

**SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**S16-11, University Policy, Committee Obligations and Senate Membership (Modification of Bylaw 6)**

**Legislative History: Amends Senate Bylaw 6**

At its meeting of April 25, 2016, the Academic Senate approved the following policy recommendation presented by Senator Shifflett for the Organization and Government Committee. This policy modifies existing bylaw 6 and clarifies the process for removing members (non-ex officio) from Senate committees.

**Amends: Senate Bylaw 6**

**Approved and signed by Interim  
President Susan W. Martin on  
May 2, 2016.**

**University Policy  
Committee Obligations and Senate Membership  
(Modification of Bylaw 6)**

Legislative History: Modification of existing bylaw 6.

Whereas: The full engagement of senators in committee assignments is inextricably linked to their participation on the Senate, and

Whereas: Senate bylaws clearly establish expectations and standards for attendance, and

Whereas: The primary responsibilities of the senate have been and remain the development of policy recommendations which requires the participation of senators on assigned committees, and

Whereas: Clarification regarding the connection between committee responsibilities and Senate service is needed, therefore be it

Resolved: That Senate bylaws 6.10, 6.12, and 6.13 be modified as noted in

this policy recommendation.

Rationale: This policy recommendation is designed to match the changes to bylaw 1.6.2 passed at the March 2016 Senate meeting to provide clarification related to the connection between policy committee membership and senate membership. This recommendation also clarifies the process for removing members (non-ex officio) from Senate committees.

Approved:	4/11/16
Vote:	6-0-1
Present:	Mathur, Shifflett, Beyersdorf, Becker, Laker, Curry, Gleixner
Absent:	Grosvenor, Romero
Financial Impact:	None expected
Workload Impact:	No changes

## **Bylaw 6. Standing Committees**

6.1 The Academic Senate shall establish and appoint such standing committees as may be needed.

6.2 Except as otherwise provided in these bylaws, appointments to policy committees of the Academic Senate shall be recommended by the elected members of the Executive Committee and approved by the Senate; appointments to operating committees shall be recommended by the Committee on Committees and approved by the Senate. When an appointment is recommended more than one week before the next regular meeting of the Senate, the recommending body may make its recommendation effective at once as a temporary appointment. These temporary appointments shall last until the next meeting of the Senate and must receive Senate approval to become permanent.

6.3 Committees concerned primarily with faculty affairs shall contain a majority of teaching faculty with full-time appointments. Committees concerned with student affairs shall contain a significant proportion, but not a majority, of students.

6.4 For purposes of service on Senate committees, all university staff, academic or other, full or part-time, active or retired, and all students and alumni shall be considered members of the university community.

6.5 Recommendation of students for membership on operating committees shall be made according to the recommendation procedures of the Associated Students, Inc. and should be transmitted to the Associate Vice Chair by the first meeting of the new Academic Senate for final approval by the Senate. The Associated Students, Inc. should give student appointments to the Student Fairness Committee a high priority.

Recommendations for appointment to policy committees of student members of the Senate and student policy committee representatives shall be transmitted to the Associate Vice Chair by the Associated Student's, Inc. Board of Directors, acting in accordance with the appointment rules and nomination procedures of that organization. The recommendations should be transmitted to the Associate Vice Chair by the second meeting of the new Academic Senate.

When appointments have been approved by the Senate, the Senate Administrator shall notify those appointed.

6.5.1 Should the Associated Students, Inc. Board of Directors not transmit recommendations of students for membership on Senate operating committees or policy committees by the fourth week of instruction, the following shall supersede the rules of the Associated Students, Inc. for

nomination of students to policy and operating committees: student seats shall become university student-at-large seats for the balance of the academic year. These seats may be filled by any student in good standing at the university who self nominates or who is nominated by a member of the Academic Senate, and who is recommended by the elected members of the Executive Committee and approved by the Senate (subject to bylaw 6.2). All student nominees shall submit a statement of purpose to the Executive Committee.

6.5.2 Should a vacancy occur, the President of Associated Students, Inc. shall select a replacement to fill out the remainder of the term. This selection must be approved by a two-thirds majority of the total membership of the Board of Directors of the Associated Students, Inc. The name of the nominee should be transmitted to the Associate Vice Chair within 30 days of the time that the vacancy occurred for final approval by the Senate. When the appointment has been approved by the Senate, the Senate Administrator shall notify the appointee. If a nomination is not received within 30 days, the seat will be declared a student-at-large seat for the balance of the academic year and will be filled as per 6.5.1.

6.6 The establishment or elimination of any regular policy committee shall require a two-thirds (2/3) majority of the Senate.

6.7 Policy committees shall report to the Academic Senate. Committee recommendations within the report shall show the names of the committee members present and the vote totals. All operating committees shall report to the designated standing policy committees.

6.7.1 All policy recommendations shall include

a) A statement of the rationale of the policy, including its source, intent and claimed need in language suitable for communication to faculty, staff and students affected;

b) Either the policy committee's finding that the recommended policy is not expected to have any significant financial impact, or an estimate, obtained from a named body or person responsible for implementing the policy, of the approximate direct cost or saving to the university if the recommended policy is adopted;

c) A statement of the likely workload impact of the policy, that is, whether and how much compliance will increase or decrease required activity or expenditure of time by faculty, staff, or students.

