

**Constitution of the Faculty  
College of the Arts, 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 the Arts, 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 – Definition of the College**

**Section 1:** The name of this organization shall be College of the Arts, Humanities and Social Sciences of California State University, Stanislaus, hereafter referred to as the College. The College consists of the faculty of the programs of Agricultural Studies, Anthropology, Art, Communication Studies, Criminal Justice, Economics, English, Ethnic Studies, Gender Studies, Geography, Gerontology, History, Modern Languages, Music, Philosophy, Political Science, Public Administration, Social Sciences, Sociology, and Theatre.

**Section 2:** The School of the Arts consists of the faculty of the departments of Art, Music, and Theatre.

**ARTICLE II – Purpose**

The purpose of the constitution of the College 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, procedures, and strategic priorities, and in fostering a spirit of unity, transparency 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 in the semester they are teaching.

**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:** Full membership can be granted to associate members or other individuals by a two-thirds majority vote of the members of the College Faculty in residence.

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

The College through its committee structure shall formulate, recommend, review and revise all academic, personnel, fiscal and professional policies pertaining to its members. 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.

#### **ARTICLE V - Officer in charge**

The Dean is the chief administrative officer of the College.

#### **ARTICLE VI - College Meetings**

**Section 1:** Regular meetings of the College shall be held at the beginning of the fall semester and at the end of the 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. 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 fall and spring meetings 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 meeting may be called by submission to the Dean of a petition of 30% of the full members. A faculty vote shall be taken within ten instructional days after receipt of the petition. A simple majority of those voting 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
- E. Advancement Committee

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

**Section 3:** Guidelines for CAHSS Committees

A. All committees of the College of the Arts, 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 each college committee 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. Membership and terms of office shall be in accordance with the rules set forth by this Constitution.

D. 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 as non-voting, ex- officio members as described herein.

E. 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.

F. To insure equity of committee service, an individual should not normally serve on more than one standing college committee simultaneously, and should not normally serve more than two consecutive terms as a representative of the College on any given committee.

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

H. Consistent with authority granted by the University, no actions of the committees shall conflict with actions of the College of the Arts, Humanities and Social Sciences.

I. Elections for positions on standing committees of the College shall be conducted no later than 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. Each department shall have one vote on the Committee. Program Directors shall normally be invited to participate on the Chairs Council.

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 CAHSS 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.

ix. Conduct annual feedback survey of the College Faculty to the Dean.

## **Section 5: Curriculum Committee**

- A. The Curriculum Committee shall be composed of five voting members, elected by the College Faculty, and the CAHSS 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. Identify potential resource issues pertinent to curriculum.
  - v. 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 CAHSS 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 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:

- a. short- and long-range planning and budget priorities in the college
- b. departmental requests for tenure track and full-time lecture positions
- c. resource issues raised in academic program reviews
- d. resource issues raised in curricular proposals
- e. a year-end summary of planning recommendations
- f. needs for program accreditation

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. The committee shall strive to distribute committee assignments broadly, to ensure committees have institutional memory, and to encourage participation and leadership from among the newer faculty.
- 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 review 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.

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

### **Section 8: Advancement Committee**

A. The Advancement Committee shall be composed of seven voting members elected by the College Faculty and the CAHSS Dean or designee as a non-voting, ex-officio member.

B. The seven members should be from different departments of the College. At least two members should be from the School of the Arts.

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

i. Recommend criteria to prioritize advancement requests.

ii. Solicit, prioritize, and facilitate initiatives for advancement within the College.

iii. Work with University Advancement to raise public awareness and develop the College's image through multiple marketing vehicles.

iv. Coordinate College, School, and department web site development to enhance the public face and programmatic visibility of the College.

v. Work with University Advancement to develop marketing approaches to promote performances, exhibitions, conferences, symposiums and other special events within the School and College.

vi. Recommend College-wide special events to promote effective community outreach and fruitful connections to prospective donors and advisory board members.

vii. Identify and recommend fundraising activities and grant writing opportunities related to advancement on behalf of the academic priorities of the School and College.

viii. Act as liaison with the College Advisory Board

ix. Work with the Office of Alumni Relations to develop and maintain connections with College alumni.

x. Coordinate targeted student recruitment strategies on behalf of the programs in the School and College.

#### **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 CAHSS 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 an amendment of this Constitution in writing to the College Committee on Committees. Committee on Committees will prepare appropriate language and refer the proposed amendment to Chairs Council, which will review and recommend on the matter to the College Faculty.

Amendments shall be ratified by a College-wide secret ballot conducted by the Committee on Committees. The proposed amendment must be submitted to the college faculty at least two weeks prior to the vote. The ratification must be approved by a simple majority of the voting faculty in the College and a two-thirds majority of those faculty voting.

#### **ARTICLE X: Ratification**

The Constitution of the College of the Arts, Humanities and Social Sciences, upon ratification by the Faculty of the College, by a two-thirds majority of those voting and with a majority of the voting faculty participating, shall supersede all previous guidelines and become the official document for the college.