

## AGENDA

Executive Committee Meeting  
CSUSM Academic Senate  
Wednesday, February 10, 2016, 12:00 – 2pm  
Provost's Conference Room, KEL 5207

- I. **Approval of Agenda**
- II. **Approval of Minutes** – 2/3/16 EC Minutes
- III. **Chair's Report**, [Deborah Kristan](#)
- IV. **Vice Chair's Report**, [Michael McDuffie](#)
- V. **Secretary's Report**, [Laurie Stowell](#)
- VI. **Provost's Report**, [Graham Oberem](#)
- VII. **Vice Provost's Report**, [Kamel Haddad](#)
- VIII. **Discussion Items**
  - A. President Haynes: Office of Diversity, Educational Equity, Inclusion and Ombuds Services (ODEEIO) **12:30 PM TIME CERTAIN**
  - B. FAC: Harry E. Brakebill Distinguished Professor Award Procedure Document (attachment) **Page 2**
  - C. FAC: Grant Proposal Seed Money Policy (attachment) **Page 6**
  - D. Senate Officers: Draft Resolutions Related to ODEEIO Restructure
  - E. NEAC: Possible Spring Referendum – Article 8.4, Adoption of Amendments
  - F. Senate Chair: NEAC – Finalize Chair Criteria, Election Rules & Procedures (attachment) **Page 9**
- IX. **EC Members' Concerns & Announcements**

*Next meeting: February 17, 2016, 12:00-1:50 p.m., Provost's Conference Room ~ KEL 5207*

1 **HARRY E. BRAKEBILL DISTINGUISHED PROFESSOR AWARD PROCEDURE**

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3 *Rationale: FAC was asked to make consistent who is eligible for the award and the award*  
4 *criteria. Currently the procedure states that all Unit 3 members are eligible to be nominated.*  
5 *Thanks to Adrienne, who assembled all of the documentation on the history of this award, we*  
6 *know that the Unit 3 language was written into the original Outstanding Professor Award and*  
7 *has carried over into every version of the procedure. However, the description of expectations*  
8 *for nominees makes it clear that teaching faculty are the appropriate recipients of this award:*  
9 *“The nominees are expected to have records of superlative teaching. Quality contributions in the areas of*  
10 *research, creative scholarship, and service to the campus and the community are also taken into*  
11 *consideration, but they shall not be a substitute for the basic requirement of excellence in teaching.”*  
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13 **Definition:** The process to be used to recognize one of our faculty members each year as the Harry E.  
14 Brakebill Distinguished Professor.

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16 **Authority:** President of the University.

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18 **Scope:** CSUSM Faculty.  
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Karen S. Haynes, President

\_\_\_\_\_ Approval Date

31 \_\_\_\_\_  
32 Graham Oberem, Provost & Vice President for  
33 Academic Affairs

\_\_\_\_\_ Approval Date

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Revision 3: / /2015  
Revision 2: 04/15/2014  
Revision 1: 07/25/2013  
Implemented: 11/06/2002

**I. FACULTY AWARDS SELECTION COMMITTEE**

The Faculty Awards Selection Committee shall recommend a Brakebill recipient to the president. The Academic Senate shall conduct elections for this committee during its Spring election. The committee shall consist of one faculty representative from each College/Library, one part-time faculty representative, one at-large member from former recipients of the Brakebill Award, one student (recommended by ASI), and an administrator recommended by the provost. Members of the committee may not nominate candidates for the award.

**II. BRAKEBILL DISTINGUISHED PROFESSOR AWARD**

Although we recognize that there are many outstanding faculty members at Cal State San Marcos, each year we would like to honor one of our faculty to highlight exceptional accomplishments. This Award is given to faculty on the basis of outstanding contributions to their students, to their academic disciplines, and to their campus communities. The nominees are expected to have records of superlative teaching. Quality contributions in the areas of research, creative scholarship, and service to the campus and the community are also taken into consideration, but they shall not be a substitute for the basic requirement of excellence in teaching. The evaluation of a nominee's file shall focus on the transmission of the university values to students through evidence of excellent teaching practices and the impact of his/her teaching in positioning the University as a learner-centered institution.

