

**BY-LAWS OF THE ACADEMIC SENATE OF
CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS**

ADOPTED APRIL 22, 2022

REVISED APRIL 25, 2023

REVISED OCTOBER 24, 2024

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 [1.10], the Senate is constituted as follows:
- a. Represented Faculty Membership with Full Voting Rights
 - i. All faculty (in the represented group) with a workload of at least 6 WTUs during the semester of election and a minimum of two years of employment at CI are eligible to be elected as a Senator for a two-year term.
 - (1) Terms will be randomly set at one or two years in the first year of implementation to stagger the terms going forward.
 - ii. One faculty member elected by the faculty from each chaired department, departments having ten or more tenure track faculty will receive an additional senate seat.¹
 - iii. One faculty member elected from each Unity Coalition Group.²
 - (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.
 - iv. Non-tenure track faculty may elect up to four (4) representatives 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.

¹ Programs with a coordinator may make the case for representation via a policy to be created.

² A separate policy shall be created to formalize the Unity Coalition and detail membership. At the time of writing,

Spring 2022, there are six existing groups: AAPIA, BFSFA, CHILFASA, LGBTQI, WOC, IFSA.

- v. All elected faculty Senators, Senate Officers, chairs of Senate Standing Committees, and Statewide Senators are full voting members of senate. For the purposes of this section, both Co-Chairs of the NTTTC shall be considered as chairs of a Senate Standing Committee.
 - (1) The Senate Chair is typically a non-voting member but may vote as a tie-breaker.
 - (2) Elected representative senators may not hold Faculty Ex-Officio Non-voting positions on Senate.
 - b. Faculty Membership as Ex-Officio Non-voting
 - i. The Faculty Center Directors are ex-officio non-voting members of senate.
 - ii. The CFA executive committee representative is ex-officio non-voting.
 - c. Non-faculty Membership (Ex-Officio Membership) with Limited Voting Rights
 - i. The Associated Students of CI may appoint one representative.
 - ii. Three staff representatives chosen by the Staff Council.
 - iii. Three Management Personnel Plan I & II (MPP) representatives appointed by the Provost, one each from the offices of:
 - (1) Advising,
 - (2) Registrar, and
 - (3) Curriculum.
 - iv. All non-faculty ex-officio members of senate, unless otherwise noted, have limited voting rights in senate.
 - d. Non-faculty Membership (Ex-Officio) with No Voting Rights
 - i. The President, Provost, and Vice President members of the President's Cabinet, the Vice Provost, Deans, and AVPs are non-voting members of the Academic Senate.
- 2.2 The following outlines voting rights for senators and non-senator faculty.
- a. All Faculty Issues: All tenure-track and non-tenure track faculty may vote on:
 - i. Senate Chair
 - ii. Standing Committee, Standing subcommittee, and Advisory Committee memberships
 - iii. Appointments, Elections, and Bylaws Committee membership
 - b. All Senator and Tenure-Track Faculty Issues: all faculty senators and all non-senator tenure-track faculty may vote on:
 - i. All matters relating to Senate Constitution changes/amendments

- ii. All matters relating to Bylaw changes/amendments
- c. All Senator Faculty Issues: Only faculty senators may vote on:
 - i. Policies relating to the promotion to and/or tenure of faculty
 - ii. Standing Committee Chairs
 - iii. Curriculum

2.3 Proxy

- i. Senators may vote in person or by proxy. Senators must notify the Senate Chair in writing or via e-mail if a proxy is given to another senator for voting purposes. Senators may not hold more than one proxy for an absent senator.

2.4 Censure of a Senator

- i. A senator may be censured for un-collegial behavior and rhetoric such as ad hominem remarks or lack of attendance; such action shall require a two-thirds majority of the voting members of Senate present.

