

**HUMBOLDT STATE UNIVERSITY**  
**University Senate**

**Resolution to Restructure the University Space and Facilities Advisory Committee (USFAC) to a Subcommittee of the University Resources Planning Committee (URPC)**

08-20/21-CBC & URPC – October 13, 2020 – First Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends the University Space and Facilities Advisory Committee (USFAC) be made a standing subcommittee of the University Resources Planning Committee (URPC); and it be further

**RESOLVED:** That the University Space and Facilities Advisory Committee (USFAC) be co-chaired by the Vice President of Administrative Affairs and a faculty senator, elected for a two-year term at the time of the election; and it be further

**RESOLVED:** That the University Space and Facilities Advisory Committee (USFAC) membership be expanded to include elected faculty representation from each of the colleges; and be it further

**RESOLVED:** That the University Space and Facilities Committee submit regular reports to the University Resources Planning Committee (URPC); and be it further

**RESOLVED:** That the University Space and Facilities Committee submit an annual end-of-year report to the University Senate; and be it further

**RESOLVED:** That section 800 of the General Faculty Handbook be updated to include the University Space and Facilities Planning Committee.

**RATIONALE:** *The University Space and Facilities Advisory Committee (USFAC) is not a committee currently recognized within the University Senate Bylaws and Rules of Procedure but plays an important role in advising on decisions related to changes to and utilization of physical spaces of the University. The current charge of the committee includes “This Committee is advisory in nature to the Vice President for Administrative Affairs and the University Resource & Planning Committee (URPC). Work done at this level will be utilized to develop recommendations (associated with those areas noted above) to the University Resource & Planning Committee (URPC) for action”. However, there is no written procedure or guideline for how or with what frequency communication between the University Space and Facilities Advisory Committee (USFAC) and the Vice President for Administrative Affairs and the University Resources and Planning Committee (URPC) occurs. Establishing the USFAC as an official subcommittee of the URPC within the University Senate Bylaws and Rules and Rules of Procedures will provide a formal and transparent line of communication between the University Space and Facilities Advisory Committee (USFAC) and to the University Resources Planning Committee (URPC).*

*The duties of the University Resources and Planning Committee (URPC) include “The Committee shall make recommendations to the Senate and, within the policy guidelines established by the Senate, advise the President and appropriate administrative officers concerning the allocation of university*

*resources and general budget policy”. Physical spaces are one of the resources available to meet the Universities Vision and Strategic Plan and as such, are included within the recommendations put forward by the University Resources Planning Committee (URPC). As a result, including the University Space and Facilities Advisory Committee (USFAC) as an official subcommittee of the University Resources Planning Committee (URPC) aligns with the charge of the University Recourses Planning Committee (URPC).*

*Including the University Space and Facilities Advisory Committee (USFAC) as a subcommittee of the University Resources and Planning Committee (URPC) requires updating the membership of the University Space and Facilities Advisory Committee (USFAC) to include faculty representation from each of the colleges and shared governance in leadership in Standing Committees of the University Senate. Additionally, section 800 of the General Faculty Handbook references the University Space and Facilities Committee (USFC), which was previously reorganized into the University Space and Facilities Advisory Committee (USFAC). Updating section 800 to change references to the University Space and Facilities Committee (USFC) to the University Space and Facilities Advisory Committee (USFAC) and the description of the duties and membership of the University Space and Facilities Advisory Committee (USFAC) will accurately represent the existing committee structure.*

*Proposed Amendments with Track Changes*

## **Bylaws and Rules of Procedure**

In the rules and procedures prescribed by this document, “is” is informative, “shall” is mandatory, “may” is permissive, “should” is conditional, and “will” is intentional.

The University Senate is referred to as the Senate in these Bylaws.

### **1.0 DEFINITIONS:**

- Tenure-line Faculty (Instructional Unit) – tenure-line, holding academic rank of assistant professor or above
- Tenure-line Faculty (Non-Instructional Unit) – tenure-line librarians
- Lecturer Faculty (Instructional and Non-Instructional Units) – non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time
- Non-MPP Staff – permanent or temporary staff in non-management positions
- Administrative Officers (Administrators with a position at the Associate Vice President level or above)
- Ex-Officio – members who serve by virtue of their position or office

### **2.0 MEETINGS**

- 2.1 Meeting Time and Location:** The Senate shall meet for a regular meeting every two weeks through the academic year from 3:00-5:00 pm on Tuesdays in Goodwin Forum,

Nelson Hall East 102. The Senate may meet for a special meeting at any time or location as long as proper notification has been provided in accordance with Section 6.21 of the *Constitution*.

- 2.2 Change of Meeting Place:** The Chair shall have the responsibility to change the place of a meeting when the regularly scheduled room cannot accommodate the expected number of attendees, including nonmembers.
- 2.3 Order of Business:** The order of business shall be as follows:
- Announcement of proxies
  - Approval and adoption of agenda and approval of minutes
  - Open Forum
  - Reports, announcements, and communications of the chair
  - Reports of standing committees, statewide Senators and Ex-officio members
  - Consent Calendar
  - Old Business
  - New Business
- 2.4 Modification of Order of Business:** The Executive Committee is authorized to modify the order of business when deemed advisable.
- 2.5 Agenda Items:** The Executive Committee shall establish the agenda for Senate meetings.
- 2.51 Any member of the Humboldt State University community may present items for the agenda to the Chair of the Senate.
- 2.52 Items to be placed on the agenda of a meeting must be sent to the Chair by noon of the Tuesday prior to the meeting.
- 2.53 Items received by the Chair shall normally be transmitted to the Executive Committee, which shall decide regarding placement on the agenda for the next regular or subsequent Senate meeting or refer them to a specific committee. Disposition of such items shall be indicated in the minutes of the Executive Committee and communicated to the individual presenting the item.
- 2.54 Should the Chair receive items after the Tuesday prior to meeting that are deemed by the Chair to be urgent, the Chair shall inform the Executive Committee as soon as possible and place the item on the agenda.
- 2.6 Documents Related to the Agenda:** Documents related to action items on the agenda shall be furnished to the Senate office by noon at least three academic workdays before the meeting. Documents related to announcements, reports and discussion items shall be furnished to the Senate office by noon at least one academic workday prior to the meeting.

## **2.7 Voting:**

2.71 Voting on motions to approve resolutions, sense of the senate items and other action items that do not require general consent will be taken by calling the roll of the Senate.

2.72 A roll call vote on any other motion not listed in 2.71 shall be taken if requested by a member of the Senate.

2.73 The terms “unanimous” or “without dissent” shall be used in the minutes when all votes are affirmative. Unanimous shall mean an affirmative vote without abstentions. Without dissent shall mean an affirmative vote with abstentions.

## **3.0 CONSENT CALENDAR**

At the discretion of the Chair, proposals that are of a non-controversial nature may be placed on the agenda for adoption by consent subject to the following rules:

**3.1** Any common consent proposal must be written out in full.

**3.2** The proposal must be submitted to the Chair by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.

**3.3** When the question of general consent is put by the Chair, one objection shall remove the proposal from the general consent calendar.

**3.4** Any proposal so removed shall be added to the end of the agenda.

## **4.0 PARLIAMENTARY PROCEDURE**

**4.1** The parliamentary authority for any procedure not covered by these Bylaws shall be the latest edition of the American Institute of Parliamentarians' *Standard Code of Parliamentary Procedure*.

**4.2** The Parliamentarian shall be the source of advice to the presiding officer of the Senate during meetings on any question concerning parliamentary procedure.

## **5.0 POLICY REGARDING NONMEMBERS AT MEETINGS**

**5.1** Any member of the University community may attend a meeting of the Senate.

**5.2** 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.

- 5.3** Guest speakers may be invited to address the Senate by action of the Executive Committee or by majority vote of the Senate.

## **6.0 PROXIES**

- 6.1** The purpose of a proxy is to ensure that an absent Senator can be fully represented on all matters of business brought before the Senate. The term “proxy” may mean either the statement authorizing an individual to cast the vote of an absent Senator or the individual who casts the vote.
- 6.2** Voting by proxy means that a particular member is authorized to cast the vote of an absent member in a meeting.
- 6.3** Any Senator wishing to appoint a proxy should notify the Chair in writing prior to the meeting at which the proxy is to be exercised.
- 6.4** An elected or appointed Senator must select another Senator as a proxy. An ex-officio Senator may select another Senator or a designee to serve as proxy. The designee should be an individual who would normally fill the ex-officio Senator’s duties of office in whole or in part during any absence.
- 6.5** No individual may be a proxy for more than one Senator at any single meeting.

## **7.0 EXECUTIVE SESSION**

- 7.1** The Senate may resolve itself into executive session (a closed session only open to members of the Senate) upon two-thirds majority vote.
- 7.2** Persons not members of the Senate shall be required to leave the Senate meeting room during the period of executive session. Exception to this provision may be made with unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.
- 7.3** During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.
- 7.4** The Chair shall call the Senate into open session as soon as sufficient discussion has been had in executive session.

## **8.0 INFORMAL CONSIDERATION**

- 8.1** A senator may make a motion to informally consider a particular matter or resolution before the Senate, e.g. when it is desirable for such discussion to precede the proposal

of a motion or resolution so that some agreement may be reached on the type and wording of the motion that is needed.

- 8.2 In the absence of a formal motion, the Chair may declare a time for informal consideration for purposes of informal discussions between members on necessary language revision of drafts of proposals.
- 8.3 Informal Consideration is terminated upon a motion for action or when a member moves to terminate it.

## 9.0 PRESIDENTIAL NOTIFICATION OF SENATE ACTIONS

- 9.1 Resolutions and policy recommendations of the University Senate shall be transmitted to the University President by the Friday after the meeting in which they were approved.
- 9.2 The Senate, upon a two-thirds majority vote, may declare that an emergency exists and that an approved resolution or policy recommendation be transmitted to the President of the University by noon of the following business day.
- 9.3 The Chair of the Senate shall ensure that the President is notified of Senate approved resolutions and policy recommendations by the appropriate deadline. At each Senate meeting, the Chair of the Senate shall report the status of resolutions and policy recommendations that were transmitted to the President.

## 10.0 GENERAL RULES FOR COMMITTEES

- 10.1 **Types of Committees:** The Senate Office shall maintain a list of campus committees and Senate committees that outlines their functions, membership and other information as available.
  - Standing Committees of the Senate are defined in these Bylaws.
  - *Ad hoc* Committees or task forces may be appointed by the Senate as needed.
  - Campus Committees may have elected members or members appointed by the Senate Appointments and Elections Committee.
- 10.2 **Size of Committees:** Committees shall consist of at least three members.
- 10.3 **Appointments:**
  - 10.31 Members of Standing committees, *Ad hoc* Committees, and Campus Committees shall be elected or appointed as prescribed for each committee.

- 10.32 Each elected senator shall serve on a minimum of one Standing, *Ad hoc*, or Campus committee when committee positions are available.
- 10.33 Senate Standing and *Ad hoc* committees shall seek student and staff participation as required by these Bylaws or when a committee deems it desirable. The Associated Students shall be responsible for the process of selecting students. The Staff Council shall be responsible for the process of selecting staff.
- 10.34 Administrative officers of the university may be named as members of Standing or *Ad hoc* committees.
- 10.35 Questions concerning the composition of any Standing or *Ad hoc* committee shall be referred to the Constitution and Bylaws Committee, which shall make a recommendation to the Executive Committee.

