

CALIFORNIA STATE UNIVERSITY, LONG BEACH

COLLEGE OF ENGINEERING

CONSTITUTION

THIS DOCUMENT WAS REVISED AS FOLLOWS:

Engineering Faculty Council on December 9th, 2020

Tenure Line Faculty on March 19th, 2021

PREAMBLE

The laws of the State of California, the regulations and policies of the California State University and California State University, Long Beach, and collective bargaining agreements shall override any provisions of this Constitution with which they are in conflict.

Hereafter, “System” shall refer to the California State University; “University” to California State University, Long Beach; and “College” to the College of Engineering.

ARTICLE 1 Faculty

1.100 The Faculty of the College is composed of the Tenure Line Faculty and the Lecturer Faculty.

1.200 Tenure Line Faculty shall consist of those tenured and probationary members of the Faculty of California State University, Long Beach (as defined by the Constitution and Bylaws of the Faculty of California State University, Long Beach) holding appointments in the College.

1.300 Membership in this body shall not lapse because of leave of absence or administrative assignment. Members in the Faculty Early Retirement Program or the Pre-Retirement Reduction in Time Base program shall enjoy voting rights afforded by this document, and all other relevant policies.

1.400 Powers of the Tenure Line Faculty

1.410 The Tenure Line Faculty shall act on all matters specifically delegated to the Faculty of the College by System or University Policy and all matters delegated to it in this Constitution.

1.420 The Tenure Line Faculty shall advise the Dean on matters concerning the general welfare of the College.

1.430 The Tenure Line Faculty shall take no action that abridges the autonomy of any department, except as the interests of the College are clearly of overriding concern.

1.440 The Tenure Line Faculty may if necessary, after duly informing the Dean, present to the Academic Senate, Vice Presidents, Provost, or the President of the University, all matters regarded as of general concern to the welfare of the College and/or of the University.

1.450 Tenure Line Faculty may establish committees and define their duties.

1.500 The Eligible Lecturer Faculty shall consist of temporary employees holding 3-year contract employment in the College with a time-base of at least 0.5 (7.5 WTU's) in the semester of service.

1.600 The Engineering Faculty Council, as defined in Article 6 of this Constitution, shall act on behalf of the Faculty on matters delegated to it by this Constitution or University Policies and on any other matters subsequently delegated by majority vote of the Tenure Line Faculty.

ARTICLE 2 Structure of the College

2.100 The Dean of the College shall be a member of the Tenure Line Faculty of the College and is the administrative head of the College as defined by appropriate University policy.

2.200 Associate Dean(s) shall have retreat rights to a Department within the College, and shall serve at the pleasure of the Dean.

2.300 The Departments of the College shall be those in effect or approved at the time of the adoption of this Constitution and such other Departments as created, revised and/or merged in accordance with University Policy.

2.400 Other administrative offices or positions may be established by the Dean after consultation with the Engineering Faculty Council.

2.500 The Engineering Faculty Council shall be the representative body of the Faculty when the Faculty is not meeting.

ARTICLE 3 Dean

3.100 The duties of the Dean are specified by University policy.

3.110 The Dean shall be responsible for developing and maintaining an academic and administrative environment conducive to the achievement of the highest standards of student scholarship and Faculty Teaching Effectiveness; Research, Scholarship and Creative Activities; and University and Community Service.

3.120 The Dean's Office shall facilitate communication among the College representatives on the Academic Senate, College representatives on University councils and committees,

and members of the Engineering Faculty Council, by providing timely information and assistance with such activities as arrangements for meetings, filing, ~~and~~ clerical and other support, as may be deemed useful.

3.130 The Dean's Cabinet shall be the primary advisory body to the Dean in all college-related matters. The Dean's Cabinet shall be composed of the Dean and Associate Deans, Department Chairs, the College Financial Officer, the Chair of Engineering Faculty Council and others designated by the Dean. Two faculty members elected by the Tenure Line Faculty shall serve as at-large members of the Dean's cabinet.

3.131 Selection of Dean

Applicable University Policy shall govern the selection of the Dean of the College.

ARTICLE 4 Associate Deans

4.100 The selection of Associate Deans shall be in accordance with University policies.

ARTICLE 5 The Departments of the College

The autonomy of the Departments of the College shall not be abridged except when the interests of the College are clearly of overriding concern.

5.100 Department Chairs are appointed and reviewed according to University Policy.

5.200 On all formal matters each department and its duly constituted committees shall have access to the Dean and Associate Deans, the Engineering Faculty Council and the College committees through its Chair.

5.300 The Departments may initiate hiring requests and job descriptions of academic and non-academic personnel to be hired in compliance with current System, University and College policies, and collective bargaining agreements.

