

FACULTY HANDBOOK

CHAPTER VIII

COMMITTEES, COUNCILS, ASSOCIATIONS AND BOARDS

A directory, listing the chairs and members of the following committees, is available at:
<http://www.humboldt.edu/senate/committees>

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” ([Senate Bylaws](#), Section 11.2).

Chair: Faculty Senator Elected Annually by the Senate

Type: Standing Committee of the University Senate

Meetings: Weekly, or as needed

Membership: 4 Faculty, appointed by the Senate Appointments and Elections Committee
 1 non-MPP Staff Senator, appointed by the Senate Appointments and Elections Committee (if no staff senator is available, nominations will be requested through the Staff Council)
 2 Students, 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)

ACADEMIC SENATE, See **University Senate**

ADVANCEMENT FOUNDATION, See **HSU Advancement Foundation**

ADVISORY BOARD FOR RESEARCH AND CREATIVE PROJECTS, See **Research & Creative Projects, Advisory Board**

ALCOHOL AND OTHER DRUG ABUSE 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 Student Affairs and to the President. ([Executive Memorandum P01-3](#))

Chair: Alcohol and Other Drug Specialist

Type: Administrative

Meetings: At least four times each term

Members:

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

Terms of appointment shall be two years.

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](#), Section 11.5.

Chair: To be selected by the committee

Type: Standing Committee of the University Senate

Meetings: Weekly, or as needed

Membership: Chair of the University Senate/President, General Faculty
 Provost and Vice President of Academic Affairs
 2 Faculty members
 1 Staff member (recommended by Staff Council)
 1 Student member (recommended by Associated Students)

Nominated members shall be affirmed by vote of the Senate during the regular annual election within the Senate. Elected and appointed members shall serve 1-year terms.

CAMPUS NAMING SUBCOMMITTEE OF THE UNIVERSITY SPACE AND FACILITIES COMMITTEE
[formerly the Facilities Naming Committee]

Duties: Make recommendations to the Chair of the University Space and Facilities Committee (USFC) regarding the naming of HSU buildings, rooms, and other local campus facilities, in accordance with the CSU Policy and Procedure on Naming California State University Facilities and Properties. (See [University Management Letter 05-01](#) for procedures for submitting naming proposals.)

Chair: Vice President for Advancement

Type: Administrative

Meetings: As Needed

Membership: One faculty representative (appointed by the Senate Appointments and Elections Committee)
One emeritus faculty representative (appointed by the Emeritus and Retired Faculty Association), if available
One staff representative (appointed by the Staff Council)
One Community member (appointed by the President)
One student representative (appointed by the Associated Students)

Ex-Officio: Director, Facilities Management
Vice President for Advancement

Terms of appointment shall be four years, and shall be staggered.

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](#))

Chair: Faculty member of the committee, selected by the committee

Type: General Faculty

Meetings: As needed

Membership: 1 Dean (or designee) from each College
6 Faculty with tenure (at least 1 from each College, with preference given to faculty with experience at the UFPC or CPC level) (appointed by the AEC)

CONSTITUTION AND BYLAWS COMMITTEE (CBC)

- Duties: See [Senate Bylaws](#), Section 11.6
- Chair: A senator, elected by the Senate during the annual election within the
- Senate Type: Standing Committee of the University Senate
- Meetings: Weekly, or as needed
- Membership: 3 Faculty members (appointed by AEC)
1 non-MPP Staff member (appointed by Staff Council) 1 Student (appointed by Associated Students)
Senate Parliamentarian (appointed annually by Senate Executive Committee)

COUNCIL OF DEANS & DIRECTORS

- Duties: The Council of Deans or Office of Academic Affairs Advising Group, advises and assists the Provost and Vice President for Academic Affairs in the determine of fund and personnel allocations and other administrative matters for the academic sector. 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, Wednesdays, 10:00-noon
- Membership: See the Provost's [website](#) for current membership and other information.

