



**ACADEMIC SENATE**

**POLICY NO. 500**

<p><b>ISSUE DATE:</b> 9-05-05  <b>REVISION DATE:</b> 4-20-06</p>	<p><b>POLICY: ACADEMIC SENATE CONSTITUTION AND BY-LAWS OF ACADEMIC SENATE AND EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE</b></p>
<p><b>REFERENCE:</b></p>	
<p><b>APPROVED:</b></p> <p>_____</p> <p><b>President, California Maritime Academy</b></p> <p>_____</p> <p><b>Chair, Academic Senate</b></p> <p>_____</p> <p><b>Chair, Senate Policy Committee</b></p>	

**CONSTITUTION OF THE ACADEMIC SENATE  
OF THE CALIFORNIA MARITIME ACADEMY**

**PREAMBLE**

The ACADEMIC SENATE of the California Maritime Academy has adopted this Constitution to establish and define the means by which it will participate in the formulation, evaluation, and recommendation of Academy policy and procedures; to facilitate coordination and cooperation among the several parts of the Academy; and to provide to members of the ACADEMIC SENATE a formal means of expression regarding matters of academic concern.

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**ARTICLE 1**

**ORGANIZATION**

**SECTION 1. NAME:**

The name of this organization shall be the ACADEMIC SENATE of the California Maritime Academy.

**SECTION 2. MEMBERSHIP:**

The ACADEMIC SENATE of the California Maritime Academy is composed of all teaching faculty including all tenured, probationary, and part-time instructors with annual appointments; all professional library personnel; all student service professionals; and all others so designated by the Executive Committee of the ACADEMIC SENATE.

**SECTION 3. POWERS AND RESPONSIBILITIES:**

**A. The Original Power:**

The membership of this organization remains at all times in possession of the authority and power of this organization. By constitutional provision, the ACADEMIC SENATE delegates authority to its duly elected Executive Committee and to other sub-units that the Executive Committee may designate on behalf of the SENATE. These sub-units may take the form of (a) Standing Committees, (b) Ad hoc committees, or (c) individual agents.

The ACADEMIC SENATE, collectively, or through its designated sub-units, shall be empowered to participate in the governance of the California Maritime Academy. This power shall be exercised by means of direct recommendations to the President of the Academy concerning the formulation, revision, adoption, or review of policy and procedures of the California Maritime Academy. The authority shall extend to any academic matter delegated to the President either by law or by the Trustees or Chancellor of the California State University. The extent of this authority shall include, but not be limited to academic, personnel, and fiscal policies and procedures. All policies and procedures adopted by the President that either have not been initiated by the ACADEMIC SENATE, or have not been the subject of formal consultation with the Executive Committee of the ACADEMIC SENATE, shall be reported to the Executive Committee for its

information.

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To the extent that authority derives from powers granted to the ACADEMIC SENATE through its recognition by the President of the Academy acting as the agent of the Trustees and Chancellor of the California State University, that authority shall not include those areas specifically identified under the laws of the State of California as belonging to the exclusive representatives of designated Collective Bargaining Units.

- B. The power described in Section 3. A. of this article shall be exercised in a manner, and to an extent, that is consistent with the provision of state and federal laws and with the regulations of the Trustees and Chancellor of the California State University.
- C. Limitations on the Original Power:
  - 1. By self-limiting ordinance, the ACADEMIC SENATE binds itself not to abridge the academic freedom of any of its members or of any group of its members by its own action or that of its sub-units.
  - 2. By self-limiting ordinance, the ACADEMIC SENATE binds itself to take for its own, the action of any of its duly authorized sub-units, unless the action is referred to the SENATE to be ratified or revised in the exercise of its original power, as provided in Section 4.

**SECTION 4. AMENDMENTS:**

Amendments to this constitution or its bylaws and appendages may be initiated by (a) the Executive Committee, or (b) a written request signed by 10% of the SENATE membership. The Executive Committee shall conduct a written ballot vote by the SENATE membership on all proposed amendments to either the Constitution or its By-Laws. An amendment is ratified by an affirmative vote by a majority of all members of the SENATE, or by 60% of those actually voting, whichever is smaller. Proposed amendments shall then be forwarded to the President of the Academy, and shall become effective upon approval by the President.

