

University Senate of Humboldt State University Constitution

PREAMBLE

1.0 Shared Governance

The University Senate, also called the Senate, is a deliberative body comprised of faculty, staff, administrators and students who work together to support the educational mission of Humboldt State University. The University shall perform its educational mission guided by the principles of shared governance as affirmed in the Higher Education Employer-Employees Relations Act (art. 1, sec. 3561b). Both Article I of the Higher Education Employer-Employee Relations Act (HEERA) and the American Association of University Professors "Statement on Governance of Colleges and Universities" (1990) affirm the responsibilities of faculty to participate in governance for the sake of the betterment of the University. Both these documents call upon faculty and administration to contribute with good will toward shared and harmonious decision making. It is essential that such decision making be informed by the experience and expertise of the members of the University community. Granted, therefore, that the Board of Trustees of The California State University invests responsibility for the operation of Humboldt State University in the President of the university, the President shall be committed to formal consultation through shared governance. Accordingly, committees and councils shall advise the President either directly or through the University Senate. The Senate shall be the primary body formulating, reviewing and recommending policies to the President. The Senate shall also advise in the selection of future Presidents of the University and other administrative personnel.

2.0 Approval of Graduates

The ultimate authority to recommend approval of candidates for graduation shall reside with the tenured and tenure-track faculty. Following formal advice of the tenured and tenure-track faculty, only the tenured and tenure-track faculty members of the Senate shall vote in the matter of approving the list of candidates for graduation.

3.0 Special Meetings of the General Faculty

Special meetings of the General Faculty may be called under these conditions: (a) upon the call of the President of the university; (b) upon the call of the Senate, at which time the Senate Chair shall preside; and (c) upon the call of the Senate Chair, for review of an action of the Senate or other deliberation specific to the faculty.

4.0 Policy File

The University Senate office shall house the University Policy File which will contain the composition and operation of the Senate, the policies and regulations adopted by the Senate and approved by the President, and various references to executive orders and legislative codes.

4.1 With the support of University Senate office staff, the Chair of the Senate shall review such additions and changes as are adopted by the Senate and approved by the President for the Policy File and shall reword or reorganize, without substantive change, such portions as are

necessary to conform to the standard format of the Policy File. The Chair of the Senate, with advice from the Committee on Constitution and Bylaws, shall ensure the accuracy of the Policy File.

4.2 Electronic copies of the Policy File shall be distributed to every administrative officer and every department chair. These copies shall be available to any full time or part time faculty or staff member or student upon request. Anyone shall be entitled to a copy upon written request to the Chair of the Senate or to the University Senate Office. A full copy of the Policy File shall be maintained on the Senate Website.

4.3 The language of the Policy File shall clearly and concisely describe or narrate prescriptive or prohibitive policies and procedures. It may include the purposes for policies or procedures but shall avoid histories, contexts, and motivations.

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

4.32 Unless otherwise stipulated, throughout the Policy File “faculty” shall include tenured and tenure-track (probationary) faculty, librarians, counselors (student services professionals academically related), coaches, and lecturers, librarians, counselors and coaches holding at least a one-year appointment with a time base averaging at least .40 of full time. Unless otherwise stipulated, “full time faculty” shall refer to tenured or tenure track (probationary) faculty, librarians, counselors, and coaches who hold full time academic year appointments and who may also be department chairs, whether or not devoting full time to instruction.

4.33 Unless otherwise stipulated, throughout the Policy File “major academic unit” shall refer to each college, the Library, and University Services (which includes Counseling and Psychological Services, Test Office, Educational Opportunity Program, and Health Services).

CONSTITUTION of the UNIVERSITY SENATE

1.0 Authority

The University Senate of Humboldt State University shall be the University's primary policy recommending body. The Senate shall have the power to act for the faculty on matters within the scope of the faculty when the action is approved by a majority vote of the members present after a quorum has been constituted. Any action of the Senate may be reviewed at a general meeting of the faculty upon a written request signed by 10 percent of the General Faculty in residence and submitted to the Senate Chair. Such a meeting of the faculty shall be called by the Chair within two weeks of the request.

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 adequate communication between the faculty, staff, students and administration. A member of the University community may request a member of the Senate to transmit to the Senate for discussion and possible action topics coming under the jurisdiction of the Senate as provided for in the Bylaws. Senators shall distribute information to and solicit input from the group(s) for which they serve as delegate.

2.5 It shall appoint Senate and Senate-appointed university committees. It shall establish rules and procedures for Senate committees and shall establish procedures for the Senate.

3.0 Calendar

The Senate year shall begin on the day following the last day of the spring semester.

4.0 Membership and Electorate

4.1 All members of Senate, ex officio members and elected, with the exception of the University President, the CFA President and the HSU Labor Council delegate, shall have full voting rights.

