



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

- a 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 assuring 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 yearly retirement program (FERP) during semesters of employment, and (5) permanent staff in the instructional units of the College.

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, 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 College Members.

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 at a College Members meeting 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 Sciences; 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 CNS 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.

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 Budget and Planning Committee will be responsible for the following:

- a. Reviewing of drafts of academic program reviews and making advisory recommendations for changes in reviews and/or programs.
- b. 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

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

The Environmental Health and Safety Committee shall be composed of five elected tenure or tenure-track faculty members and one staff member appointed by the Dean as the College Safety Officer upon the College Executive Committee's recommendation.

All environmental health and safety issues raised by students, staff and faculty within the College should be initially addressed within the appropriate department. Issues not resolved should be forwarded to the COS Dean and the Environmental Health and Safety Committee. The committee will review the issue and make recommendations to the Dean. Issues that fall outside the jurisdiction of the College will be referred to the University Office of Environmental Health, Safety and Emergency Management.

The Committee will review and recommend procedures, policies and training as may be appropriate for the health and safety of faculty, students, staff and visitors.

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

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.

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