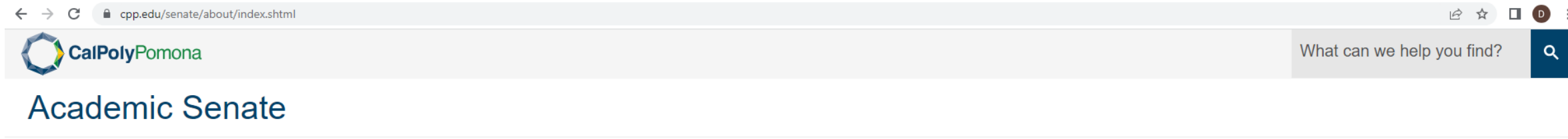
CalPoly Pomona

Academic Senate Training and Refresher

August 17, 2023



Academic Senate

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About the Senate

Background

- Since 1963 each California State University campus has had an Academic Senate
- A system-wide Senate was also created but has no authority over matters delegated to the individual campuses by the Chancellor or the Board of Trustees

Why do we have a Senate?

"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)

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
- university administrative regulations and practices, including preparation of University Manual

Related Links

- Academic Senate Training and Refresher Presentation (August 10, 2022)
- Academic Senate Meeting Guide
- Academic Senate Bylaws
- Academic Senate Constitution
- Senate Referral Form
- Referral Flow Chart
- Message from the Chair

https://www.cpp.edu/senate/

Contact the Academic Senate

Academic Senate Offices are located on the CLA Paseo in Building 98-P2-8

- **Email: senate@cpp.edu**
- **Chair Rita Kumar: adkumar@cpp.edu**
- **Vice Chair Dennis Quinn: dquinn@cpp.edu**
- **Valerie Otto, Administrative Analyst: vdotto@cpp.edu**
- **Casandra Horner, Administrative Coordinator: clhorner@cpp.edu**

Why do we have a Senate?

