

Policy Recommendation

Amendment to Bylaws of the Academic Senate of 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 thirteen stakeholder meetings
24 between January 2024 and August 2024, and conducted a staff survey in February
25 2024, which yielded data of about 250 respondents. A consistent theme throughout
26 these meetings and the survey was the importance of staff serving on the Senate and
27 other 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, it can be confusing to label a specific segment of the staff as “faculty” when they
35 are in fact classified as staff employees. Second, while voices of the SSP III and IV

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

36 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 San José State University so that the terms “faculty” and “staff” used for the Bylaws of
41 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 The committee has also learned other areas of opportunity to propose further changes.
45 One area is the representation of deans, which is one of the most widely represented
46 constituencies. While each dean has their own discipline-specific expertise and unique
47 leadership perspectives, which is indispensable for the function of the Senate, given
48 frequent and collegial communication and collaborations among the deans, as has been
49 always exercised, the committee found it feasible to adjust the extent of representation.

50 Another area is the membership of the President of the University, who is the ultimate
51 authority regarding all university policies. Ratification of all policy resolutions approved
52 by the Senate requires approval by the President. As such, and aligning the practices
53 employed by other CSU campuses, the committee found it beneficial to change the
54 President to a non-voting member.

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

62 Based on these reasons, and specifically, this recommendation seeks to:

- 63 1. Redefine “faculty” as exclusively Unit 3 employees;
- 64 2. Preserve SSP Staff participation in the Senate;
- 65 3. Allow General Staff participation in the Senate;
- 66 4. Make changes to non-faculty seats;
- 67 5. Increase the number of faculty seats; and
- 68 6. Provide language that allows time for service work for staff senators and ensure
69 independent opinions are voiced by staff in the Senate.

70 **Resolved:** That the following amendment to the Bylaws of the Senate be adopted and
71 enacted upon the adoption of the amendment of the Constitution as proposed in AS
72 1876.

73 Approved: September 25, 2024

74 Vote: 10-0-0

75 Present: Harish Chander, Denise Dawkins, Katelyn Gambarin,
76 Reiko Kataoka, Michael Kaufman, Eduardo Munoz-Munoz, Annette
77 Nellen, Nha-Nghi Nguyen, Kenneth Peter, Janet Sundrud

78 Absent: Acacia Clark, Behin Elahi, Jahmal Williams

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

84 Workload Impact: Increased workload for University Personnel

85 **BYLAWS OF THE ACADEMIC SENATE**
86 **SAN JOSE STATE UNIVERSITY**

87 1. Elections and Faculty and Staff Representatives

88 1.1 Faculty representatives shall be elected to the Academic Senate of this
89 University from the following representative units: College of Health and Human
90 Sciences, College of Business, College of Education, College of Engineering,
91 College of Humanities and the Arts, College of Science, College of Social
92 Sciences, and the General Unit.

93 1.1.1 Members of the General Unit

94 a) Unit 3 faculty outside the above colleges (e.g., College of Data, Information,
95 and Society faculty, librarians, counselors, Division of Intercollegiate Athletics
96 coaches [~~not MPP~~]).

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

98 1.1.2 A college, not presently represented in 1.1 would become a representative
99 unit when that college has at least 50 Full-Time Equivalent Faculty (FTEF) FTEF
100 and at least three departments.

101 1.1.3 Members of the faculty electorate holding administrative, or Management
102 Personnel Plan (MPP), positions are not eligible to serve as faculty
103 representatives while holding such positions.

104 ~~1.2 Pursuant to Article II, Section 3 of the Constitution, the following positions~~
105 ~~and classifications are declared to be directly related to the instructional program.~~
106 ~~All employees serving in the following positions are qualified to vote for faculty~~
107 ~~representatives (using proportional voting based on assignment) and are eligible~~
108 ~~to serve as faculty representatives to the Senate with the exception of~~
109 ~~administrators (covered by the Management Personnel Plan), employees in~~
110 ~~clerical and technician classifications, and volunteers.~~

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

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

115 1.2 Staff representatives shall be elected to the Academic Senate from the
116 staff unit, the members of which are the entire SJSU employees who are not
117 members of Collective Bargaining Unit 3 nor students, and do not hold positions

118 as Management Personnel Plan (MPP).

119 1.2.1 Two of the staff representatives shall be elected from the members of the
120 staff electorate who hold positions as Student Service Professional (SSP Staff
121 electorate) as SSP Staff representatives.

122 1.2.2 Two other staff representatives shall be elected from all of the other
123 members of the staff electorate (General Staff electorate) as General Staff
124 representatives.

125 1.3.1.2.1 Subject to approval of the Executive Committee, the Election Committee
126 is authorized to decide questions of interpretation of this bylaw and may
127 recommend amendments to it to the Organization and Government Committee.

128 1.4.1.3The number of faculty senators must be twice the number of senators who
129 are eligible to vote and not faculty members [currently 2018: Deans (34), AS
130 President and students (7), ~~the President and VPs (45)~~, SSP Staff
131 Representatives (2), General Staff Representatives (2), an Emeritus
132 Representative (1), and an Alumni Representative (1)].

133 1.4.1.3.1 The number of faculty representatives to be apportioned among the
134 colleges and the General Unit is the total number of faculty senators minus the
135 number of ex officio faculty senators (Academic Senate of the CSU
136 (ASCSU)ASCSU senators, SJSU Senate Chair and Past Chair). The resulting
137 difference is the number to be used in part 1.4.2 4.3.2 to apportion faculty
138 representatives among the several colleges and the General Unit.

139 1.4.2.1.3.2: Before each spring election, using the FTE/F of the preceding fall
140 semester provided by University Personnel, the Senate Administrator shall
141 determine, and the Associate Vice Chair verify, the number of representatives
142 allotted to each representative unit (as defined in Bylaw 1.1). The number of
143 representatives for each unit shall be determined by first dividing the combined
144 total FTE teaching faculty of the college representative units plus the FTE faculty
145 ~~and staff~~ in the General Unit by the number determined in part 1.4.1.3.1 above
146 and then dividing this value into the FTE faculty of each of the college units and
147 the FTE faculty ~~and staff~~ in the General Unit.

148 1.4.2.1.3.2.1 If the allotment of any representative unit is determined to
149 be less than one, it shall be increased to one.

