

The Constitution of the Faculty

approved by the Faculty May 2019

PREAMBLE

We, the faculty of the College of Liberal Arts at California State University, Long Beach, adopt this Constitution in order to establish and define an organizational structure to promote, through orderly and equitable internal governance, an environment for faculty and students which is conducive to the achievement of academic excellence and academic freedom. The faculty and students of the College of Liberal Arts constitute a community of teachers and scholars within the University whose interest is best served through the continuous exercise of the maximum degree of self-governance consonant with the legitimate authority granted to the Trustees of the the California State University and their designees. Further, we declare our desire to consult with academic administrators and other academic units within the University on matters pertaining to the College and the welfare of the University.

ARTICLE I. NAME AND MEMBERSHIP

1. The name of this body shall be "The Faculty of the College of Liberal Arts," hereafter referred to as "the Faculty."
2. Membership in the body shall consist of the full-time faculty of the College, the Dean and Associate Dean(s), and such others as the members shall, by majority vote, admit to membership. Participants in the Early Retirement Program or the Pre-retirement Program shall be considered members of this body.
3. Membership in this body shall not lapse because of leave of absence.

ARTICLE II. POWERS AND SOURCES OF FACULTY AUTHORITY

A. POWERS OF THE FACULTY

1. Subject to the laws of the State of California, the regulations of the Board of Trustees of the California State University, the policies and regulations of California State University, Long Beach, and the CBA the Faculty shall be the policy-formulating body of the College.
2. The Faculty shall have the right to be formally consulted by the Dean on all matters pertaining to the operation of the College and its programs.
3. The Faculty shall periodically evaluate the performance of the administrative officers of the College as set forth in the provisions of Academic Senate documents.
4. The Faculty may present to the University Academic Senate, and to appropriate administrative officers of the University, matters pertaining to the welfare of the College or the University.
5. The Faculty shall have the power, subject to the limitations of ARTICLE II, Section A.1, to propose and adopt new regulations or policies or to amend existing policies or regulations.
6. The Faculty shall define and limit the powers and duties of its committees.
7. The Faculty shall take no action that abridges the autonomy of any academic area of the College, except as the general welfare of the College is involved.

B. SOURCES OF COLLEGE AUTHORITY

1. Consistent with the laws of the State of California, Trustee policy, and the CBA, authority for

47 actions within the College shall derive from this document and the Policies and Procedures
48 documents adopted by the Faculty.

49 2. If any portion of an academic area constitution is in conflict with this Constitution of the
50 Faculty of the College, the latter shall prevail.

51 3. Questions of interpretation of this Constitution shall be resolved by the Faculty Council.
52

53 **ARTICLE III. ORGANIZATION**

54 A. The Faculty shall exercise its governance powers and formulate its policies by means of the
55 organization described in this Article.

56
57 B. The Faculty of the College shall meet in general session at least once each academic
58 year. It may meet additionally as called by the Dean or the Faculty Council or upon a petition
59 of ten percent of the Faculty submitted to the Dean.

60 1. The Dean of the College shall be the Chair of the Faculty and shall act as presiding
61 officer at meetings of the Faculty.

62 2. Twenty-five percent of the full-time faculty shall constitute a quorum for general
63 meetings of the Faculty.

64 3. There shall be a Faculty Council and Standing Committees as described in Sections A
65 and B below.

66 4. The Dean is the Chief Administrative Officer of the College. Provisions concerning
67 the relationship between the Faculty and the Office of the Dean are given in Section C
68 below.

69 5. Primary responsibility for the organization, implementation, and oversight of the
70 College's courses of instruction in conformity with educational policies of the University
71 and the College shall rest with the several academic areas of the College. Provisions for
72 recognizing the academic areas of the College and other matters concerning them are
73 specified in Section D below.
74

75 **C. THE FACULTY COUNCIL**

76 1. The Faculty shall establish an elected body to be known as the Faculty Council of the
77 College to exercise the powers which vest in the Faculty. The Council's Chair shall serve
78 as presiding officer at all College meetings in the absence of the Dean. The Council's
79 Secretary shall act as Secretary of the Faculty. The Council shall meet at least once each
80 month of the academic year.

81 2. Membership. The Council shall be an elected representative body of the College.

82 2.1 Each academic area shall be entitled to one Faculty Council representative for every
83 10 full-time faculty members or fraction thereof serving in the area at the beginning of
84 the academic year. Full time is defined as FTEF and includes tenured and probationary faculty,
85 individuals who are on authorized leave status and lecturers with 3 year contracts and a time
86 base of 1.0 (15 WTUs). Faculty in the FERP count 0.5 and faculty with joint appointments
87 count in both of their assigned departments.