ARTICLE 3

SENATE OFFICERS AND STANDING COMMITTEE CHAIRS ELECTIONS

- 3.1 The elected officers of the Academic Senate consist of a Chair, a Vice Chair, and a Third Officer elected from the Senate membership described below. The Chair will be elected for a two-year term. The Chair may be reelected for another consecutive term, then be eligible to serve again after a two-year hiatus.
- 3.2 Election of Officers and Terms of Office
 - a. The Senate Chair will be elected by ALL faculty to a two-year term. Should the elected senate chair be a current senator, their seat will be open in the subsequent senator elections.
 - b. The annual election of Senate officers, some Standing Committee chairs, and members of the Appointments and Elections Committee for the following academic year, shall be conducted prior to the last Senate meeting within one month after the election of new Senators and Local Curriculum Committee Chairs.
 - i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.
 - ii. For remaining senate standing committee chair elections incoming and continuing Senators may vote. Outgoing Senators may vote if the incoming Senator has not yet been determined.
 - iii. Elections for standing committee chairs shall be conducted in the following order should positions be open:

- (1) Vice Chair/Second Officer (Chair of Senate Budget Committee — 1-year term)
 - (2) Third Officer (Chair of Committee on Equity and Anti-racism — 1-year term)
 - (3) Chair of Academic Policies and Planning Committee — 1 year term (one of the LCC chairs elected by LCC chairs may be reelected)
 - (4) Chair of Faculty Affairs Committee — 1-year term
 - (5) Chair of Appointments, Elections, and Bylaws Committee — 1-year term
- c. Appointments, Elections, and Bylaws Committee members (2-year terms) shall be elected by ALL faculty for two-year staggered terms.
 - d. All nominees for an office shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of the votes cast.
 - e. 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.

3.3 Election Results

- a. The Chair of the Senate shall present election results to the President of the University, the Provost and Vice President for Academic Affairs, and to the Senate Office.
- b. The Senate Office shall publish/disseminate the election results.
- c. The numerical results of all ballots shall be made available to senators.

3.4 Position Eligibility

- a. All tenure track faculty and non-tenure track faculty with a workload of at least 6 WTUs per year and with four years on campus at the time of the election are eligible to run for Academic Senate Chair.
- b. Returning and continuing committee members or newly elected members who have served on the committee within the last three years on the Senate Budget Committee (or previous named Fiscal Policies Committee) are eligible to run for Senate Budget Committee Chair.
- c. Returning and continuing committee members or newly elected members who have served on the committee within the last three years on the Committee for Equity and Anti-Racism Committee are eligible to run for Equity and Anti-Racism Committee Chair.
- d. Tenured faculty who are new or returning Local Curriculum Committee Chairs, or current non-chair faculty members of the APPC are eligible to serve as Academic Policy and Planning Chair.
- e. Returning and continuing committee members or newly elected members who have served on the committee within the last three years on the Faculty Affairs Committee

are eligible to run for Faculty Affairs Committee Chair.

- f. Returning and continuing committee members or newly elected members who have served on the committee within the last three years on the Appointments, Elections, and Bylaws Chair.

3.5 Duties

- a. 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 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. 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.
- b. The Vice Chair shall serve as chair of the Senate Budget Committee and will assume all the responsibilities of the Chair in the absence of the Chair. When invited by the appropriate administrative officer, the Vice Chair may attend meetings of administrative groups, but shall not take policy positions on matters not previously acted upon by the Senate.
- c. The Third Officer shall serve as chair of the Committee for Equity and Anti-Racism and is responsible for working with the Senate Office Staff on matter of record of senate including minutes and final policy drafts. 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.
- d. Any other additional duties, including committee memberships, must be specifically assigned to Senate officers through action of the Senate.
- e. Standing Committee Chair duties are outlined by committee in Article 5.

3.6 Vacated Offices

- a. If the Office of Chair becomes vacant, the Vice Chair shall assume the Office of Chair.
- b. If the office of Vice Chair or Third Officer becomes vacant, the Appointments, Elections, and By-laws committee shall conduct elections expeditiously and install a replacement officer for the remainder of the term.

ARTICLE 4

MEETINGS

Meeting Days

- 4.1 The Academic Senate shall meet on Tuesdays from 2:30pm to 4:30pm.

4.2 The Academic Senate shall meet every two weeks during the academic year.

Quorum

4.3 A quorum shall consist of an 80 percent of the voting members of the Academic Senate for regularly scheduled meetings and 80 percent for special meetings of the Academic Senate.

