

AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, December 9, 2015, 12-2:00 pm
Provost's Conference Room ~ KEL 5207

- I. Approval of Agenda
- II. Approval of Minutes – 12/2/15
- III. Chair's Report, [Deborah Kristan](#)
Referrals
 - APC: Impaction Declaration Policy
 - BLP: University Academic Master Planning Process
- IV. Vice Chair's Report, [Michael McDuffie](#)
- V. Provost's Report, [Graham Oberem](#)
- V. Vice Provost's Report, [Kamel Haddad](#)
- VI. Discussion items
 - A. APC: Proposed Revision of Graduate Probation, Disqualification & Reinstatement Policy (2 attachments)
 - Rationale Statement for the Proposal **Page 2**
 - Graduate Probation, Disqualification and Reinstatement Policy with Proposed Revisions **Page 3**
 - B. APC: Proposed Revision of Undergraduate Probation, Disqualification and Reinstatement Policy (2 attachments)
 - Rationale Statement for the Proposal **Page 7**
 - Undergraduate Probation, Disqualification and Reinstatement Policy **Page 8**
 - C. SAC: Responsible Division for Internship Policy
 - D. Senate Chair: Meeting Dates/Times for Senate Standing Committees
 - E. Senate Chair: Streamlining Referrals
 - F. Senate Chair: Academic Senate Election Rules & Procedures – Criteria for Chair and Vice Chair (attachment) **Page 12**
- VII. EC Members' Concerns & Announcements

Next meeting: January 27, 2016, 12:00-2:00 p.m., Provost's Conference Room, KEL 5207

SAVE THE DATE: Academic Assembly, 1/21/15, 9-10:30 AM, ARTS 240 (continental breakfast served 8:30 – 9:00 AM)

APC – Rationale re: Graduate Probation, Disqualification and Reinstatement Policy
Revision

Rationale This referral originated in Graduate Studies out of a need for separate procedures required by the professional accreditation of certain master’s and credential programs in the College of Education, Health and Human Services.

APC concurred with the suggestion that – for the programs mentioned above – probation, disqualification and reinstatement for non-academic reasons should be overseen by the Office of the Dean of CEHHS, rather than the Office of Graduate Studies, as the former office will have a better understanding of what accreditation requires.

APC is also proposing a simplification of the terminology used in the policy: shortening the terms academic-administrative probation/ disqualification/ reinstatement to administrative probation/ disqualification/ reinstatement. This should avoid help minimize confusion on the part of readers of the policy.

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2 Graduate Probation, Disqualification, and

3 Reinstatement

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|--------------------------------|---|
| Definition: | It is the policy of California State University San Marcos to place graduate students on academic or administrative probation when their overall work is less than satisfactory, as reflected in a deficient cumulative grade point average, or other failure to make adequate academic progress. Graduate students are dismissed from the university through academic <u>or administrative</u> disqualification when the conditions needed to achieve good standing are not met in a timely fashion. Consideration for reinstatement is provided through a petition process. |
| Authority: | Executive Order 1038 |
| Scope: | Students admitted to Graduate Standing: Conditionally Classified; Post baccalaureate Standing: Classified; and Graduate Standing: Classified. Students admitted to Post baccalaureate Standing: Unclassified will be governed by the <u>undergraduate Undergraduate policy on Academic</u> Probation, Disqualification, and Reinstatement <u>Policy</u> . |
| Responsible Division: | Academic Affairs |
| Approval Date: | 07/31/2014 |
| Implementation Date: | 07/31/2014 |
| Originally Implemented: | 04/03/2003 |

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5 Procedure

6 I. PROBATION

7 A. A student will be placed on academic probation if, during any academic term, the student fails
8 to maintain a cumulative grade point average (GPA) of at least 3.0 in all units attempted
9 subsequent to admission to the program.

10 B. A student may also be placed on administrative ~~academic~~ probation by the Dean of Graduate
11 Studies for any of the following reasons (see Section IV for exclusions):

- 12 1. Withdrawal from all or a substantial portion of a program of studies in two successive
13 terms or in any three terms. (Note: A student whose withdrawal is directly associated
14 with a chronic or recurring medical condition or its treatment is not to be subject to
15 administrative probation for such withdrawal.)
- 16 2. Repeated failure to progress toward the stated degree objective or other program
17 objective, including that resulting from assignment of 15 units of No Credit, when such
18 failure appears to be due to circumstances within the control of the student.
- 19 3. Failure to comply, after due notice, with an academic requirement or regulation, as
20 defined by campus policy, which is routine for all students or a defined group of students

21 (examples: failure to complete a required examination, failure to complete a required
22 practicum, failure to comply with professional standards appropriate to the field of study,
23 failure to complete a specified number of units as a condition for receiving student
24 financial aid or making satisfactory progress in the academic program).