88 a. All full-time faculty as defined above and faculty on FERP who are employed the full
89 academic year are eligible to serve on the Faculty Council and on any committees except
90 when prohibited by policy, the CBA, or specific membership requirements as defined in
91 this document.

92 2.2 Faculty representatives from an academic area shall be elected from the full-time
93 faculty of the area by a majority of votes cast in a secret ballot by the full-time members
94 of the area. Academic areas shall elect alternates in the same manner to serve in the
95 absence of the elected representative.

96 2.3 Two additional representatives shall be part-time faculty elected at large from among
97 the faculty holding part-time appointment in any of the academic areas of the College.

98 2.4 The Dean of the College shall be an ex officio, voting member of the Council.

99 2.5 In the event of a vacancy, a new member shall be elected by the academic area to fill the
100 unexpired term within a month, excluding holidays, of the vacancy

101 2.6 Students of the College will have one (1) non-voting member on the Faculty Council
102 elected by the College of Liberal Arts Student Council.”

103 2.7 A quorum for Faculty Council actions shall consist of a majority of its members.
104

105 3. Terms of Office

106 3.1 Elected full-time faculty members of the Council shall serve staggered two-year terms
107 and may be re-elected.

108 3.2 Elected part-time faculty members of the Council shall serve for a one-year term and may
109 serve no more than three consecutive years.

110 4. Officers of the Council

111 4.1 The Faculty Council shall elect each year a Chair, a Vice-Chair, a Secretary and two At-
112 Large members.

113 4.2 The Council may establish other officers and committees as it finds necessary. Such officers
114 and committees are dependent on the Council for their charge and their authority.

115 5. Duties and Functions

116 5.1 The Faculty Council, as the representative body of the Faculty of the College of
117 Liberal Arts, shall exercise the powers of the Faculty on behalf of the College. The
118 Council shall be responsible to the Faculty at all times.

119 5.2 The Faculty Council may review the actions of the Dean and the Standing Committees of
120 the College. Except where other procedures are mandated in State and University regulations, in
121 the CBA or in other sections of this Constitution, it may hear appeals to the actions of those
122 agencies, and may mediate, arbitrate, or adjudicate disputes.

123 5.3 The Faculty Council shall adjudicate all disputes concerning interpretation of this
124 Constitution or of Policies and Procedures provisions falling under it.
125

126 D. STANDING COMMITTEES OF THE COLLEGE OF LIBERAL ARTS

127 1. There shall be the following Standing Committees:

128 Executive Committee of the Faculty Council

129 Educational Policies and Curriculum

130 Budget

131 Retention, Tenure, and Promotion

132 Sabbatical Leave

133 Grade Appeals

134 Awards

135 Research, Scholarly and Creative Activities

136 Graduate Council
137

138 These Committees shall be established and have duties as prescribed in the sub-sections which
139 follow.

- 140 2. Actions of all Standing Committees (other than specific Retention, Tenure, and
141 Promotion actions, individual Sabbatical or Difference-in-Pay Leave recommendations, and
142 individual Grade Appeal recommendations) may be reviewed by the Faculty Council.
- 143 3. Specific charges, policies, and procedures for each committee are detailed in the Policies and
144 procedures documents of the College and in other pertinent documents of the University. It shall
145 be part of the general charge to every Standing Committee to review those details periodically,
146 and to recommend improvements to the Faculty Council. The Faculty Council may amend or
147 supplement the details in the Policies and Procedures documents in light of such
148 recommendations and other information and considerations, including conformance with broader
149 University policies and requirements.
- 150 4. All Standing Committees except the Retention, Tenure, and Promotion Committee, the
151 Sabbatical Leave Committee, and the Grade Appeals Committee shall regularly forward
152 copies of their agendas and minutes to the Chair of the Faculty Council and to all academic
153 areas.
- 154 5. All Standing Committees shall provide the Faculty Council with a report of their activities
155 at the end of each academic year and such interim reports as are requested by the Council.
156 Annual reports may contain recommendations to the Council concerning matters under the
157 jurisdiction of the committee.
- 158 6. Alternates shall be elected to all committees with the exception of the Executive Committee
159 of the Faculty Council and the Graduate Council.

160

161 7. **Executive Committee** of the Faculty Council

162 7.1 Membership

- 163 a. The Executive Committee shall consist of at least the following members: the Chair, the
164 Vice-Chair, and the Secretary of the Faculty Council, and two At-Large members of the
165 Council elected by and from that body. The Council may augment this membership with other
166 officers as it finds necessary.
- 167 b. There shall be no more than one faculty member from any one academic area.

