

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
CONSTITUTION OF THE FACULTY OF THE
COLLEGE OF EDUCATION**

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CALIFORNIA STATE UNIVERSITY, LONG BEACH

**CONSTITUTION OF THE FACULTY OF THE
COLLEGE OF EDUCATION**

PREAMBLE

We, the Faculty of the College of Education at California State University, Long Beach, establish this Constitution to promote an equitable governance structure, to create a teaching and learning community that prepares professional educators and practitioners who promote equity and excellence in education, and to promote the general welfare of faculty, staff, and students.

1.0 ARTICLE 1: NAME AND MEMBERSHIP

- 1.1 The name of this body shall be the Faculty of the College of Education, hereinafter referred to as the “Faculty.”
- 1.2 Membership in the body shall consist of faculty in the College, the Dean and Associate Deans, and such others, as the voting members shall, by majority vote, admit to membership.
- 1.3 Membership in this body shall not lapse for full-time faculty because of leave of absence, sabbatical leave, faculty in the Faculty Early Retirement Program (FERP), emeritus status, or administrative assignment.

2.0 ARTICLE 2: VOTING RIGHTS AND RESPONSIBILITIES

- 2.1 For the purpose of College-wide elections, voting rights are extended to all full-time, tenured/tenure-track faculty with an appointment in the College, full-time lecturers with appointment in the College, and lecturers on a 3 AY with a time base of 0.5 or more in the College in the semester of the election, except as excluded by University policy.
 - a. The Dean and Associate Deans shall be voting members of the Faculty-at-large during the tenure of their administrative appointments.
 - b. Faculty on Early Retirement Program (FERP), reduced time-based programs, and faculty members with retreat rights retain full rights of membership in their semester(s) of employment and as allowed by University policy.

3.0 ARTICLE 3: ORGANIZATION OF THE COLLEGE

- 3.1 The College shall be organized into the Office of the Dean, departments, interdepartmental programs of instruction, centers, and offices.
- 3.2 Primary responsibility for governance of the College shall rest with the Office of the Dean, Faculty Council, and Staff Advisory Council.
- 3.3 College-wide faculty business meetings may be called by the Dean, the Faculty Council, or by petition signed by at least 25% of the voting members.
 - a. A quorum shall exist when 50% plus one of the voting members in residence are present at a meeting of the Faculty.
 - b. Except as it conflicts with this Constitution, *Robert's Rules of Order (Newly Revised)* shall be used to conduct all meetings of the Faculty.
 - c. The Dean or the Faculty Council Chair shall establish and distribute agendas and maintain a permanent file of the agendas, minutes, and supporting documents from College-wide faculty business meetings. In the case of the Dean's absence, an Associate Dean shall preside.
 - d. The agenda for College-wide faculty business meetings shall be approved by the voting members in attendance at the meeting.
 - e. The presiding officer of each College-wide faculty business meeting will ensure minutes are recorded and distributed to voting members.

4.0 ARTICLE 4: OFFICE OF THE DEAN

- 4.1 The Dean shall provide leadership in initiating, planning, developing, executing, and evaluating programs, policies, and procedures, and other College functions in consultation with the Faculty and in accordance with the regular consultative procedures of the University to ensure the welfare of the College.
- 4.2 The Dean reports to the Provost and Senior Vice-President for Academic Affairs and has the responsibility, in consultation with the faculty and staff, for management of resources entrusted to the College for academic and fiscal planning, for personnel policies

- 4.4 The Dean shall schedule College meetings and shall formally consult the Faculty on all matters pertaining to the operation and general welfare of the College and its programs.
- 4.5 The Dean shall represent the College on the University Council of Deans and shall advise the Office of the University President concerning the interests of the College.
- 4.6 The Dean may establish *ad hoc* committees concerning matters related to the general welfare of the College. Recommendations of such committees shall be communicated to