DIVERSITY AND INCLUSION CAMPUS ADVISORY COUNCIL

- Duties: Recommend and coordinate implementation of campus policies that seek to institutionalize diversity as a core part of the HSU educational process, and to overcome the historical and social inequities that continue to challenge students, faculty and staff from underrepresented groups. (see VPAA 12-04)
- Chair: Director, Diversity & Inclusion
- Type: Administrative
- Meetings: Monthly, and as needed

Membership: Student representative (Associated Students)
 College Dean (appointed by the Provost)
 Director, Institutional Research and Planning
 Faculty Liaison (University Senate's Campus Climate Committee)
 Faculty representative (appointed by the AEC), 2-year term
 Representative (Academic Personnel Services)
 Representative (Human Resources)
 Representative (Student Affairs), appointed by VP of Student Affairs
 2 Representatives (Diversity and Inclusive Student Success Collaborative)

Committee Support: This committee's work will be supported out of the Office of Diversity and Inclusion.

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 Memorandum P06-07)

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)
 Diversity Programming Personnel
 Director, Multicultural Center
 Vice Provost and Dean of Undergraduate and Graduate Programs
 Director, Student Life
 EOP staff representative

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.
- Chair and Secretary: 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: Diving Safety Officer
 Director, Marine Facilities
 Chair, Kinesiology and Recreation Administration
 Qualified SCUBA Divers
 May include other members selected from the campus by procedures established at each campus
- Ex-Officio,
 Nonvoting: Director, Environmental Health and Safety

EMERITUS AND RETIRED FACULTY ASSOCIATION (ERFA)

- Duties: The association holds informational luncheons on the second Tuesday of each month with guest speakers. Those who contribute an annual fee of \$10.00 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 faculty
- Meetings: Second Tuesday of each month

- Governing Committee: Coordinator (serves as chair)
 Treasurer
 HSU Representative to California State Emeritus Professor's Association
 Emeritus Academic Senator
 Program Coordinator
- 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.

ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY COMMITTEE

- Duties: Advise the safety coordinator on all aspects of environmental health and safety programs for the campus. In turn, it is advised by one subcommittee - the Diving Control Board - on aspects of the diving program.
- Chair: Safety Coordinator
- Type: Administrative
- Meetings: As needed
- Membership: Representative, Housing and Dining
 Executive Director, HSU Sponsored Programs
 Foundation Director, Human Resources
 Director, Plant Operations
 Director, Contracts, Procurement and Risk
 Management Student representative
 Unit 2 representative
 Unit 3 representative
 Unit 5 representative
 Unit 6 representative
 Unit 7 representative
 Unit 9 representative
 College of Natural Resources and Sciences Hazardous Materials Technician
- Consultants: Diving Safety Officer
 Radiological Safety Officer
 Director, Student Health Center

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 like standing committee of the Academic Senate of the California State University. ..." ([Senate Bylaws](#), section 11.4)

Chair:	Elected from membership (not from Physical Services, Health and Physical Education or Athletics)
Type:	University (Parent committee: University Space and Facilities Committee)
Meetings:	Once per month, or as needed
Membership:	Student Affairs representative, appointed by the Vice President for Student Affairs Supervisor, Grounds and Landscaping Services Chair, Kinesiology and Recreation Administration Director, Facilities Management Director, Budget and Institutional Data One Student appointed by the Council of Captains, approved by the President of the Associated Students Director, Athletics Director, Intramurals One faculty member, appointed by the Senate Appointments and Elections Committee One administrator, appointed by the President

GEAR CURRICULUM AND ASSESSMENT

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 (see ICC Constitution).
Type:	Standing Committee, Integrated Curriculum Committee
Chair:	Elected member of the ICC
Members:	3 Faculty (who are not members of the ICC), one from each college, appointed by the Senate Appointments and Elections Committee 1 additional Faculty member, appointed by the Senate Appointments and Elections Committee, ideally someone who teaches in at least one of the GEAR areas: A, E, DCG, Institutions, and who is not a member of the ICC 1 Student representative (appointed by Associated Students) Vice Provost

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

GRADUATE COUNCIL

Duties: The council assists the Dean for Research and Graduate Studies in matters relating to the administration of the graduate program including the procedures used in classification, admission to degree programs, assessment of the status of graduate students, assuring the high quality of graduate programs, and assuring appropriate support for graduate programs. The council serves as a forum for the discussion of concerns relating to graduate programs.

The responsibility for the formulation and recommendation of policy regarding the program of graduate studies rests with the University Curriculum Committee. The Graduate Council, however, may communicate its interests in such matters to the University Curriculum Committee.

