

6 **Policy Recommendation**

7 **Amendment to Bylaws of the Academic Senate of**
8 **San José State University**

9 **Rationale**

10 In August 2023, SM-F23-1 was passed, which established the Committee on Senate
11 Representation (CSR). The committee consists of administrators, faculty, staff, and
12 students, and is tasked to develop “recommendations on ways to further strengthen
13 equitable, inclusive, and effective shared governance” at San José State University.

14 Senate representation has been the subject of seven policy referrals between 2000 and
15 present (O&G-F00-2, O&G-F03-3, O&G-F18-4, O&G-F21-1, O&G-F22-1, O&G-S23-1,
16 and O&G-S24-1). Many of these referrals called for adding non-MPP, non-SSP staff
17 seats to the Senate. Staff comprise 35% of all employed personnel at San José State
18 University, as of fall 2023, and many staff interact with students and faculty in their daily
19 work.

20 Furthermore, the 2022 Report of the WACUC Team for Reaffirmation of Accreditation
21 identified shared governance as one of the key areas of concern and encourages the
22 university to continue work on “to be more inclusive of all stakeholders.” The CSR
23 engaged in eleven stakeholder meetings between January 2024 and April 2024, and
24 conducted a staff survey in February 2024, which yielded data of about 250
25 respondents. A consistent theme throughout these meetings and the survey was the
26 importance of staff serving on the Senate and other bodies of shared governance.

27 From the establishment of the General Unit in the Senate Constitution in 1994, a
28 specific segment of staff have served as senators; specifically Unit 4 members who hold
29 the title of Student Services Professionals (SSP) III and IV. This constituency has had
30 varying amounts of representation over the years, because they do not have dedicated
31 seats, but rather, they must be elected from within the General Unit. The committee
32 found two issues on this state of affairs.

33 First, classifying this constituency as “faculty” can be confusing for many; when an
34 eligibility statement uses the term “faculty,” it may be interpreted that SSP III and IV
35 members are not eligible, while this is not the case. Second, while voices of the SSP III
36 and IV members have been important, it is not sufficient because “staff” of the university

37 encompasses a much larger group of SJSU employees. It is the committee's finding
38 that staff members merit broader, more inclusive representation at the Senate.

39 This policy recommendation proposes to amend the Bylaws of the Academic Senate of
40 the San José State University so that the terms "faculty" and "staff" used for the Bylaws
41 of the Senate would align with the usage of these terms in a broader context. This policy
42 recommendation also proposes to broaden the membership of the Senate to implement
43 a more inclusive and equitable shared governance model.

44 Furthermore, this policy recommendation proposes to add an article on staff protections.
45 Although San José State University has policies relating to free speech, it is the
46 committee's opinion that additional language is necessary to ensure that staff can freely
47 participate with independent voices. Our research has shown that when staff do not
48 have sufficient support from their managers (and the university administration, as a
49 whole), then staff will view their participation in shared governance as potentially unsafe
50 and threatening.

51 More specifically, This recommendation seeks to:

- 52 1. Redefine "faculty" as exclusively Unit 3 employees;
- 53 2. Preserve SSP staff participation in the Senate;
- 54 3. Allow other general staff participation in the Senate;
- 55 4. Make changes to non-faculty seats; and
- 56 5. Provide language that allows time for service work for staff senators and ensure
57 independent opinions are voiced by staff in the Senate.

58 **Resolved:** That the following amendment to the Bylaws of the Senate be adopted and
59 enacted upon the adoption of the amendment of the Constitution as proposed in AS
60 1876.

61 Approved: May 2nd 2024

62 Vote: 13-0-0

63 Present Acacia Clark, Annette Nellen, Behin Elahi, Denise
64 Dawkins, Eduardo Munoz-Munoz, Harish Chander, Janet Sundrud,
65 Kenneth Peter, Michael Kaufman, Nha-Nghi Nguyen, Patience
66 Bryant, Reiko Kataoka, Sarab Multani

67 Absent: None

68 Financial Impact: If hours of work is taken from those hours otherwise spent for the
69 regular work of the staff members, then it may incur financial cost to
70 the organization/division. Staff participation in the Senate may
71 result in facilitating operation university-wide, contributing to
72 reducing overall operational costs.

73 Workload Impact: Increased workload for University Personnel

74 **BYLAWS OF THE ACADEMIC SENATE**
75 **SAN JOSE STATE UNIVERSITY**

76 1. Elections and Faculty and Staff Representatives

77 1.1 Faculty representatives shall be elected to the Academic Senate of this
78 University from the following representative units: College of Health and Human
79 Sciences, College of Business, College of Education, College of Engineering,
80 College of Humanities and the Arts, College of Science, College of Social
81 Sciences, and the General Unit.

82 1.1.1 Members of the General Unit

83 a) Unit 3 faculty outside the above colleges (e.g., College of Professional and
84 Global Education faculty, librarians, counselors, Division of Intercollegiate
85 Athletics coaches [~~not MPP~~]).

86 ~~b) Student Services Professional III or IV (e.g., staff advisors).~~

87 1.1.2 A college, not presently represented in 1.1 would become a representative
88 unit when that college has at least 50 FTEF and at least three departments.

89 1.1.3 Members of the faculty electorate holding administrative, or Management
90 Personnel Plan (MPP), positions are not eligible to serve as faculty
91 representatives while holding such positions.

92 1.2 ~~Pursuant to Article II, Section 3 of the Constitution, the following positions~~
93 ~~and classifications are declared to be directly related to the instructional program.~~
94 ~~All employees serving in the following positions are qualified to vote for faculty~~
95 ~~representatives (using proportional voting based on assignment) and are eligible~~
96 ~~to serve as faculty representatives to the Senate with the exception of~~
97 ~~administrators (covered by the Management Personnel Plan), employees in~~
98 ~~clerical and technician classifications, and volunteers.~~

99 ~~a) All members of Bargaining Unit III who are not members of or included in one~~
100 ~~of the college representative units. This includes: Instructional Faculty (12-mo &~~
101 ~~AY) and Student Services Professional.~~

102 ~~b) Employees classified as Student Services Professional III or IV.~~

103 Staff representatives shall be elected to the Academic Senate from the
104 staff unit, the members of which are the entire SJSU employees who are not
105 members of Collective Bargaining Unit 3 nor students, and do not hold positions
106 as Management Personnel Plan (MPP).

107 1.2.1 Two of the staff representatives shall be elected from the members of the
108 staff electorate who hold positions as Student Service Professional (SSP staff
109 electorate) as SSP staff representatives.

110 1.2.2 Two other staff representatives shall be elected from all of the other
111 members of the staff electorate (general staff electorate) as general staff
112 representatives.

