

# HUMBOLDT STATE UNIVERSITY

## University Senate

**Tuesday, February 23, 2016, 3:00-5:00 pm, Goodwin Forum (NHE 102)**

1. Announcement of Proxies
2. Approval of and Adoption of Agenda
3. Approval of Minutes from the Meeting of February 9, 2016
4. Reports, Announcements, and Communications of the Chair  
(Written Report)
5. Reports of Standing Committees, Statewide Senators, and Ex-officio Members  
(Written Reports)
6. Consent Calendar from the Integrated Curriculum Committee - no items at this time  
(ICC Instructions for Accessing Noli)
7. TIME CERTAIN: 3:15-3:30 PM - Open Forum for the Campus Community  
(Open Forum Procedures)
8. Resolution in Support of IX Impacts Us Campaign (17-15/16-Pence – February 23, 2016)
9. Resolution on Open Educational Resources (14-15/16-EX-February 23, 2016)  
Second Reading
10. Resolution on Returning to an Elected Senate Seat After Interim Ex-officio Service (19-15/16-CBC – February 23, 2016)  
First Reading
11. Resolution to Forward Senate Constitution Changes to Faculty to Align With Recent General Faculty Constitution Changes (20-15/16-CBC – February 23, 2016)  
First Reading
12. Resolution to Amend the Bylaws of the University Senate of Humboldt State University to Define Temporary Vacancies on the University Senate (21-15/16-CBC – February 23, 2016)  
First Reading
13. Discussion Item: Rectifying the Notification Deadline for Materials as Stipulated in the Bylaws with Notification Deadline for the Agenda as Stipulated in the Constitution  
(Attachment)

**HUMBOLDT STATE UNIVERSITY**  
**Senate Chair's Report**  
**Senate Meeting, February 23, 2016**

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I attended my first CSU Campus Senate Chairs Meeting in Long Beach on Thursday, Feb 11th. The agenda included a number of items:

- Discussion with EVC of Human Resources Lori Lamb. The CO is developing a Task Force to examine issues around expanding TT density. She also updated the group on the background check policy.
- Discussion of the five Presidential searches underway or recently completed (Chico, Channel Islands, San Jose, Sonoma, Stanislaus).
- An extensive presentation by CFA President Jennifer Eagan, regarding the upcoming proposed strike.
- Updates on the College Textbook Affordability Act and discussion about how campuses are organizing themselves to be prepared to pursue this funding.
- Discussion on shared governance in the CSU. This conversation focused particularly on the recent issues at Chico.

### **Appointments and Elections Committee:**

The General Faculty Elections have now closed and all nominees/candidates have been notified of their newly elected positions. The full list of election results is available online at:

<http://www2.humboldt.edu/senate/elections>. The one resolution included to 'Amend the General Faculty Constitution' passed.

We'll need to hold a runoff election for the two open positions on the HSU Sponsored Programs Foundation (HSU SPF) Board of Directors. Four Faculty Members received the necessary percentage of the votes to continue on in a runoff. We hope to have ballots that would include the HSU SPF positions and any other remaining open committee positions, ready to go out by the first or second week in March.

The Appointments & Elections Committee has concluded almost all of the appointments based on the nominations received. There are still 5 committees with vacancies that did not receive any nominations. Please inform faculty in your division that we are still looking to fill the following committees:

- ALCOHOL, TOBACCO AND OTHER DRUG PREVENTION COMMITTEE (1 Faculty Member, 2 year term)

*The Committee is advisory to the President through the Vice President for Student Affairs for policy issues related to alcohol, marijuana, and other drug use within the University community.*

- CONSTITUTION AND BYLAWS COMMITTEE (1 Faculty Member, 2 year term)

*See Senate Bylaws, Section 11.6 for committee description.*

- INTERCOLLEGIATE ATHLETICS ADVISORY COMMITTEE (IAAC) (1 Faculty Member, 2 year term)

*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.*

- STUDENT GRIEVANCE COMMITTEE (1 Faculty Member from CNRS, 3 year term)

