

FACULTY HANDBOOK

CHAPTER VII

ADMINISTRATIVE AND ACADEMIC POSITIONS AND AREAS OF RESPONSIBILITY

700. POSITION SPECIFICATIONS

Classification and Qualification Standards for all non-academic positions are maintained in [Human Resources](#). It is the direct responsibility of the Director of Human Resources to administer the classification system and to ensure that all non-academic employees are properly classified. Copies of the Classification and Qualification Standards and can be found on the web page.

701. CONSULTATION RELATED TO APPOINTMENT OF ADMINISTRATIVE POSITIONS

The University observes a policy of collegiality that includes the participation of faculty, staff, and students (where appropriate) on search committees that review the applications of persons applying for administrative positions in the University. These committees will have access to documents relating to the candidates, will participate in the interview process, and make their recommendations known to the President or other administrator, who is responsible for making the appointment.

Unless specified otherwise below, all search committees for administrative positions not under the Division of Academic Affairs, at the level of Associate Vice President or higher, will have a minimum of two General Faculty members, appointed by the President in consultation with the Senate Executive Committee (Academic Senate Resolution [#19-05/06-EX](#), March 7, 2006)

702. PRESIDENT OF THE UNIVERSITY

The [President](#) is the chief administrative officer of the University. Authority is delegated to the President by the [Chancellor of The California State University](#). The President, in turn, delegates authority for the performance of assigned duties and functions to those with line assignment immediate to the President. These are the [Provost and Vice President for Academic Affairs](#), the [Vice President for Administration and Finance](#) and the [Vice President for Enrollment Management](#), and the [Vice President for University Advancement](#) and the Chief of Staff. See [organizational chart](#).

703. CHIEF OF STAFF

Reporting directly to the [President](#), the Chief of Staff provides executive-level support to the University President in order to advance the university's mission through effective, efficient, and strategic support of the President's priorities and vision for the institution, commitment to excellence, teamwork, and exemplary service. The Chief of Staff performs the work involved on the basis of a very close working relationship with the President, Vice Presidents and executive staff.

704. VICE PRESIDENT OF UNIVERSITY ADVANCEMENT

The [Vice President of University Advancement](#) provides leadership for all strategic and operational aspects of campus fundraising, including major gifts, deferred gifts, annual giving and corporate and foundation support. In collaboration with the University President, Vice Presidents and Deans, the Vice President plans, implements and maintains programs to optimize philanthropic support for identified campus priorities. Additionally, the Vice President is an active participant in the cultivation, solicitation and stewardship of

major gifts. The Vice President of University Advancement reports to the Office of the President; see [organizational chart](#). Administrative positions reporting directly to the Vice President of University Advancement are as follows

704.1. DIRECTOR OF MARKETING

The [Director of Marketing](#) leads a team responsible for strategic marketing efforts, public information, engagement of key audiences, enhancing the University's reputation, and select campus-wide events including commencement.

704.2. DIRECTOR OF PRINT MARKETING

The [Director of Print Marketing](#) leads a team responsible for a wide range of print, marketing, and bulk mailing services for the University community.

704.3. DIRECTOR OF ALUMNI RELATIONS

The [Director of Alumni Relations](#) leads a team responsible for the organization and management of Forever Humboldt, HSUs Alumni Association including organization of events and resources and supports available for alumni.

704.4. ASSOCIATE VICE PRESIDENT OF DEVELOPMENT

The [Associate Vice President of Advancement](#) supports the University Advancement Division in coordinating philanthropic programs to help HSU achieve its mission and goals.

704.5. DIRECTOR OF INITIATIVES

The [Director of Initiatives](#) provides leadership in the development and organization of University initiatives to help HSU achieve its mission and goals.

705. VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

The [Vice President for Administration and Finance](#) is the executive officer for most of the business functions of the University, see [organizational chart](#). As the chief financial officer of the University, the Vice President reports directly to the [President](#) for all matters related to the management and oversight of the business and financial affairs of the University, including implementation of all fiscal policies and regulations. Administrative positions reporting directly to the Vice President of Administration and Finance are as follows

705.1. DIRECTOR OF UNIVERSITY BUDGET

The [Director of University Budget](#) provides leadership and support in the planning and allocating of campus resources, including developing and implementing budgets, training and educating the campus on financial concepts, policies and processes and collaborating with the campus community to advance the University Mission.

705.2. DIRECTOR OF RISK MANAGEMENT AND SAFETY SERVICES

The [Director of Risk Management and Safety Services](#), is responsible for matters relating to environmental health, occupational safety, and risk management.

705.3. ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES

The Associate Vice President for [Human Resources](#) administers and is responsible for the following regulations and procedures for support staff: recruitment and selection; classification/ pay; training and development; performance evaluation and tenure recommendation; grievance process, diversity compliance, and discipline. The Associate Vice President also administers a fringe benefit program for both faculty and support staff which includes: retirement; health, dental, and vision insurance; other insurance plans such as non-industrial disability, group life, automobile, disability, income protection, unemployment, and workers' compensation

705.4. ASSOCIATE VICE PRESIDENT OF FACILITIES MANAGEMENT

The [Associate Vice President of Facilities Management](#) is responsible for the development, operation and maintenance of the physical campus and all its facilities and grounds; property management; shipping and receiving, moving and mail services; parking; for the development of the Capital Outlay Program; and for the coordination of the physical master plan (and those whose work relates to it). Overall planning and utilization of facilities is a major concern of the Associate Vice President. The Director of Plant Operations and the Director of Construction Management report directly to the Associate Vice President of Facilities Management.

705.5. CHIEF OF UNIVERSITY POLICE

The [University Police Chief](#) directs the operations of the University Police Department. The Chief is assisted by a staff of [P.O.S.T.](#)- certified campus peace officers, dispatchers, and clerical assistants.

705.6. DIRECTOR OF CONTRACTS AND PROCUREMENT

The [Director of Contracts and Procurement](#) is responsible for coordinating the purchase of commodities, issuance of contracts and agreements for construction and services, and development of policies and procedures related to these activities

705.7. DIRECTOR OF FINANCIAL SERVICES

The [Director of Financial Services](#) oversees the offices of Accounting and Student Financial Services. Accounting manages accounts, assets, financial reporting, and payroll. Student Financial Services manages student accounts, financial aid, fee assessments, University collections and the gift processing center and cashier's office.

706. VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

The Vice President for [Enrollment Management](#) is the chief administrative officer in the domain of Enrollment Management and Student Affairs (see [organizational chart](#)). The Vice President is directly responsible to the [President](#). The functions of the Vice President are implemented by those who are directly responsible to that office and are as follows.

706.1. REGISTRAR

The [Registrar](#) is responsible for the administration and maintenance of student academic records. The Registrar also governs registration procedures, administers academic policies, and has responsibility for the evaluation of student graduation and credential requirements. A professionally qualified staff of Transfer and Graduation Counselors/Evaluators, Administrative Analysts, a Credential Analyst, and Administrative Assistants assist in the implementation of the Registrar's functions.

706.2. DIRECTOR OF ADMISSIONS

The Director of [Admissions](#) directly supervises outreach, admissions operations and orientation and preview programs. The director is responsible for all aspects of multi-departmental and cross campus coordination of all recruitment strategies, yield activities, as well as prospective and newly-admitted student operations, events, and programs. The director shares institutional responsibility for meeting enrollment goals and strategic priorities.

706.3. DIRECTOR OF FINANCIAL AID

The Director of [Financial Aid](#) administers various programs of federal, state and institutional student aid, including the Work Study Program, scholarships, loans, and grants.

706.4. DIRECTOR OF CENTERARTS

The Director of [CenterArts](#) develops an annual season of performing arts and contemporary events, including a summer festival, for the benefit of the campus and regional communities. The Director also creates and directs CenterArts' outreach programs, such as workshops, master classes, and arts education activities; works with the [Provost and Vice President for Academic Affairs](#), the [College of Arts, Humanities and Social Sciences](#) Dean, and the Council of Chairs to integrate performance activities with instructional programs.

706.5. EXECUTIVE DIRECTOR OF STUDENT HEALTH AND WELLNESS SERVICES

The chief administrative officer for [Student Health and Wellness Services](#) has responsibility for programs and services for students. A professional staff of physicians, nurse practitioners, lab assistants, clerical assistants, pharmacists and psychologists implement the functions of the Center.

706.6. DIRECTOR OF EDUCATIONAL OPPORTUNITIES PROGRAM AND STUDENT SUPPORT SERVICES

The [Director of the EOP/SSS](#) oversees programming to support success of underrepresented and first generation students through fostering student autonomy and self-reliance and self-determination to overcome social, cultural, and systemic oppression; and for becoming actively engaged leaders.

706.7. ASSOCIATE VICE PRESIDENT OF STUDENT SUCCESS

The [AVP of Student Success](#) oversees services including housing, residence life, and the childcare center that provide everyday supports and basic needs for the campus community.

707.8. DEAN OF STUDENTS

The [Dean of Students](#) oversees student support services, student life, ensures student rights and responsibilities, and the Campus Assistance, Response, and Engagement (CARE) services program. The Dean of students office supports programs and services that encourage social responsibility, self-advocacy, leadership development and community engagement for students.

70.8 PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The [Provost and Vice President for Academic Affairs](#) is the chief administrative officer for the entire instructional program of the University. The Provost is administratively responsible to the President, but additionally represents the academic community. Functions of the Provost are implemented through those who are directly responsible to that office and who have line function; see organizational chart.

The search committee for the Provost and Vice President for Academic Affairs position shall consist of:

Updated: April 2021

- Faculty members, one from each college and one from the University Library, elected by the faculty of the Colleges and the University Library.
- One or two non-academic staff members selected by the President or designee.
- One or two deans appointed by the President or designee.
- One vice president appointed by the President.
- Two students, one undergraduate and one graduate, selected by the Associated Students.
- The President or designee may select one or more members in consultation with the Executive Committee of the Senate. These members will serve to represent areas or issues not represented by the above.
- The President or designee will appoint the chair of the search committee.

708.1. VICE PROVOST FOR ACADEMIC PROGRAMS AND DEAN OF UNDERGRADUATE AND GRADUATE STUDIES

The [Vice Provost for Academic Programs and Dean of Undergraduate and Graduate Studies](#) serves on the staff of the Provost and Vice President for Academic Affairs and is generally responsible for policy development for and evaluation and enhancement of undergraduate programs in terms of their contribution to the broad goals of the University for students and for faculty resource planning. The Vice Provost also serves as the Provost's designee on the University Curriculum Committee and serves on a number of committees such as the Council of Deans and Provost's Council and performs other duties as assigned. They oversee the [Academic Career and Advising Center](#), [Center for Community Based Learning](#), [The Learning Center](#), [Retention Through Academic Management \(RAMP\) Program](#), and [The Center for Teaching and Learning](#).

The Vice Provost is responsible for coordinating curriculum assessment, including program reviews of undergraduate and graduate majors, general education, technology-mediated instruction, accreditation activities, and other curricular initiatives across the University. The Vice Provost coordinates the new program approval process with the Chancellor's Office. They are responsible for supporting faculty development efforts leading to better teaching, learning, and advising. The Vice Provost represents Academic Affairs on university committees charged with oversight of facilities allocations, safety, efficient and appropriate use, repair and emergency management issues. They provide leadership on matters related to space allocation and facilities.

The search committee for Staff Deans (Dean for Research, Graduate Studies and International Programs and Vice Provost for Academic Programs and Undergraduate Studies) shall consist of:

- Faculty members, one from each college and the University Library, elected by the faculty of the colleges and the University Library.
- One non-academic staff member selected by the [President](#) or their designee.
- One or two deans appointed by the President or their designee.
- One student member selected by the [Associated Students](#).
- The President or their designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or designee will select the chair of the search committee from among the faculty elected to serve on the committee.

