

AGENDA
Executive Committee Meeting
CSUSM Academic Senate
Wednesday, March 11, 2015, 12:00 N – 1:50 PM
KEL 5207 – Provost's Conference Room

I. Approval of Agenda

II. Approval of Minutes – (approval of 3/4/15 minutes delayed one week)

III. Chair's Report, [Laurie Stowell](#)

Referrals to Committee:

- FAC: Liberal Studies RTP
- GEC: Consider the Implementation of the Two GE Diversity Areas: Domestic and International/Global Diversity Issues and Multiculturalism

IV. Vice Chair's Report, [Debbie Kristan](#)

V. Secretary's Report, [Vivienne Bennett](#)

VI. Provost's Report, [Graham Oberem](#) (not able to attend)

VII. Vice Provost's Report, [Kamel Haddad](#)

VIII. Discussion Items

A. FAC: Emeritus Policy (2 attachments)

- Emeritus Policy Interim Draft **Page 2**
- CSU Emeritus Policies Comparative **Page 10**

B. SAC: Draft Internship Policy – Request for Feedback (2 attachments)

- SAC: Draft Internship Policy **Page 11**
- CSU Executive Order No. 1064 – Student Internships **Page 14**

C. NEAC/Senate Officers: Possible Amendment Regarding Officer Positions – Article 5.3; Article 5.3.1
(attachment) **Page 19**

D. Senate Officers: Possible Roles for Immediate Past Chair – on EC and as a Senate Officer

IX. EC Members Concerns & Announcements

Faculty Affairs Committee
Faculty Emeritus Policy

Rationale:

FAC was charged with a revision of the Faculty Emeritus Policy to clarify eligibility, criteria and suggest a time line. Survey results of other CSU practices revealed eligibility criteria of 10 years minimum service. 15 of 22 campuses responded. Criteria for tenure or rank, lecturer, distinguished records, active FERPer all ranged widely at the different campuses. Procedures for documentation and review committees also varied across campuses.

FAC conducted a survey of all TT and lecturer faculty (October 2014) on whether the emeritus award should be based on distinguished record (competitive) or non-competitive. The 120 responses were evenly divided.

63 (52.5%) criteria for recommendations should be competitive

57 (47.5%) criteria for recommendation should not be competitive

FAC was guided by faculty comments and suggestions in the survey in this proposed revision.

Faculty wanted clear and transparent criteria that was inclusive, not setting a bar that was exceptionally high but one where faculty clearly had contributed to the University over time.

Faculty wanted established campus-wide procedures for nomination and recommendation and that nominations could come from outside the department. Faculty wanted the review to be based on the established record of the nominee as well as the nomination letter. There should be no limit to the number of emeritus titles in any given year.

Of those preferring a noncompetitive approach, comments noted that all who receive tenure and have more than 10 years on the campus are deserving of the title and that some campuses routinely bestow emeritus on retiring faculty. One concern was expressed where a review committee did not agree with nominators. Concern was expressed about repercussion between the retiree and the university for those denied emeritus status.

As a result of careful deliberation on the survey results and emeritus policies from other CUS campuses¹, FAC believes that it has found a balanced way to refine the criteria for this award (the title of emeritus is an honor, not a contractual entitlement). This policy clarifies that the emeritus award may be granted to any Unit 3 faculty member regardless of classification, as long as they have served the campus with distinction for 10 years or more within the terms of their job classification. The emeritus review committee within the discipline, department, or program is in the best position to review the record of the nominee on the distinguished professional record for his or her job.

Comment [c1]: How to handle the xls in the senate agenda?

Also:

- Hunt reported on 1/16/15 that the Provost would like the rule to be that faculty have only one year following retirement to be nominated. On 2/9/15, FAC discussed the matter, and found that this would be too restrictive. FAC created language that attempts to strike a balance.*
- FAC clarifies that this document only addresses faculty emerita/emmeritus status; it does not address administrator emeritus status.*
- As a result of its deliberation on this policy, FAC recommends that all retired faculty be given the opportunity to continue their campus email account.*

¹ This is provided for Senator's information.

