

## FACULTY HANDBOOK

### CHAPTER VIII

#### COMMITTEES, COUNCILS, ASSOCIATIONS AND BOARDS

##### **800. ACADEMIC MASTER PLANNING (AMP) SUBCOMMITTEE OF THE INTEGRATED CURRICULUM COMMITTEE**

- Duties: Annually review and update the Academic Master Plan, develop processes for and review new program proposals, review Program Review, Evaluation, and Planning Memorandum of Understandings, and develop and update the HUS curriculum Handbook and associated web resources; see [ICC constitution](#) Section 4.2)
- Chair: Faculty Chair of the Integrated Curriculum Committee
- Type: Subcommittee of Standing University Senate Committee
- Meetings: Every other week, on rotation with the Integrated Curriculum Committee Meetings
- Membership: One Faculty department chair representative from each college  
Council of Chairs  
One additional faculty member from any college  
One Graduate Council Faculty representative  
One Associate Dean (or Dean) for each college  
One Librarian  
Vice Provost  
Registrar

##### **801. ACADEMIC POLICIES COMMITTEE (APC) (formerly the Educational Policies Committee)**

- Duties: 'Develops and maintains the academic policies of Humboldt State University. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), the University Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forwarded to the Senate" See [Senate Bylaws](#), Section 11.2.
- Chair: Faculty Senator Elected Annually by the Senate, as the Third Officer of the Senate, for a one-year term.
- Type: Standing Committee of the University Senate
- Meetings: Weekly, or as needed
- Membership: Four Faculty, appointed by the Senate Appointments and Elections Committee  
One Staff Senator, appointed by the Senate Appointments and Elections Committee (if no staff senator is available, nominations for a non-MMP staff member will be requested from the Staff Council)  
One Student, appointed by Associated Students  
Appointed and elected members serve staggered three-year terms.  
Students serve one-year terms.
- Ex-Officio: Vice Provost and Dean of Undergraduate and Graduate Programs Registrar (or designee)

## 802. ALCOHOL AND OTHER DRUG PREVENTION COMMITTEE

**Duties:** Develop a plan for comprehensive education, prevention, and intervention programming concerning alcohol, tobacco and other drug use, including assessing community substance use and abuse and developing appropriate education and social norming strategies. The committee reviews and develops recommendations for campus policies and procedures related to alcohol, tobacco, and drug use issues for students, staff and faculty. The committee submits a report at the end of each spring term to the Vice President for Academic Affairs and to the President. ([Executive Memorandum P01-3](#))

**Chair:** Student Health Educator

**Type:** Administrative

**Meetings:** At least four times each term

**Membership:** Two faculty members, appointed by the Senate Appointments and Elections Committee  
Two "at large" staff members, appointed by the President  
Representative from University Police, appointed by the Chief of University Police  
Representative from Arcata Police Department, appointed by the Chief of APD  
One student representative from fraternal/Greek organizations, appointed by AS upon the recommendation of the Greek Council  
One student representative from the Residence Hall Association, appointed by AS upon the recommendation of the RHA  
One student representative from Intercollegiate Athletics, appointed by the AS upon the recommendation of the Captains Council  
Representative from Counseling and Psychological Services, appointed by the Director of Counseling and Psychological Services  
Representative from community substance abuse prevention/treatment field, appointed by the President  
Representative from Arcata alcoholic beverage retailers/tavern owners, appointed by the president

**Ex-Officio:** Assistant Director, Housing and Residence Life  
Associated Students Vice President for Legislative Affairs (or designee)  
Student Health Center Health Educator

Terms of appointment shall be two years.

## 803. APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)

**Duties:** Solicit and forward nominations to the Senate for members and chairs of Senate and Senate-appointed university committees; and other duties as outlined in the Senate Bylaws; See [Senate](#) Section 11.5.

**Chair:** A faculty member of the committee, to be selected by the committee

**Type:** Standing Committee of the University Senate

**Meetings:** Weekly, or as needed

**Membership:** Three faculty members, one from each instructional unit, to be elected by the faculty of their respective unit

Ex-Officio: Chair, University Senate/Presiding Officer, General Faculty  
Provost and Vice President of Academic Affairs  
Chair of the Governance Committee of the Staff Council (or designee)  
Student Affairs Vice President of the Associated Students (or designee)

Elected and appointed members of the committee shall serve Staggered  
Two - year terms. The staff representative shall serve a one-year term in  
alignment with their one-year terms.

#### **804. BOOKSTORE ADVISORY COMMITTEE**

Duties: The Bookstore Advisory Council serves as an advisor to the Associate Vice President for Student Success and the Bookstore Management. The council will provide input on issues and needs pertaining to the management of the bookstore, collaborate with the bookstore leadership team to develop programs to educate the student body, and make suggestions to and engage in dialog with the bookstore management team on customer service, store offerings, course textbooks/materials, supplies, clothing items, collaboration with campus partners, student focused initiatives, and faculty focused initiatives. The Bookstore management team will provide ongoing education and information to the Advisory Committee on the development and progress of new initiatives and the functions of the HSU Bookstore.

Chair: Associate Vice President for Student Success

Type: Administrative

Meetings: As needed

Membership: Up to eight students members, appointed by Associated Students  
One faculty representative, appointed by the Senate Appointment and Elections Committee

Ex-officio: Associate Vice President for Student Success

#### **805. COLLEGE OF EXTENDED EDUCATION AND GLOBAL ENGAGEMENT ADVISORY COUNCIL**

Duties: The CEEGE Advisory Council serves as an advisor to the Associate Vice President for the College of Extended Education & Global Engagement. Members of the CEEGE Advisory Council are familiar and/or interested in the use of technology in delivering instruction. The Council will play an important advisory role in recommending eLearning initiatives, policies and services that should be provided to students and faculty and in setting guidelines for the assessment of learning outcome

Chair: Dean, College of Extended Education and Global Engagement

Type: Administrative

Meetings: Quarterly, as needed

Membership: One student representative, appointed by Associated Students

One College Dean, appointed by Provost

One University Senate Liaison; appointed by senate appointment committee

Three Faculty Representatives, one from each instructional unit, appointed by their College

Dean for a 2-year term

Ex-officio: Dean, College of Extended Education & Global Engagement (chair)  
CFA Chapter President (or designee)  
Senior AVP, Faculty Affairs and Human Resources  
Vice Provost of Academic Programs

#### **806. COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS**

Duties: To provide a mechanism for approval of department/unit criteria and standards and to provide a mechanism for the revision of existing approved standards. To ensure department/unit criteria and standards are in alignment with university standards and criteria as specified in Appendix J and that criteria and standards are not overly complex or prone to misinterpretation. ([Senate Resolution #37-11/12-FAC](#) and [Senate Resolution #01-13/14-FAC](#))

Chair: Tenured faculty member of the committee, selected by the committee

Type: Administrative

Meetings: As needed

Membership: Six Tenure-line Faculty, at least one from each College, with preference given to faculty with experience at the UFPC or CPC level, and at least three with tenure, appointed by the AEC in consultation with UFPC

Ex-Officio: 1 Dean from each College (or designee)  
Associate Vice President for Faculty Affairs

#### **807. COMMUNITY ADVISORY COUNCIL, PRESIDENT'S**

Duties: The President's Community Advisory Committee (PCAC) members are appointed by the HSU President to bring their professional perspectives to help inform decision making. Members provide important advice to help guide University priorities, community outreach and relations, governmental affairs, athletics, and other university matters. The committee convenes quarterly. Membership is based on professional affiliation or leadership role and for two-year staggered terms.

Type: Administrative

Meetings: As needed

Membership: For current members, see [presidents' website](#)

#### **808. CENTER FOR COMMUNITY BASED LEARNING (CCBL) ADVISORY COMMITTEE**

Duties: The Center for Community Based Learning Advisory Committee is composed of HSU students, faculty, staff and local community partners. The Advisory Committee members provide feedback and guidance on the Center's activities and strategic direction. Each member offers a unique perspective and represents their constituency needs and goals. The meetings provide opportunities for campus and community connections as representatives share their organizations initiatives. The committee meets twice a semester for 1.5 hours each on the HSU campus.

Chair: Director, Center for Community Based Learning

Type: Administrative  
 Meetings: Once per semester  
 Membership: For current membership, see [CCBL Website](#).

#### **809. CONSTITUTION AND BYLAWS COMMITTEE (CBC)**

Duties: Periodic review of the Senate Constitution and Bylaws and associated policies, making recommendations related to shared governance and committee work where needed. Questions related to the interpretation of text in a senate approved document will be referred to the CBC who will submit written recommendations to the Senate. The Committee shall consider each year, as may be necessary, revision of the list of Standing and Ad hoc committees and of the membership and functions of each committee See [Senate Bylaws](#), Section 11.6

Chair: A senator, elected during the regular annual election within the Senate, for a one-year term

Type: Standing Senate Committee of the University Senate

Meetings: Weekly, or as needed

Membership: Three Faculty members, appointed by the Appointments and Elections Committee  
 One non-MPP Staff member, appointed by Staff Council  
 One Student, appointed by Associated Students

Ex-Officio: Senate Parliamentarian, appointed annually by the Senate Executive Committee. Any member of the Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.

#### **810. COURSE DEGREE CHANGE SUBCOMMITTEE OF THE INTEGRATED CURRICULUM COMMITTEE**

Duties: Evaluate and respond to assigned course and degree change proposals, reporting out of Subcommittee to the ICC the evaluation criteria and related recommendations on a proposal.

Chair: Faculty chair, elected from within the committee

Type: Administrative

Meetings: Biweekly, on rotation with the full ICC schedule

Membership: Four faculty, one from each instructional unit and one additional at large faculty

Ex-officio: Office of the Registrar staff member  
 Curriculum Coordinator

#### **811. DISABILITY ACCESS AND COMPLIANCE COMMITTEE**

Duties: To assist in the evaluation of current campus policies and procedures relating to students with disabilities; develop prioritized plans relating to programs and services for students with disabilities; review barrier removal priorities as specified in the State University Administrators Manual (SUAM); and to develop timelines. (See [Executive Memorandum](#)

[P03-07](#))

- Chair: To be appointed by the President from the committee membership (two-year term)
- Type: Administrative
- Meetings: Regularly during the semester
- Membership: Two students who have experience with disabilities, appointed by the Associated Students (one-year term)  
Two faculty, appointed by the Senate Appointments and Elections Committee, at least one who has experience with disabilities (two-year staggered terms)
- Ex-Officio: Provost and Vice President for Academic Affairs (or designee)  
Vice President for Student Affairs (or designee)  
Director, Student Disability Resource Center  
Director, Diversity and Compliance Services  
Chief Information Officer (or designee)  
Director, Facilities Management (or designee)  
Director, Fiscal Affairs (or designee)

#### **812. DIVERSITY AND INCLUSION COUNCIL, PRESIDENT'S**

- Duties: "In keeping with HSU's mission to "welcome students from California and the world...[and] to prepare individuals to be responsible members of diverse societies," the HSU Diversity, Equity and Inclusion Council (DEIC) will work in partnership with the Office of Diversity, Equity and Inclusion (ODEI) to provide advisory council and leverage expertise to create institutional and systemic change collectively. By applying an equity lens, the DEIC will assist ODEI in making recommendations and raising awareness of ways to improve HSU's diversity, equity and inclusion efforts. This will take place by the establishment of three sub-committees with a focus on: Faculty and staff development and professional opportunities, what it means for HSU to be a Hispanic Serving Institution (HSI), and inclusive teaching strategies and culturally relevant pedagogy.
- Chair: Associate vice President for Diversity, Equity, and inclusion
- Type: Administrative
- Meetings: Monthly, and as needed
- Membership: For current membership, see the [Presidents Website](#).

#### **813. DIVERSITY, EQUITY AND INCLUSION GRANT COMMITTEE [formerly the Diversity Program Funding Committee]**

- Duties: The committee will receive, review and prioritize funding allocation requests for multicultural programs. A fixed budget will be allocated for funding these multicultural programs. The committee will recommend funding prioritized programming to the President for their signature.

Multicultural programs (definition): For a program to be deemed multicultural and receive funding it must be offered on campus to the University community and raise awareness of ethnic diversity, cultural diversity and/or increase membership of underrepresented groups in the campus community.