**SECTION 5. MEETINGS:**

There will be a minimum of two general meetings of the ACADEMIC SENATE during

the academic year. At least one meeting is to take place during both the fall and spring terms. Additional general meetings may be called for either by the Executive

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Committee or by a written request of 10% of the SENATE membership. If the call to meet is initiated by the SENATE membership, a meeting shall be scheduled by the Executive Committee within 10 instructional days of receipt of the request to meet.

**SECTION 6. QUALIFICATIONS TO VOTE:**

All members of the ACADEMIC SENATE are eligible to vote in all general elections of the SENATE.

**ARTICLE 2**

**THE EXECUTIVE COMMITTEE**

**SECTION 1. GENERAL:**

The Executive Committee shall be the principal sub-unit of the ACADEMIC SENATE, through which the SENATE shall normally exercise its powers.

**SECTION 2. MEMBERSHIP:**

The Executive Committee of the SENATE shall consist of six voting members, elected at-large, and during January of the spring term of odd numbered years. In addition, both the SENATE'S representative(s) to the California State University Academic Senate and a student, designated by the Associated Students of the California Maritime Academy, shall serve as non-voting members of the Executive Committee.

The Secretary of the Executive Committee shall prepare a ballot that will include all members of the SENATE willing to serve on the Executive Committee. All members of the SENATE shall be allowed to cast their vote for the candidate of their choice. The six SENATE members receiving the highest number of votes shall constitute the Executive Committee for the upcoming two-year term of office. If no member of the sitting Executive Committee is selected for Executive Committee membership for the upcoming term, (1) the outgoing Chair of the SENATE shall serve as an ex-officio, non-voting member of the Executive Committee for the upcoming year, and (2) the Chair-Elect (ref: ARTICLE 2, Section 4., B.) shall join the outgoing Executive Committee as a non-voting visitor for the remainder of that Committee's term.

If the initial ballot does not identify, precisely, the six members of the SENATE receiving the highest number of votes, all tied for the sixth position shall run off for the

sixth position by additional ballots. Subsequent ballots shall include only those tied for the

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sixth position on the initial ballot. If more than one ballot is required to identify the sixth Executive Committee member, all subsequent ballots shall include only those receiving the highest number of votes in contest for the sixth position on the Committee.

All duly elected Executive Committee members shall serve for a term of two academic years, beginning the fall term of the year of their election.

**SECTION 3. POWERS AND RESPONSIBILITIES:**

- A. The Executive Committee, as the direct, active agent of the ACADEMIC SENATE of the California Maritime Academy, shall have powers consistent with those granted to the ACADEMIC SENATE under Article 1, Section 3. of this Constitution. Its authority shall be exercised by means of direct recommendations to the President concerning the formulation, revision, adoption, or review of policy and procedures of the California Maritime Academy. This authority shall extend to any academic matter delegated to the President either by law or by the Trustees and the Chancellor of the California State University.
- B. The authority described in Section 3.A of this Article shall be exercised in a manner, and to an extent, consistent with the provisions of state and federal law, and the regulations of the Trustees and the Chancellor of the California State University.
- C. Executive Committee action, undertaken to establish, modify, or repeal the policies and procedures of the Academy shall take the form of recommendations to the President for consideration and action.

**SECTION 4. DUTIES:**

- A. The Executive Committee shall perform all duties necessitated by, and consistent with, the exercise of its authority to participate in the formulation, revision, adoption or review of policy and procedures of the California Academy.
- B. The Executive Committee shall select from among its members, officers of the SENATE, to include: (a) Chair, (b) Vice-Chair, and (c) Secretary. The officers shall serve one-year terms; election of officers for the upcoming term is to occur during the first week in February at a meeting of the Executive Committee that will be serving during the next academic year.