Chair: Dean, Research and Graduate Studies

Type: Administrative

Meetings: Four to six times per semester

Membership: One representative from each graduate program, one student from each college, and one representative from the College Faculty Preparation Program.

HONORARY DEGREE NOMINATING COMMITTEE

Duties: Serve as the campus review committee to invite, receive and evaluate campus recommendations for honorary degrees. (See Executive Memorandum P06-04)

Chair: Vice President, University Advancement

Type: Administrative

Meetings: As needed

Membership: Provost/Vice President, Academic Affairs
 Dean, Research, Graduate Studies & International Programs
 President, General Faculty / Chair,
 University Senate President, Alumni Association
 Faculty member (recommended by the Senate Appointments Committee for appointment by the President, two-year term)
 Dean (appointed by the Provost in consultation with the Senate Executive Committee, two-year term)
 President, Associated Students

HSU ADVANCEMENT FOUNDATION

Duties: Provide expertise, fiduciary oversight, and advocacy to increase charitable giving from alumni and friends of the University.

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

Terms: All voting Directors are appointed by the President for one-year, renewable

terms. Ex-Officio,

Voting: President, HSU
 Vice President, University Advancement

HSU SPONSORED PROGRAMS FOUNDATION BOARD (successor to HSU 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.

Officers: Elected annually from membership of the Board of

Directors Type: Auxiliary

Meetings: At least four times per year

HSU Sponsored Programs and Foundation Board cont.

Membership: Dean (from one of the Colleges or the Library)
 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

Terms: 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, Administrative Affairs (or designee) Vice President, Student Affairs (or designee) Vice President, University Advancement (or designee)
 Dean, Research, Graduate Studies and International Programs

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, go to:
<http://www.humboldt.edu/hsuf/irbpolicy.php>

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:
<http://www.humboldt.edu/iacuc/>

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

Nonvoting: Director, Athletics
 Associated Students, General
 Manager Vice President, Student
 Affairs

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

Type: Standing Committee of the University

Senate Meetings: ICC and subcommittees meet

alternating weeks Membership: Nine (9) faculty members:

1 Faculty member from each college, elected by the General Faculty, staggered 3-yr terms
 1 Chair from each college, elected by respective Council of Chairs, 2-yr terms

3 “At large” Faculty (from any college), elected by the General Faculty, 3-yr terms
 1 Graduate Council Faculty representative, elected by Graduate Council, one-year term
 Chair, Academic Policies Committee
 Vice Provost, Academic Programs and Undergraduate Studies
 Deans (3) – one from each college (or designee)
 Dean, Library (or designee)
 Director of Educational Effectiveness
 ICC Staff Member (ASC or related position in the vice Provost’s office)
 Catalog Editor or Degree Audit Report Staff Member
 Registrar (or designee)
 Two Students, appointed by Associated Students

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 revised 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)

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

Terms are staggered (except the student athlete member) to provide continuity, and renewable.

INTERNATIONAL ADVISORY COMMITTEE (formerly the International Resource Committee)

Duties: Provides advisory support for, and promotes programs and initiatives that foster international educational opportunities for the campus community, including (1) maintenance of the HSU International Center, (2) recruitment of international students and faculty, (3) the establishment and maintenance of faculty-led international

programs, international student and faculty exchanges and international bilateral programs, and (4) the development of on-campus educational opportunities related to international education. Advises the campus community regarding international programs and international educational opportunities. Subcommittees are the International Education Week Committee, the International Programs Review Committee, and the International Admissions Advisory Committee. The Director of the HSU International Center (a committee member) reports committee business to the Provost and Vice President of Academic Affairs. [Revised by Committee, Spring 2011]

Chair: Elected from membership for a two-year

term Type: Administrative

Meetings: Monthly (first Monday of every month from 12:00-1:00 pm)