The committee reports to the President through the University Executive Committee and will provide an annual report to the University Executive Committee. The University

Executive Committee will review the effectiveness, status and standing of the diversity Program Funding Committee biennially. (See [Executive MemorandumP06-07](#))

- Chair: To be selected annually by the President.
- Type: Administrative
- Meetings: As needed
- Membership: Two faculty members, appointed by the Senate Appointments and Elections Committee (staggered two-year terms)  
Three students, appointed by the Associated Students (one-year term)
- Ex-Officio: Diversity Programming Personnel  
Director, Multicultural Center  
Vice Provost and Dean of Undergraduate and Graduate Studies Director, Student Life  
EOP staff representative

#### **814. DIVING CONTROL BOARD**

- Duties: Act as the official representative of the University in matters concerning the diving program; shall act as a board of appeal to consider diver-related problems; shall recommend the issue, the reissue, or the revocation of diving certificates; shall recommend changes in policy and amendments to the diving manual as the need arises; shall establish and/or approve training programs through which applicants for certification can satisfy the requirements of this manual; shall suspend diving operations or programs that it considers to be unsafe or unwise; shall recommend new equipment or techniques for campus use; shall establish and/or approve facilities for the inspection and maintenance of SCUBA gear and associated equipment; shall recommend air stations that meet air quality standards as described in Section 6.10 of the diving manual; shall review annually the diving safety officer's performance and program; and shall sit as a board of investigation to inquire into the nature and cause of diving accidents. [See Section 3.42 of the Diving Safety Manual.](#)
- Chair: Elected from members appointed by the Provost and Vice President for Academic Affairs
- Type: Standing sub-committee of Environmental Health and Occupational Safety Committee
- Meetings: As needed
- Membership: Qualified SCUBA Divers
- Ex-Officio: Diving Safety Officer Director, Marine Facilities  
Chair, Kinesiology and Recreation Administration  
Director, Environmental Health and Safety

#### **815. EMERITUS AND RETIRED FACULTY AND STAFF ASSOCIATION (ERFSA)**

- Duties: The association holds informational luncheons on the second Thursday of each month September-December and February-May with guest speakers. Those who contribute an annual fee of \$20.00 receive luncheon reminders and the newsletter each month. The campus office for the Emeritus and Retired Faculty Association is located with the University Senate and General Faculty office.

- Chair: Elected from membership
- Type: Emeritus
- Meetings: Second Tuesday of each month
- Coordinating  
Committee: Coordinator (serves as chair) Treasurer, Representative to the CSU ERFSA State Council  
Representative to the CSU ERFA State Council & HSU ERFSA Representative to the HSU  
University Senate  
Program Chair  
Membership Chair  
Communication Specialist  
Committee Member, Past Chair
- Membership: All retired faculty are eligible for membership. Emeritus status is defined by the Faculty Handbook ([see Section 540](#)) and conferred by the Provost and Vice President for Academic Affairs

#### 816. ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE

- Duties: This Committee meets quarterly to communicate and discuss relevant safety Information across campus. Functions of the Committee include, but are not limited to: develop and update written safety policies and procedures at a campus level, identify safety issues and offer recommendations for improvement, provide feedback to responsible groups on workplace recommendations and status of programs, and raise the level of awareness for safety at HSU. This committee is responsible to and reports all findings and recommendations to the Vice President for Administrative Affairs. In turn, it is advised by one subcommittee - the Diving Control Board - on aspects of the diving program. (See [Safety Committee Charter](#))
- Chair: Director of Risk Management and Safety Services
- Type: Administrative
- Meetings: As needed
- Membership: Facilities Management Representative, appointed by the Vice President of Administrative Affairs  
CNRS Representative, appointed by CNRS Dean  
Dining Services Representative, appointed by University Centers Board of Directors  
University Center Representative, appointed by University Centers Board of Directors  
HSU Sponsored Programs Foundations Representative, appointed by the Director of the Sponsored Programs Foundation  
Student Representative, appointed by Associated Students  
Unit 2 representative  
Unit 3 representative  
Unit 5 representative  
Unit 6 representative  
Unit 7 representative  
Unit 9 representative



Ex-Officio: Diving Safety Officer  
Environmental Health and Safety Specialist  
Safety Coordinator  
Boat Safety Office

### 817. EQUITY ALLIANCE OF THE NORTH COAST

Duties: HSU participation in a broad coalition of nonprofits, local governments, and the business community that offers education, dialogue, and coaching for organizations and individuals to address all divisions of racial inequality.

Type: Administrative

Meetings: As needed

Membership: See the [Presidents website](#) for current membership and further information

### 818. FACULTY AFFAIRS COMMITTEE (FAC)

Duties: "In conformance with the Unit 3 Collective Bargaining Memorandum of the Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university ... This committee parallels a standing committee of the Academic Senate of the California State University. ..." Section 11.4

Chair: Faculty senator, elected annually by the Senate as Vice Chair of the Senate, for one-year term

Type: Standing Committee of the University Senate

Meetings: Weekly, or as needed

Membership: Two Faculty Senators, appointed by the Appointments and Elections Committee  
Two Faculty "At-Large", appointed by the Appointments and Elections Committee  
One Student, appointed by Associated Students

Faculty representatives shall be appointed on staggered, three-year terms; student representatives shall be appointed for a one-year term.

Ex-Officio: President, HSU Chapter of California Faculty Association  
Associate Vice President for Faculty Affairs (or designee)

### 819. FACULTY AWARDS COMMITTEE

Duties: The committee is appointed to select the nominees for the following HSU awards: Excellence in Teaching, Scholar of the Year, Outstanding Service Award, and Outstanding Professor. The committee reports to the University Senate its nominations during the Senate's first March meeting of the academic year in which the awards are to be presented. Upon receiving the nominations of the Faculty Awards Committee, the University Senate ratifies the awards by a vote of 2/3 of those present, and forwards its recommendation to the President for conferral. On behalf of the University, the President confers awards honored in a ceremony open to the public. Recipients of the awards will

have the opportunity to present a public lecture or performance, and the awards carry stipends from the Humboldt State University Foundation and the Division of Academic Affairs. (Committee description revised by [Senate Resolution #16-08/09-FA](#) (Revised))

**Co- Chairs:** The University President or designee, and the most recent recipient of the Outstanding Professor Award, or in the absence of such a recipient, the more highly ranked or experienced recipient of the Excellence in Teaching or Scholar of the Year Awards.

**Type:** Ad Hoc Committee of the University Senate

**Meetings:** Two to three times per year

**Membership:** Three members of the teaching faculty (two of whom are previous recipients of the Outstanding Professor Award), appointed for one-year terms by the Appointments and Elections Committee  
One student appointed by the Associated Students.

#### **820. GENERAL EDUCATION AND ALL UNIVERSITY REQUIREMENTS CURRICULUM AND ASSESSMENT SUBCOMMITTEE OF THE INTEGRATED CURRICULUM COMMITTEE**

**Duties:** Provide ongoing review and improvement of GEAR learning outcomes in conjunction with GEAR faculty; provide guidance and coordinator for the GEAR assessment of those outcomes; collate and interpret aggregate GEAR assessment data and report results to the ICC; provide recommendations for GEAR curricular and instructional changes based on assessment results. Review GEAR related educational proposals and make recommendations to the ICC. See section 4.3 of the [ICC Constitution](#).

**Chair:** Faculty member of the ICC, elected by the General Faculty for a three-year term.

**Type:** Subcommittee of the Integrated Curriculum Committee

**Members:** Three faculty who are also members of the ICC, one from each instructional unit, appointed by the Senate Appointments and Elections Committee  
One additional Faculty member, appointed by the Senate Appointments and Elections Committee, ideally someone who teaches in at least one of the GEAR areas: e.g A, E, DCG, Institutions, and who is not a member of the ICC  
1 Student representative, appointed by Associated Students

Appointed faculty shall serve staggered, three-year terms. The Student representative shall serve a one-year term.

**Ex-Officio:** Vice Provost (or Designee)  
Academic Assessment Coordinator

#### **821. GENERAL FACULTY, EXECUTIVE BOARD**

**Duties:** Perform administrative functions of the General Faculty

**Chair:** General Faculty President

**Type:** General Faculty

Meetings: As needed

Membership: General Faculty President (ex-officio Chair of the University Senate) – elected by the faculty  
Vice Chair of the University Senate (ex-officio Vice President of the GF) – elected by the Senate  
Secretary/Treasurer, General Faculty – elected by the faculty

## **822. GRADUATE COUNCIL**

Duties: The purpose of the council is to discuss and approve such things as graduate program policy, program review, and the strategic plan for graduate education.

Chair: Vice Provost and Dean and Undergraduate and Graduate Studies

Type: Administrative

Meetings: Meetings are held during the academic year on the first Monday of the month.

Membership: Faculty member who serves and the Graduate Coordinator from each graduate program  
One student from each college

## **823. HISPANIC SERVING INSTITUTION SUBCOMMITTEE OF THE DIVERSITY, EQUITY, AND INCLUSION COUNCIL**

Duties: Inform the work of the DIEC from the lens of what it means to be an Hispanic Serving Institution.

Chair: Appointed from with the DEIC

Type: Administrative

Meetings: Monthly, as needed

Membership: For current membership, see the [Hispanic Serving Institution Website](#).

## **824. HONORARY DEGREE NOMINATING COMMITTEE**

Duties: Serve as the campus review committee to invite, receive and evaluate campus recommendations for honorary degrees. (See [PolicyP17-06](#))

Chair: Provost and Vice President for Academic Affairs

Type: Administrative

Meetings: As needed

Membership: An alumni representative, selected by the President  
Faculty member, appointed by the Appointments and Elections Committee (two-year term)  
Dean, appointed by the Provost in consultation with the Senate Executive Committee (two-year term)

Ex-Officio: Vice President, University Advancement  
President, Associated Students  
Chair, University Senate (General Faculty President)

### 825. HSU ADVISORY COMMITTEE ON SUSTAINABILITY

- Duties: The HSU Advisory Committee on Sustainability is charged with advising the Provost and the VP of Administration & Finance on specific, recommended actions the campus can take to further the implementation of sustainability into the core focus areas of campus operations, academics, infrastructure and engagement See [committee charge](#)).
- Co-Chairs: One faculty co-chair appointed by the VP of Admin & Finance and the Provost  
One standing appointment co-chair: Director of Sustainability or designee
- Type: Administrative
- Membership: Four Students, one appointed from each organization: Campus Center for Appropriate technology, Green Campus, Waste Reduction & Resource Awareness Program, Associated Students  
Four Faculty, one appointed by the Senate and three appointed by the Provost  
Four auxiliary Services Staff, one appointed from each: Housing, Dining Services, The University Center, Athletics  
Six Staff Members, one appointed from each: Staff Council, Director of Sustainability, Budget Director, Director of Academic Resources, Director of Parking Services, Director of Custodial Services

### 826. HSU FOUNDATION [formerly HUS Advancement Foundation]

- Duties: Provide expertise, fiduciary oversight, and advocacy to increase charitable giving from alumni and friends of the University (See [Foundation Bylaws](#)).
- Chair: Elected annually from the membership of the Board of Directors
- Type: Auxiliary
- Meetings: At least four times per year
- Membership: Executive Director  
One Alumni Association member  
One Faculty member  
One Student member  
Other Directors
- All voting Directors are appointed by the President for one-year, renewable terms
- Ex-Officio: President, HSU  
Vice President, University Advancement

### 827. HSU SPONSORED PROGRAMS FOUNDATION BOARD

- Duties: Govern the HSU Sponsored Programs Foundation, a non-profit corporation formed to advance the welfare of HSU through the development, encouragement, and management of sponsored programs and other special campus programs and their related trusts. The HSU Sponsored Programs Foundation administers virtually all externally-funded grants and contracts and submits proposals to external funding agencies on behalf of Humboldt State University. The board meets quarterly to provide financial oversight and programmatic direction to SPF management.

- Officers: Elected annually from membership of the Board of Directors
- Type: Auxiliary
- Meetings: At least four times per year
- Membership: Dean from one of the Colleges, appointed by the president  
Seven faculty directors (elected by the General Faculty and recommended to the President)  
Two enrolled, full-time student directors (one graduate and one undergraduate)  
One or more community directors  
Additional directors as needed, to provide appropriate legal, financial, and regulatory expertise
- Student Directors shall serve two-year terms. All other Directors shall serve overlapping terms of four years, and may succeed themselves only once.
- Ex-Officio: President of the University  
Vice President, Academic Affairs (or designee)  
Vice President, Student Affairs (or designee)  
Vice President, University Advancement (or designee)

#### **828. HUMAN SUBJECTS IN RESEARCH, HUMBOLDT STATE UNIVERSITY INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF**

- Duties: Review proposals for research involving human subjects. For current HSU policies and information about the review board, See the [IRB Website](#).

#### **829. HUMBOLDT EMERGENCY INDEPENDENCE FUND COMMITTEE**

- Duties: The Committee was established under the guidelines of the Humboldt Energy Independence Fund Initiative (hereinafter referred to as the "HEIF"), duties include but are not limited to the following: encourage the integration of HEIF projects into academic curriculum, make recommendations for project topics to proposal authors, provide assistance to parties involved in developing project proposals, approve projects for HEIF funding, participate in the development and implementation of approved projects, ensure collection and evaluation of project performance data, maintain HEIF spending records, summarize HEIF activity in an annual public report, and develop and update an informational website. See [committee bylaws](#).
- Co-Chairs: Associate Vice President of Facilities Management (or designee)  
Student, elected from within the committee
- Type: Administrative
- Meetings: Biweekly, as needed
- Membership: Three students, appointed by Associated Students  
Faculty member in a related discipline, appointed by the President
- Ex-officio: Campus Center for Appropriate Technology (or designee)  
Associated Students Executive Officer  
Associate Vice President of Facilities Management

Campus Emergency Analyst (or designee)  
Campus Sustainability Director (or designee)  
Additional non-voting members can be added by appointment on a volunteer basis, see [Committee Bylaws](#).

### 830. INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

Duties: Responsible for monitoring the care and use of animals at Humboldt State University. For HSU policy and information about the committee, go to [committee website](#).

