CalPoly Pomona

Academic Senate Training and Refresher

August 14, 2024

CalPolyPomona

What can we help you find?

Academic Senate

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About the Senate

Background

- Since 1963 each California State University campus has had an Academic Senate
- A system-wide Senate was also created but has no authority over matters delegated to the individual campuses by the Chancellor or the Board of Trustees

Why do we have a Senate?

"The Legislature recognizes that joint decision-making and consultation between administration and faculty or academic employees is the long-accepted manner of governing institutions of higher learning and is essential to the performance of the educational missions of these institutions…"

California Higher Education Employer-Employee Relations Act
(HEERA, signed into law on 9/13/78)

The Academic Senate is the official voice of the faculty and the primary consultative body in areas established by its constitution:

- educational and other university policies
- academic personnel policies
- selection of administrative officials of university and foundations
- university administrative regulations and practices, including preparation of University Manual

Related Links

- Academic Senate Training and Refresher Presentation (August 17, 2023)
- Academic Senate Meeting Guide
- Academic Senate Bylaws
- Academic Senate Constitution
- Senate Referral Form
- Referral Flow Chart
- Message from the Chair

https://www.cpp.edu/senate/

Contact the Academic Senate

Academic Senate Offices are located on the CLA Paseo in Building 98-P2-8

- **Email: senate@cpp.edu**
- **Chair Rita Kumar: adkumar@cpp.edu**
- **Vice Chair Peter Hanink: pahanink@cpp.edu**
- **Valerie Otto, Administrative Analyst: vdotto@cpp.edu**
- **Casandra Horner, Administrative Coordinator: clhorner@cpp.edu**

Why do we have a Senate?

- *“The Legislature recognizes that joint decision-making and consultation between administration and faculty or academic employees is the long-accepted manner of governing institutions of higher learning and is essential to the performance of the educational missions of these institutions…”*

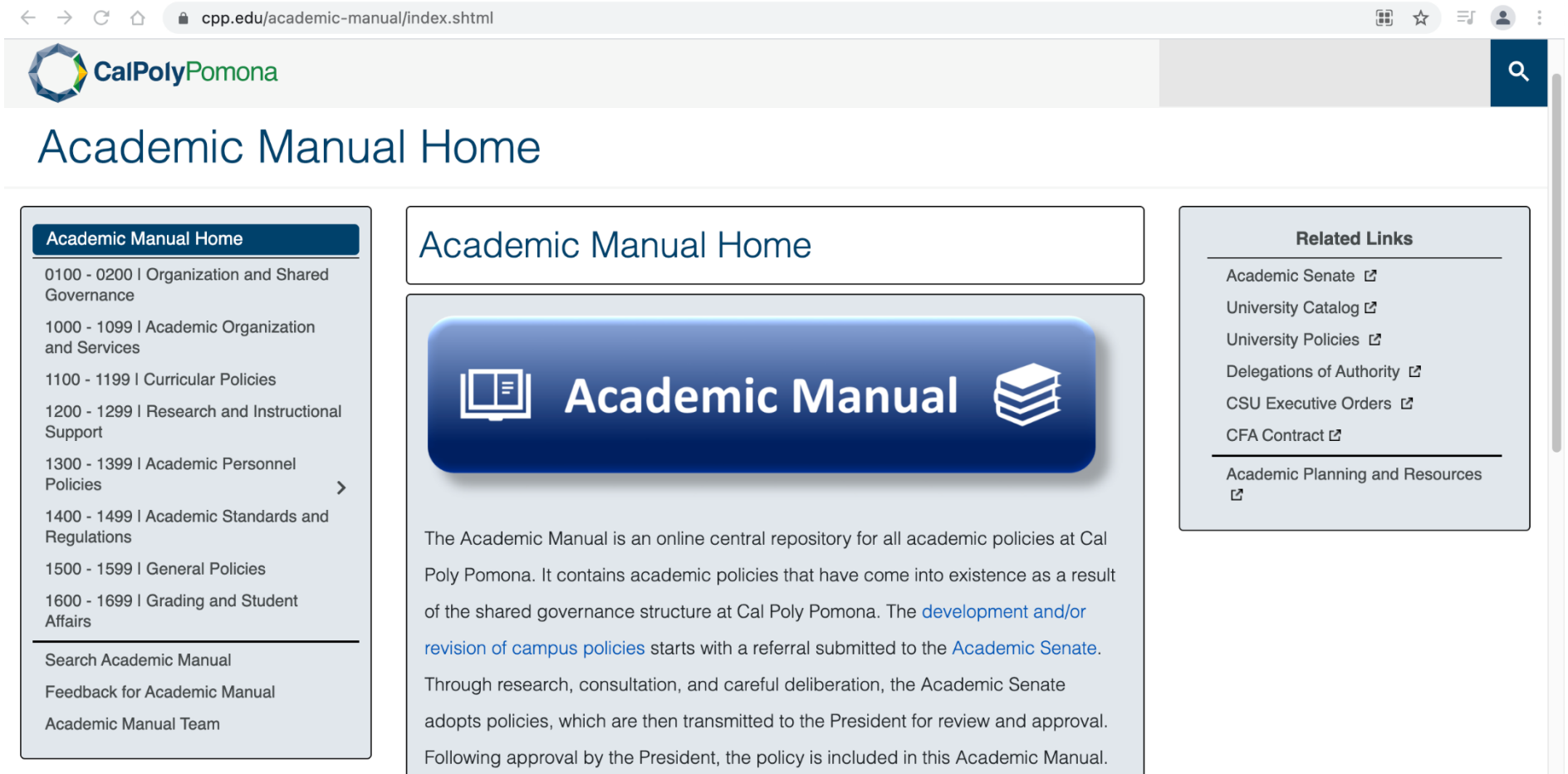
- California Higher Education Employer-Employee Relations Act (HEERA, signed into law on 9/13/78)