708.2. DEANS OF COLLEGES

The dean of a college is the chief administrative officer for an academic unit, composed of several academic disciplines organized into departments, who serves to further the professional development of the college and its programs. A major responsibility of the dean is the effective use

of the resources available to the college, both faculty and support staff. The dean is a member of the Provost's Academic Affairs Working Group. The dean of a college is assisted in accomplishing the functions of the position by department chairs or program leaders, and such other staff as may be assigned. College Administration - Colleges are organized with department chairs or program leaders. The manner of handling the internal affairs of the college is considered a matter for determination by the college within general policies established for the university as a whole. The establishment of departments and the appointment of chairs of departments is a function of the dean of the college. The search committee for the dean of a college shall consist of:

- Six faculty members to be elected from the college.
- One non-academic staff member selected by the [President](#) or their designee.
- One or two deans appointed by the President or their designee.
- One student member selected by the [Associated Students](#).
- The President or their designee may select one or more members in consultation with the Executive committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or their designee will select the chair of the search committee from among the faculty elected to serve on the committee.

708.3. ASSOCIATE DEANS OF COLLEGES

The associate deans of colleges are responsible for assisting their college dean with the following: confidential faculty, staff and student issues; curricular development and oversight; reviewing program self-studies and other aspects of institutional research at the college level; fulfilling reporting requirements external to the colleges; budget development and monitoring; external fund raising; coordinating class scheduling and use of facilities; monitoring faculty workload; and interacting on the college dean's behalf with other university offices. The associate dean also represents the college dean on various college-level committees and at various university functions and serves as acting dean in the college dean's absence.

708.4. DEAN OF UNIVERSITY LIBRARY

The Dean of the University Library is the chief administrative officer of the University [Library](#). The responsibilities of the position are carried out with the assistance of professionally trained librarians. The Dean maintains close contact with the various segments of the academic community. The search committee for the Dean of the University Library shall consist of the following:

- Faculty members, one from each college, elected by the faculty of the college.
- Two members of the University Library faculty elected by the University Library faculty.
- One University Library staff member elected by the University Library staff.
- One or two deans appointed by the [President](#) or their designee.
- One student member selected by the [Associated Students](#).
- The President or their designee may select one or more members in consultation with the Executive Committee of the Senate who will serve to represent areas or issues not represented by the above.
- The President or their designee will select the chair of the search committee from among the faculty elected to serve on the committee.

708.5. DIRECTOR OF INSTITUTIONAL EFFECTIVENESS

The [Director of the Office of Institutional Effectiveness](#), is responsible for the administration of the University's instructional and institutional data. In this capacity, the Director facilitates the collection and reporting of institutional data to inform data-driven decision making across units.

708.6. ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS

The [Associate Vice President for Faculty Affairs](#) serves as the [Provost's](#) liaison to faculty, department chairs and administrators on faculty contract interpretation; processes grievances filed by faculty; advises administration in Unit 3 arbitrations; oversees the [Faculty Fee Waiver Program](#); prepares materials pertaining to administrative appointments and probationary faculty appointments; assures compliance for hiring and evaluation processes for part-time faculty, probationary faculty, and academic administrators; and oversees the recruitment process for faculty.

The Associate Vice President's responsibilities include: advising the University faculty and administration on matters relating to academic personnel, including those pertaining to the Faculty Collective Bargaining Agreement (CBA) and its implementation as well as the contract with the Academic Student Employees CBA; advising the Provost, Deans, Department Chairs, and Search Committees in matters related to the recruitment of faculty, and reviewing the search process at all levels; representing the University with outside compliance agencies on faculty employment issues and coordinating with the [California State University System](#) on matters pertaining to academic personnel; participating in the organization of events for orientation and support of new faculty and other faculty development activities as appropriate; provides support for the grievance process; assists the Office of the Provost in facilitation of the retention, tenure, and promotion process; and performs all other duties as assigned.

708.7. DEAN OF COLLEGE OF EXTENDED EDUCATION & GLOBAL ENGAGEMENT

The [Dean of the College of Extended Education and Global Engagement](#) is the chief administrative officer for the development and administration of the extension and summer session programs of community development and community service and center for international programs.

708.8. CHIEF INFORMATION OFFICER ~ INFORMATION TECHNOLOGY SERVICES

The Chief Information Officer (CIO) is responsible for coordinating and directing the operations of [Information Technology Services](#) to ensure that the needs of the institution and the [CSU](#) System are met, including evaluating and establishing computing priorities that support the strategic direction and goals of the University; facilitating the integration of technology into the academic and administrative functions of the University; and achieving convenient and reliable access to information services for faculty, staff and students.

708.9. EXECUTIVE DIRECTOR ~ SPONSORED PROGRAMS FOUNDATION

The Executive Director of the Humboldt State University [Sponsored Programs Foundation](#) is responsible for the coordination and overall business management of the affairs of the HSU Sponsored Programs Foundation. The Executive Director plays a critical role liaising between the research community, HSU faculty, and funding agencies to optimize effectiveness of the grant administration process and HSU SPF staff. The Executive Director is directly responsible to the President of the Foundation and its [Board of Directors](#). The official relationship of the Executive Director's Office to the University is through the Office of [Research & Sponsored Programs](#).

708.10. ASSOCIATE VICE PRESIDENT FOR DIVERSITY, EQUITY & INCLUSION AND CAMPUS DIVERSITY OFFICER

The [Associate Vice President for Diversity, Equity, and Inclusion](#) oversees the Office of Diversity, Equity, and Inclusion which provides services and programming and leads initiatives to build critical social consciousness and fostering belonging, success, and well-being for all members of the HSU community. The ODEI works as campus leaders for dismantling oppressive structures in policy and practice and replacing them with equitable policies and practices.

709. DIRECTOR ~ INTERCOLLEGIATE ATHLETICS AND RECREATIONAL SPORTS

The Director of [Athletics](#) is responsible for administrative duties in connection with the Intercollegiate Athletics program and recreational sports. The Director's off-campus responsibilities include contact with the local communities, the affiliated athletics conference and the [National Collegiate Athletic Association](#).

710. FACULTY ATHLETIC REPRESENTATIVE

The President appoints one faculty member as a representative who will attend regular meetings of the affiliated athletic conference and performs functions outlined by the [NCAA Bylaws](#). The [University Senate](#) regards the individual holding the title "Faculty Athletic Representative" as a faculty member who represents the University.

