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3 **CALIFORNIA STATE UNIVERSITY, LONG BEACH**
4 **CONSTITUTION OF THE COLLEGE OF HEALTH AND HUMAN SERVICES**

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6 **PREAMBLE**

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8 In conformance with the appropriate rules and regulations of California State University, Long
9 Beach (CSULB), we, the voting faculty of the College of Health and Human Services (CHHS)
10 adopt this Constitution, and any bylaws made pursuant to its terms, to promote, through orderly
11 and equitable internal governance, an environment for CHHS faculty, staff, and students, which
12 is conducive to the achievement of academic excellence and academic freedom. Accordingly,
13 this Constitution sets forth the methods for developing CHHS programs, policies, and
14 procedures, as well as for making recommendations to the Dean of the CHHS, other
15 administrative entities of this University and its affiliated units of operation, and other
16 organizations.

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18 **ARTICLE I: THE FACULTY**

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20 **Section 1: Membership**

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22 The faculty of the CHHS is comprised of individuals who hold:

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24 A. A full-time, tenured appointment as a faculty member in a school, department, or
25 program housed within the College at the rank of Professor, Associate Professor, or
26 Assistant Professor;
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28 B. A full-time, tenure-track appointment as a faculty member in a school, department, or
29 program housed within the College at the rank of Professor, Associate Professor, or
30 Assistant Professor;
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32 C. An administrative position within the University that carries retreat rights to a full-time,
33 tenured appointment as a faculty member in a school, department, or program housed
34 within the College at the rank of Professor, Associate Professor, or Assistant Professor;
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36 D. A position identified in subsections A, B, or C who are participating in the Faculty
37 Early Retirement Program (FERP) during the semester(s) in which they are employed
38 in such capacity; or
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40 E. A nontenure-track appointment as a full-time or part-time lecturer in a school,
41 department, or program housed within the College during the semester(s) in which a
42 lecturer has a workload assignment of 1 or more weighted teaching units (WTUs).

43 Section 2: Effect of Leave on Membership

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45 Membership in the faculty as defined in section 1.1 shall not lapse because of a sabbatical
46 or leave of absence, whether paid or unpaid.

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48 Section 3: Voting Privileges

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50 A. Faculty members with academic appointments identified in section 1.1, subsections A,
51 B, or C, including those holding joint-appointments in the CHHS and another college
52 within CSULB, shall enjoy voting privileges in CHHS elections, as well as within their
53 respective CHHS schools, departments, or programs.

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55 B. Faculty members with academic appointments identified in section 1.1, subsection D
56 (FERP), shall enjoy the limited voting privileges conferred upon them by either the
57 Collective Bargaining Agreement or by applicable CSULB policies.

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59 C. Lecturers, whether full-time or part-time, enjoy voting privileges in CHHS elections for
60 lecturer representation on the University Academic Senate. Lecturers also enjoy voting
61 privileges in CHHS elections for lecturer representatives on any CHHS committees on
62 which there are designated lecturer positions. Lecturers do not have any other voting
63 privileges in the CHHS unless limited voting rights are specifically conferred upon
64 them either by the Collective Bargaining Agreement or by a CSULB Academic Senate
65 policy.

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67 Section 4: Faculty Structure

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69 A. The Dean of the CCHS shall be the administrative head of the faculty.

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71 B. Chairs and directors serve as the administrative heads of their respective individual
72 academic units. In such capacities, chairs and directors shall also represent their
73 academic units on the Council of Chairs and Directors as set forth in Article III.

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75 C. In addition to being represented by the Chairs and Directors of the academic units
76 within the CHHS, the faculty shall also be represented by a Faculty Council as set forth
77 in Article IV.

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ARTICLE II: THE OFFICE OF THE DEAN

