

CALIFORNIA STATE UNIVERSITY, LONG BEACH

**CONSTITUTION OF THE FACULTY OF THE
COLLEGE OF EDUCATION**

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PREAMBLE

We the Faculty of the College of Education, in order to define an organizational structure, to establish equitable governance, to create an environment conducive to achieve academic excellence and foster academic freedom and responsibility, and to promote the general welfare of faculty, staff, and students, adopt this Constitution for the College of Education at California State University, Long Beach.

1.0 ARTICLE 1: NAME AND MEMBERSHIP

- 1.1 The name of this body shall be the Faculty of the College of Education, hereinafter referred to as the “Faculty.”
- 1.2 Membership in the body shall consist of the full-time faculty in the College, the Dean and Associate Deans, and such others, as the members shall, by majority vote, admit to membership. Faculty with joint appointments, faculty with retreat rights, full-time lecturers, Faculty on Early Retirement Program (FERP), Pre-Retirement Program, and reduced time-base programs, shall be considered members of this body.
- 1.3 Membership in this body shall not lapse because of leave of absence, sabbatical leave, emeritus status, or administrative assignment.

2.0 ARTICLE 2: VOTING RIGHTS AND RESPONSIBILITIES

- 2.1 For the purpose of College-wide elections, full voting rights are extended to all full-time, probationary, and part-time faculty (with an appointment letter and a minimum of 6 units in the College), except as excluded by the Memorandum of Understanding or by University policy.
 - a. The Dean and Associate Dean shall be voting members of the Faculty-at-large during the tenure of their administrative appointments.

- b. The department chair shall be responsible for assisting in planning and administering the academic programs of the department, managing fiscal resources, supervising the operations of the department office, preparing required reports, administering personnel matters within the department as assigned, preparing job descriptions, recruiting faculty and staff, obtaining supplies and services, and performing such other matters as may be assigned by the Dean.

5.4 The Single Subject Credential Program is an all-University program under the direction of the Provost. The Provost delegates the day-to-day oversight and budget of the Program to the Dean of the College of Education. The Provost and the Dean treat the

University-wide Single Subject Credential Program as a department and its Coordinator as a department chair to ensure that the students are represented in the academic community.

6.0 ARTICLE 6: FACULTY GOVERNANCE

Within State, Trustee, and University policies and procedures, and in compliance with Collective Bargaining Agreement, College academic affairs are an important domain of the faculty. The faculty, in meetings or through the Faculty Council, shall be consulted in the operation of the College and shall participate in the formation of College governance bodies and policies by discussion and voting. Consultation with the faculty shall include, but is not limited to, the Faculty Council and its committees.

6.1 Faculty Council

- a. The Faculty shall establish a duly elected body to be known as the Faculty Council to exercise those powers that rest with the faculty. The Faculty Council shall be an elected representative body of the faculty, shall remain responsible at all times to the faculty, and shall have the powers of the faculty when the faculty is not on duty.
- b. The faculty of each department shall elect one representative for every ten voting members and one member from each department having fewer than 10 full-time faculty selected from among the voting Faculty Council members.
In elections where there are more candidates than committee positions, remaining unelected candidates with the highest number of votes shall be considered alternates.
- c. Representatives shall be elected from the full-time members of the department by a majority of votes cast in a secret ballot.
- d. Representatives shall serve staggered, two-year terms and may be re-elected, but shall serve no more than four consecutive years representing the same department.

