

1 **San José State University**
2 **Academic Senate**
3 **Organization and Government Committee**
4 **May 11, 2020**
5 **Final Reading**
6

AS 1776

7 **Senate Management Resolution**
8 **Update of Senate Bylaws**
9

10
11 **Whereas:** The Organization and Government Committee has completed its review of
12 all Senate Bylaws, and

13
14 **Whereas:** Areas in need of update were found, therefore be it

15
16 **Resolved:** That the attached updates be adopted once passed by the Senate.
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20 **Rationale:** The updates proposed address areas where the need for clarification had
21 been noted and where the work of the Senate could be facilitated.
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26 **Approved:** 5/4/20

27 **Vote:** 12-0-0

28 **Present:** Altura, Grosvenor, Okamoto, Shifflett, McClory, Gallo,
29 Higgins, French, Kao, Skinnell, Sasikumar, Millora

30 **Absent:** None

31 **Financial Impact:** None

32 **Workload Impact:** One-time update to current Bylaws.
33
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36 **BYLAWS OF THE ACADEMIC SENATE**
37 **SAN JOSE STATE UNIVERSITY**

38
39 **1. Elections of and Faculty Representatives**
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41 1.1 a) Faculty representatives shall be elected to the Academic Senate of this
42 University from the following representative units: College of Health and Human
43 Sciences, College of Business, College of Education, College of Engineering,
44 College of Humanities and the Arts, College of Science, College of Social
45 Sciences, and the General Unit.

46
47 1.1.1 Members of the General Unit
48

49 a) Unit 3 faculty outside the above colleges (e.g., College of Professional
50 and Global Education faculty, librarians, counselors, Division of
51 Intercollegiate Athletics coaches [not-MPP]).
52

53 b) Student Services Professional III or IV (e.g., staff advisors).
54

55 1.1.2 A college, not presently represented in 1.1 would become a
56 representative unit when that college has at least 50 FTEF and at least
57 three departments.
58

59 1.1.3 b) Members of the faculty electorate holding administrative positions
60 (Management Personnel Plan) are not eligible to serve as faculty
61 representatives while holding such positions.
62

63 1.2 Pursuant to Article II, Section 3 of the Constitution, the following positions
64 and classifications are declared to be directly related to the instructional program.
65 All employees serving in the following positions are qualified to vote **for faculty**
66 **representatives** (using proportional voting based on assignment) and are eligible
67 **to serve** as faculty representatives to the Senate with the exception of ~~(i)~~
68 administrators (covered by the Management Personnel Plan), ~~(ii)~~ employees in
69 clerical and technician classifications, and ~~(iii)~~volunteers.
70

71 a) All members of Bargaining Unit III who are not members of or included in one
72 of the college representative units.

73
74 b) Employees classified as Student Services Professional III or IV.
75

76 1.2.1 Subject to approval of the Executive Committee, the Election
77 Committee is authorized to decide questions of interpretation of this bylaw
78 and may recommend amendments to it to the Organization and
79 Government Committee.
80

81 1.3 a) ~~The number of faculty senators holding office under sections 3, 4 and 5 of~~
82 ~~Art. II of the Senate Constitution~~ must be twice the number of senators who are
83 not faculty members not holding office under these sections [currently 18: Deans
84 (4), AS President and students (7), the President and VPs (5), an Emeritus
85 Representative (1), and an Alumni Representative (1)].
86

87 1.3.1 b) The number of faculty representatives to be apportioned among
88 the colleges and the General Unit is the total number of faculty senators
89 ~~holding office under these sections~~ minus the number of ex officio faculty
90 senators ~~holding office under sections 4 and 5 (ASCSU senators, SJSU~~
91 Senate Chair and Past Chair). The resulting difference is the number
92 ~~factor~~ to be used in part 1.3.2 b) to apportion faculty representatives
93 among the several colleges and the General Unit.
94

95 1.3.2 b) Before each spring election, using the FTE/F of the preceding fall
96 semester provided by University Personnel, the Senate Administrator
97 Election Committee shall determine, and the Associate Vice Chair verify,
98 the number of representatives allotted to each representative unit (as
99 defined in Bylaw 1.1). ~~The That~~ number of representatives for each unit
100 shall be determined by first dividing the combined total FTE teaching
101 faculty of the college representative units plus the FTE faculty and staff in
102 the General Unit by the ~~factor~~ number as determined in part 1.3.1 above
103 a) and then dividing this value ~~quotient~~ into the FTE faculty of each of the
104 college units and the FTE faculty and staff in the General Unit.
105

106 1.3.2.1 If the allotment of any representative unit is ~~thus~~
107 determined to be less than one, it shall be increased to one.
108

109 1.3.2.2 If the total number of faculty representatives on the Senate
110 ~~overall thus determined~~ exceeds the ~~factor~~ number as determined
111 in section 1.3 above), the number ~~factor~~ as determined in section
112 1.3 a above shall be ~~in-~~ decreased until the total number of faculty
113 representatives allotted is equal to the number ~~factor~~ as determined
114 in 1.3 a) ~~or less~~ (i.e., maintains the 2/3 proportion of membership
115 being faculty representatives as articulated in ~~Article II sections 3,~~
116 ~~4, and 5 of the Constitution)~~.
117

118 1.3.2.3 If the total number of faculty representatives on the Senate
119 overall allotted is less than the number ~~factor~~ as determined in
120 section 1.3 a) above, one additional representative shall be allotted
121 in turn to each of the units in order of greatest fractional
122 representation until the total number of faculty representatives
123 equals the number ~~factor~~ as determined in section 1.3 above a).
124 (i.e., twice the number of senators not in sections 3, 4, and 5 of
125 Article II of the Constitution).
126

127 1.4 If it is determined by the above procedure that the number of representatives
128 allotted to any college will be changed from the previous year, the Senate
129 Administrator in collaboration with the Associate Vice Chair Election Committee
130 shall so report to the Academic Senate prior to the announcement of elections.
131

132 1.4.1 If a representative unit is allotted an additional seat and there is no
133 vacancy in the representation of a unit losing a seat, the unit gaining a
134 seat shall nevertheless elect an additional representative for a full term at
135 the next general election. The next vacancy occurring, by expiration of
136 term, resignation or otherwise, in the unit losing a seat shall not be filled.
137

138 1.5 Representatives to the Academic Senate shall be nominated by a petition
139 signed by at least ten (10) members of the faculty electorate of the appropriate
140 election unit. The candidate shall indicate by ~~his/her~~ signature on the petition
141 their ~~his/her~~ willingness to serve if selected.
142

143 1.5.1 If there is no candidate for an Academic Senate seat by the end of
144 the filing period, that seat shall be declared vacant and shall be filled
145 according to the procedures outlined in 1.6.2.4).
146

