

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

POLICY 122

BYLAWS

ACADEMIC SENATE

ARTICLE I

Authority and Constraints

Section 1 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.

ARTICLE II

Officers

Upon resignation, any Senate Officer or Executive Committee member shall be replaced by majority vote of the Academic Senate at the next regularly scheduled Senate meeting.

Section 1 The Chair shall:

- (A) Preside at all meetings of the Executive Committee, Academic Senate, and general meetings of the faculty as called for under Article VII, Sections 3, 4, and 5.
- (B) Exercise the option to vote as any other member of the Academic Senate when the vote is by secret ballot. In all other cases, the Chair can vote whenever his/her vote will affect the result – that is the Chair can vote either to break or cause a tie; or the Chair can vote either to cause or block the attainment of the necessary two-thirds.
- (C) Establish and publicize times and places of all Executive Committee, Academic Senate, and general constituent meetings.
- (D) Be the alternative representative to the California State University Academic Senate, as provided in Article XI.
- (E) Act as liaison between the Academic Senate and all other agencies having business with the Academic Senate.
- (F) Assume the duties of the Chair at the beginning of the Summer Term after election.

- (G) See that all members of the Academic Senate and its committees receive copies of all documents and materials needed to discharge their duties including those required by laws.
- (H) If the Chair chooses to enter a debate, the Chair shall pass the gavel to the Vice Chair. The Vice Chair shall retain the gavel for the duration of the Chair's comments on that topic.
- (I) Select a Parliamentarian whose duties begin when the Chair's duties begin.
- (J) The Senate may vote to include the immediate past chair as a voting member of the Executive Committee, provided that the immediate past chair is a member of the Senate.

Section 2

The Vice Chair shall:

- (A) Assume the role of the Chair when relinquished by the Chair.
- (B) Act as liaison between the Executive Committee and all ad hoc and standing committees of the Academic Senate, having complete charge of the referral process and being responsible for reporting to the Executive Committee the current status of work assigned to committees.
- (C) Be responsible for publicizing information relating to the work of the Academic Senate.
- (D) Assume the duties of the Vice Chair at the beginning of the Summer Term after election.

Section 3

The Recording Secretary shall:

- (A) Record minutes of all Executive Committee and Academic Senate meetings and be responsible for distribution (including the Web) of the minutes to all constituents.
- (B) Prepare the agenda for all Executive Committee and Academic Senate meetings.
- (C) Supervise the preparation of reports from committees of the Academic Senate, ensuring that proper form is used, sufficient copies are printed, and reports are properly distributed.
- (D) These duties may be assigned to a support staff member.

Section 4

The Parliamentarian shall:

- (A) At the request of the Chair of the Academic Senate or any senator, offer advice concerning parliamentary procedure.
- (B) Act as an Ambassador at Large, assuming such duties in the judgment of the Chair of the Academic Senate would facilitate and expedite the work of any committee of the Academic Senate.

ARTICLE III
Executive Committee

Section 1 The Executive Committee shall have the authority to act for the Academic Senate, except that in addressing the Chancellor, the Trustees, or other appropriate bodies on matters of policy it shall distinguish whether it is expressing the position of the Academic Senate or the position of the Executive Committee alone. This authority should be exercised only when a situation arises requiring resolution before the next regular meeting of the Academic Senate is feasible, and it shall require a 2/3 majority vote of the entire membership of the Executive Committee before such executive actions are authorized. In any case, the Committee shall report such action to the Academic Senate at the first meeting of the Senate following the action.

Section 2 The Executive Committee of the Academic Senate shall:

- (A) Designate the time and place of all regular meetings of the Academic Senate.
- (B) When petitioned, as outlined in Article VII, Section 3, 4 and 5 call general meetings of the electorate and emergency meetings of the Academic Senate.
- (C) Provide agendas for all meetings of the Academic Senate and general meetings of the electorate, and distribute one week prior to the meeting all reports, recommendations, and other such materials which will be discussed.
- (D) Screen all problem referrals. Problem referrals which do not merit investigation or which are outside the jurisdiction of the Academic Senate shall be returned to the originator, with explanation of the judgment and advice of recourse provided by Article VI, Section 1.F. In addition, the Executive Committee shall report all rejected referrals to the Academic Senate.
- (E) Delegate to appropriate committees all referred matters which in the judgment of the Executive Committee merit investigation and assign due dates for reports and recommendations.