Summary of Major Changes:

1. Created a review cycle that occurs once per Academic Year. FAC has modified the document to specify that the review cycle for emeritus status takes place only once each AY. This is a significant change. FAC's revisions to the document clarify the process at every level and sees this streamlining of the process as beneficial to all involved. FAC is fully aware that this once-a-year cycle means that most faculty members will receive emeritus status in the year after they retire. FAC has written into the document that "Normally, the nomination for emerita/emeritus status occurs within one year of retirement."
2. We added a separate category for coaches, for clarity. Coaches are Unit 3 employees.
3. Add Eligibility for Part time Unit 3 faculty. This change allows eligibility for non-tenure track librarians and SSP-ARs. This is a substantive change, and is in line with the principle of addressing all unit 3 employees.
4. Separated the "procedures" section into "Nominations Procedures" and "Selection Procedures." The nomination process and the selection process are explained more fully.
5. Criteria. The award is not automatic; the standard of distinguished service allows flexibility depending on the nominee's job category and individual career accomplishment.

Fundamental criteria stated in the preamble:

- FAC did not change the two phrases from the preamble: "distinguished service to the academic community" or "served the University with distinction." FAC did modify the phrase "contributed continuously" to "sustained contributions throughout their career and have a distinguished professional record." We did this because the current policy allows temporary Unit 3 faculty to be eligible if they have served for at least 10 years in full-time or have accumulated part-time service equivalent to 10 years of full-time service to CSUSM." Thus, we realized that the term "continuously" was inaccurate. Note that FAC proposes to extend the same eligibility to part-time Unit 3 employees.

Criteria:

- FAC carefully discussed how best to elaborate on the criteria. FAC decided to NOT break the criteria down by sub-category under Unit 3 employees, believing the representative committee can best address the matter.
- A full professor would not automatically meet the criteria simply by rank; an applicant who is a full professor would still have to meet the 10-year minimum, plus the other criteria.

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Definition:	This policy describes eligibility, procedure, privileges, and criteria for awarding emeritus status to permanently retired faculty.
Authority:	The President of the University
Scope:	CSUSM Faculty.

<hr/> Karen S. Haynes, President	<hr/> Approval Date
<hr/> Graham Oberem, Provost	<hr/> Approval Date

First Revision:
Implemented: April 17, 2000

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I. Preamble

~~Faculty~~ Emerita/Emeritus status is an honorary title awarded for distinguished service to the academic community. The President (or designee) shall bestow the title on a temporary or tenure-track instructional faculty member, librarian, SSP-AR or coach who ~~is entering retirement~~ retired from CSUSM and who has served the University with distinction. It is expected that emerita/emertus status will be granted to faculty members who have ~~made contributed continuously sustained contributions~~ throughout their career and have a distinguished professional record.

Normally, the nomination for emerita/emertus status occurs within one year of retirement.

II. Eligibility

~~Faculty are eligible for~~ Normally, emerita/emertus status, if they are ~~is limited to those individuals who:~~

- 1) ~~for~~ tenure-track instructional faculty, hold the rank of full professor with tenure and have at least 10 years of active unit-3 faculty service to CSUSM, or
- 2) ~~for~~ librarians, hold the rank of full librarian with tenure and have at least 10 years of active unit-3 faculty service to CSUSM, or
- 3) ~~for~~ SSP-ARs, hold the rank of SSP-AR III with tenure and have at least 10 years of active unit-3 faculty service to CSUSM, or
- 4) ~~coaches have at least 10 years of active unit-3 faculty service at CSUSM,~~ have served for at least 10 years in full-time unit 3 employment or have accumulated part-time service equivalent to 10 years of full-time service to CSUSM, or
- 5) ~~for~~ temporary or part-time Unit 3 instructional faculty, who have served for at least 10 years in full-time ~~employment~~ or have accumulated part-time service equivalent to 10 years of full-time service to CSUSM.

