

Shared Governance

PURPOSE	1
POLICY STATEMENT	2
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	2
REGULATIONS	3
1.0 GENERAL PRINCIPLES.....	3
2.0 STUDENT REPRESENTATIVES.....	3
2.1 <i>Selection of Student Representatives</i>	3
2.2 <i>Vacancies</i>	3
2.3 <i>Report to the Secretary of Academic Affairs</i>	4
2.4 <i>Termination</i>	4
3.0 RESPONSIBILITIES OF THE ASSOCIATED STUDENTS PRESIDENT	4
3.1 <i>Shared Governance Retreat</i>	4
3.2 <i>Open Forum</i>	4
4.0 RESPONSIBILITIES OF THE BOARD OF DIRECTORS/SENATE	4
5.0 CAMPUS PARTICIPATION IN ASI GOVERNANCE.....	5
5.1 <i>Role of Faculty, Staff and Administrators</i>	5
5.2 <i>Release Time</i>	5
5.2.1 ASI Staff	5
5.2.2 Faculty	5
FORMS	6

Purpose

Associated Students, Incorporated is committed to advocating students' needs and representing their voices to the University and its community. Over the years, California State University, Long Beach has established a great tradition of shared governance, and almost all levels of the university call for some form of student representation. In order to ensure ASI's participation in this practice and its legitimate expression of the student voice, ASI must fully commit itself to its responsibilities as a part of the shared community and to the following principles:

- All members of the campus community – faculty, staff, administration, and students – have a right and a responsibility to participate in the governance process
- Members of the campus community must have open, equitable, timely access to all information pertinent to issues and decisions under consideration

- Decision-making must include open, equitable, timely and fully informed communication and dialogue that is accessible to all members of the campus community
- Procedures and processes must be in place to protect all interests against the misuse of power
- Administrators are accountable for making decisions and the process through which they make those decisions must be clearly established in consultation with the appropriate governance structure
- A system of checks and balances must exist in order to protect the legitimate and necessary roles within the campus community
- The principles of shared governance must be implemented at every level of the decision-making, i.e. program, department, center, and college

This policy is intended to uphold our commitment to student advocacy, to demonstrate our commitment by modeling shared governance, to provide necessary resources for adequate representation, and to ensure that other university entities are included in the shared governance of ASI.

Policy Statement

It is the policy of the Associated Students, Incorporated to commit itself to fulfilling the students' responsibility for participation in the shared governance in the university's decision making process. ASI shall provide adequate resources, efforts, and accountability to ensure that the interests of students are properly presented and considered by those who make decisions for the University. Furthermore, it is the policy of the Associated Students, Incorporated to invite and encourage other members of the university community, including ASI staff, to participate in the shared governance of ASI.

Who Should Know This Policy

- | | | |
|--|--|---|
| <input type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel | <input checked="" type="checkbox"/> Program Advisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Supervisors | <input checked="" type="checkbox"/> Volunteers | |

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Faculty representative	A practicing member of the CSULB instructional faculty who has been duly appointed or elected as a representative of the faculty to a committee, council, or board.
Release time	Dedicated time away from teaching responsibilities granted by the institution to faculty for mentoring or research activities.

Term	Definition
Shared governance	The sharing of responsibility by faculty, administration, staff, and students for making decisions about institutional mission, policies, and budget priorities. It does not extend to management decisions carried out under policy guidelines. Under shared governance, each party endeavors to think in terms of the good of the institution as a whole and to work to reach agreement with the other parties before making decisions
Student representative	A regularly admitted and enrolled CSULB student who has been duly elected or appointed as a representative of the student body to a committee, council, or board

Regulations

1.0 General Principles

ASI affirms its commitment to the following principles of shared governance:

- Active participation through proper recruitment, selection and training of student representatives
- Effective communication between ASI and university leadership
- Commitment of the Board of Directors to the effective representation and expression of all students' voices
- Active involvement of the campus community in the governance of Associated Students, Incorporated

2.0 Student Representatives

Student representatives to academic and university committees, councils, or boards of California State University, Long Beach shall serve at the pleasure of the Associated Students and shall be responsible for providing reports to the Secretary for Academic Affairs.

2.1 Selection of Student Representatives

Unless otherwise specified by the governing documents of the respective committee, council, or board, the ASI President shall have authority to appoint all student representatives to any committee, council, or board of California State University, Long Beach that requires student representation. All such appointments shall be subject to Senate confirmation, except as provided below.

