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[adopted January 2020]

Procedures for Faculty Governance

Faculty governance at California Lutheran University takes place in a Faculty Senate and a Faculty Assembly. The authority of the faculty is delineated in the Faculty Constitution under “The Authority of the Faculty.” The voting body of the Faculty Assembly is made up of all faculty with voting privileges as defined in the Faculty Policies Handbook under “Definition of Faculty.” The Faculty Senate is a representative entity, as detailed below.

Committees

The Faculty Senate and Faculty Assembly establish Faculty Committees to carry out faculty functions according to the guidelines given below. Faculty Committees are required to submit regular reports to the Senate and/or Assembly regarding their business unless otherwise stated below. The Faculty Assembly elects representatives to certain designated committees according to the guidelines given below.

Action Items

Action items require a minimum of 48 hours notice unless they are brought from the floor and placed on the agenda by a simple majority vote of the Faculty Senate or Faculty Assembly. Action items may be passed by either the Faculty Senate or the Faculty Assembly; however, the Faculty Assembly possesses final authority and may overrule decisions made by the Faculty Senate as defined below.

Amendments to a proposed action item may be made from the floor and approved by a simple majority vote.
Non-binding Resolutions

A non-binding resolution (see Glossary) may be proposed at the discretion of the Faculty Assembly or the Faculty Senate. Non-binding resolutions may be considered by a motion and second, and may be passed by a majority of those faculty voting, assuming a quorum is present.

Summer Governance

During the period from Commencement to the beginning of the traditional undergraduate academic year (“summer”), the Faculty Senate is not normally expected to meet. However, the Faculty Senate Executive Committee may call the Faculty Senate together over summer if it believes there is a pressing need. A quorum of nine or more members of the Faculty Senate is required for that body to take official action during this period. The Faculty Senate shall distribute minutes of any summer meeting(s) to the Faculty Assembly at its August meeting of that calendar year.

Faculty Committee descriptions shall include an indication of whether committee members are likely to need to meet over summer and a definition of committee quorum; see also “Summer Committee Work” for guidelines.

Each academic unit (see Glossary) may decide, by a vote of its membership, on a process for handling its business over summer, if such is deemed necessary.

THE FACULTY ASSEMBLY

Purpose of the Faculty Assembly

The purpose of the Faculty Assembly includes but is not limited to working with the Faculty Senate in determining policy and faculty positions on issues of University and Faculty governance and transacting business and other matters deemed relevant to the faculty, including promotion of academic freedom for faculty and a climate conducive to teaching, research, and other matters as defined in the Faculty Assembly Powers and Scope of Authority section of this handbook.

Membership of the Faculty Assembly

The Faculty Assembly consists of all Cal Lutheran faculty who have voting privileges, as defined in the Faculty Policies Handbook under “Definition of Faculty.” Deans who hold faculty contracts are members of the Faculty Assembly.
Officers of the Faculty Assembly

Faculty Regent

The Faculty Assembly shall elect the Faculty Regent before January 31. The Faculty Regent officially begins duties as of June 1 of the same calendar year and serves a two-year term. The Faculty Regent, who represents the faculty as a whole, sits on the Faculty Senate and on the Board of Regents during their regular meetings. The Faculty Regent also serves as the Faculty Assembly Chair, responsible for setting the agenda for, and chairing, all Faculty Assembly meetings, and for calling special Faculty Assembly meetings during the academic year as may be required. One course release per academic year is associated with this position.

However, should exigent circumstances arise and the Faculty Regent be unable to chair a meeting or attend the Board Regents meeting, the Faculty Senate Chair shall serve in the Faculty Regent position.

Faculty Regent Election

Elections for Faculty Regent are by majority vote, except in cases when there are more than two candidates, when it is by approval voting (see Glossary).

Removal of the Faculty Regent

The Faculty Regent may be removed from office as the result of a recall election initiated and conducted by the Faculty Assembly. A recall election is initiated by submitting a petition, signed by 40 percent of Faculty Assembly (excluding faculty on leave or sabbatical), to the Faculty Senate Chair. Upon receiving a petition, the Faculty Senate Chair shall notify the Committee on Committees to direct the election of a replacement Faculty Regent, as per the regular Faculty Regent Election guidelines above, to serve out the term of the removed Regent.

Meetings of the Faculty Assembly

The Faculty Assembly shall meet at least twice a year, preferably during the August and January faculty retreats (or immediately before or after those retreats), and in any other special meetings as may be called by the Faculty Regent to address specific topics. The Faculty Regent shall serve as the chair and only officer of the Faculty Assembly. The Faculty Senate Chair shall serve as the chair of the Faculty Assembly should exigent circumstances arise and the elected Faculty Regent be unavailable.

Special meetings of the Faculty Assembly may be called by the President or Vice President for Academic Affairs or by the Faculty Regent. Special meetings may also be called upon request of 25 percent of Assembly members (excluding faculty on sabbatical or leave). Special meetings require a written notice to be sent to all faculty members at least 24 hours in advance. An agenda will be prepared and distributed at least 24 hours in advance by the presiding officer. All bylaws
governing special business meetings of the Faculty Assembly shall be identical to those
governing regular meetings of the Faculty Assembly.

Special appointment faculty, as defined under “Definition of Faculty,” who do not have voting
privileges are welcome to attend Faculty Assembly meetings and shall enjoy all parliamentary
rights and privileges during a Faculty Assembly meeting except the right to vote. However,
adjunct faculty who choose to attend a Faculty Assembly meeting may not count such attendance
as compensated time.

Faculty Assembly meetings are open to non-faculty members of California Lutheran University.
Non-faculty observers have no voice or vote in a Faculty Assembly unless invited to comment
by the Faculty Regent.

Closed Executive Sessions
The Faculty Regent may make a non-debatable motion to go into executive session that
no observers may attend. Such a motion shall require approval by two-thirds of the
members present at the meeting to pass. The minutes for such a Faculty Assembly
meeting shall state the rationale for going into executive session but shall not reflect the
discussion or outcome of the session.

Faculty Forums
Less formally organized gatherings of the faculty, termed “faculty forums,” may be scheduled at
other times to address certain topics. Faculty forum topics will be approved by the Faculty
Senate Executive Committee or established upon request of 25 percent of Assembly members
(excluding faculty on sabbatical or leave). Faculty forums are called only to present or discuss a
matter; no votes taken at a faculty forum shall be considered official or binding.

Agenda for Meetings of the Faculty Assembly
The agenda for the Faculty Assembly meetings is constructed by the Faculty Regent/Assembly
Chair in coordination with the Faculty Senate and may include items submitted by Assembly
members or other Cal Lutheran officers or groups. All agenda items distributed for action must
normally be received by voting members not less than 48 hours prior to the scheduled meeting
time. Specific proposals and data for each item of business must accompany the agenda unless
the information has been previously distributed.

Items for which proposals have not been distributed as prescribed above may be considered by a
simple majority vote of the members present at the Faculty Assembly meeting to be placed on
the agenda for discussion and/or vote.
All meetings of the Faculty Assembly shall follow Robert’s Rules of Order except where they conflict with these bylaws, in which case these bylaws take precedence. Common sense will be used to adapt Robert’s Rules to the needs of the Faculty Assembly.

Faculty Assembly Powers and Scope of Authority

The Faculty Assembly may convene to discuss any matters on the agenda, receive reports, and conduct those votes necessary for the functioning of faculty governance. The Faculty Assembly may vote to override a decision of the Faculty Senate and/or the Faculty Assembly chair; see “Voting of the Faculty Assembly.”

The following votes are essential but not to be considered comprehensive. The Faculty Assembly may vote on other matters when and as needed.

January

The following votes shall be held during the Faculty Assembly meeting in January as needed to fill positions:

- Vote as needed for Faculty Regent: See “Officers of the Faculty Assembly: Faculty Regent.” The chair assumes duties on June 1 unless elected to fill an unanticipated opening.
- Vote as needed for members of the Committee on Committees. These members assume duties on June 1; see “Committee on Committees.”
- Vote as needed for Appointment, Rank & Tenure Committee members as described in its committee description. The members assume duties on June 1 unless elected to fill an unanticipated opening.
- Vote as needed for Faculty Affairs Chair for a three-year term. The chair assumes duties on June 1 unless elected to fill an unanticipated opening.
  - In odd-numbered years, vote for Faculty Affairs chair-elect (see “Faculty Affairs Committee”). The chair-elect’s appointment becomes official on June 1.
- Vote as needed for members of the Faculty Affairs Committee. These members assume duties on June 1 unless elected to fill an unanticipated opening.

August

The following votes shall be held in August as needed to fill positions:

- Vote to approve the Committee on Committees’ assignments to Faculty Committees, and its establishment of a Faculty Grievance pool, for the imminent academic year.
- Vote as needed to elect Faculty Convocators to three-year terms on the University Convocation. The convocators assume duties immediately.
○ Junior faculty may not be elected as Faculty Convocators in their first year of service at Cal Lutheran.

Asynchronous Votes Throughout Academic Year
(unless items on this list are brought forward during a physical Faculty Assembly meeting by the Faculty Regent):

● Approval of Graduate or Undergraduate Curriculum Committee proposals
● Approval of other Faculty Committee proposals brought to the Assembly

Other Assembly-Level Votes

● The Faculty Assembly may vote to override a Faculty Senate decision or a decision of the Faculty Assembly Chair. If possible, such votes should take place at a regular or special meeting of the Assembly, rather than asynchronously, to permit discussion and debate.
● The Faculty Assembly may vote to add, change, or eliminate a bylaw within the Faculty Governance Handbook or the Faculty Policies Handbook.
● The Faculty Assembly may vote to approve a policy that the Faculty Senate has received from a Faculty Committee and has passed along for Assembly approval.
● The Faculty Assembly may vote to pass non-binding resolutions.

Voting of the Faculty Assembly

Normally, decisions of the Faculty Assembly will be made in one of two ways:

● By majority vote of those in attendance at a meeting of the Faculty Assembly when a quorum is present. One-third of the voting faculty (excluding faculty on leave) will constitute a quorum. No absentee or proxy voting will be permitted.
  ○ A vote to override a decision of the Faculty Senate and/or the Faculty Assembly chair must be conducted by paper ballot or using a qualitatively equivalent electronic method.
● By majority vote of the respondents in an asynchronous vote if a quorum of ballots has been returned by the time the vote closes. One-third of Faculty Assembly members (excluding faculty on leave) will constitute a quorum. No proxy voting will be permitted.
  ○ An asynchronous vote to override a decision of the Faculty Senate and/or the Faculty Assembly chair must remain open to respondents for no less than one week. During the summer and winter breaks, the vote must remain open to respondents for no less than two weeks.
Checks, Balances, and Appeals on Faculty Assembly Decisions

- All action items passed by the Faculty Assembly shall be communicated to the Provost. The Provost has the right to appeal a decision, conveying information in response that may cause the faculty and its representatives to reconsider their decision.
- After the Provost’s appeal and the reasons for it have been communicated to the Faculty Regent, the Regent must call a meeting of the Faculty Assembly for open discussion with the Provost in an effort to seek a resolution of the issue.
  - The meeting must be held within 15 business days of the notification of the Provost’s appeal.
  - The Faculty Regent must give written notice to all members of the Faculty Assembly of the date at least seven business days in advance of the meeting.
- After the Assembly has listened to the arguments on the issue, it may move to uphold the original proposal, or it can alter the proposal based on the Provost’s response. A two-thirds vote of the Faculty Assembly is necessary to pass such a motion.
- If the Provost continues to have concerns, the Provost may appeal to the University President, and the process that follows is that described under point 4 of “The Authority of the Faculty” in the Faculty Constitution.