Exceptional cases where faculty do not fall within the eligibility criteria may be considered. Emerita/Emeritus status may be bestowed posthumously.
~~These eligibility criteria may be waived in exceptional cases.~~

III. Nomination Procedures

- 158 A. Deans shall inform their colleges in a timely manner of the retirement of each
159 ~~employee who is eligible for emerita/emeritus status~~ faculty member.
160 B. Any member of the campus community may nominate a faculty member for emeritus
161 status. Self-nominations are also appropriate.
162 C. The nominating faculty member shall inquire if the eligible retired faculty member
163 will accept the nomination. If so, the nominating faculty shall request a comprehensive
164 curriculum vita from the nominee.
165 D. A nomination shall consist of (1) a nomination letter (500 words maximum) in which
166 the nominator argues that the nominee meets the criteria specified below, and (2) the
167 nominee's CV. The nomination shall be submitted to the nominee's dean.
168 a. If the nomination includes an exception to the eligibility criteria, this shall be
169 clearly stated and explained.
170 E. Each nomination shall be presented to the appropriate ~~department chair, Dean, or~~
171 ~~program director, who shall then~~ refer the nomination to a representative committee
172 of the nominee's academic unit.
173 F. The Dean shall inform the eligible faculty member of their nomination-if the
174 nomination is accepted, requests a current curriculum vitae from the Candidate,
175 request that the faculty member communication that they accept the nomination and
176 provide a current curriculum vitae.
177

Comment [c2]: L. Stowell asked for clarification who how this committee is seated. Must it have people in the same unit as the nominee?

Who forms the committee?

178 ~~A nomination shall consist of a nomination letter, in which the nominator argues that the~~
179 ~~nominee meets the criteria specified in section IV below.~~
180

181 IV. Selection Procedures

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184 A. ~~This~~ The committee shall evaluate the ~~candidate's nomination letter and~~
185 curriculum vitae based on the criteria stated in section V, and shall determine
186 whether to recommend ~~the candidate for~~ emerita/emeritus status.
187
188 B. ~~C.~~ The committee shall send a letter to the Dean, clearly indicating its
189 recommendation. If the recommendation is positive, the committee shall explain
190 why the nominee should be granted emerita/emeritus status based on the criteria.
191 The CV shall accompany the letter.
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193 ~~If the committee makes a positive decision, it shall forward the candidate's curriculum~~
194 ~~vitae and a recommendation letter to the Dean outlining why the candidate should be~~
195 ~~granted emerita/emeritus status based on the recommendation criteria.~~
196
197 C. ~~D.~~ The Dean shall review the recommendation and state in writing whether ~~s/he~~ they
198 concurs with the recommendation.
199

- D.E. Both recommendations, and the nominee's CV, shall then be forwarded to the Provost who shall make ~~his/her~~ their recommendation.
- E.F. The President (or designee) shall make a final determination based on ~~his/her~~ their review of the recommendations.
- G. ~~Emerita/Emeritus status may be bestowed posthumously.~~
- F.H. The President (or designee) shall announce the names of faculty awarded emeritus status from that academic year at ~~spring~~ commencement.
- G. The President (or designee) will notify faculty of their award and privileges and how to activate them.

V. Criteria for Recommendation

When formally recommending a faculty member for emeritus status, the representative committee of the relevant academic unit must demonstrate that the nominee:

- Contributed over time and significantly to the mission of the University, and
- Achieved distinction in the performance of professional duties appropriate to the nominee's job description.

Depending on the job description, the committee's recommendation may include reference to:

- A record of excellence in teaching, instructional activities, or professional performance
- Meaningful contributions to the curriculum or program;
- A record of sustained scholarship that has contributed to the profession;
- Commitment to and participation in shared governance and service to the University;
- Additional areas of excellence specific to the nominee's job category.

IV. Recognition and Privileges

- A. Emeriti faculty are considered an important and integral part of the university community.
- B. Emeriti faculty shall be recognized through:

- listing of the names of emeriti faculty in the campus commencement program after the award of emeritus/emerita status at the time of retirement
- issuing a permanent ID card indicating status as an emerita/emeritus member of the faculty listing of name and title of all emeriti faculty in all university catalogues
- listing of name and title in the CSUSM phone directory.²

C. Upon ~~commencement of retirement and the~~ approval of emerita/emeritus status by the President (or designee), the following privileges shall become available:³

- eligibility to cite CSU affiliation in proposing ~~propose~~ research projects/creative endeavors, compete for and administer grants from agencies outside the CSU system;
- free parking ~~privileges~~;
- same library privileges as other faculty, emeritus level library and technology privileges (to be determined by LATAC in consultation with the Library and ITS, and to be reviewed annually);
- same campus network and email privileges as other faculty
- invited participation in selected department, school/college and university functions,
- attendance at public university functions and celebrations affirming the academic mission of the university
- invitations to participate in seminars, lectures, and scholarly meetings and ceremonies both as contributors and attendees.

