoint a designee to do the same.
- f. Any other additional duties, including committee memberships, must be specifically assigned to the Chair through action of the Senate.

3.3 Second and Third Officers: Eligibility, Terms of Office, Selection, and Duties

- a. The Second Officer and Third Officer shall serve one-year terms, up to a maximum of four consecutive terms. Following four years in office, they will be eligible to serve again as Second or Third Officer only after a minimum hiatus of two years.
- b. The role of Second Officer shall be assumed by the Chair of SBC, with the express objective of ensuring that the Senate Officers include a faculty member with current knowledge of the University's budget and budget priorities.
- c. The Second Officer shall assume all the responsibilities of the Chair in the absence of the Chair. The Second Officer may shadow the Chair at any meeting to which the Chair is invited, pending approval of any non-Senate conveners. When invited by the appropriate administrative officer, the Second Officer may attend meetings of administrative groups, but shall not take policy positions on matters not previously acted upon by the Senate.
- d. The role of Third Officer shall be assumed by the Chair of CEAR, with the express objective of ensuring that the Senate Officers include a recognized faculty advocate for equity, inclusivity and anti-racism.
- e. The Third Officer shall lead the Officers and Executive Committee in applying equity considerations within the operations of the Senate. They shall collaborate with the Senate Office Staff on matters of record of senate including minutes and

final policy drafts, and shall assume all the responsibilities of the Chair in the absence of both the Chair and the Second Officer. The Third Officer may shadow the Chair at any meeting to which the Chair is invited, pending approval of any non-Senate conveners. When invited by the appropriate administrative officer, the Third Officer may attend meetings of administrative groups, but shall not take policy positions on matters not previously acted upon by the Senate.

- f. Any other additional duties, including committee memberships, must be specifically assigned to the Second or Third Officers through action of the Senate.

3.4 Vacated Offices

- a. If the Office of Chair becomes vacant, the Second Officer shall assume the Office of Chair.
- b. If the office of Second Officer or Third Officer becomes vacant, the Senate Executive Committee shall expeditiously appoint a replacement officer from among the qualified membership.

ARTICLE 4

CHAIRS OF THE STANDING COMMITTEES

- 4.1 The Standing Committees of the Academic Senate are five in number. They are the Academic Policies and Planning Committees (APPC), Appointments, Elections, and Bylaws Committee (AEBC), Committee on Equity and Anti-racism (CEAR), Faculty Affairs Committee (FAC), and Senate Budget Committee (SBC). This Article pertains to the Chairs of the Standing Committees.

4.2 Eligibility

- a. Chairs of AEBC, CEAR, FAC, and SBC: Returning and continuing members of said Standing Committee and newly elected members of said Committee who have served on said Committee within the last three years are eligible to run for Chair of said Standing Committee.
- b. Chair of APPC: Tenured faculty who are new or returning APPC members by virtue of serving as a Local Curriculum Committee (LCC) Chair or as a non-chair faculty members are eligible to serve as Chair of said Standing Committee.

4.3 Term of Office

- a. Chairs of Senate Standing Committees shall serve one-year terms of office. There is no limit to the number of consecutive one-year terms an individual may hold, unless stated otherwise in these Bylaws.
- b. No individual may chair more than one Standing Committee in a given academic

year.

4.4 Selection

- a. The Chairs of AEBC, CEAR, FAC, and SBC shall be elected on the floor of the Senate.
 - i. The constituency for the election shall be all continuing and incoming Faculty Senators. Should a chaired department or Unity Group not have identified its incoming Senator, the outgoing Senator may vote.
 - ii. Chairs must receive a majority of total votes cast to be elected. The election shall be conducted in multiple rounds (if conducted in person) or using Instant Runoff Voting (if conducted electronically). In the event of an uncontested election, the Senate may declare candidates elected by acclamation.
 - a) If conducted in person, the order of the votes shall be as follows:
 - 1) SBC
 - 2) CEAR
 - 3) FAC
 - 4) AEBC
 - iii. Such election shall take place not later than one month after the election of new committee members and prior to the last regular meeting of the outgoing Senate, where the incoming Chairs will be announced.
- b. The Chair of APPC shall be selected by the continuing or incoming faculty members of APPC, from among those members who meet the criteria outlined in section 4.2.b of these Bylaws.
 - i. Such selection shall take place not later than one month after the election of new LCC Chairs and non-chair faculty members, and prior to the last regular meeting of the outgoing Senate, where the incoming Chair will be announced.

4.5 Duties

- a. The Chairs of the Standing Committees shall facilitate communication between the committees, permanent subcommittees, and ad hoc committees under their purview, and the Senate Executive Committee and Academic Senate, by reporting on activities to the latter, and gathering and communicating feedback to the former.
- b. Each Chair of a Standing Committees shall set the agenda and ensure the recording of minutes for meetings of said Standing Committee, shall oversee the regular execution of said Standing Committee's charge, and shall bring forth policies proposed by said Standing Committee.
- c. Other duties of the Chairs of the Standing Committees are outlined by committee in Article 6 of these Bylaws.

4.6 Vacated Chairs

- a. If the Chair of a Standing Committee becomes vacant, the Standing Committee shall expeditiously appoint a replacement Chair from among the qualified membership. Should no Chair be found, the Appointments, Elections, and Bylaws committee shall solicit nominations expeditiously and appoint a replacement Chair.

ARTICLE 5

MEETINGS

Meeting Days

- 5.1 The Academic Senate shall meet on Mondays from 10:00 am to 11:50 am.⁸
- 5.2 The Academic Senate shall meet either every two or every three weeks during the academic year; frequency is to be determined by the Senate Chair in consultation with the Senate Executive Committee and communicated to the Senate membership not later than the end of the prior term.

Quorum

- 5.3 A quorum shall consist of 75 percent of the voting members of the Academic Senate. This quorum threshold applies to regularly scheduled meetings and special meetings of the Academic Senate.
- 5.4 All senators have a duty to attend Senate meetings whenever possible. Virtual attendance will be made available. Proxies are permitted, as described in section 2.2 of these Bylaws.
- 5.5 Senators who miss more than two (2) senate meetings in a semester may be censured, expelled, or recalled by their constituents; recall shall be pursuant to the represented unit's Bylaws.

Special Meetings

- 5.6 Special meetings of the Academic Senate may be called by the University President or by the Chair of the Academic Senate. A special meeting shall be called by the Chair of the Senate upon a petition certified by the Third Officer of the Senate to contain the signatures (may be electronic) of at least ten percent of the Academic Senate electorate; in these circumstances the meeting must be scheduled no later than three academic days after the petition has been so certified.

Cancellation of Regularly Scheduled Meeting

- 5.7 The Executive Committee may cancel any regularly scheduled meeting of the Senate. In case of an emergency the Chair may unilaterally cancel a regularly scheduled meeting.

Policies and Resolutions

⁸ This change shall take effect the second semester following passage to permit faculty to adjust schedules.

- 5.8 Definition: Policies are the regulations governing academic programs, curricula, etc. Policies are passed by the Senate and require the approval of the President. Resolutions are passed by Senate and express the will of the Faculty. They do not require Presidential approval.
- 5.9 Format: The standard format for Policies can be found on the Senate home page. Resolutions follow an accepted format.
- 5.10 Procedure for introducing policies or resolutions to the Senate.
- a. Proposed new policies and resolutions shall be presented to the Chair of the Senate for review by the Senate Executive Committee for consideration for placement on a future senate agenda as a first reading item. Policies must be sponsored by a senate committee or come through the Non-Tenure Track Faculty Council or the President's Policy and Planning Council. Policy proposals and resolutions shall normally be placed before the Senate at least one meeting before final action is taken.
 - i. In exceptional circumstances, a first reading item can be moved to a second reading item by the following procedure: a motion must be made and seconded. This motion is debatable, not amendable and cannot be reconsidered. The motion requires a two thirds majority to pass. If passed, the first reading item becomes a second reading item.
 - ii. A Resolution may be added to the agenda as a First Reading item at a meeting of the Academic Senate if it is sponsored by at least one voting member of the Senate and a motion, not debatable, approving its addition to the agenda is passed by a two-thirds majority.
 - b. Unless referred to an appropriate standing or special committee, the original drafts of these proposed polices and resolutions shall be reproduced and attached to the agenda of the Academic Senate meeting during which they are scheduled for a first reading.
 - c. During the First Reading, policy measures and resolutions may be read aloud and discussed before referral to committee, or, if there is no protest, they may be referred directly to the appropriate standing committee by the Chair without being read aloud, or they may be read and discussed for informational purposes only without referral to a committee.