- e. In the event of a vacancy, a new representative and one alternate shall be elected by the affected department to fill the unexpired term of the representative.
- f. Department chairs shall be non-voting ex-officio members of the Faculty Council.
- g. The Dean, or designee, shall be a non-voting, ex-officio member of the Faculty Council.
- h. The Faculty Council shall elect a chair and a secretary each year from among its voting members. The chair shall call and preside over meetings of the Faculty Council. In the event of the chair's absence, the chair shall designate a member of the Faculty Council to preside.
- i. The Faculty Council shall meet at least once a month during the University academic year and at the call of the chair of the Faculty Council.
 - (1) The Faculty Council shall set its agenda, establish its procedures, set its meeting dates and time and shall publish and distribute to the faculty its agenda, minutes, reports, and summaries.
 - (2) Faculty Council meetings shall be open to all faculty and other academic employees.
 - (3) A quorum shall exist when a majority of its members are present at an announced meeting of the Faculty Council.
 - (4) All matters put to a vote shall be decided by majority of votes cast by members present at Faculty Council meetings where a quorum exists.
- j. The Faculty Council may make recommendations to the Dean concerning policies, programs, organizational structure, and the general welfare of the College, including, but not limited to, relevant materials concerning Collective Bargaining Agreements.
 - (1) Those recommendations which receive the concurrence of the Dean shall become official College policy and shall be implemented, in the absence of appeals as described below in 6.1.j.(2). In cases of non-concurrence, the Dean shall promptly provide, in writing, her/his reasoning for non-concurrence.
 - (2) Actions by the Faculty Council may be appealed by written petition signed by ten percent of the voting-eligible faculty within ten working days. Appeals shall then be presented to the faculty or in a general meeting during which time the issue(s) shall be discussed.

- (3) A challenge to an action shall be resolved when it receives a majority vote of the voting-eligible faculty present at the general meeting of the College and when it is in concurrence with the Dean. If actions requiring approval by University administration are not accepted, the Dean shall formally notify the faculty within ten working days.
- k. The Faculty Council shall have the power, subject to the provisions defined in Article 6 to initiate amendments to policies or regulations of the College.
- l. The Faculty Council shall establish from among its members various committee and/or ad hoc committees, including a Budget and Financial Resources Sub-committee.
- m. The Faculty Council shall define and limit the power of committees and ad hoc committees and shall review their charges each academic year.

6.2 Sub-committees of Faculty Council

a. Budget and Financial Resources Sub-committee

Membership

The Budget and Financial Resources subcommittee shall consist of one representatives for every ten voting members and one member from each department having fewer than 10 full-time faculty selected from among the voting Faculty Council members. Members shall serve staggered two-year terms and may be re-elected, but shall not serve more than four consecutive years representing the same department. The Dean or Dean's designee, the Administrative Services Manager shall be ex-officio, non-voting members of the committee.

Responsibilities

The Budget and Financial Resources committee shall review the College's General Fund proposed or approved annual budget once per semester. The committee will annually review the college development goals, targets, and achievements. The committee shall also annually review and make recommendations about funds such as Baseline, Access, and Training Support (BATS), state lottery funds, and Continuing Education Revenue Funds (CERF) distributions within the college, as well as other funds where appropriate.

In its review and recommendations, the committee shall consider past practices, perceptions of fairness and equity, and relation to the mission of the College and its academic programs. The committee shall present its recommendations to the

Faculty Council and the Dean in a timely manner. The committee shall submit an annual report pertaining to its review and recommendations of the aforementioned college budgets to the Chair of the Faculty Council, who shall then distribute the report to the faculty.

b. Planning and Policy Sub-Committee

Membership

The Planning and Policy Sub-Committee is comprised of a Committee of the Whole of the Faculty Council. A Chair is to be elected from among the voting members of the Faculty Council. Voting rights among the committee members will reflect those of the Faculty Council.

Responsibilities

The Planning and Policy Sub-Committee meets during the university academic year at the call of the chair of the Faculty Council. Meetings of the Planning and Policy Sub-Committee are staggered to take place between the regular meetings of the Faculty Council, generally on the same day and times.

The Faculty Council establishes the meeting agenda for the Planning and Policy Sub-Committee. The Planning and Policy Sub-Committee is responsible for the following activities: In collaboration with the Dean, develop, maintain, and recommend implementation of the College Strategic Plan; draft and propose policy as directed by the Faculty Council; assess and report to the College on progress in achieving the goals set forth in the Strategic Plan; and in collaboration with the Dean, consult on organizing, scheduling, and setting the agenda for College-wide monthly meetings and scholarly presentations within the College (e.g. Brown Bag).