168 7.2 Duties and Functions

- 169 a. The Executive Committee shall organize the work of the Council and perform such other
170 functions as may be assigned to it by the Council.
- 171 b. The Executive Committee serves for one academic year. Between the time of the election in
172 the Spring and the beginning of the academic year in the fall, members of both the outgoing and
173 incoming Executive Committees will work together in representation of the Council.
- 174 c. The Executive Committee, in consultation with the Dean and other appropriate officers of the
175 College and University, shall act for the Faculty Council in emergencies and when the Council
176 cannot be brought into session. All such actions are reviewable by the Council as soon as
177 circumstances permit.
- 178 d. The Vice Chair of the Faculty Council shall replace the Chair when needed. If the Chair steps
179 down from the position for any reason, the Vice Chair will assume the Chair's duties until the end
180 of that Chair's term or until the Chair returns from an approved leave.
- 181 e. Any other vacancy on the Faculty Council Executive Committee shall be replaced by a special
182 election called no later than one month after the vacancy occurs and following the procedures for
183 Executive Committee elections described in Article IV, section 2.6.

184 **Educational Policies and Curriculum Committee**

185 8.1. Membership

- 186 a. The Educational Policies and Curriculum Committee shall have nine full-time faculty
187 members and two alternates elected by the full-time faculty of the College.
188 b. There shall be no more than one elected faculty member from any one academic area.
189 c. Faculty members shall serve staggered two-year terms and may be reelected but shall not
190 serve more than four consecutive years.
191 d. There may be one student member from the College selected by the Student Council.
192 e. The Dean or Dean's designee shall be an ex officio, non-voting member of the Committee.

193 8.2. Duties and Functions

- 194 a. The Educational Policies and Curriculum Committee shall maintain overview of the
195 educational policies of the College in the framework of the mission of the College and shall
196 make recommendations for action to the Faculty Council and Dean. b. The Committee shall
197 act for the College Faculty, in accordance with Policies and Procedures set by the Faculty
198 Council and the University Academic Senate, in all matters involving curriculum and
199 educational programs.
200 c. A quorum for Committee action shall consist of five faculty members. The
201 Committee shall function as a committee of the whole in all deliberations involving
202 curriculum or general education.
203 d. An academic area may appeal a recommendation of this Committee to the Faculty
204 Council.

205
206 **9. Budget Committee**

207 9.1 Membership

- 208 a. The Budget committee shall have 9 full time faculty members and two alternates. The Dean and
209 the Executive Committee shall nominate and the Faculty Council will elect the number of members
210 necessary to fill the seats for the appropriate terms needed to stagger the membership of the
211 committee.
212 b. There shall be no more than one faculty member from any one academic area.
213 c. The nine faculty members appointed by the Faculty Council shall serve staggered three-
214 year terms, and no faculty member shall serve more than six consecutive years.
215 d. There may be one student member from the College selected by the Student Council.
216 e. The Dean or Dean's designee shall be an ex officio, non-voting member of the Committee.

217 9.2 Duties and Functions

- 218 a. The Budget Committee, in accordance with instructions that it may receive from the
219 Faculty Council, shall maintain overview of the fiscal condition of the College and its
220 constituent programs. The Committee shall work with the Dean and the academic areas
221 in setting and pursuing the budgetary measures appropriate for implementing the educational
222 policies and mission of the College.
223 b. Five faculty members shall constitute a quorum.
224 c. All actions of the Budget Committee may be reviewed by the Faculty Council.

225
226 **10. Retention, Tenure and Promotion Committee**

227 10.1 Membership

- 228 a. The committee must have seven (7) tenured, full-time faculty members at the rank of
229 Professor and three (3) additional members at the rank of Associate Professor or Professor. b.
230 Additionally, one (1) alternate at the rank of Professor shall be elected for one year. If the

231 alternate does not serve on the committee, this individual is eligible for election to the committee
232 when the term ends.

233 b. Members shall serve staggered 2-year terms and shall not be re-elected for more than two
234 consecutive terms. Members are elected by the tenured and probationary faculty of the College.

235 c. There shall be no more than two faculty members from any one academic area, who must also
236 be at different ranks.

237 d. Committee members may not serve on any other standing or ad hoc Retention, Tenure, and
238 Promotion Committee of the University.

239 e. If Department Chairs or Program Directors serve on this committee, they will be
240 recused from decisions involving any faculty from their departments or programs.

241 f. Faculty participating in the Faculty Early Retirement Program (FERP) may serve
242 on RTP committees if elected by majority vote and approved by the President, yet no
243 RTP committee may be comprised solely of faculty participating in the FERP.