Consent Calendar

- 5.11 Policy statements may become Senate policy by consent by being placed on the consent calendar using the following procedures.
- a. Recommendations may be placed on the Consent Calendar when deemed noncontroversial by the Chair of the Senate.
 - b. Any Senator may remove a recommendation from the consent calendar and place it on the agenda as a first reading item at the time of approval of the agenda.
 - c. Upon approval of the Senate agenda, a consent calendar item is deemed approved.

Recording of Discussion and Motions on the Floor of the Senate

- 5.12 The Senate Office Staff shall keep minutes for each meeting of the Academic Senate. Every motion that has been made and seconded at the meeting shall be recorded in the minutes. The disposition of each motion shall be made clear with the vote recorded in the minutes, together with a summary of the discussion.

Procedural Rules

5.13 Rules on Debate

- a. Members of the Senate or guests must be recognized by the Chair of the Senate prior to beginning to speak. The Senate Chair has the role to manage the debate including the discretion to call on speakers either for order or time.
- b. The member who made a motion has the right to speak to the motion first. In the case of a motion to approve a resolution, the member who made the motion follows the member who introduced the resolution.
- c. A senator may give their speaking time to a non-senator.
- d. A member or guest speaker may speak only twice to the same motion on the same day.
- e. Each speaker may talk for no more than five minutes total to the given motion. Any unused time is forfeited and cannot be applied to a subsequent debate by this same member or yielded to another member.
- f. Exceptions to points c, d, and e above shall be made at the discretion of the Chair when necessary to provide information.
- g. Debate of a motion must be relevant to the motion. The Chair of the Senate shall determine whether debate has deviated from the motion being considered.
- h. Members of the Senate shall not make ad hominem statements on the Senate floor and may be subject to censure.
- i. The Chair of the Senate shall remain impartial to the debate. If the Chair wishes to speak to a motion, he/she must relinquish the chair to the Vice-Chair or Third Officer, in that order. If the Vice-Chair and Third Officer of the Senate are not present, the Chair may not speak to a motion without first relinquishing the chair to some other member of the Senate.
- j. Members may speak to a motion and conclude their remarks by making a higher-ranking motion, such as calling for the question, moving to table, or any of the other options specified in Robert's Rules of Order.

Voting

- 5.14 A majority vote is defined as a majority of the members voting; a 2/3 majority is defined as 2/3 of the members voting. Abstentions or votes for "none of the above" shall not be counted for the purpose of determining whether a vote on an item of business passes or not but will be recorded in the minutes.

- a. All votes on motions to approve policies and resolutions shall normally be conducted by a roll call vote (voice or electronic) with each vote recorded in the minutes. Proxy votes will be collected.
- b. For non-controversial matters a call for unanimous consent may be requested by the Chair.

ARTICLE 6

THE STANDING COMMITTEES OF THE SENATE

6.1 Committees of the Senate

- a. The Executive Committee;
- b. Standing Committees with Permanent Subcommittees;
- c. The Non-Tenure Track Faculty Council (NTTC), which notwithstanding its inclusion in this article shall be understood to be governed by its Charter in matters of Council membership and the election or appointment of Council Officers;
- d. Advisory Committees, as described in Article 7 of these Bylaws; and
- e. Ad hoc committees, as described in Article 7 of these Bylaws.

6.2 General Guidelines for Senate Committees

- a. Selection and general duties of Standing Committee Chairs are set forth in Article 4 of these Bylaws.
- b. The membership of Senate Committees shall be elected from among the Voting Faculty without regard for rank, tenure status, or tenure eligibility, unless otherwise noted in these Bylaws; save that no faculty member shall serve on a Senate Committee during their first year of service at CI.
- c. Seats on Standing Committees shall be allocated by constituency and shall include at least one seat designated for a representative of the non-tenure track faculty, unless otherwise noted in these Bylaws. Seats on Permanent Subcommittees shall be at large unless otherwise noted in these Bylaws. Staff may be included ex officio to inform the work of the committee.
- d. All faculty are eligible to be elected to a maximum of two (2) Senate Committees.⁹ For the purposes of this paragraph, only Standing Committees, Advisory Committees, and Permanent Subcommittees specified in these Bylaws count as a Senate Committees. All CSU and CI policies regarding conflicts of interest apply

⁹ Faculty may run for more and if elected to more than two, shall select no more than two on which to serve.

to committee service.¹⁰

- e. All Permanent Subcommittees shall, within one month of the election of new committee members, select a Chair or Co-Chairs from among the returning and newly elected committee members, to serve a one-year term; save in cases where a Director or Chair is already designated to serve in this capacity (e.g., Faculty Directors of Mission-Based Centers, Local Curriculum Committee Chairs).
- f. Seats left unfilled during the regular election process or vacated midterm shall lead to replacement appointments to be overseen by the Appointments, Elections, and Bylaws Committee as outlined that committee's charge (section 6.5.e of these Bylaws); save for open seats on the Senate Executive Committee or the Appointments, Elections and Bylaws Committee, which must be filled through a midterm election process identical in all ways to the regular election process except for timing.
- g. These Bylaws set forth the Permanent Subcommittees, ordered underneath their Standing Committees.
- h. Duties of Chairs of Permanent Subcommittees
 - i. Chairs shall set the agenda and ensure the recording of minutes for meetings of said Subcommittee, shall oversee the regular execution of said Permanent Subcommittee's charge, and shall bring forth policies proposed by said Permanent Subcommittee.
 - ii. Chairs shall facilitate communication with the Chair of the relevant Senate Standing Committee, providing information to said Standing Committee and returning information to their Subcommittee
- i. A committee may act on its own initiative or at the request of any member of the university community within the general area of responsibility assigned to it by the Academic Senate.
- j. Any Standing Committee may, in consultation with the Executive Committee, establish a new Permanent Subcommittee through the passage of a senate policy containing information equivalent to that provided for Permanent Committees in these Bylaws. Any such Permanent Subcommittee shall follow the rules set forth in these Bylaws. No further updating of these Bylaws shall be necessary for the establishment and operation of such a committee.
- k. Any Senate Committee may establish ad hoc subcommittees. These subcommittees shall report to the committee. At least one member of the subcommittee shall be an elected faculty member of the committee. Other members may be drawn from any segment of the University community, except that only faculty members may serve on subcommittees that deal with faculty personnel matters. See Article 7 of these

¹⁰ See: "Conflict of Interest Information," *Human Resources, CSUCI*, <https://www.csuci.edu/hr/ConflictofInterest.htm>; *CSU Conflict of Interest Handbook*, rev. July 2024, <https://www.calstate.edu/csu-system/administration/general-counsel/Documents/ConflictofInterestHandbook.pdf>

Bylaws for general discussion of ad hoc committees.

- l. All Senate Committees and the Non-Tenure Track Faculty Council will submit to the Senate Executive Committee their meeting minutes, agenda, time/date/location of the next meeting, and any other information that the Committee believes should be shared with Academic Senate (i.e., reports, evidence, research) seven (7) days in advance of the next scheduled Academic Senate Meeting.
- m. Ex-officio non-voting members of committees may attend meetings in person or send a representative who shall act in place of the member. Chairs of standing or ad hoc committees may recommend to the Senate Executive Committee that a committee member be replaced if that member accrues excessive absences. "Excessive absences" shall be defined by the committee.
- n. No Senate Committee shall schedule meetings to knowingly conflict with meetings of either the Academic Senate or the Senate Executive Committee.
- o. Conflicts of Interest. No faculty member shall serve on a committee where a conflict of interest may be reasonably foreseen. This includes committees that allocate resources, when the faculty member or immediate family member has, will have, or anticipates that they will have business before said committee; and advisory committees, when the entity advised is headed by or benefits an immediate family member.¹¹ This section pertains to Senate Committees and to University Committees and similar entities, where Senate is requested to provide or assist in providing faculty representation.