Membership: Academic Council for International Programs, CSU
 Representative Faculty coordinator for International Education Week (IEW) Director, HSU International Center
 Study Abroad Advisor
 Director, Contracts, Procurement and Risk Management
 Director, Housing and Dining (or designee)
 Dean, Extended Education
 Special Programs Coordinator, Office of Extended Education Director, Financial Aid
 Director, International English Language Institute
 Director, Multicultural Center (or designee)
 Vice President, University Advancement (or designee)
 Chair, Department of World Languages and Cultures (or designee) Program Director, International Studies
 Representative, Career Center
 Student Representative, Undergraduate
 University Registrar (or designee)
 Six faculty members, appointed to three-year terms by the Senate Appointments Committee, with attention to distribution across the Colleges and the University Library

Additional faculty and staff depending on interests, welcome upon application to the Chair (nonvoting members)

INTERNATIONAL PROGRAMS SCREENING COMMITTEE

Duties: Review applications, interview applicants, and submit recommendations to the Chancellor's Office.

Chair: HSU representative to the CSU Academic Council on International Programs (ACIP) Type: University

Meetings: As needed

Membership: Nine faculty members, appointed by the Senate Appointments Committee for staggered, three-year terms
 Two students, preferably former participants in the International Program
 One Counselor, appointed by the Senate Appointments Committee for a three-year term Other consultants as necessary

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 such as:

The CSU International Programs (IP), through advising and selecting student participants Exchange programs

Campus affiliation with overseas universities

Global education/internationalization of the curriculum

Governance of overseas study programs

Interaction with foreign students

Fulbright, or other international scholarship

programs Other significant overseas experience

Three student members and three alternates will be appointed from the International Programs alumni student body to serve for one year in accordance with selection guidelines established by the ACIP. Student members are not eligible for reappointment.

The period of appointment for members of the ACIP other than student members shall be three academic years. Incumbent members may be reappointed for one additional three-year term; they may not serve more than six consecutive years. Impending vacancies on the ACIP will be reported to the chairs of the appropriate campus academic senates by October 31 each year.

Appointments (and reappointments) of members will be announced by CSU campuses by February 1 of the final year of an appointment, and will become effective on July 1.

NATIVE AMERICAN ADVISORY COUNCIL, PRESIDENT'S (HSU)

Duties: Encourage ongoing communication between the University and American Indian tribes and communities of the Humboldt-Del Norte area.

Chair: Co-chairs
1. Provost and Vice President for Academic Affairs
2. Elected by council membership

Type: Administrative

Meetings: Meets at least twice per year

Membership: Representatives from Native American tribes and

organizations Nonvoting: Director, ITEPP
 Director, INRSEP
 Director, Center for Indian Community Development
 (CICD) Chair, Native American Studies

PARKING AND TRANSPORTATION COMMITTEE

Duties: Serve as a forum for parking and transportation issues. Make recommendations to the President and implement strategies as directed by the President. (See Executive Memorandum P03-01)

Chair: Chief of Police

Type:

Administrative

Regular Meetings:

Membership: Two students, appointed by the Associated Students (1-year term)
 Faculty member, appointed by the Senate Appointments 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)
 Director, Student Disability Resource Center
 Director, Contracts, Procurement and Risk Management
 Director, Facilities Management
 Director, Fiscal Affairs
 Supervisor, Parking and Commuter Services
 Representative, City of Arcata, appointed by the City Council/City Manager

PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)

Duties: Review and select proposals submitted by faculty for Research, Scholarship, and Creative Activity grants which are awarded annually. Performs other duties when funds are not available, e.g., review of applications for McCrone awards and judging of posters for research symposium.

Chair: Director, HSU Sponsored Programs

Foundation Type: Administrative

Meetings: Annually

Membership: One elected faculty representative from each College and one elected representative from the University Library. (Terms shall be for two years.)

PRESIDENT’S ADVISORY COMMITTEE ON SUSTAINABILITY (PACS) (pending review and revision, per TC Commet, 10/16/12)

- Duties:** Advises the President on integrating sustainability concepts into all core functions of the university. Provide recommendations for implementing sustainability across the campus by constructing a sustainability plan addressing the following nine focus areas: education, transportation, waste, procurement, food services, biotic environment, water, energy, and built environment. Each focus area will have goals, actions, and timelines. [Established by University Executive Committee, Spring 2009]
- Chair:** Sustainability Coordinator
- Vice Chair:** Vice President for Administrative
- Affairs Type:** Administrative
- Meetings:**
- Membership:** Representative appointed by VP of Academic Affairs
 One Faculty member appointed by Senate Appointments Committee
 CCAT Student Director, appointed by all CCAT Student Directors
 Senior Director of Facilities Management
 Representative appointed by VP of University Advancement
 Representative appointed by VP of Student Affairs
 Student appointed by Associated Students
 Director, Housing and Dining
 Staff Representative, appointed by Staff Council

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 Academic 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.

