

1                                   **CONSTITUTION OF THE FACULTY OF THE**  
2                                   **COLLEGE OF NATURAL AND SOCIAL SCIENCES**

3                                   *(As amended, October 2018)*  
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5   **I. FACULTY**

6   The faculty of the College of Natural and Social Sciences is a constituent part of the faculty  
7   of the University and is bound by the Constitution, organization, and rules thereof.  
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9   **II. FACULTY MEETING**

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11   **II-1 MEETINGS**

12   Meetings, in addition to the annual spring meeting of the faculty, shall be called by the  
13   Steering Committee upon its own motion, the request of the Dean, or the receipt of a  
14   petition signed by at least twenty (20) faculty members of the College. The Chair of the  
15   Steering Committee must convene a meeting within ten (10) instructional days after having  
16   received a valid request to do so. The Presiding Officer for the meeting shall be the Chair of  
17   the Steering Committee.  
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19   **II-2 AGENDA**

20   The Steering Committee shall distribute an agenda to all faculty of the College at least five  
21   (5) instructional days before the meeting. This agenda shall include those items proposed  
22   by the Steering Committee, the Dean and/or the petition of the faculty requesting the  
23   meeting. All substantive actions in faculty meetings shall be restricted to items appearing  
24   on the published agenda.  
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26   **II-3 QUORUM**

27   Twenty-five (25) faculty members of the College shall constitute a quorum for a faculty  
28   meeting. For a meeting whose agenda includes constitutional amendments, a quorum shall  
29   consist of fifty (50) faculty members of the College.  
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31   **II-4 VOTING**

32   Any substantive matter before a faculty meeting shall be decided by a majority of those  
33   voting, subject to ratification by the College faculty. Ratification shall be by secret ballot and  
34   shall require a majority of those voting, except for Constitutional amendments for which  
35   ratification shall require two-thirds (2/3) of those voting. Ballots shall be accompanied by  
36   arguments favoring and opposing the proposed action. The Steering Committee shall be  
37   responsible for the preparation of these arguments. Individually prepared opinions may  
38   also accompany the ballot, and all expressions of opinion are encouraged.  
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### III. STANDING COMMITTEES

#### III-1 COMPOSITION AND CHARGE

##### III-1.1 STEERING COMMITTEE

**Composition:** The Steering Committee shall be composed of the liaisons from the other standing committees, five (5) tenured or tenure-track faculty members from the College elected at large, one lecturer from the College elected at large, and one NSS student selected by ASI, plus the Dean or designee who serves ex-officio as Executive Secretary, non-voting. The five elected faculty members shall serve staggered terms of three (3) years decided initially by lot. The elected lecturer shall serve a one (1) year term.

**Meetings:** Meetings may be called by the chair of the committee, a majority of the members, or the College Dean.

**Charge:** The Steering Committee advises the Dean of the College on policy matters and is in turn advised by the other standing committees. It refers policy matters directly to the appropriate committee, places issues before the Faculty as a whole, and calls meetings of the Faculty. The Committee will coordinate the strategic planning process for the College. The committee shall call a meeting of the Faculty each year during the Spring Term. The agenda for this meeting shall include, but not be limited to, reports of the liaisons from the standing committees. The Steering Committee is responsible for the administration of all College wide elections, and notifying the faculty of the results within one week following the election. When an unexpected vacancy occurs for a position requiring a College-wide election and all alternates have been exhausted, the Steering Committee shall elect a replacement.

##### III-1.2 FACULTY POLICY COMMITTEE

**Composition:** The Faculty Policy Committee shall be composed of five (5) members elected from among the tenured faculty of the College plus the Dean or designee who serves ex-officio as Executive Secretary, non-voting.

**Charge:** The Faculty Policy Committee advises the Dean or designee in faculty personnel matters and recommends faculty personnel policies to the Steering Committee. Faculty personnel policies include but are not limited to appointments, retention, tenure, promotion, retirement, leaves of absence, sabbatical leaves, awards, and other matters as may be referred to the Committee by the Steering Committee or the Executive Secretary of the Committee. The Faculty Policy Committee acts, as a personnel committee for such matters not covered by other personnel committees.

The Faculty Policy Committee shall recommend to the Dean or designee the award of emeritus status, sabbatical and difference-in-pay leaves, distinguished alumni/ae awards, and other NSS faculty grants or programs as may be referred to them by the Dean. The committee shall review material for insertion in a personnel file after its official closure. The Faculty Policy Committee elects College members to subcommittees of the University Faculty Policy Committee.

