

## BYLAWS

ACADEMIC SENATE	CALIFORNIA STATE UNIVERSITY, FRESNO
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### ARTICLE I

#### Section 1. NAME

The organization shall be the Academic Senate of California State University, Fresno.

### ARTICLE II

#### Section 1. MEMBERSHIP OF THE ACADEMIC SENATE

The membership of the Academic Senate shall consist of (A) elected members, and (B) ex-officio members.

### ARTICLE III

#### Section 1. OFFICERS OF THE ACADEMIC SENATE

The Officers of the Academic Senate shall consist of a Chair and a Vice Chair, each of whom shall be elected from the elected members of the Academic Senate for a two~~one~~-year term.

### ARTICLE IV

#### RECORDS OF THE ACADEMIC SENATE

##### Section 1.

The current records of the Academic Senate shall be maintained in the Office of the Academic Senate.

##### Section 2.

The permanent records of the Academic Senate shall be filed in the University Archives of the University Library.

## **ARTICLE V**

### **Section 1. PARLIAMENTARY AUTHORITY**

The latest edition of Robert's Rules of Order Newly Revised shall prevail at all meetings of the Academic Senate and at all meetings of its committees.

## **ARTICLE VI**

### **Section 1. QUORUM**

At meetings of the Academic Senate, a simple majority of the voting members thereof shall constitute a quorum.

## **ARTICLE VII**

### **Section 1. MINUTES OF THE ACADEMIC SENATE**

The Minutes of the Academic Senate shall be published and sent to all members of the Academic SenateAssembly.

## **ARTICLE VIII**

### **AMENDMENTS TO THE BYLAWS**

#### **Section 1.**

Amendments to these bylaws may be proposed by (1) a petition of at least 10 percent of the Academic Senate membership, or by (2) a simple majority vote of the total membership of the Academic Senate at a duly constituted meeting.

#### **Section 2.**

All such proposals shall be submitted in writing to the Chair of the Academic Senate.

#### **Section 3.**

Any duly proposed amendment to these bylaws shall be submitted for discussion at a meeting of the Academic Senate.

#### **Section 4.**

Such a proposed amendment shall be distributed in writing to the members of the Academic Senate at least five instructional days prior to the above meeting.

#### **Section 5.**

An amendment to these bylaws shall become effective when it has received an affirmative vote of a simple majority of the Academic Senate present and eligible to vote.

## ARTICLE IX

### **AGENDA**

#### **Section 1. PREPARATION OF THE AGENDA**

##### **A) Setting the Agenda**

The agenda of any meeting of the Academic Senate, as prepared by the Executive Committee, may not be changed except with a two-thirds vote of those members of the Academic Senate present and voting.

##### **B) Arrangement of the Agenda**

The agenda, at the last meeting of the Academic Senate, shall provide for written summary reports from each of the Chairs of the Senate Standing Committees and/or other reports at a time and place deemed appropriate by the Chair of the Academic Senate.

##### **C) Distribution of the Agenda**

The agenda of all meetings of the Academic Senate called by the Executive Committee shall be sent to members of the Senate at least three (3) instructional days before the meeting.

#### **Section 2. CONSENT CALENDAR**

##### **A) Routine items to be forwarded to the Senate will be placed on the Consent Calendar. An objection by any member of the Executive Committee at the time of that Committee's recommendation to the Senate will cause the item to be placed on the regular Senate agenda.**

##### **B) The Consent Calendar will contain (or refer to) the full and complete proposal being submitted for Senate action. An item on the consent calendar will be read once by title in the Senate, and the Chair will ask if there is any objection to unanimous approval. If none is stated, the item is approved by the consent of the Academic Senate.**

Debate is not allowed on any item on the Consent Calendar, but questions for clarification are permitted.

