Meeting of the Academic Senate Executive Committee  
Tuesday, November 6 2012  
01-409, 3:10 to 5:00pm

I. **Minutes:** none.

II. **Communication(s) and Announcement(s):**

III. **Reports:**
   A. Academic Senate Chair:
   B. President’s Office:
   C. Provost:
   D. Statewide Senate:
   E. CFA:
   F. ASI:

IV. **Business Item(s):**
   A. Review and recommendation of Position Description for Director, Center for International Education: Brian Tietje, VP for I,G&EE (pp. 2-3)
   B. Appointment of nominees to Academic Senate committee vacancies (p. 4).
   C. Appointment of nominees to university committee vacancies (p. 4).
   D. Resolution on Voting Status for Student Representatives to the Academic Senate: Executive Committee (p. 5).
   
   E. [time certain 4:45] **CLOSED SESSION**, Executive Committee members only: [Materials will be sent electronically under separate cover.]

V. **Discussion Item(s):**
   Review of possible amendments to the Academic Senate **Constitution of the Faculty:** (1) role of Senate Secretary and (2) formula for senators in small units (pp. 6-9).

VI. **Adjournment:**
PURPOSE:
Cal Poly’s vision is to be the nation’s premier comprehensive polytechnic university, an innovative institution that develops and inspires whole-system thinkers to serve California and help solve global challenges. The Center for International Education (CIE) is essential to that vision through our outstanding initiatives to bring more of Cal Poly to the world, and more of the world to Cal Poly.

CIE maintains administrative authority and university-wide oversight of international education at Cal Poly and functions as the clearinghouse for all international education initiatives, programs, and activities supported by the campus.

CIE serves as the principal resource for students and faculty participating in international academic activities, and provides leadership, coordination and support for their success. CIE, under the leadership of its Director, develops and oversees emerging initiatives, which might include additional partnership affiliations, Cal Poly-led study abroad opportunities, enhanced exchanges, and recruitment, admission and English language learning support for international students.

DUTIES AND RESPONSIBILITIES:
The following examples illustrate typical work activities and are meant to be neither exhaustive nor restrictive:

ESSENTIAL JOB FUNCTIONS
The Director is the Senior International Officer (SIO) for the campus, and serves as a resource to the Vice Provost for International, Graduate and Extended Education, the Provost, and other senior management personnel. As a strategic partner, the Director recommends, creates and implements long- and short-term goals and operations, and ensures these align with the mission of the University.

Incumbent builds effective international education relationships with appropriate on- and off-campus allies. These allies include educational institutions, government agencies, business, donors, colleges, academic departments, other university units, student organizations, and the local community.

The Director uses high levels of diplomacy, judgment, persuasion, and professional skills to lead university global initiatives. Knowledge of and ability to implement university, state and federal regulations for international and study abroad students are essential.

The Director is responsible for supervising and evaluating CIE staff, establishing priorities, developing timelines, assigning duties, and realizing goals. The Director works with the CIE Campus Advisory Council and the CIE Leadership Council and other appropriate units and groups to achieve these goals. Trouble-shooting, conflict resolution and problem solving are essential skills, and include managing the department budget that derives from student fees, contracts, grants and state funds. As such, familiarity with self-support models is essential.

OTHER JOB FUNCTIONS
- Perform other job-related duties and special projects as assigned.
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:
Five years of successful management experience directly related to international education and campus internationalization. Effective leadership, team-building, management, and interpersonal skills.

EDUCATION AND EXPERIENCE: Graduate degree in appropriate field from an accredited college or university.

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: Possession of a valid driver’s license or the ability to obtain by date of hire. Authorized to work in the United States.
 REQUIRED QUALIFICATIONS (SKAs):
  • Demonstrated commitment to student success and academic program excellence.
  • Ability to delegate, collaborate, establish priorities, manage budgets, analyze complex problems, and identify various appropriate solutions.
  • Superior oral and written communication skills, proficiency in a language in addition to English.
  • Demonstrated tact and sensitivity in communication, and diplomacy, persuasion, and negotiation skills in an international and cross-cultural context.
  • Ability to monitor health, safety and other risk factors associated with international education.
  • Excellent time-management skills, ability to multi-task, meet demands of multiple deadlines, adapt to organizational, procedural policy and technological changes.
  • Successful record of advancement, fund-raising, grant writing or similar activities.
  • At least five years of international education program management and experience.
  • Experience developing academic and/or study abroad articulation agreements.