### 831. INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)

Duties: Advise the President regarding both level of fee and allocation of fee revenue. Additionally, this committee reviews the intercollegiate athletics budget proposal from the Intercollegiate Athletic Advisory Committee prior to its submission to the President. The committee shall work within the confines of the Chancellor's Executive Order relating to instructionally related activities fee and BA letters of instruction coming from the Chancellor's Office.

Chair: Associated Students President (or designee)

Type: Administrative

Meetings: Weekly during budgetary process

Membership: An equal number of students (five), appointed by the Associated Students President according to established campus procedures, and an equal number of faculty (3) and administration (2) combined (five), appointed by the President of the University after appropriate consultation, for one-year terms.

Ex Officio: Director, Athletics  
Associated Students, Executive Director  
Vice President, Enrollment Management (or designee)

### 832. INTEGRATED CURRICULUM COMMITTEE (ICC) [Replaces the University Curriculum Committee]

Duties: The ICC is charged with the careful consideration and deliberation of all academic planning and curriculum matters. Recommendations are forwarded to the University Senate. (See ["Integrated Curriculum Committee Constitution," HSU Faculty Handbook, Appendix G](#))

Chair: Elected by the General Faculty for a three-year term

Type: Standing Committee of the University Senate

Meetings: The ICC and its subcommittees meet during a two-hour time block designated prior to the scheduling of fall classes. ICC and subcommittees meet alternating weeks

Membership: Nine (9) faculty members:  
One Faculty member from each college, elected by the General Faculty, staggered 3-yr terms  
One Chair from each college, elected by respective Council of Chairs, 2-yr term  
Three "At large" Faculty (from any college), elected by the General Faculty, 3-year terms

One Graduate Council Faculty representative, elected by Graduate Council, 1-year term  
Librarian, appointed by the Dean of the Library

Ex-Officio: Chair, Academic Policies Committee  
Vice Provost and Dean of Undergraduate and Graduate Studies  
Three Deans, Associate Deans, or designees, one from each college  
Dean, Associate Dean, or designee from the College of Extended Education and Global Engagement  
Dean, Library (or designee)  
Academic Assessment Coordinator  
Curriculum Coordinator  
University Registrar  
Assistant Registrar  
Associated Students Legislative Vice President  
Two Students, appointed by Associated Students

### **833. INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC)**

Duties: Serve as a forum for the President and Athletic Director to seek advice and refine ideas and develop or revise policies of the Athletic Department on such subjects as equity compliance, annual budget and the direction and balance of sports that constitute the program. The IAAC has the authority to review all proposed athletic policies and budgets and to make recommendations to the President and Athletic Director. The committee will also review the Athletics Grant-in-Aid and Compliance Handbooks and update them as needed. [revised by IAAC, AY 10/11]

Chair: Faculty member elected by the Committee from the membership, for a one-year, renewable term

Type: Administrative

Meetings: Monthly during the academic year; as needed during the summer months

Membership: To be appointed by the President. Faculty members and administrators will constitute the voting majority.

Three faculty members, selected in consultation with the Senate Executive Committee (2-year terms)

One student-athlete, selected in consultation with the Associated Students (1-year term)

One athletic coach representative, selected by the head coaches (2-year term) One staff member or administrator from Student Affairs (2-year term)

One staff member or administrator from Academic Affairs (2-year term)

One staff member or administrator from Administrative Affairs (2-year term)

The President or an administrative representative of the President. The representative could include a staff member or administrator from Academic Affairs.

One community member (2-year term) Faculty Athletics Representative (FAR)

Terms are staggered (except the student athlete member) to provide continuity

Ex-Officio: Director, Athletics  
Chair, Kinesiology and Recreation Administration  
Chair, Student Athlete Advisory Committee (or designee)

### **834. INTERNATIONAL ADVISORY COMMITTEE (formerly the International Resource Committee)**

- Duties:** To support the University's mission of global citizenship and provide strategic and practical advice on programs and initiatives to the University. In addition to being a center of expertise on campus for our global engagement, the three specific goals of the committee are to: 1) Promote programs and initiatives that foster international student recruitment and create an inclusive environment for international students and faculty with appropriate infrastructure and support for retention at every level; 2) Promote study abroad by acting as a consulting body to campus on processes relating to students (financial and academic advising), staff and faculty (program creation, approval and sustainability), and; 3) Globalize HSU as part of our mission to meet the challenges of the 21st century through the internationalization of the campus including programming and professional development designed to support diversity through intercultural exchange. The Chair of the IAC will facilitate the committee's work to support the Dean of CEEGE and the Vice Provost in the production of an annual report to the Provost on these three areas of activity. Subcommittees include: International Education Week (IEW) and the International Program Review Committee (IPRC).
- Chair:** Elected from membership for a two-year term
- Type:** Administrative
- Meetings:** Monthly
- Membership:** Two faculty representatives from each college (AHSS, CNRS, & CPS) appointed by the University Senate Appointments and Elections Committee for staggered three-year terms  
Student Representative, Undergraduate, Appointed by Associated Students for a one-year term
- Ex-Officio:** Dean, Extended Education and Global Engagement Vice Provost (*or designee*)  
Dean, HSU library (*or designee*)  
Academic Council for International Programs, CSU Representative  
Chair, Department of World Languages and Cultures Program Leader, International Studies  
Faculty Coordinators of International Education Week (IEW)  
Director, Financial Aid (*or designee*)  
Dean of Students (*or designee*) University Registrar (*or designee*)  
Study Abroad Coordinator  
Center for International Programs Representative  
Academic and Career Advising Center Director, Risk Management and Safety Services (*or designee*)  
Director, Housing and Dining (*or designee*)  
Director, Admissions (*or designee*)
- Additional faculty and staff depending on interests, welcome upon application to the Chair (non-voting members).

### 835. INTERNATIONAL PROGRAMS, ACADEMIC COUNCIL ON (ACIP)

- Duties:** Advisory board to the Chancellor. The ACIP assists the Office of International Programs (OIP) in the development of policies and procedures relating to international educational activities within OIP's assigned areas of responsibility. The ACIP ensures on-going communication and consultation between the campuses of the CSU and OIP.



- Type: California State University
- Meetings: At least twice per year
- Membership: One member will be appointed by each campus of the CSU according to procedures developed by its local Academic Senate (the HSU representative is appointed by the University Senate Appointments and Elections Committee). Appointees must be either tenured or tenure track members of the teaching faculty, or hold an academic/administrative appointment, and should have demonstrated their interest in international/intercultural education through personal participation in activities.

### **836. NATIVE AMERICAN ADVISORY COUNCIL, PRESIDENT'S (HSU)**

- Duties: This council serves as a communication conduit and assists in developing mutually beneficial partnerships among HSU, the Native American community, and Tribal Nations. The Council provides perspectives and advice on the University's collaborations with Native American communities, tribal nations, and tribal organizations in the region. Council members will advise the President on matters of importance to Native communities as they relate to the University.
- Type: Administrative
- Meetings: Meets at least twice a semester
- Membership: For current membership, see the [Office of the President](#).

### **837. PARKING AND TRANSPORTATION COMMITTEE**

- Duties: Serve as a forum for parking and transportation issues. The Committee receives input, evaluates parking and transportation strategies, develops and recommends policies and procedures for adoption, makes other recommendations for action to the President, and implements strategies as directed by the President. (See [Executive Memorandum P03-01; Committee Website](#))
- Chair: Associate Vice President of Facilities Management
- Type: Administrative
- Meetings: Once per semester with additional meetings as determined by the committee Chair
- Membership: Two students, appointed by the Associated Students (1-year term)  
Two faculty, appointed by the Senate Appointments and Elections Committee (2-year term)  
Faculty member, appointed by the University Executive Committee (2-year term)  
Staff member (non-management), appointed by Staff Council (2-year term)
- Ex-Officio: Director, Student Disability Resource Center  
Director, Contracts, Procurement and Risk Management (or designee)  
Chief of Police  
Director, Housing (or designee)  
Executive Director, University Center (or designee)  
Associate Vice President, Business Services

(or designee)

### **838. PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)**

**Duties:** Reviews and selects proposals/applications submitted by faculty and students for various research related competitions on campus. This committee is primarily responsible for reviewing and awarding applications for three main awards: Research Scholarship Creative Activity Awards (RSCA), CSU Student Research Competition, McCrone Graduate Student Fellowship & Faculty Scholars Award. Performs other duties when above listed funds are not available or alternative funds are allocated for disbursement. \*Please note, faculty elected to this committee are not eligible to submit applications (during their two year term) for competitions which they are responsible for reviewing.

**Chair:** Director, HSU Sponsored Programs Foundation

**Type:** Administrative

**Meetings:** Annually (approximately one meeting in the fall semester and one meeting in the spring semester)

**Membership:** One elected faculty representative from each College and one elected

### **839. PRESIDENT'S CABINET**

**Duties:** Advise the President on matters concerning the University.

**Chair:** University President

**Type:** Administrative

**Meetings:** Regularly

**Membership:** For current membership see the [President's website](#).

### **840. PROFESSIONAL LEAVE COMMITTEE**

**Duties:** The committee reviews sabbatical leave applications and considers questions related to the quality of the proposed sabbatical project. In this context, quality is defined as the potential of the sabbatical project to benefit the CSU or the profession through activities which include, but are not limited to, research, scholarly and creative activity, instructional improvement and faculty retraining. Quality also includes the thoroughness, specificity and clarity of the proposal in responding to application criteria. It is intended that the committee serve as an advocate in facilitating the professional development of HSU faculty, and will therefore conduct its evaluative review and make its recommendations in the spirit of collegial support and with respect for differences among disciplines. The committee shall forward all proposals to the appropriate administrator. These proposals shall be identified as "highly recommended," "recommended," or "not recommended." The committee also conducts a continuing study of leave policy and recommends appropriate changes to the University Senate. All application materials, supporting documents, sabbatical leave policy studies and/or proposed changes to the committee functions or activities shall be consistent with this charge. (CBA 27)

- Chair: Elected from membership
- Type: Administrative
- Meetings: As needed during the fall and spring terms
- Membership: Five members of the tenured faculty, elected in a General Faculty election by probationary and tenured faculty, for two-year, staggered terms.

#### **841. PROFESSIONAL RESPONSIBILITY COMMITTEE**

Duties: Implement the "Statement on Professional Responsibility" ([Appendix U](#)). Meetings of the committee shall be closed. To bring a matter to the attention of the committee, any member of the academic community may call upon the chair. The Senate Appointments and Elections Committee will appoint temporary replacements in the event of disqualification of a committee member for any reason. In the event that a committee member feels inhibited in passing judgment on a specific faculty member or librarian, the committee member may request that the Senate Appointments and Elections Committee appoint an alternate to serve in their place.

- Chair: Selected from membership
- Type: General Faculty
- Meetings: On call
- Membership: Three faculty members elected by the General Faculty. Members must be tenured and hold the rank of professor. The term of office shall be three years, except that the initial appointments shall be for a one-, a two-, and a three-year term, as determined by lot.

#### **842. PROVOST LEADERSHIP TEAM**

Duties: The Office of Academic Affairs Leadership Team, advises and assists the Provost and Vice President of Academic Affairs in the determination of fund and personnel allocations and other administrative matters for the academic sector. Additionally, it serves as a channel of communication both to and from the faculty members in the various colleges.

- Chair: Provost and Vice President for Academic Affairs
- Type: Administrative
- Meetings: At the discretion of the Provost
- Membership: See the Provost's [website](#) for current membership and other information.

#### **843. SENATE EXECUTIVE COMMITTEE**

- Duties: Performs the administrative functions of the University Senate. See [University Senate Bylaws, section 11.1](#).
- Chair: University Senate Chair (elected by the General Faculty)
- Type: Standing Committee of the University Senate Meetings: Bi-weekly, or as needed

- Membership: Vice Chair of the University Senate/Faculty Affairs  
Committee Chair Third Officer of the University  
Senate/Academic Policies Committee Chair  
Chair, Integrated Curriculum Committee  
Past Chair, University Senate  
Faculty Co-Chair, University Resources and Planning Committee  
1 General Faculty Representative to the ASCSU (senior statewide senator)  
1 Staff Senator (chosen by current staff senators)  
Student President (or designee), Associated Students  
Provost and Vice President for Academic Affairs
- Ex-Officio: President, HSU Chapter of CFA  
Delegate, HSU Labor Council

#### **844. SEXUAL ASSAULT PREVENTION COMMITTEE**

Duties: Coordinates educational programs for the campus community that help prevent the occurrence of rape, acquaintance rape, and other forms of sexual violence; advises the Vice President for Student Affairs about campus policies and procedures that better support the prevention of rape, acquaintance rape, and other forms of sexual violence among the campus community, including treatment and information for its victims. (Executive Memorandum P98-7)

Chair: Elected by committee membership

Type: Administrative

Meetings: At least three times per term

Membership: Residence Life (one staff/one student appointed by Housing Director) Representative, Office of Diversity and Compliance Representative, Counseling and Psychological Services Representative, appointed by Director, Counseling and Psychological Services Representative, Health Center, appointed by Director, Health Center UPD representative Student Affairs representative, appointed by Vice President for Student Affairs Athletics (faculty or staff) representative, appointed by Athletic Director Greek Council (one student) appointed by Greek Council Women's Center (one student) appointed by the Women's Center Two General Faculty, appointed by the Senate Appointments and Elections Committee Two students, appointed by Associated Students North Coast Rape Crisis Team (community appointment by the agency) Representative, Anti-Bias/Anti-Hate

Membership may also be expanded to include other offices or persons whose expertise might be of benefit to the Committee. Other campus and community resource individuals may be invited periodically to meetings. Terms are for two years.

