



MEMORANDUM

October 7, 2025

TO: All AY 2025-2026 Academic Senators

FROM: Shannon Sullivan-Danser
Academic Senate Specialist

SUBJECT: Academic Senate Orientation Packet for AY 2025-2026

Enclosed for your information are the following materials:

1. History of the Academic Senate
2. Memo regarding Attendance at Academic Senate Meetings
3. Academic Senate Calendar for 2025-2026

RE M I N D E R: The Academic Senate meets on Tuesdays from 3:10 to 5:00 p.m. Please give notice to your department schedulers to avoid any teaching and meeting conflicts. Presentations and handouts will be posted on the website [here](#).

4. Guidelines on Parliamentary Procedures
5. Order of Precedence of Motions Chart
6. Flowchart of Resolution Proceedings
7. Constitution of the Faculty and Bylaws of the Academic Senate
8. Roster of Academic Senate Senators (alphabetic and by college)
9. Roster of Academic Senate Executive Committee Members

Please review these documents carefully. Additional information regarding the Academic Senate can be viewed on our website (<https://academicsenate.calpoly.edu>). If you have any questions or need further information, please call 805-756-1258 or email me at ssulliva@calpoly.edu.

History of the Academic Senate

Prehistory of the Academic Senate

The California state colleges can trace their origins to 1857, the year of the establishment of Minn's Evening Normal School in San Francisco. After a century, the normal schools had become teachers' colleges, which in turn had metamorphosed into state colleges. Administered by the Superintendent of Public Instruction, the state colleges were in fact run by their presidents. The president hired faculty, supervised the curriculum, made personnel decisions, and arranged for parking. To quote from "A History of the California State University and Colleges," written by Don Gerth and Judson Grenier, "The faculties of the state colleges, reflecting their history as teachers' colleges, were not assigned by law or custom any real role in making of policy." (p. 17) What changed that situation was the study which produced the first Master Plan for Higher Education in California. Embodied in the Donahoe Act of 1960, the Master Plan created the state college system and held out a variety of promises for the future.

Among the promises was real faculty participation in the governance of the institutions. It took a change in leadership to fulfill that promise. The first Chancellor, Buell Gallagher, stung by Red-baiting, resigned after eight months; he was replaced by Vice Chancellor Glenn Dumke, former president of San Francisco State.

Dumke became Chancellor in April 1962. By then the sixteen campuses each had formed some kind of faculty council or senate to advise, recommend, cajole, or plead with the local president. Dumke quickly met with the chairs of these bodies to begin planning "...of a statewide faculty organization which could be used for consultation on statewide matters." (The quote is from Judson Grenier and Kenneth Simms, "Creation of the Academic Senate, CSUC," published in 1978, p. 2. The word "used" is delightfully ambiguous.) As planning went forward, it found encouragement from the Legislature. Senator Albert Rodda of Sacramento introduced SR 20 (1962), calling for the creation of an Academic Senate of the state colleges. To the Chair of the Board of Trustees, Rodda wrote, "Many individuals in the Legislature and in the field of higher education are watching carefully the steps that are being taken...in the evolution of arrangements for faculty involvement in the state college system operation." (Grenier and Simms, p. 5)

The Academic Senate Emerges

Thus, the fortunate product of a sort of blatant legislative intrusion which it has resisted ever since, the Senate held its first session in May 1963, chaired by Leonard Mathy of LA State. It is not altogether wrong to say that, for the next eighteen years, Chancellor Dumke used the Senate as an alternative to, and as an instrument against, his bete noire, collective bargaining. That is not to say that the Senate made no difference. In fact, Senate chairs and senators worked hard to recommend policy in a wide spectrum of academic issues. To quote again from Grenier and Simms, "Issues referred to Senate committees and discussed in plenary sessions in 1963-64 have a familiar sound. They included grievance procedures, promotions policies, summer session salaries, teacher training guidelines, elimination of remedial courses from the curriculum, enrollment limitations on impacted campuses, joint doctoral programs, and released time for Senate officers." (p. 5) The Senate, they point out, "...wrestled with any controversial problems: student protest movements, sit-ins, strikes, violations of academic freedom, presidential authority, access to the Board of Trustees, threats to tenure, grievance and disciplinary action procedures, diminution of faculty role in selection of administrators, collective bargaining." (p. 6) Early Senate leaders like Len Mathy, Jack Livingston,

and Jerry Richfield fought heroically to represent faculty interests. Still, as Mathy noted in 1978, "...the Senate's role in the CSUC system has changed little since its establishment. It was assumed by those of us who helped draft the Constitution and to launch the Senate on its course that it would soon have a powerful role in policy development and acquire fundamental authority in many areas. These cherished hopes have never been fulfilled..." (Grenier and Simms)

The Collective Bargaining Era

Four months after Mathy made this discouraged--and discouraging--assessment, Governor Brown signed AB 1091, and governance in the CSU began to enter a new phase, one in which the Academic Senate would have at once more and less authority, more and less significance, than in the early years. AB 1091, of course, was HEERA—The California Higher Education Employer-Employee Relations Act—which gave faculty members the opportunity to be represented by an exclusive bargaining agent with regard to "...wages, hours of employment, and other terms and conditions of employment." Four and a half years later, the Public Employment Relations Board announced the CFA had won the election and would now be the official bargaining agent for the faculty. That might well have meant the demise of the Academic Senate, as the arrival of collective bargaining had meant elsewhere. But, thanks to earlier Senate success in shaping the bargaining act, the Senate remained very much in business.

As you are no doubt aware, HEERA contains language which explicitly, if not entirely clearly, recognizes the Senate. "The Legislature recognizes that joint decision-making and consultation between administration and faculty or academic employees is the long-accepted manner of governing institutions of higher learning and is essential to the performance of the educational mission of such institutions and declares that it is the purpose of this act to both preserve and encourage that process." Two important documents have spelled out that process: the first, "Responsibilities of Academic Senates within a Collective Bargaining Context," made its way through the Senate between 1978 and 1981, when it was unanimously adopted. In 1982, Chancellor Dumke wrote that the document conveys the message "that the onset of collective bargaining need not portend the end of a collegial approach to decision-making." (*The Academic Senator*, Vol. 12, No. 3, p. 5)

Senators with long memories found a good deal of irony in this remark, since one of the major incentives behind collective bargaining had been the Chancellor's intransigent resistance to collegiality. Nevertheless, the Senate had a continuing role, one further recognized in 1983 when Chancellor W. Ann Reynolds wrote, "I have adopted this document." (*The Academic Senator*, Vol. 12, No. 3, p. 6) She would also adopt a second document prepared by the Senate, the 1985 "Statement on Collegiality." Meanwhile, the bargaining process went forward. The Congress of Faculty Associations became the California Faculty Association, and we are now into our second contract. Instead of two players in the drama of governance, there are now three.

Excerpt from "Remarks to New Senators" by
Peter H. Shattuck, September 11, 1987,
printed in *Principles and Policies: Papers of
the Academic Senate, The California State
University*, Volume I, 1988.



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MEMORANDUM

October 7, 2025

TO: All AY 2025-2026 Academic Senators

FROM: Shannon Sullivan-Danser
Academic Senate Specialist

SUBJECT: Attendance and General Procedures at Academic Senate Meetings

ATTENDANCE AT ACADEMIC SENATE MEETINGS

Thank you for serving as an Academic Senator. This year will be transformational as we prepare for semester conversion and complete the integration with Cal Maritime Academy. We know that you will have many competing priorities and responsibilities this year; your attendance and insight in Academic Senate meetings will be crucial as we focus on many important initiatives related to faculty shared governance.

Beginning in AY 2025-2026, we will be including in the minutes the list of attendees for each Academic Senate and Executive Committee meeting. As such, it is crucial that you sign-in at the beginning of each meeting so that we can ensure accurate records.

Quoted below are the bylaw provisions concerning substitutes, proxies, and automatic resignation (*Bylaws of the Academic Senate* section II. D, E, and F):

D. SUBSTITUTES

When a senator must miss Senate meetings over an extended period of time (two or three consecutive meetings), the senator must notify the appropriate caucus chair of the planned absences. The caucus chair will solicit nominations for a substitute who is eligible for election to the Senate from the senator's college/Professional Consultative Services. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmit to the Academic Senate office, in writing; the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member in the same college/Professional Consultative Services who is eligible for election to the Senate or another senator who is a member of the



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college/Professional Consultative Services to serve as proxy. The senator shall transmit to the Academic Senate office, in writing, the name of the person to serve as proxy. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

If you will be needing a substitute or proxy, please notify myself and Jerusha Greenwood, Academic Senate Chair.

PROCEDURES FOR MEETINGS

All meeting materials will be posted on the Academic Senate “[2025-2026 Meeting Calendar](#)” webpage. Agendas are typically distributed the Thursday before the meeting. Please note the following changes beginning AY 2025-2026.

To effectively review, assemble, and make accessible the agenda packet prior to the Thursday distribution, we are asking that all items be submitted the Wednesday before the meeting at 12 p.m.

All presentations must be submitted the Monday before the meeting at 5 p.m. Please note that presentations are also posted online, typically after the meeting has concluded.

To help us with these processes, please ensure that any material you submit meets accessibility requirements.

The following procedures will be included when the agenda packet is distributed (and modified as needed).

1. **Please note that UU 220 received significant A/V upgrades over the summer.** There are 4 cameras (one on each wall), which will help us focus on speakers. Additionally, there are new array speakers in the center of the ceiling (and can be identified by the green light within the paneling). These speakers are sensitive, so please be mindful of any rustling or side conversations. We ask for your patience as we familiarize ourselves with these new logistics.



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2. If you are joining remotely, the link to the Zoom meeting is in the calendar invite and is also included at the top of the agenda. When you first log into the meeting, you'll be directed to a waiting room where we will accept your entry. Please mute yourself during the meeting if you aren't speaking to help reduce background noise.
3. Samuel Frame (Academic Senate Vice Chair) and I will be maintaining the speaker's list and will make every effort to identify the order of raised hands between those in UU 220 and those joining via Zoom. We use the "Raise Hand" feature in Zoom to identify those who wish to speak. Jerusha typically calls on people using the order of the speaker's list but may alter the order at her discretion depending on context.
4. Please don't ask questions in the chat space for the speaker. The chat space isn't being monitored regularly by the officers. If you need clarification or wish to make a suggestion or share a comment, please place yourself on the speaker's list and ask the question directly to the floor. The chat space can be a useful tool for dynamic, real-time interactions amongst participants. However, please do not use the chat space for conversations that are not relevant to Senate business. Note that the public chat and any private chats to Jerusha, Samuel, or myself are logged to the public record. Private chats amongst participants are not recorded.
5. When you do have something to contribute, please be courteous to our limited time together. Please keep your questions/comments succinct and brief. Please be respectful of speakers. Limits may be put in place in order to proceed with the agenda.
6. Senate meetings are open to the public. They are recorded (including audio, chat, and video information) and may be transcribed for public record. Individual senators may request recordings for their own records, but we request that not distribute it. For our records, we request members of the public (including non-Senate faculty, staff, students, and media) interested in meeting data to contact the Senate Office directly.

If you have any questions, please let me know. Thank you for your cooperation in this effort.