147 1.6 When there is a vacancy of a faculty representative (excluding CSU
148 Senators) ~~his/her~~ the replacement for the remainder of the term shall be chosen
149 as follows:
150

151 1.6.1 If a senator will be unable to perform their ~~his/her~~ duties as senator
152 for one semester or less, a temporary replacement will be selected in
153 accordance with the following procedures:
154

155 1.6.1.1 a) The ~~D~~dean of the ~~C~~college from which the senator
156 serves shall call for nominations for a temporary replacement to be
157 chosen by chairs and directors of that college from those
158 nominated.
159

160 1.6.1.2 b) For the General Unit, the Senate Administrator shall call
161 for nominations for a temporary replacement to be chosen by the
162 Executive Committee from those nominated.
163

164 1.6.2 When there is a permanent vacancy of a senator, ~~his/her~~ the
165 replacement for the remainder of the term shall be chosen as follows: the
166 appropriate college dean (or Senate Administrator in the case of the
167 General Unit) shall hold a special election as soon as possible after the
168 determination of the vacancy.
169

170 1.6.2.1 a) Vacancies are created by
171

172 a) 4 resignation or recall from the Senate,

- 173 b) ~~2~~ termination of employment,
174 c) ~~3~~ removal from the Senate as a result of being absent from
175 three Senate meetings in an academic year,
176 d) ~~4~~ removal from a policy committee as a result of being absent
177 from three regularly scheduled policy committee meetings,
178 e) ~~5~~ removal from a policy committee due to failure to perform
179 assigned policy committee duties as determined by the Executive
180 Committee of the Senate in consultation with the policy committee
181 chair, ~~or~~
182 f) ~~6~~ leave, with or without pay, which covers more than one
183 semester,
184 g) ~~7~~ appointment to a full-time administrative (Management
185 Personnel Plan) position,
186 h) ~~8~~ ~~assumption~~ election to ~~of~~ the role of Academic Senate Chair,
187 or
188 i) ~~9~~ no candidate files for a vacant seat.

189
190 1.6.2.2 ~~b)~~ When a Senate seat is vacated, the associated seat on
191 that senator's assigned policy committee would become vacant.
192

193 1.6.2.3 ~~e)~~ Faculty representatives who accept one semester leaves
194 with or without pay may resign from the Senate or request the
195 selection of a replacement for one semester following the
196 procedures listed in 1.6.1 above.
197

198 1.6.2.4 ~~d)~~ If no candidate files for that vacancy, it shall be filled for
199 one year by a person in that constituency selected by the Executive
200 Committee after consultation with the Senators from that
201 constituency. A permanent replacement shall be elected to fill out
202 the remainder of the term as part of the next general election.
203

204 1.6.2.5 ~~e)~~ If only one candidate files a nominating petition for a
205 vacancy, the dean (or Senate Administrator for the General Unit
206 election) shall not conduct an election but shall so report to the
207 Executive Committee, and the Executive Committee shall declare
208 the single candidate elected.
209

210 1.6.2.6 ~~f)~~ If a vacancy occurs during the months of January or
211 February, the seat shall be filled following the procedures listed in
212 1.6.1 above for temporary vacancies and the senator shall hold the
213 seat for the remainder of the academic year. A permanent
214 replacement shall be elected to fill out the remainder of the term as
215 part of the general election.
216

217 1.7 Faculty Voting Rights for Elections to the Senate

218

219 1.7.1 a) Regular Tenured and tenure track faculty have full permanent
220 voting rights for college representatives in the department of their primary
221 assignment.

222
223 1.7.2 b) Lecturer faculty have proportional voting rights for college
224 representatives in the department of their primary assignment. Temporary
225 Lecturer faculty assigned to more than one representative unit may vote in
226 each unit on a proportional basis determined by the percentage of their
227 appointment in each unit.

228
229 1.7.3 c) Members of the general unit have voting rights proportional to
230 their appointment(s).

231
232 1.8 No write-in votes are permitted.

233
234 1.9 Procedures ~~and forms~~ for faculty elections shall be determined by the Senate
235 Election Committee, with the approval of the Executive Committee of the
236 Academic Senate.

237
238 1.10 The phrase "academic deans" as used in Article II, Section 2 of the
239 constitution means deans, and associate deans (MPP) ~~vice presidents~~ in the
240 academic affairs division. Elections of representative academic deans shall be
241 conducted and reported by the Provost, and vacancies shall be filled by special
242 elections for the balance of unexpired terms.

243
244 1.11 a) Whenever the phrase "faculty electorate" is used in the constitution,
245 bylaws, or standing rules of the Academic Senate, it refers to those faculty
246 members eligible to vote for representatives to the Senate (including members of
247 the General Unit), with proportional votes for lecturer ~~part-time~~ faculty, as
248 specified in Article II, Section 3, Part ~~b~~ c, of the Senate's constitution.

249
250 1.12 b) Whenever the word "faculty" is used in connection with eligibility for or
251 service on any committee and no other definition is stated, it means a member of
252 the faculty electorate.

253
254 1.13 c) Whenever the phrase "teaching faculty" is used in connection with
255 committee eligibility or service and no other definition is stated, it means
256 university personnel holding the title of professor, associate professor, assistant
257 professor, ~~instructor~~, or lecturer whose primary assignment is instruction and not
258 more than 50 percent of whose workload is administrative or other non-
259 instructional duties (other than as department chair or equivalent). ~~Released,~~
260 Reimbursed or re-assigned time for research, curriculum development,
261 committee service, etc., is instructional.

262 **2. Senate Officers**

263 2.1 The following are officers of the Academic Senate:
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2.1.1 The Chair of the Senate (who must be a faculty member), who shall be its presiding officer, as provided in the constitution, and shall also be Chair of the Executive Committee, and general faculty meetings.

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

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

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

2.1.5 The Faculty-at-Large Representative. ~~provided that~~ There shall be no Faculty-at-Large Representative when there is a Past Chair.

2.1.6 A- ASCSU Senate Representative to the Executive Committee

2.1.7 The chairs of the Senate Policy Committees.

2.2 Election Procedures for Senate Officers

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

2.2.2 Extension of Senate Chair's term

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

311 2.2.2.2 b) If the Senate approves the extension, the incumbent
312 Chair is re-elected for the following year. The term of office of the
313 Vice Chair is extended for one year. (If the term of the Vice Chair
314 as an elected faculty representative expires at the end of the spring
315 semester, ~~s/he~~ the Vice Chair shall take the place otherwise held
316 by the Past Chair as an ex officio member.) The term of the Past
317 Chair is not extended, and a Faculty-at-Large Representative shall
318 be elected at the end of spring semester to fill the Past Chair's
319 position on the Executive Committee for the following year.