4.4 All senators have a duty to attend Senate meetings whenever possible. Virtual attendance will be made available. Senators must notify the Senate Chair and the Senate Support Coordinator in writing or via e-mail at least one business day prior if a proxy is given to another senator for voting purposes. Senators may not hold more than one proxy. Proxies do count toward quorum.

4.5 Senators who miss more than two (2) senate meetings in a semester may be censured, suspended or recalled by their constituents.

Special Meetings

4.6 Special meetings of the Academic Senate may be called by the 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

4.7 The Executive Committee may cancel regularly scheduled meetings. In case of an emergency the Chair may cancel a regularly scheduled meeting.

Policies and Resolutions

4.8 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.

4.9 Format: The standard format for Policies can be found on the Senate home page. Resolutions follow an accepted format.

4.10 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 policies 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

- 4.11 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

- 4.12 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

4.13 Rules on Debate

- a. Members of the Senate or guest 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

- 4.14 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 5

STANDING COMMITTEES MEMBERSHIP AND CHARGES

5.1 Committees of the Senate

- a. The Executive Committee;
- b. Standing and Advisory Committees as specified in the By-laws;
- c. Ad hoc committees established by special action of the Senate for the purpose of considering proposals that do not fall within the purview of the current standing committees.
- d. 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.

5.2 Committee Guidelines

- a. Standing committees will be composed of senators and non-senator faculty members, tenured, untenured and non-tenure track faculty unless otherwise noted. Staff may be included as ex-officio to inform the work of the committee. Standing Committee Chairs will be elected from the senate membership unless otherwise noted in Article 3.
- b. All faculty are eligible to be elected to a maximum of two (2) Senate Committees³.
- c. All sub-committees will elect a Chair or Co-Chairs from among the committee members, except in cases where a Director or Chair is already designated to serve in this capacity, as with, for example, the mission centers or Local Curriculum Committees.
- d. Chairs of Standing Committees who are not senators will be made ex-officio voting members of the Academic Senate and may be called upon to report on behalf of their committees to the Senate Executive Committee and/or the Academic Senate.
- e. Committee vacancies (either after the spring elections or for midterm replacements) shall lead to replacement appointments to be conducted by the Appointments, Elections, and By-laws Committee in consultation with the Senate Executive Committee, except for open seats on the Senate Executive Committee or the Appointments, Elections and By-Laws Committee, which must be filled through an election process.
- f. 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.
- g. Any committee may establish regular 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.
- h. All 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.

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.

³ Faculty may run for more and if elected to more than two, shall select no more than two to serve on.

5.3 Executive Committee

- a. Chair: The chair of the Executive Committee shall be the Chair of the Academic Senate.
- b. Membership: The additional members of the Executive Committee shall be as follows:
 - i. Vice Chair, Senate (who shall be the Chair of the Senate Budget Committee)
 - ii. Third Officer, Senate (who shall be the Chair of the Committee on Equity and Anti-Racism)
 - iii. Immediate Past Chair, Senate (for 1 year following term as chair)
 - iv. Chair of the Academic Planning & Policies Committee
 - v. Chair of the Faculty Affairs Committee
 - vi. Chair of the Appointments, Elections, and Bylaws Committee
 - vii. Co-Chairs of the Non-Tenure Track Faculty Council, one (1) of whom shall be designated as voting and the other as ex-officio non-voting.
 - viii. One (1) General Faculty Representative to the ASCSU (usually the senior senator)
 - ix. One (1) representative from Unity Coalition
 - x. Provost/Vice President for Academic Affairs or designee
 - xi. University President or designee
 - xii. One (1) representative from Associated Students
 - xiii. One (1) Staff Senator (selected annually by and from the three current staff senators)
 - xiv. President or designee, CI Chapter of the California Faculty Association (non-voting)
 - xv. Seats available for One (1) faculty member from EACH of the Schools and the Library should none hold ex-officio positions above (elected by the School or Library)
- c. Charge:
 - 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 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 By-laws 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 every two weeks, on the weeks that the full Senate does not meet. 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.