~~V. Criteria for Recommendation~~

~~When formally recommending a faculty member for emeritus status, the representative committee of the relevant academic unit must demonstrate that the candidate has achieved excellence in the performance of his or her appropriate professional duties in all of the areas of normal review.~~

² At the request of the emerita/emeritus faculty, he or she will be listed in the CSUSM phone directory.

³ For faculty opting into the Faculty Early Retirement Program (FERP), emerita/emeritus privileges ~~listed in Section IV.3~~ will become available upon completion of FERP.

277 VII. Deadlines (The review cycle for emeritus status takes place only once each AY)
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279 Before the end of September:
280 Deans informs their colleges of each faculty member who retired in the previous
281 academic year and solicit nominations for emerita/emeritus status.
282
283 | Before February 15 [December 15](#):
284 Committee meets and makes recommendation to Dean.
285
286 | Before March 15: [February 15](#)
287 Dean makes recommendation to the Provost.
288
289 Before the end of March
290 The President (or designee) makes a final determination
291
292 April/May
293 Emeritus faculty are informed of the title and benefits.
294 President invites emeritus awardees to the Commencement
295 President announces emeritus faculty at May Commencement.
296

CSU Emeritus Policies

CSU	Philosophy		Service requirements		Position requirements				Procedure		
	All	Honored few	Length of service	Service exception	Required Rank	Lecturers?	Must retire?	FERP allowed?	Nominated by department?	Evidence	Evaluation committee
Channel Islands		"served with distinction"	10 years	yes if at full rank	any rank	Yes	Yes	No	Yes		
Dominguez Hills		"distinguished performance"	10 years		tenured	no	Yes		Yes	vita, form	Yes
East Bay	Yes		10 years	yes, "exceptional contributions"	any rank	Yes	Yes	Yes	Yes	statement of meritorious service	
Fresno State		"distinctive honor"	10 years		Full, Assoc. if excepti	no	Yes	Yes	Yes	statement of meritorious service	
Fullerton		"served honorably"	10 years	yes, president in exceptional cases	any rank	Yes	Yes		Yes	recommendation	
Hayward	Yes		12 years	yes, "exceptional contributions"	tenured	no	Yes	Yes			
Humboldt	Yes				any rank	?	Yes				
Long Beach	Yes		10 years		any rank	Yes	Yes		recommend lecturers		
Los Angeles	*	"significant contributions"	10 years	yes, "outstanding contributions"	tenured		Yes		Yes	vita	
Monterey Bay		"distinguished service"	10 years	yes, other ranks	Full professor	no	no	No	simple majority of department or college	recommendation	
Northridge		based on recommendation	10 years		tenured	no	Yes	No	Yes	recommendation	Yes
Pomona	Yes		10 years		any rank				Dean verifies meritorious service		
San Diego	?	"Held employment at CSU and have annuity" or "provided significant or sustained contribution"			tenured	maybe	yes		nomination for exceptional cases	years of service determine merit or may have significant contribution	Yes
San Marcos		"distinguished professional record"	10 years	yes, "exceptional cases"	Full professor	Yes	Yes	No privileges	Yes		Yes
Stanislaus	?	"significant contributions"	15 years		Full professor	?	yes		faculty with 15 or more years automatically nominated and sent to president; those with less time (or not full?) can be nominated by department or any tenured faculty member	If less than 15 years, nominator sends recommendation of merits	Yes, if less than 15 years

* All retired faculty have access to benefits usually reserved for emeriti in other universities

1 **CALIFORNIA STATE UNIVERSITY SAN MARCOS**
2 **DRAFT INTERNSHIP POLICY—PRELIMINARY DRAFT FOR COMMENTS**
3

4 **Definition**

- 5 • Internships integrate a student's academic study with practical experience in a
6 cooperating organization.
- 7 • Internships are designed to serve educational purposes by offering experience in a
8 business, non-profit, or government setting.
- 9 • Internships regulated and administered by CSUSM must receive academic credit.
- 10 • Internships can be on-campus or off-campus, paid or unpaid, full-time or part-time.
- 11 • An internship site is the organization or CSUSM office at which the internship takes
12 place.