320
321 2.2.2.3 c) If the Senate does not approve the extension of the
322 Chair's term, the Vice Chair shall automatically succeed to the
323 office of Chair at the adjournment of the last meeting of the current
324 Senate in spring semester.

325
326 2.2.2.4 d) No chair shall serve for more than two full terms in
327 succession.

328
329 2.2.3 If the previous year's Chair is not the same person as the current
330 Chair, the previous year's Chair will be a Senate officer called the Past
331 Chair. However, if the Past Chair is elected to any other/Senate office,
332 there will be no Past Chair that year and a Faculty-at-Large
333 Representative shall be elected instead.

334
335 2.2.4 As soon as possible after the election of new Senate members in the
336 spring, the Chair of the Senate shall appoint a nominating committee to
337 prepare a slate of officers for the forthcoming academic year. This
338 committee should nominate at least two candidates for each open Senate
339 office. The committee shall also ascertain the willingness of the nominees
340 to serve if elected. The committee shall produce a brief written document
341 regarding the qualifications and goals of each candidate which shall be
342 distributed to the Senate prior to the day of election.

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

355

356 2.2.6 Should a vacancy occur in the office of Senate Chair, the Vice
357 Chair shall automatically succeed to the position for the balance of the
358 vacant term. ~~She~~ The Vice Chair shall then serve for the full term of the
359 following year, and the full term shall be counted as that person's ~~her/his~~
360 first year in office for purposes of 2.2.2.2 ~~b~~). Should a vacancy occur in
361 any other Senate office, the Executive Committee shall nominate at least
362 two candidates to fill the vacancy and present its nominees to the Senate.
363 Additional nominations may be made from the floor. When nominations
364 have been closed, the Senate shall elect a replacement to serve for the
365 balance of the vacant position's term.
366

367 **3. Senate Administrator**

368
369 3.1 The Senate Administrative Analyst (an employee position in the
370 SenateOffice) shall serve as the Senate Administrator.
371

372 3.2 The Senate Administrator may participate in Senate proceedings on the
373 same basis as a member of the Senate but shall not vote.
374

375 3.3 The Senate Administrator may speak at Senate and Executive Committee
376 meetings on matters relevant to Senate operations and on other matters when
377 requested by the Senate Chair.
378

379 3.4 The Senate Administrator may be present at executive sessions of the
380 Senate and is subject to the same confidentiality requirements as are applicable
381 to Senate members.
382

383 3.5 The Senate Administrator shall provide administrative support to the Senate
384 Chair and the Associate Vice Chair, shall attend and take minutes of the Senate
385 and Executive Committee meetings, shall have charge of the records and
386 archives of the Senate and its website, shall prepare committee appointment
387 letters and maintain and update committee membership lists, and shall assist in
388 the preparation of election materials and the administration of Senate elections.
389

390 3.6 The Senate Administrator shall be a non-voting adviser on the Committee on
391 Committees and the Election Committees.
392

393 **4. ~~6.~~ Standing Senate Committees.**

394 **4.1 General information**

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397 4.1.1 ~~6.4~~ The Academic Senate shall establish and appoint ~~such standing~~
398 committees as may be needed.
399

400 4.1.2 Except as otherwise provided in these bylaws, university policy, or
401 Senate Management Resolutions, all committees prepare, and submit to

402 the Senate Chair, an annual report summarizing activities at the end of the
403 academic year. These reports will be made available on the Senate's
404 website.

405
406 4.1.3 ~~6.2~~ Except as otherwise provided in these bylaws, university
407 policy, or Senate Management Resolutions, appointments to policy
408 committees of the Academic Senate shall be recommended by the elected
409 members of the Executive Committee and approved by the Senate;
410 appointments to operating committees shall be recommended by the
411 Committee on Committees and approved by the Senate. When an
412 appointment is recommended more than one week before the next regular
413 meeting of the Senate, the recommending body may make its
414 recommendation effective at once as a temporary appointment. These
415 temporary appointments shall last until the next meeting of the Senate and
416 must receive Senate approval to become permanent. When appointments
417 have been approved by the Senate, the Senate Administrator shall notify
418 those appointed.

419
420 4.1.4 ~~6.3~~ Committees concerned primarily with faculty affairs shall contain
421 a majority of teaching faculty with full-time appointments. Committees
422 concerned with student affairs shall contain a significant proportion, but
423 not a majority, of students.

424
425 4.1.5 ~~6.4~~ For purposes of service on Senate committees, all university
426 ~~staff, academic or other,~~ faculty, full or part-time, active or retired, and all
427 students, staff and alumni shall be considered members of the university
428 community.

430 4.1.6 Vacancies

431
432 4.1.6.1 ~~6.13~~ a) Each year the Senate Executive Committee will
433 approve a calendar (referred to below as "appointment calendar")
434 for appointing faculty to operating committees, ~~and~~ policy
435 committees, special agencies, and other committees of the Senate.
436 The calendar will be structured such that colleges are given ample
437 notification of vacancies before the start of the fall semester and
438 also allow for faculty-at-large appointments to be confirmed at the
439 first Senate meeting of the semester.

440
441 4.1.6.2 b) Notwithstanding the provisions of bylaw 4.5.2 ~~6.10.4~~,
442 college seats on ~~both~~ policy committees, ~~and~~ operating
443 committees, special agencies and other committees for which no
444 faculty from that college willing to serve have been found by the
445 date specified on the appointment calendar shall become faculty-at-
446 large seats for the balance of the academic year.

448 4.1.6.3 e) By the date specified on the appointment calendar, the
449 Associate Vice Chair of the Senate shall inform each college
450 representative and college dean which of that college's operating
451 committee seats are still vacant and invite them to recommend
452 faculty for those seats within one week's time. The college
453 representative(s) on the Senate and deans shall be reminded that
454 the seats will become faculty-at-large seats for the year if no
455 college faculty to fill them can be found. The dean's
456 recommendations shall be forwarded to the college's Committee on
457 Committees representatives- who shall present one name to the
458 Associate Vice Chair of the Senate to be reported to the Senate or
459 to the Executive Committee, as appropriate under bylaw 4.1.3 6-2.

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

470 4.1.6.5 e) By the date specified on the appointment calendar, all
471 vacant college seats on policy committees shall become faculty-at-
472 large seats for the balance of the year. First priority in filling these
473 vacancies shall be given to elected faculty representatives on the
474 Senate not assigned to other policy committees. If all elected
475 faculty representatives (other than Senate officers) have been
476 appointed to policy committees and there are policy committee
477 seats still remaining vacant, they shall be filled as provided in
478 4.1.6.3 6-13e for policy committees. ~~and 6-13d for operating~~
479 ~~committees.~~

481 4.1.6.6 f) The Associate Vice Chair of the Senate shall coordinate
482 this selection process so as to maintain as far as possible a
483 representative balance across committees and shall report one
484 name for each vacancy to the Senate or the Executive Committee
485 as appropriate under bylaw 4.1.3 6-2.