#### **10.4 Times of Nominations, Elections and Appointments**

The Appointments and Elections Committee shall strive to ensure that elections and appointments to committees occur prior to the establishment of class schedules for the first semester in which the elected or appointed faculty and staff will serve.

#### **10.5 Referrals**

- 10.51 Items shall be referred to Standing or *Ad hoc* committees by the Senate Chair, by the Executive Committee, or by the Senate. An item referred to a committee by the Executive Committee shall be referred to another committee only through the Executive Committee.
- 10.52 Items shall be referred to existing committees whenever possible.
- 10.53 Any communication from the Chair of the Senate to a committee regarding referred items shall be reported at the next Executive Committee meeting.

#### **10.6 Records and Reports**

- 10.61 Each outgoing Standing or *Ad hoc* committee chair shall transmit records and pertinent information to the incoming chair.
- 10.62 Standing committees shall submit a summary report of the academic year's activities by June 1<sup>st</sup> to the incoming Senate Chair.

#### **10.7 Committee Operation**

- 10.71 Senate rules shall apply to the operation of all Standing and *Ad hoc* committees. The American Institute of Parliamentarians' *Standard Code of Parliamentary Procedure* is used as the parliamentary authority for all meetings of all Senate committees.
- 10.72 The Senate shall establish procedures for selection of Standing and *Ad hoc* committee chairs. When a committee chair resigns or is removed from the committee or fails to serve, the committee shall elect a chair *pro tempore* and notify the Appointments and Elections Committee.
- 10.73 Committees may use subcommittees and may invite non-voting members to participate in its work.
- 10.74 Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members, including the chair, are given sufficient notice.
- i. Unless otherwise specified, a quorum shall be a majority of committee members with at least one representative from the faculty and at least one representative from either staff or students. Vacancies shall not be counted when determining a majority for quorum.
  - ii. One representative from either staff or students will not be necessary for quorum for the Faculty Affairs Committee or for any committee where all the staff and student positions are vacant.
  - iii. Any committee member may appoint another committee member as proxy. Ex-officio committee members may appoint a designee instead of another committee member. A committee member may hold only one proxy at each meeting. Proxies will be counted toward quorum and as representative of their specific electorate.
- 10.75 A committee shall, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community unless called into executive session by the chair when the chair or committee determines that the presence of others might inhibit free expression or efficient proceedings. The chair's decision to call executive session shall be subject to challenge and may be overruled by a simple majority.
- 10.76 The chair of the committee shall keep records of all actions of the committee or shall ensure that they be kept by a committee secretary.
- 10.77 All Standing and *Ad hoc* committees shall report to the Senate. Campus committees that do not report directly to the Senate may be invited to the Senate to discuss or clarify their activities. The type of report will depend on the status of the committee or body and the nature of its task.

- i. Committees may bring items to the Senate for discussion and recommendation. Any such document shall be provided to the Chair of the Senate and the Executive Committee by noon on Thursday prior to the next regularly scheduled Executive Committee meeting.
- ii. When a committee forwards a policy recommendation or recommendation for action to the Senate, this recommendation shall be provided in the form of a resolution or accompanied by a resolution describing the recommended action(s).
- iii. Policy recommendations from Standing and Advisory Ad hoc committees shall be placed on the agenda of the Senate in accord with Section 2.5 of these Bylaws. Whenever such recommendations are on the agenda of the Senate, a representative from the committee shall have the privilege of the floor. The Senate shall consider all such recommendations, as submitted, and shall, for each recommendation, either:
  - a. approve the recommendation, with or without amendments, or
  - b. return the recommendation with suggestions for further consideration, or
  - c. reject the recommendation.
- iv. Any committee may forward time-sensitive recommendations for administrative review prior to bringing the recommendations to the Senate, provided the recommendations are brought to the first Senate meeting following the submission to the administration.

10.78 Standing and *Ad hoc* committees shall be dissolved by Senate action. Unless specified otherwise by the Senate, *Ad hoc* committees shall be dissolved when they rise and report or at the end of the academic year in which they were appointed, whichever comes first.

## **10.8 Terms of Service on Standing and Ad hoc Committees**

10.81 Terms are renewable unless otherwise specified.

10.82 Removal: The Appointments and Elections Committee may recommend the removal of a committee member. Accordingly, the committee member shall be told of the reasons for the proposed removal and shall be given at least two weeks in which to respond. If the Appointments and Elections Committee then determines that removal of the member is in the best interest of the affected committee and of the Senate, it shall recommend the name of a replacement member. Appointment of the new nominee shall constitute removal of the previous member.

10.83 Leave: As soon as a committee member is certain of being granted a one-semester or longer leave from duties at the university, that member shall in writing so inform the chair of that committee and the Senate Office. If the leave is longer than one semester, the Appointments and Elections Committee shall recommend a temporary or permanent replacement selected according to normal criteria and procedures.

## 11.0 STANDING COMMITTEES OF THE UNIVERSITY SENATE

The Standing Committees of the Senate shall be the:

- Academic Policies Committee
- Appointments and Elections Committee
- Constitution and Bylaws Committee
- Executive Committee
- Faculty Affairs Committee
- Integrated Curriculum Committee
- University Policies Committee
- University Resources and Planning Committee

### 11.1 Executive Committee

11.11 **Chair:** The chair of the Executive Committee shall be the Chair of the University Senate.

11.12 **Membership:** The members of the Executive Committee shall be as follows:

- Chair, Senate (who shall be the Chair of the Executive Committee)
- Vice Chair, Senate (who shall be the Chair of the Faculty Affairs Committee)
- Third Officer, Senate (who shall be the Chair of the Academic Policies Committee)
- Immediate Past Chair, Senate (for 1 year following term as chair)
- Chair, Integrated Curriculum Committee
- Faculty Co-Chair, University Resources and Planning Committee (URPC)
- Chair, University Policies Committee (UPC)
- One (1) General Faculty Representative to the ASCSU (usually the senior senator)
- Provost/Vice President for Academic Affairs (who shall be the Co-Chair of URPC)
- President (or designee), Associated Students
- One (1) Staff Senator (selected annually by and from the three current staff senators)
- President, HSU Chapter of the California Faculty Association (non-voting)
- Delegate, HSU Labor Council (non-voting)

#### 11.13 **Duties:**

- i. The Committee may consider all matters within the purview of the Senate.
- ii. The Committee may formulate recommendations and opinions on Senate matters and shall report them to the Senate or refer them to the appropriate committees.
- iii. The Committee shall be empowered to act for a Standing committee in lieu of referral on matters requiring immediate attention. Such action shall be reported at the next regular meeting of the Senate.
- iv. The Committee may act for the Senate on matters that call for immediate action or attention. Such action shall require an absolute two thirds majority vote of the Executive Committee and shall be reported to the Senate as a specific agenda item at its next meeting.
- v. The Committee shall present issues of major interest for attention during the academic year at the first fall meeting of the Senate.
- vi. The Committee shall establish the agenda for each Senate meeting and instruct the Senate Chair to request the presence of such personnel as may be needed to facilitate the business of the Senate.
- vii. The Committee may work for the Senate during the summer as needed, and shall maintain communication and consult with Senators as need arises.
- viii. At the first Senate meeting of the academic year, the Chair of the Senate shall report to the Senate on any activity of the Executive committee occurring since the last meeting of the full Senate.

#### 11.14 **Meetings:**

- i. The Executive Committee shall meet every two weeks, on the weeks that the full Senate does not meet. The Committee shall meet at other times as necessary at the call of the Chair of the Senate; at the request of the President of the university or at the request of an absolute majority of the Executive Committee.
- ii. The Executive Committee may meet with the President of the University, at the initiative of the Committee or the President, to consider problems or issues of the university.

#### 11.15 **Challenge and Censure:**

- i. A senator may challenge an action taken by the Executive Committee on behalf of the Senate. The matter shall be submitted immediately to a vote. A simple majority of the Senate shall uphold the action of the Executive Committee.
- ii. The Executive Committee may be censured for its actions; such action shall require a simple two-thirds majority of the Senate present and voting.

## **11.2 Academic Policies Committee (APC)**

- 11.21 **Chair:** The Chair of the Academic Policies Committee shall be a faculty senator, elected annually by the Senate as the Third Officer of the Senate, for a one-year term.
- 11.22 **Membership:** The membership of the Academic Policies Committee shall be as follows:
- Chair of the Committee (elected by the Senate)
  - Four (4) Faculty members, appointed by the Appointments and Elections Committee
  - Two (2) Students, appointed by the Associated Students
  - One (1) Staff Senator (if no Staff Senator is available, nominations for a non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
  - Vice Provost (Ex-Officio)
  - Registrar (or designee) (Ex-Officio)
- 11.23 **Terms:** The appointed and elected members of the Committee shall serve staggered three year terms. Student terms shall be one year.
- 11.24 **Duties:**
- i. Develops and maintains the academic policies of Humboldt State University.
  - ii. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), University Senate, APC members and works with the ICC to prioritize items;
  - iii. Vets curriculum policy changes and proposals through the ICC with recommendations forwarded to the Senate.

## **11.3 University Resources and Planning Committee (URPC)**

11.31 **Co-chairs:** of the University Resources and Planning Committee shall be a faculty senator, elected by the University Senate for a 2-year term at the time of election of Senate officers, and the Provost and Vice President of Academic Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

11.32 **Membership:** The membership of the URPC shall be as follows:

- Three (3) Faculty members, appointed by the Appointments and Elections Committee, with preference given to faculty delegates currently serving on the University Senate
- One (1) Academic Dean, appointed by the President
- Vice President of Enrollment Management and Student Affairs (or designee)
- Vice President of Administrative Affairs (or designee)
- Administrative leader for University Advancement (or designee)
- Two (2) Staff delegates, appointed by the Appointments and Elections Committee, with preference given to staff delegates currently on the University Senate
- Two (2) Student delegates, appointed by the Associated Students.  
Advisors: The University Budget Director and a Budget Analyst from each Division shall participate in the committee as non-voting advisors.

11.33 **Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

11.34 **Duties:**

- i. The Committee shall make recommendations to the Senate and, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy. All recommendations from the Committee to administrative officers shall be made in accordance with Section 10.77 of the Bylaws.
- ii. The Committee shall act as the deliberative body of the Senate on issues pertaining to university budgets, long term capital planning, and allocation of special funds.
- iii. The Committee shall question, review, and evaluate resource allocations based on current fiscal priorities and strategies in support of the University vision and Strategic Plan and evaluate consistency of resource allocations (both budgeted and un-budgeted funds including enrollment growth funds) with that vision and plan.
- iv. The Committee shall review and make recommendations concerning new budget allocations (augmentations and reductions), cross-divisional budget allocations

and allocations to special funds, and advise administrators on the use of those funds. It is not the role of this committee to interfere with internal division processes, but rather to review and evaluate the consistency of resource allocations with agreed upon budget priorities and the University's vision and strategic plan. The function shall not be construed as to in anyway imply an authority with regard to specific personnel decisions, and at all times is constrained by contractual agreements of the University.

- v. The Committee shall receive quarterly budget reports to review how budgeted and unbudgeted funds are spent relative to agreed budget categories and priorities, and make relevant recommendations.
- vi. The Committee shall review reports on budget and expenditure outcomes and impacts; it shall receive, review and advise on annual reports from division leaders concerning achievements relative to projected goals and objectives.
- vii. The Committee shall serve as the consultative body on long term fiscal planning, reviewing patterns of previous expenditures and proposing changes as they may affect student success consistent with the University mission, and making general policy recommendations regarding present and future resource decisions including consultation on the development of proposals for non-traditional funding.

