Description of SF State Academic Senate Structure

Executive Committee
The Executive Committee (ExCom) of the Academic Senate consists of three officers, two at-large members, three ASCSU representatives, and the five chairs of the Senate standing committees. The description of each is below. All ExCom members are elected annually by the Academic Senate. They constitute the leadership of the Senate, and work with the university’s senior administrators to address the campus’s needs.

ExCom meets each Tuesday from 12-2, approximately once a month for a breakfast meeting with the President and Provost, and for retreats at the start of each semester and the end of the spring semester. The Senate plenary sessions are held approximately bi-weekly on Tuesdays, and alternate with meetings of the standing committees. Both start at 2:10 and end between 4 p.m. and 5 p.m.

Officers of the Academic Senate
Chair
The Chair of the Academic Senate receives a 1.0 release from teaching for the year in which they are Chair. Their main responsibility is to organize and run the bi-weekly Senate plenary sessions as well as the weekly Executive Committee meetings. The Chair constructs the agenda for both ExCom and plenary meetings in consultation with the other members of ExCom and ensures that materials are posted in a timely manner. The Chair attends a large number of regularly and non-regularly scheduled meetings both on and off campus as they are expected to serve as the voice of the Faculty. Notes on these meetings are expected to be posted for current and future reference by ExCom. The Chair helps facilitate consultation with ExCom and the Senate at large.

Vice Chair
The Vice Chair of the Academic Senate receives a 0.2 release from teaching for the year in which they are Vice Chair. Their main responsibility is to keep track of the speaker’s list during ExCom and plenary meetings and provide advice to the Chair including, but not limited to, Senate procedures. The Vice Chair may be asked to act as the Chair’s designee at meetings. The Vice Chair serves on the organizing committee for the Faculty retreat in January.

Secretary
The Secretary of the Senate receives a 0.2 release from teaching for the year in which they are Secretary. The Secretary takes minutes at ExCom meetings and at Senate plenary sessions. The Secretary is also responsible for submitting action items to the Senate office for publication in Campus Memo. The Secretary chairs the Committee on Committees which reports on the actions of the standing committees and sub-committees of the Senate.

At-large members of the Executive Committee
There are two at-large members of the Senate Executive Committee. They attend ExCom and plenary meetings, but their additional duties are determined in consultation with the officers. These may include serving on a standing committee, organizing and serving on search committees, or other duties as needed. They do not receive release time for their service.

Chairs of Senate Standing Committees
The five chairs of the standing committees attend all ExCom meetings, the plenary sessions, and bi-weekly meetings of their standing committee. They develop the agendas for their committees in consultation with ExCom. They receive a 0.2 release for the year in which they are chair. More information on the charge of each committee can be found at http://senate.sfsu.edu/content/committee-information-landing.

Chairs of some standing committees have ex officio positions on sub-committees of the Senate, although they are welcome to identify a designee to attend in their stead.
Academic Policies Committee (APC)

Charge: APC shall study and evaluate existing educational policies and plans and may initiate recommendations for changes in them. No modifications in such plans or policies shall be implemented without the approval of this Committee.

Recent policies:
- #F18-279: First-Year Experience Committee  #S19-242: Academic Calendar Policy
- #S17-275: Academic Probation and Disqualification  #S18-196: Withdrawal from Courses
- #F18-277: Standardized Time Blocks  #S19-264: Online Education

Curriculum Review and Approval Committee (CRAC)

Charge: The primary responsibility of the Curriculum Review and Approval Committee (CRAC) is to review and approve proposed curricular changes from departments (ensuring they meet University policies and practices) before they are submitted for full Senate approval. In addition, CRAC often develops curricular-related policies for the review of the full Academic Senate, like other committees.

Recent policies/Resolutions:
- #S18-280: Student Field Trip Policy  #S17-278: Student Internship Policy
- Various curriculum proposals including revision and creation of majors, minors, concentrations and certificates.

Faculty Affairs Committee (FAC)

Charge: The Faculty Affairs Committee (FAC) shall study and evaluate existing policies and may initiate recommendations for change in policies. Specific concerns include but are not limited to: hiring, retention, tenure and promotion; faculty evaluation; faculty professional development; professional ethics; consultative practices and policies concerning administrative appointments and selection of school/department chairs; affirmative action; and academic freedom.

Recent policies/Resolutions:
- #RS20-394: Faculty Workload Equity Task Force  #S19-158: Tenure Track Recruitment and Hiring
- #RS17-360: Tuition Remission for GTAs  #S19-241: Retention, Tenure and Promotion

Student Affairs Committee (SAC)

Charge: The responsibility of the Student Affairs Committee (SAC) is to define and recommend to the appropriate body institutional policy as it affects students, including but not limited to the following areas: student life services; advising and counseling; testing and student learning; Student Union; financial aid; foreign students and other special groups; health services; housing; student government; student conduct and student justice. SAC shall also concern itself with instructionally related University activities such as intercollegiate athletics, publications and Creative Arts productions.

Recent policies/Resolutions:
- #S19-246: Grade Appeals  #S18-282: Student Health Advisory Committee
- #RS20-395: Opposing Regulatory Changes to Title IX  #F19-282: Student Grievances

Strategic Issues Committee (SIC)

Charge: The Strategic Issues Committee (SIC) shall study and evaluate existing and proposed plans and policies concerning relations within San Francisco State University and between other entities external to the University.

Recent policies/action:
- #RS20-393: Implementation of SF City Parking Tax  #S18-180: Searches for SF State Administrators
- #RF17-363: Implementing Budget Transparency & the Budget Transparency Report
- #RS19-383: Increased Participation of Staff in Shared Governance and Service