- A. Who can be nominated?  
All ~~Unit 3 member teaching faculty~~ are eligible to be nominated for the Brakebill Award by colleagues, students, former students, alumni, and/or staff. Nominees shall acknowledge their willingness to participate by sending an acceptance letter to the Academic Senate Office. Members of the Selection Committee may not accept nominations for the award.
  
- B. How are faculty nominated?  
The individual nominating a professor must formally submit a letter that substantiates the nomination to the Senate Office. This letter shall indicate how the nominator knows the nominee, a statement of his/her qualifications as an outstanding professor, and, if a student, courses he/she has taken from the nominee. The same individual(s) shall assist the nominee in obtaining the necessary letters of support. It is recognized that most faculty have excellent records at Cal State San Marcos. However, the record of outstanding performance is often not well documented by the faculty members themselves. It is awkward for a faculty member to solicit such documentation on his/her own behalf. It is important that others in the campus community assist nominees in the development of a dossier that accurately represents the individual's performance and impact in teaching as well as the other areas of consideration. Individuals who are invited to submit letters of support should be aware that the dossier is open to the nominee who prepares it.

**Comment [MT1]:** Per expectations described in previous paragraph

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- C. What are the criteria on which nominees will be judged?  
The evaluation of a nominee's file shall focus on the evidence of excellent teaching practices and the impact of his/her teaching in positioning the University as a learner-centered institution. The committee shall make its recommendation based solely on the materials submitted. The file shall contain written statements from students (current and former), from faculty, and/or from members of the community which evidence excellence in teaching. A nominee's contributions to his/her academic discipline and the campus community shall be evaluated to ascertain their quality and the contribution of these activities to the nominee's teaching.

The file shall be collected in a small binder and organized according to the following:

1. Nomination letter
2. Complete curriculum vitae
3. Written statements of support (each should identify the writer and describe the type of evidence used as a basis for judgment):
  - a. Up to 5 statements from colleagues, administrators, and/or community members
  - b. Up to 10 statements from present and former students
4. Five pages (single-spaced, single-sided) of narrative of teaching philosophy, research activity and achievements as member of the campus and broader communities.
5. Evidence of achievements as a teacher: One to four course packets that include syllabus, lesson plans, student evaluations with comment sheets, 1-2 other items of the nominee's choice.
6. Evidence of achievements as a member of the profession (e.g., publications, funded grant proposals, research awards): One to three items.
7. Evidence of achievements as a member of the campus and the broader communities (e.g., service awards, products of services provided): One to three items.

The office of the Academic Senate notifies all faculty nominated for award and provides detailed instructions. The Senate office will keep the identity of nominees, and all deliberations, confidential.

- D. How is the Brakebill award recipient honored?  
The University shall provide funds to allow a substantial award and meaningful recognition in honor of the Brakebill award recipient.

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**PROCEDURE**

The following defines the process used at Cal State San Marcos to recognize one of our faculty each year as the Harry E. Brakebill Distinguished Professor.

**Timetable**

**Spring:** Call for candidates for the Faculty Awards Selection Committee. Committee selection shall be part of the Academic Senate election process.

**First week April:** Distribution of information on the Brakebill Awards, the timeline, and the nomination process by the Academic Senate office.

**Third Week May:** Last day to nominate for the Brakebill Award. Nominations due in Academic Senate Office no later than the last day of the semester.

**Third week May:** Selection Committee shall have met and elected its chair. Name of the chair shall be forwarded to the Academic Senate Office no later than the last day of the semester.