150 1.4.2.1.3.2.2 If the total number of faculty representatives on the Senate
151 overall exceeds the number as determined in section 1.4 4.3 above, the
152 number as determined in section 1.4.2 4.3 above shall be decreased until
153 the total number of faculty representatives allotted is equal to the number

154 determined in 1.4.1.3 (i.e., maintains the 2/3 proportion of voting members
155 membership being faculty representatives.

156 1.4.2.3~~1.3.2.3~~ If the total number of faculty representatives on the Senate
157 overall is less than the number as determined in section 1.4.1.3 above, one
158 additional representative shall be allotted in turn to each of the units in
159 order of greatest fractional representation until the total number of faculty
160 representatives equals the number as determined in section 1.4.1.3 above
161 (i.e., twice the number of senators who are eligible to vote on policy
162 resolutions and are not in section 3, section 5, and section 6 ~~sections 3, 4,~~
163 ~~and 5~~ of Article II of the Constitution)

164 1.5.1.4 If it is determined by the above procedure that the number of
165 representatives allotted to any college/unit will be changed from the previous
166 year, the Senate Administrator in collaboration with the Associate Vice Chair,
167 shall ~~so~~ report to the Academic Senate prior to the announcement of elections.

168 1.5.1.4.4 If a representative unit is allotted an additional seat and there is no
169 vacancy in the representation of a unit losing a seat, the unit gaining a seat shall
170 nevertheless elect an additional representative for a full term at the next general
171 election. The next vacancy occurring, by expiration of term, resignation or
172 otherwise, in the unit losing a seat shall not be filled.

173 1.6.1.5 Representatives to the Academic Senate shall be nominated by a petition
174 signed by at least ten (10) members of the faculty/staff electorate of the
175 appropriate election unit: (a) college, (b) General Unit, (c) SSP Staff unit, or (4)
176 General Staff unit). The candidate shall indicate, by signature on the petition,
177 their willingness to serve if selected.

178 1.6.1.5.4 If there is no candidate for an Academic Senate seat by the end of the
179 filing period, that seat shall be declared vacant and shall be filled according to the
180 procedures outlined in 1.7.2.4 ~~6.1.6.2.4~~.

181 1.7.1.6 When there is a vacancy of a faculty/staff representative (excluding CSU
182 Senators) the replacement for the remainder of the term shall be chosen as
183 follows:

184 1.7.1.6.4 If a senator will be unable to perform their duties as senator for one
185 semester or less, a temporary replacement will be selected in accordance with
186 the following procedures:

187 1.7.1.6.4.4 The dean of the college from which the senator serves shall
188 call for nominations for a temporary replacement to be chosen by chairs
189 and directors of that college from those nominated.

190 1.7.1.24.6.1.2 For the General Unit, the Senate Administrator shall call for
191 nominations for a temporary replacement to be chosen by the Executive
192 Committee from those nominated.

193 1.7.1.3 For a staff senator, the University Personnel (UP) shall call
194 for nominations for a temporary replacement to be chosen by the
195 Executive Committee from those nominated.

196 1.7.24.6.2 When there is a permanent vacancy of a senator, the replacement for
197 the remainder of the term shall be chosen as follows: the appropriate college
198 dean (or Senate Administrator in the case of the General Unit or UP in the case
199 of staff) shall hold a special election as soon as possible after the determination
200 of the vacancy.

201 1.7.2.14.6.2.1 Vacancies are created by

- 202 a) resignation or recall from the Senate,
- 203 b) termination of employment,
- 204 c) removal from the Senate as a result of being absent from three Senate
205 meetings in an academic year,
- 206 d) removal from a policy committee as a result of being absent from three
207 regularly scheduled policy committee meetings,
- 208 e) removal from a policy committee due to failure to perform assigned
209 policy committee duties as determined by the Executive Committee of
210 the Senate in consultation with the policy committee chair,
- 211 f) leave, with or without pay, which covers more than one semester,
- 212 g) appointment to a full-time administrative (Management Personnel
213 Plan) position,
- 214 h) election to the role of Academic Senate Chair, or
215 i) no candidate files for a vacant seat.

216 1.7.2.24.6.2.2 When a Senate seat is vacated, the associated seat on that
217 senator's assigned policy committee would become vacant.

218 1.7.2.34.6.2.3 Faculty and staff representatives who accept one semester
219 leaves with or without pay may resign from the Senate or request the
220 selection of a replacement for one semester following the procedures
221 listed in 1.7.1.4.6.4 above.

222 1.7.2.44.6.2.4 If no candidate files for that vacancy, it shall be filled for one
223 year by a person in that constituency selected by the Executive
224 Committee after consultation with the Senators from that constituency. A
225 permanent replacement shall be elected to fill out the remainder of the
226 term as part of the next general election. For SSP and General Staff

227 Senate seats, such vacant seats shall become a Staff-at-Large seat,
228 which may be filled for one year by a person from either a SSP Staff or a
229 General Staff constituency.

230 1.7.2.5~~1.6.2.5~~ If only one candidate files a nominating petition for a
231 vacancy, the dean (~~or~~ Senate Administrator for the General Unit election,
232 or UP for the staff units election) shall not conduct an election but shall ~~so~~
233 report to the Executive Committee, and the Executive Committee shall
234 declare the single candidate elected.

235 1.7.2.6~~1.6.2.6~~ If a vacancy occurs during the months of January or
236 February, the seat shall be filled following the procedures listed in 1.7.1
237 ~~1.6.4~~ above for temporary vacancies and the senator shall hold the seat
238 for the remainder of the academic year. A permanent replacement shall be
239 elected to fill out the remainder of the term as part of the next general
240 election.

241 1.8~~1.7~~ Faculty and Staff Voting Rights for Elections to the Senate

242 1.8.1~~1.7.1~~ Tenured and tenure track faculty have full permanent voting rights for
243 college representatives in the department of their primary assignment.

244 1.8.2~~1.7.2~~ Lecturer faculty have proportional voting rights for college
245 representatives in the department of their primary assignment. Lecturer faculty
246 assigned to more than one representative unit may vote in each unit on a
247 proportional basis determined by the percentage of their appointment in each
248 unit.

249 1.8.3~~1.7.3~~ Members of the general unit have voting rights proportional to their
250 appointment(s).

251 1.8.4 Staff members have voting rights proportional to their appointment(s).

252 1.9~~1.8~~ No write-in votes are permitted.

253 1.10~~1.9~~ Procedures for faculty elections shall be determined by the Senate
254 Election Committee, with the approval of the Executive Committee of the
255 Academic Senate.

