

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

*REVISED OCTOBER 2019*

**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**

FACULTY MEMBERSHIP AND DUTIES

- 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. All tenured and probationary faculty are members of the Academic Senate.
  - b. Lecturer faculty may elect up to five (5) representatives to the Academic Senate. Lecturer representatives must be appointed to no fewer than six WTUs during the semester of their election. No more than two of the representatives of the lecturer faculty shall be from the same program.
  - c. The Associated Students of CI may appoint one representative.
  - d. All senators have a duty to attend Senate meetings whenever possible. Senators who cannot attend Academic Senate for one semester or longer may opt to leave the Senate for that period of time in order to reduce quorum. To do so, Senators must notify the Senate Chair in writing or via e-mail prior to the first Senate meeting of the semester indicating the duration of their absence.

**ARTICLE 3**

SENATE OFFICERS

- 3.1 The elected officers of the Academic Senate consist of a Chair, a Vice Chair, and a Secretary chosen from the membership described in Article 2 of these by-laws. The Chair will be elected for a two-year term. The Chair may be reelected once (1).
- 3.2 Election of Officers and Terms of Office

- a. Election of the Chair: The Senate shall elect a Chair from among its membership, who shall take office on July 1st and serve a two-year (2) term. The Chair shall be elected as described in Section 3.3 of this document.
- b. Election of the Vice Chair: The Vice Chair shall be elected in the same manner, for a one-year (1) term using the procedure for officers described in Section 3.3 of this document. The Vice Chair may be reelected twice (2).
- c. Election of the Secretary: The Secretary shall be elected in the same manner as the Vice Chair for a one (1) year term using the procedure for officers described in Section 3.3 of this document. The Secretary may be reelected twice (2).

### 3.3 Election Procedures for Senate Officers

- a. Nomination and election for offices of the Senate shall be conducted in four steps: Nominations, published platform/intent statements by nominees, public Q&A, vote.
- b. Nominations shall be submitted to the Committee and Committees in writing no later than April 1 of every year.
- c. Platform/intent statements by nominees shall be disseminated no later than April 7.
- d. The public Q&A session shall be held before the last faculty Senate meeting at the time or times selected by the Committee on Committees deemed conducive to faculty attendance.
- e. The nominee shall be elected by a majority of the votes cast by secret ballot for a candidate, abstentions or votes for “none of the above” shall not be counted. Where no nominee receives the majority of the votes cast, a subsequent ballot shall be prepared. Nominees who receive the highest number of votes on the previous ballot and whose votes, when added together, result in a majority of the votes cast, shall appear on the next ballot. The first vote will be held by secret ballot conducted by the Committee on Committees before the last regularly-scheduled Senate meeting of the Academic year. Such ballots may be conducted electronically, or by means of a paper ballot. Voting shall continue on the floor of the Senate using a secret ballot until one nominee receives a majority of votes cast, or through six (6) ballots. If a nominee does not receive a majority after six (6) ballots, the nominee with the highest number of votes cast in the sixth ballot shall be elected. If there is more than one nominee with the highest number, the winner will be selected by lot.
- f. Senators shall vote for no more than one (1) nominee for each position on the first and any subsequent ballot.
- g. In the event that no nominations are received for a Senate Officer position by the April 1 deadline, nominations will remain open until a nomination has been accepted per item (ii) below or until one week after the last regularly scheduled spring meeting of the Academic Senate, whichever comes first. Should a nomination be accepted per item (ii), the open call process detailed in i) through vi) will remain in effect, even if the

timing extends beyond the week after the last regularly scheduled spring meeting of the Academic Senate. The Committee on Committees will manage the open call process. If the open call process does not result in filling the Senate Officer position, the Senate Executive Committee will meet and choose one or two Senate Executive Committee members to serve in that position for the following year. The Senate Executive Committee will carry out this duty and announce the result prior to the end of the academic year.