**First week June:** Acceptance letters due in Academic Senate Office from Brakebill nominees.

**Summer:** Preparation of Brakebill dossiers.

**Third week September:** Dossiers due in Academic Senate office. Selection Committee starts its review process.

**Second week October:** Recommendation for the Brakebill recipient due to the president.

**Second week November:** President informs campus community of Brakebill recipient.

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2 **GRANT PROPOSAL SEED MONEY POLICY**

**FAC 214-01**

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4 *Rationale: This policy was approved in 2002 and needed updating in terms of the names of offices*  
5 *and administrator titles. A change to eligibility and a few minor edits to the process*  
6 *section were made.*  
7

8 **Definition** Grant Proposal Seed Money (GPSM) funds have been earmarked by the  
9 Provost to provide support for faculty to develop proposals for external  
10 funding. Currently GPSM funds are provided through the annual indirect  
11 cost allocations from ~~Foundation~~ the University Auxiliary Research  
12 Corporation (UARSC).  
13

14 **Authority** The president of the university.  
15

16 **Scope** GPSM funds are designed to assist faculty in such activities as:  
17 • Refining ideas  
18 • Creating plans and designs  
19 • Trying out methodologies  
20 • Collecting preliminary data  
21 • Conducting pilot or preliminary activities  
22 • Reworking grant proposals that received encouraging review but were  
23 not funded  
24 • Seeking fellowships  
25 • Promoting collaboration  
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27 Proposal areas may include research, scholarly activities, and/or  
28 pedagogy. The funds may be used for supplies, equipment, travel,  
29 stipends, student assistants, grant writing assistance, or other needs  
30 associated with proposal development.  
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Karen S. Haynes, President

\_\_\_\_\_ Approval Date

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41 ~~Emily Cutler~~ Graham Oberem, Provost & Vice President for Academic Affairs Approval Date  
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48 First Revision: mm/dd/yyyy  
49 Implemented: 01/22/2002

50 I. ELIGIBILITY

51 ~~All CSUSM temporary and tenure-track (probationary and tenured) Unit 3 employees may~~  
52 ~~apply.~~ All CSUSM instructional faculty and librarians (lecturer, probationary, and tenure-  
53 track) may apply.

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56 II. PURPOSE

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58 GPSM funds have been earmarked by the Provost to provide support for faculty to develop  
59 proposals for external funding. Currently GPSM funds are provided through the annual  
60 indirect cost allocations from ~~Foundation~~ UARSC to the Office of Graduate Studies and  
61 Research (OGSR).

62 III. PROCESS

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64 Proposal areas may include research, scholarly activities, and/or pedagogy. Applications will  
65 be reviewed throughout the year with a rolling call. ~~The Associate Vice President for~~  
66 ~~Research (AVPR) will invite at least three faculty from different disciplines each semester~~  
67 ~~who are among CSUSM's most active grant writers to evaluate the applications.~~ Committee  
68 membership will include representatives from each college at the invitation of the Dean of  
69 Graduate Studies and Research. This group will evaluate the seed fund requests based on the  
70 estimated probability that the project will lead to a submitted and fundable proposal. The  
71 recommended proposals will be forwarded to the ~~AVPR~~ Dean of OGSR. ~~Requests~~  
72 Recommended proposals may be fully or partially funded in order to seed a variety of  
73 projects, at the discretion of the Dean of OGSR.

74  
75 The proposal process is administered by the ~~AVPR~~ Dean of Graduate Studies and Research;  
76 the awards process is administered jointly by the Office of Graduate Studies & Research and  
77 ~~the CSUSM Foundation~~ UARSC. Expenditures should be made in accordance with the  
78 proposal budget and observe ~~Foundation~~ UARSC and University policies and procedures.  
79 Funds should be spent within one year of the award announcement. Extensions may be  
80 granted at the discretion of the ~~Dean of OGSR~~ AVPR. A final report to the ~~Dean of~~  
81 OGSR ~~AVPR~~ will document how GPSM awards were spent. In the case where an external  
82 grant application was submitted, a notification of submission shall be received as the report.

83 IV. APPLICATION REQUIREMENTS:

84 An electronic copy of the application may be found on the web at [www.csusm.edu/research/](http://www.csusm.edu/research/).

85 The application must include the following information:  
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- 89 1. A description of the specific activity/ies for which the applicant is requesting GPSM  
90 funds.

Comment [CSUSM1]: This change reflects the fact that all Unit 3 employees are not eligible for this funding; only instructional faculty are eligible.

