



DATE: April 24, 2023
FROM: Kris. Bezdecny, Chair, Academic Senate
TO: Academic Senate Executive Committee
CC: R. Roquemoire
SUBJECT: Proposed Policy Modification: Committee Vacancies, Faculty Handbook, Chapter II

This policy has not been updated since Quarter-to-Semester conversion. The changes reflect the change in the academic term pattern (semesters) now used at Cal State LA.

The Senate Executive committee recommends the following changes:

- Lines 3 and 7: Removes the phrase “or quarter off” as taking a term off is a form of leave.
- Lines 3, 4, 10, 12, 13-14: Replaces “quarter” with “semester” based on our current academic term pattern.

1 **Committee Vacancies**

2 (Senate: 6/1/67, 1/7/75; President: 8/25/67, 1/9/75; Editorial Amendment: 9/03)

3 Faculty members on leave or quarter off for one or more quarters SEMESTERS will normally not serve on
4 committees, and must notify the committee chair at the beginning of the quarter SEMESTER preceding the
5 absence. If a faculty member is available and willing to serve and if there are extraordinary circumstances,
6 such as membership on a selection committee, which make the faculty member's attendance highly desirable,
7 a faculty member may serve while on leave or quarter off. If a faculty member so serves on a committee in a
8 position in which assigned time normally would be received, assigned time will not be granted nor will the
9 faculty member accrue assigned time for subsequent use.

10 In the absence of a member of the Nominations Committee for a quarter SEMESTER, the Executive
11 Committee of the Academic Senate shall appoint a temporary replacement. If a member is to be absent for
12 more than one quarter SEMESTER, the Senate shall elect a temporary replacement.

13 The chair of a standing committee should announce to the committee as early as possible which quarter
14 SEMESTER will be spent on leave or vacation, so that the committee can provide for appropriate continuity in
15 committee leadership (e.g., acting chair or vice chair).