113 1.2.4 ~~3~~ Subject to approval of the Executive Committee, the Election Committee
114 is authorized to decide questions of interpretation of this bylaw and may
115 recommend amendments to it to the Organization and Government Committee.

116 1.3.4 The number of faculty senators must be twice the number of voting
117 senators who are not faculty members [currently 2018: Deans (~~24~~), AS President
118 and students (7), ~~the President and VPs (5)~~, SSP Staff Representatives (2),
119 General Staff Representatives (2), an Emeritus Representative (1), and an
120 Alumni Representative (1)].

121 1.3.4.1 The number of faculty representatives to be apportioned among the
122 colleges and the General Unit is the total number of faculty senators minus the
123 number of ex officio faculty senators (ASCSU senators, SJSU Senate Chair and
124 Past Chair). The resulting difference is the number to be used in part 1.4~~3~~.2 to
125 apportion faculty representatives among the several colleges and the General
126 Unit.

127 1.3.4.2 Before each spring election, using the FTE/F of the preceding fall
128 semester provided by University Personnel, the Senate Administrator shall
129 determine, and the Associate Vice Chair verify, the number of representatives
130 allotted to each representative unit (as defined in Bylaw 1.1). The number of
131 representatives for each unit shall be determined by first dividing the combined
132 total FTE teaching faculty of the college representative units plus the FTE faculty
133 ~~and staff~~ in the General Unit by the number determined in part 1.3.4.1 above
134 and then dividing this value into the FTE faculty of each of the college units and
135 the FTE faculty ~~and staff~~ in the General Unit.

136 1.3.4.2.1 If the allotment of any representative unit is determined to be
137 less than one, it shall be increased to one.

138 1.3.4.2.2 If the total number of faculty representatives on the Senate
139 overall exceeds the number as determined in section 1.4~~3~~ above, the
140 number as determined in section 1.4~~3~~ above shall be decreased until the
141 total number of faculty representatives allotted is equal to the number
142 determined in 1.4~~3~~ (i.e., maintains the 2/3 proportion of membership being
143 faculty representatives.

144 1.3.4.2.3 If the total number of faculty representatives on the Senate
145 overall is less than the number as determined in section 1.43 above, one
146 additional representative shall be allotted in turn to each of the units in
147 order of greatest fractional representation until the total number of faculty
148 representatives equals the number as determined in section 1.43 above
149 (i.e., twice the number of senators not in sections ~~3, 4, and 5~~ 4, 5, 6 of
150 Article II of the Constitution)

151 1.45 If it is determined by the above procedure that the number of
152 representatives allotted to any college/unit will be changed from the previous
153 year, the Senate Administrator in collaboration with the Associate Vice Chair,
154 shall so report to the Academic Senate prior to the announcement of elections.

155 1.4.5.1 If a representative unit is allotted an additional seat and there is no
156 vacancy in the representation of a unit losing a seat, the unit gaining a seat shall
157 nevertheless elect an additional representative for a full term at the next general
158 election. The next vacancy occurring, by expiration of term, resignation or
159 otherwise, in the unit losing a seat shall not be filled.

160 1.56 Representatives to the Academic Senate shall be nominated by a petition
161 signed by at least ten (10) members of the faculty/staff electorate of the
162 appropriate election unit: (a) college, (b) general unit, (c) SSP staff unit, or (4)
163 general staff unit). The candidate shall indicate, by signature on the petition, their
164 willingness to serve if selected.

165 1.5.6.1 If there is no candidate for an Academic Senate seat by the end of the
166 filing period, that seat shall be declared vacant and shall be filled according to the
167 procedures outlined in 1.76.2.4.

168 1.67 When there is a vacancy of a faculty/staff representative (excluding CSU
169 Senators) the replacement for the remainder of the term shall be chosen as
170 follows:

171 1.6.7.1 If a senator will be unable to perform their duties as senator for one
172 semester or less, a temporary replacement will be selected in accordance with
173 the following procedures:

174 1.6.7.1.1 The dean of the college from which the senator serves shall
175 call for nominations for a temporary replacement to be chosen by chairs
176 and directors of that college from those nominated.

177 1.6.7.1.2 For the General Unit, the Senate Administrator shall call for
178 nominations for a temporary replacement to be chosen by the Executive
179 Committee from those nominated.

180 1.7.1.3 For a staff senator, the University Personnel (UP) shall call
181 for nominations for a temporary replacement to be chosen by the
182 Executive Committee from those nominated.

183 1.6.7.2 When there is a permanent vacancy of a senator, the replacement for
184 the remainder of the term shall be chosen as follows: the appropriate college
185 dean (or Senate Administrator in the case of the General Unit or UP in the case
186 of staff) shall hold a special election as soon as possible after the determination
187 of the vacancy.

188 1.6.7.2.1 Vacancies are created by

- 189 a) resignation or recall from the Senate,
- 190 b) termination of employment,
- 191 c) removal from the Senate as a result of being absent from three Senate
- 192 meetings in an academic year,
- 193 d) removal from a policy committee as a result of being absent from three
- 194 regularly scheduled policy committee meetings,
- 195 e) removal from a policy committee due to failure to perform assigned
- 196 policy committee duties as determined by the Executive Committee of
- 197 the Senate in consultation with the policy committee chair,
- 198 f) leave, with or without pay, which covers more than one semester,
- 199 g) appointment to a full-time administrative (Management Personnel
- 200 Plan) position,
- 201 h) election to the role of Academic Senate Chair, or
- 202 i) no candidate files for a vacant seat.

203 1.6.7.2.2 When a Senate seat is vacated, the associated seat on that
204 senator's assigned policy committee would become vacant.

205 1.6.7.2.3 Faculty and staff representatives who accept one semester
206 leaves with or without pay may resign from the Senate or request the
207 selection of a replacement for one semester following the procedures
208 listed in 1.7.6.1 above.

209 1.6.7.2.4 If no candidate files for that vacancy, it shall be filled for one
210 year by a person in that constituency selected by the Executive
211 Committee after consultation with the Senators from that constituency. A
212 permanent replacement shall be elected to fill out the remainder of the
213 term as part of the next general election.

214 1.6.7.2.5 If only one candidate files a nominating petition for a
215 vacancy, the dean (or Senate Administrator for the General Unit election,
216 or UP for the staff units election) shall not conduct an election but shall so

217 report to the Executive Committee, and the Executive Committee shall
218 declare the single candidate elected.

219 1.6-7.2.6 If a vacancy occurs during the months of January or
220 February, the seat shall be filled following the procedures listed in 1.6-7.1
221 above for temporary vacancies and the senator shall hold the seat for the
222 remainder of the academic year. A permanent replacement shall be
223 elected to fill out the remainder of the term as part of the next general
224 election.

