California Health Sciences University

UNIVERSITY

ACADEMIC SENATE POLICY

PURPOSE

The purpose of this policy is to establish the structure, role, and operational framework of the **California Health Sciences University Academic Senate** as a university-level faculty advisory body.

The Academic Senate provides a structured mechanism for faculty consultation, communication, and recommendations on academic matters affecting the University across its colleges and academic units.

This policy supports:

- Academic quality and integrity
- Cross-college academic collaboration within the University
- Faculty consultation on university-level academic initiatives
- Continuous improvement of teaching, learning, and assessment
- Institutional effectiveness and accreditation expectations

The Academic Senate functions in an **advisory capacity only**. Final authority for institutional decisions remains with the President, senior administration, and Board of Trustees.

SCOPE

This policy applies to the **University Academic Senate** and its relationship with faculty governance structures and the University administration across California Health Sciences University.

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The Academic Senate is a **university-level body** comprised of faculty representation from multiple colleges and academic units of CHSU.

The policy applies to interaction among the following faculty governance structures:

1. **Faculty Assemblies** – broad faculty forums at the program or college level
2. **Faculty Councils** – representative faculty bodies at the college level
3. **Academic Senate** – university-level advisory faculty body

POLICY STATEMENT

CHSU recognizes the importance of meaningful faculty participation in academic matters through structured consultation and communication processes.

The Academic Senate exists to provide faculty perspectives and recommendations regarding university-level academic matters that may:

- affect multiple colleges or academic units;
- require cross-college academic coordination;
- influence institutional academic quality, assessment, or educational effectiveness; or
- benefit from university-wide faculty consultation.

The Academic Senate shall operate according to the following principles:

A. **Faculty Consultation**

Faculty expertise contributes to academic quality, educational effectiveness, and institutional improvement.

B. **Advisory Participation**

The Academic Senate serves as an advisory body and does not possess governing, managerial, operational, or administrative authority.

C. **Collaboration and Communication**

The Academic Senate provides a mechanism for communication and collaboration among faculty, academic leadership, and institutional administration.

D. **Data-Informed Academic Review**

Recommendations should be informed by academic evidence, assessment results, accreditation expectations, institutional priorities, and student success considerations.

E. **Respect for Institutional Roles**

The President, administration, and Board of Trustees retain final institutional authority.

F. **University Academic Senate Structure and Role**

1. **University-Level Academic Senate**
    i. The Academic Senate is established as a **university-level faculty advisory body** representing faculty perspectives across CHSU's colleges.

    ii. The Senate may include representatives from multiple colleges and academic units, consistent with the requirements of the Members of the CHSU Academic Senate and Bylaws of CHSU Academic Senate documents.

    iii. The Academic Senate primarily focuses on **university-level academic matters** rather than college operational matters.

2. **Role and Functions**

The Academic Senate may review, discuss, and provide recommendations regarding university-level academic matters including, but not limited to:

i. university-wide academic standards and educational quality;
ii. curriculum matters with cross-college or university-wide implications;

iii. development, revision, or review of institutional academic frameworks;
iv. Institutional Learning Outcomes (ILOs) and related assessment approaches;
v. university-level academic assessment initiatives;
vi. academic policy proposals referred for faculty consultation;
vii. student academic success initiatives with institution-wide academic relevance;
viii. University accreditation-related academic matters requiring faculty input;
ix. other academic issues referred by the President, Provost, or senior academic leadership.

The Academic Senate may also serve as a forum for discussing academic initiatives and facilitating communication among colleges and university leadership.

G. **Workflow and Communication Pathway**

CHSU utilizes a structured communication and recommendation pathway among faculty bodies.

Faculty Assembly → Faculty Council → Academic Senate → Administration

This diagram depicts the communication and consultation pathway among different faculty bodies. It does not depict a reporting hierarchy or change the role or authority for any of these entities.

H. **Faculty Assemblies**

Faculty Assemblies serve as broad faculty engagement forums at the program or college level.

Assemblies may:

1. discuss academic issues and priorities;
2. provide faculty feedback;

3. identify opportunities for improvement;
4. generate recommendations for further review.

I. Faculty Councils

Faculty Councils serve as representative faculty bodies at the college level.

