

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-Management Personnel
17 Plan, non-Student Services Professionals staff seats to the Senate. Staff comprise 35%
18 of all employed personnel at San José State University, as of fall 2023, and many staff
19 interact with students and faculty in their daily work.

20 Furthermore, the 2022 Report of the WASC Senior College & University Commission
21 (WSCUC)¹ Team for Reaffirmation of Accreditation identified shared governance as one
22 of the key areas of concern and encourages the university to continue work on “to be
23 more inclusive of all stakeholders.” The CSR engaged in eleven stakeholder meetings
24 between January 2024 and April 2024, and conducted a staff survey in February 2024,
25 which yielded data of about 250 respondents. A consistent theme throughout these
26 meetings and the survey was the importance of staff serving on the Senate and other
27 bodies of shared governance.

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

34 First, classifying this constituency as “faculty” can be confusing for many; when an
35 eligibility statement uses the term “faculty,” it may be interpreted that SSP III and IV

36 ¹ The organization is under the umbrella of the Western Association of Schools and Colleges (WASC).

37 members are not eligible, while this is not the case. Second, while voices of the SSP III
38 and IV members have been important, it is not sufficient because “staff” of the university
39 encompasses a much larger group of SJSU employees. It is the committee’s finding
40 that staff members merit broader, more inclusive representation at the Senate.

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

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

53 More specifically, This recommendation seeks to:

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

60 **Resolved:** That the following amendment to the Bylaws of the Senate be adopted and
61 enacted upon the adoption of the amendment of the Constitution as proposed in AS
62 1876.

63 Approved: August 27, 2024

64 Vote: 9-0-0

65 Present Ariana Lacson, Annette Nellen, Behin Elahi, Denise Dawkins,
66 Harish Chander, Janet Sundrud, Kenneth Peter, Michael Kaufman,
67 Nha-Nghi Nguyen, Reiko Kataoka

68 Absent: Acacia Clark, Eduardo Munoz-Munoz, Janet Sundrud

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

74 Workload Impact: Increased workload for University Personnel

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

77 1. Elections and Faculty and Staff Representatives

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

83 1.1.1 Members of the General Unit

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

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

88 1.1.2 A college, not presently represented in 1.1 would become a representative unit
89 when that college has at least 50 Full-Time Equivalent Faculty (FTEF) FTEF and
90 at least three departments.

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

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

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

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

105 Staff representatives shall be elected to the Academic Senate from the staff unit,
106 the members of which are the entire SJSU employees who are not members of
107 Collective Bargaining Unit 3 nor students, and do not hold positions as

108 Management Personnel Plan (MPP).

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

112 1.2.2 Two other staff representatives shall be elected from all of the other members of
113 the staff electorate (General Staff electorate) as General Staff representatives.

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

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

122 ~~1.3.4.1~~ The number of faculty representatives to be apportioned among the colleges
123 and the General Unit is the total number of faculty senators minus the number of
124 ex officio faculty senators (Academic Senate of the CSU (ASCSU)ASCSU
125 senators, SJSU Senate Chair and Past Chair). The resulting difference is the
126 number to be used in part ~~1.43.2~~ to apportion faculty representatives among the
127 several colleges and the General Unit.

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

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

139 ~~1.3.4.2.2~~ If the total number of faculty representatives on the Senate overall
140 exceeds the number as determined in section ~~1.43~~ above, the number as
141 determined in section ~~1.43~~ above shall be decreased until the total
142 number of faculty representatives allotted is equal to the number
143 determined in ~~1.43~~ (i.e., maintains the 2/3 proportion of membership being

- 144 faculty representatives.
- 145 ~~1.3.4.2.3~~ If the total number of faculty representatives on the Senate overall is less
146 than the number as determined in section ~~1.43~~ above, one additional
147 representative shall be allotted in turn to each of the units in order of
148 greatest fractional representation until the total number of faculty
149 representatives equals the number as determined in section ~~1.43~~ above
150 (i.e., twice the number of senators not in sections ~~3, 4, and 5~~ 4, 5, 6 of
151 Article II of the Constitution)
- 152 ~~1.45~~ If it is determined by the above procedure that the number of representatives
153 allotted to any college/unit will be changed from the previous year, the Senate
154 Administrator in collaboration with the Associate Vice Chair, shall ~~se~~ report to the
155 Academic Senate prior to the announcement of elections.
- 156 ~~1.4.5.1~~ If a representative unit is allotted an additional seat and there is no vacancy in
157 the representation of a unit losing a seat, the unit gaining a seat shall
158 nevertheless elect an additional representative for a full term at the next general
159 election. The next vacancy occurring, by expiration of term, resignation or
160 otherwise, in the unit losing a seat shall not be filled.
- 161 ~~1.56~~ Representatives to the Academic Senate shall be nominated by a petition signed
162 by at least ten (10) members of the faculty/staff electorate of the appropriate
163 election unit: (a) college, (b) General Unit, (c) SSP Staff unit, or (4) General Staff
164 unit). The candidate shall indicate, by signature on the petition, their willingness
165 to serve if selected.
- 166 ~~1.5.6.1~~ If there is no candidate for an Academic Senate seat by the end of the filing
167 period, that seat shall be declared vacant and shall be filled according to the
168 procedures outlined in ~~1.76.2.4~~.
- 169 ~~1.67~~ When there is a vacancy of a faculty/staff representative (excluding CSU
170 Senators) the replacement for the remainder of the term shall be chosen as
171 follows:
- 172 ~~1.6.7.1~~ If a senator will be unable to perform their duties as senator for one semester or
173 less, a temporary replacement will be selected in accordance with the following
174 procedures:
- 175 ~~1.6.7.1.1~~ The dean of the college from which the senator serves shall call for
176 nominations for a temporary replacement to be chosen by chairs and
177 directors of that college from those nominated.
- 178 ~~1.6.7.1.2~~ For the General Unit, the Senate Administrator shall call for nominations