 PREFERRED QUALIFICATIONS:
  • Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
  • Membership and participation in appropriate professional organizations
  • Experience with English as Second Language learning.
  • International student recruitment and/or admissions experience.
  • Earned doctorate.

 SPECIAL CONDITIONS:
  • Must willing to travel extensively, both within the U.S. and outside the country
  • Must be willing to attend training programs off-site for occasional professional development.
  • Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
  • Must be able to successfully pass a pre-employment background/fingerprint check.
  • This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
  • This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

 SIGNATURES:

 INCUMBENT: I have read this position description and understand its contents.

 Incumbent Print name Signature Date

 SUPERVISORY: We certify that all statements on this form are complete and accurate.

 Immediate Supervisor
 Immediate Supervisor Print name and title Signature Date

 Dept Head/Director
 Dept Head/Director Print name and title Signature Date

 Dean/Vice President
 Dean/Vice President Print name and title Signature Date

 ***HR USE ONLY***

 Employee ID: Request for: Classification Information:
 Position Number: Update Review for File Approved Classification Title:
 Time-base: Classification Review Class Code/Range:
 □   □   □   □ Permanent New Position Recruitment CBID:
 □   □   □   □ Temporary □ Permanent Replacement Recruitment MPP Job Codes:
 Doc Coding: □   □   □   □ Replacement Recruitment

 Original To: Human Resources
 Copies To: Employee and Supervisor
Nominations for 2012-2014 Academic Senate Vacancies

*Willing to chair committee

**College of Agriculture, Food and Environmental Sciences**
Fairness Board
Instruction Committee

**College of Architecture and Environmental Design**
Budget and Long Range Planning Committee
Grants Review Committee
Research & Professional Development Committee

**Orfalea College of Business**
Faculty Affairs Committee
Instruction Committee

**College of Engineering**
Distinguished Teaching Award Committee
Instruction Committee

**Professional Consultative Services**
Fairness Board
GE Governance Board
Instruction Committee

Nominations for 2012-2013 University Committee Vacancies

Cal Poly Housing Corporation Board – 1 representative, 1 vacancy
Campus Fee Advisory Committee – 1 representative, 1 vacancy
Institutional Animal Care and Use Committee (IACUC) – 1 representative, 1 vacancy
Intellectual Property Review Committee – (CSM only)
University Union Advisory Board – 1 representative, 1 vacancy
WHEREAS, The President of the Associated Students, Inc. (ASI) and the Chair of the ASI Board of Directors are nonvoting student representatives to the Academic Senate and the Academic Senate Executive Committee; and

WHEREAS, Students are greatly affected by the decisions and policies adopted by the Academic Senate of Cal Poly; and

WHEREAS, Students comprise the largest constituency at Cal Poly and are the end beneficiaries of its curriculum and all other academic matters; and

WHEREAS, Student input has proved valuable and has informed the Academic Senate of student opinion on matters affecting Cal Poly; and

WHEREAS, 19 of the 23 CSU campus Senates have acknowledged the value of student input by granting their student representatives voting status; and

WHEREAS, the granting of voting status to students on the Academic Senate recognizes their role as co-creators of their academic environment and increases their accountability for said environment; therefore be it

RESOLVED: That the Academic Senate of Cal Poly send to the General Faculty a proposed revision of Article III.1. “d” and “e” of the current Constitution of the Faculty to include the President of the Associated Students, Inc. (ASI) and the Chair of the ASI Board of Directors, or designees thereof, as ex officio voting student representatives on the Academic Senate.

Proposed by: The Academic Senate Executive Committee
Date: October 31 2012
CONSTITUTION OF THE FACULTY

Preamble

We, the faculty of California Polytechnic State University, San Luis Obispo, in order to meet our academic responsibilities, hereby establish this Constitution of the Faculty for our governance. The responsibilities of the faculty, the powers necessary to fulfill those responsibilities, and the collegial form of governance are based on historic academic traditions that have been recognized by the people of the State of California through their legislature.