Councils may:

1. review issues emerging from Faculty Assemblies;
2. refine, prioritize, or develop recommendations;
3. provide college-level academic consultation;
4. determine whether matters under discussion are sufficiently impactful on other colleges or at a university-wide level to warrant further discussion at the Academic Senate. (Other entities may direct issues for review by the Academic Senate. The Faculty Council is not the sole gatekeeper).
5. The Faculty Councils serve in an advisory role to the Dean and not to the Academic Senate.

J. Academic Senate

The Academic Senate reviews matters that:

1. have university-level academic significance;
2. involve multiple colleges or academic units;
3. require cross-college coordination;
4. involve institutional academic frameworks or university-wide academic initiatives.

Such issues may be referred to the Academic Senate for review or the Academic Senate may identify agenda items for discussion provided that such matters fall within its scope of authority. Following review and discussion, the Academic Senate may provide recommendations to senior academic leadership.

K. **Administrative Consideration**

Recommendations of the Academic Senate shall be forwarded to the President, Provost, or appropriate administrative leadership for consideration.

Recommendations are **advisory and non-binding** unless formally adopted and approved by the President through institutional processes.

L. **Relationship to Institutional Decision-Making**

The Academic Senate serves in a consultative and advisory role.

The Senate

1. does not exercise decision-making authority over institutional operations;
2. does not establish binding institutional policy;
3. does not provide directives for college specific initiatives;
4. does not oversee personnel, employment, financial, or labor matters;
5. does not engage in collective bargaining activities.

The Senate's role is to provide structured faculty input and recommendations on appropriate University wide academic matters.

Institutional leadership may consider Senate recommendations within broader institutional planning and decision-making processes.

M. **Alignment with Institutional Effectiveness and Accreditation**

The Academic Senate supports institutional effectiveness by contributing faculty perspectives to appropriate academic processes.

Activities may include participation in:

1. review of university-level academic outcomes and assessment initiatives;
2. Institutional Learning Outcome review or modification efforts;
3. academic components of University accreditation self-studies, monitoring reports, and substantive change activities;

4. Participation shall occur within the Senate's advisory role and in coordination with institutional leadership.

N. **Operational Documents**

Additional operational details shall be addressed in supporting Academic Senate documents, including:

1. Academic Senate Bylaws
2. Membership Structure and Selection Procedures
3. Duties and Responsibilities
4. Meeting Procedures and Operational Guidelines

O. **Review and Revision**

This policy shall be reviewed following the first full academic year of the Academic Senate's operation. Thereafter, institutional leadership and the Academic Senate will review this policy at least once every three years to ensure that the function of the Academic Senate continues to be aligned with:

1. institutional mission;
2. academic priorities;
3. accreditation expectations; and
4. organizational effectiveness.

Revisions to this Policy are subject to review by the Policy Development Committee, the University President and other applicable institutional approval processes.

P. **Effective Date**

This policy becomes effective upon approval by the President of California Health Sciences University and remains in effect until revised or rescinded.

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RESPONSIBILITIES

A. The President and Provost are responsible for this policy.

HISTORY (R*)

Approval Date:

10/26/2026

Revision Date(s):

10/1/2026

Reviewed Date(s):

10/14/2026

RACI –

R: President / Provost

A: Chief Academic Officer / Provost; Academic Senate Chair

C: College Deans, Faculty Councils, Faculty Assemblies, Legal

I: CHSU Community

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BYLAWS OF CHSU ACADEMIC SENATE

Article I – Name and Role

Section 1. Name

The name of this body shall be the **Academic Senate of California Health Sciences University ("Academic Senate" or "Senate").**

Section 2. Role

The Academic Senate is established as a **university-level faculty advisory body** to provide structured faculty consultation and recommendations on academic matters affecting California Health Sciences University.

The Academic Senate operates in an **advisory capacity only**.
Final institutional authority remains with the President, the administration, or Board of Trustees (as appropriate).

Section 3. Scope of Engagement

The Academic Senate focuses primarily on **university-level academic matters**, particularly matters involving:

- multiple colleges or academic units;
- university-wide academic initiatives;
- institutional academic frameworks;
- cross-college academic coordination;
- institutional learning, assessment, and academic quality initiatives.

