CSUEB Shared Governance

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Authority and Consultation

The Constitution & Bylaws codifies that the final authority and responsibility for the conduct of the affairs of the University are vested in the President of the University and that the effective conduct of these affairs requires the joint effort of the President and the University Faculty. The President has the responsibility to consult, formally and informally, with the faculty and the faculty has the responsibility to make formal and informal recommendations to the President. When official recommendations are made, within the various levels of organization of the faculty and of the University, the group making the recommendation has the right to a full hearing; a prompt response; and the privilege of further consideration should the recommendation not be accepted. Thus any disagreement between the President and faculty that results in the rejection of a recommendation is expected to come with a formal explanation of the basis for that veto. The University Faculty has the primary responsibility for recommendations concerning the coordination and evaluation of the work of its Colleges; the development and coordination of inter-College programs and programs not within the assigned functions of its departments and Colleges; policies affecting instruction and research; student affairs; the professional standards, ethics, and welfare of the academic members of the University staff; and the nomination and review of its administrative officers.
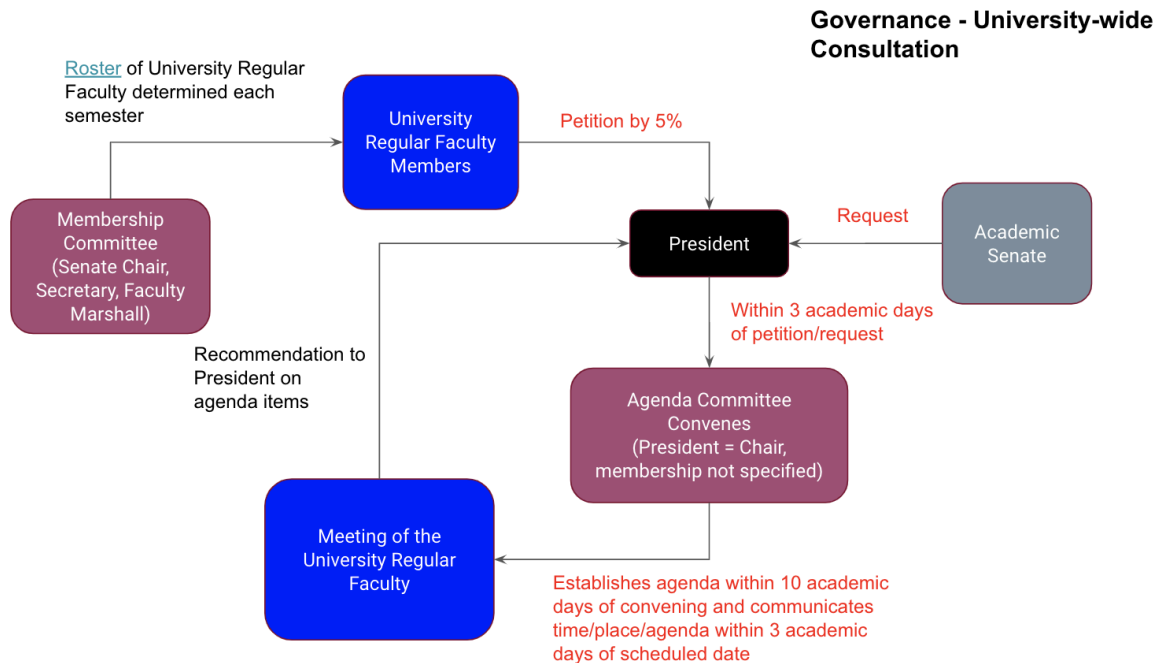
The Constitution & Bylaws also indicate that the University faculty are to be consulted on the planning and development of the campus and buildings of the University; and the allocation of funds, staff, equipment, and facilities among the programs of the University. It has been accepted practice that this consultation can also take the form of recommendations from the University Faculty most commonly from the Academic Senate standing committees on Budget and Resource Allocation (COBRA), Academic Planning and Review (CAPR), and Sustainability (CS). This does not preclude the President from consulting with the University Faculty and its

Academic Senate on other affairs not included in this constitutionally specified list and they are encouraged to do so.

The University Faculty are defined in various places in the Constitution & Bylaws. They are referred to as University Regular Faculty and comprise the President, Vice Presidents, and academic Associate Vice Presidents; the Regular Members of the College Faculties within the University; the Regular Members of the University Libraries and other individuals holding tenure in an academic department. They also include FERP (Faculty Early Retirement Program) and PRTB (Partially Reduced Time Base) faculty during semesters when in active employment[1]. Lecturer and emeriti faculty are excluded from the definition of University Regular Faculty. They are listed each semester on the roster of University Regular Faculty (Spring 2020 here).

The manner with which the President can consult with the University Faculty comprises two formal mechanisms; first is directly through a University-wide meeting of the University Faculty presided over by the President (unless delegated/assigned to the Senate Chair or Faculty Marshall); and second is through the Academic Senate, which the University Faculty has established for the purpose of conducting any of its affairs except for the approval of candidates for degrees, the election of the Faculty Marshal and the representatives of the University Faculty on the Academic Senate of the California State University, the election of members of the Academic Senate, and the approval of the Bylaws of the University Faculty. A University-wide meeting can be convened at any time by the President, at the request of the Senate, or by petition from 5% of the membership of the University Regular Faculty (about 20 signatories) as named at that time on the Roster of University Regular Faculty (as shown in Slide 1). University-wide meetings have been exceedingly rare in the past with most consultation taking place through the medium of the Academic Senate.
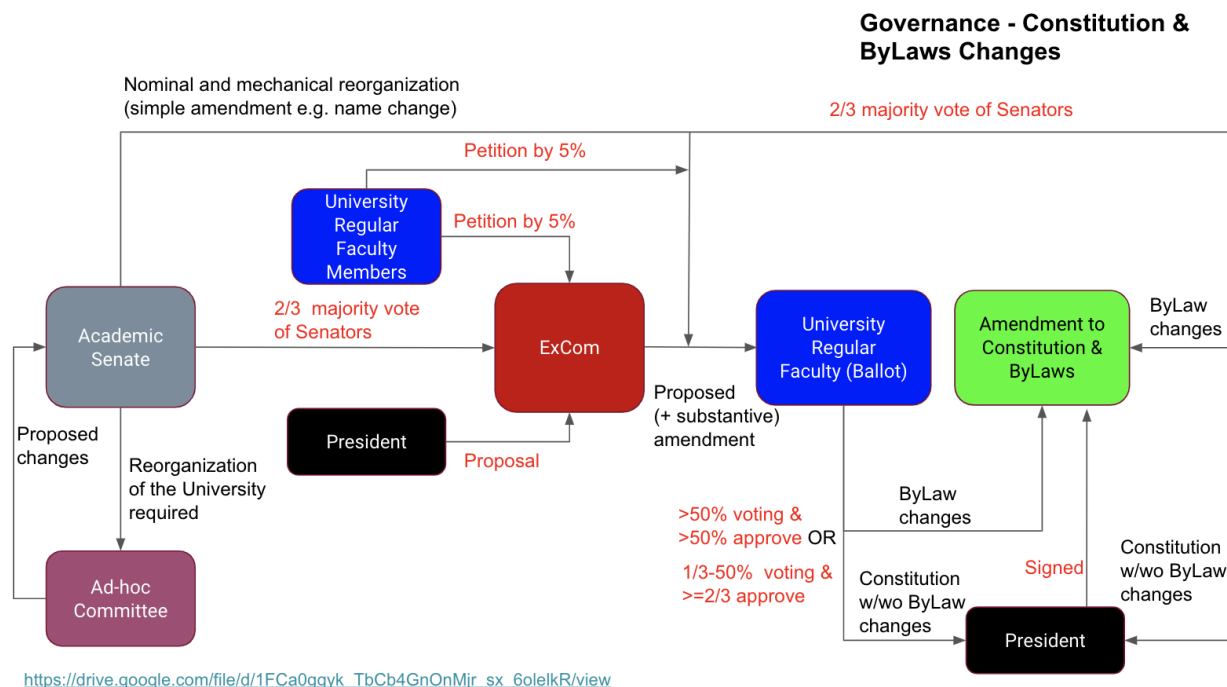
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[1] "active employment" is determined by the faculty member, their department Chair and Dean and is signaled on the annual roster of the University Regular Faculty - they are listed as both Fall & Spring, Fall only or Spring only and this determines their eligibility (see 20-21 FAC 5).

