



## 2009-10 ACADEMIC SENATOR APPLICATION PACKET

Thank you for your interest in an Academic Senator position with the Associated Students, Inc. The first four pages (Parts I, II, III, and IV, pages 1-3) of this packet will serve as reference, and is yours to keep. The application (Parts V-X, pages 5 through 7) must be fill out in its entirety, and returned to the A.S.I. Administrative Office located in the University-Student Union, U-SU 203. For more information call 323-343-4778. Please be advised that you are responsible for ALL the information contained in this packet.

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### Part I – General Information

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Student representation on the Academic Senate committee/subcommittees is crucial because without a student voice, decisions on policies affecting our academics can really affect the student body at large – rather than serve. Being an Academic Senator is a great experience. There are many benefits; but being an Academic Senator also requires a commitment to attend meetings regularly and periodically submit reports to the Office of the Vice President for Academic Governance.

#### What is the Senate?

The Academic Senate is the representative body of the university-wide academic governance. It is composed of faculty members, academic administrators, and both undergraduate & post-baccalaureate students. The Senate develops and proposes policies for recommendation to the University President. When approved by the University President, these recommendations become University policy.

#### What does the Senate do?

The development of proposed policies and modifications to existing policies is carried out by a system of committees and subcommittees. The Academic Senate is served by its Executive Committee, which is elected annually by the Senate from its membership, and by six standing committees, the members of which are elected from various segments of the faculty to ensure representation. Student members are elected as full members of these committees. For more information visit:

<http://www.calstatela.edu/academic/senate/>. The Six Standing Committees are:

- A. The Committee on Committees, which makes many faculty appointment to committees for University representation as distinct from school or division representation;
- B. The Academic Information Resources Committee, which works on the technological and information resource support needed for academic programs;
- C. The Educational Policy Committee, which works on matters pertaining to educational activities including the conduct or research and criteria and standards for retention, tenure and promotion;
- D. The Faculty Policy Committee, which works on matters pertaining to faculty activities including the conduct of research and criteria and standards for retention, tenure and promotion;
- E. The Fiscal Policy Committee, which works on matters pertaining to budgetary support, physical plant, and safety; and
- F. The Student Policy Committee, which works on matters pertaining to student activities and services.

#### Duties and Responsibilities

By your application, you agree to perform the responsibilities stated below:

- A. Be accountable to your fellow students by acting as a representative, not an individual,
- B. Review agendas and materials before the meetings,
- C. Attend all Senate meetings and Cabinet of Senator's meetings and/or notify the A.S.I. Vice President for Academic Governance if you cannot attend a meeting,
- D. Actively serve on one standing committee and one-sub committee of the Academic Senate,
- E. Keep a minimum of two (2) office hours per week,
- F. Present a quarterly report at the end of the 8<sup>th</sup> week of each quarter to the Vice President for Academic Governance,
- G. Present a bi-weekly report of all activities and or committees (i.e., Academic Senate meetings, standing committee meetings, sub-committee meetings) to the Vice President for Academic Governance,
- H. Attend at least two Board of Directors meetings per quarter in which you will report on issues discussed at the Academic Senate meetings,



- I. Be advised that failure to meet the above requirements will result in a deduction and/or withholding of your grant-in-aid check. Deductions are specified as follows:
  1. \$50 per unexcused absence at an Academic Senate meeting or committee meeting and failure to turn in quarterly reports
  2. \$20 per failure to turn in bi-weekly reports
  3. \$10 per unexcused tardy to a Cabinet of Senators meeting, Senate meeting, or committee meeting

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## Part II – Eligibility Requirements

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Before you fill out the application, be sure you meet the following requirements:

- A. All applicants must:
  1. Be in good standing. "A student shall be considered in good standing unless he or she is on academic probation; academically disqualified; on disciplinary probation, expulsion, or suspension; or under defaulted financial obligation to the University".
  2. At time of appointment, have been in residence (or enrolled) at CSULA for at least two quarters prior to application,
  3. Be familiar with A.S.I. By-Laws & Codes of Procedures
  4. Be available from 1:30 – 3:30 PM on Tuesdays for Academic Senate meetings
  5. Be available from 3:30 – 4:30 PM on Tuesdays directly following the Academic Senate meetings for the Cabinet of Senator Committee Meetings.
  6. Serve a minimum of two (2) hours per week physically in the A.S.I. Offices
- B. If you are an Undergraduate applicant, you must:
  1. Have a 2.0 or better cumulative GPA during the 12-month period immediately preceding application.  
Note: The University Register's Office calculates GPA on the overall 12-month period prior to application, not including remedial courses
  2. Have earned at least (9)-quarter units of academic credit during the 12-month period immediately preceding application. Note: Remedial course units are not counted as academic credit
  3. Be enrolled in at least (9)-quarter units\* of academic credit and:
    1. Maintain a minimum load of (9)-units per quarter; with the exception of one quarter off from taking classes during the year in service.
    2. Maintain a 2.0 GPA or better each quarter while in office
  4. Have not earned more than (225)-quarter units.
- C. If you are a Graduate applicant, you must:
  1. (Assure that if BA/BS was received from CSLA within the past 3 years), have earned a total of (18)-units during the last year as an undergraduate.
  2. As a new graduate, have earned (8)-units per period of continuous attendance
  3. Be enrolled in at least (4)-quarter units, and maintain a minimum load of (4)-units per quarter; with the exception of one quarter off from taking classes during the year in service.
  4. Have earned no more than (75)-quarter units.  
Note: If you are new Graduate student and are planning to maintain office after one year, you must take (8)-units per period of continuous attendance - meaning that while you are in office the prior year, you have to be taking (8)-units instead of (4)-units.
  5. Have classified standing.



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### Part III – Procedures for Application

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All applicants prior to appointment must:

- A. Fill out the Academic Senator Application in its entirety.
- B. Submit a copy of your UNOFFICIAL TRANSCRIPT in a sealed envelope with your application. This information will be confidentially viewed ONLY by the A.S.I. Executive Director/Assistant Director to unofficially assess your eligibility to serve. Your information will be shredded once reviewed. Official eligibility is determined the University Registrars Office.
- C. Undergo an interview process. Academic Senate applicants must schedule an appointment to meet with the A.S.I. Vice President for Academic Governance. Bring with you the completed application, and obtain a validation signature.
- D. Submit application at least two (2) business days before appointment (for Board meetings that are held alternating Thursdays) directly to the Administrative Office in U-SU 203, where the application must be time/date stamped by the A.S.I. Staff as official receipt. [DO NOT submit this application to any individual Board member, or it will not officially be acknowledged].

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### Part IV - Notification

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Please be advised that, if approved, the start date of your appointment is confirmed to be the day of the Board of Director's meeting when you are voted and approved into office. You are hereby notified that if, for any reason, you become ineligible to serve in office, all work performed will be considered voluntary.





Associated Students, Inc.  
5154 State University Drive, Los Angeles, CA 90032

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**Part V – Background Information**

Name: \_\_\_\_\_

Position applying for:       Undergraduate Academic Senator       Graduate Academic Senator

Hours available to serve:

Monday: \_\_\_\_\_  
Tuesday: \_\_\_\_\_ \*must be available 1:30 – 3:30 pm  
 \_\_\_\_\_ \*must be available 3:30 – 4:30 pm  
 Wednesday: \_\_\_\_\_  
 Thursday: \_\_\_\_\_  
 Friday: \_\_\_\_\_

Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Class Level (check one):     First Year     Sophomore     Junior     Senior     Graduate

Please answer the following questions:

- I. What previous experience have you had in the area in which you are applying for? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- II. State briefly why are you are applying and/or are interested in this position \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- III. What do you feel are some of the major problems facing the students of CSULA? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- IV. List activities and/or organizations that you have been involved with (on or off campus) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Part VI – Interviews**

Please make an appointment to meet with the A.S.I. Vice President for Academic Governance (See Part III - Procedures for Application in the *Academic Senator Application Packet*). You must obtain validation in the space below.

