GOLDEN GATE UNIVERSITY

BYLAWS

of

THE FACULTY GENERAL ASSEMBLY
THE FACULTY SENATE

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ARTICLE I: FACULTY GENERAL ASSEMBLY

Section 1. Purpose
The purpose of the Faculty General Assembly, hereinafter known as the Assembly, is to insure that its members stay abreast of academic matters, academic policies and procedures, to effectively disseminate and exchange information among members of the Assembly, and to elect the Faculty Election Committee of the Assembly.

Section 2. Meetings
The Assembly shall meet at least once annually on a date to be determined by the Faculty Senate, and announced by notice to each member of the Assembly with not more than thirty nor less than ten calendar days notice before the meeting. All Assembly members will also be invited to the annual faculty retreat.

Section 3. Membership
The Assembly shall consist of all full time faculty and all adjunct faculty who have taught at least one course during the most recent twelve months (excluding those holding full time Golden Gate University administrative positions and those teaching courses exclusively for the School of Law).

Section 4. Election Committee
The Faculty Election Committee consists of three members elected by the Assembly to serve two-year terms. The role of the Election Committee is to conduct and certify Faculty Senate elections in accordance with these Bylaws.

Section 5. Amendments
Proposals to amend these Bylaws shall originate from the Assembly and/or a Bylaws Task Force which may be appointed by the Executive Committee of the Senate. Approval of proposed changes is by a vote of the entire Assembly and requires a two-thirds vote in favor of approval by those responding.
ARTICLE II: FACULTY SENATE

Section 1. Mission and Operating Principles

A. NAME
The name of this organization shall be the Golden Gate University Faculty Senate.

B. MISSION
The Faculty Senate is a representative body of the faculty of Golden Gate University (excluding those holding full time Golden Gate University administrative positions and those teaching exclusively in the School of Law). The Faculty Senate provides a critical voice in institutional planning, governance, curriculum, academic standards and faculty personnel matters.

In implementing this mission, the Senate
a) confirms the Executive Committee’s appointments of members of standing and ad hoc faculty committees,
b) approves the policies and operating procedures of the standing committees,
c) assures that the faculty is represented appropriately on University committees,
d) acts as a review forum when problems arise on matters originally heard by the standing faculty committees except the Faculty Personnel Committee, and
e) conducts such other business as deemed appropriate to its mission.

C. OPERATING PRINCIPLES

1. Collegiality: In carrying on its business, Senate Faculty members show respect for one another and all members of the University faculty, staff, students and administration. Senate members accept majority rule, recognizing that controversy and collegial disagreement should be expected and accepted.

2. Communication: Senate members encourage and solicit input and dialogues with all elements of the university so that the Senate decisions are as well thought out and representative as possible. The Faculty Senate regularly communicates to the faculty community.

3. Commitment: Every Faculty Senate member is committed to hard work towards the achievement of Senate objectives.

Section 2. Membership: Number, Tenure and Qualifications
The Senate shall be composed of twelve members, nine of whom shall be full time faculty members, and three of whom shall be adjunct faculty members. However, faculty members who hold full time Golden Gate University Administrative positions and those teaching courses exclusively for the School of Law are not eligible for membership on the Senate. In addition, the President of the University and the Vice President of Academic affairs, and all Chairs of the standing committees of the Senate who are not elected members of the Senate shall sit as ex-officio members.
Senators, other than ex-officio members, shall serve for overlapping two year terms, with four full-time faculty positions expiring in odd years and five in even years, and two part-time faculty positions expiring in odd years and one in even years.

Those candidates (two full time and two adjunct) receiving the next highest number of votes after members have been elected shall be named as alternates to serve for the remainder of the term of the senator being replaced in the event that a member declines or ceases to serve.

Section 3. Elections
The full time faculty vote for the full time members of the Senate, and the adjunct faculty members of the Assembly vote for the adjunct faculty members of the Senate, according to the following schedule and procedure.

a. A call by the Faculty Election Committee for those faculty members who wish to run for the Senate shall be made on or before the first day of March each year. Candidates must identify themselves to the Election Committee by March 15 and submit a statement indicating their background and reasons for wanting to serve on the Senate, which statements shall be distributed to all voting faculty.

b. The full time faculty members to serve on the Senate shall be elected by the full time faculty by a written or electronic ballot to be made available on or before April 1 of each year.

c. The adjunct faculty members to serve on the Senate shall be elected by the adjunct faculty by a written or electronic ballot to be made available on or before April 1 of each year.

d. Only those ballots received by the Election Committee on or before April 15 will be counted.

