

## Constitution & By-Laws of Academic Senate Policy

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<b>Approval Signature AS Chair:</b>	/s/
<b>Approved:</b>	President, Thomas A. Cropper

# Constitution and By-Laws of the Faculty Senate of the California State University Maritime Academy

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1. The Faculty of the California State University Maritime Academy has adopted this Constitution and By-Laws to establish and define the means by which it will participate in the formulation, evaluation, and recommendation of academic policy and procedures; to facilitate coordination and cooperation among the different constituencies of the university; to serve in an advisory capacity to the President on all matters relating to Corps discipline, structure, and morale; to provide to members of the Faculty a formal means of expression regarding matters of academic concern; and to ensure regular communication between faculty and administration in policy matters.
2. Definitions
  - a. The Faculty Senate of the California State University Maritime Academy (hereafter referred to as "The Faculty Senate"): a representative senate with members elected to represent the Faculty.
  - b. Faculty: all tenured, probationary, and full and part-time lecturers on a one or three-year contract not bearing an MPP (Management Personnel Plan) position on the campus.
  - c. Lecturers: all full and part-time lecturers on a one or three-year contract not bearing an MPP (Management Personnel Plan) position on the campus.
  - d. Academic departments: any department/unit that offers credit

- c. To the extent that authority derives from powers granted to the Faculty Senate through its recognition by the President of the California State University Maritime Academy acting as the agent of the Trustees and Chancellor of the California State University, that authority shall not include those areas specifically identified under the laws of the State of California as belonging to the exclusive representatives of designated Collective Bargaining Units.
  - d. The Faculty Senate's power shall be exercised in a manner, and to an extent, that is consistent with the provision of state and federal laws and with the regulations of the Trustees and Chancellor of the California State University.
  - e. By self-limiting ordinance, the Faculty Senate binds itself not to abridge the academic freedom of any of its members or of any group of its members by its own action or that of its sub-units.
4. Amendments to this Constitution or its By-laws may be initiated by (a) the Executive Committee, or (b) a written request signed by 10% of the Faculty. The Executive Committee shall conduct a vote by the Senate membership on all proposed amendments to either the

## BY-LAWS OF THE FACULTY SENATE

### I. Senate

#### A. Powers and Responsibilities

2. The number of Senators representing each academic department shall be determined annually in the preceding February in accordance with the following rules:
  - a) Every department shall have one representative.
  - b) Departments will have an additional representative for each additional subset of five full-time faculty members [i.e. 1-9 members = 1 representative; 10-14 members = 2 representatives; 15-19 members = 3 representatives; 20-24 members = 4 representatives; and so on].
  - c) The census of full-time faculty members in each department shall be determined based on payroll information from that academic year. The number of faculty members classified as “full-time” by payroll shall count in the department census. In the event that Fall semester payroll data differs from Spring semester payroll data, the number of representatives shall be based on the payroll data from the semester with the most full-time faculty.
3. The Faculty Senate shall include the following non-voting members:
  - a) President (ex officio)
  - b) Provost (ex officio)
  - c) Captain of the Training Ship (ex officio)
  - d) Chief Engineer of the Training Ship (ex officio)
  - e) Associate Provost (ex officio)
  - f) Academic Deans, including Library Dean (ex officio)
  - g) Three student representatives, one from each of the following constituencies: the Corps of Cadets, Housing and Residential Life, and the ASCMA (appointed by their respective constituencies)
  - h) One member of Bargaining Unit 3 not represented above (eg. counselor or coach) (elected by all members of Bargaining Unit 3 eligible for the position)
4. In the event that a constituency group does not nominate any potential representatives, any member of the Faculty can stand for election to represent that constituency.