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- C. The Executive Committee shall have responsibility for oversight of all ACADEMIC SENATE Committees. To this end, the Executive Committee shall:
1. be the conduit, through which the creation of all new standing committees of the Senate shall occur;
  2. have responsibility for initiating changes to the Constitution or its Bylaws necessitated by the creation of new standing committees;
  3. create such ad hoc committees as it deems necessary to insure the performance of its duties;
  4. establish methods for selecting the membership of all Academic Senate committees.

**SECTION 5. RESPONSIBILITIES:**

It is the responsibility of the Executive Committee to make recommendations to the President concerning the formulation, revision, adoption, and review of policies and procedures related to all academic matters delegated to the President of the Academy by law and the Trustees and Chancellor of the California State University. Areas of concern shall include, but not be limited to those dealing with academic, personnel, and fiscal policies and procedures.

- A. Responsibility shall be vested in the SENATE through its Executive Committee for:
1. approval of degree candidates;
  2. development of policies governing the awarding of grades.
- B. Through the Executive Committee, responsibility shall be vested in the SENATE for developing policies and procedures and making recommendations to the President on the following matters:
1. criteria and standards for the appointment, retention, awarding of tenure, promotion, and evaluation of academic employees including, but not limited to, all teaching faculty, all professional library personnel, and all others so designated by the Executive Committee of the ACADEMIC

SENATE; criteria and standards to include on site peer evaluation;

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2. determination of the membership of the ACADEMIC SENATE;
  3. curricular policies, such as admission and degree requirements, approval of new courses and programs, and academic standards;
  4. the composition of, and faculty appointments to, standing and ad hoc committees of the SENATE.
- C. Acting for the SENATE, the Executive Committee shall be the primary source of policy recommendations to the President on the following matters:
1. establishment of campus-wide committees on academic and professional matters, including but not limited to the Academic Board and the Faculty Development Committee;
  2. the academic role of the library;
  3. academic awards, prizes, and scholarships.
- D. The Executive Committee, for the SENATE, shall be consulted by the President or his/her designate concerning:
1. the development of institutional missions and goals;
  2. the academic calendar and policies governing the scheduling of classes;
  3. criteria and standards for the appointment, evaluation, and retention of academic administrators, including Student Services Professional personnel.
- E. The Executive Committee shall serve in an advisory capacity to the President on all matters relating to Corps discipline, structure, and morale.

**SECTION 6. RECALL:**

Any member of the Executive Committee may be removed from office by a 2/3-majority vote of the members of the SENATE during a duly authorized recall election. A recall

election must be supported by a signed petition of 25% of the members of the SENATE, submitted to the Chair of the SENATE Judiciary Committee. The recall

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election, under the supervision of the SENATE Judiciary Committee Chair, must be held within 10 instructional days of the receipt of a valid petition.

When a vacancy, not caused by the expiration of a term of office, occurs on the Executive Committee a successor shall be elected, in a timely fashion, by the SENATE membership under the supervision of the Secretary of the Executive Committee of the SENATE. If the person to be replaced is an officer, the newly constituted Executive Committee, including the new member, shall elect one of its members to fill the office.

**SECTION 7. INSTITUTIONAL SUPPORT:**

As a regular activity of the Academy, the Executive Committee will be provided with:

- A. duplicating and secretarial support;
- B. access to computer infrastructure;
- C. discretionary power to assign WTU's for ACADEMIC SENATE committee work efforts, as provided by the President or his designee, or the current collective bargaining agreement;
- D. an annual budget to defray costs of ACADEMIC SENATE administrative efforts.

**ARTICLE 3**

**ENACTMENT OF CONSTITUTION**

This Constitution shall become effective upon the joint approval of a majority of the ACADEMIC SENATE, and the President of the Academy, acting as the agent for the Trustees and the Chancellor of the California State University.



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**BY-LAWS OF THE ACADEMIC SENATE  
&  
THE EXECUTIVE COMMITTEE OF THE ACADEMIC SENATE OF  
THE CALIFORNIA MARITIME ACADEMY**

**ARTICLE 1**

**AUTHORITY AND CONSTRAINTS**

**SECTION 1. GOVERNANCE.**

The ACADEMIC SENATE shall be governed by its Constitution and By-laws to the extent that provisions of the Constitution and By-laws do not exceed the power and authority granted by the President of the California Maritime Academy, the Trustees and the Chancellor of the California State University, or the law of either the State of California, or the Federal Government.