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Article II – Purpose and Responsibilities

Section 1. Purpose

The purpose of the Academic Senate is to:

- provide faculty consultation on university-level academic matters;
- support academic quality, educational effectiveness, and student learning;
- facilitate communication among colleges and academic leadership;
- provide faculty perspectives on institutional academic initiatives;
- support continuous improvement and accreditation-related academic activities.

Section 2. Responsibilities

Consistent with its advisory role, the Academic Senate may review and provide recommendations regarding:

- university-level curriculum initiatives and academic frameworks;
- Institutional Learning Outcomes (ILOs) and related assessment approaches;
- academic standards and educational quality matters with university-wide relevance;
- academic policy proposals referred for faculty consultation;
- institutional assessment and student learning initiatives;
- accreditation-related academic matters requiring faculty input;
- academic matters referred to the Senate by the President, Provost, or senior academic leadership; provided, however, the Senate may not review or discuss specific students' academic records

The Senate's responsibilities are consultative and do not confer decision-making authority.

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Article III – Membership

Section 1. Composition

The Academic Senate shall be composed primarily of faculty representatives from multiple colleges and academic units across California Health Sciences University.

Membership structure shall be defined in the separate **Academic Senate Membership Document**.

The Senate may include:

- elected or designated faculty representatives from participating colleges or academic units;
- ex officio administrative representatives, as appropriate.

Section 2. Voting Status

Faculty representatives shall normally serve as voting members.

Administrative representatives serving ex officio shall be non-voting unless otherwise designated by majority vote of the regular members.

Section 3. Terms

Terms of service, eligibility requirements, vacancies, and appointment or election procedures shall be governed by the separate Members of the CHSU Academic Senate document.

Article IV – Officers

Section 1. Officers

The officers of the Academic Senate shall include:

- Chair
- Vice Chair
- Secretary

Section 2. Election and Terms

Officers shall be elected by voting members of the Academic Senate.

Individuals who are officers of a faculty assembly or faculty council are not eligible for service as the Academic Senate Chair.

Officers shall serve one-year terms and are eligible for re-election for one additional one-year term. In the event an Officer position shall become vacant before the end of the term, the vacancy shall be filled by election of the voting members.

Section 3. Duties

Chair

The Chair shall:

- preside over Senate meetings;
- coordinate meeting agendas;
- facilitate communication between the Senate and academic leadership;
- represent Senate recommendations, discussions, and activities as appropriate.

Vice Chair

The Vice Chair shall:

- support the Chair;
- preside over the Senate in the Chair's absence;
- perform duties delegated by the Chair or Senate.

Secretary

The Secretary shall:

- maintain Senate records and meeting minutes;
- document Senate recommendations and actions;
- support institutional documentation as appropriate.

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Article V – Meetings

Section 1. Regular Meetings

The Academic Senate shall meet regularly during the academic year.

The Senate shall ordinarily meet at least once a semester, unless otherwise determined by the Senate or requested by the President or Provost.

Section 2. Special Meetings

Special meetings may be called by:

- the Chair;
- a majority of voting Senate members;
- the President or Provost.

Notice of special meetings must be circulated to all Senate members at least three days prior to the meeting date and the Notice must include a proposed agenda for the meeting and identify the date, time, and place that the Special meeting will occur.

Section 3. Quorum

The Senate may not conduct business unless a quorum is present. A quorum shall consist of a simple majority of voting members. Unless otherwise specified, members do not need to attend meetings in person and may vote virtually.

Section 4. Voting

Each voting member shall have one vote. The Chair will not vote except when necessary to break a tie vote.

Unless otherwise specified, approval of Senate recommendations requires a majority vote of voting members present.

Senate votes constitute **advisory recommendations** and do not create binding institutional actions.

Article VI – Workflow and Relationship with Faculty Bodies

The Academic Senate participates within CHSU's structured faculty communication pathway:

Faculty Assembly → Faculty Council → Academic Senate → Administration

Section 1. Faculty Assemblies

Faculty Assemblies provide broad faculty discussion and engagement opportunities at program or college levels.

Section 2. Faculty Councils

Faculty Councils review, refine, and prioritize academic issues arising at the college level and report to the Dean of their college.

