

1 **San Jose State University**
2 **Academic Senate**
3 **Organization and Government Committee**
4 **April 25, 2016**
5 **Final Reading**
6

AS 1603

7 **Policy Recommendation**
8 **Committee Obligations & Senate Membership**
9 **(modification of bylaw 6)**

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11 Legislative History: Modification of existing by-law 6.

- 12
13 Whereas: The full engagement of senators in committee assignments is
14 inextricably linked to their participation on the senate, and
15 Whereas: Senate by-laws clearly establish expectations and standards for
16 attendance, and
17 Whereas: The primary responsibilities of the senate have been and remain
18 the development of policy recommendations which requires the
19 participation of senators on assigned committees, and
20 Whereas: Clarification regarding the connection between committee
21 responsibilities and senate service is needed, therefore be it
22 Resolved: That Senate bylaws 6.10, 6.12, and 6.13 be modified as noted in
23 this policy recommendation.
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28 Rationale: This policy recommendation is designed to match the changes to
29 bylaw 1.6.2 passed at the March 2016 Senate meeting to provide clarification
30 related to the connection between policy committee membership and senate
31 membership. This recommendation also clarifies the process for removing
32 members (non ex officio) from Senate committees.
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35 Approved: 4/11/16
36 Vote: 6-0-1
37 Present: Mathur, Shifflett, Beyersdorf, Becker, Laker, Curry, Gleixner
38 Absent: Grosvenor, Romero
39 Financial Impact: None expected
40 Workload Impact: No changes
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Bylaw 6. Standing Committees

6.1 The Academic Senate shall establish and appoint such standing committees as may be needed.

6.2 Except as otherwise provided in these bylaws, appointments to policy committees of the Academic Senate shall be recommended by the elected members of the Executive Committee and approved by the Senate; appointments to operating committees shall be recommended by the Committee on Committees and approved by the Senate. When an appointment is recommended more than one week before the next regular meeting of the Senate, the recommending body may make its recommendation effective at once as a temporary appointment. These temporary appointments shall last until the next meeting of the Senate and must receive Senate approval to become permanent.

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

6.4 For purposes of service on Senate committees, all university staff, academic or other, full or part-time, active or retired, and all students and alumni shall be considered members of the university community.

6.5 Recommendation of students for membership on operating committees shall be made according to the recommendation procedures of the Associated Students, Inc. and should be transmitted to the Associate Vice Chair by the first meeting of the new Academic Senate for final approval by the Senate. The Associated Students, Inc. should give student appointments to the Student Fairness Committee a high priority.

Recommendations for appointment to policy committees of student members of the Senate and student policy committee representatives shall be transmitted to the Associate Vice Chair by the Associated Student's, Inc. Board of Directors, acting in accordance with the appointment rules and nomination procedures of that organization. The recommendations should be transmitted to the Associate Vice Chair by the second meeting of the new Academic Senate.

When appointments have been approved by the Senate, the Senate Administrator shall notify those appointed.

6.5.1 Should the Associated Students, Inc. Board of Directors not transmit recommendations of students for membership on Senate operating committees or policy committees by the fourth week of instruction, the following shall supersede the rules of the Associated Students, Inc. for

90 nomination of students to policy and operating committees: student seats
91 shall become university student-at-large seats for the balance of the
92 academic year. These seats may be filled by any student in good standing
93 at the university who self nominates or who is nominated by a member of
94 the Academic Senate, and who is recommended by the elected members
95 of the Executive Committee and approved by the Senate (subject to bylaw
96 6.2). All student nominees shall submit a statement of purpose to the
97 Executive Committee.
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99 6.5.2 Should a vacancy occur, the President of Associated Students, Inc.
100 shall select a replacement to fill out the remainder of the term. This
101 selection must be approved by a two-thirds majority of the total
102 membership of the Board of Directors of the Associated Students, Inc. The
103 name of the nominee should be transmitted to the Associate Vice Chair
104 within 30 days of the time that the vacancy occurred for final approval by
105 the Senate. When the appointment has been approved by the Senate, the
106 Senate Administrator shall notify the appointee. If a nomination is not
107 received within 30 days, the seat will be declared a student-at-large seat
108 for the balance of the academic year and will be filled as per 6.5.1.
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110 6.6 The establishment or elimination of any regular policy committee shall require
111 a two-thirds (2/3) majority of the Senate.
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113 6.7 Policy committees shall report to the Academic Senate. Committee
114 recommendations within the report shall show the names of the committee
115 members present and the vote totals. All operating committees shall report to the
116 designated standing policy committees.
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118 6.7.1 All policy recommendations shall include
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120 a) A statement of the rationale of the policy, including its source,
121 intent and claimed need in language suitable for communication to
122 faculty, staff and students affected;
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124 b) Either the policy committee's finding that the recommended
125 policy is not expected to have any significant financial impact, or an
126 estimate, obtained from a named body or person responsible for
127 implementing the policy, of the approximate direct cost or saving to
128 the university if the recommended policy is adopted;
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130 c) A statement of the likely workload impact of the policy, that is,
131 whether and how much compliance will increase or decrease
132 required activity or expenditure of time by faculty, staff, or students.
133

134 6.8 Except as otherwise provided in these bylaws, chairs of operating
135 committees shall be elected by the committee. Any member of the committee,

136 except an ex officio member, is eligible as chair. Chairs of policy committees
137 shall be elected annually by the Senate from its faculty representatives.
138 Nominees for Chair of Professional Standards must be tenured full professors.
139

140 6.9 a) All policy committee appointments shall be for one year, commencing
141 with the first meeting of the Senate for the year (in the last month of the
142 Spring semester).
143

144 b) Seniority shall not be the primary factor in selecting members of policy
145 committees.
146