256 1.11~~1.10~~ The phrase "academic deans" as used in Article II, Section 2 of the
257 constitution means deans, and associate deans (MPP) in the academic affairs
258 division. Elections of representative academic deans shall be conducted and
259 reported by the Provost, and vacancies shall be filled by special elections for the
260 balance of unexpired terms.

261 1.12 Whenever the word "staff electorate" is used in the constitution, bylaws, or
262 standing rules of the Academic Senate, it refers to those SJSU employees who
263 are not members of Collective Bargaining Unit 3, nor students, and do not hold
264 positions as Management Personnel Plan (MPP). Elections of representative
265 staff shall be conducted and reported by University Personnel, and vacancies
266 shall be filled by special elections for the balance of unexpired terms.

267 1.12.1 When further delineation is needed, the term "SSP Staff
268 electorate" is used to refer to the staff electorate who hold SSP positions,
269 and the term "General Staff electorate" is used to refer to all other
270 members of the staff electorate.

271 1.13 Whenever the phrase "faculty electorate" is used in the constitution,
272 bylaws, or standing rules of the Academic Senate, it refers to those faculty
273 members eligible to vote for representatives to the Senate (including members of
274 the General Unit), with proportional votes for lecturer faculty, as specified in
275 Article II, Section 3, Part c, of the Senate's constitution.

276 1.14 Whenever the word "staff" is used in connection with eligibility for or
277 service on any committee and no other definition is stated, it means both a
278 member of the SSP Staff and the General Staff electorates.

279 1.14.1 When further delineation is needed, the phrase "SSP Staff" is used to refer to
280 the staff members who hold SSP positions, and the phrase "General Staff" is
281 used to refer to all other staff members.

282 1.154.12 Whenever the word "faculty" is used in connection with eligibility for or
283 service on any committee and no other definition is stated, it means a member of
284 the faculty electorate.

285 1.164.13 Whenever the phrase "teaching faculty" is used in connection with
286 committee eligibility or service and no other definition is stated, it means
287 university personnel holding the title of professor, associate professor, assistant
288 professor, or lecturer whose primary assignment is instruction and not more than
289 50 percent of whose workload is administrative or other non-instructional duties
290 (other than as department chair or equivalent). Reimbursed or re- assigned time
291 for research, curriculum development, committee service, etc., is instructional.

292 1.17 Staff Protections: staff senators independently represent staff, and do not
293 represent their supervisors or administrators. Supervisors and administrators
294 must at all times make clear that the staff senators have protected voices that will
295 be respected. Opinions expressed by staff senators during senate activities shall
296 not be included in staff evaluations. Staff senators shall be given time to attend
297 scheduled senate and policy committee meetings as well as time for meeting

298 preparation and work on committee assignments.

299 2. Senate Officers

300 2.1 The following are officers of the Academic Senate:

301 2.1.1 The Chair of the Senate (who must be a faculty or SSP staff member),
302 who shall be its presiding officer, as provided in the constitution, and shall also
303 be Chair of the Executive Committee, and general faculty meetings.

304 2.1.2 The Vice Chair (who must be a faculty or SSP staff member), who shall
305 discharge the duties of the Chair during any temporary disability of the Chair,
306 shall serve as a CSU Senator during the temporary disability of one of the SJSU
307 representatives to the ASCSU, and shall succeed to the office of Chair when the
308 Chair's term or terms expire or if the Chair resigns or that office becomes vacant
309 for any other reason.

310 2.1.3 The Associate Vice Chair (who must be a faculty or SSP staff member),
311 who shall be Chair of the Committee on Committees and the Election Committee,
312 shall act as Vice Chair during the temporary disability of the Vice Chair, and shall
313 act as Chair if both the Chair and the Vice Chair become temporarily unable to
314 perform their duties.

315 2.1.4 The Past Chair is the person who served as chair for the preceding year,
316 provided that the Past Chair is not the same person as the current chair and
317 does not hold any other Senate office.

318 2.1.5 The Faculty-at-Large Representative. There shall be no Faculty-at-Large
319 Representative when there is a Past Chair.

320 2.1.6 ASCSU Representative to the Executive Committee

321 2.1.7 The Chairsehairs of the Senate Policy Committees.

322 2.2 Election Procedures for Senate Officers

323 2.2.1 Senate officers, other than the Chair, Past Chair and Faculty-at-Large
324 Representative, shall be elected from the faculty and SSP staff members of the
325 Senate annually for one-year terms. Nominees for Chair of Professional
326 Standards must be tenured full professors.

327 2.2.2 Extension of Senate Chair's term

328 2.2.2.1 If the Chair so requests, the agenda for the first regular
329 meeting of the Senate in spring semester shall include, as a special order

330 of business preceding policy committee reports, a proposal to extend that
331 chair's term. When the special-order item is reached, the Associate Vice
332 Chair of the Senate shall preside while the Senate debates and votes on
333 the proposal. The vote shall be by secret ballot and approval of the
334 extension shall require a two-thirds affirmative vote.

335 2.2.2.2 If the Senate approves the extension, the incumbent Chair is
336 re-elected for the following year. The term of office of the Vice Chair is
337 extended for one year. (If the term of the Vice Chair as an elected faculty
338 representative expires at the end of the spring semester the Vice Chair
339 shall take the place otherwise held by the Past Chair as an ex officio
340 member.) The term of the Past Chair is not extended, and a Faculty-at-
341 Large Representative shall be elected at the end of spring semester to fill
342 the Past Chair's position on the Executive Committee for the following
343 year.

344 2.2.2.3 If the Senate does not approve the extension of the Chair's
345 term, the Vice Chair shall automatically succeed to the office of Chair at
346 the adjournment of the last meeting of the current Senate in spring
347 semester.

348 2.2.2.4 No chair shall serve for more than two full terms in succession.

349 2.2.3 If the previous year's Chair is not the same person as the current Chair,
350 the previous year's Chair will be a Senate officer called the Past Chair. However,
351 if the Past Chair is elected to any other/Senate office, there will be no Past Chair
352 that year and a Faculty-at-Large Representative shall be elected instead.

353 2.2.4 As soon as possible after the election of new Senate members in the
354 spring, the Chair of the Senate shall appoint a nominating committee to prepare
355 a slate of officers for the forthcoming academic year. This committee should
356 nominate at least two candidates for each open Senate office. The committee
357 shall also ascertain the willingness of the nominees to serve if elected. The
358 committee shall produce a brief written document regarding the qualifications and
359 goals of each candidate which shall be distributed to the Senate prior to the day
360 of election.