The Faculty Policy Committee annually selects a committee of tenured full Professors to review with the Dean the performance of the Associate Deans. Written reports of the reviews shall be given to the Associate Deans, and copies placed in their personnel files.

### III-1.3 EDUCATIONAL POLICY COMMITTEE

**Composition:** The Educational Policy Committee shall be composed of seven (7) faculty members plus the Dean or designee who serves ex-officio as Executive Secretary, non-voting.

**Charge:** The Educational Policy Committee advises the Dean or designee in curriculum matters and recommends educational policies to the Steering Committee. Educational policies include, but are not limited to development, modification and review of curricula, student affairs, graduate studies, general education, summer session, extension, modes of instruction, calendar, cooperative education, continuing study of both the improvement of instruction and academic programs, recommendation of policy for the Library as the Library relates to the instructional programs of the College, and such other matters as may be referred to the Committee by the Steering Committee or the Dean. The Committee reviews and recommends approval of programs and courses and their modification or deletion to the Dean.

The Educational Policy Committee elects College members to subcommittees of the University Educational Policy Committee.

The Educational Policy Committee elects members to its subcommittee from among nominees solicited broadly from NSS departments, individual faculty, and student organizations.

The Educational Policy Committee shall elect one of its members to serve as a liaison to the College Graduate Studies Subcommittee.

#### III-1.3.1 GRADUATE STUDIES SUBCOMMITTEE

**Composition:** The Graduate Studies Subcommittee shall be composed of four (4) faculty from different departments serving three (3) year terms plus a liaison member from the Educational Policy Committee serving a one (1) year term. The Dean or designee serves ex-officio as Executive Secretary, non-voting.

**Charge:** Upon referral from the Educational Policy Committee or the Executive Secretary the Graduate Studies Subcommittee shall study and recommend College policies and standards for postbaccalaureate study and shall advise the College Dean and designee and report to the Educational Policy Committee concerning the interpretation and execution of established policies. The Subcommittee shall act as a petitions committee for requests for waiver of College and/or university regulations governing postbaccalaureate study. Petitions may be referred to the Subcommittee by the Executive Secretary or may be submitted by a student and/or department as an appeal from a negative decision by the Executive Secretary. The Executive Secretary shall honor the Subcommittee's recommendations on petitions unless there is serious and compelling reason to reject the recommendation which shall be communicated to the Subcommittee.

### III-1.4 STUDENT AFFAIRS COMMITTEE

**Composition:** The Student Affairs Committee shall be composed of four (4) faculty from different departments serving three (3) year terms plus the following serving one (1) year

terms: the coordinator/director of the College advisement center, and two students selected by ASI (preferably undergraduates, one from the social sciences and the other from the natural sciences) whose majors are in NSS. The associate dean or designee serves ex-officio as Executive Secretary, non-voting.

**Charge:** The Student Affairs Committee (SAC) reviews and recommends College policy, plans, and procedures regarding student affairs, including matters related to recruitment, advisement, and retention. In particular, the committee recommends policies and procedures governing College-based courses and the operation of the College advisement center. SAC deals with matters concerning student groups and activities and is responsible for periodic evaluation of student support services provided by the College, sampling student attitudes and opinions, and conducting other studies related to student performance.

The Student Affairs Committee elects College members to subcommittees of the University Student Policy Committee.

### III-1.5 NSS RESOURCES COMMITTEE

**Composition:** The NSS Resources Committee shall be composed of six (6) faculty members plus the Dean or designee who serves ex-officio as Executive Secretary, non-voting.

**Charge:** The NSS Resources Committee advises the Dean or designee in academic resource matters and recommends policies concerning such matters to the Steering Committee. The committee deals with both Academic and Information Resource policies for the College of NSS. Policy matters may include: assigned and reassigned time, operating expenses, funds for student assistants, equipment, use of campus space, on-campus lectures, Student Success Fee (SSF), lottery funds, instructionally related activities (IRAs), review of funding for mode of instruction, planning and prioritization of information resources in support of curricular activities, and such other matters as may be referred to the Committee by the Steering Committee or the Executive Secretary of the Committee. The Committee shall consult with the Educational Policy Committee on committee recommendations bearing on instructional issues, and with the Faculty Policy Committee on committee recommendations bearing on faculty research policy, prior to submitting committee recommendations to the Steering Committee. One member from the Resources Committee will serve as a liaison to the Steering Committee.

The Resources Committee elects College members to the subcommittees of the University Fiscal Policy Committee.