Section 3. Academic Senate

The Academic Senate reviews matters elevated through institutional channels when issues:

- possess university-level academic significance;
- involve multiple colleges;
- require institutional academic coordination; or
- warrant university-wide faculty consultation.

Section 4. Administrative Consideration

Academic Senate recommendations shall be communicated to appropriate institutional leadership for review and consideration.

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Article VII – Committees and Task Forces

Section 1. Task Forces

The Academic Senate may establish, by majority vote of its members, such task forces as it believes are needed to support its advisory academic functions.

Examples may include:

- Curriculum task force
- Assessment and Learning Outcomes task force
- Academic Policy task force

Section 2. Ad Hoc Committees

Ad hoc committees may be formed by majority vote of the Senate to address specific academic issues, projects, or initiatives.

Section 3. Committee and Task Force Membership

Committee and Task Force membership should primarily include faculty participation. Membership on the Academic Senate's committees and task forces and designation of committee and task force chairs will be determined by the Academic Senate Chair in consultation with the Vice Chair.

Administrative representatives may be appointed to the Senate's Committees and Task Forces in advisory (i.e., non-voting) capacities when appropriate.

Article VIII – Relationship to Administration

Section 1. Collaborationc

The Academic Senate shall work collaboratively with academic leadership to support institutional mission, educational quality, and student success.

Section 2. Administrative Response to Senate Recommendations

Institutional leadership may provide responses, feedback, or requests for additional consultation regarding Senate recommendations as appropriate.

Section 3. Limitations of Authority

The Academic Senate:

- does not possess operational, managerial, financial, or personnel authority;
- does not establish institutional policy independently;
- does not engage in employment, compensation, workload, or labor matters;
- does not participate in collective bargaining activities.

Article IX – Amendments

Section 1. Proposal

Amendments to these Bylaws may be proposed by:

- any Senate member;
- a Senate committee;
- the President or Provost.

Section 2. Approval

Amendment to these Bylaws requires:

- a two-thirds vote of the Academic Senate; and
- institutional approval by the President or through other applicable administrative processes designated by the President.

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Article X – Adoption

These bylaws become effective upon approval by the President of California Health Sciences University.

The bylaws shall remain in effect until amended or rescinded through approved institutional processes.

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MEMBERS OF THE CHSU ACADEMIC SENATE

1. Composition

The Academic Senate shall function as a **university-level faculty advisory body** comprised primarily of faculty representatives from multiple colleges and academic units of California Health Sciences University.

The membership structure is intended to support **cross-college faculty consultation and communication on university-level academic matters**.

Membership may include:

- faculty representatives from participating colleges, schools, programs, or academic units;
- ex officio administrative representatives, as appropriate.

The specific number and distribution of representatives shall be determined as described in Section 4 below and ratified by the University President based on consideration of the need to promote effective operation of the Senate while allowing for–balanced faculty representation across participating academic units.

2. Faculty Representation

Faculty membership should reflect the university-wide nature of the Academic Senate.
Representation may include faculty from:

- College of Osteopathic Medicine (COM)
- College of Biosciences and Health Professions (CBHP)
- other colleges, schools, programs, or academic units as applicable

Representation should support meaningful faculty participation across the institution while maintaining a manageable and effective Senate structure.

3. Eligibility for Faculty Membership

Faculty members eligible to serve on the Academic Senate shall ordinarily:

- hold a current full-time faculty or instructional appointment;
- at least two years employment at the University as full-time faculty;
- be in good standing with the University;
- demonstrate commitment to academic quality, educational effectiveness, and institutional mission;
- satisfy any additional eligibility criteria established through approved institutional procedures.

For purposes of appointment to the Academic Senate, Faculty members who hold positions as Department Chairs or administrative appointments (e.g., assistant dean, associate dean) are considered to be administrative and not eligible for appointment to voting positions. The University may establish reasonable eligibility requirements to support effective operation of the Academic Senate.

4. Selection and Appointment

The Chair of the Faculty Council for each college with a Faculty Council holds an automatic position on the Academic Senate.

Additional faculty representatives may be selected through election, designation, appointment, or other approved institutional processes.

Selection methods should support:

- balanced representation across participating colleges or academic units;
- university-level faculty participation;
- operational effectiveness of the Academic Senate.