**ARTICLE 2**

**MEMBERSHIP AND VOTING RIGHTS**

**SECTION 1. MEMBERSHIP:**

Membership in the ACADEMIC SENATE derives from the following categories and criteria:

- A. all teaching faculty including all tenured, probationary, and part-time instructors with annual appointments;
- B. all professional library personnel;
- C. all student service professionals;
- D. all others so designated by the Executive Committee of the ACADEMIC SENATE.

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SECTION 2. VOTING RIGHTS:

Voting rights pertaining to issues coming before the entire ACADEMIC SENATE accrue to members of the SENATE through their membership in the ACADEMIC SENATE of the California Maritime Academy.

**ARTICLE 3**

**OFFICERS**

SECTION 1. OFFICERS OF THE SENATE.

Officers of the ACADEMIC SENATE are elected by the members of the Executive Committee, from amongst the members of the Executive Committee, (1) at a meeting of the Executive Committee called for that purpose during the first week in February of their election and, (2) during the first week in February, prior to their second year in office. Officers of the SENATE serve one-year terms. Officers of the SENATE include (a) Chair, (b) Vice-Chair, and (c) Secretary.

- A. The Chair of the SENATE shall serve at all times as the direct liaison for the ACADEMIC SENATE to the President of the Academy and all additional Academy personnel designated by the President for that purpose. Additionally, the Chair of the SENATE or his/her designate shall:
1. preside at all meetings of both the ACADEMIC SENATE and the Executive Committee of the SENATE (note: the SENATE Chair may vote in secret-ballot elections, and to break ties, but otherwise shall not vote);
  2. establish and have publicized, to all ACADEMIC SENATE members, the times and places for all SENATE meetings;
  3. establish and have publicized, to all ACADEMIC SENATE members, the times and places for Executive Committee meetings;
  4. prepare the agenda for Academic Senate and Executive Committee meetings;
  5. act as liaison between the ACADEMIC SENATE and other agencies having business with the ACADEMIC SENATE;

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6. serve on all search committees for new faculty or academic administrative appointments;
  7. serve as archivist for all documents of the ACADEMIC SENATE, including, but not limited to, (1) the Constitution and By-laws of the ACADEMIC SENATE, (2) policy statements of the SENATE, and (3) resolutions passed by the SENATE in conjunction with its role within the precepts of *shared governance*, as called for by current California state law;
  8. if necessary, so as to have a liaison in residence on campus during the training cruise, designate a Chair Pro Tempore from among those Executive Committee representatives remaining shore side.
- B. The Vice-Chair of the SENATE or his/her designate shall:
1. assume the role of the SENATE Chair if/when that role is relinquished by the Chair;
  2. act as liaison between all ad hoc and standing committees of the ACADEMIC SENATE and the SENATE's Executive Committee;
  3. have responsibility for reporting to the Executive Committee the current status of work assigned to those committees;
  4. prepare and deliver summary reports of active ad hoc and standing committee work efforts to the ACADEMIC SENATE (not less than monthly), and at all general meetings of the SENATE;
  5. serve as the Executive Committee's representative on the Academic Board of the California Maritime Academy;
  6. serve as the Chair of the ACADEMIC SENATE'S Budget Committee.
- C. The Secretary of the ACADEMIC SENATE or his/her designate shall:
1. record minutes of all ACADEMIC SENATE and Executive Committee meetings and be responsible for publication of those minutes to all members of the SENATE;

2. publish the agenda for all SENATE and Executive Committee meetings;

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3. assume responsibility for the preparation, reproduction, and dissemination of all correspondence required of the SENATE or its Executive Committee;
4. keep permanent records of all SENATE and Executive Committee meeting minutes, correspondence, and written communications.

**ARTICLE 4**

**MEETINGS**

**SECTION 1. MEETINGS.**

**A. General:**

A general meeting of the ACADEMIC SENATE is to be held during both the fall and spring terms of each academic year. The general meeting held during the fall term will occur subsequent to the first meeting of the SENATE's Executive Committee during that term. Additional general meetings of the SENATE may be called under the guidelines indicated in Article 1, Section 4., of this Constitution.