THE FACULTY SENATE

Purpose of the Faculty Senate

The role of the Faculty Senate is to address faculty concerns, address shared faculty interests, and support faculty welfare. The Faculty Senate represents the interest of Cal Lutheran faculty to the Cal Lutheran Board of Regents and administration. With input from its constituents, the Faculty Senate administers faculty governance and bylaws, including the Faculty Constitution and the Faculty Governance and Faculty Policies Handbooks.

The Faculty Senate shall consist of members elected from various recognized academic units and represented groups on campus (see “Academic Unit Governance” below), providing faculty of different ranks and appointments with representation and voice.

Composition of the Faculty Senate

The Faculty Senate shall consist of 12 faculty members (listed below), each elected by members of their appropriate academic units and represented groups, and three ex officio positions. All of these members have equal voice and vote. Faculty with cross-appointments shall be assigned to a specific academic unit for purposes of voting and representation by Academic Affairs in consultation with appropriate deans.

- School for Professional and Continuing Studies: 1 Faculty Senator
● College of Arts & Sciences: 4 Faculty Senators
● Graduate School of Education: 1 Faculty Senator
● Graduate School of Psychology: 1 Faculty Senator
● Pacific Lutheran Theological Seminary: 1 Faculty Senator
● School of Management: 2 Faculty Senators, 1 representing the Undergraduate program and 1 representing the Graduate program.
● Junior Faculty: 1 Faculty Senator
● Adjunct Faculty: 1 Faculty Senator
● The Faculty Regent (ex officio)
● The chair of the Faculty Affairs Committee (ex officio)
● The chair of the Faculty Affairs: Equity & Inclusion subcommittee (ex officio)

Elections of Faculty Senators

Except as noted below, faculty in each academic unit or represented group holding a Faculty Senate seat shall propose their own voting procedures for electing their Faculty Senators.

● Junior faculty members (see Glossary) may not serve as a Faculty Senator until completion of their third year at the university.
● With the exception of the Adjunct Faculty Senator, Faculty Senators must be elected from Cal Lutheran faculty who have voting privileges, as defined in the Faculty Policies Handbook under “Definition of Faculty.”
  ○ If the Adjunct Faculty Senator is an adjunct, they must be “active”; that is, they must have taught at Cal Lutheran within the last year. The Adjunct Faculty Senator serves a one-year, not a two-year, term. If the Adjunct Faculty Senator is regular voting faculty, the usual rules for Faculty Senators apply.
  ○ Adjunct Faculty Senators have the same voice and vote in Faculty Senate as any other Faculty Senator.
● A Faculty Senator who has served two two-year terms in a row shall receive a two-year hiatus from senatorial duty and is not eligible for re-election until the end of that hiatus. Note that it remains possible for a former senator in hiatus to be elected by the Faculty Assembly to serve as Faculty Regent, or be chosen or elected to serve as a Faculty Committee chair that has an ex officio seat on Senate, and thus end up sitting on the Senate again during their hiatus period.

Elections to the Faculty Senate will occur in February, and Faculty Senators will assume their duties on June 1. Elections shall be staggered from year to year to ensure some continuity. The first year this system is put into place shall be an exception and shall follow the approved transition plan.
<table>
<thead>
<tr>
<th>Odd-Year Elections</th>
<th>Even-Year Elections</th>
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<tbody>
<tr>
<td>Pacific Lutheran Theological Seminary: 1 Faculty Senator</td>
<td>School for Professional and Continuing Studies: 1 Faculty Senator</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences: 2 Faculty Senators</td>
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</tr>
<tr>
<td>Graduate School of Education: 1 Faculty Senator</td>
<td>Graduate School of Psychology: 1 Faculty Senator</td>
</tr>
<tr>
<td>Junior Faculty Representative: 1 Faculty Senator</td>
<td>Junior Faculty Representative: 1 Faculty Senator</td>
</tr>
<tr>
<td>School of Management: 1 Graduate Faculty Senator</td>
<td>School of Management: 1 Undergraduate Faculty Senator</td>
</tr>
<tr>
<td>Adjunct Representative: 1 Faculty Senator (this is a 1-year term)</td>
<td>Adjunct Representative: 1 Faculty Senator (this is a 1-year term)</td>
</tr>
</tbody>
</table>

Length of Term

Most Faculty Senators shall be elected to two-year terms, renewable once. Exceptions are as follows:

- The Adjunct Faculty Senator, if a member of the adjunct faculty, shall be elected to a one-year term, renewable once.
- The Junior Faculty Senator shall be elected to a one-year term, renewable once. Should a Junior Faculty Senator be granted tenure and promotion during their one-year term in office, they continue serving as senator until that term expires.
- *Ex-officio* Senate members shall serve according to the individual guidelines governing their elections or appointments.

Designated Representatives and Proxy Voting

The Faculty Senate Executive Committee should do its utmost to schedule meetings when all Faculty Senators can attend, and Faculty Senators are expected to attend Faculty Senate meetings. However, should exigent circumstances arise and a Faculty Senator be unable to attend a meeting, that Faculty Senator may formally designate a representative to take their place for
that meeting. This right may be exercised no more than twice in a traditional academic year, after which the senator loses their vote at any meeting they miss thereafter.

- The designated representative must be drawn from the Faculty Senator’s constituency.
- The designated representative must be willing to serve in the Faculty Senator’s place for this meeting.
- The designated representative’s name must be sent to the Faculty Senate Executive Committee at least 24 hours in advance of the meeting at which the representative is to attend.
- The designated representative may vote for the Faculty Senator they are replacing during the meeting in which they are present.
- The designated representative’s name, and the Faculty Senator they are replacing, shall be recorded in the Faculty Senate minutes for that meeting, as shall any votes the designated representative casts during that meeting.

Resignation of Faculty Senators

Faculty Senators are expected to serve the full term to which they are elected or appointed. Senators may resign their position in the event of appointment to an administrative position within the institution, prolonged illness, leave or sabbatical, separation from the university, or other events deemed appropriate by the Committee on Committees.

Removal of Faculty Senators

The right and responsibility of removing Faculty Senators shall rest solely with the academic units and groups they represent. A Senator may be removed from office as the result of a recall election initiated and conducted within the Senator’s academic unit or represented group. A recall election is initiated by submitting a petition, signed by 40 percent of the faculty members in the Senator’s academic unit or represented group, to the Faculty Senate Executive Committee. Upon receiving a petition, the Faculty Senate Executive Committee shall notify the Committee on Committees to direct the election of a replacement member to serve out the term of the removed Senator.

Academic units may establish their own guidelines regarding appealing a removal, but such guidelines shall not include appeals to the Faculty Senate or Faculty Assembly.

Any removal of those committee chairs who serve on the Faculty Senate shall be determined by the Committee on Committees in consultation with the committees being represented and following any special replacement guidelines that may apply to that particular committee chair’s position.
Special Elections and Senate Vacancies

In the event that a Faculty Senator resigns or is removed during the academic year, that academic unit or represented group shall be responsible for electing another Senator. If a Faculty Senator resigns or is removed at the end of an academic year, that academic unit or represented group shall be responsible for electing another Senator before the next academic year commences.

Committee chairs who sit on the Faculty Senate by virtue of their position shall be replaced by whomever becomes the new chair of that represented committee.

Meetings of the Faculty Senate

The Faculty Senate shall normally meet once a month during the traditional undergraduate academic year. The Faculty Senate may choose to meet more or less often, as it may deem necessary. The Faculty Senate shall meet a minimum of twice an academic semester. Faculty Senate meetings normally will be held Mondays, 3:30-5 p.m. unless another regular meeting time is determined to be acceptable to all members.

At its first meeting the Senate shall elect from its constituency a Faculty Senate Executive Committee as described below and shall determine its meeting schedule for the academic year. If necessary, Senate meetings may also be called at the request of a simple majority of the Faculty Senators. Such meetings require a written notice to be sent to all Faculty Senators members at least 24 hours in advance.

Observing Faculty Senate Meetings

- Meetings of the Faculty Senate shall be open to all faculty, including faculty serving as chairs, program directors, associate deans, and in similar roles.
- Deans who hold faculty contracts are, as faculty, permitted to observe.
- Special appointment faculty are welcome to observe, but adjunct faculty who choose to attend and observe may not count such attendance as compensated time.
- The Provost, as the university’s chief academic officer, is permitted to observe.
- Administrators (see Glossary), including those who teach, are permitted to observe only by invitation of the Faculty Senate Executive Committee.
- Observers shall have no voice or vote during the Faculty Senate meeting.
  - The Faculty Senate Executive Committee Chair may elect to provide time during the meeting for observers' comments and questions. The decision to do so shall be completely at the Chair’s discretion.
- Faculty observers may request, at least three days in advance of a Senate meeting, that items be added to the agenda, although such addition is left to the discretion of the Faculty Senate Executive Committee.
Closed Executive Sessions

The Faculty Senate may, in some circumstances, call for a closed executive session that no observers may attend. This right shall only be enacted by a non-debatable motion to go into executive session requiring approval by two-thirds of the Senators present at said meeting. The minutes for such a Faculty Senate meeting shall state the rationale for going into executive session but shall not reflect the discussion or outcome of the session.

All meetings of the Faculty Senate shall follow Robert’s Rules of Order except where they conflict with these bylaws, in which case these bylaws take precedence. Common sense will be used to adapt Robert’s Rules to the needs of the Senate.

Quorum

The quorum for a regular Faculty Senate meeting consists of two-thirds of the Senate’s members. See “Summer Governance” for rules regarding the Faculty Senate quorum outside the academic year.

Senate Powers and Scope of Authority

The university faculty delegates its legislative power to the Faculty Senate but reserves the right and power by a vote of the Faculty Assembly to override the delegation of legislative powers to the Faculty Senate on a particular matter or issue. The Faculty Senate has the following powers:

- to receive and consider reports from all faculty committees, councils, departments, divisions, schools, colleges, facilities and libraries, and other academic units, and administrative officers, and to take appropriate action thereon within the scope of this authority;
- to establish the Committee on Committees as the governing body overseeing faculty committee assignments and responsibilities;
- to charge a standing Faculty Committee with a committee-appropriate task that the Senate deems necessary, such as reviewing or developing faculty policies or procedures, etc., or to ask the Committee on Committees to authorize the establishment of a task force or ad hoc committee for such purpose;
- to consider matters of professional interest and faculty welfare and make recommendations to the University President and other administrative officers concerned;
- to serve as a channel of communication between the faculty and the administration, and as an authorized representative of the faculty;
- to propose to the Faculty Assembly amendments or additions to the Faculty Constitution, Faculty Governance Handbook, Faculty Policies Handbook, or other documents related
to faculty governance, including the recognition or dissolution of academic units eligible
to hold a seat on the Faculty Senate;

- to propose to the Faculty Assembly any policies or changes to policies that are
  recommended to it by a Faculty Committee.

Checks, Balances, and Appeals on Faculty Senate Decisions

- All action items passed by the Faculty Senate or any Faculty Committee shall be
  communicated to the Provost. The Provost has the right to appeal a decision, conveying
  information in response that may cause the Faculty Senate to reconsider its decision.
- After the Provost’s response and the reasons for it have been communicated to the Chair
  of the Faculty Senate, the Chair must call a meeting of the Faculty Senate for open
  discussion with the Provost in an effort to seek a resolution of the issue.
  - The meeting must be held within 15 business days of the notification of the
    Provost’s response.
  - The Chair must give written notice to all members of the Faculty Senate of the
    date five business days in advance of the meeting.
- After the Senate has listened to the arguments on the issue, it may move to uphold the
  original proposal, or it can alter the proposal based on the Provost’s response. A two-
  thirds vote is required to pass such a motion.
- If the Provost continues to have concerns, the Provost may appeal to the University
  President, and the process that follows is that described under point 4 of “The Authority
  of the Faculty” in the Faculty Constitution.
- All action items and resolutions passed by the Faculty Senate are also subject to review
  and veto by the Faculty Assembly. See “Voting of the Faculty Assembly” above for
  policies and procedures regarding a Faculty Assembly override.