ACADEMIC SENATE CALENDAR OF MEETINGS FOR 2025-2026

FALL 2025

WEEK	DATE	MEETING	LOCATION	TIME
Conference Week	Friday, September 12	Academic Senate Retreat	UU 220	1:10 – 5:00 p.m.
Week 2	Tuesday, September 23	Executive Committee	Zoom only	4:10 – 5:00 p.m.
Week 3	Tuesday, September 30	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 4	Tuesday, October 7	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 5	<i>No meeting</i>			
Week 6	Tuesday, October 21	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 7	Tuesday, October 28	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 8	Tuesday, November 4	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 9	<i>No meeting – Veterans Day Observed</i>			
Week 10	Tuesday, November 18	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 11	<i>No meeting</i>			
Finals Week and Quarter Break	December 8, 2025 – January 4, 2026	No meetings		

WINTER 2026

WEEK	DATE	MEETING	LOCATION	TIME
Week 1	Tuesday, January 6	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 2	Tuesday, January 13	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 3	<i>No meeting</i>			
Week 4	<i>No meeting</i>			
Week 5	Tuesday, February 3	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 6	Tuesday, February 10	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 7	Tuesday, February 17	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 8	Tuesday, February 24	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 9	Tuesday, March 3	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 10	Tuesday, March 10	Academic Senate (if needed)	UU 220	3:10 – 5:00 p.m.
Finals Week and Quarter Break	March 16 – March 29, 2026	No meetings		



SPRING 2026

WEEK	DATE	MEETING	LOCATION	TIME
Week 1	<i>No meeting – Cesar Chavez Day Observed</i>			
Week 2	Tuesday, April 7	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 3	Tuesday, April 14	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 4	Tuesday, April 21	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 5	Tuesday, April 28	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 6	Tuesday, May 5	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 7	Tuesday, May 12	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 8	Tuesday, May 19	Executive Committee	01-409	3:10 – 5:00 p.m.
Week 9	Tuesday, May 26	Academic Senate	UU 220	3:10 – 5:00 p.m.
Week 10	Tuesday, June 2	Academic Senate (If needed)	UU 220	3:10 – 5:00 p.m.
<i>Finals Week and Quarter Break</i>	<i>June 9 – June 14</i>	<i>No meetings</i>	<i>-</i>	<i>-</i>



MEMORANDUM

October 7, 2025

TO: All AY 2025-2026 Academic Senators

FROM: Shannon Sullivan-Danser
Academic Senate Specialist

SUBJECT: Guidelines on Parliamentary Procedures

Academic Senate meetings are conducted in accordance with *Robert's Rules of Order*, a procedural guide for deliberative assemblies. Enclosed for your reference is a summary of the basic principles and Chart of Motions taken from *Robert's Rules of Order*.

Enclosure

PARLIAMENTARY PROCEDURES

Parliamentary procedures are followed by almost all organized policymaking groups in transacting business. These procedures consist of a set of rules which are based upon certain principles. These principles provide that the conduct of the group is both democratic and efficient. Thus, parliamentary procedures are simply a standardized code of everyday good manners applied to a special situation created when a large number of people gather together in a business meeting to take some form of group action. The most important principles are:

1. Parliamentary rules exist to provide an orderly way of conducting the group's business.
2. The majority rules and the procedures enable the group to act when a majority desires action.
3. Parliamentary rules provide for the protection of the minority; the minority has a right to be heard and to become the majority.
4. All members have equal rights, privileges, and obligations.
5. Full and free discussion of every question is guaranteed.
6. Only one question can be considered at a time. Every member has a right at all times to know what question is under consideration.
7. The most direct procedures to achieve the group's purpose and to ensure prompt action should be followed.
8. The minimum essential officers for the conduct of business are a presiding officer and a secretary or clerk. The presiding officer conducts the meeting and sees that the rules are observed. The secretary makes a written record of what is done.
9. Customs of formality that are followed by the presiding officer and members under parliamentary procedure serve to maintain the Chair's necessary position of impartiality and help to preserve an objective and impersonal approach:
 - a. The president or chief officer of an organized group who presides at its meetings is addressed as "Mr. President" or "Madam President," "Mr. Moderator" or "Madam Moderator," "Mr. Chairman" or "Madam Chairwoman," "Mr. Chairperson" or "Madam Chairperson," or some other appropriate title. The presiding officer refers to himself or herself in the third person: "The Chair rules that..." or "The Chair is pleased to report that..."
 - b. Members address only the Chair or address each other through the Chair. They generally should try to avoid mentioning a member's name whenever the person involved can be described in some other way, such as, "Mr. Chairperson, may I ask the member to explain..." Before a member can make a motion or speak in debate, the member must "obtain the floor"; that is, the member must be recognized by the chair as having the exclusive right to be heard at that time. To claim the floor, a member addresses the chair and, if recognized, has the floor to speak.
 - c. The general procedure for the conduct of business is as follows:
 - i. A member addresses the Chair and seeks recognition.
 - ii. The Chair recognizes the member to speak.

- iii. The member states the motion.
 - iv. The Chair calls for a second.
 - v. If seconded, the motion is restated by the Chair.
 - vi. The Chair conducts the debate on the motion.
 - vii. The Chair puts the question to a vote.
 - viii. The Chair announces the voting result.
- d. The maker of the motion is assigned the floor first in debate if that person claims it before anyone else has been recognized. In debate, each member has the right to speak twice on the same question on the same day but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. Without the permission of the assembly, no one can speak longer than permitted by the rules of the body—or, in a nonlegislative assembly, that has no rule of its own relating to the length of speeches longer than ten minutes.
10. Committees, as understood in parliamentary law, are bodies that are subordinate instruments of an assembly, or are accountable to a higher authority in some other way not characteristic of an assembly. Committees have no minimum size, but are often, thought not necessarily, very small; a committee could consist of one person. Committee members are elected or appointed by (or by direction of) an assembly to consider, investigate, or take action on certain matters or subjects, or to do all these things. A large committee generally follows parliamentary procedure such as an assembly does. Most parliamentary rules apply, with certain modification, to permit greater flexibility and informality.
11. The group can act only on a motion properly made and seconded, with only minor exceptions. Motions have a definite order of precedence depending on the relative urgency of each and the effect they have on the group's business. A motion of higher precedence may be made when any motion is pending, and those of higher rank must be disposed of first. Motions are of four types: privileged, subsidiary, incidental, and main:
- a. Privileged motions have precedence over all other motions since they are related to the welfare of the group as a whole rather than to any particular motion before the group. They fall within a list of precedence.
 - b. Subsidiary motions yield precedence to the privileged motions and take precedence over main motions. Because subsidiary motions are concerned with the disposal or modification of a main motion, they must be disposed of before the main motion to which they apply. They fall within a list of precedence.
 - c. Incidental motions do not properly fall within the list of precedence, since they usually arise out of business before the assembly. They may be proposed at any time and must be decided as they arise. They fall within no list of precedence among themselves.
 - d. Original main motions and incidental main motions differ principally in the nature of their subject matter. Original main motions bring business before the group, and incidental main motions bring a question again before the group. Those motions are of the lowest rank and take precedence over no others. They fall within no list of precedence among themselves.
12. Motions can also be classified according to purpose of special situation:

- a. To modify a motion:
 - i. To amend (Subsidiary)
- b. To suppress debate or hasten action:
 - i. Call for orders of the day (Privileged)
 - ii. Previous question (Subsidiary)
 - iii. Limit debate (Subsidiary)
 - iv. Suspend rules (Incidental)
 - v. Take from the table (Main)
 - vi. Make special order of business (Main)
- c. To delay action:
 - i. To lay on the table (Subsidiary)
 - ii. Postpone to a definite time (Subsidiary)
 - iii. Refer to committee (Subsidiary)
- d. To prevent action:
 - i. Postpone indefinitely (Subsidiary)
 - ii. Object to consideration (Incidental)
 - iii. Withdraw a motion (Incidental)
- e. To consider more carefully:
 - i. Extend debate (Subsidiary)
 - ii. Divide question (Incidental)
 - iii. Committee of the whole (Incidental)
- f. To change a decision:
 - i. Reconsider (Main)
 - ii. Rescind (Main)
- g. To maintain rules and order:
 - i. Question of privilege (Privileged)
 - ii. Question of order (Incidental)
 - iii. Appeal from decision of Chair (Incidental)
 - iv. Parliamentary inquiry (Incidental)
 - v. Request for information (Incidental)
- h. To close a meeting:
 - i. To fix time of next meeting (Privileged)
 - ii. Recess (Privileged)

CHARTS OF MOTIONS

Privileged Motions (Order of Precedence)

Motion	Applies to what motions	Interrupt speaker	Needs second	Amendable	Debatable	Can be reconsidered	Required vote
Fix time to adjourn	None	No	Yes	Yes	Yes	Yes	Majority
To adjourn	None	No	Yes	No	No	No	Majority
To recess	None	No	Yes	Yes	No	No	Majority
Question of privilege	None	Yes	No	No	No	No	Chair
Call for the orders of the day	None	Yes	No	No	No	No	Chair

Definitions

- **Fix time to adjourn:** May be used to arrange for a special meeting. It is a required motion for an organization without a regular time and place for assembly. Not debatable if a question is pending and no other meeting is scheduled for the same or next day.
- **To adjourn:** To adjourn means to close the meeting. In a group that meets regularly, this motion causes the business to come up before the next meeting as unfinished business.
- **To recess:** Amendable only as to length of recess and debatable if moved while no business is pending.
- **Question of privilege:** Permits a request relating to the rights and privileges of the assembly or any of its members. Majority vote needed only if there is an objection to the Chair's decision.
- **Call for the orders of the day:** Must be enforced on demand unless set aside by a two-thirds vote.

Subsidiary Motions (Order of Precedence)

Motion	Applies to what motions	Interrupt speaker	Needs second	Amend -able	Debatable	Can be reconsidered	Required vote
To table	Main	No	Yes	No	No	No	Majority
Order previous question (close debate)	Any debatable question	No	Yes	No	No	Yes	2/3
Extend or limit debate	Any debatable question	No	Yes	Yes	No	Yes	2/3
Postpone to a definite time	Pending question	No	Yes	Yes	Yes	Yes	Majority
Refer (commit) to committee	Main; amendments	No	Yes	Yes	Yes	Yes	Majority
Amend	Any motion; if in order	No	Yes	Yes	Yes	Yes	Majority
Postpone indefinitely	Main motion	No	Yes	No	Yes	No	Majority

Definitions

- **To table:** Enables the assembly to lay the pending question aside temporarily. This requires (later) a motion to “take from the table.”
- **Order previous question (close debate):** If decision is affirmative, vote is taken first on amendments and then on the main motion. Previous question may be limited to amendments only. In such cases, it affects only the amendment to which it applies. This still allows debate on the main motion.
- **Extend or limit debate:** Motion sets hour for closing debate, limits length of debate, sets time for speeches, or it can allow more and longer speeches.
- **Postpone to a definite time:** Allows time for further study. Debate must be confined to its merits only.
- **Refer (commit) to committee:** Used to send pending question to a small group for careful investigation. Debate can extend only to the desirability of committing the main question and to the appropriate details of the motion to commit and not to the merits of the main question.
- **Amend:** An amendment must be germane to be in order. To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. A secondary amendment must relate to the primary amendment in the same way. An amendment cannot introduce an independent question; but an amendment can be hostile to, or even defeat, the spirit of the original motion and still be germane. An amendment of the third degree is not permitted. The motion to amend is debatable whenever the motion to which it is

applied is debatable. Requires a majority vote, even in cases where the question to be amended takes a two-thirds vote for adoption. A motion to amend by striking out an entire paragraph, section, article, main motion or resolution and inserting a different paragraph or other unit is called a motion to substitute. The paragraph to be struck out as well as the paragraph to be inserted or the unit offered as a substitute can be perfected by secondary amendments.