- i. An announcement will be made that the call for nominations for the unfilled senate office remains open. Any nominations made during this open call process must be accompanied by a platform statement; nominations will not be accepted without a platform statement.
- ii. Once any nomination(s) is (are) accepted within this open call process, all senators will be notified by email from Academic Senate that one or more nominations have been accepted.
- iii. The “send” time and date of this notification email will start a “clock”: any other nominations (with platform statements) received within three days (72 hours) of the notification email will be accepted.
- iv. An election for the senate office position in question will commence four days (96 hours) after the send time of the notification email and will last one week.
- v. Article 3.3(e) and (f) will hold for any Article 3.3(g) election, with the exception of the “... before the last regularly scheduled Senate meeting of the Academic year” clause.

This process will take place only if the April 1 deadline passes without nominations for a position, otherwise nominations submitted after April 1 will not be considered for any senate officer position.

### 3.4 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 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 Secretary is responsible for recording and distributing the Senate Minutes (with assistance of the Senate Office staff). When invited by the appropriate administrative officer, the Secretary 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.

### 3.5 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 Secretary becomes vacant, the Senate 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 2:30 pm to 4:30 pm.
- 4.2 The Academic Senate shall meet at least once a month during the academic year.

#### Quorum

- 4.3 A quorum shall consist of a 40 percent of the voting members of the Academic Senate for regularly scheduled meetings and 40 percent for special meetings of the Academic Senate.

#### Special Meetings

- 4.4 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 Secretary of the Senate to contain the signatures 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

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

#### Policies and Resolutions

- 4.6 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.

- 4.7 Format: The standard format for Policies can be found on the Senate home page. Resolutions follow an accepted format.
- 4.8 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 placement on the agenda. Policy proposals and resolutions shall normally be placed before the Senate at least one meeting before final action is taken. 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.
  - 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 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.
  - d. 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.

#### Consent Calendar

- 4.9 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. Upon approval of the Senate agenda, a consent calendar item is deemed approved.
  - c. 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.

#### Recording of Discussion and Motions on the Floor of the Senate

- 4.10 The Secretary of the Academic Senate 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

#### 4.11 Rules on Debate

- a. Members of the Senate must be recognized by the Chair of the Senate prior to beginning to speak.
- 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 member may speak only twice to the same motion on the same day.
- d. Each member may speak no more than five minutes. Any unused time is forfeited and cannot be applied to a subsequent debate by this same member or yielded to another member.
- e. 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.
- f. Members of the Senate shall not make ad hominem statements on the Senate floor.
- g. 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 Secretary of the Senate, in that order. If the Vice-Chair and Secretary 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.
- h. 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

- 4.12 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.
  - a. All votes on motions to approve policies and resolutions shall normally be conducted electronically. If electronic voting is not available, then voting will take place by a show of hands unless the Senate Chair or one of the senators requests a paper ballot. In the case of a hand vote, the Chair will designate someone to count. Paper ballots will be counted by two ex-officio, non-voting members appointed by the Chair, who will report the results to the Senate Secretary. Senators may not cast votes in absentia.
  - b. 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

count for the purpose of determining whether a vote on an item of business passes or not – however abstentions can be recorded in the minutes.

## **ARTICLE 5**

### **COMMITTEES**

#### **Types**

##### **5.1 Executive Committee**

- a. Composition: The Executive Committee of the Academic Senate shall consist of ten or more members, including the Chair, Vice-chair, Secretary, the immediate past year's Chair of the Academic Senate, and three or more at-large members of the Senate, one at-large lecturer to be voted on by the lecturers, the representative(s) to the California State University Statewide Academic Senate, and the student representative to the Academic Senate; and ex officio members to include the President and the Vice President for Academic Affairs of California State University Channel Islands or their designees, and a faculty representative of the union.
- b. 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.
  - 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:
    - (1) Recommending to the Senate the creation of all new standing committees;
    - (2) Proposing changes to the Constitution or By-laws necessitated by the creation of new standing committees;
    - (3) Proposing the creation of such *ad hoc* committees as it deems necessary to insure the performance of Senate duties;
    - (4) Proposing methods for selecting the membership of Academic Senate committees.
    - (5) Selecting faculty representatives to University-wide Committees; it may at its discretion request that the Committee on Committees hold an election.

