

Faculty Affairs Committee

Approved by Academic Senate Executive Committee on November 8, 2016

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 Provost 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. Voting shall occur according to section VIII.D of the *BYLAWS OF THE ACADEMIC SENATE*.
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 be considered policy statements when formally approved by the Senate.

Personnel Policy Consent Agenda Procedure

To be appended to the Faculty Affairs Committee Procedures, and included in any future revisions to university faculty personnel policies documents.

1. University-wide faculty personnel policy proposals from the Academic Senate Faculty Affairs Committee may appear on the Academic Senate meeting agenda as consent items, at the discretion of the Academic Senate Executive Committee.
 - a. The Academic Senate Faculty Affairs Committee submits the personnel policy proposals to the Academic Senate Executive Committee.
 - b. The Academic Senate Executive Committee determines whether and how the personnel policy proposals shall be placed on the Academic Senate agenda.
2. Proposed revisions to university-wide faculty personnel policies should include as many of the following as are relevant to the proposal:
 - a. The text of the proposed policy.
 - b. The text of superseded policy (if available).
 - c. Summary of the proposed changes noting especially any of the following:
 - i. Revisions to reflect existing policy stated elsewhere,
 - ii. Proposed changes in policy.
 - d. Citation of relevant documents, which may include:
 - i. Senate resolutions,
 - ii. Provisions in the collective bargaining agreement,
 - iii. Administrative memos,
 - iv. Existing policy documents in need of revision,
 - v. Superseded policy statements.
 - e. Expected effects of the policy change on faculty units, including:
 - i. The nature of consultation with affected faculty units,
 - ii. Timeline and nature of implementation.
3. Queries from senators regarding policy proposals are directed to the chair of the Academic Senate Faculty Affairs Committee.
4. When the Academic Senate Executive Committee places personnel policy revisions on the Academic Senate consent agenda, any senator may request an item be removed from the consent agenda no later than one week prior to the meeting.
 - a. Items removed from the Academic Senate consent agenda will be placed on the Senate agenda as business items.
 - i. Personnel policy revisions shall be presented as reports attached to resolutions.
 - ii. The report contains the new university policy and all background or explanatory information about the change in policy.
 - b. The Academic Senate Faculty Affairs Committee chair (or designee) is responsible for presenting the policy proposal to the Academic Senate Executive Committee and to the Academic Senate.
 - c. The Academic Senate Chair (or designee) may invite interested parties concerning the policy proposals to be present at the meetings where pulled proposals will be discussed.
5. Items not removed from the consent agenda are considered approved on the meeting date of the consent agenda.