

University Senate of Humboldt State University Constitution (Proposed revision, 09/18/13)

PREAMBLE

The University Senate of Humboldt State University, also called the Senate, is a deliberative body comprised of faculty, staff, students, and administrators working together to support the educational mission of Humboldt State University and committed to the principles of shared governance. The Senate is charged with formulating, reviewing, and recommending policies to the University President. In service of those duties, the Senate encourages input from throughout the University community and pledges to work in collaboration with the University President to ensure that Humboldt State University responds to current and future challenges and maintains and furthers its position as a collection of students and professionals fostering an open and productive learning environment.

“Shall” or “shall not” shall indicate prescription or prohibition; “may” shall indicate option or ability; “should” shall indicate advice or suggestion.

1.0 Purpose and Authority

The purpose of the University Senate is to draw from the collective wisdom of the members of the University community in order to formulate, evaluate, and recommend policies that advance the mission of Humboldt State. The Senate shall be the University’s primary policy recommending body. The Senate shall have the authority to act for the faculty on matters within the scope of the faculty when the action is approved by a majority vote.

2.0 Duties

- 2.1 The Senate shall consider policies with respect to the general welfare of the university. It shall review established policies, consider new policies, and study matters of concern to the University community.
- 2.2 It shall formulate educational policy, including admissions, curricula, and criteria for the granting of degrees. It shall analyze established and proposed policies of instruction and consider variations in policy in exceptional cases.2.3 It shall advise the President in the selection of administrative personnel and assist in the selection of future Presidents.
- 2.4 It shall maintain open lines of communication between the faculty, staff, students and administration. Senators shall distribute information to and solicit input from the group(s) for which they serve as delegate.
- 2.5 It shall appoint members of Senate Standing and *Ad hoc* committees and Campus committees through the Appointments and Elections Committee. It shall establish rules and procedures for Senate committees and shall establish procedures for the Senate.

- 2.6 The ultimate authority to recommend approval of candidates for graduation shall reside with the tenure-line faculty. Only members of the Senate who are elected as tenure-line faculty shall vote in the matter of approving the list of candidates for graduation.

3.0 Calendar

The Senate year shall begin on the day following the last day of the spring semester.

4.0 Membership

4.1 Elected Members:

- 4.11 **Tenure-Line Faculty:** Eleven (11) Tenure-Line Faculty Senators shall be apportioned as follows:

- Two (2) delegates from each of the three colleges (instructional units)
- Two (2) delegates from non-instructional units (Coaches, Counselors, Librarians)
- Three (3) "At-Large" delegates (tenure-line instructional faculty).

- 4.12 **Lecturer Faculty:** Three (3) Lecturer Faculty (including librarians, counselors, and coaches) with a time base of .40 (or greater) of full-time appointment.

- 4.13 **Staff:** Three (3) non-Management Personnel Plan (MPP) staff.

- 4.2 **Terms of Office and Term Limits:** The term of office for an elected member shall be three Senate years. An elected member shall serve no more than two consecutive complete terms. Service for a partial term or for terms served as an ex-officio member shall not be included in this calculation. So far as feasible, Senate terms shall be arranged so that approximately one-third of the membership is elected annually.

- 4.3 **Ex-Officio Members:** The ex-officio members of the Senate shall be as follows:

- University President
- General Faculty President
- Provost and Vice President for Academic Affairs
- Vice President for Enrollment Management and Student Affairs
- Vice President for Administrative Affairs
- Two (2) General Faculty Representatives to the Academic Senate CSU (ASCSU)
- Chair, Integrated Curriculum Committee
- Immediate Past Chair of the Senate
- President, HSU Chapter, California Faculty Association
- Delegate, HSU Labor Council
- President, Associated Students.

- 4.4 **Additional Members:** Additional members of the Senate include:

- Two (2) student delegates from the Associated Students

One (1) Emeritus professor delegate from the HSU Emeritus and Retired Faculty Association.

- 4.5 **Voting and Procedural Rights:** All members of the Senate shall have full procedural rights. All members of the Senate, with the exception of the University President, the CFA President and the HSU Labor Council delegate, shall have full voting rights.
- 4.6 **Vacancies:** Vacancies in Senate membership shall be filled in a manner prescribed in the *Bylaws*.

