

## **Guide for the Election/Selection of College and Library Faculty Representatives on University Committees** *Updated Spring 2024*

The Faculty Senate is responsible for filing vacancies on University Committees through college and Library elections or selection of representatives. **The deadline for colleges and the Library to submit their committee representatives is Friday, May 10, 2024.**

- **New:** Submit committee representatives results to the Faculty Senate Admin email account, [senate-admin@csus.edu](mailto:senate-admin@csus.edu). *This account is only to be used for committee results.*
- **Questions** should be emailed to the Senate Analyst at [kathy.honeychurch@csus.edu](mailto:kathy.honeychurch@csus.edu).

### **Guide:**

1. The Guide has been updated with the latest information for each committee indicating faculty eligibility requirements. Please replace past versions of the Guide with the current version dated Spring 2024, so that the most accurate information will be provided in the call for nominations process.
2. The Guide is to be used in conjunction with the memo on committee vacancies sent from the Senate Office to each dean, which is specific to the committee vacancies of their college or Library. The colleges and the Library will work with the Senate Office on this process.
3. A Word version of the Guide will be provided so that college and Library staff may easily copy committee information into calls to the faculty for nominations.

**For each committee for which there is a vacancy (*both annually and when a member steps down mid-term or is on leave / sabbatical*) this document provides:**

1. **Detailed information about the committee** (e.g., term, meeting times, workload, etc.).
2. **Appointment or election process for the committee:** This section identifies whether a unit-wide nomination/election process is held or whether the dean or academic council (or equivalent) selects the representative. The deans are responsible for the process for filling vacancies.
  - It is the college or Library's responsibility to check (annually) with their representatives to see if they will be on leave or sabbatical during their term of service. If so, the college or Library is responsible for identifying a faculty member to serve during that period of time and report that information to the Senate Analyst.
3. **Eligibility requirements:** This section specifies the eligibility requirements to serve on the committee as well as the eligibility requirements to nominate and participate in the election process if the vacancy requires a unit-wide election. Things to note:
  - a. If the eligibility requirement is "any faculty," all Unit 3 faculty (tenured, probationary, FERP, and temporary faculty) may serve.
  - b. For faculty on leave or sabbatical, FERP faculty, and temporary Faculty, the dean is responsible for verifying that the faculty member is available to attend and participate in committee meetings for the term of their appointment.

**The following committees are addressed in this document:**

- Academic Affairs Strategic Planning and Budget Advisory Committee (SPBAC) – Page 3
- Academic Information Technology Committee (AITC) – Page 3
- Academic Program Review Committee (APRC) – Page 4
- Council on Preparation of School Personnel Subcommittee (CPSP) – Page 4
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## Academic Affairs Strategic Planning and Budget Advisory Committee

The Committee serves the Provost in an advisory capacity on matters regarding the Academic Affairs Strategic Plan and budget. The Committee evaluates the Division's progress related to strategic plan strategies and metrics; makes recommendations regarding changes in strategic plan strategies and metrics; and seeks to foster budgeting transparency, longer-term as well as immediate fiscal planning, a greater understanding of budget complexities within the general membership of the Academic Affairs community, and a clear connection between the Academic Affairs budget and the University's and Division's Strategic Plan.

- **Appointment Process:** Each dean will recommend a faculty representative for Senate's approval.
- **Faculty Eligible to Serve:** Any faculty (tenured, probationary, FERP, or temporary) from the college or the Library with the following exceptions:
  1. A faculty member may not currently be serving on the University Budget Advisory Committee.
  2. Academic department chairs and program directors may not serve as the college or Library faculty representative.
- **Term-of-Appointment:** Three (3) years: Representatives may not serve more than two successive terms.  
**Meetings:** 1<sup>st</sup> and 3<sup>rd</sup> Fridays, 9:00 – 11:00 am, in-person meetings.
- **Workload Outside of Regular Meetings:** Approximately an hour a week, which members use to review documents prior to meetings.

## Academic Information Technology Committee

The Committee develops policy and provides guidance on the development, evaluation, assessment, and implementation of academic technology strategies, activities, and operation.

- **Appointment Process:** The college Academic Council or equivalent selects a faculty representative.
- **Faculty eligible to serve:** Any faculty from the college (*Tenure/Probationary/FERP faculty and Temporary faculty*).
- **Term of Appointment:** Three (3) years.
- **Meetings:** 1<sup>st</sup> and 3<sup>rd</sup> Fridays from 12:00 – 1:30 pm, a Zoom option will be provided.
- **Workload Outside of Regular Meetings:** Sharing information with and gathering feedback from faculty in the college that the committee member represents.

## Academic Program Review Committee

The Committee oversees the formal system, based on peer review, of academic program quality assurance that supports the educational mission and goals of the University.