FACULTY HANDBOOK

CHAPTER VIII

COMMITTEES, COUNCILS, ASSOCIATIONS AND BOARDS

800. ACADEMIC MASTER PLANNING (AMP) SUBCOMMITTEE OF THE INTEGRATED CURRICULUM COMMITTEE

- Duties: Annually review and update the Academic Master Plan, develop processes for and review new program proposals, review Program Review, Evaluation, and Planning Memorandum of Understandings, and develop and update the HUS curriculum Handbook and associated web resources; see [ICC constitution](#) Section 4.2)
- Chair: Faculty Chair of the Integrated Curriculum Committee
- Type: Subcommittee of Standing University Senate Committee
- Meetings: Every other week, on rotation with the Integrated Curriculum Committee Meetings
- Membership: One Faculty department chair representative from each college Council of Chairs
One additional faculty member from any college
One Graduate Council Faculty representative
One Associate Dean (or Dean) for each college
One Librarian
Vice Provost
Registrar

801. 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" See [Senate Bylaws](#), Section 11.2.
- Chair: Faculty Senator Elected Annually by the Senate, as the Third Officer of the Senate, for a one-year term.
- Type: Standing Committee of the University Senate
- Meetings: Weekly, or as needed
- Membership: Four Faculty, appointed by the Senate Appointments and Elections Committee
One Staff Senator, appointed by the Senate Appointments and Elections Committee (if no staff senator is available, nominations for a non-MMP staff member will be requested from the Staff Council)
One Student, 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)

802. ALCOHOL AND OTHER DRUG 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 Academic Affairs and to the President. ([Executive Memorandum P01-3](#))

Chair: Student Health Educator

Type: Administrative

Meetings: At least four times each term

Membership: 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
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
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

Ex-Officio: Assistant Director, Housing and Residence Life
Associated Students Vice President for Legislative Affairs (or designee)
Student Health Center Health Educator

Terms of appointment shall be two years.

803. 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; See [Senate](#) Section 11.5.

Chair: A faculty member of the committee, to be selected by the committee

Type: Standing Committee of the University Senate

Meetings: Weekly, or as needed

Membership: Three faculty members, one from each instructional unit, to be elected by the faculty of their respective unit

Ex-Officio: Chair, University Senate/Presiding Officer, General Faculty
Provost and Vice President of Academic Affairs
Chair of the Governance Committee of the Staff Council (or designee)
Student Affairs Vice President of the Associated Students (or designee)

Elected and appointed members of the committee shall serve Staggered
Two - year terms. The staff representative shall serve a one-year term in
alignment with their one-year terms.

804. BOOKSTORE ADVISORY COMMITTEE

Duties: The Bookstore Advisory Council serves as an advisor to the Associate Vice President for Student Success and the Bookstore Management. The council will provide input on issues and needs pertaining to the management of the bookstore, collaborate with the bookstore leadership team to develop programs to educate the student body, and make suggestions to and engage in dialog with the bookstore management team on customer service, store offerings, course textbooks/materials, supplies, clothing items, collaboration with campus partners, student focused initiatives, and faculty focused initiatives. The Bookstore management team will provide ongoing education and information to the Advisory Committee on the development and progress of new initiatives and the functions of the HSU Bookstore.

Chair: Associate Vice President for Student Success

Type: Administrative

Meetings: As needed

Membership: Up to eight students members, appointed by Associated Students
One faculty representative, appointed by the Senate Appointment and Elections Committee

Ex-officio: Associate Vice President for Student Success

805. COLLEGE OF EXTENDED EDUCATION AND GLOBAL ENGAGEMENT ADVISORY COUNCIL

Duties: The CEEGE Advisory Council serves as an advisor to the Associate Vice President for the College of Extended Education & Global Engagement. Members of the CEEGE Advisory Council are familiar and/or interested in the use of technology in delivering instruction. The Council will play an important advisory role in recommending eLearning initiatives, policies and services that should be provided to students and faculty and in setting guidelines for the assessment of learning outcome

Chair: Dean, College of Extended Education and Global Engagement

Type: Administrative

Meetings: Quarterly, as needed

Membership: One student representative, appointed by Associated Students

One College Dean, appointed by Provost

One University Senate Liaison; appointed by senate appointment committee

Three Faculty Representatives, one from each instructional unit, appointed by their College

Dean for a 2-year term

Ex-officio: Dean, College of Extended Education & Global Engagement (chair)
CFA Chapter President (or designee)
Senior AVP, Faculty Affairs and Human Resources
Vice Provost of Academic Programs

806. 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](#) and [Senate Resolution #01-13/14-FAC](#))

Chair: Tenured faculty member of the committee, selected by the committee

Type: Administrative

Meetings: As needed

Membership: Six Tenure-line Faculty, at least one from each College, with preference given to faculty with experience at the UFPC or CPC level, and at least three with tenure, appointed by the AEC in consultation with UFPC

Ex-Officio: 1 Dean from each College (or designee)
Associate Vice President for Faculty Affairs

807. COMMUNITY ADVISORY COUNCIL, PRESIDENT'S

Duties: The President's Community Advisory Committee (PCAC) members are appointed by the HSU President to bring their professional perspectives to help inform decision making. Members provide important advice to help guide University priorities, community outreach and relations, governmental affairs, athletics, and other university matters. The committee convenes quarterly. Membership is based on professional affiliation or leadership role and for two-year staggered terms.

Type: Administrative

Meetings: As needed

Membership: For current members, see [presidents' website](#)

808. CENTER FOR COMMUNITY BASED LEARNING (CCBL) ADVISORY COMMITTEE

Duties: The Center for Community Based Learning Advisory Committee is composed of HSU students, faculty, staff and local community partners. The Advisory Committee members provide feedback and guidance on the Center's activities and strategic direction. Each member offers a unique perspective and represents their constituency needs and goals. The meetings provide opportunities for campus and community connections as representatives share their organizations initiatives. The committee meets twice a semester for 1.5 hours each on the HSU campus.

Chair: Director, Center for Community Based Learning

Type: Administrative
 Meetings: Once per semester
 Membership: For current membership, see [CCBL Website](#).

