5.9 BYLAWS OF THE FACULTY OF THE SCRIPPS INSTITUTION OF OCEANOGRAPHY

1) FUNCTIONS

The Faculty of the Scripps Institution shall conduct the government of the Graduate School of the Scripps Institution of Oceanography, subject to the rules and coordinating powers of the Graduate Council. The Faculty shall also advise the Director of Scripps Institution of Oceanography on matters of research organization, planning and budget, and academic personnel. As designated by Senate Bylaw 30, the Faculty of the Scripps Institution of Oceanography is a Committee of the San Diego Division of the Academic Senate. [Am 5/24/05]

5) MEMBERSHIP

The Faculty of the Scripps Institution of Oceanography shall consist of:

A) Members of the San Diego Division of the Academic Senate who hold appointments in the Graduate School of the Scripps Institution of Oceanography. [Am 5/24/05]

B) Associate Faculty, comprising all individuals who hold Academic titles in the Professional Research Series at the Scripps Institution of Oceanography. The Associate Faculty shall be invited to attend all meetings of the Faculty and to participate in all discussions. Associate members may be appointed as voting members of Standing Committees of Subcommittees of the Faculty. [Am 5/24/05]

6) VOTING MEMBERSHIP

All members of the Faculty, as defined in Bylaw 5, shall have the privilege of voting. Votes of Senate and of non-Senate members shall be recorded separately. On those occasions when this Faculty is either taking final action on any matter for the Academic Senate or advising in the name of the Senate, only votes of Senate members will be transmitted (in accordance with Legislative Ruling 12.75). [Am 5/24/05]

10) OFFICERS

Chair and Vice Chair

The Chair shall be elected annually by the Faculty through a mail ballot during the first half of the calendar year to serve as Vice Chair beginning September 1 of the year of the election and Chair of the Faculty on September 1 in the year following the election. The Chair shall be an Academic Senate member. The tenure of office as Chair shall be for one year. The duties of the Chair shall be as specified in these bylaws. In addition, the Chair shall attend meetings at the invitation of the Vice Chancellor for Marine Sciences as the representative of the Faculty. The Vice Chair may also attend meetings at the invitation of the Vice Chancellor for Marine Sciences in an advisory capacity when the Chair is also present.

12) Secretary

The Chair shall request that the Vice Chancellor for Marine Sciences appoint a person from the administrative staff who is not a member of the Faculty to serve as Secretary of the Faculty and be responsible for the recording and distribution of minutes. [En 10/30/01, Am 5/24/05]
15) **MEETINGS**

The Faculty shall meet at least two times each academic year, first at the beginning of the fall quarter and second during the spring quarter and at such times as it may determine, or at the call of the Chair or Vice Chair, or by written request signed by five members of the Faculty. Notice of a Faculty meeting must be given at least five days in advance. The Chair or Vice Chair shall meet with the Staff Council of the Scripps Institution of Oceanography for informal consideration and consultation when matters of common interest arise. [Am 5/24/05]

20) Twenty-five Academic Senate members of the Faculty, including emeriti, shall constitute quorum. [Am 10/30/01, Am 5/24/05]

25) **COMMITTEES**

Appointment and Tenure

The Chair shall appoint committees of the Faculty not otherwise provided for. Committees shall be appointed each year and shall serve for a period of one year.

30) **Standing Committees**

Executive Committee

A) The Executive Committee consists of (1) the Dean, Scripps Institution of Oceanography; (24) the Chair and Vice Chair of the Faculty; and (3) three Academic Senate members and two Associate Faculty members elected from the Faculty in accordance with section 30(C-F) of these Bylaws, (4) the immediate former Chair of the Faculty, and (5) the Chairs of the Committee in Sections 33, 35 and 36. During extended absence of an elected member, the Chair may call upon an elected alternate to serve on the Executive Committee in the member's stead. The Chair of the Faculty shall serve as the Chair of the Executive Committee. [Am 2/23/72, Am 4/26/94, Am 10/30/01, Am 10/29/02, Am 5/24/05]

B) The Committee shall aid and advise the Dean at his request, shall make recommendations to the Faculty on matters of instruction, and shall act for the Faculty on such matters as are delegated to it by the Faculty. [Am 5/24/05]
C) SIO members of the Representative Assembly of the San Diego Division of the Academic Senate shall consist of five Academic Senate members and five alternate Academic Senate members. In addition SIO shall have an advisor to the Representative Assembly taken from the SIO Associate Faculty, as described in section 65(B)1c of the Bylaws of the San Diego Division of the Academic Senate, and an alternate advisor also taken from the Associate Faculty. [Am 2/23/72, Am 4/26/94, Am 5/24/05]