179 for a temporary replacement to be chosen by the Executive Committee
180 from those nominated.

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

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

189 ~~1.6.7.2.1~~ Vacancies are created by

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

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

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

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

215 vacant seats shall become a Staff-at-Large seat, which may be filled for
216 one year by a person from either a SSP Staff or a General Staff
217 constituency.

218 1.6.7.2.5 If only one candidate files a nominating petition for a vacancy, the dean
219 (~~or~~ Senate Administrator for the General Unit election, or UP for the staff
220 units election) shall not conduct an election but shall ~~se~~ report to the
221 Executive Committee, and the Executive Committee shall declare the
222 single candidate elected.

223 1.6.7.2.6 If a vacancy occurs during the months of January or February, the seat
224 shall be filled following the procedures listed in 1.6.7.1 above for
225 temporary vacancies and the senator shall hold the seat for the remainder
226 of the academic year. A permanent replacement shall be elected to fill out
227 the remainder of the term as part of the next general election.

228 1.7.8 Faculty and Staff Voting Rights for Elections to the Senate

229 1.7.8.1 Tenured and tenure track faculty have full permanent voting rights for college
230 representatives in the department of their primary assignment.

231 1.7.8.2 Lecturer faculty have proportional voting rights for college representatives in the
232 department of their primary assignment. Lecturer faculty assigned to more than
233 one representative unit may vote in each unit on a proportional basis determined
234 by the percentage of their appointment in each unit.

235 1.7.8.3 Members of the general unit have voting rights proportional to their
236 appointment(s).

237 1.8.4 Staff members have voting rights proportional to their appointment(s).

238 1.89 No write-in votes are permitted.

239 1.910 Procedures for faculty elections shall be determined by the Senate Election
240 Committee, with the approval of the Executive Committee of the Academic
241 Senate.

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

247 1.12 Whenever the word "staff electorate" is used in the constitution, bylaws, or
248 standing rules of the Academic Senate, it refers to those SJSU employees who

249 are not members of Collective Bargaining Unit 3, nor students, and do not hold
250 positions as Management Personnel Plan (MPP). Elections of representative
251 staff shall be conducted and reported by University Personnel, and vacancies
252 shall be filled by special elections for the balance of unexpired terms.

253 1.12.1 When further delineation is needed, the term "SSP Staff electorate" is
254 used to refer to the staff electorate who hold SSP positions, and the term
255 "General Staff electorate" is used to refer to all other members of the staff
256 electorate.

257 1.13 Whenever the phrase "faculty electorate" is used in the constitution, bylaws, or
258 standing rules of the Academic Senate, it refers to those faculty members eligible
259 to vote for representatives to the Senate (including members of the General
260 Unit), with proportional votes for lecturer faculty, as specified in Article II, Section
261 43, Part c, of the Senate's constitution.

262 1.14 Whenever the word "staff" is used in connection with eligibility for or service on
263 any committee and no other definition is stated, it means both a member of the
264 SSP Staff and the General Staff electorates.

265 1.14.1 When further delineation is needed, the phrase "SSP Staff" is used to refer to
266 the staff members who hold SSP positions, and the phrase "General Staff" is
267 used to refer to all other staff members.

268 1.4215 Whenever the word "faculty" is used in connection with eligibility for or service
269 on any committee and no other definition is stated, it means a member of the
270 faculty electorate.

271 1.4316 Whenever the phrase "teaching faculty" is used in connection with committee
272 eligibility or service and no other definition is stated, it means university
273 personnel holding the title of professor, associate professor, assistant professor,
274 or lecturer whose primary assignment is instruction and not more than 50 percent
275 of whose workload is administrative or other non-instructional duties (other than
276 as department chair or equivalent). Reimbursed or re- assigned time for
277 research, curriculum development, committee service, etc., is instructional.

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

285 2. Senate Officers

286 2.1 The following are officers of the Academic Senate:

287 2.1.1 The Chair of the Senate (who must be a faculty member), who shall be its
288 presiding officer, as provided in the constitution, and shall also be Chair of the
289 Executive Committee, and general faculty meetings.