225 1.78 Faculty and Staff Voting Rights for Elections to the Senate

226 1.7-8.1 Tenured and tenure track faculty have full permanent voting rights for
227 college representatives in the department of their primary assignment.

228 1.7-8.2 Lecturer faculty have proportional voting rights for college
229 representatives in the department of their primary assignment. Lecturer faculty
230 assigned to more than one representative unit may vote in each unit on a
231 proportional basis determined by the percentage of their appointment in each
232 unit.

233 1.7-8.3 Members of the general unit have voting rights proportional to their
234 appointment(s).

235 1.8.4 Staff members have voting rights proportional to their appointment(s).

236 1.89 No write-in votes are permitted.

237 1.910 Procedures for faculty and staff elections shall be determined by the
238 Senate Election Committee, with the approval of the Executive Committee of the
239 Academic Senate.

240 1.4011 The phrase "academic deans" as used in Article II, Section 2 of the
241 constitution means deans, and associate deans (MPP) in the academic affairs
242 division. Elections of representative academic deans shall be conducted and
243 reported by the Provost, and vacancies shall be filled by special elections for the
244 balance of unexpired terms.

245 1.12 Whenever the word "staff electorate" is used in the constitution, bylaws, or
246 standing rules of the Academic Senate, it refers to those SJSU employees who
247 are not members of Collective Bargaining Unit 3, nor students, and do not hold
248 positions as Management Personnel Plan (MPP)

249 1.12.1 When further delineation is needed, the term "SSP staff
250 electorate" is used to refer to the staff electorate who hold SSP positions.

251 and the term "General staff electorate" is used to refer to all other
252 members of the staff electorate.

253 1.13 Whenever the phrase "faculty electorate" is used in the constitution,
254 bylaws, or standing rules of the Academic Senate, it refers to those faculty
255 members eligible to vote for representatives to the Senate (including members of
256 the General Unit), with proportional votes for lecturer faculty, as specified in
257 Article II, Section ~~4~~3, Part c, of the Senate's constitution.

258 1.14 Whenever the word "staff" is used in connection with eligibility for or
259 service on any committee and no other definition is stated, it means both a
260 member of the SSP staff and the general staff electorates.

261 1.14.1 When further delineation is needed, the phrase "SSP staff" is used to refer to
262 the staff members who hold SSP positions, and the phrase "general staff" is used
263 to refer to all other staff members.

264 ~~1.12~~15 Whenever the word "faculty" is used in connection with eligibility for or
265 service on any committee and no other definition is stated, it means a member of
266 the faculty electorate.

267 ~~1.13~~16 Whenever the phrase "teaching faculty" is used in connection with
268 committee eligibility or service and no other definition is stated, it means
269 university personnel holding the title of professor, associate professor, assistant
270 professor, or lecturer whose primary assignment is instruction and not more than
271 50 percent of whose workload is administrative or other non-instructional duties
272 (other than as department chair or equivalent). Reimbursed or re- assigned time
273 for research, curriculum development, committee service, etc., is instructional.

274 1.17 Staff Protections: staff senators independently represent staff, and do not
275 represent their supervisors or administrators. Supervisors and administrators
276 must at all times make clear that the staff senators have protected voices that will
277 be respected. Opinions expressed by staff senators during senate activities shall
278 not be included in staff evaluations. Staff senators shall be given time to attend
279 scheduled senate and policy committee meetings as well as time for meeting
280 preparation and work on committee assignments.

281 2. Senate Officers

282 2.1 The following are officers of the Academic Senate:

283 2.1.1 The Chair of the Senate (who must be a faculty member), who shall be its
284 presiding officer, as provided in the constitution, and shall also be Chair of the
285 Executive Committee, and general faculty meetings.

286 2.1.2 The Vice Chair (who must be a faculty member), who shall discharge the
287 duties of the Chair during any temporary disability of the Chair, shall serve as a
288 CSU Senator during the temporary disability of one of the SJSU representatives
289 to the ASCSU, and shall succeed to the office of Chair when the Chair's term or
290 terms expire or if the Chair resigns or that office becomes vacant for any other
291 reason.

292 2.1.3 The Associate Vice Chair (who must be a faculty member), who shall be
293 Chair of the Committee on Committees and the Election Committee, shall act as
294 Vice Chair during the temporary disability of the Vice Chair, and shall act as
295 Chair if both the Chair and the Vice Chair become temporarily unable to perform
296 their duties.

297 2.1.4 The Past Chair is the person who served as chair for the preceding year,
298 provided that the Past Chair is not the same person as the current chair and
299 does not hold any other Senate office.

300 2.1.5 The Faculty-at-Large Representative. There shall be no Faculty-at-Large
301 Representative when there is a Past Chair.

302 2.1.6 ASCSU Representative to the Executive Committee

303 2.1.7 The chairs of the Senate Policy Committees.

304 2.2 Election Procedures for Senate Officers

305 2.2.1 Senate officers, other than the Chair, Past Chair and Faculty-at-Large
306 Representative, shall be elected from the faculty and staff members of the
307 Senate annually for one-year terms. Nominees for Chair of Professional
308 Standards must be tenured full professors.

309 2.2.2 Extension of Senate Chair's term

310 2.2.2.1 If the Chair so requests, the agenda for the first regular
311 meeting of the Senate in spring semester shall include, as a special order
312 of business preceding policy committee reports, a proposal to extend that
313 chair's term. When the special-order item is reached, the Associate Vice
314 Chair of the Senate shall preside while the Senate debates and votes on
315 the proposal. The vote shall be by secret ballot and approval of the
316 extension shall require a two-thirds affirmative vote.

317 2.2.2.2 If the Senate approves the extension, the incumbent Chair is
318 re- elected for the following year. The term of office of the Vice Chair is
319 extended for one year. (If the term of the Vice Chair as an elected faculty

320 representative expires at the end of the spring semester the Vice Chair
321 shall take the place otherwise held by the Past Chair as an ex officio
322 member.) The term of the Past Chair is not extended, and a Faculty-at-
323 Large Representative shall be elected at the end of spring semester to fill
324 the Past Chair's position on the Executive Committee for the following
325 year.

326 2.2.2.3 If the Senate does not approve the extension of the Chair's
327 term, the Vice Chair shall automatically succeed to the office of Chair at
328 the adjournment of the last meeting of the current Senate in spring
329 semester.

330 2.2.2.4 No chair shall serve for more than two full terms in succession.

331 2.2.3 If the previous year's Chair is not the same person as the current Chair,
332 the previous year's Chair will be a Senate officer called the Past Chair. However,
333 if the Past Chair is elected to any other/Senate office, there will be no Past Chair
334 that year and a Faculty-at-Large Representative shall be elected instead.

