

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
CONSTITUTION OF THE FACULTY OF THE
COLLEGE OF EDUCATION**

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CALIFORNIA STATE UNIVERSITY, LONG BEACH

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

PREAMBLE

We, the Faculty of the College of Education at California State University, Long Beach, establish this Constitution to promote an equitable governance structure, to create a teaching and learning community that prepares professional educators and practitioners who promote equity and excellence in education, and to promote the general welfare of faculty, staff, and students.

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 faculty in the College, the Dean and Associate Deans, and such others, as the voting members shall, by majority vote, admit to membership.
- 1.3 Membership in this body shall not lapse for full-time faculty because of leave of absence, sabbatical leave, faculty in the Faculty Early Retirement Program (FERP), emeritus status, or administrative assignment.

2.0 ARTICLE 2: VOTING RIGHTS AND RESPONSIBILITIES

- 2.1 For the purpose of College-wide elections, voting rights are extended to all full-time, tenured/tenure-track faculty with an appointment in the College, full-time lecturers with appointment in the College, and lecturers on a 3 AY with a time base of 0.5 or more in the College in the semester of the election, except as excluded by University policy.
 - a. The Dean and Associate Deans shall be voting members of the Faculty-at-large during the tenure of their administrative appointments.
 - b. Faculty on Early Retirement Program (FERP), reduced time-based programs, and faculty members with retreat rights retain full rights of membership in their semester(s) of employment and as allowed by University policy.

3.0 ARTICLE 3: ORGANIZATION OF THE COLLEGE

- 3.1 The College shall be organized into the Office of the Dean, departments, interdepartmental programs of instruction, centers, and offices.
- 3.2 Primary responsibility for governance of the College shall rest with the Office of the Dean, Faculty Council, and Staff Advisory Council.
- 3.3 College-wide faculty business meetings may be called by the Dean, the Faculty Council, or by petition signed by at least 25% of the voting members.
 - a. A quorum shall exist when 50% plus one of the voting members in residence are present at a meeting of the Faculty.
 - b. Except as it conflicts with this Constitution, *Robert's Rules of Order (Newly Revised)* shall be used to conduct all meetings of the Faculty.
 - c. The Dean or the Faculty Council Chair shall establish and distribute agendas and maintain a permanent file of the agendas, minutes, and supporting documents from College-wide faculty business meetings. In the case of the Dean's absence, an Associate Dean shall preside.
 - d. The agenda for College-wide faculty business meetings shall be approved by the voting members in attendance at the meeting.
 - e. The presiding officer of each College-wide faculty business meeting will ensure minutes are recorded and distributed to voting members.

4.0 ARTICLE 4: OFFICE OF THE DEAN

- 4.1 The Dean shall provide leadership in initiating, planning, developing, executing, and evaluating programs, policies, and procedures, and other College functions in consultation with the Faculty and in accordance with the regular consultative procedures of the University to ensure the welfare of the College.
- 4.2 The Dean reports to the Provost and Senior Vice-President for Academic Affairs and has the responsibility, in consultation with the faculty and staff, for management of resources entrusted to the College for academic and fiscal planning, for personnel policies applicable to the College, and for coordination of the various academic and service areas that constitute the College.
- 4.3 The Dean shall be accountable to the Faculty for effective administration of University and College policies, for coordination of interdepartmental programs, and for the work of department chairs in the administration of policies within their academic areas.

- 4.4 The Dean shall schedule College meetings and shall formally consult the Faculty on all matters pertaining to the operation and general welfare of the College and its programs.
- 4.5 The Dean shall represent the College on the University Council of Deans and shall advise the Office of the University President concerning the interests of the College.
- 4.6 The Dean may establish *ad hoc* committees concerning matters related to the general welfare of the College. Recommendations of such committees shall be communicated to the Dean, Faculty Council, and the Faculty. These recommendations shall be advisory only.
- 4.7 The Office of the Dean shall maintain the official records and actions of the College and Faculty governance bodies.
- 4.8 Decisions by the Office of the Dean can be formally appealed by written petition signed by 25% of the voting-eligible faculty within ten working days after the announcement of the decision. These formal appeals shall be presented to the Dean and Faculty Council for the purpose of discussion.