ARTICLE I. MEMBERSHIP OF THE GENERAL FACULTY

Voting members of the General Faculty of Cal Poly shall consist of those persons who are employed at Cal Poly and belong to at least one of the following entities: (1) full-time academic employees holding faculty rank whose principal duty is within an academic department, unit, or program; (2) faculty members in the Pre-Retirement Reduction in Time Base Program; (3) full-time probationary and/or permanent employees in Professional Consultative Services as defined in Article III.1.b of this constitution; (4) full-time coaches holding a current faculty appointment of at least one year; (5) lecturers holding full-time appointments of at least one year in one or more academic departments, units, or programs; or (6) lecturers with a current assignment of 15 WTUs for at least three consecutive quarters.

Members of the General Faculty, including department chairs/heads, shall not cease to be members because of any assigned time allotted to them for the carrying out of duties consistent with their employment at Cal Poly. “Visiting Personnel” shall not be members of the General Faculty. Members of the General Faculty who are on leave for at least one year shall not be voting members during their leave.

Nonvoting membership in the General Faculty shall consist of all academic personnel not included in the voting membership.

ARTICLE II. RIGHTS, RESPONSIBILITIES, AND POWERS OF THE GENERAL FACULTY

Section 1. Rights of the General Faculty

The right of academic freedom is necessary for the pursuit and dissemination of truth and the maintenance of a free society. It is the obligation of the General Faculty to insure the preservation of an academic community with full freedom of inquiry and expression and insulation from political influence.

Voting members of the General Faculty have the right to nominate, elect, and recall members of the Academic Senate and the right to call for, participate in, and vote at meetings of the General Faculty.

Section 2. Responsibilities of the General Faculty

The primary responsibility of members of the General Faculty is to seek truth and to encourage the free pursuit of learning in their peers and students. To this end, they devote their energies to developing and improving their scholarly competence. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students and peers reflects true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage, acknowledge significant assistance from them, and protect their freedom of inquiry.
Section 3. Powers of the General Faculty: Meetings, Initiatives, Referenda, and Recall

No regularly scheduled meetings of the General Faculty are provided for but meetings of the General Faculty may be called by the University President or the Academic Senate Chair. Meetings of the General Faculty will be scheduled by the Academic Senate Chair upon receipt of a meeting request petition bearing the signatures of 10% of the voting membership of the General Faculty. The Academic Senate Chair presides at meetings of the General Faculty and parliamentary procedure is in effect. Positions developed at meetings of the General Faculty must be ratified by initiative.

A majority of the voting members of the General Faculty in attendance at duly called General Faculty meetings is needed to propose an initiative to be put before the entire voting membership of the General Faculty. A majority of those voting in a mail or electronic ballot is needed to pass an initiative. Initiatives to amend this constitution shall be governed by Article IV.

Actions of the Academic Senate are subject to nullification by the voting membership of the General Faculty. Upon receipt of a referendum petition bearing the signatures of 15% of the voting faculty constituency, the Academic Senate Chair will conduct a mail or electronic ballot of the voting members of the General Faculty. A majority of those voting on a referendum is required to nullify the Academic Senate action in question. Recall of academic senators shall be provided for in the Bylaws of the Academic Senate.

ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership

(a) Colleges with fewer than 30 faculty members shall elect two senators. All other colleges shall elect three senators, plus one senator for each 30 faculty members or major fraction thereof.

(b) Designated personnel in Professional Consultative Services (excepting directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members or major fraction thereof:

(1) Full-time probationary or permanent Librarians; and
(2) Full-time probationary or permanent (a) counselors; (b) student services professionals [SSP]; SSP I-academically related, SSP II-academically related, and SSP III-academically related; (c) SSPs III and IV; (d) Cooperative Education lecturers; and (e) physicians.
(3) Full-time coaches holding a current faculty appointment of at least one year.

(c) Part-time lecturers in an academic department/teaching area and part-time employees in Professional Consultative Services, other than those who are members of the General Faculty as defined in Article I, will be represented by one voting member in the Senate.

