

## **GENERAL FACULTY OF CAL POLY HUMBOLDT CONSTITUTION**

### **1.0 NAME AND PURPOSE**

- 1.1 Name – The name of this organization is the General Faculty of Cal Poly Humboldt, hereafter referred to as the General Faculty.
- 1.2 Purpose – The purpose of the General Faculty is to assure that the collective knowledge, experience, and judgment possessed by the members shall be fully utilized in providing students with educational opportunities, in developing university policies and procedures, and in fostering a spirit of unity and cooperation among its members. The faculty have accumulated considerable experience with relevant issues facing the University, and in their commitments and their duties, contribute significantly to the educational and fiscal health of the University. The General Faculty expect that major planning, including faculty personnel policies and decisions, and decisions regarding the curriculum and its delivery, will involve communication with and guidance from faculty.

In fulfilling its shared governance responsibilities, the faculty of Cal Poly Humboldt affirm the principles articulated in: (1) Article I of the Higher Education Employer-Employee Relations Act (HEERA), and (2) The American Association of University Professors' "Statement on Governance of Colleges and Universities" (SGCU). Both HEERA and SGCU call on faculty and administration to contribute with good will toward shared and harmonious decision making in those areas in which faculty have interests and expertise. The faculty also recognize and affirm their primary responsibility for the educational functions of the institution, as articulated in 1985 by the Board of Trustees of the California State University<sup>1</sup>.

This Constitution defines membership in the General Faculty and facilitates the effective exercise of the rights and responsibilities of members to participate in shared governance. In accordance with HEERA, the faculty also engage in collective bargaining with the California State University through the agency of the California Faculty Association, and therefore the resulting bargaining agreements and HEERA constrain and guide this Constitution.

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<sup>1</sup> See Higher Education Employer-Employee Relations Act, esp. Article 1, Section 3561b; Report of the Board of Trustee's Ad Hoc Committee on Governance, Collegiality, and Responsibility in the California State University (adopted by the Board of Trustees of the California State University, September 1985); and American Association of University Professors, Statement on Government of Colleges and Universities (April 1990).

## **2.0 MEMBERSHIP**

- 2.1 The voting membership of the General Faculty shall consist of:
  - 2.11 Full-time faculty unit employees (including tenured faculty, probationary faculty, lecturers, librarians, counselors and coaches)
  - 2.12 Part-time faculty unit employees (including lecturers, librarians, counselors, coaches, and rehired annuitants) holding at least a one-year appointment with a time base averaging at least .40 of full time
  - 2.13 FERP faculty
  - 2.14 Administrators with academic retreat rights
- 2.2 The non-voting membership of the General Faculty shall consist of Professors emeriti who are neither rehired annuitants fitting the conditions of section 2.12 nor FERP faculty
- 2.3 The term “in residence” shall be defined as a faculty unit employee with a current assignment. Faculty members on sabbatical or other type of leave are not considered “in residence.”
- 2.4 Other individuals may be admitted into membership upon recommendation by a faculty session of the University Senate and ratification by a two-thirds majority of General Faculty votes cast in an election of the General Faculty.
- 2.5 The electorates of the General Faculty are defined as follows (a member of the General Faculty may be included in more than one electorate):
  - 2.51 Tenure-line faculty includes tenured faculty, probationary faculty, FERP faculty and administrators with retreat rights.
  - 2.52 Lecturer faculty includes non-permanent lecturers, librarians, and counselors, part time coaches, and rehired annuitants.
  - 2.53 Instructional-unit faculty includes members of the tenure-line faculty or lecturer faculty who teach in one of more of the three instructional units (a.k.a. colleges).

2.54 Non-instructional faculty includes members of the tenure-line faculty or lecturer faculty who work within non-instructional units.

2.55 At-large faculty includes all members of the General Faculty.

### **3.0 POWERS AND STRUCTURE**

3.1 The function of the General Faculty shall be:

3.11 To formulate, review, and recommend University policies to the President and other appropriate agents.

3.12 To help the University gather and express the views of the faculty regarding issues of governance.

3.13 To nominate and appoint or elect those persons who represent the General Faculty on the University Senate, university committees, campus auxiliary governing boards, and state organizations.

3.14 To authorize the collection and use of funds to support the purposes of the General Faculty.

3.2 The General Faculty shall exercise its functions primarily through its elected delegates on the University Senate and those members elected or appointed to university committees, campus auxiliary governing boards, and state organizations, and in accordance with the Constitution of the University Senate and the Bylaws and Rules of Procedure of the University Senate.

3.3 The General Faculty reserves the right to exercise any of its functions directly through a vote of its membership.

3.31 It may require the University Senate to report its progress on any matter under its deliberation at a meeting of the General Faculty.

3.32 It may require the University Senate to refer any matter under its deliberation to the General Faculty for consideration.

#### **4.0 OFFICERS OF THE GENERAL FACULTY**

##### **4.1 The officers of the General Faculty shall be:**

- 4.11 The Chair of the University Senate, who shall serve ex-officio as the Presiding Officer of the General Faculty.
- 4.12 The Vice Chair of the University Senate, who shall serve ex-officio as the Second Officer of the General Faculty.
- 4.13 The faculty Co-Chair of the University Resources and Planning Committee, who shall serve ex-officio as the Treasurer of the General Faculty.

##### **4.2 Duties of Officers**

- 4.21 The Presiding Officer of the General Faculty shall (1) preside over meetings of the General Faculty; (2) carry out the directions of the General Faculty; and (3) perform the duties customarily performed by presiding officers, including making arrangements for meetings of the General Faculty.
- 4.22 The Second Officer of the General Faculty shall exercise the powers and duties of the Presiding Officer in the absence of or at the request of the Presiding Officer.
- 4.23 The General Faculty Treasurer shall (1) oversee and manage any funds received or disbursed by the General Faculty; and (2) submit an annual financial report to the University Senate for approval by a faculty session. The accounts of the Treasurer shall be audited annually.