4.11 The ex officio members of the Senate shall be as follows:

The General Faculty President/University Senate Chair, University President, Provost and Vice President for Academic Affairs, Vice President for Enrollment Management and Student Affairs, Vice President for Administrative Affairs, two CSU Academic Senators elected by the faculty, the

Chair of the Integrated Curriculum Committee, the Past Chair of the Senate, the President of the faculty unit collective bargaining agent, and the President of the Associated Students.

4.12 Two students, chosen by Associated Students, according to the Bylaws of Associated Students.

4.13 A member of the HSU Labor Council selected by that Council.

4.14 A professor emeritus chosen by procedures specified in the Bylaws of the Humboldt State University Emeritus and Retired Faculty Association.

4.2 Elected Members

The Senators shall be apportioned and elected as follows.

4.21 Full time Faculty

4.211 There shall be 11 elected full time faculty senators, two from each college, two from other major academic units (as defined in sec. 4.33 of the Preamble), and three elected at-large. These 11 Senators do not include the two CSU Academic Senators, who are ex-officio voting members of the Senate.

4.213 The term of office for an elected member shall be three Senate years. An elected member shall serve no more than two consecutive complete terms. Service for a partial term and for terms served on the Academic Senate of The California State University 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.

4.214 The Appointments and Elections Committee shall conduct elections according to procedures established in the Bylaws approved by the Senate.

4.215 The electorate shall consist of all full time members of the faculty, including full time librarians, counselors and coaches. .

4.216 Occurring vacancies shall be filled until the next regular Senate elections by the nominees receiving the next highest number of votes in the latest election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing faculty member to serve the remainder of the term of the vacant Senate seat.

4.22 Lecturers

4.221 There shall be three elected Lecturer senators. The electorate shall be all Lecturers holding a .4 or greater appointment. So far as feasible, Senate terms shall be arranged so that approximately one third of the membership is elected annually in the spring. The term of office

shall be for three years. Lecturer senators shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.

4.222 When vacancies occur due to expiring terms, each major academic unit, if lacking an elected Lecturer senator, shall select a single nominee by such procedures as the unit determines to be appropriate. The names of the nominees shall be delivered to the Secretary of the Senate before the spring semester Senate elections. The Appointments and Elections Committee shall conduct a university wide election, listing the nominees from all eligible academic units. The candidates receiving the largest number of votes shall fill the vacancies, and the rest shall be the alternates.

4.223 Occurring vacancies shall be filled until the next regular Senate elections by the nominees receiving the next highest number of votes in the latest election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing Lecturer to serve the remainder of the term of the vacant Senate seat.

4.23 Staff

4.231 There shall be three non-Management Personnel Plan (MPP) staff senators elected from permanent non-MPP staff. The electorate shall consist of permanent and temporary non-MPP staff.

4.232 When vacancies occur due to expiring terms, the Appointments and Elections Committee shall conduct a university wide election. The ballot shall include the names of all non-MPP staff eligible for election who have been nominated and who are willing to serve. Candidates receiving the largest number of votes shall fill the vacancies, and those next in numbers of votes shall be the alternates. The term of office shall be three years. Staff senators shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.

4.233 Other vacancies shall be filled until the next regular Senate elections by the alternates with the next highest number of votes in the last election. In the event of a tie number of votes, the Appointments and Elections Committee shall choose by lot the alternate to fill the vacancy. If no nominees are available, the Appointments and Elections Committee shall appoint a willing Staff member to serve the remainder of the term of the vacant Senate seat.

5.0 Officers and Parliamentarian

5.1 The President of the General Faculty shall be the Chair of the Senate and shall be elected to a two year term of office by the general faculty in residence at the time of General Faculty elections. The Chair shall be a faculty member in residence who has completed three years of employment at the University prior to taking office. The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate.

5.12 The Chair shall chair the Executive Committee and, in consultation with the Executive Committee, establish agendas for Senate meetings.

5.13 The Chair shall represent the Senate at University functions and on University Committees and carry out other duties as necessary to the shared governance responsibilities of the Senate.

5.14 The Chair shall supervise the work of the Senate Office Administrative Support Coordinator. Under the supervision of the Chair, the Administrative Support Coordinator shall insure that (a) agenda documents are prepared and distributed for all Senate meetings, and all senators are notified of these meetings; (b) roll is kept and the Committee on Appointments and Elections is notified when, in accordance with Senate policy, a seat has become vacant through repeated absence; (c) a complete record of Senate meetings is maintained and summaries of Senate minutes are prepared; (d) copies of Senate resolutions and decisions are distributed to appropriate persons; (e) and that an index of Senate actions is compiled and published annually.