- **Postpone indefinitely:** Prevents action on the motion; kills the motion for the duration of the session and avoids a direct vote on the question.

Incidental Motions (No Order of Precedence)

Motion	Applies to what motions	Interrupt speaker	Needs second	Amendable	Debatable	Can be reconsidered	Required vote
Point of Order	Any error	Yes	No	No	No	No	Chair
Appeal	Decision of Chair	Yes	Yes	No	Yes	Yes	Majority
Object to consideration	Main; privileged	Yes	No	No	No	Yes	2/3
Withdrawal of a motion	All	No	No	No	No	Yes	Chair/ majority
Suspend rules	Any situation	No	Yes	No	No	No	2/3
Divide question	Main; amendm ents	No	Yes	Yes	No	No	Majority
To make nominations	Elections	No	No	No	No	No	Majority
Nominations	Elections	No	Yes	Yes	No	Yes	Majority
Voting	Elections	No	Yes	Yes	No	Yes	Majority
Parliamentary inquiry	No motion	Yes	No	No	No	No	Chair
Divide the assembly	Any vote	Yes	No	No	No	No	None
Point of information	No motion	Yes	No	No	No	No	No vote
Committee of the whole	Any situation	No	Yes	No	Yes	No	majority

Definitions

- **Point of order:** When a member thinks that the rules of the assembly are being violated, the member should call upon the Chair for a ruling and correction of any irregularities.
- **Appeal:** Chair puts question to the assembly: “Shall the decision of the Chair stand?” majority in negative required to reverse Chair’s decision.
- **Object to consideration:** Must be introduced immediately after disputed motion has been stated and before debate begins. Chair then puts question of consideration to a vote. Negative vote (sustaining objection) only can be reconsidered.
- **Withdrawal of a motion:** Once motion has been made, seconded, and stated by the Chair, it becomes property of the group and cannot be withdrawn except by the Chair with general consent of the group. If motion is made, majority is required for adoption; negative vote only can be reconsidered.
- **Suspend rules:** The motion must be specific. Many parliamentary assemblies have special requirements concerning the suspension of rules. For example, the

Constitution of the Faculty California State University, Los Angeles, requires that a motion to waive the Academic Senate requirement that voting on substantive motions or amendments to such motions shall not take place until the meeting immediately following the introduction of the motion takes a three-fourths vote of those present. A standing rule of the California State University, Los Angeles Academic Senate requires that amendments to “third reading items” must be in writing. This requirement can be waived by a majority vote of those present. The Academic Senate of the California State University and Colleges Bylaws require that voting on a substantive motion may take place only when the report giving rise to the motion has been distributed at least two weeks in advance or only after a second reading of the motion at a meeting subsequent to the meeting at which it was first introduced. This requirement may be waived by a three-fourths vote of those present.

- **Divide question:** This motion divides a complex main motion into distinct propositions and specifies the form of the division.
- **To make nominations:** Used for election of officers. Majority needed for election unless Bylaws provide otherwise. Election cannot be reconsidered after person elected learns of it and has not declined.
- **Nominations:** Motions relating to nominations while election is pending. Motion to close nominations takes two-thirds vote and cannot be reconsidered. A negative vote only can be reconsidered on a motion to reopen nominations. A motion relating to nominations made while election is not pending is a main motion.
- **Voting:** Motions relating to voting while the subject is pending. A motion to close polls cannot be reconsidered. A negative vote only on a motion to reopen polls can be reconsidered. A motion to order the vote by ballot takes a majority and can be reconsidered. A motion relating to voting made while no question is pending is a main motion.
- **Parliamentary inquiry:** A parliamentary inquiry is a question directed to the presiding officer on a matter of parliamentary law or the rules of the assembly. Its purpose is to assist members to make appropriate motions, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.
- **Divide the assembly:** Chair must comply. Any member has the right to demand a Division if the member believes it will obtain a more conclusive result.
- **Point of information:** Speaker may decide whether to yield to hear the question. A Point of Information is a request directed to the Chair, or through the Chair to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure. If the speaker consents to the interruption, the time consumed will be taken out of the speaker’s allowed time. The Chair therefore asks if the speaker is willing to be interrupted. An inquiry of this kind may also be for the purpose of reminding a speaker of a point to be made in argument, or it may be intended to rebut his position; but it must always

be put in the form of a question.

- **Committee of the whole:** This motion is a form of the motion to commit. It can be reconsidered if committee has not begun consideration of referred question.

Main Motions (No Order of Precedence)

Motion	Applies to what motions	Interrupt speaker	Needs second	Amendable	Debatable	Can be reconsidered	Required vote
Main motion	----	No	Yes	Yes	Yes	Yes	Majority
Reconsider	Main; amendments	No	Yes	No	No	No	Majority
Rescind (repeal)	Action taken	No	Yes	Yes	Yes	Yes	Majority/ 2/3
Take from the table	Motion tabled	No	Yes	No	No	No	Majority
Special order of business	Pending motion	No	Yes	Yes	Yes	Yes	2/3

Definitions

- **Main motion:** An original main motion introduces a substantive question as a new subject. This is the motion most often used. It takes precedence over nothing, and yields to all subsidiary, all privileged, and all applicable incidental motions.
- **Reconsider:** One who voted with the prevailing side must make the motion. Can be made only on the same day the vote to be reconsidered was taken or the next succeeding day. Debatable when the motion to be reconsidered is debatable.
- **Rescind (repeal):** If vote is affirmative, “repeal” cannot be reconsidered. Takes majority with notice; two-thirds without notice; or majority of entire membership without notice.
- **Take from the table:** Motion previously tabled comes before the assembly for renewed consideration.
- **Special order of business:** Special proposal must be stated specifically. Establishes day and time for question to be considered. A special order interrupts any business that is pending when that time arrives, except for motions to adjourn and recess of questions of privilege.

ACADEMIC SENATE PRECEDENCE OF MOTIONS

A motion lower on the list (higher number) is out of order, if a motion above it is being considered. Whenever a motion has been decided, it loses its precedence, as it is no longer on the floor.

PRIVILEGED – Entitled to immediate consideration						
KIND	OBJECTIVE/EFFECT	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
1. Adjourn	Ends the meeting	Yes	No	No	Majority	No
2. Question of Privilege	Corrects undesirable conditions/registers a complaint	No	No	No	No	No
INCIDENTAL – Arise “incidentally” out of the out of the business of the assembly						
KIND	OBJECTIVE/EFFECT	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
3. Point of Order	Calls attention to a violation of the rules/enforces parliamentary procedures	No	No	No	No	No
4. Appeal	Determines the attitude of the group/secures group ruling	Yes	Yes	No	Majority	Yes
5. Suspend the Rules	Permits an action not possible under the rules/secures action prevented by the rules	Yes	No	No	2/3	No
6. Division of the House	Demands the immediate retake of the vote/verifies a vote	No	No	No	No	No
7. Parliamentary Inquiry	Inquires as to the correct motion to accomplish a desired result	No	No	No	No	No
8. To Withdraw a Motion	Terminates the consideration of a motion	No	No	No	Majority	Yes
SUBSIDIARY – Modifies the disposition of the main motion						
KIND	OBJECTIVE/EFFECT	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
9. Lay on the Table	Ends discussion and clears the floor for more urgent business/delays action	Yes	No	No	Majority	No
10. Previous Question	Secures immediate vote/ends debate	Yes	No	No	2/3	Yes
11. Postpone Definitely	Provides more time for information discussion/delays action	Yes	Yes	No	Majority	Yes
12. Limit Debate	Sets time for discussion/shortens discussion	Yes	No	No	2/3	Yes
13. Refer to Committee	Enables more careful consideration/delays action	Yes	Yes	Yes	Majority	Yes
14. Amend	Modifies wording of motion/changes the motion	Yes	Yes	Yes	Majority	Yes
15. Postpone Indefinitely	Prevents a vote on the question/kills the motion	Yes	Yes	No	Majority	Yes
MAIN – Only one main motion can be considered						
KIND	OBJECTIVE/EFFECT	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
16. Main Motion	Proposes that the group take some action	Yes	Yes	Yes	Majority	Yes
17. Take from the Table	Resumes the consideration of an item	Yes	No	No	Majority	No
18. Reconsider	Reconsiders the question and secures further consideration and vote	Yes	Yes	No	Majority	No
19. Rescind	Repeals an action previously take	Yes	Yes	Yes	2/3	No

Flowchart of Academic Senate Resolutions

Idea for Resolution

The idea could come from Academic Senate Committee, Academic Senate Executive Committee, Senator, faculty member, or administration on a shared governance matter.



Resolution sent to the Academic Senate Chair



Resolution sent to the Executive Committee, who determines whether it is ready to be agendized for the Academic Senate.

If not agendized, it would return to the proposer for refinement.



Resolution brought to the Academic Senate in first reading after agendized by the Executive Committee.

General input is provided by the Senators.



If the motion passes to move to a Second Reading, more specific input as to the language in the resolution is debated.

No revision is allowed for any attachment during second reading.



If the resolution is adopted, it goes to the President for consideration and action, typically one of the following.

Accepted

Acknowledged
receipt

Supported

Includes modification

Rejected

• If the resolution is rejected, it is returned to the proposer, who may revise or drop the idea.

Narrative of the Resolution Workflow

Step 1: Members of the administration, Academic Senate Executive Committee, Senate, or Faculty notify the Academic Senate Office of an issue they would like reviewed for comment.

Step 2: This issue is sent to the appropriate body – whether it is the Academic Senate Executive Committee, Academic Senate, or an Academic Senate committee – by the Academic Senate Executive Committee.

Step 3: That body prepares a resolution to submit to the Academic Senate Executive Committee.

Step 4: The Academic Senate Executive Committee either accepts the resolution or returns it to the committee for further consideration, revision, or clarity.

Step 5: Once the Academic Senate Executive Committee accepts the resolution, it is sent to the full Academic Senate in first reading for general input.

Step 6: After a motion to move the resolution to second reading is accepted by the Academic Senate, specific input by the Academic Senate is discussed. Please note that any attachment to the resolution cannot be modified during second reading. It is only the text of the resolution itself that can be modified.

Step 7: The Academic Senate discusses the resolution and votes on whether to adopt or reject it.

Step 8: If the resolution is rejected, it is returned to the committee, who may or may not decide to revise and bring forth again for consideration. If it is brought forth again, the process would begin at Step 2. If the resolution is passed, it is sent to the president for consideration and action.

Step 9: The president notifies the Academic Senate Office of their response: accept/acknowledge receipt; support; accepted with modification; or rejected. If rejected, it is returned to the appropriate body for reconsideration.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407

CONSTITUTION OF THE FACULTY
and the
BYLAWS OF THE ACADEMIC SENATE
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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 shared 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 and Faculty Early Retirement 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.

Non-voting 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 ensure 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 (except 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 up to seven voting members in the Senate, of which no more than one will be from any college or from Professional Consultative Services.

- (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. Additionally, for 2025-2026, there will be four at-large representatives from Cal Poly, Solano Campus. 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*. Fifty percent (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.

