

41 **III. STANDING COMMITTEES**

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43 **III-1 COMPOSITION AND CHARGE**

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45 **III-1.1 STEERING COMMITTEE**

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

53
54 **Meetings:** Meetings may be called by the chair of the committee, a majority of the members,
55 or the College Dean.

56
57 **Charge:** The Steering Committee advises the Dean of the College on policy matters and is, in
58 turn, advised by the other standing committees. It refers policy matters directly to the
59 appropriate committee, places issues before the Faculty as a whole, and calls meetings of
60 the Faculty. The Committee will coordinate the strategic planning process for the College.
61 The committee shall call a meeting of the Faculty each year during the Spring Term. The
62 agenda for this meeting shall include, but not be limited to, reports of the liaisons from the
63 standing committees. The Steering Committee is responsible for the administration of all
64 College-wide elections, and notifying the faculty of the results within one week following
65 the election. When an unexpected vacancy occurs for a position requiring a College-wide
66 election, and all alternates have been exhausted, the Steering Committee shall elect a
67 replacement.

68
69 **III-1.2 FACULTY POLICY COMMITTEE**

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

73
74 **Charge:** The Faculty Policy Committee advises the Dean or designee in faculty personnel
75 matters and recommends faculty personnel policies to the Steering Committee. Faculty
76 personnel policies include but are not limited to appointments, retention, tenure,
77 promotion, retirement, leaves of absence, sabbatical leaves, awards, and other matters as
78 may be referred to the Committee by the Steering Committee or the Executive Secretary of
79 the Committee. The Faculty Policy Committee acts as a personnel committee for such
80 matters not covered by other personnel committees.

81 The Faculty Policy Committee shall recommend to the Dean or designee the award of
82 emeritus status, sabbatical and difference-in-pay leaves, distinguished alumni/ae awards,
83 and other NSS faculty grants or programs as may be referred to them by the Dean. The
84 committee shall review material for insertion in a personnel file after its official closure.
85

86 III-1.3 EDUCATIONAL POLICY COMMITTEE

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

90

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

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

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

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

108

109 III-1.3.1 GRADUATE STUDIES SUBCOMMITTEE

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

114

115 **Charge:** Upon referral from the Educational Policy Committee or the Executive Secretary,
116 the Graduate Studies Subcommittee shall study and recommend College policies and
117 standards for postbaccalaureate study and shall advise the College Dean and designee and
118 report to the Educational Policy Committee concerning the interpretation and execution of
119 established policies.

120

121 III-1.4 STUDENT AFFAIRS COMMITTEE

122 **Composition:** The Student Affairs Committee shall be composed of four (4) faculty serving
123 three (3) year terms plus the following serving one (1) year terms: the coordinator/
124 director of the College advisement center and two students selected by ASI (preferably
125 undergraduates, one from the social sciences and the other from the natural sciences)
126 whose majors are in NSS. The associate dean or designee serves ex-officio as Executive
127 Secretary, non-voting.

128

129 **Charge:** The Student Affairs Committee (SAC) reviews and recommends College policy,
130 plans, and procedures regarding student affairs, including matters related to recruitment,

131 advisement, and retention. In particular, the committee recommends policies and
132 procedures governing College-based courses and the operation of the College advisement
133 center. SAC deals with matters concerning student groups and activities and is responsible
134 for periodic evaluation of student support services provided by the College, sampling
135 student attitudes and opinions, and conducting other studies related to student
136 performance.

137

138 III-1.5 NSS RESOURCES COMMITTEE

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

141

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

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

158

159 III-1.6 NOMINATIONS COMMITTEE

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

161

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

165

166 III-2 GENERAL CONSIDERATIONS

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

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

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

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

177 III-2.5 No single department should represent 50% or more of a standing committee
178 quorum. No person may serve on more than one (1) standing committee in any term
179 except for the Chairs (or designated representatives) of the four (4) standing committees
180 who are also members of the Steering Committee.

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

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

189 III-2.8 A majority of the voting members on a standing committee shall constitute a quorum
190 unless otherwise specified within this Constitution.