487 4.1.7 g) Elected faculty representatives (other than Senate officers) not
488 appointed to seats designated for representative units and also not
489 appointed to faculty-at-large seats as provided above shall be appointed
490 as additional members-at-large of policy committees. If there is only one
491 such member, that person ~~s/he~~ shall be appointed to the Organization and
492 Government Committee. If there is a second, ~~s/he~~ that person shall be
493 appointed to the Instruction and Student Affairs Committee. A third shall

494 be appointed to the Professional Standards Committee and a fourth to the
495 Curriculum and Research Committee. The provision shall be
496 implemented in a manner consistent with Academic Senate bylaw 4.5.2.1
497 ~~6.10.1~~.

498
499 4.1.8 ~~6.12 a)~~ If a member (non-ex officio) of an Academic Senate
500 committee (policy, operating, ~~'other', special or special agency,~~ or other
501 Senate committee) cannot complete the term for any reason, the chair of
502 the committee may request, through the Associate Vice Chair of the
503 Senate, that a replacement be appointed. The Associate Vice Chair, using
504 the normal procedures of the Committee on Committees, then solicits
505 nominations for a replacement and brings a recommendation to the
506 Executive Committee and subsequently to the Senate via the consent
507 calendar.

508
509 4.1.9 ~~b)~~ If a non-ex officio member (~~non-ex officio~~) of an Academic
510 Senate committee (policy, operating, ~~'other', special or special agency,~~ or
511 other Senate committee) is absent from three regularly scheduled
512 committee meetings in an academic year or repeatedly does not perform
513 assigned committee duties, the chair of the committee may request,
514 through the Associate Vice Chair of the Senate, that the person be
515 removed from the committee. The Associate Vice Chair, following
516 discussion with and approval from the Executive Committee for removal of
517 the committee member will then solicit nominations for a replacement (or
518 notify the relevant college if an election is needed) and bring a
519 recommendation to the Executive Committee and subsequently to the
520 Senate via the consent calendar.

521
522 4.1.10 ~~e)~~ Removal of a senator from their assigned policy committee will
523 result in removal from the Senate.

524
525 4.1.11 ~~6.5~~ Unless otherwise stipulated in university policy or Senate
526 Management Resolutions, ~~R~~ recommendation of students for membership
527 on policy committees, operating committees, special agencies, and other
528 Senate committees shall be made according to the recommendation
529 procedures of the Associated Students, Inc. and should be transmitted to
530 the Associate Vice Chair by the second ~~first~~ meeting of the new Academic
531 Senate for final approval by the Senate. The Associated Students, Inc.
532 should give student appointments to the Student Fairness Committee a
533 high priority.

534
535 ~~Recommendations for appointment to policy committees of student members of the~~
536 ~~Senate and student policy committee representatives shall be transmitted to the~~
537 ~~Associate Vice Chair by the Associated Student's, Inc. Board of Directors, acting in~~
538 ~~accordance with the appointment rules and nomination procedures of that organization.~~

539 ~~The recommendations should be transmitted to the Associate Vice Chair by the second~~
540 ~~meeting of the new Academic Senate.~~

541
542 ~~When appointments have been approved by the Senate, the Senate Administrator shall~~
543 ~~notify those appointed.~~

544
545 4.1.11.1 ~~6.5.4~~ Should the Associated Students, Inc. Board of
546 Directors not transmit recommendations of students for
547 membership on Senate operating committees, ~~or~~ policy
548 committees, special agencies or other Senate committees by the
549 fourth week of instruction, the following shall supersede the rules of
550 the Associated Students, Inc. for nomination of students to policy
551 committees, ~~and~~ operating committees, special agencies or other
552 Senate committees: student seats shall become university student-
553 at-large seats for the balance of the academic year. These seats
554 may be filled by any student in good standing at the university who
555 self-nominates, or who is nominated by a member of the Academic
556 Senate, and who is recommended by the elected members of the
557 Executive Committee and approved by the Senate (subject to
558 bylaw 4.1.3 ~~6.2~~). All student nominees shall submit a statement of
559 interest purpose to the Senate's Associate Vice Chair Executive
560 Committee.

561
562 4.1.11.2 ~~6.5.2~~ Should a vacancy occur, the President of Associated
563 Students, Inc. shall select a replacement to fill out the remainder of
564 the term. This selection must be approved by a two-thirds majority
565 of the total membership of the Board of Directors of the Associated
566 Students, Inc. The name of the nominee should be transmitted to
567 the Associate Vice Chair within 30 days of the time that the
568 vacancy occurred for final approval by the Senate. When the
569 appointment has been approved by the Senate, the Senate
570 Administrator shall notify the appointee. If a nomination is not
571 received within 30 days, the seat will be declared a student-at-large
572 seat for the balance of the academic year and will be filled as per
573 4.1.11.1 ~~6.5.1~~.

574
575 4.1.11.3 In the event a student holding an Associated Students ex
576 officio position has a conflict and cannot make committee meetings,
577 then the AS President may designate a replacement as needed.

578
579 4.2 Executive Committee

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581 4.2.1 ~~4.4~~ Charge: Acts as an Ad Hoc Advisory Committee to the
582 President on request; acts for the Academic Senate at such times when
583 the members may not be available; formulates policy proposals; refers
584 matters of business to the appropriate agencies; develops and approves

585 the agenda for Senate meetings; handles external relations with elected
586 officials and their staff, as appropriate; prepares nominations/
587 appointments as needed to policy committees, operating committees,
588 special agencies, and other **Senate** committees for Senate (or
589 administrator) approval.
590

591 4.2.2 ~~4.2~~ Membership:
592

- 593 a. Senate Chair (elected)
- 594 b. Vice Chair (elected)
- 595 c. Past Chair, or Faculty at Large in years when there is no Past Chair
596 (elected)
- 597 d. President (EXO)
- 598 e. Provost (EXO)
- 599 f. VP, Administration & Finance (EXO)
- 600 g. VP, Student Affairs (EXO)
- 601 h. Chief Diversity Officer (EXO)
- 602 i. Statewide Senator (elected)
- 603 j. AS President (EXO)
- 604 k. Chair, Committee on Committees/Assoc. Vice Chair (elected)
- 605 l. Chair, Curriculum & Research (elected)
- 606 m. Chair, Instruction & Student Affairs (elected)
- 607 n. Chair, Organization & Government (elected)
- 608 o. Chair, Professional Standards (elected)
609