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

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

300 2.1.4 The Past Chair is the person who served as chair for the preceding year,
301 provided that the Past Chair is not the same person as the current chair and
302 does not hold any other Senate office.

303 2.1.5 The Faculty-at-Large Representative. There shall be no Faculty-at-Large
304 Representative when there is a Past Chair.

305 2.1.6 ASCSU Representative to the Executive Committee

306 2.1.7 The Chairechairs of the Senate Policy Committees.

307 2.2 Election Procedures for Senate Officers

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

312 2.2.2 Extension of Senate Chair's term

313 2.2.2.1 If the Chair so requests, the agenda for the first regular meeting of the
314 Senate in spring semester shall include, as a special order of business
315 preceding policy committee reports, a proposal to extend that chair's term.
316 When the special-order item is reached, the Associate Vice Chair of the
317 Senate shall preside while the Senate debates and votes on the proposal.

318 The vote shall be by secret ballot and approval of the extension shall
319 require a two-thirds affirmative vote.

320 2.2.2.2 If the Senate approves the extension, the incumbent Chair is re-elected for
321 the following year. The term of office of the Vice Chair is extended for one
322 year. (If the term of the Vice Chair as an elected faculty representative
323 expires at the end of the spring semester the Vice Chair shall take the
324 place otherwise held by the Past Chair as an ex officio member.) The term
325 of the Past Chair is not extended, and a Faculty-at-Large Representative
326 shall be elected at the end of spring semester to fill the Past Chair's
327 position on the Executive Committee for the following year.

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

331 2.2.2.4 No chair shall serve for more than two full terms in succession.

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

336 2.2.4 As soon as possible after the election of new Senate members in the spring, the
337 Chair of the Senate shall appoint a nominating committee to prepare a slate of
338 officers for the forthcoming academic year. This committee should nominate at
339 least two candidates for each open Senate office. The committee shall also
340 ascertain the willingness of the nominees to serve if elected. The committee shall
341 produce a brief written document regarding the qualifications and goals of each
342 candidate which shall be distributed to the Senate prior to the day 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 Executive
358 Committee shall nominate at least two candidates to fill the vacancy and
359 present its nominees to the Senate. Additional nominations may be made
360 from the floor. When nominations have been closed, the Senate shall elect
361 a replacement to serve for the balance of the vacant position's term.

362 3. Senate Administrator

363 3.1 The Senate Administrative Analyst (an employee position in the Senate Office)
364 shall serve as the Senate Administrator.

365 3.2 The Senate Administrator may participate in Senate proceedings on the same
366 basis as a member of the Senate but shall not vote.

367 3.3 The Senate Administrator may speak at Senate and Executive Committee
368 meetings on matters relevant to Senate operations and on other matters when
369 requested by the Senate Chair.

370 3.4 The Senate Administrator may be present at executive sessions of the Senate
371 and is subject to the same confidentiality requirements as are applicable to
372 Senate members.

373 3.5 The Senate Administrator shall provide administrative support to the Senate
374 Chair and the Associate Vice Chair, shall attend and take minutes of the Senate
375 and Executive Committee meetings, shall have charge of the records and
376 archives of the Senate and its website, shall prepare committee appointment
377 letters and maintain and update committee membership lists, and shall assist in
378 the preparation of election materials and the administration of Senate elections.

379 3.6 The Senate Administrator shall be an ex officio member on the Committee on
380 Committees and the Election Committee.

381 4. Senate Committees

382 4.1 General information

383 4.1.1 The Academic Senate shall establish and appoint committees as may be
384 needed.

385 4.1.2 Except as otherwise provided in these bylaws, university policy, or Senate
386 Management Resolutions, all committees prepare, and submit to the Senate
387 Chair, an annual report summarizing activities at the end of the academic year.

388 These reports will be made available on the Senate's website.

389 4.1.3 Except as otherwise provided in these bylaws, university policy, or Senate
390 Management Resolutions, appointments to policy committees of the Academic
391 Senate shall be recommended by the elected members of the Executive
392 Committee and approved by the Senate; appointments to operating committees
393 shall be recommended by the Committee on Committees and approved by the
394 Senate. When an appointment is recommended more than one week before the
395 next regular meeting of the Senate, the recommending body may make its
396 recommendation effective at once as a temporary appointment. These temporary
397 appointments shall last until the next meeting of the Senate and must receive
398 Senate approval to become permanent. When appointments have been
399 approved by the Senate, the Senate Administrator shall notify those appointed.

400 4.1.4 Committees concerned primarily with faculty affairs shall contain a majority of
401 teaching faculty with full-time appointments. Committees concerned with student
402 affairs shall contain a significant proportion, but not a majority, of students.

403 4.1.5 For purposes of service on Senate committees, all university faculty, full or
404 part-time, active or retired, and all students, staff and alumni shall be considered
405 members of the university community.

406 4.1.5.1 For purposes of service on Senate committees, all SSP Staff members
407 are eligible to serve on General Unit and Faculty-at-Large seats.

