

# CALIFORNIA STATE UNIVERSITY, LONG BEACH

## CONSTITUTION AND BYLAWS OF THE FACULTY

### PREAMBLE

We, the faculty of California State University, Long Beach, in order to promote the effective exercise of our rights, duties, and privileges, and to discharge fully the responsibilities placed upon us by our profession, society, and the State, do hereby establish, subject to the limitations set forth by the Trustees of the California State University and their officers and the Legislature of California, this Constitution.

**3.240** Unless the Faculty take action to the contrary, it shall be assumed to have delegated its powers to a duly elected body representing the Faculty.

**3.250** Subject to the provisions of this Constitution and Bylaws, and other regulations of the Faculty, the faculties of Colleges, Departments, and such other academic units as may be created, shall recommend policy in all educational matters within their own units and shall retain the utmost freedom and autonomy compatible with the general welfare of the University.

**3.260** General Faculty Meetings shall be called by the Chair of the Academic Senate within fifteen (15) instructional days of such a request made by: (a) the Academic Senate, or (b) a petition of at least ten percent of the Faculty submitted to the Chair of the Academic Senate.

**3.261** The agenda for General Faculty Meetings shall be publicized at least five (5) days prior to the meeting, and shall be determined by the Executive Committee of the Academic Senate.

**3.262** The Faculty, when in session with an attendance of a majority of the total Faculty, can adopt new regulations or change existing regulations without using the procedures enumerated in Section 3.495 and its subsections.

### **3.300 ELECTION INFORMATION**

#### **3.310 VOTING FRANCHISE**

The voting franchise for college and departmental or area elections shall be determined by the respective organizational units, subject to appropriate personnel procedures, collective bargaining agreements, and constitutional provisions. Faculty with Emeritus/Emerita status are not eligible to vote.

Unless otherwise specified in the regulations controlling a given election, only those tenured or probationary faculty members in the following categories shall be permitted to vote in all-University elections. Within this category, the following are included:



**3.471** Except as provided in 3.472, 3.475, 3.476, and 3.477 below, all members of the Academic Senate shall be members of the Faculty.

**3.472** The President of the University, the Provost and Senior Vice President for Academic Affairs and three (3) additional senior academic administrators appointed by the Provost and Senior Vice President for Academic Affairs shall be ex officio, voting members of the Academic Senate.

The Vice President for Administration and Finance, the Vice President for Student Services, the Vice President for University Relations and Development, and the Dean of University College and Extension Services shall be ex officio, non-voting members of the Academic Senate.

**3.473** All academic Deans of the University or Colleges shall be members of the Academic Senate. Academic Deans are those Deans who report to the Provost and Senior Vice President for Academic Affairs, which also includes the Dean of Library Services. Each academic year, two academic Deans shall be selected by the Council of Deans to serve as voting members for the academic year. All other academic Deans shall be nonvoting members of the Senate.

**3.474** Each College, and the University Library, and any other academic unit recognized by the Academic Senate (hereinafter called "unit") shall be entitled to one (1) Senator for each twenty (20) full-time tenured/probationary faculty members or fractions thereof, elected by the tenured/probationary faculty. The Senators from each unit shall be elected by secret ballot. In the initial election or in a first run-off, a majority vote shall be required for election. If a second run-off is required, election shall be by a plurality vote. The number of candidates on a run-off ballot shall be twice the number of vacancies to be filled minus one, but never fewer than two. Campaign statements may be submitted by each candidate and shall be distributed with the first ballot. The Office of the Academic Senate shall forward the call for elections to each unit as early as possible in the spring semester. The call for election shall indicate the number of vacancies for each unit. The election of alternates is encouraged to facilitate replacement of member who is unable to serve or unable to complete a term of service. The term of the alternate shall be determined by each unit. Each unit shall begin the senatorial election process early enough in the academic year that the final results are determined by the first week of April. Units shall publish the vote totals for every candidate on all balloting and forward the results to the Chair of the Academic Senate.

**3.475** One (1) emeritus faculty member, elected by the CSULB Emeritus and Retired Faculty Association, shall be a voting member of the Academic Senate.

**3.476** Three (3) student services professionals—academic related from the Division of Student Services, elected by the student services professionals—academic related members of the Division of Student Services, and five (5) staff members, elected at-large by the staff electorate to serve staggered three-year terms, shall be voting members of the Academic Senate. The President of the Associated Students, the Vice President of the Associated Students, and three (3) students (elected at-large in the spring regular election) shall be voting members of the

Academic Senate. In order for the five (5) at-large staff representatives to be seated, they must

The election of a lecturer to the Academic Senate or to the Senate Councils shall not constitute an entitlement to employment.

**3.478** The terms of office for all Faculty senators, except the members of the Executive Committee, shall start at the beginning of the fall semester. The term of office for the members of the Executive Committee shall start immediately after the end of the first six-week Summer Session. Faculty senators shall serve staggered three-year terms, except for the lecturer Senators who shall serve terms of one year.

**3.479** Vacancies shall be declared by the Academic Senate and upon direction of the Academic Senate to the academic unit, new faculty senators shall be elected to fill unexpired terms. The constituency which elected the original faculty senators shall, within a month, excluding holidays, after declaration of the vacancy, elect a replacement. Student vacancies on the Academic Senate shall be filled by the means determined by the Associated Student Senate. Staff vacancies on the Academic Senate shall be filled by the same means outlined in Section 3.476.

**3.480** A faculty senator may be recalled by a two-thirds vote by a secret mail ballot of her/his constituency. A recall election for a faculty senator shall be conducted by the Academic Senate upon receipt of a petition signed by ten (10) percent of her/his constituency.

### **3.490** Procedures

A majority of the voting membership of the Academic Senate shall constitute a quorum.

**3.491** Any three (3) members of the Faculty or any Senator may place an item on the agenda of the Academic Senate by a signed, written notice to the Chair.

**3.492** Members of the Faculty may attend meetings of the Academic Senate, but may speak only with the consent of the Chair or a majority of the senators present.

**3.493** The latest edition of "Roberts Rules of Order Newly Revised" shall prevail at all meetings of the Faculty and its Committees.

### **3.494** Records of the Faculty

**3.4941** The current records of the Faculty shall be maintained in the Office of the Academic Senate.

**3.4942** Permanent records of the Faculty shall be filed in the Archives Section of the University Library.

**3.495** New policies and amendments to existing University policies may be proposed and adopted by action of the Academic Senate.

**3.4951** Any policy or amendment to an existing University policy may be placed before the Academic Senate in accordance with the rules of that body as specified in Sections 3.440 and 3.491 this Constitution.

**3.500 Presidential Action**

**3.501** Upon adoption by the Faculty, proposed policies and procedures, including the

Amendments to Constitution regarding membership of Committees on Committees, administrative Membership, and Election Information were approved by the Faculty Fall 1994. President Concur with Faculty Action December 22, 1994.

Amendments to Constitution regarding lecturer representation and housekeeping changes regarding position titles and similar matters were approved by the Academic Senate on October 5, 2000. Approved by the Faculty Fall 2000. President Concur with Faculty Action December 15, 2000.

The following amendments to the Constitution were approved by the Senate on September 9, 2005 with the President's concurrence on September 21, 2005: (1) Indication of name change from Committee on Committees to Nominating Committee in sections 3.463; and (2) Change in voting ex officio membership from the Division of Academic Affairs in section 3.472.