**B. Quorum:**

A quorum shall exist whenever more than 50% of the SENATE's members are present, subject to one qualification. The existence of a quorum shall not fail due to the absence of part-time faculty. Once a quorum is established, a simple majority is required for passage of propositions or resolutions brought before the SENATE.

**ARTICLE 5**

**THE EXECUTIVE COMMITTEE**

**SECTION 1. MEMBERSHIP:**

The voting membership of the Executive Committee of the ACADEMIC SENATE shall

consist of six members, elected at-large, and during February of the spring term of odd numbered years.

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Additionally, both the SENATE'S representative(s) to the California State University Academic Senate and a student representative, selected by the Associated Students of the California Maritime Academy, are designated non-voting members of the Executive Committee.

**SECTION 2. ELECTIONS:**

**A. Election procedures:**

The Executive Committee of the SENATE is elected by the membership of the SENATE in January of odd numbered years, by means of the procedures described in Article 2, Section 2. of the Constitution of the ACADEMIC SENATE of the California Maritime Academy.

**B. Term of Office:**

1. representatives shall serve a two-year term, with all terms for all representatives commencing simultaneously in the fall semester of odd numbered years.
2. no member of the SENATE may serve more than two consecutive terms on the Executive Committee of the SENATE.

**SECTION 3. RESPONSIBILITIES:**

It shall be the responsibility of all duly elected Executive Committee Representatives to serve the membership of the SENATE as their agents, in the formulation of recommendations of academic policy and procedure to the President of the Academy.

**SECTION 4. FILLING OF VACANCIES:**

Should a representative be either unwilling or unable to complete his or her two-year term, a successor shall be elected by the SENATE through a general election supervised by the Secretary of the SENATE or its designate. In a timely fashion, the Secretary shall prepare a ballot of all SENATE members willing to serve. The candidate receiving the most votes shall fill out the remainder of the vacated term. Balloting sufficient to uniquely identify the replacement representative shall occur. Only those receiving both the largest number and an equivalent number of votes shall be included in ballots beyond the first ballot.

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**SECTION 5. MEETINGS:**

A. The Chair of the ACADEMIC SENATE shall call a meeting of the Executive Committee at least once in every month of both the fall and spring terms of the academic year. At the last meeting of the Executive Committee during each spring term, the outgoing Chair of the SENATE shall pass the archives of the SENATE on to the Chair-Elect for the upcoming academic year. Additional Executive Committee meetings may be called at the discretion of the SENATE Chair.

B. Quorum:

A quorum shall exist whenever no less than 50% of Executive Committee members eligible to vote are present.

C. Executive Sessions:

The Chair of the Executive Committee and the other voting members of the Executive Committee may hold executive sessions to discuss and act upon administrative personnel matters that affect the members of the SENATE. Under circumstances that permit no delay, the Executive Committee may become a part of a search committee created for the purpose of filling a vacancy in the Academy administration. The subject of any matter attended to in executive session shall be reported in the minutes of the Executive Committee.

**ARTICLE 6**

**COMMITTEES**

**SECTION 1. STANDING COMMITTEES:**

A. Creation:

The impetus for the creation of all standing committees of the SENATE shall derive from (a) the recommendation of the President of the California Maritime Academy, (b) the Executive Committee of the SENATE, or (c) majority vote of the SENATE at general meetings of the SENATE.

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**B. Membership:**

**1. Standing committees:**

The make-up of all standing committees of the SENATE shall be determined by the direct cooperative efforts of the President of the Academy and the Executive Committee. A voting member of the SENATE's Executive Committee or the Executive Committee's designate shall represent the SENATE on all standing committees.

**2. Ad hoc committees:**

Ad hoc committees shall be formulated by the Executive Committee with input from the President of the Academy as required; an Executive Committee member or the Committee's designate shall represent the Committee on all ad hoc committees.

