

## **CONSTITUTION OF THE FACULTY OF THE COLLEGE OF ARTS AND LETTERS**

### **PREAMBLE**

Effective faculty participation in formulating policies for the College of Arts and Letters requires a representative body. For this purpose a college Executive Board will be elected to act for the faculty and provide for faculty planning and for regular communication between faculty and administration in policy matters.

The Board develops policy recommendations with the conviction that the success of cooperative, collegial processes requires these recommendations to be accepted whenever there is no compelling reason for the rejection. In the event that the Dean rejects a Board recommendation, he or she shall inform the Board in writing to the Chair of compelling reasons for the rejection of that recommendation.

### **I. FACULTY**

The faculty of the College of Arts and Letters is a constituent part of the faculty of the university and is bound by the Constitution, organization, and rules thereof. For the purposes of this Constitution, the term “faculty” refers to those persons who hold probationary or tenured appointments in any department of the college. Only probationary or tenured faculty of the College of Arts and Letters with full-time assignments in teaching, research, and academic administration, or a combination of these, are eligible to vote in College elections.

### **II. FACULTY MEETINGS**

#### **II-1. MEETINGS, EXCEPT MEETINGS TO AMEND THIS CONSTITUTION**

A general meeting of the faculty may be called by the Dean or the Executive Committee of the Board.

At any time, special problems may be brought to a meeting of the faculty by the Board or upon petition of at least twenty (20) faculty members of the College who are eligible to vote in College elections. The Chair of the Board must convene a meeting within ten (10) faculty working days after having received a valid request to do so.

The Presiding Officer for the meeting shall be the Chair of the Board or other member of the Board, as determined by the Board.

#### **II-2. MEETINGS TO AMEND THIS CONSTITUTION (See Article VII, Amendments)**

A meeting shall be called by the Board upon a majority vote of the Board, upon request of the Dean, or upon receipt of a valid petition signed by at least twenty (20) faculty

members of the college who are eligible to vote in college elections. This meeting must be held within twenty-one (21) calendar days, excluding holidays and quarter break. It shall be called to order by the Chair of the Board or other member of the Board, as determined by the Board, who shall serve as the Presiding Officer.

### **II-3. AGENDA**

The Agenda for a general meeting or a meeting to amend this Constitution shall be prepared by the Board in consultation with whomever requests the meeting and shall be distributed to all faculty of the college at least fourteen (14) calendar days, excluding holidays and quarter break, before the meeting. All substantive actions in all faculty meetings shall be restricted to items appearing on the published Agenda. Agenda items may be proposed by a written petition filed by 10% of the faculty in the College of Arts and Letters.

### **II-4. QUORUM**

For general meetings, twenty (20) eligible voting faculty members of the college shall constitute a quorum. For meetings to propose ballots for amendments to this Constitution, a quorum shall consist of fifty (50) eligible voting faculty members of the college. A signed proxy may be used for quorum purposes or to vote on a specific item or items.

### **II-5. VOTING**

Any substantive matter before a meeting of the general faculty of the college shall be decided by a majority of those voting at the meeting, except when ratification by secret ballot is required by this Constitution or by action taken at the meeting. Ratification shall be by secret ballot and shall require a majority of those voting, except for Constitutional amendments which shall require two-thirds (2/3) of those voting. Ballots shall be accompanied by arguments favoring and opposing the prepared action. The Board shall be responsible for the preparation of favorable and adverse arguments. Individually prepared opinions may accompany the ballot also.

The Nominations and Elections Committee shall prepare and distribute ballots and arguments to faculty within ten (10) faculty working days following the meeting.

## **III. EXECUTIVE BOARD**

### **III-1. CHARGE**

The Executive Board of the College of Arts and Letters is the official representative body of the college faculty. The board advises the dean on strategic planning, the formulation of the mission of the college, and the administration of the college. The Board receives regular reports from the standing committees and the chairs' council on academic, educational, curricular, faculty, and fiscal matters and thereby advises the Dean or the

Associate Dean on policy and undertakes initiatives. The board also recommends changes, additions, deletions, or modifications of College Committee structures.