- (1) The Faculty Council shall set its agenda, establish procedures, set meeting dates and times and shall publish and distribute to the faculty its agenda, minutes, reports, and summaries.
 - (2) Faculty Council meetings shall be open to all Faculty and other academic employees.
 - (3) A quorum shall exist when a majority of its voting members are present at an announced meeting of the Faculty Council.
 - (4) All matters put to a vote shall be decided by majority of votes cast by voting members present at Faculty Council meetings where a quorum exists.
- i. The Faculty Council may consult with and make recommendations to the Dean concerning policies, programs, organizational structure, and the general welfare of the College.
 - (1) Those recommendations which receive the concurrence of the Dean shall become official College policy and shall be implemented, in the absence of appeals as described below in subpart (2). In cases of non-concurrence, the Dean shall promptly provide, in writing, her/his reasoning for non-concurrence.
 - (2) Actions by the Faculty Council may be appealed by written petition signed by 25 percent of the voting-eligible faculty within ten working days of the announcement of decision. Appeals shall then be presented to the Faculty in a meeting, called by the Dean, during which time the issue(s) shall be discussed.
 - (3) A challenge to an action shall be resolved when it receives a majority vote of the voting-eligible Faculty and when it is in concurrence with the Dean. If said action requires approval by University administration and is not accepted, the Dean shall formally notify the Faculty within ten working days.
 - j. The Faculty Council shall have the power, subject to the provisions defined in Article 8, to initiate amendments to policies or regulations of the College.
 - k. The Faculty Council shall supervise the nomination, election, and appointment of College Faculty as representatives to committees according to the General Rules in Article 7 and membership qualifications outlined in this Constitution.
 - l.

- m. In collaboration with the Dean, the Faculty Council will propose policies and provide feedback on progress toward achieving goals set forth in the *College Strategic Plan*.

6.2 *Ad Hoc* Committees of Faculty Council

The Faculty Council shall have the authority to create *ad hoc* committees as necessary to execute the mission and functions of the College.

6.3 Standing Committees of Faculty Council

- a. The Faculty Council shall establish standing committees consistent with University policies and regulations that advance the interests of faculty, staff, and students in the College. The Council shall have the authority: (a) to create new standing committees, and (b) to define and limit the power of these bodies. Standing committees include:
 - 1. Curriculum Committee
 - 2. Faculty Awards Committee
 - 3. Reappointment, Tenure, and Promotion Committee
 - 4. Student Affairs Committee
 - 5. Endowments Committee
- b. Except where otherwise noted, the Dean (or designee) shall appoint a convening chair of each standing committee by the beginning of the fall semester. At the initial meeting, committee members shall elect officers, establish annual goals, and arrange a calendar.
- c.

The committee shall review the proposals and make recommendations according to University policy.

Members shall not review the pool of applications for the award category for which they are applying. The department alternate will serve in place of a recused member.

c. Reappointment, Tenure, and Promotion Committee

Membership

The Reappointment, Tenure, and Promotion (RTP) Committee shall consist of five tenured full professors elected by the College Faculty. Members shall serve staggered two-year terms.

Members may be re-elected but shall not serve more than two consecutive terms. No more than two members from each department may serve at the same time. A chair shall be elected from among the committee members to serve a one-year term. The Dean (or designee) serves as an ex-officio, non-voting member.

Responsibilities

The RTP Committee, in accordance with provisions of University policy and the pertinent reappointment, tenure, and promotion policies and procedures of the College, shall review all candidates for reappointment, tenure, or promotion, and shall forward its recommendations to the Dean and the Provost and Senior President for Academic Affairs.

The committee shall implement the reappointment, tenure, and promotion policies of the College that affect the Faculty of the College in fulfilling its professional mission and may make recommendations to the Faculty Council and the Dean concerning changes in those policies.

d. Student Affairs Committee

Membership

The Student Affairs Committee shall consist of one faculty member from each department elected by the department. Members shall serve staggered two-year terms. In case of a grade appeal one student will be appointed by Associated Students, Inc.

Members may be re-elected but shall not serve more than two consecutive terms. A chair shall be elected from among the committee members to serve a one-year term. The Dean (or designee) shall serve as an ex-officio, non-voting member.

Responsibilities

The Student Affairs Committee shall review grade appeals, in compliance with University Grade Appeals policy.

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The Student Affairs Committee shall review scholarship applications and other awards to students and make recommendations.

e.

Responsibilities

The Assessment Committee shall supervise the Unit Assessment System (UAS), review unit-level data, make recommendations for program improvement, and communicate the goals and implementation of the UAS. The committee shall evaluate and adjust the UAS to ensure effective implementation at the Unit, department and program levels. The committee shall recommend infrastructure needs to the Assessment Coordinator.

b. College Meeting Planning Committee

Membership

The College Meeting Planning Committee typically has six members. Three faculty members, representing different departments and classifications (tenure-track and full-time lecturers) and three staff members.