##### **C) Objection by any Senator to any item will remove it from the Consent Calendar. Any item removed from the consent calendar will be given a place on the Senate agenda for the same meeting. Its position shall be at the discretion of the Chair, who will announce that position; however, the Senate may overrule the decision of the Chair by a two-thirds vote.**

**Section 3. APPROVAL**

Except those items approved on the consent calendar, agenda items will not be deemed to have been accepted by the Academic Senate and recommended to the President until the proposals have been reviewed at two (2) Senate meetings. Documents which have been amended by the Senate during the first reading must be submitted to the Senate in revised form prior to the second

**Section 3. APPROVAL**

Except those items approved on the consent calendar, agenda items will not be deemed to have been accepted by the Academic Senate and recommended to the President until the proposals have been reviewed at two (2) Senate meetings. Documents which have been amended by the Senate during the first reading must be submitted to the Senate in revised form prior to the second reading. At the time of the first reading the Senate, by a two-thirds vote of those present and voting, may waive the requirement for a second reading on a motion to waive the rules.

**ARTICLE X****STATUS OF EX-OFFICIO MEMBERS****Section 1.**

Voting ex-officio members of the Academic Senate shall be considered members thereof in the determination of a quorum. (Const., Art II, Section 2.A.1)

**Section 2.**

Non-voting ex-officio members of the Academic Senate shall not be considered members thereof in the determination of a quorum. (Const., Art II, Section 2,A,2)

**Section 3.**

Voting ex-officio members of the Academic Senate or its committees shall have the same voting rights as any other member thereof.

**Section 4.**

Additionally, the President and the Provost of the University are non-voting ex-officio members of all Senate Standing Committees.

**ARTICLE XI****ELECTIONS****Section 1. CONDUCT OF ELECTIONS**

University-wide and Academic Senate elections shall be supervised by the Nominating/ Elections Committee of the Academic Senate. Constituencies of the University other than the Academic

Assembly and the Academic Senate may request the Nominating/Elections Committee to conduct an election within that constituency.

**Section 2. CERTIFICATION OF THE ELECTORATE FOR ELECTION OF ACADEMIC SENATORS**

Each year by October 15 the Senate Office shall receive, from the Office of Academic Personnel, a certified list of all faculty including Librarians and Student Services Professionals - Academically Related, as defined in the Constitution.

**Section 3. NOMINATION CALL FOR SENATORS**

The Nominating/Elections Committee shall issue the call for nominations and announce the availability in the Academic Senate Office of nominating petitions on the first instructional day of the spring semester. Elections are to be conducted in the following order: Department Senators, Delegate to the Academic Senate, California State University, and University-wide Senator.

**Section 4. NOMINATIONS**

Nominations shall be made by nominating petitions containing the consent of the nominee. In the case of the Chair and Vice Chair of the Academic Senate and University-wide and State-wide Senators the nominating petitions shall contain signatures of two-percent of the constituency. For the Chair and Vice Chair, signatures must come from faculty members in at least three colleges or schools. Nominating petitions shall be accompanied by a declaration from the nominee who agrees to meet the eligibility requirements of the office and fill the office if elected. The nominee should forward a short statement of qualifications to accompany the ballot. Nominations shall be closed ten instructional days after the issuance of the call. If there are not at least two nominations for each office or position, provisions for write-ins shall be made.

**Section 5. ELECTION PROCEDURE**

The Nominating/Elections Committee shall establish procedures including instructional days for voting, closing time of the polls, security of the ballots and secrecy of the ballots cast. Names of all nominees will appear alphabetically on the election ballot. If no nominee receives a majority of the ballots cast, the Committee shall call for a new ballot containing the names of the two with the most votes for each office unless there is a tie, in which case a candidate, in addition to those tied shall be included on a runoff ballot. In case of a repeated tie, election will be by lot. Such runoff elections shall be concluded within five instructional days of the issuance of the ballots. A more detailed description of the election procedure is to be found in the document titled "Procedures for the Nominating/Elections Committee," which is available in the Office of the Academic Senate.

**Section 6. TERMS OF SENATORS**

Terms of the new Senators shall begin on the last Monday in April.

**Section 7. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE**

- A) After the newly elected Senators have been installed, the Senate shall proceed to elect its officers to fill vacancies on the Executive Committee by procedures formulated by the Nominating/Elections Committee and approved by the Academic Senate.

- B) The new officers and members shall assume their duties upon certification of their election by the Nominating/Elections Committee to the Chair of the Academic Senate.
- C) Until a replacement is elected, current members will continue to serve regardless of status in the Academic Senate.

