

40 **III. STANDING COMMITTEES**

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42 **III-1 COMPOSITION AND CHARGE**

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44 **III-1.1 STEERING COMMITTEE**

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

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

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

65

66 **III-1.2 FACULTY POLICY COMMITTEE**

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

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

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

83 The Faculty Policy Committee annually selects a committee of tenured full Professors to
84 review with the Dean the performance of the Associate Deans. Written reports of the
85 reviews shall be given to the Associate Deans, and copies placed in their personnel files.
86

87 88 III-1.3 EDUCATIONAL POLICY COMMITTEE

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

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

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

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

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

110 111 III-1.3.1 GRADUATE STUDIES SUBCOMMITTEE

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

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

127

128 III-1.4 STUDENT AFFAIRS COMMITTEE

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

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

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

145

146 III-1.5 NSS RESOURCES COMMITTEE

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

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

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

165

166 III-1.6 NOMINATIONS COMMITTEE

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

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

171

172 III-2 GENERAL CONSIDERATIONS

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

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

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

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

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

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

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

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

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

200

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

202 IV-1. GENERAL CONSIDERATIONS

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

213

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

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

221
222 IV-1.3 At the first meeting of each committee, a Chair and Secretary shall be elected from
223 the elected members of the committee. The person ranked sixth in the College election shall
224 be designated as the alternate. The alternate shall participate fully in all committee
225 discussions, except those concerning members of his or her own department, and may
226 serve as committee Chair or Secretary. However, the alternate shall vote on
227 recommendations only when an elected, regular member of the committee is absent or
228 disqualified. In the event that a member of the committee must be permanently replaced,
229 the alternate shall become a regular member of the committee and a new alternate shall be
230 selected in the same manner as other members of the committee.

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

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

235
236 IV-2 PERSONNEL COMMITTEE A

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

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

244
245 IV-3 PERSONNEL COMMITTEE B

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

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

253
254 **V. BALLOTING**

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

259 V-2 Unless otherwise specified there shall be a minimum of two nominees for each vacancy.
260

261 **VI. COLLEGE ADMINISTRATORS**

262 VI-1 THE DEAN

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

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

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

282

283 VI-2 ASSOCIATE AND ASSISTANT DEANS

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

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

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

290 VI-2.4 Selection of an Associate or an Assistant Dean shall be made from a slate of
291 candidates established by a Search Committee elected for the purpose of gathering
292 nominations and applications, evaluating qualifications and conducting interviews. Every
293 Search Committee shall consist of five (5) tenured faculty members, each from a different
294 department, available to serve for a minimum of two (2) terms following the
295 announcement of a vacancy. However, to meet an unforeseen contingency, alternates shall
296 be elected. The Search Committee shall submit a written evaluation for at least three
297 finalists as candidates to the Dean, who shall consult further with Department Chairs in
298 making the final recommendation to the Provost and Vice President for Academic Affairs.
299 In the event that no appointment can be made from among these candidates, the Dean shall
300 reconvene the Search Committee, which shall determine additional candidates.
301

302 VI-3 DIRECTORS

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

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

306 VI-3.3 Selection Process

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

310

311 VI-4 DEPARTMENT CHAIRS

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

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

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

329