



## **Constitution of the College of Science California State University, Stanislaus**

### **Preamble**

The College of Science (COS) is an intellectual community dedicated to providing students and faculty the scientific, mathematical and technological capacity to contribute to their disciplines and succeed in their academic pursuits. The dedicated faculty and staff seek to educate students through quality instruction, experiential learning, research experience, community engagement, and effective advising. The College seeks to provide faculty with the environment and resources to support instruction. As a complement to supporting instruction, we will also seek an environment and resources to support research, scholarly and creative endeavors in the context of the mission of the university as a learning-centered institution. The College strives to provide a collegial and supportive working environment and career development opportunities for its dedicated staff and faculty. Graduates in the academic disciplines within the College of Science will possess the analytical, problem-solving, scientific--literacy, and technical skills that are critical to their success in contributing to their field and to contributing to the education and well-being of their communities. COS endeavors to produce graduates who demonstrate exceptional competence and the highest ethical standards in their research and practices, and who exhibit sensitivity, altruism, autonomy, integrity, and social justice while serving diverse populations.

**The College of Science** will meet its mission through

- governance that is representative and responsive to the faculty, staff, and students who comprise the membership of the College,
- policies and procedures that foster a spirit of unity and cooperation among College members, and
- utilization of the collective knowledge, experience, and judgment possessed by the members of the College.

The constitution describes the organizational structure of COS, the roles of members in the College, and the policies and procedures that the members of the College have agreed to use in governing the College.

### **Article I: Name**

The name of this organization shall be the Members of the College of Science of California State University, Stanislaus; hereafter referred to as the College Members.

### **Article II: Purpose**

The purpose of the College Members shall be to provide the means for ensuring that the collective knowledge, experience, and judgment possessed by the members shall be used as fully as possible in providing students with a high quality education, developing College policy

and procedures, and fostering a spirit of unity and cooperation among its members.

### **Article III: Membership**

**Section 1:** Full membership with voting rights shall consist of (1) probationary and tenured full-time faculty in the instructional units of the College, (2) temporary faculty, (3) the Dean and any Associate or Assistant Deans of the College, (4) faculty participating in the faculty early retirement program (FERP) during semesters of employment, and (5) permanent staff in the instructional units of the College. Other individuals (e.g., student representatives as appropriate) may be given voting rights by a two-thirds majority vote of the members.

**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.

**Section 3:** The organization of the College includes the Dean, Executive Committee, Budget & Planning Committee, Curriculum Committee, Environmental Health and Safety Committee, and Departments of Biological Sciences; Chemistry; Computer Science; Mathematics; Physics, Physical Sciences, and Geology; Psychology and Child Development; and the School of Nursing.

### **Article IV: Responsibilities of the College Members**

The College Members through its committee structure shall formulate, recommend, review and revise 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 academic and administrative officer of the College Members.

### **Article VI: College Executive Committee**

**Section 1:** The members of the College Executive Committee shall be the Dean, the Department chairs, and coordinators of undergraduate academic programs in departments having combined programs. Additional faculty may be called on to attend Executive Committee meetings by the Dean.

**Section 2:** The responsibilities of the College Executive Committee include the following:

- a. Representing respective departments and programs and serving in an advisory capacity to the Dean with respect to planning decisions and priorities within the College;
- b. Serving as liaison between departments and College administration;
- c. Reviewing recommended amendments of the College Constitution;
- d. Reviewing impact of initiatives in the College and disseminating information to the departments; and
- e. Overseeing College committee elections:

1. The Executive Committee shall prepare a slate for all vacancies on College committees.
2. The Executive Committee shall solicit nominations from the voting members.
3. The complete slate for the election shall be published at least two weeks prior to the elections.
4. The Executive Committee shall publish the results to the College. The elections for the College shall be held in April to be effective the following academic year.

**Section 3:** A quorum shall consist of a simple majority of the voting members of the Executive Committee.

**Section 4:** All matters put to a vote (except constitutional amendments) shall be decided by a majority of those who are voting members. For the process to vote on amendments to the Constitution, see Article X.