5.4 The Academic Policy and Planning Committee

- a. Chair: The AVP of Academic Planning will co-chair the committee with one of the faculty chairs elected from LCC chairs before the last meeting of the preceding academic year. The faculty co-chair will serve on Senate Executive for the duration of their term whether they are an elected senator or not and relay the work of this committee and subcommittees to the executive. Chairs of sub-committees shall be elected by the committee membership at the first meeting in the fall semester for two year terms.

Memberships

- b. APPC consists of voting faculty chair members of the local curriculum committees elected from the following academic constituencies and non-voting ex-officio administrators. Faculty chairs and non-chair faculty constituents will serve two-year staggered terms:
 - i. 1 from Math & Sciences
 - ii. 1 from Arts & Humanities
 - iii. 1 from Behavioral & Social Sciences
 - iv. 1 from Professional Studies composed from the School of Business and Economics, Nursing, Health Sciences and the School of Education
 - v. 1 GE committee chair
 - vi. 1 SAPP chair (new)
 - vii. Additionally, if not represented in the above chair positions:
 - a) 1 representative elected from Library/Counselors
 - b) 1 faculty elected from either MVS or SOE representing the school that does not hold the chair position

- viii. AVP for Academic Programs and Planning
 - ix. Dean of Extended Education
 - x. Academic Deans of Schools and Library
 - xi. Director of Institutional Research
 - xii. AVP of Enrollment Management
 - xiii. Chief Academic Budget Officer
 - xiv. AVP of Physical Campus Planning
 - xv. 1 student representative
 - xvi. Administrative Staff from the above-named departments or as identified by the AVP of Academic Planning may be invited to attend as ex- officio non-voting members.
- c. The General Education Committee shall consist of six faculty members elected from the following constituencies with one voted by the membership as chair. Faculty members, including the chairs will serve two-year staggered terms:
- i. 1 from Mathematics, Engineering, & Sciences,
 - ii. 1 from Arts & Humanities,
 - iii. 1 from Business and Economics,
 - iv. 1 from Behavioral and Social Sciences, and
 - v. 1 from Education
 - vi. 1 from among Ethnic Studies Faculty
- d. The Student Academic Policies and Procedures Committee shall consist of seven voting members elected from the following constituencies with one faculty voted by the membership as chair. Faculty members, including the chairs, will serve two-year staggered terms:
- i. five at-large faculty
 - ii. Director of Admissions and Records or his/her designee
 - iii. Director of Advising or his/her designee
- e. Each of the four Local Curriculum Committees (LCC) will have at least five voting members elected/selected by the faculty from the representative department groups. LCCs may have one faculty member from each program represented as voting members. Faculty members, including the chairs, on each LCC will serve two-year staggered terms:
- 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 ex-officio non-voting members:
 - a) Academic Advising,
 - b) Either the Registrar's Office or Student Systems
 - c) Academic Planning, and an
 - d) Academic Program Analyst or Coordinator from one of the programs represented by the committee.

Charges

- f. 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 voted on by Faculty members only
 - ii. Regular review of curricular-related Senate policies and updating as needed – to be voted on by Faculty members only
 - iii. Review and approval for all new degrees/programs, majors, minors, 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, University Catalog, and Schedule of Classes in conjunction with the Academic Planning/Curriculum Office
 - xi. Setting procedures and policies, timelines, and deadlines for curricular matters relating to the University Catalog and Schedule of Classes
 - 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 that support university growth
 - xv. Reassess need for new local curriculum affinity groups and related programs every three years
- g. General Education Committee: The responsibilities of the General Education Committee shall include:
- i. Studying, reviewing, interpreting, and recommending, in consultation with appropriate disciplines, General Education programs for approval by the Academic Senate through the APPC
 - ii. Reviewing and recommending the designation and classification of courses appropriate to the General Education programs
 - iii. 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
 - iv. Responsibility for the University Catalog and Class Schedule statements on General Education, including identification and classification of General Education courses
 - v. Aiding in the development, facilitation and creation of new courses and program proposals in General Education; and
 - vi. Assessing the effectiveness of the General Education program and courses designated as General Education courses.
 - vii. 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.
- h. 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; and
 - 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
- i. Local Curriculum Committees in the areas of: Math & Sciences; Arts & Humanities; Behavioral & Social Sciences; and Professional Studies are charged with:
- i. Review and approval of minor course modifications (title, course description,