BYLAWS OF THE ACADEMIC SENATE

I. INTRODUCTION

A. CONSULTATIVE PROCEDURES

1. Consultative procedures to be used by the Academic Senate must guarantee full participation by the faculty in the formulation of policies and procedures affecting academic governance.
2. The consultative process must provide adequate time for collection and dissemination of information, discussion, and formulation of recommendations.
3. Recommendations from the Senate shall normally be submitted to the President. Actions taken by the President in response shall be reported to the Senate.
4. In accordance with procedures specified for particular committees in these bylaws, committee recommendations shall be reported to the Academic Senate.
5. Any appointee of the Executive Committee, or of the Academic Senate Chair, to any committee not specified in these bylaws, shall report from such committee to the Academic Senate or to one of its committees.
6. Any senator who believes that consultative procedures on any recommendation of the Senate or of any department or of a college have not been adequate may submit evidence in writing to the Executive Committee of the Academic Senate in support of this belief and request an investigation. The Executive Committee will make a determination as to the merit of the written evidence and then assign this matter to an appropriate committee for investigation. The committee may then make recommendations for improvement of these consultative procedures to the Academic Senate.

B. DEFINITIONS

1. Title Change
When there is a change in the title of an individual listed as an ex officio member of an Academic Senate committee, without any substantial changes in the duties of this individual, this title shall be changed in the bylaws as an editorial change and need not go through the normal procedures for amending bylaws.
2. ASI Representatives
Unless otherwise specifically stated in these bylaws, ASI representatives on committees shall be students carrying at least seven quarter units, who have completed two quarters within the previous academic year, at least 24 quarter units at Cal Poly, and who have a Cal Poly grade point average of at least 2.3.
3. Full-time Academic Employees
Full-time faculty members holding rank and occupying positions in academic departments/teaching areas in the University, full-time personnel in Professional Consultative Services (as defined in Article III.1.b of the *Constitution of the Faculty*), and full-time lecturers holding one-year appointments in

academic departments/teaching areas shall be considered full-time academic employees. This status shall not lapse because of a temporary part-time appointment to duties outside the department/teaching area.

4. Part-time Academic Employees

Part-time lecturers in academic departments/teaching areas in the University and part-time employees in Professional Consultative Services (Professional Consultative Services classifications: librarians, counselors, student service professionals I-, II-, III-academically related, student service professionals III and IV, physicians, and coaches) who are not members of the General Faculty as defined in Article I of the *Constitution of the Faculty*.

5. College Caucus

All of the senators from each college and Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. At-large members of the Academic Senate shall not be part of any college caucus.

6. Temporary Vacancy

A vacancy caused by illness, death, resignation, retirement, sabbatical leave, jury duty, temporary administrative appointment, or other compelling reason which will last generally less than one academic year.

7. Vacant Position

A vacancy resulting from the criteria for membership specified in Article III, Section 1 of the *Constitution of the Faculty*. Vacancies shall be filled in accordance with Article III of the *Bylaws of the Academic Senate*.

1. Voter Eligibility

Voting members of the General Faculty as specified in Article I of the constitution are eligible to vote for:

- (a) senators from colleges or Professional Consultative Services.
- (b) CSU academic senators.
- (c) consultative committees as needed.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

1. Elected Members

Elected members shall be full-time members of the General Faculty who have been nominated and elected in accordance with Article III of these bylaws.

2. Ex Officio Members

Ex officio members are specified in Article III.1.e of the constitution.

3. Representative of Part-time Academic Employees

The voting members of the Academic Senate representing part-time academic employees shall be elected by vote of all university part-time academic

employees at the same time as election of other senators each academic year. Such representatives must have an academic year appointment in the year they are elected, and they must maintain a part-time academic year appointment in the following year in order to serve in this position.

B. TERMS OF OFFICE

1. Terms of office for senators: the elected term of office for senators shall be a two-year term or one-year term when the caucus membership changes by more than two representatives. An elected senator (according to Article III of the bylaws), can serve a maximum of four consecutive years and shall not again be eligible for election until one year has elapsed with the exception of ex officio members (e.g., past Senate Chair and Statewide Senators). A senator appointed to serve in a vacant position, unfilled after the winter elections, shall serve until the completion of that term. A senator appointed to fill a temporary vacancy for an elected position shall serve until the senator being replaced returns for the completion of the term. If this temporary appointment is for one year or less, or if the senator is serving a one-year elected term, it shall not be counted as part of the four years maximum for elected senators. The term of the representatives for part-time academic employees shall start immediately after the election and last until elections are held the following academic year. The representatives for part-time academic employees shall serve a one-year term with a maximum of four consecutive one-year terms
2. Terms of office for Academic Senate Chair: once a senator is elected to serve as Academic Senate chair, that senator becomes an at-large member of the Academic Senate, and the position vacated becomes a college vacancy to be filled by the college caucus. The elected term of office for Academic Senate Chair shall be a maximum of three one-year consecutive terms.

C. REPRESENTATION

1. Colleges and Professional Consultative Services with an even number of senators shall elect one-half of their senators each year. Those with an odd number of senators shall not deviate from electing one-half of their senators each year by more than one senator. All of the senators from each college and Professional Consultative Services shall constitute the appropriate caucus.
2. When a college or Professional Consultative Services with an uneven number of senators gains a new senator due to an increase in faculty in a year when more than one-half of their senators are to be elected, the new Senate position shall be for one year for the first year, then two years thereafter.
3. There shall be no more than one senator per department/teaching area elected by any college where applicable until all departments/teaching areas within that college are represented. A department/teaching area shall waive its right to representation by failure to nominate. This bylaw shall have precedence over Article III.B of the *Bylaws of the Academic Senate*.

D. SUBSTITUTES

When a senator must miss Senate meetings over an extended period of time (two or three consecutive meetings), the senator must notify the appropriate caucus chair of

the planned absences. The caucus chair will solicit nominations for a substitute who is eligible for election to the Senate from the senator's college/Professional Consultative Services. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmit to the Academic Senate office, in writing, the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member in the same college/Professional Consultative Services who is eligible for election to the Senate or another senator who is a member of the college/Professional Consultative Services to serve as proxy. The senator shall transmit to the Academic Senate office, in writing, the name of the person to serve as proxy. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

III. VOTING AND ELECTION PROCEDURES

Elections shall be held for membership to the Academic Senate, Senate officers, Academic Senate CSU, appropriate recall elections for the preceding as per Section IX of these bylaws, and ad hoc committees created to search for such university positions as president, provost, vice presidents, college deans, and similar type administrative positions.

The balloting procedures described in "Section III.A: General Procedures" will be used when voting on amendments to the *Constitution of the Faculty* and all campus or statewide measures requiring a vote by the General Faculty.

A. GENERAL PROCEDURES

Balloting procedures shall use either an electronic voting system or a "double envelope system" (outside envelope signed, inside envelope sealed and containing the voted ballot), whichever is more appropriate to the nature of the election, and which ensures that only eligible persons will vote and ballots remain secret.

1. Time and manner of nominations and elections will be announced in a timely fashion to facilitate maximum faculty participation.
2. Voter and candidate eligibility shall be verified.
3. The Executive Committee will rule on questions as they arise and serve as an appeals body to rule on any allegations of irregularities in the nomination and election process.
4. Votes will be publicly tallied at an announced time and place, and results of the election will be published.

5. Ballots will be counted electronically if electronic voting is used. If the “double envelope system” is used, ballots will be counted only if they are properly signed and received by the announced closing date. Individual voting information will be retained for ten working days.
6. For elections, those candidates who receive the highest number of votes shall be declared elected.
7. Department/teaching area representation shall have precedence in elections according to Article II.C.3 of the *Bylaws of the Academic Senate*.
8. For other matters and issues requiring faculty votes, measures are approved when they receive a majority of faculty voting on the matter, unless documents governing a measure specify a different formula for approval.

B. ELECTION CALENDAR

1. Within the month of February, the Academic Senate office shall solicit nominations to fill vacancies for the next academic year. At the same time, each caucus chair shall be notified, in writing, of such vacancies. Accepted nominations shall include a signed statement of intent to serve from the candidate. Eligibility to serve shall be determined for each college and Professional Consultative Services.
2. Election of senators shall be conducted in February. Runoff elections, if needed, shall be conducted the week following the conclusion of the election.
3. Election results shall be announced to the campus and the Senate.
4. Whenever the normal election process fails to provide full membership or when a vacancy occurs:
 - (a) the caucus chair for the underrepresented college/Professional Consultative Services shall solicit nominations through direct or electronic mail contact to each faculty member in the college/Professional Consultative Services. (See department/teaching area representation requirement in Article II.C.3 of these bylaws.)
 - (b) from the list of accepted nominations, the caucus shall select the nominees of its choice and recommend the names of the selected nominees to the Executive Committee for its appointment.
 - (c) the appointed member shall serve until the end of the term of the position being filled.
5. The procedures and timetable for election of CSU academic senators shall be the same as that for the campus Academic Senate, except that nomination shall be by petition of not less than ten members of the faculty and shall include a consent to serve statement signed by the nominee. [Reference VII.B.5 of these bylaws for filling of temporary vacancy for a CSU academic senator.]
6. Election of Academic Senate Officers
 - (a) prior to the last regularly scheduled Senate meeting of winter quarter, eligible nominees of the Senate shall be solicited for the offices of Chair, Vice Chair, and Secretary.

- (b) a petition of nomination signed by three senators which includes a consent to serve statement signed by the nominee shall be received by the Senate office. Such petitions shall be due at the Senate office prior to the last regularly scheduled Senate meeting of winter quarter. The names of the eligible nominees shall be announced at the last regularly scheduled meeting of winter quarter.
- (c) nominations for other eligible candidates will be received from the floor of the Senate provided that (1) at least two senators second the nominations, and (2) the nominee is present and agrees to serve if elected.
- (d) the Academic Senate Vice Chair shall conduct the election of Senate officers at the last regularly scheduled meeting of winter quarter. Officers shall be elected one at a time: first the Chair, then the Vice Chair, and finally the Secretary.
- (e) in the event of a vacancy in the offices of the Senate, an election will be conducted at the next meeting of the Senate to fill the unexpired term. Nominations shall be made from the floor of the Senate in compliance with subsection (c) above.

7. Election of representatives for part-time academic employees

- (a) following the timing stated in the Bylaws, section III, part B, section 1, the Academic Senate office shall solicit nominations for the position of Academic Senate representative for part-time academic employees for the following academic year.
- (b) after nominations have been received, election to these positions shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said positions shall be elected by vote of all university part-time academic employees at the time of the vote.

IV. OFFICERS

A. POSITIONS

The officers shall consist of the Chair, Vice Chair, and Secretary, as specified in Article III, Section 3 of the constitution. The duties shall be as follows:

1. Chair

- (a) the Chair shall set agendas and conduct all meetings of the Academic Senate and Executive Committee.
- (b) the Chair shall serve as a representative of the Academic Senate upon call by the President of the University.
- (c) the Chair shall meet with the President and Provost on a regular basis and brief them on Academic Senate business. The Chair shall perform a similar function at the Deans Council.
- (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 [Reference: 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 a paper copy of the minutes of all meetings to be filed in the Academic Senate office and a digital copy to be filed with DigitalCommons and posted on the Academic Senate website. 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. Immediate Past Chair

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 officer 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

A. REGULAR MEETINGS

1. Regular meetings of the Academic Senate shall be held at 3:10 p.m. on Tuesdays, as needed, except in the months of July and August.
2. The Executive Committee of the Academic Senate shall not schedule Academic Senate meetings:
 - (a) on an academic holiday.
 - (b) after the last regular day of classes during the quarter.
 - (c) during final examinations.

