SACRAMENTO STATE
Faculty Senate

Center for Teaching, Learning, and Faculty Success
Advisory Board Standing Rules

The Center for Teaching, Learning, and Faculty Success Advisory Board (CTLFS) is a committee of the Faculty Senate. It guides the Center for Teaching, Learning and Faculty Success to help accomplish its mission.

Charge:

A. Advises the CTLFS about the direction of its mission and its annual programming.
B. Promotes CTLFS programming to faculty and academic departments.
C. Support the CTLFS in designing and conducting faculty needs assessments.
D. Use needs assessment data to advocate for resources and provide recommendations on the focus and direction of professional development programming for faculty.
E. Supports or creates teaching and learning programming and/or resources as needed by the CTLFS.
F. Provides an annual report to the Faculty Senate,

Membership

A. **Voting Members:**
Nine (9) faculty members: Members will be selected based on the primary qualifications that they be demonstrably interested in and willing to work toward faculty professional development. Membership recommendations should be diverse and inclusive.

The Faculty Senate Office coordinates the Call for Nominations for membership. The Advisory Board reviews nominations and recommends appointment of faculty members to the Faculty Senate.

B. **Non-Voting / Ex-Officio Members:**
1. Lead Center for Teaching, Learning, and Faculty Success representative
2. Faculty Policies Committee Chair or designee
3. Provost and Vice President for Academic Affairs or designee
4. Vice President and Chief Diversity Officer, or designee

Additional ex-officio membership may be recommended by the Committee, the Executive Committee or the President or designee.

C. **Term**
1. **Voting Members:** The term of appointment for faculty representatives shall be for three years, with the possibility of reappointment. Appointments will be staggered to ensure that approximately one-third of the faculty members are appointed each year.
2. **Non-Voting/Ex-Officio Members**: The term of the non-voting/ex-officio members will be one-year.

Officers

A. **Chair**

1. The Chair shall be elected from and be among the voting members of the Committee.
2. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the Spring semester in which elected to the Committee and shall end at noon on the last day of the Spring semester of the following year.
3. A faculty member may be elected to serve up to three consecutive terms of one year each as the Committee Chair. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee.
4. The Chair is responsible for establishing the agenda for each meeting.

B. Vice Chair

1. At its first meeting of the academic year, the Committee shall elect from its voting members a Vice-Chair.
2. The term of office of the Vice-Chair shall be one academic year. The term shall begin upon election of the Vice-Chair at the first committee meeting of the year and shall end at noon on the last day of the Spring semester of the academic year.
3. The Vice-Chair shall preside over the routine business of the Committee in the absence of the Committee Chair or should the office of the Committee Chair become vacant, until the election of a new Committee Chair.

Operations

A. The Committee shall be a committee of the Faculty Senate, reporting to the Executive Committee.
B. Issues addressed by the Committee may be referred by the Executive Committee to any of the Standing Policy Committees of the Faculty Senate.
C. Any of the Standing Policy Committees of the Faculty Senate may refer issues to the Committee through the Executive Committee.

Committee Meetings

A. The Committee shall meet monthly or as needed at a designated time and place.
B. Committee meetings shall be open.
C. A quorum of the Committee shall be a majority of the voting members. The Committee shall not take official action in the absence of a quorum.
D. The meeting agenda and supporting documentation shall be distributed to Committee members at least 72 hours prior to the meeting.
E. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
F. A quorum for all committees/subcommittees exist only if a majority (more than 50%) of the filled seats of the voting membership are present.

Adoption of Standing Rules

- FS 26/27-14/CTL/EX: Adopted October 1, 2026
- FS 20/21-155/CTL/EX: Adopted May 6, 2021
- FS 04-51/AITC: Adopted September 23, 2004
- FS 02-81/EX: Adopted December 12, 2002