#### **CALIFORNIA STATE UNIVERSITY**

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- A) The term of office for each Delegate to the Statewide Academic Senate, California State University shall be for a period of three years.
- B) If a delegate to the Statewide Academic Senate is to be absent from the campus and unable to participate in Senate activities for a period of more than one semester, or if the Senator resigns for any reason, an election shall be conducted by the Nominating/Elections Committee to elect a new Senator who shall serve the remainder of the term.
- C) In the event the elected Statewide Academic Senator is unable to attend a meeting of the Academic Senate, California State University, the Chair, or designee, of the local Senate shall attend and vote at that meeting.

#### **Section 9. ELECTION OF UNIVERSITY-WIDE SENATORS**

The term of office for each University-wide Senator shall be for a period of three years.

#### **Section 10. ELECTION PROTESTS**

All election protests will be adjudicated by the Executive Committee of the Academic Senate. Such protests must be filed no later than one month after the announcement of the election results.

## **ARTICLE XII**

### **COMMITTEES**

#### **Section 1. ESTABLISHMENT OF SENATE STANDING COMMITTEES**

##### **A) Executive Committee**

Pursuant to Art. II, Sec. 6, of the Constitution, the Academic Senate shall establish an Executive Committee as a Senate Standing Committee. The Executive Committee shall have the following functions and responsibilities:

1. The Executive Committee is primarily responsible for the participation of the faculty in university governance. It is the body with which the President consults in order to provide an effective channel of communication between the President and the Academic Assembly with respect to their joint and several responsibilities in the immediate governance of the University. The primary

function of the Executive Committee is to assist the Academic Senate in the discharge of its duties.

2. The Executive Committee shall have the responsibility to take watchful care that the procedures, policies and recommendations of the Academic Assembly and Academic Senate are being appropriately respected.

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3. The Executive Committee shall receive all communications addressed to the Academic Assembly or the Academic Senate and shall be the primary conduit through which the Administration submits to the Academic Senate Standing Committees and Subcommittees all communications pertaining to matters herein described as under the purview of the Academic Senate.
4. The Executive Committee is the body which the President consults on questions about clarifications and/or modifications on recommendations of the Academic Senate. The Chairman of the appropriate Senate Standing Committee shall participate in such consultation.
5. The Executive Committee shall transact such business as may be referred to it by the Academic Senate. The Executive Committee may make recommendations to the Senate on matters dealing with the administration of the Senate, including the Office of the Academic Senate.
6. The Executive Committee may recommend policies to the Senate on matters not clearly within the jurisdiction of a Senate Standing Committee.
7. The Executive Committee shall act for the Senate in emergency situations. An emergency situation shall exist when the Senate cannot be convened to take timely action. The Executive Committee will report any action to the Senate at its next meeting. The Senate may take whatever action it chooses with respect to the report.
8. The Executive Committee may act on matters not covered by Senate policy providing it purports to speak only for itself. The Executive Committee will report such actions to the Senate.
9. During the summer when the University is not in session, the Executive Committee, enlarged by the addition of the Delegates to the Academic Senate, CSU, the Chair or designees of the Academic Policy and Planning Committee, the Personnel Committee and the University Budget Committee, and other Committee/Subcommittee chairs as appropriate shall serve as the consultative body with the Administration on matters involving curriculum, budget and academic personnel. The members of the University Budget Committee shall also be members of this enlarged Executive Committee when appropriate. The Academic Senate will be informed of all consultation at its first meeting of the Fall Semester. The Academic Senate may take whatever action it chooses with respect to the report.
10. The Executive Committee shall prepare the agenda for meetings of the Academic Senate. The Executive Committee may ask a Standing Committee to reconsider an item on the grounds that the item is not ready for Senate consideration. A second formal request from a Standing Committee that an item be placed on the Senate agenda shall cause the item to be placed on the next Senate agenda.

With respect to agenda items originating from the bodies, other than Standing Committees, the Executive Committee shall act on its own judgment unless directed otherwise by the Senate or Assembly.