e. A sufficient number of Senators will be elected each year to replace those whose terms are expiring in that year. Beyond this number, the next two full time faculty candidates receiving the largest numbers of votes are named as first and second alternate members, and the next two adjunct faculty candidates receiving the largest numbers of votes are named as first and second alternate members.

f. The result of this election shall be certified to the Executive Committee of the Faculty Senate by the Faculty Election Committee on or before May 1 of each year and announced by the Executive Committee of the Faculty Senate by letter sent promptly thereafter to each of the candidates. The newly elected full time Faculty Senate members shall begin to serve their terms as members of the Senate at the September meeting of the Senate following their election.

g. If any position becomes vacant for any reason more than 90 days prior to a
planned election, the Executive Committee may nominate a replacement Senator to serve the full remaining term of the vacated position, subject to the approval of the Senate at a duly authorized meeting.

Section 4. Recall
A member of the Senate may be recalled through the following steps:
1. A petition signed by fifteen or more Assembly members is submitted to the Senate to initiate the recall process,
2. The Senate forms an ad hoc committee which gathers statements from interested parties and mails a ballot or e-mails an electronic ballot including those statements to all Assembly members.
Recall requires a three-fourths vote in favor of recall by those Assembly members who return their ballots

Section 5. Executive Committee
a. Election of Executive Committee:
The Senate shall elect, by unsigned written ballot from its own newly elected membership, a Chair, a Vice Chair and one additional member to serve on the Executive Committee at the beginning of each Senate year. If at any time a member of the Executive Committee is unable to serve, the Senate shall elect a replacement.

The Chair will serve as Chair of the Executive Committee. The Vice Chair commonly succeeds to the position of Chair in the following year subject to Senate election as above. The Vice Chair becomes acting Chair in the event of absence or disability of the Chair. The Chair and Vice Chair shall be full time faculty members.

b. Main Duties of the Executive Committee:
The Executive Committee shall meet from time to time as determined necessary by the Chair. The Executive Committee studies and reports on matters of interest to the Senate and the Assembly. The Executive Committee appoints the members of the Senate standing committees in a timely fashion, consistent with the University schedule for establishing faculty service commitments for each academic year.

c. Main Duties of the Chair:
The Chair presides at all meetings of the Senate and the Assembly and exercises the usual powers and performs the usual duties of a presiding officer. In addition, the Chair represents the Senate at the University’s Board of Trustees meetings and such other University committees as appointed by the Administration.

The Chair maintains the records of the Assembly and the Senate, publishes notices of meetings, and keeps minutes. The Chair also maintains a permanent file of all proceedings and correspondence for the purpose of accreditation and institutional self-study.

Section 6. Meetings
a. Senate Regular Meetings:
The Senate year shall coincide with the University’s academic year. The Senate shall hold regular monthly meetings at the San Francisco campus of Golden Gate University or at such other place as may be fixed by the Senate members. The annual schedule of monthly meetings is developed by the Executive Committee and reviewed by the Senate. The regular meetings should be held on dates during which the academic terms are in progress. Senate meetings are open to all faculty members.

Notice of a regular meeting is given at least seven days before the meeting to all members of the Senate. Notices are to specify the purpose, date, time and place of meeting.

b. Senate Special Meetings:
Special meetings may be held at any time upon call of the Executive Committee or the call of any five members of the Senate, requesting a special meeting to the Chair in writing.

Notice of a special meeting must be given at least two working days before the scheduled meeting date and shall specify the purpose, date, time and place of meeting.

c. Quorum:
A quorum at all meetings of the Senate shall be seven voting members. The members present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to leave less than quorum. In the absence of a quorum, a majority of the voting members present may adjourn any meeting to another time and place.

d. Meeting Attendance
A Senator, who misses more than three meetings in a year, may be replaced by an appropriate alternate member at the discretion of the Executive Committee.

e. Regular Order of Business:
The regular order of business shall be:
- Report of the Chair
- Reports of the Standing Committees and Task Forces
- Action Items
- Discussion Items

The order of business may be altered at any meeting by concurrence of the voting members present.

The rules contained in Robert’s Rules of Order (10th Edition) govern in all cases where they apply and in which they are consistent with these Bylaws.

Section 7. Voting
On matters requiring a vote of the Senate, each member of the Senate is entitled to one vote to be cast in person or by validated proxy, including those connected remotely (by telephone, video, or other methods). To validate a proxy, a Senator must provide written notice of the name of their proxy by writing to the Senate Chair and to the designated
representative. The designated proxy must be a member of the Assembly. Ex-officio members do not vote.

Section 8. Committees
All committees of the Faculty Senate, whether standing or ad hoc, are created for the purpose of facilitating the business of faculty governance of the University, and operate under the purview of the Senate.