Section 1: The Dean

- A. As specified in Article I, Section 4(A), the Dean of the CCHS serves as the administrative head of the faculty. As such, and subject to appropriate CSULB policies, the Dean shall be responsible for the welfare of the faculty, staff, students, of the College.
- B. The Dean shall be selected and governed by the approved Policy Statements of the CSULB Academic Senate.
- C. The Dean shall consult with the Council of Chairs and Directors and the Faculty Council on matters involving CHHS faculty, students, and staff that are not specifically required to be held in strict confidence by law or applicable CSU policy.
- D. The Dean establishes task forces, ad-hoc committees, or similar advisory groups within the CHHS.
- E. The Dean attends all scheduled Faculty Council meetings, or selects a member of the Dean's administrative staff to attend on his or her behalf.
- F. In the event that the Faculty Council takes action pursuant to Article IV, Section 3(C) of this Constitution, the Dean (or his/her designee) is expected to respond to the Faculty Council as soon as reasonably possible under circumstances of the specific request for materials. Normally, such responses, even if preliminary in nature, are expected to occur within five (5) working days (i.e., days on which the University is open for business, regardless of whether classes are in session).
- G. In the event that the Faculty Council takes action pursuant to Article IV, Section 3(D) of this Constitution, once a petition for reconsideration is received by the Dean, he or she (or his/her designee) shall respond to the written request for reconsideration within five (5) working days (i.e., days on which the University is open for business, regardless of whether classes are in session).

Section 2: Associate and/or Assistant Deans

- A. See Current Senate Policy on appointment and review of academic administrators..
- B. At minimum, candidates for any CHHS Associate/Assistant Dean position shall be interviewed by the Dean, the Council of Chairs and Directors, and the Faculty Council. Nothing in this provision shall be construed as prohibiting others from participating in the selection process as set forth in relevant policies of the CSULB Academic Senate.

Section 3: Other Staff

126 The Dean is responsible for hiring all other staff who will be employed in the CHHS
127 Dean's Office.
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ARTICLE III: COUNCIL OF CHAIRS AND DIRECTORS

Section 1: Purpose

The Council of Chairs and Directors shall act as an advisory body to the Dean of the CHHS on matters pertaining to the ongoing operation of the College and its academic units.

Section 2: Membership

The Council of Chairs and Directors shall be composed of the Chairs and Directors of all school, departments, programs, and administrative units contained in the College; the Dean; and the Chair of the Faculty Council. All CHHS Associate/Assistant Dean(s) may sit as *ex officio*, non-voting members of this Council.

Section 3: Responsibilities

- A. The Dean serves as the presiding chair of the Council and, as such, conducts all meetings.
- B. In consultation with the Council, the Dean sets the Council's meeting dates, times, deadlines for the distribution of agendas, and deadlines for distribution of the minutes of the Council's meetings.
- C. All meetings of the Council of Chairs and Directors shall be open to CHHS faculty.
- D. The Council of Chairs and Directors may, through a method of its choosing, select a member to sit as an *ex officio*, non-voting member of the Faculty Council.

159 ARTICLE IV: THE FACULTY COUNCIL

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161 Section 1: Purpose

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163 The Faculty Council is the elected representative body of the voting CHHS faculty. As
164 such, the Faculty Council serves not only as an advisory body to the Dean, but also as the
165 deliberative body for policy matters charged to the Council either by a College or
166 University administrator or by the terms of a duly-enacted policy of the University.
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168 Section 2: Membership

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- 170 A. Each school, department, or program within the CHHS shall be entitled to one voting
171 faculty member and one alternate to represent the academic unit on the Faculty
172 Council.
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 - 174 B. Representatives must have taught two or more years (i.e., more than four semesters) at
175 CSULB in a tenure-track position within the CHHS.
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 - 177 C. Faculty representatives to the Faculty Council shall be selected through a method
178 chosen by the academic units from which they come.
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 - 180 1) Faculty representatives on the Faculty Council should serve on a ten-month
181 academic schedule basis, commencing on each representative's August contract
182 start date and ending on his/her May contract end date.
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 - 184 2) Faculty representatives elected to the Faculty Council should serve two-year terms,
185 and are limited to two consecutive terms (i.e., four consecutive years).
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 - 187 3) The Faculty Council should not consist of any more than fifty percent new
188 members. The sitting Faculty Council shall consult with the academic units within
189 the CHHS in an effort to ensure that this ratio is properly maintained.
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 - 191 4) A lack of representation from a school, department, or program at three consecutive
192 meetings authorizes the Council to request, in writing to the Chair or Director of the
193 unit, that an official replacement be made by the academic unit within twenty days
194 of the delivery of the written notice. If the school, department, or program fails to
195 provide a replacement within the twenty-day period, the Faculty Council has the
196 authority to appoint a representative from the academic unit needing representation.
197 Such authority may be exercised by a majority vote of the Council.
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 - 199 D. The Dean of the CHHS or the Dean's designee shall be an *ex-officio*, non-voting
200 member of the Faculty Council.
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 - 202 E. The Student Council of the CHHS shall be entitled to elect one junior or senior to serve
203 as a voting representative of the student body on the Faculty Council. This
204 representativge may be selected through a method of the Student Council's choice.