- (F) Ensure that all matters considered by the Academic Senate or its committees are within the jurisdiction of the Academic Senate.
- (G) Ensure that reports from committees are in acceptable form and respond appropriately to the charge given the committee prior to presentation to the Academic Senate.
- (H) Sit as an appellate committee to hear arguments from a Senate constituent who can show cause that an issue before one of the standing committees has not been adequately resolved in the recommendations it is making to the Senate.
- (I) Ensure that all members of the electorate are informed of matters concerning the University and the work of the Academic Senate.
- (J) Provide appointments to all ad hoc and standing committees.
- (K) Ensure that an annual report of the work of the Academic Senate is prepared and distributed to all interested parties.
- (L) Maintain the archives of the Academic Senate.
- (M) Review all correspondence from the Academic Senate and all correspondence addressed to the Academic Senate.
- (N) Upon notification from the Elections and Procedures Committee that only one candidate has been duly nominated for a given position either in Senate or RTP elections; declare that the individual has been elected.
- (O) Assume their duties at the beginning of the Summer Term after election.

Article IV
Standing Committees

- Section 1
 - (A) The Standing Committees of the Academic Senate shall be the Academic Affairs Committee, Academic Programs Committee, Budget Committee, Elections and Procedures Committee, Faculty Affairs Committee, and the General Education Committee. There will also be a Student/Faculty Liaison Officer.
 - (B) Committees are responsible to the Academic Senate. All questions, from whatever source, concerning the work of standing committees on problem referrals shall be directed to the Executive Committee.
- Section 2 Committee Appointments

- (A) The chairs and members of the standing committees shall be appointed by the Executive Committee and shall serve a one-year term.
- (B) Committee chairs must be senators. Each senator shall serve as a committee chair when appointed.
- (C) Each standing committee shall be composed of not fewer than two senators, and such other Academic Senate constituents as would expedite the work. Committee size is limited to no more than three percent of those constituents; e.g., if the University has 800 University constituents, standing committee size is limited to no more than twenty-four members.
- (D) All standing committees shall, in addition to their senator appointees, be constituted of members proportionate to their representation on the Academic Senate. Each University constituency will be given the opportunity to have at least one representative on each standing committee. If there is no action on the part of the constituencies to fill vacant seats within 30 days after notification of the vacancy then those seats will be considered as at-large seats and filled by members of other constituencies as determined appropriate by the Executive Committee. The at-large member will serve until the next Senate election.
- (E) No senator may serve on more than one standing committee except under extraordinary circumstances as determined by the Executive Committee.
- (F) A committee, whenever possible, shall have some members who have served previously, and may have student representatives.
- (G) Vacancies on standing committees are to be filled in the manner prescribed for regular appointment.
- (H) Administrative representatives (non-voting) shall be appointed to standing committees based on the business and responsibilities of the committee. These appointments shall be approved by the Executive Committee.

Section 3 Responsibilities of Standing Committees

- (A) The Academic Affairs Committee shall:
 - (1) Ensure that faculty morale is high.
 - (2) Ensure the best working conditions.

- (3) Maintain academic freedom.
 - (4) Ensure that the academic calendar including the Graduation Ceremonies Schedule serves the best interests of the University.
 - (5) Ensure teaching excellence.
 - (6) Promote excellence in the utilization of class time by considering such factors as class size, class schedules of faculty members, and released time for performance of related academic functions.
 - (7) Promote the highest standards in grading, and granting of student scholarships.
 - (8) Promote the highest standards in student honors and student honor societies.
- (B) The Academic Programs Committee shall be responsible for all non-General Education matters such as, but not limited to:
- (1) Program Reviews.
 - (2) New course and/or program proposals.
 - (3) The Academic Masterplan.
- (C) The Elections and Procedures Committee shall:
- (1) Conduct all referenda, and all elections of Academic Senate members, officers of the Academic Senate, and representatives to the Academic Senate of the California State University.
 - (2) Serve as a Board of Qualifications by ensuring that all nominees for Academic Senate and CSU Academic Senate seats are duly qualified.
 - (3) Periodically review the Academic Senate Constitution.
- (D) The Faculty Affairs Committee shall:
- (1) Ensure that the Retention, Tenure, and Promotion procedure is standardized and every effort is made to retain highly qualified faculty members.
 - (2) Ensure that the hiring and evaluation procedures for

lecturers are standardized.

- (3) Ensure that recruitment procedures are standardized and that every effort is made to hire highly qualified faculty members.
 - (4) Ensure that all evaluations of faculty are standardized and conducted in accordance with the CBA and that every effort is made to retain highly qualified faculty members.
 - (5) Ensure that working conditions not addressed in the CBA are maintained at a high level.
 - (6) Ensure that the interests of continuing faculty are protected in the process of filling summer appointments.
 - (7) Expedite faculty-administration relationships.
 - (8) Maintain good relationships between faculty and the public.
- (E) The General Education Committee shall oversee the implementation of Executive Order 1033 in all of its specified and applied dimensions.
- (F) The Student/Faculty Liaison Officer shall be a senator, and is the Academic Senate representative to ASI. He/she is responsible for articulating Senate policy and sentiment in ASI proceedings, and ensuring that an open channel of communication between the Academic Senate and ASI exists.