Roster of University Regular
Faculty determined each
semester

University
Regular Faculty
Members

Petition by 5%

Request

Academic
Senate

President

Membership
Committee
(Senate Chair,
Secretary, Faculty
Marshall)

Within 3 academic days
of petition/request

Recommendation to
President on
agenda items

Agenda Committee
Convenes
(President = Chair,
membership not specified)

Meeting of the
University Regular
Faculty

Establishes agenda within 10 academic
days of convening and communicates
time/place/agenda within 3 academic
days of scheduled date

Slide 1 Governance - University-wide Consultation (Screenshot - see Google deck)

Constitution and Bylaws and Policy Formulation

At the highest level of organization, the President or University Faculty can recommend a change to the University Constitution & Bylaws, the document from which and through which all University policy and procedures flow and to which they must conform. A change to the Constitution & Bylaws occurs through a University-wide ballot of the University Regular Faculty and can be triggered by the President, by the Academic Senate, or by a petition of a minimum of 5% of the University Regular Faculty as shown in Slide 2. If changes are nominal and mechanical in nature, they can be submitted to an approval by a two-thirds majority vote by the Academic Senators present at a meeting with a quorum unless they are subject to a petition by a minimum of 5% of the University Regular faculty asking that they be put to a University-wide vote. All substantive changes to the Constitution & Bylaws must be subject to a University-Wide vote if proposed by the President, petitioned by a minimum of 5% of the University Regular Faculty, or approved by two-thirds majority vote of the Academic Senators present at a meeting with a quorum.

Governance - Constitution & ByLaws Changes

Nominal and mechanical reorganization
(simple amendment e.g. name change)

2/3 majority vote of Senators

University Regular Faculty Members

Petition by 5%

Petition by 5%

Academic Senate

2/3 majority vote of Senators

ExCom

President

Proposal

Proposed (+ substantive) amendment

University Regular Faculty (Ballot)

Amendment to Constitution & ByLaws

ByLaw changes

Proposed changes

Reorganization of the University required

Ad-hoc Committee

>50% voting & >50% approve OR
1/3-50% voting & >=2/3 approve

ByLaw changes

Constitution w/wo ByLaw changes

Signed

Constitution w/wo ByLaw changes

President

https://drive.google.com/file/d/1FCa0ggyk_TbCb4GnOnMjr_sx_6olelkR/view

Slide 2 Governance - Constitution & Bylaws Changes (Screenshot - see Google deck)

Recommendations and information flows from the Academic Senate to the President as action items, information items or occasionally as resolutions that fall short of expressed policies requiring a signature. The action items directed to the President are supposed to make it clear what action is expected of whom and that the requirement for this action is contingent on the signature of the President. Items requiring the signature of the President generally include anything with fiscal, legal, personnel, regulatory or other consequences or implications and is captured in this guide for Senators and committee members produced by the Senate leadership in 2019-20 and last updated by the Senate Chair in January 2021. The Senate may draft resolutions or be asked by an originator such as a standing committee to approve a resolution in which the recommended action or actions that the Senate would like to be taken by one or more named parties are contained in one or more resolves; these actions will have been justified by a series of prior whereas statements. Resolutions are generally used for the Senate to influence outcomes for which it has no specific authority or policy responsibility per se. Action items, information items and resolutions coming to the Academic Senate can have a range of originators as shown in Slide 3. If they are not approved or accepted as information at any level of decision-making, including and up to the President, they are returned to the originator via the Executive Committee (as facilitated by the Senate Office) with an appropriate level of explanation. They could then be revised and resubmitted as the originator sees fit. The designation code of the item indicates where it has come from and these codes are provided and/or confirmed by the Senate Office (the common designation letters are listed in the Standing Rules of the Academic Senate Section 6.6 and can be created adhoc as necessary).

Governance - Policy Formulation
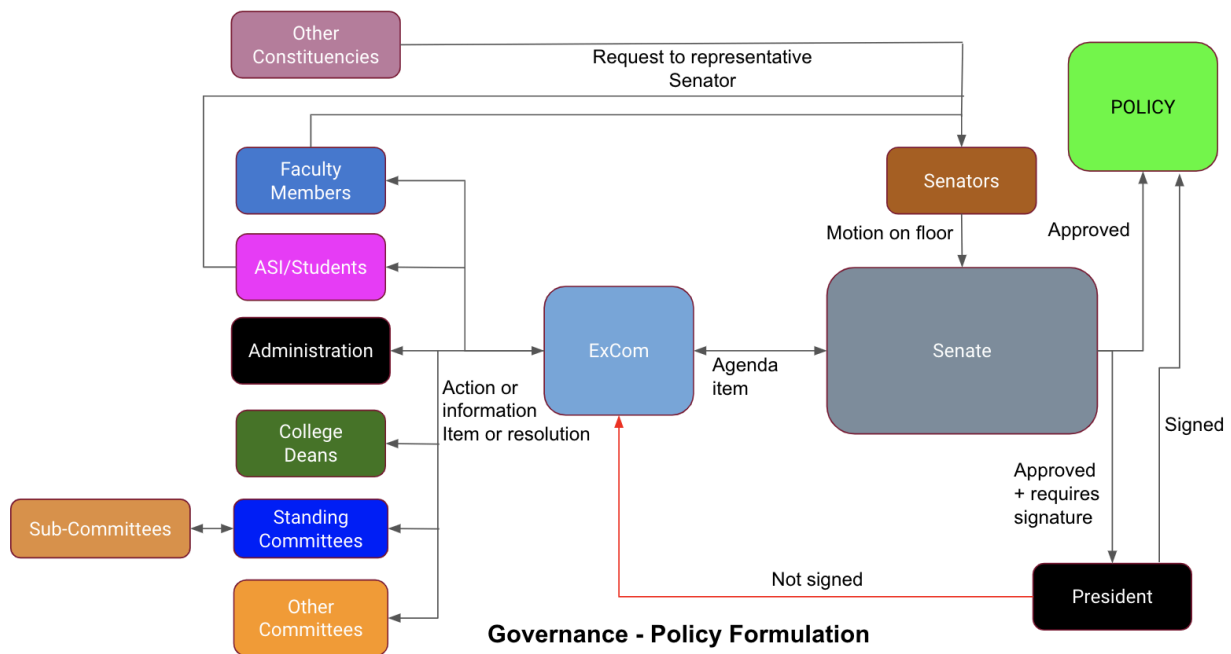
Slide 3 Governance - Policy Formulation (Screenshot - see Google deck)
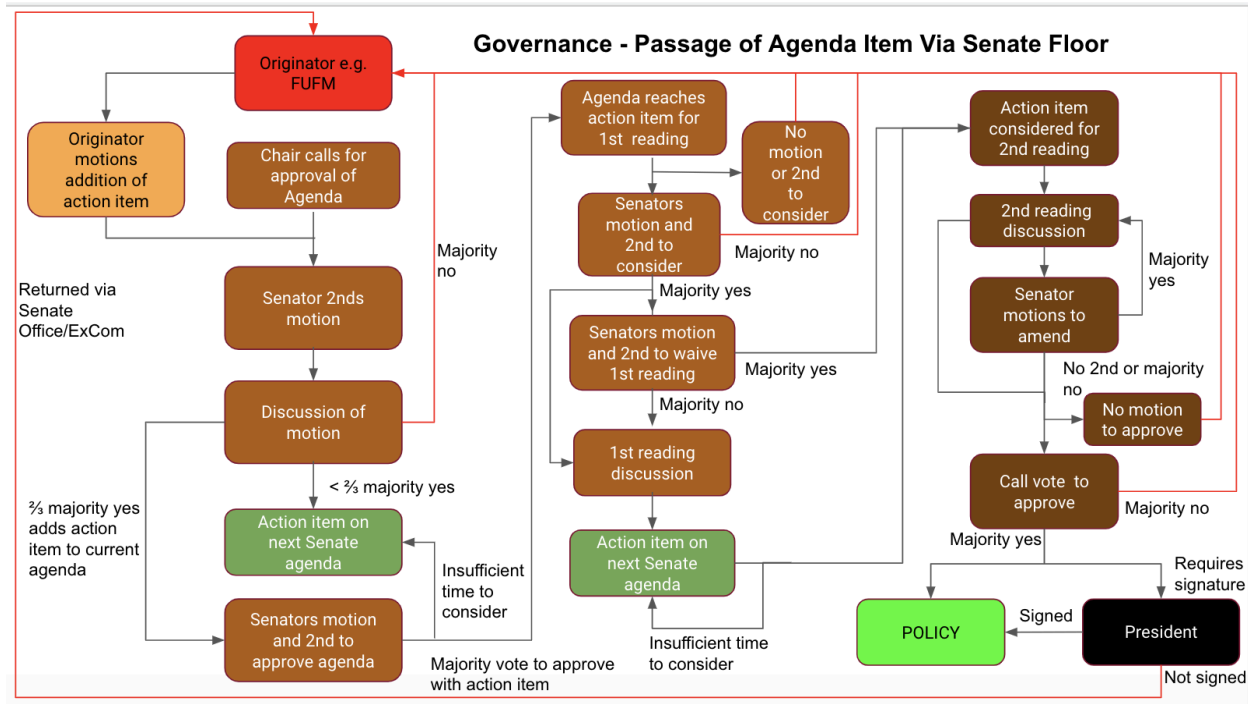
Shared Governance