5.0 Officers and Parliamentarian

- 5.1 The President of the General Faculty shall be the Chair of the Senate and shall be elected to a two year term of office by the General Faculty in residence at the time of General Faculty elections. The Chair shall be a faculty member in residence who has completed three years of employment at the University prior to taking office. The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate.
- 5.11 The Chair of the Senate shall also chair the Senate Executive Committee.
- 5.12 The Chair of the Senate shall represent the Senate at University functions and carry out other duties as necessary to the shared governance responsibilities of the Senate.
- 5.13 The Chair of the Senate shall oversee the work of the Senate Office.
- 5.2 The Vice Chair of the Senate shall be elected to a one-year term of office by the members of the Senate. The Vice Chair shall be an elected faculty member of the Senate. The Vice Chair of the Senate shall preside as the Chair of the Senate in the absence of the Chair. Should the Chair be unable to fulfill the duties of the office, the Vice Chair shall serve as Chair until such time as the General Faculty shall elect a new President. The Vice Chair of the Senate shall also serve as Chair of the Faculty Affairs Committee. The Vice Chair of the Senate shall serve ex-officio as Vice President of the General Faculty.
- 5.3 The Third Officer of the Senate shall be an elected faculty member of Senate and shall be elected annually to a one-year term of office by the members of Senate. The Third Officer shall preside as the Chair of the Senate in the absence of the Chair and Vice Chair and shall serve as Chair of the Academic Policies Committee.
- 5.4 Vacancies: Should any officer of the Senate be unable to serve the full term to which elected, a special Senate election shall be held to choose a replacement for the period of remainder of the term.

- 5.5 The Parliamentarian, who need not be an elected member of the Senate, shall be appointed annually by the Senate Executive Committee. The Parliamentarian, shall advise the presiding officer on parliamentary issues and shall serve on the Constitution and Bylaws Committee.

6.0 Meetings and Quorum

- 6.1 **Regular Meetings.** The Senate shall ordinarily meet every two weeks during the academic year.
- 6.11 The agenda of each regular meeting shall be distributed to the members of the Senate at least two working days before the meeting and be posted on the Senate website.
- 6.12 A senator present for a portion of a meeting shall be recorded as present for the entire meeting.
- 6.2 **Special Meetings.** Special meetings of the Senate may be called in a manner prescribed by the *Bylaws*.
- 6.3 **Records** – The minutes of both regular and special meetings shall be posted on the Senate website following approval by the Senate.
- 6.4 **Quorum** – Two thirds of the Senate shall constitute a quorum. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum. If a senator is unable to attend, a Proxy may be appointed in accordance with the *Bylaws*.
- 6.5 **Faculty Session**
- 6.51 A faculty session of the Senate shall be comprised of all faculty members of the senate. Its function shall be to express the collective voice of the faculty or to execute faculty responsibilities such as the approval of the graduation list or other responsibilities specific to the faculty such as changes to Appendix J in the Faculty Handbook. It may make determinations regarding any issue specific to faculty responsibilities. Only faculty senators may vote during a faculty session.
- 6.52 A faculty session shall be convened upon a majority vote of the sitting Senate or by a majority vote of the Senate Executive Committee.
- 6.53 Persons not members of the Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Senate or by being yielded the floor by a member of the Senate.

- 6.54 A faculty session may hold an executive session with only faculty members in attendance by two-thirds majority vote of those present for the faculty session.
- 6.55 A faculty session shall be terminated either by a two-thirds majority vote of the convened session or by an advance stipulation.
- 6.56 When the faculty session has concluded its business or when the session has been terminated by advance stipulation, its actions shall be reported to the full Senate. All actions of the faculty session shall be included in the minutes of the Senate.

7.0 Committees of the Senate

- 7.1 The Senate shall establish Standing and other *Ad hoc* or *pro tempore* Committees as provided for in the *Bylaws*.
- 7.2 The Senate may also appoint members to Campus Committees as provided for in the *Bylaws*

8.0 Bylaws

- 8.1 The Senate shall be responsible for constructing and maintaining its own rules of operating procedure known as the *Bylaws and Rules of Procedure of the University Senate of Humboldt State University*.

9.0 Amendments

Amendments to this Constitution shall be initiated by a vote of the Senate after having been presented at the previous meeting. Proposed amendments shall be submitted in writing to all senate electorates for review and comment. An amendment shall be adopted by a simple 2/3 majority of the Senate.

Document History:

PASSED – Academic Senate, 4/12/11

APPROVED – General Faculty Election, Oct. 17-20, 2011