*Duties: Deals with grievances regarding academic issues and other issues not related to discrimination or misconduct.*

- COMMITTEE ON FACULTY RTP CRITERIA AND STANDARDS (1 Positions Available for CNRS Faculty, 3 yr. term)

*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)*

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## **Constitution and Bylaws Committee:**

- I. Report from Fri Feb 12, 2016 – No meeting was called to order
- II. Report from Fri Feb 19, 2016
  - A. Meeting called to order at 9:00 in NHE 116 with Abell (Chair), Guzman, and Locher. Abell was proxy for Kyte.
  - B. Committee reviewed draft resolution to change Senate Constitution re: aligning Senate Constitution with recently passed changes to membership definitions in the General Faculty Constitution. Committee was unanimous in forwarding this draft revision to the Senate. This will be moved as first-reading today.
  - C. Committee took Senate recommendations from Feb 09, 2016 meeting and drafted resolutions to change Senate Constitution and Bylaws re: allowing elected Senator to return to their elected seat after serving in an interim ex-officio role. Committee was unanimous in forwarding these draft revisions to Senate. These will be moved as first-readings today.
    1. Resolution to Change Senate Constitution to define “Interim Membership”. Defining Interim Membership is necessary so we can specify any necessary appointment procedures and term limits for members who are serving in interim roles.
    2. Resolution to change Senate Bylaws to define “Temporary Vacancies”. Current bylaws state that absence from an elected seat beyond three weeks without a proxy constitutes a formal vacancy. Defining Temporary Vacancies allows for a member who has served ex-officio for longer than three meetings to return to their elected seat.
  - D. Committee discussed apparently conflicting deadlines: one requires Senate office to submit materials associated with agenda to Senators on the Thursday before meeting at 3pm; the other requires Senate Office to submit and post the agenda itself on the Friday before meeting at 3pm. The difference between these deadlines has created logistical issues for the Senate office and parliamentary hurdles when the Senate wants to initiate discussion on urgent items of business at our regularly scheduled meetings. The CBC seeks output from Senate on the

following approaches to rectify these apparently conflicting deadlines. Our goal is to balance our mandate to provide sufficient notification of business to our Senators and our University community with our need to efficiently handle urgent business.

1. **Change *Constitution 6.11* to require that the agenda is posted no later than three days prior to meeting instead of two days prior.** This would synchronize the posting deadline of the agenda with the *Bylaws 2.91* requirement to provide Senators with materials related to substantial agenda items at least three days prior to meeting. This enhances notification which is good for communicating our business to the community. However, it limits the ability of standing or ad-hoc committees to submit urgent items for the agenda. Some of these committees meet on Thursday afternoon or Friday and could simply not meet a three day deadline to provide materials related to the agenda.
  2. **Change *Bylaws 2.91* to require that materials be forwarded to Senators no later than two days prior to meeting instead of three.** This would synchronize the bylaws requirement to provide Senators with notice of materials related to substantial agenda items with the Constitutional requirement to post the agenda two days prior to meeting. It could be argued that the agenda is not simply a list of items of business, but the business itself and so includes the materials related to the agenda. In such case, the Bylaws are currently more stringent than the *Constitution*. This is not acceptable practice and so the *Bylaws* should be altered to agree with the *Constitution*. Additionally, switching material notification to two-days enhances the ability of standing or ad-hoc committees to submit urgent items for the agenda. However, this change reduces notification to our Senators, giving them less time to reach out to their electorates to get feedback on agenda items. This is not ideal for communicating our business to the community.
  3. **Change *Bylaws 2.91* to require that materials be forwarded to Senators no later than two days prior to meeting instead of three and eliminate the clause in *Bylaws 2.91* that allows a 2/3 vote of the Senate to act on items for notification of materials was not met.** This approach is recommended by the committee. It gains the benefits noted in option 2 above. But it also “compensates” Senators and community members for their loss of one day’s notice. It compensates by no longer allowing action on items that were not posted on the original agenda or items on the original agenda for which materials were not made available by deadline. This change would not prevent materials from receiving edits between the time of their posting on the agenda and the time of their discussion at the meeting. It would not prevent Senators from moving items of business that were not on the original agenda. It would not prevent Senators from debating and amending such items. It would simply prohibit voting, committee referrals and tabling on such items until the following Senate meeting.
- E. Meeting adjourned at 9:40.