6.3 Executive Committee

- a. Chair: The chair of the Executive Committee shall be the Chair of the Academic Senate.
- b. Membership: The Membership of the Executive Committee, and the voting rights of said membership, shall be as laid out in Article Three of the Constitution.
- c. Charge: In addition to the Powers, Responsibilities, and Duties set forth in Article Three of the Constitution, the Executive Committee shall be responsible for the following:
 - i. Setting the agenda for the Senate's general meetings, to act in place of the Senate when the Senate is not in session, and to exercise such other powers as the Senate may delegate.
 - a) The Committee shall establish the agenda for each Senate meeting and instruct the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.
 - b) The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to

¹¹ See: "Conflict of Interest Information," *Human Resources, CSUCI*, <https://www.csuci.edu/hr/ConflictofInterest.htm>; *CSU Conflict of Interest Handbook*, rev. July 2024, <https://www.calstate.edu/csu-system/administration/general-counsel/Documents/ConflictofInterestHandbook.pdf>

the appropriate committees.

- c) The Committee shall be empowered to act for a Standing committee in lieu of referral on matters requiring immediate attention. Such action shall be reported at the next regular meeting of the Senate.
 - d) The Committee may act for the Senate on matters that call for immediate action or attention. Such action shall require an absolute two thirds majority vote of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.
 - e) The Committee shall present issues of major interest for attention during the academic year at the first fall meeting of the Senate.
 - f) The Committee may work for the Senate during the summer as needed and shall maintain communication and consult with Senators as need arises.
 - g) At the first Senate meeting of the academic year, the Chair of the Senate shall report to the Senate on any activity of the Executive committee occurring since the last meeting of the full Senate.
 - h) The Academic Senate shall oversee the creation and operation of all ad hoc and standing committees created. Policy proposals and modifications shall be referred by the Academic Senate to the appropriate committee for study. The committee shall then report its findings to the Senate Executive Committee, which will then take appropriate action based on the committee's findings or proposals.
- ii. Making recommendations to the Senate concerning the formulation, revision, adoption, and review of policies and procedures related to all academic matters delegated to the President of CSU Channel Islands by law and the Trustees and Chancellor of the California State University. Areas of responsibility shall include, but not be limited to, those dealing with academic, personnel, and fiscal policies and procedures.
- iii. Having responsibility for oversight of Academic Senate committees including:
- a) Recommending to the Senate the creation of all new standing committees;
 - b) Proposing changes to the Constitution or Bylaws necessitated by the creation of new standing committees;
 - c) Proposing the creation of such ad hoc committees as it deems necessary to insure the performance of Senate duties;
 - d) Serving as a budget committee for the Senate with the primary responsibilities for:
 - 1) preparing and submitting all necessary Senate budget requests to the Provost; and

- 2) supervising administration of Senate budget expenditures when (or if) necessary.
 - e) Receiving reports from faculty representatives on University-wide committees regarding the activities of their committees at least once each semester.
 - d. Meetings:
 - i. The Executive Committee shall meet the week prior to the full Senate meeting, with preference to the same day and time as the regular meetings of the Academic Senate. The Committee shall meet at other times as necessary at the call of the Chair of the Senate, at the request of the President of the university, or at the request of an absolute majority of the Executive Committee.
 - ii. The Executive Committee may meet with the President of the University, at the initiative of the Committee or the President, to consider problems or issues of the university.
 - e. Challenge and Censure:
 - i. A senator may challenge an action taken by the Executive Committee on behalf of the Senate. The matter shall be submitted immediately to a vote. A simple majority of the Senate shall uphold the action of the Executive Committee.
 - ii. The Executive Committee may be censured for its actions; such action shall require a simple two-thirds majority of the Senate present and voting.
- 6.4 The Academic Policy and Planning Committee (APPC); and its Permanent Subcommittees
- a. Chair: The APPC shall be co-chaired by the AVP of Academic Programs together with the Faculty Standing Committee Chair (Faculty Co-Chair). The Faculty Co-Chair shall serve on the Senate Executive Committee. The method of selection and core duties of the Faculty Co-Chair are described in Article 4 of these Bylaws.
 - b. Subcommittees: The APPC's Permanent Subcommittees are
 - i. The General Education Committee
 - ii. The Student Academic Policies and Procedures Committee
 - iii. The four Local Curriculum Committees (LCCs) ¹²

Memberships

- c. APPC comprises elected faculty Permanent Subcommittee Chairs and other elected faculty members as indicated below, who have voting rights and will serve two-year staggered terms; and non-voting student, staff, and administrative members:
 - i. The LCC Chairs or their representatives

¹² The constituencies for the LCCs may be found in Appendix 1.

- ii. The Chair of the Permanent Subcommittee on General Education
 - iii. The Chair of the Permanent Subcommittee on Student Academic Policies and Procedures
 - iv. Additionally, if not represented in the above chair positions:
 - a) One elected faculty representative from Library/Counselors
 - b) One elected faculty representative from MVS
 - c) One elected faculty representative from SOE
 - v. AVP for Academic Programs
 - vi. Dean of Extended Education
 - vii. Academic Deans of Schools and Library
 - viii. One staff representative appointed by Staff Council
 - ix. One student representative appointed by Associated Students, Inc.
 - x. Administrative Staff identified by the AVP of Academic Programs
- f. The General Education Committee shall consist of seven voting faculty members, elected from the following constituencies,¹³ one voting student representative, and non-voting ex-officio staff members. Faculty members shall serve two-year staggered terms; the student representative shall serve a one-year term:
- i. One faculty member from Arts & Sciences: Arts & Humanities,
 - ii. One faculty member from Arts & Sciences: Behavioral and Social Sciences,
 - iii. One faculty member from Arts & Sciences: Math & Sciences,
 - iv. One faculty member from MVS: Business and Economics,
 - v. One faculty member from SOE: Education
 - vi. One faculty member from Ethnic Studies (campus-wide)
 - vii. One faculty member from Broome Library
 - viii. One student representative appointed by Associated Students, Inc.¹⁴
 - ix. At least one staff member from each of the following:
 - a) Curriculum and Articulation
 - b) Student Systems Analyst
 - c) Academic Advising
 - d) Registrar's Office
- g. The Student Academic Policies and Procedures Committee shall consist of eight voting members: five elected faculty, two ex officio administrative members, and

¹³ The general constituencies may be found in Appendix 2.

¹⁴ "Toward this end, each campus shall have a broadly representative GE committee, a majority of which shall be instructional faculty and shall also include student membership." EO 1100, sec. 6.2.2.

one student representative. Faculty members shall serve two-year staggered terms.

- i. Five members elected from the faculty at large
 - ii. Registrar or designee
 - iii. Director of Advising or designee
 - iv. One student representative appointed by Associated Students, Inc.
- h. Each of the four Local Curriculum Committees (LCC) shall have, at minimum, five voting members selected by the faculty from the representative department groups, according to procedures to be determined by APPC. LCC Chairs are elected directly by the constituency they will represent, from among the tenured faculty of said constituency, following the regular election procedures set forth in section 6.5.e of these Bylaws. Chairs and faculty members on each LCC will serve two-year staggered terms. The constituencies are as follows:¹⁵
- i. Math & Sciences
 - ii. Arts & Humanities
 - iii. Behavioral & Social Sciences
 - iv. Professional Studies
 - v. Additionally, one staff member from each of the following areas may be an ex-officio non-voting member on each LCC:
 - a) Academic Advising,
 - b) Registrar's Office or Student Systems
 - c) Academic Programs, and
 - d) Program-specific support staff (e.g., Program Analyst, Coordinator, Technician) from one of the programs represented by the committee.

Charges

- i. Charge: The Academic Planning and Policy Committee is charged with:
 - i. Making recommendations to the Senate for all university curricular policy matters, including alternative modes of instruction (e.g., distance learning courses), Title V regulations, Executive Orders, and credit and non-credit offerings by Extended University, to be undertaken in consultation with relevant permanent subcommittees. These items are to be voted on by Faculty members only.¹⁶
 - ii. Regular review of curricular-related Senate policies and updating as needed. These items are to be voted on by Faculty members only.
 - iii. Review and approval for all new degrees/programs, majors, minors,

¹⁵ The constituencies for the LCCs may be found in Appendix 1.