- inactivating, prerequisites, grade mode)
- ii. Review and approval of new course proposals and major course modifications
- iii. Review courses for graduation requirements including GWAR, AIR, and Language, utilizing approved policies when available.
- iv. Review and approval of program modifications
- v. Initial review and approval of new 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. Initial review and approval of new programs/degrees for the Academic Master Plan and for implementation
- viii. Collaborating with other local curriculum committees for cross-listed courses
- ix. Collaborating with Academic Planning/Curriculum Office to convey curricular decisions for the University Catalog and Schedule of Classes
- x. Collaborating with the APPC to communicate needed or revised curricular policies
- xi. Reassess the need for new affinity grouping or distribution of programs within the groupings with the APPC

Meetings

- j. 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.
- k. 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.
- l. 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.
- m. 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.

5.5 Appointments, Elections, and Bylaws Committee

- a. Chair: The Chair of the Appointments, Elections, and Bylaws Committee shall be a senator, elected during the regular annual election within the Senate, for a two-year term. The Chair will serve on Senate Executive.
- b. Membership: The voting membership of the Appointments and Elections Committee shall be as follows:
 - i. Chair, Academic Senate (ex-officio)
 - ii. One (1) Senator elected as chair

- iii. Six (6) Faculty members, from the following constituencies:
 - a. School of Business (1)
 - b. School of Education (1)
 - c. Broome Library (1)
 - d. School of Arts & Sciences (behavioral and social sciences)
 - e. School of Arts & Sciences (arts and Humanities)
 - f. School of Arts & Science (math & sciences)
 - iv. One (1) non-MPP Staff member, recommended by Staff Council
 - v. The Senate Parliamentarian, appointed annually by the Senate Executive Committee, shall also serve on the Committee. Any member of the Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.
- c. Terms & Appointments:
- i. Elected members shall serve two-year terms.
 - ii. Nominees for faculty and staff members shall be forwarded to the Senate and be affirmed by a vote of the Senate during the regular annual election within the Senate.
- d. Charge
- i. The Committee, through the Senate Office, shall determine vacancies on Standing Senate Committees and subcommittees as well as Campus/University committees for the next academic year and notify all faculty of openings, each year by the end of February with a call to self-nominate.
 - ii. The Committee shall solicit faculty nominations for senate elections of senate standing committee chair officers as directed by the bylaws and Constitution.
 - iii. The Committee shall oversee and administer all elections for Senate Standing Committees, Senate Subcommittees, and Non-Tenure Track Council Officers each Spring Semester.
 - iv. All subsequent senate committee vacancies that may occur in senate committees during the academic year, and all Campus/University vacancies shall be made by appointments from a call for self-nominations or faculty solicitations with exceptions noted in 5.2e above.
 - v. The Committee shall solicit faculty nominations for senate elections of senate standing committee chair officers as directed by the bylaws and Constitution.
 - vi. The Committee shall develop procedures for the elections of faculty members to the Senate and work with representative constituencies to ensure fair elections. All such procedures are subject to the approval of the Senate.
 - vii. The Committee shall oversee and administer all elections within the Senate.
 - viii. The Committee shall be responsible for elections and appointments to other

positions as directed by the Senate or by the Executive Committee, including conducting elections for candidate vacancies on the University Retention, Tenure, and Promotion Committee or appointments to MPP searches as needed. The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.

- 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 AEBC may declare candidates elected by acclamation. The Committee will share the election results with the Chair of the Senate who will present the results to the President of the University and to the Provost. The Committee shall then publish the results.
- x. The Committee will recommend faculty appointments to senate standing committees and subcommittees after elections for approval by senate at the final meeting of the spring semester or first meeting of the fall making every effort to be unbiased in their appointment recommendations.
- 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. Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee. Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate.
- xiii. 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 By-laws 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.
- xiv. 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 By-laws necessitated by the creation of a new senate structure
 - g) Proposing methods for selecting the membership of Academic Senate
- e. Meetings: The Appointments, Elections, and By-laws Committee shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee.