361 2.2.5 The slate of nominees proposed by the nominating committee shall be
362 communicated to the Senate prior to the last regular meeting of the academic
363 year. On that day, two consecutive meetings of the Senate shall be held. The first
364 meeting shall be the final meeting of the Senate of the current academic year.
365 Immediately following the adjournment of that meeting, the first meeting of the
366 Senate for the next academic year shall be held. The nominating committee shall
367 make its report in the second meeting, further nominations from the floor shall be

368 accepted, and an election shall be held to fill all open Senate offices. Only the
369 continuing and newly elected members of the Senate, who will be members in
370 the next academic year, shall vote in the election.

371 2.2.6 Should a vacancy occur in the office of Senate Chair, the Vice Chair shall
372 automatically succeed to the position for the balance of the vacant term. The
373 Vice Chair shall then serve for the full term of the following year, and the full term
374 shall be counted as that person's first year in office for purposes of 2.2.2.2

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

380 2.2.7 If the Senate Chair needs to take a leave of absence, the Vice Chair shall
381 serve as Acting Senate Chair during the leave. The Acting Senate Chair shall
382 have all the rights and responsibilities of the Chair during the Chair's leave, but
383 may, upon approval of the Executive Committee, temporarily assign some of the
384 Chair's duties to other Senators. If the Chair indicates an inability to return from
385 leave, the position becomes vacant and the Vice Chair becomes Chair as per
386 2.2.6. Notification of leaves and vacancies are official when communicated in
387 writing to the Executive Committee. Leaves may only be one semester or
388 shorter in length or else the position is deemed vacant as per 2.2.6.

389 3. Senate Administrator

390 3.1 The Senate Administrative Analyst (an employee position in the Senate
391 Office) shall serve as the Senate Administrator.

392 3.2 The Senate Administrator may participate in Senate proceedings on the
393 same basis as a member of the Senate but shall not vote.

394 3.3 The Senate Administrator may speak at Senate and Executive Committee
395 meetings on matters relevant to Senate operations and on other matters when
396 requested by the Senate Chair.

397 3.4 The Senate Administrator may be present at executive sessions of the
398 Senate and is subject to the same confidentiality requirements as are applicable
399 to Senate members.

400 3.5 The Senate Administrator shall provide administrative support to the
401 Senate Chair and the Associate Vice Chair, shall attend and take minutes of the
402 Senate and Executive Committee meetings, shall have charge of the records and
403 archives of the Senate and its website, shall prepare committee appointment

404 letters and maintain and update committee membership lists, and shall assist in
405 the preparation of election materials and the administration of Senate elections.

406 3.6 The Senate Administrator shall be an ex officio member on the Committee
407 on Committees and the Election Committee.

408 4. Senate Committees

409 4.1 General information

410 4.1.1 The Academic Senate shall establish and appoint committees as may be
411 needed.

412 4.1.2 Except as otherwise provided in these bylaws, university policy, or Senate
413 Management Resolutions, all committees prepare, and submit to the Senate
414 Chair, an annual report summarizing activities at the end of the academic year.
415 These reports will be made available on the Senate's website.

416 4.1.3 Except as otherwise provided in these bylaws, university policy, or Senate
417 Management Resolutions, appointments to policy committees of the Academic
418 Senate shall be recommended by the elected members of the Executive
419 Committee and approved by the Senate; appointments to operating committees
420 shall be recommended by the Committee on Committees and approved by the
421 Senate. When an appointment is recommended more than one week before the
422 next regular meeting of the Senate, the recommending body may make its
423 recommendation effective at once as a temporary appointment. These temporary
424 appointments shall last until the next meeting of the Senate and must receive
425 Senate approval to become permanent. When appointments have been
426 approved by the Senate, the Senate Administrator shall notify those appointed.

427 4.1.4 Committees concerned primarily with faculty affairs shall contain a
428 majority of teaching faculty with full-time appointments. Committees concerned
429 with student affairs shall contain a significant proportion, but not a majority, of
430 students.

431 4.1.5 For purposes of service on Senate committees, all university faculty, full or
432 part-time, active or retired, and all students, staff and alumni shall be considered
433 members of the university community.

434 4.1.5.1 For purposes of service on Senate committees, all SSP Staff
435 members are eligible to serve on General Unit and Faculty-at-Large seats.

436 4.1.6 Vacancies

437 4.1.6.1 Each year the Senate Executive Committee will approve a

438 calendar (referred to below as “appointment calendar”) for appointing
439 faculty and staff to operating committees, policy committees, special
440 agencies, and other committees of the Senate. The calendar will be
441 structured such that colleges and units are given ample notification of
442 vacancies before the start of the fall semester and also allow for faculty-at-
443 large appointments to be confirmed at the first Senate meeting of the
444 semester.

445 4.1.6.2 Notwithstanding the provisions of bylaw 4.5.2, college seats
446 on policy committees, operating committees, special agencies and other
447 committees for which no faculty from that college willing to serve have
448 been found by the date specified on the appointment calendar shall
449 become faculty-at-large seats for the balance of the academic year.

450 4.1.6.3 By the date specified on the appointment calendar, the
451 Associate Vice Chair of the Senate shall inform each college
452 representative and college dean which of that college’s committee seats
453 are still vacant and invite them to recommend faculty for those seats within
454 one week’s time. The college representative(s) on the Senate and deans
455 shall be reminded that the seats will become faculty-at-large seats for the
456 year if no college faculty to fill them can be found. The dean’s
457 recommendations shall be forwarded to the college’s Committee on
458 Committees representative who shall present one name to the Associate
459 Vice Chair of the Senate to be reported to the Senate or to the Executive
460 Committee, as appropriate under bylaw 4.1.3.

461 4.1.6.4 By the date specified on the appointment calendar, all
462 vacant college seats on operating committees, special agencies and other
463 committees for which no faculty from the college have been recommended
464 under paragraph 4.1.6.3 above (or otherwise identified) shall become
465 faculty-at-large seats for the balance of the academic year and all
466 members of the Committee on Committees shall be requested to supply
467 names of faculty from any representative unit to fill these vacancies.

468 4.1.6.5 By the date specified on the appointment calendar, all
469 vacant college seats on policy committees shall become faculty-at-large
470 seats for the balance of the year. First priority in filling these vacancies
471 shall be given to elected faculty representatives on the Senate not
472 assigned to other policy committees. If all elected faculty representatives
473 (other than Senate officers) have been appointed to policy committees
474 and there are policy committee seats still remaining vacant, they shall be
475 filled as provided in 4.1.6.3 for policy committees.