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 his/her 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.

SENATE EXECUTIVE COMMITTEE

Duties: Performs the administrative functions of the University

Senate. 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 Chair, Campus Climate 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, Non-voting:
President, HSU Chapter of
CFA Delegate, HSU Labor
Council

SERVICE LEARNING/ACADEMIC INTERNSHIPS ADVISORY COMMITTEE (formerly Service Learning/Community Engagement Advisory Committee)

- Duties:** Recommend and coordinate the implementation of HSU campus and CSU system-wide policies and procedures regarding academic service learning courses and academic internship courses. Strategies involving changes to campus policy will be presented for review to the University Senate or other appropriate campus governance bodies. (See [Executive Memorandum P02-02](#)) [Committee description revised 2012]
- Chair:** Director, Center for Service Learning/ Academic
- Internships Type:** Administrative
- Meetings:** Once a month or as needed
- Membership:** Vice Provost for Academic Programs/Dean of Undergraduate and Graduate Studies
One faculty member representative for Service Learning and Academic Internships from each college (two-year staggered terms), appointed by the University Senate Appointments and Elections Committee
Field Placement Coordinator (Social Work Department)
Internship Coordinator (School of Business)
Two student representatives, appointed by the Associated Students (1-year term) Director (Center for Service Learning/ Academic Internships)
One Community Partner non-profit/public entity representative (2-year term), appointed by Provost/VP for Academic Affairs
One K-12 Community Partner representative (2-year term), appointed by the Provost/Vice President for Academic Affairs
One Community Partner business representative (2-year term), appointed by the Provost/Vice President for Academic Affairs

SERVICES TO STUDENTS WITH DISABILITIES, ADVISORY COMMITTEE ON

- 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 Administrator's 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 academic year
- Membership:** Vice President for Student Affairs (or designee)
Provost and Vice President for Academic Affairs (or designee)
Director, Student Disability Resource Center
Two students who have experience with disabilities, appointed by the Associated Students (one- year term)
Two faculty, appointed by the Senate Appointments Committee, at least one who has experience with disabilities (two-year staggered terms)
Director, Diversity and Compliance
Services Chief Information Officer (or designee) Director, Facilities Management

(or designee) Director, Fiscal Affairs (or designee)

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
Counseling and Psychological Services, appointed by Director, Counseling and Psychological Services
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 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. (For additional information regarding this committee refer to Executive Memorandum P98-7)

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
- Secretary:** Elected from membership for a one-year term
- Type:** University
- Meetings:** Second Tuesday of each month

Membership: See [website](#) for current membership and other information.

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 P01-5)

Chair: A student member of the committee appointed by the President

yearly Type: Administrative

Meetings: As needed

Membership: President, Associated Students (or designee)
Three students appointed by the Associated Students serving staggered two-year terms
Director, Fiscal Affairs
One administrator, appointed by the President
One faculty member, appointed by the Senate Appointments Committee (2-year term)

Ex Officio,
Nonvoting: General Manager, Associated Students

STUDENT GRIEVANCE COMMITTEE

Duties: Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct. (See UML 00-01)

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, appointed by the Senate Appointments 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 administrative member as follows: Vice Provost for Academic Programs and Undergraduate Studies, for issues related to undergraduate studies; Dean, Research and Graduate Studies, for issues related to graduate studies; for issues that are not level specific, this member shall be chosen by lot from these two deans.

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: Twice annually during academic year, more often if

required Members: Executive Director, University Center
 Director, Intercollegiate Athletics
 Associate Dean, Marine Science
 Programs Captain, R.V. Coral Sea
 Director, Contracts, Procurement & Risk Management

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 Associate Dean, Marine Science Programs, Captain, R.V. Coral Sea, and representatives from the departments of Biological Sciences, Fisheries, Oceanography, and Wildlife, as determined by department chairs.