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11. The Executive Committee shall make recommendations concerning changes in bylaws and procedures of the Academic Assembly, the Academic Senate and the Executive Committee.

12. The Executive Committee shall have the power and duty to review questions relating to consultative procedures pertaining to the Academic Assembly and shall act as an appeal body in these matters.
13. The Executive Committee shall have the power to resolve all questions/disputes regarding representation and eligibility to represent the Academic Assembly in appointed and elected position.
14. The Executive Committee shall appoint a parliamentarian for meetings of the Academic Assembly and Academic Senate.
15. The Executive Committee shall make recommendations concerning the appointments to committees, task forces, ad hoc committees, and other groups as required.

B) Academic Policy and Planning Committee

An Academic Policy and Planning Committee shall be established as a Standing Committee of the Academic Senate.

1. Membership

The Academic Policy and Planning Committee shall be composed of nine members, seven of whom shall be faculty members elected by the faculty. No more than one faculty member will be from any one school or service area. Elected members shall serve three year staggered terms. A representative from the Administration shall be the eighth member. A representative appointed by the Associated Students shall be the ninth member.

2. Responsibility

The Academic Policy and Planning Committee shall be the deliberative body of the faculty on matters relating to university academic policy including but not limited to undergraduate curriculum, degree programs, graduation requirements, grading standards, school organization and departmentalization, extended education, faculty research, library services, admission, registration, academic eligibility, academic planning, academic facilities and other aspects of instructional development and delivery.

C) Committee for Faculty Equity and Diversity (CFED)

A Committee for Faculty Equity and Diversity (CFED) shall be established as a Standing Committee of the Academic Senate.

1. The mission of the Committee for Faculty Equity and Diversity (CFED) is to monitor faculty issues related to equal opportunity, discrimination, and harassment; and increase campus awareness so that consistent compliance with policies and regulations is an integral part of campus operations.

2. Membership

The Committee shall be composed of thirteen members, ten of whom shall be faculty members appointed by the Academic Senate. There shall be one faculty member from each school or service area. The Committee should reflect the diversity of the campus. Members shall serve three year staggered terms. A representative of the Administration shall be the eleventh member. There shall be two student members appointed by the Associated Students.

3. Responsibility

- a) Monitor the changing needs of a diverse faculty
- b) Consult with and advise officers of the Administration on matters of equal opportunity, discrimination, and harassment.
- c) The Committee for Faculty Equity and Diversity (CFED) shall be the consultative body of the faculty on the California State University Fresno's Equal Employment and Educational Opportunity Plan (EEEOP). Its responsibilities shall be as follows:
  1. Consult in the development and implementation of Equal Employment Opportunity (EEO) policies, including the development of EEO training programs;
  2. Help communicate the purpose and goals of the EEEOP Plan to the campus and community.
  3. Assist in coordinating individual school/college/departmental programs to implement the EEEOP Plan
  4. Review, evaluate and annually report to the Academic Senate on the progress of the EEEOP Plan
  5. Assist in the training and recruitment of EEO designees; and
  6. Serve as EEO Designees as appropriate.

D) General Education Committee

A General Education Committee shall be established as a Standing Committee of the Academic Senate.

1. Membership

The General Education Committee shall be composed of fourteen members, ten of whom shall be faculty members, elected by the faculty to represent the entire university for three-year terms. Two members shall be students, and one

person from the Provost's Office. There shall be one non-voting representative appointed by the Vice President for Student Affairs.

- a. Faculty: one faculty shall be elected from each of the schools. In addition, two more faculty shall be elected from among the schools of Arts and Humanities, Natural Sciences, or Social Sciences with no more than two from any school.
- b. Students: two students designated by the Associated Students.
- c. Ex-officio: one voting representative from the Office of the Provost.
- d. Non-voting: one non-voting representative appointed by the Vice President for Student Affairs.
- e. Chair: the chair shall be nominated and elected from the elected members of the committee.