- 91 | 2. A budget showing specifically how the GPSM funds will be spent.
- 92 | 3. A proposal development timeline for the externally funded project
- 93 | 4. A description of the anticipated externally funded project and possible funding  
94 | sources:
- 95 | a. A brief (1 page max) description of the project for which the applicant plans  
96 | to request external funds, and how this seed money will enhance the  
97 | applicant's ability to attain external funds.
- 98 | b. A list of the agency(ies) to which the applicant plans to submit proposal(s). A  
99 | copy of the RFP or prospectus should be attached.
- 100 | c. A description of the length of proposed project and approximate amount of  
101 | funds the applicant anticipates requesting and their use.
- 102 | d. A brief description of the applicant's prior experience in submitting proposals  
103 | for external funding and funding successes and/or consultation that the  
104 | applicant will seek in development of the grant proposal.

105 | Additional guidelines:

- 106 | 1. Application page limit (4 pages or less).
- 107 | 2. Proposals will normally be reviewed within two weeks of receipt. Applications  
108 | should be submitted electronically to the Office of Graduate Studies and Research.  
109 | For any questions, the applicant can call extension 4066.

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3 **ACADEMIC SENATE**  
4 **ELECTION RULES AND PROCEDURES**  
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6 **For Elections of:**     **Academic Senate**  
7                           **Senate Officers**  
8                           **Academic Senate Standing Committee Members**  
9                           **Senate Parliamentarian**  
10                          **Statewide Academic Senators**  
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12 **I. PREPARATION OF ELECTION BALLOTS**  
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- 14 A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide an Election  
15 Announcement to all eligible faculty (as defined by the Constitution and Bylaws).  
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17 1. The Election Announcement shall include a listing of the continuing Senators and continuing Academic  
18 Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate,  
19 Academic Senate Standing Committees, and some university committees.  
20 2. The Election Announcement shall solicit self-nomination by interested faculty for vacant seats on the  
21 Academic Senate and Academic Senate Standing Committees.  
22 3. Faculty eligibility for specific committee seats shall be described in the Election Announcement.  
23 4. Faculty members are not expected to provide university-level service to the Academic Senate during their  
24 first year as a tenure-line faculty member.  
25  
26 B. NEAC shall use the responses to prepare a sample ballot.  
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28 1. The sample ballot shall be provided to eligible faculty at least two weeks before the date of election with  
29 a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in  
30 writing).  
31 2. If, after NEAC has circulated the sample ballot, faculty members wish to nominate themselves for vacant  
32 positions, such nominations must be submitted to NEAC.  
33 3. For persons wishing to change their candidacy from either at-large or College/School/Library/SSP-AR  
34 (hereinafter referred to as “academic unit”) representative, the request for such a change must be  
35 submitted to NEAC.  
36 4. If the request for a name deletion or a move between unit and at-large representative creates a vacancy on  
37 the ballot for that position, the eligible faculty represented by that position shall be notified of the  
38 vacancy.  
39

40 **II. GENERAL PROCEDURES FOR ELECTIONS**  
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- 42 A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and  
43 Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office. Elections will  
44 be held annually in the spring, except in the case of Statewide Academic Senator elections, which need not  
45 be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior  
46 to the penultimate Senate meeting of the spring semester.  
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48 1. The date of election shall be the date the poll closes.  
49 2. Polls shall be open for one week unless otherwise stated.  
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51 B. Eligible faculty shall be permitted to vote for one candidate for each vacant position. Write-in votes and  
52 abstentions shall be allowed.  
53  
54 C. Election shall be by plurality of votes cast.  
55  
56 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.  
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- 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.  
70

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 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.  
107

### 108 IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS

109 A. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty  
110 who have served on the Senate in any capacity **for two of the past three years**. Nominees for Chair ~~Elect~~  
111 must be tenured at the time of nomination. (Ask Senate Chair elect to attend remaining EC meetings?)  
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113 Nominees for Chair and Vice Chair must be either voting members of the Senate or have served on the  
114 Senate in any capacity for any two of the past five years.