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14 For the purposes of this policy, the terms, 'internship' and 'internships', do not include
15 Service Learning courses, CoBA Senior Experience, teacher preparation placements, or
16 clinical placements that are mandatory components of progress toward a degree or
17 certificate. However, the Departments or Programs requiring such student placements
18 have the option of transferring risk management and compliance to the University Office
19 of Internships. For the purposes of this policy the terms, 'internship' and 'internships',
20 refer to undergraduate and graduate Academic internships.
21

22 **Requirements**

- 23 • The University Office of Internships must obtain approval of each internship from the
24 Academic Department or Program relevant to the site and activities of that internship.
25 Academic Departments and Programs will decide if an internship meets academic
26 requirements for course credit.
- 27 • Departments and Programs will provide approval and oversight of the academic
28 content of the internships. However, they may, at their discretion, seek assistance
29 from the office of internships for any work related to such oversight of the academic
30 content of internships (e.g., documentation).
- 31 • On the other hand, the University Office of Internships will frame, document,
32 implement, and have final responsibility for compliance with all risk management
33 issues, unless the concerned Academic department chooses to take this work upon
34 itself (e.g., when a department has an already-established system for administering
35 internships and may not want to change it).
- 36 • Internships must be supervised by both the partnering organization and the University
37 Office of Internships.
- 38 • Internships must meet credit-hour and faculty-workload standards.

39
40 Subject to final approval from the Academic Departments that sponsor particular
41 internships, the University Office of Internships will be responsible for:

- 42 1) Developing or including a plan to accommodate students with special needs.
- 43 2) Developing an emergency response plan.
- 44 3) Identifying the minimum requirements for agreements between the internship site and
45 university.

- 46 4) Assessing the appropriateness of the internship site as a placement for CSUSM
47 students prior to placing students. A written assessment summary of the internship site
48 shall be completed and retained by the University Office of Internships and be
49 available for review. That summary shall include the following:
- 50 a) The potential for the internship site to provide an educationally appropriate
51 experience--based on approval of the site's educational appropriateness by a
52 relevant Academic Department or Program;
 - 53 b) Identification of the potential risks of the internship site;
 - 54 c) Identification of an appropriate individual from the host organization to supervise
55 the student at the internship site;
 - 56 d) Evaluation of the educational environment--based on approval of the site's
57 educational appropriateness by a relevant Academic Department or Program;
 - 58 e) Evaluation of the potential for student academic experience and its relationship to
59 the student's academic study--based on approval of the site's educational
60 appropriateness by a relevant Academic Department or Program;
 - 61 f) Selection criteria and basic skills required of the student--based on approval of the
62 site's educational appropriateness by a relevant Academic Department or
63 Program;
 - 64 g) Agreement of the internship site to meet campus expectations, including a signed
65 placement agreement between the internship site and the CSU that addresses both
66 the internship site's and the campus's role in the internship, as well as the student's
67 responsibilities.
- 68 5) Visiting internship sites unless the campus can demonstrate and document sufficient
69 knowledge of the internship site.
- 70 6) Creating and managing an online database accessible to CSUSM students and faculty,
71 which lists available internships and provides information about enrolling in those
72 internships.
- 73 7) Conducting a student orientation that includes conduct expectations, health and safety
74 instructions, and emergency contacts.
- 75 8) Requiring a student emergency contact form to be completed.
- 76 9) Requiring the liability waiver form set forth in Executive Order 1051 be completed if
77 the internship placement is not required as part of the student's academic program.
- 78 10) Requiring a learning agreement form to be signed by the student, internship site
79 supervisor, University Internship Office representative, and a representative of the
80 relevant Academic Department or Program. The form must address the work to be
81 provided by the student, the learning outcomes, and the placement logistics (including
82 hours and pay).
- 83 11) Retaining together all forms set forth herein above, the instructional agenda, name
84 and contact information for the internship site, and student information. Such
85 documents must be retained consistent with system wide and campus document
86 retention guidelines.
- 87 12) Administering annual reviews of the internships, both for educational purposes as
88 approved by Academic Departments and Programs, and for safety to the students.
89 Such reviews should take into account information gathered from on-site supervisors,
90 faculty, university staff, and student experience.
- 91