Participating colleges may utilize Faculty Assemblies, Faculty Councils, or other established processes to identify or recommend representatives, as appropriate.

The President or Provost may designate non-voting, ex officio members or appoint additional non-voting participants when necessary to support university-level academic initiatives, institutional effectiveness activities, or accreditation-related consultation. Such appointments are intended to support the activities of the Senate. They are not considered members of the Senate and cannot be counted for purposes of the quorum calculation.

The initial composition of the Academic Senate will include the following:

1. 1 COM Faculty Council Chair
2. 2 COM faculty representatives who will be elected by the COM faculty
3. 1 MSBS faculty representative who will be elected by the MSBS faculty
4. 1 Accreditation Liaison Officer (ex officio, non-voting)
5. 1 Provost/Chief Academic Officer (ex officio, non-voting)
6. 1 University President (ex officio, non-voting)

5. Terms of Service

Faculty representatives shall ordinarily serve fixed two-year terms, subject to a limit of two two-year terms. If a member resigns from the Senate, is removed from the Senate as described in Section 9, or is otherwise unable to complete their term of office, a new member shall be selected by vote of the faculty from the former member's college or program to complete the remainder of the former member's two-year term.

Where feasible, terms will be staggered to promote continuity and operational stability.

Members may be eligible for renewal, reappointment, or reelection according to approved institutional processes.

Service on the Academic Senate does not alter employment status or create additional contractual rights.

6. Duties and Expectations of Members

Members of the Academic Senate are expected to:

- prepare for, attend, and actively participate in meetings;
- review materials prior to meetings;
- contribute constructively to discussion and consultation processes;
- represent academic perspectives from their colleges or academic units;
- support communication between the Academic Senate and participating colleges or units;
- act in the best interests of the University and its students.

Members may also serve on committees or working groups established by the Academic Senate.

7. Workflow and Communication Responsibilities

Academic Senate members participate within CHSU's faculty consultation pathway:

Faculty Assembly → Faculty Council → Academic Senate → Administration

Senate members may assist in:

- communicating university-level academic discussions and recommendations back to colleges or academic units;
- elevating appropriate academic matters from college-level structures to university-level review;
- facilitating cross-college academic dialogue and consultation.

The Academic Senate primarily reviews matters involving:

- university-level academic significance;
- multiple colleges or academic units;
- institutional academic frameworks;

- university-wide academic initiatives.

8. Ex Officio Members

Ex officio administrative representatives may participate in Academic Senate activities to support communication, coordination, and institutional alignment.

Ex officio membership includes:

- President, Provost / Chief Academic Officer
- College Deans or designees
- other administrative representatives, as appropriate

Ex officio members serve as **non-voting members**, unless otherwise requested by majority vote of the regular members of the Senate.

9. Removal and Vacancies

Members may be removed for:

- non-participation;
- failure to perform expected responsibilities;
- misconduct;
- inability to continue service.

Removal procedures shall follow approved Senate or institutional procedures.

10. Limitations of Membership Authority

Membership in the Academic Senate does **not** confer:

- institutional decision-making authority;
- College level decision-making authority
- operational, managerial, or administrative authority;
- authority over financial, personnel, employment, compensation, or labor matters.

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Academic Senate membership supports structured faculty consultation on university-level academic matters.

Senate membership shall not be construed as collective representation of faculty for labor or bargaining purposes.

Closing Statement

Academic Senate membership exists to support university-level faculty consultation, communication, and recommendations regarding appropriate academic matters across California Health Sciences University.

All Academic Senate activities and membership responsibilities remain consistent with the advisory authority of the Senate and the institutional authority of the President, administration, and Board of Trustees.

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DUTIES OF THE CHSU ACADEMIC SENATE

The Academic Senate serves as a **university-level faculty advisory body** that provides consultation, discussion, and recommendations regarding selected academic matters affecting California Health Sciences University.

The Academic Senate performs its duties in an **advisory and consultative capacity only**. Final authority for institutional decisions remains with the President, administration, and Board of Trustees.

The Academic Senate's duties primarily focus on **university-level academic matters**, particularly those involving multiple colleges, institutional academic initiatives, or university-wide academic frameworks.