Role of the Academic Senate

- The Academic Senate is the official voice of the faculty and the primary consultative body in areas established by its constitution:
  - educational and other university policies
  - academic personnel policies
  - selection of administrative officials of university and foundations
  - university administrative regulations and practices, including preparation of Academic Manual

Resource: Academic Manual

- https://www.cpp.edu/academic-manual/index.shtml



Membership

- 35 senators proportionally represent constituencies (colleges plus library and related areas)
- 2 CSU academic senators, 1 staff representative, 1 student representative
- Note that the Academic Senate has approved a constitution change to add two Part-Time Lecturers to the membership – awaiting President's approval
- Total = 39 members

- https://www.cpp.edu/senate/meet-the-senators/index.shtml

Duties and Responsibilities of Senators

- **Governed by Article X of the Bylaws**

- **Senators shall**
  - consider opinions and interests of their entire constituency
  - attend all senate meetings or designate a proxy
    - Senators submitting a proxy shall be considered absent for the purpose of attendance
  - communicate and consult with constituency
  - provide feedback to the senate from their constituency

- **A senator will be removed for**
  - more than three consecutive absences from regular senate meetings
  - five absences from regular senate meetings in an academic year
  - taking a university-approved leave of one term or more
    - Senators should resign if planning on taking a sabbatical

Executive Committee

(one representative per constituency and one CSU Senator)

- Rita Kumar – Chair | College of Business Administration
- Peter Hanink – Vice Chair | College of Letters, Arts, and Social Sciences
- Ondieki Gekara | Don B. Huntley College of Agriculture
- Gerd Welke | College of Business Administration
- Kevin Moore | College of Environmental Design
- Jonathan Puthoff | College of Engineering
- Julie Shen | Related Areas
- Bharti Sharma | College of Science
- Faye Wachs| Statewide CSU
- Michelle Yoo | Collins College of Hospitality Management
- Dennis Quinn | College of Education and Integrative Studies

Committees

Academic Affairs

The Academic Affairs Committee is responsible for ensuring high faculty morale, maintaining academic freedom, and overseeing the academic calendar to serve the university's best interests. They also focus on promoting teaching excellence, efficient use of class time, and upholding high standards in grading, student scholarships, and honors. Overall, the committee aims to foster an environment of academic and operational excellence.

Chair: Jessie Vallejo

Academic Programs

The Academic Programs Committee is responsible for all non-General Education matters, such as, but not limited to, program reviews, new course and program proposals, and the Academic Masterplan.