476 4.1.6.6 The Associate Vice Chair of the Senate shall coordinate this
477 selection process so as to maintain as far as possible a representative
478 balance across committees and shall report one name for each vacancy to
479 the Senate or the Executive Committee as appropriate under bylaw 4.1.3.

480 4.1.7 Elected faculty and staff representatives (other than Senate officers) not
481 appointed to seats designated for representative units and also not appointed to
482 faculty-at-large seats as provided above shall be appointed as additional
483 members-at-large of policy committees. If there is only one such member, that
484 person shall be appointed to the Organization and Government Committee. If
485 there is a second, that person shall be appointed to the Instruction and Student
486 Affairs Committee. A third shall be appointed to the Professional Standards
487 Committee and a fourth to the Curriculum and Research Committee. The
488 provision shall be implemented in a manner consistent with Academic Senate
489 bylaw 4.5.2.1.

490 4.1.8 If a member (non-ex officio) of an Academic Senate committee (policy,
491 operating, special agency, or other Senate committee) cannot complete the term
492 for any reason, the chair of the committee may request, through the Associate
493 Vice Chair of the Senate, that a replacement be appointed. The Associate Vice
494 Chair, using the normal procedures of the Committee on Committees, then
495 solicits nominations for a replacement and brings a recommendation to the
496 Executive Committee and subsequently to the Senate via the consent calendar.

497 4.1.9 If a non-ex officio member of an Academic Senate committee (policy,
498 operating, special agency, or other Senate committee) is absent from three
499 regularly scheduled committee meetings in an academic year or repeatedly does
500 not perform assigned committee duties, the chair of the committee may request,
501 through the Associate Vice Chair of the Senate, that the person be removed from
502 the committee. The Associate Vice Chair, following discussion with and approval
503 from the Executive Committee for removal of the committee member will then
504 solicit nominations for a replacement (or notify the relevant college if an election
505 is needed) and bring a recommendation to the Executive Committee and
506 subsequently to the Senate via the consent calendar.

507 4.1.10 Removal of a senator from their assigned policy committee will result in
508 removal from the Senate.

509 4.1.11 Unless otherwise stipulated in university policy or Senate Management
510 Resolutions, recommendation of students for membership on policy committees,
511 operating committees, special agencies, and other Senate committees shall be
512 made according to the recommendation procedures of the Associated Students,
513 Inc. and should be transmitted to the Associate Vice Chair by the second

514 meeting of the new Academic Senate for final approval by the Senate. The
515 Associated Students, Inc. should give student appointments to the Student
516 Fairness Committee a high priority.

517 4.1.11.1 Should the Associated Students, Inc. Board of Directors not
518 transmit recommendations of students for membership on Senate
519 operating committees, policy committees, special agencies or other
520 Senate committees by the fourth week of instruction, the following shall
521 supersede the rules of the Associated Students, Inc. for nomination of
522 students to policy committees, operating committees, special agencies or
523 other Senate committees: student seats shall become university student-
524 at-large seats for the balance of the academic year. These seats may be
525 filled by any student in good standing at the university who self-nominates,
526 or who is nominated by a member of the Academic Senate, and who is
527 recommended by the elected members of the Executive Committee and
528 approved by the Senate (subject to bylaw 4.1.3). All student nominees
529 shall submit a statement of interest to the Senate's Associate Vice Chair.

530 4.1.11.2 Should a vacancy occur, the President of Associated
531 Students, Inc. shall select a replacement to fill out the remainder of the
532 term. This selection must be approved by a two-thirds majority of the total
533 membership of the Board of Directors of the Associated Students, Inc. The
534 name of the nominee should be transmitted to the Associate Vice Chair
535 within 30 days of the time that the vacancy occurred for final approval by
536 the Senate. When the appointment has been approved by the Senate, the
537 Senate Administrator shall notify the appointee. If a nomination is not
538 received within 30 days, the seat will be declared a student-at-large seat
539 for the balance of the academic year and will be filled as per 4.1.11.1.

540 4.1.11.3 In the event a student holding an Associated Students ex
541 officio position has a conflict and cannot make committee meetings, then
542 the AS President may designate a replacement as needed.

543 4.2 Executive Committee

544 4.2.1 Charge: Acts as an Ad Hoc Advisory Committee to the President on
545 request; acts for the Academic Senate at such times when the members may not
546 be available; formulates policy proposals; refers matters of business to the
547 appropriate agencies; develops and approves the agenda for Senate meetings;
548 handles external relations with elected officials and their staff, as appropriate;
549 prepares nominations/appointments as needed to policy committees, operating
550 committees, special agencies, and other Senate committees for Senate (or
551 administrator) approval.

552 4.2.2 Membership:

- 553 a) Senate Chair (elected)
- 554 b) Vice Chair (elected)
- 555 c) Past Chair, or Faculty at Large in years when there is no Past Chair (elected)
- 556 d) President (EXO)
- 557 e) Provost (EXO)
- 558 f) VP, Administration & Finance (EXO)
- 559 g) VP, Student Affairs (EXO)
- 560 h) Chief Diversity Officer (EXO)
- 561 i) Statewide Senator (elected)
- 562 j) AS President (EXO)
- 563 k) Chair, Committee on Committees/Assoc. Vice Chair (elected)
- 564 l) Chair, Curriculum & Research (elected)
- 565 m) Chair, Instruction & Student Affairs (elected)
- 566 n) Chair, Organization & Government (elected)
- 567 o) Chair, Professional Standards (elected)

568 4.2.3 Any action taken by the Executive Committee requires the presence of a
569 quorum of the elected members. When acting for the Academic Senate, the
570 Executive Committee shall distinguish whether it is expressing the position
571 adopted by the Senate as a whole or of the Executive Committee alone. In
572 handling relations with elected officials or their staff, these shall be on matters of
573 relevance to the well-being of the university, and this duty shall be carried out in
574 coordination with university employees involved in government relations; the
575 Executive Committee is encouraged to recruit an appropriate number of
576 university employees and students to assist in its external relations efforts. In
577 acting as an ad hoc Presidential advisory committee, only the elected members
578 of the Executive Committee shall sit in this capacity. Normally, the President
579 should seek the advice of the full Senate on issues of policy, rather than that of
580 the Executive Committee or its elected members

581 4.3 Committee on Committees

582 4.3.1 Charge: Prepares nominations for policy committees, operating
583 committees, special agencies, and other Senate committees as needed. In
584 cooperation with the Organization and Government Committee, makes
585 recommendations for the improvement of the Senate's committee operations and
586 structure. Maintains a record of faculty, staff, students, and administrators
587 currently serving on University- level committees. At the request of the President,
588 or other administrator making the appointments, recruits nominees and suggests
589 names of faculty, staff, and students for service on committees as needed. Acts
590 as Election Committee.