1. University Academic Quality and Standards

The Academic Senate may review and provide recommendations regarding university-level academic quality and educational standards, including:

- academic standards with institution-wide implications;
- academic integrity frameworks;
- educational quality initiatives affecting multiple colleges;
- academic practices that support consistency, rigor, and student learning.

The Senate's role is advisory and consultative.

2. University-Level Curriculum and Academic Initiatives

The Academic Senate may provide faculty consultation on university-level academic initiatives, including:

- curriculum matters involving multiple colleges or academic units;
- institution-wide academic frameworks;
- interdisciplinary or cross-college academic initiatives;

- academic proposals referred for university-level faculty input.

College-specific curriculum decisions shall ordinarily remain within established college academic processes unless broader institutional consultation is requested by the Dean of the college or the President/Provost.

3. Institutional Learning Outcomes and Assessment

The Academic Senate may contribute faculty perspectives regarding university-level learning and assessment initiatives, including:

- development, review, or modification of **Institutional Learning Outcomes (ILOs);**
- university-wide assessment frameworks;
- institutional student learning assessment initiatives;
- review of aggregate academic assessment information to support continuous improvement.

The Senate may provide recommendations intended to strengthen educational effectiveness and student learning.

4. Academic Policies and Academic Frameworks

The Academic Senate may review academic policy proposals referred by the President or other institutional leadership, including policies with university-wide academic relevance.

Examples may include:

- academic standards;
- instructional or educational frameworks;
- academic quality initiatives;
- university-level academic guidelines or processes.

The Senate provides faculty consultation and recommendations; it does not independently establish institutional policy.

5. Student Academic Success and Educational Effectiveness

The Academic Senate may discuss and provide recommendations regarding university-level academic initiatives related to student success, teaching effectiveness, and educational quality.

This may include faculty consultation concerning:

- academic support initiatives;
- educational effectiveness efforts;
- institution-wide student learning improvement initiatives;
- academic aspects of student success programs.

The Academic Senate may not discuss academic performance of specific students.

6. Accreditation and Institutional Effectiveness Support

The Academic Senate may participate in academic components of accreditation and institutional effectiveness activities requiring faculty consultation.

Activities may include:

- review of academic portions of accreditation self-studies, monitoring reports, or substantive change activities;
- faculty consultation related to academic quality and student learning expectations;
- support for continuous improvement discussions involving academic matters.

Participation shall remain consistent with the Senate's advisory role.

7. Faculty Consultation and University Communication

The Academic Senate serves as a university-level forum for structured academic discussion and communication among colleges and academic leadership.

The Senate may:

- discuss academic initiatives referred by administration;
- communicate faculty perspectives regarding university-level academic matters;
- facilitate cross-college academic dialogue;
- support communication among Faculty Assemblies, Faculty Councils, academic leadership, and administration.

8. Workflow and Recommendation Pathway

The Academic Senate operates within CHSU's structured faculty consultation pathway:

Faculty Assembly → Faculty Council → Academic Senate → Administration

Under this framework:

Faculty Assemblies may generate discussion, feedback, and recommendations at program or college levels.

Faculty Councils may review, refine, prioritize, and forward matters requiring broader review.

Academic Senate may review issues involving:

- university-level academic significance;
- multiple colleges or academic units;
- institutional academic frameworks;
- university-wide academic initiatives.

Recommendations may be forwarded to appropriate institutional leadership for consideration.

9. Documentation and Transparency

The Academic Senate shall maintain appropriate records of:

- meetings;
- discussions;
- recommendations;
- committee and task force activities, as applicable.

Documentation may support institutional communication, continuous improvement activities, and accreditation-related evidence when appropriate.

10. Limitations of Authority

The Academic Senate functions solely as an **advisory faculty body**.

The Academic Senate shall not:

- exercise operational, managerial, or executive authority;
- independently establish institutional policy;
- oversee financial, business, or administrative operations;
- exercise authority over personnel, employment, compensation, promotion, or workload matters;
- engage in labor representation or collective bargaining activities.

All Senate recommendations are non-binding unless formally adopted and approved by the President or Board of Trustees through institutional processes.

Closing Statement

The duties of the Academic Senate are advisory in nature and shall be carried out in a manner consistent with the authority of the President, administration, and Board of Trustees of California Health Sciences University.