- *“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…”*

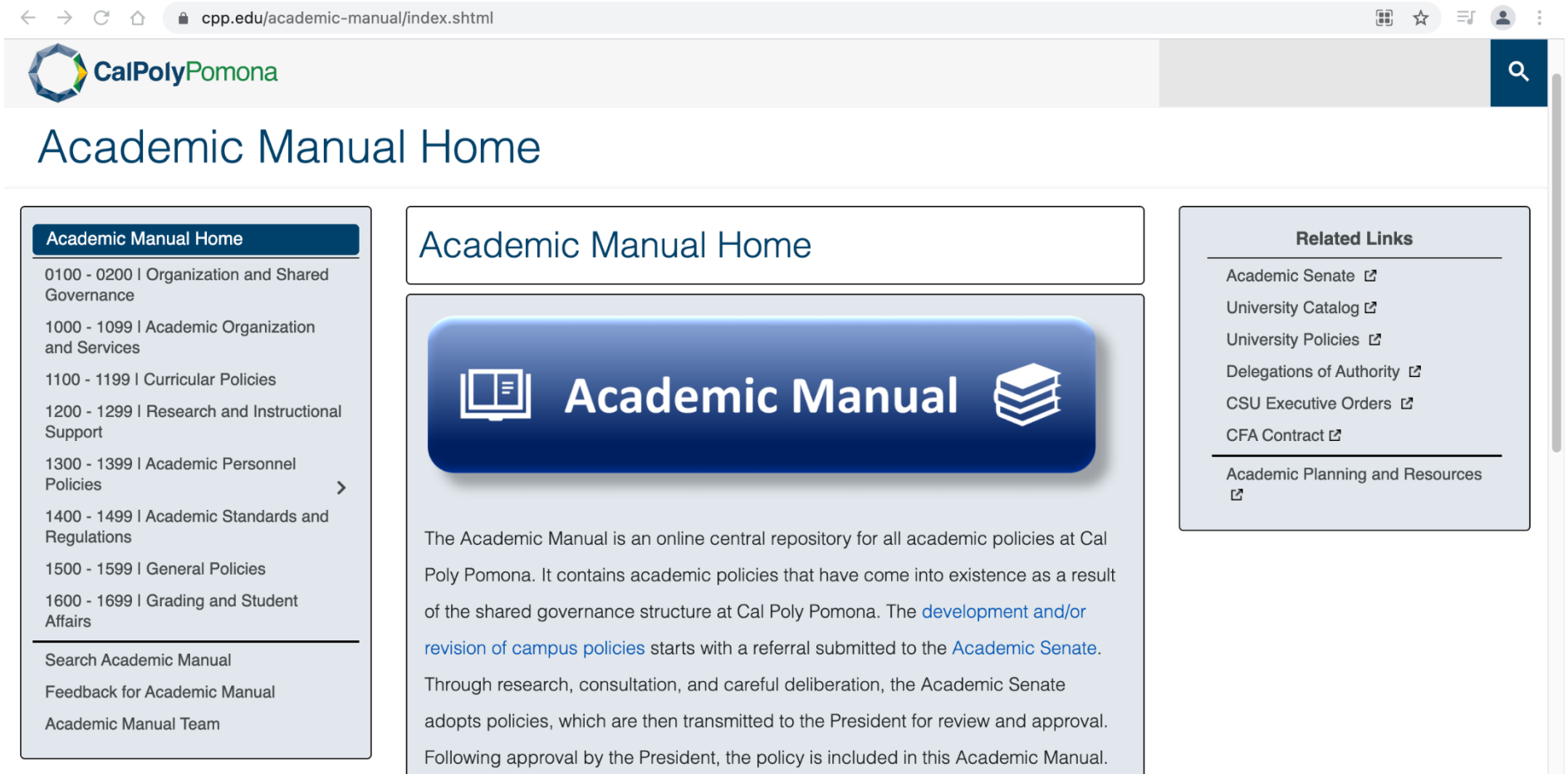
- California Higher Education Employer-Employee Relations Act (HEERA, signed into law on 9/13/78)

Role of the Academic Senate

- 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
  - university administrative regulations and practices, including preparation of Academic Manual

Resource: Academic Manual

- https://www.cpp.edu/academic-manual/index.shtml



Membership

- 35 senators proportionally represent constituencies (colleges plus library and related areas)
- 2 CSU academic senators, 1 staff representative, 1 student representative
- Total = 39 members
- https://www.cpp.edu/senate/meet-the-senators/index.shtml