809. CONSTITUTION AND BYLAWS COMMITTEE (CBC)

Duties: Periodic review of the Senate Constitution and Bylaws and associated policies, making recommendations related to shared governance and committee work where needed. Questions related to the interpretation of text in a senate approved document will be referred to the CBC who will submit written recommendations to the Senate. 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 See [Senate Bylaws](#), Section 11.6

Chair: A senator, elected during the regular annual election within the Senate, for a one-year term

Type: Standing Senate Committee of the University Senate

Meetings: Weekly, or as needed

Membership: Three Faculty members, appointed by the Appointments and Elections Committee
 One non-MPP Staff member, appointed by Staff Council
 One Student, appointed by Associated Students

Ex-Officio: Senate Parliamentarian, appointed annually by the Senate Executive 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.

810. COURSE DEGREE CHANGE SUBCOMMITTEE OF THE INTEGRATED CURRICULUM COMMITTEE

Duties: Evaluate and respond to assigned course and degree change proposals, reporting out of Subcommittee to the ICC the evaluation criteria and related recommendations on a proposal.

Chair: Faculty chair, elected from within the committee

Type: Administrative

Meetings: Biweekly, on rotation with the full ICC schedule

Membership: Four faculty, one from each instructional unit and one additional at large faculty

Ex-officio: Office of the Registrar staff member
 Curriculum Coordinator

811. DISABILITY ACCESS AND COMPLIANCE COMMITTEE

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 semester
- Membership: 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)
- Ex-Officio: Provost and Vice President for Academic Affairs (or designee)
Vice President for Student Affairs (or designee)
Director, Student Disability Resource Center
Director, Diversity and Compliance Services
Chief Information Officer (or designee)
Director, Facilities Management (or designee)
Director, Fiscal Affairs (or designee)

812. DIVERSITY AND INCLUSION COUNCIL, PRESIDENT'S

- Duties: "In keeping with HSU's mission to "welcome students from California and the world...[and] to prepare individuals to be responsible members of diverse societies," the HSU Diversity, Equity and Inclusion Council (DEIC) will work in partnership with the Office of Diversity, Equity and Inclusion (ODEI) to provide advisory council and leverage expertise to create institutional and systemic change collectively. By applying an equity lens, the DEIC will assist ODEI in making recommendations and raising awareness of ways to improve HSU's diversity, equity and inclusion efforts. This will take place by the establishment of three sub-committees with a focus on: Faculty and staff development and professional opportunities, what it means for HSU to be a Hispanic Serving Institution (HSI), and inclusive teaching strategies and culturally relevant pedagogy.
- Chair: Associate vice President for Diversity, Equity, and inclusion
- Type: Administrative
- Meetings: Monthly, and as needed
- Membership: For current membership, see the [Presidents Website](#).

813. DIVERSITY, EQUITY AND INCLUSION GRANT COMMITTEE [formerly the 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)
- Ex-Officio: Diversity Programming Personnel
Director, Multicultural Center
Vice Provost and Dean of Undergraduate and Graduate Studies Director, Student Life
EOP staff representative

814. 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. [See Section 3.42 of the Diving Safety Manual.](#)
- Chair: 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: Qualified SCUBA Divers
- Ex-Officio: Diving Safety Officer Director, Marine Facilities
Chair, Kinesiology and Recreation Administration
Director, Environmental Health and Safety

815. EMERITUS AND RETIRED FACULTY AND STAFF ASSOCIATION (ERFSA)

- Duties: The association holds informational luncheons on the second Thursday of each month September-December and February-May with guest speakers. Those who contribute an annual fee of \$20.00 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
- Meetings: Second Tuesday of each month
- Coordinating
Committee: Coordinator (serves as chair) Treasurer, Representative to the CSU ERFSA State Council
Representative to the CSU ERFA State Council & HSU ERFSA Representative to the HSU
University Senate
Program Chair
Membership Chair
Communication Specialist
Committee Member, Past Chair
- 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

816. ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE

- Duties: This Committee meets quarterly to communicate and discuss relevant safety Information across campus. Functions of the Committee include, but are not limited to: develop and update written safety policies and procedures at a campus level, identify safety issues and offer recommendations for improvement, provide feedback to responsible groups on workplace recommendations and status of programs, and raise the level of awareness for safety at HSU. This committee is responsible to and reports all findings and recommendations to the Vice President for Administrative Affairs. In turn, it is advised by one subcommittee - the Diving Control Board - on aspects of the diving program. (See [Safety Committee Charter](#))
- Chair: Director of Risk Management and Safety Services
- Type: Administrative
- Meetings: As needed
- Membership: Facilities Management Representative, appointed by the Vice President of Administrative Affairs
CNRS Representative, appointed by CNRS Dean
Dining Services Representative, appointed by University Centers Board of Directors
University Center Representative, appointed by University Centers Board of Directors
HSU Sponsored Programs Foundations Representative, appointed by the Director of the Sponsored Programs Foundation
Student Representative, appointed by Associated Students
Unit 2 representative
Unit 3 representative
Unit 5 representative
Unit 6 representative
Unit 7 representative
Unit 9 representative

Ex-Officio: Diving Safety Officer
Environmental Health and Safety Specialist
Safety Coordinator
Boat Safety Office

817. EQUITY ALLIANCE OF THE NORTH COAST

Duties: HSU participation in a broad coalition of nonprofits, local governments, and the business community that offers education, dialogue, and coaching for organizations and individuals to address all divisions of racial inequality.

Type: Administrative

Meetings: As needed

Membership: See the [Presidents website](#) for current membership and further information

818. 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 standing committee of the Academic Senate of the California State University. ..." Section 11.4

Chair: Faculty senator, elected annually by the Senate as Vice Chair of the Senate, for one-year term

Type: Standing Committee of the University Senate

Meetings: Weekly, or as needed

Membership: Two Faculty Senators, appointed by the Appointments and Elections Committee
Two Faculty "At-Large", appointed by the Appointments and Elections Committee
One Student, appointed by Associated Students

Faculty representatives shall be appointed on staggered, three-year terms; student representatives shall be appointed for a one-year term.

Ex-Officio: President, HSU Chapter of California Faculty Association
Associate Vice President for Faculty Affairs (or designee)

819. 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 [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: Three members of the teaching faculty (two of whom are previous recipients of the Outstanding Professor Award), appointed for one-year terms by the Appointments and Elections Committee
One student appointed by the Associated Students.