### **III-2. MEMBERSHIP**

Each department shall elect one (1) representative from among its eligible full-time members.

All probationary and tenured faculty members of the college, except those with half-time or more administrative appointment, are eligible for election to the Board.

Except for the Nominations and Elections Committee, there shall be one (1) liaison member from each of the standing committees of the college.

The Dean and Associate Dean are ex-officio non-voting members of the Executive Board.

### **III-3. ELECTION**

During the Spring quarter of each year, each department which is required to replace an outgoing member shall conduct an election to fill any position which is about to become vacant. The chair of the department shall report the result of the election to the Dean.

Those not elected shall be designated as alternates in descending order of preference.

### **III-4. TERMS OF OFFICE**

The term of office of each elected full-time faculty member shall be three (3) years beginning with the first meeting of Fall Quarter. The terms of office shall be staggered so that approximately one-third (1/3) of the Board's members will be elected each year. Alternates shall be called in preference order to replace elected members of the Board, either temporarily or permanently. Any elected member who is on leave or on vacation, or experiences extended illness, or accepts an extended assignment that conflicts in schedule with the meeting time of the Board, shall be replaced by an alternate who shall serve to the end of the quarter in question. If the member is not available at the beginning of the next quarter, the alternate shall serve throughout that quarter as well. If, at the beginning of the third quarter, the member is still not available, the member shall be unseated and the alternate shall serve to the end of the original member's term. In the event that an elected member becomes ineligible to serve as such, or is absent from two consecutive meetings without compelling reason and without communication to the Chair of the Board, the member shall be unseated and an alternate shall serve to the end of the original member's term. Proxies may be assigned by Departments to attend or vote in place of absent members.

### **III-5. OFFICERS OF THE BOARD**

The officers are elected by the Board and shall include the Chair, a Vice-Chair, and a Secretary, each from a different department. The Board shall convene in an organizational meeting Fall Quarter and shall elect its officers. The term of office shall be one (1) calendar year. The Board shall establish, at its first meeting, a consistent meeting time for the year. The Chair shall preside at all meetings of the Board. In the Chair's absence, the Vice-Chair shall preside. In the event the Chair is unable to complete the term of office, or is on leave or vacation for a given quarter, the Vice-Chair shall assume the powers of the Chair and the Board shall elect an interim Vice-Chair. If the Vice-Chair is to be absent for an entire quarter, the Board shall elect an interim Vice-Chair.

The Associate Dean of the College shall maintain a permanent record of minutes of all meetings of the Board and be responsible for distribution of such minutes to the faculty.

### **III-6. EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of the Chair and Vice-Chair of the Board, and as ex-officio non-voting members, the Dean and Associate Dean. The Executive Committee shall prepare the agenda for the Board.

The Executive Committee may refer matters directly to the appropriate standing committee and may make recommendations to the Board on items which are not within the charge of any standing committee. It may take executive action on matters requiring prompt action. The Executive Committee shall report, and where appropriate, seek Board endorsement for any executive action at the next Board meeting.

### **III-7. LIAISONS**

III-7-1. Each liaison from the standing committees shall provide regular reports to the Executive Board. Proxies may be assigned by the standing committees to attend or voice in place of absent members.

III-7-2. The Executive Board shall elect one member to serve as liaison to the Chair's Council and provide a report to the board.

### **III-8. MEETINGS**

A minimum of one (1) regular meeting of the Board shall be held each quarter. A special meeting may be called at the request of the College Dean or upon petition by members of the Board. Following receipt of a valid petition, such a special meeting must be held within ten (10) faculty working days.

A quorum shall consist of a majority of the Board membership.

## **IV. STANDING COMMITTEES**

### **IV-1. GENERAL CONSIDERATIONS**

**IV-1.1.** Voting faculty members of standing committees shall serve three (3) year terms, initially staggered by lot.

**IV-1.2.** Standing committees may establish their own procedures by majority vote of the committee provided that such procedures are not in violation of College or University policies or practices. Each committee, at the first meeting of the Fall Quarter, shall elect a Chair and a liaison member to the Board from among their voting faculty members. The Chair and the liaison member shall serve a one (1) year term. All standing committees, with the exception of the Executive and Nominations and Elections Committees, shall meet at least once a month at a stipulated time and shall distribute minutes as soon as possible to the members of the Board and to each Department Chair for posting.