6.3 Ad Hoc Committees of Faculty Council

The Faculty Council shall have the authority to create college-wide ad hoc committees as are necessary to execute the mission and functions of the College.

6.4 Standing Committees of Faculty Council

- a. The Faculty Council shall establish the following standing committees, consistent with university policies and regulations, and shall have the authority: (a) to create additional college-wide standing committees, and (b) to define and limit the power of these bodies.

1. Curriculum Committee
2. Graduate Degree Programs Committee
3. Nominations and Elections Committee
4. Professional Review Committee
5. Reappointment, Tenure, and Promotion Committee
6. Student Affairs Committee
7. Committee on Endowments
8. Assessment Committee

- b. Except where otherwise noted, the Dean shall appoint a convening chair of each standing committee by the beginning of the fall semester. At the initial meeting, the committee shall elect its officers, arrange a calendar, and establish annual goals.
- c. The annual goals and the current membership of all College standing committees shall be on file in the Dean's office.
- d. A quorum of each standing committee shall consist of a majority of voting-eligible faculty members.
- e. Formally recognized student associations of the College may jointly select a single member to serve on each standing committee as appropriate to the function of the committee (see committee membership).
- f. Each standing committee shall review its responsibilities each academic year and shall recommend to the Faculty Council any desired changes.
- g. The chair of each standing committee shall maintain committee records and shall submit a year-end executive summary to the chair of the Faculty Council and to the Office of the Dean.
- h. Actions of all standing committees (other than specific reappointment, tenure, and promotion, actions, individual sabbatical or difference-in pay leave recommendations, and individual grade appeal recommendations) may be reviewed by the Faculty Council.

6.5 Membership and Responsibilities of Standing Committees

a. Curriculum Committee

Membership

The Curriculum Committee shall consist of one tenured or tenure-track faculty for every ten voting members and one tenured or tenure-track faculty from each department having fewer than 10 full-time faculty elected by each department.

Faculty may not simultaneously serve on the College and Department Curriculum Committees, except in instances where departments operate as committees of the whole.

Members shall serve staggered two-year terms and may be re-elected, but shall not serve more than four consecutive years representing the same department.

At the beginning of the curriculum cycle, the Chair, a voting member of the committee, shall be elected from among the members of the Committee to serve a one-year term

The Dean, or Dean's designee, shall be an ex-officio, non-voting member of the committee.

Responsibilities

The Curriculum Committee shall function as a review body for all curriculum proposals, which originate in a department and for any interdisciplinary proposals.

A recommendation of this committee may be appealed to the Faculty Council. Decisions made by the Faculty Council are subject to the above provisions in 5.1.j. (2) of this document.

b. Graduate Degree Programs Committee

Membership

The Graduate Degree Programs Committee shall consist of the coordinators/directors of the options and specializations of graduate degree programs of the College. An Associate Dean shall act as chair.

Responsibilities

The Graduate Degree Programs Committee shall serve as an advisory body on policies, curricula, and professional development needs of faculty and students on issues related to graduate education.

The committee shall serve as a conduit of information related to all graduate degree programs in the College.

c. Nominations and Elections Committee

Membership

The Nominations and Elections Committee shall consist of a total of three tenure-track/tenured faculty members from different departments elected by the faculty. The Associate Dean and Assistant to the Dean shall serve ex-officio for assisting with

elections and for maintaining records of College and University committee memberships.

Faculty members shall serve staggered two-year terms and may be re-elected, but shall not serve more than four consecutive years representing the same department.

Responsibilities

The Nominations and Elections Committee shall solicit candidates in consultation with department chairs for each of the University and College Committees (RTP, Committee on Endowments, Professional Review, Nominations & Elections, Student Affairs, Assessment), to be elected by the faculty.