- **Election Process:** All faculty (tenured, probationary, FERP, or temporary) in the college or Library are eligible to nominate (*including self-nominations*) and participate in the election to fill the vacancy.
- **Faculty Eligible to Serve:** Any faculty (tenured, probationary, FERP, or temporary) from the college or Library.
- **Term of Appointment:** Two (2) years.  
Voting members will typically receive support for each year of service for which there are reviews. The support will be paid as “additional employment”, which means it will be paid directly to the faculty member and that assigned time is not an option. This support will be paid when the work is completed. The Office of Academic Excellence is responsible for funding this support.
- **Meetings:** 4<sup>th</sup> Tuesday, 1:30 – 2:50 pm, a Zoom option will be provided.
- **Workload Outside of Regular Meetings:** Time will be spent outside of regular meetings to draft reports.

## Council on Preparation of School Personnel Subcommittee (CPSP)

The Committee is responsible for the review of policies and programs pertaining to the Subject Matter Programs, Blended Programs, and Professional Education Programs.

- **Selection Process:** Faculty are nominated by the college dean and approved by the Faculty Senate, except for the Chair of Teaching Credentials position.
- **Faculty Eligible to Serve:** Any faculty from the college involved with the preparation of school personnel. Members should represent subject matter programs that lead to a Single and/or Multiple Subject credential.
  - A&L:** Two (2) faculty members.
  - CCE:** One (1) faculty member.
  - COE:** Five (5) faculty members:
    1. The Chair of Teaching Credentials
    2. One member from Undergraduate Studies
    3. One member from Graduate Studies and Professional Studies, and
    4. Two members from Teaching Credentials (other than the Chair).
  - HHS:** Two (2) faculty members:
    1. One member representing Kinesiology or Public Health; and
    2. One member representing the School of Nursing, the School of Social Work, or the Department of Communication Sciences and Disorders.
  - NSM:** Two (2) faculty members.
  - SSIS:** Two (2) faculty members:
    1. One representing the Liberal Studies Program, and
    2. One member at-large.
- **Term of Appointment:** Three (3) years
- **Meetings:** 2<sup>nd</sup> Wednesday of the month from 1:00 – 3:00 pm, a Zoom option will be provided.
- **Workload Outside of Regular Meetings:** 2-3 hours reviewing documents.

## Exceptional Assigned Time Subcommittee

The committee administers the Assigned Time for Exceptional Levels of Service to Students Awards and recommends procedures relating to the Awards to the Faculty Policies Committee.

- **Election Process:** All faculty (tenured, probationary, FERP, or temporary) in the college or Library are eligible to nominate (*including self-nominations*) and participate in the election to fill the vacancy.
- **Faculty Eligible to Serve:** Any faculty (tenured, probationary, FERP, or temporary) from the college or Library.
- **Term of Appointment:** Two (2) years.
- **Meetings:** Approximately 2-3 meetings each semester, a Zoom option will be provided.
- **Workload Outside of Regular Meetings:** Approximately 3-5 hours, depending on the number of applications needing review.

## General Education Course Review Subcommittee (GECRS)

The Subcommittee is responsible for reviewing and recommending courses for inclusion in the General Education Program. It also develops definitions and evaluation standards pertaining to area criteria and undertakes periodic reviews (every two years) of area and sub-area criteria, definitions, and standards as required by current University policy.

- **Selection and Election Process:** Each college is represented by two (2) faculty members, each with a different appointment process.
  - One member is selected by the college's Curriculum Committee.
  - One member is nominated and elected by the faculty of the college.

*No two members may be from the same department.*

- **Faculty Eligible to Serve:** Any faculty (tenured, probationary, FERP, or temporary) from the college.
- **Term of Appointment:** Three (3) years.
- **Meetings:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, 3:00 – 4:30 pm, a Zoom option will be provided.
- **Workload Outside of Regular Meetings:** Approximately 3-5 hours, depending on the number of documents to be reviewed.

## Livingston Annual Faculty Lecture Committee

The Committee is responsible for the administration of the John C. Livingston Annual Faculty Lecture award and recommends procedures related to the award.

- **Selection Process:** The college Academic Council or equivalent selects a faculty representative.
- **Faculty Eligible to Serve:** Any faculty (tenured, probationary, FERP, or temporary) from the college or Library.
- **Term of Appointment:** Two (2) years
- **Meetings:** 2-3 meetings each year. Meetings are typically scheduled during the 9<sup>th</sup> week of each semester to review applications. A Zoom option will be provided.
- **Workload Outside of Regular Meetings:** Approximately 3 hours to review nominations.

## Research and Creative Activity Committee

The Subcommittee administers the Research and Creative Activity Award Program, the Outstanding Scholarly Achievement Award, and the University Award for Research and Creative Activity.