#### **11.35 Referral and work**

- i. Issues for consideration may be referred to the Committee by the Senate, the Senate Executive Committee, the President and the committee members.
- ii. If concerns arise concerning fiscal and budgetary policies, such questions, disagreements or problems shall be referred to the Committee for analysis and recommendation.

#### **11.36 Reports**

- i. The Co-Chairs of the Committee shall concurrently send to the Senate Chair all written communications regarding policies or reports sent to or received from administrative officers.
- ii. One of the Co-Chairs will regularly report to the Senate on the work of the Committee.
- iii. The Committee shall inform the University about resource issues by providing information reports to the Senate.

#### **11.37 Subcommittee**

- i. The subcommittee of the URPC will be the University Space and Facilities Advisory Committee (USFAC)

**11.37.1 Co-Chairs:** of the University Space and Facilities Advisory Committee shall be a faculty member, Elected by the University Senate for a 2-year term, and the Vice President of Administrative Affairs. They shall be non-voting except that in the case of a tie the faculty co-chair shall vote to break the tie.

**11.37.2 Membership:** The membership of the USFAC shall be as follows:

- One (1) URPC Rep & Faculty Representative as Appointed by URPC
- Two (2) Faculty Members as Appointed by the University Senate
- One (1) College Dean as appointed by the Provost
- One (1) Representative of Student Affairs & Enrollment Management Represented as Appointed by the VP of Enrollment Management
- One (1) Information Technology Services Representative as Appointed by the Chief Information Officer
- One (1) University Advancement Representative as Appointed by the VP for University Advancement
- One (1) President's Division Representative as Appointed by the University President
- Two (2) Student Representative as Appointed by Associated Students

#### Ex-Officio Members

- Director of Academic Resources
- Director of Facilities Operations, Facilities Management
- Director of Sustainability
- Executive Director, University Center, Interim

#### Non-Voting Members

- Director, Facilities Maintenance, Facilities Management
- Director, Planning & Sustainability, Facilities Management
- Campus Space Analyst, Facilities Management
- Architect, Planning, Design, & Construction, Facilities Management

**11.37.3 Terms:** Faculty and staff members shall be appointed for staggered, two-year terms. Students will be appointed for one-year terms.

#### **11.37.4 Duties:**

- i. The Committee shall make recommendations to the URPC and, within the

policy guidelines established by the Senate, advise the President and appropriate administrative officers concerning the allocation of university resources and general budget policy.

- ii. Act as an advisory body regarding the development and management of the physical environment of the campus where function, aesthetic quality, and physical character are intermixed to create a desirable and inspirational atmosphere for students, faculty and staff. Includes, but may not be limited to, the assignment of space, building and renovation plans, campus planning and design standards, and the prioritization of minor and major capital requests.
- iii. Research and development of recommendations associated with plans, policies, procedures and guidelines concerning the administration of the physical campus
- iv. The Committee will provide input on the following:
  - University Facilities Master Plan
  - University Five-Year Major Capital Plan
  - University Construction Projects
  - University-Wide Space Management Policy
  - Campus Planning & Design Standards
  - Campus Projects & Associated Management Processes
  - Building Renovation & Construction Plans (Schematic Level)
  - Alteration of the Campus Grounds (Schematic Level)
  - Other Areas of Study as Designated by the President

#### 11.37.5 Reports

- iv. One of the Co-Chairs will regularly report to the URPC on the work of the Committee.

### 11.4 Faculty Affairs Committee (FAC)

11.41 **Chair:** The Chair of the Faculty Affairs Committee shall be a faculty senator, elected annually by the Senate as the Vice Chair of the Senate, for a one-year term.

11.42 **Membership:** The membership of the Faculty Affairs Committee shall be as follows:

- Two (2) currently serving Faculty Senators, appointed by the Appointments and Elections Committee

- Two (2) “at-large” Faculty members, appointed by the Appointments and Elections Committee
- One (1) Student, appointed by the Associated Students
- President, HSU Chapter, California Faculty Association
- Associate Vice President for Faculty Affairs (or designee), non-voting

11.43 **Terms:** Faculty members shall be appointed for staggered, three-year terms. Students shall be appointed for one-year terms.

11.44 **Duties:** In conformance with the Unit 3 faculty Collective Bargaining Memorandum of Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university. Among its considerations shall be policies concerning the selection and evaluation of academic tenure, promotions, sabbaticals, academic privilege, and separation from the university. This committee parallels a like standing committee of the Academic Senate of the California State University. It considers matters being considered in the statewide Academic Senate. It shall formulate recommendations on current practice, shall propose revisions or new procedures, and shall report to the Senate.

## 11.5 Appointments and Elections Committee (AEC)

11.51 **Chair:** The Chair shall be a member of the Committee selected by the Committee.

11.52 **Membership:** The membership of the Appointments and Elections Committee shall be as follows:

- Chair, Senate/Presiding Officer, General Faculty
- Provost and Vice President of Academic Affairs
- Two (2) Faculty members
- One (1) Staff member, recommended by Staff Council
- One (1) Student member, recommended by Associated Students

11.51 **Terms:** Elected and appointed members of the committee shall serve 1- year terms.

11.52 **Duties:**

- i. The Committee, through the Senate Office, shall determine vacancies on Standing, Ad hoc, and Campus committees and notify appropriate appointment bodies, each year by the end of January.
- ii. The Committee shall solicit nominations for members and chairs of Standing, Ad hoc, and Campus committees, and shall fill vacancies that may occur in committees during the academic year.

- iii. The faculty members of the Committee shall solicit nominations for General Faculty elections of officers and other faculty representatives as directed by the General Faculty Constitution, including nominating candidates for vacancies on the University Faculty Personnel Committee in accordance with Appendix J of the Faculty Handbook and other positions as identified in the Faculty Handbook.
- iv. The Committee shall develop procedures for and administer elections of faculty members to the Senate and of representatives of the General Faculty. All such procedures are subject to the approval of the Senate.
- v. The Committee shall oversee and administer all elections within the Senate.
- vi. The Committee shall be responsible for elections and appointments to other positions as directed by the Senate or by the Executive Committee.
- vii. Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.
- viii. The Committee shall verify that the eligibility of all candidates has been certified by Senate office staff and, in cases of doubt, shall decide eligibility for election or membership in the electorate.

## **11.6 Constitution and Bylaws Committee (CBC)**

11.61 **Chair:** The Chair of the Constitution and Bylaws Committee shall be a senator, elected during the regular annual election within the Senate, for a one-year term.

11.62 **Membership:** The membership of the Constitution and Bylaws Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Three (3) Faculty members, appointed by the Appointments and Elections Committee
- One (1) non-MPP Staff member, appointed by Staff Council
- One (1) Student member, appointed by Associated Students.

The Senate Parliamentarian, appointed annually by the Senate Executive Committee, shall also serve on the Committee. Any member of the

Committee (listed above) may also serve as Senate Parliamentarian, or the Parliamentarian may be an additional member of the Committee.

11.63 **Terms:** Elected and appointed members shall serve two-year terms except the committee chair as stated above and the student member who, shall serve a one-year term

11.64 **Duties:**

- i. The Committee shall review periodically the Constitution and Bylaws of the Senate and related university policies with regard to shared governance and committee work, and it shall recommend to the Senate such changes as may be desirable. It shall report to the Senate its recommendations with respect to any proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.
- ii. Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee. Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate.
- iii. The Committee shall consider each year, as may be necessary, revision of the list of Standing and *Ad hoc* committees and of the membership and functions of each committee.

## 11.7 Integrated Curriculum Committee (ICC)

11.71 **Chair, Membership and terms:**

The chair, membership, and terms of the ICC shall be prescribed in the Integrated Curriculum Committee Constitution (Appendix G of the *Faculty Handbook*).

11.72 **Duties:** As stated in the Integrated Curriculum Committee Constitution, the ICC shall provide “careful consideration and deliberation of all academic planning and curriculum matters” and “work collaboratively and act in the best interest of the University wide community and in consideration of the HSU mission and strategic plan.”

11.73 **Referral and work:** Referral and work are outlined in the ICC

Constitution (Appendix G of the *Faculty Handbook*).

11.74 **Reports:** The Committee shall report to the Senate.

## **11.8 University Policies Committee (UPC)**

11.81 **Chair:** The Chair of the University Policies Committee shall be a senator, elected during the regular annual election within the Senate, for a one- year term.

11.82 **Membership:** The membership of the University Policies Committee shall be as follows:

- Chair of the Committee (elected by the Senate)
- Two (2) faculty members, appointed by the Appointments and Elections Committee
- One (1) Staff Senator appointed by the Appointments and Elections Committee (if no Staff Senator is available, nominations for non-MPP staff members will be requested from the Staff Council for appointment by the Appointments and Elections Committee)
- One (1) Student member, appointed by Associated Students.
- Vice-President for Enrollment Management and Student Affairs (non- voting)
- Vice-President for Administrative Affairs (non-voting)

11.83 **Terms:** The elected and appointed members shall serve staggered three- year terms except the committee chair who shall serve a one- year term and the student member who shall serve a one-year term.

11.84 **Duties:**

- i. The Committee shall review policy items addressing all university policies that do not fall under the purview or charge of the other Senate standing committees.
- ii. The Committee shall oversee the implementation of the University policy process and recommend to the Senate any changes that might be needed to ensure a transparent, efficient, and clear policy process rooted in principles of shared governance.

## **12.0 ELECTIONS**

### **12.1 General Procedures**

- 12.11 General operational procedures for elections conducted by the University Senate Office shall be outlined in a separate document, "Election Rules and Procedures," developed and maintained by the Appointments and Elections Committee and made available through the Senate Office.
- 12.12 The Senate Office shall maintain a record of each election it conducts. The results by numerical count of votes received by each candidate shall be available in the Senate office as soon as the count has been completed and verified. All ballots cast during an election shall be retained in the Senate office for 30 days. If the results are formally protested during that time, the ballots shall be retained until the protest is resolved. The numerical count of the votes shall be kept on file in the Senate office for three years.
- 12.13 The normal period of time for casting ballots shall be five working days with the deadline at noon on the last day. The poll closing time shall be clearly stated on the ballot. Only ballots received by the poll closing time shall be counted.

## **12.2 Electorate Groups for Senate Elections:**

- 12.21 Faculty electorates (tenure-line and lecturer) and staff electorates are as defined in their respective constitutions or bylaws.

## **12.3 Nomination, Recall, and Election Procedures:**

- 12.31 The regular annual elections to the Senate normally shall occur during the spring. There shall be no elections to the Senate during the summer.
- 12.32 Whenever feasible, staggered terms shall be arranged so that only one third of the faculty and staff senators are elected to a three-year term in the spring. When the election involves terms of different lengths, the candidates who receive the greatest number of votes on the ballot resulting in their being elected shall receive the longest term available. Ties shall be broken by lot.
- 12.33 If no procedures for recall exist in a constituent body's governing documents, a recall election is initiated by a petition of one-fourth of the electorate. A majority vote of those voting in the Senator's electorate recalls that Senator.