610 4.2.3 ~~4.3~~ Any action taken by the Executive Committee requires the
611 presence of a quorum of the elected members. When acting for the
612 Academic Senate, the Executive Committee shall distinguish whether it is
613 expressing the position adopted by the Senate as a whole or of the
614 Executive Committee alone. In handling relations with elected officials or
615 their staff, these shall be on matters of relevance to the well-being of the
616 university, and this duty shall be carried out in coordination with university
617 employees involved in government relations; the Executive Committee is
618 encouraged to recruit an appropriate number of university employees and
619 students to assist in its external relations efforts. In acting as an ad hoc
620 Presidential advisory committee, only the elected members of the
621 Executive Committee shall sit in this capacity. Normally, the President
622 should seek the advice of the full Senate on issues of policy, rather than
623 that of the Executive Committee or its elected members.
624

625 4.3 ~~5~~ Committee on Committees
626

627 4.3.1 ~~5.4~~ Charge: Prepares nominations for policy committees, operating
628 committees, special agencies, and other **Senate** committees as needed.
629 In cooperation with the Organization and Government Committee, makes
630 recommendations for the improvement of the Senate's committee

631 operations and structure. Maintains a record of faculty, staff, students,
632 and administrators currently serving on University-level committees. ~~and~~
633 At the request of the President, or other administrator making the
634 appointments, recruits nominees and suggests names of faculty, staff, and
635 students for service on ~~such~~ committees as needed. Acts as Election
636 Committee.

637
638 4.3.2 ~~5.2~~ Membership:

639
640 The Senate's Associate Vice Chair serves as Chair for the Committee on
641 Committees. Additionally, one faculty member from each of the Senate's
642 representative units who shall not be members of the Senate. If a seat is
643 not filled and becomes an 'at large' seat, Senators from the college where
644 there is a vacancy, who are already serving on a policy committee, would
645 be eligible to serve on the Committee on Committees.

- 646
647 a. The Associate Vice Chair of the Senate [EXO], who shall be chair
648 b. 1 faculty, College of Business
649 c. 1 faculty, College of Education
650 d. 1 faculty, College of Engineering
651 e. 1 member, General Unit
652 f. 1 faculty, College of Health and Human Sciences
653 g. 1 faculty, College of Humanities and the Arts
654 h. 1 faculty, College of Science
655 i. 1 faculty, College of Social Science
656 j. 1 Student Senator
657

658 4.3.3 ~~5.3~~ Appointments to the Committee on Committees shall be
659 recommended by the elected members of the Executive Committee and
660 approved by the Senate. Members (other than the Chair and the Student
661 Senator) shall serve for staggered two-year terms.
662

663 4.4. ~~8~~ Election Committee

664
665 4.4.1 ~~8.4~~ There shall be an standing Election Committee. Its members
666 shall be the members of the Committee on Committees. Its chair shall be
667 the Associate Vice Chair of the Senate.
668

669 4.4.2 ~~8.2 a)~~ The Election Committee shall arrange for the election of
670 faculty representatives to this Senate and of the university's
671 representatives to the CSU Academic Senate, referenda under Articles V
672 and VI of the Academic Senate Constitution, and all other campus-wide
673 elections required by university policies.
674

675 4.4.3 ~~b)~~ Elections shall be conducted by colleges and departments under
676 instructions of the Election Committee.

677
678 ~~8.3 The Election Committee shall determine the allotment of representation based on~~
679 ~~Article I of these bylaws. The determination of representation FTE is to be based on~~
680 ~~eligible faculty and staff as of the previous fall November 1 and will be reported to the~~
681 ~~Academic Senate.~~

682
683 4.4.4 ~~8.4~~The Election Committee shall be responsible for the
684 establishment of voting procedures and their supervision.

685
686 4.4.5 ~~8.5~~The Election Committee shall assure that the results of the
687 elections will be available for presentation to the Academic Senate ~~by not~~
688 later than one week prior to the last spring Senate meeting. ~~May 15th.~~

689
690 4.4.6 ~~8.6~~ In carrying out a referendum under Article V of the Constitution,
691 the Senate Administrator in consultation with the Election Committee shall
692 prepare an electronic ballot which indicates the specific action of the
693 Academic Senate which is being referred to the faculty electorate. The
694 question to be voted on will be stated as follows: "Shall the action of the
695 Academic Senate specified above be sustained?" The ballot in a
696 referendum may be accompanied by pro and con arguments of not more
697 than 300 words each. If such arguments are to be included, the Chair of
698 the Senate will designate one or more persons to write the pro argument;
699 the person(s) offering the motion or submitting the petition for a
700 referendum will designate one or more persons to write the con argument.
701 In the event that persons requesting the referendum are in support of the
702 Senate action which is the subject of the referendum, then the Chair of the
703 Senate will designate one or more persons opposed to the Senate action
704 to write the con argument. Failure to submit an argument on one side shall
705 not prevent distribution of an argument submitted by the other side.

706
707 4.5. Policy Committees

708
709 In general, these committees study policy issues and investigate policy problems
710 in their areas at the request of the Academic Senate and prepare policy
711 recommendations for official action. Current Policy committees:

712
713 Curriculum & Research (CR)
714 Instruction & Student Affairs (ISA)
715 Organization & Government (O&G)
716 Professional Standards (PS)

717
718 4.5.1 ~~6.6~~ The establishment or elimination of any ~~regular~~ policy committee
719 shall require a two-thirds (2/3) majority of the Senate.

720
721 4.5.2 ~~6.10~~ Policy committees shall normally be composed so that at least
722 one half of the members of a policy committee are also members of the

723 Senate. Thus, all Senators will normally be appointed to a policy
724 committee prior to appointments of faculty who are not senators.
725 Generally, no person shall serve on more than one policy committee.
726 Exceptions may be made for the President of the Associated Students,
727 officers of the Senate, and university administrators.
728

729 4.5.2.1 6.10.1 Normally, one faculty member from each policy
730 committee includes representation from each of the units from
731 which faculty representatives are elected is assigned to each policy
732 committee. In no instance shall more than two faculty members
733 from any of the units from which faculty representatives are elected
734 be assigned to one policy committee.
735

736 4.5.2.2 6.10.2 The senators representing the Emeritus and Retired
737 Faculty Association and the Alumni Association are eligible for
738 appointment to policy committees with the exception of the
739 Professional Standards Committee. If they wish to serve, they shall,
740 at the beginning of the academic year, make a request to the
741 Associate Vice Chair to be appointed to a policy committee
742 appointment. Although they may request a specific committee
743 assignment, they may be appointed to another committee where
744 representation is needed. they may not serve on the same
745 committee. Requests shall be made to the Executive Committee.
746 When appointed, these senators they shall have the status of ex
747 officio members.
748