Standing committees are permanent committees, which meet on a regular basis. In general, such committees have broad scope and consider a wide range of issues within their sphere. Ad hoc committees are committees, which meet on irregular basis to perform the task or tasks for which the committee is charged. As such, their scope is narrowly defined. The Executive Committee establishes ad hoc committees as necessary and appoints the members to all committees, whether standing or ad hoc, subject to their confirmation by the Senate.

There shall be seven standing committees of the Faculty Senate, with the desired number of members as indicated for each committee:

- Faculty Personnel Committee 5
- Committee on Academic Standards * 7
- Committee on Faculty Affairs 5
- Committee on Adjunct Faculty 5
- Faculty Grievance Committee 3
- Faculty Learning & Development Committee 5
- Committee on Admissions and Academic Probation 5

* Seven full-time faculty (not including Associate Deans) plus all non-law academic deans.

With the exception of the Committee on Academic Standards and the Faculty Personnel Committee, committees may have more or fewer members than indicated above but not fewer than three members. In all events, the Executive Committee shall strive to appoint an uneven number of members to each committee.

Each standing committee (with the exception of the Faculty Personnel Committee and the Faculty Grievance Committee) is required to submit for the Senate approval a statement of policies and procedures every other year, which will be considered integral to these bylaws upon approval by the Senate. Submission shall be on a schedule determined by the Executive Committee.

Chairs of the standing committees are selected annually by the Executive Committee and must be current elected members of the Senate or full-time faculty members.

The principle duties for each standing committee are set forth in Exhibit A.
ARTICLE III: FACULTY GOVERNANCE RECORDS AND REPORTS

Section 1. Records
The Senate shall maintain adequate and correct accounts, books and records of its business. All of such books, records and accounts shall be maintained by the Senate and kept at its principal office, as fixed by the Senate.

Section 2. INSPECTIONS OF BOOKS AND RECORDS
All books and records shall be open to inspection by the members of the Assembly and the members of the Senate.
EXHIBIT A

Principle Duties of Standing Senate Committees

Faculty Personnel Committee (FPC):

This committee provides checks and balances for the University processes related to the retention, promotion, and tenure of full-time faculty. In particular, the committee ensures that the peer and dean reviews of faculty members are carried out in accordance with applicable provisions of the University Full-Time Faculty Policy Manual. The committee provides its recommendations to the Vice President of Academic Affairs and/or to the President.

Committee on Academic Standards (CAS):

CAS oversees the philosophies and practices regarding academic standards and assures congruence with University mission. Specific responsibilities are to:

- Provide a forum for the critical evaluation of all academic standards, policies, procedures, and curriculum proposals,
- Approve academic standards, policies, procedures, curricular proposals and disseminate the results of CAS deliberations to appropriate University constituencies,
- Ensure adherence to established academic standards, policies and procedures, and compliance with approved academic programs, and
- Provide a setting for dealing with cross-discipline academic issues and proposals.

Committee on Faculty Affairs:

This committee works on matters related to faculty affairs as charged by the Faculty Senate. It creates, reviews, revises, and interprets the policies about full-time faculty life at the university that is reflected in the University Full-time Faculty Policy Manual. Major focuses, among other faculty affairs, are the policy and procedures that govern the appointment, promotion and tenure processes and other issues that affect faculty such as benefits. The work and recommendations of the committee are presented to the Faculty Senate for review and approval. The Senate advances approved issues to the Vice President for Academic Affairs and to the President as needed.

Committee on Adjunct Faculty:

The Committee on Adjunct Faculty develops and promotes a meaningful connection between all GGU adjuncts and the University by:

- Ensuring that adjuncts are represented and actively involved in the faculty governance system and in the shared governance throughout the University.
- Raising adjunct faculty issues for consideration by the Faculty Senate and University Administration.
• Ensuring that University development events, retreats, and social activities are communicated and inclusive of all GGU adjuncts.
• Making sure that all GGU adjuncts have access to pedagogically relevant resources in support of instruction.

**Faculty Grievance Committee:**

This committee oversees the grievance process for full-time faculty members as described in the University Full-time Faculty Policy Manual. Typically, this committee consists of members of the Senate Executive Committee, provided no conflict-of-interest exists with the matters under review.

**Faculty Learning and Development Committee:**

The committee plans faculty development activities and the annual faculty retreat. Members work with the Faculty Senate, Senate Executive Committee, the Office of Academic Affairs and faculty members at-large.

**Committee on Admissions and Academic Probation (CAAP):**

CAAP reviews academic probation cases. It reviews the cases of students who have been placed on academic probation after the student’s appeal of the academic probation sanction has been rejected by the academic Dean.