25 C. The student shall be advised of probation status promptly, and shall be provided with the
26 conditions for removal from probation and the circumstances that would lead to disqualification,
27 should probation not be removed. Notification shall occur through one of the following actions,
28 as appropriate:

- 29 1. Students whose GPA places them on academic probation shall be informed in writing by
30 the department/program's graduate coordinator or designee prior to the beginning of the
31 next term (with a copy provided to the Dean of Graduate Studies).
- 32 2. Students shall be placed on administrative-~~academic~~ probation by the Dean of Graduate
33 Studies, following consultation with the program/department. The probationary student
34 shall be informed in writing by the graduate dean (with a copy provided to the
35 department/ program).

36 The Dean of Graduate Studies shall inform Registration and Records when students have been
37 placed on or removed from administrative-~~academic~~ probationary status so that student records
38 can be updated.

39 D. When a student is placed on academic or administrative probation, s/he must work with the
40 program coordinator to develop a plan for remediation, including a timeline for completion. In the
41 case of administrative-~~academic~~ probation, the remediation plan must be approved by the Dean of
42 Graduate Studies, who will send a letter to the student documenting the plan.

43 E. Without the approval of the Dean of Graduate Studies, a student cannot be advanced to
44 candidacy if s/he is on either academic or administrative-~~academic~~ probation.

45 II. DISQUALIFICATION

46 A. A student who has been placed on administrative-~~academic~~ probation may be disqualified
47 from further attendance by the Dean of Graduate Studies ([see Section IV for exclusions](#)) if:

- 48 1. The conditions in the remediation plan (or removal of administrative-academic probation)
49 are not met within the period specified; or
- 50 2. The student becomes subject to academic probation while on administrative-~~academic~~
51 probation; or
- 52 3. The student becomes subject to administrative-~~academic~~ probation while on
53 administrative-~~academic~~ probation for the same or similar reason for which he/she has
54 been placed on administrative-~~academic~~ probation previously, although not currently in
55 such status.

56 When such action is taken the student shall receive written notification including an
57 explanation of the basis for the action.

58 B. In addition, the Dean of Graduate Studies, in consultation with the graduate program
59 coordinator, may disqualify a student who at any time during enrollment has demonstrated
60 behavior so contrary to the standards of the profession for which the student is preparing as to

61 render him/her unfit for the profession. In such cases, disqualification will occur immediately
62 upon notice to the student, which shall include an explanation of the basis for the action, and the
63 campus may require the student to discontinue enrollment as of the date of the notification.

64 C. Disqualification may be either from further registration in a particular program or from further
65 enrollment at the campus, as determined by the Dean of Graduate Studies. A student disqualified
66 for academic deficiency may not enroll in any regular session of the campus without permission
67 from the appropriate campus authority, and may be denied admission to other educational
68 programs operated or sponsored by the campus.

69 D. In the even that a student fails the thesis/project defense will result in disqualification from a
70 program. The thesis/project committee will specify the time period and/or conditions of the
71 repeated defense.

72 E. A student may repeat a comprehensive examination once. Failure of the second comprehensive
73 examination results in disqualification from a program. The comprehensive exam committee will
74 specify the time period and/or conditions of the repeated examination.

75 F. Students who are disqualified at the end of an enrollment period should be notified by the Dean
76 of Graduate Studies before the beginning of the next consecutive regular enrollment period.
77 Students disqualified at the beginning of a summer enrollment break should be notified at least
78 one month before the start of the fall term. In cases where a student ordinarily would be
79 disqualified at the end of a term, save for the fact that it is not possible to make timely
80 notification, the student may be advised that the disqualification is to be effective at the end of the
81 next term. Such notification should include any conditions ~~which~~that, if met, would result in
82 permission to continue in enrollment. Failure to notify students does not create the right of a
83 student to continue enrollment.