5.0 ARTICLE 5: DEPARTMENTS AND PROGRAMS OF INSTRUCTION

- 5.1 The departments and programs of instruction of the College shall be those in effect at the time of ratification of this Constitution.
- 5.2 Departments and programs of instruction shall be created, merged, and eliminated in accordance with University Policy.
- 5.3 Each department shall elect a department chair in accordance with University policy.
 - a. The department chair shall be the administrative officer and academic leader of the department Faculty.
 - b. The department chair shall be responsible for 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 staff job descriptions, assisting in 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. For the purpose of faculty governance, the Provost and the Dean consider the University-wide Single Subject Credential Program as a department and its Director as a department chair to ensure that the program is represented in the College of Education 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 be 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 from among them one representative for every ten voting members. Each department shall have a minimum of one representative.
- c. Representatives shall be elected from the tenured/tenure-track Faculty with an appointment in a College department and lecturers with a time base of 1.0 in a College department by a majority of votes cast in a secret ballot. In the case of Single Subject, the representative may have a time base of 1.0 in another college.
- 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. Non-voting, ex-officio members of the Faculty Council shall include Department chairs, the Dean (or designee), and the Administrative Services Manager (for meetings involving budget review).
- f. The Faculty Council shall elect a chair, a vice-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 or at the chair's discretion, the vice-chair shall preside over the Faculty Council.
- g. Each year, based on the work before the Council, the chair and vice-chair shall coordinate their respective duties to share leadership and ensure continuity in subsequent years.
- h. The Faculty Council shall meet at least once a month during the academic year and at other times when called by the chair.

- (1) The Faculty Council shall set its agenda, establish procedures, set meeting dates and times 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 voting 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 voting members present at Faculty Council meetings where a quorum exists.
- i. The Faculty Council may consult with and make recommendations to the Dean concerning policies, programs, organizational structure, and the general welfare of the College.
 - (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 subpart (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 25 percent of the voting-eligible faculty within ten working days of the announcement of decision. Appeals shall then be presented to the Faculty in a meeting, called by the Dean, 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 and when it is in concurrence with the Dean. If said action requires approval by University administration and is not accepted, the Dean shall formally notify the Faculty within ten working days.
 - j. The Faculty Council shall have the power, subject to the provisions defined in Article 8, to initiate amendments to policies or regulations of the College.
 - k. The Faculty Council shall supervise the nomination, election, and appointment of College Faculty as representatives to committees according to the General Rules in Article 7 and membership qualifications outlined in this Constitution.
 - l. The Faculty Council shall review the College's General Fund proposed or approved annual budget once per year. The review shall include (1) the College's development goals, targets, and achievements, (2) allocations of computer refresh funds, state lottery funds, and Continuing Education Revenue Funds (CERF), and other funds where appropriate. In its review and recommendations, the Council shall consider past practices, perceptions of fairness and equity, and the mission of the College, including the *College Strategic Plan* and its academic programs.

- m. In collaboration with the Dean, the Faculty Council will propose policies and provide feedback on progress toward achieving goals set forth in the *College Strategic Plan*.

6.2 *Ad Hoc* Committees of Faculty Council

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

6.3 Standing Committees of Faculty Council

- a. The Faculty Council shall establish standing committees consistent with University policies and regulations that advance the interests of faculty, staff, and students in the College. The Council shall have the authority: (a) to create new standing committees, and (b) to define and limit the power of these bodies. Standing committees include:
 - 1. Curriculum Committee
 - 2. Faculty Awards Committee
 - 3. Reappointment, Tenure, and Promotion Committee
 - 4. Student Affairs Committee
 - 5. Endowments Committee
- b. Except where otherwise noted, the Dean (or designee) shall appoint a convening chair of each standing committee by the beginning of the fall semester. At the initial meeting, committee members shall elect officers, establish annual goals, and arrange a calendar.
- c. The annual goals and the current membership of all 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. The chair of each standing committee shall maintain committee records, review its responsibilities each academic year and shall submit a year-end executive summary with any recommended changes to committee responsibilities to the chair of the Faculty Council and to the Office of the Dean by May 1.
- f. Actions of all standing committees may be reviewed by Faculty Council (except for specific reappointment, tenure, and promotion actions, individual sabbatical or difference-in-pay leave recommendations, or individual grade appeal recommendations).