ACADEMIC UNIT GOVERNANCE

The Faculty Senate, with advisement from Academic Affairs, will recognize individual academic
units within the university, such as schools and colleges, that have the right to elect Faculty
Senators to the Faculty Senate (see “Senate Powers and Scope of Authority”), and the Faculty
Governance Handbook shall be amended to include such representation. Some academic units
may be considered too small to warrant having their own Senator, in which case they will be
assigned to a larger academic unit for purposes of voting on Faculty Senate representation. New
academic units approved by the university’s Academic Affairs shall be granted representation in
Senate. Academic units that are dissolved by the university shall lose their representation in the
Senate, and the Faculty Governance Handbook shall be amended to abolish such representation.
The faculty of academic units holding Faculty Senate seats are responsible for developing their own internal governance systems in tandem with their respective deans or directors. Each such unit will be responsible for electing its own Faculty Senator(s) and determining how and when the Senator will report back to that academic unit’s faculty.

Unit-level governance has the following responsibilities to the university-level Faculty Governance:

1. To report all committees and task forces to the Committee on Committees, so that it can better monitor faculty workloads;
2. To elect its Faculty Senator(s) to the Faculty Senate in a timely manner;
3. To process curricular changes, academic policy recommendations, and so forth through such Faculty Committees as is appropriate to their scope of responsibility and authority.

Complaints and questions about unit-level governance may be brought to the Faculty Senate via the Faculty Affairs Subcommittee on Equity and Inclusion. The Equity and Inclusion Subcommittee does not have the power to alter unit-level governance decisions but can provide advice and recommendations regarding best practices and conflict mediation.

FACULTY COMMITTEES

The term “Faculty Committee” is capitalized to differentiate committees within this University-level Faculty Governance structure from committees within a smaller academic unit’s governance structure, such as a school or college, or that may exist outside the Faculty Governance system. Note that all committees that include faculty members shall be listed and monitored by the Committee on Committees, regardless of whether they are Faculty Committees.

Faculty Committee Guidelines

Faculty Committees are where much of the work described under “The Authority of the Faculty” in the Faculty Constitution takes place. Faculty Committees fall under the purview of the Faculty Senate and Faculty Assembly and are comprised of three categories of standing committees: Faculty Governance Committees, Faculty Policies & Procedures Committees, and Curriculum Committees. Faculty Committees report to the Faculty Senate unless otherwise indicated. They may make recommendations for faculty action, review policies, or make recommendations to the University administration regarding academic issues and faculty personnel issues such as appointment, tenure, promotion, and sabbaticals.

The Faculty Senate and/or Assembly, in consultation with the Committee on Committees, may create new standing committees as may be deemed necessary to conduct faculty business. New
committees must be created in compliance with the Faculty Constitution and the guidelines below. Great care should be taken to avoid “committee creep”; too much committee service is often cited as a source of faculty stress.

- A Faculty Committee must have a majority of its membership drawn from the faculty. Faculty may, of course, serve on other University committees, and all University committee work shall count as service for purposes of appointment, rank, and tenure consideration.
- The deliverables for Faculty Committees should fall under one or more of the faculty’s areas of authority as defined in “The Authority of the Faculty” in the Faculty Constitution. If the committee’s task or goal falls outside these areas, the committee may be more usefully created elsewhere within the university’s organizational structure — perhaps it should be a University-wide committee, or a committee located within a specific academic unit or organizational department within the University.
- No standing Faculty Committee shall be created that, in its committee description, does not have one or more discrete and tangible annual deliverable(s).
  - Unless such deliverables are necessary on an ongoing annual basis, it is recommended that they be assigned to a limited-duration faculty task force instead of a standing Faculty Committee.
- Course releases, if any, provided to committee chairs will be listed in the appropriate Appendix of the Faculty Handbook for consultation by all faculty. Because course releases have budgetary impact, they shall be arranged with the approval of Academic Affairs.

Invited Committee Members
The chair of any standing Faculty Committee may invite any faculty member, administrator, student, or staff member who might serve as a resource to a particular meeting of that body or any portion thereof. Such invitations are normally understood to last for a single meeting, but they may remain open for up to the end of the academic year. Invitations may be renewed at the discretion of the Faculty Committee chair in the next academic year, unless a Faculty Committee description specifically designates otherwise.

Establishing Internal Subcommittees and Task Forces
A committee may organize itself as needed to conduct its business, unless a particular form of organization is established in its committee description below. Otherwise, any committee may choose to establish, out of its current membership, *ad hoc* subcommittee(s) or task force(s) lasting one academic year or less to address a particular problem or need. Such temporary, internal subcommittees or task forces do not require amendment of the Faculty Governance Handbook, even if they are re-established in succeeding years.
Committee Vacancies

Except for vacancies on the Appointment, Rank & Tenure Committee, should a standing committee position become vacant before the end of the designated term, the position shall be filled by recommendation of the Committee on Committees and approved by the Faculty Assembly. In the event that a vacancy cannot be filled from a designated constituency, any voting member of the Faculty Assembly can be chosen to fill the position for the duration of that term. Vacancies to the Appointment, Rank & Tenure Committee will be filled by a Faculty Assembly election as defined under the Appointment, Rank & Tenure Committee description below. Committee members filling a vacancy either by election or appointment will serve only the remainder of the term of the original committee member whom they are replacing.

Expectation of Attendance

Faculty members elected or appointed to Faculty Committees, or who are members of a Faculty Committee by virtue of their *ex officio* status, are expected to attend all meetings of those committees.

Restrictions on Committee Membership and Service

- Junior faculty in their first year at Cal Lutheran are exempt from appointment or election to a Faculty Committee.
- Faculty may serve no more than two consecutive three-year terms on a standing Faculty Committee, after which they may not be re-elected or re-appointed to that committee for one academic year.
- No elected faculty member shall serve simultaneously on more than two standing Faculty Committees.
  - This rule does not preclude a faculty member from serving on University or academic-unit committees outside of the Faculty Committee structure, although the Committee on Committees shall monitor such assignments to prevent overworking any individual faculty member.
- The Chair of the Faculty Senate shall not serve on any standing Faculty Committees, except in cases where the Faculty Senate specifies that the Chair of the Faculty Senate is an *ex officio* member of the committee.
- No elected member of the Faculty Senate shall serve on more than one standing Faculty Committee.
  - If a Faculty Senator would exceed these restrictions because of simultaneous membership on the Graduate Curriculum Committee or on IRB, an exception may be granted by the Committee on Committees.
- Faculty serving on standing and *ad hoc* Faculty Committees must have regular faculty standing and cannot simultaneously serve as an Assistant Dean, Associate Dean, or Dean,
or the equivalent position in any academic unit reporting directly to the Provost, except as may be required in an *ex officio* capacity.

**Ad Hoc Committee Members**

If, after committee appointments have been ratified, a Faculty Committee finds that it needs additional members to do its work, its chair may ask the Committee on Committees for assistance in identifying and inviting *ad hoc* members. Junior faculty in their first year at Cal Lutheran may not be invited as *ad hoc* members. Faculty invited as an *ad hoc* member of a committee do not replace any simultaneous committee appointments they may have with the *ad hoc* appointment. Faculty have the right to turn down such an invitation. Faculty who agree to serve as an *ad hoc* member of a committee have only a one-semester expectation of service and may choose to return or not to return to the committee after that semester of service is complete, at their discretion. An *ad hoc* member may request regular assignment to the committee for the next academic year, if so desired, or during the current academic year if they are not already assigned to any Faculty Committee or if their assignation would not violate the preceding restrictions on committee membership and service.

**Declining an Elected or Appointed Committee Position**

Typically, Faculty Committee members are expected to serve the full term to which they were elected. A faculty member who does not wish to be elected to a committee holds the responsibility for communicating that to their peers in the Faculty Assembly. A faculty member who does not wish to be appointed to a committee holds the responsibility for communicating that to the Committee on Committees. However, it should be noted that university service is required by the Faculty Policies Handbook and that faculty are expected to equitably share the responsibility of committee work.

**Resignation from a Committee**

Typically, Faculty Committee members are expected to serve the full term to which they were elected or appointed. Committee members may resign their position in the event of appointment to an administrative position within the institution so that they violate the “Restrictions on Committee Membership and Service,” or for prolonged illness, leave or sabbatical, separation from the university, or other events deemed appropriate by the Committee on Committees.

**Removal from a Committee**

The right and responsibility of removing Faculty Committee members shall rest with the Committee on Committees but such a request may be initiated by a committee chair or by a majority of the committee’s membership.
Telepresence and Email in Faculty Committee Meetings

Faculty Committees may choose to conduct their business face-to-face, or using some form of video telepresence technology (e.g., conference call, Zoom, Bb Collaborate, Skype), or some combination of both.

Email

Although face-to-face and/or telepresence meetings are encouraged, when necessary, Faculty Committees may also conduct business by email. For an email message to be part of a meeting, it must be sent to all members (with the possible exception of returned ballots if the committee is voting confidentially). Other messages may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting. The concept of a quorum based on attendance is less applicable to email meetings but is important when voting. For a vote to be valid in the context of an email meeting, a quorum of ballots must be returned. Minutes for an email meeting consist of the full transcript of the meeting, comprising all of the e-mail messages that were part of it. Their accuracy can usually be assumed, so minutes need not be read or approved in email meetings.

Text Messaging

Faculty Committees that conduct business using some other form of text-based synchronous or asynchronous conference platform are expected to abide by the same rules as email with regard to messages, minutes, and voting.

Equipment Malfunctions

An equipment malfunction among the membership that significantly interferes with telepresent members’ participation, or the reading, writing, or delivering of email in an email meeting, requires the chair to recess or adjourn the meeting without a vote. Email meetings shall not be held when equipment malfunction is a significant hindrance.

Quorum

When counting quorum, Faculty Committees shall round up at 0.5 (thus, the quorum for a seven-member committee with a two-thirds membership quorum requirement is five members). Quorum rules for each committee shall be found under the committee description.

Parliamentary Procedure

All meetings of Faculty Committees shall follow Robert’s Rules of Order for committees unless otherwise specified in this Handbook, but common sense will be used to adapt these rules to the needs of each committee.
Recordkeeping & Reporting

Unless otherwise specified in the committee description, Faculty Committees shall maintain records of their activities and actions as well as all correspondence and other documents received by the Committee. Records of the Committee's actions shall be submitted to the Committee on Committees. Committee chairs ending their term with a committee are strongly encouraged to leave a list of procedures and tasks for the incoming chair; such documents may also be given to, and stored by, the Committee on Committees for safekeeping and reference.

The Committee on Committees shall ensure that all committee records are archived, placing public records where they are accessible to all faculty, staff, and administration on campus, and keeping any private committee records in a private archive appropriate to the nature of such records.

Summer Committee Work

Some Faculty Committees may be required to conduct business over academic breaks. Faculty members on those committees who are off-contract may request, before conducting such business, that they be compensated on an hourly basis by Academic Affairs. Whether such compensation is made available shall be up to Academic Affairs, based on considerations such as available funds, the urgency of the work to be completed, whether there was a reasonable expectation that the committee’s work should have been finished before summer, etc. Faculty members on those committees who are on-contract over summer are expected to serve as needed without additional compensation. The likelihood of summer work being required is indicated in each committee’s description.

FACULTY GOVERNANCE COMMITTEES

A “faculty governance” committee plays a critical role in maintaining the operation of the Faculty Senate and the Faculty Committees.

- Faculty Senate Executive Committee
- Committee on Committees

Faculty Senate Executive Committee (FSEC)

Purpose: The Faculty Senate Executive Committee sets the Faculty Senate meeting agenda, calls Senate meetings, and conducts Senate meetings.
Responsibilities: The Faculty Senate Executive Committee (FSEC) calls Senate meetings, sets the Faculty Senate meeting agenda, and conducts Faculty Senate meetings. The Senate Executive Committee is also responsible for the maintenance and availability of a petition/response chart.

