
APPENDIX B

CONSTITUTION OF THE GENERAL FACULTY

Article 1 Name and Purpose

- Section 1** The name of this organization shall be the General Faculty of California State University, Bakersfield, herein referred to as the General Faculty.
- Section 2** The purpose of the General Faculty organization is to provide that the collective knowledge, experience, and judgment possessed by members be utilized to develop University policies and procedures which ensure the full realization of the University's mission and to foster a spirit of unity and cooperation among its members.

Article 2 Membership and Voting

- Section 1** The membership of the General Faculty shall be professors, associate professors, assistant professors, lecturers in full-time teaching positions, part-time faculty teaching a minimum of 15 WTUs in each of three preceding years, full-time librarians, and student services professionals-academic related (SSP- AR employees in Unit Three) who are not included in the Management Personnel Plan.
- Section 2** Those named in Section 1 shall have the power to vote in meetings of the General Faculty, in faculty referenda, and in elections for representatives to the Statewide Academic Senate and to the University Academic Senate, but with the following exceptions:
- Only tenured and tenure-track faculty having full-time teaching responsibilities (including full-time librarians and all Department Chairs regardless of teaching load) may vote on policy matters relating to retention, promotion, and tenure or on the awarding of degrees.
- Section 3** All members of the General Faculty on leave retain all powers to vote.

Article 3 Powers and Structure

Section 1 The General Faculty shall have the power to formulate, adopt, review, and revise recommendations relating to the policies and operation of the University. The General Faculty may consider matters subject to the provisions of the Higher Education Employee Relations Act (Chapter 744, Government Code) and in conformance with the policies of the Board of Trustees of the California State University, and in accordance with such other State laws as may be applicable.

Section 2 The General Faculty shall exercise its powers through the Academic Senate of the University elected by and representative of the General Faculty and subject to its review, except as noted in Section 3, below.

Section 3 The General Faculty shall consider such policy matters as are brought before it by the Academic Senate and may initiate discussion of policy matters of concern to the faculty.

The General Faculty shall, in accordance with Article II, Section 2, Subsection (2) of this Constitution, approve the list of degree candidates. In accordance with the provisions of the Constitution of the Academic Senate, the General Faculty may require that the Academic Senate reconsider its action (s).

Article 4 Officers of the General Faculty

Section 1 The officers of the General Faculty shall be a Chair, Vice Chair, and Secretary.

Section 2 The officers shall constitute the Executive Board of the General Faculty and shall perform its administrative functions.

Section 3 Only members of the General Faculty who have full-time teaching responsibilities (including all Department Chairs) may be officers of the General Faculty.

Section 4

A. The General Faculty Chair and Vice Chair shall be elected by majority vote before the end of the academic year and shall hold office for the next academic year.

B. The Secretary of the General Faculty shall be one and the same as the Academic Senate Secretary and elected according to the procedures established for the Academic Senate.

Section 5 The Chair and Vice Chair of the General Faculty shall serve concurrently as the Chair and Vice Chair of the Academic Senate.

Article 5 Duties of the General Faculty Officers

Section 1 The Chair of the General Faculty shall (1) preside over all meetings of the General Faculty; (2) carry out the directions of the General Faculty; (3) be the spokesperson for the General Faculty and its representative at formal functions

of the University.

- Section 2** The Vice Chair of the General Faculty shall exercise the powers and duties of the Chair in the absence of or at the request of the Chair.
- Section 3** The Secretary of the General Faculty shall perform the usual duties of office, including keeping the minutes of the meetings of the General Faculty and distributing such minutes as soon as practicable following each meeting.
- Section 4** No elected officer of the General Faculty shall be eligible to serve more than two consecutive full terms in the same position.
- Section 5** The Chair of the General Faculty may appoint a parliamentarian to serve concurrently.

Article 6 Meetings

- Section 1** All meetings of the General Faculty shall be open to all members.
- Section 2** The General Faculty shall meet as often as necessary to transact its business.
- Section 3** The General Faculty shall meet each year during the week prior to the beginning of classes in the fall quarter and shall at that time invite a State-of-the-University report by the President of the University.
- Section 4** The General Faculty Chair shall have the power to call a meeting of the General Faculty on personal initiative, when requested to do so by a majority vote of the Academic Senate, or upon petition by 15 percent of the General Faculty, provided that each member in residence be notified of the meeting and the business to be transacted.
- Section 5** One third of the total membership of the General Faculty in residence on the first day of classes of the current term shall constitute a quorum.