408 4.1.6 Vacancies

409 4.1.6.1 Each year the Senate Executive Committee will approve a calendar
410 (referred to below as "appointment calendar") for appointing faculty and
411 staff to operating committees, policy committees, special agencies, and
412 other committees of the Senate. The calendar will be structured such that
413 colleges and units are given ample notification of vacancies before the
414 start of the fall semester and also allow for faculty-at-large appointments
415 to be confirmed at the first Senate meeting of the semester.

416 4.1.6.2 Notwithstanding the provisions of bylaw 4.5.2, college seats on policy
417 committees, operating committees, special agencies and other
418 committees for which no faculty from that college willing to serve have
419 been found by the date specified on the appointment calendar shall
420 become faculty-at-large seats for the balance of the academic year.

421 4.1.6.3 By the date specified on the appointment calendar, the Associate Vice
422 Chair of the Senate shall inform each college representative and college
423 dean which of that college's committee seats are still vacant and invite

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

432 4.1.6.4 By the date specified on the appointment calendar, all vacant college
433 seats on operating committees, special agencies and other committees for
434 which no faculty from the college have been recommended under
435 paragraph 4.1.6.3 above (or otherwise identified) shall become
436 faculty-at-large seats for the balance of the academic year and all
437 members of the Committee on Committees shall be requested to supply
438 names of faculty from any representative unit to fill these vacancies.

439 4.1.6.5 By the date specified on the appointment calendar, all vacant college
440 seats on policy committees shall become faculty-at-large seats for the
441 balance of the year. First priority in filling these vacancies shall be given to
442 elected faculty representatives on the Senate not assigned to other policy
443 committees. If all elected faculty representatives (other than Senate
444 officers) have been appointed to policy committees and there are policy
445 committee seats still remaining vacant, they shall be filled as provided in
446 4.1.6.3 for policy committees.

447 4.1.6.6 The Associate Vice Chair of the Senate shall coordinate this selection
448 process so as to maintain as far as possible a representative balance
449 across committees and shall report one name for each vacancy to the
450 Senate or the Executive Committee as appropriate under bylaw 4.1.3.

451 4.1.7 Elected faculty and staff representatives (other than Senate officers) not
452 appointed to seats designated for representative units and also not appointed to
453 faculty-at-large seats as provided above shall be appointed as additional
454 members-at-large of policy committees. If there is only one such member, that
455 person shall be appointed to the Organization and Government Committee. If
456 there is a second, that person shall be appointed to the Instruction and Student
457 Affairs Committee. A third shall be appointed to the Professional Standards
458 Committee and a fourth to the Curriculum and Research Committee. The
459 provision shall be implemented in a manner consistent with Academic Senate
460 bylaw 4.5.2.1.

461 4.1.8 If a member (non-ex officio) of an Academic Senate committee (policy, operating,

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

468 4.1.9 If a non-ex officio member of an Academic Senate committee (policy, operating,
469 special agency, or other Senate committee) is absent from three regularly
470 scheduled committee meetings in an academic year or repeatedly does not
471 perform assigned committee duties, the chair of the committee may request,
472 through the Associate Vice Chair of the Senate, that the person be removed from
473 the committee. The Associate Vice Chair, following discussion with and approval
474 from the Executive Committee for removal of the committee member will then
475 solicit nominations for a replacement (or notify the relevant college if an election
476 is needed) and bring a recommendation to the Executive Committee and
477 subsequently to the Senate via the consent calendar.

478 4.1.10 Removal of a senator from their assigned policy committee will result in removal
479 from the Senate.

480 4.1.11 Unless otherwise stipulated in university policy or Senate Management
481 Resolutions, recommendation of students for membership on policy committees,
482 operating committees, special agencies, and other Senate committees shall be
483 made according to the recommendation procedures of the Associated Students,
484 Inc. and should be transmitted to the Associate Vice Chair by the second
485 meeting of the new Academic Senate for final approval by the Senate. The
486 Associated Students, Inc. should give student appointments to the Student
487 Fairness Committee a high priority.

488 4.1.11.1 Should the Associated Students, Inc. Board of Directors not transmit
489 recommendations of students for membership on Senate operating
490 committees, policy committees, special agencies or other Senate
491 committees by the fourth week of instruction, the following shall supersede
492 the rules of the Associated Students, Inc. for nomination of students to
493 policy committees, operating committees, special agencies or other
494 Senate committees: student seats shall become university
495 student-at-large seats for the balance of the academic year. These seats
496 may be filled by any student in good standing at the university who
497 self-nominates, or who is nominated by a member of the Academic
498 Senate, and who is recommended by the elected members of the
499 Executive Committee and approved by the Senate (subject to bylaw
500 4.1.3). All student nominees shall submit a statement of interest to the

501 Senate's Associate Vice Chair.

502 4.1.11.2 Should a vacancy occur, the President of Associated Students, Inc. shall
503 select a replacement to fill out the remainder of the term. This selection
504 must be approved by a two-thirds majority of the total membership of the
505 Board of Directors of the Associated Students, Inc. The name of the
506 nominee should be transmitted to the Associate Vice Chair within 30 days
507 of the time that the vacancy occurred for final approval by the Senate.
508 When the appointment has been approved by the Senate, the Senate
509 Administrator shall notify the appointee. If a nomination is not received
510 within 30 days, the seat will be declared a student-at-large seat for the
511 balance of the academic year and will be filled as per 4.1.11.1.