Annual Deliverables:
- Holding a minimum of two Faculty Senate meetings each semester of the traditional undergraduate academic year.
- Publication of Faculty Senate minutes for all faculty review.
- Throughout the academic year and, if needed, summer, maintenance, updating, and publication of a Faculty Senate petition/response chart indicating faculty requests or complaints formally submitted to the Faculty Senate and the action the Senate has taken on such requests or complaints.

Scope of Authority: The Faculty Senate Executive Committee is primarily a coordinating body. It is elected by the Faculty Senate from its membership, usually on an annual basis, to conduct Senate meetings and represent the interests and decisions of the Faculty Senate to Cal Lutheran constituencies.
- The Faculty Senate Executive Committee is responsible for creating and distributing, in a timely manner, the agenda for upcoming meetings to the Faculty Senate. If agenda items require additional reading or supplemental materials, those items should also be made available to the Senate at least seven days before the meeting to allow consideration prior to discussion or voting.
- The Faculty Senate Executive Committee is the governance unit responsible for receiving faculty petitions and questions regarding the Faculty Senate.
- The Faculty Senate Executive Committee is responsible for the maintenance and publication of a petition/response chart, intended as a means of publicly tracking Faculty Senate progress on initiatives and its responses to faculty concerns.
- The Faculty Senate Executive Committee is responsible for the recording and publication of Senate minutes.
- The Faculty Senate Executive Committee may recommend the removal of a Faculty Senator who is not in attendance for three Faculty Senate meetings during an academic year to that Senator’s academic unit or represented group.
- If a member of the Faculty Senate resigns, goes on leave, or is otherwise unable to serve during any semester of their service, the chair of the Faculty Senate Executive Committee will notify the Committee on Committees to direct the election of a replacement member to serve during the period that the regularly elected member is unable to serve.

Membership: Allowing the Faculty Senate to choose its own executive committee permits the Senate to consider issues of individual workload, scheduling demands, past governance experience, and so forth when deciding who shall run its meetings. Thus, the Executive
Committee is elected by the Faculty Senate from within its constituency and consists of the following three offices:

- Senate Chair: The Senate Chair sets the agenda for Faculty Senate meetings, chairs the Senate meetings, and sits on the University Council if such is established. The Senate Chair is primarily responsible for the maintenance and availability of the petition/response chart. One course release per academic year is associated with this position.
  - Because the Senate Chair serves in the Faculty Regent’s place when the Faculty Regent is unable to chair a Faculty Assembly meeting or attend a Board of Regents meeting (see “Faculty Regent”), the Faculty Regent is not eligible to be elected to serve as Senate Chair.
- Senate Vice-Chair: The Senate Vice-Chair sits on the university Budget Committee and chairs Faculty Senate meetings in the absence of the Senate Chair.
- Senate Secretary: The Senate Secretary takes minutes during Faculty Senate meetings and chairs the Committee on Committees (see Committee on Committees for further information about this role).

Quorum: A quorum for the Faculty Senate Executive Committee shall be two-thirds of voting members of the committee.

Record Keeping & Reporting: Minutes of all FSEC meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be submitted to the Committee on Committees and posted electronically for university-wide review. FSEC shall submit an annual report to the Committee on Committees at the conclusion of the academic year. This report shall be posted electronically for review by interested faculty members.

Summer Work Expectation: Since they take office on June 1, members of the Faculty Senate Executive Committee may need to meet over summer to prepare meeting schedules for the upcoming academic year. The Faculty Senate Executive Committee Chair or a designee may be asked to represent faculty over summer.

Committee on Committees (ConC)

Purpose: To staff, monitor, and oversee Faculty Committees on campus, and to monitor faculty members’ committee workloads across campus. As much as possible, the Committee on Committees seeks to maintain a diverse balance in the composition of committee membership and ensure equitable distribution of committee work among faculty members.

Responsibilities: The Committee on Committees will

- appoint the chairs and faculty membership of all Faculty Committees except when such positions are elected by the Faculty Assembly or assigned *ex officio*;
● oversee and implement the elections for faculty leadership positions (i.e., chair positions, ART, Faculty Senate);
● appoint and review the status of ad hoc committees and task forces that involve faculty members;
● monitor and publicly record committee membership for the reference of university personnel;
● consider and review proposals regarding the formation or dissolution of committees and task forces proposed by either committees or individuals;
   ○ refer those proposals to the faculty for a vote when required, or
   ○ forward proposals to appropriate administrative officers, or
   ○ return such proposals to the author(s), asking that they be resubmitted after clarification.
● collect and preserve minutes and annual reports from all committees;
● hold Faculty Committees accountable for their work.

Annual Deliverables
● Development and maintenance of a continuously updated Committee List that lists all faculty committees, advisory groups, councils, task forces, and so forth that may exist across the university or academic-unit-level faculty governance systems, and their faculty members. The list must be accessible to all university personnel for reference.
● Development and maintenance of a continuously updated archive of Faculty Committee minutes and annual end-of-year reports. The archive must be accessible to all university personnel for reference.
● Annual appointment of faculty to Faculty Committees and to the pool of faculty eligible to serve on a Grievance Committee. Training for new Faculty Committee chairs will be offered by Academic Affairs in mid to late May.
● Provide to ART, upon request, a record of any faculty member’s Faculty Committee service, although committee work at all levels of the university counts as faculty service.
● Review all faculty committees proposed within any academic unit and offer advice or suggestions intended to avoid overlap of responsibilities and overwork of faculty members.

Scope of Authority: The Committee on Committees is the governing body responsible for the composition, accountability, and maintenance of the Faculty Committees and task forces.
● The Committee on Committees, chaired by the Secretary of the Faculty Senate Executive Committee, shall make such rules and procedures as are not inconsistent with the bylaws and policies of the Senate. A retiring Committee on Committees chair will delegate one of the ConC’s holdover members to call the new Committee on Committees together for the first meeting until a new Faculty Senate Executive Committee has been chosen and the new ConC chair takes over.
The Committee on Committees will make appointments to fill vacancies in university-level committees and task forces, or to replace committee officers in the event of resignation, prolonged illness, disability, or dismissal. In making replacement committee selections, the ConC will consult in confidence with the Faculty Senate, and other relevant committees, as may be appropriate. A person appointed to fill a vacancy will take office at once and serve for the full remaining term. The Committee on Committees will report such replacement appointments to the Faculty Senate and Assembly.

The Committee shall establish a pool of eligible Grievance Committee members, as described in the Faculty Policies Handbook under “Complaint and Grievance Procedures: Procedure for Handling Grievances.”

Should a Faculty Senator’s seat become open, the Committee on Committees will inform the impacted academic unit or represented group regarding the replacement and ensure a timely selection (not to exceed 30 days) of a new Faculty Senator.

When a vacancy in its own membership occurs during the academic year, the Committee may appoint a member of the faculty to serve the unexpired part of the term.

The Committee will call for nominees and volunteers from the faculty to fill positions on committees it appoints, but is not obligated to accept any such nominees and volunteers. Typically, Faculty Committee members are expected to serve the full term to which they were appointed. A faculty member who does not wish to be appointed to a particular committee holds the responsibility for communicating that to the Committee on Committees.

The Committee will consult in confidence with other committees and, if it so chooses, academic units, when making appointments, taking into consideration whether new committee assignments will be overly burdensome for any given faculty member.

The Committee will not have the power to override or rescind appointments from within academic unit-level committees, but may take such appointments into consideration when making appointments to Faculty and university-level committees.

**Membership:** The Committee on Committees will consist of at least five voting members.

- The Committee on Committees will be chaired by the Secretary on the Faculty Senate Executive Committee. One course release per academic year is associated with this chair position.
- The other four members shall be elected by the Faculty Assembly to serve for two years, and no member may serve more than two consecutive terms. These elections shall be held each year as needed, and members shall have staggered terms.

**Quorum:** A quorum for the Committee on Committees shall be a simple majority of voting members of the committee.

**Record Keeping & Reporting:** The Committee on Committee keeps records for all Faculty Committees that are required to keep records and provides information to ART upon request.
The Committee on Committees reports to the Faculty Senate Executive Committee and may advise or consult with the faculty governance systems at the academic unit level. The Committee on Committee may consult with or advise deans, provosts, and other administrators as is appropriate to carry out its duties.

**Summer Work Expectation:** Members of the Committee on Committees may need to meet over summer to choose committee chairs and make committee assignments for the upcoming academic year.

**FACULTY POLICIES AND PROCEDURES COMMITTEES**

A “faculty policies and procedures” committee sets or reviews policies that directly relate to matters over which faculty have authority, all faculty rights and responsibilities, and other specific faculty concerns other than curriculum and curriculum-related academic standards.

- Appointment, Rank & Tenure Committee (ART)
- Institutional Review Board (IRB)
- Faculty Affairs Committee (FAC)
  - Awards & Grants Subcommittee
  - Equity & Inclusion Subcommittee
  - Faculty Community Subcommittee

**Appointment, Rank & Tenure (ART)**

**Purpose:** To maintain and strengthen the academic vitality and professional standards of the faculty and to maintain the highest standards regarding equal opportunity regulations and policies.

**Responsibilities:** The Appointment, Rank & Tenure Committee will

- communicate and implement the policies related to ART as they are designated in various sections of the Faculty Policies Handbook;
- represent the faculty in visits with prospective faculty candidates;
- advise the President and the Vice President for Academic Affairs concerning appointment, promotion in rank, grants of tenure, renewal and non-renewal of contracts, and extensions of service for all teaching faculty (half-time or more);
- advise the chair of the Board of Regents concerning the appointment and biennial evaluation review of the President and the Vice President for Academic Affairs of the University;
- participate in the review of all annually contracted teaching faculty.

**Annual Deliverables:**
Ongoing participation in the review of faculty dossiers and applications for appointment, promotion, and/or tenure.

Ongoing participation in the review of all annually contracted teaching faculty.

Annual report to President and Vice President of Academic Affairs with recommendations concerning the appointment, promotion in rank, grants of tenure, renewal and non-renewal of contracts, and extensions of service for all teaching faculty (half-time or more).

Report to the chair of the Board of Regents concerning the appointment and biennial evaluation review of the President and the Vice President for Academic Affairs of the University.

Scope of Authority: ART must be careful not to adjust or alter the criteria set forth by the Faculty Handbook by which faculty are evaluated for promotion or tenure by school, college, or program. Changes to these criteria must be proposed and approved by the faculty as per the guidelines set forth in the Faculty Constitution. ART does have the authority, within the scope of the Faculty Handbook, to propose changes to the manner in which, or from whom, it gathers data relevant to such evaluation criteria. These proposals must be presented to, and approved by, the Faculty Affairs Committee before implementation.

Membership: The committee shall consist of eleven tenured faculty members, at least seven of whom must hold the rank of full professor, typically elected for a three-year term. Declared candidates for promotion will be removed from the voting list. Existing ART committee members who declare their intent for promotion will be replaced for the remainder of their term.

For the purpose of faculty reviews, ART shall be separated into two functional subcommittees, each composed of six members, including the ART chair, who shall serve on both. One subcommittee shall be responsible for reviewing second-year and fourth-year dossiers, and the other for reviewing promotion, tenure, sixth-year and post-tenure dossiers. If the subcommittees’ workloads are unequal, the ART chair shall have the freedom to reallocate their responsibilities. ART shall appoint its members to the two review subcommittees by consensus, making an effort to keep each subcommittee’s membership as broadly representative as possible. Subcommittee membership shall be reconstituted each year and as needed due to membership changes. Tenure denial recommendations will have been reviewed by the full committee, and ART work other than dossier reviews shall be conducted by the full committee.

Election Procedure for ART Chair: The ART chair is elected by the body of ART. The ART chair shall receive two course releases over the academic year.