UNIVERSITY BUDGET COMMITTEE (UBC), See **University Resources and Planning**

Committee 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, Wednesday evenings, or as needed

Membership: Five students whose membership is selected by the Screening Committee and approved by the Associated Students' Council and the Board, for an indefinite number of years, subject to an annual review and recommendation by the Screening Committee. Three faculty members nominated by the Senate Appointments Committee and approved by the Board, for two-year terms, one alumnus nominated by the HSU Alumni Association and approved by the Board, for a two-year term.

Ex Officio: President, Associated Students
 Associated Student Affairs Representative(s)
 Vice President for Student Affairs (or other administrator designated by the President of the University)

Nonvoting: Executive Director, University Center

UNIVERSITY EXECUTIVE COMMITTEE

Duties: Makes decisions affecting the University, receiving input and recommendations as needed. Chair: President

Type: Administrative

Meetings: Once per week, or as needed

Membership: Provost and Vice President for Academic Affairs
Vice President for Student Affairs
Vice President for Administrative Affairs
Vice President for University Advancement
Chair, University Senate

Ex-Officio,
Non-voting

Members: Chief Information Officer
College Deans
Dean, University Library
Associate Vice President, Business Services
Special Assistant to the President

UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

Duties: Responsible for implementing the policy and procedures for faculty reappointment, tenure, and promotion. (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)).

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: 3 Faculty members (w/preference given to faculty senators), appointed by AEC 1 Academic Dean, appointed by the President Vice President, Enrollment Management and Student Affairs (or designee) Vice President, Administrative Affairs (or designee) Vice President, University Advancement (or designee) 2 Staff delegates, appointed by AEC, w/preference given to staff senators 2 Student delegates, appointed by Associated Students

Advisors,
Non-Voting: University Budget Director
Budget Analyst from each Division

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: Elected by the General

Faculty Vice-Chair &
3rd Officer: Elected from Faculty senators

Type: University

Meetings: Twice monthly or as

needed Membership:

Elected: 2 tenure-line (instructional) faculty delegates from each College [elected by college] (3-yr terms) 2 tenure-line (non-instructional) faculty delegates (Library, Counseling, Coaches)
3 tenure-line (instructional) “at-large” faculty delegates [elected by general faculty] 3 lecturer faculty delegate [elected by lecturers]
3 non-MPP staff delegates [elected by non-MPP staff]

Ex Officio: General Faculty President/University Senate
Chair Provost and Vice President for Academic Affairs
Vice President for Enrollment Management and Student Affairs Vice President for Administrative Affairs
2 General Faculty Representatives to the ASCSU [elected by the general faculty] Chair, Integrated Curriculum Committee [elected by the general faculty]

Ex-Officio,
Non-Voting: Past Chair, University Senate
President, Associated Students
President of the University
CFA Chapter President
HSU Labor Council Delegate

UNIVERSITY SPACE AND FACILITIES 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](#))

Chair: Associate Vice President, Facilities

Management Type: University

Meetings: As needed

Membership: Provost/Vice President for Academic Affairs (or designee) Vice President for Student Affairs (or designee)
Vice President for Administrative Affairs (or designee)
Auxiliary member, appointed by the President (2-year term)
One staff representative, appointed by the Staff Council (2-year term) Chair, University Senate (or designee, from the Academic Senate)
Two faculty representatives, elected by the General Faculty (2-year staggered terms) One student representative, appointed by Associated Students' President (1-year term) One student representative, recommended by the Residence Hall Association and appointed by the Associated Students' President (1-year term)

Non-voting

Members: One College Dean (appointed by the Provost) Director, University Budget Office
 Chief Information Officer
 Director, Plant Operations Arcata City
 Manager Arcata City Council Liaison
 Consultants and staff as needed

VPSA Council

Duties: Advise the Vice President for Student Affairs on policies concerning the Student Affairs area of the University.

Chair: Vice President for Student Affairs

Type: Administrative

Meetings: Twice per month

Membership: Vice President, Associated Students
 Director, Academic Support Programs
 Director, Housing
 Executive Director, University Center and Dining Services
 Director, University Police
 Director, Career Center
 Director, Student Health and Counseling Services
 Assistant to the Vice President, Student Affairs
 Director, Athletics