## **12.4 Vacancies**

- 12.41 The Senate seat of an elected member shall become vacant when the member:
- a) resigns from Senate
  - b) becomes an ex officio member of the Senate
  - c) fails to meet the eligibility requirements for membership in the Senate
  - d) or falls under one of the following absence rules:
    - i. is absent without a proxy for three consecutive regular meetings
    - ii. is absent but represented by a proxy for five or more regular meetings a semester
    - iii. is on leave of absence, regardless of reason, for more than one semester.

12.42 The Senate Office staff shall report leaves and extended absences of senators to the Appointments and Elections Committee, which shall certify the existence of a vacancy and proceed to fill it as prescribed.

12.43 Any vacancy which may occur between regular elections among elected senators to the University Senate shall be filled by a special election. Any person so elected shall represent the appropriate academic unit and shall serve the remainder of the vacated term.

## **12.5 Temporary Vacancies**

12.51 The Senate seat of an elected member shall become “temporarily vacant” when the member:

- a) takes a leave of absence for one semester or less
- b) serves as an Interim Ex-Officio member of the Senate for one semester or less

12.52 The Senate Office staff shall report temporary vacancies to the Appointments and Elections Committee, which shall certify the existence of a temporary vacancy.

12.53 Any temporary vacancy which may occur shall be filled by appointment in accordance with Senate *Constitution* Section 4.52.

## **12.6 Elections within the Senate**

12.61 The annual election of Senate officers, Standing Committee chairs, and members of the Appointments and Elections Committee shall be conducted at a Senate meeting within one month after the election of new Senators.

- i. Nominations shall be made in accordance with the provisions for eligibility outlined in the Constitution.
- ii. Incoming and continuing Senators may vote in person or by proxy. Outgoing Senators may vote if the incoming Senator has not yet been determined or is absent from the meeting and has not delegated a proxy.

Elections shall be conducted in the following order:

- a. Vice Chair (Chair of Faculty Affairs Committee)
  - b. Third Officer (Chair of Academic Policies Committee)
  - c. Co-Chair of University Resources and Planning Committee
  - d. Chair of the Constitution and Bylaws Committee
  - e. Chair of the University Policies Committee
  - f. Members of the Appointments and Elections Committee.
- iii. Senate Officers and Appointments and Elections Committee members shall be elected for one-year terms.
  - iv. All nominees for an office shall be listed on the first ballot. Those having the highest number of votes, and whose votes, when added together constitute a majority of the votes cast, shall appear on the next ballot. Voting shall continue in this manner until one candidate receives a majority of the votes cast.
  - v. The numerical results of all ballots shall be made available to senators.

12.62 Removal from Elected Positions in the Senate – Any accusations for proceedings that would result in removal from an elected position in the Senate shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. A resolution to remove a senator from an elected Senate position must pass by a two-thirds vote of the other members of the Executive Committee before being presented to the full Senate. The resolution must then pass the Senate by two-thirds of those voting after having presented the resolution at the previous meeting.

## **12.7 Censure of Senators**

Any accusations for censure proceedings shall be initiated in the Senate Executive Committee; the Senate Chair, or Vice Chair if the Chair is part of the proceedings, will notify parties about the accusations prior to any and all formal meetings. The Senate may censure a Senator by a two-thirds vote of those voting, provided the resolution for the censure must be summarized in a

resolution presented by the Senate Executive Committee and should only be used for issues of misconduct.

### **13.0 Nomination of CSU Faculty Trustee**

**13.1** Any tenured faculty meeting the eligibility requirements established by the Office of the Chancellor may stand as a candidate for the position of Faculty Trustee.

**13.2** Nominations may be submitted by petition and shall require the signed concurrence of at least ten (10) percent of the tenure-line faculty, or 50 such faculty members, whichever is less.

**13.3** At a regularly scheduled meeting, the Senate may nominate eligible candidates to serve as a Faculty Trustee. The nominees shall have previously agreed to serve and to submit all required materials. Nominations from the Senate floor shall require a simple three-fourths majority.

**13.4** The Senate shall forward the names of all eligible nominees to the Academic Senate CSU by a date to be determined by the Academic Senate CSU.

### **14.0 Availability of Documents**

Senate documents shall be available on the Senate Website and may be requested from the Senate Office. The agendas of Senate meetings shall be available to any member of the university community upon request. The agendas of the Senate Executive Committee shall likewise be available, but the attachments to the meetings of the Committee shall be available only to members of the Committee.

### **15.0 Amendments**

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a simple majority, provided the amendments have been presented at the previous regular meeting.

## Document History:

PASSED – Academic Senate, 4/12/11 (Resolution #28-10/11-FAC)

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

### Amendments:

6.0	Resolution 12-11/12-EX	03/06/12
2.9	Resolution 19-11/12-EX	02/21/12
16.0	Resolution 25-11/12-CBC	03/27/12
4.0	Resolution 27-11/12-CBC	03/27/12
2.3	Resolution 32-11/12-CBC	04/24/12
2.0	Resolution 33-11/12-CBC	04/24/12
2.4	Resolution 02-12/13-URPC	09/25/12
12.6	Resolution 24-13/14-CBC	02/11/14
12.5	Resolution 30-13/14-CBC	02/11/14
11.8	Resolution 36-13/14-EX	04/01/14
4.1	Resolution 15-14/15-CBC	02/24/15
6.1	Resolution 15-14/15-CBC	02/24/15
11.0	Resolution 15-14/15-CBC	02/24/15
11.1	Resolution 15-14/15-CBC	02/24/15
12.5	Resolution 15-14/15-CBC	02/24/15
12.3	Resolution 15-14/15-CBC	02/24/15
2.9	Resolution 16-14/15-CBC	02/24/15
6.0	Resolution 10-15/16-CBC	11/10/15
12.0	Resolution 21-15/16-CBC	03/08/15
10.7	Resolution 01-16/17-CBC	10/04/16
2.7	Resolution 15-16/17-CBC	03/07/17
9.0	Resolution 15-16/17-CBC	03/07/17
11.0	Resolution 21-16/17-EX	04/25/17
12.6	Resolution 02-17/18-CBC	10/03/17
14.0	Resolution 04-19/20-CBC	01/28/20

### Revisions:

University Senate, 03/12/13 (Resolution #26-12/13-CBC)

## ADDENDEM: Glossary

**Administrative Officers**—Administrators with a position at the Associate Vice President level or above.

**AEC**—the common acronym for the Senate Appointments and Elections Committee. For details please see Senate Bylaws section 11.5.

**APC**—the common acronym for the Senate Academic Policies Committee. For details please see Senate Bylaws section 11.2.

**CBC**—the common acronym for the Senate Constitution and Bylaws Committee. For details please see Senate Bylaws section 11.6.

## Committees

**Committee, Campus**—University-level committees that have elected members or members appointed by the Senate Appointments and Elections Committee.

**Committee, Senate ad hoc**—a temporary committee or task force established by the Senate and charged to address a particular issue as needed.

**Committee, Senate**—one of the Standing Committees of the Senate as defined in the Senate Bylaws.

**FAC**—the common acronym for the Senate Faculty Affairs Committee. For details please see Senate Bylaws section 11.4.

**General Faculty**—the campus organization formed as an association of tenure-line and lecturer faculty. Membership is defined in the Constitution of the General Faculty (*HSU Faculty Handbook*, Appendix E).

**ICC**—the common acronym for the Integrated Curriculum Committee. For details, see Appendix G of the *HSU Faculty Handbook*.

**Immediate Past Chair**—the individual who most recently served as Chair of the University Senate and remains in residence at the University.

**Lecturer Faculty (Instructional and Non-Instructional Units)**—Non-permanent faculty, librarians, counselors, and part-time coaches holding at least a one-year appointment with a time-base averaging at least .40 of full time.

**Majority**, See under Vote

**Non-MPP Staff**—Permanent or temporary staff in non-management positions.

## **Senate Members**

**Senate Members, Elected**—Members of the Senate who were directly elected to serve on the current Senate.

**Senate Members, Ex Officio**—those who became Senators by virtue of their election or appointment to a position outside the University Senate.

**SenEx**—an abbreviation of “Senate Executive Committee”, a Standing Committee of the Senate. For details please see Senate Bylaws section 11.1.

**Standing Rules**—Procedural guidelines approved by the Senate and not covered in the Senate Bylaws. Standing Rules may be amended or approved by a simple majority and do not require a first and second reading.

**Tenure-line Faculty (Instructional Unit)**—Faculty holding the academic rank of assistant professor or above.

**Tenure-line Faculty (Non-Instructional Unit)**—Tenure-line librarians, counselors, and full-time coaches.

**URPC**—the common acronym for the Senate University Resources Planning Committee. For details please see Senate Bylaws section 11.3.

## **Vote**

**Vote, 2/3 Majority**—a voting burden that requires at least two-thirds of those voting to vote in favor of a motion for it to be approved. Abstentions are not counted as votes.

**Vote, Absolute majority**—a voting burden that requires that over 50% of the *entire membership who are eligible to vote* must vote in the affirmative for a motion to be approved.

**Vote, Majority or Simple Majority**—a voting burden that requires more than half of the votes cast to be in favor of a motion for it to be approved e.g. 50%+1. Those who abstain from voting are not counted in the determination of the majority.

**Vote, Unanimous**—a vote without any dissenting vote and with no abstentions.

**Vote, without dissent**—a vote without any dissenting vote but with abstentions.

**FACULTY HANDBOOK**

**CHAPTER VIII**

**COMMITTEES, COUNCILS, ASSOCIATIONS AND BOARDS**

A directory, listing the chairs and members of the following committees, is available at:  
<http://www.humboldt.edu/senate/committees>

**ACADEMIC POLICIES COMMITTEE (APC) (formerly the Educational Policies Committee)**

**Duties:** “Develops and maintains the academic policies of Humboldt State University. Receives requests and agenda items from the Integrated Curriculum Committee (ICC), the University Senate, APC members and other university community members; works with the ICC to prioritize items; vets changes and proposals through the ICC with recommendations forwarded to the Senate” ([Senate Bylaws](#), Section 11.2).

**Chair:** Faculty Senator Elected Annually by the Senate

**Type:** Standing Committee of the University Senate

**Meetings:** Weekly, or as needed

**Membership:** 4 Faculty, appointed by the Senate Appointments and Elections Committee  
 1 non-MPP Staff Senator, appointed by the Senate Appointments and Elections Committee (if no staff senator is available, nominations will be requested through the Staff Council)  
 2 Students, appointed by Associated Students

Appointed and elected members serve staggered three-year terms. Students serve one-year terms.

**Ex-Officio:** Vice Provost and Dean of Undergraduate and Graduate Programs  
 Registrar (or designee)

ACADEMIC SENATE, See **University Senate**

ADVANCEMENT FOUNDATION, See **HSU Advancement Foundation**

ADVISORY BOARD FOR RESEARCH AND CREATIVE PROJECTS, See **Research & Creative Projects, Advisory Board**

**ALCOHOL AND OTHER DRUG ABUSE PREVENTION COMMITTEE**

**Duties:** Develop a plan for comprehensive education, prevention, and intervention programming concerning alcohol, tobacco and other drug use, including assessing community substance use and abuse and developing appropriate education and social norming strategies. The committee reviews and develops recommendations for campus policies and procedures related to alcohol, tobacco, and drug use issues for students, staff and faculty. The committee submits a report at the end of each spring term to the Vice President for Student Affairs and to the President. ([Executive Memorandum P01-3](#))

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Chair: Alcohol and Other Drug Specialist  
Type: Administrative  
Meetings: At least four times each term

Members: Two faculty members (appointed by the Senate Appointments and Elections Committee)  
Two "at large" staff members (appointed by the President)  
Representative from University Police (appointed by the Chief of University Police)  
Representative from Arcata Police Department (appointed by the Chief of APD)  
Assistant Director, Housing and Residence Life  
Associated Students Vice President for Legislative Affairs (or designee)  
One student representative from fraternal/Greek organizations (appointed by AS upon the recommendation of the Greek Council)  
One student representative from the Residence Hall Association (appointed by AS upon the recommendation of the RHA)  
One student representative from Intercollegiate Athletics (appointed by the AS upon the recommendation of the Captains Council)  
Student Health Center Health Educator  
Representative from Counseling and Psychological Services (appointed by the Director of Counseling and Psychological Services)  
Representative from community substance abuse prevention/treatment field (appointed by the President)  
Representative from Arcata alcoholic beverage retailers/ tavern owners (appointed by the President)

Terms of appointment shall be two years.