The committee shall develop procedures for additional nominations and write-in voting.

The committee shall supervise all elections of the College and shall establish procedures for the confidentiality of ballots, the counting of ballots, and the reporting of results.

The committee shall be responsible for facilitating the process of seeking nominations of College faculty for University-wide awards.

d. Professional Review Committee

Membership

The Professional Review Committee shall consist of one tenured faculty for every ten voting members and one tenured faculty from each department having fewer than 10 full-time faculty, elected by the faculty.

Deans and Associate Deans are not eligible to serve. Members shall serve one-year terms and may be re-elected, but shall not serve more than two consecutive years representing the same department.

A chair shall be elected among the committee members.

Responsibilities

The Professional Review Committee shall provide the faculty with the criteria and procedures to be used for evaluation of sabbatical, difference-in-leave pay, and Research, Scholarly, and Creative Activities proposals in accord with the provisions of the Memorandum of Understanding and pertinent policies and procedures of the University.

The committee shall review the applicable proposals and make recommendations according to University policy.

A member who is applying for a specific type of award cannot serve on that review and an alternate member will serve in its place.

e. Reappointment, Tenure, and Promotion Committee

Membership

The Reappointment, Tenure, and Promotion Committee shall consist of five tenured full professors elected by the faculty, with no more than two members from each academic department.

Members shall serve staggered two-year terms and may be re-elected, but shall not serve more than four consecutive years representing the same department.

Responsibilities

The Reappointment, Tenure, and Promotion Committee, in accordance with provisions of university policy and the pertinent reappointment, tenure, and promotion policies and procedures of the University and College, shall review all candidates for reappointment, tenure, or promotions, and shall forward appropriate recommendations via the Dean to the University, Vice President for Academic Affairs.

The committee shall implement the reappointment, tenure, and promotion policies of the College that affect the faculty of the College in fulfilling its professional mission, and may make recommendations to the Faculty Council and the Dean concerning changes in those policies.

f. Student Affairs Committee

Membership

The Student Affairs Committee shall consist of three faculty members at large, one representative for every 10 full time faculty from each department (with at least one full professor), one member elected from each department having fewer than 10 full time faculty, and one student, elected by the faculty. The student member may serve on the committee only during deliberations concerning grade appeals and not on those considering scholarships. Grade appeals subcommittee shall be elected by the Student Affairs Committee and consist of three faculty members with the chair being a full professor with tenure. If no full professors are present, one subcommittee chair will be appointed by the Dean's Office.

Members shall serve staggered two-year terms and may be re-elected, but shall not serve more than four consecutive years representing the same department.

Responsibilities

The Student Affairs Committee shall review grade appeals, in compliance with University Grade Appeals policy.

The Student Affairs Committee shall review scholarship applications and other awards to students. The committee shall select recipients for scholarships in consultation with appropriate program faculty, unless otherwise specified by the particular scholarship.

g. Committee on Endowments

Membership

The Committee on Endowments shall consist of one representative for every 10 full time faculty from each department and one member elected from each department having fewer than 10 full time faculty, elected by the faculty.

The Dean, the Holder(s) of Endowed Chairs, and the Director of Development in the College, shall serve as ex-officio, non-voting members of the committee. In addition, the Dean, in consultation with the Holder(s) of Endowed Chairs, shall appoint no more than three additional CSULB non-College of Education faculty, local, and state members to the committee. These appointed members shall be ex-officio.

Elected College faculty members shall serve staggered two-year terms and may be re-elected, but may not serve more than four consecutive years representing the same department. The committee will elect a chair from among the College faculty members each year.

Responsibilities

The Committee on Endowments shall be responsible for assisting and advising the Holders of Endowed Chairs to develop educational initiatives that promote excellence in scholarship and practice reflective of the College and university mission, and according to the requirements of the Endowments. The committee, in consultation with the Chairs, shall ensure that the funds are used in an appropriate manner befitting the College and the university. The committee shall be responsible for reporting to the Faculty Council yearly on the activities of the Endowed chairs, the outcome of the annual evaluation, and the fiscal condition of the Endowment funds.