- (6) Serving as a budget committee for the Senate with the primary responsibilities for:
  - (a) preparing and submitting all necessary Senate budget requests to the Provost and Vice President for Academic Affairs; and
  - (b) supervising administration of Senate budget expenditures when (or if) necessary.
- (7) Receiving reports from faculty representatives on University-wide committees regarding the activities of their committees at least once each semester.

5.2 The committees of the Senate shall be:

- a. The Executive Committee as described above.
- b. Standing and Advisory Committees as specified in the By-laws;
- c. Special or *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.

Selection of Members and Election of Chairs for the Committees

5.3 Standing and Advisory Committees

- a. Membership on committees: Tenured, probationary and lecturer faculty with no fewer than 6 WTUs at the time of the election are eligible to serve on standing committees. No person shall serve more than three (3) consecutive terms on any committee, unless there are no other willing candidates. In instances where terms are three (3) years in duration no person shall serve more than two (2) consecutive terms, unless there are no other willing candidates.
- b. Electorate Committees: The tenured and probationary faculty shall nominate and elect all members of Standing and Advisory Committees except in cases where seats have been explicitly designated for lecturer faculty. Lecturer faculty shall nominate, and elect committee seats designated for lecturer faculty.
- c. All 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.
- d. Chairs of Standing Committees who are not voting members of the Senate will be made ex-officio non-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 midterm vacancies shall, where feasible, lead to a replacement election to be conducted by the Committee on Committees in consultation with the Senate Executive Committee.



#### 5.4 Special Committees and *ad hoc* Committees

- a. Each special Academic Senate committee shall include at least one representative from each affected constituency (tenure track and temporary faculty, students, staff or administrators).
- b. 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.
- c. *Ad hoc* committees shall be constituted in a manner suited to their tasks and should, where appropriate, include at least one representative from each affected constituency (tenure track and temporary faculty, students, staff or administrators).
- d. *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.

5.5 Faculty representatives to University-wide Committees shall be selected by the Senate Executive Committee. The Senate Executive Committee may at its discretion request that the Committee on Committees 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.

#### Committee Policies

- 5.6 The Academic Senate shall oversee the creation and operation of all special and standing committees created by this Constitution. 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.
- 5.7 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.
- 5.8 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.
- 5.9 All committees 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.
- 5.10 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, special, 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.

#### Standing Committees: Composition

5.11 Members shall be elected for two-year staggered terms (except where noted) to ensure that each committee has rotating membership (see section 5.3 for voter and membership eligibility). In some instances, committee representation by a particular unit will be noted. However, in instances where no unit or program is dictated, the seat will be open to any discipline and will be indicated as such by the phrase, 'at-large'. If a discipline specific seat is not filled during the first nomination and election cycle, it will become an at-large seat. For lecturers, all standing committee assignments are at-large. The composition of the standing committees shall be as follows:

- a. The Academic Policy and Planning Committee shall be composed of the faculty chairs of the Local Curriculum Committees, other designated faculty, and Ex-officio administrators as defined in SP 18-02. The AVP of Academic Planning will co-chair the committee with one of the faculty chairs elected at the first meeting of the academic year.
- b. The Committee for Centers and Institutes shall consist of five voting at-large faculty members. The directors of centers and institutes will serve as ex officio members.
- c. The Committee on Committees shall consist of three at-large voting faculty members.
- d. The Faculty Affairs Committee shall consist of seven voting members elected from the following constituencies: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Business and Economics, 1 from Behavioral and Social Sciences, 1 from Education, 1 from the Library/Counselors and 1 lecturer.
- e. The General Education Committee shall consist of five faculty members elected from the following constituencies: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Business and Economics, 1 from Behavioral and Social Sciences, and 1 from Education.
- f. Minigrant Review Committee shall consist of seven members elected from the following constituencies for a 1-year term: 1 from Math & Sciences, 1 from Arts & Humanities, 1 from Business and Economics, 1 from Behavioral and Social Sciences, 1 from Education, 1 from the Library/Counselors and 1 lecturer.
- g. The Professional Leave Committee shall consist of six tenured faculty elected from the following constituencies: 1 Math & Sciences, 1 Arts and Humanities, 1 Business and Economics, 1 Behavioral & Social Sciences, 1 Education, and 1 Library/Counselors.
- h. The Senate Budget Committee shall consist of seven voting members elected from the following constituencies: one from Math & Sciences, one from Arts & Humanities, one from Business and Economics, one from Behavioral and Social Sciences, one from