6.8 Except as otherwise provided in these bylaws, chairs of operating committees shall be elected by the committee. Any member of the committee, except an ex officio member, is eligible as chair. Chairs of policy committees shall be elected annually by the Senate from its faculty representatives. Nominees for Chair of Professional Standards must be tenured full professors.

6.9 a) All policy committee appointments shall be for one year, commencing with the first meeting of the Senate for the year (in the last month of the Spring semester).

b) Seniority shall not be the primary factor in selecting members of policy committees.

c) Tenured faculty should be given priority for appointment to the Professional Standards Committee.

6.10 Policy committees shall normally be composed so that at least one half of the members of a policy committee are also members of the Senate. Thus, all Senators will normally be appointed to a policy committee prior to appointments of faculty who are not senators. Generally, no person shall serve on more than one policy committee. Exceptions may be made for the President of the Associated Students, officers of the Senate, and university administrators. Members of Senate policy committees, including ex officio members, can vote and be counted for quorum only if present in person.

6.10.1 Normally, one faculty member from each of the units from which faculty representatives are elected is assigned to each policy committee. In no instance shall more than two faculty members from any of the units from which faculty representatives are elected be assigned to one policy committee.

6.10.2 The senators representing the Emeritus Faculty Association and the Alumni Association are eligible for appointment to policy committees with the exception of the Professional Standards Committee. If they wish to serve, they shall, at the beginning of the academic year, request appointment. They may request a specific committee assignment; they may not serve on the same committee. Requests shall be made to the Executive Committee. When appointed, they shall have the status of ex officio members.

6.11 Appointments of faculty to operating committees shall be for staggered three-year terms unless otherwise specified. After service for a full three-year term, members should be reappointed only in special circumstances. Appropriate administrative officers or their officers or designees shall be included on operating committees as ex officio members.

Student membership on operating committees is normally for a one-year term.

Near the end of each spring semester, each operating committee shall elect from among its membership, a chair for the following academic year. The outgoing committee chair shall recommend through the appropriate policy committees to the Committee on Committees any changes in committee responsibility or organization.

6.12 a) If a member (non-ex officio) of an Academic Senate committee (policy, operating, 'other', special or special agency) cannot complete the term for any reason, the chair of the committee may request, through the Associate Vice Chair of the Senate, that a replacement be appointed. The Associate Vice Chair, using the normal procedures of the Committee on Committees then solicits nominations for a replacement and brings a recommendation to the Executive Committee and subsequently the Senate via the consent calendar.

b) If a member (non-ex officio) of an Academic Senate committee (policy, operating, 'other', special or special agency) is absent from three regularly scheduled committee meetings in an academic year or repeatedly does not perform assigned committee duties, the chair of the committee may request, through the Associate Vice Chair of the Senate, that the person be removed from the committee. The Associate Vice Chair, following discussion with and approval from the Executive Committee for removal of the committee member will then solicit nominations for a replacement (or notify the relevant college if an election is needed) and bring a recommendation to the Executive Committee and subsequently the Senate via the consent calendar.

c) Removal of a senator from their assigned policy committee will result in removal from the Senate.

6.13 a) Notwithstanding the provisions of bylaw 6.10.1, and excluding seats for which an election is required, college seats on policy committees, operating committees, special agencies, 'other' committees or special committees, for which no faculty from that college willing to serve have been found and which remain vacant after the fourth week of instruction in the fall semester shall become faculty-at-large seats for the balance of the academic year.

b) Following the third week of instruction, the Associate Vice Chair of the Senate shall inform each college representative and college dean which of

that college's committee seats are still vacant and invite them to recommend faculty for those seats within one week's time. The college representative and deans shall be reminded that the seats will become faculty-at-large seats for the year if no college faculty to fill them can be found. The dean's recommendations shall be forwarded to the college's Committee on Committees representatives who shall present one name to the Associate Vice Chair of the Senate to be reported to the Senate or to the Executive Committee, as appropriate under bylaw 6.2.

c) Following the fourth week of instruction, all vacant college seats on committees for which no faculty from the college have been recommended under paragraph (b) above (or otherwise identified) shall become faculty-at-large seats for the balance of the year and all members of the Committee on Committees shall be requested to supply names of faculty from any representative unit to fill these vacancies.

d) Following the third week of instruction, all vacant college seats on committees shall become faculty-at-large seats for the balance of the year (except as noted in part (a) above). First priority in filling these vacancies shall be given to elected faculty representatives not assigned to other policy committees. If all elected faculty representatives (other than Senate officers) have been appointed to policy committees and there are policy committee seats still remaining vacant, they shall be filled as provided in 6.13(b) and (c) above.

e) The Associate Vice Chair of the Senate shall coordinate this selection process so as to maintain as far as possible a representative balance across committees and shall report one name for each vacancy to the Senate or the Executive Committee as appropriate under bylaw 6.2.

f) Elected faculty representatives (other than Senate officers) not appointed to seats designated for representative units and also not appointed to faculty-at-large seats as provided above shall be appointed as additional members-at-large of policy committees. If there is only one such member, s/he shall be appointed to the Organization and Government Committee. If there is a second, s/he shall be appointed to the Instruction and Student Affairs Committee. A third shall be appointed to the Professional Standards Committee and a fourth to the Curriculum and Research Committee. The provision shall be implemented in a manner consistent with Academic Senate bylaw 6.10.1.