¹⁶ See Art. 2.1.c.i of these Bylaws.

- emphases, concentrations, options, credentials, certificates for placement on the Academic Master Plan through the Academic Senate process
- iv. Soliciting input from campus and community constituencies on new program priorities
- v. Identifying emerging fields and degree opportunities that further CI's mission
- vi. Providing cost estimates for new and projected programs
- vii. Providing recommendations on degrees, majors, minors, emphases, concentrations, options, credentials, certificates, and other programs to the Academic Senate, Provost, and the President
- viii. Coordinating the introduction of state-support and self-support programs by working closely with the Dean of Extended Education and the Deans of Academic Programs/Schools
- ix. Disseminating its findings to the wider campus community
- x. Maintaining the Academic Master Plan and the University Catalog, in conjunction with the Academic Programs Office and other units.
- xi. Setting procedures and policies, timelines, and deadlines for curricular matters relating to the University Catalog in coordination with the Academic Programs Office to follow CSU timelines.
- xii. Setting the timeline and deadlines for the submission of new course proposals, course modifications, and program modifications to the local curriculum committees, including the frequency of program modifications
- xiii. Reporting and compiling empirical data and information on program needs in the region and the state every three years
- xiv. Developing and evaluating growth models every three years for new and existing programs
- xv. Reassess need for new local curriculum affinity groups and related programs every three years
- j. General Education Committee: The responsibilities of the General Education Committee shall include:
 - i. Developing, proposing, reviewing, and updating policies regarding general education
 - ii. Studying, reviewing, interpreting, and recommending, in consultation with appropriate disciplines, General Education programs for approval by the Academic Senate through the APPC
 - iii. Reviewing and recommending the designation and classification of courses appropriate to the General Education programs
 - iv. Reviewing, on a regular basis, the existing GE-designated courses to ensure continued adherence to GE classification and quality standards; and

- recommending changes in GE-designated courses to the Academic Senate after consultation with affected disciplines, departments and/or programs
- v. Responsibility for the University Catalog and Class Schedule statements on General Education, including identification and classification of General Education courses
- vi. Aiding in the development, facilitation and creation of new courses and program proposals in General Education
- vii. Assessing the effectiveness of the General Education program and courses designated as General Education courses
- viii. When functions of the General Education Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.
- k. Student Academic Policies and Procedures Committee. The responsibilities of the Student Academic Policies and Procedures Committee shall include:
 - i. Reviewing existing policies, drafting and recommending new policies to the Senate APPC that deal with academic issues relating to students in order to promote high academic standards
 - ii. Formulating, reviewing, and recommending policies regarding the granting of academic honors and awards to students
 - iii. Providing advice on the interpretation of Student Academic Policies and the implementation of procedures arising from them.
 - iv. When functions of the Student Academic Policies and Procedures Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees
- l. Local Curriculum Committees. The responsibilities of the Local Curriculum Committees (LCCs) shall include:
 - i. Review and approval of course modifications
 - ii. Review and approval of new course proposals
 - iii. Review courses for graduation requirements including GEAR, AIR, and Language, utilizing approved policies when available
 - iv. Review and approval of program modifications
 - v. Initial review and approval of new programs, degrees, emphases, concentrations, options, minors, credentials, certificates for the Academic Master Plan and for implementation
 - vi. Collaborate with other LCCs where courses are cross-listed or have significant disciplinary content in a discipline are not within the LCC
 - vii. Collaborating with the Academic Programs Office to convey curricular decisions for the University Catalog

- viii. Collaborating with the APPC to communicate needed or revised curricular policies
- ix. Communicating any changes in LCC membership (programs, prefixes) to APPC and to the Academic Senate.

Meetings

- m. The Academic Policy and Planning Committee shall meet a minimum of twice a semester. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the request of the President of the university or at the request of an absolute majority of the APPC voting members.
 - n. The GE Committee shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.
 - o. The Student Academic Policies Committee shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.
 - p. The Local Curriculum Committees shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.
- 6.5 Appointments, Elections, and Bylaws Committee (AEBC); and its Permanent Subcommittees
- a. Chair: The Faculty Standing Committee Chair shall serve on the Executive Committee. The method of selection and core duties of the Chair are described in Article 4 of these Bylaws.
 - b. Subcommittees: The AEBC has no Permanent Subcommittees.

Memberships

- c. The membership of the Appointments and Elections Committee shall be as follows. All members shall have voting rights. Unlike other committees, despite being distributed by constituency, the faculty members of AEBC are voted on by all Voting Faculty. Elected faculty members shall serve two-year staggered terms:¹⁷
 - i. One faculty member elected from Arts & Sciences: Arts & Humanities
 - ii. One faculty member elected from Arts & Sciences: Behavioral and Social Sciences
 - iii. One faculty member elected from Arts & Sciences: Math & Sciences
 - iv. One faculty member elected from MVS: Business and Economics
 - v. One faculty member elected from SOE: Education
 - vi. One faculty member elected from the Library/Counselors
 - vii. One member of CEAR or Equity Advocate (training must be current), appointed by CEAR to a one-year term

¹⁷ The general constituencies may be found in Appendix 2.

- viii. One member of the NTTF Council, appointed by the NTTF Council to a one-year term
 - ix. One non-MPP Staff member, appointed by Staff Council to a one-year term
 - x. Chair, Academic Senate, ex officio
 - xi. The Senate Parliamentarian, ex officio, unless this role is already held by one of the faculty members of the committee
- d. Any faculty vacancies on AEBC must be filled by an election. This provision shall apply equally to the spring election cycle, to positions unfilled at the conclusion of that cycle, to vacancies arising during the academic year, and to vacancies in the position of Chair. In the event of an uncontested election (defined as when the number of candidates is equal to or less than the number of available positions), the AEBC may declare candidates elected by acclamation.

Charges:

- e. Charge of the AEBC:
- i. The Committee is charged with managing faculty participation in shared governance at the University level, including but not limited to, all committees enumerated in these Bylaws, all administrator searches governed by Senate Policies, and all University Committees and other campus-wide opportunities for which faculty participation is sought. Additionally, it is charged with managing CI faculty participation in shared governance at the statewide CSU system level.
 - ii. The Committee shall, in collaboration with the Senate Office, manage Senate Officer positions and membership on all Senate Standing Committees, Permanent Subcommittees, and Advisory Committees, and on Ad hoc committees established by the Senate Executive Committee, as well as CI's membership on the statewide Academic Senate of the California State University (ASCSU), including by
 - a) Maintaining current rosters of officeholders, committee memberships, and committee chairs
 - b) Soliciting self-nominations for vacancies among Senate Officers, Standing Committee Chairs, committee memberships, and CI's statewide Senators
 - c) Overseeing and administering the annual elections process, for positions filled according to the regular timetable or for which an election is mandatory, including for elections held within Senate
 - d) Overseeing and administering the appointments process, for positions filled outside of the regular timetable
 - e) Presenting elected and appointed faculty representatives to the Academic Senate for approval

- f) Communicating the approved elections and appointments to the Academic Senate, to committee chairs, and to other designated points of contact
- iii. The Committee shall, in collaboration with the Office of Faculty Affairs, Success, and Equity (FASE) or similar, manage the membership of the University Retention, Tenure, and Promotion Committee (URTPC), including by
 - a) Disseminating the call for exemptions to all eligible faculty
 - b) Overseeing and administering URTPC elections
 - c) Communicating the outcomes of URTPC elections to the Academic Senate and to FASE
- iv. The Committee shall, in collaboration with the Hiring Authority and in consultation with the Senate Officers, manage faculty participation in administrator searches governed by Senate Policies, including by
 - a) Collaborating with the Hiring Authority to disseminate the call for faculty participation
 - b) Gathering faculty self-nominations
 - c) Overseeing and administering elections, appointing members, or forwarding self-nominations to the Hiring Authority or other contact, as determined by Senate Policy and other relevant policies and procedures, including presenting appointees to the Academic Senate for approval if applicable
 - d) Communicating the approved elections and appointments to the Academic Senate and to the Hiring Authority or other contact
- v. The Committee shall, in collaboration with the Senate Office, manage faculty representation on all University Committees and other campus-wide opportunities for which faculty participation is sought, including by
 - a) Maintaining current rosters of faculty representatives
 - b) Soliciting self-nominations for vacancies
 - c) Overseeing and administering the appointments process
 - d) Presenting appointees to the Academic Senate for approval
 - e) Communicating approved appointments to the Academic Senate and to committee chairs or other designated points of contact
- vi. The Committee shall, in collaboration with the Non-Tenure Track Faculty Council (NTTFC), manage the elections and appointments process for the Officers of the NTTFC, in accord with the Bylaws of the same.