#### C. Nominations, Elections, and Terms

1. The Executive Committee is responsible for holding elections in the last week of the month of February for senators with expiring terms, and for new senators added based on the annual census.
2. Eligibility to Serve / Vote
  - a) : all faculty members in a department are eligible to serve as department representatives, although departments may create additional criteria (eg. requiring a mix of licensed and unlicensed representatives). They may be self-nominated or nominated

by any faculty in their department

## D. Procedures

### 1. Scheduling

- a) The Senate shall hold regularly scheduled monthly meetings on Thursdays during the academic year from 11:00 - 12:20. The calendar shall be published before the first faculty work day of the academic year.
- b) The Executive Committee shall have the authority to cancel or reschedule meetings in extenuating circumstances (eg. natural disaster, dangerous conditions on campus). The Senate may call additional meetings by a majority vote. The purpose of the meeting shall be explicitly stated in the notice of the meeting, which shall be distributed at least seven days prior to the meeting, and shall be the only order of business.

### 2. Decision-Making

- a) The Senate shall follow simplified Robert's Rules of Order.
- b) A Parliamentarian shall be appointed annually by the Senate Executive Committee before the first general meeting of the academic year. The Parliamentarian shall provide guidance on matters of parliamentary procedure. The Parliamentarian should have a strong working knowledge of Robert's Rules of Order and the Faculty Senate Constitution and By-Laws. If selected from outside the Senate membership, the Parliamentarian shall be a non-voting member of the Senate.
- c) All decision making shall occur in meeting sessions - Senate or Executive Committee. **All decision making shall be conducted in official meetings of the full Senate or Executive Committee as prescribed above.**
- d) The Senate shall vote on all policies and resolutions regarding academic matters (specified in Section 1.A.4 of this document).
- e) All senators present in a session shall publicly record a vote.
- f) The Chair of the Executive Committee shall not vote in matters of the Senate unless there is a tie vote that needs to be broken.

### 3. Attendance

- a) A quorum shall exist whenever more than 50% of the Senate's voting members are present. Once a quorum is established, a simple majority is required for passage of propositions or resolutions brought before the Senate.
- b) Senators are expected to attend each meeting, either in person or via remote electronic connection. After a Senator has two consecutive absences, the Senate office will notify that Senator's constituency and that constituency will decide upon the best course of action (which may include holding an election to replace the senator mid-term).



- c) Unless otherwise stated, meetings are open to all California State Maritime Academy employees and students. Non-senators may participate in proceedings only if the published agenda allows for their participation concerning that item of business, or during open-forum sessions on the agenda. The chair shall have discretion in recognizing non-senators and to control the time of their participation.
  - d) The Senate may vote to close a meeting to non-senators by a simple majority vote.
4. Agendas and Minutes
- a) The agenda for each meeting should be publicly posted at least 72 hours in advance.
  - b) Each meeting shall begin with the approval of the minutes from the previous meeting.
  - c) Minutes of all Senate meetings shall be available campus-wide within a week of their approval. Copies of the minutes of each meeting shall be posted on the Senate web page.

## II. Executive Committee

### A. Powers and Responsibilities

1. Appoint representatives from relevant campus constituencies to serve on Standing Committees, as stipulated in the Standing Committee membership descriptions.
2. Create and specify the charges of Ad Hoc committees and Task Forces.
3. Oversee the functioning of the Senate and all Senate Committees, including but not limited to preparing an agenda for all meetings of the Senate and instructing the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.
4. Conduct all Senate elections.
5. Store, manage, and disseminate Standing Committee Minutes and reports on a publicly-facing web page.
6. Compile Executive Summary (annual report based on written activity reports from committees).
7. Formulate recommendations and opinions on Senate matters and report them to the Senate or refer them to the appropriate committees.
8. Act for the Senate and its Standing Committees on matters that call for immediate action or attention. Such action shall be reported to the Senate as a specific agenda item at its next meeting.
9. Transact such business of the Senate as may be necessary between meetings. (Any action taken by the Executive Committee during a period when th

cannot be convened (a) shall require a majority vote of the members of the Committee; (b) shall be reported to the Senate at its next meeting).

10. With consent of the Senate, shall select the faculty members of university committees appointed to advise the President.
11. Exercise discretionary power to assign allocated WTUs for Academic Senate committee work efforts, as provided by the President or designee.
12. Exercise such further powers and duties as may be conferred upon it by the Senate.
13. Allocate funds designated for Senate business, after which the budgeting of such funds shall be reported to the Senate at its next meeting.