335 2.2.4 As soon as possible after the election of new Senate members in the
336 spring, the Chair of the Senate shall appoint a nominating committee to prepare
337 a slate of officers for the forthcoming academic year. This committee should
338 nominate at least two candidates for each open Senate office. The committee
339 shall also ascertain the willingness of the nominees to serve if elected. The
340 committee shall produce a brief written document regarding the qualifications and
341 goals of each candidate which shall be distributed to the Senate prior to the day
342 of election.

343 2.2.5 The slate of nominees proposed by the nominating committee shall be
344 communicated to the Senate prior to the last regular meeting of the academic
345 year. On that day, two consecutive meetings of the Senate shall be held. The first
346 meeting shall be the final meeting of the Senate of the current academic year.
347 Immediately following the adjournment of that meeting, the first meeting of the
348 Senate for the next academic year shall be held. The nominating committee shall
349 make its report in the second meeting, further nominations from the floor shall be
350 accepted, and an election shall be held to fill all open Senate offices. Only the
351 continuing and newly elected members of the Senate, who will be members in
352 the next academic year, shall vote in the election.

353 2.2.6 Should a vacancy occur in the office of Senate Chair, the Vice Chair shall
354 automatically succeed to the position for the balance of the vacant term. The
355 Vice Chair shall then serve for the full term of the following year, and the full term
356 shall be counted as that person's first year in office for purposes of

357 2.2.2.2 Should a vacancy occur in any other Senate office, the
358 Executive Committee shall nominate at least two candidates to fill the
359 vacancy and present its nominees to the Senate. Additional nominations
360 may be made from the floor. When nominations have been closed, the
361 Senate shall elect a replacement to serve for the balance of the vacant
362 position's term.

363 3. Senate Administrator

364 3.1 The Senate Administrative Analyst (an employee position in the Senate
365 Office) shall serve as the Senate Administrator.

366 3.2 The Senate Administrator may participate in Senate proceedings on the
367 same basis as a member of the Senate but shall not vote.

368 3.3 The Senate Administrator may speak at Senate and Executive Committee
369 meetings on matters relevant to Senate operations and on other matters when
370 requested by the Senate Chair.

371 3.4 The Senate Administrator may be present at executive sessions of the
372 Senate and is subject to the same confidentiality requirements as are applicable
373 to Senate members.

374 3.5 The Senate Administrator shall provide administrative support to the
375 Senate Chair and the Associate Vice Chair, shall attend and take minutes of the
376 Senate and Executive Committee meetings, shall have charge of the records and
377 archives of the Senate and its website, shall prepare committee appointment
378 letters and maintain and update committee membership lists, and shall assist in
379 the preparation of election materials and the administration of Senate elections.

380 3.6 The Senate Administrator shall be an ex officio member on the Committee
381 on Committees and the Election Committee.

382 4. Senate Committees

383 4.1 General information

384 4.1.1 The Academic Senate shall establish and appoint committees as may be
385 needed.

386 4.1.2 Except as otherwise provided in these bylaws, university policy, or Senate
387 Management Resolutions, all committees prepare, and submit to the Senate
388 Chair, an annual report summarizing activities at the end of the academic year.
389 These reports will be made available on the Senate's website.

390 4.1.3 Except as otherwise provided in these bylaws, university policy, or Senate
391 Management Resolutions, appointments to policy committees of the Academic
392 Senate shall be recommended by the elected members of the Executive
393 Committee and approved by the Senate; appointments to operating committees
394 shall be recommended by the Committee on Committees and approved by the
395 Senate. When an appointment is recommended more than one week before the
396 next regular meeting of the Senate, the recommending body may make its
397 recommendation effective at once as a temporary appointment. These temporary
398 appointments shall last until the next meeting of the Senate and must receive
399 Senate approval to become permanent. When appointments have been
400 approved by the Senate, the Senate Administrator shall notify those appointed.

401 4.1.4 Committees concerned primarily with faculty affairs shall contain a
402 majority of teaching faculty with full-time appointments. Committees concerned
403 with student affairs shall contain a significant proportion, but not a majority, of
404 students.

405 4.1.5 For purposes of service on Senate committees, all university faculty, full or
406 part-time, active or retired, and all students, staff and alumni shall be considered
407 members of the university community.

408 4.1.5.1 For purposes of service on Senate committees, all SSP staff
409 members are eligible to serve on General Unit and Faculty-at-Large seats.

410 4.1.6 Vacancies

411 4.1.6.1 Each year the Senate Executive Committee will approve a
412 calendar (referred to below as “appointment calendar”) for appointing
413 faculty and staff to operating committees, policy committees, special
414 agencies, and other committees of the Senate. The calendar will be
415 structured such that colleges and units are given ample notification of
416 vacancies before the start of the fall semester and also allow for faculty-at-
417 large appointments to be confirmed at the first Senate meeting of the
418 semester.

419 4.1.6.2 Notwithstanding the provisions of bylaw 4.5.2, college seats
420 on policy committees, operating committees, special agencies and other
421 committees for which no faculty from that college willing to serve have
422 been found by the date specified on the appointment calendar shall
423 become faculty-at-large seats for the balance of the academic year.

424 4.1.6.3 By the date specified on the appointment calendar, the
425 Associate Vice Chair of the Senate shall inform each college
426 representative and college dean which of that college’s committee seats

427 are still vacant and invite them to recommend faculty for those seats within
428 one week's time. The college representative(s) on the Senate and deans
429 shall be reminded that the seats will become faculty-at-large seats for the
430 year if no college faculty to fill them can be found. The dean's
431 recommendations shall be forwarded to the college's Committee on
432 Committees representative who shall present one name to the Associate
433 Vice Chair of the Senate to be reported to the Senate or to the Executive
434 Committee, as appropriate under bylaw 4.1.3.

435 4.1.6.4 By the date specified on the appointment calendar, all
436 vacant college seats on operating committees, special agencies and other
437 committees for which no faculty from the college have been recommended
438 under paragraph 4.1.6.3 above (or otherwise identified) shall become
439 faculty-at-large seats for the balance of the academic year and all
440 members of the Committee on Committees shall be requested to supply
441 names of faculty from any representative unit to fill these vacancies.

442 4.1.6.5 By the date specified on the appointment calendar, all
443 vacant college seats on policy committees shall become faculty-at-large
444 seats for the balance of the year. First priority in filling these vacancies
445 shall be given to elected faculty representatives on the Senate not
446 assigned to other policy committees. If all elected faculty representatives
447 (other than Senate officers) have been appointed to policy committees
448 and there are policy committee seats still remaining vacant, they shall be
449 filled as provided in 4.1.6.3 for policy committees.