6.4 Membership and Responsibilities of Faculty Standing Committees

a. Curriculum Committee

Membership

The Curriculum Committee shall consist of one full-time faculty member from each department elected by the department. The director of the Single Subject Credential Program will serve as the representative from that program. Members shall serve staggered two-year terms, which typically follows a calendar-year cycle.

Members may be re-elected but shall not serve more than two consecutive terms. Faculty may not serve on the College and Department Curriculum committees simultaneously.

The chair is a voting member of the committee and shall be elected at the beginning of the curriculum cycle from among committee members to serve a one-year term as chair. The Dean (or designee) serves as ex-officio, non-voting member.

Responsibilities

The Curriculum Committee shall function as a review body for all curriculum proposals which originate in a department, and for any interdisciplinary proposals. The committee shall create and maintain policies, forms, and procedures for department and College curricular processes.

A recommendation of this committee may be appealed to the Faculty Council. Decisions made by the Faculty Council are subject to provisions in 6.1.i. (2) and (3) of this Constitution.

b. Faculty Awards Committee

Membership

The Faculty Awards Committee shall consist of one tenured faculty member and one alternate from each department elected by the department. The Single Subject Credential Program is not represented on this committee. Members shall serve staggered two-year terms.

Members may be re-elected but shall not serve more than two consecutive terms. A chair shall be elected from among the committee members to serve a one-year term as chair. The Dean (or designee) serves as an ex-officio, non-voting member.

Responsibilities

The Faculty Awards Committee shall provide the Faculty with the criteria and procedures for evaluation of sabbatical, difference-in-leave pay, and internal grant proposals, according to provisions in the Memorandum of Understanding and University policies and procedures.

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

Members shall not review the pool of applications for the award category for which they are applying. The department alternate will serve in place of a recused member.

c. Reappointment, Tenure, and Promotion Committee

Membership

The Reappointment, Tenure, and Promotion (RTP) Committee shall consist of five tenured full professors elected by the College Faculty. Members shall serve staggered two-year terms.

Members may be re-elected but shall not serve more than two consecutive terms. No more than two members from each department may serve at the same time. A chair shall be elected from among the committee members to serve a one-year term. The Dean (or designee) serves as an ex-officio, non-voting member.

Responsibilities

The RTP Committee, in accordance with provisions of University policy and the pertinent reappointment, tenure, and promotion policies and procedures of the College, shall review all candidates for reappointment, tenure, or promotion, and shall forward its recommendations to the Dean and the Provost and Senior 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.

d. Student Affairs Committee

Membership

The Student Affairs Committee shall consist of one faculty member from each department elected by the department. Members shall serve staggered two-year terms. In case of a grade appeal one student will be appointed by Associated Students, Inc.

Members may be re-elected but shall not serve more than two consecutive terms. A chair shall be elected from among the committee members to serve a one-year term. The Dean (or designee) shall serve as an ex-officio, non-voting member.

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 and make recommendations.

e. Endowments Committee

Membership

The Endowments Committee shall consist of one faculty member from each department elected by the department. Members shall serve staggered two-year terms.

Members may be re-elected but may not serve more than two consecutive terms. A chair shall be elected from among the committee members to serve a one-year term. The Dean, and the Holder(s) of Endowed Chairs if applicable, are ex-officio, non-voting members.

Responsibilities

The Endowments Committee shall be responsible for assisting and advising the Dean, and Holder(s) of Endowed Chairs (if applicable), to develop educational initiatives reflective of the College Mission and Strategic Plan and promote excellence in scholarship and practice aligned with requirements of the Endowments.

The committee will conduct activities in alignment with the endowment and review proposals generated from competitive calls from the Faculty to use endowment funds. The committee will recommend proposals to the Dean. The committee shall be responsible for reporting to the Faculty Council yearly on the activities and the fiscal condition of the endowment funds.

In the event of the appointment of an Endowed Chair, the committee shall be responsible for developing expectations, evaluation, and reappointment procedures in alignment with conditions of the endowment.