5.400 Each Department shall conduct its own affairs in a manner that complies with current System, University and College policies, and collective bargaining agreements.

5.500 Each Department shall elect the committees mandated by current System, University, and College policies, and collective bargaining agreements.

5.600 Other standing and ad hoc committees may be formed by departmental action.

5.700 Each Department shall be free to develop rules, procedures, and policy documents relating to its governance, and the selection of its committees, Chair and other officers, consistent with current System, University and College policies, and collective bargaining agreements. All department policy documents shall be reviewed by the Engineering Faculty Council for conformance with College policy.

ARTICLE 6 Engineering Faculty Council

6.100 Composition of the Engineering Faculty Council

6.110 The number of Council members from each department is determined from the Full Time Equivalent Faculty (FTEF) generated by the department in the Fall semester preceding the election, according to the following: One (1) member for ten (10) or fewer FTEF; two (2) members for eleven (11) to thirty (30) FTEF; three (3) members for thirty-one (31) or more FTEF.

6.120 One Eligible Lecturer faculty elected at large.

6.130 The Dean and Associate Deans of the College, the Academic Senators from the College, the CFA representative from the College, the President of the Associated Engineering Student Body, and the Department Chairs shall be ex-officio, non-voting members of the Council.

6.140 The Council shall elect its own Chair, Vice Chair and Secretary from among its elected members. These officers shall constitute the Rules Committee of the Council, which shall be responsible for formulating the agenda for Council meetings.

6.150 The outgoing Rules Committee shall call an Engineering Faculty Council Organizational Meeting as soon as feasible following the election of new Council members in the Spring semester for the purpose of electing Council officers for the following academic year. Elections shall be by a majority of the votes cast by secret ballot.

6.160 The officers of the Council shall assume office at the beginning of the Fall semester.

6.170 In case the office of Chair becomes vacant, the Vice Chair shall assume the office of the Chair until a new Chair is elected by the Engineering Faculty Council.

6.180 In case the office of Vice Chair or Secretary becomes vacant, the Council shall hold an election for the office at the next regular meeting.

6.200 The Council shall determine the time and place of its meetings and shall publish the agenda and minutes of its meetings to the Faculty of the College. The Chair may call extraordinary meetings and is responsible for notifying the Council members.

6.210 For Engineering Faculty Council meetings, a simple majority of the elected members of the Council shall constitute a quorum.

6.300 The Dean and Associate Deans shall provide to the Council, upon request, materials relevant to matters before the Council, consistent with current System, University and College policies, and collective bargaining agreements.

200 6.400 The Council shall not interfere with the autonomy of any department except where the interests
201 of the College, as determined by the Council and the Dean are of overriding concern. In such
202 cases the Department Chair shall provide to the Council, upon request, materials relevant to
203 matters before the Council to which the Chair has access, consistent with current System,
204 University and College policies, and collective bargaining agreements.
205

206 6.500 The Council shall advise the Dean on college-wide instructional matters in accordance with the
207 instructional functions of the College. Instructional matters include—but are not limited to—
208 regular, extension, computer-aided, Internet and televised instruction.
209

210 6.600 The Council shall advise the Dean on college-wide research matters in accordance with the research
211 functions of the College.
212

213 6.700 The Council shall advise the Dean on college-wide resource allocation matters.
214

215 6.800 The Council shall serve as the nominating committee for elected College representatives to
216 University committees, councils and the Academic Senate. Nominations may also be made from
217 the floor at a meeting of the Faculty of the College.
218

219 6.900 College policies shall be approved by majority vote of the Tenure Line Faculty after receiving
220 the recommendation of the Engineering Faculty Council. The policies shall be consistent with
221 current System and University policies, collective bargaining agreements, and this Constitution.
222

223 6.1000 Election of the Engineering Faculty Council
224

225 6.1010 From its Tenure Line Faculty, each department shall elect its Council member(s), and
226 one alternate per member, rank ordered in the case of more than one alternate, to the
227 Engineering Faculty Council by a majority of the votes cast by secret ballot of its
228 Tenure Line Faculty. The election shall be held early in the Spring semester for the
229 term beginning the following Fall semester.
230

231 6.1020 Any department may recall its member(s) on the Council. The member(s) may be
232 recalled by a two-thirds vote by secret ballot of the Tenure Line Faculty of the
233 department. The recall election shall be conducted by the Council upon receipt of a
234 petition signed by 25% of the Tenure Line Faculty of the department.
235

236 6.1030 The Tenure Line Faculty Council members shall serve staggered two-year terms.
237 Alternate members shall serve one-year terms.
238