2. Responsibility

- a. The General Education Committee shall evaluate and approve courses for inclusion in the General Education Program.
  - i) When evaluating proposed courses the Committee must follow the general statewide requirements of Executive Order 595 as well as the specific local criteria approved by the Academic Senate and the Provost.
  - ii) Course approval shall be based upon the written criteria and upon policy guidelines provided by the Academic Senate as approved by the Provost.
  - iii) When proposals are rejected by the General Education Committee written reasons will be provided.
- b. The General Education Committee shall coordinate a regularly scheduled review of General Education courses to ensure compliance with General Education policies and guidelines.
  - i) All General Education courses will be subject to periodic and detailed review.
  - ii) A course which appears to be in serious violation of General Education policy and guidelines and/or is inconsistent with the approved course proposal, may be reviewed at any time.
- c. The General Education Committee shall implement General Education policy and guidelines as adopted by the University.
  - i) Courses found in violation of current General Education policies and guidelines (e.g., failure to meet the writing requirements, exceeding enrollment limits, failure to offer courses consistently) as well as courses whose grading significantly deviates from recognized practices are subject to deletion from General Education. The Provost's Office shall issue a notice of violation and identify the remedial action that must be taken and a deadline for compliance. If remedial action is not taken by the date specified, the course will be removed from the General Education Program.

- ii) A failure by departments/programs to fully participate in the process of periodic reviews will result in the removal of the subject course from the General Education Program.
- d. The General Education Committee shall submit, on a yearly basis, a report on the status and functioning of the General Education Program as a whole to the Executive Committee of the Academic Senate.
- e. The General Education Committee shall develop and forward to the Executive Committee of the Academic Senate recommendations for changes in General Education Policy.

3. Appeals/Reinstatement

- a. A department of program may appeal to the Provost a decision by the General Education Committee that a department or program course is in violation of General Education Policy. If the appeal is upheld, the matter shall be remanded to the General Education Committee for reconsideration. If the Committee rejects the decision of the Provost, the appeal shall be forwarded along with the recommendations of the Provost and the General Education Committee to the Academic Senate for review, prior to resubmission and final decision by the Provost.
- b. Courses which have been proposed for inclusion in the General Education Program, but have been rejected by the Committee, may be resubmitted no sooner than the following semester. Courses that have been removed from the General Education program may be considered for reinstatement, if requested by the department/program, no sooner than one calendar year from the date of the notice of removal. Reinstatement will be treated in the same way as a new submission.

4. Exceptions to General Education Requirements

- a. Requests for exceptions to the General Education requirements submitted by high-unit professional degree programs will be received and considered by the General Education Committee.
  - i) Academic justifications for such requests are to be presented to the Committee.
  - ii) If the request concerns campus policies alone, the Committee's recommendations, with complete documentation, will be forwarded to the Provost.
  - iii) If the request concerns system-wide policies, the Committee's recommendations, with complete justification, will be forwarded to the Provost for submission to the Chancellor's office.

- b. Individual student requests for exemptions or substitutions shall be received and acted upon by the Student Academic Petitions Committee.

E) Graduate Committee

The Graduate Committee shall be established as a Standing Committee of the Academic Senate.

1. Membership

The Graduate Committee shall be composed of ten members, eight of whom shall be faculty members who, at the time of election, are involved in graduate education through coordination, teaching or supervision and who shall be elected by the faculty. No more than one faculty member shall be from any one school. Elected members shall serve three year staggered terms. The Dean of Graduate Studies shall be the ninth member. A graduate student appointed by the Graduate Student Association Council shall be the tenth member.

2. Responsibility

- a) The Graduate Committee shall be the deliberative body of the faculty on matters relating to graduate education, curriculum, planning and research including but not limited to post-baccalaureate course offerings, degree programs, extension, admission and matriculation requirements, assistantships, fellowships, graduate student awards, grading, library services, and other matters related to post-baccalaureate and graduate instructional development and delivery
- b) The Graduate Committee shall develop, periodically review, revise as appropriate and recommend such university-wide graduate policies, standards, and procedures as are conducive to the maintenance of quality in advanced degree programs throughout the University. Pursuant to this, it shall coordinate policies, standards, and procedures of the departments and schools and the University as a whole, insofar as they relate to degrees and/or programs beyond the bachelor's degree.
- c) The Graduate Committee shall also serve as a consultative body to the Dean of the Division of Research and Graduate Studies.
- d) On other matters relating to the Division of Research and Graduate Studies, the Graduate Committee may advise the administrative officers of the University.