512 4.1.11.3 In the event a student holding an Associated Students ex officio position
513 has a conflict and cannot make committee meetings, then the AS
514 President may designate a replacement as needed.

515 4.2 Executive Committee

516 4.2.1 Charge: Acts as an Ad Hoc Advisory Committee to the President on request; acts
517 for the Academic Senate at such times when the members may not be available;
518 formulates policy proposals; refers matters of business to the appropriate
519 agencies; develops and approves the agenda for Senate meetings; handles
520 external relations with elected officials and their staff, as appropriate; prepares
521 nominations/appointments as needed to policy committees, operating
522 committees, special agencies, and other Senate committees for Senate (or
523 administrator) approval.

524 4.2.2 Membership:

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

- 538 n) Chair, Organization & Government (elected)
- 539 o) Chair, Professional Standards (elected)

540 4.2.3 Any action taken by the Executive Committee requires the presence of a quorum
541 of the elected members. When acting for the Academic Senate, the Executive
542 Committee shall distinguish whether it is expressing the position adopted by the
543 Senate as a whole or of the Executive Committee alone. In handling relations
544 with elected officials or their staff, these shall be on matters of relevance to the
545 well-being of the university, and this duty shall be carried out in coordination with
546 university employees involved in government relations; the Executive Committee
547 is encouraged to recruit an appropriate number of university employees and
548 students to assist in its external relations efforts. In acting as an ad hoc
549 Presidential advisory committee, only the elected members of the Executive
550 Committee shall sit in this capacity. Normally, the President should seek the
551 advice of the full Senate on issues of policy, rather than that of the Executive
552 Committee or its elected members

553 4.3 Committee on Committees

554 4.3.1 Charge: Prepares nominations for policy committees, operating committees,
555 special agencies, and other Senate committees as needed. In cooperation with
556 the Organization and Government Committee, makes recommendations for the
557 improvement of the Senate's committee operations and structure. Maintains a
558 record of faculty, staff, students, and administrators currently serving on
559 University- level committees. At the request of the President, or other
560 administrator making the appointments, recruits nominees and suggests names
561 of faculty, staff, and students for service on committees as needed. Acts as
562 Election Committee.

563 4.3.2 Membership: The Senate's Associate Vice Chair serves as Chair for the
564 Committee on Committees. Additionally, one faculty member from each of the
565 Senate's representative units who shall not be members of the Senate. If a seat
566 is not filled and becomes an 'at large' seat, Senators from the college where
567 there is a vacancy, who are already serving on a policy committee, would be
568 eligible to serve on the Committee on Committees.

- 569 a) The Associate Vice Chair of the Senate [EXO], who shall be chair
- 570 b) 1 faculty, College of Business
- 571 c) 1 faculty, College of Education
- 572 d) 1 faculty, College of Engineering
- 573 e) 1 member, General Unit
- 574 f) 1 faculty, College of Health and Human Sciences
- 575 g) 1 faculty, College of Humanities and the Arts

- 576 h) 1 faculty, College of Science
- 577 i) 1 faculty, College of Social Science
- 578 j) 1 Student Senator
- 579 k) Senate Administrator (non-voting)

580 4.3.3 Appointments to the Committee on Committees shall be recommended by the
581 elected members of the Executive Committee and approved by the Senate.
582 Members (other than the Chair and the Student Senator) shall serve for
583 staggered two-year terms.

584 4.4. Election Committee

585 4.4.1 There shall be an Election Committee. Its members shall be the members of the
586 Committee on Committees. Its chair shall be the Associate Vice Chair of the
587 Senate.

588 4.4.2 The Election Committee shall arrange for the election of faculty representatives
589 to this Senate and of the university's representatives to the CSU Academic
590 Senate, referenda under Articles V and VI of the Academic Senate Constitution,
591 and all other campus-wide elections required by university policies.

592 4.4.3 Elections shall be conducted by colleges and departments under instructions of
593 the Election Committee.

594 4.4.4 The Election Committee shall be responsible for the establishment of voting
595 procedures and their supervision.

596 4.4.5 The Election Committee shall assure that the results of the elections will be
597 available for presentation to the Academic Senate no later than one week prior to
598 the last spring Senate meeting.

599 4.4.6 In carrying out a referendum under Article V of the Constitution, the Senate
600 Administrator in consultation with the Election Committee shall prepare an
601 electronic ballot which indicates the specific action of the Academic Senate which
602 is being referred to the faculty electorate. The question to be voted on will be
603 stated as follows: "Shall the action of the Academic Senate specified above be
604 sustained?" The ballot in a referendum may be accompanied by pro and con
605 arguments of not more than 300 words each. If such arguments are to be
606 included, the Chair of the Senate will designate one or more persons to write the
607 pro argument; the person(s) offering the motion or submitting the petition for a
608 referendum will designate one or more persons to write the con argument. In the
609 event that persons requesting the referendum are in support of the Senate action
610 which is the subject of the referendum, then the Chair of the Senate will
611 designate one or more persons opposed to the Senate action to write the con

612 argument. Failure to submit an argument on one side shall not prevent
613 distribution of an argument submitted by the other side

614 4.5. Policy Committees

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

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

620 4.5.1 The establishment or elimination of any policy committee shall require a two-
621 thirds (2/3) majority of the Senate.