84 **III. REINSTATEMENT**

85 If the student is disqualified, either academically or administratively, s/he may petition for
86 reinstatement. Reinstatement must be based upon evidence that the causes of previous low
87 achievement have been removed. Reinstatement will be approved only if the student is able to
88 provide compelling evidence of her/his ability to complete the degree. If the candidate is
89 disqualified a second time, reinstatement will normally not be considered.

90 Master's students should submit a petition requesting reinstatement to the Dean of Graduate
91 Studies. The petition, along with a recommendation from the student's graduate coordinator, and
92 will be forwarded to the reinstatement subcommittee of the Graduate Studies Committee. The
93 subcommittee will make recommendations to the Dean of Graduate Studies, who has final
94 authority to approve reinstatement. The size of the reinstatement subcommittee may vary,
95 depending on the volume of applications, but shall have one member representing each college at
96 a minimum. The subcommittee must evaluate the probable impact of any medical condition on
97 previous unsatisfactory performance. If the student is approved for reinstatement, the Dean of
98 Graduate Studies will send a letter granting reinstatement that specifies the conditions and time
99 frame for achieving good standing. Students must achieve good standing to advance to candidacy
100 and to be eligible to graduate.

101 IV. EXCLUSIONS

102 Administrative-~~academic~~ probation, disqualification and reinstatement for students in
103 professionally-accredited graduate programs or the teacher credential program within the College
104 of Education, Health, and Human Services are handled by a separate process and are not
105 governed by this document. Note that this exclusion pertains only to administrative-~~academic~~
106 probation, disqualification and reinstatement, and not to academic probation, disqualification and
107 reinstatement. Reinstatement for credential students is handled by a separate process in the School
108 of Education and is not governed by this document.

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111 The California State University | College Portrait
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APC – Rationale re: Undergraduate Probation, Disqualification and Reinstatement Policy Revision

Rationale These are largely companion changes in terminology reflecting similar changes in the graduate policy. APC is proposing a simplification of the terminology used in the policy: shortening the terms academic-administrative probation/disqualification/reinstatement to administrative probation/disqualification/reinstatement. This should avoid help minimize confusion on the part of readers of the policy.

APC also updated reference to various offices:

- Office of Registration and Records becomes Office of the Registrar;
- Office of the Dean of COAS (for review of reinstatement petitions from undeclared students) becomes Office of the Dean of CHABSS; and
- The reference to office of the Director of the school (of the student's major) has been removed now that there are no schools existing outside of colleges.

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| Definition: | The policy governs the policies on probation, disqualification, and reinstatement of undergraduate students. |
| Authority: | Executive Order 1038 |
| Scope: | Undergraduate students according to their class levels based on units accumulated. |
| Responsible Division: | Academic Affairs |
| Approval Date: | 07/14/2009 |
| Implementation Date: | 07/31/2014 |
| Originally Implemented: | 05/05/2003 |

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Procedure

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I. EXECUTIVE SUMMARY

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It is the policy of California State University San Marcos to place undergraduate students on academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average at CSUSM falls below 2.0. Undergraduate students are subject to academic disqualification when their grade point average in all units attempted or in all units attempted at CSUSM falls below standards established by class level. Consideration for reinstatement is provided through a petition process.

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II. ACADEMIC PROBATION

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An undergraduate student will be placed on academic probation if, during any academic term, the overall GPA or the cumulative Cal State San Marcos GPA falls below 2.0 (a C average). The student shall be advised of probation status promptly. An undergraduate student shall be removed from academic probation when the overall GPA and the cumulative Cal State San Marcos are both 2.0 or higher.

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III. ADMINISTRATIVE-~~ACADEMIC~~ PROBATION

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A student may also be placed on administrative-~~academic~~ probation by the Office of the Registrar ~~tion and Records~~ for any of the following reasons:
A) Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition or its

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33 | treatment is not to be subject to administrative-~~academic~~ probation for such
34 | withdrawal.)

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36 | B) Repeated failure to progress toward the stated degree objective or other
37 | program objective, including that resulting from assignment of 15 units of NC
38 | (No Credit), when such failure appears to be due to circumstances within the
39 | control of the student.