**IV-1.3.** Proxies may be assigned to attend or vote in place of absent members for all standing committees except the Executive Committee.

**IV-1.4.** A majority of voting members of a standing committee shall constitute a quorum.

### **IV-2. FACULTY AFFAIRS COMMITTEE**

**Charge:** The Faculty Affairs Committee advises and recommends to the Dean on faculty personnel policy matters including but not limited to the following: appointment, tenure, promotion, retirement, leaves of absence, sabbatical leaves, alleged breaches of professional ethics, and other matters as may be referred to the Committee by the Board or the Dean.

The Faculty Affairs Committee shall rank Applicants in the College for sabbatical leaves (only tenured faculty will participate in this ranking).

**Membership:** The Faculty Affairs Committee shall be composed of EIGHT faculty members, one elected from each department. The College Dean or designee will serve as an ex-officio non-voting member.

### **IV-3. GRADUATE COUNCIL, COLLEGE OF ARTS AND LETTERS**

The Graduate Council shall review and recommend policies and procedures to the Dean concerning the graduate programs of the college. The Council shall conduct reviews of student programs, establish guidelines for department graduate committee and advisers, review student requests for special admissions, waivers, petitions or appeals. The Council shall establish minimum college admission requirements for graduate programs

consistent with department needs and in concert with those established by the University. The council will recommend policies and guidelines for minimum standards on graduate degrees and requirements such as comprehensive examinations, master's projects and theses. The Council will recommend policies and procedures to be followed in the advisement of graduate students.

**Membership:** The Graduate Council will include the principal graduate adviser from each department in the college, one member each from the University Graduate Studies and Teacher Education Subcommittees who represent the College of Arts and Letters on those Subcommittees, and one student representative. The Associate Dean of the college shall serve as ex-officio non-voting member and Executive Secretary of the Committee.

#### **IV-4. INSTRUCTIONAL AND STUDENT AFFAIRS COMMITTEE**

**Charge:** The Instructional and Student Affairs Committee shall review and recommend policies and actions in instructional matters and student affairs to the Associate Dean for Instruction who then forwards them to the appropriate bodies. If the Dean or Associate Dean chooses not to accept a recommendation of the Committee, the Committee shall be informed in writing of the rationale for the decision. Instructional affairs include, but are not limited to, the following: development, modification and review of curricula – undergraduate and graduate, general education, summer sessions, continuing education, cooperative education, and such other matters referred to the Committee by departments, the Dean and Associate Dean, or the Board. Student Affairs include: evaluating and recommending policies regarding advisement, admissions and re-admissions, probation and disqualification, student petitions, student evaluation of instruction and advising, student discipline problems, co-curricular programs, financial aid, recruitment and retention, students to receive scholarships and financial aid, and coordination of mentoring programs.

**Membership:** The Instructional and Student Affairs Committee shall be composed of EIGHT faculty members, one elected by each department. The college Associate Dean or designee will serve as an ex-officio non-voting member, who shall act as Executive Secretary of the Committee.

#### **IV-5. NOMINATIONS AND ELECTIONS COMMITTEE**

**Charge:** The Nominations and Elections Committee makes nominations for all college elections. Such nominations in any election may be supplemented by nominations on the part of any member of the relevant body (Board or entire faculty). It ensures that in any election there shall be at least twice as many nominees as vacancies and ensures that each individual nominated meets the qualifications for service. The Nominations and Elections Committee conducts and announces the results of all college-wide elections.