Article 7 Amendments to this Constitution

- Section 1** Proposal of Amendments
- A. The Academic Senate, whenever a majority of its membership present deem it necessary, shall propose amendments to the Constitution. Proposed amendments shall receive a first and second reading.
 - B. Amendments to this Constitution may also be proposed by a petition of twenty (20) percent of the General Faculty.
- Section 2** Approval of Amendments
- Amendments to this Constitution shall be by affirmative vote of two-thirds of the members of the General Faculty voting. A copy of proposed amendments shall be sent to every faculty member at least two weeks before voting takes place. Amendments are subject to approval by the campus President.

APPENDIX C

CONSTITUTION OF THE ACADEMIC SENATE

104.2 Constitution of the Academic Senate

Preamble

The Academic Senate is a body by which the General Faculty exercises its powers as described in Article III, Section 2 of its Constitution. The Academic Senate shall perform all duties consistent with the formulation, adoption, review and revision of recommendations relating to the policies and operations of the University, within the limits prescribed by the constitutions of the General Faculty and the Academic Senate, the policies of the Board of Trustees, and the laws of the State of California.

Article 1 Membership

The Academic Senate shall be composed of the following members:

- A. the General Faculty Chair and Vice Chair elected by the General Faculty;
 - B. two representatives to the CSU (statewide) Academic Senate elected by the General Faculty;
 - C. two representatives from each School, and one representative from the Antelope Valley Center, elected by the respective faculty members of the Schools or Center;
 - D. six at-large representatives elected from and by the General Faculty;
 - E. the ASI President or designee;
 - F. one representative of the Council of Academic Deans selected by the council;
 - G. a staff member elected by Staff Forum;
 - H. the immediate previous Senate Chair, will serve for a period of one term, *ex officio*; and
 - H. the Provost (and Vice-President for Academic Affairs) serves *ex officio* and non-voting.
- (Revised November 12, 2015)

Article 2 Functions and Responsibilities

Section 1 The Academic Senate shall have the following functions and responsibilities relating to educational and professional matters not subject to collective bargaining:

- A. The Academic Senate shall carry out those responsibilities vested in the faculty by Trustee policy and State law for developing policies and making recommendations to the University President on the following matters:
 - 1) criteria and standards for the appointment, retention, awarding of tenure, promotion and evaluation of academic employees including preservation of

- the principle of peer evaluation and provision for the direct involvement of appropriate faculty in these decisions;
- 2) curricular policies, such as admission and degree requirements, approval of new courses and programs, discontinuance of academic programs, and academic standards;
 - 3) the awarding of grades;
 - 4) faculty appointments to institutional task forces, advisory committees, and auxiliary organizations;
 - 5) academic standards and academic policies governing athletics.
- B. The Academic Senate shall be the primary source of policy recommendations to the University President on decisions related to the following matters:
- 1) establishment of campus-wide committees on academic or professional matters;
 - 2) the academic role of the library;
 - 3) academic awards, prizes, and scholarships;
 - 4) the academic conduct of students and means for handling infractions;
 - 5) development of institutional missions and goals
- C. The Academic Senate shall be a source of policy recommendations to the University President on decisions related to the following:
- 1) the academic calendar and policies governing the scheduling of classes;
 - 2) policies governing the appointment and review of academic administrators.
- D. The Academic Senate shall organize itself, adopt procedures, and appoint Chairs and members of its standing committees in accordance with its Bylaws.
- E. This outline of functions and responsibilities is intended to provide the essentials for a satisfactory system of shared governance but should not necessarily be viewed as a comprehensive enumeration of those functions and responsibilities.

Section 2 The Academic Senate shall act for the General Faculty to formulate and to recommend policies to the University President or to other appropriate agents. The Academic Senate shall also consider and respond to policy recommendations submitted by individual members, by the General Faculty, or by the University President. The Academic Senate may refer the matter to an appropriate committee for study and recommendation, or it may refer it to the General Faculty. If any matter is referred from any source to the General Faculty and the referred matter is not acted on by the General Faculty due to lack of a quorum, then such matters will be referred to the Academic Senate for final disposition.

Section 3 All members of the General Faculty have the right to attend Academic Senate meetings and may address the Senate with the consent of the Chair, but they shall not vote. Other persons may attend at the discretion of the Academic Senate. The Academic Senate, upon a two-thirds vote of its members present, may declare a closed session.

Section 4 Any action taken by the Academic Senate is subject to review by General Faculty.