6.5 Faculty Representation on Multi-Constituent Committees

Faculty representatives serve with administrators, staff, and students on College committees that address issues facing the College community.

a. Assessment Committee

Membership

The Assessment Committee shall consist of one full-time faculty member (tenured, tenure-track, or lecturer) from each department elected by the department. The Dean, an Associate Dean, department chairs, and the College Assessment Analyst are ex-officio, non-voting members. Members shall serve staggered two-year terms.

Members may be re-elected but shall not serve more than two consecutive terms. The College Assessment Coordinator, appointed by the Dean, shall serve as chair.

Responsibilities

The Assessment Committee shall supervise the Unit Assessment System (UAS), review unit-level data, make recommendations for program improvement, and communicate the goals and implementation of the UAS. The committee shall evaluate and adjust the UAS to ensure effective implementation at the Unit, department and program levels. The committee shall recommend infrastructure needs to the Assessment Coordinator.

b. College Meeting Planning Committee

Membership

The College Meeting Planning Committee typically has six members. Three faculty members, representing different departments and classifications (tenure-track and full-time lecturers) and three staff members.

An Associate Dean shall serve as chair. In consultation with the Dean and Faculty Council, the Chair appoints faculty members. The Staff Advisory Council selects staff members.

Responsibilities

The College Meeting Planning Committee shall create opportunities for community building and professional development for all full-time faculty and staff members in the College. Members will plan, execute, and evaluate College meetings, including Convocation.

College meetings typically include professional development aligned with the *College Strategic Plan* and/or key College and University initiatives. Guest speakers or facilitators as appropriate for the topic of the meeting may participate.

Each meeting shall be evaluated, and feedback will be incorporated into future meetings.

c. Equity and Diversity Committee

Membership

The Equity and Diversity Committee shall consist of one faculty member from each department (elected by the department), five staff members (appointed by Staff Advisory Council), and 2 student representatives (appointed by COESA) from different degree or credential programs. Faculty and staff members shall serve staggered two-year terms and student members shall serve one-year terms.

Members may be re-elected but shall not serve more than two consecutive terms. A chair shall be elected from among the committee members to serve a one-year term. The Dean (and/or designee) serves as an ex-officio, non-voting member.

Responsibilities

The Committee on Equity and Diversity shall promote equity-minded behavior, practices, and interactions among and between faculty, staff, and students. Members shall consult with College stakeholders to develop strategies to recruit and retain underrepresented faculty, staff and students, and identify and promote effective practices for matriculation and preparation of candidates who will thrive in diverse, urban settings.

d. Graduate Degree Programs Committee

Membership

The Graduate Degree Programs Committee shall consist of the coordinators of each graduate program in the College. Members (or their designee) are non-elected representatives of their programs. Chairs of departments that offer graduate programs shall also serve on the committee. An Associate Dean shall serve 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 create and maintain College policies related to graduate programs.

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

e. Initial Teacher Preparation Program Committee

Membership

The Initial Teacher Preparation Program (ITPP) Committee shall be a multi-constituency committee of non-elected representatives. The ITPP shall consist of the coordinators of each initial teacher credential program in the College, and staff representatives to include: lead advisors of credential programs (Teacher Preparation Advising Center-TPAC and Liberal Studies), Office of Clinical Practice (OCP), the Credential Office, and the Assessment Office. Members (or their designee) are non-elected representatives of their programs. Chairs of departments that offer teacher credential programs shall also serve on the committee. An Associate Dean shall serve as chair.

Responsibilities

The Initial Teacher Preparation Program (ITPP) Committee shall serve as an advisory body on policies, curricula, and professional development needs of faculty, staff, and students on issues related to teacher preparation. The committee shall create and maintain College policies related to all initial teacher preparation programs.

The committee shall serve as a conduit of information related to all initial teacher credential programs in the College.

f. Technology Committee

Membership

The Technology Committee shall consist of one faculty member from each department elected by the department, three College-wide staff representatives chosen by Staff Council, and two standing members representing the College Technology Group. Members shall serve staggered two-year terms.