820. GENERAL EDUCATION AND ALL UNIVERSITY REQUIREMENTS CURRICULUM AND ASSESSMENT SUBCOMMITTEE OF THE INTEGRATED CURRICULUM COMMITTEE

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. Review GEAR related educational proposals and make recommendations to the ICC. See section 4.3 of the [ICC Constitution](#).

Chair: Faculty member of the ICC, elected by the General Faculty for a three-year term.

Type: Subcommittee of the Integrated Curriculum Committee

Members: Three faculty who are also members of the ICC, one from each instructional unit, appointed by the Senate Appointments and Elections Committee
One additional Faculty member, appointed by the Senate Appointments and Elections Committee, ideally someone who teaches in at least one of the GEAR areas: e.g A, E, DCG, Institutions, and who is not a member of the ICC
1 Student representative, appointed by Associated Students

Appointed faculty shall serve staggered, three-year terms. The Student representative shall serve a one-year term.

Ex-Officio: Vice Provost (or Designee)
Academic Assessment Coordinator

821. 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

822. GRADUATE COUNCIL

Duties: The purpose of the council is to discuss and approve such things as graduate program policy, program review, and the strategic plan for graduate education.

Chair: Vice Provost and Dean and Undergraduate and Graduate Studies

Type: Administrative

Meetings: Meetings are held during the academic year on the first Monday of the month.

Membership: Faculty member who serves and the Graduate Coordinator from each graduate program
One student from each college

823. HISPANIC SERVING INSTITUTION SUBCOMMITTEE OF THE DIVERSITY, EQUITY, AND INCLUSION COUNCIL

Duties: Inform the work of the DIEC from the lens of what it means to be an Hispanic Serving Institution.

Chair: Appointed from with the DEIC

Type: Administrative

Meetings: Monthly, as needed

Membership: For current membership, see the [Hispanic Serving Institution Website](#).

824. HONORARY DEGREE NOMINATING COMMITTEE

Duties: Serve as the campus review committee to invite, receive and evaluate campus recommendations for honorary degrees. (See [PolicyP17-06](#))

Chair: Provost and Vice President for Academic Affairs

Type: Administrative

Meetings: As needed

Membership: An alumni representative, selected by the President
Faculty member, appointed by the Appointments and Elections Committee (two-year term)
Dean, appointed by the Provost in consultation with the Senate Executive Committee (two-year term)

Ex-Officio: Vice President, University Advancement
President, Associated Students
Chair, University Senate (General Faculty President)

825. HSU ADVISORY COMMITTEE ON SUSTAINABILITY

Duties: The HSU Advisory Committee on Sustainability is charged with advising the Provost and the VP of Administration & Finance on specific, recommended actions the campus can take to further the implementation of sustainability into the core focus areas of campus operations, academics, infrastructure and engagement See [committee charge](#)).

Co-Chairs: One faculty co-chair appointed by the VP of Admin & Finance and the Provost
One standing appointment co-chair: Director of Sustainability or designee

Type: Administrative

Membership: Four Students, one appointed from each organization: Campus Center for Appropriate technology, Green Campus, Waste Reduction & Resource Awareness Program, Associated Students
Four Faculty, one appointed by the Senate and three appointed by the Provost
Four auxiliary Services Staff, one appointed from each: Housing, Dining Services, The University Center, Athletics
Six Staff Members, one appointed from each: Staff Council, Director of Sustainability, Budget Director, Director of Academic Resources, Director of Parking Services, Director of Custodial Services

826. HSU FOUNDATION [formerly HUS Advancement Foundation]

Duties: Provide expertise, fiduciary oversight, and advocacy to increase charitable giving from alumni and friends of the University (See [Foundation Bylaws](#)).

Chair: Elected annually from the membership of the Board of Directors

Type: Auxiliary

Meetings: At least four times per year

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

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

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

827. HSU SPONSORED PROGRAMS 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. The HSU Sponsored Programs Foundation administers virtually all externally-funded grants and contracts and submits proposals to external funding agencies on behalf of Humboldt State University. The board meets quarterly to provide financial oversight and programmatic direction to SPF management.

- 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, appointed by the president
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
- 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, Student Affairs (or designee)
Vice President, University Advancement (or designee)

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

- Duties: Review proposals for research involving human subjects. For current HSU policies and information about the review board, See the [IRB Website](#).

829. HUMBOLDT EMERGENCY INDEPENDENCE FUND COMMITTEE

- Duties: The Committee was established under the guidelines of the Humboldt Energy Independence Fund Initiative (hereinafter referred to as the "HEIF"), duties include but are not limited to the following: encourage the integration of HEIF projects into academic curriculum, make recommendations for project topics to proposal authors, provide assistance to parties involved in developing project proposals, approve projects for HEIF funding, participate in the development and implementation of approved projects, ensure collection and evaluation of project performance data, maintain HEIF spending records, summarize HEIF activity in an annual public report, and develop and update an informational website. See [committee bylaws](#).
- Co-Chairs: Associate Vice President of Facilities Management (or designee)
Student, elected from within the committee
- Type: Administrative
- Meetings: Biweekly, as needed
- Membership: Three students, appointed by Associated Students
Faculty member in a related discipline, appointed by the President
- Ex-officio: Campus Center for Appropriate Technology (or designee)
Associated Students Executive Officer
Associate Vice President of Facilities Management

Campus Emergency Analyst (or designee)
Campus Sustainability Director (or designee)
Additional non-voting members can be added by appointment on a volunteer basis, see [Committee Bylaws](#).

830. 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 [committee website](#).