450 4.1.6.6 The Associate Vice Chair of the Senate shall coordinate this
451 selection process so as to maintain as far as possible a representative
452 balance across committees and shall report one name for each vacancy to
453 the Senate or the Executive Committee as appropriate under bylaw 4.1.3.

454 4.1.7 Elected faculty and staff representatives (other than Senate officers) not
455 appointed to seats designated for representative units and also not appointed to
456 faculty-at-large seats as provided above shall be appointed as additional
457 members-at-large of policy committees. If there is only one such member, that
458 person shall be appointed to the Organization and Government Committee. If
459 there is a second, that person shall be appointed to the Instruction and Student
460 Affairs Committee. A third shall be appointed to the Professional Standards
461 Committee and a fourth to the Curriculum and Research Committee. The
462 provision shall be implemented in a manner consistent with Academic Senate
463 bylaw 4.5.2.1.

464 4.1.8 If a member (non-ex officio) of an Academic Senate committee (policy,

465 operating, special agency, or other Senate committee) cannot complete the term
466 for any reason, the chair of the committee may request, through the Associate
467 Vice Chair of the Senate, that a replacement be appointed. The Associate Vice
468 Chair, using the normal procedures of the Committee on Committees, then
469 solicits nominations for a replacement and brings a recommendation to the
470 Executive Committee and subsequently to the Senate via the consent calendar.

471 4.1.9 If a non-ex officio member of an Academic Senate committee (policy,
472 operating, special agency, or other Senate committee) is absent from three
473 regularly scheduled committee meetings in an academic year or repeatedly does
474 not perform assigned committee duties, the chair of the committee may request,
475 through the Associate Vice Chair of the Senate, that the person be removed from
476 the committee. The Associate Vice Chair, following discussion with and approval
477 from the Executive Committee for removal of the committee member will then
478 solicit nominations for a replacement (or notify the relevant college if an election
479 is needed) and bring a recommendation to the Executive Committee and
480 subsequently to the Senate via the consent calendar.

481 4.1.10 Removal of a senator from their assigned policy committee will result in
482 removal from the Senate.

483 4.1.11 Unless otherwise stipulated in university policy or Senate Management
484 Resolutions, recommendation of students for membership on policy committees,
485 operating committees, special agencies, and other Senate committees shall be
486 made according to the recommendation procedures of the Associated Students,
487 Inc. and should be transmitted to the Associate Vice Chair by the second
488 meeting of the new Academic Senate for final approval by the Senate. The
489 Associated Students, Inc. should give student appointments to the Student
490 Fairness Committee a high priority.

491 4.1.11.1 Should the Associated Students, Inc. Board of Directors not
492 transmit recommendations of students for membership on Senate
493 operating committees, policy committees, special agencies or other
494 Senate committees by the fourth week of instruction, the following shall
495 supersede the rules of the Associated Students, Inc. for nomination of
496 students to policy committees, operating committees, special agencies or
497 other Senate committees: student seats shall become university student-
498 at-large seats for the balance of the academic year. These seats may be
499 filled by any student in good standing at the university who self-nominates,
500 or who is nominated by a member of the Academic Senate, and who is
501 recommended by the elected members of the Executive Committee and
502 approved by the Senate (subject to bylaw 4.1.3). All student nominees
503 shall submit a statement of interest to the Senate's Associate Vice Chair.

504 4.1.11.2 Should a vacancy occur, the President of Associated
505 Students, Inc. shall select a replacement to fill out the remainder of the
506 term. This selection must be approved by a two-thirds majority of the total
507 membership of the Board of Directors of the Associated Students, Inc. The
508 name of the nominee should be transmitted to the Associate Vice Chair
509 within 30 days of the time that the vacancy occurred for final approval by
510 the Senate. When the appointment has been approved by the Senate, the
511 Senate Administrator shall notify the appointee. If a nomination is not
512 received within 30 days, the seat will be declared a student-at-large seat
513 for the balance of the academic year and will be filled as per 4.1.11.1.

514 4.1.11.3 In the event a student holding an Associated Students ex
515 officio position has a conflict and cannot make committee meetings, then
516 the AS President may designate a replacement as needed.

517 4.2 Executive Committee

518 4.2.1 Charge: Acts as an Ad Hoc Advisory Committee to the President on
519 request; acts for the Academic Senate at such times when the members may not
520 be available; formulates policy proposals; refers matters of business to the
521 appropriate agencies; develops and approves the agenda for Senate meetings;
522 handles external relations with elected officials and their staff, as appropriate;
523 prepares nominations/appointments as needed to policy committees, operating
524 committees, special agencies, and other Senate committees for Senate (or
525 administrator) approval.

526 4.2.2 Membership:

- 527 a) Senate Chair (elected)
- 528 b) Vice Chair (elected)
- 529 c) Past Chair, or Faculty at Large in years when there is no Past Chair (elected)
- 530 d) President (EXO)
- 531 e) Provost (EXO)
- 532 f) VP, Administration & Finance (EXO)
- 533 g) VP, Student Affairs (EXO)
- 534 h) Chief Diversity Officer (EXO)
- 535 i) Statewide Senator (elected)
- 536 j) AS President (EXO)
- 537 k) Chair, Committee on Committees/Assoc. Vice Chair (elected)
- 538 l) Chair, Curriculum & Research (elected)
- 539 m) Chair, Instruction & Student Affairs (elected)
- 540 n) Chair, Organization & Government (elected)
- 541 o) Chair, Professional Standards (elected)

542 4.2.3 Any action taken by the Executive Committee requires the presence of a
543 quorum of the elected members. When acting for the Academic Senate, the
544 Executive Committee shall distinguish whether it is expressing the position
545 adopted by the Senate as a whole or of the Executive Committee alone. In
546 handling relations with elected officials or their staff, these shall be on matters of
547 relevance to the well-being of the university, and this duty shall be carried out in
548 coordination with university employees involved in government relations; the
549 Executive Committee is encouraged to recruit an appropriate number of
550 university employees and students to assist in its external relations efforts. In
551 acting as an ad hoc Presidential advisory committee, only the elected members
552 of the Executive Committee shall sit in this capacity. Normally, the President
553 should seek the advice of the full Senate on issues of policy, rather than that of
554 the Executive Committee or its elected members

555 4.3 Committee on Committees

556 4.3.1 Charge: Prepares nominations for policy committees, operating
557 committees, special agencies, and other Senate committees as needed. In
558 cooperation with the Organization and Government Committee, makes
559 recommendations for the improvement of the Senate's committee operations and
560 structure. Maintains a record of faculty, staff, students, and administrators
561 currently serving on University- level committees. At the request of the President,
562 or other administrator making the appointments, recruits nominees and suggests
563 names of faculty, staff, and students for service on committees as needed. Acts
564 as Election Committee.