Any member of the General Faculty may require such review by (a) filing a notice of Intent to Seek Review with the Academic Senate office no later than five (5) calendar days after a report of the Academic Senate action has been distributed to the faculty and (b) filing a Petition Requesting Review, containing signatures of at least 15 percent of the members of the General Faculty, with the Academic Senate office no later than ten (10) calendar days after a report of the Academic Senate action has been distributed to the faculty. Execution of the Intent and Petition documents as specified shall result in the conduct of a referendum in which the General Faculty by vote of a majority of those voting may return the action to the Academic Senate for its reconsideration. Reconsideration may also occur if so moved by any of the Senators who voted in favor of approving the resolution(s) subject to review.

- Section 5** Actions in the form of recommendations to the University President are forwarded to the President when any one of the following has occurred:
- A. No notice of Intent to Seek Review is received at the Academic Senate office by the fifth calendar day following distribution to the faculty of a report of that action; or
 - B. No valid Petition Requesting Review is received at the Academic Senate office by the tenth calendar day following distribution to the faculty of a report of that action; or
 - C. A referendum fails to achieve a majority in favor of reconsideration of that action by the Academic Senate.

In order to provide for a timely review, actions taken by the Academic Senate shall be reported promptly to the General Faculty.

Article 3 Procedures

- Section 1** The Academic Senate shall create committees necessary to the performance of its duties and shall establish rules and procedures for these committees.
- Section 2** The Academic Senate, by vote of a majority of its total membership, shall adopt all bylaws necessary to the performance of its duties and amend them when necessary. Changes in the bylaws shall not be proposed and voted upon at the same meeting.
- Section 3** The Academic Senate shall keep a record of its proceedings and shall distribute copies of minutes to the General Faculty and appropriate administrative officers of the University.

Article 4 Officers

- Section 1** The Officers of the Academic Senate shall consist of the Chair, the Vice Chair, and the Senate Standing Committee Chairs. The Chair and Vice Chair shall be elected to serve for two years or until their successors are elected. No member

shall hold more than one office at a time, and no member shall be eligible to serve more than six consecutive years in the same office.

Section 2 Chair

- A. The General Faculty Chair, by virtue of election to that office, shall serve as the Academic Senate Chair.
- B. The Chair may receive assigned time commensurate with the responsibilities of the office.
- C. The duties of the Chair shall be as follows:
 - 1) the Chair shall preside at the Academic Senate meetings;
 - 2) the Chair shall also be the Academic Senate Executive Committee Chair;
 - 3) the Chair shall be the liaison between the University President and the Academic Senate.

Section 3 Vice Chair

- A. The General Faculty Vice Chair, by virtue of election to that office, shall serve as the Academic Senate Vice Chair.
- B. The Vice Chair will receive assigned time commensurate with the responsibilities of the office.
- C. The duties of the Vice Chair shall be as follows:
 - 1) in the absence of the Chair, the Vice Chair shall preside at the Academic Senate meetings;
 - 2) the Vice Chair shall be a member of the Academic Senate Executive Committee;
 - 3) in the absence of the Chair, the Vice Chair shall be the liaison between the University President and the Academic Senate.
 - 4) the Vice Chair shall ensure that comprehensive minutes of the Academic Senate proceedings and actions are prepared.
 - 5) as soon as possible after each Academic Senate meeting, the Vice Chair shall ensure that the draft minutes are circulated to all members, alternates, and others as requested.
 - 6) After the Senate has approved the minutes, the Vice Chair will be responsible for making them available to all members of the University, and keeping them on file in the Academic Senate Office;
 - 7) the Vice Chair shall ensure that minutes contain the names of those present and absent at Academic Senate meetings;
 - 8) the Vice Chair shall maintain a list of official committees for which the Senate has responsibility for recommending membership.

Section 4 Standing Committee Chairs

- A. The Academic Senate Standing Committee Chairs shall be elected by the Academic Senate from its membership after the Senate Chair and Vice Chair have been elected.

- B. Standing Committee Chairs will receive assigned time commensurate with the responsibilities of their offices.

Article 5 Term of Service and Recall

Section 1 Term of Service

- A. Senators shall serve for a term of two years (with the exception of the representatives to the Academic Senate CSU who are elected for three-year terms), with terms so arranged that one-half of the Academic Senate shall be elected each year.
- B. Each Academic Senate member, other than the officers, shall identify an alternate in the event the elected member cannot attend a Senate meeting. Standing Committee Chairs will have a representative of their Standing Committee identified as an alternate.
- C. With the exception of the representatives to the CSU Academic Senate, no Senator shall serve consecutively for more than six academic years.