#### **5.0 MEETINGS OF THE GENERAL FACULTY**

##### **5.1 The General Faculty may meet as often as necessary to transact its business. Meetings shall be called upon:**

- 5.11 Request of the Presiding Officer.
- 5.12 Request of the University President.
- 5.13 Request of the University Senate.

- 5.14 Request of a Faculty Session of the University Senate.
- 5.15 Petition of at least ten (10) percent of the General Faculty.
- 5.2 The Presiding Officer shall (1) determine the time and location of the meeting, and (2) provide the General Faculty with notification and an agenda at least three working days prior to the meeting.
- 5.3 Quorum – One third of the General Faculty membership shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum.
- 5.4 Proxies – A faculty member may appoint another member of the General Faculty to act as a proxy at a meeting.
  - 5.41 Voting by proxy means that a particular member is authorized to cast the vote of an absent member at a meeting.
  - 5.42 Any member wishing to appoint a proxy shall notify the Secretary of the General Faculty in writing prior to the meeting at which the proxy is to be exercised.
  - 5.43 No member may be a proxy for more than one other member at any single meeting.
  - 5.44 Proxies will count toward the determination of quorum.
- 5.5 Parliamentary Procedure – Meetings shall be conducted in accordance with parliamentary procedures articulated in the latest edition of The American Institute of Parliamentarians Standard Code of Parliamentary Procedure.
- 5.6 The General Faculty may adopt such Bylaws as are necessary to carry out the provisions of this Constitution.

**6.0 FINANCES**

- 6.1 The General Faculty may vote to authorize the collection of funds from members which may be disbursed for social or other purposes.
- 6.2 Monetary Contribution – The General Faculty may accept monetary contributions and disburse them for general purposes or specific projects.

**7.0 NOMINATIONS AND ELECTIONS**

- 7.1 Election Dates – Elections for General Faculty Officers, General Faculty representatives to councils, boards or committees, faculty senators-at-large and Lecturer senators shall be held and completed during “green days”. Special elections shall be held as needed.
- 7.2 The University Senate’s Appointments and Elections Committee shall serve as the Nominations and Elections Committee of the General Faculty.
  - 7.21 The Appointments and Elections Committee, in conjunction with the Senate Office, shall solicit all nominations for faculty representatives on the University Senate, university committees, campus auxiliary governing boards, and state organizations.
  - 7.22 Nominations shall be solicited in accordance with the rules established in: (1) the General Faculty Constitution, (2) the University Senate Constitution and Bylaws, and (3) the document defining the faculty representative’s membership on the University committee, campus auxiliary governing board or state organization. In the event of conflicts between the rules, the priority listed here will be followed.
  - 7.23 The Appointments and Elections Committee shall recommend nominees for appointment of faculty representatives on university committees, campus auxiliary governing boards, and state organizations. Recommendations shall be forwarded to a faculty session of the University Senate for approval.
  - 7.24 Any University committee or auxiliary governing board that requires faculty representation shall specify whether faculty representatives on the committee are to be appointed or elected. If election is required, the specific electorate that will select the faculty representative must be specified. The terminology defined in 2.5 shall be used.

7.25 The Appointments and Elections Committee, in conjunction with the Senate Office, shall develop procedures for, and administer elections of, faculty representatives on the University Senate, university committees, campus auxiliary governing boards, and state organizations. All such procedures are subject to the approval of a faculty session of the University Senate.

7.27 The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.

### 7.3 Vacancies

7.30 The position of any faculty representative on the University Senate, university committees, campus auxiliary governing boards, or state organizations shall become vacant when they (a) resign from the position, (b) fail to meet the eligibility requirements for membership in the General Faculty; or (c) go on leave, for more than one semester.

7.31 The Senate Office shall report circumstances constituting a vacancy to the University Senate Appointments and Elections Committee, which shall recommend appointments to serve until the next regular election. All such appointments are subject to the approval of a faculty session of the University Senate.

## 8.0 AMENDMENTS

8.1 Proposing Amendments – Amendments to this Constitution may be proposed to the University Senate Chair/Presiding Officer of the General Faculty by any member of the General Faculty. The proposed amendment(s) shall be presented at a faculty session of the University Senate for passage of a resolution calling for the amendment(s) to be forwarded to a vote of the General Faculty.

8.2 Notification of Members – The complete wording of any proposed amendment shall be made electronically available to all members of the General Faculty. This notification shall occur at least seven days prior to the election.

8.3 Ratification – Amendments to this Constitution shall be ratified by a majority of General Faculty votes cast in an election of the General Faculty, consistent with the provisions in section 7.0.

## **Document History**

PASSED: Academic Senate, 04/12/11 (Senate Resolution #28-10/12-FAC)

APPROVED: General Faculty Election, Oct. 17-20, 2011

REVISED: University Senate, 03/10/2020 (Resolution #15-19/20-CBC)

APPROVED: General Faculty Election, May 6-13, 2020

### **Amendments:**

- 4.5 (General Faculty Representatives to the ASCSU) – Resolution 23-12/13-EX (Approved by GF May 2013)
- 2.1, 2.11, 2.12, 2.13, 2.14, 2.2, 2.21, 2.2, 2.3, 2.4, 4.11, 4.2, 5.4, 8.5, 9.3 (Clarify the Voting Membership of the General Faculty) – Resolution 11-15/16-CBC (Approved by the GF February 2016)