749 4.5.3 6.9 a) All policy committee appointments shall be for one year,
750 commencing with the first meeting of the new Senate for the year, which
751 usually takes place in the last month of the Spring semester.
752

753 4.5.3.1 b) Seniority shall not be the primary factor in selecting
754 members of policy committees.
755

756 4.5.3.2 To achieve the principle in 4.5.2, senators shall have
757 priority in appointments to policy committees.
758

759 4.5.3.3 e) Tenured faculty should be given priority for appointment
760 to the Professional Standards Committee.
761

762 4.5.4 6.10 Members of Senate policy committees, including ex officio
763 members, can vote and be counted for quorum (defined in Senate
764 Standing Rule 13) only if present in person or via remote attendance.
765

766 4.5.5 6.8 Chairs of policy committees shall be elected annually by the
767 Senate from its faculty representatives.
768

769 4.5.5.1 Nominees for the Chair of Professional Standards must be
770 tenured full professors.

771
772 4.5.6 ~~6.7~~ Policy committees shall report to the Executive Committee of the
773 Academic Senate. Committee recommendations within the report shall
774 show the names of the committee members present and the vote totals.
775 ~~All operating committees shall report to the designated standing policy~~
776 ~~committees.~~

777
778 4.5.7 ~~6.7.1~~ All policy committee recommendations for the Senate's
779 consideration ~~Committee recommendations within the report shall show~~
780 ~~the names of the committee members present and absent; the vote totals,~~
781 ~~and shall state: include~~

782
783 a) ~~A statement of t~~The rationale for of the policy, including its source,
784 intent and claimed need; in language suitable for communication to
785 faculty, staff and students affected.

786
787 b) ~~Either t~~ The policy committee's finding that the recommended policy is
788 not expected to have any significant estimated financial impact, ~~or an~~
789 ~~estimate, obtained from~~ a named office body or person responsible for
790 implementing the policy, ~~of the approximate direct cost or saving to the~~
791 ~~university if the recommended policy is adopted.~~

792
793 c) ~~A statement of the likely~~The workload impact of the policy, that is,
794 whether and how much compliance will increase or decrease required
795 activity or expenditure of time by faculty, staff, or students.

796
797 4.6 Operating Committees

798
799 In the context of their charge, operating committees serve a range of functions
800 including the preparation of reports and making recommendations for changes in
801 policy to their designated policy committees. Current Operating Committees:

- 802
803 Faculty Diversity (reporting to PS)
804 Graduate Studies & Research (reporting to CR)
805 Institutional Review Board (reporting to CR)
806 International Programs & Students (reporting to ISA)
807 Program Planning (reporting to CR)
808 Student Evaluation Review Board (reporting to PS)
809 Student Fairness (reporting to ISA)
810 Undergraduate Studies (reporting to CR)

811
812 4.6.1 The establishment or elimination of any operating committee shall
813 require a simple majority of the Senate.

814

815 4.6.2 ~~6.7~~ All operating committees shall report to their designated ~~standing~~
816 policy committees.

817
818 4.6.3 ~~6.8~~ Except as otherwise provided in these bylaws, University Policy,
819 or Senate Management Resolution, chairs of operating committees shall
820 be elected by the members of the operating committee. Any member of
821 the committee, except an ex officio member, is eligible to serve as chair.

822
823 4.6.4 ~~6.11~~ Near the end of each spring semester, each operating
824 committee shall elect from among its **continuing** membership, a chair for
825 the following academic year. The outgoing committee chair shall
826 recommend, through the appropriate policy committee, to the Organization
827 and Government Committee ~~Committee on Committees~~ any changes in
828 committee responsibility or organization.

829
830 4.6.5 ~~6.14~~ Appointments of faculty to operating committees shall be for
831 staggered three-year terms unless otherwise specified. After service for a
832 full three-year term, members should be reappointed only in special
833 circumstances. Appropriate administrative officers or their officers or
834 designees shall be included on operating committees as ex officio
835 members.

836
837 4.6.5.1 a) Faculty serving on a policy committee are ineligible to
838 serve on any operating committee reporting to that same policy
839 committee.

840
841 4.6.5.2 b) The Committee on Committees chair will assure that,
842 when appointments are made, they take into consideration part
843 4.6.5.1 (a).

844
845 4.6.5.3 c) To the extent possible, administrative designees to
846 operating committees and their parent policy committee should not
847 result in concurrent membership.

848
849 4.6.6 Student membership on operating committees is normally for a one-
850 year term.

851
852 4.7 ~~40~~ **Special Agencies, Other Senate Committees, and Special Committees of**
853 **the Senate**

854
855 4.7.1 ~~7.4~~ The Senate shall establish and appoint ~~such special agencies,~~
856 ~~other Senate committees or special committees of the Senate~~ as may be
857 needed. The establishment or elimination of any special agency, other
858 Senate committee, or special committee of the Senate shall require a
859 simple majority of the Senate.

860

861 4.7.2 Unless otherwise specified in a Senate Management Resolution or
862 University Policy, reporting requirements for special agencies, other
863 Senate committees, and special committees of the Senate follow bylaw
864 4.1.2

865
866 4.7.3 ~~7.2 Unless otherwise specified in a provided by a the Senate~~
867 ~~Management Resolution or University Policy, a) members of special~~
868 ~~agencies, other Senate committees, and special committees of the Senate~~
869 ~~task forces shall be nominated by the elected members of the Executive~~
870 ~~Committee; and b) Special committees and task forces shall report to the~~
871 ~~Senate;~~

872
873 4.7.4 e) Unless otherwise specified in a Senate Management Resolution
874 or University Policy, chairs of special agencies, other Senate committees,
875 and special committees of the Senate task forces may be designated by
876 the elected members of the Executive Committee.

877
878 4.7.5 Student membership on special agencies, other Senate committees,
879 and special committees of the Senate is normally for a one-year term.

880
881 4.7.6 ~~10-~~ Special Agencies

882
883 Special agencies are created as needed by the Senate. Their charge,
884 membership, and reporting responsibilities are specified in the policy or
885 Senate Management Resolution that established them. Current special
886 agencies:

887
888 10.1 Existing Special Agencies are:

- 889
890 a) Accreditation Review Committee
891 b) Alcohol & Drug Abuse Committee
892 c) Athletics Board
893 d) Budget Advisory Committee
894 e) Campus Planning Board
895 f) Strategic Planning Steering Committee
896 g) Student Success
897 h) ~~Sustainability Board~~
898 University Library Board
899 University Writing Committee (reporting to CR)

900
901 ~~10.2 Special agencies are bodies created by policies recommended by~~
902 ~~the Academic Senate which, because of functions or membership, are not~~
903 ~~designated as Senate committees. Subject to the provisions of 10.3,~~
904 ~~special agencies shall be appointed, their officers selected and they shall~~
905 ~~report as provided in the policies creating them.~~

906

907 4.7.6.1 ~~4.3~~ The following shall apply to all special agencies.