Section 4

Meetings

- (A) It is the policy of the Academic Senate that all Academic Senate committees conduct their proceeding in an open manner unless otherwise provided for in the Bylaws.
- (B) Committee meeting places and agendas will be posted in a public place. The Web is considered a public place.
- (C) The committees will meet on a regular basis on Wednesdays from 3 to 5 p.m. except at such time when the Academic Senate meets. A committee may also meet at such times that the committee believes is necessary to complete the committee's workload. Emergency Senate/Committee Meetings could be held by telephone or computer provided that at least one venue of the meeting is open to the public.
- (D) A quorum will consist of one quarter of the membership of the

committee.

- (E) Standing Committees may form such subcommittees as they deem necessary. These subcommittees will report to the parent committee. A standing committee may, via the Executive Committee, request that another of the Senate's committees act as one of its subcommittees for purposes of dealing with backlogged referrals.

Section 5 Reports and Referrals

- (A) Within five working days after the last Academic Senate meeting of the academic year, standing committees shall file annual reports with the Vice Chair of the Academic Senate detailing the work presented, work completed and work under consideration by the committee during the year. Any referral(s) not under consideration by a Senate committee at this time will be deleted (Sunset Clause) from the referral backlog and its originator so informed. [V.3.A]
- (B) Any referral dropped from consideration due to the "Sunset Clause" in the preceding paragraph may be reintroduced in the next academic year either by its originator, an interested party, or the committee itself. The Executive Committee will consider the priority of all such referrals at the beginning of the academic year by assigning new due dates. [V.3.B]

ARTICLE V
Senate Budget Committee

Section 1 The Budget Committee shall be a standing committee of the Academic Senate.

- (A) The Senate Budget Committee shall be responsible to the Academic Senate.
- (B) The provisions in the Bylaws governing meetings, referrals, investigations, and reporting shall apply to the Budget Committee.

Section 2 Membership and Terms of Service

- (A) The membership of the Senate Budget Committee shall be:
 - (1) One faculty member from each Academic Senate constituency (college/school), appointed by the Executive Committee.
 - (2) The staff representative to the Academic Senate or a staff member selected by the same process used to select the

staff representative (Appendix 17, Section 6).

- (3) A student representative appointed by ASI.
- (B) Faculty members shall serve three year staggered terms.
- (C) The chair of the committee will be appointed by the Senate Executive Committee and will serve as a representative to RMAC or its equivalent body

Section 3

Senate Budget Committee Responsibilities

- (A) The Committee shall be the deliberative body of the faculty on general fund budget and resource use as they affect the University including, but not limited to, the instructional budget, the academic support budget, the student support budget, the institutional support budget, the allocation of facilities and positions, as well as the allocation of new funds and special funds such as lottery funds.
- (B) The Committee shall be consulted and assist in the formulation of the policies, priorities, and guidelines by which University resources are requested and allocated.
- (C) The Committee shall ensure that budget and financial reports are provided to the Academic Senate and made available to the campus community on an annual basis. The reports shall include, but are not limited to, salaries, release time, operating expenses, University Educational Trust, and lottery funds. The divisional reports shall also document all sources and uses of funds in addition to the annual increases and decreases.
- (D) The Committee shall bring reports and recommendations to the Academic Senate, as do all other standing committees.
- (E) The Committee chair shall make regular reports to the Executive Committee of the Academic Senate and to the faculty as a whole.

ARTICLE VI
Ad Hoc Committees

Section 1

Ad hoc Committees shall be appointed by the Executive Committee and ratified by the Academic Senate. They shall consider problems which in the judgment of the Executive Committee are outside the purview of a standing committee. In making appointments to ad hoc committees, the Executive Committee shall be governed by the purpose of the ad hoc committee. In investigating problem referrals, ad hoc committees shall be governed by provisions of Article VII, Section 1.C.