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Section 3: Responsibilities

- A. Because the Faculty Council serves as both an advisory body to the Dean and as the deliberative body for policy matters affecting the College as a whole, the Faculty Council shall review all policy matters potentially impacting the College faculty, students, and staff, as well as curriculum matters that affect the College as whole. In carrying out this responsibility, the Faculty Council should gather feedback from relevant constituencies (including the Council of Chairs, if applicable), and then deliberate as an independent body to make subsequent policy recommendations to the Dean.
- B. The Faculty Council shall perform all duties and functions, within the rules and regulations governing the University, which it deems necessary to fulfill the mandates contained in both the Preamble to and Article IV of this Constitution.
- C. The Faculty Council may request from the Dean of the College any materials, with the exception of private or confidential correspondence, that it believes is relevant to matters under its consideration.
- D. The Faculty Council may request the Dean to reconsider any decision, which a two-thirds majority of voting Faculty Council members determine is not in the best interest of the College faculty, staff, and/or students. Any such request must be in writing and shall be delivered to the Office of the Dean within five (5) working days of the vote authorizing such action. Once so delivered, consistent with Article II, Section 1(G), the Dean (or his/her designee) shall respond to such a written request within five (5) working days.
- E. The Faculty Council may request academic or administrative units within the CHHS for verbal or written responses to issues under Faculty Council consideration. When possible, such requests should be made at least five (5) working days in advance of the need for such information.
- F. The Faculty Council may form ad hoc committees.
- G. The Faculty Council may, through a simple majority vote of its voting members, request representatives to take specific information to the faculty of their respective academic units for input.
- H. The Faculty Council shall take a leadership role in establishing search committees for the hiring of Deans, Associate Deans, and Assistant Deans, as applicable.
- I. The Faculty Council shall review order requests for lottery funds and make lottery funding recommendations to the Dean.

251 Section 4: Executive Board

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A. The Executive Board of the Faculty Council shall consist of an elected Chair and Vice Chair. Other officers may be elected as required.

1) Nominations and elections for members of the Executive Board will be the purview of the incoming Faculty Council of the new year and will take place at the last meeting of the academic year.

2) All incoming and outgoing Faculty Council members are expected to attend the last meeting of the academic year.

B. The Chair of the Faculty Council:

1) serves as the official representative of the Council at all meetings, including, but not limited to, meetings of the CHHS Council of Chairs and Directors;

2) should distribute the agenda for all scheduled meetings 7 calendar days prior to the time the meeting is scheduled to occur to all Faculty Council members ;

3) calls and presides over all Faculty Council meetings;

4) performs all other functions, as required, to fulfill the role of the Faculty Council; and

5) should be a tenured faculty member.

C. The Vice-Chair shall assume the role and duties of the Chair in the latter's absence.

D. The Recording Secretary:

1) for the Faculty Council will be an individual selected by the Dean's Office; and

2) reviews, distributes, and maintains the staff-taken minutes of the Faculty Council.

Section 5: Meetings

A. The Faculty Council shall meet at least once each month during the academic year, but may meet more frequently to address the business of the Council. Any member of the CHHS faculty can observe regular meetings of the Council.

B. The Faculty Council may convene a closed meeting (or go into a closed/executive session) only to deliberate on candidates for the position of dean, associate dean, or assistant dean. All other meetings of the Faculty Council shall be open meetings.