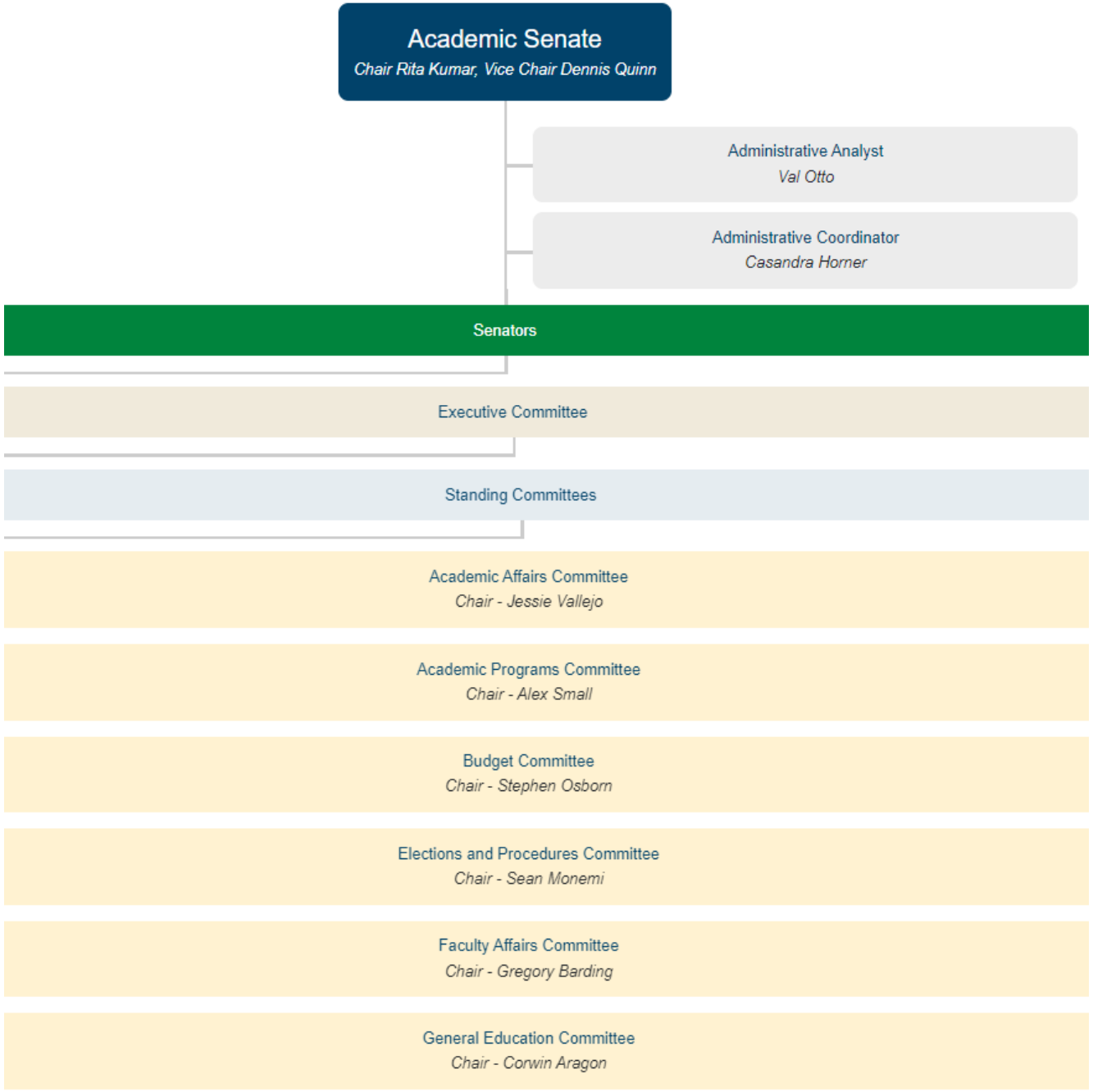
Duties and Responsibilities of Senators

- **Governed by Article X of the Bylaws**

- **Senators shall**
  - consider opinions and interests of their entire constituency
  - attend all senate meetings or designate a proxy
    - Senators submitting a proxy shall be considered absent for the purpose of attendance
  - communicate and consult with 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
  - taking a university-approved leave of one term or more
    - Senators should resign if planning on taking a sabbatical

Organizational Chart



Organization

- **Chair, Vice Chair, and Executive Committee**
  (one representative per constituency and one CSU Senator)

  - Rita Kumar – Chair | College of Business Administration
  - Dennis Quinn – Vice Chair | College of Education and Integrative Studies
  - Laura Chase | College of Science
  - Ondieki Gekara | Don B. Huntley College of Agriculture
  - Mario Guerrero | College of Letters, Arts, and Social Sciences
  - Ruth Guthrie | College of Business Administration
  - Kevin Moore | College of Environmental Design
  - Jonathan Puthoff | College of Engineering
  - Julie Shen | Related Areas
  - Gwen Urey | Statewide CSU
  - Nicholas Von Glahn – Past Chair | College of Letters, Arts, and Social Sciences
  - Michelle Yoo | Collins College of Hospitality Management

Organization

- **Standing Committee Chairs**:
    - Academic Affairs—Senator Jessie Vallejo
    - Academic Programs—Senator Alex Small
    - Budget—Senator Stephen Osborn
    - Elections and Procedures—Senator Sean Monemi
    - Faculty Affairs—Senator Gregory Barding
    - General Education—Senator Corwin Aragon

- Organizational Chart

Referral Process

- Referrals sent by individual faculty or committees as well as administrators are intended to investigate and recommend on university policies and procedures
- Senate standing committees write reports on referrals with recommendations
- Standing committee chair present reports to Executive Committee who either send the report to the Academic Senate or return to committee

Referral Process (contd.)