244 9.2 Duties and Functions

245 a. The Retention, Tenure, and Promotion Committee, in accordance with provisions
246 of the CBA and the pertinent Retention, Tenure, and Promotion policies and
247 procedures of the University and College, shall review all candidates for retention,
248 tenure, or promotion and shall make appropriate recommendations to the Dean of the
249 College and to the President of the University.

250 b. The Committee shall maintain overview of the Retention, Tenure, and Promotion policies that
251 affect the Faculty of the College in its professional mission and shall make recommendations to
252 the Faculty Council and the Dean concerning changes in those policies.

253

254 10. **Sabbatical Leave Committee**

255 10.1 Membership

256 a. The Sabbatical Leave Committee shall consist of seven tenured faculty members and one alternate
257 elected by the tenured and probationary faculty of the College.

258 b. Members shall serve staggered two-year terms and may not serve consecutive terms.

259 c. There shall be no more than one member from any one academic area.

260 d. A faculty member applying for sabbatical leave shall not serve on this committee.

261 10.2 Duties and Functions

262 a. The Sabbatical Leave Committee, in accordance with the provisions of the CBA and the
263 pertinent policies and procedures of the University and College, shall review all Sabbatical
264 proposals and shall make appropriate recommendations to the Dean of the College.

265 b. The Committee shall maintain overview of the policies affecting sabbatical leaves and
266 shall make recommendations to the Faculty Council and the Dean concerning necessary or
267 desirable changes in those policies.

268

269 11. **Grade Appeals Committee**

270 11.1 Membership

271 a. The Grade Appeals Committee shall have four faculty members and one alternate

- 272 elected by the Faculty Council.
- 273 b. There shall be no more than one faculty member from any one academic area.
- 274 c. Faculty members of the Committee shall serve staggered two-year terms and shall
- 275 serve no more than two consecutive terms.
- 276 d. Department Chairs and Program Directors may not serve on this Committee.
- 277 e. There shall be one student member of the Committee and one student alternate.
- 278 f. Student members of the Committee shall be selected in a manner determined by the
- 279 Student Council and shall serve one-year terms.
- 280 g. No individual may serve on this Committee and also on another Grade Appeals
- 281 Committee in the University.

282 11.2 Duties and Functions

283 The Grade Appeals Committee shall function as prescribed in the University Policy Statement

284 on Grade Appeals and in accordance with any further policies that the Faculty Council may

285 enact.

286

287 **12. Awards Committee**

288 12.1. Membership

- 289 a. The Awards Committee shall have 5 faculty members and two alternates elected by the
- 290 tenured and probationary faculty of the College.
- 291 b. There shall be no more than one faculty member from any one academic area.
- 292 c. Faculty members of the Committee shall serve staggered two-year terms and shall serve no
- 293 more than two consecutive terms.
- 294 d. Department Chairs and Program Directors may not serve on this Committee.
- 295 e. Members of the Awards Committee may not be nominated for an award or have nominated
- 296 another faculty member for an award. Award committee members shall identify any conflicts
- 297 of interest related to the evaluation of any nominee and recuse themselves from the evaluation
- 298 of that nominee and be replaced, if needed, by an alternate for the award concerned.

299 12.2. Duties and Functions

- 300 a. The Awards Committee shall review all submissions sent to the Dean's office for student
- 301 awards and select winners in each category.
- 302 b. The Awards Committee shall also review faculty submissions to the Dean's office for the
- 303 following: the Distinguished Faculty Scholarly and Creative Achievement Award, the Distinguished
- 304 Faculty Teaching Award and the Early Academic Career Excellence Award and the Distinguished
- 305 Faculty Advising Award. The College Awards Committee shall review and rank the submissions.
- 306 The College Awards Committee shall then forward the nominees' submitted materials, along with
- 307 the Committee's recommendation and ranking, to the Academic Senate Office.

308

309 **13. Research, Scholarly and Creative Activities Awards Committee**

310 These awards include RSCA (Assigned Time), Minigrants and Summer Stipends (MGSS) and

311 other research support awards as are made available by the College or University. The activities of

312 this committee are governed by the College of Liberal Arts Policy and Procedures for Research,

313 Scholarly and Creative Activities Awards.

314 13.1. Membership

- 315 a. The RSCA committee will have nine members and two alternates elected by the
- 316 tenured/tenure track faculty of the CLA. Members will serve 2-year staggered terms and shall not
- 317 serve more than two consecutive terms.

318 b. Two thirds of the members of the committee must be full-time, tenured faculty of any rank. No
319 more than one third of the members of the committee may be probationary faculty.

320 c. No more than two members from any one department or program can serve on the RSCA
321 committee.

322 d. Elected members of this committee may apply for MGSS awards if they do not serve on the
323 MGSS Sub-committee.

324 13.2. The MGSS sub-committee will have at least three members and one alternate elected by the
325 members of the RSCA committee.