Approved shared governance items get to the President by means of a majority vote of the Academic Senators present at a meeting where a quorum has been established. There are two mechanisms for an item to be placed on a meeting agenda - by a direct vote on the floor of the Senate or by a vote of the Executive Committee which acts as the agenda committee of the Academic Senate. A request can be made to include an item on the agenda of the Academic Senate on the floor and if it receives at least a two-thirds yes vote of Senators present, it will be added to the agenda of that same meeting. If it receives a majority yes vote that is less than two-thirds, it will be added to the agenda of the subsequent meeting. Most items, however, get to the agenda by being approved by a majority vote of the Academic Senate Executive Committee having been submitted via its agenda to a meeting of that committee (generally by the Thursday immediately before the next Executive Committee meeting) via the Senate Office and Senate Chair. If they feel that an agenda item is not yet ready to go to the Senate (e.g. if it is unclear and would most likely be unable to be clarified through discussion on the Senate floor in a timely manner), then the Executive Committee can send it back to the originator with questions and suggestions. However, the Executive Committee does not act as a gatekeeper to keep controversial items or items that this smaller group of Senators do not agree with from the larger Senate as this would stifle the democratic process. If the Executive Committee believes that minor changes or corrections should be made to the item language (e.g. correcting an error, adding key detail that was omitted, clarifying an ambiguity, etc.) then these are added in a manner (i.e. suggesting edits in Google docs) that the Senate and originator can see when it comes to the Senate floor. Agenda for the Academic Senate, Executive Committee and

Standing Committees are posted on their respective web pages accessed via the Senate [landing page](#).

The processes for adding items to the Senate Agenda is shown in Slides 4 and 5. Generally, accepted action items will appear on two consecutive Senate agenda, unless for some reason they are not considered at a scheduled meeting (e.g. due to time limitations or due to a motion to table or postpone), and thus have two readings - a first reading at which introductory discussions are held and at which changes may be suggested that can be incorporated by the originators prior to the second reading, and a second reading, at which for/against discussions occur and a vote is taken. Academic Senators may motion and majority vote to waive the first reading and proceed directly to for/against discussions and a vote. The Executive Committee may place items it considers pro-forma and uncontroversial onto the Academic Senate consent calendar by which they appear on the Senate meeting agenda but are not discussed unless a Senator requests that they be. Items that pass two Senate meetings on the consent calendar are considered approved by unanimous consent and become Senate policy or are submitted to the President as a recommendation for their signature. Information items on the consent calendar are similarly considered accepted if they are not requested to be brought to the Senate floor to be added to the agenda for discussion and a vote.
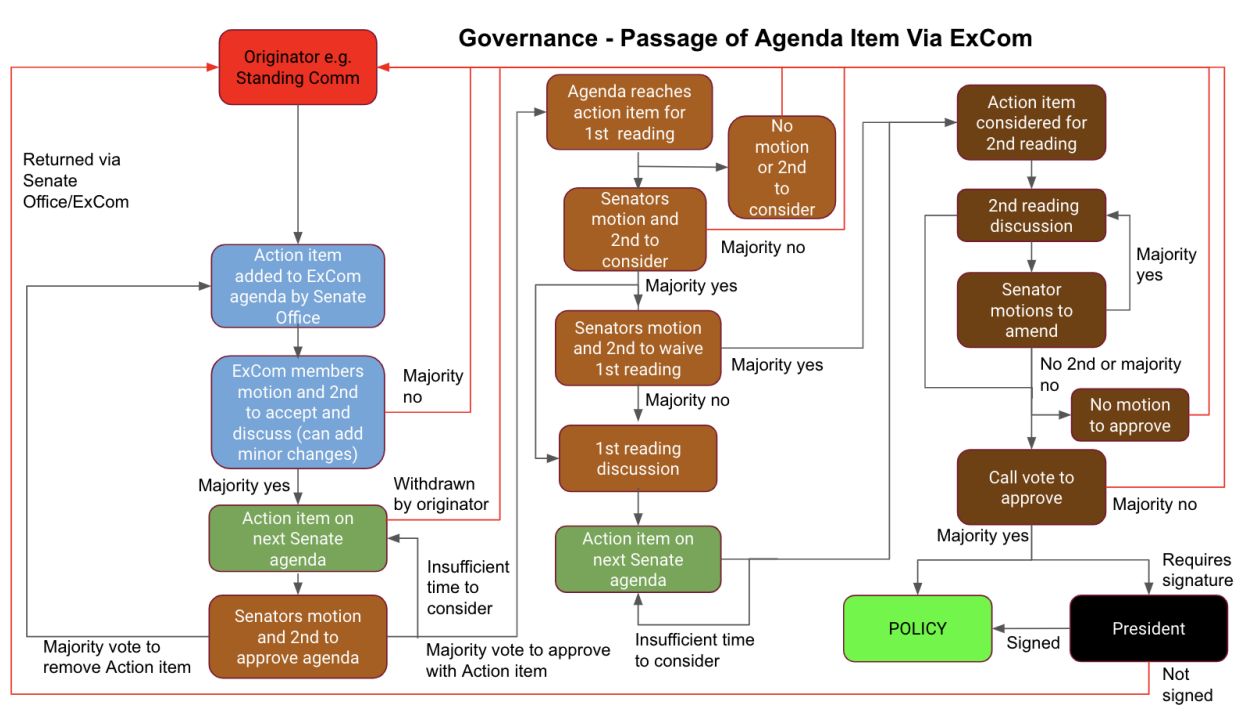
Slide 4 Governance - Passage of Agenda Item via ExCom (Screenshot - see Google [deck](#))

Governance - Passage of Agenda Item Via Senate Floor

Slide 5 Governance - Passage of Agenda Item via Senate Floor (Screenshot - see Google deck)

Shared governance between the President and University Faculty engages with most aspects of University activities but is concentrated primarily in the academic-related areas. The majority of Academic Senate business is related to those academic considerations for which the Constitution & Bylaws establishes shared responsibility, as previously described. It has been a hallmark of our shared governance for at least the last decade that the Academic Senate, on behalf of the University Regular Faculty, has worked collaboratively and openly with the President and Provost to create mutually agreed-on policies and procedures that preclude the use of the Presidential veto in which the President refuses to sign action items passed at the Academic Senate and submitted to their office, returning them to the originator, via the Executive Committee, with an explanation as to the grounds for the veto. It appears from a review of Academic Senate document archives during the tenure of President Morishita that he, for example, declined to approve Senate action items only 14 times with the most frequent of these being action items originating from the Faculty Affairs Committee. This represents only a tiny fraction of all the actionable items submitted to the President during his time in office.

The Academic Senate

The Academic Senate at Cal State East Bay comprises between 51 and 59 members of which all but the President, as previously stated, are voting members. The vast majority of these members are University Regular Faculty although the University Regular Faculty, through the Constitution & Bylaws, has included other constituents in its representative body membership

including four contingent faculty (lecturers), four students, one emeritus/a, one staff, and two student service professionals (see Slide 6).