5.2 The Vice Chair of the Senate shall be a faculty member and an elected senator. The Vice Chair shall be annually elected to office by the majority of the elected senators. The Vice Chair of the Senate shall preside as the Chair of the Senate should the Chair be unable to fulfill the duties of the office until such time as the General Faculty shall elect a new President, and shall serve as Chair of the Faculty Affairs Committee. The Vice Chair shall serve ex-officio as Vice President of the General Faculty.

5.3 The Chair of the Academic Policies Committee (APC) shall serve as the third officer of the Senate, should the Chair and Vice Chair be unable to serve. The Chair of APC shall be a faculty member and an elected senator.

5.4 Should the Vice Chair or Chair of APC be unable to serve the full term for which he or she was elected, an election shall be held to choose a replacement for the period of absence.

5.5 The Parliamentarian, who need not be an elected member of the Senate but shall be a member of the Constitution and By Laws Committee, shall advise the presiding officer on parliamentary issues. The Parliamentarian shall be appointed annually by the Senate Executive Committee.

6.0 Meetings and Quorum

6.1 Regular Meetings. The Senate shall regularly meet bi-weekly during the academic year.

6.11 A regular meeting shall be a scheduled meeting and may continue beyond one day.

6.12 The agenda of each regular meeting shall be distributed to the members of the Senate at least four working days before the meeting and be posted on the Senate website.

6.13 A senator present for a portion of a meeting shall be recorded as present for the entire meeting.

6.2 Special meetings of the Senate shall be called by the Chair either at the Chair's discretion or upon receiving a written petition of 10 percent of the Senate membership or of 10 percent of the electorate.

6.3 Written notice of each special meeting and its agenda shall be distributed to the members of the Senate by the Secretary at least three days before the meeting unless the Chair or Vice Chair, with the concurrence of a majority of the Executive Committee, decides that the urgency of the occasion will not permit the usual three day notice. In a meeting called under this provision, notice shall be given as far in advance as possible, and action shall require an absolute majority of the membership of the Senate.

6.4 The meetings shall be open to all, but only members of the Senate shall participate in the debate. Others may provide information or explain a point of view on matters before the Senate by invitation of the Chair, the Executive Committee, or the Senate.

6.41 During debate, the Chair may recognize a non-member so long as there is consent of the body to do so. A senator, having gained the floor during debate, may yield to another member or to a non-member so long as there is consent of the body to do so.

6.5 Faculty Session

6.51 A faculty session of the Senate shall comprise only senators elected by the faculty. 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 on the Faculty Handbook. It may make determinations regarding any issue specific to faculty responsibilities. Any member of the university community may attend a faculty session; however, only elected faculty senators may speak and vote.

6.52 A faculty session shall be convened upon a majority vote of the sitting Senate or by a majority vote of the Senate Executive Committee.

6.53 A faculty session may hold an executive session with only faculty members in attendance by 2/3 vote of those present for the faculty session.

6.53 A faculty session shall be terminated either by a two-thirds majority vote of the convened session or by an advance stipulation.

6.54 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.

6.6 Records – The minutes of both regular and special meetings shall be made available. Complete copies of the minutes of the Senate shall be available to members of the Senate, and copies shall be distributed on request. A summary of the contents of the Senate minutes and of actions taken shall be available to all campus members and to other CSU senates or councils.

6.7 Quorum – Two thirds of the Senate shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum. If a senator is unable to attend, he or she may in accordance with the Bylaws appoint a substitute with the power to vote. Each senator who expects to be unavailable during the summer shall notify the Secretary of a proxy who may attend special meetings.

7.0 Committees of the Senate

7.1 Committees of the Senate shall include the Executive Committee, the Academic Policy Committee, the Appointments and Elections Committee, the Constitution and Bylaws committee, the Faculty Affairs Committee, the Integrated Curriculum Committee, the University Resources and Planning Committee, the Campus Climate Committee and other ad hoc or pro tempore committees as specified in the Bylaws.

7.2 Other committees and councils that report to or through the Senate shall be designated Senate-appointed university committees.

8.0 Bylaws

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

8.2 Changes to the Bylaws and Rules of Procedure shall be adopted by an affirmative vote of no less than 51% of Senators voting.

9.0 Amendments

Amendments to this Constitution shall be initiated by a majority vote of the Senate after having been presented at the previous meeting. The Senate shall direct the Appointments and Elections Committee to conduct a vote on all proposed amendments. The committee shall establish procedures for voting on the amendment. These procedures shall be approved prior to the vote by a majority vote of the Senate. An amendment shall be adopted by an affirmative vote of *no less* than 51% of those voting.

PASSED – Academic Senate, 4/12/11

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