### III-1.6 NOMINATIONS COMMITTEE

**Composition:** The Nominations Committee shall be composed of five (5) faculty members.

**Charge:** The Nominations Committee makes nominations for College-wide elections. Such nominations in any election may be supplemented by nominations on the part of any member of the College faculty.

## III-2 GENERAL CONSIDERATIONS

III-2.1 The Standing Committees shall be the normal vehicles for consultation by the Dean or designee with the Faculty of the College on policy matters. No ad hoc committee shall be created for a period of more than one year.

III-2.2 All terms shall commence in the Fall and terminate at the end of the Spring .

176 III-2.3 Members of all standing committees shall be elected by College faculty at large by  
177 the end of the tenth (10) week of the Spring Term. They shall serve staggered terms of  
178 three (3) years, decided initially by lot.

179 III-2.4 Excused and unexcused absences shall be recorded in the minutes. In the event of  
180 three unexcused absences within an academic year, the member may be removed by the  
181 chair or vice chair of the committee.

182 III-2.5 Not more than one elected faculty member on any standing committee of the College  
183 shall be from any one department. No person may serve on more than one (1) standing  
184 committee in any term except for the Chairs (or designated representatives) of the four (4)  
185 standing committees who are also members of the Steering Committee.

186 III-2.6 Standing committees may establish their own procedures by majority vote of the  
187 committee provided that such procedures are not in violation of College or University  
188 policies. All standing committees, with the exception of the Nominations Committee, shall  
189 meet at least twice per term at a stipulated time and shall distribute minutes promptly to  
190 each department in the College and to the other standing committees.

191 III-2.7 Each standing committee shall have an organizational meeting prior to the end of  
192 the Spring term for the purpose of electing a chair, vice chair and such other officers as they  
193 may choose from among their members.

194 III-2.8 A majority of the voting members on a standing committee shall constitute a quorum  
195 unless otherwise specified within this constitution.

196 III-2.9 The Chair of each committee, in consultation with the committee's Executive  
197 Secretary, is responsible for preparing the agenda, calling meetings of the committee, and  
198 reviewing the minutes of the meetings prior to submission for approval.

#### 200 **IV. PERSONNEL COMMITTEES A AND B**

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

202 IV-1.1 There shall be two personnel committees, A and B. Each committee shall be  
203 composed of six (6) faculty members, including an alternate, elected annually by the faculty  
204 of the College. There shall be no more than one member from a department on each  
205 committee. A member shall be disqualified from voting on or discussing members of his or  
206 her own department. No faculty member shall serve on more than one of the College  
207 personnel committees listed in this section in any given year. No person shall serve if they  
208 served on either Committee A or Committee B in either of the two previous academic years.  
209 College and University administrators shall not be eligible to vote for members of or to  
210 serve on these committees. The Dean shall be available to these committees as a resource  
211 person.

212  
213 IV-1.2 Materials for evaluation submitted by a faculty member, incorporated by reference  
214 in the personnel action file, will be physically placed in a supplemental file to be housed in  
215 the Dean's office only during an evaluation period. An index of such materials shall be  
216 prepared by the faculty member and submitted with the materials.

217 Such an index shall be permanently placed in the personnel action file. Materials  
218 incorporated by reference in this manner shall be considered part of the personnel action  
219 file. Indexed materials will be returned to the faculty member at the end of an action.

IV-1.3 At the first meeting of each committee, a Chair and Secretary shall be elected from the elected members of the committee. The person ranked sixth in the College election shall be designated as the alternate. The alternate shall participate fully in all committee discussions, except those concerning members of his or her own department, and may serve as committee Chair or Secretary. However, the alternate shall vote on recommendations only when an elected, regular member of the committee is absent or disqualified. In the event that a member of the committee must be permanently replaced, the alternate shall become a regular member of the committee and a new alternate shall be selected in the same manner as other members of the committee.

IV-1.4 All motions shall be moved in the affirmative and voting shall be by secret ballot, with recommendations being made by a simple majority.

IV-1.5 Chairs of the appropriate College and department personnel committees shall receive copies of the Dean's recommendations regarding each candidate.

#### IV-2 PERSONNEL COMMITTEE A

IV-2.1 Composition: Only tenured faculty holding the rank of Professor shall be eligible for election to this committee.

IV-2.2 Charge: The committee shall consider all those eligible for promotion to the rank of Professor, and also consider those Associate Professors or Professors who are eligible for reappointment or tenure. The committee shall also consider those eligible for advancement to the rank of Lecturer C. Eligibility and criteria for promotion and for retention and tenure are defined in the Faculty Handbook.