5.6 Faculty Affairs Committee

- a. Chair: The Chair of the Faculty Affairs Committee shall be a senator, elected during the regular annual election within the Senate, for a two-year term. The Chair will serve on Senate Executive and relay the work of this committee and subcommittees to the executive. Chairs of sub-committees shall be elected by the committee membership at the first meeting in the fall semester for two year terms.

Memberships

- b. The Faculty Affairs Committee shall consist of seven voting members elected from the following constituencies for 2-year staggered terms:
 - i. 1 from Math & Sciences
 - ii. 1 from Arts & Humanities
 - iii. 1 from Business and Economics
 - iv. 1 from Behavioral and Social Sciences
 - v. 1 from Education
 - vi. 1 from the Library/Counselors and
 - vii. 1 from the non-tenure track faculty at large, who may also serve on the Non-Tenure Track Faculty Council
- c. The Committee for Centers and Institutes shall consist of
 - i. Five elected voting at-large faculty members for 2-year staggered terms.
 - ii. The directors of centers and institutes will serve as ex officio members.
- d. Research and Grants Committee shall consist of seven members elected from the following constituencies for 2-year staggered terms:
 - i. 1 from Math & Sciences
 - ii. 1 from Arts & Humanities
 - iii. 1 from Business and Economics
 - iv. 1 from Behavioral and Social Sciences
 - v. 1 from Education
 - vi. 1 from the Library/Counselors and
 - vii. 1 from the non-tenure track faculty at large, who may also serve on the Non-Tenure

Track Faculty Council

- e. The Professional Leave Committee shall consist of six tenured faculty elected from the following constituencies for 2-year staggered terms:
 - i. 1 from Math & Sciences
 - ii. 1 from Arts & Humanities
 - iii. 1 from Business and Economics
 - iv. 1 from Behavioral and Social Sciences
 - v. 1 from Education
 - vi. 1 from the Library/Counselors
- f. Faculty Development Committee shall consist of seven faculty members elected from the following constituencies for 2-year staggered terms:
 - i. 5 Tenured and Probationary Faculty
 - ii. 2 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 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
 - 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) 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 committees, 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 and procedures for the establishment 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 is deemed to lack merit and is consequently not funded, the applicant may request 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;
 - 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 leave applications based on approved criteria and making recommendations as specified in the Senate Policies on Sabbatical and Difference-in-Pay leaves
 - ii. Making modifications as needed to sabbatical leave criteria and application forms in consultation with the provost
 - iii. Recommending applications to the Provost in the following order:
 - a) Meritorious applications to be granted in number as communicated by the Provost to the PLC
 - b) Meritorious applications to be granted if additional funding becomes available-only this category shall be ranked and
 - c) Non-meritorious applications
- k. Faculty Development. The responsibilities of the Faculty Development Committee shall include:
- i. Recommending priorities for the Director of Faculty Development and for campus faculty development programs and services, defining “faculty development” for CSU Channel Islands;
 - ii. Reviewing budget proposals and expenditures for the Faculty Development Office, recommending best use of fiscal, human and physical resources;
 - iii. Guiding the planning of a Faculty Center, a facility devoted to professional development of the faculty;
 - iv. Working with the Director of Faculty Development to develop a mission

statement and strategic plan for faculty development at CI;

- v. Advising the Director of Faculty Development on evaluation of faculty development programs and services; and
- vi. Recommending revisions to the position description of the Director of 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 Leaves Committees shall meet a minimum of twice a semester during the academic year or as needed to conduct the work of the committee

5.7 Senate Budget Committee

- a. Chair: The Chair of the Senate Budget Committee shall be a senator, elected during the regular annual election within the Senate, for a two-year term. The Chair will serve on Senate Executive as the Second Officer.
- b. Membership: The Senate Budget Committee shall consist of seven voting members elected to three-year staggered terms from the following constituencies:
 - i. 1 from Math & Sciences
 - ii. 1 from Arts & Humanities
 - iii. 1 from Business and Economics
 - iv. 1 from Behavioral and Social Sciences
 - v. 1 from Education
 - vi. 1 from the Library/Counselors, and
 - vii. 1 at-large faculty
 - viii. the immediate past-Chair as an ex officio, non-voting member
 - ix. the Senate Vice Chair as an ex-officio, non-voting member
 - x. and a budget analyst as an ex-officio, non-voting member
- c. Charge Senate Budget Committee. 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. The responsibilities of the Senate Budget Committee shall include:
 - i. Producing an analysis of the University-wide budget with a corresponding resolution for the Senate to vote on to express the faculty's position on the