ARTICLE VII
Academic Senate Investigative Procedures

- Section 1 The Academic Senate in its investigative capacity shall consider all legitimate problems referred to it and make appropriate recommendations.
- (A) The originator of the problem referral, who may be a constituent, Academic Senate Committee, administrator or other person related to the University, shall submit in writing to the Executive Committee a statement indicating the nature of the problem referred and specifying precisely the policy, procedure, or practice to be investigated.
- (B) The Executive Committee shall:
- (1) Place the referral on its agenda for consideration.
 - (2) Screen the problem referral for jurisdiction and merit as provided in Article III, Section 2.D.
 - (3) When the matter is within the jurisdiction of the Academic Senate and merits investigation:
 - (a) Provide additional information of which it is knowledgeable.
 - (b) Indicate resource personnel or documents which would aid in problem investigation and solution.
 - (c) Refer the problem to the appropriate committee, stipulating the due date for the committee report and follow up to be sure a report is issued.
- (C) The designated committee shall:
- (1) Research the problem for background information utilizing all available resources.
 - (2) Request the presence at its meeting of the originator and other such personnel whose presence would contribute to the solution of the problem. Input can also be provided in written form including Email.
 - (3) Meet due dates established by the Executive Committee. When due dates cannot be met, committees shall request an extension at least one week prior to the established due date.

- (4) Present reports of their investigations in proper form, unsigned, to the Executive Committee.
 - (5) Present minority reports when appropriate.
 - (6) When new problems are encountered, present them as new problem referrals to the Executive Committee.
- (D) The Executive Committee shall:
- (1) Ensure that all aspects of problems are considered.
 - (2) Ensure that recommendations are within the scope of the Constitution and Bylaws of the Academic Senate.
 - (3) Determine whether Academic Senate action is required, and forward to the Academic Senate.
- (E) The Academic Senate shall receive, consider, and act on recommendations as appropriate.
- (F) The following recourse is provided when the Executive Committee screens out a problem referral as provided by Article III, Section 2.D. Within the rules for conduct of Academic Senate meetings (Article IX), the originator may appear before the Academic Senate and explain the problem referral. Upon majority vote, the Academic Senate shall assume the role of the Executive Committee as specified in Section 1.B. Failing majority vote, the problem referral shall be refused.
- (G) The Executive Committee shall review all Presidential responses to Academic Senate reports and take the following actions where appropriate:
- (1) If the President accepts the recommendations, the acceptance shall be reported to the Senate.
 - (2) If the President modifies or rejects one or more recommendations, the Executive Committee shall determine if the modifications are significant and may refer the report to the originating committee for further consideration.
 - (3) On Presidential responses referred to committees by the Executive Committee, the committee shall consider the responses and make a report to the Senate as soon as possible. This report may recommend the original recommendations, may recommend the acceptance of the

President's responses, or may make new recommendations.

- (4) Any report which is a reconsideration by a committee after the President has responded, and which recommends anything other than the acceptance of the President's responses, may be passed by the Senate only by a two-thirds affirmative vote of those Senators casting a vote.

ARTICLE VIII Calling of Meetings

Section 1 The Academic Senate shall meet at least once each month while school is in session with the exception of the month of December, and at additional times when called by the Executive Committee. The Agenda will be posted on the Web at least five days before the meeting.

Section 2 All meetings of the Academic Senate shall be open to all University-related personnel unless by a majority vote of the Academic Senate an executive session is called. When in executive session, only voting Academic Senate members may be present, except that the Senate may invite appropriate personnel as required to conduct executive session.

Section 3 Emergency Senate meetings could be held by telephone or computer provided that at least one venue of the meeting is open to the public.

Section 4 Emergency, special, and or Executive Sessions of the Academic Senate shall be called when a written petition is submitted to the Executive Committee, provided that the petition specifies the issue to be discussed, and is signed by at least:

- (A) Ten percent of the members of the Academic Senate, or
- (B) Ten percent of the electorate
- (C) If an emergency meeting is called, the first order of business shall be a simple majority vote that such emergency exists. This is not necessary for a special meeting, nor for Executive Session.
- (D) The agenda and minutes for emergency meetings will be publicized as soon as possible.

Section 5 Meetings of the electorate shall be called when a written petition is submitted to the Executive Committee, provided that the petition specifies the issue to be discussed, and:

- (A) When the issue to be discussed has not previously been acted on by the Academic Senate; the petition is signed by at least twenty-

five percent of the electorate; and presented at least seven days in advance.

- (B) When the issue to be discussed has previously been acted on by the Academic Senate, the petition is signed by at least:
- (1) Twenty-five percent of the electorate, or
 - (2) Two-thirds of the voting members of the Academic Senate.

ARTICLE IX
Conduct of Meetings

Section 1 Regular meetings of the Academic Senate shall be governed by the following rules.