239 6.1040 In the absence of a regular member, the highest rank-ordered alternate present and not
240 already voting shall assume the seat of the absent member.
241

242 6.1050 In case of a vacancy of an alternate, an election shall be conducted by the department
243 as soon as possible in the manner prescribed above.
244

245 6.1060 A voting member who is absent from the Council for three consecutive meetings, while on
246 active pay status, shall be deemed to have resigned from the Council. The presence of
247 an alternate member shall be counted as the presence of the regular member.
248

6.1070 One Eligible Lecturer elected at large by the Lecturer Faculty employed during the semester of the election. The election shall be held early in the Spring semester for the term beginning the following Fall semester. The lecturer member shall serve a one-year term.

ARTICLE 7 Standing Committees

The College shall have the following standing committees with the powers specified in this Constitution and applicable University and System policies. Other standing committees required by University policies shall be formed in accordance with those policies. Standing Committees shall be elected in the Spring to begin operation the following Fall. Unless stated otherwise, there shall be exactly one committee member and one alternate from each Department. Committee members may be re-elected in perpetuity to any committee.

7.010 With the exception of the Grade Appeals Committee, the Reappointment, Tenure and Promotion Committee and the Sabbatical Leave Committee, all other committees shall submit the minutes and agendas of their meetings to the Engineering Faculty Council in order to make them accessible to all Faculty.

7.020 A voting member who is absent without excuse for three consecutive meetings of a standing committee, while on active pay status, shall be deemed to have resigned from the committee.

7.100 College of Engineering Curriculum and Educational Policies Committee

The Curriculum and Educational Policies Committee shall coordinate and approve all curriculum (undergraduate and graduate) and educational policy matters in the College and make recommendations to Engineering Faculty Council, Associate Deans, and the Dean.

7.110 The College of Engineering Curriculum and Educational Policies Committee shall be composed of one Tenure Line Faculty Member elected by each department for **one academic year term** and an Associate Dean, designated by the Dean who will be an ex-officio non-voting member. The chair of the committee shall be one of the elected faculty members.

7.200 The Elections Committee

The committee shall supervise all college-wide elections as specified by the Engineering Faculty Council and/or the Dean. Results of all elections shall be reported in writing to the Engineering Faculty Council Chair and the Dean within three working days after the deadline for the close of balloting.

7.210 The Committee shall consist of three Tenure Line Faculty members selected by the Engineering Faculty Council. Members shall serve **one-year** terms.

7.300 The Environmental Health and Safety Committee

299

All environmental health and safety issues raised by students, staff and faculty within the College should be initially addressed at the departmental level, where appropriate. Efforts should be made to resolve departmental health and safety issues at the department level. Issues not resolved at the department level should be communicated to the Office of the Dean and to the Chair of the College Environmental Health and Safety Committee. The College committee shall consider the issues and make recommendations to the Engineering Faculty Council and the Dean.

7.310 The committee shall consist of one *Tenure* Line Faculty or staff member or Eligible Lecturer elected by each department, one student member selected by the Associated Engineering Student Body, and the College Safety Coordinator who shall act as Chair of the Committee. Elected members shall serve **one-year** terms and shall also be members of their department safety committee, if one exists.

7.320 The Dean, in consultation with the Engineering Faculty Council, shall appoint the College Safety Coordinator.

7.330 The College Safety Coordinator shall keep a log of all health and safety related incidents occurring within the jurisdiction of the College and reported in writing. The committee shall have access to the log.

7.340 The committee shall review and recommend to the Engineering Faculty Council and the Dean procedures, policies, and training for the health and safety of faculty, students, staff and visitors.

7.350 Safety manuals used in laboratory related activities must be submitted to this committee for approval.

7.360 The committee shall submit a report to the Engineering Faculty Council, the Dean, and the Departments at the end of each academic year. The report shall include a summary of all problems, recommendations and corrective actions taken at both the College and University levels.

7.400 The Grade Appeals Committee

The committee shall have responsibility for the Grade Appeal procedure in the College. The committee shall function as prescribed by University Policy.

7.410 The committee shall consist of faculty and student members. The number of faculty members shall be equal to the number of Departments in the College. Faculty members may be from the same department and shall serve **one-year** terms. Faculty members and one faculty alternate shall be elected from *Tenure* Line Faculty members, all elected by the *Tenure* Line Faculty of the College. One student member and one *s t u d e n t* alternate shall be selected by the Associated Engineering Student Body. If a member must recuse oneself due to an appeal involving that member, the appropriate alternate shall serve.