III. Fri Feb 26, 2016 – No meeting is scheduled

IV. Fri Mar 4, 2016 – Agenda Items

- A. Provide revisions to Senate Standing Committee listings in Section 800 of the Faculty Handbook so that the listings are consistent with the bylaws.
- B. Clarify what constitutes a quorum for Senate standing and Senate-related committees.
- C. Provide gender-specific edits for Sections 500 and 600 of the Faculty Handbook.

- D. Determine whether we are mandated by our Parliamentary Authority to post vote tallies with election results.
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## **Faculty Affairs Committee:**

Faculty Affairs Committee met on 2/15/16. AVP Mullery brought an issue to the Committee concerning confusion experienced by some faculty during the post-tenure review process about how many course evaluations must be submitted to review committees. The post-tenure review process is governed by VPAA 04-02, and section 4.2 states that faculty should submit, “Anonymous written evaluations and comments by students from at least two courses per academic year that are representative of teaching faculty’s instructional responsibilities”, but this language was crafted before the CBA required all classes to be evaluated. FAC is working on clarifying language to VPAA 04-02 indicating that faculty are not required to submit course evaluations from every course taught since the period of last review. The FAC recommends that evaluations from ten classes that are representative of the faculty member’s teaching be the standard and that language from the CBA (Article 15.15) referring to cases in the personnel process “where student evaluations are not required for all classes” be a guideline for determining which courses’ evaluations are reviewed. This language states, “classes chosen for evaluation shall be representative of the faculty unit employee’s teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement, each party shall select 50% of the courses to be evaluated”.

Faculty Affairs Chair Stephanie Burkhalter closely reviewed the current HSU Intellectual Property Policy and identified six key issues that the Senate should attempt to resolve this semester (The current policy can be found here: <http://www2.humboldt.edu/policy/PEMP09-03Intellectual-Property-Policy>). A report on these issues was presented to SenEx on February 16. Anyone who wants the full report may request it, and also should let FAC know if there is an issue that that they think must be addressed which does not appear under the six key issues. The six key issues are, briefly:

**Issue 1:** The 08/09 Senate University Intellectual Property Policy (UIPP) resolution authorized deletion of section I.E.12 and section II.A.2.e, but they still appear in the policy. These sections must be deleted to be in compliance with the 08/09 resolution.

**Issue 2:** With sections I.E.12 and II.A.2.e deleted, the current UIPP does not indicate what is meant by “extraordinary resources”. In addition, since the term “extraordinary support” is used in the CBA instead of “extraordinary resources” the UIPP should use the term “extraordinary support”.

**Issue 3:** Ownership of patents achieved without extraordinary support and/or while on leave from the University needs to be clarified.

**Issue 4:** UIPP automatically provides royalty-free license to all faculty-created “distance-education” courses

**Issue 5:** Advisory Board for Research and Creative Projects established in UIPP to provide oversight of the UIPP was suspended in 09/10 and has not been re-established.

**Issue 6:** The UIPP gives significant responsibilities for implementing the UIPP to the “Dean of Research, Graduate Studies & International Programs,” a position that no longer exists.

FAC is working on process whereby the position of the "use civil language" component of the instructions for the student evaluations run through Class Climate (see language below) will pop up after the student had completed the close-ended items on the evaluation and before the student wrote responses to the open-ended items. The idea is that a student would click on the first open-ended question, but before they could type the comment they would need to read the "use civil language" paragraph and check a box saying "I acknowledge" or "I understand". If the student did not check the box then they would not be able to add written comments to the open-ended items on that evaluation. FAC would like feedback about the language that should appear. We approved the current language, but now a revision of that language to make it shorter and to the point is being proposed by the CAHSS staff in charge of administering the evaluations for the college. All colleges are required to use the same language.