- 296 C. The first Faculty Council meeting of each new semester should occur no later than the
297 second week of the semester.
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- 299 D. A quorum of the Faculty Council is necessary to conduct business. A quorum consists
300 of a simple majority of the number of representatives on the Faculty Council. If a
301 quorum is not achieved at any given meeting, those in attendance may conduct a
302 working session, but no votes may occur until a quorum is reached either later in that
303 meeting or at the next scheduled meeting of the Council.
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- 305 E. In addition to the power of the Chair to convene a meeting of the Faculty Council as
306 specified in Section 4(B)(2) of this Article, the Chair shall convene a meeting of the
307 Faculty Council within five (5) working days of receiving a written request for such a
308 meeting signed by three or more Faculty Council members.
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310 Section 6: Minutes
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- 312 A. All actions taken by the Faculty Council shall be published in its official minutes.
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- 314 B. Actions taken by and published in the minutes of the Faculty Council may be
315 challenged in writing by the Dean or by a signed petition of at least five percent (5%) of
316 the voting faculty as defined in Article I, Sections 3(A) and 3(B).
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- 318 1) Challenges must be made within five (5) working days of the date the minutes were
319 approved and/or distributed, whichever is later.
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- 321 2) All challenges must be presented, in writing, to the Chair of the Faculty Council.
322 Such challenges shall be considered at the next regularly-scheduled meeting of the
323 Faculty Council or at a special meeting of the Faculty Council called to address all
324 challenges. After discussion of the challenges, the Council may refer the challenges
325 for a college-wide vote to the voting faculty of the CHHS, as defined in Article I,
326 Sections 3(A) and 3(B). If such a vote occurs, a simple majority of the faculty
327 casting votes is necessary to overturn the action originally taken by the Faculty
328 Council.
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- 330 3) The status of actions requiring University-level approval will be monitored by the
331 Dean and reported to the faculty on a monthly basis until a decision is issued.
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ARTICLE V: COMMITTEES

Section 1: Standing Committees

- A. The CHHS will have the following standing committees:
 - 1) Awards and Scholarship Committee;
 - 2) Faculty Development Committee;
 - 3) Grade Appeals Committee;
 - 4) Graduate Advisors Council;
 - 5) Professional Leave Committee;
 - 6) Research Committee
 - 7) Reappointment, Tenure, and Promotion Committee; and
 - 8) Undergraduate Educational Policies Committee.
- B. The CHHS Faculty Council shall draft a set of bylaws (or an official set of policies and procedures), which sets forth provisions for the effective operation of all standing committees.
- C. The Office of the Dean shall maintain records that identify the current membership of all standing committees.

Section 2: Ad-Hoc Committees

- A. Both the Dean and the Faculty Council have the right to appoint ad-hoc committees. The reason(s) for the appointment of any ad-hoc committee, however, shall be reviewed by both the Dean and the Faculty Council prior to the ad-hoc committee being created.
- B. The activities of all ad-hoc committees shall be reviewed by the convening body at least once per year in order to determine whether the committee should be extended.
- C. The Dean or his/her designee may sit as an *ex officio*, non-voting member of any ad-hoc committee. The Faculty Council may similarly appoint one of its voting members to sit as an *ex officio*, non-voting member of any ad-hoc committee.
- D. The Faculty Council and Office of the Dean shall maintain records, which identify all ad-hoc committees, the reason(s) for their creation; their current membership, the date

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review, and the people conducting any such review. These records shall be reviewed by the Council of Chairs and Directors and the Faculty Council at least once per year.

ARTICLE VI: RATIFICATION AND AMENDMENTS

Section 1: Ratification

This Constitution shall become effective upon ratification by a majority of valid secret ballots cast by the voting faculty of the CHHS as defined in Article I, Sections 3(A), and 3(B), and upon approval by the Dean and the Provost.

Section 2: Amendments

- A. Proposals to amend this Constitution may be initiated in writing by the Dean, a majority vote of the Council of Chairs and Directors, a majority vote of the Faculty Council, or by a petition signed by at least ten percent (10%) of the voting faculty of the CHHS as defined in Article I, Section 3 that is presented to the Chair of the Faculty Council.
- B. Prior to their being voted upon, the Dean and the Faculty Council shall review all proposed amendments to this Constitution to insure that they conform with all with all applicable University policies and agreements between this University and its faculty.
- C. Regardless of the source of any proposed amendment, all such proposals must be presented to the voting faculty of the CHHS at least fourteen (14) calendar days prior to any vote on said proposed amendments. During the time period between the distribution of and vote on any proposed amendments, the Faculty Council shall schedule a general meeting of the CHHS faculty for the purpose of holding an open forum discussion on the proposed amendments.
- D. Voting on proposed amendments shall be by secret ballot. Adoption of proposed amendments requires a simple majority of the votes cast by the voting faculty of the CHHS as defined in Article I, Sections 3(A) and 3(B), and the approval of the Dean and the Provost. Amendments, which fail to garner sufficient votes for adoption, may be reintroduced in the semester following the vote.

Approved by Academic Affairs on (Date): _____

Date