326 a. Members of the sub-committee must be full-time, tenured faculty with either associate or full
327 professor rank.

328 b. No more than one person from any department or program can serve on the MGSS sub-
329 committee.

330 c. Members of this committee may *not* apply for MGSS awards.

331 13.3. Duties and Functions.

332 The RSCA committee will determine procedures for handling, reviewing, and ranking CLA
333 RSCA reassigned time applications. The committee forwards its final recommendations and
334 rankings to the Dean of the College, who makes the final award determination.

335 13.4. The MGSS sub-committee determines procedures for handling, reviewing, and ranking
336 CLA MGSS applications. The committee forwards its final recommendations and rankings to the
337 University MGSS Awards Committee, which makes the final award determination.

338

339 14. **Graduate Council**

340 14.1 Membership

341 a. Each academic area with a graduate program shall be entitled to have one faculty representative on
342 the Graduate Council, normally understood to be that program's Graduate Advisor.

343 b. Graduate students shall be entitled to have two non-voting representatives on the Graduate
344 Council. The representatives must be CLA graduate students in good standing, and shall be selected
345 by the CLA and/or ASI Student Councils to serve for a period of no more than one academic year.

346 c. The CLA Associate Dean responsible for graduate studies shall be an ex officio voting member of
347 the Graduate Council. The CLA Director of Graduate Studies, appointed by the Dean, shall also be
348 an ex officio voting member of the Graduate Council.

349 d. The Graduate Council shall elect a chairperson from its representatives for a one-year term.

350 14.2 Duties and Functions

351 a. The Graduate Council shall meet at least once per semester. A quorum for Council actions shall
352 consist of one-third of its voting members.

353 b. The Graduate Council shall maintain oversight of all initiatives and policies relating to graduate
354 studies, and shall make recommendations for action to the Faculty Council. In deliberations
355 involving graduate curricula, EPCC may consult with the Graduate Council. The Graduate Council
356 will form ad hoc subcommittees as needed.

357

358 E. FACULTY COUNCIL COMMITTEES

359 1. Types of committees

360 1.1. Standing Committees

361 Standing Committees of the Faculty Council meet on a regular basis (at least once per general
362 Faculty Council meeting). The formation of standing committees and the definition of the
363 functions and responsibilities are determined by majority vote of the Faculty Council. Members
364 of standing committees will be elected following the elections for the Executive Committee.
365 Additional members of standing committees may be elected in the first meeting of the Fall
366 semester. Departmental election or appointment to the position of Graduate Advisor will

367 be understood to suffice for membership on the Graduate Council.

368 369 1.2. Ad-Hoc Committees

370 Ad-hoc Committees of the Faculty Council are formed with specific responsibilities and
371 dissolve upon completion of those responsibilities. The formation of ad-hoc committees and the
372 definition of the functions and responsibilities are determined by majority vote of the Faculty
373 Council. Members of ad-hoc committees will be determined by vote of the Faculty Council at
374 the time of formation of the committee.

375 2. Eligibility and Terms of Service

376 Regular members of committees of the Faculty Council must be members of the Faculty
377 Council. Members of standing committees shall be elected for a term of one year. Members
378 of ad-hoc committees shall be elected for the period required to fulfill the function of the
379 committee. In addition, one member of the elections committee may be appointed from
380 outside the council if deemed necessary.

381 3. Internal Procedures

382 Unless otherwise indicated, committees are free to establish their own procedures which
383 include appropriate ad hoc or committee structuring. Committees may not, however, make
384 substantive changes to their charge or structure without a majority vote of the Faculty Council.
385 Committees will report their structure, including the process used to elect a chairperson, to the
386 Faculty Council.

387 4. Minutes and Reports

388 All committees shall submit to the secretary of the Faculty Council a reproducible copy
389 of their Minutes. All Councils and Committees shall prepare, at the conclusion of the
390 academic year, year-end reports containing their recommendations.

391 392 5. Standing Committees of the Faculty Council

393 5.1. Committee on Technology

394 a. Membership

395 The committee shall consist of between two and four members of the Faculty Council
396 elected by the Faculty Council. Members will serve for one academic year.

397 b. Duties and Functions

398 The Committee on Technology will have responsibility for coordinating, in cooperation with
399 the Executive Committee, the approach of the Faculty Council in issues related to technology.
400 These issues include, but are not limited to, Beachboard, the CSULB server, classroom
401 technology, software utilization, technical support for faculty, and the Faculty Center for
402 Professional Development. In each area, the committee will:

403 -- Find common issues across Departments in the College of Liberal Arts related to
404 technology

405 -- Coordinate with technical staff in the gathering of information, presentations to the Faculty
406 Council, and the implementation of policies

407 -- Make recommendations to the Faculty Council related to technology

408 -- Oversee the maintenance of the web page of the Faculty Council

409 410 5.2. Committee on Faculty and Professional Issues

411 a. Membership

412 The committee shall consist of between two and four members of the Faculty Council
413 elected by the Faculty Council. Members will serve for one academic year.