**This is the current “use civil language” text**

Your candid and thorough response to this survey provides information that will help instructors improve their teaching and course structures, and it will inform faculty retention, tenure, and promotion decisions. Please use this opportunity to offer feedback about this course. In accordance with the Student Code of Conduct, evaluations may not include language that constitutes “disorderly, lewd, indecent, or obscene behavior,” or that “threatens or endangers the health or safety of any person within or related to the University community.” [See <http://www2.humboldt.edu/studentrights/home>]. Civil language and constructive comments are expected. Your thoughtful answers to these questions will provide valuable information to your instructor.

**This is the proposed revision to the current text**

When providing feedback, please adhere to the Student Code of Conduct. Evaluations may not include language that constitutes “disorderly, lewd, indecent, or obscene behavior,” or “threatens or endangers the health or safety of any person within or related to the University community.” [See <http://www2.humboldt.edu/studentrights/home>]. Civil language and constructive comments are expected.

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## **Integrated Curriculum Committee:**

The ICC continues working on:

- Curriculum Proposals
- Revisions to the PREP process and WASC Core Competency Assessment.

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## **Emeritus and Retired Faculty Association:**

Please see the below scanned copy of a letter sent on behalf of the HSU ERFA Coordinating Committee to CFA Chapter, Humboldt.

# HUMBOLDT STATE UNIVERSITY

Emeritus and Retired Faculty Association

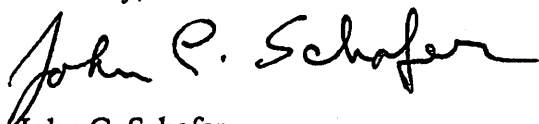
17 February 2016

Professor Michael Camann  
Biological Sciences  
Humboldt CFA Chapter President  
Humboldt State University  
Arcata, CA 95521

Dear Professor Camann:

This is to inform you that the Coordinating Committee of the HSU Emeritus and Retired Faculty Association met on February 9 and voted to endorse the California Faculty Association's fight for just compensation of faculty. As many have pointed out, after the recession began in 2008 CSU faculty went five years without a single salary increase and received only nominal increases in 2013 and 2014. Faculty cannot give students the support they deserve if they do not make enough to manage their own lives.

Sincerely,



John C. Schafer

Coordinator, HSU Emeritus and Retired Faculty Association



**HUMBOLDT STATE UNIVERSITY  
University Senate**

**Resolution in Support of IX Impacts Us Campaign**

17-15/16-Pence—February 23, 2016

**RESOLVED:** That the Humboldt State University Senate supports the HSU Sexual Assault Prevention Committee's (SAPC) Staff and Faculty education campaign, which is paired with the student-led Title IX Outreach campaign, IX Impacts Us; and be it further

**RESOLVED:** That "support" in this context means urging our Faculty and Staff colleagues to understand our role as mandated reporters, and how to fulfill those obligations in the most survivor-centered way possible, recognizing that in so doing we will strive to protect a survivor's choice regarding whether or not to disclose, and will work to respond to disclosures in a manner that supports survivors and connects them with the appropriate campus and community resources; and be it further

**RESOLVED:** That the Senate urge Faculty and Staff to review the educational materials provided by the SAPC via email, print material, department binders, and student engagement with Staff and Faculty, so that they may fully understand their role in creating a safe and supportive environment for survivors of sexualized violence.

**RATIONALE:** *Harm is occurring in our campus community. We are in a position as Faculty and Staff to promote a culture of support for survivors, a culture of consent for the entire community, and through our actions and words, make explicit that sexual assault, intimate partner violence, and stalking are not acceptable.*

*How do we know such a campaign is necessary?*

**Please note that this report contains explicit descriptions of violence.**

*In October 2012, Humboldt State University's Sexual Assault Prevention Committee (SAPC) launched a three year Department of Justice grant-funded project to prevent and respond to sexual assault, intimate partner violence and stalking at HSU. One of the committee's first priorities was to design and implement a survey on students' experiences of these forms of violence. In Fall 2013, all HSU students were invited to take the survey, and 1629 students completed it, resulting in a 20% response rate.*

**Key findings**

*Most incidents of violence reported in this survey were caused by acquaintances, friends, and/or partners in a relationship, and the majority of these incidents were not reported to the police or campus officials. Our data shows large disparities between women's and men's experiences of harm, and we also highlight harm experienced by trans\* students and students who chose not to*

identify their gender.<sup>1</sup> While the number of respondents changed from question to question, roughly 1,108 women, 510 men, and 51 trans\* students, as well as 17 students who did not specify their gender identity, participated in the survey.