- vii. The Committee shall, in collaboration with the Senate Office or, for non-Senate positions, the relevant contact, verify the eligibility of all nominees and, in cases of doubt, shall decide eligibility for appointment, election or membership in the electorate.
- viii. The term “regular election process” used in these Bylaws refers to the process by which, each Spring semester, the Committee shall determine upcoming vacancies, communicate vacancies to the Faculty, solicit self-nominations, oversee and administer elections, present results to the Academic Senate for approval, and communicate the approved results of elections to the Academic Senate, the Senate Office, the nominees, and the committee chairs and other points of contact. The specific steps, including the contents of self-nominations, timeline, and tools used, shall be at the discretion of the Committee, provided they do not conflict with these Bylaws or Constitution.
- ix. In the event of an uncontested election (defined as when the number of candidates is equal to or less than the number of available positions), the Committee may declare candidates elected by acclamation.
- x. All elected positions unfilled as of the end of the regular election process, all vacancies in elected positions that may occur during the academic year, and all other positions shall be filled by appointment, save for those noted in section 6.2.f of these Bylaws, or for which elections are required by Senate Policies or other relevant policies and procedures. The regular appointments process shall be that set forth in section 6.5.e.viii, substituting “appointments” for “elections.” Appointments made outside of the regular timetable shall follow the same process, save that the Senate Officers may approve such appointments on behalf of the Academic Senate.
- xi. The Committee shall review periodically the Constitution and Bylaws of the Senate and related university policies regarding shared governance and committee work, and it shall recommend to the Senate such changes as may be desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.
- xii. The Committee shall consider each year, as may be necessary, revision of the list of Standing and Ad hoc committees and of the membership and functions of each committee.
 - a) Recommending to the Senate the creation of all new standing committees
 - b) Proposing changes to the Constitution or Bylaws necessitated by the creation of new standing committees
 - c) Proposing methods for selecting the membership of Academic Senate committees.
 - d) Selecting faculty representatives to University-Wide Committees; it

may at its discretion request that the Committee on Committees hold an election.

- xiii. The Committee shall consider every five years, or as may be necessary, revision of the Academic Senate membership and senate structure.
 - e) Recommending to the Senate revisions for senate membership or senate structure
 - f) Proposing changes to the Constitution or Bylaws necessitated by the creation of a new senate structure
 - g) Proposing methods for selecting the membership of Academic Senate
- xiv. Questions concerning interpretations of the text of the Constitution, the Bylaws, and any Senate Policy or Resolution proposed by this Committee shall be referred to the Committee. Interpretations by the Committee shall be reported in writing to the Academic Senate and shall be considered binding unless reversed or altered by action of the Academic Senate.
- xv. The Committee may, at the request of Academic Senate or at its sole discretion, advise on or assist with other elections and appointments, or with the development of other Bylaws, or with other tasks similar to those that fall within its regular purview.

Meetings

- f. The Appointments, Elections, and Bylaws Committee shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee.

6.6 Faculty Affairs Committee (FAC); and its Permanent Subcommittees

- a. Chair: The Faculty Standing Committee Chair shall serve on the Executive Committee. The method of selection and core duties of the Chair are described in Article 4 of these Bylaws.
- b. The Permanent Subcommittees of FAC are
 - i. The Committee on Centers and Institutes
 - ii. The Research and Grants Committee
 - iii. The Professional Leave Committee
 - iv. The Faculty Development Committee

Memberships

- b. The Faculty Affairs Committee shall consist of seven voting members elected from the following constituencies for 2-year staggered terms,¹⁸ plus two non-voting

¹⁸ The general constituencies may be found in Appendix 2.

members:

- i. One faculty member elected from Arts & Sciences: Arts & Humanities
 - ii. One faculty member elected from Arts & Sciences: Behavioral and Social Sciences
 - iii. One faculty member elected from Arts & Sciences: Math & Sciences
 - iv. One faculty member elected from MVS: Business and Economics
 - v. One faculty member elected from SOE: Education
 - vi. One faculty member elected from the Library/Counselors
 - vii. One faculty member elected from the non-tenure track faculty at large, who may also serve on the Non-Tenure Track Faculty Council
 - viii. The AVP of Faculty Affairs, or designee, as non-voting ex officio member
 - ix. A representative from CFA, chosen by the CI chapter's leadership, as a non-voting member
- c. The Committee for Centers and Institutes shall consist of the five voting members and additional ex officio non-voting members. The elected faculty members shall serve staggered two-year terms.
- i. Five members elected from the faculty at large.
 - ii. The faculty directors of centers and institutes will serve as ex officio members.
 - iii. The staff co-directors of centers and institutes will serve as ex officio members
- d. Research and Grants Committee shall consist of seven voting members elected from the following constituencies for 2-year staggered terms.¹⁹ Faculty serving on the committee may not have business before the committee.²⁰
- i. One faculty member elected from Arts & Sciences: Arts & Humanities
 - ii. One faculty member elected from Arts & Sciences: Behavioral and Social Sciences
 - iii. One faculty member elected from Arts & Sciences: Math & Sciences
 - iv. One faculty member elected from MVS: Business and Economics
 - v. One faculty member elected from SOE: Education
 - vi. One faculty member elected from the Library/Counselors
 - vii. One faculty member elected from the non-tenure track faculty at large, who may also serve on the Non-Tenure Track Faculty Council

¹⁹ The general constituencies may be found in Appendix 2.

²⁰ See Art. 6.2.o, above.

- e. The Professional Leave Committee shall consist of six faculty elected from the following constituencies for 2-year staggered terms.²¹ Faculty must hold tenure to serve on this committee.²² Faculty serving on the committee may not have business before the committee.²³
 - i. One tenured faculty member elected from Arts & Sciences: Arts & Humanities
 - ii. One tenured faculty member elected from Arts & Sciences: Behavioral and Social Sciences
 - iii. One tenured faculty member elected from Arts & Sciences: Math & Sciences
 - iv. One tenured faculty member elected from MVS: Business and Economics
 - v. One tenured faculty member elected from SOE: Education
 - vi. One tenured faculty member elected from the Library/Counselors
- f. Faculty Development Committee shall consist of seven voting members elected from the following constituencies for 2-year staggered terms:
 - i. Five faculty members elected from among the Tenured and Probationary Faculty
 - ii. Two faculty members elected from among the Non-Tenure Track Faculty, who may also serve on the Non-Tenure Track Faculty Council

Charges

- g. Faculty Affairs Committee. The responsibilities of the Faculty Affairs Committee shall include:
 - i. Providing information and policy recommendations to the Academic Senate whenever it believes that faculty rights and welfare need protection or enhancement: and
 - ii. Making policy recommendations, to be undertaken in consultation with relevant permanent subcommittees, regarding such matters as:
 - a) Criteria and standards for the appointment, retention, promotion, evaluation, and tenure of academic employees as well as preservation of the principle of peer review and evaluation through the direct involvement of appropriate faculty in these decisions
 - b) Professional activities of the University faculty
 - c) Financial support of University faculty activities

²¹ The general constituencies may be found in Appendix 2.

²² CBA Art. 27.5: "A Professional Leave Committee composed of tenured faculty unit employees shall review sabbatical applications."