831. 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: Director, Athletics
Associated Students, Executive Director
Vice President, Enrollment Management (or designee)

832. 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 for a three-year term

Type: Standing Committee of the University Senate

Meetings: The ICC and its subcommittees meet during a two-hour time block designated prior to the scheduling of fall classes. ICC and subcommittees meet alternating weeks

Membership: Nine (9) faculty members:
One Faculty member from each college, elected by the General Faculty, staggered 3-yr terms
One Chair from each college, elected by respective Council of Chairs, 2-yr term
Three "At large" Faculty (from any college), elected by the General Faculty, 3-year terms

One Graduate Council Faculty representative, elected by Graduate Council, 1-year term
Librarian, appointed by the Dean of the Library

Ex-Officio: Chair, Academic Policies Committee
Vice Provost and Dean of Undergraduate and Graduate Studies
Three Deans, Associate Deans, or designees, one from each college
Dean, Associate Dean, or designee from the College of Extended Education and Global
Engagement
Dean, Library (or designee)
Academic Assessment Coordinator
Curriculum Coordinator
University Registrar
Assistant Registrar
Associated Students Legislative Vice President
Two Students, appointed by Associated Students

833. 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 revise 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, AY 10/11]

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)

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

Ex-Officio: Director, Athletics
Chair, Kinesiology and Recreation Administration
Chair, Student Athlete Advisory Committee (or designee)

834. INTERNATIONAL ADVISORY COMMITTEE (formerly the International Resource Committee)

- Duties:** To support the University's mission of global citizenship and provide strategic and practical advice on programs and initiatives to the University. In addition to being a center of expertise on campus for our global engagement, the three specific goals of the committee are to: 1) Promote programs and initiatives that foster international student recruitment and create an inclusive environment for international students and faculty with appropriate infrastructure and support for retention at every level; 2) Promote study abroad by acting as a consulting body to campus on processes relating to students (financial and academic advising), staff and faculty (program creation, approval and sustainability), and; 3) Globalize HSU as part of our mission to meet the challenges of the 21st century through the internationalization of the campus including programming and professional development designed to support diversity through intercultural exchange. The Chair of the IAC will facilitate the committee's work to support the Dean of CEEGE and the Vice Provost in the production of an annual report to the Provost on these three areas of activity. Subcommittees include: International Education Week (IEW) and the International Program Review Committee (IPRC).
- Chair:** Elected from membership for a two-year term
- Type:** Administrative
- Meetings:** Monthly
- Membership:** Two faculty representatives from each college (AHSS, CNRS, & CPS) appointed by the University Senate Appointments and Elections Committee for staggered three-year terms
Student Representative, Undergraduate, Appointed by Associated Students for a one-year term
- Ex-Officio:** Dean, Extended Education and Global Engagement Vice Provost (*or designee*)
Dean, HSU library (*or designee*)
Academic Council for International Programs, CSU Representative
Chair, Department of World Languages and Cultures Program Leader, International Studies
Faculty Coordinators of International Education Week (IEW)
Director, Financial Aid (*or designee*)
Dean of Students (*or designee*) University Registrar (*or designee*)
Study Abroad Coordinator
Center for International Programs Representative
Academic and Career Advising Center Director, Risk Management and Safety Services (*or designee*)
Director, Housing and Dining (*or designee*)
Director, Admissions (*or designee*)
- Additional faculty and staff depending on interests, welcome upon application to the Chair (non-voting members).

835. 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.

836. NATIVE AMERICAN ADVISORY COUNCIL, PRESIDENT'S (HSU)

- Duties: This council serves as a communication conduit and assists in developing mutually beneficial partnerships among HSU, the Native American community, and Tribal Nations. The Council provides perspectives and advice on the University's collaborations with Native American communities, tribal nations, and tribal organizations in the region. Council members will advise the President on matters of importance to Native communities as they relate to the University.
- Type: Administrative
- Meetings: Meets at least twice a semester
- Membership: For current membership, see the [Office of the President](#).

837. PARKING AND TRANSPORTATION COMMITTEE

- Duties: Serve as a forum for parking and transportation issues. The Committee receives input, evaluates parking and transportation strategies, develops and recommends policies and procedures for adoption, makes other recommendations for action to the President, and implements strategies as directed by the President. (See [Executive Memorandum P03-01; Committee Website](#))
- Chair: Associate Vice President of Facilities Management
- 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)
Two faculty, appointed by the Senate Appointments and Elections 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)
- Ex-Officio: Director, Student Disability Resource Center
Director, Contracts, Procurement and Risk Management (or designee)
Chief of Police
Director, Housing (or designee)
Executive Director, University Center (or designee)
Associate Vice President, Business Services

(or designee)

838. PLANNING COMMITTEE FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (PCRSC)

Duties: Reviews and selects proposals/applications submitted by faculty and students for various research related competitions on campus. This committee is primarily responsible for reviewing and awarding applications for three main awards: Research Scholarship Creative Activity Awards (RSCA), CSU Student Research Competition, McCrone Graduate Student Fellowship & Faculty Scholars Award. Performs other duties when above listed funds are not available or alternative funds are allocated for disbursement. *Please note, faculty elected to this committee are not eligible to submit applications (during their two year term) for competitions which they are responsible for reviewing.

Chair: Director, HSU Sponsored Programs Foundation

Type: Administrative

Meetings: Annually (approximately one meeting in the fall semester and one meeting in the spring semester)

Membership: One elected faculty representative from each College and one elected

839. PRESIDENT'S CABINET

Duties: Advise the President on matters concerning the University.

Chair: University President

Type: Administrative

Meetings: Regularly

Membership: For current membership see the [President's website](#).

840. 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.

841. 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 their 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.

842. PROVOST LEADERSHIP TEAM

Duties: The Office of Academic Affairs Leadership Team, advises and assists the Provost and Vice President of Academic Affairs in the determination of fund and personnel allocations and other administrative matters for the academic sector. Additionally, 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
- Membership: See the Provost's [website](#) for current membership and other information.

843. SENATE EXECUTIVE COMMITTEE

- Duties: Performs the administrative functions of the University Senate. See [University Senate Bylaws, section 11.1](#).
- 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
Delegate, HSU Labor Council

844. 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 Representative, 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.

845. 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
- Type: University
- Meetings: Monthly
- Membership: See [Staff Council Bylaws](#) for current membership and other information.