### **Sexual Assault**

**22%** of women, **11%** of men, and **28%** of trans\* students surveyed, as well as **33%** of students who did not specify their gender, reported experiences of sexual assault.

- **99** students (87 women; 5 men, 5 trans\*, 2 unspecified) reported penetration without consent;
- **36** students (22 women; 11 men; 3 trans\*) reported oral contact with genitals without consent;
- **187** students (148 women; 34 men; 4 trans\*, 1 unspecified) reported someone committed sexual acts upon them while they were drunk, drugged, passed out or asleep.

Among first year student respondents, **22** women, **4** men, and **1** trans\* student experienced a sexual assault incident in their first 2-3 months at HSU.

### **Intimate partner violence**

**26%** of women, **18%** of men, and **43%** of trans\* students surveyed, as well as **53%** of students who did not specify their gender, reported experiences and dynamics commonly found within intimate partner violence.

- **26** students (25 women, 1 man) reported being choked or strangled;
- **26** students (14 women, 9 men, 2 trans\*, 1 unspecified) reported being kicked, bit, burned or hit;
- **97** students (74 women, 14 men, 8 trans\*, 1 unspecified) reported that their partners made threats to physically harm them or someone they love;
- **87** students (69 women, 13 men, 4 trans\*, 1 unspecified) reported their partner made them have sex when they did not want to;
- **167** students (117 women, 37 men, 10 trans\*, 3 unspecified) reported their partner kept track of them and demanded to know where they were.
- Additional reports of harm include: pushing, slapping, shoving; insults and put downs; controlling budget, clothing, friends; keeping someone from leaving a space; destroying things; using a weapon against them.

### **Stalking**

**21%** of women, **8%** of men, and **32%** of trans\* students surveyed, as well as **35%** of students who did not specify their gender, reported experiencing stalking while at HSU.

- **103** students (80 women, 14 men, 7 trans\*, 2 unspecified) reported that someone repeatedly followed them;
- **72** students (54 women, 11 men, 4 trans\*, 3 unspecified) reported that someone tracked or monitored their location or actions;

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\* includes trans/transgender men, trans/transgender women, as well as those who identify as gender queer or otherwise outside the binary categories of men/women.

- **205** students (167 women, 26 men, 9 trans\*, 3 unspecified) reported that someone engaged in repeated, unwanted communication (written, email, social media, texting, including hacking into personal sites, and leaving unwanted gifts).

### ***Sexual Harassment***

**46%** women, **16%** men, and **63%** trans\* students surveyed, as well as **53%** of students who did not specify their gender, reported experiencing sexual harassment while at HSU.

Forms of harm included: kissing and touching without consent; whistles and cat calls; inappropriate questions about their sexual life; unwanted sexual phone calls, texts or social media posts; unwanted exposure of genitals, masturbation, sexual motions or gestures.

**HUMBOLDT STATE UNIVERSITY  
University Senate**

**Resolution on Open Educational Resources**

14-15/16-EX — February 23, 2016 — Second Reading

**RESOLVED:** That the University Senate of Humboldt State University recognizes the obstacles to student success that are inherent in the increasingly high costs associated with textbooks and other course materials; and be it further

**RESOLVED:** That the Senate fully supports efforts to seek and consider affordable, accessible, high-quality course materials, including open educational resources (OER), in order to reduce the costs of textbooks and supplies for students; and be it further

**RESOLVED:** That the HSU Sustainable Learning Group, in collaboration with faculty, students and campus administration, be charged with developing a plan which provides evidence of faculty commitment and readiness to effectively use grant funds to support faculty adoption of OER; and be it further

**RESOLVED:** That the HSU Sustainable Learning Group pursue funding available through the State's OER Adoption Incentive Program in order to support these endeavors.

