APPENDIX 17 CONSTITUTION

of the Academic Senate of California State Polytechnic University, Pomona

*Elections & Procedures Proposed Amendment*

*Presented to the Executive Committee on 5/10/17 by Prof. Arthur Winer*

### **Article III Membership and Organization**

Sec 1 The Academic Senate shall consist of thirty-seven (37) ~~five (35)~~ elected representatives. Eligible members must be from the following ~~three~~ four Unit 3 categories of faculty unit employees:

1. ~~all~~ probationary and tenured faculty unit employees; and full-time faculty unit employees ~~tenure-track faculty (tenured and probationary appointed on an annual basis--three Academic quarters), all full-time lecturers~~ appointed on an annual basis.
2. part-time faculty unit employees with annual or 3-year appointments
3. librarian, coaching, and counselor faculty unit employees ~~all librarians~~ and academic

specialists not included in "A" or “B”

above; as well as

D. student services professionals not included in “A,” “B,” or “C” above. ~~All~~ ~~Student~~ ~~Services Professionals classified as SSPIII, SSPIV, SSP AR, SSSP, Counselors, and Coaches.~~

Sec 2 Senators other than those described in Section 3 shall be elected on the basis of proportional representation established every three years within the various constituent schools and related areas, each constituency being guaranteed a minimum of one senator.

Sec 3 Two senators with part-time annual or 3-year appointments shall be nominated and elected by part-time faculty unit employees.

1. Only part-time faculty employees with annual or 3-year appointments shall be eligible to fill these two senate seats.
2. The two senators elected to these Academic Senate seats shall each receive one (1) WTU compensation per quarter or semester for service on the Senate.
3. The two senators elected to these Academic Senate seats shall not have teaching appointments in the same college or school.

Sec 4 ~~3~~

1. Each ~~Academic~~ academic school and college shall be considered a constituency. Department ~~Chairs~~ chairs are enfranchised. When determining eligibility for election to the Academic Senate, no person shall be considered ~~allowed to be~~ a member of more than one constituency.
2. In determining eligibility for the Academic Senate, candidates and seated senators described in Section 3 shall be considered part of a constituency unique from the school or college in which they hold appointments.

Sec 5 ~~4~~ In addition to the thirty-seven (37) ~~five~~ regular senators, each statewide ~~Academic~~ academic senator shall be an ex-officio voting member of the Academic Senate.

Sec 6 ~~5~~ No Academic Senate constituency in the University shall have more than one statewide academic senator until each Academic Senate constituency in the University has at least one statewide academic senator.

Sec 7 ~~6~~ Voting membership shall be granted to a representative of the staff for a term of three years. The staff representative must be a full-time permanent employee. The staff representative shall be selected by an *ad hoc* committee made up of individuals from bargaining units 1, 2, 4, 5, 6, 7, 8, and 9. The individual representing unit 4 must be in a job classification other than ~~SSPIII, SSPIV, SSP AR, or SSSP~~ the faculty unit categories described in Section 1. Each of these eight (8) groups will be invited to have one representative on the committee but participation may be declined. The committee will adopt its own selection procedure. A member of the Elections and Procedures Committee will be assigned to the *ad hoc* committee in a non-voting status to provide assistance and administrative support. The Elections and Procedures Committee is responsible for contacting the bargaining units and forming the *ad hoc* committee.

Sec 8 ~~7~~ Ex-officio voting membership shall be granted to the ASI student body President or to an alternate designated by him/her and confirmed by majority vote of the ASI Senate.

Sec 9 ~~8~~ A. No department in a ~~college/school~~ constituency shall have more than one senator until each department within that ~~college/school~~ constituency has at least one senator. During each nomination period candidates may be nominated from any department within the ~~college/school~~ constituency that does not already have a senator. However, if after the close of the initial nomination period there is an insufficient number or numbers of candidatesfrom the eligible department(s), then the seat(s) shall be declared open and candidates from any department within the ~~college/school~~ constituency may be nominated.

B. Only part-time faculty employees shall be eligible to nominate and elect candidates for the Senate seats described in Section 3.

C~~B~~. If a senator resigns from the Academic Senate before the end of his or her term, an election shall be conducted as in Article III, Section ~~8~~9, A. The senator thus elected shall serve until the end of that term.

D~~C~~. Single seat constituencies may only be represented by a member of that constituency.