#### **845. STAFF COUNCIL**

Duties: To promote the role of staff in the achievement of the mission of the university; to advise and recommend to the President on matters outside the scope of collective bargaining; to facilitate positive communication and cooperation among the staff across the campus; and to

recommend staff representatives for campus committees which are charged with matters outside the scope of collective bargaining, if so requested.

- Chair &  
Vice Chair: Elected from membership for staggered two-year terms
- Type: University
- Meetings: Monthly
- Membership: See [Staff Council Bylaws](#) for current membership and other information.

#### 846. STUDENT FEE ADVISORY COMMITTEE

- Duties: Advise the President regarding the establishment and adjustment of all campus mandatory, user and penalty fees in accordance with the provisions of the Chancellor's Executive Order 740. (See [Executive Memorandum P17-065](#))
- Chair: A student member of the committee appointed by the President yearly
- Type: Administrative
- Meetings: As needed
- Membership: Three students appointed by the Associated Students serving staggered two-year terms  
One administrator, appointed by the President  
One faculty member, appointed by the Senate Appointments Committee (2-year term)
- Ex Officio, President, Associated Students (or designee)  
Manager, Student Financial Services  
Executive Director, Associated Students

#### 847. STUDENT GRIEVANCE COMMITTEE

- Duties: Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct. (See [UML 00-01](#); [Committee Website](#))
- Chair: Elected annually from among faculty and staff members; also applies to Vice Chair, who serves in place of chair if absent or if chair has conflict of interest.
- Type: University
- Meetings: As needed
- Membership: Three faculty, one from each instructional unit, appointed by the Senate Appointments and Elections Committee (3-year staggered terms)  
Three students (preferably one graduate student), appointed by the Associated Students (1-year terms)  
One staff member, appointed by the President (3-year term)  
One Student Grievance Coordinator, appointed by the president (3-year term)

Vice Provost and Dean of Undergraduate and Graduate Studies

**848. STUDENT HEALTH ADVISORY COMMITTEE**

**Duties:** The Student Health Advisory Committee (SHAC) is a campus group made up primarily of students that serves an advisory, liaison, and outreach function between students, the Student Health Center, and the campus Administration. The goal of the SHAC is to assist in promoting the general health and well being of the HSU students, including facilitating, publicizing, and improving Student Health Center services. To this end, SHAC periodically obtains and evaluates information regarding the health concerns and health care needs of students, including Student Health Center programs and policies and utilizes this information in making recommendations to the campus and the Health Center. SHAC advises and makes recommendations on the scope of service, hours of operation, fee for service charges, mandatory health fee levels and annual budgeting, alternative revenue sources and periodic independent audits.

**Chair:** A chair is elected by the committee out of the student membership.

**Type:** Administrative

**Meetings:** As needed

**Membership:** Two students appointed by A.S. President  
One student appointed by A.S. Administrative Vice President  
Two students appointed by A.S. Student Affairs Vice President  
One staff member from Residential Life  
One Staff member from the Student Health Center (nonvoting)  
One provider from the Student Health Center  
One member of the General Faculty

**Ex-Officio:** A.S. Legislative Vice President (or designee)  
Student Health Center Director

**849. UNIVERSITY BOAT SAFETY COMMITTEE**

**Duties:** Provide oversight for all boating operations; approve rules, guidelines, and standard operating procedures developed by unit-specific boat safety committees (University Center, Intercollegiate Athletics, Academic Affairs). (See [Executive Memorandum P06-11](#))

**Type:** University

**Chair:** To be elected from the members of the UBSC

**Meetings:** Annually during academic year, more often if required

**Members:** Executive Director, University Center Director  
Intercollegiate Athletics  
Director, Marine Facilities  
Captain, R.V. Coral Sea  
Director, Risk Management & Safety Services

University Center Boat Safety Committee composition will be determined by the Executive Director, University Center.

Intercollegiate Athletics Boat Safety Committee composition will be determined by Director, Intercollegiate Athletics.

Academic Affairs Boat Safety Committee is composed of the Director, Marin Facilities, Captain, R.V. Coral Sea, and representatives from the departments of Biological Sciences, Fisheries, Oceanography, and Wildlife, as determined by department chairs.

#### **850. UNIVERSITY CENTER BOARD**

- Duties:** Formulate and administer the policies for the development, financing, and operation of the University Center subject to the final approval of the University President. The Board shall see that net earnings will be used for the benefit of the students of HSU.
- Chair:** Student member of the Board elected from membership
- Type:** Auxiliary
- Meetings:** Once per month, or as needed
- Membership:** Five students: two students nominated by the Resident Housing Association; and three student-at-large representatives elected from the student body  
Three faculty members nominated by the Senate Appointments Committee and approved by the Board, for two-year terms  
One alumnus nominated by the HSU Office of Alumni Relations and approved by the Board, for a two-year term.  
One community member nominated by the University President and approved by the Board, for a two-year term
- Ex Officio:** President, Associated Students  
Associated Student Affairs Vice President  
Vice President for Enrollment Management and Student Affairs (or other administrator designated by the President of the University)
- Nonvoting:** Executive Director, University Center

#### **851. UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)**

- Duties:** The function of the University Faculty Personnel Committee (UFPC) is to "review recommendations and Working Personnel Action Files (WPAFs) received from lower level peer review committees and make final recommendations regarding Retention, Tenure, and Promotion (RTP) to the President" (See Articles 13, 14 and 15 of the CBA and [Appendix J of the Faculty Handbook.](#))
- Chair:** Elected from membership
- Type:** Administrative
- Meetings:** As needed
- Membership:** Five faculty elected by the General Faculty for two year terms. Three seats shall be held by a faculty member from each college (CNRS, CAHSS, CPS), and two by faculty members at large. Members must be tenured and hold the rank of professor, librarian, or SSP-AR III

(Appendix J. Section VIII. A.2.a)). (A minimum of two nominations are required for each vacancy during the election per Appendix J. Section VIII. D.2.b)).

## 852. UNIVERSITY RESOURCES AND PLANNING COMMITTEE

- Duties: See [Senate Bylaws, Section 11.3](#)
- Co-Chairs: Faculty Senator, elected by the University Senate Provost and Vice President for Academic Affairs
- Type: Standing Committee of the University Senate
- Meetings: As needed
- Members: Three Faculty member (w/preference given to faculty senators), appointed by the Appointments and Elections Committee  
One Academic Dean, appointed by the President  
Two Staff delegates, appointed by Appointments and Elections Committee, w/preference given to staff senators  
Two Student delegates, appointed by Associated Students
- Ex-Officio: Vice President, Enrollment Management (or designee)  
Vice President, Administrative Affairs (or designee)  
Administrative Leader for University Advancement (or designee)

## 853. UNIVERSITY SENATE

- Duties: "The University Senate ... is a deliberative body, comprised of faculty, staff, administrators and students who work together to support the educational mission of Humboldt State University" ([Constitution of the University Senate of HSU, 1.0 \(HSU Faculty Handbook, Appendix F, Part 1\)](#))
- The University Senate operates under the *Bylaws and Rules of Procedure of the University Senate of HSU* ([HSU Faculty Handbook, Appendix F, Part 2](#))
- Chair: One (1) General Faculty member who has completed at least three years of employment and will be in-residence during the term of office shall be elected by a vote of the General Faculty At-large.
- Vice-Chair  
& 3rd Officer: Elected from Faculty senators
- Type: University
- Meetings: Twice monthly
- Membership: Elected, Three-year terms:  
Two tenure-line (instructional) faculty delegates from each College [elected by college]  
Two tenure-line (non-instructional) faculty delegates (Library, Counseling, Coaches)  
Two tenure-line (instructional or non-instructional) "at-large" faculty delegates [elected by general faculty]  
Three lecturer faculty delegates [elected by lecturers]  
Three non-MPP staff delegates [elected by non-MPP staff]



Two student delegates from the Associated Students  
One retired annuitant who is a member of HSU Emeritus and Retired Faculty and Staff Association

Ex Officio: General Faculty President/University Senate Chair  
Provost and Vice President for Academic Affairs  
Vice President for Enrollment Management Vice President for Administrative Affairs  
Two General Faculty Representatives to the ASCSU [elected by the general faculty]  
Chair, Integrated Curriculum Committee [elected by the general faculty]  
Executive Director, Office of Diversity, Equity, and Inclusion

Ex Officio,  
Non-voting: Immediate Past Chair of the University Senate (one-year term), University Senate  
President, Associated Students  
President of the University CFA Chapter  
President HSU Labor Council Delegate

#### **854. UNIVERSITY SPACE AND FACILITIES ADVISORY COMMITTEE**

Duties: Develop and coordinate recommendations for review through the University Executive Committee to the President, regarding all physical aspects of the campus. Includes, but may not be limited to, the assignment of space, building and renovation plans, alteration of the campus grounds, campus planning and design standards, and the prioritization of minor and major capital requests. ([Executive Memorandum P04-03](#))

Co-Chair: Faculty, elected by the University Senate  
Vice President of Administrative Affairs

Type: University

Meetings: Once per semester, additionally as needed

Membership: One URPC Rep & Faculty Representative as Appointed by URPC  
Two Faculty Members as Appointed by the University Senate  
One College Dean as appointed by the Provost  
One Representative of Student Affairs & Enrollment Management as Appointed by the VP of Enrollment Management  
One Information Technology Services Representative as Appointed by the Chief Information Officer  
One University Advancement Representative as Appointed by the VP for University Advancement  
One President's Division Representative as Appointed by the University President  
Two Student Representative as Appointed by Associated Students

Ex-Officio: Director of Academic Resources  
Director of Facilities Operations, Facilities Management  
Director of Sustainability  
Executive Director, University Center, Interim

Non-voting  
Members: Director, Facilities Maintenance, Facilities Management  
Director, Planning & Sustainability, Facilities Management  
Campus Space Analyst, Facilities Management Architect, Planning, Design, & Construction, Facilities Management

### 855. UNNAMED AIRCRAFT SYSTEMS REVIEW COMMITTEE

- Duties:** The UAS Review Committee is responsible for the review, approval and oversight of UAS operations at HSU. An approval from the UAS Review Committee provides a minimum level of assurance that the operators are aware of the additional permitting requirements (i.e., FAA), and are prepared and capable of operating the UAS safely and responsibly. Only approved UAS Review Committee operations are covered in this policy.
- Chair:** Appointed by the President or Provost from within committee membership
- Type:** Administrative
- Meeting:** As needed
- Membership:** One Faculty, appointed by the Appointments and Elections Committee  
One campus community member who holds a pilots license
- Ex-Officio:** Director of Risk Management (or designee)  
Director of Occupational Health and Safety (or designee)  
University Chief of Police (or designee)

## University Senate of Humboldt State University Constitution

### PREAMBLE

The University Senate of Humboldt State University, also called the Senate, is a deliberative body comprised of faculty, staff, students, and administrators working together to support the educational mission of Humboldt State University and committed to the principles of shared governance. The Senate is charged with formulating, evaluating, and recommending policies to the University President. In service of those duties, the Senate encourages input from throughout the University community and works in collaboration with the University President to ensure that Humboldt State University responds to current and future challenges and maintains and furthers its position as a collection of students and professionals fostering an open and productive learning environment.

“Shall” or “shall not” shall indicate prescription or prohibition; “may” shall indicate option or ability; “should” shall indicate advice or suggestion.

### 1.0 Purpose and Authority

The purpose of the University Senate is to draw from the collective wisdom of the members of the University community in order to formulate, evaluate, and recommend policies that advance the mission of Humboldt State. The Senate shall be the University’s primary policy recommending body. The Senate shall have the authority to act for the faculty on matters within the scope of the faculty when the action is approved by a majority vote.

### 2.0 Duties

- 2.1 The Senate shall consider policies with respect to the general welfare of the university. It shall review established policies, consider new policies, and study matters of concern to the University community.
- 2.2 It shall formulate educational policy, including admissions, curricula, and criteria for the granting of degrees. It shall analyze established and proposed policies of instruction and consider variations in policy in exceptional cases.
- 2.3 It shall advise the President in the selection of administrative personnel and assist in the selection of future Presidents.
- 2.4 It shall maintain open lines of communication between the faculty, staff, students and administration. Senators shall distribute information to and solicit input from the group(s) for which they serve as delegate.
- 2.5 It shall appoint members of Senate Standing and *Ad hoc* committees and Campus committees through the Appointments and Elections Committee. It

shall establish rules and procedures for Senate committees and shall establish procedures for the Senate.