414 b. Responsibilities

415 The Committee on Faculty Personnel Issues will have responsibility for coordinating, in
416 cooperation with the Executive Committee, the approach of the Faculty Council in issues

417 related to faculty personnel issues. These issues include, but are not limited to, workload, pay
418 equity, and Retention, Tenure and Promotion. In each area, the committee will:
419 -- Find common issues across Departments in the College of Liberal Arts related to
420 faculty personnel issues
421 -- Coordinate with administrators in the College of Liberal Arts in the gathering of
422 information,
423 presentations to the Faculty Council, and the implementation of policies
424 -- Make recommendations to the Faculty Council related to faculty personnel issues
425

426 5.3. Elections Committee

427 a. Membership

428 The Committee shall consist of three to five members elected by the Faculty Council and serving
429 2-year staggered terms. The Chair of this committee and a majority of its members shall be on
430 the Faculty Council.

431 b. Duties and Functions

432 1) The Elections Committee shall supervise all elections overseen by the Faculty
433 Council including committees of the council, elections to college-wide committees conducted
434 within the Faculty Council, and all college-wide elections within the College of Liberal Arts.
435 The Elections Committee will not have responsibility for overseeing the confirmation of
436 appointments by the Dean of the College of Liberal Arts.

437 2) Elections to college-wide committees conducted within the Faculty Council
438 The Elections Committee will solicit nominations from the eligible faculty of CLA for the
439 college-wide committees that are elected by members of the Faculty Council. The Elections
440 Committee will organize a ballot without preference for any candidate, conduct elections, and
441 tabulate results for the election of members of these committees.

442 3) College-wide Elections

443 The Elections Committee will solicit nominations from the eligible faculty for the
444 college-wide committees that are elected by the general faculty of the College of Liberal Arts.
445 The Elections Committee will organize a ballot without preference for any candidate, conduct
446 elections, and tabulate results for the election of members of these committees.

447 4) Elections to committees within the Faculty Council

448 The Elections Committee will oversee the nomination of candidates for positions within
449 the Faculty Council, organize a ballot, conduct the election, and tabulate the results for the
450 election of the Executive Committee, Standing Committees, and any ad-hoc
451 committees of the Faculty Council. Elections for positions in the Executive Committee and
452 Standing Committees of the Faculty Council will take place at the final meeting of the Spring
453 Semester for terms during the following academic year.

454 5) Executive Committee Elections

455 a. Nominations and candidate statements of no more than 150 words shall be solicited by the
456 elections committee. These statements will be distributed to Faculty Council members in
457 advance of the final meeting of the Spring semester. Nominations from the floor may also be
458 accepted at the elections meeting. A brief (2 minute) oral statement may be made by candidates
459 or nominators at this time. In this event, other candidates may make oral statements of the same
460 length.

461 b. Elections will proceed one by one in the following order: Chair, Vice Chair, Secretary,
462 Member-at-Large 1, Member-at-Large 2. Candidates for one position who are not elected may
463 add their names to the ballot for the next position.

464 c. Candidates are elected with a simple majority. If no majority is achieved, a runoff vote will be
465 conducted.

466 6.1. Between the time of the election in the Spring and the beginning of the academic year in

467 the fall, members of both the outgoing and incoming Executive Committees will work together
468 in representation of the Council.

469 470 F. OFFICE OF THE DEAN

471 1. The Dean of the College is appointed by the President after consultation with the Faculty of
472 the College in accordance with the policies and procedures for such appointment established by
473 the University through the Academic Senate. The provisions of this Constitution and the
474 specific duties and responsibilities of the Dean defined in the Policies and Procedures
475 documents of the College shall be considered by the Search Committee in its development
476 (with the appropriate University administrator) of the Position Description under which a Dean
477 is appointed and also in its review of candidates.

478 2. The Dean is the chief administrative officer of the College. The Dean's authority is
479 that which is delegated by the President of the University, that which accrues to the Dean
480 from University policies, and that which is provided by the Faculty of the College
481 through its appropriate representative bodies.

482 3. The Dean shall be accountable to the Faculty of the College for the efficient administration
483 of University and College policies and for coordination of the work of the
484 academic area Chairs and Directors in the administration of these policies within their areas.

485 4. The Dean shall develop and maintain an academic and administrative environment
486 conducive to the achievement of the highest standards of student scholarship, to the
487 enhancement of instructional excellence in the faculty, and to the continuing professional
488 growth of the faculty.