Sec 10 ~~9~~ From among those duly elected members of the Academic Senate, a Chair and Vice Chair shall be elected by the Senate membership.

A. Election of the Chair and Vice Chair shall

take place during the first regularly scheduled Academic Senate meeting in May.

B. The nomination period of candidates for the offices of Chair and Vice Chair shall commence at the first regularly scheduled April meeting of the Academic Senate. Nominations, in writing, will be accepted in the Academic Senate office until 5:00 p.m. on the second Wednesday following the first regularly scheduled Academic Senate meeting in April. Nominations made after the 5:00 p.m. deadline shall not be accepted. Candidates shall provide biographical information and a statement of philosophy of shared governance for distribution. This information shall be made available to the electorate.

C. At the election, candidates for the offices of

Chair and Vice Chair shall have the opportunity

to present a short statement not to exceed three minutes.

Sec 11 ~~10~~ The chair of the Academic Senate is empowered to appoint a recording secretary, parliamentarian, and other such administrative functionaries as in his/her judgment would expedite the work of the Senate.

Sec 12 ~~11~~ The Executive Committee of the Academic Senate shall consist of the Chair, the Vice Chair, one ~~Senator~~ senator representing each college or school constituency, one senator representing the part-time faculty constituency, one ~~Statewide~~ ~~Senator~~ statewide senator, and one ~~Senator~~ senator ~~from other~~ representing Unit 3 areas specified in Article III, Section ~~I~~1, C ~~B~~ and D ~~C~~. The Senate may vote to include the immediate past chair as a voting member of the Executive Committee, provided that the immediate past chair is a member of the Senate. Members of the Executive Committee must be Unit 3 members ~~and should be tenured~~.

1. Election of the Executive Committee shall occur after the seating of new Academic Senators at the last regularly scheduled Academic Senate meeting of the spring term ~~Spring~~ ~~Quarter~~.
2. The nomination of candidates for the Executive Committee shall commence at 9:00 am on the day of the first regularly scheduled Academic Senate meeting in the month of ~~May~~ April. Nominations, in writing, will be accepted in the Academic Senate Office until 12:00 p.m. on the day of the last regularly scheduled Academic Senate meeting of the spring term ~~Spring~~ ~~Quarter~~. At the last regularly scheduled Academic Senate meeting of the spring term ~~Spring~~ ~~Quarter~~, floor nominations shall be accepted, but only after the seating of new senators ~~Academic Senators~~.
3. At the election, candidates for the Executive Committee shall have the opportunity to present a short statement.

Sec 13 ~~12~~ All other standing and *ad hoc* ~~ad hoc~~ committees ~~Committees~~ shall be appointed by the Executive Committee. All committees ~~Committees~~ must have at least two senators as members. Each committee ~~Committee~~ shall be chaired by a senator who is appointed by the Executive Committee. No senator may serve on more than one standing committee ~~Committee~~. Faculty membership on committees ~~Committees~~ will be appointed by the Executive Committee. Duties and procedures of standing committees ~~Committees~~ will be stated in the Academic Senate Bylaws.

Sec 14 ~~13~~ Election of members of the Academic Senate shall take place prior to May 1 but not before February 15. Newly-elected senators will be seated at the last regularly scheduled Academic Senate meeting of the spring term ~~Spring~~ ~~Quarter~~.

Sec 15 ~~14~~ Senators will serve three-year terms, one third of senators being elected annually.

1. The number of vacancies in college and school constituencies shall be determined on the basis of proportional representation.
2. Vacancies in the part-time faculty constituency shall be considered as separate from those in college and school constituencies.

Sec 16 ~~15~~ A member of the Academic Senate may be recalled provided that a petition signed by 20% of a senator's constituency, as defined by Article III, Section 1, is presented to the Executive Committee. Upon receiving the signed petition, the Executive Committee shall notify the Election and Procedures Committee, which shall conduct a special election within thirty days of said notification. If a majority of the votes cast by the constituency favors the recall the recall is approved. The Elections and Procedures Committee will conduct an election in the usual manner for a new Senator to serve the remainder of the term of the recalled Senator. If a recall election occurs in spring term ~~Spring~~ ~~Quarter~~, the election of the new senator shall be completed before the end ~~of the tenth week~~ of the spring term ~~Spring~~ ~~Quarter~~. The recalled Senator shall not be listed among the candidates for the election to fill the vacated seat.