

GUIDELINES FOR ACADEMIC SENATE OF THE CALIFORNIA STATE UNIVERSITY (CSU) MEMBERS AND OFFICERS

Note: This document was prepared to assist Senators in understanding the functioning and responsibilities of the Academic Senate of the CSU. The document should not be considered an official position statement of the Academic Senate of the CSU.

Chair, Academic Senate of the CSU

“The Chair shall preside at meetings of the Senate and the Executive Committee. He or she shall be responsible for communications with the faculties of the campuses. He or she shall have the authority to convene regular and special meetings of the Senate. Requests for expenditures of State Funds in connection with the Senate activities shall be subject to the approval of the Chair or his or her designee.”

- Identify and provide leadership on issues facing faculty in the CSU
- Be the lead nexus of communication between the Academic Senate of the CSU and other groups
- Preside at Plenary and Executive Committee meetings
- Facilitate the flow of discussion and guide the group through the agenda at plenary and committee meetings.
- In conjunction with the Executive Committee:
 - develop schedules of meetings and agendas for Plenary, Executive Committee, and Interim meetings
 - select standing committee chairs and the chair of the Chancellor’s General Education Advisory Committee (GEAC)
 - select representatives to system-wide groups
- Attend:
 - Plenary, Executive Committee, campus chair, and interim committee meetings
 - Academic Council (Vice Presidents of Academic Affairs/Provosts) meetings
 - Academic Technology Advisory Committee (ATAC) as Co-Chair
 - Intersegmental Coordinating Committee (ICC) meetings
 - Intersegmental Committee of the Academic Senates (ICAS) meetings. Chair the group every 3rd year, which includes logistic arrangements and budget for the meetings.
 - Provosts Technology Steering Committee (PTSC) as an ex-officio member
 - California Faculty Association (CFA) meetings
 - Board of Trustees (BOT) meetings
 - California State Student Association (CSSA) meetings
 - Systemwide Budget Advisory Committee (SBAC) meetings
 - Ceremonial functions
- Keep abreast of issues of importance to the Academic Senate of the CSU
- Contribute to the Senate newsletters as determined by the Executive Committee
- Coordinate the referral of items to standing committees
- Represent the Academic Senate of the CSU in meetings with the administration
- Attend agenda setting with the Chancellor, Vice-Chancellors prior to Board of Trustees meetings
- Provide a written report of activities to the Academic Senate of the CSU prior to plenary meetings

- Review official minutes and publications prior to posting
- Work collaboratively with the Executive Director, maintaining daily contact. In conjunction with the Executive Director, develop and maintain an annual budget. Complete an annual written evaluation of the Executive Director.

Vice-Chair, Academic Senate of the CSU

“The Vice Chair shall assume the duties of the Chair when the Chair is unable to serve. He or she shall be responsible for carrying out such other duties as may be delegated to him or her by the Senate, the Executive Committee, or the Chair.”

- Maintain a speakers’ list during plenary sessions and committee meetings.
- Attend:
 - Executive Committee, plenary, campus chair and interim committee meetings
 - ICAS meetings
 - Systemwide Budget Advisory Committee
 - Trustees Subcommittee on Honorary Degrees
 - Agenda setting with the Chancellor, Vice-Chancellors prior to Board of Trustees meetings
 - Board of Trustees (BOT) meetings
- Keep abreast of issues of importance to the Academic Senate of the CSU
- Contribute to the Senate newsletters as determined by the Executive Committee
- Stand in for the Chair as requested
- In conjunction with the Executive Committee:
 - develop schedules of meetings and agendas for Plenary, Executive Committee, and Interim meetings
 - select standing committee chairs and the chair of the Chancellor’s General Education Advisory Committee (GEAC)
 - select representatives to system-wide groups
- Fulfill assignments from the Chair, as approved by the Executive Committee

Secretary, Academic Senate of the CSU

“The Secretary shall keep the minutes and the records of the Senate and shall carry out such other duties as may be delegated to him or her by the Senate, the Executive Committee, or the Chair.”

- Duplicate
- Take minutes of executive committee and plenary meetings
- Take minutes/notes of other meetings as requested
- Attend:
 - Executive Committee, plenary, campus chair and interim committee meetings
 - ICAS meetings
 - Agenda setting with the Chancellor, Vice-Chancellors prior to Board of Trustees meetings
 - Board of Trustee (BOT) meetings
- Keep abreast of issues of importance to the Academic Senate of the CSU
- In conjunction with the Chair, select representatives to system-wide groups
- In conjunction with the Executive Committee:
 - develop schedules of meetings and agendas for Plenary, Executive Committee, and Interim meetings

- select standing committee chairs and the chair of the Chancellor's General Education Advisory Committee (GEAC)
- select representatives to system-wide groups
- Fulfill assignments from the Chair, as approved by the Executive Committee

At-Large Members, Executive Committee

"The Members-at-Large shall carry out such duties as may be delegated to them by the Senate, the Executive Committee, or its Chair."

