APPENDIX 17

CONSTITUTION

OF THE ACADEMIC SENATE OF CALIFORNIA STATE POLYTECHNIC

UNIVERSITY, POMONA

### **Article III Membership and Organization**

Sec 1 The Academic Senate shall consist of thirty-seven (37) elected representatives from the following categories:

A. all tenure-track faculty and all full-time lecturers appointed on an annual basis (“full-time faculty”);

B. part-time faculty with academic-year or 3-year appointments (“part-time faculty”);

C. librarians not included in “A,” or “B,” above (“library faculty”)

D. coaches, counselors, and student-services professionals not included in “A,” “B,” or “C” above (“related-areas professionals”).

Sec 2 When determining eligibility for election to the Academic Senate, no person shall be allowed to be a member of more than one constituency.

A. The full-time faculty of each academic school and college are enfranchised and are a constituency; department chairs are enfranchised.

B. The part-time faculty are enfranchised and are a constituency; in determining eligibility for the Academic Senate, part-time faculty shall be considered part of a constituency different from the school(s) or college(s) in which they hold appointments.

C. The library faculty are enfranchised and are a constituency.

D. The related-areas professionals are enfranchised and are a constituency.

Sec 3 Thirty-five full-time–faculty, library-faculty, and related-areas senators shall be elected on the basis of proportional representation established every three years within the various constituencies, each constituency being guaranteed a minimum of one senator. Two part-time–faculty senators shall be elected by the part-time faculty constituency.

Sec 4 In addition to these thirty-seven regular senators, each statewide Academic senator shall be an ex-officio voting member of the Senate.

Sec 5 No Academic Senate constituency in the University shall have more than one statewide academic senator until each Academic Senate constituency in the University has at least one statewide academic senator.

Sec 6 In addition to the thirty-seven regular senators, voting membership shall be granted to a representative of the staff for a term of three years. The staff representative must be a full-time permanent employee. The staff representative shall be selected by an *ad hoc* committee made up of individuals from bargaining units 1, 2, 4, 5, 6, 7, 8, and 9. The individual representing unit 4 must be in a job classification other than the categories described in Section 1D. Each of these eight groups will be invited to have one representative on the committee but participation may be declined. The committee will adopt its own selection procedure. A member of the Elections and Procedures Committee will be assigned to the *ad hoc* committee in a non-voting status to provide assistance and administrative support. The Elections and Procedures Committee is responsible for contacting the bargaining units and forming the *ad hoc* committee.

Sec 7 In addition to the thirty-seven regular senators, ex-officio voting membership shall be granted to the ASI student body President or to an alternate designated by him/her and confirmed by majority vote of the ASI Senate.

Sec 8 The following additional electoral eligibility stipulations and procedures apply.

A. No department in a college/school constituency shall have more than one senator until each department within that college/school has at least one senator. During each nomination period candidates may be nominated from any department within the college/school that does not already have a senator. However, if after the close of the initial nomination period there is an insufficient number or numbers of candidatesfrom the eligible department(s), then the seat(s) shall be declared open and candidates from any department within the college/school may be nominated.

B. The two senators elected to part-time–faculty Academic Senate seats shall not originate from the same college or school. The college or school of origin of a prospective senator shall be declared at the time of the declaration of their candidacy and must agree with the college in which they hold a majority appointment. Part-time faculty originating from the same college shall not hold the same senate seat for two consecutive terms.

C. If a senator resigns from the Academic Senate before the end of his or her term, an election shall be conducted as in Article III, Section 8, A and B. The senator thus elected shall serve until the end of that term.

D. Single-seat constituencies may only be represented by a member of that constituency.

Sec 9 From among those duly elected members of the Academic Senate, a Chair and Vice Chair shall be elected by the Senate membership.

A. Election of the Chair and Vice Chair shall take place during the first regularly scheduled Academic Senate meeting in May.

B. The nomination period of candidates for the offices of Chair and Vice Chair shall commence at the first regularly scheduled April meeting of the Academic Senate. Nominations, in writing, will be accepted in the Academic Senate office until 5:00 p.m. on the second Wednesday following the first regularly scheduled Academic Senate meeting in April. Nominations made after the 5:00 p.m. deadline shall not be accepted. Candidates shall provide biographical information and a statement of philosophy of shared governance for distribution. This information shall be made available to the electorate.

C. At the election, candidates for the offices of Chair and Vice Chair shall have the opportunity to present a short statement not to exceed three minutes.

Sec 10 The chair of the Academic Senate is empowered to appoint a recording secretary, parliamentarian, and other such administrative functionaries as in his/her judgment would expedite the work of the Senate.

Sec 11 The Executive Committee of the Academic Senate shall consist of the Chair, the Vice Chair, one full-time–faculty Senator representing each college or school constituency, one Statewide Senator, and one Senator from the library faculty or related-areas constituencies. 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. Members of the Executive Committee must be Unit 3 members and should be tenured.

A. Election of the Executive Committee shall occur after the seating of new Academic Senators at the last regularly scheduled Academic Senate meeting of the Spring Quarter.

B. The nomination of candidates for the Executive Committee shall commence at 9:00 am on the day of the first regularly scheduled Academic Senate meeting in the month of May. Nominations, in writing, will be accepted in the Academic Senate Office until 12:00 p.m. on the day of the last regularly scheduled Academic Senate meeting of the Spring Quarter. At the last regularly scheduled Academic Senate meeting of the Spring Quarter, floor nominations shall be accepted, but only after the seating of new Academic Senators.

C. At the election, candidates for the Executive Committee shall have the opportunity to present a short statement.

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 full-time–faculty, library-faculty, or related-areas 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.

Sec 13 Election of members of the Academic Senate shall take place prior to May 1 but not before February 15. Newly-elected senators will be seated at the last regularly scheduled Academic Senate meeting of the Spring Quarter.

Sec 14 Full-time–faculty, library-faculty, and related-areas senators will serve three-year terms, one third of these senators being elected annually. The number of vacancies shall be determined on the basis of proportional representation. Part-time–faculty senators will serve two year terms, one half of these being elected annually.

Sec 15 A member of the Academic Senate may be recalled provided that a petition signed by 20% of a senator's constituency, as defined by Article III, Section 1, is presented to the Executive Committee. Upon receiving the signed petition, the Executive Committee shall notify the Election and Procedures Committee, which shall conduct a special election within thirty days of said notification. If a majority of the votes cast by the constituency favors the recall the recall is approved. The Elections and Procedures Committee will conduct an election in the usual manner for a new Senator to serve the remainder of the term of the recalled Senator. If a recall election occurs in Spring quarter, the election of the new senator shall be completed before the end of the tenth week of the Spring quarter. The recalled Senator shall not be listed among the candidates for the election to fill the vacated seat.