591 4.3.2 Membership: The Senate's Associate Vice Chair serves as Chair for the
592 Committee on Committees. Additionally, one faculty member from each of the
593 Senate's representative units who shall not be members of the Senate. If a seat
594 is not filled and becomes an 'at large' seat, Senators from the college where
595 there is a vacancy, who are already serving on a policy committee, would be
596 eligible to serve on the Committee on Committees.

- 597 a) The Associate Vice Chair of the Senate [EXO], who shall be chair
- 598 b) 1 faculty, College of Business
- 599 c) 1 faculty, College of Education
- 600 d) 1 faculty, College of Engineering
- 601 e) 1 member, General Unit
- 602 f) 1 faculty, College of Health and Human Sciences
- 603 g) 1 faculty, College of Humanities and the Arts
- 604 h) 1 faculty, College of Science
- 605 i) 1 faculty, College of Social Science
- 606 j) 1 Student Senator
- 607 k) Senate Administrator (non-voting)

608 4.3.3 Appointments to the Committee on Committees shall be recommended by
609 the elected members of the Executive Committee and approved by the Senate.
610 Members (other than the Chair and the Student Senator) shall serve for
611 staggered two-year terms.

612 4.4. Election Committee

613 4.4.1 There shall be an Election Committee. Its members shall be the members
614 of the Committee on Committees. Its chair shall be the Associate Vice Chair of
615 the Senate.

616 4.4.2 The Election Committee shall arrange for the election of faculty
617 representatives to this Senate and of the university's representatives to the CSU
618 Academic Senate, referenda under Articles V and VI of the Academic Senate
619 Constitution, and all other campus-wide elections required by university policies.

620 4.4.3 Elections shall be conducted by colleges and departments under
621 instructions of the Election Committee.

622 4.4.4 The Election Committee shall be responsible for the establishment of
623 voting procedures and their supervision.

624 4.4.5 The Election Committee shall assure that the results of the elections will
625 be available for presentation to the Academic Senate no later than one week
626 prior to the last spring Senate meeting.

627 4.4.6 In carrying out a referendum under Article V of the Constitution, the
628 Senate Administrator in consultation with the Election Committee shall prepare
629 an electronic ballot which indicates the specific action of the Academic Senate
630 which is being referred to the faculty electorate. The question to be voted on will
631 be stated as follows: "Shall the action of the Academic Senate specified above
632 be sustained?" The ballot in a referendum may be accompanied by pro and con
633 arguments of not more than 300 words each. If such arguments are to be
634 included, the Chair of the Senate will designate one or more persons to write the
635 pro argument; the person(s) offering the motion or submitting the petition for a
636 referendum will designate one or more persons to write the con argument. In the
637 event that persons requesting the referendum are in support of the Senate action
638 which is the subject of the referendum, then the Chair of the Senate will
639 designate one or more persons opposed to the Senate action to write the con
640 argument. Failure to submit an argument on one side shall not prevent
641 distribution of an argument submitted by the other side

642 4.5. Policy Committees

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

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

648 4.5.1 The establishment or elimination of any policy committee shall require a
649 two-thirds (2/3) majority of the Senate.

650 4.5.2 Policy committees shall normally be composed so that at least one half of
651 the members of a policy committee are also members of the Senate. Generally,
652 no person shall serve on more than one policy committee. Exceptions may be
653 made for the President of the Associated Students, officers of the Senate, and
654 university administrators.

655 4.5.2.1 Normally, each policy committee includes representation
656 from each of the units from which faculty representatives are elected. In
657 no instance shall more than two faculty members from any of the units
658 from which faculty representatives are elected be assigned to one policy
659 committee.

660 4.5.2.2 The senators representing the Emeritus and Retired Faculty
661 Association and the Alumni Association are eligible for appointment to
662 policy committees with the exception of the Professional Standards
663 Committee. If they wish to serve, they shall, at the beginning of the

664 academic year, request to the Associate Vice Chair to be appointed to a
665 policy committee. Although they may request a specific committee
666 assignment, they may be appointed to another committee where
667 representation is needed. When appointed, these senators shall have the
668 status of ex officio members.

669 4.5.3 All policy committee appointments shall be for one year, commencing with
670 the first meeting of the new Senate for the year, which usually takes place in the
671 last month of the Spring semester.

672 4.5.3.1 Seniority shall not be the primary factor in selecting
673 members of policy committees.

674 4.5.3.2 To achieve the principle in 4.5.2, senators shall have priority
675 in appointments to policy committees.

676 4.5.3.3 Tenured faculty should be given priority for appointment to
677 the Professional Standards Committee.

678 4.5.4 Members of Senate policy committees, including ex officio members, can
679 vote and be counted for quorum (defined in Senate Standing Rule 13) only if
680 present in person or via remote attendance.

681 4.5.5 Chairs of policy committees shall be elected annually by the Senate from
682 its faculty representatives.

683 4.5.5.1 Nominees for the Chair of Professional Standards must be
684 tenured full professors.

685 4.5.6 Policy committees shall report to the Executive Committee of the
686 Academic Senate.

687 4.5.7 All policy committee recommendations for the Senate's consideration shall
688 show the names of the committee members present and absent; the vote totals,
689 and shall state:

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

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

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

697 4.6 Operating Committees

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

- 701 Faculty Diversity Committee (reporting to PS)
- 702 General Education Advisory Committee (reporting to CR)
- 703 Graduate Studies & Research Committee (reporting to CR)
- 704 Institutional Review Board (reporting to CR)
- 705 International Programs & Students Committee (reporting to ISA)
- 706 Program Planning Committee (reporting to CR)
- 707 Student Evaluation Review Board (reporting to PS)
- 708 Student Fairness Committee (reporting to ISA)
- 709 Undergraduate Studies Committee (reporting to CR)

710 4.6.1 The establishment or elimination of any operating committee shall require
711 a simple majority of the Senate.

712 4.6.2 All operating committees shall report to their designated policy committees.