- proposed budget, providing recommendations regarding areas that may warrant emphasis in the budget planning, policy, communication, and allocation process
 - ii. Participating in the budget planning process for Academic Affairs with the Vice President for Academic Affairs
 - iii. Advising the President of the University by providing input and recommendations throughout the planning, implementation, and subsequent review of the budget expenditures including advice on key campus priorities
 - iv. Upon request of the Executive Committee of the Academic Senate or University Administration, the Senate Fiscal Policies Committee shall nominate members to serve on committees that require the particular expertise of its members
- d. Meetings: 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.

5.8 Committee on Equity and Anti-Racism

- a. Chair: The term of office of the Chair shall be two years. 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. The Chair is responsible for establishing the agenda for each meeting. The chair will serve on Senate Executive Committee as the Third Officer.
- b. Membership: The Senate Committee on Equity and Anti-Racism shall consist of seven elected voting members with no two representatives may be from the same department/program for 3-year staggered terms:
 - i. five at-large tenure/tenure track faculty representatives and
 - ii. two at-large non-tenure track faculty representatives, who may also serve on the Non-Tenure Track Faculty Council
 - iii. The Senate Committee on Equity and Anti-Racism shall consist of the following ex-officio non-voting members:
 - a) the Executive Director of Equity and Inclusion, or designee
 - b) the AVP for Faculty Affairs, or designee
 - c) the Ombudsperson, or designee
 - d) a member of the Staff Council, chosen by the Staff Council
 - e) a Representative of the President’s Advisory Council on Inclusive Excellence
 - f) the CFA Representative
 - g) the Chief Diversity Officer or president’s diversity designee
 - h) and a Student representative.
- c. Charge: Senate Committee on Equity and Anti-Racism. 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.
- 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 (and other campus employees) about Diversity, Equity, Inclusion and Anti-Racism
- vi. Heightens faculty's awareness of the campus' diversity, equity and inclusion goals, policies, and procedures; and works with Colleges and Departments to achieve these goal
- vii. Prepares, with the assistance of Faculty Affairs, an annual report on diversity, equity, and inclusion to be presented to the Faculty Senate, with recommendations, in the spring semester. This report shall include:
 - a) Areas in which policy and procedure and funding need to be established to promote equity, anti-racism, diversity and/or inclusion
 - b) Short-term and long-term goals for campus diversity, equity and inclusion, and evaluates progress toward achieving those goals
- d. Meetings: 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.

5.9 Non-Tenure Track Faculty (NTTF) Council

- a. Officers:
 - i. Two Co-Chairs
 - 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: NTTF Council. 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
- viii. Meetings: The NTTC shall hold regular meetings once per month or as needed to conduct its work. The NTTC Officers shall hold regular meetings once per month or as needed to effectively govern the council.

ARTICLE 6

ADVISORY AND AD HOC COMMITTEES MEMBERSHIP AND CHARGES

6.1 Terms and Eligibility

- a. Members of advisory committees shall be elected for staggered two-year terms to ensure that each committee has rotating membership (see section 5.1.d for voter and membership eligibility). Unless noted, Advisory Committee seats are open to faculty in all disciplines and indicated as such by the phrase “at-large”. Every effort will be made to ensure representation from as many disciplines and constituencies as possible.