B. SPECIAL MEETINGS

Special meetings may be held on call by the Academic Senate Chair or by petition of 25% of the membership of the Academic Senate.

C. PARLIAMENTARY AUTHORITY

Except as otherwise specified in these *Constitution and Bylaws*, the latest edition of *Robert's Rules of Order Newly Revised* shall serve as the parliamentary authority for Academic Senate and Senate committee meetings.

D. FIRST AND SECOND READINGS

First reading: first reading is a time for suggestions to be made to a resolution for its improvement. The resolution still belongs to its author and is not yet amendable. Voting on substantive resolutions (i.e., those involving university policy or those in which the Senate takes a position on an issue) takes place in two stages: first reading and second reading. In first reading, the resolution is introduced and suggestions for improvement or clarification are in order in first reading, but not amendments. The first reading of a resolution is concluded if (1) there is no one remaining who wishes to speak on the resolution, (2) a motion to close debate is passed (requires a two-thirds vote), or (3) a motion is approved to move the resolution to second reading (requires a two-thirds vote, is debatable, and requires a compelling reason [determined by the Senate Chair, can be overruled by the body]). If a matter is noncontroversial, rather than a motion to suspend the rules, unanimous consent can be given by the body.

Second reading: the motion to adopt a resolution must be moved and seconded before debate ensues. It then belongs to the body and may be amended. Documents attached to a resolution are not amendable and cannot be removed or added to a resolution. Voting on substantive resolutions shall take place only after a second reading of the resolution at a meeting subsequent to the meeting at which it was first introduced, except that the Academic Senate, by two-thirds vote of the senators present, may waive this requirement. After the motion has been moved and seconded, amendments may be presented for action by the Senate.

A. CONSENT AGENDA

Items appearing on the Consent Agenda are expected to be routine and noncontroversial. Common uses include, but are not limited to, modifications to departments, courses, programs, degrees; new courses; and editorial revisions to

personnel policies. (New departments, programs and degrees must include a resolution and follow the regular approval path for resolutions.) The Consent Agenda will be distributed at least two weeks before the Academic Senate meeting for which it is agendized.

Any item on the Consent Agenda may be moved to the regular agenda at the request of a Senator at least one week before the Academic Senate meeting for which it is agendized. If an item is so moved, it shall be placed on the Business Items of the agenda as a First Reading item. Certain Consent Agenda items, such as recommendations from the Curriculum Committee or Faculty Affairs Committee, may require special procedures.

Items not removed shall be approved by general consent without debate. Clarification questions regarding the items are permitted.

B. RETIRING RESOLUTIONS

When an Academic Senate resolution is suspected of being out of date or no longer pertinent, at the Chair's discretion the resolution may be submitted for review as to its current relevance by the Academic Senate committee that originally sponsored it or by an ad hoc committee. The chair shall inform the full Senate via Chair's Report of the intention to place a resolution under such review. The committee's opinion regarding the resolution shall be forwarded to the Academic Senate Executive Committee. If the Executive Committee finds that the resolution in question should be retired, a proposal to this effect shall be placed on the Academic Senate's Consent Agenda. If no senator pulls the resolution from the Consent Agenda, the resolution shall be considered retired. If pulled from the Consent Agenda, the proposal will appear as a Business Item for debate at the next meeting of the Academic Senate. The President shall be informed of any such action, and the Academic Senate shall update its records.

VI. SUMMER OPERATION

A. MEETINGS

During summer quarter the Executive Committee of the Academic Senate shall meet as needed and shall act in place of the full Senate.

1. If any member of the Executive Committee other than the officers of the Senate will not be available during summer quarter, then the appropriate caucus shall elect an alternate to fill the vacancy during the absence. Such alternates shall be elected from the other senators of the same college or Professional Consultative Services as the person being replaced. If no such candidates are available, the caucus shall designate another person from the same college or Professional Consultative Services that qualifies for Senate membership to serve as an alternate.
2. If the Chair, Vice Chair, or Secretary will not be available during the summer quarter, the Senate shall, at the regular June meeting, elect an alternate officer from the Senate membership to fill the vacancy during her/his absence.

B. RESPONSIBILITIES

1. The Executive Committee shall act on behalf of the full Academic Senate during the summer quarter.

2. The usual Academic Senate representation on the President's Council and other administrative bodies shall be maintained throughout the summer quarter by the regular representative or an alternate named by the Academic Senate Chair.
3. At the first regular meeting of the Academic Senate in the fall quarter, the Executive Committee shall give a full report of its action during the summer quarter.

VII. EXECUTIVE COMMITTEE

A. MEMBERSHIP

The Executive Committee shall consist of the officers of the Senate who serve the Executive Committee in like capacity, plus a caucus chair from each college and Professional Consultative Services elected by the appropriate caucus, as well as one of the four at-large representatives from Cal Poly Solano, elected by that group. The CSU academic senators, the immediate Past Academic Senate Chair, the ASI President, the Chair of ASI Board of Directors, and the Provost or designee are ex officio members. The Provost, the ASI President, and the Chair of ASI Board of Directors are nonvoting members. A quorum shall consist of a majority of the voting members. If a member is unable to attend an Executive Committee meeting, that member may not designate another person as proxy. If an Executive Committee member must miss two or more consecutive meetings, then the college caucus will designate a substitute to serve on the Executive Committee during the period that the member is absent.

B. FUNCTIONS

The Executive Committee shall be responsible for the following functions:

1. Agendizing resolutions for Academic Senate meetings.
2. The appointment of committee members and committee chairs (pursuant to section VIII.C of these bylaws).
3. Allocating assigned time to officers, committee chairs, and committee members.
4. The directing of charges to committees and receipt of reports therefrom for inclusion on the agenda [Reference: VIII.C.5].
5. The filling of temporary vacancies in the membership of the Academic Senate in accordance with Article III.B.4 of these bylaws.
6. The making of nominations for a temporary vacancy for CSU academic senator. The Academic Senate shall elect a replacement to the position to be effective only until the next regular election date for members of the Senate or until the individual that vacated the position returns.
7. The filling of temporary vacancies in Senate office or membership of the Executive Committee except in the case of vacancies created by recall (see section IX of these bylaws).
8. The approving of nominations and/or appointments by the Academic Senate Chair to other official committees.

VIII. COMMITTEES

A. GENERAL

The functional integrity of the Academic Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees or task forces staffed either by appointment or election as directed by the Academic Senate Executive Committee. The Executive Committee may create ad hoc committees or task forces as it deems necessary for specific purposes, which, in the judgment of the Academic Senate Chair, cannot be handled adequately by the standing committees. Only the Executive Committee is authorized to create ad hoc committees or task forces, and these shall report to the Academic Senate by way of the Executive Committee.

B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include one voting General Faculty representative from each college, Professional Consultative Services, and for AY 2025-2026 an at-large representative from Cal Poly Solano. The Academic Senate Chair is an ex officio, nonvoting member of all committees. Additional ex officio representation may include members of administration, ASI representatives appointed by the ASI President, and other representation when deemed necessary by the Senate. Ex officio members shall be voting unless otherwise specified in the committee's description.

During spring quarter, each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year.

These nominations shall be taken to a meeting of the Executive Committee before the June regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists. Each appointed member shall serve a two-year term with a maximum appointment of four consecutive terms on one committee. Terms shall be staggered to ensure continuity. Some committees have exceptions to these term length and limits, which are specified in the committee's description.

The Executive Committee may override term limits when appointing members to committees where only the incumbent is willing to serve in an open spot. The incumbent member appointed this way will be considered termed out again at the end of the next term, not the end of the committee's term limits. They are subject to the same approval process at that time.

No person shall be assigned concurrent membership on more than one standing committee except for Executive Committee members, who may serve on the Executive Committee and one other Senate committee, and Academic Senate Curriculum Appeals Committee members, who may serve on one other standing committee. Eligible Academic Senate Curriculum Appeals Committee members may not serve on the Curriculum Appeals committee if they have participated in the curricular review process relevant to the particular appeal, and they must recuse themselves from such cases.

C. COMMITTEE CHAIRS

1. Chairs shall be members of the General Faculty.
2. Committee chairs may be chosen from inside or outside the committees. The chair need not be an academic senator.
3. The Executive Committee may choose to appoint the committee chairs. If the Executive Committee chooses not to appoint a committee chair, then the chair of that committee shall be elected by a majority vote of the eligible voting members on the committee.
4. Committee chairs serve for one-year terms except as otherwise noted in the committee bylaws. If the committee chair is selected from amongst the voting members of the committee, the chair shall remain a voting member. If the chair is selected from outside the committee, or from amongst the eligible non-voting members, then the chair shall serve as a non-voting chair, not representing a particular caucus or unit. Non-voting chairs may vote to break a tie.
5. Each committee chair shall be responsible for implementing the charges established by the Executive Committee [Reference: IV.A.1.d and VII.B.4], for keeping minutes, and for making quarterly reports to the Academic Senate Chair.
6. The committee chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings.
7. Committee chairs shall meet with the Academic Senate Chair before the end of fall quarter [Reference: IV.A.1.d].
8. Chairs of any of the Academic Senate Curriculum Committees (for example, but not limited to, the Curriculum Committee, General Education Governance Board, and the USCP Review Committee) shall not serve on other levels of review as a department curriculum committee chair or college curriculum committee chair. These positions must be resigned before assuming the role of the chair of any of the Academic Senate Curriculum Committees.

D. OPERATING PROCEDURES

Operating procedures for Academic Senate committees and ad hoc committees are as follows:

A committee meeting is defined as a deliberative gathering of individuals—either physically or electronically, as appropriate—for the purpose of reviewing, discussing, or deciding on matters assigned by the Academic Senate Executive Committee. Electronic meetings are appropriate where simple, straightforward decisions can be considered. They do not lend themselves to items that need detailed discussion and the exploration of options.

Meetings shall be called at the discretion of the committee chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year.

Special rules and procedures must be approved by the Executive Committee, included in the committee's description, and on file with the Academic Senate office.

D.1 Physical Meetings

1. A simple majority (51%) of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Chairpersons serve until the end of the academic year. In the event that a chair must miss a meeting, s/he shall appoint a substitute chair for that meeting.
3. Regular meetings shall be scheduled during normal work hours.
4. Notification of meetings shall be sent by the committee chair at least three working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
5. Members may not vote by proxy.
6. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.
7. Minutes shall be kept for each meeting and a copy transmitted to the Academic Senate office.

D.2 Electronic Meetings (e-meetings and e-consultations)

1. The decision to use an e-meeting should be made with due regard to the nature of the work to be undertaken. If a member of the committee objects to the use of an e-meeting for a particular business item, then the committee shall discuss that matter at a physical meeting.
2. A variety of technologies may be adopted as available, subject to the needs of the meeting and compliance with these procedures. No special requirements should be imposed on members other than having suitable access to meeting communications and documents.
3. Committee e-meetings are open to the public and when a member of the public wishes to attend, the committee shall make reasonable efforts to accommodate the attendance of that person.
4. A vote by the majority of the voting members of the committee shall be the decision of the committee.
5. The chair of the committee shall:
 - (a) control the committee's flow of business.
 - (b) maintain a current list of members.
 - (c) provide a notice of meeting with agenda and instructions for members about what is required (e.g., "members are asked to read and consider each item in the agenda, then [vote, comment, recommend, etc.]"). Notice shall include a timeline for discussion and action.
 - (d) the committee chair shall prepare a final record of each meeting (minutes) and transmit a copy to the Academic Senate office.