The Director of the University Office of Internships has the ultimate responsibility for ensuring the fulfillment of these activities.

Authority

Executive Order 1064

Scope

This policy applies to all individuals involved with internships; as such term is defined herein.



September 9, 2011

[to signed PDF version](#)

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed
Chancellor

SUBJECT: Student Internships—Executive Order No. 1064

Attached is a copy of Executive Order No. 1064, which establishes guidelines for campus internship policy and procedures.

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

If you have questions regarding this executive order, please contact the Office of International Programs at (562) 951-4790.

CBR/bjc

Attachments

c: Executive Staff, Office of the Chancellor

Executive Order 1064

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4790

Executive Order: 1064

Effective Date: September 9, 2011

Supersedes: No Prior Executive Order

Title: Student Internships

This executive order is issued pursuant to the Standing Orders of the Board of Trustees, Section II (a) and (c). The California State University recognizes the beneficial educational purpose of student internships, as well as the need to maximize the educational experience while mitigating the risks to participants and minimizing the university's liability exposure.

I. Purpose

This executive order establishes guidelines for campus student internship policy and procedures and delegates responsibility for implementation to the campus president.

II. Delegation of Authority

The president is delegated the responsibility for the development, implementation and maintenance of the campus student internship policy, and to ensure there is a means for future review of the policy that is updated and communicated to faculty and staff at appropriate intervals.

III. Terms and Definitions

An internship formally integrates the student's academic study with practical experience in a cooperating organization. It is an off-campus activity designed to serve educational purposes by offering experience in a service learning¹, business, non-profit, or government setting. For

the purpose of this executive order “internship” does not include teacher preparation placements or clinical placements such as for nursing, counseling, physical therapy or occupational therapy.

An internship site is the organization at which the internship takes place.

¹See “Managing Risk in Service Learning” http://www.calstate.edu/cce/resource_center/servlearn_risk.shtml for additional guidance.

IV. Campus Student Internship Policy

Each campus is required to develop, implement, maintain and publish a student internship policy governing internships where the university makes the placement. Electronic copies of internship-related documents are permissible. See technical letter [RM 2011-01](#) and the accompanying *Release of Liability Handbook*.

General internship policy shall, at a minimum, includes the following:

A. Internship Planning

- Individual to be responsible for oversight of the policy;
- Academic policies for establishing an internship;
- Awarding of academic credit;
- Accommodation plan for students with special needs;
- Emergency response plan;
- Student compensation, if applicable; and
- Minimum requirements for agreements between the internship site and university.

B. Placement Assessment

Prior to placing students, an assessment of the appropriateness of the internship site as a placement for CSU students shall be conducted. A written assessment summary of the internship site shall be completed and retained by the responsible campus office and be available for review. That summary shall respond, at minimum, to the following considerations:

- The potential for the internship site to provide an educationally appropriate experience;
- Identification of the potential risks of the internship site;
- Identification of an appropriate individual from the host organization to supervise the student at the internship site;
- Evaluation of the educational environment;
- Evaluation of the potential for student academic experience and its relationship to the student's academic study;
- Selection criteria and basic skills required of the student; and
- Agreement of internship site to meet campus expectations, including a signed placement agreement between the internship site and the CSU that addresses both the internship site's and the campus's role in the internship, as well as the student's responsibilities.

C. Internship Site Visits

Campus policy shall include criteria for when to conduct a site visit. The site visit may be bypassed if the campus can demonstrate and document sufficient knowledge of the internship site. This could be accomplished through online review, published materials or direct contact with the site.