D) All members discussed in 30(C) shall serve two-year terms staggered to the extent that is practical. A mail ballot during the first half of the calendar year will elect members for the vacant positions. No member shall serve longer than four consecutive years. A ballot of SIO Academic Senate members will select the SIO Representative Assembly members and alternates, with the vacant member positions being filled by those receiving the next highest numbers of votes. A ballot of Associate Faculty members will select the SIO Representative Assembly advisor and alternate. In the case where both positions are vacant during the same election, the advisor position will be filled by the candidate receiving the most votes and the alternate will be filled by the candidate with the second highest number of votes. [Am 5/24/05]

E) The three Academic Senate members of the SIO Executive Committee shall be taken from the five SIO Representative Assembly members. The two Associate Faculty members of the SIO Executive Committee shall be the SIO Representative Assembly advisor and alternate advisor. In both cases the vacant positions will go the candidates receiving the most votes in the mail ballot of 30(D). [Am 5/24/05]

F) The chair of the SIO Faculty will resolve the tie votes or any other ambiguities in the outcome of the mail ballot. [Am 2/23/72, Am 4/26/94, Am 10/29/02, Am 5/24/05]

33) COMMITTEE ON ACADEMIC PERSONNEL

A) The Scripps Committee on Academic Personnel (SIO CAP) consists of ten members, including one who shall act as Chair. Members of this committee serve for a period not to exceed three consecutive years. The elected members of the Executive Committee appoint members of SIO CAP.

B) SIO CAP reviews most academic files for completeness of documentation and reasonableness in support of the proposed action. For non-instructional title series, where final action has been delegated to the Vice Chancellor-Marine Sciences (Director, SIO), the Committee reviews the proposed action itself and recommends on the final action. SIO CAP shall present to the Executive Committee an annual written report, which will also be made available to the members of the SIO Faculty. [Am 5/24/05]

35) Educational Policy Committee
A) The Educational Policy Committee consists of eight members appointed by the elected members of the Executive Committee, who shall serve on this committee for a period not to exceed four consecutive years, ex officio the Chair of the SIO Graduate Department, ex officio the SIO Graduate Council Representative, and two SIO student representatives. The Chair of the SIO Faculty will appoint the committee chair from the above members. [En 4/26/94, Am 10/30/01, Am 10/29/02, Am 5/24/05]

B) The committee provides advice to the Chair of the Faculty on general educational policies of the Institution, for the SIO core courses, for student admission requirements, and for oversight on departmental and qualifying examination procedures of each of the curricular groups. The committee shall present to the Chair of the Faculty an annual written report, which will also be made available to the members of the SIO Faculty. [En 4/26/94, Am 5/24/05]

36) Committee on Planning and Budget [En 5/25/04]

A) The committee shall consist of five academic members serving three-year staggered terms plus one SIO graduate student representative. Three of the members shall be SIO faculty with membership in the San Diego Division of the Academic Senate and two shall be SIO members of the Associate Faculty. Members, including the committee chair, shall be appointed by the elected members of the SIO Faculty Executive Committee. [Am 5/24/05]

B) The committee shall have the following duties:

1) It shall confer with and advise the Vice Chancellor, Marine Sciences and other administrative entities, and represent the SIO Faculty on matters concerning planning, budget, development, and resource allocations at SIO.

2) It shall initiate studies in planning and budget matters and, if necessary to accomplish these studies, authorize establishment of ad hoc committees.

3) It shall consider matters of long range academic planning, educational policy, development, and resource allocation.

4) It shall maintain liaison with the San Diego Division Committee on Planning and Budget, either through overlapping membership or through consultation between committee chairs, and shall maintain liaison with the SIO Committee on Educational Policy.

5) It shall report to the SIO Faculty Chair and the SIO Faculty on no less than an annual basis.
5.9  BYLAWS OF THE FACULTY OF THE SCRIPPS INSTITUTION OF OCEANOGRAPHY

40) ORDER OF BUSINESS

All meetings of the Faculty shall be governed by procedures specified in Academic Senate Bylaw 315.C. The Chairs of Departments at SIO shall always be invited to make an informational report under “Other Announcements.” Questions of order not covered by these Bylaws or the Bylaws of the Academic Senate and the San Diego Division shall be governed by Robert’s Rules of Order. [Am 10/30/01, Am 5/24/05]

45) RECOMMENDATIONS TO THE ACADEMIC SENATE

The Faculty shall make recommendations to the Academic Senate as to new legislation in the Senate, or as to the amendment or repeal of Senate legislation, only upon written notice of the recommendation to each member of the Faculty at least five days previous to the meeting at which the recommendation is to be moved.

50) AMENDMENT OF BYLAWS

The foregoing Bylaws may be added to, amended, or repealed at any meeting of the Faculty by a two-thirds vote of all voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five days previous to the meeting at which the amendment is to be moved. No amendment shall be made that is inconsistent with legislation of the Academic Senate.