E. MEETINGS OPEN TO PUBLIC

Physical and electronic meetings of all committees except those dealing with confidential and/or personnel matters of individuals shall be open. The time, place, and manner of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations. A summary report shall be submitted to the Academic Senate office at the end of the academic year.

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.

H. COMMITTEES

1. Budget and Long-Range Planning
2. Curriculum
3. Curriculum Appeals
4. Distinguished Scholarship Awards
5. Distinguished Teaching Awards
6. Diversity
7. Faculty Affairs
8. Fairness Board
9. General Education Governance Board
10. Graduate Committee
11. Grants Review
12. Instruction
13. Research, Scholarship and Creative Activities
14. Sustainability
15. USCP Review Committee

I. COMMITTEE DESCRIPTIONS

1. Budget and Long-Range Planning Committee

(a) Membership

Non-voting ex-officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, and an ASI representative.

(b) Responsibilities

- (1) The Budget and Long-Range Planning Committee shall provide oversight and make recommendations concerning policy for the allocation of budgeted resources. This includes the review of matters related to the allocation of budgeted resources and representation on bodies formed to review the mechanisms by which campuswide resource allocations are made.
- (2) In addition, the Budget and Long-Range Planning Committee shall also develop recommendations concerning future actions, policies, and goals of the University. Areas assigned to specific standing committees of the Academic Senate fall within its purview when future predictions and extreme long-range planning are necessary or possible.

2. Curriculum Committee

(a) Membership

College representatives shall be either the current chair or a current member of their college curriculum committee. The Cal Poly Solano at-large representative shall be a mariner (or familiar with the mariner certification requirements). The Professional Consultative Services representative shall be an academic advisor from one of the colleges. Ex officio members shall be the Associate Vice Provost for Academic Programs and Planning or designee, the Dean of Graduate Education or designee, the Vice President for Information Technology Services/Chief Information Officer or designee, the Dean of Library Services or designee, a representative from the Office of the Registrar, and an ASI representative.

(b) Responsibilities

The Curriculum Committee evaluates curriculum proposals from departments and colleges before making recommendations to the Academic Senate. In addition, the committee makes recommendations to the Senate on University requirements for graduation, General Education, learning objectives, and cultural pluralism; provides library oversight as it relates to curriculum; and addresses any other curriculum-related matter referred to it by the Senate, Senate Chair, or Executive Committee. The chair of the Curriculum Committee shall be responsible for coordination of curriculum review with the Office of the Registrar.

3. Curriculum Appeals Committee

(a) Membership

The Academic Senate Curriculum Appeals Committee membership will be a minimum of three and a maximum of five members. Eligible faculty for membership will be appointed by the Academic Senate Executive

Committee for one-year terms or partial-year terms. Eligible faculty shall be included from the following list:

- Former Academic Senate Chairs
- Former Academic Senate Vice Chairs
- Former Academic Senate Curriculum Committee Chairs who served for a minimum of three years
- Former members of the Academic Senate Curriculum Committee who served for a minimum of three years
- Former General Education (GE) Chairs/Directors who served for a minimum of three years
- Former GE Governance Board members who served for a minimum of three years
- Former UCSP Review Committee Chairs who served for a minimum of three years
- Former UCSP Review Committee members who served for a minimum of three years

No member of the ASCAC can be actively serving in any of the capacities listed above while serving on the ASCAC.

No member of the ASCAC can be an active member of a curriculum committee that is directly related to the curricular appeal(s).

Note that faculty participating Faculty Early Retirement Program (FERP) are eligible to serve on the Curriculum Appeals Committee.

(b) Responsibilities

Adjudicate, in a timely manner, over curriculum proposals pulled from the Academic Senate Consent Agenda. The ASCAC would approve, disapprove, or return a curriculum proposal to a specific committee (as deemed appropriate).

4. Distinguished Scholarship Awards Committee

(a) Membership

General Faculty representatives should include former recipients of the Distinguished Scholarship Award. Ex officio members shall be one representative from the Office of Research, appointed by the Provost/Vice President for Academic Affairs, and two ASI representatives—one undergraduate and one graduate student.

(b) Responsibilities

The Distinguished Scholarship Awards Committee shall conduct the selection process in accordance with the special rules and procedures approved by the Executive Committee for judging potential candidates for the Distinguished Scholarship Award.

5. Distinguished Teaching Awards Committee

(a) Membership

General Faculty representatives should be former recipients of the Distinguished Teaching Award. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the Distinguished Teaching Awards Committee chair may appoint a faculty member from that college who has a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be two ASI representatives. These will have at least junior standing and will have completed at least three consecutive quarters and 36 quarter units at Cal Poly with at least a 3.0 grade point average.

(b) Responsibilities

The Distinguished Teaching Awards Committee shall conduct the selection process and judge potential candidates for the Distinguished Teaching Award in accordance with the special rules and procedures developed by the Distinguished Teaching Awards Committee and approved by the Executive Committee. Final recommendations regarding the Distinguished Teaching Award recipients will be submitted to the President through the Academic Senate Chair.

6. Diversity Committee

(a) Membership

Ex officio non-voting members shall be the Vice President and Chief Officer for Diversity and Inclusion or designee, the Senior Vice Provost of Academic Programs and Planning or designee, the Center for Teaching, Learning and Technology (CTLT) Inclusive Excellence Specialist or designee. The voting ex officio member shall be an ASI student representative.

(b) Responsibilities

The Academic Senate Diversity Committee identifies strategies for ensuring diversity, equity, and inclusivity at Cal Poly. The committee informs and makes recommendations to the Academic Senate on these issues, evaluates related university policies and procedures, and collaborates with stakeholders across campus, including the Office of University Diversity and Equity, Academic Affairs, and appropriate student groups.

7. Faculty Affairs Committee

(a) Membership

Ex officio members of the Faculty Affairs Committee shall be the Vice Provost for Academic Personnel or designee and an ASI representative.

(b) Responsibilities

The Faculty Affairs Committee shall be the advisory body of the Academic Senate on faculty policy and its administration and procedures. The scope of faculty procedures and policies coming within its purview includes standards and criteria concerning appointment, promotion, tenure, academic freedom, leaves of absence, retention, professional relations and ethics, research, grievance, layoff procedures, and lecturers' rights and responsibilities.

8. Fairness Board(a) Membership

Ex officio members are the Vice President for Student Affairs or designee and two ASI representatives with no less than junior standing and three consecutive quarters of attendance at Cal Poly preceding appointment.

(b) Responsibilities

The procedures to be followed and the problems to be considered shall be approved by the Academic Senate and published as a document entitled *Fairness Board Description and Procedures*. The Board shall report to the Provost and Academic Senate Chair.

9. General Education Governance Board(a) Membership

- (1) The General Education Governance Board (GEGB) will be comprised of two faculty members from CLA; two faculty members from BCSM; one faculty member from each of the remaining colleges; one student; one member from Professional Consultative Services (PCS); and a GEGB Chair - at large (all voting members, with the exception of the GEGB Chair, who has a tie breaking vote only).
- (2) The GEGB will also include one representative from the Office of the Registrar (ex officio, nonvoting) and one representative from Academic Programs and Planning (ex officio, nonvoting).
- (3) Faculty members and PCS representatives on the GEGB shall be members of the General Faculty, as defined in the *Constitution of the Faculty*.
- (4) The GEGB chair will serve four-year terms for a maximum of 2 consecutive terms. The GEGB chair will be appointed by the provost following a recommendation from the Academic Senate Executive Committee and the GEGB.
- (5) The ASI representative must be able to demonstrate developing expertise in at least one GE area. The ASI representative will be

appointed by ASI for a one-year term.

- (6) All eligible voting members of the GEGB must be able to demonstrate expertise in at least one GE area. The GEGB chair must also be able to demonstrate extensive expertise in and experience with the GE program as a whole. In addition to demonstrable expertise regarding Cal Poly's GE program, all members should have knowledge of CSU GE standards and Title V.
- (7) GEGB members will serve three-year terms for a maximum of three consecutive terms. Faculty members and PCS members on the GEGB will be appointed by the Academic Senate Executive Committee.
- (8) When ad hoc GE committees are deemed necessary, members should have expertise in the relevant GE areas.

(b) Responsibilities

- (1) Responsibility: Cal Poly's General Education (GE) program is the curricular responsibility of the Academic Senate General Education Governance Board (GEGB). GEGB should function like a department with a deep sense of interest and responsibility for overseeing and implementing the GE program.
- (2) Charge: The GEGB is responsible for leading and developing a visionary, high quality GE program that enriches the specialized knowledge acquired in a major program with foundational and integrative understandings of its scientific, humanistic, artistic, and technological contexts. In so doing, the GEGB is responsible for fostering and refining a vision of General Education that is responsive to statewide, national, and international values in general education, local campus interests and emphases, and opportunities for positive change.
- (3) Duties: The GEGB assists the GEGB chair in shaping the future and quality of the GE program. In so doing, the GEGB establishes the policies and principles that speak to the vision of the GE program as set out in the charge. Members must be proactive and responsive in reaching out to faculty, departments, and administrators in the University to develop GE curriculum.

Duties of the GEGB include:

- (a) review and approve GE course proposals.
- (b) place GE curriculum proposals on the Academic Senate Consent Agenda after consultation with the Academic Senate Curriculum Committee.
- (c) engage in appropriate assessment activities. Be proactive and responsive to the results of assessment

activities.

- (d) conduct a GE academic program review on the same cycle as other programs. Findings will be presented to the college deans and the Academic Senate. The GEGB needs to be proactive and responsive to the recommendations that result from academic program review.

- (4) Duties of GEGB chair: The GEGB chair will lead the GEGB in the development of the vision of GE and is accountable for making progress toward fulfillment of the GE vision. The GEGB chair maintains strong oversight of the GE program for quality control at every level. S/he is a constant advocate for a high-quality GE program that exposes students to pedagogical experiences they need to be erudite and polymathic.

Duties of the GEGB chair include:

- (a) be in regular communication and consultation with the GEGB.
 - (b) communicate with faculty and advisors to spread understanding of the GE program.
 - (c) be in regular communication and consultation with the college deans and the Provost about the GE needs of Cal Poly students.
 - (d) be in regular communication and consultation with the Academic Senate Chair and the Academic Senate Curriculum Committee chair.
 - (e) work collaboratively with the college deans, the Office of the Registrar, the GEGB, Academic Programs and Planning, advisors, and the departments to understand where the demand for courses is and availability of resources in both the short and long terms.
 - (f) Establish ad hoc committees if the GEGB chair determines that ad hoc committees are needed, for instance for periodic GE assessment purposes or for program review.
- (c) Decisions made by the GEGB: all GE curricula will be available for debate and discussion in the Academic Senate, just as all non-GE curricula are. Appeal processes of curricular decisions made by the GEGB will follow Academic Senate curriculum appeals processes. The GEGB chair should be involved with any changes to Academic Senate curriculum appeals processes.

10. Graduate Committee

(a) Membership

One faculty member from each college with experience in administering a graduate program or supporting graduate curriculum, a representative from Professional Consultative Services, and the Academic Senate Curriculum Chair or designee. Ex officio non-voting members shall be the Dean of Graduate Education or designee, the Executive Director of Academic Programs and Planning or designee, the EPaCE dean or designee, a representative from the Office of the Registrar, and a graduate student representative.

