

**Constitution of the Faculty  
College of Humanities and Social Sciences  
California State University, Stanislaus**

**Preamble:** Orderly faculty participation in policy making, and a clearly defined organizational structure designed to promote such participation, will contribute to a clear understanding of the mutual responsibilities of the executive, academic and administrative personnel of the College of Humanities and Social Sciences. Effective faculty formulation of policies requires the establishment of representative bodies which provides for faculty planning and consideration in the development of policy, and ensures effective communication between faculty and administration in policy matters.

**ARTICLE I - Name**

The name of this organization shall be the Faculty of the College of Humanities and Social Sciences of California State University, Stanislaus, hereafter referred to as the College Faculty or Faculty of the College.

**ARTICLE II - Purpose**

The purpose of the College Faculty shall be to provide for an organization and the means for assuring that the collective knowledge, experience, and judgment possessed by the members shall be used as fully as possible in providing students with quality educational opportunity, in developing college policies and procedures, and in fostering a spirit of unity and cooperation among its members.

**ARTICLE III - Membership**

**Section 1:** Full membership in the organization shall consist of (1) probationary and tenured full-time faculty in the instructional units of the college, (2) full-time lecturers, (3) the Dean and Associate Deans of the college, and (4) FERP faculty. Other individuals may be admitted into membership by a two-thirds vote of the members of the College Faculty in residence.

**Section 2:** Associate membership in the organization shall include academic personnel employed less than full time and emeritus faculty. They shall have the privilege of debate but shall have no vote.

**ARTICLE IV: Responsibilities of the College Faculty**

The College Faculty through its committee structure shall formulate, recommend, review and revise all academic, personnel, and professional policies pertaining to its members, including fiscal policies related thereto, broadly and liberally defined.

**ARTICLE V - Officer in charge**

The Dean is the chief administrative officer of the College Faculty.

**ARTICLE VI - College Meetings**

**Section 1:** Regular meetings of the College Faculty shall be held at the beginning of fall semester and the end of spring semester. The Dean shall call for agenda items, schedule these regular meetings, and distribute an agenda to the faculty at least five days prior to the meeting.

**Section 2:** Additional meetings may be called by the Dean or the Chairs Council, and shall be called upon written request by 25% of the full members of the College Faculty. The purpose and agendas of such meetings shall be stated in the call for the meeting. Except in the case of an emergency, a week's notice shall be provided.

**Section 3:** Staff personnel of the college shall be invited to the regular spring meeting of the College Faculty.

**Section 4:** A quorum shall consist of a majority of the full members of the college.

**Section 5:** All matters put to a vote (except constitutional amendments) shall be decided by a majority of those present who are voting members, provided the meeting has a quorum.

**Section 6:** A referendum of actions approved at a College Faculty meeting may be called by submission to the Dean of a petition of 30% of the College Faculty in residence. A faculty vote shall be taken within ten instructional days after receipt of the petition. A majority of College Faculty in residence will decide the vote.

## **ARTICLE VII: Committees of the College**

**Section 1:** Standing Committees of the college include:

- A. Chairs Council
- B. Curriculum Committee
- C. Budget and Planning Committee
- D. Committee on Committees

**Section 2:** Ad hoc committees may be created by any standing committee to carry out specific tasks.

**Section 3:** Guidelines for HSS Committees

- A. All committees of the College of Humanities and Social Sciences shall work in accord with college, university, and California State University system-wide policies.
- B. A majority of voting members in service on a college committee (standing and ad hoc) shall constitute a quorum, unless otherwise specified within this Constitution.
- C. The term of office for members of standing committees shall be two years. Terms shall be appropriately staggered.
- D. All standing committee members shall be elected in accordance with the rules set forth by this Constitution.
- E. Voting members of standing committees must be regular teaching members of the faculty, normally devoting at least fifty percent of their contractual time to teaching and other faculty responsibilities. Administrators may not serve on standing committees except non-voting, ex-officio members as described herein.
- F. All committees shall choose their own chair from among the members elected to the committee. The committee chair shall serve for one year. A committee member shall not serve for more than two consecutive terms as chair.
- G. To insure equity of committee service, an individual should not normally serve on more than one college committee simultaneously.
- H. All committee functions not specifically addressed in this Constitution are reserved to the academic departments.
- I. Consistent with authority granted by the University, no actions of the committees shall conflict with actions of the Faculty of the College of Humanities and Social Sciences.
- J. Elections for positions on standing committees of the college shall be conducted in April.

**Section 4: Chairs Council**

- A. The Chairs Council shall be composed of the Department Chairs of the college or, in the case when a Department Chair is unable to attend a meeting, a designee or other representative appointed by the Department Chair.
  
- B. The Council shall elect its next Chair at its final meeting of each year.
  
- C. The Chair will establish a monthly meeting schedule for the coming year, query the council and Dean for proposed agenda items, and distribute an agenda to each department chair and the Dean at least five days prior to each meeting.
  
- D. The Chair is the designated point of contact between the Dean and the Council, ensuring that all matters within the responsibility of the Council are reviewed there and that the Dean has regular and ready access to the Council.
  