²³ CBA Art. 27.5: "A faculty unit employee applying for a sabbatical leave shall not be eligible for election to the Professional Leave Committee." Art. 28.7: "A faculty unit employee applying for a difference in pay leave shall not serve on this Committee." See further Art. 6.2.o, above.

- d) Faculty consultation in the appointment and review of administrative personnel in positions affecting the University Faculty
 - e) Granting of awards and honors to members of the University Faculty, including conferral of Emeritus/ a status
 - f) Professional development, including minimum criteria and standards to be used for programs designed to enhance and maintain professional competence such as the awarding of sabbaticals and other academic leaves
 - g) Academic freedom and shared governance
 - h) Faculty professional ethics, disciplinary procedures, and other professional matters not collectively bargained.
 - iii. When functions of the Faculty Affairs Committee also fall within the areas of concern of other Standing Committees and their Permanent Subcommittees, the Committee will work in conjunction with those committees.
- h. Committee for Centers and Institutes (CCI). The responsibilities of the Committee for Centers and Institutes shall include:
 - i. Creating the definitions, policies, and procedures for the establishment, operations, or dissolution of Centers and Institutes at CI
 - ii. Accepting and reviewing proposals for the creation of Centers and Institutes
 - iii. Recommending proposals concerning Centers and Institutes to the Academic Senate for action
 - iv. Communicating with the Academic Senate on the progress of existing Centers and Institutes
 - v. Supporting all centers and institutes under development
 - vi. Assessing and recommending structural relations and responsibilities among centers and institutes
 - vii. Serving the Provost, Academic Senate, and Centers and Institutes in an advisory capacity
 - viii. Reviewing annual reports of all existing centers and institutes, and
 - ix. Reviewing periodic reports of all existing centers and institutes and making recommendations regarding continuance or discontinuance to the Academic Senate.
 - x. When functions of the Committee for Centers and Institutes also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees
- i. Research and Grants Committee. The responsibilities of the Research and Grants Committee shall include:

- i. This committee shall provide input regarding faculty and University research, scholarship and creative activities at the institution and make general recommendations for preparing reports of research activity undertaken at the University.
- ii. Establishing criteria and procedures for the application, review, evaluation, and rating of proposals to the Research Scholarship and Creative Activities (RSCA) faculty grant program and other internal faculty funding programs
 - a) Criteria for evaluating proposals should be clearly specified prior to the annual announcement of the request for proposals. However, the committee shall have the ability to alter criteria from year to year
 - b) Working with the appropriate administrator to generate announcements regarding availability of awards and deadlines
 - c) Reviewing, discussing, and rating RSCA proposals and making award recommendations to the appropriate administrator
 - d) Providing a brief written rationale accounting for the ranking it gives to each proposal. If a proposal does not receive funding, the applicant shall, upon request, be provided with a written rationale.
 - e) When functions of the RSCA review process also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees
- iii. Recommending priorities to the appropriate Research and Sponsored Programs administrator
- iv. Developing and reviewing policies regarding faculty research, scholarly, and creative activities
- v. Working with the appropriate Research Sponsored Programs administrator to gather input on Research and Sponsored Programs service needs, and to develop a strategic plan
- vi. Advising the appropriate Research and Sponsored Programs administrator on evaluation of Research and Sponsored Programs services and programs
- j. The Professional Leave Committee. The responsibilities of the Professional Leave Committee shall include:
 - i. Reviewing sabbatical and difference-in-pay leave applications based on approved criteria and making recommendations as specified in relevant Senate and University policies
 - ii. Reviewing other faculty award applications (e.g., Exceptional Service to Students) as indicated by Senate and University policies
 - iii. In consultation with the Provost, making modifications as needed to sabbatical and difference-in-pay leave application forms and evaluative criteria

- iv. Proposing, reviewing, and updating relevant policies
- k. Faculty Development Committee. The responsibilities of the Faculty Development Committee shall include:
 - i. Defining “faculty development” for CSU Channel Islands, and identifying campus units carrying out faculty development functions
 - ii. Working with leaders of campus faculty development units to develop a mission statement and strategic plan for faculty development at CSUCI based on formal evaluation of faculty needs and priorities and institutional priorities
 - iii. Recommending priorities for faculty development to leaders of campus units engaged in faculty development programs and services, and to all administrators developing strategic priorities for academic programs
 - iv. Recommending priorities for budgetary expenditures that pertain to faculty development units and programs
 - v. Advocating for and guiding the planning for a Faculty Center, a facility devoted to professional development of the faculty in alignment with institutional space and resource planning efforts
 - vi. Advising leaders of campus faculty development units on assessments and evaluation of faculty development programs and services
 - vii. Recommending revisions as necessary to the position description of leaders of campus units and programs engaged in faculty development
 - viii. Having representation on search/selection committees in addition to or in collaboration with other faculty representatives for appointments where the primary responsibility is faculty development

Meetings

- l. The Faculty Affairs Committee shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee
- m. The Committee for Centers and Institutes Committee shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee
- n. The Research and Grants Committee typically meets on the second Friday of each month during the academic year from 10:00 am - 12:00 p.m. or as needed to conduct the work of the committee
- o. The Professional Leave Committees shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee
- p. The Faculty Development Committee shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee

6.7 Senate Budget Committee (SBC); and its Permanent Subcommittees

- a. Chair: The Faculty Standing Committee Chair shall serve on the Executive Committee. The method of selection and core duties of the Chair are described in Article 4 of these Bylaws.
- b. The SBC has no Permanent Subcommittees

Memberships

- c. The Senate Budget Committee shall consist of a minimum of nine members: seven voting members elected to three-year staggered terms from the following constituencies, and at least two non-voting ex officio members:
 - i. One faculty member elected from Arts & Sciences: Arts & Humanities
 - ii. One faculty member elected from Arts & Sciences: Behavioral and Social Sciences
 - iii. One faculty member elected from Arts & Sciences: Math & Sciences
 - iv. One faculty member elected from MVS: Business and Economics
 - v. One faculty member elected from SOE: Education
 - vi. One faculty member elected from the Library/Counselors
 - vii. One faculty member elected at large
 - viii. The immediate past SBC Chair as an ex officio, non-voting member (first year only)
 - ix. One budget representative from the University as an ex officio, non-voting member

Charges

- d. The Senate Budget Committee shall serve as the deliberative body of the faculty on budget and resource use for annual and long-range planning issues. Given the complexity of the university budget, and the resources required for effective budgetary oversight, the SBC can only be effective by focusing its efforts on specific priority issues. Consequently, the SBC agenda should be determined jointly by committee leadership and the Senate Executive Committee. The responsibilities of the Senate Budget Committee shall include:
 - i. Explore, report on, and/or provide recommendations related to specifically identified University budgetary matters
 - ii. Request the data needed from the University to report on the priorities as developed in subsection (i), above
 - iii. Participating in the budget planning process for Academic Affairs
 - iv. Receive training from the Vice President for Business and Financial Affairs (or designee) on the university budget, and an annual meeting with the VP to discuss the budget
 - v. Advising the President, Provost, or Division of Academic Affairs by

providing input and recommendations throughout the planning, implementation, and subsequent review of the budget expenditures including advice on key campus priorities. (Unless specifically requested, advice will be reported via Senate Executive Committee)

- vi. Upon request of the Executive Committee of the Academic Senate or University Administration, the Senate Budget Committee shall nominate members to serve on committees that require the particular expertise of its members

Meetings:

- e. The Senate Budget Committee shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.