Academic Senate Membership (51-59)

ExCom Membership (12-13)
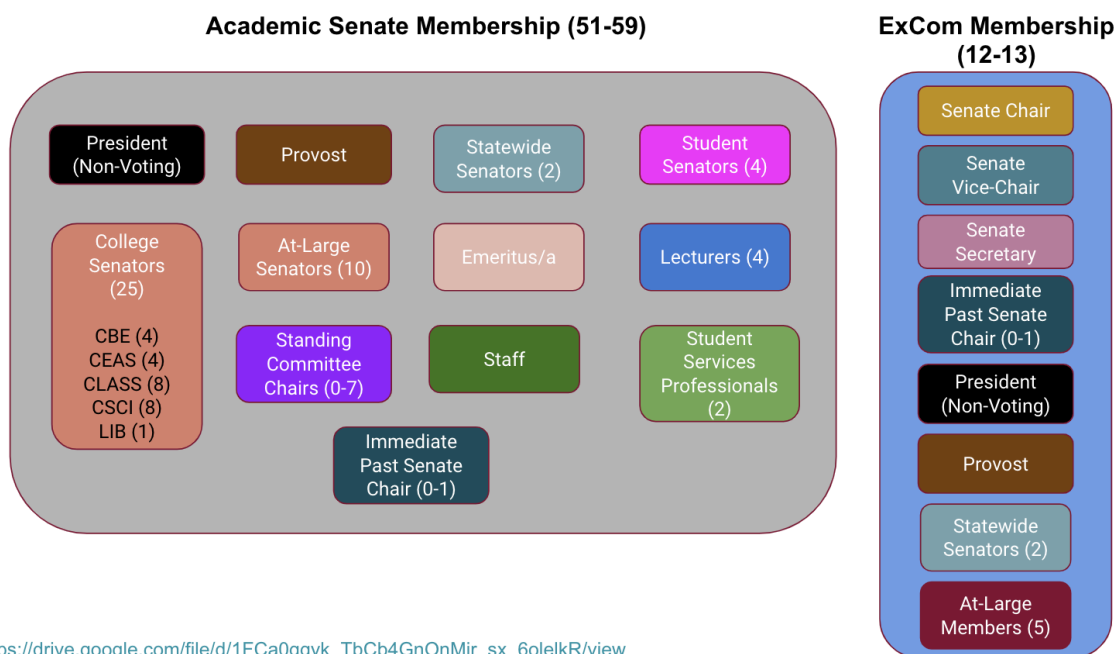
https://drive.google.com/file/d/1FCa0ggyk_TbCb4GnOnMjr_sx_6olelkR/view

Slide 6 Academic Senate and Executive Committee Memberships (Screenshot see Google deck)

The President and Provost are the only administrators (MPPs) who are automatically members of the Academic Senate. Although this is not a widely understood element of the Constitution & Bylaws, and would be contested by segments of the University community, given its current wording a number of other MPPs are constitutionally eligible to be elected as Academic Senators because they are listed as members of the University Regular Faculty (currently the Vice Presidents, and academic Associate Vice Presidents) or College Regular Faculty (the Deans and Associate Deans)[2]. Although these various MPPs are included in constituencies receiving ballots for University and College elections, none have sought office within University governance structure within our current institutional memory. It is unknown whether they participate in or abstain from voting in University-wide or College ballots.

The position of the President within the Academic Senate is a compound one. The President is simultaneously both a non-voting member of the Executive Committee and the Academic

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[2] In 2019-20, the Executive Committee authorized the Senate Officers and the then Chair of the Faculty Affairs Committee to review the Constitution & Bylaws with one of the areas to look at being eligibility to serve in governance and term limits of offices. The observation that MPPs were considered by the Constitution as University Regular Faculty was contested by several individuals during a public comment process. In particular, the appropriateness of including a number of MPP positions on the list of University Regular Faculty if the incumbents do not have tenure and retreat rights to an academic unit was questioned. This issue has not been broadly discussed or resolved to date.

Senate and the ultimate authority in terms of final approval for all actionable items resulting from the Academic Senate governance process. They are also frequently the object of resolves in resolutions passed by the Senate which urge their administration to take a specific action for which the Senate itself does not have authority but wishes to influence. Thus, the President is able to participate in the formation and discussion of University policy and procedural recommendations and, subsequently, to approve or veto them once the recommendation process is completed. Presidential veto should therefore be, and has historically been, relatively rare if the President executes their role of full participant in the Academic Senate as their views can be made public and taken into account during the shared governance decision-making process. The President can come to each Executive Committee and Senate meeting and at each there is a standing agenda item for the President to report to the body and to entertain open questions from members and guests with standing. That said, it has been the practice of our Presidents to generally only come to Executive Committee and Senate meetings for the various reports and then to leave prior to the discussion and voting on agenda items. The Provost has consistently come to and stayed for the whole duration of our Executive Committee and Senate meetings and is encouraged to speak for or against items as appropriate and to vote as and when they see fit to do so.

Shared governance is an open and transparent process meaning that all formal discussion and decision-making takes place in public meetings to which guests are permitted, except when confidential personnel issues are to be discussed. This will usually be signaled in advance on the agenda so that guests wishing to attend know that they will be asked to leave or that the voting members will go into a camera session during the meeting, as applicable to the meeting type (small room, large room, by Zoom, etc.). The Senate delegates to the Chair the right to accord the privilege of the floor to guests at the Chair's discretion, but reserves the right to overrule the Chair by majority vote of members present. These motions are handled as an appeal of the ruling of the Chair.

Academic Senate and Executive Committee meetings are governed by the Academic Senate Standing Rules which are updated as needed each year and voted into effect usually at the first Academic Senate meeting of the year. Standing Rule changes, if desirable, are usually drafted by the Executive Committee at their annual retreat; however, they can be proposed at any time in the academic year as a motion to the Senate. The Standing Rules can be suspended temporarily or for the duration of a meeting following a motion and a second to the Chair and a two-thirds majority vote.

The Senate Chair runs the Academic Senate and Executive Committee meetings and generally does not engage in discussions for or against items, rather keeping their role as an impartial neutral. This is generally true also of other committee Chairs. Chairs can reserve their vote to break a tie if that is the will of the committee, e.g. with elections for an open position that would otherwise require there to be a repeat ballot to establish a majority of the electorate. However, Chairs must think very carefully before exercising a tie-break vote and should ideally announce ahead of the discussion or the ballot if they intend to do so because, as explained in Robert's Rules, a tie on a motion is actually a defeat of that motion since motions only pass with a

majority (>50% or >2/3). If the Chair votes to create a majority in favor or to prevent it, they are no longer acting impartially.

Most voting takes place by public voicing of ayes and nays unless a show of hands or a division of the house is requested by a member[3]. This division of the house (counted ballot) may be conducted by an electronic poll (e.g. a Qualtrix survey, Google form, Zoom poll, etc.) as long as the number of voting members present, ayes and nays can be provided to the members. Standing rules indicate that a roll call vote (i.e. voice vote by each member following the calling of their name) shall be required on an aye vote of 20% or more of the members present and voting. A written ballot (which can be electronic or on paper slips turned in at a physical meeting) is required for contested elections to office (e.g. for Chair, DELO, At-Large Executive Committee, etc.). If the votes are actually counted at a meeting (e.g. with a show of hands, division of the house, or written ballot) then the count of the votes is included in the meeting minutes. There is no official requirement for detailed minutes of meeting discussions to be kept although this has been the habit of the Senate over the preceding years. An example of past Senate meeting minutes can be seen here. The Chair of the Senate need not call for abstentions from a vote since any non-vote, i.e. voting members who do not signal aye or nay, is an abstention. At the time of any vote, the Chair and Secretary, with the help of the Senate Coordinator, should already know the number of voting members present (since this must be tracked during the meeting to determine if a quorum is present) and in counting the ayes and nays will be able to determine if the ayes exceed the nays and thus if more than 50% of the voting members voted in favor or against.

Up to seven of the 51-59 Senator memberships are reserved for Academic Senate Standing Committee Chairs. These individuals may or may not already be an elected Senate member for their College or for the University Regular Faculty At-Large[4]. The Immediate Past Senate Chair is automatically a member of the Academic Senate for the year following their last term so as to provide some continuity of institutional memory and practice. If a Chair stays on for a second term then they are considered by the Senate to be simultaneously the Immediate Past Senate Chair and the current Chair and thus there will be one fewer member of the Senate and Executive Committee that year; this has been a custom but is not specifically stated in the Constitution & Bylaws. It has been the practice for Senate Chairs to serve a maximum of two

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[3] Note that during the shift to Zoom meetings during the Covid-19 pandemic, votes have generally taken place by signalling nays first using the raise hand feature - if there are no nays the vote is recorded as unanimous consent and if there are just a few then the ayes are recorded to have prevailed by a majority. Due to the difficulty of limiting votes to voting members only with the Zoom poll feature or counting split votes in a Zoom participant list with up to 100 names, it has been necessary for practical purposes to conduct some votes via Google Forms or a Qualtrics email survey in some Senate meetings - if such a vote is taken, the count is verified by the Senate Secretary and the nature of the majority reported back to the Senate and recorded in the minutes.