7.420 Student members shall not be eligible to hold any office of this committee.

7.500 The Reappointment, Tenure and Promotion committee

349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396

7.510 The committee shall function in accordance with System and University policies on Reappointment, Tenure and Promotion as well as the College Reappointment, Tenure and Promotion Policy Document.

7.520 The committee shall evaluate the College Reappointment, Tenure and Promotion Policy document as needed and provide the Engineering Faculty Council and the Dean with its recommendations for future considerations.

7.530 The committee shall consist of one full-time tenured Faculty from each department, elected by secret ballot by the Tenure Line Faculty of the College. Members shall serve **one-year** terms.

7.540 Only committee members with a higher rank than the candidates being considered for evaluation can participate in Reappointment, Tenure and Promotion evaluation of the candidate.

7.550 In case there is no eligible member to serve on this committee from any department, the department shall nominate a member from a related academic discipline(s). Faculty participating in the Faculty Early Retirement Program may serve on the committee in accordance with the Collective Bargaining Agreement.

7.600 The Sabbatical Leave Committee

7.610 The committee shall function in accordance with University and College policies on Sabbatical Leave.

7.620 The committee shall consist of one full-time tenured member per department elected by secret ballot by the Tenure Line Faculty. Members shall serve **one-year** terms.

7.700 The Scholarship Committee

7.710 The committee shall normally select recipients of College level scholarships and shall coordinate matters related to other student scholarships, awards and nominations for awards from outside agencies. The Chair of the committee shall report to the Engineering Faculty Council on the actions of the committee annually.

7.720 The committee shall consist of one Tenure Line Faculty member or eligible Lecturer elected by each department in the College, the president of the Associated Engineering Student Body or designee, and a designee of the Dean of the College. Members shall serve **one-year** terms. At the request of the Dean's office, the EFC may elect additional at-large faculty members to serve on the committee.

7.800 The Research and Scholarly Activities (RSCA) Committee

7.810 The Committee shall have responsibility related to **RSCA** awards and grants and the promotion of research and other scholarly and creative activities in the College.

7.820 The Committee shall consist of one Tenure Line Faculty member elected by each department in the College and the College's representative to the University Scholarly and Creative Activities Committee as an ex officio non-voting member. Members shall serve **one-year** terms. Elected members of this committee may not apply for awards and grants it controls.

7.900 College Awards Committee

7.910 The Committee shall consist of one Tenure Line Faculty member elected by each department in the College. The College representative to the University Scholarly and Creative Activities Committee, and Representative to the Faculty Personnel Policies Council shall be non-voting ex-officio members. Elected Members shall serve **one-year** terms.

7.920 In accordance with the University Policy, the Committee shall rank nominees for the University awards that require review at the College level and forward their rankings and recommendations to the Academic Senate.

7.930 Other College awards, under purview of the College Award Committee, shall be dealt with in accordance with the criteria and timelines associated with such an award.

ARTICLE 8 Ad Hoc Committees

8.100 Ad hoc committees may be established by the Dean, by the Engineering Faculty Council, or by the Tenure Line Faculty in a college-wide meeting. The charge to, composition of, and method of membership selection of ad hoc committees shall be specified at the time the committees are established.

8.200 A voting member who is absent without excuse for three consecutive meetings of an ad hoc committee, while on active pay status, shall be deemed to have resigned from the committee.

ARTICLE 9 Tenure Line Faculty Meetings

9.100 Robert's Rules of Order Revised shall prevail at all meetings of the College or its committees.

9.200 In this section, a majority is defined as more than half of the indicated members. For general meetings such as those held by a department or by the College, 50% + 1 of Tenure Line Faculty in active pay status minus those on difference-in-pay leave or on sabbatical leave but not attending shall constitute a quorum. For all other standing College and ad-hoc committees under jurisdiction of this document, 50% + 1 of the Tenure Line Faculty in active pay status on the committee shall constitute a quorum.

9.300 The Chair of the Engineering Faculty Council shall schedule college-wide meetings at least once per academic year.

9.400 The Engineering Faculty Council may call meetings on its own or upon petition of 20% of the Tenure Line Faculty members. If called upon by petition, the meeting shall be scheduled within 15 working days of receipt of the Faculty petition by the Chair of the Engineering Faculty Council.

9.500 College meetings shall be announced in writing and via email to the Faculty at least five working days prior to the meeting. The agenda for the meeting shall be included in the announcement.

9.600 Agenda approval or modification shall be the first item of business at all meetings.

9.700 College meetings shall be presided by the Chair of the Engineering Faculty Council or designee.

ARTICLE 10 College Policy

10.010 College Policy can be proposed by the Dean and Associate Deans, the Engineering Faculty Council, any faculty committee, or any faculty member.