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41 | C) Failure to comply, after due notice, with an academic requirement or
42 | regulation, as defined by campus policy which is routine for all student or a
43 | defined group of students (examples: failure to complete a required CSU or
44 | campus examination, failure to complete a required practicum, failure to
45 | comply with professional standards appropriate to the field of study, failure
46 | to complete a specified number of units as a condition for receiving student
47 | financial aid or making satisfactory progress in the academic program).

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49 | **IV. NOTIFICATION OF ACADEMIC PROBATION AND**
50 | **ADMINISTRATIVE-~~ACADEMIC~~ PROBATION**

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52 | The student shall be notified in writing by the Office of ~~the~~ Registration and
53 | ~~Records~~ prior to the beginning of the next term of their probation status,
54 | and shall be provided with the conditions for removal from probation along
55 | with circumstances that would lead to disqualification, should probation not
56 | be removed.

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58 | **V. ACADEMIC DISQUALIFICATION**

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60 | Undergraduate students on academic probation shall be subject to academic
61 | disqualification when:

- 62 | • As a freshman (less than 30 semester units completed) the student falls
63 | below a grade point average of 1.50 in all units attempted or in all
64 | units attempted at CSUSM;
- 65 | • As a sophomore (30-59 semester units completed) the student falls below
66 | a grade point average of 1.70 in all units attempted or in all units
67 | attempted at CSUSM;
- 68 | • As a junior (60-89 semester units completed) the student falls below a
69 | grade point average of 1.85 in all units attempted or in all units
70 | attempted at CSUSM; or
- 71 | • As a senior (90 or more semester units completed) the student falls below
72 | a grade point average of 1.95 in all units attempted or in all units
73 | attempted at CSUSM.

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75 | **VI. ACADEMIC DISQUALIFICATION OF STUDENTS NOT ON**
76 | **PROBATION**

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78 | Undergraduate students not on academic probation shall be disqualified
79 | when:

- 80 | • At the end of any term, the student has a cumulative grade point average

- 81 below 1.0 (a grade of D), and
82 • The cumulative grade point average is so low that it is unlikely, in light of
83 their overall education record, that the deficiency will be removed in a
84 reasonable period.

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86 | **VII. ADMINISTRATIVE-~~ACADEMIC~~ DISQUALIFICATION**

- 87
88 A) An undergraduate student who has been placed on administrative
89 ~~academic~~-probation may be disqualified if any of the following occur:
90 • The conditions for removal of administrative ~~academic~~-probation are not
91 met within the period specified.
92 • The student becomes subject to academic probation while on
93 administrative ~~academic~~-probation.
94 • The student becomes subject to administrative ~~academic~~-probation for the
95 same or similar reason that the student has previously been placed on
96 administrative ~~academic~~-probation, although the student is not
97 currently in such status.
98 When such action is taken, the student shall receive written notification
99 including an explanation of the basis for the action.

- 100
101 | B) Special Cases of Administrative-~~Academic~~ Disqualification
102 In addition, an appropriate campus administrator, in consultation with the
103 Office of ~~the Registration and Records~~, may disqualify a student who at any
104 time during enrollment has demonstrated behavior so contrary to the
105 standards of the profession for which the student is preparing as to render
106 him/her unfit for the profession. In such cases, disqualification will occur
107 immediately upon notice to the student, which shall include an explanation of
108 the basis for the action, and the campus may require the student to
109 discontinue enrollment as of the date of the notification.

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111 | **VIII. CONSEQUENCES OF DISQUALIFICATION**

112
113 Students who have been disqualified, either academically or administratively
114 may not enroll in any regular campus session (e.g., open university) without
115 permission from the Office of ~~the Registration and Records~~ and may be
116 denied admission to other educational programs operated or sponsored by
117 the University.

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119 | **IX. NOTIFICATION OF ACADEMIC DISQUALIFICATION AND
120 ADMINISTRATIVE-~~ACADEMIC~~ DISQUALIFICATION**

121
122 Students who are academically or administratively disqualified at the end of
123 an enrollment period shall be notified by the Office of ~~the Registration and~~
124 ~~Records~~ before the beginning of the next consecutive regular enrollment
125 period. Students disqualified at the beginning of a summer enrollment break
126 should be notified at least one month before the start of the fall term. In
127 cases where a student ordinarily would be disqualified at the end of a term,
128 save for the fact that it is not possible to make timely notification, the

