

**SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**F16-2, University Policy, Modification of Senate Bylaw 6.13:  
Conversion of College Seats to At-Large Seats**

**Amends: Senate Bylaw 6.13**

**Legislative History:**

Modifies bylaw 6.13 which pertains to the timing of the change in college seats to at-large seats on committees.

At its meeting of October 24, 2016, the Academic Senate approved the following policy recommendation presented by Senator Shifflett for the Organization and Government Committee.

**Approved and signed by  
President Mary A. Papazian on  
January 24, 2017.**

**University Policy F16-2  
Modification of Senate Bylaw 6.13: Conversion of College  
Seats to At-Large Seats**

- Whereas:** Vacancies may have arisen since the call in the spring, and it is important that colleges have the opportunity to fill their vacant seats, and
- Whereas:** It is critical that committees have a full slate of members as soon as possible to make timely progress on their work, and
- Whereas:** Due to the requirement to approve the at large seats on consent calendars at both the Senate Executive committee and the Senate, the length of time seats go unfilled under the current provision is significantly longer than four weeks. Depending on the calendar, it can be at best seven weeks and as long as nine weeks, therefore be it

**Resolved:** That bylaw 6.13 be modified as follows:

a) Each year the Senate Executive committee will approve a calendar (referred to below as “appointment calendar”) for appointing faculty to operating committees and policy committees. The calendar will be structured such that colleges are given ample notification of vacancies before the start of the fall semester and also allow for faculty-at-large appointments to be confirmed at the first Senate meeting of the semester.

b) Notwithstanding the provisions of bylaw 6.10.1, college seats on both policy and operating committees for which no faculty from that college willing to serve have been found by the date specified on the appointment calendar shall become faculty-at-large seats for the balance of the academic year.

c) By the date specified on the appointment calendar, the Associate Vice Chair of the Senate shall inform each college representative and college dean which of that college’s operating committee seats are still vacant and invite them to recommend faculty for those seats within one week’s time. The college representative and deans shall be reminded that the seats will become faculty-at-large seats for the year if no college faculty to fill them can be found. The dean’s recommendations shall be forwarded to the college’s Committee on Committees representatives who shall present one name to the Associate Vice Chair of the Senate to be reported to the Senate or to the Executive Committee, as appropriate under bylaw 6.2.

d) By the date specified on the appointment calendar, all vacant college seats on operating committees for which no faculty from the college have been recommended under paragraph (c) above (or otherwise identified) shall become faculty-at-large seats for the balance of the year and all members of the Committee on Committees shall be requested to supply names of faculty from any representative unit to fill these vacancies.

e) By the date specified on the appointment calendar, all vacant college seats on policy committees shall become faculty-at-large seats for the balance of the year. First priority in filling these vacancies shall be given to elected faculty representatives not assigned to other policy committees. If all elected faculty representatives (other than Senate officers) have been appointed to policy committees and there are policy committee seats still remaining vacant, they shall be filled as provided in 6.13c for policy committees and 6.13d for operating committees.

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

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

Rationale: The length of time seats go unfilled under the current provisions in Senate bylaws often leaves committees with vacancies. For example, in the fall 2016 semester, following the four-week rule, the earliest the executive committee of the Senate could review a consent calendar for at-large appointments would be during their meeting the first week of October. Connecting the calendar to the first Senate meeting allows for the flexibility needed in setting deadlines for the transition of college seats to at-large seats.

Approved: 10/3/16  
Vote: 6-0-1  
Present: Curry, Bailey, Shifflett, Rajkovic, Higgins, Boekema,  
Boylan-Ashraf  
Absent: Grosvenor, Laker, Ormsbee, Hart  
Financial Impact: None expected  
Workload Impact: No change from current situation