(b) Responsibilities

- (1) Review and make recommendations to the Academic Senate Curriculum Committee on proposals for new graduate degree programs, specializations, and courses.
- (2) Evaluate and make recommendations on petitions for extenuating circumstances, such as validation of outdated coursework.
- (3) Establish and revise guidelines for professional standards for graduate students.
- (4) Enact graduate policies in line with California Education Code (Title 5), CSU systemwide policies, and nationwide best practices.
- (5) Support and enact any graduate program-related changes.
- (6) Make recommendations on reinstatement/suspension of programs.
- (7) Serve as a conduit for feedback from and representation of all graduate programs.
- (8) Address concerns and situations unique to graduate students.

11. Grants Review

(a) Membership

- (1) Pursuant to AS-794-15, Resolution on Change in Academic Senate Grants Review Committee Membership and Responsibilities, the Academic Senate Executive Committee appoints the voting members of the committee.
- (2) Ex officio members shall be the Dean of Research or designee and an ASI representative. The ASI representative must be a graduate student.
- (3) No member of the Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee while serving on the committee.

(b) Responsibilities

- (1) The Grants Review Committee will develop policies and procedures for the review of grant proposals referred to it, including but not limited to those funded through the Chancellor's Research, Scholarship, and Creative Activity allocations.
- (2) The Grants Review Committee will make recommendations to the Dean of Research concerning the funding of other internal grants subject to review by the source of funding.
- (3) The Grants Review Committee will develop policies and procedures for the selection of Cal Poly State University student delegates to the system-wide CSU Student Research Competition.
- (4) The Grants Review Committee will evaluate both the oral and written presentations of students and select the delegates for the system-wide CSU Student Research Competition.

12. Instruction Committee(a) Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, a representative from CTLT, a representative from the Office of the Registrar, and an ASI representative.

(b) Responsibilities

The Instruction Committee shall be responsible for recommendations regarding subjects that impinge directly on the quality of teaching and for providing policy recommendations concerning grading as well as admissions policies and requirements. It will also provide review and input concerning electronic teaching techniques, and library oversight as it relates to instruction.

In accordance with CAM 481 and AS-357-91/IC, the Instruction Committee shall review the Academic Calendar as proposed by the Provost/Vice President for Academic Affairs before its final submission to the President for approval.

13. Research, Scholarship and Creative Activities Committee(a) Membership

Ex officio members shall be the Dean of Research or designee and an ASI representative.

(b) Responsibilities

The Research, Scholarship and Creative Activities Committee shall:

- (1) Make recommendations on university policies and procedures regarding scholarship.
- (2) Provide advice and guidance regarding scholarship to the following:
 - (a) Kennedy Library
 - (b) Information Technology Services
 - (c) Cal Poly Technology Park
 - (d) University committees
 - (e) Campus research centers and institutes

14. Sustainability Committee

(a) Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, Vice Provost for Academic Programs and Planning or designee, the Director of Facilities Planning or designee, the Director of Facilities Energy, Utilities and Sustainability or designee, and two ASI representatives.

(b) Responsibilities

The Sustainability Committee shall inform and support the activities of other committees whose scope encompasses environmental responsibility. The Sustainability Committee shall make recommendations to the Academic Senate, as appropriate, regarding the provisions of the Talloires Declaration.

15. USCP Review Committee

(a) Membership

Ex officio voting members shall be the Chair of the Academic Senate Curriculum Committee, a faculty member from the Ethnic Studies Department, a faculty member from the Women, Gender & Queer Studies Department, and two at-large faculty members with USCP teaching experience and/or teaching experience related to diversity issues as voting members. Ex Officio non-voting members shall be the Vice President and Chief Officer for Diversity and Inclusion or designee, the CTLT Inclusive Excellence Specialist or designee, and an ASI student representative

(b) Responsibilities

The committee evaluates the United States Cultural Pluralism (USCP) component of new and existing courses before making recommendations to the General Education Governance Board, when a

course is a General Education course, and the Academic Senate Curriculum Committee. In addition, the committee periodically performs curricular review and evaluation of USCP courses and, when appropriate, works with the Academic Senate Curriculum Committee to review and update USCP learning outcomes and course requirements (as indicated in Academic Senate Bylaws I.2.(b)).

IX. RECALL OF ELECTED REPRESENTATIVES

A. APPLICATION

The procedures for recall shall apply to:

1. Elected members of the Academic Senate, California Polytechnic State University;
2. Officers of the Academic Senate, California Polytechnic State University; and
3. Elected representatives to the Academic Senate, California State University.

B. PROCEDURES

An election for recall of elected representatives as specified in Article II, Sections 1 and 3 of the *Constitution and Bylaws*, may be instituted by a petition of those eligible to vote in the election for the representatives in the various categories provided the following provisions are met:

1. An individual eligible to vote in the election for the representative shall notify the Academic Senate Chair of her/his intention to circulate a recall petition. This written notification shall state further the reasons for the recall action in brief terms.
2. The Academic Senate Chair shall notify all of the eligible voters in the area affected of the intended recall petition and state the reasons given for the petition to recall.
3. The notification will be in effect five (5) days in which classes are in session prior to the circulation of the petition. Signatures on a petition may be obtained for the next ten (10) days in which regular classes are in session. A recall election, if required, shall be initiated within twenty (20) days, in which classes are regularly in session, after the recall notification is received by the Academic Senate Chair.
4. The recall petition will be circulated by those initiating the recall action. The top of each sheet heading a list of signatures for recall action shall contain a statement of the reasons for recall.
5. The dated signatures of at least 20% of those eligible to vote in the area represented by the incumbent as specified in the constitution and bylaws of the Academic Senate, California Polytechnic State University, San Luis Obispo, or the

Constitution and Bylaws of the Academic Senate CSU, shall be required to initiate a recall election.

6. If the petition is for the recall of a member or an officer of the Academic Senate, California Polytechnic State University, San Luis Obispo, a member of the Grants Review Committee, or a CSU academic senator, the Academic Senate office shall conduct the balloting in these elections.
7. The recall ballot shall be worded so that it can be answered "yes" or "no."
 (name) shall be recalled from the (category of elected representative) . The reasons stated in the petition are as follows:

Yes _____ No _____

8. A majority vote of those eligible to vote and voting will be sufficient to recall the incumbent.
9. If the incumbent is recalled, nominees will be solicited for ten (10) days in which regular classes are in session from the area where the vacancy now exists.
10. After nominees have been received, the Academic Senate Chair shall notify all of the faculty members of the college or area affected of the nominees and of the time and place of the election to fill the vacancy created by the recall.
11. The election procedures and ballot counting shall be as provided in these bylaws for regular elections.

X. AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a two-thirds majority vote of the senators present at a regular meeting of the Academic Senate, providing that a first reading of the proposed amendment has taken place at the previous regular meeting of the Academic Senate.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

2025-2026 ACADEMIC SENATORS

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Adams, Aubrie	CommSt	CLA	65997	aadams45	2026
Alexander, Benjamin	Mgmt	OCOB	65305	balexa02	2027
Anderson, Christian	WorldLanguages	CLA	61620	cander55	2026
Anderson, Lisa	Acctg	OCOB	61798	lsa	2026
Armstrong, Jeff	Pres Office	President	66000	jarmstro	ExOff
Ayash, Brian (OCOB Caucus Chair)	Finance	OCOB	62629	bayash	2026
Belanger, Jacques	ME	CENG	61378	jjbelang	2026
Bennett, Darin	AnimalSci	CAFES	62440	dbenne06	2027
Bennion, Kelly	Psych&CD	CLA	62674	kbennion	2027
Betnar, Bret	P/T Empl. Rep	CAED	61319	bbetnar	2027
Bracco, Angela	Architecture	CAED	62366	abracco	2026
Cabeliza, Marc	ASI President	ASI	61291	mcabeliz	ExOff
Camp, Dave	Math	BCSM	61661	camp	2026
Canady, Sabrina	CLA-Advsg	PCS	66200	scanady	2027
Clements, John	CompSci	CENG	66528	clements	2027
Cole, Matthew	Economics	OCOB	61778	mtcole	2027
Deb, Nikhil	Social Sci	CLA	61720	ndeb	2026
Derickson, Dennis	EE	CENG	67584	ddericks	2027
Ding, Shunping	Wine&Vit	CAFES	66919	sding01	2026
Easton, Robert	Math	BCSM	61679	rweaston	2027
Engel, Alyson	Chair/BOD	ASI	61291	aengel03	ExOff
Fairbanks, Matt	Physics	Solano	-	mfairbanks@csum.edu	2026
Frame, Samuel (CSU) (Vice Chair)	Stats	BCSM	65802	sframe	2026
Fraser, Scott	Physics	BCSM	62800	scfraser	2026
Garner, Lauren	PlantSci	CAFES	62479	lgarner	2026
Gray, Christine	OCOB-Advsg	PCS	65304	cgray21	2027
Greenwood, Jerusha (Senate Chair)	EIM	CAFES	62050	jbgreenw	2024
Gutierrez, Thomas	Past AcSenCH	BCSM	62455	tdgutier	ExOff
Haft, Jennifer	Pres Office	Admin	67429	jhaft	ExOff
Harrison, William	P/T Empl. Rep	OCOB	60816	wharri04	2026
Healy, Brian	Theater&Dance	CLA	65560	bphealy	2026
Hitchcock, Kara (PCS Caucus Chair)	APP-Advsg	PCS	67026	khitch01	2026
Hurley, Sean (CAFES Caucus Chair)	AgriBus	CAFES	65050	shurley	2027
Kantorowski, Eric	Chem&BC	BCSM	62796	ekantoro	2026
Kawamura, Lisa	CFA President	CFA	62569	lkawamur	OfCounsel
Kommer, Thomas	ConstMgmt	CAED	66457	tkommer	2026
Kwapnoski, Tiffany	APP-Advsg	PCS	66510	tkwapnos	2026
Lester, Sarah	Library	PCS	66019	salester	2027
Liddicoat, Al	Provost's Ofc	Provost	62246	provost	ExOff
Liu, Bo	BRAE	CAFES	62384	bliu17	2026
Liwanag, Heather	BioSci	BCSM	65202	hliwanag	2026