565 4.3.2 Membership: The Senate's Associate Vice Chair serves as Chair for the
566 Committee on Committees. Additionally, one faculty member from each of the
567 Senate's representative units who shall not be members of the Senate. If a seat
568 is not filled and becomes an 'at large' seat, Senators from the college where
569 there is a vacancy, who are already serving on a policy committee, would be
570 eligible to serve on the Committee on Committees.

- 571 a) The Associate Vice Chair of the Senate [EXO], who shall be chair
- 572 b) 1 faculty, College of Business
- 573 c) 1 faculty, College of Education
- 574 d) 1 faculty, College of Engineering
- 575 e) 1 member, General Unit
- 576 f) 1 faculty, College of Health and Human Sciences
- 577 g) 1 faculty, College of Humanities and the Arts
- 578 h) 1 faculty, College of Science
- 579 i) 1 faculty, College of Social Science
- 580 j) 1 Student Senator

581 k) Senate Administrator (non-voting)

582 4.3.3 Appointments to the Committee on Committees shall be recommended by
583 the elected members of the Executive Committee and approved by the Senate.
584 Members (other than the Chair and the Student Senator) shall serve for
585 staggered two-year terms.

586 4.4. Election Committee

587 4.4.1 There shall be an Election Committee. Its members shall be the members
588 of the Committee on Committees. Its chair shall be the Associate Vice Chair of
589 the Senate.

590 4.4.2 The Election Committee shall arrange for the election of faculty
591 representatives to this Senate and of the university's representatives to the CSU
592 Academic Senate, referenda under Articles V and VI of the Academic Senate
593 Constitution, and all other campus-wide elections required by university policies.

594 4.4.3 Elections shall be conducted by colleges and departments under
595 instructions of the Election Committee.

596 4.4.4 The Election Committee shall be responsible for the establishment of
597 voting procedures and their supervision.

598 4.4.5 The Election Committee shall assure that the results of the elections will
599 be available for presentation to the Academic Senate no later than one week
600 prior to the last spring Senate meeting.

601 4.4.6 In carrying out a referendum under Article V of the Constitution, the
602 Senate Administrator in consultation with the Election Committee shall prepare
603 an electronic ballot which indicates the specific action of the Academic Senate
604 which is being referred to the faculty electorate. The question to be voted on will
605 be stated as follows: "Shall the action of the Academic Senate specified above
606 be sustained?" The ballot in a referendum may be accompanied by pro and con
607 arguments of not more than 300 words each. If such arguments are to be
608 included, the Chair of the Senate will designate one or more persons to write the
609 pro argument; the person(s) offering the motion or submitting the petition for a
610 referendum will designate one or more persons to write the con argument. In the
611 event that persons requesting the referendum are in support of the Senate action
612 which is the subject of the referendum, then the Chair of the Senate will
613 designate one or more persons opposed to the Senate action to write the con
614 argument. Failure to submit an argument on one side shall not prevent
615 distribution of an argument submitted by the other side

616 4.5. Policy Committees

617 In general, these committees study policy issues and investigate policy problems
618 in their areas at the request of the Academic Senate and prepare policy
619 recommendations for official action. Current Policy committees:

620 Curriculum & Research (CR) Instruction & Student Affairs (ISA) Organization &
621 Government (O&G) Professional Standards (PS)

622 4.5.1 The establishment or elimination of any policy committee shall require a
623 two- thirds (2/3) majority of the Senate.

624 4.5.2 Policy committees shall normally be composed so that at least one half of
625 the members of a policy committee are also members of the Senate. Generally,
626 no person shall serve on more than one policy committee. Exceptions may be
627 made for the President of the Associated Students, officers of the Senate, and
628 university administrators.

629 4.5.2.1 Normally, each policy committee includes representation
630 from each of the units from which faculty representatives are elected. In
631 no instance shall more than two faculty members from any of the units
632 from which faculty representatives are elected be assigned to one policy
633 committee.

634 4.5.2.2 The senators representing the Emeritus and Retired Faculty
635 Association and the Alumni Association are eligible for appointment to
636 policy committees with the exception of the Professional Standards
637 Committee. If they wish to serve, they shall, at the beginning of the
638 academic year, request to the Associate Vice Chair to be appointed to a
639 policy committee. Although they may request a specific committee
640 assignment, they may be appointed to another committee where
641 representation is needed. When appointed, these senators shall have the
642 status of ex officio members.

643 4.5.3 All policy committee appointments shall be for one year, commencing with
644 the first meeting of the new Senate for the year, which usually takes place in the
645 last month of the Spring semester.

646 4.5.3.1 Seniority shall not be the primary factor in selecting
647 members of policy committees.

648 4.5.3.2 To achieve the principle in 4.5.2, senators shall have priority
649 in appointments to policy committees.

650 4.5.3.3 Tenured faculty should be given priority for appointment to
651 the Professional Standards Committee.

652 4.5.4 Members of Senate policy committees, including ex officio members, can
653 vote and be counted for quorum (defined in Senate Standing Rule 13) only if
654 present in person or via remote attendance.

655 4.5.5 Chairs of policy committees shall be elected annually by the Senate from
656 its faculty representatives.

657 4.5.5.1 Nominees for the Chair of Professional Standards must be
658 tenured full professors.

659 4.5.6 Policy committees shall report to the Executive Committee of the
660 Academic Senate.

661 4.5.7 All policy committee recommendations for the Senate's consideration shall
662 show the names of the committee members present and absent; the vote totals,
663 and shall state:

664 a) The rationale for of the policy, including its source, intent and claimed need; in
665 language suitable for communication to faculty, staff and students affected.

666 b) The expected estimated financial impact, obtained from a named office
667 responsible for implementing the policy, if adopted.

668 c) The workload impact of the policy, that is, whether and how much compliance
669 will increase or decrease required activity or expenditure of time by faculty,
670 staff, or students.

671 4.6 Operating Committees

672 In the context of their charge, operating committees serve a range of functions
673 including the preparation of reports and making recommendations for changes in
674 policy to their designated policy committees. Current Operating Committees:

675 Faculty Diversity Committee (reporting to PS)

676 General Education Advisory Committee (reporting to CR)

677 Graduate Studies & Research Committee (reporting to CR)

678 Institutional Review Board (reporting to CR)

679 International Programs & Students Committee (reporting to ISA)

680 Program Planning Committee (reporting to CR)

681 Student Evaluation Review Board (reporting to PS)

682 Student Fairness Committee (reporting to ISA)

683 Undergraduate Studies Committee (reporting to CR)

684 4.6.1 The establishment or elimination of any operating committee shall require
685 a simple majority of the Senate.