489 5. The Dean may establish special or ad hoc committees on matters relating to the general
490 welfare of the College. Recommendations or findings of such bodies shall be advisory only.

491 6. The Dean may delegate authority to one or more Associate or Assistant Deans.

492 6.1 A person shall become Associate or Assistant Dean of the College only after selection in
493 accordance with the policies and procedures established by the University through the Academic
494 Senate. The Dean and the relevant Search Committee shall determine jointly the specific duties
495 and functions of an Associate or Assistant Dean in their preparation of
496 a Position Description under which an Associate or Assistant Dean is appointed.

497 6.2 On the occasion of Periodic Administrative Review of an Associate or Assistant
498 Dean, the Dean, the Associate or Assistant Dean being reviewed, and the Faculty Council shall
499 review jointly the functions and duties of the office as specified in the operative position
500 descriptions. If appropriate, a new position description may be formulated.

501 502 G. ACADEMIC AREAS

503 1. The Academic Areas of the College shall be the Departments and Programs extant in the College
504 of Liberal Arts.

505 2. In addition to provisions of the University governing the creation and dissolution of
506 Departments and Programs, an organization of faculty and curriculum shall become an
507 Academic Area of the College only upon approval of both the Faculty Council and the Dean.
508 An organization of faculty and curriculum shall lose recognition as an Academic Area of the
509 College only upon approval of both the Faculty Council and the Dean.

510 3. All Academic Areas of the College shall have direct access to the Dean. They may
511 forward requests to the Dean, initiate hiring requests and job descriptions of all their
512 personnel, and review with the Dean all matters relating to their interests. They may appeal
513 the Dean's decisions to the Faculty Council, to any appropriate College Committee, or to
514 faculty bodies or administrative officers at the University level.

515 4. The faculty of any Academic Area may appeal any internal matter to the Dean and/or the
516 Faculty Council that cannot first be resolved by the Chair or Director of the Area and a

517 committee of the Area faculty.
518 5. When not otherwise specified in University or College documents, the faculty of an
519 Academic Area may determine the proportionality of student representation on that Area's
520 committees and councils.

521

522 ARTICLE IV. ELECTIONS

523 1. Election procedures. Elections for College committees, and for University elections in
524 which other procedures are not specifically mandated, shall meet the requirements and
525 follow the procedures given below.

526 1.1 There shall be ample opportunity for nominations to be made by any member of the
527 relevant constituency. The Faculty Council shall specify appropriate periods and
528 procedures for receipt of nominations for vacant offices.

529 1.2 Elections shall be by secret ballot.

530 1.3 Elections shall utilize “Single Transferable Vote Balloting”, which is here defined as
531 balloting which follows the procedures described below or which utilizes computer
532 programming or mathematical calculation to mimic the procedures.

533 a. In election of people to serve on a college or university body, all the qualified
534 nominees are listed on one ballot, and voters rank order their choices.

535 b. Ballots are counted in a series of tallies that proceed as follows:

536 (1) In a first tally, every ballot is allocated to its first (highest) choice.

537 (2) At the end of the first tally, and then at the end of each subsequent tally, one candidate
538 is eliminated from the running either (in order of priority) (a) because declared elected [see
539 (4) below] or (b) because a candidate from the same department has been declared elected and
540 no more people from that department can serve or (c) because he or she is the lowest vote-
541 getter in the tally.

542 (3) In every tally subsequent to one in which a candidate has been eliminated from the running,
543 each ballot is again allocated to its highest choice among the candidates still in the running.

544 [Example: Suppose a tally proceeds in which a ballot’s first choice or highest ranked candidate
545 has already been elected (or has been lowest vote-getter). That ballot is now allocated to its
546 second choice. If its second choice has been eliminated, it is allocated to its third choice, etc.] If
547 a ballot has no extant choice, it is set aside in this and all subsequent tallies.

548 (4) A candidate is declared elected when either (a) he or she has received a majority of
549 votes cast in a tally or (b) he or she is still in the running and elimination of any more
550 candidates would reduce the candidate list below the number still required to be elected in the
551 balloting.

552 (5) When ties must be broken to determine which candidate is eliminated from the running
553 (e.g. ties for “lowest vote-getter” in a tally) the tie shall be broken by lot. (6) Alternates
554 are identified by being the last candidate(s) eliminated in the series of

555 tallies before the requisite number of people to be elected as regular members has been
556 reached. (I.e., an alternate is the highest vote-getter after the last person elected in the
557 tallies.) [See Paragraph 2 in this Article IV.]