- 2.6 The ultimate authority to recommend approval of candidates for graduation shall reside with the tenure-line faculty. Only members of the Senate who are elected as tenure-line faculty shall vote in the matter of approving the list of candidates for graduation.
- 2.7 The Senate shall hold the authority for censure of its members. The Senate shall follow procedures specified in the *Bylaws*

### 3.0 Calendar

The Senate year shall begin on June 1.

### 4.0 Membership

#### 4.1 Elected Members:

4.10 **Chair:** One (1) General Faculty member who has completed at least three years of employment and will be in-residence during the term of office shall be elected by a vote of the General Faculty At-large.

4.11 **Tenure-Line Instructional Faculty Delegates:** Eleven (11) Faculty Senators shall be apportioned as follows:

4.111 Two (2) Tenure-line Instructional-unit faculty from each of the three instructional units shall be elected by a vote of the Tenure-line faculty within each instructional unit.

4.112 Two (2) Tenure-line Non-instructional temporary and tenure-line faculty (coaches, counselors, librarians) from delegates from non-instructional units shall be elected by a vote of the Tenure-line Non-instructional unit faculty in non-instructional units (coaches, counselors, librarians)

4.113 Three (3) Tenure-line faculty from any instructional or non-instructional unit shall be elected by a vote of the Tenure-line faculty.

4.12 **Non-Tenure Instructional Faculty Delegates:** Three (3) Lecturer faculty with a time base averaging at least .40 of full-time shall be elected by a vote of the Lecturer faculty.

4.13 **Representatives to the ASCSU (Statewide Academic Senate):** Two (2)

Full-time Tenure-line faculty shall be elected by a vote of the General Faculty At-large.

- 4.14 **Staff Delegates:** Three (3) non-Management Personnel Plan (MPP) staff shall be elected by Staff Council.

4.2 **Terms of Office and Term Limits**

- 4.21 The term of office for the Senate Chair shall be two years. The term of office for all other elected members shall be three years.

- 4.22 An elected member shall serve no more than two consecutive complete terms with the exception of the Representatives to the ASCSU who may serve more than two consecutive terms. Service for a partial term or for terms served as an ex-officio member shall not be included in this calculation. So far as feasible, Senate terms shall be arranged so that approximately one-third of the membership is elected annually.

- 4.23 The outgoing chair of the University Senate, if in good standing, and if not serving in another elected, ex-officio, or interim ex-officio position may serve as an ex-officio member for one year subsequent to the completion of the Chair’s term.

4.3 **Ex-Officio Members:** The ex-officio members of the Senate shall be as follows:

- University President
- Provost and Vice President for Academic Affairs
- Vice President for Enrollment Management
- Vice President for Administrative Affairs
- Chair, Integrated Curriculum Committee
- Immediate Past Chair of the Senate (One-year term)
- Delegate, HSU Chapter, California Faculty Association
- Delegate, HSU Labor Council
- President, Associated Students
- Executive Director, Office of Diversity, Equity, and Inclusion

4.4 **Additional Members:** Additional members of the Senate include:

- Two (2) student delegates from the Associated Students
- One (1) any retired annuitant who is a member of HSU Emeritus and Retired Faculty and Staff Association.

4.5 **Interim Members:**

4.51 Elected members who temporarily vacate their elected Senate seat to serve in an ex-officio membership position shall be referred to as “Interim Ex-Officio” members. Interim Ex-Officio members may serve one semester or less and still retreat to their elected Senate seat without standing for re-election (as long as the term limit has not been reached by the end of the semester). Time served as an Interim Ex-Officio member will still be counted toward the term limits for the elected seat. If the Interim Ex-Officio member will serve longer than one semester, their elected seat will become vacant and will be filled by election in accordance with the Senate *Bylaws*.

4.52 Persons who have been appointed to fill a temporary vacancy in an elected Senate position shall be referred to as “Interim Elected” members. Interim Elected members shall be appointed through the Appointments and Election Committee. The Committee shall solicit nominations from the electorate for the Senate seat that is being temporarily vacated and forward its recommendation to the Senate for approval. Any person so appointed shall serve as an Interim Elected member until such time as the originally elected member returns to their elected Senate seat or until the end of the semester, whichever comes first. Time served as an Interim Elected member shall be counted as a partial term of service in accordance with section 4.21.

4.6 **Voting and Procedural Rights:** All members of the Senate shall have full procedural rights. All members of the Senate, with the exception of the University President shall have full voting rights.

4.7 **Vacancies:** Vacancies in Senate membership shall be filled in a manner prescribed in the *Bylaws*.

4.8 **Recall of Senators:** Any elected member of the University Senate may be recalled following the procedures established in the governing documents of the electorate. If no procedures exist, those established in the *Bylaws* may be followed.

## 5.0 Officers and Parliamentarian

5.1 The Chair of the Senate shall be an elected member of the General Faculty. The Chair of the Senate shall serve ex-officio as the Presiding Officer of the General Faculty. The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate

5.12 The Chair of the Senate shall also chair the Senate Executive Committee.

- 5.13 The Chair of the Senate shall represent the Senate at University functions and carry out other duties as necessary to the shared governance responsibilities of the Senate.
- 5.14 The Chair of the Senate shall generally direct the work of the Senate Office.
- 5.2 The Vice Chair of the Senate shall be an elected faculty delegate of the Senate and shall be elected annually to a one-year term of office by the members of the Senate. The Vice Chair of the Senate shall preside as the Chair of the Senate in the absence of the Chair. Should the Chair be unable to fulfill the duties of the office, the Vice Chair shall serve as Chair until such time as the General Faculty elect a new Chair. The Vice Chair of the Senate shall also serve as Chair of the Faculty Affairs Committee. The Vice Chair of the University Senate shall serve ex-officio as the Second Officer of the General Faculty.
- 5.3 The Third Officer of the Senate shall be an elected faculty member of Senate and shall be elected annually to a one-year term of office by the members of Senate. The Third Officer shall preside as the Chair of the Senate in the absence of the Chair and Vice Chair and shall serve as Chair of the Academic Policies Committee.
- 5.4 Vacancies: Should any officer of the Senate be unable to serve the full term to which elected, a special Senate election shall be held to choose a replacement for the remainder of the term.
- 5.5 The Parliamentarian, who need not be an elected member of the Senate, shall be appointed annually by the Senate Executive Committee. The Parliamentarian, shall advise the presiding officer on parliamentary issues and shall serve on the Constitution and Bylaws Committee.

## **6.0 Meetings and Quorum**

- 6.1 The Senate shall ordinarily meet for its regular meeting every two weeks during the academic year.
- 6.11 The agenda of each regular meeting shall be distributed to the members of the Senate and posted to the Senate website at least three academic workdays before the meeting.
- 6.12 Documents related to action items on the agenda shall be distributed to the members of the Senate and posted to the Senate website at least three academic workdays before the meeting. If such documentation is not distributed by the deadline, no action shall be taken on the item other than discussion and amendments thereto. This rule may be

suspended by a two-thirds majority (except for amendments to the Constitution or Bylaws).

- 6.13 Documents related to announcements, reports and discussion items shall be distributed to Senators and posted to the Senate website at least one academic workday before the meeting. If such documentation is not distributed by the deadline, a hardcopy may be distributed to all members of the Senate during the meeting. Such documents shall be posted to the Senate website as an attachment to the relevant agenda item as soon as possible after the meeting.
  - 6.14 At the discretion of the Chair, certain communications received by the Chair may be distributed to members of the Senate at any time prior to or during the meeting. These communications shall be posted to the Senate website as soon as possible after the meeting.
  - 6.15 All departments and offices of the University shall be notified when the agenda and documents related to the agenda have been posted.
- 6.2 Special meetings of the Senate may be called at the discretion of the Senate Chair or upon receiving a written petition of at least ten percent of the Senate membership.
- 6.21 The agenda of a special meeting, including meeting time and location, shall be distributed to members of the Senate and posted on the Senate website at least three academic workdays prior to the meeting, unless the Chair with the concurrence of a majority of the Executive Committee, decides that the urgency of the circumstances do not permit the required notice.
  - 6.22 Documents related to any items on the agenda at a special meeting shall be distributed to the members of the Senate and posted to the Senate website at least three academic workdays before the meeting. If such documentation cannot be distributed by the deadline, no discussion, amendments thereto or action shall be taken on the item. This rule may be suspended by a two-thirds majority (except for amendments to the *Constitution or Bylaws*).
  - 6.23 Any action taken at a special meeting shall require an absolute majority of the Senate. Vacant seats will not be considered when calculating an absolute majority.
- 6.3 The minutes of both regular and special meetings shall be posted on the Senate website following approval by the Senate.



- 6.4 Two thirds of the Senate shall constitute a quorum for regular or special meetings. Vacant seats shall not be considered when calculating quorum.
- 6.41 If a senator is unable to attend, a proxy may be appointed in accordance with the Bylaws. The proxy shall be counted toward quorum.
- 6.42 A senator present for a portion of a meeting shall be recorded as present for the entire meeting.
- 6.43 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.
- 6.5 Faculty Session**
- 6.51 A faculty session of the Senate shall be comprised of all faculty members of the senate. Its function shall be to express the collective voice of the faculty or to execute faculty responsibilities such as the approval of the graduation list or other responsibilities specific to the faculty such as changes to Appendix J in the Faculty Handbook. It may make determinations regarding any issue specific to faculty responsibilities. Only faculty senators may vote during a faculty session.
- 6.52 A faculty session shall be convened upon a majority vote of the Faculty Senators or by a majority vote by the Senate Executive Committee.
- 6.53 Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.
- 6.54 A faculty session may hold an executive session with only faculty members in attendance by two-thirds majority vote of those Faculty delegates present at the Senate session.
- 6.55 A faculty session shall be terminated either by a two-thirds majority vote of the convened session or by an advance stipulation.
- 6.56 When the faculty session has concluded its business or when the session has been terminated by advance stipulation, its actions shall be reported to the full Senate. All actions of the faculty session shall be included in the minutes of the Senate.

## 7.0 Committees of the Senate

- 7.1 The Senate shall establish Standing and other *Ad hoc* or *pro tempore* Committees as provided for in the *Bylaws*.
- 7.2 The Senate may also appoint members to Campus Committees as provided for in the *Bylaws*

## 7.3 Vacancies

- 7.3 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. When the vacancy is on the Appointments and Elections Committee, the Senate Executive Committee 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 Bylaws

- 8.1 The Senate shall be responsible for constructing and maintaining its own rules of operating procedure known as the *Bylaws and Rules of Procedure of the University Senate of Humboldt State University*.

## 9.0 Amendments

- 9.1 Proposed amendments to this Constitution shall be recommended by a majority vote of the Senate after having been presented at a previous regular meeting. Proposed amendments must be recommended by the end of the 11<sup>th</sup> week of instruction during the semester in which they are to be ratified.
- 9.2 Senate-recommended amendments shall then be forwarded to the General Faculty, Associated Students, and Staff Council for a ratification vote. Associated Students and Staff Council must receive the proposed amendments in time to have two regularly scheduled meetings left in the semester to deliberate.

- 9.3 Proposed amendments shall be adopted if approved by a simple majority of the General Faculty and approval by either Associated Students or Staff Council. If any electorate does not vote on the proposed amendments by the end of the semester, that electorate will be considered to have abstained from the vote.
- 9.4 Amendments to update names and titles, correct grammatical or typographical errors, or to make other non-substantive corrections to the University Senate Constitution and Bylaws, and the General Faculty Constitution may be initiated by the Chair of the University Senate. Any such updates shall be presented to the University Senate as an agenda item at its next regular meeting. The University Senate shall affirm by an absolute two-thirds majority vote any such updates. Any updates not approved by the Senate shall not be adopted.

### **10.0 Interpretation**

- 10.1 Requests for interpretation of Senate actions, Senate-approved documents and Senate governing documents must be initiated by at least two voting members of the Senate.
- 10.2 Requests for interpretation shall be forwarded to the Constitution and Bylaws Committee which will formulate a written interpretation.
- 10.3 The written interpretation shall be placed on the Senate agenda as an action item within one month of the date of request. The interpretation shall be considered binding unless rejected by a majority of the Senate.

#### **Document History:**

PASSED - University Senate, 2/24/2015  
APPROVED - General Faculty, 3/31/2015  
APPROVED – Staff Council, 4/14/2015  
APPROVED – Associated Students, 4/16/2015  
Amended: 05/2016  
Amended: 02/2017  
Amended: 09/2017  
Amended: 11/2018  
Amended: 11/2020  
Amended: 05/2021

**University Senate of Humboldt State University  
Bylaws and Rules of Procedure**

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## University Senate of Humboldt State University

**Bylaws and Rules of Procedure**

In the rules and procedures prescribed by this document, “is” is informative, “shall” is mandatory, “may” is permissive, “should” is conditional, and “will” is intentional.

The University Senate is referred to as the Senate in these Bylaws.