Education, one from the Library/Counselors, and one at-large; the immediate past-Chair as an ex officio, non-voting member; the Senate Vice Chair as an ex-officio, non-voting member; and a budget analyst as an ex-officio, non-voting member. All members shall be elected to three-year, staggered terms.

- i. The Student Academic Policies and Procedures Committee shall consist of six voting members: five at-large faculty and the Director of Admissions and Records or his/her designee.

### Standing Committee Charges

#### 5.12 Charges

- a. Academic Policy and Planning Committee and the Local Curriculum Committees: The responsibilities of the Academic Policy and Planning Committee and the constituent Local Curriculum Committees shall include and be divided in the following manner:
  - i. Academic Policy and Planning Committee
    - (1) 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;
    - (2) Regularly reviewing curricular-related Senate Policies and updating as needed—to be voted on by Faculty members only;
    - (3) Conducting review and approval of all new degrees/programs, majors, minors, emphases, concentrations, options, credentials, and certificates for placement on the Academic Master Plan through the Academic Senate process;
    - (4) Soliciting input from campus and community constituencies on new program priorities;
    - (5) Identifying emerging fields and degree opportunities that further CI's mission;
    - (6) Providing cost estimates for new and projected programs;
    - (7) Providing recommendations on degrees, majors, minors, emphases, concentrations, options, credentials, certificates, and other programs to the Academic Senate, Provost, and the President;
    - (8) 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;
    - (9) Disseminating its findings to the wider campus community;
    - (10) Maintaining the Academic Master Plan, University Catalog, and Schedule of Classes in conjunction with the Academic Planning/Curriculum Office;

- (11) Setting procedures and policies, timelines, and deadlines for curricular matters relating to the University Catalog and Schedule of Classes;
  - (12) 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.
  - (13) Reporting and compiling empirical data and information on program needs in the region and the state every three years;
  - (14) Developing and evaluating growth models every three years for new and existing programs that support university growth;
  - (15) Reassessing need for new local curriculum affinity groups and related programs every three years.
- ii. Local Curriculum Committee as defined in SP 18-02 are charged with:
- (1) Conducting review and approval of minor course modifications (title, course description, inactivating, prerequisites, grade mode);
  - (2) Conducting review and approval of new course proposals and major course modifications;
  - (3) Conducting review and approval of program modifications;
  - (4) Conducting initial review and approval of new emphases/concentrations/options/minors/credentials/certificates for the Academic Master Plan and for implementation;
  - (5) Conducting initial review and approval of New Programs/Degrees for the Academic Master Plan and for implementation;
  - (6) Collaborating with other local curriculum committees for cross-listed courses;
  - (7) Collaborating with the Academic Planning/Curriculum Office to convey curricular decisions for the University Catalog and Schedule of Classes;
  - (8) Collaborating with the APPC to communicate needed or revised curricular policies;
  - (9) Reassessing the need for new affinity grouping or distribution of programs within the groupings.
- b. 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;
- c. Committee on Committees. The responsibilities of the Committee on Committees shall include:
- i. Formulation, review, and recommendation of policies and procedures for conducting elections with the Academic Senate electorate;
  - ii. Managing, administering and recording Academic Senate elections, including any preceding nomination processes and subsequent run-off elections;
  - iii. Performing such other duties in connection with electoral processes as may be delegated the Academic Senate;
  - iv. Making appropriate regulations for the purpose of carrying out the provisions of the Constitution and the instructions of the Senate with regard to elections, provided that such regulations shall be subject to the approval of the Academic Senate;
  - v. Making recommendations to the Senate regarding the staffing of *ad hoc* committees; and
  - vi. When functions of the Committee on Committees also fall within the areas of concern of other committees, the Committee will work in conjunctions with those committees.
- d. 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:
  - (1) 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;
  - (2) Professional activities of the University faculty;
  - (3) Financial support of University faculty activities;
  - (4) Faculty consultation in the appointment and review of administrative personnel in positions affecting the University Faculty;
  - (5) Granting of awards and honors to members of the University Faculty, including conferral of Emeritus/ a status;
  - (6) 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;
  - (7) Academic freedom and shared governance;
  - (8) 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.
- e. 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;
  - 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.
- f. Minigrant Review Committee. The responsibilities of the Minigrant Review Committee shall include:
- i. Establishing criteria and procedures for the application, review, evaluation and rating of Mini-Grants.
  - ii. Criteria for evaluating proposals should be clearly specified prior to the annual announcement of the request for proposals. However, the MRC shall have the ability to alter criteria from year to year.
  - iii. Working with the appropriate administrator to generate announcements regarding availability of awards and deadlines.
  - iv. Reviewing, discussing, and rating mini-grant proposals and making award recommendations to the appropriate administrator.
  - v. 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 ranked, a written rationale shall be provided.
  - vi. When an administrator changes the committee rankings, a written explanation shall be provided.
  - vii. When functions of the Minigrant Review Committee also fall within the areas of concern of other committees, the Committee will work in conjunction with those committees.
- g. 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:
  - (1) Meritorious applications to be granted in number as communicated by the Provost to the PLC;
  - (2) Meritorious applications to be granted if additional funding becomes available-only this category shall be ranked; and
  - (3) Non-meritorious applications.
- h. 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;
- i. 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 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.