Election Procedure for ART Members: Each April, the Committee on Committees (ConC) presents the slate of those faculty it determines are eligible for election to this committee. Any faculty member who will be on sabbatical or other leave during the three-year term, or who will be serving on the Faculty Senate during the upcoming year will be excluded from the slate.
1. To ensure the rotation of broad and diverse representation on the committee, faculty members completing one-, two-, or three-year terms on ART will be excluded from the ballot for the next one, two, or three years, respectively.

2. In April, the ConC conducts an election of three to four faculty members to serve three-year terms on the ART Committee (the number may be more or less in the event that an unexpired term must be filled). Each ranked faculty member shall cast a vote for the number of candidates equal to the number of positions to be filled on the committee.

3. There will be at least three ballots.
   1. The first ballot determines the 18 individuals who receive the most votes. Those names constitute the slate for the second ballot. In the event of a tie, more than 18 names may be included;
   2. The second ballot determines the nine individuals who receive the most votes. Those names constitute the names for the third ballot. In the event of a tie, more than nine names may be included;
   3. The third ballot determines the number of individuals needed to fill the vacancies on the committee. The individuals with the most votes shall be elected.
   4. If, at any stage of the voting, the membership requirements of ART (that the committee contains at least two graduate-program faculty and at least six undergraduate program faculty, and that it contain at least seven full professors) are at risk of not being fulfilled, then the names of those faculty who would fulfill the at-risk requirement and who received the most votes on the ballot from among all other faculty fulfilling the requirement must remain on the ballot. When an election is held to select one new member for the ART Committee, the first ballot shall determine from the slate of eligible faculty, which may be restricted by program affiliation or rank if necessary to fulfill the ART membership requirements, the six individuals who receive the most votes. Those six individuals become the slate of candidates for the second ballot. In the event of a tie, more than six names may be included. The second ballot shall determine the three individuals who receive the most votes. In the event of a tie, more than three names may be included. The individual with the most votes on the third ballot shall be elected to fill a partial term or full term as necessary.

Record Keeping & Reporting: ART is not required to keep minutes or submit an annual report to the Committee on Committees. ART reports to the University President, the Vice President for Academic Affairs, and the Board of Regents as described under Annual Deliverables.

Summer Work Expectation: Members of ART do not normally need to meet over summer.
Institutional Review Board (IRB)

**Purpose:** To carry out the University’s policies regarding the protection of the use of human subjects in research.

**Responsibilities:** The Institutional Review Board will
- review all research proposals generated by faculty, staff, students, and outside agencies for adherence to standards of ethical research practices;
- ensure that all policies and procedures specified Faculty Policies Handbook are applied;
- maintain strict confidentiality of the researchers and their work, and clients and subjects involved.
- The chair of the Institutional Review Board is responsible for following the Code of Federal Regulations Title 45, Public Welfare; PART 46, Protection of Human Subjects, which can be obtained at [http://www.hhs.gov/ohrp/policy/index.html](http://www.hhs.gov/ohrp/policy/index.html).

**Annual Deliverables:** Ongoing approval or denial of research proposals in accordance with the committee’s stated responsibilities.

**Scope of Authority:** The IRB has the authority to review and approve or deny research proposals in compliance with the standards set forth by Code of Federal Regulations Title 45, Public Welfare; PART 46, Protection of Human Subjects. The IRB shall not establish any additional criteria for the approval or denial of research proposals other than those established by federal regulations. The IRB is supervised by and reports to the Associate Provost for Experiential Learning, Research, and Faculty Development.

**Membership:** The committee consists of six voting members, including a chair, nominated by the Committee on Committees and approved by the Faculty Assembly in three-year, staggered terms. The members must have varying backgrounds and be sufficiently qualified through experience and expertise to review research activities commonly conducted by the institution. There should be diversity among the members, including consideration of race, gender, cultural backgrounds, and sensitivity to such issues as community attitudes, to promote respect for its advice and counsel in safeguarding the rights and welfare of human subjects. There must be at least one woman and at least one man on the committee. The membership consists of:

1. One faculty member from the School of Management;
2. One faculty member from the Graduate School of Education;
3. One faculty member from the Graduate School of Psychology
4. Two faculty members from the College of Arts and Sciences, one of whom will be from the science division;
5. One member who is not otherwise affiliated with the institution and who is not part of the immediate family of a person who is affiliated with the institution.
**Quorum:** A quorum for IRB shall be two-thirds of voting members of the committee.

**Record Keeping & Reporting:** IRB is not required to keep minutes or submit an annual report to the Committee on Committees.

**Summer Work Expectation:** Members of the IRB may need to meet over summer to evaluate research applications.

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**Faculty Affairs Committee (FAC)**

**Purpose:** To represent the interests of the faculty regarding workloads, working conditions, salaries, fringe benefits, rules governing promotion and tenure, professional development, and other matters pertaining to faculty welfare.

**Responsibilities:** The Faculty Affairs Committee will

- initiate, recommend and evaluate proposals regarding faculty concerns relative to personnel policies, including workloads and working conditions, salaries and fringe benefits, and rules governing promotion and tenure;
- assist and encourage the full-time faculty to engage in scholarly activity and creative work related to their disciplines;
- develop transparent criteria and processes for evaluating candidates for faculty grants and awards described below;
- select recipients of grants and awards as described below;
- as needed, review and make recommendations for Faculty Governance Handbook and Faculty Policies Handbook changes to the Faculty Senate.

**Annual Deliverables:**

- Allocate sabbatical grants in coordination with Academic Affairs.
- Review recommendations from the Awards and Grants Subcommittee for the allocation of Hewlett and other grant funds, and approve grant recipients.
- Review recommendations from the Awards and Grants Subcommittee for recipients of the President’s Award for Teaching Excellence, the Provost’s Distinguished Scholar Award, and other awards, and approve award recipients or make recommendations to other parties as specified by the award.
- Review the recommendations of, and approve events and retreat agendas developed by, the Faculty Community Subcommittee.

**Scope of Authority:** The Faculty Affairs Committee makes policy proposals and recommendations to the Faculty Senate and Faculty Assembly as appropriate or as requested by either of those bodies. The Faculty Affairs Committee reports its decisions on sabbatical grants and other grant recipients to Academic Affairs and the University President as appropriate. The
Faculty Affairs Committee may develop internal guidelines for prioritizing its various duties and charges and communicate those guidelines to faculty and administration as may be necessary.

The Faculty Affairs Committee has the right to refuse a grant or award recipient and send its rationale for that decision back to the Awards & Grants Subcommittee for reconsideration.

The Faculty Affairs Committee has the right to suggest revisions to a recommended event or retreat agenda item recommended by the Faculty Community Subcommittee and send it back for reconsideration. In cases of disagreement, the matter may be brought by the Faculty Affairs chair to the Faculty Senate for consideration.

Membership: The committee consists of at least five voting members:

1. In odd-numbered years, the chair-elect is elected directly by the Faculty Assembly for a three-year term. The faculty member elected as chair-elect will then serve as the chair of Faculty Affairs during the second and third years of the term. For the first year of the term, the chair-elect is a regular voting member of the committee.
   a. The chair of the Faculty Affairs Committee also sits on the Faculty Senate as a voting ex-officio member.
   b. The chair of the Faculty Affairs Committee, or the chair’s designated representative from Faculty Affairs, serves a concurrent term on the university Budget Committee; the chair-elect serves as ex-officio member of the Budget Committee.

2. Four other faculty members are elected directly by the Faculty Assembly for a three-year term.

3. Members of this committee must have been full-time members of the faculty for a minimum of three years and are elected for three-year terms.

Quorum: A quorum for the Faculty Affairs Committee shall be two-thirds of voting members of the committee.

Record Keeping & Reporting: Minutes of all Faculty Affairs Committee meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be deposited with the Committee on Committees. The Faculty Affairs Committee shall submit an annual report to the Committee on Committees at the conclusion of the academic year.

Summer Work Expectation: Members of the Faculty Affairs Committee do not normally need to meet over summer. Occasional questions may be sent to the chair of Faculty Affairs over summer.

Faculty Affairs: Awards & Grants Subcommittee

Purpose: To administrate faculty grants and awards as requested by the Faculty Affairs Committee.

Responsibilities: The Awards and Grants Subcommittee will
● communicate those criteria and processes to faculty as requested by the Faculty Affairs Committee;
● solicit applications and nominations from faculty for grants and awards reviewed by this committee;
● assist in the selection of honorary degree recipients.

Annual Deliverables:
● Review candidates for faculty grants and awards and recommend to the Faculty Affairs Committee recipients of faculty grants and awards, including the Hewlett grant, the President’s Award for Teaching Excellence, the Provost’s Distinguished Scholar Award, and others as requested by the Faculty Affairs Committee.
● Administer annually all grants and awards under the committee’s purview.
● Serve as faculty members on the university’s honorary degree selection committee as needed.

Scope of Authority: The Awards and Grants Subcommittee makes recommendations to the Faculty Affairs Committee.

Membership: The committee shall consist of at least three voting faculty members, including the chair, nominated by the Committee on Committees and approved by the faculty. Members will normally serve three-year terms.

Quorum: A quorum for the Awards and Grants Subcommittee shall be a simple majority of voting members of the committee.

Record Keeping & Reporting: The Awards and Grants Subcommittee reports its recommendations and nominations to the Faculty Affairs Committee. Minutes of all Awards and Grants meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be deposited with the Committee on Committees and posted electronically for review by interested faculty members. Awards and Grants shall submit an annual report to the Committee on Committees at the conclusion of the academic year.

Summer Work Expectation: Members of the Awards and Grants Subcommittee do not normally need to meet over summer.

Faculty Affairs: Equity & Inclusion Subcommittee

Purpose: To promote and address issues pertaining to, equity, inclusivity, and access, as they are reflected in the curriculum and faculty of the University.

Responsibilities: The Equity and Inclusion Subcommittee will
● work with the Faculty Community Subcommittee as needed to help all faculty members feel represented in the work of the faculty;
● advise curriculum committees as requested;
● support identity-based faculty affinity groups and training programs;
● promote high-quality faculty advising, particularly through the lens of equity and inclusion, and provide ongoing professional development in collaboration with the Faculty Community Subcommittee and the Center for Teaching and Learning;
● support the Director of HSI Initiatives in ongoing conversations of climate related to Cal Lutheran’s HSI identity;
● consult with Academic Affairs on any equity and inclusion changes to faculty recruitment, selection, retention, and institutional concerns on matters included but not limited to race, ethnicity, gender, sexuality, religion, and other identities;
● consult with leaders of faculty/staff training groups (e.g., VetNet, SafeZone, DREAMer Allies) to ensure there is a component relevant to faculty and classroom delivery and student interaction and develop training and programs specifically for faculty classroom usage.

**Annual Deliverables:**

● Recruit and train Equity Advocates in consultation with the Equity Leadership Council.
● Conduct annual assessment checks with faculty affinity groups, caucuses, etc., dedicated to representing the interests of historically underrepresented groups and include those findings in an annual report to be delivered to the Faculty Senate.
● Sponsor or co-sponsor at least one equity and inclusion-related workshop or training session for faculty each semester.
● Serve as faculty members for the All University Student Hearing Board as may be needed.

**Scope of Authority:** The Equity and Inclusion Subcommittee reports to the Faculty Affairs Committee. The chair of the Equity and Inclusion Subcommittee sits on the Faculty Senate in an *ex-officio* voting capacity. The chair’s role is to raise concerns around equity and access within the business of the Faculty Senate.

**Membership:** The committee shall consist of at least four voting faculty members, including the chair, nominated by the Committee on Committees and approved by the faculty. The Provost shall serve as an *ex officio* non-voting member. Members will normally serve staggered three-year terms.