622 4.5.2 Policy committees shall normally be composed so that at least one half of the
623 members of a policy committee are also members of the Senate. Generally, no
624 person shall serve on more than one policy committee. Exceptions may be made
625 for the President of the Associated Students, officers of the Senate, and
626 university administrators.

627 4.5.2.1 Normally, each policy committee includes representation from each of the
628 units from which faculty representatives are elected. In no instance shall
629 more than two faculty members from any of the units from which faculty
630 representatives are elected be assigned to one policy committee.

631 4.5.2.2 The senators representing the Emeritus and Retired Faculty Association
632 and the Alumni Association are eligible for appointment to policy
633 committees with the exception of the Professional Standards Committee.
634 If they wish to serve, they shall, at the beginning of the academic year,
635 request to the Associate Vice Chair to be appointed to a policy committee.
636 Although they may request a specific committee assignment, they may be
637 appointed to another committee where representation is needed. When
638 appointed, these senators shall have the status of ex officio members.

639 4.5.3 All policy committee appointments shall be for one year, commencing with the
640 first meeting of the new Senate for the year, which usually takes place in the last
641 month of the Spring semester.

642 4.5.3.1 Seniority shall not be the primary factor in selecting members of policy
643 committees.

644 4.5.3.2 To achieve the principle in 4.5.2, senators shall have priority in
645 appointments to policy committees.

646 4.5.3.3 Tenured faculty should be given priority for appointment to the
647 Professional Standards Committee.

648 4.5.4 Members of Senate policy committees, including ex officio members, can vote
649 and be counted for quorum (defined in Senate Standing Rule 13) only if present
650 in person or via remote attendance.

651 4.5.5 Chairs of policy committees shall be elected annually by the Senate from its
652 faculty representatives.

653 4.5.5.1 Nominees for the Chair of Professional Standards must be tenured full
654 professors.

655 4.5.6 Policy committees shall report to the Executive Committee of the Academic
656 Senate.

657 4.5.7 All policy committee recommendations for the Senate's consideration shall show
658 the names of the committee members present and absent; the vote totals, and
659 shall state:

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

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

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

667 4.6 Operating Committees

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

671 Faculty Diversity Committee (reporting to PS)

672 General Education Advisory Committee (reporting to CR)

673 Graduate Studies & Research Committee (reporting to CR)

674 Institutional Review Board (reporting to CR)

675 International Programs & Students Committee (reporting to ISA)

676 Program Planning Committee (reporting to CR)

677 Student Evaluation Review Board (reporting to PS)

678 Student Fairness Committee (reporting to ISA)

- 679 Undergraduate Studies Committee (reporting to CR)
- 680 4.6.1 The establishment or elimination of any operating committee shall require a
681 simple majority of the Senate.
- 682 4.6.2 All operating committees shall report to their designated policy committees.
- 683 4.6.3 Except as otherwise provided in these bylaws, University Policy, or Senate
684 Management Resolution, chairs of operating committees shall be elected by the
685 members of the operating committee. Any member of the committee, except an
686 ex officio member, is eligible to serve as chair.
- 687 4.6.4 Near the end of each spring semester, each operating committee shall elect from
688 among its continuing membership, a chair for the following academic year. The
689 outgoing committee chair shall recommend, through the appropriate policy
690 committee, to the Organization and Government Committee any changes in
691 committee responsibility or organization.
- 692 4.6.5 Appointments of faculty to operating committees shall be for staggered three-
693 year terms unless otherwise specified. After service for a full three-year term,
694 members should be reappointed only in special circumstances. Appropriate
695 administrative officers or their officers or designees shall be included on
696 operating committees as ex officio members.
- 697 4.6.5.1 Faculty serving on a policy committee are ineligible to serve on any
698 operating committee reporting to that same policy committee.
- 699 4.6.5.2 The Committee on Committees chair will assure that, when appointments
700 are made, they take into consideration part 4.6.5.1.
- 701 4.6.5.3 To the extent possible, administrative designees to operating committees
702 and their parent policy committee should not result in concurrent
703 membership.
- 704 4.6.6 Student membership on operating committees is normally for a one-year term.
- 705 4.7 Special Agencies, Other Senate Committees, and Special Committees of the
706 Senate
- 707 4.7.1 The Senate shall establish and appoint special agencies, other Senate
708 committees or special committees of the Senate as may be needed. The
709 establishment or elimination of any special agency, other Senate committee, or
710 special committee of the Senate shall require a simple majority of the Senate.
- 711 4.7.2 Unless otherwise specified in a Senate Management Resolution or University

712 Policy, reporting requirements for special agencies, other Senate committees,
713 and special committees of the Senate follow bylaw 4.1.2.