[4] There is a lack of clarity over whether only University Regular Faculty members may be Chairs of Academic Senate Standing Committees. The Constitution & Bylaws states that "Each committee shall elect a Chair from among the elected faculty representatives". In its 2019-20 review of the Constitution and Bylaws, the special sub-committee suggested that "elected faculty" signified University Regular Faculty as this is the consistent use of the word faculty in the document (contingent faculty consistently being separately specified by the term lecturer) but this is not a universally held view.

consecutive one-year terms, if eligible to do so as a continuing Senator, although this term-limit is not specified in the Constitution & Bylaws. The current Academic Senate and Executive Committee membership is shown in Slide 7 and the regular and contingent faculty members by College (including the University Libraries) is shown in Slide 8[5].
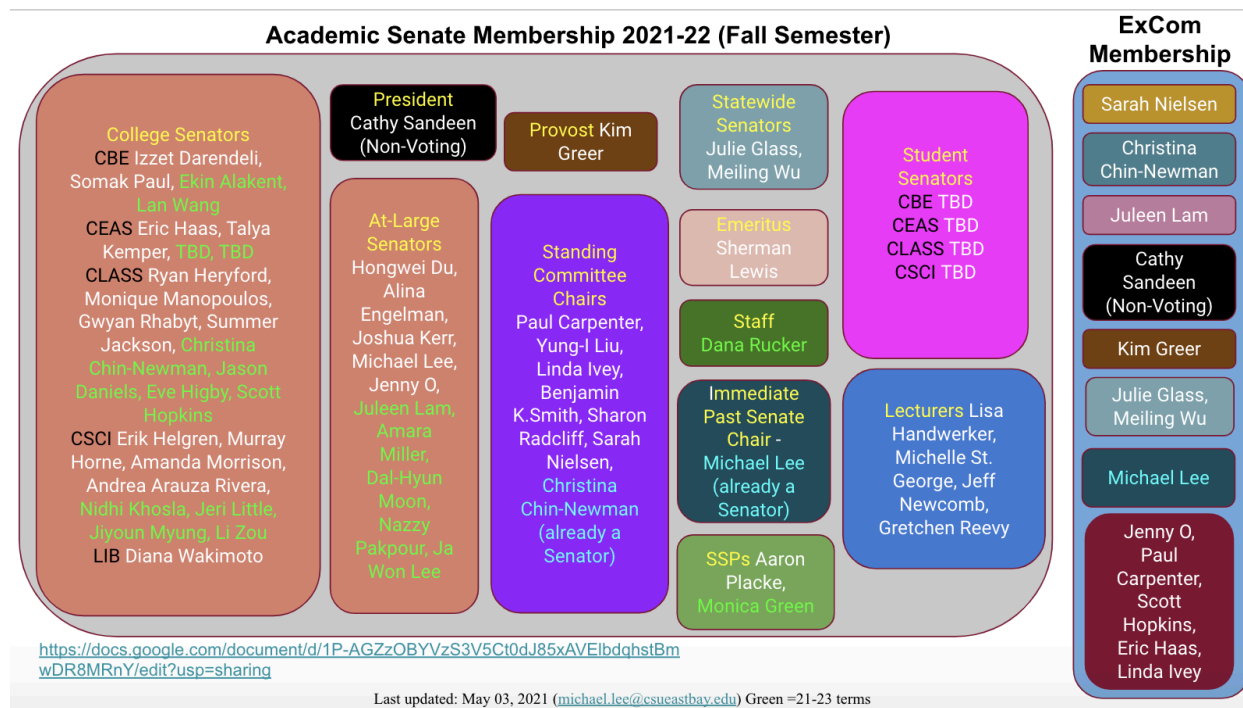
Slide 7 Current Academic Senate Membership - Fall 2021 Semester (Screenshot - see Google deck)

Academic Senate 21-22 Faculty Representation by College Affiliation
Spring Semester 2021 (46 of 56 voting members including 2 vacancies)
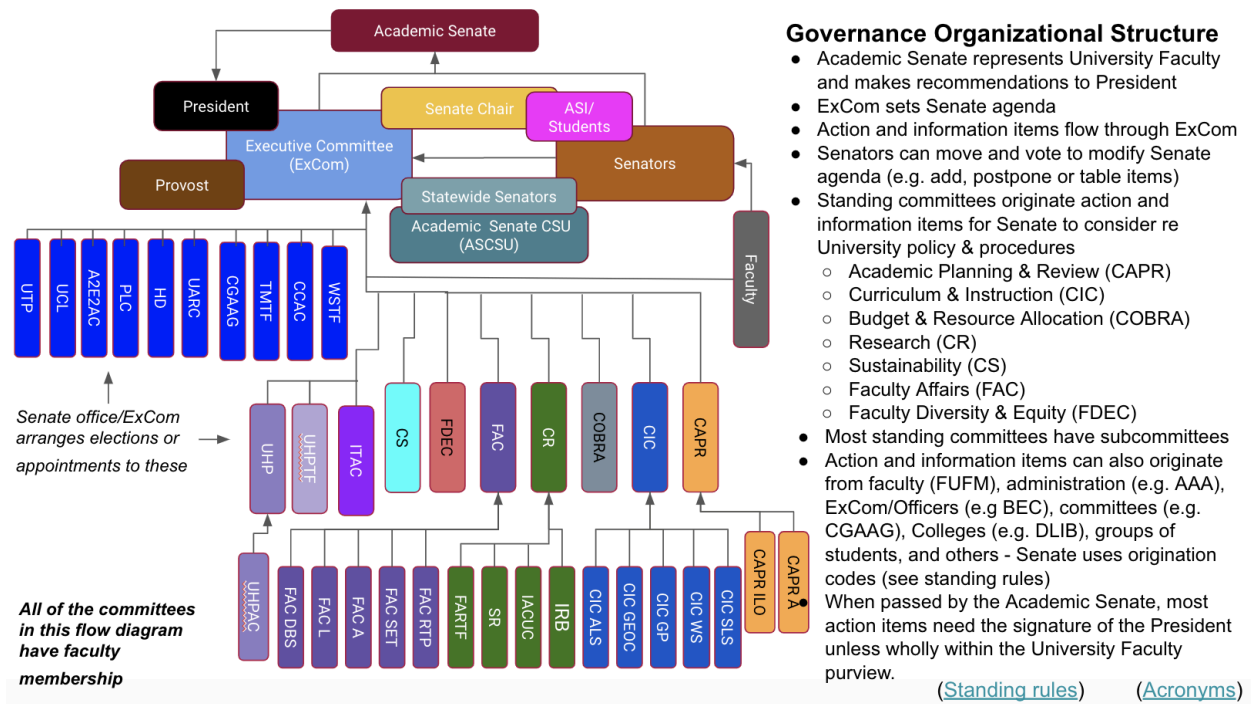**Black = 20-22 term, Blue = 21-23 term, Purple = other term**

CBE	CEAS	CLASS	CSCI	LIBRARY
Ekin Alakent	Dal-Hyun Moon	Amara Miller	Alina Engelman	Diana Wakimoto
Hongwei Du	Eric Haas	Benjamin K. Smith	Amanda Morrison	Sharon Radcliff
Izzet Darendeli	Jenny O	Christina Chin-Newman	Andrea Arauza Rivera	
Jeff Newcomb (Lect)	Paul Carpenter	Eve Higby	Erik Helgren	
Lan Wang	Talya Kemper	Gwyan Rhabyt	Gretchen Reevy (Lect)	
Somak Paul	TBD	Jason Daniels	Jeri Little	
	TBD	Ja Won Lee	Jiyoun Myung	
		Linda Ivey	Joshua Kerr	
		Lisa Handwerker (Lect)	Juleen Lam	
		Meiling Wu	Julie Glass	
		Michael Lee	Li Zou	
		Michelle St-George (Lect)	Murray Horne	
		Monique Manopoulos	Nazzy Pakpour	
		Ryan Heryford	Nidhi Khosla	
		Sarah Nielsen		
		Scott Hopkins		
		Sherman Lewis (Emer)		
		Summer Jackson		
		Yung-I Liu		
6	7	19	14	2

Last updated: May 03, 2021 (michael.lee@csueastbay.edu)

Slide 8 Fall Semester Faculty Members by College (Screenshot - see Google deck)

The Senate Shared Governance Committee Landscape

The shared governance landscape at Cal State East Bay is quite involved. Slide 9 attempts to capture this landscape through a flow-diagram that reflects the various relationships and the flows of recommendations and interactions. This landscape can change over time as new committees are formed or special committees complete their work and lapse. Note that there are dozens more committees which also engage in University governance (e.g. the Space Policy Committee) that are not created by the Academic Senate but stem from and report to different administrative units of the University; many of these have Academic Senate and/or faculty representation and thus they too should be considered part of the shared governance landscape. Our Senate, both directly and indirectly through its Senators, engages in decision making jointly with the Administration, Associated Students Incorporated, and the Academic Senate of the California State University. Two of our East Bay Academic Senators are statewide Academic Senators and four of our Academic Senators are Directors on the Board of the Associated Students Incorporated, one for each of the colleges of Business and Economics (CBE), Education and Allied Studies (CEAS), Letters, Arts and Social Sciences (CLASS), and Science (CSCI). The Chair of the Academic Senate is an advisor to the ASI Board of Directors and goes to each of their scheduled meetings, reporting back relevant developments to the Academic Senate as needed and keeping an open channel of communication. Any of our Academic Senators, be they staff (regular or Student Services professional), administrator, student, lecturer faculty, emeritus/a faculty, or regular faculty, can make a motion before the Senate and university constituencies and can ask that an item be placed on the Senate agenda for its consideration. Any Senator also has the right to attend and speak to an item before the Executive Committee. Items for the Executive Committee and Senate agenda can originate from various entities within the shared governance structure created and managed by the Academic Senate as shown in Slide 9. There are seven Standing Committees for which membership is specified in the Constitution & Bylaws and for which regular elections are held by the Senate, many of which have their own regular sub-committees that are convened and populated each year based on Standing Committee nominations and approved by the Executive Committee. In addition there are various *ad hoc* committees created by past Senate policies and administered by the Senate that continue year to year until they lapse or are terminated by subsequent policy changes.