#### IV-3 PERSONNEL COMMITTEE B

IV-3.1 Composition: Only tenured faculty holding the rank of Associate Professor or Professor shall be eligible for election to this committee. Faculty are not eligible to serve during a year in which they are considered for promotion to Professor.

IV-3.2 Charge: The committee shall consider Assistant Professors eligible for retention or for tenure and promotion to the rank of Associate Professor. The committee shall also consider those eligible for advancement to the rank of Lecturer B. Eligibility and criteria for retention, tenure and promotion are defined in the current Faculty Handbook.

### **V. BALLOTING**

V-1 All College-wide elections shall utilize a secret single-transferable ballot (defined by Academic Senate Document 95-12,95-12.1) with the added stipulation that the system of dropping off the lowest candidate continues either until one candidate does get a majority of the total vote, or, failing that, until there is only one candidate remaining.

V-2 Unless otherwise specified there shall be a minimum of two nominees for each vacancy.

## **VI. COLLEGE ADMINISTRATORS**

### **VI-1 THE DEAN**

VI-1.1 The Dean of the College is both a member of the faculty and the principal administrative officer of the College. The Dean's paramount function is to create and sustain an environment in which academic excellence is steadily pursued by the faculty and students. The Dean is the spokesperson for the College on the campus and in the larger community. The Dean works with the faculty of the College, the Steering Committee, the Department Chairs, and the College committees toward the formulation and implementation of College policy.

VI-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 Dean of the College, where regulations permit, shall be shared by the Associate Dean, Department Chairs, and other members of the faculty through an appropriate process of delegation and decentralization.

VI-1.3 Once a year, in the Fall term, the Dean shall deliver a state-of-the-College 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 which may redefine those goals or improve conditions for their attainment.

### **VI-2 ASSOCIATE AND ASSISTANT DEANS**

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

VI-2.2 The Associate Dean shall perform those duties delegated by the Dean and in the absence of the Dean shall act on behalf of the Dean.

VI-2.3 The creation or deletion of positions at this level and the duties and responsibilities assigned to these positions require consultation with the Steering Committee.

VI-2.4 Selection of an Associate or an Assistant Dean shall be made from a slate of candidates established by a Search Committee elected for the purpose of gathering nominations and applications, evaluating qualifications and conducting interviews. Every Search Committee shall consist of five (5) tenured faculty members, each from a different department, available to serve for a minimum of two (2) terms following the announcement of a vacancy. However, to meet an unforeseen contingency, alternates shall be elected. The Search 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 Provost and Vice President for Academic Affairs. In the event that no appointment can be made from among these candidates, the Dean shall reconvene the Search Committee, which shall determine additional candidates.

301 VI-3 DIRECTORS

302 VI-3.1 Directors are members of the faculty assigned certain focused administrative duties.

303 VI-3.2 The creation or deletion of these positions and the duties assigned to these positions  
304 requires consultation with the Steering Committee.

305 VI-3.3 Selection Process

306 The Steering Committee shall gather nominations and applications from among the faculty  
307 of NSS. From these nominations the Steering Committee shall provide the Dean with a slate  
308 of candidates along with written evaluations of those candidates that it recommends.

309  
310 VI-4 DEPARTMENT CHAIRS

311 VI-4.1 Department Chairs are faculty members selected for three (3) year terms to: (1)  
312 represent their departments, (2) serve as administrators of their departments, including  
313 management of the department office and staff, (3) direct the development of departmental  
314 policies, goals, and objectives, and (4) provide liaison between their departments and other  
315 departments, the College, and the University. No department chair may serve more than  
316 two (2) consecutive terms. The Department Chair ensures faculty participation in the  
317 formulation of departmental policies and recommendations through an established  
318 committee structure and regularly scheduled faculty meetings.

319 VI-4.2 The chairs shall meet with the deans as a Council of Chairs twice a month during the  
320 academic year and once a month during the Summer term to examine and consider issues  
321 of importance to the departments, College and university. The Council of Chairs shall serve  
322 as the budget committee for the College and will advise the Dean on resource allocation  
323 matters. The Council of Chairs may meet independently as it deems necessary.

324 VI-4.3 Department Chairs shall be reviewed annually by their departments and by the  
325 Dean. Each department shall elect a committee of tenured faculty, which shall prepare a  
326 written report reviewing the Chair's performance in accordance with University policy. This  
327 report shall be transmitted to the Dean for inclusion in the Chair's personnel file.  
328