- Substitute for the Chair, Vice-Chair, or Secretary, as assigned
- Attend:
 - Executive Committee, plenary, campus chair and interim committee meetings
 - ICAS meetings
 - Agenda setting with the Chancellor, Vice-Chancellors prior to Board of Trustees meetings
 - Board of Trustees (BOT) meetings
- Keep abreast of issues of importance to the Academic Senate of the CSU
- In conjunction with the Chair, select representatives to system-wide groups
- In conjunction with the Executive Committee:
 - develop schedules of meetings and agendas for Plenary, Executive Committee, and Interim meetings
 - select standing committee chairs and the chair of the Chancellor's General Education Advisory Committee (GEAC)
 - select representatives to system-wide groups
- Fulfill assignments from the Chair, as approved by the Executive Committee

Immediate Past-Chair, Academic Senate of the CSU

- Provide wise counsel
- Mentor new members of the senate and the Executive Committee
- Attend:
 - Executive Committee, plenary, campus chair and interim committee meetings
 - Agenda setting with the Chancellor, Vice-Chancellors prior to Board of Trustees meetings
 - Board of Trustees (BOT) meetings
- Keep abreast of issues of importance to the Academic Senate of the CSU
- In conjunction with the Executive Committee:
 - develop schedules of meetings and agendas for Plenary, Executive Committee, and Interim meetings
 - select standing committee chairs and the chair of the Chancellor's General Education Advisory Committee (GEAC)
 - select representatives to system-wide groups
- Fulfill assignments from the Chair, as approved by the Executive Committee

Revolving Duties of Executive Committee Members

- An individual designated by the Executive Committee shall be responsible for the regular production and distribution of a newsletter to all the faculty of The California State University.

- The Executive Committee shall have the authority to act for the Academic Senate of The California State University between meetings on items requiring action before the next meeting of the entire body.
- The Executive Committee shall appoint the members of the standing and special committees of the Senate, and consultants to the Senate, including specialists.
- A majority of the Executive Committee may direct the Chair to call a meeting of the Senate.”
- Represent the Academic Senate of the CSU at meetings and ceremonial functions
- Take the lead in monitoring important issues and liaising with administration/legislature/others
- Host one social during a plenary session
- Act as liaison to a standing committee

Faculty Trustee

- Attend Executive Committee meetings
- Report to the Academic Senate of the CSU during plenary sessions and in written communications in conjunction with Board of Trustee meetings
- Write an article for the Senate newsletters
- Provide wise counsel
- Keep the Executive Committee and Senate apprised of developments in the CO and Sacramento that are of interest
- Travel to campuses

Executive Director, Academic Senate of the CSU

- Work collaboratively with the Senate Chair/Executive Committee. This includes attending Executive Committee meetings, budget meetings with Chancellor’s Office administrators, and other meetings as necessary (i.e. staff ICAS [Intersegmental Committee of Academic Senates] meetings, which rotate yearly with CCC and UC)
- Draft and assist with the editing of communications coming from the Chair/Executive Committee, and inform the Chair/Executive Committee of pertinent Senate information
- Manage Academic Senate CSU office - analyze, resolve, implement, and oversee operational and procedural matters
- Oversee Senate finances; oversee development of the budget, allocations for Senate assigned time and Senator’s travel, which includes tracking expenditures. Liaise with Chancellor’s Office budget personnel to ensure Senate expenditures are correctly recorded via PeopleSoft. Liaise with campus senate staff to ensure travel expenditures are accurate
- Assist Chair and Executive Committee with PR. Liaise with Chancellor’s Office administrators and staff, campus administration and staff, and legislative personnel
- Facilitate the work of the Executive Committee and other Senators/committees
- Direct supervision of staff in all aspects of Senate business, particularly in support of plenary sessions/interim meetings
- Oversee maintenance of the Senate website, electronic archives, electronic communications systems, filing system, and the database
- Oversee completion of the Senate newsletter

Chairs, All Standing Committees:

- Discover the talents and interests of committee members and facilitate the success of individual members of the committee
- Facilitate the flow of discussion and guide the committee through the agenda

- Invite and coordinate speakers/liaisons at committee meetings
- Attend agenda setting with the Executive Committee and report on the committee's agenda
- Report to committee about issues raised in the Executive Committee
- Report on the committee's work at plenary sessions
- Provide committee members and staff with access to an agenda and supporting materials in a timely way during the academic year
- Organize the work of the committee: develop the committee's agenda, screen documents for relevance for committee members to consider, distribute documents to be considered, develop or rewrite drafts of resolutions, be aware of past resolutions and work the committee has done
- Supervise the timely development, review, and posting of committee minutes
- Write an article for the periodic Senate newsletter
- Attend campus chair meetings when requested by the Chair
- At the end of the academic year, provide committee members with letters recognizing their contributions
- Provide an annual report of committee activities and held-over issues to the Executive Committee by June 1