846. 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 P17-065](#))
- Chair: A student member of the committee appointed by the President yearly
- Type: Administrative
- Meetings: As needed
- Membership: Three students appointed by the Associated Students serving staggered two-year terms
One administrator, appointed by the President
One faculty member, appointed by the Senate Appointments Committee (2-year term)
- Ex Officio, President, Associated Students (or designee)
Manager, Student Financial Services
Executive Director, Associated Students

847. STUDENT GRIEVANCE COMMITTEE

- Duties: Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct. (See [UML 00-01](#); [Committee Website](#))
- 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, one from each instructional unit, 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 Student Grievance Coordinator, appointed by the president (3-year term)

Vice Provost and Dean of Undergraduate and Graduate Studies

848. STUDENT HEALTH ADVISORY COMMITTEE

Duties: The Student Health Advisory Committee (SHAC is a campus group made up primarily of students that serves an advisory, liaison, and outreach function between students, the Student Health Center, and the campus Administration. The goal of the SHAC is to assist in promoting the general health and well being of the HSU students, including facilitating, publicizing, and improving Student Health Center services. To this end, SHAC periodically obtains and evaluates information regarding the health concerns and health care needs of students, including Student Health Center programs and policies and utilizes this information in making recommendations to the campus and the Health Center. SHAC advises and makes recommendations on the scope of service, hours of operation, fee for service charges, mandatory health fee levels and annual budgeting, alternative revenue sources and periodic independent audits.

Chair: A chair is elected by the committee out of the student membership.

Type: Administrative

Meetings: As needed

Membership: Two students appointed by A.S. President
One student appointed by A.S. Administrative Vice President
Two students appointed by A.S. Student Affairs Vice President
One staff member from Residential Life
One Staff member from the Student Health Center (nonvoting)
One provider from the Student Health Center
One member of the General Faculty

Ex-Officio: A.S. Legislative Vice President (or designee)
Student Health Center Director

849. 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](#))

Type: University

Chair: To be elected from the members of the UBSC

Meetings: Annually during academic year, more often if required

Members: Executive Director, University Center Director
Intercollegiate Athletics
Director, Marine Facilities
Captain, R.V. Coral Sea
Director, Risk Management & Safety Services

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 Director, Marin Facilities, Captain, R.V. Coral Sea, and representatives from the departments of Biological Sciences, Fisheries, Oceanography, and Wildlife, as determined by department chairs.

850. 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, or as needed
- Membership:** Five students: two students nominated by the Resident Housing Association; and three student-at-large representatives elected from the student body
Three faculty members nominated by the Senate Appointments Committee and approved by the Board, for two-year terms
One alumnus nominated by the HSU Office of Alumni Relations and approved by the Board, for a two-year term.
One community member nominated by the University President and approved by the Board, for a two-year term
- Ex Officio:** President, Associated Students
Associated Student Affairs Vice President
Vice President for Enrollment Management and Student Affairs (or other administrator designated by the President of the University)
- Nonvoting:** Executive Director, University Center

851. UNIVERSITY FACULTY PERSONNEL COMMITTEE (UFPC)

- Duties:** The function of the University Faculty Personnel Committee (UFPC) is to "review recommendations and Working Personnel Action Files (WPAFs) received from lower level peer review committees and make final recommendations regarding Retention, Tenure, and Promotion (RTP) to the President" (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)).

852. UNIVERSITY RESOURCES AND PLANNING COMMITTEE

- Duties: See [Senate Bylaws, 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: Three Faculty member (w/preference given to faculty senators), appointed by the Appointments and Elections Committee
One Academic Dean, appointed by the President
Two Staff delegates, appointed by Appointments and Elections Committee, w/preference given to staff senators
Two Student delegates, appointed by Associated Students
- Ex-Officio: Vice President, Enrollment Management (or designee)
Vice President, Administrative Affairs (or designee)
Administrative Leader for University Advancement (or designee)

853. UNIVERSITY SENATE

- Duties: "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" ([Constitution of the University Senate of HSU, 1.0 \(HSU Faculty Handbook, Appendix E, Part 1\)](#))
- The University Senate operates under the *Bylaws and Rules of Procedure of the University Senate of HSU* ([HSU Faculty Handbook, Appendix E, Part 2](#))
- Chair: One (1) General Faculty member who has completed at least three years of employment and will be in-residence during the term of office shall be elected by a vote of the General Faculty At-large.
- Vice-Chair
& 3rd Officer: Elected from Faculty senators
- Type: University
- Meetings: Twice monthly
- Membership: Elected, Three-year terms:
Two tenure-line (instructional) faculty delegates from each College [elected by college]
Two tenure-line (non-instructional) faculty delegates (Library, Counseling, Coaches)
Two tenure-line (instructional or non-instructional) "at-large" faculty delegates [elected by general faculty]
Three lecturer faculty delegates [elected by lecturers]
Three non-MPP staff delegates [elected by non-MPP staff]

Two student delegates from the Associated Students
One retired annuitant who is a member of HSU Emeritus and Retired Faculty and Staff Association

Ex Officio: General Faculty President/University Senate Chair
Provost and Vice President for Academic Affairs
Vice President for Enrollment Management Vice President for Administrative Affairs
Two General Faculty Representatives to the ASCSU [elected by the general faculty]
Chair, Integrated Curriculum Committee [elected by the general faculty]
Executive Director, Office of Diversity, Equity, and Inclusion

Ex Officio,
Non-voting: Immediate Past Chair of the University Senate (one-year term), University Senate
President, Associated Students
President of the University CFA Chapter
President HSU Labor Council Delegate

854. UNIVERSITY SPACE AND FACILITIES ADVISORY COMMITTEE

Duties: Develop and coordinate recommendations for review through the 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-Chair: Faculty, elected by the University Senate
Vice President of Administrative Affairs

Type: University

Meetings: Once per semester, additionally as needed

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

Ex-Officio: 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

855. UNNAMED AIRCRAFT SYSTEMS REVIEW COMMITTEE

- Duties: The UAS Review Committee is responsible for the review, approval and oversight of UAS operations at HSU. An approval from the UAS Review Committee provides a minimum level of assurance that the operators are aware of the additional permitting requirements (i.e., FAA), and are prepared and capable of operating the UAS safely and responsibly. Only approved UAS Review Committee operations are covered in this policy.
- Chair: Appointed by the President or Provost from within committee membership
- Type: Administrative
- Meeting: As needed
- Membership: One Faculty, appointed by the Appointments and Elections Committee
One campus community member who holds a pilots license
- Ex-Officio: Director of Risk Management (or designee)
Director of Occupational Health and Safety (or designee)
University Chief of Police (or designee)