Lund, Ulric	Stats	BCSM	66122	ulund	2027
Maerz, Addison	Mgmt	OCOB	67817	amaerz	2026
Malama, Bwalya	NRES	CAFES	62971	bmalama	2027
McDonald-Liu, Casey	Journalism	CLA	62593	cmcdon09	2026
McNie, Elizabeth	Marine Transportation	Solano	-	emcnie@csum.edu	2026
Mealy, James	CompSci	CENG	62781	bmealy	2027
Miller, Ryan	City&RegPlng	CAED	61315	rgmiller	2027
Moorhead, Keir	Engineering Technology	Solano	-	kmoorhead@csum.edu	2026
Morris, Andrew	AcadProgs	Admin	62246	admorris	ExOff
Murphy, Yukie	StudAffairs	Interim VP StudAffs	62171	yumurphy	ExOff
Myers, Allison	Art&Design	CLA	61506	amyers14	2027
Navarro, Jose	Ethnic Studies	CLA	66268	jnavar17	2027
Nico, Phillip	CompSci	CENG	67124	pnico	2026
Osborn, Brian	Architecture	CAED	61794	bosbor01	2026
Pearse, Erin	Math	BCSM	65558	epearse	2027
Perry, Nathan	P/T Empl. Rep	CLA	66452	naperry	2026
Peuker, Steffen (CENG Caucus Chair)	ME	CENG	61353	speuker	2027
Pokharel, Siroj	AnimalSci	CAFES	67134	spokhare	2027
Poshtan, Majid	EE	CENG	62763	mposhtan	2027
Rein, Steven (CSU)	Stats	BCSM	62941	srein	2028
Scaramozzino, Jeanine	Library	PCS	65677	jscaramo	2026
Schaffner, Andrew (BCSM Caucus Chair)	Stats	BCSM	61545	aschaffn	2026
Shalhoub, Samuel	P/T Empl. Rep	BCSM	66529	sshalhou	2026
Stegner, Dustin (CSU)	English	CLA	61277	pstegner	2027
Taufik, Taufik	EE	CENG	62318	taufik	2026
Trada, Hiren	EE	CENG	62516	htrada	2026
Tsai, William	Mechanical Engineering	Solano	-	wtsai@csum.edu	2026
Vokos, Stamatis	Physics	BCSM	62306	svokos	2027
Waldorf, Daniel	IndMftEng	CENG	62908	dwaldorf	2026
Wendt, Dean	Deans Cncl	BCSM	62226	dwendt	ExOff
Wolfe-Chandler, Christina	Univ-Advsnng	PCS	65735	crwolfe	2026
Wright, Ava (CLA Caucus Chair)	Philosophy	CLA	62868	avwright	2026
Yang, Hocheol	Graphic Comms	CLA	62210	hyang25	2027
<u>ACADEMIC SENATE STAFF</u>					
Sullivan-Danser, Shannon			61258	ssulliva	
Crocker, PJ			61259	pcrocker	
Sowinska, Zora			61259	zsowinsk	

2025-2026 VACANCIES

BCSM - 1 full-time

CAED - 2 full-time vacancies

CENG - 1 part-time

CAFES - 1 part-time

OCOB - 1 full-time

PCS - 1 part-time

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

2025-2026 ACADEMIC SENATE SENATORS

BAILEY COLLEGE OF SCIENCE AND MATHEMATICS (10 representatives)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Camp, Dave	Math	BCSM	61661	camp	2026
Easton, Robert	Math	BCSM	61679	rweaston	2027
Fraser, Scott	Physics	BCSM	62800	scfraser	2026
Kantorowski, Eric	Chem&BC	BCSM	62796	ekantoro	2026
Liwanag, Heather	BioSci	BCSM	65202	hliwanag	2026
Lund, Ulric	Stats	BCSM	66122	ulund	2027
Pearse, Erin	Math	BCSM	65558	epearse	2027
Schaffner, Andrew (CAUCUS CHAIR)	Stats	BCSM	61545	aschaffn	2026
Vokos, Stamatis	Physics	BCSM	62306	svokos	2027
VACANT		BCSM			2026

Frame, Samuel (CSU)	Stats	BCSM	65802	sframe	2026
Rein, Steven (CSU)	Stats	BCSM	62941	srein	2028
Gutierrez, Thomas	Past AcSenCH	BCSM	62455	tdgutier	ExOff
Shalhoub, Samuel	P/T Empl. Rep	BCSM	66529	sshalhou	2026

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN (6 representatives)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Bracco, Angela	Architecture	CAED	62366	abracco	2026
Kommer, Thomas	ConstMgmt	CAED	66457	tkommer	2026
Miller, Ryan	City&RegPlng	CAED	61315	rgmiller	2027
Osborn, Brian	Architecture	CAED	61794	bosbor01	2026
VACANT		CAED			2027
VACANT		CAED			2027

Betnar, Bret	P/T Empl. Rep	CAED	61319	bbetnar	2027
<i>No caucus chair as of September 2025</i>					

COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCES (7 representatives)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Bennett, Darin	AnimalSci	CAFES	62440	dbenne06	2027
Ding, Shunping	Wine&Vit	CAFES	66919	sding01	2026
Garner, Lauren	PlantSci	CAFES	62479	lgarner	2026
Hurley, Sean (CAUCUS CHAIR)	Agribuis	CAFES	65050	shurley	2027
Liu, Bo	BRAE	CAFES	62384	bliu17	2026
Malama, Bwalya	NRES	CAFES	62971	bmalama	2027
Pokharel, Siroj	AnimalSci	CAFES	67134	spokhare	2027
VACANT	P/T Empl. Rep	CAFES			2026

COLLEGE OF ENGINEERING (10 representatives)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Belanger, Jacques	ME	CENG	61378	jjbelang	2026
Clements, John	CompSci	CENG	66528	cllements	2027
Derickson, Dennis	EE	CENG	67584	ddericks	2027
Mealy, James	Comp Eng	CENG	62300	bmealy	2027
Nico, Phillip	CompSci	CENG	67124	pnico	2026
Peuker, Steffen (CAUCUS CHAIR)	ME	CENG	61353	speuker	2027
Poshtan, Majid	EE	CENG	62763	mposhtan	2027
Taufik, Taufik	EE	CENG	62318	taufik	2026
Trada, Hiren	EE	CENG	62516	htrada	2026
Waldorf, Daniel	IndMftEng	CENG	62908	dwaldorf	2026
VACANT	P/T Empl. Rep	CENG			2026

COLLEGE OF LIBERAL ARTS (10 representatives)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Adams, Aubrie	CommSt	CLA	65997	aadams45	2026
Anderson, Christian	WorldLanguages	CLA	61620	cander55	2026
Bennion, Kelly	Psych&CD	CLA	62674	kbennion	2027
Deb, Nikhil	Social Sci	CLA	61720	ndeb	2026
Healy, Brian	Theater&Dance	CLA	65560	bphealy	2026
McDonald-Liu, Casey	Journalism	CLA	62593	cmcdon09	2026
Myers, Allison	Art&Design	CLA	61506	amyers14	2027
Navarro, José	Ethnic Studies	CLA	66268	jnavar17	2027
Wright, Ava (CAUCUS CHAIR)	Philosophy	CLA	62868	avwright	2026
Yang, Hocheol	GraphicComm	CLA	62210	hyang25	2027
Stegner, Dustin (CSU)	English	CLA	61277	pstegner	2027
Perry, Nathan	P/T Empl. Rep	CLA	66452	naperry	2026

ORFALEA COLLEGE OF BUSINESS (5 representatives)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Alexander, Benjamin	Mgmt	OCOB	65305	baalex02	2027
Anderson, Lisa	Acctg	OCOB	61798	lsa	2026
Ayash, Brian (CAUCUS CHAIR) - sub Benjamin Alexander (fall 2025)	Finance	OCOB	62629	bayash	2026
Cole, Matthew	Economics	OCOB	61778	mtcole	2027
Maerz, Addison	Mgmt	OCOB	67817	amaerz	2026
Harrison, William	P/T Empl. Rep	OCOB	60816	wharri04	2026

PROFESSIONAL CONSULTATIVE SERVICES (7 representatives)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Canady, Sabrina	CLA-Advsn	PCS	66200	scanady	2027
Gray, Christina	OCOB-Advsn	PCS	65304	cgray21	2027
Hitchcock, Kara (CAUCUS CHAIR)	APP-Advsn	PCS	65779	khitch01	2026
Kwapnoski, Tiffany	APP-Advsn	PCS	66510	tkwapnos	2026
Lester, Sarah	Library	PCS	66019	salester	2027
Scaramozzino, Jeanine	Library	PCS	65677	jscaramo	2026
Wolfe-Chandler, Christina	Univ-Advsn	PCS	65735	crwolfe	2026

VACANT	P/T Empl. Rep	PCS	2027
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SOLANO (4 at-large representatives)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Fairbanks, Matt	Physics	Solano	-	mfairbanks@csum.edu	2026
McNie, Elizabeth	Marine Transportation	Solano	-	emcnie@csum.edu	2026
Moorhead, Keir	Engineering Technology	Solano	-	kmoorhead@csum.edu	2026
Tsai, William	Mechanical Engineering	Solano	-	wtai@csum.edu	2026

EX OFFICIO MEMBERS

(nonvoting members except part-time employees' rep, past Senate Chair, and statewide senators)

<u>NAME</u>	<u>DEPT/OFC</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Armstrong, Jeffrey	President	President's Ofc	66000	jarmstro	ExOff
Greenwood, Jerusha	Senate Chair	CAFES	62050	jbgreenw	2024
Gutierrez, Thomas	Past AcSenCH	BCSM	62455	tdgutier	ExOff
Frame, Samuel (CSU)	Stwd Senator	Cal Poly (Stats)	65802	sframe	2026
Rein, Steve	Stwd Senator	Cal Poly (Stats)	62941	srein	2028
Stegner, Dustin	Stwd Senator	Cal Poly (English)	61277	pstegner	2027
	Stwd Senator	Solano			
	Stwd Senator	Solano			
Harris, Terrance	SEMSA	Vice President	61521	vpsa	ExOff
Liddicoat, Al	Provost	Provost's Ofc	62246	provost	ExOff
Engel, Alyson	Chair/BOD	ASI	61291	aengel03	ExOff
Cabeliza, Marc	ASI President	ASI	61291	mcabeliz	ExOff
Kawamura, Lisa	CFA President	CFA	62569	lkawamur	OfCounsel
Betnar, Bret	P/T Empl. Rep	CAED	61319	bbetnar	2027
Harrison, William	P/T Empl. Rep	OCOB	60816	wharri04	2026
Perry, Nathan	P/T Empl. Rep	CLA	66452	naperry	2026
Shalhoub, Samuel	P/T Empl. Rep	BCSM	62935	sshahou	2026

VACANT	P/T Empl. Rep	CAFES			2026
VACANT	P/T Empl. Rep	CENG			2026
VACANT	P/T Empl. Rep	PCS			2026
Wendt, Dean	Deans Cncl	BCSM	62226	dwendt	ExOff

* term doesn't count against 2 terms of service

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

Academic Senate
Executive Committee
2025-2026

POSITION	NAME	DEPT	PHONE	EMAIL
Chair	Jerusha Greenwood	EIM	62050	jbgreenw
Vice Chair	Samuel Frame	STAT	65802	sframe
Past Senate Chair	Thomas Gutierrez	PHYS	62455	tdgutier
Statewide Senator	Samuel Frame	STAT	65802	sframe
Statewide Senator	Steven Rein	STAT	62941	srein
Statewide Senator	Dustin Stegner	ENGL	61277	pstegner
Provost	Al Liddicoat	Provost	62246	provost
ASI President	Marc Cabeliza	ASI	61291	
ASI Ch/Board	Alyson Engel	ASI	61291	aengel03
CFA President	Lisa Kawamura	CFA	62569	lkawamur
Solano Representative	Elizbaeth McNie	Marine Transportation	-	emcnie@csum.edu

CAUCUS CHAIRS

CAED	(vacant)			
CAFES	Sean Hurley	AGB	65050	shurley
CENG	Steffen Peuker	ME	61353	speuker
CLA	Ava Wright	PHIL	62868	avwright
BCSM	Andrew Schaffner	STAT	61545	aschaffn
OCOB	Brian Ayash	FIN	62629	bayash
PCS	Kara Hitchcock	APP-Advsnsg	65779	khitch01

OFFICE ADMINISTRATION

Sullivan-Danser, Shannon		61258	ssulliva
Crocker, PJ		61259	pcrocker
Sowinksa, Zora		61259	zsowinsk

Last updated September 30, 2025