- 115  
116 B. Each spring, NEAC will distribute a Call for Senate Officers to full-time (tenure line and temporary) faculty.  
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118 1. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate  
119 Office.  
120 2. The Call will request that faculty obtain permission of nominees prior to submitting their names.  
121  
122 C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may make  
123 additional nominations or may request that their name be removed from the ballot.  
124  
125 D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members and  
126 Senators will have one week to vote.  
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128 E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.  
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130 F. In the event that the chair becomes unable to serve, the vice chair/chair elect shall assume the position of  
131 chair.  
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133 G. In the event that the vice-chair becomes unable to serve, NEAC shall conduct an election for vice chair/chair  
134 elect.  
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136 V. PROCEDURES FOR ELECTION OF STANDING COMMITTEES

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138 A. Standing Committee membership is of two types: academic unit representatives and at-large representatives.  
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140 B. The members of the various committees serve staggered two-year terms.  
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142 C. Specific academic unit representatives shall be elected by eligible faculty within that unit. At-large  
143 representatives shall be elected by all eligible faculty.  
144  
145 D. Elections for Promotion and Tenure Committee (PTC)  
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147 1. Only tenured full professors may serve on the PTC.  
148 2. Elections for PTC seats must be contested (at least two candidates per seat).  
149 3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for  
150 nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an  
151 election once a minimum of two candidates per seat is secured. This special election does not require a  
152 sample ballot.  
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154 E. A person may be elected to serve on no more than two committees.  
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156 F. No person shall be elected chair of more than one standing committee.  
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158 G. After election results have been announced, each current committee chair shall convene a meeting of current  
159 committee members and new committee members to (a) review the year-end committee report and (b) elect a  
160 committee chair for the next academic year from among the members of the committee who are ranked at  
161 associate level or above.  
162  
163 1. Each current committee chair shall notify the Academic Senate Office of their committee's newly elected  
164 chair.  
165 2. The newly elected chairs (with the exception of the PTC) and the newly elected Academic Senate  
166 Officers will constitute part of the Executive Committee for the following academic year.  
167

- 168 H. The terms of those standing committee members whose terms are expiring shall end on the last day of the  
169 spring semester; however, they may be called upon to respond to urgent matters during the summer following  
170 their term's expiration.  
171  
172 1. Any business that must be addressed before the academic year ends will be conducted by the extant  
173 standing committees.  
174 2. Newly elected members' terms begin with the start of the fall semester; however, they may be called  
175 upon to respond to urgent matters during the summer prior to their term's commencement.  
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177 I. Vacancies  
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179 1. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty  
180 member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of  
181 that faculty member's absence.  
182  
183 a. NEAC will review the volunteers and make recommendations for Senate confirmation.  
184 b. PTC vacancies may not be filled through NEAC's recommendation process. These seats may only  
185 be filled by an election, in accordance with item V.C. above.  
186  
187 2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant".  
188 Vacant seats shall be filled by implementing the previous rule, with the exception of PTC vacancies.  
189 These may only be filled by an election, in accordance with item V.C. above.  
190

#### 191 VI. PROCEDURES FOR SELECTION OF SENATE PARLIAMENTARIAN

- 192  
193 A. NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the spring  
194 election results.  
195  
196 B. NEAC will forward the list of nominees to the Executive Committee (EC), which will select the  
197 Parliamentarian by the last EC meeting of the academic year.  
198  
199 C. Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall appoint  
200 a member from the Senate to act as interim Parliamentarian until NEAC is able to solicit nominees and the  
201 EC takes action. The interim Parliamentarian shall be a non-voting member while acting as Parliamentarian.  
202

#### 203 VII. PROCEDURES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

- 204  
205 A. CSUSM has two statewide academic senators (this number is determined by the statewide Academic Senate)  
206 who serve staggered three-year terms.  
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208 B. When necessary, NEAC shall put out a call for candidates to fill the position of the senator whose term is  
209 expiring.  
210  
211 C. The statewide academic senator shall be elected during NEAC's annual spring Senate election process.  
212  
213 1. Election and balloting for statewide academic senators shall be by all eligible faculty.  
214  
215 2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired  
216 are eligible to run again.