

**EXECUTIVE COMMITTEE PROCEDURES FOR RECOMMENDATION
REGARDING ADOPTION OF SCHOOL (OR UNIT) CONSTITUTIONS
WITHIN CALIFORNIA STATE UNIVERSITY, FRESNO**

The following are guidelines for the Academic Senate Executive Committee in reviewing proposed school¹ constitutions, and/or amendments/revisions. The purpose of the review is to make a recommendation to the President regarding the adoption of a proposed constitution or revision.

BASIC CRITERIA FOR SCHOOL CONSTITUTIONS

School constitutions shall conform to university policies and law. A school constitution shall be approved by two-thirds of the full-time faculty of the school who cast a ballot or in accordance with a school's constitution or bylaws. Approval by the school dean and by the Provost and Vice President for Academic Affairs as well as ratification by the school faculty is required prior to submission to the Executive Committee of the Academic Senate with attached comments, if any, by the parties.²

Prior to reviewing a proposed constitution, and/or revisions, either initially or upon resubmission, the Executive Committee shall forward the proposed constitution, and/or revisions, to the Personnel Committee of the Academic Senate. The Personnel Committee shall review the proposal only in terms of its conformity to university policies and law. The Personnel Committee shall return the proposed constitution or revision to the Executive Committee within two weeks of the referral. The Personnel Committee shall include a statement of concerns, if any.

EXECUTIVE COMMITTEE PROCEDURES

1. After the completion of the Personnel Committee review, the Executive Committee shall give two weeks notice of its impending review and request comment by interested persons/parties.
2. The Executive Committee will recommend adoption to the President unless concerns raised at the Executive Committee meeting or by the Personnel Committee warrant further consideration by the approving parties.
3. If, in the opinion of the Executive Committee, serious concerns have been raised, the proposed school constitution or revisions shall be referred back to the approving parties for review and resubmission.

¹ "School" means school or other appropriate unit, such as Library.

² "Parties" means (1) the school faculty, (2) the school dean, and (3) Provost and Vice President for Academic Affairs.