Chair: Alex Small

Committees (continued)

Elections and Procedures

The Elections and Procedures Committee is responsible for conducting all elections and referenda related to the Academic Senate, ensuring nominees are qualified, and certifying election results. They handle disputes regarding candidate qualifications or election outcomes and resolve ties through additional elections. Additionally, they periodically review the Academic Senate Constitution and Bylaws to ensure compliance and relevance. The Elections and Procedures Committee is also responsible for re-apportionment of senate seats among colleges and schools every three years.

Chair: Sean Monemi

Faculty Affairs Committee

The Faculty Affairs Committee standardizes procedures for retention, tenure, promotion, hiring, and evaluation of faculty to ensure high-quality faculty members are retained and recruited. They also protect continuing faculty's interests in summer appointments, and foster good relationships between faculty, administration, and the public. Overall, the committee aims to uphold and enhance faculty standards and relationships.

Chair: Greg Barding

Committees (continued)

General Education

The General Education Committee oversees the implementation of all policies related to general education.

Chair: Mario Guerrero

Budget Committee

The Senate Budget Committee is the deliberative body on the general fund budget and resource use, including instructional, academic support, student support, and institutional support budgets, as well as special funds like lottery funds. They assist in formulating policies and guidelines for resource allocation and ensure annual budget and financial reports are provided to the Academic Senate and campus community. The committee also brings reports and recommendations to the Academic Senate.

Chair: Candice Valentine

Referral Process

- Referrals sent by individual faculty or committees as well as administrators are intended to investigate and recommend on university policies and procedures
- Senate standing committees write reports on referrals with recommendations
- Standing committee chair present reports to Executive Committee who either send the report to the Academic Senate or return to committee

Referral Process (continued)

- Senate votes on recommendations after two readings and sends Senate Report to President if adopted

- President can accept, modify or reject and has 45 instructional days to respond

    - For modified or rejected reports, the EC shall determine if the modifications are significant and may refer the report back to the originating committee for further consideration
    - Committee recommendations to returned reports shall be adopted by the Senate by a 2/3 vote

Operation

- Referrals are submitted to the Academic Senate
  - Academic Senate Referral Request Form is located at https://www.cpp.edu/senate/forms/senate-referral-request.shtml
  - Referrals are numbered with two letter committee designation (AA, AP, EP, FA, GE, BC), a sequential number and the three-digit academic year designation
    - AA-001-245 = the first Academic Affairs referral of the 2024-25 academic year
- Senate standing committees write reports on referrals with recommendations
- Standing committee chairs present reports to Executive Committee who either send the report to the Academic Senate or return to committee

Operation (continued)

