

Faculty Affairs Committee

Approved by Academic Senate Executive Committee on November 8, 2016

Membership:

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

The Chair of the Faculty Affairs Committee shall be appointed annually by the Chair of the Senate, with the approval of the Executive Committee. The chair should standardly be appointed from the General Faculty representatives. When the voting General Faculty representatives are not willing to serve as chair, an additional member of the General Faculty may be appointed as chair not representing a specific college or PCS. A chair not representing a college or PCS shall not be a voting member of the committee.

Meetings:

1. A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Meetings shall be called at the discretion of the chair or upon the request of three members of the committee. Committee is required to meet at least once per quarter during the academic year. Regular meetings shall be scheduled during normal work hours.
3. Notification of meetings shall be sent by the chair at least three (3) working days before the meeting date. Committee may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
4. A vote by the majority of the voting members attending a meeting would reflect the recommendations of the committee. Voting shall occur according to section VIII.D of the *BYLAWS OF THE ACADEMIC SENATE*.
5. A committee report addressing actions and recommendations of the committee shall be filed at the Academic Senate office at least once each quarter. Minority reports also may be filed with that office.

Procedures for selecting issues to be addressed by the committee:

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

Reporting Procedures:

Faculty Affairs Committee shall report to the Senate. Committee's recommendations shall be considered policy statements when formally approved by the Senate.

(approved by Faculty Affairs 10.27.21)