

Shared Governance

PURPOSE	1
POLICY STATEMENT	2
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	3
REGULATIONS	3
1.0 GENERAL PRINCIPLES	3
2.0 STUDENT REPRESENTATIVES	3
2.1 <i>Selection of Student Representatives</i>	4
2.2 <i>Vacancies</i>	4
2.3 <i>Responsibilities of the Student Representative</i>	4
2.4 <i>Removal of Student Representatives</i>	4
3.0 RESPONSIBILITIES OF THE ASSOCIATED STUDENTS PRESIDENT	4
3.1 <i>Shared Governance Training</i>	5
3.2 <i>Open Forum</i>	5
4.0 RESPONSIBILITIES OF THE BOARD OF DIRECTORS/SENATE	5
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>	6
5.2.1 <i>ASI Staff</i>	6
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. ASI is responsible for helping facilitate the shared governance on three levels: ASI, the University, and the CSU System. 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 process, i.e. program, department, center, and college
- The principles of shared governance must include shared representation at the CSU System level, including partnerships with other campuses within the California State University system through the California State Student Association (CSSA). Partnerships may also form with universities outside of the CSU System, including the UC System, the Community College System and private institutions in order to increase shared governance and student representation at a system-wide level.

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

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| ☐ Budget Area Administrators | ☒ Elected/Appointed Officers | ☐ Grant Recipients |
| ☒ Management Personnel | ☒ Program Advisors | ☒ Staff |
| ☒ Supervisors | ☒ 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.
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
- Evaluation of the overall experience of the student representative and the committee, council or board in which the individual was appointed.

2.0 Student Representatives

Student representatives must meet minimum academic qualifications for minor representative offices, per the California State University, Long Beach Campus Regulations for Campus Activities, Student Organizations and the University Community.

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 ASI Chief Academic Officer.

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 by a simple majority vote, 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 ASI President shall appoint an individual to serve the remainder of the term.

2.3 Responsibilities of the Student Representative

- Student representatives appointed by ASI serve a critical role in the shared governance process of the University. It is through each individual's participation, original thoughts, and personal philosophies that the collective voice of the students is heard.
- It shall be the duty of a student representative to attend all respective committee, council or board meetings to provide a student voice and to bring critical issues and information back to ASI. Student representatives are expected to attend all committee meetings, arrive prepared and on time, stay until the end of the meeting, and actively participate in decision-making processes.
- It shall be a duty of each student representative to provide a written report to the ASI Chief Academic Officer within five (5) school days after attending a meeting of the respective committee, council, or board.

2.4 Removal of Student Representatives

- If a student representative misses two meetings of the committee, council, or board to which they are appointed, their position may be considered vacant.
- If the ASI President finds that a student representative is not fulfilling their duties as a member of a committee, council, or board to the satisfaction of the Associated Students, the student may be removed from their respective representative position.

3.0 Responsibilities of the Associated Students President

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

- Informing the Board of Directors/Senate of any issue that they determine appropriate for Associated Students consultation

- Requesting, at their 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 their judgment in absence of such act
- Providing an up-to-date list of student representatives and vacancies and maintaining communication with those delegates
- Communicating with the administration at California State University, Long Beach to determine what current university-wide committees, councils or boards need student representation, what the mission and purpose of those committees are, and determine the meeting time, date and contact person for each committee, council or board.

3.1 Shared Governance Training

ASI is responsible for providing the student representative with appropriate training and expectations to ensure both the committee and the student are held accountable. The President of Associated Students or their duly appointed designee will follow up with both the student and committee to evaluate the effectiveness of the appointment and make adjustments as necessary to ensure effective shared governance.

3.2 Open Forum

The President or their duly appointed designee shall organize open forum(s) on issues and concerns initiated by student representative(s) or, where deemed appropriate.

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 their 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 and 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 and/or Bylaws of the Academic Senate, 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 and/or Bylaws of the Academic Senate, faculty and staff representatives shall serve a term of one (1) year.

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.

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 Affairs Office	N/A	By 5:00 p.m. on the day of the published application deadline