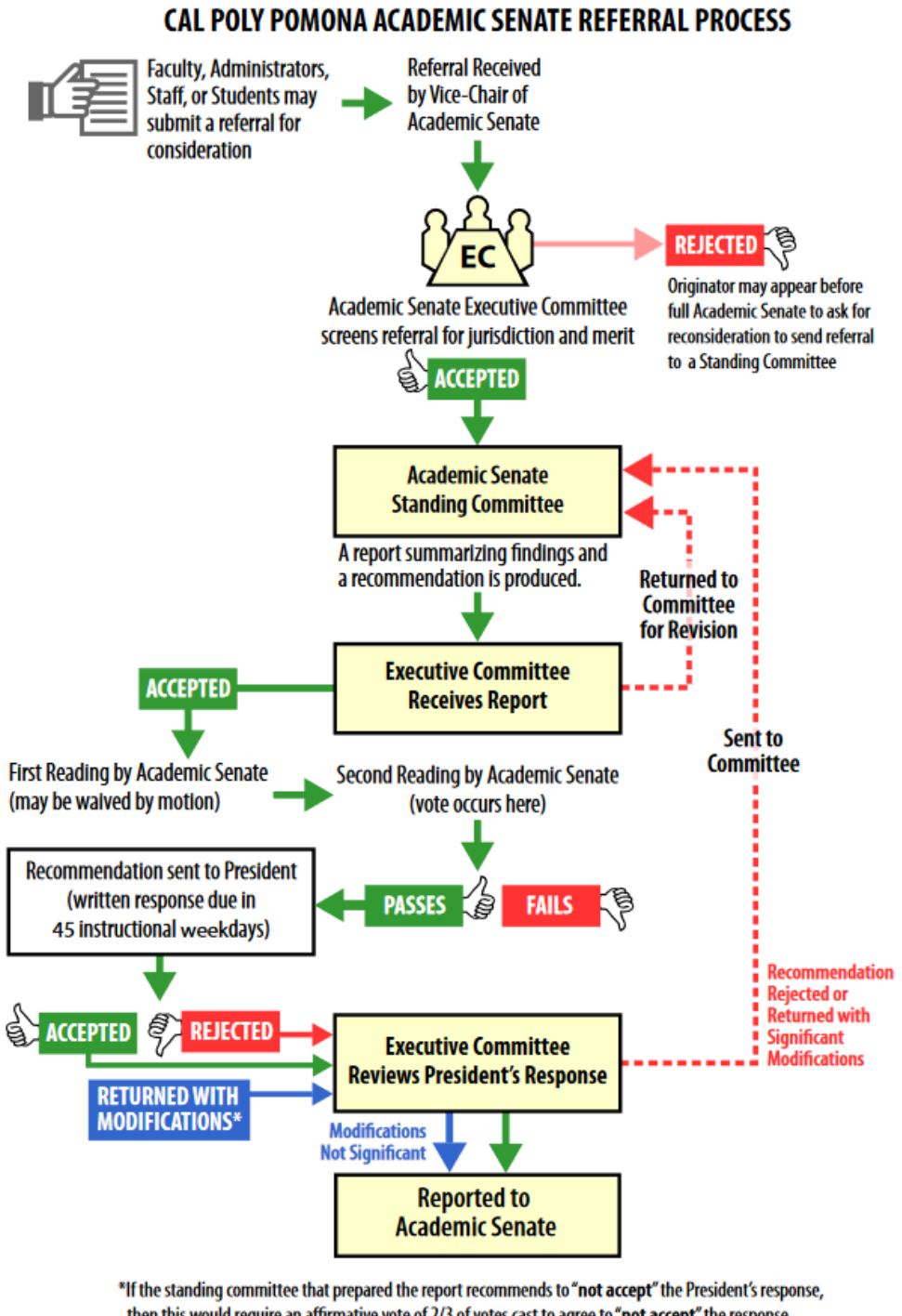
- Per the Academic Senate Bylaws, Article IX, item (E), the following actions are applicable:
  - **During the First Reading of an item, only the following motions are appropriate:**
    - Receive and file the report
    - Waive first reading
    - Postpone indefinitely
    - Postpone definitely
    - Return to committee
    - Return with a special recommendation to committee
    - Limit debate
  - **Voting shall occur in the Second Reading**
    - Adopted reports are sent to President as a Senate Report which is numbered AS-XXXX-234, where XXXX is a sequential number

Operation (continued)