(d) Senators acting in an at-large capacity are the current Academic Senate Chair, the immediate Past Academic Senate Chair, and the CSU academic senators. All at-large positions shall be voting positions except for the Academic Senate Chair which is a nonvoting position except when the Chair’s vote is needed to break a tie.
(e) Ex officio, nonvoting members are (1) the President of the University or designee, (2) the Provost or designee, (3) one representative from among the academic deans, (4) the ASI President, (5) the Chair of ASI Board of Directors, and (6) the Vice President for Student Affairs.

Section 2. Powers and Responsibilities of the Academic Senate

Joint decision making and consultation between the administration and the General Faculty have been recognized by the legislature of the State of California as the long accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. In order to participate fully in the process of joint decision making and consultation with the administration, the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters that affect the General Faculty (e.g., curricula, academic personnel policies, and academic standards). Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, university organization, and facilities use and planning.

It is the responsibility of the Academic Senate to respond to requests for legislative action or advice from the President within sixty days of the receipt of such requests. On those occasions when the President disapproves Senate legislation, s/he shall inform the Senate in writing within sixty days from the date of transmittal of the compelling reasons for disapproval. The President shall inform the Senate of the disposition of such matters upon which the Academic Senate has performed in its advisory capacity.

The Academic Senate has the right to present to the Chancellor or the Board of Trustees of the CSU any matter pertaining to the conduct and welfare of the University. The Academic Senate, through its Chair, is empowered to express the sentiments of the General Faculty.

The Academic Senate is empowered to adopt bylaws for its governance.

Section 3. Officers

The officers of the Academic Senate are a Chair, a Vice Chair, and a Secretary as provided for in the bylaws.

Section 4. Organization

The Academic Senate shall function through its standing and ad hoc committees as well as through floor discussion and debate. Enumeration of the committees and their responsibilities is specified in the bylaws. Meetings of the Academic Senate and its committees shall be called and conducted as specified in the Bylaws of the Academic Senate. 50% plus one member of the Academic Senate membership constitutes a quorum.

ARTICLE IV. AMENDMENTS

Amendments to this constitution may be proposed by initiative in a meeting of the General Faculty (Article II, Section 3) or by resolution of the Academic Senate by a two-thirds majority of those present and voting.

Amendments to this constitution shall be adopted by a two-thirds majority of the votes cast by the voting members of the General Faculty. A referendum to amend this constitution shall be administered by the Academic Senate Chair within 45 days of the receipt of a duly submitted proposal.
(d) the Chair shall prepare, in consultation with committee chairs and the Provost, an annual list of charges for Academic Senate committees for approval by the Executive Committee. The Chair shall meet with each committee or committee chair before the end of fall quarter to review these charges as well as applicable bylaws and procedures [Xref: VIII.C.5&7].

(e) the Chair shall serve as an alternate for the Academic Senate California State University and shall attend when an elected statewide senator must miss a given meeting.

2. **Vice Chair**

   In the event of a permanent vacancy in the office of Chair, the Vice Chair shall succeed to the office and a replacement Vice Chair shall be elected to complete the term of office. The Vice Chair shall serve in the capacity of the Chair during her/his absence or upon the request of the Chair.

3. **Secretary**

   The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create three copies of the minutes of all meetings—one for the Chair, one to be passed to the library, and one to be filed in the Academic Senate office. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the constitution and bylaws.

4. The immediate Past Chair, if available, shall serve as parliamentarian for Executive Committee and Senate meetings.

**B. ELIGIBILITY**

Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate office shall have at least one more year to serve as an elected senator. A college is permitted to provide only one officer at a time.

**C. TERMS OF OFFICE**

Each officer shall be elected by the voting members of the Academic Senate for a one-year term. These elections shall be held at the last regularly scheduled Senate meeting of winter quarter and term of office shall begin with the start of summer quarter. The only limitation to the number of terms a senator may hold office as Vice Chair or Secretary are the eligibility requirements in Article II.A of these bylaws and the terms of office restrictions in Article II.B.1 of these bylaws. The number of terms a senator may hold office as Academic Senate Chair is set forth in Article II.B.2 of these bylaws.

**D. REPLACEMENT**

The filling of temporary vacancies shall be accomplished as specified in Article III of these bylaws.

**V. MEETINGS**