**Section 5:** A referendum on a reversal of actions approved by the Executive Committee may be called by submission to the Dean of a petition of 30% of the voting College Members. A vote shall be taken within ten instructional days after receipt of the petition. A simple majority vote will decide.

#### **Article VII: Departments of the College**

The Departments of the College shall be those in effect or approved at the time of the establishment of the College and such Departments as later proposed, approved by the Dean and approved by University process. Departments of the College at the time of establishment are Biological Sciences; Chemistry; Computer Science; Mathematics; Physics, Physical Sciences and Geology; Psychology and Child Development; and the School of Nursing.

#### **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 COS Dean, upon recommendation of the department, 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: Committees of the College**

**Section 1:** Standing committees of the College shall include the following:

- a. Curriculum Committee
- b. Budget and Planning Committee
- c. Environmental Health and Safety Committee

**Section 2:** Ad Hoc committees may be created by the Dean or by any standing committee to carry out specific tasks.

**Section 3:** All committees of the College of Science shall work in accord with College, University and California State University system wide policies.

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.

The term of office for members of standing committees shall be two years. Terms shall be appropriately staggered. Members may serve consecutive terms.

All standing committee members shall be elected in accordance with the rules set forth by the College Executive Committee.

All committees shall choose their own chair by simple majority of the committee members. The committee chair shall serve for one year and may serve consecutive terms through re-election by the committee member.

The Dean shall appoint a temporary replacement for any vacancy on an elected committee. The appointed person shall serve until an election can be held.

All committee functions not specifically addressed in this Constitution are reserved to the academic departments.

### **Section 4: Curriculum Committee**

The Curriculum Committee shall be composed of one member of each Department in the College and the COS Dean or designee. Each department shall elect its representative committee member and each shall be a tenured or tenure-track faculty who has served in the department for, preferably, at least three years.

The Curriculum Committee reviews and makes recommendations for approval of curriculum proposals to the Dean. Those not approved shall be returned to submitting Department(s) for appropriate course of action. Curriculum proposals approved by the Dean shall be forwarded to the appropriate University committee or officer.

All curriculum proposals, changes in present offerings, new courses, and new programs

shall originate with the departments involved. Departments shall prepare curriculum proposals using the format developed by the University. Once approved within the department, proposals shall be forwarded to the College Curriculum committee. Deference to department curriculum committees for minor curricular changes and on questions answerable by specific disciplinary expertise is appropriate.

The Curriculum Committee will advise the Dean on resource issues pertinent to curriculum.

The agenda and minutes of all Curriculum Committee meetings shall be forwarded to all departments within the College.

### **Section 5: Budget and Planning Committee**

The Budget and Planning Committee shall be composed of one member of each department in the College and the COS Dean or designee. Each department shall elect its representative committee member and each shall be a tenured or tenure-track faculty who has served in the department for, preferably, at least three years. The college budget analyst shall be ex officio on the committee.

The Budget and Planning Committee will be responsible for the following:

- a. Oversee academic program reviews including
  - Confirming that the dean has notified programs of upcoming Academic Program Reviews (APR)
  - Selecting three faculty members to serve on each active APR sub-committee – at least two members shall be from the Budget and Planning Committee
  - Providing final APR reports and making recommendations to the dean.

#### APR Sub-Committees

A subcommittee of the Budget and Planning Committee shall be selected to oversee each active APR in the college. The responsibilities of the APR sub-committees shall include

- Coordinating with the dean and department chair to schedule and plan visits by external reviewers
  - Reviewing and recommending for changes to draft self-studies
  - Reviewing the external reviewers' reports
  - Preparing a draft report to the dean for consideration by the full committee.
- a. Advising the Dean and College Executive Committee with respect to:
    1. Short- and long-range planning and budget priorities in the College
    2. Departmental requests for tenure track and full-time lecturer positions
    3. Resource issues raised in academic program reviews
    4. A year-end summary of planning recommendations

## 5. Strategic Planning

The agenda and minutes of all Budget and Planning Committee meetings shall be forwarded to all departments within the College.