**1.0 DEFINITIONS:**

- Tenure-line Faculty (Instructional Unit) – tenure-line, holding academic rank of assistant professor or above
- Tenure-line Faculty (Non-Instructional Unit) – tenure-line librarians, counselors, and full-time coaches
- Lecturer Faculty (Instructional and Non-Instructional Units) – non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time
- Non-MPP Staff – permanent or temporary staff in non-management positions
- Administrative Officers (Administrators with a position at the Associate Vice President level or above)
- Ex-Officio – members who serve by virtue of their position or office

**2.0 MEETINGS**

- 2.1 Meeting Time and Location:** The Senate shall meet for a regular meeting every two weeks through the academic year from 3:00-5:00 pm on Tuesdays in Goodwin Forum, Nelson Hall East 102. The Senate may meet for a special meeting at any time or location as long as proper notification has been provided in accordance with Section 6.21 of the *Constitution*.
- 2.2 Change of Meeting Place:** The Chair shall have the responsibility to change the place of a meeting when the regularly scheduled room cannot accommodate the expected number of attendees, including nonmembers.
- 2.3 Order of Business:** The order of business shall be as follows:
- Announcement of proxies
  - Approval and adoption of agenda and approval of minutes
  - Open Forum
  - Reports, announcements, and communications of the chair
  - Reports of standing committees, statewide Senators and Ex-officio members
  - Consent Calendar

- Old Business
- New Business

- 2.4 Modification of Order of Business:** The Executive Committee is authorized to modify the order of business when deemed advisable.
- 2.5 Agenda Items:** The Executive Committee shall establish the agenda for Senate meetings.
- 2.51 Any member of the Humboldt State University community may present items for the agenda to the Chair of the Senate.
- 2.52 Items to be placed on the agenda of a meeting must be sent to the Chair by noon of the Tuesday prior to the meeting.
- 2.53 Items received by the Chair shall normally be transmitted to the Executive Committee, which shall decide regarding placement on the agenda for the next regular or subsequent Senate meeting or refer them to a specific committee. Disposition of such items shall be indicated in the minutes of the Executive Committee and communicated to the individual presenting the item.
- 2.54 Should the Chair receive items after the Tuesday prior to meeting that are deemed by the Chair to be urgent, the Chair shall inform the Executive Committee as soon as possible and place the item on the agenda.
- 2.6 Documents Related to the Agenda:** Documents related to action items on the agenda shall be furnished to the Senate office by noon at least three academic workdays before the meeting. Documents related to announcements, reports and discussion items shall be furnished to the Senate office by noon at least one academic workday prior to the meeting.
- 2.7 Voting:**
- 2.71 Voting on motions to approve resolutions, sense of the senate items and other action items that do not require general consent will be taken by calling the roll of the Senate.
- 2.72 A roll call vote on any other motion not listed in 2.71 shall be taken if requested by a member of the Senate.
- 2.73 The terms “unanimous” or “without dissent” shall be used in the minutes when all votes are affirmative. Unanimous shall mean an affirmative vote

without abstentions. Without dissent shall mean an affirmative vote with abstentions.

### **3.0 CONSENT CALENDAR**

At the discretion of the Chair, proposals that are of a non-controversial nature may be placed on the agenda for adoption by consent subject to the following rules:

- 3.1** Any common consent proposal must be written out in full.
- 3.2** The proposal must be submitted to the Chair by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.
- 3.3** When the question of general consent is put by the Chair, one objection shall remove the proposal from the general consent calendar.
- 3.4** Any proposal so removed shall be added to the end of the agenda.

### **4.0 PARLIAMENTARY PROCEDURE**

- 4.1** The parliamentary authority for any procedure not covered by these Bylaws shall be the latest edition of the American Institute of Parliamentarians' *Standard Code of Parliamentary Procedure*.
- 4.2** The Parliamentarian shall be the source of advice to the presiding officer of the Senate during meetings on any question concerning parliamentary procedure.

### **5.0 POLICY REGARDING NONMEMBERS AT MEETINGS**

- 5.1** Any member of the University community may attend a meeting of the Senate.
- 5.2** Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.
- 5.3** Guest speakers may be invited to address the Senate by action of the Executive Committee or by majority vote of the Senate.

### **6.0 PROXIES**

- 6.1** The purpose of a proxy is to ensure that an absent Senator can be fully represented on all matters of business brought before the Senate. The term

“proxy” may mean either the statement authorizing an individual to cast the vote of an absent Senator or the individual who casts the vote.

- 6.2** Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.
- 6.3** Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised.
- 6.4** An elected or appointed Senator must select another Senator as a proxy. An ex-officio Senator may select another Senator or a designee to serve as proxy. The designee should be an individual who would normally fill the ex-officio Senator’s duties of office in whole or in part during any absence.
- 6.5** No individual may be a proxy for more than one Senator at any single meeting.

## **7.0 EXECUTIVE SESSION**

- 7.1** The Senate may resolve itself into executive session (a closed session only open to members of the Senate) upon two-thirds majority vote.
- 7.2** Persons not members of the Senate shall be required to leave the Senate meeting room during the period of executive session. Exception to this provision may be made with unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.
- 7.3** During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.
- 7.4** The Chair shall call the Senate into open session as soon as sufficient discussion has been had in executive session.

## **8.0 INFORMAL CONSIDERATION**

- 8.1** A senator may make a motion to informally consider a particular matter or resolution before the Senate, e.g. when it is desirable for such discussion to precede the proposal of a motion or resolution so that some agreement may be reached on the type and wording of the motion that is needed.
- 8.2** In the absence of a formal motion, the Chair may declare a time for informal consideration for purposes of informal discussions between members on necessary language revision of drafts of proposals.



- 8.3** Informal Consideration is terminated upon a motion for action or when a member moves to terminate it.

## **9.0 PRESIDENTIAL NOTIFICATION OF SENATE ACTIONS**

- 9.1** Resolutions and policy recommendations of the University Senate shall be transmitted to the University President by the Friday after the meeting in which they were approved.
- 9.2** The Senate, upon a two-thirds majority vote, may declare that an emergency exists and that an approved resolution or policy recommendation be transmitted to the President of the University by noon of the following business day.
- 9.3** The Chair of the Senate shall ensure that the President is notified of Senate approved resolutions and policy recommendations by the appropriate deadline. At each Senate meeting, the Chair of the Senate shall report the status of resolutions and policy recommendations that were transmitted to the President.

## **10.0 GENERAL RULES FOR COMMITTEES**

- 10.1 Types of Committees:** The Senate Office shall maintain a list of campus committees and Senate committees that outlines their functions, membership and other information as available.
- Standing Committees of the Senate are defined in these Bylaws.
  - *Ad hoc* Committees or task forces may be appointed by the Senate as needed.
  - Campus Committees may have elected members or members appointed by the Senate Appointments and Elections Committee.
- 10.2 Size of Committees:** Committees shall consist of at least three members.
- 10.3 Appointments:**
- 10.31 Members of Standing committees, *Ad hoc* Committees, and Campus Committees shall be elected or appointed as prescribed for each committee.
- 10.32 Each elected senator shall serve on a minimum of one Standing, *Ad hoc*, or Campus committee when committee positions are available.

- 10.33 Senate Standing and *Ad hoc* committees shall seek student and staff participation as required by these Bylaws or when a committee deems it desirable. The Associated Students shall be responsible for the process of selecting students. The Staff Council shall be responsible for the process of selecting staff.
- 10.34 Administrative officers of the university may be named as members of Standing or *Ad hoc* committees.
- 10.35 Questions concerning the composition of any Standing or *Ad hoc* committee shall be referred to the Constitution and Bylaws Committee, which shall make a recommendation to the Executive Committee.

#### **10.4 Times of Nominations, Elections and Appointments**

The Appointments and Elections Committee shall strive to ensure that elections and appointments to committees occur prior to the establishment of class schedules for the first semester in which the elected or appointed faculty and staff will serve.

#### **10.5 Referrals**

- 10.51 Items shall be referred to Standing or *Ad hoc* committees by the Senate Chair, by the Executive Committee, or by the Senate. An item referred to a committee by the Executive Committee shall be referred to another committee only through the Executive Committee.
- 10.52 Items shall be referred to existing committees whenever possible.
- 10.53 Any communication from the Chair of the Senate to a committee regarding referred items shall be reported at the next Executive Committee meeting.

#### **10.6 Records and Reports**

- 10.61 Each outgoing Standing or *Ad hoc* committee chair shall transmit records and pertinent information to the incoming chair.
- 10.62 Standing committees shall submit a summary report of the academic year's activities by June 1<sup>st</sup> to the incoming Senate Chair.

#### **10.7 Committee Operation**

- 10.71 Senate rules shall apply to the operation of all Standing and *Ad hoc* committees. The American Institute of Parliamentarians' *Standard Code of Parliamentary Procedure* is used as the parliamentary authority for all meetings of all Senate committees.
- 10.72 The Senate shall establish procedures for selection of Standing and *Ad hoc* committee chairs. When a committee chair resigns or is removed from the committee or fails to serve, the committee shall elect a chair *pro tempore* and notify the Appointments and Elections Committee.
- 10.73 Committees may use subcommittees and may invite nonvoting members to participate in its work.
- 10.74 Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members, including the chair, are given sufficient notice.
- i. Unless otherwise specified, a quorum shall be a majority of committee members with at least one representative from the faculty and at least one representative from either staff or students. Vacancies shall not be counted when determining a majority for quorum.
  - ii. One representative from either staff or students will not be necessary for quorum for the Faculty Affairs Committee or for any committee where all the staff and student positions are vacant.
  - iii. Any committee member may appoint another committee member as proxy. Ex-officio committee members may appoint a designee instead of another committee member. A committee member may hold only one proxy at each meeting. Proxies will be counted toward quorum and as representative of their specific electorate.
- 10.75 A committee shall, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community unless called into executive session by the chair when the chair or committee determines that the presence of others might inhibit free expression or efficient proceedings. The chair's decision to call executive session shall be subject to challenge and may be overruled by a simple majority.
- 10.76 The chair of the committee shall keep records of all actions of the committee or shall ensure that they be kept by a committee secretary.

- 10.77 All Standing and *Ad hoc* committees shall report to the Senate. Campus committees that do not report directly to the Senate may be invited to the Senate to discuss or clarify their activities. The type of report will depend on the status of the committee or body and the nature of its task.
- i. Committees may bring items to the Senate for discussion and recommendation. Any such document shall be provided to the Chair of the Senate and the Executive Committee by noon on Thursday prior to the next regularly scheduled Executive Committee meeting.
  - ii. When a committee forwards a policy recommendation or recommendation for action to the Senate, this recommendation shall be provided in the form of a resolution or accompanied by a resolution describing the recommended action(s).
- 10.78 Standing and *Ad hoc* committees shall be dissolved by Senate action. Unless specified otherwise by the Senate, *Ad hoc* committees shall be dissolved when they rise and report or at the end of the academic year in which they were appointed, whichever comes first.

## **10.8 Terms of Service on Standing and Ad hoc Committees**

- 10.81 Terms are renewable unless otherwise specified.
- 10.82 Removal: The Appointments and Elections Committee may recommend the removal of a committee member. Accordingly, the committee member shall be told of the reasons for the proposed removal and shall be given at least two weeks in which to respond. If the Appointments and Elections Committee then determines that removal of the member is in the best interest of the affected committee and of the Senate, it shall recommend the name of a replacement member. Appointment of the new nominee shall constitute removal of the previous member.
- 10.83 Leave: As soon as a committee member is certain of being granted a one-semester or longer leave from duties at the university, that member shall in writing so inform the chair of that committee and the Senate Office. If the leave is longer than one semester, the Appointments and Elections Committee shall recommend a temporary or permanent replacement selected according to normal criteria and procedures.

## **11.0 STANDING COMMITTEES OF THE UNIVERSITY SENATE**

The Standing Committees of the Senate shall be the:

- Academic Policies Committee
- Appointments and Elections Committee
- Constitution and Bylaws Committee
- Executive Committee
- Faculty Affairs Committee
- Integrated Curriculum Committee
- University Policies Committee
- University Resources and Planning Committee

### 11.1 Executive Committee

11.11 **Chair:** The chair of the Executive Committee shall be the Chair of the University Senate.

11.12 **Membership:** The members of the Executive Committee shall be as follows:

- Chair, Senate (who shall be the Chair of the Executive Committee)
- Vice Chair, Senate (who shall be the Chair of the Faculty Affairs Committee)
- Third Officer, Senate (who shall be the Chair of the Academic Policies Committee)
- Immediate Past Chair, Senate (for 1 year following term as chair)
- Chair, Integrated Curriculum Committee
- Faculty Co-Chair, University Resources and Planning Committee (URPC)
- Chair, University Policies Committee (UPC)
- One (1) General Faculty Representative to the ASCSU (usually the senior senator)
- Provost/Vice President for Academic Affairs (who shall be the Co-Chair of URPC)
- President (or designee), Associated Students
- One (1) Staff Senator (selected annually by and from the three current staff senators)
- President, HSU Chapter of the California Faculty Association
- Delegate, HSU Labor Council

11.13 **Duties:**

- i. The Committee may consider all matters within the purview of the Senate.

- ii. The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to the appropriate committees.
- iii. The Committee shall be empowered to act for a Standing committee in lieu of referral on matters requiring immediate attention. Such action shall be reported at the next regular meeting of the Senate.
- iv. The Committee may act for the Senate on matters that call for immediate action or attention. Such action shall require an absolute two thirds majority vote of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.
- v. The Committee shall present issues of major interest for attention during the academic year at the first fall meeting of the Senate.
- vi. The Committee shall establish the agenda for each Senate meeting and instruct the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.
- vii. The Committee may work for the Senate during the summer as needed, and shall maintain communication and consult with Senators as need arises.
- viii. At the first Senate meeting of the academic year, the Chair of the Senate shall report to the Senate on any activity of the Executive committee occurring since the last meeting of the full Senate.