129 student may be advised that the disqualification is to be effective at the end
130 | of the next term. Such notification should include any conditions ~~which~~that, if
131 met, would result in permission to continue in enrollment. Failure to notify
132 students does not create the right of a student to continue enrollment.
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134 **X. REINSTATEMENT**

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136 Students who have been disqualified, either academically or administratively,
137 may petition for reinstatement. Reinstatement must be based upon evidence
138 that the causes of previous low achievement have been removed.
139 Reinstatement will be approved only if compelling evidence is provided,
140 indicating their ability to complete the degree program. Petitions are
141 | reviewed by the Office of the Dean of the college ~~or the Director of the school~~
142 | of the student's major program, or, in the case of undeclared majors, the
143 | Office of the Dean of the College of Humanities, Arts, Behavioral and Social
144 Sciences. The review must consider the probable impact of any medical
145 condition on previous unsatisfactory academic performance. Students who
146 petition for reinstatement and have not attended for more than one regular
147 term must also apply for admission to the University, meeting all deadlines
148 and requirements for admissions eligibility.
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150 **XI. NOTICE IN CAMPUS BULLETINS**

151
152 A summary of the provisions for probation and disqualification shall appear in
153 the General Catalog. Procedures for orientation of new students shall include
154 distribution of written materials concerning all aspects of probation and
155 disqualification as well as provisions for review and reinstatement.
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ACADEMIC SENATE

ELECTION RULES AND PROCEDURES

For Elections of: **Academic Senate**
 Senate Officers
 Academic Senate Standing Committee Members
 Senate Parliamentarian
 Statewide Academic Senators

I. PREPARATION OF ELECTION BALLOTS

- A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide an Election Announcement to all eligible faculty (as defined by the Constitution and Bylaws).
 - 1. The Election Announcement shall include a listing of the continuing Senators and continuing Academic Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate, Academic Senate Standing Committees, and some university committees.
 - 2. The Election Announcement shall solicit self-nomination by interested faculty for vacant seats on the Academic Senate and Academic Senate Standing Committees.
 - 3. Faculty eligibility for specific committee seats shall be described in the Election Announcement.
 - 4. Faculty members are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.

- B. NEAC shall use the responses to prepare a sample ballot.
 - 1. The sample ballot shall be provided to eligible faculty at least two weeks before the date of election with a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in writing).
 - 2. If, after NEAC has circulated the sample ballot, faculty members wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC.
 - 3. For persons wishing to change their candidacy from either at-large or College/School/Library/SSP-AR (hereinafter referred to as “academic unit”) representative, the request for such a change must be submitted to NEAC.
 - 4. If the request for a name deletion or a move between unit and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified of the vacancy.

II. GENERAL PROCEDURES FOR ELECTIONS

- A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office. Elections will be held annually in the spring, except in the case of Statewide Academic Senator elections, which need not be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior to the penultimate Senate meeting of the spring semester.
 - 1. The date of election shall be the date the poll closes.
 - 2. Polls shall be open for one week unless otherwise stated.

- B. Eligible faculty shall be permitted to vote for one candidate for each vacant position. Write-in votes and abstentions shall be allowed.

- C. Election shall be by plurality of votes cast.
 - 1. NEAC shall certify the election results.

57 2. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a
58 winner by lot.
59

60 D. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the
61 Academic Senate Office.
62

63 E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge
64 the result.
65

- 66 1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the
67 challenge.
- 68 2. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed.
- 69 3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.
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71 F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc
72 committee member may be subjected to recall by a petition to the Executive Committee of the Senate.
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- 74 1. The recall may be initiated by any eligible faculty member.
- 75 2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain
76 signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present
77 the petition to the Executive Committee.
- 78 3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall
79 direct NEAC to conduct a recall election.
- 80 4. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible
81 faculty who voted, provided greater than one-half of the eligible faculty voted in the recall.
- 82 5. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty
83 calendar days of the removal.
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85 III. PROCEDURES FOR ACADEMIC SENATE ELECTIONS 86

87 A. Election and balloting for Senate seats shall be by academic unit.
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- 89 1. The Senate shall be representative of the full-time faculty.
- 90 2. The number of Senators from each academic unit shall be determined by NEAC each spring, prior to
91 spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University
92 Faculty and the Academic Senate.
- 93 3. Based on the response to the Election Announcement, NEAC shall conduct an election in accordance
94 with these Rules.
- 95 4. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats allocated to the
96 academic unit (e.g., if an academic unit may elect six representatives, the ballot will read "Vote for up to
97 six persons").
- 98 5. Any business that must be addressed before the academic year ends will be conducted by the extant
99 Academic Senate and Executive Committee.
100