- E. The responsibilities and powers of the Chairs Council include the following:
  - i. Maintain close contact and direct communication with the Dean in order to represent respective departments and programs.
  
  - ii. Recommend to the Dean on all matters and decisions included in the responsibilities of the College Faculty.
  
  - iii. Serve as a liaison between departments/programs and college administration;
  
  - iv. Review recommended amendments of the HSS Constitution.
  
  - v. Review impact of change initiatives in the college and disseminate information to departments.
  
  - vi. Advise the Committee on Committees on potential candidates for elections to standing committees.
  
  - vii. Distribute to the College Faculty minutes of each meeting.
  
  - viii. Resolve questions of interpretation of this Constitution.

**Section 5: Curriculum Committee**

- A. The Curriculum Committee shall be composed of five voting members, elected by the College Faculty, and the HSS Dean or designee as a non-voting, ex-officio member.
  
- B. The five members must be from five different departments of the college.
  
- C. The responsibilities and powers of the Curriculum Committee include the following:
  - i. Review and approve new programs and changes to existing programs.
  
  - ii. Identify potential curricular conflicts and recommend consultation between departments and disciplines and schools when appropriate.
  
  - iii. Review and approve new course proposals and requests for course discontinuance or deactivation.

iv. Distribute to the College Faculty agendas and minutes of each meeting.

D. The committee should expedite the refinement of curriculum by deferring to department curriculum committees for minor curricular changes and on questions answerable by specific disciplinary expertise.

**Section 6: Budget and Planning Committee**

A. The Budget and Planning Committee shall be composed of five voting members at the rank of Associate Professor or Professor, elected by the College Faculty, and the HSS Dean or designee as a non-voting, ex-officio member.

B. The five members must be from at least four different departments of the college.

C. The responsibilities and powers of the Budget and Planning Committee include the following:

i. Review drafts of academic program reviews and make advisory recommendations for changes in reviews and/or programs.

ii. Advise the Dean and the Chairs Council with respect to:

- short- and long-range planning and budget priorities in the college
- departmental requests for tenure track and full-time lecture positions
- resource issues raised in academic program reviews
- a year-end summary of planning recommendations

iii. Distribute to the College Faculty agendas and minutes of each meeting.

**Section 7: Committee on Committees**

A. The Committee on Committees shall be composed of five voting members, normally tenured, elected by the College Faculty.

B. The five members must be from five different departments of the college.

C. The responsibilities and powers of the Committee include the following:

i. Prepare a list of all vacancies on the college's elected standing committees.

ii. Poll the College Faculty each year for their interest in serving on the college's elected standing committees and maintain a file of those preferences.

iii. Solicit nominations from the College Faculty by petition. Nominees may be submitted with a petition signed by twenty members of the College Faculty.

iv. Seek the advice of the Chairs Council on potential candidates for election to standing committees.

v. Distribute to the College Faculty, upon approval by the Chairs Council, the complete slate for the election at least two weeks prior to the election.

vi. Conduct the election, count the votes, and publish the results to the entire college.

vii. Assist in the appointment of subcommittees and ad hoc committees.

viii. Fill positions left vacant. Should a position on one of the standing committees become vacant, the Committee will appoint an interim member for the length of the vacancy, favoring faculty members who appeared on the previous ballot. End of year elections should be held for all appropriate offices, including those held by interim appointees. The rotation of terms should be undisturbed.

viii. Conduct other elections, including Constitutional Amendments, as needed.

**ARTICLE VIII: Department Chairs and Program Coordinators**

**Section 1:** Department chairs in the college are selected and appointed in compliance with the Collective Bargaining Agreement between the Board of Trustees of the California State University and the California Faculty Association.

**Section 2:** Coordinators of programs within college departments shall normally be tenured or probationary faculty employees recommended by the department. Program coordinators shall normally be appointed by the HSS Dean, upon recommendation of the department chair, for a three-year period.

**Section 3:** Coordinators of programs that are not housed within college departments shall be appointed by the Dean after consultation with faculty involved with the program. These program coordinators shall normally be appointed for a three-year period.

**ARTICLE IX: Amendment Process**

Any member or associate member of the college may propose amendment of this Constitution. The Constitution may be amended after the Chairs Council has reviewed and referred recommended changes to the College Faculty. Amendments shall be ratified by a secret ballot in a college-wide vote conducted by Committee on Committees and must be approved by a majority of the voting faculty in the college and a two-thirds majority of those faculty voting.

Proposed amendments must be submitted to the College Faculty at least two weeks prior to the vote on any proposed amendment.

**ARTICLE X: Ratification**

The Constitution of the College of Humanities and Social Sciences, upon ratification by the Faculty of the College, by a two-thirds majority of those voting, shall supersede all previous guidelines and become the official document for the college. Where conflict with University rules and regulations and/or the Collective Bargaining Agreement arises, the University regulations and/or Collective Bargaining Agreement will take precedence over those of the college.

Amended Spring 2011