**C. Rules of Procedure:**

1. The Chair of any ACADEMIC SENATE standing committee shall serve as the official archivist for that committee. He/She shall maintain the permanent records of the committee that shall include both statements of policy and procedures and the documented work product for that committee.
2. The policies and procedures governing the work process of all standing committees shall be promulgated by the chairs of the standing committees in consultation with the Policy Committee of the SENATE, and will be subject to review and approval by the Executive Committee of the ACADEMIC SENATE, and the President of the California Maritime Academy.

The Chair of any standing committee for which statements of policy and procedures do not exist is specifically charged with the responsibility of promulgation thereto.

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SECTION 2. LIST OF COMMITTEES:

The following standing committees shall constitute permanent elements of the Academic Senate:

- A. The Curriculum Committee, with the following membership:
1. a representative from each academic department, selected by that department;
  2. the Vice-President for Academic Affairs (or his/her designate);
  3. the Academic Dean (non-voting, ex officio);
  4. a Library Professional selected by the Library Director.

The Chair of the Curriculum Committee shall be determined by an election conducted amongst the members of the committee. Representatives to the Curriculum Committee may be replaced at the discretion of the individual departments or entities represented on the committee.

The purpose of the Curriculum Committee is to assume primary responsibility for the makeup of all curricular programs of the Academy, ensuring that the needs of the institution as well as the needs of the students of the institution are served adequately. All modifications to the curriculum shall be processed through the curriculum committee in accord with the policies and procedures of the committee.

- B. The Faculty Development Committee and Professional Leave Committee, with the following membership:
1. a tenured faculty member from each department. Normally, this will be the elected, tenured Chair of each department. However, if none is available (e.g., in the event of a non-elected Chair appointed by the president, a non-tenured Chair, or in other extenuating circumstances), it will be a tenured faculty member of the department elected by the tenured/tenure track faculty of the department. If a department has no tenured faculty, it will not have a departmental representative.

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2. two tenured faculty elected at large by the tenured and tenure track faculty for three year terms. The terms will be staggered by one year.
3. Faculty Development Director or other designee of the Vice President for Academic Affairs. (non-voting)

At the beginning of each academic year, the Committee shall elect a Chair. All members are eligible to Chair the Committee.

The Faculty Development and Professional Leave Committee shall be charged with the following duties:

1. reviewing and making recommendations to the Vice President for Academic Affairs on the participation of faculty in professional development activities such as, but not limited to, conferences, workshops and seminars.
  2. evaluating proposals requesting funding for research, scholarship, and creative work by faculty.
  3. reviewing sabbatical leave applications and determining eligibility for sabbaticals. The recommendations ensuing from their review shall be submitted to the appropriate administrator.
  4. planning and promoting faculty development activities.
  5. seeking out and advocating for more faculty development resources and opportunities.
- C. The Appointment, Retention, Tenure and Promotion (ARTP) Committee, includes members as prescribed by current written Senate policy.

The Appointment, Retention, Tenure and Promotion Committee shall carry out peer review of faculty members as set forth in current senate policy. The annual work efforts of the ARTP Committee shall culminate in recommendations to the President regarding the retention, tenure and promotion of all who come under the purview of the ARTP policy during any given review cycle.

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D. The Cruise Coordination Committee:

1. The Cruise Coordination Committee includes the following membership:
  - a. Captain of the Training Ship, Chairman;
  - b. Chief Mate of the Training Ship;
  - c. Chief Engineer of the Training Ship;
  - d. Engineering Training Officer;
  - e. Deck Training Officer;
  - f. ACADEMIC SENATE Representative from each academic department;
  - g. Student Representative (selected by ASCMA).
2. The purpose of the Cruise Coordination Committee is to review and coordinate all elements of Academy process relating to the annual training cruise including but not limited to the following areas:
  - a. training plan;
  - b. cruise itinerary and schedules;
  - c. ship's organizational structure;
  - d. other ship movements;
  - e. academic course offerings.