713 4.6.3 Except as otherwise provided in these bylaws, University Policy, or Senate
714 Management Resolution, chairs of operating committees shall be elected by the
715 members of the operating committee. Any member of the committee, except an
716 ex officio member, is eligible to serve as chair.

717 4.6.4 Near the end of each spring semester, each operating committee shall
718 elect from among its continuing membership, a chair for the following academic
719 year. The outgoing committee chair shall recommend, through the appropriate
720 policy committee, to the Organization and Government Committee any changes
721 in committee responsibility or organization.

722 4.6.5 Appointments of faculty to operating committees shall be for staggered
723 three- year terms unless otherwise specified. After service for a full three-year
724 term, members should be reappointed only in special circumstances. Appropriate
725 administrative officers or their officers or designees shall be included on
726 operating committees as ex officio members.

727 4.6.5.1 Faculty serving on a policy committee are ineligible to serve
728 on any operating committee reporting to that same policy committee.

729 4.6.5.2 The Committee on Committees chair will assure that, when
730 appointments are made, they take into consideration part 4.6.5.1.

731 4.6.5.3 To the extent possible, administrative designees to operating
732 committees and their parent policy committee should not result in
733 concurrent membership.

734 4.6.6 Student membership on operating committees is normally for a one-year
735 term.

736 4.7 Special Agencies, Other Senate Committees, and Special Committees of
737 the Senate

738 4.7.1 The Senate shall establish and appoint special agencies, other Senate
739 committees or special committees of the Senate as may be needed. The
740 establishment or elimination of any special agency, other Senate committee, or
741 special committee of the Senate shall require a simple majority of the Senate.

742 4.7.2 Unless otherwise specified in a Senate Management Resolution or
743 University Policy, reporting requirements for special agencies, other Senate
744 committees, and special committees of the Senate follow bylaw 4.1.2.

745 4.7.3 Unless otherwise specified in a Senate Management Resolution or
746 University Policy, a) members of special agencies, other Senate committees, and
747 special committees of the Senate shall be nominated by the elected members of
748 the Executive Committee; and

749 4.7.4 Unless otherwise specified in a Senate Management Resolution or
750 University Policy, chairs of special agencies, other Senate committees, and
751 special committees of the Senate may be designated by the elected members of
752 the Executive Committee.

753 4.7.5 Student membership on special agencies, other Senate committees, and
754 special committees of the Senate is normally for a one-year term.

755 4.7.6 Special Agencies

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

759 Accreditation Review Committee Alcohol & Drug Abuse Committee Athletics
760 Board

761 Budget Advisory Committee Campus Planning Board

762 Strategic Planning Steering Committee Student Success

- 763 4.7.6.1 The following shall apply to all special agencies.
- 764 a) Unless otherwise provided in the policy or senate management
765 resolution creating the special agency, at-large faculty members shall
766 be nominated by the Committee on Committees.
- 767 b) A special agency and related policy committee may consult on any
768 matter of common concern.
- 769 c) Special agency recommendations requiring changes in university
770 policy shall be reported to the Executive Committee for referral to an
771 appropriate policy committee for consideration.
- 772 d) The Executive Committee (or a designated policy committee at the
773 request of the Executive Committee) may, from time to time, review the
774 policy establishing a special agency and may require reports from
775 special agencies.
- 776 e) When filling faculty appointments, the Associate Vice Chair of the
777 Academic Senate shall have the responsibility to stagger the terms,
778 unless otherwise specified by policy.

779 4.7.6.2 Appointments of faculty to special agencies shall be for
780 staggered three-year terms unless otherwise specified. After service for a
781 full three-year term, members should be reappointed only in special
782 circumstances. Appropriate administrative officers or designees shall be
783 included on special agencies as ex officio members.

784 4.7.7 Other Senate Committees

785 Committees in this category are bodies created by policies or Senate
786 Management Resolutions. Their charges, membership, and responsibilities are
787 specified in the policies or Senate Management Resolutions that established
788 them. Current committees in this category:

789 Academic Disqualification and Reinstatement Review Board of Academic
790 Freedom and Professional Standards Traffic, Transit, and Parking

791 University Library Board University Sustainability Board University Writing
792 Committee

793 4.7.7.1 Recommendations from committees in this category
794 requiring changes in university policy shall be reported to the Executive
795 Committee for referral to an appropriate policy committee for
796 consideration.

797 4.7.7.2 If not otherwise specified in policy or a senate management
798 resolution, reporting requirements follow bylaw 4.1.2

799 4.7.7.3 Appointments of faculty to committees in this category shall
800 be for staggered three-year terms unless otherwise specified. After service
801 for a full three-year term, members should be reappointed only in special
802 circumstances. Appropriate administrative officers or designees shall be
803 included as ex officio members.

804 4.7.7.4 Student membership is normally for a one-year term.

805 4.7.8 Special Committees of the Senate

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

809 4.7.8.1 Members of special committees and task forces shall be
810 nominated by the elected members of the Executive Committee.

811 4.7.8.2 The charge, determined by the elected members of the
812 Executive Committee, shall be specified in the resolution that establishes
813 the special committee of the Senate.

814 4.7.8.3 Chairs of special committees and task forces may be
815 designated by the elected members of the Executive Committee.

816 5. Procedure

817 5.1 Robert's Rules of Order, most recent edition, shall apply unless
818 superseded by the constitution, bylaws, or standing rules of the Academic
819 Senate.

820 5.2 The meetings of the Academic Senate are open, but the number of non-
821 members present shall not exceed the room capacity, and preference shall be
822 given to guests officially invited by the Senate Chair. The Chair shall request
823 audio-visual coverage of meetings when necessary.

824 5.3 Spectators at Senate meetings shall not take part in or attempt to
825 influence the proceedings of the Senate, except as may be authorized in the
826 standing rules. Violators shall be excluded. At the Chair's discretion, the Chair
827 may recess the meeting.

828 5.4 The Academic Senate shall be called into executive session by the Chair
829 upon approval of a majority of the members present. Only Academic Senate

830 members and the Senate Administrator may be present during executive
831 sessions. Normally, only personnel or fiscal matters may be discussed in
832 executive sessions, but final action on all matters shall be taken in regular
833 Academic Senate meetings. Proceedings in executive ~~session~~session are
834 confidential and are not published within the senate minutes.

835 6. Senators as Representatives

836 6.1 It is the responsibility of each elected member of the Academic Senate to
837 assess the attitudes and viewpoints of their constituency. However, each
838 member represents and serves the entire university. Thus, no member shall
839 come instructed as to how to vote on any item under consideration by the Senate
840 or its committees.