714 4.7.3 Unless otherwise specified in a Senate Management Resolution or University
715 Policy, a) members of special agencies, other Senate committees, and special
716 committees of the Senate shall be nominated by the elected members of the
717 Executive Committee; and

718 4.7.4 Unless otherwise specified in a Senate Management Resolution or University
719 Policy, chairs of special agencies, other Senate committees, and special
720 committees of the Senate may be designated by the elected members of the
721 Executive Committee.

722 4.7.5 Student membership on special agencies, other Senate committees, and special
723 committees of the Senate is normally for a one-year term.

724 4.7.6 Special Agencies

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

728 Accreditation Review Committee Alcohol & Drug Abuse Committee Athletics
729 Board

730 Budget Advisory Committee Campus Planning Board

731 Strategic Planning Steering Committee Student Success

732 4.7.6.1 The following shall apply to all special agencies.

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

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

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

741 d) The Executive Committee (or a designated policy committee at the
742 request of the Executive Committee) may, from time to time, review the
743 policy establishing a special agency and may require reports from

744 special agencies.

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

748 4.7.6.2 Appointments of faculty to special agencies shall be for staggered
749 three-year terms unless otherwise specified. After service for a full
750 three-year term, members should be reappointed only in special
751 circumstances. Appropriate administrative officers or designees shall be
752 included on special agencies as ex officio members.

753 4.7.7 Other Senate Committees

754 Committees in this category are bodies created by policies or Senate
755 Management Resolutions. Their charges, membership, and responsibilities are
756 specified in the policies or Senate Management Resolutions that established
757 them. Current committees in this category:

758 Academic Disqualification and Reinstatement Review Board of Academic
759 Freedom and Professional Standards Traffic, Transit, and Parking

760 University Library Board University Sustainability Board University Writing
761 Committee

762 4.7.7.1 Recommendations from committees in this category requiring changes in
763 university policy shall be reported to the Executive Committee for referral
764 to an appropriate policy committee for consideration.

765 4.7.7.2 If not otherwise specified in policy or a senate management resolution,
766 reporting requirements follow bylaw 4.1.2

767 4.7.7.3 Appointments of faculty to committees in this category shall be for
768 staggered three-year terms unless otherwise specified. After service for a
769 full three-year term, members should be reappointed only in special
770 circumstances. Appropriate administrative officers or designees shall be
771 included as ex officio members.

772 4.7.7.4 Student membership is normally for a one-year term.

773 4.7.8 Special Committees of the Senate

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

777 4.7.8.1 Members of special committees and task forces shall be nominated by the
778 elected members of the Executive Committee.

779 4.7.8.2 The charge, determined by the elected members of the Executive
780 Committee, shall be specified in the resolution that establishes the special
781 committee of the Senate.

782 4.7.8.3 Chairs of special committees and task forces may be designated by the
783 elected members of the Executive Committee.

784 5. Procedure

785 5.1 Robert's Rules of Order, most recent edition, shall apply unless superseded by
786 the constitution, bylaws, or standing rules of the Academic Senate.

787 5.2 The meetings of the Academic Senate are open, but the number of
788 non-members present shall not exceed the room capacity, and preference shall
789 be given to guests officially invited by the Senate Chair. The Chair shall request
790 audio-visual coverage of meetings when necessary.

791 5.3 Spectators at Senate meetings shall not take part in or attempt to influence the
792 proceedings of the Senate, except as may be authorized in the standing rules.
793 Violators shall be excluded. At the Chair's discretion, the Chair may recess the
794 meeting.

795 5.4 The Academic Senate shall be called into executive session by the Chair upon
796 approval of a majority of the members present. Only Academic Senate members
797 and the Senate Administrator may be present during executive sessions.
798 Normally, only personnel or fiscal matters may be discussed in executive
799 sessions, but final action on all matters shall be taken in regular Academic
800 Senate meetings. Proceedings in executive ~~session~~session are confidential and
801 are not published within the senate minutes.

802 6. Senators as Representatives

803 6.1 It is the responsibility of each elected member of the Academic Senate to assess
804 the attitudes and viewpoints of their constituency. However, each member
805 represents and serves the entire university. Thus, no member shall come
806 instructed as to how to vote on any item under consideration by the Senate or its
807 committees.

808 6.2 Senators are to maintain communications with their constituency regarding
809 Senate activities and accomplishments as needed.

810 7. Approval of Policies

811 7.1 Measures adopted by the Academic Senate intended to have binding effect on
812 the university generally or on persons or matters external to the Senate itself are
813 policy recommendations and are submitted to the President for approval under
814 Article IV, Section 2, of the Senate constitution.

815 7.1.1 Bylaws adopted in accordance with standing rule 10.a.2 (Senate Management
816 Resolutions) or resolutions expressing only the opinion of the Senate, are not
817 policy recommendations and do not require approval of the President.

