



California State University, Sacramento  
Faculty Senate  
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Attachment B  
Faculty Senate Agenda  
March 25, 2010

# Memo

**Date:** March 2, 2010

**To:** CSUS Full-time FACULTY

**From:** Anthony Sheppard  
Faculty Senate Chair

A handwritten signature in black ink, appearing to read 'ASheppard'.

**Subject:** Call for Nominations for Senate Committee Chairs

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In the spring semester the Faculty Senate schedules two organizational meetings to nominate and elect officers for the coming academic year. At the first meeting, scheduled for March 25, 2010, nominations will be made for Chairs of the following committees:

Academic Policies Committee  
Curriculum Policies Committee  
Faculty Policies Committee  
General Education Policies / Graduation Requirements Policies Committee  
Graduate Studies Policies Committee

Members of each of these committees are charged with the task of nominating a candidate for Chair of their committee that will be forwarded to the Faculty Senate. Nomination of committee Chair by the committee shall be made by secret ballot. Nominations can also be made from the floor of the Senate or by petition. Floor nominations can be made at the meeting on March 25th. Nomination by petition requires that a petition be signed by ten (10) or more full-time faculty members and filed with the Faculty Senate Office on or before 2:00 P.M. Wednesday, March 17, 2010.

While additional nominations may be made from the floor or by petition, the committee nominations are deemed particularly important since, by virtue of their familiarity with the committee and its tasks, committee members are well suited to identify a most suitable candidate for the job. In addition, nominees should be aware of the chair's added responsibilities (see attachment). As a member of the Senate's leadership team, each chair serves as a member of the Senate and the Senate's Executive Committee. The Senate meets at least once a month on Thursdays from 3:00 to 5:00. The Executive Committee meets weekly on Tuesdays from 3:00 to 5:00.

The elections will be held at the second organizational meeting on April 8, 2010. If you have questions or would like a blank petition form, please call 8-6593 or send an e-mail to [cjohnson@csus.edu](mailto:cjohnson@csus.edu).

The meeting times for each of the committees as well as a description of the role and responsibilities of committee chairs are provided on the next page.

## MEETING TIMES OF THE COMMITTEES:

Faculty Senate Executive Committee	Tuesdays, 3:00-5:00 PM
Faculty Senate	Thursdays, 3:00-5:00 PM
Academic Policies Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Fridays, 2:00-3:30 PM
Curriculum Policies Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays, 1:30-2:50 PM
Faculty Policies Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays, 1:00-2:30 PM
General Education Policies/ Graduation Requirements Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Mondays, 3:00-4:30 PM
Graduate Studies Policies Committee	2 <sup>nd</sup> and 4 <sup>th</sup> Thursdays, 8:30-10:00 AM

## ROLE AND RESPONSIBILITIES

In addition to serving as Chair of their respective committee, the Chair is a voting member of each of the following:

- Faculty Senate, as an at-large member
- Faculty Senate Executive Committee

The Chair's responsibilities include the following:

- To carry out the committee's charge as articulated by the Executive Committee
- To initiate and see to the preparation of committee correspondence
- To see to the preparation of working drafts/proposals for discussion by the committee
- To see to the preparation of final policy recommendations
- To establish committee priorities

In addition, the Chair is responsible for planning and managing committee meetings. These responsibilities include the following:

- To prepare agendas in advance of the meeting
- To convene committee meetings
- To facilitate and frame committee discussions
- To identify and convene ad-hoc committees and task forces established by the committee
- To provide specific charges to all ad-hoc committees and task forces

All nominees for committee Chair should be willing and able to fulfill these responsibilities. Feel free to contact the Faculty Senate office (8-6593) if you have any questions.

AGS:cj