F) Nominating/Elections Committee

A Nominating/Elections Committee shall be established as a Standing Committee of the Academic Senate.

1. Membership

The Nominating/Elections Committee shall be composed of nine faculty members nominations shall be made by the Executive Committee and appointed by the Academic Senate. No more than one faculty member will be

from any one school or service area. Members shall serve three year staggered terms.

2. *Responsibility*

- a) The Nominating/Elections Committee shall be responsible for nominating candidates for appointive committees and boards and for recommending election procedures, but shall not recommend candidates for Academic Assembly and Academic Senate elections.
- b) Members of the Nominating/Elections Committee appointed by the Senate shall be responsible for supervising all elections of the Academic Senate pursuant to Bylaws, Article XI, on elections procedures.
- c) Members of the Nominating/Elections Committee upon request, shall supervise or monitor elections in departments, schools or service areas in accordance with their constituency's governance procedures.
- d) After consultation with the Executive Committee, the Nominating/Elections Committee will be responsible for making nominations to the Academic Senate for committee and board appointments no later than April 1 of each year. The Committee will also nominate people to appointive positions on committees and boards as vacancies occur.
- e) After consultation with the Executive Committee, the Nominating/Elections Committee will nominate faculty members to be selected by the Academic Senate for service on administrative search committees.
- f) Committee consultation with administrative officers with regard to any recommendation for appointment shall occur in committee meetings.

G) *Personnel Committee*

A Personnel Committee shall be established as a Standing Committee of the Academic Senate.

1. *Membership*

The Personnel Committee shall be composed of nine members, seven of whom shall be faculty members elected by the faculty. No more than one faculty member may be from any one school or service area. Elected members shall serve three year staggered terms. A representative of the Administration shall be the eighth member. A student appointed by the Associated Students shall be the ninth member.

2. *Responsibility*

The Personnel Committee shall be the deliberative body of the Academic Senate on personnel policy and procedure. The function of the Personnel Committee is to formulate personnel policy and procedure recommendations for the Academic Senate related to all academic and academic related employees in the University. On personnel matters not otherwise covered by established policies or procedures, the Personnel Committee may advise the administrative officers of the University. Personnel concerns within the purview of the Committee include: academic freedom and responsibility; faculty morale; professional development; matters pertaining to appointment, retention, tenure, promotion; evaluation and review of faculty and administrators; other personnel matters of interest; and such matters as may be brought before the Committee by the Academic Senate.

H) *Student Affairs Committee*

A Student Affairs Committee shall be established as a Standing Committee of the Academic Senate.

1. *Membership*

The Student Affairs Committee shall be composed of eleven members, seven of whom shall be faculty members appointed by the Academic Senate. No more than one faculty member shall be from any one school or service area. Members shall serve three year staggered terms. A representative of the Administration shall be the eighth member. Three students appointed by the Associated Students shall complete committee membership.

2. *Responsibility*

The Student Affairs Committee shall be the deliberative body of the faculty on student affairs and services including but not limited to admissions, advising, counseling, evaluations, records, student discipline, student government, student organization, students with disabilities, financial aid, student orientation programs, facilities planning and other matters related to student activities.

I) *University Budget Committee*

A University Budget Committee shall be established as a Standing Committee of the Academic Senate.

1. *Membership*

The University Budget Committee shall be composed of nine members, seven of whom shall be faculty members elected by the faculty. No more than one faculty member shall be from any one school or service area. Elected members shall serve three year staggered terms. A representative of the Administration shall be the eighth member. A student appointed by the Associated Students shall be the ninth member.

2. *Responsibility*

The University Budget Committee shall be the deliberative body of the faculty on budget and resource use as they affect the University and including but not limited to instructional budget, allocation of faculty positions, allocation of space, institutional support budget, the athletic budget, facilities planning and self-support programs. The Committee shall be responsible for recommending on all university budget decisions affecting instruction.

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**BYLAWS:** LAST DATE AMENDED - December 1995; February 1996, March, 2003