6.8 Committee on Equity and Anti-Racism (CEAR); and its Permanent Subcommittees

- a. Chair: The Faculty Standing Committee Chair shall serve on the Executive Committee. The method of selection and core duties of the Chair are described in Article 4 of these Bylaws. A faculty member may serve up to two consecutive terms as Committee Chair; after one cycle off, the faculty member shall become eligible for election as Chair.
- b. CEAR has no Permanent Subcommittees

Memberships:

- c. The Senate Committee on Equity and Anti-Racism shall consist of eleven voting members holding 2-year staggered terms; and non-voting ex officio members. No two elected members may be from the same chaired department.
 - i. Five faculty members elected at large from among the Tenured and Probationary Faculty
 - ii. Four non-tenure track faculty members, three of whom shall be elected at large from among the Non-Tenure Track Faculty and one of whom shall represent the Non-Tenure Track Faculty Council
 - iii. One member of the Staff Council, chosen by the Staff Council
 - iv. One student representative, chosen by Associated Students Inc.
 - v. The following ex-officio non-voting members (if not already serving as an elected faculty representative):
 - a) AVP for Faculty Affairs, Success and Equity (FASE), or designee
 - b) One representative from the California Faculty association
 - c) One Accessibility Representative
 - d) The Faculty Equity Advocate Lead
 - e) One representative of the Mission-Based Centers
 - f) One representative from the President's Advisory Council on

Inclusive Excellence (PACIE)

- g) One representative of the Ethnic Studies Council
- h) One representative of the Unity Coalition
- i) Representatives of the various Affinity Groups

Charges

- d. The responsibilities of the Senate Committee on Equity and Anti-Racism shall include:
 - i. All work of the committee shall be through the lens of equity, anti-racism, diversity and/or inclusion, as they are currently defined and as pertains to faculty, staff, students, and the wider campus community.
 - ii. New policies, policy changes, and any campus wide shared definitions in the following areas shall be reviewed by this Committee: faculty hiring; MPP hiring; retention, tenure and promotion; compensation and workload; unit, department or program bylaws; and revisions, additions and evaluations to campus wide shared definitions
 - iii. Any other policy or other governing documents such as Program/Department bylaws, may be referred to this committee from the senate, or senate exec, or from any faculty member, for the purpose of review
 - iv. Reviews and recommends the University's methods to improve recruitment, hiring and retention of diverse faculty and ensure equity in compensation and workload, accounting for cultural taxation. Advocate for similar conditions for all CSUCI employees.
 - v. Advocates for access to programming to educate faculty, staff, students, and the wider campus community about Diversity, Equity, Inclusion and Anti-Racism
 - vi. Heightens campus awareness of the University's diversity, equity and inclusion goals, policies, and procedures; and works with Colleges and Departments to achieve these goals
 - vii. Prepares an annual summary of the major activities undertaken by the committee over the academic year. This report is submitted to the Senate Chair and the Senate Office not later than the first day of classes of the subsequent academic year.

Meetings:

- e. The Senate Committee on Equity and Anti-Racism shall meet a minimum of twice a month during the academic year or as needed to conduct the work of the committee.

6.9 Non-Tenure Track Faculty (NTTF) Council

- a. Officers:

- i. Two Co-Chairs, the selection processes and terms for which shall be as described in the NTTF Council Charter
 - ii. Other officers as determined by the NTTF Council Charter
- b. Membership: The membership of the NTTF Council shall be as described in the NTTF Council Charter
- c. Charge: The responsibilities of the NTTF Council shall include:
 - i. All Council work shall be undertaken with the experience and equity of NTTF as guiding principles
 - ii. New policies solely affecting NTTF shall be offered to the Council for creation and/or sponsorship at the discretion of the Council
 - iii. New policies, policy changes, and any campus-wide shared definitions that directly impact NTTF shall be offered to the Council for review and/or sponsorship at the discretion of the Council
 - iv. Any other policy or other governing documents such as Program/Department bylaws, may be referred to the Council from the senate, the Senate Executive Committee, or from any faculty member, for the purpose of review
 - v. To collaborate with Senate Standing Committees and Senate Advisory Committees whose areas of concern overlap with the functions of the Council, as described in SP 23-19 on the creation of the Council and including any subsequent revisions or replacements thereof, understood as inclusive of any future revisions, updates, or replacements of said policy
 - vi. To provide annually to the Chair of the Academic Senate report of Council activities, concerns, and recommendations, the content of which shall be as detailed in the NTTF Council Charter
 - vii. To perform other functions within the Academic Senate, and within the CI community, as detailed in the NTTF Council Charter
- d. Meetings
 - i. The NTTC shall hold regular meetings once per month or as needed to conduct its work.
 - ii. The NTTC Officers shall hold regular meetings once per month or as needed to effectively govern the council.

ARTICLE 7

ADVISORY AND AD HOC COMMITTEES MEMBERSHIP AND CHARGES

7.1 General Guidelines for Advisory and Ad Hoc Committees

- a. All Advisory Committees shall, within one month of the election of new committee members, select a Chair or Co-Chairs from among the returning and newly elected committee members, to serve a one-year term; save in cases where a Director or Chair is already designated to serve in this capacity (e.g., Faculty Directors of Mission-Based Centers)
- b. All Ad Hoc Committees shall, within one month of their establishment, select a Chair or Co-Chairs from among the committee members, to serve for the duration of the committee; save in cases in which they are established by an extant Senate Standing Committee or Permanent Subcommittee, in which case the Chair or at least one Co-Chair shall be selected from among those members of said committee also serving on the Ad Hoc Committee.

7.2 Center for Community Engagement (CCE) Senate Advisory Committee

- a. Chair: The Faculty Director serves as chair and is selected as described in the Center's Bylaws or equivalent document.
- b. Membership: The CCE Senate Advisory Committee shall include three voting members, elected from the faculty at large for staggered 2-year terms.
- c. Charge: The responsibilities of the CCE Senate Advisory Committee shall include:
 - i. Acting with the Faculty Director as the Senate advisory body to the CCE to assure the development of this mission element in every appropriate area and assuring that the Center's Bylaws or equivalent document and practices are in line with all appropriate policies.
 - ii. Other responsibilities and duties as outlined in the Center's Bylaws or equivalent document
- d. Meetings: The CCE Senate Advisory Committee shall meet at least semesterly, or as necessary to meet its charge

7.3 Center for Global Engagement (CGE) Senate Advisory Committee

- a. Chair: The Faculty Director serves as chair and is selected as described in the Center's Bylaws or equivalent document.
- b. Membership: The CGE Senate Advisory Committee shall consist of twelve voting members plus the Faculty Director: five members elected from the faculty at large according to procedures determined by Academic Senate for staggered 2-year terms; the campus ACIP (Academic Council on International Programs) representative, who shall serve ex officio (three-year term); the International Programs representative; the Study Abroad advisor; one staff representative; one student; and two community members.
- c. Charge: The responsibilities of the CGE Senate Advisory Committee shall include:
 - i. Acting with the Faculty Director as the Senate advisory body to the CGE to

assure the development of this mission element in every appropriate area and assuring that the center's Bylaws or equivalent document and practices are in line with all appropriate policies

- ii. Other responsibilities and duties as outlined in the Center's Bylaws or equivalent document
- d. Meetings: The CGE Senate Advisory Committee shall meet at least semesterly, or as necessary to meet its charge

7.4 Center for Integrative Studies (CIS) Senate Advisory Committee

- a. Chair: The Faculty Director serves as chair and is selected as described in the Center's Bylaws or equivalent document.
- b. Membership: The CIS Senate Advisory Committee shall include three voting members, elected from the faculty at large for staggered 2-year terms.
- c. Charge: The responsibilities of the CIS Senate Advisory Committee shall include:
 - i. Acting with the Faculty Director as the Senate advisory body to the CIS to assure the development of this mission element in every appropriate area and assuring that the Center's Bylaws or equivalent document and practices are in line with all appropriate policies.
 - ii. Other responsibilities and duties as outlined in the Center's Bylaws or equivalent document
- d. Meetings: The CIS Senate Advisory Committee shall meet at least semesterly, or as necessary to meet its charge

7.5 Center for Social Action (CSA) Senate Advisory Committee

- a. The Faculty Director serves as chair and is selected as described in the Center's Bylaws or equivalent document.
- b. Membership: The CSA Senate Advisory Committee shall consist of three voting members, elected from the faculty at large for staggered 2-year terms.
- c. Charge: The responsibilities of the CSA Senate Advisory Committee shall include:
 - i. Acting with the Faculty Director as the Senate advisory body to the CSA to assure the development of this mission element in every appropriate area and assuring that the Center's Bylaws or equivalent document and practices are in line with all appropriate policies.
 - ii. Other responsibilities and duties as outlined in the Center's Bylaws or equivalent document
- d. Meetings: The CSA Senate Advisory Committee shall meet at least semesterly, or as necessary to meet its charge

7.6 Ad Hoc Committees

- a. The Academic Senate shall have the power to create ad hoc committees for specific assignments which cannot be handled adequately by the Academic Senate, by one of the existing committees, or by an administrative officer.
- b. Each ad hoc committee shall include at least one representative from each affected constituency (tenure track and non-tenure track faculty, students, staff or administrators).
- c. Ad hoc committees shall cease to exist upon completion of their specific assignments or at the end of the academic year, unless specifically authorized by the Senate to continue beyond that date.