- (A) Any number over one-half of the elected and seated senators shall constitute a quorum.
- (B) Any member may be represented by proxy, provided that a signed assignment of proxy is submitted prior to the meeting and provided that the person to whom the proxy is given is a voting member of the Senate. The proxy holder may assign his/her own proxy and those he/she holds to a third member, unless those proxies have been designated by their makers as nontransferable.
- (C) The agenda shall be approved by the Executive Committee seven days in advance. In case of emergency the Agenda may be amended, by a majority vote of the Executive Committee, until 48 hours in advance of the Academic Senate meeting. These emergency agenda items require a two-thirds vote of the Academic Senate to pass. The Agenda may be amended from the floor by a simple majority vote to delete action items, add or delete discussion items, and reorder the agenda. In the event that no action items are scheduled for a given Senate meeting, the Executive Committee may cancel said meeting.
- (D) The agenda shall establish a time certain of 3:45 p.m. for consideration of committee reports.
- (E) Committee reports shall be indicated on the agenda as First Reading or Second Reading. Voting shall occur in the Second Reading. During the First Reading of an item, only the following motions are appropriate:
- Waive first reading
 - Postpone indefinitely
 - Postpone definitely

- Return to committee
- Return with a special recommendation to committee
- Limit debate

(F) The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings and conduct of meetings, except where the Bylaws, Constitution, or the Laws of the State of California specify otherwise

(G) Whenever there is a plurality vote (more than two choices) in which no choice receives the necessary majority, there will be a runoff ballot between the two choices receiving the most votes.

(H) A secret ballot may be requested by any member without debate or vote.

Section 2 The Chair may grant any nonmember the privilege of addressing the Academic Senate.

Section 3 Emergency and special meetings of the Academic Senate and general meetings of the electorate shall be governed by the following special rules:

(A) Only topics specified in the petition shall be discussed.

(B) The Academic Senate Chair shall preside.

ARTICLE X

Duties and Responsibilities of Senators

Section 1 The membership and organization of the Academic Senate are defined in the Constitution (Appendix 17), Article III. Senators represent the constituency (college/school) that elected them and are expected to consider the opinions and interests of the entire constituency, not just those of their own departments, when engaging in business of the Academic Senate. In addition, Academic Senators shall:

(A) Be informed about the business and issues before the Academic Senate.

(B) Attend all meetings of the Academic Senate, or if unable to attend, to designate a proxy.

(C) Communicate regularly to their constituents the business and issues before the Academic Senate, receive feedback from their constituents on these matters, and to convey that feedback to the Academic Senate.

(D) Maintain a collegial and objective bearing during debate in the

Academic Senate.

- (E) Uphold the tenets of shared governance.

Section 2 Attendance

- (A) The Executive Committee shall remove from the Academic Senate any member with more than three consecutive absences from regularly scheduled monthly meetings of the full Academic Senate. Should a Senator be absent for the next regular monthly Academic Senate meeting after three unattended meetings, a special election will automatically be called to fill the balance of such Senator’s term. The Executive Committee shall also remove from the Academic Senate any member with a total of 5 absences from regular senate meetings in an academic year.
- (B) The Executive Committee may reassign or remove a member from a Senate Committee for lack of participation in the work of the committee at the recommendation of the Committee Chair.

ARTICLE XI
Assigned Time

Section 1 Provision may be made so that members of the Academic Senate are allotted assigned time sufficient to permit the expeditious performance of their duties.

ARTICLE XII
Academic Senate of the California State University

Section 1 California State Polytechnic University, Pomona shall be represented in the Academic Senate of the California State University by Academic Senators and one alternate, as provided in the Constitution and Bylaws of the Academic Senate of the California State University.

Section 2 Any member of the electorate of the Academic Senate is eligible for election to the Academic Senate of the California State University.

Section 3 The Academic Senate Chair shall serve as the alternate.

Section 4 Election of Academic Senators shall take place prior to May 1 of each year when terms of Academic Senators expire. Elections shall be supervised by the Elections and Procedures Committee and shall be by secret ballot, and shall be conducted in conformity with the Constitution and Bylaws of the Academic Senate of the California State University.

Section 5 In the event that an Academic Senator is unable to perform duties for more than one academic term, a new Academic Senator shall be elected to fill

the unexpired term.

Section 6 Service on Academic Senate CSU committees may be accepted in lieu of service on campus Academic Senate committees.

ARTICLE XIII
Amendment of Bylaws

Section 1 Proposed amendments to the Bylaws of the Academic Senate shall be submitted to the Executive Committee. The Executive Committee shall distribute them to senators at least ten instructional days before the meeting at which the proposed amendments will be voted on. A two-thirds vote of the Academic Senate is required for amendment of the Bylaws.