686 4.6.2 All operating committees shall report to their designated policy committees.

687 4.6.3 Except as otherwise provided in these bylaws, University Policy, or Senate
688 Management Resolution, chairs of operating committees shall be elected by the
689 members of the operating committee. Any member of the committee, except an
690 ex officio member, is eligible to serve as chair.

691 4.6.4 Near the end of each spring semester, each operating committee shall
692 elect from among its continuing membership, a chair for the following academic
693 year. The outgoing committee chair shall recommend, through the appropriate
694 policy committee, to the Organization and Government Committee any changes
695 in committee responsibility or organization.

696 4.6.5 Appointments of faculty to operating committees shall be for staggered
697 three- year terms unless otherwise specified. After service for a full three-year
698 term, members should be reappointed only in special circumstances. Appropriate
699 administrative officers or their officers or designees shall be included on
700 operating committees as ex officio members.

701 4.6.5.1 Faculty serving on a policy committee are ineligible to serve
702 on any operating committee reporting to that same policy committee.

703 4.6.5.2 The Committee on Committees chair will assure that, when
704 appointments are made, they take into consideration part 4.6.5.1.

705 4.6.5.3 To the extent possible, administrative designees to operating
706 committees and their parent policy committee should not result in
707 concurrent membership.

708 4.6.6 Student membership on operating committees is normally for a one-year
709 term.

710 4.7 Special Agencies, Other Senate Committees, and Special Committees of
711 the Senate

712 4.7.1 The Senate shall establish and appoint special agencies, other Senate
713 committees or special committees of the Senate as may be needed. The
714 establishment or elimination of any special agency, other Senate committee, or
715 special committee of the Senate shall require a simple majority of the Senate.

716 4.7.2 Unless otherwise specified in a Senate Management Resolution or
717 University Policy, reporting requirements for special agencies, other Senate

718 committees, and special committees of the Senate follow bylaw 4.1.2.

719 4.7.3 Unless otherwise specified in a Senate Management Resolution or
720 University Policy, a) members of special agencies, other Senate committees, and
721 special committees of the Senate shall be nominated by the elected members of
722 the Executive Committee; and

723 4.7.4 Unless otherwise specified in a Senate Management Resolution or
724 University Policy, chairs of special agencies, other Senate committees, and
725 special committees of the Senate may be designated by the elected members of
726 the Executive Committee.

727 4.7.5 Student membership on special agencies, other Senate committees, and
728 special committees of the Senate is normally for a one-year term.

729 4.7.6 Special Agencies

730 Special agencies are created as needed by the Senate. Their charge,
731 membership, and reporting responsibilities are specified in the policy or Senate
732 Management Resolution that established them. Current special agencies:

733 Accreditation Review Committee Alcohol & Drug Abuse Committee Athletics
734 Board

735 Budget Advisory Committee Campus Planning Board

736 Strategic Planning Steering Committee Student Success

737 4.7.6.1 The following shall apply to all special agencies.

738 a) Unless otherwise provided in the policy or senate management
739 resolution creating the special agency, at-large faculty members shall
740 be nominated by the Committee on Committees.

741 b) A special agency and related policy committee may consult on any
742 matter of common concern.

743 c) Special agency recommendations requiring changes in university
744 policy shall be reported to the Executive Committee for referral to an
745 appropriate policy committee for consideration.

746 d) The Executive Committee (or a designated policy committee at the
747 request of the Executive Committee) may, from time to time, review the
748 policy establishing a special agency and may require reports from
749 special agencies.

750 e) When filling faculty appointments, the Associate Vice Chair of the
751 Academic Senate shall have the responsibility to stagger the terms,
752 unless otherwise specified by policy.

753 4.7.6.2 Appointments of faculty to special agencies shall be for
754 staggered three-year terms unless otherwise specified. After service for a
755 full three-year term, members should be reappointed only in special
756 circumstances. Appropriate administrative officers or designees shall be
757 included on special agencies as ex officio members.

758 4.7.7 Other Senate Committees

759 Committees in this category are bodies created by policies or Senate
760 Management Resolutions. Their charges, membership, and responsibilities are
761 specified in the policies or Senate Management Resolutions that established
762 them. Current committees in this category:

763 Academic Disqualification and Reinstatement Review Board of Academic
764 Freedom and Professional Standards Traffic, Transit, and Parking

765 University Library Board University Sustainability Board University Writing
766 Committee

767 4.7.7.1 Recommendations from committees in this category
768 requiring changes in university policy shall be reported to the Executive
769 Committee for referral to an appropriate policy committee for
770 consideration.

771 4.7.7.2 If not otherwise specified in policy or a senate management
772 resolution, reporting requirements follow bylaw 4.1.2

773 4.7.7.3 Appointments of faculty to committees in this category shall
774 be for staggered three-year terms unless otherwise specified. After service
775 for a full three-year term, members should be reappointed only in special
776 circumstances. Appropriate administrative officers or designees shall be
777 included as ex officio members.

778 4.7.7.4 Student membership is normally for a one-year term.

779 4.7.8 Special Committees of the Senate

780 Committees and task forces in this category are time-delimited bodies created to
781 address specific issues. The Senate shall establish and appoint such special
782 committees as may be needed.

783 4.7.8.1 Members of special committees and task forces shall be
784 nominated by the elected members of the Executive Committee.

785 4.7.8.2 The charge, determined by the elected members of the
786 Executive Committee, shall be specified in the resolution that establishes
787 the special committee of the Senate.

788 4.7.8.3 Chairs of special committees and task forces may be
789 designated by the elected members of the Executive Committee.

790 5. Procedure

791 5.1 Robert's Rules of Order, most recent edition, shall apply unless
792 superseded by the constitution, bylaws, or standing rules of the Academic
793 Senate.

794 5.2 The meetings of the Academic Senate are open, but the number of non-
795 members present shall not exceed the room capacity, and preference shall be
796 given to guests officially invited by the Senate Chair. The Chair shall request
797 audio-visual coverage of meetings when necessary.

798 5.3 Spectators at Senate meetings shall not take part in or attempt to
799 influence the proceedings of the Senate, except as may be authorized in the
800 standing rules. Violators shall be excluded. At the Chair's discretion, the Chair
801 may recess the meeting.

802 5.4 The Academic Senate shall be called into executive session by the Chair
803 upon approval of a majority of the members present. Only Academic Senate
804 members and the Senate Administrator may be present during executive
805 sessions. Normally, only personnel or fiscal matters may be discussed in
806 executive sessions, but final action on all matters shall be taken in regular
807 Academic Senate meetings. Proceedings in executive session are confidential
808 and are not published within the senate minutes.