Section 2 Recall

- A. Any Academic Senator or representative to the Academic Senate CSU shall be subject to a recall election by submission of a petition signed by 25 percent of his or her electorate. Alternatively, after an investigation requested by a majority vote of the Senate, the Senate may initiate a recall election by two-thirds vote.
- B. A member of the Academic Senate or representatives to the Academic Senate CSU may be recalled by a two-thirds vote of the electorate.

Section 3 Absences

A Senate member who does not attend or have an alternate attend, without excuse or notification, three consecutive Academic Senate meetings will be replaced by an election by the appropriate constituency.

Section 4 Replacement

Should the Academic Senate Executive Committee determine that an Academic Senator should be replaced because of recall or resignation, or three-quarters leave, a replacement shall be elected by the same constituency that elected the Senator, to serve out the remainder of the term.

Article 6 Agenda

The agenda shall be circulated among the General Faculty at least two days prior to the Academic Senate meeting. Any General Faculty member may transmit topics or proposals to the Senate if the topics are within the Senate's jurisdiction.

Article 7 Meetings

The Academic Senate shall hold regularly scheduled meetings at least twice a month during the academic year while classes are in session except when the Executive Committee determines that the flow of Senate business does not warrant a meeting. Whenever deemed necessary, the Executive Committee may also call special Academic Senate meetings.

Article 8 Academic Senate Committees

Section 1 Standing Committees

- A. Standing committees shall make recommendations to the Academic Senate regarding matters of policy, within the limits prescribed for them by the Academic Senate, and by this Constitution and its bylaws.
- B. The Executive Committee and the Elections Committee shall be sole standing committees established by this Constitution. Other standing committees shall be established in the Bylaws of this Constitution.
- C. All standing committees shall report regularly to the Academic Senate concerning committee activities.

Section 2 Executive Committee

- A. Membership: The Executive Committee shall consist of:
 - 1) the current Chair;
 - 2) the Vice Chair;
 - 3) the Standing Committee Chairs;
 - 4) the two representatives to the Academic Senate CSU
 - 5) the immediate previous Senate Chair, will serve for a period of one year, ex officio; and
 - 6) the Provost (and Vice President for Academic Affairs) serves ex officio and non-voting.
(Revised November 12, 2015)
- B. Duties:
 - 1) in addition to its other duties, the Executive Committee shall prepare the agenda for the Academic Senate meetings;
 - 2) the Executive Committee shall interpret the meaning and intent of all articles of the Constitution and Bylaws, subject to approval by the University President;
 - 3) the Executive Committee shall recommend the appointment of Standing Committee members to the Senate for approval;
 - 4) during the Fall, Winter and Spring Quarters, whenever classes are not in session, a majority of the Executive Committee members shall act as an Interim Academic Senate. All policy decisions made by this body shall be reported to the next regular Academic Senate meeting for approval. During the Summer Quarter the Interim Academic Senate shall consist of the outgoing and incoming Executive Committee members.

Section 3 Elections Committee

- A. Membership:

The Academic Senate Vice Chair shall serve as the Elections Committee Chair. The Chair of each School Elections Committee shall serve as a member of the Academic Senate Elections Committee. (Revised November 12, 2015)
- B. Duties:

The Elections Committee shall administer all Academic Senate and General Faculty elections using the "single-transferable-vote system," based on preferential voting as described in Robert's Rules of Order.

Section 4 Ad Hoc Committees

- A. Academic Senate Ad hoc committees may be established by the Academic Senate or by the Executive Committee with Academic Senate approval.
- B. The University President may, upon a request from the Academic Senate, select one representative to membership on an ad hoc committee.

Article 9 **Amendments to this Constitution**

Section 1 Proposal of Amendments

- A. The Academic Senate, whenever a majority of its membership present deem it necessary, shall propose amendments to the Constitution. Proposed amendments shall receive a first and second reading.
- B. Amendments to this Constitution may also be proposed by a petition of 20 percent of the General Faculty.

Section 2 Approval of Amendments

- A. Amendments to this Constitution shall be confirmed by an affirmative vote by two-thirds of the members of the General Faculty voting.
- B. A copy of proposed amendments shall be sent to every faculty member at least two weeks before voting takes place.
- C. Amendments are subject to approval by the University President.

Approved by the Academic Senate May 29, 2008
Amendments Voted on and Passed by General Faculty October 30, 2008