**Quorum:** A quorum for the Equity and Inclusion Subcommittee shall be a simple majority of voting members of the committee.
**Record Keeping & Reporting:** Minutes of all Equity and Inclusion Subcommittee meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be deposited with the Committee on Committees and posted electronically for review by faculty. Equity and Inclusion shall submit an annual report to the Committee on Committees at the conclusion of the academic year. Equity and Inclusion Subcommittee’s annual report to the Faculty Senate shall be included as a component of its annual report to the Committee on Committees to ensure that such report is archived.

**Summer Work Expectation:** Members of the Equity and Inclusion Subcommittee may need to work over summer to contribute to a faculty retreat or similar event.

Faculty Affairs: Faculty Community Subcommittee

**Purpose:** To strengthen and assess the ongoing faculty community and provide professional development for full-time and part-time faculty at California Lutheran University.

**Responsibilities:** The Faculty Community Subcommittee will

- monitor and improve campus climate and community for faculty, including both community building and faculty needs;
- promote and oversee professional development programs for faculty;
- collaborate with Equity and Inclusion as needed to ensure faculty feel represented on campus and in campus events;
- promote ongoing professional development in collaboration with the Faculty Community Subcommittee and the Center for Teaching and Learning.

**Annual Deliverables:**

- Annual planning and delivery of the August and Winter Faculty Retreats.
- Implement at least two faculty community-building events per semester (e.g., Faculty Friday socials, family-friendly events, etc.), with financial support from Academic Affairs.
- Serve as a resource for Campus Community Day.

**Other Deliverables, Not Annual:**

- Review, with Academic Affairs, the faculty satisfaction surveys to be conducted every three years.
- Analyze and present findings from such surveys to such campus organizations as may need the information, including the Faculty Senate.

**Scope of Authority:** The Faculty Community Subcommittee works closely with Equity and Inclusion Subcommittee and reports event planning schedules and retreat agendas to the Faculty Affairs committee for approval. The committee may make specific requests for action to other
committees, the Faculty Senate, or individual academic units based on the results of faculty surveys or data.

**Membership:** The committee shall consist of at least five voting faculty members, with an attempt to represent different academic units that have seats on the Faculty Senate to encourage inclusive faculty community event planning. All members, including the chair, will be nominated by the Committee on Committees and approved by the Faculty Assembly. Members will normally serve staggered three-year terms.

**Quorum:** A quorum for the Faculty Community Subcommittee shall be a simple majority of voting members of the committee.

**Record Keeping & Reporting:** Minutes of all Faculty Community Subcommittee meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be submitted to the Committee on Committees. The Faculty Community Subcommittee shall submit an annual report to the Faculty Senate at the conclusion of the academic year. This report shall normally include any requests for action made by the committee to another university unit in response to faculty survey data.

**Summer Work Expectation:** Members of the Campus Community Subcommittee may need to meet over summer to organize and oversee the August Faculty Retreat.

**CURRICULUM COMMITTEES**

A “curriculum” committee sets or reviews policies that directly relate to the university’s academic curriculum or academic student policies that affect curricular decisions at the graduate and undergraduate level.

**Graduate:**
- Graduate Curriculum Committee
- Graduate Academic Standards

**Undergraduate**
- Undergraduate Curriculum Committee
- Undergraduate Academic Standards

**Graduate Curriculum Committee (GCC)**

**Purpose:** To participate in the academic planning and review of Cal Lutheran’s graduate and professional education programs; to monitor and oversee the quality and character of Cal Lutheran’s graduate and continuing education programs; to serve as the locus for faculty
advocacy and oversight of graduate faculty teaching and research, including the development of graduate academic standards; to develop policies regarding graduate degree requirements, course credits, and other matters that pertain to student advancement.

**Responsibilities:** The Graduate Curriculum Committee will

- review all proposals for new programs, revisions or discontinuation of existing programs;
- review all proposals for new courses, course modifications or discontinuation of courses;
- review all proposals pertaining to academic aspects of program administration and delivery;
- establish policies and procedures for the review and evaluation of program curricula and courses, including academic standards, academic honesty and degree requirements;
- advise the Vice President for Academic Affairs concerning matters that pertain to strategic goals and policies with regard to academic affairs in graduate and professional education.

**Annual Deliverables:**

- Ongoing review of proposals for new programs, revisions or discontinuation of existing programs; proposals for new courses, course modifications, or discontinuation of courses; and proposals pertaining to academic aspects of program administration and delivery.
- Development and maintenance of an archive of graduate curricular decisions for the reference of committee members and other faculty and administrators who may need such information.

**Scope of Authority:** All academic units proposing graduate curriculum must submit such proposals to the Graduate Curriculum Committee. The Graduate Curriculum Committee’s recommendations require a majority vote of the Faculty Assembly to be approved.

**Membership:** The committee consists of at least five voting members and two non-voting advisory members:

1. The chair, a faculty member elected for a three-year term by faculty assigned to graduate-serving programs in the Faculty Assembly. One course release per academic year is associated with this position.
2. At least four faculty members appointed by the Committee on Committees and approved by the faculty. Each school of the university that contains graduate programs must be represented by a minimum of one voting member.
3. The Registrar is a non-voting advisory member.
4. The Director of Educational Effectiveness and Institutional Research is a non-voting advisory member.

Voting members are selected to staggered three-year terms. If necessary, the committee may form ad hoc committees. Ad hoc committees may involve ad hoc members appointed by the
chair of the committee. The chair represents the committee at Graduate Council, and appoints chairs of the ad hoc committees from regular membership of the committee and the ad hoc committee chair may appoint the remaining ad hoc committee members.

**Quorum:** A quorum for the GCC shall be two-thirds of voting members of the committee.

**Record Keeping & Reporting:** Minutes of all Graduate Curriculum Committee meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be submitted to the Committee on Committees and posted electronically for review by interested faculty members. The Graduate Curriculum Committee shall submit an annual report to the Faculty Senate at the conclusion of the academic year.

**Summer Work Expectation:** Members of the Graduate Curriculum Committee Committee may need to meet over summer; the committee provides coverage for all times graduate schools are in session.

**Graduate Academic Standards**

**Purpose:** To review, formulate and recommend university-level guidelines or policies regarding academic standards and regulations, and to address questions relating to the graduate programs.

**Responsibilities:** The Graduate Academic Standards committee will

- review and recommend rules regarding academic standing and other matters pertaining to student performance;
- evaluate and recommend policies concerning academic probation and academic dismissal;
- receive recommendations from academic programs, schools, academic administration, or from within the committee to clarify guidelines or policies;
- distinguish between program-specific policies and those pertaining to all graduate schools, and make decisions accordingly. Decisions will be evaluated according to the needs of individual programs and their requirements, especially with regard to external accreditation;
- look into all matters from a variety of perspectives including those pertaining to specific groups of students (e.g., international, domestic), levels (e.g. master’s, doctoral, certificates), delivery formats (e.g., on-campus, online, hybrid, and field placements), program locations (e.g., domestic, international), and others, and will consult with directors of programs or other comparable administrators that represent such special perspectives.

**Annual Deliverables:**

- Review petitions to decide borderline and appeal cases concerning exceptions to academic policies.
**Scope of Authority:** Student appeals to petitions will go to the Vice President of Academic Affairs. The Graduate Academic Standards Committee may consult with the Undergraduate Academic Standards Committee on shared matters of concern.

**Membership:**
The committee consists of at least five voting members and one non-voting advisory member:

1. At least five faculty members, including the chair, are nominated by the Committee on Committees and approved by the faculty for a three-year term. Unless a particular school chooses to opt out or is unable to fill a seat, all graduate schools must be represented.
2. The Senior Director of Student Success serves as a non-voting advisory member.

**Quorum:** A quorum for Graduate Academic Standards shall be two-thirds of voting members of the committee.

**Record Keeping & Reporting:** Minutes of all Graduate Academic Standards meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be submitted to the Committee on Committees and posted electronically for review by interested faculty members. Graduate Academic Standards shall submit an annual report to the Faculty Senate at the conclusion of the academic year.

**Summer Work Expectation:** Members of the Graduate Academic Standards Committee may need to meet over summer; the committee provides coverage for all times graduate schools are in session.

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**Undergraduate Curriculum Committee (UCC)**

**Purpose:** To implement the educational goals of the University undergraduate programs with a prime focus on academic planning; to determine policies regarding general degree requirements, courses, credits, and other matters pertaining to the academic achievements of students that are not the responsibility of the Undergraduate or Graduate Academic Standards Committees or the Graduate Curriculum Committee.

**Responsibilities:** The Undergraduate Curriculum Committee will

- review and recommend changes in the educational aims and objectives of the University in light of changes in society, higher education, the faculty, and the student body;
- establish and review guidelines and procedures for granting academic credit for courses;
- review and act on proposals regarding undergraduate curricular programs, course proposals, and degree requirements;
- review and act on all proposed cooperative programs with other institutions;
- review and act on all proposals regarding international programs;
- review and act on all proposals regarding the design and delivery of online courses.
Annual Deliverables:

- Ongoing review of proposals for new programs, revisions or discontinuation of existing programs; proposals for new courses, course modifications, or discontinuation of courses; and proposals pertaining to academic aspects of program administration and delivery.

- Development and maintenance of an archive of undergraduate curricular decisions for the reference of committee members and other faculty and administrators who may need such information.

Scope of Authority:

- Technical Changes: Changes considered “technical,” that is, that do not have curricular impact, are approved by the department chair and confirmed or rejected by the appropriate dean of that department’s academic unit, or through whatever method for such approval has been established within that academic unit (e.g., via an associate dean, a unit-specific curriculum committee, etc.). Approved changes are brought to the Registrar for review and implementation without need for consultation with the UCC or approval of the faculty. In the case of dissent between department chair and dean, or failure of multiple chairs or deans to agree upon a technical change, the issue may be brought before the Provost for negotiation or decision. The Registrar may need to discuss a change with the chair and dean in the rare cases in which the change cannot be implemented as worded. In such cases the chair and dean may make the necessary changes or the issue may be referred to the Provost. Technical changes include:
  - Course title or number changes
  - Minor catalog description updates
  - Cross-listing or de-cross-listing of courses: All affected department chairs/program directors must approve the change, and all affected deans will be responsible for ensuring this agreement exists and notifying the Registrar of the change. De-cross-listing courses does not remove either course from the university catalog, nor does it affect their Core 21 status, if such has already been approved.
  - Discontinuation of existing courses: If a course is only required in one department or program, this decision may be made by the department chair/program director and the appropriate dean. If the course’s discontinuation will affect other majors (e.g., due to cross-listing, its use in a major or minor or as a support requirement in other departments or divisions, etc.), then all affected department chairs/program directors must approve the change, and all affected deans will be responsible for ensuring this agreement exists and notifying the Registrar of the change. The Core
21 Committee, housed in the College of Arts & Sciences with representation from other Core-serving bodies, does not need to be consulted for the discontinuation of a course that fulfills a Core 21 requirement.

- **Other small changes:** Any other changes not mentioned here that do not reflect significant changes to a course’s content. Queries about minor changes that may fall under this category may be directed to the UCC chair, and examples may be added to this bullet item as the chair’s decisions are made.

- **New Courses:** The department chair/program director and dean are responsible for determining the merit of a proposed course’s content, assignments, and readings, and for ensuring that the academic unit can afford to offer the course before it is brought before the UCC. The department/program and dean are also responsible for ensuring that the course, when offered, conforms to all necessary university and accreditation standards, including any required syllabus formats or language. UCC is responsible for determining whether the proposed course fits in the university’s broader academic plan, avoids replicating other existing courses, and whether the course content reflects the faculty’s understanding of what is appropriate for an undergraduate course of that level (100-400). UCC may query an obvious flaw in the syllabus but is not responsible for evaluating those elements of the proposed class that fall under the purview of the chair and dean. New courses will be subject to a two-week faculty review and will be passed unless there are objections. Objections will trigger a curriculum vote by the Faculty Assembly.