An Associate Dean shall serve as chair. In consultation with the Dean and Faculty Council, the Chair appoints faculty members. The Staff Advisory Council selects staff members.

Responsibilities

The College Meeting Planning Committee shall create opportunities for community building and professional development for all full-time faculty and staff members in the College. Members will plan, execute, and evaluate College meetings, including Convocation.

College meetings typically include professional development aligned with the *College Strategic Plan* and/or key College and University initiatives. Guest speakers or facilitators as appropriate for the topic of the meeting may participate.

Each meeting shall be evaluated, and feedback will be incorporated into future meetings.

c. Equity and Diversity Committee

Membership

The Equity and Diversity Committee shall consist of one faculty member from each department (elected by the department), five staff members (appointed by Staff Advisory Council), and 2 student representatives (appointed by COESA) from different degree or credential programs. Faculty and staff members shall serve staggered two-year terms and student members shall serve one-year terms.

Members may be re-elected but shall not serve more than two consecutive terms. A chair shall be elected from among the committee members to serve a one-year term. The Dean (and/or designee) serves as an ex-officio, non-voting member.

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Responsibilities

f. Technology Committee

Membership

The Technology Committee shall consist of one faculty member from each department elected by the department, three College-wide staff representatives chosen by Staff Council, and two standing members representing the College Technology Group. Members shall serve staggered two-year terms.

Members may be re-elected but shall not serve more than two consecutive terms. A chair shall be elected from among the Committee members to serve a one-year term. Dean (or designee) is ex-officio, non-voting member.

Responsibilities

The Technology Committee shall serve as an advisory body on all issues affecting the College's technology infrastructure, including policies, practices, and acquisition or replacement of technology from available funding sources. The committee shall identify needs for professional development on technology related to instruction, assessment, advising, learning, and research. The committee shall liaise with the University FACT committee.

7.0 ARTICLE 7: ELECTIONS

7.1 Responsibilities

- a. The Faculty Council shall supervise the nomination, election, and appointment of faculty representatives to College and University committees consistent with the provisions outlined in this Constitution.
- b. Each department shall establish procedures for nominating and electing its faculty representatives to College committees. An alternate representative shall be the first runner-up in the election for the same committee representative. Departments shall maintain updated elections procedures and keep them on file with the Dean's Office.
- c. The Dean's Office shall assist Faculty Council with managerial tasks related to conducting College and University committee elections and shall report and archive the results.

7.2 General Election Procedures

- a. All voting-eligible faculty members shall receive a call for nominations at least 10 working days prior to the date of the election.

- 8.2 All proposed amendments shall be distributed during the academic year to faculty members at least 10 working days prior to the College meeting called for discussion of such proposals. Voting regarding proposed amendments shall be conducted by secret ballot. Ballots shall be distributed to all voting-eligible faculty members at least 5 working days prior to the due date of those ballots. In order to certify an election regarding a proposed amendment, greater than 50% of the voting-eligible faculty must participate in the voting regarding that amendment.
- 8.3 An amendment to this Constitution shall be adopted and become effective when it has satisfied all of the following conditions: (a) has been voted on in a certified election (b) has received greater than 50% of votes cast by the voting-eligible faculty, (c) is approved by the Dean, and (d) is found to conform to University policies and all memoranda of understanding between University administration and the faculty.
- 8.4 In the event that an amendment is adopted by the Faculty and is not approved by the Dean, the amendment shall be adopted and shall become effective when it has received a favorable vote of no fewer than a three-fourths majority of the voting-eligible faculty members by secret ballot and is found to conform to University policies and all memoranda of understanding between the University administration and faculty.
- 8.5 Changes to this Constitution of a non-substantive, clerical nature (e.g., position titles, group or committee names), may be made by the Chair of the Faculty Council with approval of the Faculty Council.

9.0 ARTICLE 9: RATIFICATION

- 9.1 This document shall be ratified when all of the following conditions have been satisfied:
- (a) has been voted on in a certified election, (b) has been affirmed by greater than 50% of votes cast by the voting-eligible faculty members, (c) is approved by the Dean, and (d) is found to conform to University policies and all memoranda of understanding between University administration and the Faculty.

The document shall become effective when it is found to conform to University policies and all memoranda of understanding between the University administration and Faculty.

Amended on April 8, 2020, by the Faculty of the CSULB College of Education.