809 6. Senators as Representatives

810 6.1 It is the responsibility of each elected member of the Academic Senate to
811 assess the attitudes and viewpoints of their constituency. However, each
812 member represents and serves the entire university. Thus, no member shall
813 come instructed as to how to vote on any item under consideration by the Senate
814 or its committees.

815 6.2 Senators are to maintain communications with their constituency
816 regarding Senate activities and accomplishments as needed.

817 7. Approval of Policies

818 7.1 Measures adopted by the Academic Senate intended to have binding
819 effect on the university generally or on persons or matters external to the Senate
820 itself are policy recommendations and are submitted to the President for approval
821 under Article IV, Section 2, of the Senate constitution.

822 7.1.1 Bylaws adopted in accordance with standing rule 10.a.2 (Senate
823 Management Resolutions) or resolutions expressing only the opinion of the
824 Senate, are not policy recommendations and do not require approval of the
825 President.

826 8. Representation, Academic Senate, CSU

827 8.1 The following are subject to applicable provisions of the constitution of the
828 Academic Senate of the California State University (ASCSU).

829 8.1.1 Candidates for the ASCSU from the SJSU campus shall be nominated by
830 the faculty electorate following procedures similar to those prescribed for
831 nomination of candidates for the Academic Senate of San José State University.

832 8.1.2 Simultaneous candidacy of the same person for both the ASCSU and the
833 Academic Senate SJSU at the same election is prohibited.

834 8.1.3 A faculty representative on the SJSU Senate who is elected to the ASCSU
835 vacates their seat as an elected member of the SJSU Senate.

836 8.1.4 Temporary Vacancy

837 8.1.4.1 A temporary vacancy is defined as one in which a CSU
838 Senator will be unable to perform ~~his or her~~ their duties for a period of one
839 semester or less. In such cases, the Vice Chair of the SJSU Academic
840 Senate shall serve as temporary CSU Senator.

841 8.1.4.2 If the Vice Chair is unable to serve, the Chair of the SJSU
842 Academic Senate may designate any elected faculty representative of the
843 current SJSU Academic Senate to act as temporary CSU Senator.

844 8.1.4.3 An SJSU senator temporarily serving as an ASCSU Senator
845 shall remain a faculty representative of the SJSU Senate.

846 8.1.5 Permanent Vacancy

847 8.1.5.1 If a CSU Senator will be absent from the SJSU campus or
848 unable to perform the duties of an ASCSU Senator for a period of longer

849 than one semester, the seat held by that ASCSU senator shall be deemed
850 vacant.

851 8.1.5.2 When a permanent vacancy occurs, a special election shall
852 be held to fill the vacancy for the balance of the term. The election shall be
853 held promptly after the determination is made that there is or will be such
854 a vacancy. If there is no advance notice, the position will be filled
855 temporarily as described in section above until an election can be held.

856 9. Faculty Appointments to Off-Campus and Presidential Bodies

857 9.1 Faculty (as defined in the Academic Senate Constitution) occasionally
858 serve as representatives on bodies not established by nor under the authority of
859 SJSU (e.g., system-wide or other off-campus agencies or committees). In
860 instances in which no other procedure for their designation is prescribed,
861 representatives shall be appointed by the Academic Senate on nomination of the
862 Executive Committee.

863 9.2 Where no other procedure has been approved by the Academic Senate,
864 appointments of faculty to presidential task forces, advisory committees, and
865 commissions shall be made by the following process: the elected members of the
866 Executive Committee shall consult with the President in regard to these
867 appointments. Nominations shall be presented to the Senate for approval.

868 9.3 Appointments of faculty to the boards of University auxiliary organizations
869 shall be made by the President after consultation with the elected members of
870 the Executive Committee.

871 9.4 Appointments of faculty to the Instructionally Related Activities (IRA)
872 Advisory Committee shall be made by the President after consultation with the
873 elected members of the Executive Committee.

874 10. Editorial Changes - Senate Documents and Archiving Resolutions

875 10.1 When identifiers are changed, but the function, responsibilities, purpose,
876 or content remain the same, the Senate Chair may approve replacement in
877 Senate documents of the old identifier by the new one, as an editorial change.
878 Such changes shall be explained and reported to the Executive Committee of the
879 Senate and recorded in the meeting minutes. Example identifiers include the title
880 related to a university official, agency, or course designations, or unit of the
881 university appearing in Academic Senate documents (including the constitution,
882 bylaws, university policies, and resolutions providing for committee membership).

883 10.2 When the number, title or designation of a law, regulation, executive order,

884 or policy, referred to in a Senate document, is changed or rescinded by
885 competent authority, but no other change affecting university policy is involved,
886 the Senate Chair may authorize replacement of the old number, title or
887 designation by the new one in Senate documents, as an editorial change. Such
888 changes shall be reported to the Executive Committee of the Senate and
889 recorded in the meeting minutes.

890 10.3 When a policy recommendation or Senate Management Resolution is
891 found to contain editorial errors, that when corrected would not change the intent
892 of the policy recommendation or resolution, the Senate Chair can correct the
893 error(s) following consultation with and obtaining unanimous consent from, the
894 Executive Committee. The edited version of the policy recommendation
895 approved by the Executive Committee will be submitted to the President for final
896 review and signature. Approved editorial corrections shall be recorded in the
897 Senate Executive Committee meeting minutes and changes will be made by the
898 Senate administrator to the document being corrected. If the editorial changes
899 are not approved by the Executive Committee or the President, the document will
900 be returned to the appropriate policy committee for revision and brought to the
901 Senate for debate and vote.

902 10.4 Following implementation of updates to Senate bylaws and standing rules,
903 called for in a Senate Management Resolution, the Senate chair can approve the
904 relocation, by the Senate administrator, of such resolutions to the web-based
905 archive of Senate Management Resolutions. The chair will communicate the
906 action at an Executive

907 Committee meeting. The Senate Administrator will include documentation of this
908 in Executive Committee minutes.

909 11. Specific Designation of Rescinded Policies

910 Adoption and approval of a new policy resolution overrides all prior conflicting
911 policies, whether or not the previous policies are specifically identified. However,
912 it is best practice to list specifically in a new policy all superseded policies. If,
913 subsequent to the adoption and approval of a policy resolution, the Senate
914 administrator finds that not all prior policies which should have been rescinded
915 were specifically so listed in the subsequent policy, the Senate administrator
916 shall notify the Senate chair and the appropriate policy committee chair. The
917 committee shall review the policies and, if satisfied that the older policies were
918 superseded and should be specifically designated as rescinded, the Senate chair
919 shall authorize the administrator to note their rescission in the Senate records.
920 The Senate chair shall report the committee's decision to the Executive
921 Committee, and the Senate administrator shall record the information in the

922

minutes.