#### APPOINTMENTS AND ELECTIONS COMMITTEE (AEC)

Duties: Solicit and forward nominations to the Senate for members and chairs of Senate and Senate- appointed university committees; and other duties as outlined in the [Senate Bylaws](#), Section 11.5.

Chair: To be selected by the committee

Type: Standing Committee of the University Senate

Meetings: Weekly, or as needed

Membership: Chair of the University Senate/President, General Faculty  
Provost and Vice President of Academic Affairs  
2 Faculty members  
1 Staff member (recommended by Staff Council)  
1 Student member (recommended by Associated Students)

Nominated members shall be affirmed by vote of the Senate during the regular annual election within the Senate. Elected and appointed members shall serve 1-year terms.

**CAMPUS NAMING SUBCOMMITTEE OF THE UNIVERSITY SPACE AND FACILITIES ADVISORY COMMITTEE**

[formerly the Facilities Naming Committee]

**Duties:** Make recommendations to the Chair of the University Space and Facilities Advisory Committee (USFAC) regarding the naming of HSU buildings, rooms, and other local campus facilities, in accordance with the CSU Policy and Procedure on Naming California State University Facilities and Properties. (See [University Management Letter 05-01](#) for procedures for submitting naming proposals.)

**Chair:** Vice President for Advancement

**Type:** Administrative

**Meetings:** As Needed

**Membership:** One faculty representative (appointed by the Senate Appointments and Elections Committee)  
One emeritus faculty representative (appointed by the Emeritus and Retired Faculty Association), if available  
One staff representative (appointed by the Staff Council)  
One Community member (appointed by the President)  
One student representative (appointed by the Associated Students)

**Ex-Officio:** Director, Facilities Management  
Vice President for Advancement

Terms of appointment shall be four years, and shall be staggered.

**COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS**

**Duties:** To provide a mechanism for approval of department/unit criteria and standards and to provide a mechanism for the revision of existing approved standards. To ensure department/unit criteria and standards are in alignment with university standards and criteria as specified in Appendix J and that criteria and standards are not overly complex or prone to misinterpretation. ([Senate Resolution #37-11/12-FAC](#))

**Chair:** Faculty member of the committee, selected by the committee

**Type:** General Faculty

**Meetings:** As needed

**Membership:** 1 Dean (or designee) from each College  
6 Faculty with tenure (at least 1 from each College, with preference given to faculty with experience at the UFPC or CPC level) (appointed by the AEC)

**CONSTITUTION AND BYLAWS COMMITTEE (CBC)**

- Duties: See [Senate Bylaws](#), Section 11.6
- Chair: A senator, elected by the Senate during the annual election within the Standing Senate
- Type: Committee of the University Senate
- Meetings: Weekly, or as needed
- Membership: 3 Faculty members (appointed by AEC)  
1 non-MPP Staff member (appointed by Staff Council)  
1 Student (appointed by Associated Students)  
Senate Parliamentarian (appointed annually by Senate Executive Committee)

**COUNCIL OF DEANS & DIRECTORS**

- Duties: The Council of Deans or Office of Academic Affairs Advising Group, advises and assists the Provost and Vice President for Academic Affairs in the determine of fund and personnel allocations and other administrative matters for the academic sector. It serves as a channel of communication both to and from the faculty members in the various colleges.
- Chair: Provost and Vice President for Academic Affairs
- Type: Administrative
- Meetings: At the discretion of the Provost, Wednesdays, 10:00-noon
- Membership: See the Provost's [website](#) for current membership and other information.

**DIVERSITY AND INCLUSION CAMPUS ADVISORY COUNCIL**

- Duties: Recommend and coordinate implementation of campus policies that seek to institutionalize diversity as a core part of the HSU educational process, and to overcome the historical and social inequities that continue to challenge students, faculty and staff from underrepresented groups. (see VPAA 12-04)
- Chair: Director, Diversity & Inclusion
- Type: Administrative
- Meetings: Monthly, and as needed

Membership: Student representative (Associated Students)  
 College Dean (appointed by the Provost)  
 Director, Institutional Research and Planning  
 Faculty Liaison (University Senate's Campus Climate Committee)  
 Faculty representative (appointed by the AEC), 2-year term  
 Representative (Academic Personnel Services)  
 Representative (Human Resources)  
 Representative (Student Affairs), appointed by VP of Student Affairs  
 2 Representatives (Diversity and Inclusive Student Success Collaborative)

Committee Support: This committee's work will be supported out of the Office of Diversity and Inclusion.

**DIVERSITY PROGRAM FUNDING COMMITTEE**

Duties: The committee will receive, review and prioritize funding allocation requests for multicultural programs. A fixed budget will be allocated for funding these multicultural programs. The committee will recommend funding prioritized programming to the President for their signature.

MULTICULTURAL PROGRAMS (definition): For a program to be deemed multicultural and receive funding it must be offered on campus to the University community and raise awareness of ethnic diversity, cultural diversity and/or increase membership of underrepresented groups in the campus community.

The committee reports to the President through the University Executive Committee and will provide an annual report to the University Executive Committee. The University Executive Committee will review the effectiveness, status and standing of the diversity Program Funding Committee biennially. (See Executive Memorandum P06-07)

Chair: To be selected annually by the President.

Type: Administrative

Meetings: As needed

Membership: Two faculty members, appointed by the Senate Appointments and Elections Committee (staggered two-year terms)  
 Three students, appointed by the Associated Students (one-year term)  
 Diversity Programming Personnel  
 Director, Multicultural Center  
 Vice Provost and Dean of Undergraduate and Graduate Programs  
 Director, Student Life  
 EOP staff representative

**DIVING CONTROL BOARD**

**Duties:** Act as the official representative of the University in matters concerning the diving program; shall act as a board of appeal to consider diver-related problems; shall recommend the issue, the reissue, or the revocation of diving certificates; shall recommend changes in policy and amendments to the diving manual as the need arises; shall establish and/or approve training programs through which applicants for certification can satisfy the requirements of this manual; shall suspend diving operations or programs that it considers to be unsafe or unwise; shall recommend new equipment or techniques for campus use; shall establish and/or approve facilities for the inspection and maintenance of SCUBA gear and associated equipment; shall recommend air stations that meet air quality standards as described in Section 6.10 of the diving manual; shall review annually the diving safety officer's performance and program; and shall sit as a board of investigation to inquire into the nature and cause of diving accidents.

**Chair and Secretary:** Elected from members appointed by the Provost and Vice President for Academic Affairs

**Type:** Standing sub-committee of Environmental Health and Occupational Safety Committee

**Meetings:** As needed

**Membership:** Diving Safety Officer  
 Director, Marine Facilities  
 Chair, Kinesiology and Recreation Administration  
 Qualified SCUBA Divers  
 May include other members selected from the campus by procedures established at each campus

**Ex-Officio, Nonvoting:** Director, Environmental Health and Safety

**EMERITUS AND RETIRED FACULTY ASSOCIATION (ERFA)**

**Duties:** The association holds informational luncheons on the second Tuesday of each month with guest speakers. Those who contribute an annual fee of \$10.00 receive luncheon reminders and the newsletter each month. The campus office for the Emeritus and Retired Faculty Association is located with the University Senate and General Faculty office.

**Chair:** Elected from membership

Type: Emeritus faculty  
Faculty Handbook  
Meetings: Second Tuesday of each month

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Governing Committee:	Coordinator (serves as chair) Treasurer HSU Representative to California State Emeritus Professor's Association Emeritus Academic Senator Program Coordinator
Membership:	All retired faculty are eligible for membership. Emeritus status is defined by the Faculty Handbook (see Section 540) and conferred by the Provost and Vice President for Academic Affairs.

#### ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY COMMITTEE

Duties:	Advise the safety coordinator on all aspects of environmental health and safety programs for the campus. In turn, it is advised by one subcommittee - the Diving Control Board - on aspects of the diving program.
Chair:	Safety Coordinator
Type:	Administrative
Meetings:	As needed
Membership:	Representative, Housing and Dining Executive Director, HSU Sponsored Programs Foundation Director, Human Resources Director, Plant Operations Director, Contracts, Procurement and Risk Management Student representative Unit 2 representative Unit 3 representative Unit 5 representative Unit 6 representative Unit 7 representative Unit 9 representative College of Natural Resources and Sciences Hazardous Materials Technician
Consultants:	Diving Safety Officer Radiological Safety Officer Director, Student Health Center

#### FACULTY AFFAIRS COMMITTEE (FAC)

Duties:	"In conformance with the Unit 3 Collective Bargaining Memorandum of the Understanding (MOU), the Committee shall consider matters that involve particularly the individual or collective relationship of faculty to the university ... This committee parallels a like standing committee of the Academic Senate of the California State University. ..." ( <a href="#">Senate Bylaws</a> , section 11.4)
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Chair:	Faculty senator, elected annually by the Senate as Vice Chair of the Senate, for 1-yr term
Type:	Standing Committee of the University Senate
Meetings:	Weekly, or as needed
Membership:	2 Faculty Senators (appointed by the Appointments and Elections Committee) – 3-yr terms 2 Faculty “At-Large” (appointed by the Appointments and Elections Committee) – 3-yr terms 1 Student (appointed by Associated Students) – 1-year term
Ex-Officio, Non-Voting	President, HSU Chapter of California Faculty Association Associate Vice President for Faculty Affairs (or designee)

#### FACULTY AWARDS COMMITTEE

Duties:	The committee is appointed to select the nominees for the following HSU awards: Excellence in Teaching, Scholar of the Year, Outstanding Service Award, and Outstanding Professor. The committee reports to the University Senate its nominations during the Senate’s first March meeting of the academic year in which the awards are to be presented. Upon receiving the nominations of the Faculty Awards Committee, the University Senate ratifies the awards by a vote of 2/3 of those present, and forwards its recommendation to the President for conferral. On behalf of the University, the President confers awards honored in a ceremony open to the public. Recipients of the awards will have the opportunity to present a public lecture or performance, and the awards carry stipends from the Humboldt State University Foundation and the Division of Academic Affairs. (Committee description revised by Academic Senate Resolution #16-08/09- FA (Revised))
Co-Chairs:	The University President or designee, and the most recent recipient of the Outstanding Professor Award, or in the absence of such a recipient, the more highly ranked or experienced recipient of the Excellence in Teaching or Scholar of the Year Awards.
Type:	Ad Hoc Committee of the University Senate
Meetings:	Two to three times per year
Membership:	In addition to the co-chairs, three members of the teaching faculty (two of whom are previous recipients of the Outstanding Professor Award) appointed for one-year terms by the Senate Appointments and Elections Committee, and one student appointed by the Associated Students.