E. The Library Committee: with the following membership:

1. Membership;
  - a. Academic Dean – Chairperson;

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- b. Liberal Arts Representative - Department of General Studies;
  - c. Math & Science Representative - Department of General Studies;
  - d. Marine Transportation Representative - Department of Maritime Management;
  - e. Business Representative - Department of Business Administration;
  - f. Marine Engineering Representative -Department of Engineering Technology;
  - g. Mechanical Engineering Representative -Department of Engineering;
  - h. Library Director (or his/her designate);
  - i. Midshipman Representative.
2. The purpose of the Library Committee is to ensure that the highest possible levels of both efficiency and integration are incorporated into the operation and utilization of the Academy library.
- F. The Judicial Committee:
- 1. The members of the Judicial Committee, including the Chair of the Committee, shall be appointed by the Executive Committee of the SENATE;
  - 2. The purpose of the Judicial Committee is to mediate, arbitrate or adjudicate all conflicts in interpretation of the CONSTITUTION or BY-LAWS of the ACADEMIC SENATE of the California Maritime Academy.

Additionally, the Judicial Committee has responsibility for overseeing recall elections involving members of the Executive Committee of the SENATE.

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G. Graduation Awards Committee:

1. Membership;
  - a. Academy Records Officer – Chairperson;
  - b. Academic Senate Representatives from each academic department, nominated by each department, respectively;
  - c. Director of Athletics;
  - d. Student Service Professional, designated by the Executive Committee of the SENATE.
2. The purpose of the Graduation Awards Committee is to affect the selection of midshipman to be given awards at the Academy graduation exercises.

H. Committee for Policy, Procedure, and Position Statements (Policy Committee):

1. Members of the Policy Committee shall be appointed for two-year terms by the Executive Committee of the ACADEMIC SENATE;
2. The Chair of the Policy Committee shall be designated by the Executive Committee;
3. All appointments to the Policy Committee shall be made with due consideration of the diversity of interests to be served within the membership of the SENATE;
4. It shall be the responsibility of this committee to develop statements of position, policy, and procedure for application in those areas of concern to the ACADEMIC SENATE, arising out of its role under shared governance within the California State University. The committee's direct efforts shall extend to those areas of ACADEMIC SENATE involvement that do not fall under the purview of any other standing committee of the ACADEMIC SENATE.

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All policies promulgated by the Policy Committee shall be presented to the Executive Committee for their consideration and, ultimately, for submission to the President for his approval;

5. It shall be the responsibility of the Policy Committee to review all statements of policy and procedure drafted by Chairs of standing committees for their respective committees. After review, these statements of policy and procedure shall be presented to the Executive Committee for their consideration and, ultimately, for submission to the President for his approval.

I. Budget Committee, with the following membership:

1. Vice-Chair, Executive Committee of the ACADEMIC Senate (Chair);
2. ACADEMIC SENATE representatives from all academic departments. Each academic department is responsible for nominating a member of their department to the Executive Committee of the SENATE for service on the Budget Committee.
3. ACADEMIC SENATE representative, Library. It is the responsibility of the Library Director to nominate the Library Professional to the Executive Committee for service on the Budget Committee.

The Budget Committee shall be responsible for all budget matters of the ACADEMIC SENATE.

J. Committee on Academic Integrity:

1. The members of the Committee on Academic Integrity, including the Chair of the Committee shall be appointed by the Executive Committee of the SENATE;
2. The Committee shall consist of three members, selected from the ranks of the full-time teaching faculty, and a student representative to be selected by the Office of Student Affairs;

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3. It shall be the responsibility of the Committee on Academic Integrity to evaluate the appropriateness of student, staff or faculty conduct which adversely impacts the integrity of the academic programs of the California Maritime Academy.
4. The purview of the Committee shall extend to, but not be limited to;
  - a. student originated requests for change-of-grade;
  - b. conduct by students, in their role as scholars, which fails to meet the ethical standards established by the SENATE;
  - c. conduct by faculty or staff, in their role as mentors and scholars, which fails to meet the ethical standards established by the SENATE.

**SECTION 2. AD HOC COMMITTEES.**

**A. Creation:**

Ad hoc committees shall be formed whenever the Executive Committee of the SENATE recognizes the necessity for committee process to fulfill its obligations to the SENATE and the Academy as granted to the SENATE under Article 1, Section 3. of its Constitution. A request for consideration regarding the formation of an ad hoc committee may be presented by any SENATE member either during a general meeting of the SENATE or, in writing, to the Executive Committee.