841 6.2 Senators are to maintain communications with their constituency
842 regarding Senate activities and accomplishments as needed.

843 7. Approval of Policies

844 7.1 Measures adopted by the Academic Senate intended to have binding
845 effect on the university generally or on persons or matters external to the Senate
846 itself are policy recommendations and are submitted to the President for approval
847 under Article IV, Section 2, of the Senate constitution.

848 7.1.1 Bylaws adopted in accordance with standing rule 10.a.2 (Senate
849 Management Resolutions) or resolutions expressing only the opinion of the
850 Senate, are not policy recommendations and do not require approval of the
851 President.

852 8. Representation, Academic Senate, CSU

853 8.1 The following are subject to applicable provisions of the constitution of the
854 Academic Senate of the California State University (ASCSU).

855 8.1.1 Candidates for the ASCSU from the SJSU campus shall be nominated by
856 the faculty electorate following procedures similar to those prescribed for
857 nomination of candidates for the Academic Senate of San José State University.

858 8.1.2 Simultaneous candidacy of the same person for both the ASCSU and the
859 Academic Senate SJSU at the same election is prohibited.

860 8.1.3 A faculty representative on the SJSU Senate who is elected to the ASCSU
861 vacates their seat as an elected member of the SJSU Senate.

862 8.1.4 Temporary Vacancy

863 8.1.4.1 A temporary vacancy is defined as one in which a CSU
864 Senator will be unable to perform ~~his or her~~their duties for a period of one
865 semester or less. In such cases, the Vice Chair of the SJSU Academic
866 Senate shall serve as temporary CSU Senator.

867 8.1.4.2 If the Vice Chair is unable to serve, the Chair of the SJSU
868 Academic Senate may designate any elected faculty representative of the
869 current SJSU Academic Senate to act as temporary CSU Senator.

870 8.1.4.3 An SJSU senator temporarily serving as an ASCSU Senator
871 shall remain a faculty representative of the SJSU Senate.

872 8.1.5 Permanent Vacancy

873 8.1.5.1 If a CSU Senator will be absent from the SJSU campus or
874 unable to perform the duties of an ASCSU Senator for a period of longer
875 than one semester, the seat held by that ASCSU senator shall be deemed
876 vacant.

877 8.1.5.2 When a permanent vacancy occurs, a special election shall
878 be held to fill the vacancy for the balance of the term. The election shall be
879 held promptly after the determination is made that there is or will be such
880 a vacancy. If there is no advance notice, the position will be filled
881 temporarily as described in section above until an election can be held.

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

883 9.1 Faculty (as defined in the Academic Senate Constitution) occasionally
884 serve as representatives on bodies not established by nor under the authority of
885 SJSU (e.g., system-wide or other off-campus agencies or committees). In
886 instances in which no other procedure for their designation is prescribed,
887 representatives shall be appointed by the Academic Senate on nomination of the
888 Executive Committee.

889 9.2 Where no other procedure has been approved by the Academic Senate,
890 appointments of faculty to presidential task forces, advisory committees, and
891 commissions shall be made by the following process: the elected members of the
892 Executive Committee shall consult with the President in regard to these
893 appointments. Nominations shall be presented to the Senate for approval.

894 9.3 Appointments of faculty to the boards of University auxiliary organizations
895 shall be made by the President after consultation with the elected members of
896 the Executive Committee.

897 9.4 Appointments of faculty to the Instructionally Related Activities (IRA)
898 Advisory Committee shall be made by the President after consultation with the
899 elected members of the Executive Committee.

900 10. Editorial Changes - Senate Documents and Archiving Resolutions

901 10.1 When identifiers are changed, but the function, responsibilities, purpose,
902 or content remain the same, the Senate Chair may approve replacement in
903 Senate documents of the old identifier by the new one, as an editorial change.
904 Such changes shall be explained and reported to the Executive Committee of the
905 Senate and recorded in the meeting minutes. Example identifiers include the title
906 related to a university official, agency, or course designations, or unit of the
907 university appearing in Academic Senate documents (including the constitution,
908 bylaws, university policies, and resolutions providing for committee membership).

909 10.2 When the number, title or designation of a law, regulation, executive order,
910 or policy, referred to in a Senate document, is changed or rescinded by
911 competent authority, but no other change affecting university policy is involved,
912 the Senate Chair may authorize replacement of the old number, title or
913 designation by the new one in Senate documents, as an editorial change. Such
914 changes shall be reported to the Executive Committee of the Senate and
915 recorded in the meeting minutes.

916 10.3 When a policy recommendation or Senate Management Resolution is
917 found to contain editorial errors, ~~that when corrected~~ that, when corrected, would
918 not change the intent of the policy recommendation or resolution, the Senate
919 Chair can correct the error(s) following consultation with and obtaining
920 unanimous consent from, the Executive Committee. The edited version of the
921 policy recommendation approved by the Executive Committee will be submitted
922 to the President for final review and signature. Approved editorial corrections
923 shall be recorded in the Senate Executive Committee meeting minutes and
924 changes will be made by the Senate administrator to the document being
925 corrected. If the editorial changes are not approved by the Executive Committee
926 or the President, the document will be returned to the appropriate policy
927 committee for revision and brought to the Senate for debate and vote.

928 10.4 Following implementation of updates to Senate bylaws and standing rules,
929 called for in a Senate Management Resolution, the Senate chair can approve the
930 relocation, by the Senate administrator, of such resolutions to the web-based
931 archive of Senate Management Resolutions. The chair will communicate the
932 action at an Executive

933 Committee meeting. The Senate Administrator will include documentation of this
934 in Executive Committee minutes.

935 11. Specific Designation of Rescinded Policies

936 Adoption and approval of a new policy resolution overrides all prior conflicting
937 policies, whether or not the previous policies are specifically identified. However,
938 it is best practice to list specifically in a new policy all superseded policies. If,
939 subsequent to the adoption and approval of a policy resolution, the Senate
940 administrator finds that not all prior policies which should have been rescinded
941 were specifically so listed in the subsequent policy, the Senate administrator
942 shall notify the Senate chair and the appropriate policy committee chair. The
943 committee shall review the policies and, if satisfied that the older policies were
944 superseded and should be specifically designated as rescinded, the Senate chair
945 shall authorize the administrator to note their rescission in the Senate records.
946 The Senate chair shall report the committee's decision to the Executive
947 Committee, and the Senate administrator shall record the information in the
948 minutes.