#### FIELDS OVERSIGHT COMMITTEE

Duties:	Schedule, monitor and control the use and nonuse of fields in order to preserve the fields and set priority for use; developing criteria, policies, and procedures for accomplishing the scheduling assignment; resolving differences and seeking solutions to problems; and
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acting on a consensus basis.  
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#### VIII. Committees, Councils, Associations and Boards

Chair: Elected from membership (not from Physical Services, Health and Physical Education or Athletics)  
 Type: University (Parent committee: University Space and Facilities [Advisory](#) Committee)  
 Meetings: Once per month, or as needed

Membership: Student Affairs representative, appointed by the Vice President for Student Affairs  
 Supervisor, Grounds and Landscaping Services  
 Chair, Kinesiology and Recreation Administration  
 Director, Facilities Management  
 Director, Budget and Institutional Data  
 One Student appointed by the Council of Captains, approved by the President of the Associated Students  
 Director, Athletics  
 Director, Intramurals  
 One faculty member, appointed by the Senate Appointments and Elections Committee  
 One administrator, appointed by the President

#### GEAR CURRICULUM AND ASSESSMENT

Duties: Provide ongoing review and improvement of GEAR learning outcomes in conjunction with GEAR faculty; provide guidance and coordinator for the GEAR assessment of those outcomes; collate and interpret aggregate GEAR assessment data and report results to the ICC; provide recommendations for GEAR curricular and instructional changes based on assessment results (see [ICC Constitution](#)).  
 Type: Standing Committee, Integrated Curriculum Committee  
 Chair: Elected member of the ICC

Members: 3 Faculty (who are not members of the ICC), one from each college, appointed by the Senate Appointments and Elections Committee  
 1 additional Faculty member, appointed by the Senate Appointments and Elections Committee, ideally someone who teaches in at least one of the GEAR areas: A, E, DCC, Institutions, and who is not a member of the ICC  
 1 Student representative (appointed by Associated Students)  
 Vice Provost

#### GENERAL FACULTY, EXECUTIVE BOARD

Duties: Perform administrative functions of the General Faculty  
 Chair: General Faculty President  
 Type: General Faculty  
 Meetings: As needed  
 Membership: General Faculty President (ex-officio Chair of the University Senate) – elected by the faculty  
 Vice Chair of the University Senate (ex-officio Vice President of the GF) – elected by the Senate

Secretary/Treasurer, General Faculty – elected by the faculty  
HSU Faculty Handbook VIII. Committees, Councils, Associations and Boards

**GRADUATE COUNCIL**

**Duties:** The council assists the Dean for Research and Graduate Studies in matters relating to the administration of the graduate program including the procedures used in classification, admission to degree programs, assessment of the status of graduate students, assuring the high quality of graduate programs, and assuring appropriate support for graduate programs. The council serves as a forum for the discussion of concerns relating to graduate programs.

The responsibility for the formulation and recommendation of policy regarding the program of graduate studies rests with the University Curriculum Committee. The Graduate Council, however, may communicate its interests in such matters to the University Curriculum Committee.

**Chair:** Dean, Research and Graduate Studies

**Type:** Administrative

**Meetings:** Four to six times per semester

**Membership:** One representative from each graduate program, one student from each college, and one representative from the College Faculty Preparation Program.

**HONORARY DEGREE NOMINATING COMMITTEE**

**Duties:** Serve as the campus review committee to invite, receive and evaluate campus recommendations for honorary degrees. (See Executive Memorandum P06-04)

**Chair:** Provost and Vice President for Academic Affairs

**Type:** Administrative

**Meetings:** As needed

**Membership:** Vice President, University Advancement  
 Chair, University Senate (General Faculty President)  
 An alumni representative, selected by the President  
 Faculty member (selected by the Senate Appointments Committee, two-year term)  
 Dean (appointed by the Provost in consultation with the Senate Executive Committee)  
 (two-year term)  
 President, Associated Students

**HSU ADVANCEMENT FOUNDATION**

**Duties:** Chair:

PSU Faculty Handbook

the charitable giving from alumni and friends of the University

VIII. Committees, Councils, Associations and Boards

Elected annually from the membership of the Board of Directors

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Type: Auxiliary

Meetings: At least four times per year

Membership: Executive Director  
 One Alumni Association member  
 One Faculty member  
 One Student member  
 Other Directors

Terms: All voting Directors are appointed by the President for one-year, renewable terms

Ex-Officio, President, HSU  
 Voting: Vice President, University Advancement

**HSU SPONSORED PROGRAMS FOUNDATION BOARD** (successor to HSU Foundation Board)

Duties: Govern the HSU Sponsored Programs Foundation, a non-profit corporation formed to advance the welfare of HSU through the development, encouragement, and management of sponsored programs and other special campus programs and their related trusts.

Officers: Elected annually from membership of the Board of Directors

Type: Auxiliary

Meetings: At least four times per year

Membership: Dean (from one of the Colleges of the Library)  
 Seven faculty directors (elected by the General Faculty and recommended to the President)  
 Two enrolled, full-time student directors (one graduate and one undergraduate)  
 One or more community directors

Additional directors as needed, to provide appropriate legal, financial, and regulatory expertise

Terms: Student Directors shall serve two-year terms. All other Directors shall serve overlapping terms of four years, and may succeed themselves only once.

Ex-Officio: President of the University  
 Vice President, Academic Affairs (or designee)  
 Vice President, Administrative Affairs (or designee)  
 Vice President, Student Affairs (or designee)  
 Vice President, University Advancement (or designee)  
 Dean, Research, Graduate Studies and International Programs

**HUMAN SUBJECTS IN RESEARCH, HUMBOLDT STATE UNIVERSITY INSTITUTIONAL REVIEW BOARD FOR THE PROTECTION OF**

HSU Faculty Handbook  
Duties: Review proposals for research involving human subjects. For current HSU policies

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and information about the review board, go to:  
<http://www.humboldt.edu/hsuf/irbpolicy.php>

#### **INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)**

**Duties:** Responsible for monitoring the care and use of animals at Humboldt State University. For HSU policy and information about the committee, go to:  
<http://www.humboldt.edu/iacuc/>

#### **INSTRUCTIONALLY RELATED ACTIVITIES COMMITTEE (IRA)**

**Duties:** Advise the President regarding both level of fee and allocation of fee revenue. Additionally, this committee reviews the intercollegiate athletics budget proposal from the Intercollegiate Athletic Advisory Committee prior to its submission to the President. The committee shall work within the confines of the Chancellor's Executive Order relating to instructionally related activities fee and BA letters of instruction coming from the Chancellor's Office.

**Chair:** Associated Students President (or designee)

**Type:** Administrative

**Meetings:** Weekly during budgetary process

**Membership:** An equal number of students (five), appointed by the Associated Students President according to established campus procedures, and an equal number of faculty (3) and administration (2) combined (five), appointed by the President of the University after appropriate consultation, for one year terms.

**Ex Officio Nonvoting:** Director, Athletics  
 Associated Students, General Manager  
 Vice President, Student Affairs

#### **INTEGRATED CURRICULUM COMMITTEE (ICC) [Replaces the University Curriculum Committee]**

**Duties:** The ICC is charged with the careful consideration and deliberation of all academic planning and curriculum matters. Recommendations are forwarded to the University Senate. ([See "Integrated Curriculum Committee Constitution," HSU Faculty Handbook, Appendix G](#))

**Chair:** Elected by the General Faculty Standing

**Type:** Committee of the University Senate

**Meetings:** ICC and subcommittees meet alternating weeks

**Membership:** Nine (9) faculty members:  
 1 Faculty member from each college, elected by the General Faculty, staggered 3-yr

HSU Faculty Handbook  
Chair from each college, elected by respective Council of Chairs, 2-yr terms

VIII. Committees, Councils, Associations and Boards

3 "At large" Faculty (from any college), elected by the General Faculty, 3-year terms  
 1 Graduate Council Faculty representative, elected by Graduate Council, 1-year term  
 Chair, Academic Policies Committee  
 Vice Provost, Academic Programs and Undergraduate Studies  
 Deans (3) - one from each college (or designee)  
 Dean, Library (or designee)  
 Director of Educational Effectiveness  
 ICC Staff Member (ASC or related position in the Vice Provost's office)  
 Catalog Editor or Degree Audit Report Staff Member  
 Registrar (or designee)  
 Two Students, appointed by Associated Students

#### **INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC)**

**Duties:** Serve as a forum for the President and Athletic Director to seek advice and refine ideas and develop or revised policies of the Athletic Department on such subjects as equity compliance, annual budget and the direction and balance of sports that constitute the program. The IAAC has the authority to review all proposed athletic policies and budgets and to make recommendations to the President and Athletic Director. The committee will also review the Athletics Grant-in-Aid and Compliance Handbooks and update them as needed. [revised by IAAC, AY10/11]

**Chair:** Faculty member elected by the Committee from the membership, for a one-year, renewable term

**Type:** Administrative

**Meetings:** Monthly during the academic year; as needed during the summer months

Membership to be appointed by the President. Faculty members and administrators will constitute the voting majority.  
 Three faculty members, selected in consultation with the Senate Executive Committee (2-year terms)  
 One student-athlete, selected in consultation with the Associated Students (1-year term)  
 One athletic coach representative, selected by the head coaches (2-year term)  
 One staff member or administrator from Student Affairs (2-year term)  
 One staff member or administrator from Academic Affairs (2-year term)  
 One staff member or administrator from Administrative Affairs (2-year term)  
 The President or an administrative representative of the President. The representative could include a staff member or administrator from Academic Affairs.  
 One community member (2-year term)  
 Faculty Athletics Representative (FAR)

**Nonvoting:** Director, Athletics Chair, Kinesiology and Recreation Administration  
 Chair, Student Athlete Advisory Committee (or designee)  
 Chair, Kinesiology and Recreation Administration

Terms are staggered (except the student athlete member) to provide continuity

#### **INTERNATIONAL ADVISORY COMMITTEE (formerly the International Resource Committee)**

**Duties:** Provides advisory support for, and promotes programs and initiatives that foster international educational opportunities for the campus community, including (1) maintenance of the HSU International Center, (2) recruitment of international students and faculty, (3) the establishment and maintenance of faculty-led international

programs, international student and faculty exchanges and international bilateral programs, and (4) the development of on-campus educational opportunities related to international education. Advises the campus community regarding international programs and international educational opportunities. Subcommittees are the International Education Week Committee, the International Programs Review Committee, and the International Admissions Advisory Committee. The Director of the HSU International Center (a committee member) reports committee business to the Provost and Vice President of Academic Affairs. [Revised by Committee, Spring 2011]

Chair: Elected from membership for a two-year term

Type: Administrative

Meetings: Monthly (first Monday of every month from 12:00-1:00 pm)

Membership: Academic Council for International Programs, CSU Representative  
 Faculty coordinator for International Education Week (IEW)  
 Director, HSU International Center  
 Study Abroad Advisor  
 Director, Contracts, Procurement and Risk Management  
 Director, Housing and Dining (or designee)  
 Dean, Extended Education  
 Special Programs Coordinator, Office of Extended Education  
 Director, Financial Aid  
 Director, International English Language Institute  
 Director, Multicultural Center (or designee)  
 Vice President, University Advancement (or designee)  
 Chair, Department of World Languages and Cultures (or designee)  
 Program Director, International Studies  
 Representative, Career Center  
 Student Representative, Undergraduate  
 University Registrar (or designee)  
 Six faculty members, appointed to three-year terms by the Senate Appointments Committee, with attention to distribution across the Colleges and the University Library

Additional faculty and staff depending on interests, welcome upon application to the Chair (nonvoting members)

#### **INTERNATIONAL PROGRAMS SCREENING COMMITTEE**

Duties: Review applications, interview applicants, and submit recommendations to the Chancellor's Office.