Governance Organizational Structure
- Academic Senate represents University Faculty and makes recommendations to President
- ExCom sets Senate agenda
- Action and information items flow through ExCom
- Senators can move and vote to modify Senate agenda (e.g. add, postpone or table items)
- Standing committees originate action and information items for Senate to consider re University policy & procedures
  - Academic Planning & Review (CAPR)
  - Curriculum & Instruction (CIC)
  - Budget & Resource Allocation (COBRA)
  - Research (CR)
  - Sustainability (CS)
  - Faculty Affairs (FAC)
  - Faculty Diversity & Equity (FDEC)
- Most standing committees have subcommittees
- Action and information items can also originate from faculty (FUFM), administration (e.g. AAA), ExCom/Officers (e.g BEC), committees (e.g. CGAAG), Colleges (e.g. DLIB), groups of students, and others - Senate uses origination codes (see standing rules)
- When passed by the Academic Senate, most action items need the signature of the President unless wholly within the University Faculty purview.

(Standing rules)   (Acronyms)

Slide 9 Governance Organizational Structure (Screenshot - see Google deck)

The most important of the originators of items to the Academic Senate are the seven Standing Committees shown in Slides 9 and 10 - Academic Planning and Review (CAPR), Instruction and Curriculum (CIC), Budget and Resource Allocation (COBRA), Research (CR), Sustainability (CS), Faculty Affairs (FAC) and Faculty Diversity and Equity (FDEC). The responsibilities and membership of these Standing Committees are established in the Constitution and Bylaws in Bylaws Article XVII and each has authority for maintaining, updating and implementing their own policies and procedures; these must be approved by the Academic Senate Executive Committee to go into effect. Due to the intersectional nature of some University affairs there is overlap between Standing Committee responsibilities which requires inter-committee communication and parallel policy recommendation processes. The main stated areas of responsibility of each Standing Committee as listed in the Constitution and Bylaws and the intersections between them are graphically represented in Slide 10 with appropriate color coding. Slide 11 shows the current membership by Standing Committee and by constituency with the Chair's name shown in bold.

Standing Committee Governance Responsibilities - Recommending on policies and procedures with respect to…

Responsibilities summarized from Constitution & Bylaws

Significant areas of overlap in responsibilities highlighted in boxes

Curriculum (see CS)
Academic standards
Student status
Admissions
Curriculum review (new courses, GE, online, etc.) (see CAPR)

CIC
CAPR
FDEC
COBRA
CR
FAC
CS

Faculty diversity and equity in recruiting, hiring, retention (see FAC)
Monitoring of departmental tenure-track hires
Review of five year reviews on diversity issues and efforts (see CAPR)
Monitoring of faculty diversity climate issues and studies
Review of commitment and practices for recruiting/retaining a diverse faculty
Develop and review exit interviews of faculty leaving the university

Academic master planning
Achieving overall academic goals
Annual and five-year reviews (see FDEC)
Program creation, name change, suspension & discontinuation
New courses w/ resource implications (see CIC)
Development, improvement, and use of academic facilities (see COBRA, CS)

Encourage research by faculty (see CS)
Recommend/award research, special leave and research travel grants (see FAC)
List faculty research interests and organize research seminars and other projects
Disseminate research support opportunities
Recommend on interuniversity research consortia
Approve/re-approve new centers and institutes

Budget to achieve long-term academic goals
University-wide resources
Academic planning, current budget, resource allocation & campus development (see CS)
Allocation of funds and human resources for instructional programs (see FAC)
Development, improvement, and use of campus financial resources
Development, improvement, and use of academic facilities (see CAPR, CS)

Questions about other policy and procedural areas?
Contact senate@csueastbay.edu

Professional activities of the faculty
Financial support of faculty professional activities (see COBRA)
Faculty welfare, rights, privileges, responsibilities (see FDEC)
Appointment, RTP, other peer review processes (see FDEC)
Professional ethics and disciplinary procedures
Consult re: appointment and review of administrators
Granting of faculty awards and honors (see CR)
Conferring of Emeriti status
Distinguished Visiting Professorships

Review policies and procedures/support efforts to achieve sustainability commitments and goals (see COBRA, CAPR)
Promote sustainability in curricular and co-curricular activities (see CIC)
Track CSUEB/CSU commitments, policies, best practices
Develop/help carry out collaborative living lab projects
Monitor and report on progress on Sustainability Resolution (06-07 BEC 9) and CSUEB Climate Action Plan
Promote sustainability research/scholarship (see CR)

Last updated: Dec 14, 2020 (michael.lee@csueastbay.edu)

Slide 10   Standing Committee Governance Responsibilities (Screenshot - see Google deck)

Academic Senate Standing Committees 21-22 Representation (to be updated)   Last updated: May 05, 2021

Committee Chair in bold

	CAPR	CIC	COBRA	CR	FAC	FDEC	CS
CBE	Jia Guo	Ya You	Glen Taylor Jing-Wen Yang	Kourosh Shafi	Lan Wu	Somak Paul	T. T. Rajan Selvarajan
CEAS	SaeHya Ann	Thomas C. Padron	**Paul Carpenter** Eric Haas	Jennifer Sherwood	Michele Korb	Albert Mendoza	Erick Kong Sara McDaniel
CLASS	Patricia Drew Mariana Guzzardo **Yung-I Liu**	**Sarah Nielsen** Craig Derksen Jessica Santone	Michael Lee Dennis Chester	Katrina Nicholas Natalie Ingraham **Benjamin K. Smith**	**Linda Ivey** Mary Cardaras Shubha Kashinath	**Christina Chin-Newman** HD&WS - John Bunce Morgan Sanchez ES - Anndretta Wilson	Jason Daniels
CSCI	Michael Stanton Megan Cherewick TBD	Ana Almeida Liz Kyonka Divya Sitaraman	TBD Brian Perry	Ram Kandasamy Juleen Lam Kathryn Grimm	Chandrakala Ganesh TBD Jason A Smith (sab)	TBD	Tyler Evans
LIBRARY	Lee Adams	Gr Keer	Jeffra Bussmann	Liz Ginno	Stephanie Alexander	Kyzyl Fenno-Smith	**Sharon Radcliff**
LECTURER	Shannon Webb	Eileen Coughlin		TBD		Sneha Dutta Hazarika	TBD
STAFF/MPP/Other	TBD Maureen Scharberg	TBD TBD				Kimberly Baker-Flowers TBD TBD TBD	Jillian Buckholz SULO TBD
PRESIDENTIAL	TBD	TBD	TBD TBD	TBD	TBD	TBD	
STUDENT	TBD TBD	TBD TBD				TBD	TBD

Slide 10   Current Standing Committee Membership (Screenshot - see Google deck)

The Academic Senate, Executive Committee, and Standing Committees currently meet approximately twice a month (if they are on a Monday or Wednesday) or once every two weeks

(if they are on a Tuesday or Thursday). The meeting schedule is established by Senate Policy and conforms to the academic calendar. Because of designated holidays, the number of meetings each semester/year will vary between committees but are generally between 5 and 7 meetings per semester. It has been the habit of recent Senate Chairs to attend all Standing Committee meetings as a guest, unless prevented by scheduling conflicts, with the Vice-Chair attending one of the two committees scheduled in the same Thursday time slot. The Academic Senate and Executive Committee meetings are currently every other, i.e. alternating, Tuesday. All faculty members of committees, except Senate Officers and Standing Committee Chairs, engage in shared governance voluntarily as part of their College and University service workload commitment which is recognized as one of the four areas considered in retention, tenure and promotion evaluations. The Office of Academic Affairs provides assigned time workload units to compensate the Officers and Chairs for their governance responsibilities as determined by consensus between the Provost and Senate Chair and periodically this is reviewed by an *ad hoc* Faculty Workload Task Force jointly convened by the Provost and Academic Senate. The Office of Academic Affairs also provides assigned time to the Diversity and Equity Liaison Officer (DELO), the University Honors Program (UHP) Director, the faculty appointee to the CSU Academic Committee on International Programs (ACIP) and the Sustainability Liaison Officer (SULO).