- **Election Process:** All faculty (tenured, probationary, FERP, or temporary) in the college or Library are eligible to nominate (*including self-nominations*) and participate in the election to fill the vacancy.
- **Faculty Eligible to Serve:** Any faculty (tenured, probationary, FERP, or temporary) from the college or Library.
- **Term of Appointment:** Three (3) years.
- **Meetings:** Wednesdays from 11:00 am – 12:00 pm. A Zoom option will be provided.  
Fall: Every Wednesday. Spring: Most Wednesdays
- **Workload Outside of Regular Meetings:** Depending on the number of applications, members spend approximately 3-4 hours per year reviewing applications.

## Sabbatical Leave Committee

The Committee is responsible for reviewing all sabbatical leave applications and sabbatical leave final reports and making recommendations on each to the Provost.

- **Election Process:** All tenured and probationary faculty (including FERP faculty) in the college or Library are eligible to nominate (*including self-nominations*) and participate in the election to fill the vacancy.
- **Faculty Eligible to Serve:** Only tenured faculty from the college or Library are eligible to serve on the committee with the following additional restrictions:
  1. A faculty member applying for a sabbatical leave is not eligible for election to the Committee.
  2. A faculty member currently serving on the committee who wishes to apply for sabbatical leave, will be replaced for the remainder of their term at the time their application is submitted.
- **Term of Appointment:** Three (3) years.
- **Meetings:** Approximately three meetings are held during the academic year, scheduled based on committee member's availability. A Zoom option will be provided.
  1. Orientation of new members: 1-hour, early Fall semester.
  2. Deliberation on applications: 3 hours, Final's week of Fall semester.
  3. Signing off on sabbaticals: 1.5 hours, Spring semester.
- **Workload Outside of Regular Meetings:** The review of sabbatical applications (approximately 50 to 65) may take anywhere from 20-30 total hours depending on the reviewer.

This work is conducted by individual committee members between mid-October, when applications are made available to the Committee, to the final week of Fall semester, when the Committee meets to deliberate.

## University Appointment, Retention, Tenure and Promotion Committee

The Committee reviews and recommends directly to the President, the department, division and college criteria, policies, and procedures applicable to the evaluation of faculty unit employees for the purpose of appointment, retention, tenure, and promotion. Advises the President on the allocation of all University promotion monies. Recommends to the President the annual ARTP calendar prior to the end of the spring semester. Forwards any recommended changes to University ARTP policy through the Faculty Senate to the President.

**Election Process:** All tenured and probationary faculty (including FERP faculty) are eligible to nominate (*including self-nominations*) and participate in the election to fill the vacancy.

**Faculty Eligible to Serve:** Tenured faculty from the college or the Library.

*(For Colleges with two representatives, the elected faculty members may not be from the same department.)*

**Term of Appointment:** Three (3) years.

**Meetings:** Every Monday from 3-5 pm based on workload of the Committee. A Zoom option will be provided.

**Workload Outside of Regular Meetings:** 1-2 hours reviewing unit ARTP policies.

### *College/Library Representatives:*

- *A&L:* Two (2) representatives
- *COB:* One (1) representative
- *COE:* One (1) representative
- *ECS:* One (1) Representative
- *HHS:* Two (2) Representatives
- *LIB:* One (1) Representative
- *NSM* One (1) Representative
- *SSIS:* Two (2) Representatives
- *Counseling:* One (1) Representative

## Wang Family Excellence Award Subcommittee

The Subcommittee is responsible for the administration of the Wang Family Excellence Award. The Award celebrates those CSU faculty and administrators who, through extraordinary commitment and dedication, have distinguished themselves by exemplary contributions and achievements in their academic disciplines and areas of assignment.

- **Election Process:** All tenured and probationary faculty (including FERP faculty) are eligible to nominate (including self-nominations) and participate in the election to fill the vacancy.
- **Faculty Eligible to Serve:** Full-time tenured faculty from the college or Library.
- **Term of Appointment:** Two (2) years.
- **Meetings:** One (1) to two (2) meetings in mid-Fall based on members availability. A Zoom option will be provided.
- **Workload Outside of Regular Meetings:** 2-3 hours/year reviewing nominations.

## Writing and Reading Subcommittee

The Writing and Reading Subcommittee is a subcommittee of the Faculty Senate's General Education/Graduation Requirement Policies Committee (GE/GRPC). The Subcommittee reviews; makes recommendations to GE/GRPC; and advises departments, programs, Academic Affairs, and the Center for Teaching and Learning on matters related to Writing and Reading Across the Curriculum.

- **Selection Process:** The college dean will recommend a faculty representative for Senate approval.
  - *The College of Arts & Letters representative must be from a department outside the Department of English.*
- **Faculty Eligible to Serve:** Any faculty (tenured, probationary, FERP, or temporary) from the college.
- **Term-of-Appointment:** Three (3) years.
- **Meetings:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, 10:30 – 11:30 am. A Zoom option will be provided.
- **Workload Outside of Regular Meetings:** About one hour to review documents.