10.020 All proposals shall be considered by the Engineering Faculty Council which, in turn, may refer any proposal to an appropriate committee or to the Tenure Line Faculty. The recommendation of the Council and/or Tenure Line Faculty shall be forwarded to the Dean for action.

10.030 The Dean may agree with the recommendation, put it in force, and communicate this decision to the Faculty of the College, or may disagree and return the proposal and the reason(s) for the disagreement, within ten working days, to the Engineering Faculty Council for further consideration.

ARTICLE 11 College Elections and Policy Votes

Prior to a college-wide election, the Engineering Faculty Council shall present its nominees to a College-wide Faculty meeting, at which time additional nominations may be made from the floor.

11.100 In elections requiring secret ballots, the Elections Committee shall prepare ballots with the names of the nominees and distribute them to all Tenure Line Faculty and the Eligible Lecturer Faculty, as appropriate.

11.110 The ballots shall list the nominees in random order without departmental designation, unless required by the type of election.

11.120 At least five working days shall elapse between the time the ballot is issued and the deadline for its return.

11.130 The Elections Committee shall publish the results of elections within three working days after the deadline for the return of ballots. All ballots shall be retained by the Chair of the Engineering Faculty Council for one calendar month after the publication of election results.

497 11.200 In the initial election, a majority of the ballots cast for a given position shall be required for election.
498 If a run-off is required, election shall be by a plurality vote. In a run-off election, the nominees
499 receiving fewest votes shall be dropped from consideration until the number of nominees
500 remaining is twice the number of vacancies minus one, but never fewer than two. Any tie shall
501 be broken by drawing lots.
502

503 11.300 In the case of an election where members are to be elected for varying terms of office, the
504 person(s) getting the higher number of votes shall be declared elected for the longer term(s). If
505 there is a tie vote among the elected members, the decision for a longer term shall be made by
506 drawing lots.
507

508 11.400 Vacancies for college-wide elected positions shall be filled, where appropriate, by the
509 Engineering Faculty Council until an election for a replacement can be conducted.
510

511 11.500 In the case of a vote on a policy, a majority of the votes cast shall determine the outcome.
512

513 11.600 Alternate Representatives

514 11.610 Election of Alternate representatives shall take place after all positions have been elected.

515 11.620 Alternates must receive a majority of the vote and are ordered by the number of votes
516 received.

517 11.630 Run-off elections will be conducted in accordance with 11.200.

518 11.640 The number of Alternates for each ballot is determined by the Engineering Faculty Council
519 but no less than one Alternate per ballot.
520

521 11.700 University Committee and Council membership elections shall be conducted at least one month
522 prior to the University deadline.
523
524

525 ARTICLE 12 Amendments 526

527 12.100 The Engineering Faculty Council shall have the power to propose amendments to this Constitution.
528

529 12.200 Amendments may also be proposed by a petition of 10% of the Tenure Line Faculty presented to
530 the Chair of the Engineering Faculty Council.
531

532 12.300 All amendments shall be distributed by the Engineering Faculty Council to the Tenure Line
533 Faculty at least five working days prior to the Tenure Line Faculty meeting scheduled for the
534 discussion of these amendments. Following such discussion, all amendments shall be voted upon
535 by secret ballot.
536

537 12.400 An amendment to this Constitution shall become effective when it has received an affirmative
538 vote of the majority of the total number of Tenure Line Faculty by secret ballot and is approved
539 by the President of the University or designee. In case of disapproval, the reason(s) for
540 disapproval shall be documented with reference to specific System and University Policy.
541
542

543 ARTICLE 13 Interpretation 544

545 Questions regarding the interpretation of this Constitution and the Policies of the College shall be
546 resolved by the Engineering Faculty Council in consultation with the Dean and approved by the President

547 of the University or designee. In case of disapproval of an Engineering Faculty Council interpretation, the
548 reason(s) for disapproval shall be documented by the President of the University or designee.
549

550 ARTICLE 14 Adoption

551

552 This Constitution shall become effective when it has received an affirmative vote of the majority of
553 the Tenure Line Faculty of the College of Engineering by secret ballot and is approved by the president
554 of the University or designee.
555

556 14.100 College Policy Documents in effect at the time this Constitution becomes effective shall
557 remain in effect until the appropriate superseding Policy Document has been approved.
558

559 14.200 Any College of Engineering Constitution(s) in existence shall be declared null and void upon
560 adoption of this Constitution.
561
562

563 ARTICLE 15 Reposition

564

565 When adopted, this Constitution and all College Policy Documents shall be maintained by the
566 Engineering Faculty Council and shall be available online.
567
568