**RATIONALE:** The California Legislature recently passed AB 798, the College Textbook Affordability Act of 2015. The goal of the legislation is to reduce the costs of course materials for California college students by encouraging faculty to accelerate the adoption of high-quality, no-cost and low-cost course materials, especially OER. The legislation will be implemented via the OER Adoption Incentive Program, which will provide funding for faculty development in this important area. The State of California has allocated three million dollars in funding for the OER Adoption Incentive Program. Each CSU and California Community College campus is eligible to receive up to \$50,000 for programs focused on OER.

In order to receive this funding, each campus Senate must: 1) Adopt a resolution that states its support to increase student access to high-quality OER and reduce the cost of textbooks and supplies for students, and 2) Create and approve a plan, in collaboration with campus administration and students, which describes evidence of the faculty's commitment and readiness to effectively use grant funds to support adoption of OER.

HSU currently has an OER team in place – the HSU Sustainable Learning Group, led by Cyril Oberlander, Dean of the Library. The HSU Sustainable Learning Program has thus far been funded through the CSU Affordable Learning Solutions initiative. This Resolution is intended to further support the group's efforts to obtain OER development funding for our campus.

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

**Resolution to Amend the *Constitution of the University Senate of Humboldt State University* to  
Define Interim Membership on the University Senate**

19-15/16-CBC – February 23, 2016 - First Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends the attached amendments to the Senate *Constitution* be forwarded for ratification in Spring 2016 in accordance with Senate *Constitution* Section 9.0

**RATIONALE:** *These changes will define interim membership on the Senate and specify term limits for interim membership. These additions are necessary to allow for elected members of the Senate to temporarily fill vacancies in ex-officio membership positions. Elected members who temporarily fill these roles are benefitting the functioning of the Senate and should have the ability to return to their originally elected position within a certain time period. These changes also allow for an appointee to fill the temporary vacancy in the elected Senate seat during the period in which the elected Senator is serving in the ex-officio position. This allows for the electorate for that seat to maintain representation during the elected Senator's absence.*

*Proposed Revisions with Track Changes*

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

Two (2) student delegates from the Associated Students

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

4.5 Interim Members:

4.51 Elected members who temporarily vacate their elected Senate seat to serve in an ex-officio membership position shall be referred to as "Interim Ex-Officio" members. Interim Ex-Officio members may serve one semester or less and still retreat to their elected Senate seat without standing for re-election (as long as the term limit has not been reached by the end of the semester). Time served as an Interim Ex-Officio member will still be counted toward the term limits for the elected seat. If the Interim Ex-Officio member will serve longer than one semester, their elected seat will become vacant and will be filled by election in accordance with the Senate Bylaws.

4.52 Persons who have been appointed to fill a temporary vacancy in an elected Senate position shall be referred to as "Interim Elected" members. Interim Elected members shall be appointed from among nominees within the appropriate electorate for the temporarily vacant Senate seat. The Interim Elected member shall serve until the Elected Senator returns to their

seat or the end of the semester – whichever occurs first. Time served as an Interim Elected member shall be counted as a partial term of service in accordance with section 4.21.

**4.54.6 Voting and Procedural Rights:** All members of the Senate shall have full procedural rights. All members of the Senate, with the exception of the University President, the CFA President and the HSU Labor Council delegate, shall have full voting rights.

**4.64.7 Vacancies:** Vacancies in Senate membership shall be filled in a manner prescribed in the *Bylaws*.

**4.74.8 Recall of Senators:** Any elected member of the University Senate may be recalled by procedures established by the governing documents of the electorate or, if no procedures exist, by those specified in the *Bylaws*.