Currently, in 2021-22, the assigned time distribution for Academic Senate created positions as provided by agreement with the Provost and the Office of Academic Affairs is:

Senate Chair	18 units
Senate Vice-Chair	3 units
Senate Secretary	6 units
DELO	3 units[6]
SULO	3 units
UHP Director	6 units
CAPR Chair	3 units
CIC Chair	3 units
COBRA Chair	3 units
CR Chair	3 units
CS Chair	3 units
FAC Chair	3 units
FDEC Chair	3 units
ACIP Rep	3 units

Elections to Shared Governance and Service

Annual elections for the Academic Senate take place each Spring semester in two phases - first for the five At-Large Senate seats who have reached the end of their two-year term, and then for the ten College seats whose two-year terms are up (ad-hoc elections may be necessary to

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[6] May vary depending on workload

replace members of Committees who retire, go on sabbatical or leave, etc. for more than one semester). This is shown in Slide 11.
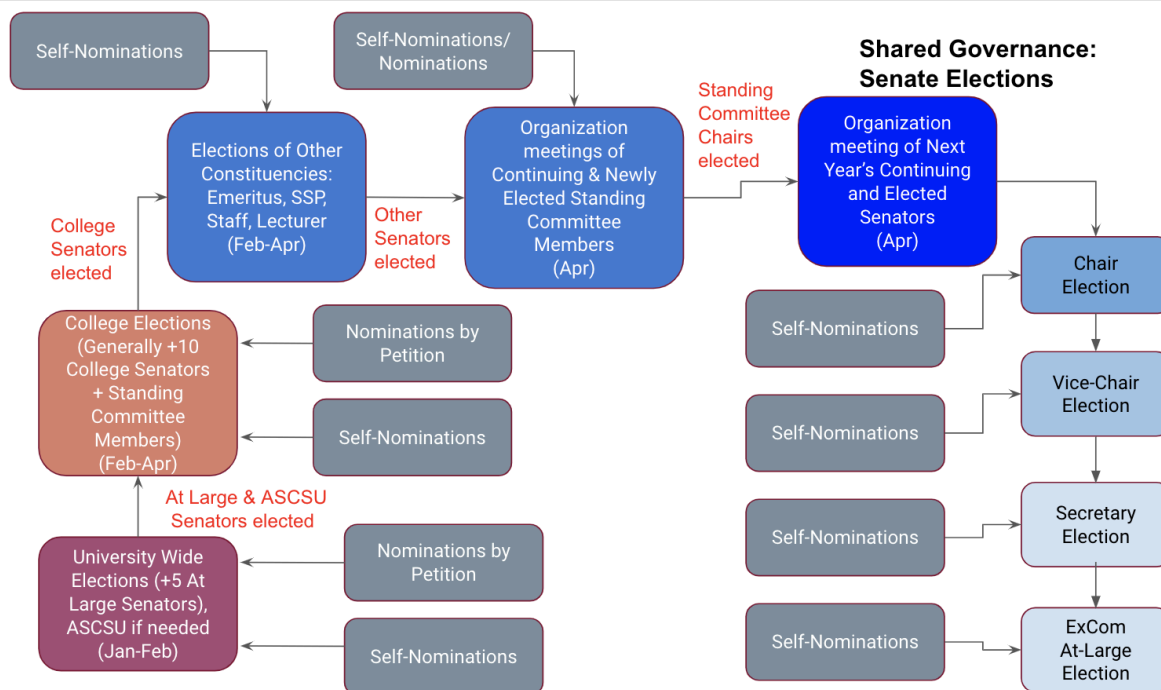
Slide 11   Current Standing Committee Membership (Screenshot - see Google deck)

Sitting senators who have only completed one two-year term are eligible to pursue a second two-year term. Elections are carried out with a set timetable which generally will have the following sequence (as modified as necessary by weekends, holidays, etc.):

Day 1-7   Publish request for and solicit self-nominations - the self-nominations are sent with personal statements of interest by nominees to senateoffice@csueastbay.edu
Day 7   Executive Committee establishes a preliminary list of nominees and statements of interest (approval by email)
Day 8   Executive Committee publishes (emails to all eligible constituents) a statement of positions to be filled, a list of continuing members, and a preliminary list of nominees
Day 9-17   For 5 academic days after publishing the preliminary list, the Executive Committee accepts nominating petitions with statements of interest from the faculty (requires 5 signatures from fellow constituents - sent by nominees to senateoffice@csueastbay.edu)
Day 18-19   After the last day for nomination-by-petition, the Executive Committee certifies eligibility of each nominee and assures that there are at least two nominees for each position (approval by email)

Day 20-34   Voting for 10 consecutive academic days (ballot reviewed by Senate Secretary and sent to constituents)

Day 34-36   Results posted to the web within 3 academic days of the close of balloting after certification by Senate Secretary and Faculty Marshall

Day 1 will usually be scheduled to be within a few days of the start of the Spring semester e.g. January 20, 2021. On the same self-nomination timetable and ballot as for the At-Large Senators, the University Regular Faculty will elect a new Faculty Marshall each year and will also vote on any changes proposed to the Constitution and/or Bylaws. If there are elections to be held for the Statewide Academic Senator positions (three-year terms) or the DELO or SULO (two-year terms), these will also be solicited and voted on in this process. Generally using the same timetable sequence, separate elections are held each year for the four lecturer Senator positions (one-year terms), the Emeriti Senator (two-year term) and one of the two Student Services Professional Senators (two-year term). The four Student Senators, one representing each College, are elected by the Associated Students Incorporated each year using their own prescribed procedures.

The Constitution & Bylaws (Bylaws Article VI Section 3) requires that elections for Senator positions be contested elections. All other elections, unless specified elsewhere, need not be contested (e.g. for Standing Committee Chair or Executive Committee membership) and thus the electorate may vote to approve the candidate in a pro forma manner by acclamation as per Robert's Rules (literally, by applause). Note that contested elections require that one candidate receives a majority of the vote and if there is a tie, Robert's rules dictate that there must be a reballot unless there are any prescribed rules otherwise. Such election rules elaborating on, but not contradicting, the requirements of the University Constitution & Bylaws, can be included in the Senate Standing Rules and approved by the Senate. They can also be drafted and approved by College faculties for the execution of their elections. While College elections for Senator positions must be contested, Colleges could include in their own election bylaws that a tie-break mechanism be employed, such as the toss of a coin. Similarly, a tie-break rule could be included in the Senate Standing Rules. In the absence of such a rule, the appropriate action for a given contested election is to conduct a repeat ballot.

Once the At-Large Senators are elected each year, then using a similar timetable sequence and process, an election is immediately started for the College Senators, the number for each College depending on their allocation, which is determined by the College's share of the University regular faculty at the time of the election, and the number of those that are completing their two-year term (each College's senators have staggered terms with a goal of one half of their seats terming out each year to provide continuity of experience). At the same time as the Senate positions are being filled, the College representation on Standing Committees, other University Committees, and Ad-Hoc committees are also filled through a process of self-nomination, nomination by petition, and balloting - a call for self-nominations and nominations by petition are issued for all seats to be filled. In most cases, individuals can complete two consecutive terms on committees except for Lecturer senators who can complete

four consecutive one-year terms, and for Statewide Academic Senators who currently have no term limitations.

Once the names of the successful candidates and any vacant positions not filled by the elections are reported to the Senate Office, the Senate Office and Senate Secretary will schedule organizational meetings for the incoming and continuing Standing Committee members to elect their Chairs for the next year, these Chairs-elect automatically becoming a Senator (unless they are already elected as such). Once these meetings are complete, the newly elected and continuing Senators will be scheduled to have an organizational meeting to elect their new Officers - Senate Chair, Vice-Chair and Secretary (one-year terms). By holding these organizational meetings as early as possible in the Spring Semester, faculty elected to positions that have assigned time are thus able, as needed, to adjust their Fall teaching schedule and load to accommodate their meetings and reflect their assigned time. Similarly, having At-Large and College elections as early as possible allows faculty elected to Senate and Standing committees to keep the weekly timeblocks associated with their committee schedule free of teaching and other commitments for the Fall semester. The terms of newly elected Academic Senate Officers and Senators begin on June 1 of each year and end on May 31 of the next (or two years later depending on if they are one or two year terms). Though it is not specified in the Constitution and ByLaws, it has been established practice that Senate Chairs not serve more than two consecutive years in office.