Members may be re-elected but shall not serve more than two consecutive terms. A chair shall be elected from among the Committee members to serve a one-year term. Dean (or designee) is ex-officio, non-voting member.

Responsibilities

The Technology Committee shall serve as an advisory body on all issues affecting the College's technology infrastructure, including policies, practices, and acquisition or replacement of technology from available funding sources. The committee shall identify needs for professional development on technology related to instruction, assessment, advising, learning, and research. The committee shall liaise with the University FACT committee.

7.0 ARTICLE 7: ELECTIONS

7.1 Responsibilities

- a. The Faculty Council shall supervise the nomination, election, and appointment of faculty representatives to College and University committees consistent with the provisions outlined in this Constitution.
- b. Each department shall establish procedures for nominating and electing its faculty representatives to College committees. An alternate representative shall be the first runner-up in the election for the same committee representative. Departments shall maintain updated elections procedures and keep them on file with the Dean's Office.
- c. The Dean's Office shall assist Faculty Council with managerial tasks related to conducting College and University committee elections and shall report and archive the results.

7.2 General Election Procedures

- a. All voting-eligible faculty members shall receive a call for nominations at least 10 working days prior to the date of the election.

- b. Ballots shall be distributed to all voting-eligible faculty at least 5 working days prior to the close of the election. Elections shall be conducted via secret ballot. Write-in votes shall not be permitted. Candidates with the most votes shall be elected.
- c. If no candidate receives a majority of votes, a run-off election is required. Candidates with the fewest votes shall be dropped until the run-off ballot has one more name than the total number needed, consistent with any constraints regarding departmental affiliation or faculty rank.
- d. In an election where committee members are elected for staggered terms of office, the candidate(s) with the higher number of votes shall serve for the longer term(s). In case of a tie vote among elected members, the decision for a longer term will be determined by random process (e.g., coin flip, drawing lots).
- e. Alternate members for Academic Senate and its Councils shall be the runner-up for that position in the most recent College election. If the vacancy is temporary, the alternate shall serve until the elected member is able to resume their position. If the vacancy is permanent, the alternate shall serve until the next regular College election. In the event an Alternate is not available an election will be held.
- f. Disputes arising from election results shall be appealed according to Article 6.1.i. (2) and (3) of this Constitution.

7.3 Vacancies During the Term of Office

- a. Temporary vacancies anticipated prior to the annual election and occurring within the term of office (e.g., sabbatical, faculty grant) shall be filled by general election procedures. The ballot shall specify the candidate's name and term of service (e.g., academic year, semester). Appointments shall expire at the end of the semester or academic year of the temporary absence.
- b. Vacancies arising unexpectedly within the term of office shall be appointed by the constituency affected and consistent with General Election Procedures: (a) College and University committee vacancies are filled by the Faculty Council, (b) Department representative vacancies are filled by the department. Appointments shall expire at the end of the term.

8.0 ARTICLE 8: AMENDMENTS

- 8.1 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 members presented to the Dean and to the chair of the Faculty Council.

- 8.2 All proposed amendments shall be distributed during the academic year to faculty members at least 10 working days prior to the College meeting called for discussion of such proposals. Voting regarding proposed amendments shall be conducted by secret ballot. Ballots shall be distributed to all voting-eligible faculty members at least 5 working days prior to the due date of those ballots. In order to certify an election regarding a proposed amendment, greater than 50% of the voting-eligible faculty must participate in the voting regarding that amendment.
- 8.3 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 greater than 50% of votes cast by the voting-eligible 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.
- 8.4 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 no fewer than a three-fourths majority of the voting-eligible faculty members by secret ballot and is found to conform to University policies and all memoranda of understanding between the University administration and faculty.
- 8.5 Changes to this Constitution of a non-substantive, clerical nature (e.g., position titles, group or committee names), may be made by the Chair of the Faculty Council with approval of the Faculty Council.

9.0 ARTICLE 9: RATIFICATION

- 9.1 This document shall be ratified when all of the following conditions have been satisfied:
- (a) has been voted on in a certified election, (b) has been affirmed by greater than 50% of votes cast by the voting-eligible faculty members, (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.

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.

Amended on April 8, 2020, by the Faculty of the CSULB College of Education.