D. Placement and Orientation

Before the student begins the internship, the following steps shall be completed:

- Student orientation that includes conduct expectations, health and safety instructions, and emergency contacts;
- Student emergency contact form to be completed. If the internship placement is not required as part of the student's academic program, the student must complete the liability waiver form (see [Executive Order 1051](#)); and
- Learning agreement form signed by the student, internship site supervisor and university representative. The form addresses the work to be provided by the student, the learning outcomes, and the placement logistics (including hours and pay).

Documentation of the above items shall be retained by the campus supervising office or a designated campus office.

E. Annual Review

Campus policy shall include a plan for annual review of the internships, both for educational purposes and for safety to the students. This review should take into account information gathered from on-site supervisors, faculty, university staff, and student experience.

V. Document Retention

The campus is expected to retain documents related to each internship consistent with systemwide and campus document retention guidelines. See [Executive Order 1031](#).

It is recommended that the instructional agenda, name and contact information for the internship site, student information, and executed liability waiver be retained together after the conclusion of the semester/quarter during which the internship took place. Electronic copies of the documents are permissible. See technical letter [RM 2011-01](#) and the accompanying *Release of Liability Handbook*.

Dated: September 9, 2011

Charles B. Reed Chancellor

Amendments Regarding Officer Positions

CONSTITUTION AND BYLAWS

Article 5.3: Senate Officers

Possibility 1

The Officers of the Senate shall consist of a Chair, Vice-Chair/~~Chair-Elect~~, and Secretary. ~~The Vice-Chair serves as Chair-elect prior to becoming Chair.~~ The ~~o~~Officers of the Senate shall be voting members of the Senate. For election procedures, see the Academic Senate Election Rules and Guidelines.

Possibility 2

The Officers of the Senate shall consist of a Chair, Vice-Chair/~~Chair-Elect~~, and Secretary and the Immediate Past Chair. ~~The Vice-Chair serves as Chair-elect prior to becoming Chair.~~ The ~~o~~Officers of the Senate shall be voting members of the Senate. For election procedures, see the Academic Senate Election Rules and Guidelines.

Article 5.3.1: Senate Officers' Terms (This section is broken down into two paragraphs for easy reading, although it is only one paragraph in the Constitution and Bylaws)

Senate Officer Terms

The ~~Officers~~ Chair and Vice Chair of the Senate shall serve for two one-year terms and may be re-elected for one additional two-year term. The Chair and Vice-Chair terms shall be staggered. ~~The Vice-Chair/Chair-Elect serves two one-year terms: one as Vice-Chair and one as Chair.~~ and tThe Secretary serves a one-year term and may be re-elected to serve for an additional two terms.

If Chair Becomes Unable to Serve

In the event the Chair becomes unable to serve, the Vice-Chair/~~Chair-Elect~~ shall have the choice of assuming ~~assume~~ the role of Chair for the remainder of the term ~~as well as the term for which s/he was elected~~ and an election will be conducted by NEAC for Vice-Chair/~~Chair-Elect~~. If the Vice-Chair/~~Chair-Elect~~ chooses not ~~becomes unable~~ to serve his/her term as Chair, NEAC will conduct an election for Chair in accordance with the Academic Senate Election Rules and Guidelines.

45 **ELECTION RULES**

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47 **IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS**

- 48 A. Nominees for ~~o~~Officers of the Senate must be ~~either current voting members of the~~
49 ~~Senate or~~ eligible faculty who have served the Senate in any capacity for at least one
50 of the prior five years (as Senator, member of a Senate Standing Committee, or
51 Senate Officer). Nominees for all officer positions ~~Chair-Elect~~ must be tenured at the
52 time of nomination.

53
54 **IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS**

- 55 F. In the event that the ~~e~~Chair becomes unable to serve, the ~~v~~Vice ~~e~~Chair/~~chair-elect~~
56 shall have the choice of assume-assuming the position of Chair. If s/he declines to
57 take the position, NEAC shall conduct an election for chair.

- 58
59 G. In the event that the ~~v~~Vice-~~e~~Chair becomes unable to serve, NEAC shall conduct an
60 election for ~~v~~Vice ~~e~~Chair/~~chair-elect~~.