- Senate votes on recommendations after two readings and sends Senate Report to President if adopted

- President can accept, modify or reject and has 45 instructional days to respond

    - For modified or rejected reports, the EC shall determine if the modifications are significant and may refer the report back to the originating committee for further consideration
    - Committee recommendations to returned reports shall be adopted by the Senate by a 2/3 vote

Operation

- Referrals are submitted to the Academic Senate
  - Academic Senate Referral Request Form is located at https://www.cpp.edu/senate/forms/senate-referral-request.shtml
  - Referrals are numbered with two letter committee designation (AA, AP, EP, FA, GE, BC), a sequential number and the three-digit academic year designation
    - AA-001-234 = the first Academic Affairs referral of the 2023-24 academic year
- Senate standing committees write reports on referrals with recommendations
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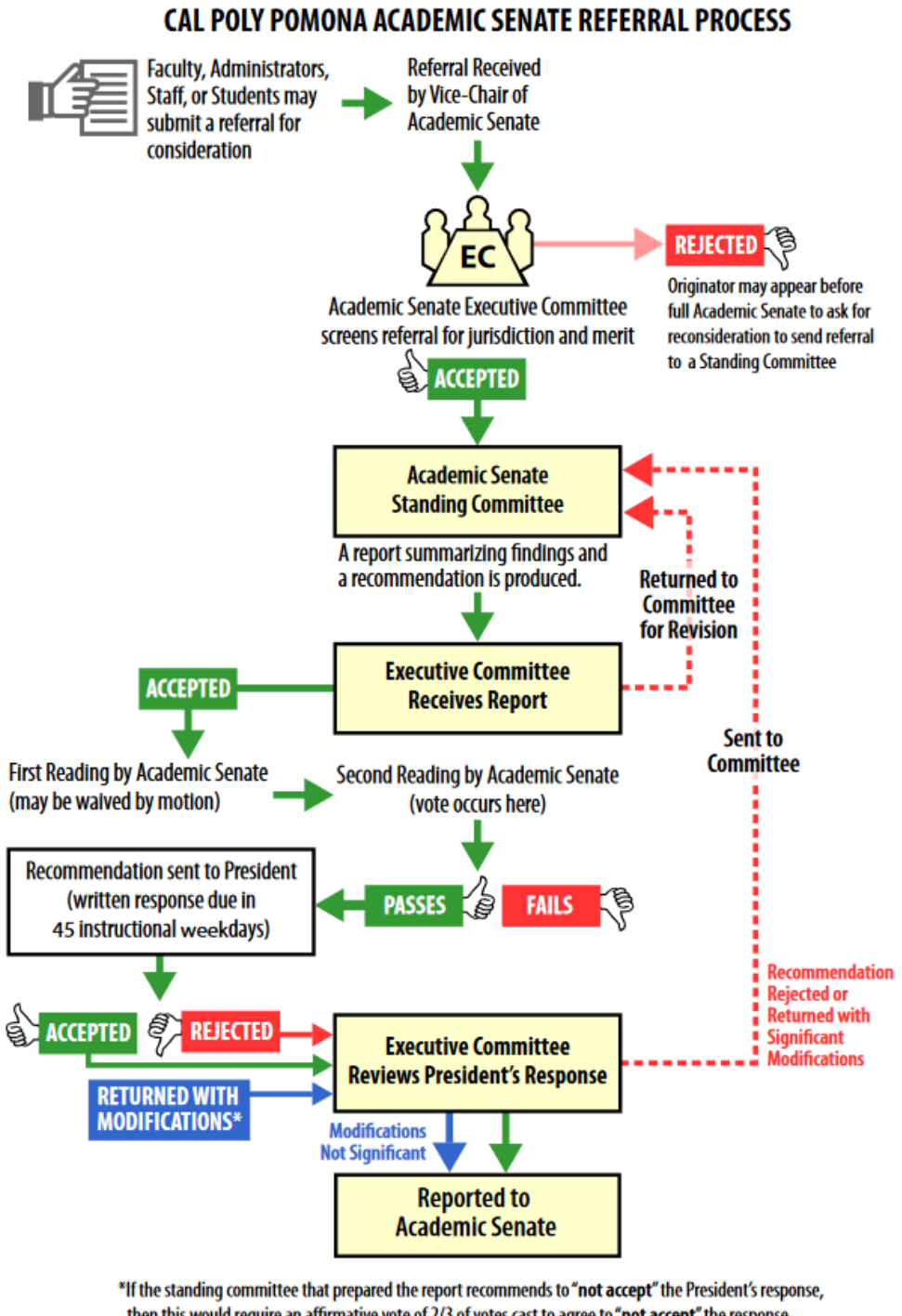
Operation (contd.)

