

Faculty Affairs Committee

Membership:

Shall include a voting General Faculty representative from each college and Professional Consultative Services. The Academic Senate Chair is an ex officio, nonvoting member. Voting ex officio members of the Faculty Affairs Committee shall be the Associate Vice President for Academic Personnel or designee and an ASI representative.

The Chair of the Faculty Affairs Committee will be appointed annually by the Chair of the Senate, with the approval of the Executive Committee.

Meetings:

- 1- A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
- 2- Meetings shall be called at the discretion of the chairperson or upon the request of three members of the committee. Committee is required to meet at least once per quarter during the academic year. Regular meetings shall be scheduled during normal work hours.
- 3- Notification of meetings shall be sent by the chairperson at least three (3) working days before the meeting date. Committee may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
- 4- A vote by the majority of the voting members attending a meeting would reflect the recommendations of the committee. Members may not vote by proxy. Voting shall take place by a show of hands unless one attending member requests a secret ballot. The record shall show the resulting vote.
- 5- A committee report addressing actions and recommendations of the committee shall be filed at the Academic Senate office at least once each quarter. Minority reports also may be filed with that office.

Procedures for selecting issues to be addressed by the committee:

The committee will select issues to be addressed from two primary sources: The committee members and the Senate Executive Committee. The final selection of issues to be addressed will be made in consultation and with the approval of the Senate Executive Committee.

Reporting Procedures:

Faculty Affairs Committee shall report to the Senate. Committee's recommendations shall not be considered policy statements until formally approved by the Senate.