A.S.I. VP for Academic Governance Validation: \_\_\_\_\_  
Signature/Stamp Date





### Part VII – Eligibility Verification

**DIRECTIONS:** For each question, please check one box. (**Note:** if you answer “No” to any of the questions below, please do not proceed. You may not be eligible for appointment to the Associated Students, Inc. at this time. For more information, please contact the A.S.I. Administrative Office, (323) 343-4778.)

1. Are you considered in GOOD STANDING with the University?  Yes  No
2. Have you been enrolled at Cal State L.A. for two (2) quarters prior to application?  Yes  No
3. Do you have a minimum 2.0 cumulative GPA during the last 12 months?  Yes  No
4. Are you available for scheduled meetings as specified in the application packet?  Yes  No
5. Do you agree to serve a minimum of two (2) hours per week physically in the A.S.I. Offices?  
 (Note: Board applicants agree to be available for a minimum of eight (8) service hours per week in addition to office hours)  Yes  No
6. As an Academic Senator applicant, have you must:
  - o You must be available from 1:30 – 3:30 PM on Tuesdays for Academic Senate meetings
  - o You must be available for Cabinet of Academic Senators meeting at least twice a quarter
  - o Your term of office will be until the last day prior to the Fall Quarter 2010.
 Will you be able to comply with all of the above?  Yes  No

**Undergraduate applicants:**

1. Have you earned at least nine (9) quarter units of academic credit per quarter at Cal State L.A. during the past 12 months prior to application (not including remedial courses)?  Yes  No
2. Will you be enrolled in at least nine (9) quarter units of academic credit during the quarter you are applying.  Yes  No
3. Are you aware that you must be enrolled in a minimum of nine (9) units per quarter while in office?  Yes  No
4. Are you aware that you must maintain a 2.0 GPA each quarter while in office?  Yes  No
5. Have you earned less than 225-quarter units?  Yes  No

**Graduate applicants:**

1. If your BA/BS was received from Cal State L.A within the past 3 years, have you earned a total of eighteen (18) units during your last year as an undergraduate?  N/A  Yes  No
2. Have you earned at least eight (8) units per period of continuous attendance?  Yes  No
3. Will you be enrolled in at least four (4) quarter units during the term the election occurs?  Yes  No
4. Are you aware that you must maintain a minimum load of four (4) units per quarter?  Yes  No
5. Have you earned less than 75-quarter units?  Yes  No
6. If you are a new Graduate student, and are maintaining Office after one year, have you taken Eight (8) units per period of continuous attendance (while you were in office the prior year?)  Yes  No

### Part VIII – Candidate Notification

Under the provisions of the Family Educational Rights and Privacy Act of 1974, and the State of Student Rights and Responsibilities of California State University, Los Angeles, my signature gives permission to the Registrar’s Office at California State University, Los Angeles to release the academic information listed on the Application to the A.S.I. Administrative Office and President. I hereby acknowledge that in order to be a candidate/nominee/appointee, or to hold any position within any Cal State L.A. auxiliary organization, I must undergo compliance and eligibility checks pursuant to the corporation Bylaws, Codes of Procedures, laws and policies of Cal State L.A. and the State of California. My signature gives permission to release academic information to Associated Students, Inc. regarding my G.P.A. and status as a “currently enrolled & continuing student” at Cal State L.A. I also understand that I will be compensated via a Grant-In-Aid Stipend (GIA Stipend). I agree that if, for any reason, I become ineligible to service in office, all work performed will be considered voluntary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Part XI – Contact Information**

In order to process your application, please fill out the following sections COMPLETELY. If appointed, you are responsible for updating the Executive Director in the A.S.I. Administrative Office of any changes in your contact information. Please be advised that all information in this section will be kept confidential. Print or type in blue/black ink.

Name: \_\_\_\_\_  
 Last First M.I.

Address: \_\_\_\_\_  
 \_\_\_\_\_ CA \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Work ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Cell ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Other ( ) \_\_\_\_\_ - \_\_\_\_\_

Campus Identification Number (CIN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_@calstatela.edu

**All correspondence with candidates will be through the Cal State L.A. e-mail address.**

**Part X – Personal/Miscellaneous Information**

T-shirt size (circle one):    S       M       L       XL       XXL

Birth Date: \_\_\_\_\_, 19\_\_\_\_\_  
 Month                      Day              Year