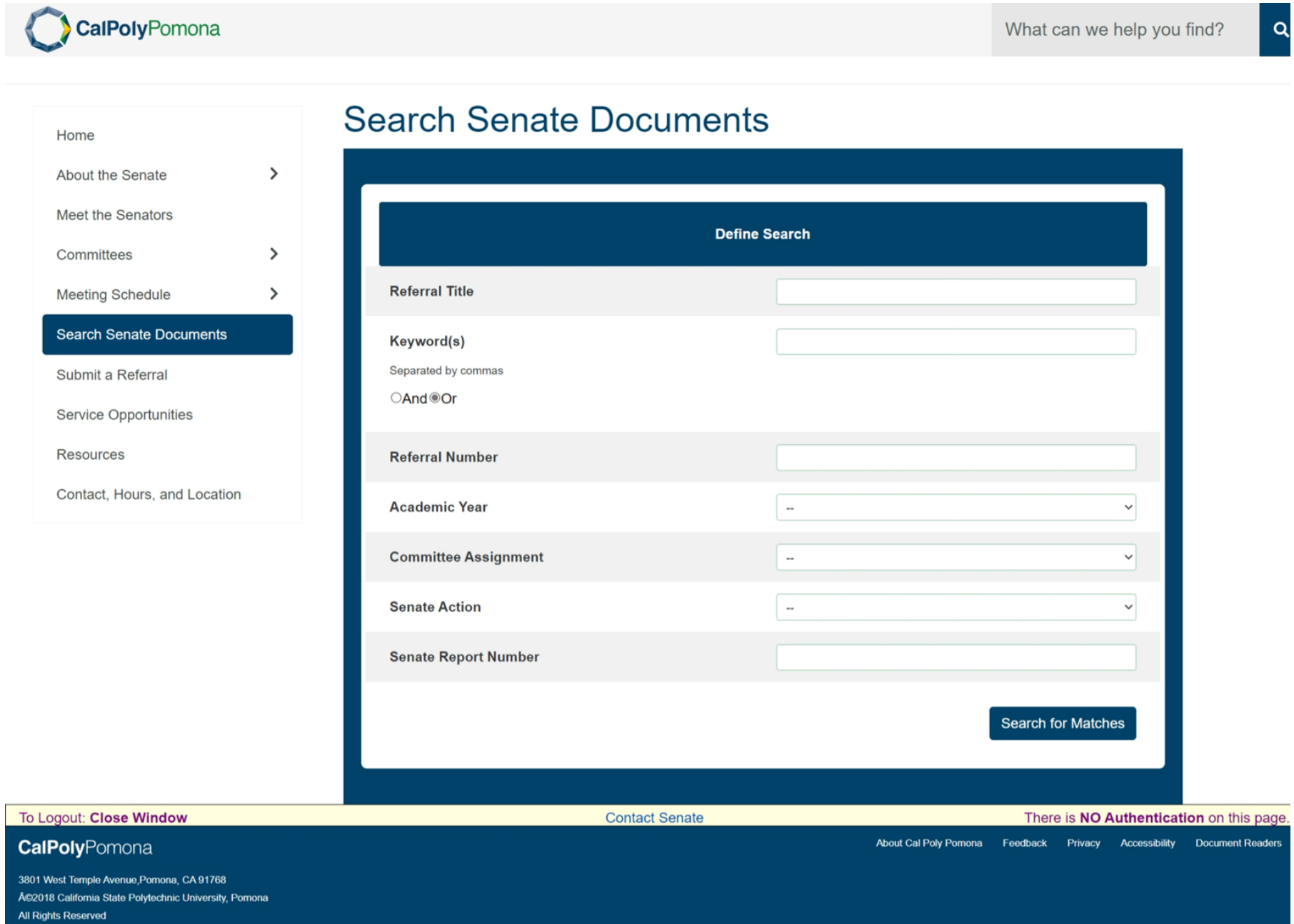
- **President can accept, modify or reject and has 45 instructional days to respond (Constitution, Article II, Section 3E)**
  - For modified or rejected reports, the EC shall determine if the modifications are significant and may refer the report back to the originating committee for further consideration
  - Committee recommendations to returned reports shall be adopted by the Senate by a 2/3 vote