- Per the Academic Senate Bylaws, Article IX, item (E), the following actions are applicable:
  - **During the First Reading of an item, only the following motions are appropriate:**
    - Receive and file the report
    - Waive first reading
    - Postpone indefinitely
    - Postpone definitely
    - Return to committee
    - Return with a special recommendation to committee
    - Limit debate
  - **Voting shall occur in the Second Reading**
    - Adopted reports are sent to President as a Senate Report which is numbered AS-XXXX-234, where XXXX is a sequential number

Operation (contd.)

- **President can accept, modify or reject and has 45 instructional days to respond (Constitution, Article II, Section 3E)**
  - For modified or rejected reports, the EC shall determine if the modifications are significant and may refer the report back to the originating committee for further consideration
  - Committee recommendations to returned reports shall be adopted by the Senate by a 2/3 vote

- **Cal Poly Pomona Academic Senate Referral Process**



CalPoly Pomona

Forming and Recruiting Faculty for University Committees

Constitution of the Academic Senate of California State Polytechnic University, Pomona

Sec 12

All other standing and ad hoc Committees shall be appointed by the Executive Committee. All Committees must have at least two senators as members. Each Committee shall be chaired by a senator who is appointed by the Executive Committee. No senator may serve on more than one standing Committee. Faculty membership on Committees will be appointed by the Executive Committee. Duties and procedures of standing Committees will be stated in the Academic Senate Bylaws.

Policy 121, Article III, Section 12

Information to Include When Requesting Faculty Representation on a University Committee

- Provide a brief background
- Committee member make-up
  - Number of faculty recruitment
  - If any, specific requests
- Charge of committee
- Term of service

Information about Volunteering for a University Committee

- **Eligibility for Committee Service**

  - Full time tenured faculty, tenure track faculty, full-time lecturers with an annual contract, and FERP faculty with a 0.5 base for two semesters are eligible to serve.
  - RTP Committees are the exception. Per Policy 1328, faculty members who serve on RTP committees must be *full-time tenured* and at *full professor rank*.

- **Information to Provide on Statement of Interest**

  Individuals should submit their name and a brief statement (minimum of 200 words and maximum of 500 words) detailing 1) interest to serve on this committee and 2) qualifications and experiences that can best serve the work of the committee 3) rank (no CVs please). This information is what the Executive Committee uses to assess candidates for committees.

- All Service Opportunities are located on the Academic Senate website at https://www.cpp.edu/senate/service-opp-new.shtml.

Questions or Comments