As the representative body of the college faculty, the Board shall receive nominations for college representatives to the University Academic Senate, the Senate's standing and subcommittees, and University standing committees from the Nominations and Elections

Committee. Such nominees, together with any additional nominees (from faculty), shall be provided no later than May 1 prior to the academic year in which the vacancy(s) occurs. From that slate of nominees, the college faculty shall elect the college's representative(s). Faculty elected by the college to serve on any committee shall, in a timely fashion, inform the Dean's office of their inability to serve because of scheduled class conflicts, sabbaticals, quarter off, etc. so that alternates may be selected and informed as far in advance as possible of the quarter(s) in which the absence/replacement is to occur. Should none of the alternates be able to serve, the Committee shall conduct a new election to fill the vacancy.

**Membership:** The Nominations and Elections Committee have eight voting members, one from each department, elected by the departments. The Associate Dean of the college shall serve as Executive Secretary.

#### **IV-6. RESOURCE ALLOCATION ADVISORY COMMITTEE**

**Charge:** The Resource Allocation Advisory Committee provides basic level of review for the allocation of College resources and provides advice to the Dean's office on fiscal matters. This committee is responsible for the ongoing examination of the use of resources within the College of Arts and Letters in light of the College Mission Statement and budget. The committee researches, analyzes, and evaluates the trends of the College as they relate to the College Mission Statement.

The committee informs the College faculty of prospective changes in the finances and other resources available to the College. The committee shall analyze appropriate data and consult appropriate officials in fulfilling its functions. The Dean's office shall provide data including, but not limited to, costs of programs, student-faculty ratio, FTEF, FTES targets, faculty lines, national trends, and college budgets. The committee's concerns shall not be focused on departmental or other particular interests, but on general concerns and procedures from the perspective of the entire College of Arts and Letters.

The committee will serve as a mechanism for review of internally funded College resources and will also monitor the expenditures of these funds, including course-based fees, revenue-generating extended education programs, lab printing fees, and IRA allocations. The committee will also suggest priorities and possibilities for generating non-state funds and the allocation of those funds.

The committee reviews project requests submitted by department members or students seeking college funding. The committee will establish criteria and recommend funding for projects benefitting the College of Arts and Letters.

**Membership:** The Resource Allocation Advisory Committee shall be composed of eight faculty members, one elected by each department, one graduate student and one undergraduate student from the College, and the College financial officer.

## **V. PERSONNEL COMMITTEES**

### **RTP COMMITTEE A**

**MEMBERSHIP:** In accordance with the current collective bargaining agreement, only tenured faculty holding the rank of Professor shall be eligible for election to this Committee. Only probationary or tenured faculty with full-time assignments in teaching and/or research, are eligible to vote for members of this committee. The college ARTP document shall be used to determine specific procedures.

**Charge:** This Committee shall consider all those eligible for promotion to the rank of Professor, as well as part-time faculty eligible for range elevation. Eligibility for promotion or range elevation is defined in the current Faculty Handbook. The Committee shall recommend to the Dean the promotion of those faculty members deemed worthy by the criteria established in the Faculty Handbook. This committee shall also review all non-tenured associate and full professors and make recommendations to the Dean regarding retention and tenure.

### **RTP COMMITTEE B**

**MEMBERSHIP:** In accordance with the current collective bargaining agreement, only tenured faculty holding the rank of Associate Professor or Professor shall be eligible for election to this Committee. Only probationary or tenured faculty with full-time assignments in teaching and/or research, are eligible to vote for members of this committee. The college ARTP document shall be used to determine specific procedures.

**Charge:** The Committee shall consider all those eligible for promotion to the rank of Associate Professor. Eligibility for promotion is defined in the current Faculty Handbook. The Committee shall recommend to the Dean the promotion of those faculty members deemed worthy by the criteria established in the Faculty Handbook. The Committee also shall review the performance of all probationary Assistant Professors and make recommendations to the Dean regarding retention and tenure.

## **VI. BALLOTING**

All elections specified in this Constitution shall use a secret single-transferable ballot (defined by Academic Senate Document 65-69).

Members of the college Nominations and Elections Committee shall be available for assistance with ballot counting at the request of any department or standing committee.

Unless otherwise specified, there shall be a minimum of two nominees for each vacancy.