908
909 a) Unless otherwise provided in the policy or senate management
910 resolution creating the special agency, at-large faculty members
911 shall be nominated by the Committee on Committees.

912
913 ~~b) In addition to any reports required by its policy, each special~~
914 ~~agency shall make an information report annually to the Executive~~
915 ~~Committee. The Executive Committee shall, at its discretion, refer~~
916 ~~this report to appropriate policy committee(s). The report shall~~
917 ~~summarize the agency's activities for the preceding year.~~

918
919 ~~b) e~~ A special agency and related the designated policy committee
920 may consult on any matter of common concern.

921
922 ~~c) d~~ Special agency recommendations requiring changes in
923 university policy recommended originally by the Senate shall be
924 reported to the Executive Committee for referral to an appropriate
925 policy committee for consideration. ~~for recommendation to the~~
926 ~~Senate.~~

927
928 ~~d) e~~ The Executive Committee (or a designated policy committee at
929 the request of the Executive Committee) may, from time to time,
930 review the policy establishing a special agency and may require
931 reports from special agencies.

932
933 ~~e) f~~ When filling faculty appointments, the Associate Vice Chair of
934 the Academic Senate shall have the responsibility to stagger the
935 terms, unless otherwise specified by policy.

936
937 4.7.6.2 Appointments of faculty to special agencies shall be for
938 staggered three-year terms unless otherwise specified. After
939 service for a full three-year term, members should be reappointed
940 only in special circumstances. Appropriate administrative officers or
941 designees shall be included on special agencies as ex officio
942 members.

943 4.7.7 Other Senate Committees

944
945 Committees in this category are bodies created by policies or Senate
946 Management Resolutions. Their charges, membership, and
947 responsibilities are specified in the policies or Senate Management
948 Resolutions that established them. Current committees in this category:

949
950 Academic Disqualification and Reinstatement Review
951 Board of Academic Freedom and Professional Standards
952

953 Board of General Studies
954 Sustainability Board
955 Traffic, Transit, and Parking

956
957 4.7.7.1 Recommendations from committees in this category
958 requiring changes in university policy shall be reported to the
959 Executive Committee for referral to an appropriate policy committee
960 for consideration.

961
962 4.7.7.1 If not otherwise specified in policy or a senate management
963 resolution, reporting requirements follow bylaw 4.1.2

964
965 4.7.7.3 Appointments of faculty to committees in this category shall
966 be for staggered three-year terms unless otherwise specified. After
967 service for a full three-year term, members should be reappointed
968 only in special circumstances. Appropriate administrative officers or
969 designees shall be included as ex officio members.

970
971 4.7.7.4 Student membership is normally for a one-year term.

972
973 4.7.8 ~~7.~~ Special Committees of the Senate

974
975 Committees and task forces in this category are time-delimited bodies
976 created to address specific issues. The Senate shall establish and
977 appoint such special committees as may be needed.

978
979 4.7.8.1 Members of special committees and task forces shall be
980 nominated by the elected members of the Executive Committee.

981
982 4.7.8.2 The charge, determined by the elected members of the
983 Executive Committee, shall be specified in the resolution that
984 establishes the special committee of the Senate.

985
986 4.7.8.3 Chairs of special committees and task forces may be
987 designated by the elected members of the Executive Committee.

988
989 **5. ~~9~~ Procedure**

990
991 5.1 ~~9-1~~ Robert's Rules of Order, most recent edition, shall apply unless
992 superseded by the constitution, bylaws, or standing rules of the Academic
993 Senate.

994
995 5.2 ~~9-2~~ The meetings of the Academic Senate are open, but the number of non-
996 members present shall not exceed the room capacity number of seats available
997 for them, and preference shall be given to representatives of the press and other

998 ~~media and~~ guests officially invited by the Senate Chair. The Chair shall request
999 audio-visual coverage of meetings when necessary.

1000
1001 ~~5.3~~ 9.3 Spectators at Senate meetings shall not take part in or attempt to
1002 influence the proceedings of the Senate, except as may be authorized in the
1003 standing rules. Violators shall be excluded. At the Chair's ~~his/her~~ discretion, the
1004 Chair may recess the meeting.

1005
1006 ~~5.4~~ 9.4 The Academic Senate shall be called into ~~E~~ executive ~~S~~ session by the
1007 Chair upon approval of a majority of the members present. Only Academic
1008 Senate members and the Senate Administrator may be present during ~~E~~
1009 executive S sessions. Normally, only personnel or fiscal matters may be
1010 discussed in ~~E~~ executive S sessions, but final action on all matters shall be taken
1011 in regular Academic Senate meetings. Proceedings in ~~E~~ executive S session are
1012 confidential and are not published within the senate minutes.

1013 **6. 44 Senators as Representatives**

1014
1015
1016 6.1 ~~44~~ It is the responsibility of each elected member of the Academic Senate to
1017 assess the attitudes and viewpoints of their ~~the~~ constituency. ~~that elected~~
1018 ~~him/her.~~ However, each member represents and serves the entire university.
1019 Thus, it is a policy that no member shall come instructed as to how to vote on
1020 any item ~~under consideration by before~~ the Senate or its committees. and that, in
1021 voting, each member represents the entire university.

1022
1023 6.2 ~~44~~ Senators are to maintain ~~regular~~ communications with their constituency
1024 regarding Senate activities and accomplishments as needed.

1025 **7. 42 Approval of Policies**

1026
1027
1028 7.1 ~~42~~ Measures adopted by the Academic Senate intended to have binding effect
1029 on the university generally or on persons or matters external to the Senate itself
1030 are policy recommendations and are submitted to the President for approval
1031 under Article IV, Section 2, of the Senate constitution.

1032
1033 7.1.1 Bylaws adopted in accordance with standing rule 10.a.2 (Senate
1034 Management Resolutions) under Article III, Section 5, of the constitution
1035 are also submitted to the President for approval. Measures affecting only
1036 the rules, procedures, committees or other internal affairs of the Senate,
1037 or resolutions expressing only the opinion of the Senate, are not policy
1038 recommendations and do not require approval of the President.

1039 **8. 43. Representation, Academic Senate, CSU**

1040
1041
1042 8.1 ~~43.4~~ The following are subject to applicable provisions of the constitution of
1043 the Academic Senate of the California State University (ASCSU).

