

The Cal Poly Pomona Academic Senate

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Senate Chair

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Why do we have an academic senate?

It is required by state law:

*“The Legislature recognizes that **joint decision-making and consultation between administration and faculty or academic employees** is the long-accepted manner of governing institutions of higher learning and is essential to the performance of the educational missions of these institutions...”*

-California Higher Education Employer-Employee Relations Act (HEERA, signed into law on 9/13/78)

What we do

The Academic Senate is the official voice of the faculty and the primary consultative body in areas established by its [constitution](#):

- educational and other university policies
- academic personnel policies
- selection of administrative officials of university and foundations
- administrative regulations and practices, including preparation of University Manual

A Senate project many years in the making

The **Academic Manual** is now online and searchable!



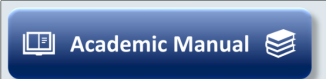
Academic Manual Home

Academic Manual Home

0100 - 0200 | Organization and Shared Governance
1000 - 1099 | Academic Organization and Services
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Academic Manual Home



The **Academic Manual** is an online central repository for all academic policies at Cal Poly Pomona. It contains academic policies that have come into existence as a result of the shared governance structure at Cal Poly Pomona. The [development and/or revision of campus policies](#) starts with a referral submitted to the [Academic Senate](#). Through research, consultation, and careful deliberation, the Academic Senate adopts policies, which are then transmitted to the President for review and approval. Following approval by the President, the policy is included in this Academic Manual.

Through the diligent work of the Academic Senate, a [system of categorization](#) was proposed for academic policies. This system categorizes policies by broad functional areas and assigns blocks of policy numbers to each area. The areas included in the Academic Manual are:

Policy Numbers	Area
100 - 200	Organization and Shared Governance
1000 - 1099	Academic Organization and Services
1100 - 1199	Curricular Policies
1200 - 1299	Research and Instructional Support
1300 - 1399	Academic Personnel Policies
1400 - 1499	Academic Standards and Regulations
1500 - 1599	General Policies
1600 - 1699	Grading and Student Affairs

Please use the left navigation bar to browse through the policies. Alternatively use the search feature ("Search Academic Manual") to search for specific policies.

Note: Please note that the process of importing old policies into the academic manual is laborious and requires significant research. This work is ongoing, with the ultimate aim that all academic policies will be included in the Academic Manual.

Last updated: 02/24/2016 2:17:09 PM

What can we help you find?



Related Links

Academic Senate
University Catalog
University Policies
Delegations of Authority
CSU Executive Orders
CFA Contract
Academic Planning and Resources

The policy numbering system was created by the Senate.

Our governing documents

*The Academic Senate shall be governed by its **Constitution and Bylaws**, provided that nothing in the Constitution and Bylaws exceeds its power and authority as determined by regulations established by the President of the University, the Trustees or the Chancellor of the California State University, or the laws of the State of California.* *Academic Senate Bylaws, Article I Section 1*

These documents and much other useful information can be found on the [“About the Senate”](#) web page.

The Senators

Governed by Article III of the [Constitution](#).

- 35 seats
 - apportioned among the colleges and other constituencies
 - each college or constituency must have at least 1 senator
- 2 statewide academic senators
- 1 staff representative
- ASI President or designated representative

Senators (except the ASI representative) serve 3 year terms.

Current senators and their terms:

<https://www.cpp.edu/~senate/meet-the-senators>

If you don't like your photo, contact the Senate office (senate@cpp.edu) to change it.

Duties and responsibilities of senators

Governed by Article X of the [Bylaws](#).

Senators shall

- consider the opinions and interests of their entire constituency
- attend all senate meetings or designate a proxy
- communicate and consult with their constituency
- provide feedback to the senate from their constituency

A senator will be removed for

- **more than three consecutive absences** from regular senate meetings
- **five absences** from regular senate meetings in an academic year

Structure

Chair and Vice Chair (Article II of the [Bylaws](#))

Executive Committee (Article III of the [Bylaws](#))

- Chair, Vice Chair
- 1 senator from each constituency
- 1 statewide senator
- immediate past chair (optional)

Standing Committees (Articles IV and V of the [Bylaws](#))

- Academic Affairs
- Academic Programs
- Budget
- Elections and Procedures
- Faculty Affairs
- General Education

ASI Liasion (Article IV Section I of the [Bylaws](#))

If you aren't already assigned to a committee, please contact the senate office.

Standing committees

Each standing committee has

- a chair (must be a senator)
- at least two senators as members
- an appointed non-voting administrative representative

Standing committees are governed by Article IV of the senate [Bylaws](#). Responsibilities of each standing committee are in Article IV Section 3. The Budget Committee has special rules given in Article V.

The referral process

Senate business is largely conducted through the referral process.

[https:](https://www.cpp.edu/~senate/documents/referral_flowchart.pdf)

[//www.cpp.edu/~senate/documents/referral_flowchart.pdf](https://www.cpp.edu/~senate/documents/referral_flowchart.pdf)

Any member of the university community may submit a referral.

[https:](https://www.cpp.edu/~senate/forms/senate-referral-request.shtml)

[//www.cpp.edu/~senate/forms/senate-referral-request.shtml](https://www.cpp.edu/~senate/forms/senate-referral-request.shtml)

The referral process is defined in Article VII of the senate [Bylaws](#).

Conduct of meetings

Discussed in Article IX of the [Bylaws](#).

Governed by Robert's Rules of Order unless superceded by the Bylaws, Constitution, or state law, and enforced by the Senate Parliamentarian

Agenda for regular meetings

- approved by the Executive Committee (EC) 7 days in advance
- emergency amendments up to 48 hours in advance by 2/3 vote of EC
- may be amended from the floor by simple majority to
 - delete action items
 - add or delete discussion items
 - reorder the agenda
- 3:45 time certain for committee reports

Emergency, special, and executive sessions are governed by Article VIII Section 4 of the [Bylaws](#).

General conduct of Senate meetings

Be prepared; read the reports.

Conduct yourself as you expect your students to behave in class.

Turn off audible cell phone alerts.

During discussion

- The Vice Chair keeps a speaker list.
- Speakers are recognized by the Chair. Wait to be recognized.
- Senators are generally recognized first, then others.
- Robert's Rules give each member two opportunities to speak and require that no speaker be recognized a second time before all have had a first opportunity. This practice is not always observed to facilitate discussion. However, it may be invoked to ensure full participation.

Procedures for committee reports at meetings

Reports receive first and second readings, status shown in agenda.

First reading:

- Committee chair or representative moves “to receive and file.”
- Requires only a second
- Discussion follows
- Only motions should be to
 - waive first reading (discouraged)
 - postpone indefinitely
 - postpone definitely
 - return to committee with a recommendation
 - limit debate

Second reading: Committee chair moves “to adopt,” followed by a second, discussion, and a vote.

Important deadlines for senate business

Executive Committee:

- Committee reports to be considered: Monday before the meeting
- Proxies: noon of the meeting date

Academic Senate:

- Agenda: posted 5 days prior to meeting (Bylaws)
- All documents for items on agenda: Friday prior to meeting
- Proxies: by 2 pm on the meeting date

At the end of the academic year

Last meeting of the academic year is largely ceremonial and is adjourned to the emeritus reception.

Within 5 working days after the last Academic Senate meeting, each standing committee files an annual report of

- work presented
- work completed
- work under consideration

Sunset Clause: a referral not under consideration by a committee will be deleted and its originator informed. A sunsetted referral may be reintroduced.

Reports and the sunset clause: see Article IV Section 5 of the [Bylaws](#).

Questions?