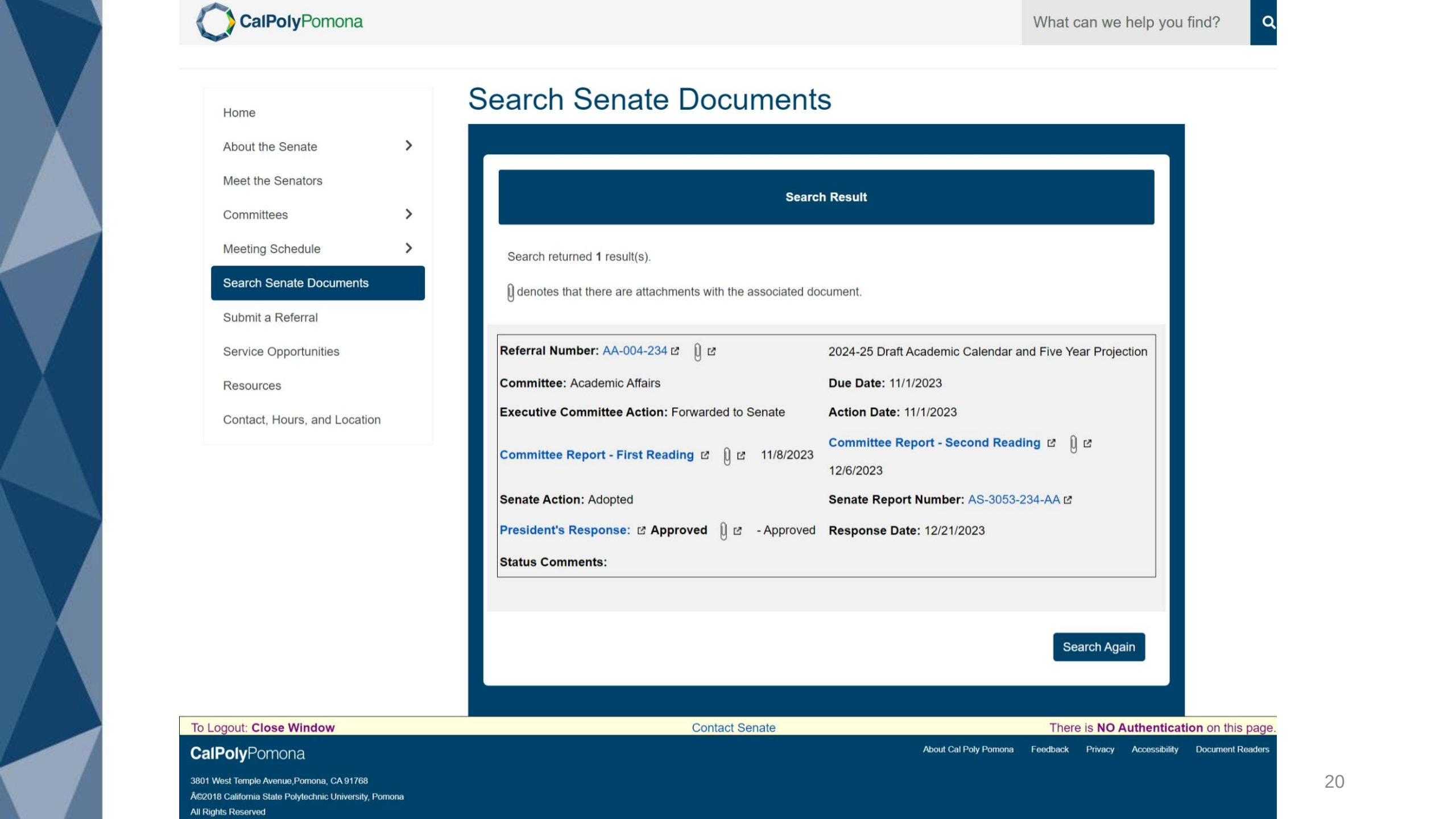
Cal Poly Pomona Academic Senate Referral Process

https://www.cpp.edu/senate/about/referral_flowchart_revised.pdf



Search Senate Documents (cpp.edu)

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Meeting Schedule
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Search returned 1 result(s).
denotes that there are attachments with the associated document.
Referral Number: AA-004-234
2024-25 Draft Academic Calendar and Five Year Projection
Committee: Academic Affairs
Due Date: 11/1/2023
Executive Committee Action: Forwarded to Senate
Action Date: 11/1/2023
Committee Report - First Reading
11/8/2023
Committee Report - Second Reading
12/6/2023
Senate Action: Adopted
Senate Report Number: AS-3053-234-AA
President's Response: Approved
- Approved
Response Date: 12/21/2023
Status Comments:
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Forming and Recruiting Faculty for University Committees

Constitution of the CPP Academic Senate

Sec 12

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

Policy 121, Article III, Section 12

Information to Include When Requesting Faculty Representation on a University Committee

- Provide a brief background
- Committee member make-up
  - Number of faculty to be recruited
  - If any, specific requests
- Charge of committee
- Term of service

Information about Volunteering for a University Committee

- **Eligibility for Committee Service**

  - Full time tenured faculty, tenure track faculty, full-time lecturers with an annual contract, and FERP faculty with a 0.5 base for two semesters are eligible to serve.
  - RTP Committees are the exception. Per Policy 1328, faculty members who serve on DRTPC must be full-time tenured or FERP, faculty members on CRTPC must be full-time tenured and at full professor rank, and faculty on URTPC must be full-time tenured and have the rank of professor, librarian, or counselor.

- **Information to Provide on Statement of Interest**

  Individuals should submit their name and a brief statement (minimum of 200 words and maximum of 500 words) detailing 1) interest to serve on this committee and 2) qualifications and experiences that can best serve the work of the committee 3) rank (no CVs please). This information is what the Executive Committee uses to assess candidates for committees.

- All Service Opportunities are located on the Academic Senate website at

https://www.cpp.edu/senate/service-opp-new.shtml.

Questions or Comments