If by the first day of the fall academic semester the Board of Directors/Senate fails to confirm an individual appointed by the ASI President to an academic or university committee, council, or board, the President of the Associated Students shall assume full authority for recruiting and appointing individual(s) to those committees, councils, or boards.

2.2 Vacancies

Whenever a vacancy occurs in these seats, the President shall appoint an individual to serve the remainder of the term.

2.3 Report to the Secretary of Academic Affairs

It shall be a duty of each student representative to provide a written report to the Secretary of Academic Affairs within seven (7) school days after attending a meeting of the respective committee, council, or board.

2.4 Termination

If the ASI President finds that a student representative is not fulfilling his/her duties as a member of committee, council, or board to the satisfaction of the Associated Students, the student may be removed from office.

3.0 Responsibilities of the Associated Students President

The President of the Associated Students or his/her duly appointed designee shall be responsible for the following:

- Informing the Board of Directors/Senate of any issue that he or she determines appropriate for Associated Students consultation
- Requesting, at his/her discretion, or at the request by the Board of Directors/Senate or its appropriate subcommittee, information and/or consultation on issue(s) of students' interests from the university or its appropriate body
- Carrying a response for consultation to the University or its appropriate body in accordance with the act of the Board of Directors/Senate or to his/her judgment in absence of such act
- Providing an up-to-date list of student representatives and vacancies and maintaining day-to-day communication with those delegates

3.1 Shared Governance Retreat

The President of the Associated Students or his/her duly appointed designee shall organize a "Shared Governance Retreat" by the end of third week of the Fall academic semester. The retreat shall provide orientation to student representatives to familiarize them with their roles and the concept of shared governance in the university.

3.2 Open Forum

The President or his/her duly appointed designee shall organize open forum(s) on issue(s) initiated by student representative(s) or, where deemed appropriate, on issues related to the search or review of academic and non-academic administrators.

4.0 Responsibilities of the Board of Directors/Senate

It shall be the responsibility of the Board of Directors/Senate to provide in a timely manner direction to the President of the Associated Students, or his/her duly appointed designee, in response to any request for consultation by the University or any of its appropriate bodies.

5.0 Campus Participation in ASI Governance

All members of the CSULB campus community, including ASI employees, shall have a right and a responsibility to participate in the governance of ASI. Furthermore, the right and responsibility of ASI employees to be part of shared governance at the campus level and the corporate level shall be communicated to all ASI staff.

5.1 Role of Faculty, Staff and Administrators

ASI shall make every effort to include CSULB faculty, CSULB staff, ASI staff, and university administrators in the composition of its governing boards, councils, and committees. With respect to staff, every effort shall be made to include representatives of both CSULB and ASI, exclusive of those CSULB and ASI administrators who serve in ex-officio capacities.

Unless otherwise stated in the Bylaws of the Associated Students, faculty and staff representatives and university administrators or their designees that serve as ex-officio members of boards or committees of the Associated Students shall carry the same rights and privileges as student members.

Unless otherwise stated in the Bylaws of the Associated Students, faculty and staff representatives shall serve a term of two (2) years.

5.2 Release Time

5.2.1 ASI Staff

ASI management must create an environment which supports that participation of those under their supervision in the shared governance of both the campus and ASI. Each person who wishes to participate as a representative on any of CSULB's or ASI's governing bodies must be provided the opportunity to do so. Accommodations in work schedules shall be made for any ASI staff duly elected or appointed to any of the university's governing bodies. All such accommodations shall be documented and filed with the ASI Human Resources Office.

5.2.2 Faculty

Associated Students may reimburse the university for up to three (3) units of release time for members of the faculty who serve on following boards and committees of the Associated Students as a duly chosen representative of the faculty .

- Board of Directors/Senate
- Board of Control
- Associated Students Judiciary
- Elections Committee (during Spring semester)

Faculty members who choose to receive release time for their services to the Associated Students shall dedicate a minimum of three (3) hours per week for the purpose of consultation with his/her constituency or members of the board, council, or committee on which they serve. This time shall be in addition to any time spent in scheduled meetings of the board, council, or committee.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Application for Student Government	To apply for appointment to a non-elected position within Student Government	Government Operations Office	N/A	By 5:00 p.m. on the day of the published application deadline