818 8. Representation, Academic Senate, CSU

819 8.1 The following are subject to applicable provisions of the constitution of the
820 Academic Senate of the California State University (ASCSU).

821 8.1.1 Candidates for the ASCSU from the SJSU campus shall be nominated by the
822 faculty electorate following procedures similar to those prescribed for nomination
823 of candidates for the Academic Senate of San José State University.

824 8.1.2 Simultaneous candidacy of the same person for both the ASCSU and the
825 Academic Senate SJSU at the same election is prohibited.

826 8.1.3 A faculty representative on the SJSU Senate who is elected to the ASCSU
827 vacates their seat as an elected member of the SJSU Senate.

828 8.1.4 Temporary Vacancy

829 8.1.4.1 A temporary vacancy is defined as one in which a CSU Senator will be
830 unable to perform ~~his or her~~their duties for a period of one semester or
831 less. In such cases, the Vice Chair of the SJSU Academic Senate shall
832 serve as temporary CSU Senator.

833 8.1.4.2 If the Vice Chair is unable to serve, the Chair of the SJSU Academic
834 Senate may designate any elected faculty representative of the current
835 SJSU Academic Senate to act as temporary CSU Senator.

836 8.1.4.3 An SJSU senator temporarily serving as an ASCSU Senator shall remain
837 a faculty representative of the SJSU Senate.

838 8.1.5 Permanent Vacancy

839 8.1.5.1 If a CSU Senator will be absent from the SJSU campus or unable to
840 perform the duties of an ASCSU Senator for a period of longer than one
841 semester, the seat held by that ASCSU senator shall be deemed vacant.

842 8.1.5.2 When a permanent vacancy occurs, a special election shall be held to fill

843 the vacancy for the balance of the term. The election shall be held
844 promptly after the determination is made that there is or will be such a
845 vacancy. If there is no advance notice, the position will be filled temporarily
846 as described in section above until an election can be held.

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

848 9.1 Faculty (as defined in the Academic Senate Constitution) occasionally serve as
849 representatives on bodies not established by nor under the authority of SJSU
850 (e.g., system-wide or other off-campus agencies or committees). In instances in
851 which no other procedure for their designation is prescribed, representatives
852 shall be appointed by the Academic Senate on nomination of the Executive
853 Committee.

854 9.2 Where no other procedure has been approved by the Academic Senate,
855 appointments of faculty to presidential task forces, advisory committees, and
856 commissions shall be made by the following process: the elected members of the
857 Executive Committee shall consult with the President in regard to these
858 appointments. Nominations shall be presented to the Senate for approval.

859 9.3 Appointments of faculty to the boards of University auxiliary organizations shall
860 be made by the President after consultation with the elected members of the
861 Executive Committee.

862 9.4 Appointments of faculty to the Instructionally Related Activities (IRA) Advisory
863 Committee shall be made by the President after consultation with the elected
864 members of the Executive Committee.

865 10. Editorial Changes - Senate Documents and Archiving Resolutions

866 10.1 When identifiers are changed, but the function, responsibilities, purpose, or
867 content remain the same, the Senate Chair may approve replacement in Senate
868 documents of the old identifier by the new one, as an editorial change. Such
869 changes shall be explained and reported to the Executive Committee of the
870 Senate and recorded in the meeting minutes. Example identifiers include the title
871 related to a university official, agency, or course designations, or unit of the
872 university appearing in Academic Senate documents (including the constitution,
873 bylaws, university policies, and resolutions providing for committee membership).

874 10.2 When the number, title or designation of a law, regulation, executive order, or
875 policy, referred to in a Senate document, is changed or rescinded by competent
876 authority, but no other change affecting university policy is involved, the Senate
877 Chair may authorize replacement of the old number, title or designation by the
878 new one in Senate documents, as an editorial change. Such changes shall be

879 reported to the Executive Committee of the Senate and recorded in the meeting
880 minutes.

881 10.3 When a policy recommendation or Senate Management Resolution is found to
882 contain editorial errors, ~~that when corrected~~ that, when corrected, would not
883 change the intent of the policy recommendation or resolution, the Senate Chair
884 can correct the error(s) following consultation with and obtaining unanimous
885 consent from, the Executive Committee. The edited version of the policy
886 recommendation approved by the Executive Committee will be submitted to the
887 President for final review and signature. Approved editorial corrections shall be
888 recorded in the Senate Executive Committee meeting minutes and changes will
889 be made by the Senate administrator to the document being corrected. If the
890 editorial changes are not approved by the Executive Committee or the President,
891 the document will be returned to the appropriate policy committee for revision
892 and brought to the Senate for debate and vote.

893 10.4 Following implementation of updates to Senate bylaws and standing rules, called
894 for in a Senate Management Resolution, the Senate chair can approve the
895 relocation, by the Senate administrator, of such resolutions to the web-based
896 archive of Senate Management Resolutions. The chair will communicate the
897 action at an Executive

898 Committee meeting. The Senate Administrator will include documentation of this
899 in Executive Committee minutes.

900 11. Specific Designation of Rescinded Policies

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