6.2 Center for Community Engagement Senate Advisory Committee (CCE)

- a. Chair: The Faculty Director serves as chair and is appointed through the Center by-laws process.
- b. Membership: The Center for Community Engagement Senate Advisory Committee (CCE) shall include three at-large faculty members. The faculty members will serve with the co-directors as a steering committee of the CCE’s Advisory Board, with the Faculty Director serving as chair.
- c. Charge: The responsibilities of the Center for Community Engagement Senate

Advisory Committee shall include:

- i. Acting with the Faculty Director as the Senate advisory body to the Center for Community Engagement to assure the development of this mission element in every appropriate area and assuring that the center's by-laws and practices are in line with all appropriate policies.

d. Meetings: TBD

6.3 Center for Integrative Studies Senate Advisory Committee

- a. Chair: The Faculty Director serves as chair and is appointed through the Center by-laws process.
- b. Membership: The Center for Integrative Studies Senate Advisory Committee shall consist of three at-large faculty members. The faculty members will serve with the co-directors as a steering committee of the CIS's Advisory Board.
- c. Charge: The responsibilities of the Center for Integrative Studies Senate Advisory Committee shall include:

- i. Acting with the Faculty Director as the Senate advisory body to the Center for Integrative Studies to assure the development of this mission element in every appropriate area and assuring that the center's by-laws and practices are in line with all appropriate policies.

d. Meetings: TBD

6.4 Center for International Affairs Senate Advisory Committee

- a. Chair: The Faculty Director serves as chair and is appointed through the Center by-laws process.
- b. Membership: The Center for International Affairs Senate Advisory Committee shall consist of five faculty members. The faculty members will serve with the co-directors as a steering committee of the CIA's Advisory Board.
- c. Charge: The responsibilities of the Center for International Affairs Senate Advisory Committee shall include:

- i. Acting with the Faculty Director as the Senate advisory body to the Center for International Affairs to assure the development of this mission element in every appropriate area and assuring that the center's by-laws and practices are in line with all appropriate policies

d. Meetings: TBD

6.5 Center for Multicultural Engagement Senate Advisory Committee

- a. Chair: The Faculty Director serves as chair and is appointed through the Center by-laws process.
- b. Membership: The Center for Multicultural Engagement Senate Advisory Committee shall consist of three appointed at-large faculty members, who will serve two-year

staggered terms. The faculty members will serve with the co-directors as a steering committee of the CME's Advisory Board.

- c. Charge: The responsibilities of the Center for Multicultural Engagement Senate Advisory Committee shall include:
 - i. Acting with the Faculty Director as the Senate advisory body to the Center for International Affairs to assure the development of this mission element in every appropriate area and assuring that the center's by-laws and practices are in line with all appropriate policies.
- d. Meetings: TBD

6.6 *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 at-large, by one of the existing committees, or by an administrative officer.
- b. Each *ad hoc* Academic Senate 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 and all subcommittees 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.

6.7 University-wide Committees

- a. Faculty representatives to University-wide Committees shall be appointed by the Appointments, Elections, and By-laws Committee. The Senate Executive Committee may at its discretion direct the Appointments, Elections, and By-laws 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 7

PARLIAMENTARY AUTHORITY

Parliamentary Procedure

- 7.1 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 By-laws of the CSU Channel Islands Academic Senate, the Constitution and By-laws take precedence. The final decision on questions of parliamentary procedure shall be made by the Chair of the Academic Senate.
- 7.2 Parliamentarian

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 By-laws committee.

ARTICLE 8

FACULTY SENATE OFFICE

Records

- 8.1 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.
- 8.2 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 9

ELECTION OF STATEWIDE ACADEMIC SENATOR REPRESENTATIVES

- 9.1 Election of representatives from CI to The Academic Senate of The California State University.
 - a. Nominations
 - i. The Appointments, Elections, and By-laws Committee shall prepare a slate for the election.
 - ii. The Appointments, Elections, and By-laws Committee shall get the approval of each nominee to have his or her name placed in nomination.
 - 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 By-laws 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 not to exceed fifty (50) words, prepared by the nominee (or sponsor) concerning the candidate's qualifications.
- d. Duties
- 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 will attend the CI's Academic Senate Executive Committee

ARTICLE 10

AMENDMENT OF BY-LAWS

- 10.1 These by-laws 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 by-laws.
- 10.2 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 by-laws. Such proposals and procedures shall require concomitant modification(s) to the by-laws.
- 10.3 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 11

SAVINGS CLAUSE

- 11.1 These by-laws are subordinate to the Constitution of CSU Channel Islands and the Collective Bargaining Agreement (CBA).
- 11.2 If any element of these by-laws 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 by-laws will continue in full force and effect.

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