Service on most shared governance committees, Senate and Standing committees, require 4-6 hours of meetings per month during the Fall and Spring semesters. Additionally, if you are elected or appointed to the Executive Committee this will require an additional 4-6 hours of meetings per month. This is in addition to time spent outside committee meetings reading draft action and information items, reports, emails, and so forth. It would be fair to say that you will spend at least as much time preparing for meetings and in correspondence associated with your committee as you will participating in meetings. Some committees such as CAPR (five-year reviews) and CIC (course proposals) may require a greater reading and time commitment at various times during each semester. All the College and University service you perform as part of shared governance should be documented and included in your dossier for retention, tenure, and promotion and the Senate Office will provide you with appointment and acknowledgement letters as appropriate and/or if requested.

Roles of Officers and Senate Coordinator

The Senate Chair (with the help of the previous Chair if they are new), is looked to for their deeper knowledge concerning the workings of shared governance and the nuances of the committee system. The Senate Chair thus plays a pivotal role in shared governance. With 18 wtu of assigned time, they are resourced sufficiently to attend almost every standing committee meeting as well as attending to the core committee work of the Executive Committee and the Academic Senate. It is important, therefore, that the Chair schedule their teaching commitment, should they have one, to morning time blocks or on Fridays when Senate committees are generally not active, so as to remain free to attend committees. By attending the various

committee meetings as a guest, the Chair is directly aware of the issues being discussed at a level well beyond the detail presented in the written information or action items submitted to Senators and thus can help provide context and points of information when they become subject to a vote. The Chair can also answer procedural questions that the standing committee might have and make helpful suggestions, for example concerning when the committee might consult with another standing committee that has constitutional responsibility for a suggested policy idea. The Chair should take the time to be well-informed on the specifics of the university Constitution and Bylaws and on the Standing Rules of the Senate. They should also have a clear understanding of the responsibilities of each standing committee and the areas of overlap so that they can help identify conflicts and possible synergies between policy formation and revision proposals. Undertaking a thorough review of the policy histories of each committee through their website document repositories prior to the start of their first semester is a good strategy for a new Chair to adopt.

The Senate Chair should ideally be a tenured faculty member and have considerable experience of shared governance having served on the Senate and on ExCom for several years. Ideally they will have previously been Chair of a Standing Committee and a Vice-Chair of the Senate. The Chair should be a proactive leader, using their detailed understanding of the University and the breadth of shared governance responsibilities to stimulate standing committees to take up key issues for which policy improvements could be made or to shape the direction of decision making by the President and members of their cabinet for the collective benefit of the university community and of the university faculty. In doing so, the Chair should be aware of their special role as moderator of debate and the potential tie-breaker on votes of the Executive Committee and Senate for which there is no majority, if that is the appropriate action (recognizing that the Chair thus gives up their impartial role at that moment). The Chair can and should suggest that the standing committees, Executive Committee and Senate consider discussing and adopting a given policy when such leadership is appropriate but should be careful in advocating for or against a specific policy in executing their duties as Chair. If the Chair wishes to advocate for one position over another, the appropriate thing to do is to temporarily relinquish the role of Chair at the Senate or ExCom meeting for any discussion or vote on that policy, seeding the role to the Vice-Chair or Secretary as per the protocols of Robert's Rules.

The Senate Chair has multiple other roles within shared governance. It became common practice with President Morishita and has been continued with President Sandeen that the Chair meet periodically, along with the Vice-Chair and Secretary, with the President, the President's Chief-of-Staff, and the Provost to discuss issues of mutual concern. These meetings allow the administration and the Officers to inform each other about emerging issues to prevent being taken unawares or to raise concerns of a politically sensitive or confidential nature. They allow both parties to test the waters on topics that might be controversial so as to shape them to reflect the priorities and constraints of both the faculty and broader University community, as represented by the Senate, and of the University administration and CSU system.

The Senate Chair is also an important advisor to the [Associated Students Inc.](#) (ASI) and particularly to the four Student Senators who the Chair can advise and mentor concerning their engagement with and contributions to the shared governance process as the student voice. The Chair is invited to attend the generally bi-weekly [meetings](#) of the ASI Board and along with ASI Student Senators is encouraged to inform the Board members of important issues (during the round table remarks session and when individual items are in discussion as applicable). The Chair will also periodically consult with the ASI President and other ASI Board members on issues of common interest and concern to the Academic Senate and ASI and to the faculty and student body.

Mon	Tue	Wed	Thu	Fri
ITAC 12-1:30pm CIC (1st/3rd) 2-4pm CS (2nd/4th) 2-4pm	ExCom (bi-mo) 12:45-2:30pm Senate (bi-mo) 12:45-2:30pm	ASI (bi-mo) 12-2pm FAC (1st/3rd) 2-4pm COBRA (2nd/4th) 2-4pm	CAPR (1st/3rd) 12:45-2:30pm CR (2nd/4th) 12:45-2:30pm FDEC (2nd/4th) 12:45-2:30pm	

The Vice-Chair

The Vice-Chair is the second of three Senate Officers and a member of the Executive Committee. They receive 3 units of assigned time so that they can support the Chair up to around 5 hours per week in attending meetings that the Chair cannot go to, reviewing drafts of documents, engaging in frequent consultation and so forth. On other campuses, the position of Vice-Chair is frequently held by Senators who then stand for Chair in a subsequent term. The ideal trajectory for a Vice-Chair would be to spend several years as a Senator to gain some insight into shared governance and then seek the position of Executive Committee Member at large for one or more years. They would then serve as Vice-Chair for one or more years and then stand for Chair having gotten a well-rounded and thorough grounding in the various aspects of governance. The Vice-Chair need not be a tenured faculty member although having tenure does give the office holder some authority and security to engage in governance concerning issues that might be controversial or divisive. In Zoom meetings of Senate, the Vice-Chair helps the Chair keep track of the order of speakers and field chat questions from Senators or guests seeking points of clarification or requesting to speak on an issue/submitting their question or statement in writing. The Vice-Chair assumes the duties of the Chair in meetings when the Senate Chair is absent or has temporarily vacated the Chair to take a position on an item being considered.

The Secretary

The Secretary is the third Officer of the Senate and keeps the records of the Senate and Executive Committee meetings. In keeping the minutes of those meetings, the Secretary records the identity of any motioner and seconder and the result of any vote made on those motions. The Secretary may arrange to make a recording of the meetings for the preparation of those minutes. The minutes are presented to the Executive Committee and Senate members as a draft for their review and a vote to approve the minutes, with or without revisions, is made once this review has occurred at the next possible meeting. The Secretary also keeps records

of meetings of the University Regular Faculty. The Secretary receives from the President, Academic Senate or petitioners from the Faculty, and organizes ballots for, proposed amendments to the University Bylaws and Constitution as specified in Article IX and X of the Constitution.

The Faculty Marshal

The Faculty Marshal presides at meetings of the University Faculty when requested by the President (see Article III Section 3 of the University Bylaws). They serve as Chair of the University Faculty Membership Committee and each semester reviews and approves the roster of University Regular Faculty. They are responsible for assembling and leading the faculty in academic processions and other ceremonial events, carrying the University mace to and from those meetings. Key events requiring the presence of the Faculty Marshal are Convocation, Commencement, the annual University Honors ceremony, and the investiture of new Presidents. The Faculty Marshal is also responsible for conducting all University Faculty elections which, in practical terms, has meant working with the Senate Office and the Senate Secretary, who arrange the Senate and University faculty ballots, to certify they were carried out correctly and that the vote count and results were verified as true and accurate. The Faculty Marshall also determines each year, from the faculty roster information submitted to them by the Office of Academic Affairs, the apportionment of seats for each college on the Senate (and on Standing Committees as needed) as specified in Article VII of the ByLaws.

The Senate Coordinator

The function of the Senate Coordinator is to coordinate and support the activities of CSUEB Faculty Governance. In brief, the Coordinator is responsible for the day-to-day operations of the Office, budget administration and maintenance of the communication infrastructure. The Senate Coordinator provides continuity and maintenance of all documentation for Faculty Government (which changes elected membership annually). Continuity includes familiarity with faculty governance policies and procedures in order to orient/advise new members as to duties, timelines, deliverables, and compliance issues while ensuring that processes take place within specified timeframes. In addition to the maintenance of current governance policies, the Senate Coordinator also maintains an archive of all documentation related to the activities of the Senate such as committee membership, election information, and other documentation.

This document was originally created by the Senate Officers (20-21) and reviewed by the Senate Coordinator. It was last revised on August 9, 2021 and will be updated by the Senate Officers periodically as needed. If you have any suggestions as to changes in this document or become aware of any errors or ambiguities that need to be corrected, please send your comments to senateoffice@csueastbay.edu and they will be brought to the current Officers' attention. Please direct any questions about the subjects covered in this document to the same email address.