**11.14 Meetings:**

- i. The Executive Committee shall meet every two weeks, on the weeks that the full Senate does not meet. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the request of the President of the university or at the request of an absolute majority of the Executive Committee.
- ii. The Executive Committee may meet with the President of the University, at the initiative of the Committee or the President, to consider problems or issues of the university.

**11.15 Challenge and Censure:**

- i. A senator may challenge an action taken by the Executive Committee on behalf of the Senate. The matter shall be submitted immediately to a

vote. A simple majority of the Senate shall uphold the action of the Executive Committee.

- ii. The Executive Committee may be censured for its actions; such action shall require a simple two-thirds majority of the Senate present and voting.

## 11.2 Academic Policies Committee (APC)

11.21 **Chair:** The Chair of the Academic Policies Committee shall be a faculty senator, elected annually by the Senate as the Third Officer of the Senate, for a one-year term.

11.22 **Membership:** The membership of the Academic Policies Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Four (4) Faculty members, appointed by the Appointments and Elections Committee
- Two (2) Students, appointed by the Associated Students
- One (1) Staff Senator (if no Staff Senator is available, nominations for a non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
- Vice Provost (Ex-Officio)
- Registrar (or designee) (Ex-Officio)

11.23 **Terms:** The appointed and elected members of the Committee shall serve staggered three year terms. Student terms shall be one year.

11.24 **Duties:**

- i. Develops and maintains the academic policies of Humboldt State University.
- ii. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), University Senate, APC members and works with the ICC to prioritize items;
- iii. Vets curriculum policy changes and proposals through the ICC with recommendations forwarded to the Senate.

### 11.3 University Resources and Planning Committee (URPC)

11.31 **Co-chairs:** of the University Resources and Planning Committee shall be a faculty senator, elected by the University Senate for a 2-year term at the time of election of Senate officers, and the Provost and Vice President of Academic Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

11.32 **Membership:** The membership of the URPC shall be as follows:

- Three (3) Faculty members, appointed by the Appointments and Elections Committee, with preference given to faculty delegates currently serving on the University Senate
  - One (1) Academic Dean, appointed by the President
  - Vice President of Enrollment Management and Student Affairs (or designee)
  - Vice President of Administrative Affairs (or designee)
  - Administrative leader for University Advancement (or designee)
  - Two (2) Staff delegates, appointed by the Appointments and Elections Committee, with preference given to staff delegates currently on the University Senate
  - Two (2) Student delegates, appointed by the Associated Students.
- Advisors: The University Budget Director and a Budget Analyst from each Division shall participate in the committee as non-voting advisors.

11.33 **Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

11.34 **Duties:**

- i. The Committee shall make recommendations to the Senate and, within the policy guidelines established by the Senate, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy.
- ii. The Committee shall act as the deliberative body of the Senate on issues pertaining to university budgets, long term capital planning, and allocation of special funds.
- iii. The Committee shall question, review, and evaluate resource allocations based on current fiscal priorities and strategies in support of the University vision and Strategic Plan and evaluate consistency of resource



allocations (both budgeted and un-budgeted funds including enrollment growth funds) with that vision and plan.

- iv. The Committee shall review and make recommendations concerning new budget allocations (augmentations and reductions), cross-divisional budget allocations and allocations to special funds, and advise administrators on the use of those funds. It is not the role of this committee to interfere with internal division processes, but rather to review and evaluate the consistency of resource allocations with agreed upon budget priorities and the University's vision and strategic plan. The function shall not be construed as to in anyway imply an authority with regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.
- v. The Committee shall receive quarterly budget reports to review how budgeted and unbudgeted funds are spent relative to agreed budget categories and priorities, and make relevant recommendations.
- vi. The Committee shall review reports on budget and expenditure outcomes and impacts; it shall receive, review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives.
- vii. The Committee shall serve as the consultative body on long term fiscal planning, reviewing patterns of previous expenditures and proposing changes as they may affect student success consistent with the University mission, and making general policy recommendations regarding present and future resource decisions including consultation on the development of proposals for non-traditional funding.

#### **11.35 Referral and work**

- i. Issues for consideration may be referred to the Committee by the Senate, the Senate Executive Committee, the President and the committee members.
- ii. If concerns arise concerning fiscal and budgetary policies, such questions, disagreements or problems shall be referred to the Committee for analysis and recommendation.

#### **11.36 Reports**

- i. The Co-Chairs of the Committee shall concurrently send to the Senate Chair all written communications regarding policies or reports sent to or received from administrative officers.
- ii. One of the Co-Chairs will regularly report to the Senate on the work of the Committee.
- iii. All recommendations made to administrative officers without prior Senate approval shall be submitted to the next meeting of the Senate following the recommendation for the consideration of the Senate. The Committee shall inform faculty and students about resource issues by providing information reports to the Senate.

#### 11.37 Subcommittee

- i. The subcommittee of the URPC will be the University Space and Facilities Advisory Committee (USFAC)

**11.37.1 Co-Chairs:** of the University Space and Facilities Advisory Committee shall be a faculty member, Elected by the University Senate for a 2-year term, and the Vice President of Administrative Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

**11.37.2 Membership:** The membership of the USFAC shall be as follows:

- One (1) URPC Rep & Faculty Representative as Appointed by URPC
- Two (2) Faculty Members as Appointed by the University Senate
- One (1) College Dean as appointed by the Provost
- One (1) Representative of Student Affairs & Enrollment Management Represented as Appointed by the VP of Enrollment Management
- One (1) Information Technology Services Representative as Appointed by the Chief Information Officer
- One (1) University Advancement Representative as Appointed by the VP for University Advancement
- One (1) President's Division Representative as Appointed by the University President
- Two (2) Student Representative as Appointed by Associated Students

#### Ex-Officio Members

- Director of Academic Resources

- Director of Facilities Operations, Facilities Management
- Director of Sustainability
- Executive Director, University Center, Interim

#### Non-Voting Members

- Director, Facilities Maintenance, Facilities Management
- Director, Planning & Sustainability, Facilities Management
- Campus Space Analyst, Facilities Management
- Architect, Planning, Design, & Construction, Facilities Management

11.37.3 **Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

#### 11.37.4 **Duties:**

- i. The Committee shall make recommendations to the URPC and, within the policy guidelines established by the Senate, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy.
- ii. Act as an advisory body regarding the development and management of the physical environment of the campus where function, aesthetic quality, and physical character are intermixed to create a desirable and inspirational atmosphere for students, faculty and staff. Includes, but may not be limited to, the assignment of space, building and renovation plans, campus planning and design standards, and the prioritization of minor and major capital requests.
- iii. Research and development of recommendations associated with plans, policies, procedures and guidelines concerning the administration of the physical campus
- iv. The Committee will provide input on the following:
  - University Facilities Master Plan
  - University Five-Year Major Capital Plan
  - University Construction Projects
  - University-Wide Space Management Policy
  - Campus Planning & Design Standards
  - Campus Projects & Associated Management Processes
  - Building Renovation & Construction Plans (Schematic Level)
  - Alteration of the Campus Grounds (Schematic Level)
  - Other Areas of Study as Designated by the President

**11.37.5 Reports**

One of the Co-Chairs will regularly report to the URPC on the work of the Committee.

**11.4 Faculty Affairs Committee (FAC)**

**11.41 Chair:** The Chair of the Faculty Affairs Committee shall be a faculty senator, elected annually by the Senate as the Vice Chair of the Senate, for a one-year term.

**11.42 Membership:** The membership of the Faculty Affairs Committee shall be as follows:

- Two (2) currently serving Faculty Senators, appointed by the Appointments and Elections Committee
- Two (2) “at-large” Faculty members, appointed by the Appointments and Elections Committee
- One (1) Student, appointed by the Associated Students
- President, HSU Chapter, California Faculty Association
- Associate Vice President for Faculty Affairs (or designee), non-voting

**11.43 Terms:** Faculty members shall be appointed for staggered, three-year terms. Students shall be appointed for one-year terms.

**11.44 Duties:** In conformance with the Unit 3 faculty Collective Bargaining Memorandum of Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university. Among its considerations shall be policies concerning the selection and evaluation of academic tenure, promotions, sabbaticals, academic privilege, and separation from the university. This committee parallels a like standing committee of the Academic Senate of the California State University. It considers matters being considered in the statewide Academic Senate. It shall formulate recommendations on current practice, shall propose revisions or new procedures, and shall report to the Senate.

**11.5 Appointments and Elections Committee (AEC)**

**11.51 Chair:** The Chair shall be a member of the Committee selected by the Committee.

11.52 **Membership:** The membership of the Appointments and Elections Committee shall be as follows:

- Three (3) Faculty members, one from each instructional unit, elected by the faculty of the respective instructional units; one of whom shall be elected by the committee to serve as committee chair
- One (1) Staff member, recommended by Staff Council
- One (1) Student member, recommended by Associated Students

Ex-Officio Members:

- Chair, University Senate/Presiding Officer, General Faculty
- Provost and Vice President of Academic Affairs
- Chair of the Governance Committee of the Staff Council (or designee)
- Student Affairs Vice President of the Associated Students (or designee)

11.53 **Terms:** Elected and appointed members of the committee shall serve staggered two year terms. The staff representatives shall serve a one-year term in alignment with their one-year terms.

11.54 **Duties:**

- i. The Committee, through the Senate Office, shall determine vacancies on Standing, Ad hoc, and Campus committees and notify appropriate appointment bodies, each year by the end of January.
- ii. The Committee shall solicit nominations for members and chairs of Standing, *Ad hoc*, and Campus committees, and shall fill vacancies that may occur in committees during the academic year.
- iii. The faculty members of the Committee shall solicit nominations for General Faculty elections of officers and other faculty representatives as directed by the General Faculty Constitution, including nominating candidates for vacancies on the University Faculty Personnel Committee in accordance with Appendix J of the Faculty Handbook and other positions as identified in the Faculty Handbook.
- iv. The Committee shall develop procedures for and administer elections of faculty members to the Senate and of representatives of the General Faculty. All such procedures are subject to the approval of the Senate.

- v. The Committee shall oversee and administer all elections within the Senate.
- vi. The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.
- vii. Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.
- viii. The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.

## 11.6 Constitution and Bylaws Committee (CBC)

11.61 **Chair:** The Chair of the Constitution and Bylaws Committee shall be a senator, elected during the regular annual election within the Senate, for a one-year term.

11.62 **Membership:** The membership of the Constitution and Bylaws Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Three (3) Faculty members, appointed by the Appointments and Elections Committee
- One (1) non-MPP Staff member, appointed by Staff Council
- One (1) Student member, appointed by Associated Students.

The Senate Parliamentarian, appointed annually by the Senate Executive Committee, shall also serve on the Committee. Any member of the Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.

11.63 **Terms:** Elected and appointed members shall serve two-year terms except the committee chair as stated above and the student member who, shall serve a one-year term

11.64 **Duties:**

- i. The Committee shall review periodically the Constitution and Bylaws of the Senate and related university policies with regard to shared governance and committee work, and it shall recommend

to the Senate such changes as may be desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.

- ii. Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee. Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate.
- iii. The Committee shall consider each year, as may be necessary, revision of the list of Standing and *Ad hoc* committees and of the membership and functions of each committee.

### **11.7 Integrated Curriculum Committee (ICC)**

#### **11.71 Chair, Membership and terms:**

The chair, membership, and terms of the ICC shall be prescribed in the Integrated Curriculum Committee Constitution (Appendix G of the *Faculty Handbook*).

**11.72 Duties:** As stated in the Integrated Curriculum Committee Constitution, the ICC shall provide “careful consideration and deliberation of all academic planning and curriculum matters” and “work collaboratively and act in the best interest of the University wide community and in consideration of the HSU mission and strategic plan.”

**11.73 Referral and work:** Referral and work are outlined in the ICC Constitution (Appendix G of the *Faculty Handbook*).

**11.74 Reports:** The Committee shall report to the Senate.

### **11.8 University Policies Committee (UPC)**

- 11.81 **Chair:** The Chair of the University Policies Committee shall be a senator, elected during the regular annual election within the Senate, for a one-year term.
- 11.82 **Membership:** The membership of the University Policies Committee shall be as follows:
- Chair of the Committee (elected by the Senate)
  - Two (2) faculty members, appointed by the Appointments and Elections Committee
  - One (1) Staff Senator appointed by the Appointments and Elections Committee (if no Staff Senator is available, nominations for non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
  - One (1) Student member, appointed by Associated Students.
  - Vice-President for Enrollment Management and Student Affairs (non-voting)
  - Vice-President for Administrative Affairs (non-voting)
- 11.83 **Terms:** The elected and appointed members shall serve staggered three-year terms except the committee chair who shall serve a one-year term and the student member who shall serve a one-year term.
- 11.84 **Duties:**
- i. The Committee shall review policy items addressing all university policies that do not fall under the purview or charge of the other Senate standing committees.
  - ii. The Committee shall oversee the implementation of the University policy process and recommend to the Senate any changes that might be needed to ensure a transparent, efficient, and clear policy process rooted in principles of shared governance.