- **Curricular Changes to Existing Courses:** The UCC will review curricular changes to existing courses. Curricular changes to existing courses will be subject to a two-week faculty review and will be passed unless there are objections. Objections will trigger a curriculum vote by the Faculty Assembly. (“Curricular” changes do not include the technical issues listed above).

- **Curricular Changes to Existing Programs:** The UCC will review curricular changes to existing programs. Curricular changes to programs will be subject to a one-month faculty review and passed unless there are objections; objections go back to UCC to answer. (“Curricular” changes do not include the technical issues listed above).

- **Discontinuation of Existing Programs:** The UCC will review recommendations to discontinue existing programs. A recommendation to discontinue an existing program will be subject to a one-month faculty review and will be voted on by the Faculty Assembly.

- **New Program Proposals:** Administrative approval to start a new program must be secured before a new program comes before UCC to ensure that the necessary
resources are available, or will be made available, to support the program. Recommendations to start a new program will be subject to a one-month faculty review and will be voted on by the Faculty Assembly.

- **Travel and Study Abroad Courses:** UCC’s charge is to examine the academic content only; administrative issues are the purview of the office of the Associate Provost of Global Engagement. Approval of a travel course is assumed to cover multiple years, unless such significant class content changes (not itinerary changes) are made such that it should be considered a new course. The significance of such changes shall be determined at the discretion of the department chair and dean.

- **Online Courses:** UCC shall treat online courses as regular courses with regard to its review responsibilities, with the understanding that online courses must be equal in quality to a traditional in-class course.

- **Honors Courses:** UCC shall treat honors courses as regular courses with regard to its review responsibilities.

- **Core 21 Courses:** Proposal for any undergraduate course to fulfill a Core 21 requirement shall go to the Core 21 Committee.

**Membership:** The full committee consists of at least eight voting members and several non-voting advisory members:

1. The chair, a faculty member elected for a three-year term by faculty assigned to undergraduate-serving programs in the Faculty Assembly. One course release per academic year is associated with this position.
2. At least seven faculty members nominated by the Committee on Committees and approved by the faculty. Faculty members of this committee must represent a variety of undergraduate schools and divisions within the University, and serve a three-year term. The UCC may choose to divide its work among subcommittees drawn from its membership as it sees fit; however, approval or rejection of proposals requires a quorum of the full committee.
3. The Dean of the College of Arts and Sciences, the Dean of the School of Management, and the Dean of the School for Professional and Continuing Studies are *ex officio* non-voting members and the Registrar is a non-voting advisory member;
4. The Associate Provost of Global Engagement, the Director of Distance Learning, and the Director for Teaching and Learning may be called in as non-voting advisory members by the UCC chair as needed. They shall have access to all proposals sent to UCC so that they may comment on curricular issues relevant to their programs.

**Quorum:** A quorum for UCC shall be two-thirds of voting members of the committee.

**Record Keeping & Reporting:** The Undergraduate Curriculum Committee shall maintain a running list of proposals available to all university faculty. Proposals that require Faculty
Assembly vote shall be sent to the Faculty Assembly for electronic vote on a regular schedule determined by the UCC in conjunction with the Faculty Senate Executive Committee.

Minutes of all Undergraduate Curriculum Committee meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be submitted to the Committee on Committees and posted electronically for review by interested faculty members. The Undergraduate Curriculum Committee shall submit an annual report to the Faculty Senate at the conclusion of the academic year.

**Summer Work Expectation**: Members of the Undergraduate Curriculum Committee do not normally need to meet over summer.

### Undergraduate Academic Standards

**Purpose**: To formulate and recommend guidelines or policies regarding academic standards and regulations and to address questions relating to the overall learning environment of the University.

**Responsibilities**: The Undergraduate Academic Standards Committee will
- review and recommend rules regarding academic standing and other matters pertaining to student performance;
- receive recommendations from academic programs, schools, academic administration, or from within the committee to clarify guidelines or policies;
- evaluate and recommend policies concerning academic probation and academic dismissal;
- receive nominations for academic honors and awards and recommend actions;
- evaluate and review policies for granting student awards;
- provide faculty with statistical information concerning academic qualifications for various grants, scholarships and financial aid.

**Annual Deliverables**:
- Establish a petitions subcommittee to decide borderline and appeal cases concerning exceptions to graduation requirements. This subcommittee must meet every two weeks during the semester.
- Appoint annually, before the fall semester, an adviser to the Scholastic Honor Society of the university.

**Scope of Authority**: Student appeals to petitions will go to the Vice President of Academic Affairs. The Undergraduate Academic Standards Committee may consult with the Graduate Academic Standards Committee on shared matters of concern.

**Membership**: The committee consists of at least five voting members and one advisory member:
1. Five faculty members, including the chair, are nominated by the Committee on Committees and approved by the faculty for a three-year term. The four divisions of the College of Arts and Sciences, and the School of Management, will be represented;

2. The Senior Director of Student Success serves as a non-voting advisory member.

**Quorum**: A quorum for Undergraduate Academic Standards Committee shall be two-thirds of voting members of the committee.

**Record Keeping & Reporting**: Minutes of all Undergraduate Academic Standards meetings shall be distributed to committee members by the next regularly called meeting. Approved minutes shall be submitted to the Committee on Committees and posted electronically for review by interested faculty members. Undergraduate Academic Standards shall submit an annual report to the Faculty Senate at the conclusion of the academic year.

**Summer Work Expectation**: Members of the Undergraduate Academic Standards Committee do not normally need to meet over summer.

**GLOSSARY**

**Academic unit**: The term 'academic unit' will be used in this document as a generic term for schools, colleges, or discrete academic programs that carry out instruction, research, scholarship, and service within diverse academic disciplines and professional specializations and that have a head who reports directly to the Provost. Academic units are authorized to grant undergraduate and graduate degrees in accordance with the requirements of the University. Academic units are reasonably autonomous, consistent with their missions and degree programs.

**Administrators**: An administrator is a person employed by the university in an exempt staff position. Some administrators also teach classes.

**Approval voting**: “Approval voting ballots show a list of the candidates running for that seat for each office being contested. Next to each name is a checkbox (or another similar way to mark ‘Yes’ or ‘No’ for that candidate).
Each candidate may be treated as a separate question: ‘Do you approve of this person for the job?’ Approval voting lets each voter indicate support for one, some, or all candidates. All votes count equally, and everyone gets the same number of votes: one vote per candidate, either for or against. Final tallies show how many voters support each candidate, and the winner is the candidate whom the most voters support.” ([Wikipedia](https://en.wikipedia.org/wiki/Approval_voting))

**Asynchronous vote**: An asynchronous vote of a body is a vote conducted outside of a physical meeting of the body. Typically this vote will be conducted electronically. An asynchronous vote
must remain open to voters for a time period specified in advance to the voters. Typically that time period must be no less than three business days; some situations will require a longer open time period.

**Committee**: A committee is a standing group with ongoing duties and responsibilities. Its deliverables may change from year to year.

**Ex officio**: By virtue of one's position or status. According to Robert’s Rules of orders, *ex-officio* members should not be included in the quorum count but may or may not have voting privileges, as determined by the organization.

**Junior faculty member**: Junior faculty members are defined as: 1) tenure-track, but non-tenured faculty members, and 2) annually contracted lecturers who have not yet achieved the rank of Senior Lecturer.

**Non-binding resolution**: A non-binding resolution is a mechanism by which the faculty may state and/or clarify a position on a matter over which it has no decision-making authority but about which it wishes to express an opinion or take an official stand.

**Task force**: A task force forms for a limited period of time, from 12-24 months maximum, to carry out a specific deliverable or set of deliverables. Faculty are strongly encouraged to create task forces instead of standing committees to ensure that the group’s work is dedicated to achieving a discrete and measurable goal and to avoid committee overload.

**Their**: “Their” shall be understood as a gender-neutral singular and plural pronoun throughout this document.

**Represented group**: Represented groups, as defined within the Faculty Senate structure, are those groups that elect and seat a senator on the Faculty Senate.
APPENDICES

Material in the appendices is intended to be informational. To ensure ease of addition and editing, appendices are not considered part of the Faculty Governance Handbook’s bylaws.
A. Governing Principles of Cal Lutheran’s Faculty Governance

In August 2018, Cal Lutheran’s faculty were asked to describe the current and aspirational values for a faculty governance system. The answers were pulled together into some central principles that guided the development of this Faculty Governance Handbook. It is recommended that these principles continue to guide faculty governance moving forward.

<table>
<thead>
<tr>
<th>GOVERNING PRINCIPLE</th>
<th>REFLECTED IN FACULTY GOVERNANCE HANDBOOK</th>
</tr>
</thead>
</table>
| Representativeness & Safe Space for All Voices | • Faculty Senate construction to ensure representation of major academic units at Cal Lutheran and of junior faculty and adjunct faculty.  
• Election process and membership requirements for key Faculty Committees  
• Development of a new Equity and Inclusion Subcommittee  
• Removal of faculty voting privileges from university president, provost, VPs, and other high-level administrators to prevent a chilling effect, especially on non-tenured faculty. |
| Transparency, Accountability and Procedural Clarity | • Open meetings for Faculty Assembly and Faculty Senate meetings  
• Faculty Senators’ voting records shall be public within Cal Lutheran  
• Faculty Senate Executive Committee (FSEC) keeps record of faculty petitions & Senate responses/action  
• Committee on Committees publishes all committee minutes and reports  
• Clear scope of authority and lines of communication and reporting for Assembly, Senate, and Faculty Committees  
• Processes for handling objections, appeals, resignations, and other such actions |
| **Authority & Autonomy — “the right issues decided by the right people at the right level”** | • Clear scopes of authority and lines of communication and reporting for Assembly, Senate, and Faculty Committees  
• Giving academic units autonomy to govern themselves, with appropriate accountability to university-level faculty governance  
• Bottom-up faculty representation from academic units through Senate to (proposed) University Council and Board of Regents  
• Develop and maintain processes for handling objections, appeals, resignations, and other such actions  
• Movement of some committees to the college level or into the broader University community means *all* faculty no longer need to participate in *all* aspects of their work, e.g., graduate faculty voting on undergraduate curriculum.  
• Change to Undergraduate Curriculum Committee gives more power to colleges/schools to handle minor curriculum changes |
|---|---|
| **Voting, Informed Debate & Decision-Making** | • Development of vertical representation and communication between individual academic units, Assembly/Senate, University Council, and Board of Regents  
• Development of cross-University horizontal representation and communication on University Council  
• Ensure public Faculty Senate meetings and votes  
• Encourage electronic voting for many recurring and non-urgent matters coming to Assembly, with appropriate time periods allocated to permit review and discussion of material  
• Encourage electronic voting to permit anonymity for controversial matters coming to Assembly  
• Retain possibility of special meetings of Senate and/or Assembly, and of calling of faculty forums |
| **Conflict Resolution** | • Clarification of scopes of authority and responsibility  
• Proposal of procedures for objecting to or appealing decisions at various levels of decision-making  
• Shifting from a “culture of politeness” that hampers dialogue and debate to a culture of interactive dialog.  
(Recommended) development of a Faculty Leadership Academy that will include training in conflict management for Faculty Senators, committee chairs, and other faculty as needed |
| Efficiency & Equitable Workload Distribution | • Reduction of Faculty Committees to focus on genuine, core faculty issues, concerns, and areas of responsibility  
  • Elimination of Faculty Committees created with good intentions but that failed to deliver annual, tangible benefits to faculty, often indicated by their lack of annually submitted meeting minutes and end-of-year reports.  
  • Increased use of task forces for shorter-term, discrete projects  
  • Movement of some committees addressing University concerns out of faculty governance and into broader University community, allowing the rest of University to share the responsibilities with faculty  
  • Development of Committee on Committees to monitor committee assignments for all faculty members across the university and make recommendations and suggest alternatives when faculty members’ service workloads are inequitable  
  • Development of faculty service self-report form available to Committee on Committees to assist in evaluating workloads.  
  • Change to Undergraduate Curriculum Committee giving more power to colleges/schools to handle minor curriculum changes  
  • Clarity of scope of authority, responsibilities, appeals procedures, and so forth to reduce confusion  
  • Explicitly address summer pay for some committees |
| --- | --- |
| Union | • Ensure voice and representation in Assembly and Senate  
  • Faculty Assembly and retreats retain collective faculty power and community  
  • University Council will increase horizontal communication with administration, staff, students, and regents on important university matters  
  • Development of Faculty Community Committee to monitor and encourage faculty satisfaction and social events as well as professional interactions. |
| Student-Centered | • Clarification of faculty authority in the Constitution notes that faculty have primary responsibility for teaching and curriculum, all of which involve students, and research, which often involves students.  
  • Reduction of committees focuses work on faculty’s areas of primary responsibility, many of which ultimately enhance student academic experiences |
B. Organizational Chart of Faculty Governance System
C. Summary of Elections and Appointments

All positions begin June 1 for the next proximate academic year, except for the initial set of elections and appointments which will be in effect from January 1, 2020 to May 31, 2020.