147 c) Tenured faculty should be given priority for appointment to the
148 Professional Standards Committee.
149

150 6.10 Policy committees shall normally be composed so that at least one half of
151 the members of a policy committee are also members of the Senate. Thus, all
152 Senators will normally be appointed to a policy committee prior to appointments
153 of faculty who are not senators. Generally, no person shall serve on more than
154 one policy committee. Exceptions may be made for the President of the
155 Associated Students, officers of the Senate, and university administrators.
156 Members of Senate **policy** committees, including ex officio members, can vote
157 and be counted for quorum only if present in person.
158

159 6.10.1 Normally, one faculty member from each of the units from which
160 faculty representatives are elected is assigned to each policy committee.
161 In no instance shall more than two faculty members from any of the units
162 from which faculty representatives are elected be assigned to one policy
163 committee.
164

165 6.10.2 The senators representing the Emeritus Faculty Association and
166 the Alumni Association are eligible for appointment to policy committees
167 with the exception of the Professional Standards Committee. If they wish
168 to serve, they shall, at the beginning of the academic year, request
169 appointment. They may request a specific committee assignment; they
170 may not serve on the same committee. Requests shall be made to the
171 Executive Committee. When appointed, they shall have the status of ex
172 officio members.
173

174 6.11 Appointments of faculty to operating committees shall be for staggered
175 three- year terms unless otherwise specified. After service for a full three-year
176 term, members should be reappointed only in special circumstances. Appropriate
177 administrative officers or their officers or designees shall be included on
178 operating committees as ex officio members.
179

180 Student membership on operating committees is normally for a one-year term.
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182 Near the end of each spring semester, each operating committee shall elect from
183 among its membership, a chair for the following academic year. The outgoing
184 committee chair shall recommend through the appropriate policy committees to
185 the Committee on Committees any changes in committee responsibility or
186 organization.

187
188 6.12 a) If a member (non ex officio) of an Academic Senate committee
189 (policy, operating, 'other', special or special agency) cannot complete the
190 term for any reason, the chair of the committee may request, through the
191 Associate Vice Chair of the Senate, that a replacement be appointed. The
192 Associate Vice Chair, using the normal procedures of the Committee on
193 Committees then solicits nominations for a replacement and brings a
194 recommendation to the Executive Committee and subsequently the
195 Senate via the consent calendar.

196
197 b) If a member (non ex officio) of an Academic Senate committee (policy,
198 operating, 'other', special or special agency) is absent from three regularly
199 scheduled committee meetings in an academic year or repeatedly does
200 not perform assigned committee duties, the chair of the committee may
201 request, through the Associate Vice Chair of the Senate, that the person
202 be removed from the committee. The Associate Vice Chair, following
203 discussion with and approval from the Executive Committee for removal of
204 the committee member will then solicit nominations for a replacement (or
205 notify the relevant college if an election is needed) and bring a
206 recommendation to the Executive Committee and subsequently the
207 Senate via the consent calendar.

208
209 c) Removal of a senator from their assigned policy committee will result in
210 removal from the Senate.

211
212 6.13 a) Notwithstanding the provisions of bylaw 6.10.1, and excluding
213 seats for which an election is required, college seats on policy
214 committees, operating committees, special agencies, 'other' committees
215 or special committees, for which no faculty from that college willing to
216 serve have been found and which remain vacant after the fourth week of
217 instruction in the fall semester shall become faculty-at-large seats for the
218 balance of the academic year.

219
220 b) Following the third week of instruction, the Associate Vice Chair of the
221 Senate shall inform each college representative and college dean which of
222 that college's committee seats are still vacant and invite them to
223 recommend faculty for those seats within one week's time. The college
224 representative and deans shall be reminded that the seats will become
225 faculty-at-large seats for the year if no college faculty to fill them can be
226 found. The dean's recommendations shall be forwarded to the college's
227 Committee on Committees representatives who shall present one name to

228 the Associate Vice Chair of the Senate to be reported to the Senate or to
229 the Executive Committee, as appropriate under bylaw 6.2.

230
231 c) Following the fourth week of instruction, all vacant college seats on
232 committees for which no faculty from the college have been recommended
233 under paragraph (b) above (or otherwise identified) shall become faculty-
234 at-large seats for the balance of the year and all members of the
235 Committee on Committees shall be requested to supply names of faculty
236 from any representative unit to fill these vacancies.

237
238 d) Following the third week of instruction, all vacant college seats on
239 committees shall become faculty-at-large seats for the balance of the year
240 (except as noted in part (a) above). First priority in filling these vacancies
241 shall be given to elected faculty representatives not assigned to other
242 policy committees. If all elected faculty representatives (other than Senate
243 officers) have been appointed to policy committees and there are policy
244 committee seats still remaining vacant, they shall be filled as provided in
245 6.13(b) and (c) above.

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247 e) The Associate Vice Chair of the Senate shall coordinate this selection
248 process so as to maintain as far as possible a representative balance
249 across committees and shall report one name for each vacancy to the
250 Senate or the Executive Committee as appropriate under bylaw 6.2.

251
252 f) Elected faculty representatives (other than Senate officers) not
253 appointed to seats designated for representative units and also not
254 appointed to faculty-at-large seats as provided above shall be appointed
255 as additional members-at-large of policy committees. If there is only one
256 such member, s/he shall be appointed to the Organization and
257 Government Committee. If there is a second, s/he shall be appointed to
258 the Instruction and Student Affairs Committee. A third shall be appointed
259 to the Professional Standards Committee and a fourth to the Curriculum
260 and Research Committee. The provision shall be implemented in a
261 manner consistent with Academic Senate bylaw 6.10.1.

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