The College RTP Committee will be responsible for conducting an annual evaluation of the Holders of Endowed chairs.

h. Assessment Committee

Membership

Membership shall include the Assessment Coordinator, department chairs, and one representative for every 10 full time faculty from each department including one member elected from each department having fewer than 10 full time faculty, elected by the faculty. In addition, the membership will include one member from the Single Subject Credential program. The Dean, in consultation with the assessment coordinator, shall appoint 2 at-large faculty. The dean or designee shall appoint 2 community members.

Membership on the Assessment Committee shall be open to all full-time faculty members: Tenured, tenure-track, and lecturers. Members from the same department or appointed by the dean shall serve staggered 3-year terms and may be re-elected or re-appointed, but shall not serve more than 2 consecutive terms, representing the same department, with the exception of the Assessment Coordinator.

The voting membership shall be composed of elected and appointed faculty members. The committee chair shall be elected from the faculty by the voting members on an annual basis.

Responsibilities

The Assessment Committee shall establish, oversee, and maintain the Unit Assessment System (UAS) for the Unit.

The committee shall make recommendations to the Assessment Coordinator and college administration on infrastructure needs for the UAS.

The committee shall evaluate and adjust the UAS to ensure effective implementation at the Unit, department and program levels.

The committee shall facilitate communication with all stakeholders regarding the goals and implementation of the UAS.

The committee shall review unit-level data on initial and advanced programs and make recommendations for program improvement.

7.0 ARTICLE 7: AMENDMENTS

- 7.1 The Faculty Council shall have the power to propose amendments to this constitution by a two-thirds vote of its members. Amendments may also be proposed by a petition of not less than one-third of the voting-eligible faculty presented to the Dean and to the chair of the Faculty Council.
- 7.2 All proposed amendments shall be distributed during the academic year to faculty at least ten working days prior to the College meeting called for discussion of such proposals.

Elections regarding proposed amendments shall be conducted via secret ballot. Ballots shall be distributed to all voting-eligible faculty at least 10 working days prior to the due date of those ballots. Ballots may be distributed to faculty having active on-campus appointments via their on-campus mailboxes. However, ballots for voting-eligible faculty who do not have such on-campus appointments during the term of the election (such as faculty on sabbatical) must be addressed and distributed according to the contact information on file at the Dean's Office. In order to certify an election regarding a proposed amendment, at least 2/3 of the voting-eligible faculty must participate in the voting regarding that amendment.

- 7.3 An amendment to this Constitution shall be adopted and become effective when it has satisfied all of the following conditions: (a) has been voted on in a certified election, (b) has received a simple majority vote of the voting faculty, (c) is approved by the Dean, and (d) is found to conform to University policies and all memoranda of understanding between University administration and the faculty.
- 7.4 In the event that an amendment is adopted by the faculty and is not approved by the Dean, the amendment shall be adopted and shall become effective when it has received a favorable vote of not fewer than a three-fourths majority of the voting-eligible faculty by secret ballot and is found to conform to University policies and all memoranda of understanding between the University administration and faculty.
- 7.5 Changes to this Constitution of a non-substantive, clerical nature (position titles, group or committee names, typographical changes), may be made by the Chair of the Faculty Council with approval of the Faculty Council.

8.0 ARTICLE 8: RATIFICATION

- 8.1 This document shall be ratified when all of the following conditions have been satisfied: (a) a favorable vote of not fewer than a two-thirds majority of the voting-eligible faculty by secret ballot; and (b) approval by the Dean. Thereafter, the document shall become effective when it is found to conform to University policies and all memoranda of understanding between the University administration and faculty.

Provisions for electing the Faculty Council shall be implemented in the spring semester of the year the document is ratified.

Amended on May 19, 2013 by the faculty of the CSULB College of Education