Chair: HSU representative to the CSU Academic Council on International Programs (ACIP)

Type: University

Meetings: As needed

Membership: Nine faculty members, appointed by the Senate Appointments Committee for staggered three-year terms  
 Two students, preferably former participants in the International Program  
 One Counselor, appointed by the Senate Appointments Committee for a three-year term  
 Other consultants as necessary

**INTERNATIONAL PROGRAMS, ACADEMIC COUNCIL ON (ACIP)**

**Duties:** Advisory board to the Chancellor. The ACIP assists the Office of International Programs (OIP) in the development of policies and procedures relating to international educational activities within OIP's assigned areas of responsibility. The ACIP ensures on-going communication and consultation between the campuses of the CSU and OIP.

**Type:** California State University

**Meetings:** At least twice per year

**Membership:** One member will be appointed by each campus of the CSU according to procedures developed by its local Academic Senate (the HSU representative is appointed by the University Senate Appointments and Elections Committee). Appointees must be either tenured or tenure track members of the teaching faculty, or hold an academic/administrative appointment, and should have demonstrated their interest in international/intercultural education through personal participation in activities such as:

The CSU International Programs (IP), through advising and selecting student participants  
 Exchange programs  
 Campus affiliation with overseas universities  
 Global education/internationalization of the curriculum  
 Governance of overseas study programs  
 Interaction with foreign students  
 Fulbright, or other international scholarship programs  
 Other significant overseas experience  
 Three student members and three alternates will be appointed from the International Programs alumni student body to serve for one year in accordance with selection guidelines established by the ACIP. Student members are not eligible for reappointment.

The period of appointment for members of the ACIP other than student members shall be three academic years. Incumbent members may be reappointed for one additional three-year term; they may not serve more than six consecutive years. Impending vacancies on the ACIP will be reported to the chairs of the appropriate campus academic senates by October 31 each year.

Appointments (and reappointments) of members will be announced by CSU campuses by February 1 of the final year of an appointment, and will become effective on July 1.

**NATIVE AMERICAN ADVISORY COUNCIL, PRESIDENT'S (HSU)**

**Duties:** Encourage ongoing communication between the University and American Indian tribes and communities of the Humboldt-Del Norte area.

**Chair:** Co-chairs  
 1. Provost and Vice President for Academic Affairs  
 2. Elected by council membership

**Type:** Administrative

**Meetings:** Meets at least twice per year

Membership: Representatives from Native American tribes and organizations

Nonvoting: Director, ITEPP  
 Director, INRSEP  
 Director, Center for Indian Community Development  
 (CICD) Chair, Native American Studies

#### **PARKING AND TRANSPORTATION COMMITTEE**

Duties: Serve as a forum for parking and transportation issues. Make recommendations to the President and implement strategies as directed by the President. (See Executive Memorandum P03-01)

Chair: Chief of Police

Type: Administrative

Meetings: Once per semester with additional meetings as determined by the committee Chair

Membership: Two students, appointed by the Associated Students (1-year term)  
 Faculty member, appointed by the Senate Appointments Committee (2-year term)  
 Faculty member, appointed by the University Executive Committee (2-year term)  
 Staff member (non-management), appointed by Staff Council (2-year term)  
 Director, Student Disability Resource Center  
 Director, Contracts, Procurement and Risk Management  
 Director, Facilities Management  
 Director, Fiscal Affairs  
 Supervisor, Parking and Commuter Services  
 Representative, City of Arcata, appointed by the City Council/City Manager

#### **PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)**

Duties: Review and select proposals submitted by faculty for Research, Scholarship, and Creative Activity grants which are awarded annually. Performs other duties when funds are not available, e.g., review of applications for McCrone awards and judging of posters for research symposium.

Chair: Director, HSU Sponsored Programs Foundation

Type: Administrative

Meetings: Annually

Membership: One elected faculty representative from each College and one elected representative from the University Library. (Terms shall be for two years.)

**PRESIDENT'S ADVISORY COMMITTEE ON SUSTAINABILITY (PACS)** (pending review and  
FSU Faculty Handbook VIII. Committees, Councils, Associations and Boards  
revision, per TC Commet, 10/16/12)

**Duties:** Advises the President on integrating sustainability concepts into all core functions of the university. Provide recommendations for implementing sustainability across the campus by constructing a sustainability plan addressing the following nine focus areas: education, transportation, waste, procurement, food services, biotic environment, water, energy, and built environment. Each focus area will have goals, actions, and timelines. [Established by University Executive Committee, Spring 2009]

**Chair:** Sustainability Coordinator

**Vice Chair:** Vice President for Administrative Affairs

**Type:** Administrative

**Meetings:**

**Membership:** Representative appointed by VP of Academic Affairs  
 One Faculty member appointed by Senate Appointments Committee  
 CCAT Student Director, appointed by all CCAT Student Directors  
 Senior Director of Facilities Management  
 Representative appointed by VP of University Advancement  
 Representative appointed by VP of Student Affairs  
 Student appointed by Associated Students Director, Housing and Dining  
 Staff Representative, appointed by Staff Council

#### PROFESSIONAL LEAVE COMMITTEE

**Duties:** The committee reviews sabbatical leave applications and considers questions related to the quality of the proposed sabbatical project. In this context, quality is defined as the potential of the sabbatical project to benefit the CSU or the profession through activities which include, but are not limited to, research, scholarly and creative activity, instructional improvement and faculty retraining. Quality also includes the thoroughness, specificity and clarity of the proposal in responding to application criteria. It is intended that the committee serve as an advocate in facilitating the professional development of HSU faculty, and will therefore conduct its evaluative review and make its recommendations in the spirit of collegial support and with respect for differences among disciplines. The committee shall forward all proposals to the appropriate administrator. These proposals shall be identified as "highly recommended," "recommended," or "not recommended." The committee also conducts a continuing study of leave policy and recommends appropriate changes to the University Senate. All application materials, supporting documents, sabbatical leave policy studies and/or proposed changes to the committee functions or activities shall be consistent with this charge. (CBA 27)

**Chair:** Elected from membership

**Type:** Administrative

**Meetings:** As needed during the fall and spring terms

**Membership:** Five members of the tenured faculty, elected in a General Faculty election by probationary and

tenured faculty, for two-year, staggered terms.  
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**PROFESSIONAL RESPONSIBILITY COMMITTEE**

- Duties:** Implement the "Statement on Professional Responsibility" ([Appendix U](#)). Meetings of the committee shall be closed. To bring a matter to the attention of the committee, any member of the academic community may call upon the chair. The Senate Appointments and Elections Committee will appoint temporary replacements in the event of disqualification of a committee member for any reason. In the event that a committee member feels inhibited in passing judgment on a specific faculty member or librarian, the committee member may request that the Senate Appointments and Elections Committee appoint an alternate to serve in his/her place.
- Chair:** Selected from membership
- Type:** General Faculty
- Meetings:** On call
- Membership:** Three faculty members elected by the General Faculty. Members must be tenured and hold the rank of professor. The term of office shall be three years, except that the initial appointments shall be for a one-, a two-, and a three-year term, as determined by lot.

**SENATE EXECUTIVE COMMITTEE**

- Duties:** Performs the administrative functions of the University Senate
- Chair:** University Senate Chair (elected by the General Faculty)
- Type:** Standing Committee of the University Senate
- Meetings:** Bi-weekly, or as needed
- Membership:** Vice Chair of the University Senate/Faculty Affairs Committee Chair  
Third Officer of the University Senate/Academic Policies Committee Chair  
Chair, Integrated Curriculum Committee Past Chair, University Senate  
Faculty Co-Chair, University Resources and Planning Committee  
1 General Faculty Representative to the ASCSU (senior statewide senator)  
1 Staff Senator (chosen by current staff senators)  
Student President (or designee), Associated Students  
Provost and Vice President for Academic Affairs
- Ex-Officio,** President, HSU Chapter of CFA
- Non-voting:** Delegate, HSU Labor Council

**SERVICE LEARNING/ACADEMIC INTERNSHIPS ADVISORY COMMITTEE (formerly Service Learning/Community Engagement Advisory Committee)**

- Duties:** Recommend and coordinate the implementation of HSU campus and CSU system-wide policies and procedures regarding academic service learning courses and academic internship courses. Strategies involving changes to campus policy will be presented for review to the University Senate or other appropriate campus governance bodies. (See [Executive Memorandum P02-02](#)) [Committee description revised 2012]
- Chair:** Director, Center for Service Learning/ Academic Internships
- Type:** Administrative
- Meetings:** Once a month, or as needed
- Membership:** Vice Provost for Academic Programs/Dean of Undergraduate and Graduate Studies  
 One faculty member representative for Service Learning and Academic Internships from each college (two-year staggered terms), appointed by the University Senate Appointments and Elections Committee  
 Field Placement Coordinator (Social Work Department)  
 Internship Coordinator (School of Business)  
 Two student representatives, appointed by the Associated Students (1-year terms)  
 Director, Center for Service Learning/ Academic Internships  
 One Community Partner non-profit/public entity representative (2-year term), appointed by the Provost and Vice President for Academic Affairs  
 One K-12 Community Partner representative (2-year term), appointed by the Provost and Vice President for Academic Affairs  
 One Community Partner business representative (2-year term), appointed by the Provost and Vice President for Academic Affairs

#### SERVICES TO STUDENTS WITH DISABILITIES, ADVISORY COMMITTEE ON

- Duties:** To assist in the evaluation of current campus policies and procedures relating to students with disabilities; develop prioritized plans relating to programs and services for students with disabilities; review barrier removal priorities as specified in the State University Administrators Manual (SUAM); and to develop timelines. (See [Executive Memorandum P03-07](#))
- Chair:** To be appointed by the President from the committee membership (two-year term)
- Type:** Administrative
- Meetings:** Regularly during the academic year
- Membership:** Vice President for Student Affairs (or designee)  
 Provost and Vice President for Academic Affairs (or designee)  
 Director, Student Disability Resource Center  
 Two students who have experience with disabilities, appointed by the Associated Students (one-year term)  
 Two faculty, appointed by the Senate Appointments and Elections Committee, at least one who has experience with disabilities (two-year staggered terms)  
 Director, Diversity and Compliance Services  
 Chief Information Officer (or designee)

HSU Faculty Handbook Director, Facilities Management (or designee)  
Director, Fiscal Affairs (or designee) VIII. Committees, Councils, Associations and Boards

**SEXUAL ASSAULT PREVENTION COMMITTEE**

- Duties:** Coordinates educational programs for the campus community that help prevent the occurrence of rape, acquaintance rape, and other forms of sexual violence; advises the Vice President for Student Affairs about campus policies and procedures that better support the prevention of rape, acquaintance rape, and other forms of sexual violence among the campus community, including treatment and information for its victims. (Executive Memorandum P98-7)
- Chair:** Elected by committee membership
- Type:** Administrative
- Meetings:** At least three times per term
- Membership:** Residence Life (one staff/ one student appointed by Housing Director)  
 Representative, Office of Diversity and Compliance  
 Representative, Counseling and Psychological Services, appointed by Director, Counseling and Psychological Services  
 Representative, Health Center, appointed by Director, Health Center  
 UPD representative  
 Student Affairs representative, appointed by Vice President for Student Affairs  
 Athletics (faculty or staff) representative, appointed by Athletic Director  
 Greek Council (one student) appointed by Greek Council  
 Women's Center (one student) appointed by the Women's Center  
 Two General Faculty, appointed by the Senate Appointments and Elections Committee  
 Two students, appointed by Associated Students  
 North Coast Rape Crisis Team (community appointment by the agency)  
 Representative, Anti-Bias/ Anti-Hate  
 Membership may also be expanded to include other offices or persons whose expertise might be of benefit to the Committee. Other campus and community resource individuals may be invited periodically to meetings. Terms are for two years. (For additional information regarding this committee refer to Executive Memorandum P98-7)

**STAFF COUNCIL**

- Duties:** To promote the role of staff in the achievement of the mission of the university; to advise and recommend to the President on matters outside the scope of collective bargaining; to facilitate positive communication and cooperation among the staff across the campus; and to recommend staff representatives for campus committees which are charged with matters outside the scope of collective bargaining, if so requested.
- Chair & Vice Chair:** Elected from membership for staggered two-year terms
- Secretary:** Elected from membership for a one-year term
- Type:** University
- Meetings:** Second Tuesday of each month

Membership: See [website](#) for current membership and other information.