7.7 University-wide Committees

- a. Faculty representatives to University-wide Committees shall be appointed by the Appointments, Elections, and Bylaws Committee. The Senate Executive Committee may at its discretion direct the Appointments, Elections, and Bylaws Committee to hold an election. Faculty representatives on University-wide committees shall report to the Senate Executive Committee regarding the activities of their committees at least once each semester.

ARTICLE 8

PARLIAMENTARY AUTHORITY

Parliamentary Procedure

- 8.1 Robert's Rules of Order Simplified and Applied (Second Edition, 2001) shall be the source for parliamentary procedure as interpreted by the Parliamentarian. In the event of any conflict between Robert's Rules of Order and the Constitution and Bylaws of the CSU Channel Islands Academic Senate, the Constitution and Bylaws take precedence. The final decision on questions of parliamentary procedure shall be made by the Chair of the Academic Senate in consultation with the Parliamentarian.

Parliamentarian

- 8.2 The Parliamentarian of the Senate shall be appointed by the Chair with the approval of the Senate. The term shall be for one (1) year. The Parliamentarian is responsible for the interpretation of any questions of parliamentary procedure and advises the Chair. The parliamentarian is a member of the Appointments, Elections, and Bylaws committee.

ARTICLE 9

FACULTY SENATE OFFICE

- 9.1 The University shall make available to the Senate a dedicated physical office adequate for

administrative work, confidential meetings, and documentary storage

Records

- 9.2 The Academic Senate Office Staff shall file all Senate documents in the Office of the Senate. Electronics copies of agendas, minutes, policies and resolutions shall be filed on the Academic Senate webpage.
- 9.3 Files, Senate Office
- a. The Senate shall make documents available to members of the university community if they were distributed to the members of the Senate.
 - b. Requests for other materials should be directed to the source of the material.

ARTICLE 10

ELECTION OF STATEWIDE ACADEMIC SENATOR REPRESENTATIVES

- 10.1 Election of representatives from CI to The Academic Senate of The California State University.²⁴
- a. Nominations
 - i. The Appointments, Elections, and Bylaws Committee shall solicit self-nominations and shall get the approval of each nominee to have their name placed in nomination.
 - ii. The Appointments, Elections, and Bylaws Committee shall, on the basis of subsection (i), prepare a slate for the election.
 - b. Eligibility to Serve as Representative on the Academic Senate CSU
 - i. Only those members of the University who meet the eligibility requirements of the Academic Senate of CSU are eligible for election to the Academic Senate of the CSU.
 - c. Election
 - i. The Appointments, Elections, and Bylaws Committee shall prepare the ballot and conduct the election in order to meet the deadline set by the Academic Senate of CSU.
 - ii. The ballot materials may contain, in addition to the names of the candidates, a statement prepared by the nominee concerning their qualifications.
 - d. Duties

²⁴ Election procedures are established at the campus level, within basic parameters set by Article II of the Constitution of the Academic Senate of the CSU, https://www.calstate.edu/csu-system/faculty-staff/academic-senate/Documents/Constitution_2013_Revision.pdf.

- i. To attend the meetings of the Academic Senate of the CSU
- ii. To regularly attend and report to the Academic Senate of Channel Islands
- iii. The senior Statewide Senator, as determined by expiration date of current term, shall serve on CI's Academic Senate Executive Committee

ARTICLE 11

AMENDMENT OF BYLAWS

- 11.1 These Bylaws can be amended by a two-thirds majority vote of the Senate and then two-thirds of the voting Faculty; the procedure for introduction of amendments is the same as for policies and resolutions as indicated in these Bylaws.
- 11.2 No proposed policy or procedure shall take effect if the policy or procedure would alter the scope, powers or responsibilities contained herein or is in conflict with these Bylaws. Such proposals and procedures shall require concomitant modification(s) to the Bylaws.
- 11.3 Any proposed amendments to the bylaws can be brought to the floor of the senate with at least 10% faculty signatures verified by the Third Officer.

ARTICLE 12

SAVINGS CLAUSE

- 12.1 These Bylaws are subordinate to the Constitution of CSU Channel Islands and the Collective Bargaining Agreement (CBA).
- 12.2 If any element of these Bylaws is held to be contrary to law by a court of competent jurisdiction, or governmental administrative agency having authority over the elements, such elements will not be deemed valid and subsisting except to the extent permitted by law, but all other elements of these Bylaws will continue in full force and effect.

Version History

Approved by a vote of the Academic Senate, 15 April 2025

Ratified by a vote of the Faculty, 29 April 2025

APPENDIX 1**LCC COMPOSITION**

The below listing is current as of 28 March 2025. This listing shall be updated administratively within one month of any changes to the composition of any Local Curriculum Committee (LCC).

An up-to-date version of this appendix may be found on the Constitution & Bylaws page of the website for the academic senate: <https://senate.csuci.edu/bylaws.htm>

Programs wishing to confirm or change LCC designations must contact Academic Programs and Planning Committee (APPC).

Math/Sciences	Arts/Humanities	Behavioral/Social Science	Professional Studies	Prof. Studies Cont'd
PREFIX	PREFIX	PREFIX	PREFIX	CONT'D
ANTH	ARAB	AFS to BLST	ACCT	LSSES
ASTR	ART	AAS	BAS	MGT
BINF	ARTH	CHS	BUS	MHA
BIOL	ASL	COMM	ECON	MIS
BME	CHIN	ETHS	ECS	MKT
CHEM	DANCE	FJS	EDAP	NRS
CLS	ENGL	GEND	EDCI	MSBA
COMP	ESW	GEOG	EDD	MSDM
CYB	FREN	GLST	EDML	MSPA
DATA	HIST	LIB	EDMS	NRS
EMEC	LANG	MPA	EDPL	PHED
ESRM	MIXT	NAIS	EDSC	SPED
GEOL	MUS	POLS	EDSS	UNIV
IT	PA	PSY	EDUC	
MATH	SETI	SOC	ENT	
MATHES	SPAN		FIN	
PHIL	THTR		GERO	
PHSC			HLTH	
PHYS			LS	

APPENDIX 2

GENERAL CONSTITUENCIES

The following are the chaired departments within the Schools and Colleges, plus Library and Counseling. Individual programs shall be considered to be in the same general constituency as their chaired department. Programs in the School of Arts & Sciences independent of a chaired department shall communicate their general constituency to the Academic Senate.²⁵

An up-to-date version of this appendix may be found on the Constitution & Bylaws page of the website for the academic senate: <https://senate.csuci.edu/bylaws.htm>

School of Arts & Sciences: Arts & Humanities.

Art, Dance Music & Theater, English, Global Languages & Cultures, History

School of Art & Sciences: Behavioral & Social Sciences.

Black Studies, Chicana/o Studies, Communication, Public & Global Affairs, Psychology, Sociology

School of Arts & Sciences: Math & Sciences.

Anthropology, Biology, Chemistry, Computer Science & Engineering, ESRM, Health Sciences, Mathematics & Data Science, Nursing, Physics & Astronomy

MVS School of Business & Economics.

Business, Economics

School of Education.

Early Childhood Studies, Educational Foundations, Educational Leadership & School Counseling, Teacher Education

Library/Counselors.

All faculty hired as Librarians, Counselors, or equivalent.

Current as of April 2025. This listing shall be updated administratively within one month of any changes to the General Constituencies, e.g., through addition, consolidation, or suppression of chaired departments or independent programs, or upon program request.

²⁵ Memo from the Interim Provost to the Deans of the Colleges/Schools, *Guidance on Academic Organization and Structures*, 18 March 2025.