Chair, Academic Affairs•

- Keep abreast of issues regarding academic-related matters. This will likely mean keeping in contact with CO, UC, CCC and perhaps legislative personnel

Chair, Faculty Affairs

- Keep abreast of issues relevant to all categories of faculty, keeping in contact with CO, CFA and perhaps legislative personnel as appropriate or necessary

Chair, Fiscal & Governmental Affairs

- Keep abreast of issues regarding the budget and pending legislation. This will likely mean keeping in contact with CO and legislative personnel
- Ensure timely communication of budget information to members of the ASCSU
- Track potential legislation and work with the appropriate ASCSU leadership and members to develop positions on bills when needed – in resolution form when time is feasible.
- Take the lead in planning and coordinating the annual ASCSU Leg Day, developing the key talking points, presenting these talking points to the ASCSU in the resolution form when time is feasible

Chair, Academic Preparation & Education Programs

- Keep abreast of issues regarding teacher education and K-12 relations. This will likely mean keeping in contact with CO, UC, CCC and perhaps legislative personnel
- Keep abreast of matters affecting and influencing the academic preparation of students prior to matriculation within the CSU system

Chair, General Education Advisory Committee

- Facilitate the flow of discussion and guide the committee through the agenda
- Provide updates as indicated at plenary sessions
- Invite and coordinate speakers/liaisons at committee meetings
- Contribute to the Senate newsletters as determined by the Executive Committee

- Provide access to an agenda and supporting materials on a continual basis during the academic year
- Supervise the timely development, review, and posting of committee minutes
- Keep abreast of issues regarding General Education. This will likely mean keeping in contact with CO, UC, CCC and perhaps legislative personnel
- Keep abreast of the work of the Course Review Subcommittee
- Develop the committee's agenda, screen documents for relevance for committee members to consider, develop or rewrite drafts of resolutions, be aware of past resolutions and work the committee has done
- Provide an annual report of committee activities and held-over issues to the Executive Committee by June 1

Standing Committee Vice-Chairs

- Fulfill duties of the Chair, as delegated
- Facilitate the functioning of the committee. This may include researching issues, providing copies of materials, taking notes and maintain a speaker's list

Standing Committee Members

"The standing and special committees shall appoint their own subcommittees, subject to the approval of the Chair of the Senate, who shall consult with the Executive Committee."

- Attend committee meetings
- Provide counsel and insight to the committee
- Help in the development of resolutions and supporting materials
- Read all committee materials and contribute to committee deliberations
- Assist in hosting one social hour during a plenary meeting

Statewide Committee, Board, Task Force, Commission, etc. Members and Liaisons

- Attend all meetings of the group to which you have been assigned
- Bring pressing and/or politically sensitive issues to the attention of the Executive Committee
- Represent the Academic Senate of the CSU and provide opinion and information without representing an official Academic Senate of the CSU position unless it is contained in a resolution or official document or you are so directed by the Academic Senate of the CSU
- Take notes of items of interest to the Academic Senate of the CSU
- Provide periodic written and/or oral reports to the Academic Senate of the CSU as indicated
- Provide a periodic item for the Senate newsletter as determined by the Executive Committee

All Senators

- Attend plenary meetings
- Provide insights and opinions on items and issues before the body
- Accept assignments as workload permits
- Keep abreast of issues of importance to the Academic Senate of the CSU.
- Be an ambassador for the faculty and the CSU as a whole
- Facilitate communications between the Academic Senate of the CSU and your campus/campus senate

Unassigned Duties

- Assist committees in developing logical, consistent, understandable resolutions
- Keep a history of the Academic Senate of the CSU, including images

Academic Senate of the CSU By-Laws Regarding Committees

d. Responsibilities of the Committees

(1) *The Academic Affairs Committee**

The committee shall make recommendations to the Academic Senate on matters of statewide concern, including but not limited to, the following areas:

- (a) systemwide aspects of academic planning;
- (b) general and liberal arts education;
- (c) criteria for state approval of specific curricula, programs or degrees;
- (d) advising;
- (e) accreditation;
- (f) systemwide requirements for retention, and graduation of students;
- (g) systemwide policies concerning system and campus-based fees;
- (h) co-curricular activities;
- (i) credit by evaluation and/or examination;
- (j) minimum standards and conditions for the award of certificates to students;
- (k) academic standards;
- (l) technology-mediated instruction;
- (m) grading standards and symbols;
- (n) systemwide aspects of program review;
- (o) student discipline;
- (p) program creation and discontinuation;
- (q) doctoral programs;
- (r) academic support programs;
- (s) library development;
- (t) research related to educational programs;
- (u) systemwide aspects of student services;
- (v) policies governing the awarding of honorary degrees;
- (w) matters relevant to statewide and international programs;
- (x) research, planning, formation, allocation, and delivery of programs outside traditional campus service areas;
- (y) extended education, campus-based study abroad, student exchange, and activities between and among campuses; and
- (z) such other matters as may be brought before it by the Executive committee or the Academic Senate CSU.