#### Advisory Committees: Composition



- 5.13 Members of advisory committees shall be elected for staggered two-year terms to ensure that each committee has rotating membership (see section 5.4 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. The composition of the Advisory Committees of the Academic Senate shall be as follows:
- a. The Center for Community Engagement Senate Advisory Committee (CCE) shall include three 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, with the Faculty Director serving as chair.
  - b. The Center for Integrative Studies Senate Advisory Committee shall consist of three at-large faculty members serving two-year staggered terms. The faculty members will serve with the co-directors as a steering committee of the CIS's Advisory Board, with the Faculty Director serving as chair.
  - c. The Center for International Affairs Senate Advisory Committee shall consist of five faculty members, serving two-year staggered terms. The faculty members will serve with the co-directors as a steering committee of the CIA's Advisory Board, with the Faculty Director serving as chair.
  - d. The Center for Multicultural Engagement Senate Advisory Committee shall consist of three 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, with the Faculty Director serving as chair.
  - e. The Extended Education Advisory Committee shall consist of five at-large faculty members and five members from the community, who shall be recommended by the AVP of Extended University and confirmed by the Senate Executive Committee.
  - f. The Faculty Development Advisory Committee shall consist of seven faculty members; five elected from among the tenured and probationary faculty and two elected from among and by vote of the lecturer faculty.
  - g. The Library Advisory Committee shall consist of three at-large faculty members elected from among the non-Library faculty.
  - h. The Research and Sponsored Programs Advisory Committee shall consist of five at large faculty members.
  - i. The Technology Advisory Committee shall consist of three at-large faculty members.