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

**Resolution to Amend the *Constitution of the University Senate of Humboldt State University* to  
Reflect Amendments to the Voting Membership of the General Faculty**

20-15/16-CBC – February 23, 2016 - First Reading

**RESOLVED:** That the University Senate of Humboldt State University recommends the attached amendments to the Senate *Constitution* be forwarded for ratification in Spring 2016.

**RATIONALE:** *These changes will align the Senate Constitution with the General Faculty Constitution revisions in Resolution 11-15/16-CBC which passed a vote of the general faculty in the February 2016 general faculty election. The deleted portions of Senate Constitution Section 5.1 below are not necessary since the election procedure, term of office, and qualifying criteria for President of the General Faculty are already stipulated in the General Faculty Constitution. The addition of the term “ex-officio” emphasizes the ex-officio nature of the Chair of the Senate.*

*Proposed Revisions with Track Changes*

- 5.1 The President of the General Faculty shall be ex-officio ~~the~~ Chair of the Senate. ~~and shall be elected to a two year term of office by the General Faculty in residence at the time of General Faculty elections. The Chair shall be a faculty member in residence who has completed three years of employment at the University prior to taking office.~~ The Chair shall preside at all meetings of the Senate and may call special meetings of the Senate.

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

**Resolution to Amend the *Bylaws of the University Senate of Humboldt State University* to Define  
Temporary Vacancies on the University Senate**

21-15/16-CBC – February 23, 2016 – First Reading

**RESOLVED:** That the University Senate of Humboldt State University approves the attached amendments to the Senate *Bylaws*; and be it further

**RESOLVED:** That these changes will go into effect only if the revisions proposed in Resolution 19-15/16-CBC-February 23, 2016, to amend the Constitution of the University Senate of Humboldt State University to Define Interim Membership on the University Senate, are approved by the Senate electorates in accordance with section 9.0 of the Senate *Constitution*.

**RATIONALE:** *These changes define a temporary vacancy in a Senate seat and the procedure to fill the temporary vacancy. This addition is necessary to align the Senate Bylaws with amendments to the Constitution which allow for elected members to serve interim ex-officio roles.*

*Proposed Revisions with Track Changes*

**12.4 Vacancies**

12.41 The Senate seat of an elected member shall become vacant when the member:

- a) resigns from the 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 ~~absent (on leave)~~ on leave of absence, regardless of reason, for more than one semester.

~~(The absence rules do not apply to leaves of one semester or less.)~~

12.42 The Senate Office staff shall report leaves and extended absences of senators to the Appointments and Elections ~~Subcommittee~~ 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 shall be filled by appointment through the Appointments and Elections Committee. The Committee shall solicit nominations from the electorate for the Senate seat that is being temporarily vacated. The Committee will forward its recommendation for appointment to the Senate for approval. Any person so appointed shall serve as an Interim Elected member until such time as the originally elected member returns to their elected Senate seat or until the end of the semester, whichever comes first.

## 12.512.6 Elections within the Senate

12.512.61 The annual election of Senate officers... *(remaining text of this section not shown)*

12.512.62 Removal from Elected Positions in the Senate... *(remaining text of this section not shown)*

## 12.612.7 Censure of Senators... (remaining text of this section not shown)

**HSU Faculty Handbook**

**Appendix F, Part 2**

**University Senate of Humboldt State University Bylaws and Rules of Procedure**

- 2.7 Materials to Accompany the Agenda:** Materials, reports or resolutions to accompany the agenda are to be furnished to the Senate office by noon on the Thursday prior to the meeting.
- 2.9 Final Discussion and Voting:** Final discussion and voting on policy matters and/or committee recommendations shall be preceded by specific notice of such pending action in the published agenda of the Senate meetings.
- 2.91 No action shall be taken on a substantive proposal other than amendments thereto at a meeting of the Senate unless that proposal and supporting information have been circulated in writing to members of the Senate at least three working days before that meeting. This rule may be suspended by a two-thirds majority.
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**HSU Faculty Handbook**

**Appendix F, Part 1**

**University Senate of Humboldt State University Constitution**

- 6.11 The agenda of each regular meeting shall be distributed to the members of the Senate at least two working days before the meeting and be posted on the Senate website.