101 B. NEAC shall be responsible for filling vacancies on the Academic Senate.
102

- 103 1. Subsequent to the spring election, NEAC will interpret those seats that remain unfilled as "Vacant."
104 Vacant seats shall be filled by implementing the previous rule.
- 105 2. When a senator notifies NEAC of his or her inability to serve, NEAC shall issue a call for a volunteer
106 replacement to serve during the vacancy.
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108 IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS 109

110 A. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty
111 who have served on the Senate in any capacity for two of the past three years. Nominees for Chair Elect
112 must be tenured at the time of nomination.

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- B. Each spring, NEAC will distribute a Call for Senate Officers to full-time (tenure line and temporary) faculty.
 - 1. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate Office.
 - 2. The Call will request that faculty obtain permission of nominees prior to submitting their names.
- C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may make additional nominations or may request that their name be removed from the ballot.
- D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members and Senators will have one week to vote.
- E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.
- F. In the event that the chair becomes unable to serve, the vice chair/chair elect shall assume the position of chair.
- G. In the event that the vice-chair becomes unable to serve, NEAC shall conduct an election for vice chair/chair elect.

V. PROCEDURES FOR ELECTION OF STANDING COMMITTEES

- A. Standing Committee membership is of two types: academic unit representatives and at-large representatives.
- B. The members of the various committees serve staggered two-year terms.
- C. Specific academic unit representatives shall be elected by eligible faculty within that unit. At-large representatives shall be elected by all eligible faculty.
- D. Elections for Promotion and Tenure Committee (PTC)
 - 1. Only tenured full professors may serve on the PTC.
 - 2. Elections for PTC seats must be contested (at least two candidates per seat).
 - 3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an election once a minimum of two candidates per seat is secured. This special election does not require a sample ballot.
- E. A person may be elected to serve on no more than two committees.
- F. No person shall be elected chair of more than one standing committee.
- G. After election results have been announced, each current committee chair shall convene a meeting of current committee members and new committee members to (a) review the year-end committee report and (b) elect a committee chair for the next academic year from among the members of the committee who are ranked at associate level or above.
 - 1. Each current committee chair shall notify the Academic Senate Office of their committee's newly elected chair.
 - 2. The newly elected chairs (with the exception of the PTC) and the newly elected Academic Senate Officers will constitute part of the Executive Committee for the following academic year.
- H. The terms of those standing committee members whose terms are expiring shall end on the last day of the spring semester; however, they may be called upon to respond to urgent matters during the summer following their term's expiration.

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1. Any business that must be addressed before the academic year ends will be conducted by the extant standing committees.
2. Newly elected members' terms begin with the start of the fall semester; however, they may be called upon to respond to urgent matters during the summer prior to their term's commencement.

I. Vacancies

1. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of that faculty member's absence.
 - a. NEAC will review the volunteers and make recommendations for Senate confirmation.
 - b. PTC vacancies may not be filled through NEAC's recommendation process. These seats may only be filled by an election, in accordance with item V.C. above.
2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant". Vacant seats shall be filled by implementing the previous rule, with the exception of PTC vacancies. These may only be filled by an election, in accordance with item V.C. above.

VI. PROCEDURES FOR SELECTION OF SENATE PARLIAMENTARIAN

- A. NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the spring election results.
- B. NEAC will forward the list of nominees to the Executive Committee (EC), which will select the Parliamentarian by the last EC meeting of the academic year.
- C. Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall appoint a member from the Senate to act as interim Parliamentarian until NEAC is able to solicit nominees and the EC takes action. The interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.

VII. PROCEDURES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

- A. CSUSM has two statewide academic senators (this number is determined by the statewide Academic Senate) who serve staggered three-year terms.
- B. When necessary, NEAC shall put out a call for candidates to fill the position of the senator whose term is expiring.
- C. The statewide academic senator shall be elected during NEAC's annual spring Senate election process.
 1. Election and balloting for statewide academic senators shall be by all eligible faculty.
 2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired are eligible to run again.