## **Section 6: Environmental Health and Safety Committee**

### **Membership of the Environmental Health and Safety Committee**

The Environmental Health and Safety (EH&S) Committee shall be composed of

- The Dean of the College of Science,
- Chairs of the Department of Chemistry and Department of Biological Sciences,
- One elected tenure or tenure-track faculty member for each department in the college other than Chemistry or Biological Sciences,
- A technical support staff from each of the departments of Chemistry, Biological Sciences, Physics and Geology, and the School of Nursing,
- The Director of the Child Development Center,
- The college representative on the board of Associated Students, Inc. or a designee,
- A graduate student selected by the faculty of either the Department Biological Sciences, the Department of Psychology and Child Development, or the School of Nursing, with the represented department rotating annually,
- An additional staff member appointed by the dean, and
- The Director of university Safety and Risk Management or a designee.

A department chair or other faculty member shall chair the committee. The committee chair shall be elected by the committee, approved by the dean, and shall receive three WTU each academic year for that service.

The EH&S Committee shall have no authority over the assignment of space, faculty and staff work assignments, nor faculty and staff discipline.

The Committee shall inform the Budget and Planning Committee of health and safety issues that could require significant college or university resources.

### **Charge of the Committee**

The Committee shall meet at least one time each semester, typically before instruction begins or as early in the semester as possible. The responsibilities of the committee shall include the following:

- Ensure that appropriate training records are maintained and retained,
- Ensure that all persons (faculty, staff, students, lab visitors) in the college receive appropriate regular safety training (and certification where appropriate) – this training shall be the first priority use of college staff development funds,
- Communicate to the dean and department chairs the relative importance of safety risks and concerns that have been identified as well as the relative urgency of remedial actions,

- Ensure that safety concerns are appropriately addressed in a timely manner,
- Document safety concerns identified in the college, including accidents and “near misses,”
- Summarize safety concerns and share the summary with the faculty and staff of the college,
- Schedule annual reviews of all labs and hazardous work spaces in the college,
- Create and maintain a Health and Safety Plan for the college,
- Review departmental Health and Safety Plans,
- Address other health and safety issues as they arise.

The agenda and minutes of all Environmental Health and Safety Committee meetings shall be forwarded to all Departments within the College.

### **Responsibilities of All College Faculty, Staff and Students**

All faculty, staff and students in the college have the responsibility to comply with laws and good practices, as well as university, college and department health and safety policies and practices. Faculty, staff or students who have concerns about safety should report their concerns to the dean, the appropriate department chair, or to a member of the EH&S Committee.

Faculty with research labs or who work in shared lab space shall regularly assess, report and correct (where appropriate) health and safety issues in those labs.

### **Chemical Safety Sub-committee**

The EH&S Committee will be a proactive committee with a goal of reducing health and safety risk and liability. As such, the EH&S Committee will establish a “Chemical Safety Subcommittee.” Membership of the subcommittee shall consist of the technical support staff members on the EH&S committee and the Chair of the committee and a staff member designated by the Director for Safety and Risk Management. The subcommittee shall provide a report at each regular meeting of the full EH&S committee.

The sub-committee shall

- Recommend to the EH&S Committee a schedule for inspecting labs and other hazardous work space in the college,
- Conduct and document scheduled lab safety reviews such that all labs in the college are inspected annually by at least two members of the subcommittee. Members of the review team will typically have representation from the department in which the lab is located. Faculty labs and prep-rooms shall be included in the scheduled inspections.
- Report to the EH&S Committee the results of all inspections conducted since their prior report.

The responsibility for correcting safety and risk issues shall fall on the dean, department chair, individual faculty, or individual staff, as appropriate.

## **Article X: Process of Constitution Amendment**

The College of Science Constitution may be amended after the Budget and Planning

Committee has reviewed proposed changes and referred recommendations to the College Executive Committee. If approved by the College Executive Committee, amendments may be ratified by a secret ballot in a College-wide vote. Amendments must be approved by a majority of the voting Members in the College and a two-thirds majority of those Members voting.

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

#### **Article XI: Ratification**

The Constitution of the College of Science, upon ratification by the members 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 rules and regulations and/or the Collective Bargaining Agreement will take precedence over those of the College.