#### B. Membership and Terms

1. The Executive Committee of the Senate shall consist of:
  - a) Chair
  - b) Vice Chair
  - c) Secretary
  - d) Two Members at Large
  - e) Two ASCSU Representatives
  - f) President (non-voting ex officio)
  - g) Provost (non-voting ex officio)
  - h) Student Representative (non-voting ex officio)
2. Executive Committee officers (Chair, Vice Chair and Secretary) and at-large members will serve one-year terms. Terms start the first faculty work day of the academic year.

#### C. Individual Duties

1. The Chair of the Senate or designee shall:
  - a) serve at all times as the direct liaison and spokesperson for the Faculty Senate to the President and all additional personnel designated by the President for that purpose
  - b) set the agenda and preside at all all Senate and Executive Committee meetings
  - c) establish and have publicized, to all Faculty Senate members, the times and places for Executive Committee meetings
  - d) meet regularly with the President, Provost and other campus administrators
  - e) oversee the writing of the Annual Report
  - f) ensure Faculty Senate representation on all search committees for academic administrative appointments
  - g) oversee the archiving of all Senate documents, including, but not limited to, (1) the Constitution and By-laws of the Senate, (2) policy statements

of the Senate, (3) minutes, and (4) resolutions passed by the Senate in conjunction with its role within the precepts of shared governance, as called for by current California state law

- h) carry out all other responsibilities appropriate to the office of the chair
2. The Vice-

6. When there are more than two nominees and no one receives a majority of the votes cast, follow-on round(s) of voting will occur, as necessary, until one candidate receives a majority of the votes cast. Those receiving the highest number of votes, and whose votes, when added together, constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of votes cast.
7. If no member of the sitting Executive Committee is selected for Executive Committee membership for the upcoming term, (1) the outgoing Chair of the Senate shall serve as an ex-officio, non-voting member of the Executive Committee for the upcoming year, and (2) the Chair-Elect shall join the outgoing Executive Committee as a non-voting visitor for the remainder of that Committee's term.
8. When a vacancy, not caused by the expiration of a term of office, occurs on the Executive Committee a successor shall be elected, in a timely fashion, by the Senate membership under the supervision of the Secretary of the Executive Committee of the Senate. If the person to be replaced is an officer, the newly constituted Executive Committee, including the new member, shall elect one of its members to fill the office.

#### E. Procedures

1. A quorum consists of a simple majority of all voting members of the Executive Committee.
2. The Chair will not vote on matters before the Executive Committee except in the case of a tie.
3. Any member of the Executive Committee may be removed from office by a 2/3-majority vote of the members of the Senate during a duly authorized recall election. A recall election must be initiated by a signed petition of 25% of the members of the Senate, submitted to the Executive Committee and the Judicial Committee. The recall election, under the supervision of the Judicial Committee, must be held within 10 instructional days of the receipt of a valid petition.

#### F. Institutional Support

1. The Executive Committee will be provided with photocopying and secretarial support; access to computer infrastructure; allocated WTU's for Academic Senate committee work efforts; and an annual budget to defray costs of Academic Senate administrative efforts. This Academic Support Coordinator's position description includes the following:
  - a. Attend Executive Committee and General Academic Senate meetings and take notes to assist Senate Secretary in preparation of minutes;
  - b. Collect & distribute Academic Integrity Committee (AIC) case documentation



event a committee fails to regularly perform their duties, the Senate

3. Faculty Development Committee
4. Retention, Tenure, and Promotion Committee
5. Judicial Committee
6. Professional Leave Committee
7. Administrator Review Committee
8. Academic Integrity Committee
9. Budget Oversight Committee
10. Sea Training Oversight Committee
11. International Experience Oversight Committee

#### IV. Ad-Hoc Committees

B. Procedures for Forming and Dissolving Ad-Hoc Senate Committees