558 1.4 If the Faculty Council determines both (a) that Single Transferable Vote Balloting as
559 described above can be conducted by use of the Internet, and (b) that the integrity of the
560 balloting is not endangered in the process, the College may conduct elections using the
561 Internet.

562 2. Alternates and Vacancies. In electing members to committees and councils, the College
563 may also elect Alternates (“Stand-by Alternates”) to step into service should a vacancy occur

564 due to resignation, leave of absence, or other cause.
565 2.1 The number of Stand-by Alternates elected for each committee shall be determined by the
566 Faculty Council.
567 2.2 Alternates to any committee shall be subject to the same membership requirements as
568 regular members.
569 2.3. Alternates shall be elected as part of the normal balloting process, except in an
570 election specifically to elect Alternates to a body. Alternates (in the number determined by
571 each body by that body's membership charge or by the Faculty Council) shall be the nominees
572 with the highest number of votes among those not elected to regular membership. In case of
573 ties, election and order among Alternates (1st Alternate, 2nd Alternate, etc.) shall be by lot.
574 2.4 Unless otherwise specified in the documents establishing the committee structure and
575 charge, the term of office of an Alternate in Stand-by status shall be one academic year.
576 a. Should an Alternate step into service to replace someone who leaves a committee, the
577 Alternate shall normally assume as term of office the remainder of the term of the person being
578 replaced.
579 b. A member of a committee taking sabbatical leave for a semester may request that the
580 Alternate serve only for that semester of leave so that the person on leave may resume
581 committee service upon return to duty.
582 2.5 If a vacancy occurs in the Faculty Council or in a Committee for which there is no Alternate
583 to step into service, a replacement shall be selected to complete the unexpired term. The
584 selection shall be made as soon as practicable, and shall be in accordance with the provisions
585 governing the particular Council or Committee. However, if those provisions call for an
586 election and the Faculty Council determines there is not sufficient time in a semester to hold a
587 special election to fill the vacancy, it may appoint a replacement to serve the remainder of the
588 academic year.

589 ARTICLE V. AMENDMENTS

591 1. Proposals to amend this Constitution are initiated by petition of at least 20 percent of the
592 Faculty or by a majority of the Faculty Council. Proposals thus initiated shall then be
593 forwarded to the Dean.
594 2. A proposed amendment submitted to the Dean shall be distributed to the faculty within ten
595 working days of its receipt by the Dean. A general Faculty meeting shall be held to discuss the
596 proposed amendment seven to ten working days after its distribution. Proposed amendments
597 may not be considered from the end of the Spring semester to the beginning of the subsequent
598 Fall semester.
599 3. Following the general Faculty meeting, proponents and opponents may, within ten working
600 days, submit to the Office of the Dean a written "Argument In Favor Of" or "Argument
601 Against" any proposed amendment, to be distributed to the faculty along with the ballot,
602 provided that these "For" or "Against" arguments are signed by five or more faculty members.
603 Arguments must not exceed 1,000 words in length. The Office of the Dean shall prepare and
604 distribute to the faculty a ballot containing the proposed amendment, along with any arguments
605 For or Against.
606 4. An amendment to the Constitution shall become effective when it has been ratified by a
607 majority of the valid ballots cast by the full-time faculty of the College in a secret mail ballot.

608 ARTICLE VI. RATIFICATION

609 1. This Constitution shall become effective upon ratification by a majority of valid ballots cast

610 by the full-time faculty of the College in a secret mail ballot.
611 2. As soon as possible after ratification, the Faculty Council shall be elected as provided in this
612 Constitution and shall immediately become the authorized Faculty Council of the
613 College. Terms of service shall be counted as beginning in the semester subsequent to that in
614 which the Council is elected. Half the membership shall be selected by lot to
615 serve a one-year term so that the "staggered terms" provision of this Constitution may be
616 effected.

617 3. All Standing Committees shall then be selected as provided in this Constitution for terms
618 to begin in the semester following ratification of this Constitution. Wherever
619 "staggered terms" are called for, this shall be effected by lot.

620 4. Evaluation Committee

621 4.1 At the beginning of the fifth semester after ratification, the Chair of the Faculty
622 Council shall appoint, with the concurrence of the Council, an Evaluation Committee of
607 at least six faculty members to meet and to evaluate the provisions of this document. The
608 Evaluation Committee shall work in consultation with the College's Faculty Council, its
609 Standing Committees, and all faculty. This Evaluation Committee shall submit to the Council
610 within a year a written report, which may include recommendations for Amendments to this
611 Constitution.

612 4.2 The College Council shall, at a regular meeting and as an item on its written agenda,
613 consider the report, findings, and recommendations of the Evaluation Committee and take such
614 implementing action as it deems appropriate and necessary.