## **VII. COLLEGE ADMINISTRATORS**

### **VII-1. THE DEAN**

**VII-1.1.** The Dean of the college is at once a member of the faculty and the principal administrative officer of the college. His or her paramount function is to create and sustain an environment in which academic excellence is steadily pursued by the faculty and students. He or she is the spokesperson for the college on the campus and in the larger community. The Dean works with the faculty of the college, the college Executive Board, the Department Chairs and the college committees toward the formulation and implementation of college policy.

**VII-1.2.** It is recognized that the Dean of the college is responsible to the Provost and Vice President for Academic Affairs and the President of the University, the Chancellor, and the Trustees, as specified in the *Education Code* and the rules and regulations of this University and the State University system. It is assumed that the authority and responsibility delegated to the chief administrator of the college, where regulations permit, shall be shared by the Associate Dean(s), Department Chairs, and other members of the faculty through an appropriate process of delegation and decentralization.

**VII-1.3.** Once a year, in the Fall Quarter, the Dean shall deliver a policy report to the faculty reviewing major events during the previous year, stating how current and impending circumstances favor or impede attainment of the college's goals, and recommending changes in policy that may redefine those goals or improve conditions for their attainment.

### **VII-2. ASSOCIATE AND/OR ASSISTANT DEANS**

**VII-2.1.** The Associate and Assistant Deans are members of the faculty charged with certain administrative responsibilities.

**VII-2.2.** The Associate Dean shall be responsible for the administration of instructional policies of the COLLEGE. In the absence of the Dean he or she shall act in behalf of the Dean.

**VII-2.3.** The creation or deletion of positions at this level requires consultation with the Executive Board. The duties and responsibilities assigned to these positions shall be approved by the Executive Board.

**VII-2.4.** Selection of an Associate or an Assistant Dean shall be made from a slate of candidates established by a faculty committee elected by the full-time probationary and tenured faculty of the College of Arts and Letters for the purpose of gathering nominations and applications, evaluating qualifications and conducting interviews.

Every selection committee shall consist of five (5) tenured faculty members, each from a different department, available to serve for a minimum of two (2) quarters following the announcement of a vacancy. However, to meet an unforeseen contingency, alternates shall be named. The Selection Committee shall submit a written evaluation for at least three finalists as candidates to the Dean, who shall consult further with Department Chairs in making the final recommendation to the President. In the event that no appointment can be made from among the candidates, the Dean shall reconvene the Selection Committee which shall determine additional candidates.

### **VII-3. DEPARTMENT CHAIRS**

**VII-3.1.** The Department Chair is a faculty member recommended by the department faculty and appointed by the Dean to represent his or her department, to direct the development of its policies, aims, and objectives, to provide necessary liaison between his or her department and other departments, the College, and the University, and to represent the department off-campus and in the community. The Department Chair ensures faculty participation in the formulation of departmental policies and recommendations through an established committee structure and regularly scheduled faculty meetings. Additional department chair duties include, but are not limited to, serving as the academic and financial officer of the department; allocating department resources; making hiring recommendations to the dean; managing and participating in the retention, tenure, and promotion process; working with the faculty in scheduling course offerings; facilitating the faculty's teaching, professional development, and service; overseeing department staff and office operations; mediating student complaints; ensuring appropriate student advisement; and undertaking other duties as assigned by the Dean.

**VII-3.2.** The Chairs' Council shall consist of all Department Chairs in the College. The Dean of the College shall meet with the Chairs' Council at least twice a quarter to examine and consider common administrative problems.

**VII-3.3.** The Chairs' Council works with the Dean to review allocation of academic resources, administration units, assigned and reassigned time, department operating expenses, funds for student assistants, equipment acquisition and replacement, faculty office space, travel, on-campus lectures, and such other matters as may be referred to them by the Executive Board or the College Dean.

### **VIII. AMENDMENTS**

This Constitution may be amended only by secret ballot, with approval by two-thirds (2/3) of those voting necessary for passage. The proposal for such an amendment may be submitted to the faculty either by a majority vote of the college Executive Board, a quorum being present, or by a majority vote of those attending a college faculty meeting called for that purpose, as described in Article II, Section 2.