## 12.0 ELECTIONS

### 12.1 General Procedures

- 12.11 General operational procedures for elections conducted by the University Senate Office shall be outlined in a separate document, "Election Rules and Procedures," developed and maintained by the Appointments and Elections Committee and made available through the Senate Office.



- 12.12 The Senate Office shall maintain a record of each election it conducts. The results by numerical count of votes received by each candidate shall be available in the Senate office as soon as the count has been completed and verified. All ballots cast during an election shall be retained in the Senate office for 30 days. If the results are formally protested during that time, the ballots shall be retained until the protest is resolved. The numerical count of the votes shall be kept on file in the Senate office for three years.
- 12.13 The normal period of time for casting ballots shall be five working days with the deadline at noon on the last day. The poll closing time shall be clearly stated on the ballot. Only ballots received by the poll closing time shall be counted.

### **12.2 Electorate Groups for Senate Elections:**

Faculty (lecturer and tenure-line) and staff electorates are as defined in their respective constitutions or bylaws.

### **12.3 Nomination, Recall, and Election Procedures:**

- 12.31 The regular annual elections to the Senate normally shall occur during the spring. There shall be no elections to the Senate during the summer.
- 12.32 Whenever feasible, staggered terms shall be arranged so that only one third of the faculty and staff senators are elected to a three-year term in the spring. When the election involves terms of different lengths, the candidates who receive the greatest number of votes on the ballot resulting in their being elected shall receive the longest term available. Ties shall be broken by lot.
- 12.33 If no procedures for recall exist in a constituent body's governing documents, a recall election is initiated by a petition of one-fourth of the electorate. A majority vote of those voting in the Senator's electorate recalls that Senator.

### **12.4 Vacancies**

- 12.41 The Senate seat of an elected member shall become vacant when the member:
- a) resigns from Senate
  - b) becomes an ex officio member of the Senate
  - c) fails to meet the eligibility requirements for membership in the Senate

- d) or falls under one of the following absence rules:
  - i. is absent without a proxy for three consecutive regular meetings
  - ii. is absent but represented by a proxy for five or more regular meetings a semester
  - iii. is on leave of absence, regardless of reason, for more than one semester.

12.42 The Senate Office staff shall report leaves and extended absences of senators to the Appointments and Elections Committee, which shall certify the existence of a vacancy and proceed to fill it as prescribed.

12.43 Any vacancy which may occur between regular elections among elected senators to the University Senate shall be filled by a special election. Any person so elected shall represent the appropriate academic unit and shall serve the remainder of the vacated term.

## 12.5 Temporary Vacancies

12.51 The Senate seat of an elected member shall become “temporarily vacant” when the member:

- a) takes a leave of absence for one semester or less
- b) serves as an Interim Ex-Officio member of the Senate for one semester or less

12.52 The Senate Office staff shall report temporary vacancies to the Appointments and Elections Committee, which shall certify the existence of a temporary vacancy.

12.53 Any temporary vacancy which may occur shall be filled by appointment in accordance with Senate *Constitution* Section 4.52.

## 12.6 Elections within the Senate

12.61 The annual election of Senate officers, and Standing Committee chairs, shall be conducted at a Senate meeting within one month after the election of new Senators.

- i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.
- ii. Incoming and continuing Senators may vote in person or by proxy. Outgoing Senators may vote if the incoming Senator has not yet been determined or is absent from the meeting and has not delegated a proxy.

Elections shall be conducted in the following order:

- a. Vice Chair (Chair of Faculty Affairs Committee)
  - b. Third Officer (Chair of Academic Policies Committee)
  - c. Co-Chair of University Resources and Planning Committee
  - d. Chair of the Constitution and Bylaws Committee
  - e. Chair of the University Policies Committee
- iii. Senate Officers shall be elected for one-year terms.
- iv. All nominees for an office shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of the votes cast.
- v. The numerical results of all ballots shall be made available to senators.

12.62 Removal from Elected Positions in the Senate – Any accusations for proceedings that would result in removal from an elected position in the Senate shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. A resolution to remove a senator from an elected Senate position must pass by a two-thirds vote of the other members of the Executive Committee before being presented to the full Senate. The resolution must then pass the Senate by two-thirds of those voting after having presented the resolution at the previous meeting.

## **12.7 Censure of Senators**

Any accusations for censure proceedings shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. The Senate may censure a Senator by a two-thirds vote of those voting, provided the resolution for the censure must be summarized in a resolution presented by the Senate Executive Committee and should only be used for issues of misconduct.

## **13.0 Nomination of CSU Faculty Trustee**

- 13.1** Any tenured faculty meeting the eligibility requirements established by the Office of the Chancellor may stand as a candidate for the position of Faculty Trustee.
- 13.2** Nominations may be submitted by petition and shall require the signed concurrence of at least ten (10) percent of the tenure-line faculty, or 50 such faculty members, whichever is less.
- 13.3** At a regularly scheduled meeting, the Senate may nominate eligible candidates to serve as a Faculty Trustee. The nominees shall have previously agreed to serve and to submit all required materials. Nominations from the Senate floor shall require a simple three-fourths majority.
- 13.4** The Senate shall forward the names of all eligible nominees to the Academic Senate CSU by a date to be determined by the Academic Senate CSU.

#### **14.0 Interpretation of Senate Actions**

Requests for interpretations of Senate actions or Senate-approved documents shall be forwarded to the Constitution and Bylaws Committee. The Committee's rulings shall be reported in writing to the Senate and shall be considered binding unless rejected by a two-thirds majority of the Senate.

#### **15.0 Availability of Documents**

Senate documents shall be available on the Senate Website and may be requested from the Senate Office. The agendas of Senate meetings shall be available to any member of the university community upon request. The agendas of the Senate Executive Committee shall likewise be available, but the attachments to the meetings of the Committee shall be available only to members of the Committee.

#### **16.0 Amendments**

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a simple majority, provided the amendments have been presented at the previous regular meeting.

**Document History:**

PASSED – Academic Senate, 4/12/11 (Resolution #28-10/11-FAC)

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

## Amendments:

6.0	Resolution 12-11/12-EX	03/06/12
2.9	Resolution 19-11/12-EX	02/21/12
16.0	Resolution 25-11/12-CBC	03/27/12
4.0	Resolution 27-11/12-CBC	03/27/12
2.3	Resolution 32-11/12-CBC	04/24/12
2.0	Resolution 33-11/12-CBC	04/24/12
2.4	Resolution 02-12/13-URPC	09/25/12
12.6	Resolution 24-13/14-CBC	02/11/14
12.5	Resolution 30-13/14-CBC	02/11/14
11.8	Resolution 36-13/14-EX	04/01/14
4.1	Resolution 15-14/15-CBC	02/24/15
6.1	Resolution 15-14/15-CBC	02/24/15
11.0	Resolution 15-14/15-CBC	02/24/15
11.1	Resolution 15-14/15-CBC	02/24/15
12.5	Resolution 15-14/15-CBC	02/24/15
12.3	Resolution 15-14/15-CBC	02/24/15
2.9	Resolution 16-14/15-CBC	02/24/15
6.0	Resolution 10-15/16-CBC	11/10/15
12.0	Resolution 21-15/16-CBC	03/08/15
10.7	Resolution 01-16/17-CBC	10/04/16
2.7	Resolution 15-16/17-CBC	03/07/17
9.0	Resolution 15-16/17-CBC	03/07/17
11.0	Resolution 21-16/17-EX	04/25/17
12.6	Resolution 02-17/18-CBC	10/03/17
14.0	Resolution 04-19/20-CBC	01/28/20
12.2	Resolution 08-19/20-CBC	04/21/20
11.12	Resolution 01-20/21-EX	09/15/20

## Revisions:

University Senate, 03/12/13 (Resolution #26-12/13-CBC)

**ADDENDEM: Glossary**

**Administrative Officers**—Administrators with a position at the Associate Vice President level or above.

**AEC**—the common acronym for the Senate Appointments and Elections Committee. For details please see Senate Bylaws section 11.5.

**APC**—the common acronym for the Senate Academic Policies Committee. For details please see Senate Bylaws section 11.2.

**CBC**—the common acronym for the Senate Constitution and Bylaws Committee. For details please see Senate Bylaws section 11.6.

### Committees

**Committee, Campus**—University-level committees that have elected members or members appointed by the Senate Appointments and Elections Committee.

**Committee, Senate ad hoc**—a temporary committee or task force established by the Senate and charged to address a particular issue as needed.

**Committee, Senate**—one of the Standing Committees of the Senate as defined in the Senate Bylaws.

**FAC**—the common acronym for the Senate Faculty Affairs Committee. For details please see Senate Bylaws section 11.4.

**General Faculty**—the campus organization formed as an association of tenure-line and lecturer faculty. Membership is defined in the Constitution of the General Faculty (*HSU Faculty Handbook*, Appendix E).

**ICC**—the common acronym for the Integrated Curriculum Committee. For details, see Appendix G of the *HSU Faculty Handbook*.

**Immediate Past Chair**—the individual who most recently served as Chair of the University Senate and remains in residence at the University.

**Lecturer Faculty (Instructional and Non-Instructional Units)**—Non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time.

**Majority**, See under Vote

**Non-MPP Staff**—Permanent or temporary staff in non-management positions.

### Senate Members

**Senate Members, Elected**—Members of the Senate who were directly elected to serve on the current Senate.

**Senate Members, Ex Officio**—those who became Senators by virtue of their election or appointment to a position outside the University Senate.

**SenEx**—an abbreviation of “Senate Executive Committee”, a Standing Committee of the Senate. For details please see Senate Bylaws section 11.1.

**Standing Rules**—Procedural guidelines approved by the Senate and not covered in the Senate Bylaws. Standing Rules may be amended or approved by a simple majority and do not require a first and second reading.

**Tenure-line Faculty (Instructional Unit)**—Faculty holding the academic rank of assistant professor or above.

**Tenure-line Faculty (Non-Instructional Unit)**—Tenure-line librarians, counselors, and full-time coaches.

**URPC**—the common acronym for the Senate University Resources Planning Committee. For details please see Senate Bylaws section 11.3.

## Vote

**Vote, 2/3 Majority**—a voting burden that requires at least two-thirds of those voting to vote in favor of a motion for it to be approved. Abstentions are not counted as votes.

**Vote, Absolute majority**—a voting burden that requires that over 50% of the *entire membership who are eligible to vote* must vote in the affirmative for a motion to be approved.

**Vote, Majority or Simple Majority**—a voting burden that requires more than half of the votes cast to be in favor of a motion for it to be approved e.g. 50%+1. Those who abstain from voting are not counted in the determination of the majority.

**Vote, Unanimous**—a vote without any dissenting vote and with no abstentions.

**Vote, without dissent**—a vote without any dissenting vote but with abstentions.

## University Senate Standing Rules – 2020/2021

These “Standing Rules” supplement the *Constitution of the University Senate* and the *Bylaws and Rules of Procedure for the University Senate*. They will be reviewed and revised as needed.

1. Procedure for Approval of Items from the Integrated Curriculum Committee placed on the Senate’s Consent Calendar (Approved 10/29/13, University Senate)
  - When the question of general consent is put by the Chair, one objection shall remove the proposal(s) from the consent calendar and shall immediately move to the end of the current business agenda with no further discussion. All remaining items are approved without objection.
  - Once the item is reached on the agenda it will be treated as a motion to approve. As with any motion, discussion may follow, and any subsidiary motion can be entertained, including a motion to send it back to committee or to postpone to a time certain at the next agenda if further input is required, particularly if it is to allow guests to address the Senate on the issue.
  - If an item removed from the Consent Calendar is not addressed during the current meeting, it returns as an agenda item at the next Senate meeting.

NOTE: For the procedure for all other Consent Calendar items, see [Senate Bylaws](#), Section 3.0.

2. Readings of Resolutions (Approved 10/29/13, University Senate)

First Readings:

- are placed on the floor by a member of the committee with a motion and a second
- are intended to provide feedback and advice to the committee
- no amendments are made during a First Reading.

Except for resolutions on changes to the Senate Constitution or Senate Bylaws, a First Reading may be waived by a two-thirds vote of the Senate. A member of the Senate needs to make a motion to waive the First Reading. If the First Reading is waived, then the Senate proceeds as if it is a Second Reading (e.g., amendments may be made, etc.).

Second Readings:

- Second Readings are considered ‘on the floor’ already, no motion/second is required
- Amendments may be made to the Second Reading; however, prior discussions should not be revisited.

Debate is limited to three pro and three con arguments, unless a motion is made to extend debate. Motion to extend debate must pass by a two-thirds vote of the Senate. Questions for the purpose of clarification are not counted as arguments.

3. Introduction of Resolutions By Senate Standing Committees

Resolutions coming from a Standing Committee of the University Senate through the Senate Executive Committee and appearing on the Senate agenda shall be considered moved and seconded by the Senate for purposes of consideration and debate. Resolutions not coming through the normal process shall require a motion and second by Senators to introduce.