**B. Membership:**

The membership of all ad hoc committees shall be determined by the Executive Committee of the Academy in consultation with the President of the Academy. A minimum of one Executive Committee member or the Committee's designate shall serve on all ad hoc committees. The Chair of all ad hoc committees shall be selected by the Executive Committee or, at the discretion of the Executive Committee, by the membership of the ad hoc committee.

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C. Rules of Procedure:

The rules of procedure governing the work process of all ad hoc committees of the SENATE shall be determined by the Executive Committee of the SENATE or, at the discretion and subject to the approval of the Executive Committee, by the members of the ad hoc committee.

D. Reportage:

It shall be the responsibility of the Chair of all ad hoc committees to provide updates, at appropriate intervals, to the Vice-Chair of the SENATE, detailing the work-in-progress of the committee.

Additionally, it shall be the responsibility of the Chair of all ad hoc committees to prepare a summary report of their work efforts, to be delivered to the Chair of the SENATE upon completion of the projects, for which they were constituted.

**ARTICLE 7**

**STATE ACADEMIC SENATE**

**SECTION 1. ELECTIONS.**

The Executive Committee shall conduct an election to select the representative(s) to the Academic Senate of the California State University.

All tenured members of the SENATE are eligible to serve as representative(s) to the Academic Senate of the California State University.

**SECTION 2. TERM OF OFFICE.**

The representative(s) to the Academic Senate of the California State University shall serve a three-year term of office.

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**SECTION 3. DUTIES.**

- A. California Maritime Academy's Senators shall represent CMA as voting members of the California State University Academic Senate. They shall attend the CSU Academic Senate meetings, and perform functions delegated to them by that Senate.
- B. State Academic Senate representatives shall serve as non-voting members of the Executive Committee of the California Maritime Academy ACADEMIC SENATE and, in that capacity, report to the Executive Committee, all proceedings of the CSU Academic Senate.

**ARTICLE 8**

**AMENDMENT OF BY-LAWS**

**SECTION 1. AMENDMENTS:**

Proposed amendments to the By-laws (and appendages thereto) of the ACADEMIC SENATE of the California Maritime Academy shall be in accord with Article 1, Section 4. of the Constitution of the ACADEMIC SENATE.

**ARTICLE 9**

**PUBLICATION OF PROCEDURAL RULES**

**SECTION 1. PUBLICATION OF PROCEDURAL RULES:**

As rules of procedure governing the work process of (a) the ACADEMIC SENATE, (b) the Executive Committee of the SENATE or, (c) standing committees of the SENATE are established, they shall be appended to the By-laws of the Constitution of the SENATE, and published to all members of the SENATE.

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**SECTION 2. THE ARCHIVE FOR SENATE POLICY PROCEDURES AND  
RESOLUTIONS:**

As policies, procedures and resolutions are drafted relating to the work efforts of the Senate through its Executive Committee, its standing committees, or its ad hoc committees, they shall be included as appendages to the By-laws of the Senate by either of two mechanisms.

- A. In general, draft documents related to either (1) policies and procedures, or (2) statements of SENATE position in the form of resolutions, which deal with *issues related to terms and conditions of employment*, shall be presented for acceptance to the Senate as a whole. This shall be done by vote of the SENATE at any meeting of the SENATE where the requirements of a quorum have been satisfied, or by written ballot, sent to all SENATE members. A requirement of publication to the SENATE membership, no less than three days prior to any vote, must be satisfied.
- B. For draft documents of policy, procedure, or SENATE position, which are not related to terms and conditions of employment, a majority vote of the Executive Committee shall be required for document inclusion as an appendage to the SENATE By-laws.
- C. All documents of policy and procedure approved by either the Executive Committee of the SENATE or the SENATE as a whole shall then be forwarded to the President or his/her designate for Administrative approval. Once accepted by the President either by direct action, or through the action of his/her designate, the policy or procedure shall become an official element of the SENATE archive and/or By-laws of the SENATE.