The Committee on Committees, facilitated by Academic Affairs, will run elections.

<table>
<thead>
<tr>
<th>Position</th>
<th>Elected, Appointed, or Ex Officio?</th>
<th>By Whom?</th>
<th>When?</th>
<th>How many?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Regent</td>
<td>Elected</td>
<td>Faculty Assembly</td>
<td>January</td>
<td>1 faculty</td>
</tr>
<tr>
<td>Faculty Senator, Elected</td>
<td>Elected</td>
<td>Faculty in Academic Units, adjunct faculty, &amp; junior faculty</td>
<td>By Feb. 28</td>
<td>12 Faculty Senators (see “Elections of Faculty Senators” for election schedule)</td>
</tr>
<tr>
<td>Faculty Senator, Ex Officio</td>
<td>Ex Officio</td>
<td>• Elected, FA</td>
<td>varies</td>
<td>• Faculty Affairs chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Appointed, ConC</td>
<td></td>
<td>• Equity &amp; Inclusion Subcommittee chair</td>
</tr>
<tr>
<td>Faculty Senate Executive Committee (FSEC)</td>
<td>Elected</td>
<td>Faculty Senators</td>
<td>March</td>
<td>3 Senators from Faculty Senate</td>
</tr>
<tr>
<td>Position</td>
<td>Selection Method</td>
<td>Constituency</td>
<td>First Meeting Date</td>
<td>Term Length/Selection Criteria</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
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<td>--------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>ART chair</td>
<td>Elected</td>
<td>ART members</td>
<td>First meeting</td>
<td>1 faculty</td>
</tr>
<tr>
<td>ART members</td>
<td>Elected</td>
<td>Faculty Assembly</td>
<td>January</td>
<td>11 tenured faculty, at least 7 of whom are full professors</td>
</tr>
<tr>
<td>Faculty Affairs Committee chair</td>
<td>Elected</td>
<td>Faculty Assembly</td>
<td>By April 30</td>
<td>1 faculty</td>
</tr>
<tr>
<td>Faculty Affairs Committee chair-elect</td>
<td>Elected</td>
<td>Faculty Assembly</td>
<td>By April 30 on odd years</td>
<td>1 faculty</td>
</tr>
<tr>
<td>Faculty Affairs Committee</td>
<td>Elected</td>
<td>Faculty Assembly</td>
<td>By May 15</td>
<td>4 faculty</td>
</tr>
<tr>
<td>Committee on Committee (ConC) chair</td>
<td>Ex Officio</td>
<td>FSEC secretary is chair</td>
<td>March</td>
<td>1 faculty</td>
</tr>
<tr>
<td>Committee on Committee (ConC) members</td>
<td>Elected</td>
<td>Faculty Assembly</td>
<td>By April 15</td>
<td>At least 5 faculty</td>
</tr>
<tr>
<td>Undergraduate Curriculum Committee chair</td>
<td>Elected</td>
<td>UG Faculty Assembly</td>
<td>By May 15</td>
<td>1 faculty</td>
</tr>
<tr>
<td>Committee Name</td>
<td>Elected/Appointed</td>
<td>By May 15</td>
<td>Faculty Members</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
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<td>---------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Graduate Curriculum Committee chair</td>
<td>Elected</td>
<td>By May 15</td>
<td>1 faculty</td>
<td></td>
</tr>
<tr>
<td>Faculty Grievance Pool</td>
<td>Appointed</td>
<td>August</td>
<td>10 tenured faculty not ART</td>
<td></td>
</tr>
<tr>
<td>Institutional Review Board</td>
<td>Appointed</td>
<td>August</td>
<td>• 5 faculty including chair (SoM1; GSOE1; GSOP1; COAS 2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 1 outside member</td>
<td></td>
</tr>
<tr>
<td>Faculty Affairs Subcommittee: Awards</td>
<td>Appointed</td>
<td>August</td>
<td>At least 3 faculty including chair</td>
<td></td>
</tr>
<tr>
<td>&amp; Grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Affairs Subcommittee: Equity</td>
<td>Appointed</td>
<td>August</td>
<td>• At least 4 faculty including chair</td>
<td></td>
</tr>
<tr>
<td>&amp; Inclusion</td>
<td></td>
<td></td>
<td>• Ex officio: Provost</td>
<td></td>
</tr>
<tr>
<td>Faculty Affairs Subcommittee: Faculty</td>
<td>Appointed</td>
<td>August</td>
<td>At least 5 faculty including chair</td>
<td></td>
</tr>
<tr>
<td>Community</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Graduate Curriculum Committee</td>
<td>Appointed</td>
<td>August</td>
<td>• At least 5 faculty including chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Ex officio: Registrar, Director of EEIR</td>
<td></td>
</tr>
<tr>
<td>Committee Name</td>
<td>Appointed by</td>
<td>Appointed by Committee (ConC)</td>
<td>Appointed Date</td>
<td>Role Details</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------</td>
<td>-------------------------------</td>
<td>----------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
| Graduate Academic Standards            | Appointed    | ConC                          | August         | At least 5 faculty including chair  
Ex officio: Senior Director of Student Success |
| Undergraduate Curriculum Committee members | Appointed    | ConC                          | August         | At least 7 faculty not including chair  
Ex officio: COAS & SoM Deans  
Advisory: Assoc. Provost of Global Engagement; Director of Distance Learning; Director for Teaching and Learning; Dean of the School for Professional and Continuing Studies |
| Undergraduate Academic Standards       | Appointed    | ConC                          | August         | 5 faculty  
Ex officio: Senior Director of Student Success |
## D. Course Release List

<table>
<thead>
<tr>
<th>Position</th>
<th>Course Release per Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART chair</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Senate Executive Committee Chair</td>
<td>1</td>
</tr>
<tr>
<td>Committee on Committees Chair (the Faculty Senate Executive Committee Secretary)</td>
<td>1</td>
</tr>
<tr>
<td>Faculty Regent</td>
<td>1</td>
</tr>
<tr>
<td>Graduate Curriculum Committee chair</td>
<td>1</td>
</tr>
<tr>
<td>Undergraduate Curriculum Committee chair</td>
<td>1</td>
</tr>
</tbody>
</table>
E. Undergraduate Curriculum Committee Workflow

Please see the Undergraduate Curriculum Committee description for details. The following chart is only intended as a quick reference.
<table>
<thead>
<tr>
<th>REGISTRAR</th>
<th>TWO-WEEK REVIEW</th>
<th>ONE-MONTH REVIEW</th>
<th>FACULTY ASSEMBLY VOTE</th>
<th>CORE 21 COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Technical changes” do not require UCC approval.</td>
<td>Regular CourseLeaf flow to move proposal to UCC.</td>
<td>Regular CourseLeaf flow to move proposal to UCC.</td>
<td>Regular CourseLeaf flow to move proposal to UCC.</td>
<td>Regular CourseLeaf flow to move proposal to C21C.</td>
</tr>
<tr>
<td>Chair(s) and dean must approve these changes. See UCC description in Governance Handbook in case of disagreement.</td>
<td>Information about changes posted in accessible area and notification sent by UCC to Faculty Assembly list for two-week review.</td>
<td>Information about changes posted in accessible area and notification sent by UCC to Faculty Assembly list for one-month review.</td>
<td>Information about changes posted in accessible area and notification sent by UCC to Faculty Assembly list for one-month review.</td>
<td>C21C establishes its own comment/approval processes.</td>
</tr>
<tr>
<td>Dean (or designee) informs Registrar’s Office, which makes the change.</td>
<td>Changes pass unless objections are registered.</td>
<td>Changes pass unless objections are registered.</td>
<td>After review, Faculty Assembly given opportunity to vote, either online or at the next Faculty Assembly meeting, whichever is sooner.</td>
<td>C21C reports results to Registrar’s Office, which makes the change.</td>
</tr>
<tr>
<td>Note: The Registrar is a member of the UCC and may appeal to the UCC if a “technical” change submitted seems to constitute a major change. The UCC can then decide whether the change(s) is “technical” or requires review.</td>
<td>Objections trigger a curriculum vote by the Faculty Assembly.</td>
<td>UCC must address objections appropriately and send out another notification; posted information will reflect how objections were addressed.</td>
<td>UCC reports results to Registrar’s Office, which makes the change.</td>
<td>A new course that is NOT approved by UCC cannot fulfill CORE 21.</td>
</tr>
</tbody>
</table>

- Course title or number changes
- Minor catalog description updates
- Cross-listing or de-cross-listing of courses

- New courses (including travel and online courses).
  - Requests for a new course to also fulfill Core 21 must go to the Core 21 Committee.

- Curricular changes to existing programs
  - Changes to Core 21 designations must go to the Core 21 Committee.
  - Changes to University Honors Program

- Discontinuation of existing programs
  - All departments/programs offering or cross-listing an existing course must be notified if it is discontinued.

- New classes, including travel, online, and honors courses, that are being submitted to UCC and also being submitted to fulfill Core 21.
<table>
<thead>
<tr>
<th><strong>• Discontinuation of existing courses</strong></th>
<th><strong>• Requests for a new course to also count in the University Honors Program must go to the UHP Committee.</strong></th>
<th><strong>• New program proposals</strong></th>
</tr>
</thead>
</table>
| **  • All departments/programs offering or cross-listing an existing course must be notified if it is discontinued.**  | **  • Curricular changes to existing courses (including travel and online courses).**  
  **  • Changes to Core 21 designations must go to the Core 21 Committee.**  
  **  • Changes to University Honors Program designations must go to the UHP Committee.**  | **  • Any new courses in the program must go through new course approval process.** |
| **  • Discontinuation of a Core 21 course should be reported to the Core 21 Committee.**  |                                                                                                                               | **  • Existing classes, including travel, online, and honors courses, that a department wishes to add or remove from Core 21.** |
| **  • Any other changes not mentioned here that do not reflect significant changes to a course’s content; to be determined by UCC and added to this list.**  |                                                                                                                               |                                                                 |
F. Committee and Task Force Annual Report Sheet
END OF YEAR COMMITTEE OR TASK FORCE REPORT
Academic Year: 20XX-20XX

Committee Name:

Committee Members:

Dates Committee Met: [Can be reconstructed from committee minutes]

Committee’s Deliverables: [Cut and paste list of deliverables from Faculty Governance Handbook, plus any other projects assigned to or developed by the committee or task force]

Committee’s Report: [Please describe whether, and how, the deliverables were met. If any were not met, briefly explain why. Describe how any other committee responsibilities were met.]

Projects for This Committee to Address Next Year: [Please describe any ongoing work, unfinished projects, or other issues that the next year’s committee should be aware of and prepared to address.]

Please submit completed report to the Committee on Committees no later than May 30 of the academic year.

ART and IRB are exempt from end-of-year reporting but may choose to submit a report if desired.