#### Advisory Committee Charges

#### 5.14 Charges

- a. 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.
- b. 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.
- c. 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. 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.
- e. The responsibilities of the Extended University Advisory Committee shall include:
  - i. Advising the AVP of Extended University on strategic planning efforts on an ongoing basis, including an emphasis on integration with State-supported university efforts, assessing community needs, and resources allocation;
  - ii. Making recommendations concerning policies and procedures for Extended University;
  - iii. Advising the AVP of Extended University on program evaluation and assessment of student learning in continuing education programs;
  - iv. Encouraging faculty and community awareness of Extended University programs.
- f. The responsibilities of the Faculty Development Advisory 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.
- g. The responsibilities of the Library Advisory Committee shall include:
- i. Coordinating with other standing and special committees regarding recommendations for support of the library, instructional technology and information literacy from University budgets.
  - ii. Formulating and recommending plans for integration of writing labs, math labs, and faculty development into the library.
  - iii. Working and consulting with the AVP of the Library to modify and implement a strategic plan for the library.
  - iv. Assessing and reviewing the library collection in relation to the requests of faculty and staff.
  - v. Encouraging faculty awareness of current library and information science practices, instructional technology issues, and database applications in information literacy and library service.
  - vi. Assisting in formulating and reviewing services, collections, and practice within the framework of differences between undergraduate and research oriented libraries.
  - vii. Consulting, when appropriate with the Technology Advisory Committee.
- h. The responsibilities of the Research and Sponsored Programs Advisory Committee shall include:
- i. Reviewing and evaluating Research Scholarship and Creative Activities faculty grant applications;
  - ii. Recommending priorities to the appropriate Research and Sponsored Programs administrator;
  - iii. Developing and reviewing policies, sign-off procedures, and forms;

- iv. Working with the appropriate Research Sponsored Programs administrator to survey faculty on Research and Sponsored Programs service needs, develop a strategic plan, and making recommendations to the Faculty Affairs Committee about the faculty recognition program;
- v. Advising the appropriate Research and Sponsored Programs administrator on evaluation of Research and Sponsored Programs services and programs.
- i. The responsibilities of the Technology Advisory Committee shall include:
  - i. Coordinating with other standing and special committees regarding recommendations for support of technology from University budgets; Making recommendations concerning principles and procedures, including procedures for faculty consultation governing the development, improvement, and use of instructional technology;
  - ii. Formulating, reviewing, and recommending all policies and procedures related to the academic and administrative uses of information technology, and promoting among various campus constituencies the appropriate use of on- and off-site technologies for instruction, learning, and research. These include but are not limited to:
    - (1) Allocation of information technology resources in Academic Affairs;
    - (2) Access and utilization of technology resources;
    - (3) Privacy and security of information systems;
    - (4) Curricular uses of information technology;
    - (5) Acting as an advisory body on information technology to the Chief Information Officer and the Academic Senate;

#### Special and *Ad Hoc* Committees

- 5.15 Special and *Ad Hoc* Committees will have a variety of charges specific to their purpose. Special committees may include, but are not limited to, a campus Search Coordinating Committee, an Administrator Evaluation Committee, and so forth.

## **ARTICLE 6**

### PARLIAMENTARY AUTHORITY

#### Parliamentary Procedure

- 6.1 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.

6.2 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.

**ARTICLE 7**

**FACULTY SENATE OFFICE**

**Records**

7.1 The Secretary shall file Senate documents in the Office of the Senate. Electronics copies of agendas, minutes, policies and resolutions shall be filed on the Academic Senate webpage.

7.2 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 8**

**ELECTION PROCEDURES**

8.1 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 Office of the Senate.
- b. The Office of the Senate shall publish the election results.
- c. All election ballots shall be destroyed thirty (30) calendar days after election results have been announced.

8.2 Election of representatives from CI to The Academic Senate of The California State University.

- a. Nominations
  - i. The Committee on Committees shall serve as the Nomination Committee to prepare a slate for the election.

- ii. The Nominating 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 Committee on Committees 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. To regularly attend the Senate Executive Committee of CI

## **ARTICLE 9**

### **AMENDMENT OF BY-LAWS**

- 9.1 These by-laws can be amended by a two-thirds majority vote of the Senate; the procedure for introduction of amendments is the same as for policies and resolutions as indicated in these by-laws [4.8a].
- 9.2 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.

## **ARTICLE 10**

### **SAVINGS CLAUSE**

- 10.1 These by-laws are subordinate to the Constitution of CSU Channel Islands and the Collective Bargaining Agreement (CBA).
- 10.2 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. Last Modified October 16, 2019.