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

194

195 **IV. PERSONNEL COMMITTEES A AND B**

196 IV-1. GENERAL CONSIDERATIONS

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

207

208 IV-1.2 Materials for evaluation (CV, Narrative Statement, and Index) will be submitted
209 electronically by a faculty member and incorporated by reference in the personnel action
210 file. These materials will be available to personnel committee members and the Dean.

211

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

221

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

224
225 IV-1.5 Chairs of the appropriate College and department personnel committees shall
226 receive copies of the Dean's recommendations regarding each candidate.

227
228 IV-2 PERSONNEL COMMITTEE A

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

231
232 IV-2.2 Charge: The committee shall consider all those eligible for promotion to the rank of
233 Professor, and also consider those Associate Professors or Professors who are eligible for
234 reappointment or tenure. The committee shall also consider those eligible for advancement
235 to the rank of Lecturer C and D. Eligibility and criteria for promotion and for retention and
236 tenure are defined in the Faculty Handbook.

237
238 IV-3 PERSONNEL COMMITTEE B

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

242
243 IV-3.2 Charge: The committee shall consider Assistant Professors eligible for retention or
244 for tenure and promotion to the rank of Associate Professor. The committee shall also
245 consider those eligible for advancement to the rank of Lecturer B. Eligibility and criteria for
246 retention, tenure, and promotion are defined in the current Faculty Handbook.

247
248 **V. BALLOTING**

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

253
254 V-2 Unless otherwise specified, there shall be a minimum of two nominees for each
255 vacancy.

256

257 **VI. COLLEGE ADMINISTRATORS**

258 VI-1 THE DEAN

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

266 VI-1.2 It is recognized that the Dean of the College is responsible to the Provost and Vice
267 President for Academic Affairs and the President of the University, the Chancellor, and the
268 Trustees, as specified in the Education Code and the rules and regulations of this University
269 and the State University system. It is assumed that the authority and responsibility
270 delegated to the Dean of the College, where regulations permit, shall be shared by the
271 Associate Dean, Department Chairs, and other members of the faculty through an
272 appropriate process of delegation and decentralization.

273 VI-1.3 Once a year, in the Fall term, the Dean shall deliver a state-of-the-college report to
274 the faculty reviewing major events during the previous year, stating how current and
275 impending circumstances favor or impede the attainment of the College's goals and
276 recommending changes in policy which may redefine those goals or improve conditions for
277 their attainment.

278

279 VI-2 ASSOCIATE AND ASSISTANT DEANS

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

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

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

286 VI-2.4 Selection of an Associate or an Assistant Dean shall be made from a slate of
287 candidates established by a Search Committee elected for the purpose of gathering
288 nominations and applications, evaluating qualifications, and conducting interviews. Every
289 Search Committee shall consist of five (5) tenured faculty members, each from a different
290 department, available to serve for a minimum of two (2) terms following the
291 announcement of a vacancy. However, to meet an unforeseen contingency, alternates shall
292 be elected. The Search Committee shall submit a written evaluation for at least three
293 finalists as candidates to the Dean, who shall consult further with Department Chairs in
294 making the final recommendation to the Provost and Vice President for Academic Affairs.
295 In the event that no appointment can be made from among these candidates, the Dean shall
296 reconvene the Search Committee, which shall determine additional candidates.

297

298 VI-3 DIRECTORS

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

300 VI-3.2 The creation or deletion of these positions and the duties assigned to these positions
301 requires consultation with the Dean.

302 VI-3.3 Selection Process

303 When a Program Director is to be appointed, the faculty stakeholders in the program shall
304 consult with the Dean to identify internal candidates for the position and decide if an
305 external search is to be conducted.

306

307 VI-4 DEPARTMENT CHAIRS

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

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

321 VI-4.3 Department Chairs shall be reviewed in the second and the final year of each term by
322 their departments and by the Dean. The department faculty personnel committee charged
323 with reviewing those at the highest rank shall prepare a written report reviewing the Chair's
324 performance in accordance with University policy. This report shall be transmitted to the Dean
325 for inclusion in the Chair's personnel file.

326