(2) *The Faculty Affairs Committee*

The committee shall make recommendations to the Academic Senate on matters of statewide concern, including but not limited to, the following areas:

- (a) criteria and standards for the appointment, retention, promotion, evaluation and tenure of academic employees as well as preservation of the principle of peer review and evaluation through the direct involvement of appropriate faculty in these decisions;

* It shall not be the function of this committee to intervene in any questions as to which courses within an approved program on any campus are proper, improper, adequate, or inadequate.

- (b) professional development, including minimum criteria and standards to be used for programs designed to enhance and maintain professional competence such as the awarding of sabbaticals and other academic leaves;
- (c) systemwide policies governing the appointment and review of presidents and academic administrators;
- (d) policies governing the appointment and review of systemwide executive officers and academic administrators;
- (e) academic freedom and responsibility;
- (f) intellectual property;
- (g) professional matters not collectively bargained;
- (h) other professional matters which may overlap items being collectively bargained where such matters have substantial academic or educational effects;
- (i) the role of faculty in institutional governance;
- (j) faculty participation in international programs and faculty exchange; and
- (k) such other matters as may be brought before it by the Executive committee or the Academic Senate CSU.

(3) ***Fiscal and Governmental Affairs Committee***

The committee shall make recommendations to the Academic Senate on matters of statewide concern, including but not limited to, the following areas:

- (a) system budgets including strategic and academic initiatives;
- (b) adequate funding for the cost of instruction;
- (c) academically related fiscal matters;
- (d) assessment of faculty productivity and its relationship to the budget planning process;
- (e) current and evolving measures of accountability as they relate to the budget planning and evaluation process;
- (f) support for Academic Senate positions and policies before the Legislature and other governmental bodies;
- (g) the proposal of legislation and policies for consideration by the Legislature and other governmental bodies consistent with Academic Senate policy;
- (h) support for Academic Senate positions and policies before the Legislature and other governmental bodies;
- (i) inform the Executive Committee and the Academic Senate of relevant matters pending before the state government; and
- (j) such other matters as may be brought before it by the Executive committee or the Academic Senate CSU.

Further, at the direction of the Chair, the committee shall:

- (k) represent the Academic Senate before governmental bodies;
- (l) assist the Chair in determining the timeliness and accuracy of Academic Senate resolutions directed to the Legislature;
- (m) work with standing committees of the Academic Senate in researching resolutions directed to the Legislature;
- (n) develop a cooperative working relationship with the Office of the Chancellor and the Trustees so that the CSU can, whenever possible, present a unified approach to the Legislature;

(4) ***The Academic Preparation and Education Programs Committee****

The committee shall make recommendations to the Academic Senate on matters of statewide concern, including but not limited to, the following areas:

- (a) matters affecting and influencing the academic preparation of students prior to matriculation within the CSU system;
- (b) programs in the CSU that provide for the professional development of school teachers, administrators, and counselors;
- (c) liaison relationships with CSU Colleges and Schools of Education;
- (d) liaison relationships with community colleges;
- (e) liaison relationships with K-12 schools;
- (f) admission policies and procedures;
- (g) academic entry level preparation and testing (e.g. early assessment and remediation efforts and math and science education);
- (h) freshman level admission requirements (e.g. a-g requirements);
- (i) entry level requirements (e.g. entry level math and English placement testing);
- (j) outreach and recruitment programs;
- (k) remedial education;
- (l) transfer issues;
- (m) legislation related to the education of school personnel;
- (n) intersegmental efforts to improve teaching at all levels;
- (o) educational Doctorate (Ed.D.) programs;
- (p) state legislation having the potential impact on the CSU responsibility to educate school personnel;
- (q) state legislation and regulations concerning the requirements for credentials under the jurisdiction of the Commission on Teacher Credentialing;
- (r) policies and statewide activities affecting campus teacher education and other credential programs;
- (s) such other matters as may be brought before it by the Executive committee or the Academic Senate CSU.

f. Reporting Procedures

All standing and special committees, unless otherwise specifically directed by the Senate, shall report to the Senate. Their recommendations shall not be considered policy statements until formally approved by the Senate.

Systemwide Committees and Task Forces (separate document)

* It shall not be the function of this committee to intervene in any questions as to which courses within an approved program on any campus are proper, improper, adequate, or inadequate.