#### STUDENT FEE ADVISORY COMMITTEE

Duties: Advise the President regarding the establishment and adjustment of all campus mandatory, user and penalty fees in accordance with the provisions of the Chancellor's Executive Order 740. (See Executive Memorandum P01-5)

Chair: A student member of the committee appointed by the President yearly

Type: Administrative

Meetings: As needed

Membership: President, Associated Students (or designee)  
Three students appointed by the Associated Students serving staggered two-year terms  
Director, Fiscal Affairs  
One administrator, appointed by the President

Ex Officio, One faculty member, appointed by the Senate Appointments Committee (2-year term)

Nonvoting: General Manager, Associated Students

#### STUDENT GRIEVANCE COMMITTEE

Duties: Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct. (See UML 00-01)

Chair: Elected annually from among faculty and staff members; also applies to Vice Chair, who serves in place of chair if absent or if chair has conflict of interest.

Type: University

Meetings: As needed

Membership: Three faculty, appointed by the Senate Appointments and Elections Committee (3-year staggered terms)  
Three students (preferably one graduate student), appointed by the Associated Students (1-year terms)  
One staff member, appointed by the President (3-year term)  
One administrative member as follows:  
Vice Provost for Academic Programs & Undergraduate Studies, for issues related to undergraduate studies;  
Dean, Research and Graduate Studies, for issues related to graduate studies;  
for issues that are not level specific, this member shall be chosen by lot from these two deans.

#### UNIVERSITY BOAT SAFETY COMMITTEE

Duties: Provide oversight for all boating operations; approve rules, guidelines, and standard operating procedures developed by unit-specific boat safety committees (University Center,

Intercollegiate Athletics, Academic Affairs) (See Executive Memorandum P06-11)  
HSU Faculty Handbook VIII. Committees, Councils, Associations and Boards

- Type: University
- Chair: To be elected from the members of the UBSC Twice annually
- Meetings: during academic year, more often if required
- Members: Executive Director, University Center  
 Director, Intercollegiate Athletics  
 Associate Dean, Marine Science  
 Programs Captain, R.V. Coral Sea  
 Director, Contracts, Procurement & Risk Management

University Center Boat Safety Committee composition will be determined by the Executive Director, University Center.

Intercollegiate Athletics Boat Safety Committee composition will be determined by Director, Intercollegiate Athletics.

Academic Affairs Boat Safety Committee is composed of the Associate Dean, Marin Science Programs, Captain, R.V. Coral Sea, and representatives from the departments of Biological Sciences, Fisheries, Oceanography, and Wildlife, as determined by department chairs.

UNIVERSITY BUDGET COMMITTEE (UBC), See **University Resources and Planning Committee**

**UNIVERSITY CENTER BOARD**

- Duties: Formulate and administer the policies for the development, financing, and operation of the University Center subject to the final approval of the University President. The Board shall see that net earnings will be used for the benefit of the students of HSU.
- Chair: Student member of the Board elected from membership
- Type: Auxiliary
- Meetings: Once per month, Wednesday evenings, or as needed
- Membership: Five students whose membership is selected by the Screening Committee and approved by the Associated Students' Council and the Board, for an indefinite number of years, subject to an annual review and recommendation by the Screening Committee. Three faculty members nominated by the Senate Appointments Committee and approved by the Board, for two-year terms, one alumnus nominated by the HSU Alumni Association and approved by the Board, for a two-year term.
- Ex Officio: President, Associated Students  
 Associated Student Affairs Representative(s)  
 Vice President for Student Affairs (or other administrator designated by the President of the University)
- Nonvoting: Executive Director, University Center

**UNIVERSITY EXECUTIVE COMMITTEE**

Duties:	Makes decisions affecting the University, receiving input and recommendations as needed.
Chair:	HSU President
Type:	Administrative
Meetings:	Once per week, or as needed
Membership:	Provost and Vice President for Academic Affairs Vice President for Student Affairs Vice President for Administrative Affairs Vice President for University Advancement Chair, University Senate
Ex-Officio, Non-voting Members:	Chief Information Officer College Deans Dean, University Library Associate Vice President, Business Services Special Assistant to the President

**UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)**

Duties:	Responsible for implementing the policy and procedures for faculty reappointment, tenure, and promotion. (See Articles 13, 14 and 15 of the CBA and Appendix J of the Faculty Handbook.)
Chair:	Elected from membership
Type:	Administrative
Meetings:	As needed
Membership:	Five faculty elected by the General Faculty for two year terms. Three seats shall be held by a faculty member from each college (CNRS, CAHSS, CPS), and two by faculty members at large. Members must be tenured and hold the rank of professor, librarian, or SSP-AR III (Appendix J, Section VIII. A.2.a)). (A minimum of two nominations are required for each vacancy during the election per Appendix J, Section VIII. D.2.b)).

**UNIVERSITY RESOURCES AND PLANNING COMMITTEE**

Duties:	See <a href="#">Senate Bylaws</a> , Section 11.3
Co-Chairs:	Faculty Senator, elected by the University Senate Provost and Vice President for Academic Affairs

Type:	Standing Committee of the University Senate
Meetings:	As needed
Members:	3 Faculty members (w/preference given to faculty senators), appointed by the AEC 1 Academic Dean, appointed by the President Vice President, Enrollment Management and Student Affairs (or designee) Vice President, Administrative Affairs (or designee) Vice President, University Advancement (or designee) 2 Staff delegates, appointed by AEC, w/preference given to staff senators 2 Student delegates, appointed by Associated Students
Advisors, Non-Voting:	University Budget Director Budget Analyst from each Division

#### UNIVERSITY SENATE

Duties:	<p>“The University Senate ... is a deliberative body, comprised of faculty, staff, administrators and students who work together to support the educational mission of Humboldt State University” (<i>Constitution of the University Senate of HSU, 1.0 (HSU Faculty Handbook, Appendix F, Part 1)</i>)</p> <p>The University Senate operates under the <i>Bylaws and Rules of Procedure of the University Senate of HSU (HSU Faculty Handbook, Appendix F, Part 2)</i></p>
Chair:	Elected by the General Faculty
Vice-Chair & 3rd Officer	Elected from Faculty senators
Type:	University
Meetings:	Twice monthly
Membership:	<p>Elected, 3-year terms:</p> <ul style="list-style-type: none"> <li>2 tenure-line (instructional) faculty delegates from each College [elected by college]</li> <li>2 tenure-line (non-instructional) faculty delegates (Library, Counseling, Coaches)</li> <li>3 tenure-line (instructional) “at-large” faculty delegates [elected by general faculty]</li> <li>3 lecturer faculty delegate [elected by lecturers]</li> <li>3 non-MPP staff delegates [elected by non-MPP staff]</li> </ul>
Ex Officio:	<p>General Faculty President/University Senate Chair Provost and Vice President for Academic Affairs Vice President for Enrollment Management and Student Affairs Vice President for Administrative Affairs 2 General Faculty Representatives to the ASCSU [elected by the general faculty] Chair, Integrated Curriculum Committee [elected by the general faculty]</p>
Ex Officio, Non-voting:	<p>Past Chair, University Senate President, Associated Students President of the University</p>

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VIII. Committees, Councils, Associations and Boards

**UNIVERSITY SPACE AND FACILITIES ADVISORY COMMITTEE**

Duties: Develop and coordinate recommendations for review through the University Resource and Planning Committee and, within the policy guidelines established by the Senate, advise the President and appropriate administrative officers University Executive Committee to the President, regarding all physical aspects of the campus. Includes, but may not be limited to, the assignment of space, building and renovation plans, alteration of the campus grounds, campus planning and design standards, and the prioritization of minor and major capital requests. (Executive Memorandum P04-03)

Co-Chairs: Associate Vice President, Facilities Management Faculty Senator, elected by the University Senate Provost and Vice President for Academic Affairs

Type: University Standing Committee of the University Senate

Meetings: As needed

Membership: Provost and Vice President for Academic Affairs (or designee)  
One University Resources and Planning Committee Representative and Faculty Representative as appointed by the University and Resources Planning Committee  
One College Dean (appointed by the Provost)  
One Representative of Student Affairs and Enrolment Management as Appointed by the vice President of Enrolment Management  
One Information Technology Services Representative as Appointed by the Chief Information Officer  
One University Advancement Representative as Appointed by the Vice President for University Advancement  
One Presidents Division Representative as Appointed by the University President  
Two faculty representatives, elected by the General Faculty (2-year staggered terms)  
Two student representative, appointed by Associated Students' President (1-year term)  
Director of Academic Resources  
Director of Facilities Operations, Facilities Management  
Director of Sustainability  
Executive Director, University Center  
Vice President for Student Affairs (or designee)  
Vice President for Administrative Affairs (or designee)  
Auxiliary member, appointed by the President (2-year term)  
One staff representative, appointed by the Staff Council (2-year term)  
Chair, University Senate (or designee, from the University Senate)  
Two faculty representatives, elected by the General Faculty (2-year staggered terms)  
One student representative, appointed by Associated Students' President (1-year term)  
One student representative, recommended by the Residence Hall Association and appointed by the Associated Students' President (1-year term)

Non-voting Members: Director, Facilities Maintenance, Facilities Management  
Director, Planning & Sustainability, Facilities Management  
Campus Space Analyst, Facilities Management  
Architect, Planning, Design, & Construction, Facilities Management

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**VPSA Council**

Duties: Advise the Vice President for Student Affairs on policies concerning the Student Affairs area of the University.

Chair: Vice President for Student Affairs

Type: Administrative

Meetings: Twice per month

Membership: Vice President, Associated Students  
Director, Academic Support Programs  
Director, Housing  
Executive Director, University Center and Dining  
Services Director, University Police  
Director, Career Center  
Director, Student Health and Counseling  
Services Assistant to the Vice President,  
Student Affairs Director, Athletics