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8.1.1 ~~13.1.4~~ Candidates for the ASCSU from the SJSU ~~that body from this~~ campus shall be nominated by the faculty electorate ~~from the faculty electorate at large~~ following procedures similar to those prescribed for nomination of candidates for the Academic Senate of San José State University.

8.1.2 ~~13.1.2~~ Simultaneous candidacy of the same person for both the ~~Academic Senate~~ ASCSU and the Academic Senate SJSU at the same election is prohibited. ~~not permitted~~.

8.1.3 ~~13.1.3~~ A faculty representative on the SJSU Senate who is elected to the ASCSU Senate vacates their ~~his/her~~ seat as an elected member of the SJSU Senate.

8.1.4 ~~13.1.4~~ Temporary Vacancy

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

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

8.1.4.3 c) ~~A temporary CSU Senator~~ An SJSU senator temporarily serving as an ASCSU Senator shall remain ~~be~~ an SJSU Senator for all purposes ~~a faculty representative~~ of the SJSU Senate.

8.1.5 Permanent Vacancy

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

8.1.5.2 b) When a permanent vacancy occurs, a special election shall be held to fill the vacancy for the balance of the term. The election shall be held promptly after the determination is made that there is or will be such a vacancy. If there is no advance notice, the position will be filled temporarily as described in section 8.1.4 ~~13.1.4~~ above until an election can be held.

1090 ~~13.1.6 These terms become effective with any elections for CSU Senator held after~~
1091 ~~enactment of this policy and do not affect any current CSU Senator during his or her~~
1092 ~~current term of office.~~

1093
1094
1095

9. 14 Faculty Appointments to Off-Campus and Presidential Bodies

1096 9.1 ~~14.1~~ ~~Occasionally~~ Faculty (as defined in the Academic Senate Constitution)
1097 ~~occasionally~~ ~~are required or permitted to~~ serve as representatives on bodies not
1098 established by nor under the authority of SJSU (e.g., system-wide or other off-
1099 campus agencies or committees). In ~~these~~ instances in which no other procedure
1100 for their designation is prescribed, representatives shall be appointed by the
1101 Academic Senate on nomination of the Executive Committee.

1102

1103 9.2 ~~14.2~~ a) Where no other procedure has been approved by the Academic
1104 Senate, appointments of faculty to presidential task forces, ~~and~~ advisory
1105 committees, ~~and~~ commissions shall be made by the following process: ~~The~~
1106 elected members of the Executive Committee shall consult with the President in
1107 regard to these appointments. Nominations shall be presented to the Senate for
1108 approval.

1109

1110 9.3 ~~14.2~~ b) Appointments of faculty to the boards of University auxiliary
1111 organizations shall be made by the President after consultation with the elected
1112 members of the Executive Committee.

1113

1114 9.4 e) Appointments of faculty to the Instructionally Related Activities (IRA)
1115 Advisory Committee shall be made by the President after consultation with the
1116 elected members of the Executive Committee.

1117

10. 15 Editorial Changes - Senate Documents and Archiving Resolutions

1118

1119
1120 10.1 a) When identifiers ~~such as the title related to a university official, agency,~~
1121 ~~or course designations, or unit of the university appearing in Academic Senate~~
1122 ~~documents (including the constitution, bylaws, university policies, and resolutions~~
1123 ~~providing for committee membership)~~ are changed, but the function,
1124 responsibilities, purpose, or content remain the same, the Senate Chair may
1125 approve replacement in the Senate documents of the old identifier by the new
1126 one, as an editorial change. Such changes shall be explained and reported to
1127 the Executive Committee of the Senate and recorded in the meeting minutes.
1128 Example identifiers include the title related to a university official, agency, or
1129 course designations, or unit of the university appearing in Academic Senate
1130 documents (including the constitution, bylaws, university policies, and resolutions
1131 providing for committee membership).

1132

1133 10.2 b) When the number, title or designation of a law, regulation, executive
1134 order, or policy, referred to in a Senate document, is changed or rescinded by
1135 competent authority, but no other change affecting university policy is involved,

1136 the Senate Chair may authorize replacement of the old number, title or
1137 designation by the new one in Senate documents, as an editorial change. a law,
1138 regulation, executive order, policy, or Senate document is referred to in a Senate
1139 document by number, title or other official abbreviated designation, and the
1140 number, title or designation is changed or rescinded by competent authority, but
1141 no other change affecting university policy is involved, the Senate Chair may
1142 authorize replacement of the old number, title or designation by the new one, as
1143 an editorial change. Such changes shall be reported to the Executive Committee
1144 of the Senate and recorded in the meeting minutes.

1145
1146 10.3 e) When a policy recommendation or Senate Management Resolution is
1147 found to contain editorial errors, that when corrected would not change the intent
1148 of the policy recommendation or resolution, the Senate Chair can correct the
1149 error(s) following consultation with and obtaining unanimous consent from, the
1150 Executive Committee ~~can correct the error(s)~~. The edited version of the policy
1151 recommendation approved by the Executive Committee will be submitted to the
1152 President for final review and signature. Approved editorial corrections shall be
1153 recorded in the Senate Executive Committee meeting minutes and changes will
1154 be made by Senate staff to the document being corrected. If the editorial
1155 changes are not approved by the Executive Committee or the President, the
1156 document will be returned to the appropriate policy committee for revision and
1157 brought to the Senate for debate and vote.

1158
1159 10.4 Following implementation of updates to Senate bylaws and standing rules,
1160 called for in a Senate Management Resolution, the Senate chair can approve the
1161 relocation, by the Senate administrator, of such resolutions to the web-based
1162 archive of Senate Management Resolutions. The chair will communicate the
1163 action at an Executive Committee meeting. The Senate Administrator will
1164 include documentation of this in Executive Committee minutes.

11. ~~16~~ Specific Designation of Rescinded Policies

1165
1166
1167 Adoption and approval of a new policy resolution overrides all prior conflicting policies,
1170 whether or not the previous policies are specifically identified. However, it is best
1171 practice to refer list specifically in a new policy to all prior superseded policies
1172 superseded. If, subsequent to the adoption and approval of a policy resolution, the
1173 Senate Administrator finds that not all prior policies which should have been rescinded
1174 were specifically so listed in the subsequent policy, the Senate Administrator s/he shall
1175 notify the Senate Chair and the appropriate policy committee chair. The committee
1176 shall review the policies and, if satisfied that the older policies were superseded and
1177 should be specifically designated as rescinded, the Senate Chair shall authorize the
1178 Administrator to note their rescission in the Senate records. The Senate Administrator
1179 Chair shall report the committee's decision to the Executive Committee, and the Senate
1180 Administrator shall record the information in the minutes. Academic Senate.