

The Constitution of the Faculty

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PREAMBLE

We, the faculty of the College of Liberal Arts at California State University, Long Beach, adopt this Constitution in order to establish and define an organizational structure to promote, through orderly and equitable internal governance, an environment for faculty and students which is conducive to the achievement of academic excellence and academic freedom. The faculty and students of the College of Liberal Arts constitute a community of teachers and scholars within the University whose interest is best served through the continuous exercise of the maximum degree of self-governance consonant with the legitimate authority granted to the Trustees of the the California State University and their

92 2.2 Faculty representatives from an academic area shall be elected from the full-time
93 faculty of the area by a majority of votes cast in a secret ballot by the full-time members
94 of the area. Academic areas shall elect alternates in the same manner to serve in the
95 absence of the elected representative.

96 2.3 Two additional representatives shall be part-time faculty elected at large from among
97 the faculty holding part-time appointment in any of the academic areas of the College.

98 2.4 The Dean of the College shall be an ex officio, voting member of the Council.

140 2. Actions of all Standing Committees (other than specific Retention, Tenure, and
141 Promotion actions, individual Sabbatical or Difference-in-Pay Leave recommendations, and
142 individual Grade Appeal recommendations) may be reviewed by the Faculty Council.
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184 **Educational Policies and Curriculum Committee**

185 8.1. Membership

186 a. The Educational Policies and Curriculum Committee shall have nine full-time faculty
187 members and two alternates elected by the full-time faculty of the College.

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231 alternate does not serve on the committee, this individual is eligible for election to the committee
232 when the term ends.

233 b. Members shall serve staggered 2-year terms and shall not be re-elected for more than two
234 consecutive terms. Members are elected by the tenured and probationary faculty of the College.

235 c. There shall be no more than two faculty members from any one academic area, who must also
236 be at different ranks.

237 d. Committee members may not serve on any other standing or ad hoc Retention, Tenure, and
238 Promotion Committee of the University.

239 e. If Department Chairs or Program Directors serve on this committee, they will be
240 recused from decisions involving any faculty from their departments or programs.

241 f. Faculty participating in the Faculty Early Retirement Program (FERP) may serve
242 on RTP committees if elected by majority vote and approved by the President, yet no
243 RTP committee may be comprised solely of faculty participating in the FERP.

244 9.2 Duties and Functions

245 a. The Retention, Tenure, and Promotion Committee, in accordance with provisions

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272 elected by the Faculty Council.

273 b. There shall be no more than one faculty member from any one academic area.

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318 b. Two thirds of the members of the committee must be full-time, tenured faculty of any rank. No
319 more than one third of the members of the committee may be probationary faculty.

320 c. No more than two members from any one department or program can serve on the RSCA
321 committee.

322 d. Elected members of this committee may apply for MGSS awards if they do not serve on the
323 MGSS Sub-committee.

324 13.2. The MGSS sub-committee will have at least three members and one alternate elected by the
325 members of the RSCA committee.

326 a. Members of the sub-committee must be full-time, tenured faculty with either associate or full
327 professor rank.

328 b. No more than one person from any department or program can serve on the MGSS sub-
329 committee.

330 c. Members of this committee may apply for MGSS awards.

331 13.3. Duties and Functions.

332 The RSCA committee will determine procedures for handling, reviewing, and ranking CLA
333 RSCA reassigned time applications. The committee forwards its final recommendations and
334 rankings to the Dean of the College, who makes the final award determination.

335 13.4. The MGSS sub-committee determines procedures for handling, reviewing, and ranking
336 CLA MGSS applications. The committee forwards its final recommendations and rankings to the
337 University MGSS Awards Committee, which makes the final award determination.

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339 14. **Graduate Council**

340 14.1 Membership

341 a. Each academic area with a graduate program shall be entitled to have one faculty representative on
342 the Graduate Council, normally understood to be that program's Graduate Advisor.

343 b. Graduate students shall be entitled to have two non-voting representatives on the Graduate
344 Council. The representatives must be CLA graduate students in good standing, and shall be selected
345 by the CLA and/or ASI Student Councils to serve for a period of no more than one academic year.

346 c. The CLA Associate Dean responsible for graduate studies shall be an ex officio voting member of
347 the Graduate Council. The CLA Director of Graduate Studies, appointed by the Dean, shall also be
348 an ex officio voting member of the Graduate Council.

349 d. The Graduate Council shall elect a chairperson from its representatives for a one-year term.

350 14.2 Duties and Functions

351 a. The Graduate Council shall meet at least once per semester. A quorum for Council actions shall
352 consist of one-third of its voting members.

353 b. The Graduate Council shall maintain oversight

367 be understood to suffice for membership on the Graduate Council.

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369 1.2. Ad-Hoc Committees

370 Ad-hoc Committees of the Faculty Council are formed with specific responsibilities and
371 dissolve upon completion of those responsibilities. The formation of ad-hoc committees and the
372 definition of the functions and responsibilities are determined by majority vote of the Faculty
373 Council. Members of ad-hoc committees will be determined by vote of the Faculty Council at
374 the time of formation of the committee.

375 2. Eligibility and Terms of Service

376 Regular members of committees of the Faculty Council must be members of the Faculty
377 Council. Members of standing committees shall be elected for a term of one year. Members
378 of ad-hoc committees shall be elected for the period required to fulfill the function of the
379 committee. In addition, one member of the elections committee may be appointed from
380 outside the council if deemed necessary.

381 3. Internal Procedures

382 Unless otherwise indicated, committees are free to establish their own procedures which
383 include appropriate ad hoc or committee structuring. Committees may not, however, make

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417 related to faculty personnel issues. These issues include, but are not limited to, workload, pay
418 equity, and Retention, Tenure and Promotion. In each area, the committee will:
419 -- Find common issues across Departments in the College of Liberal Arts related to
420 faculty personnel issues
421 -- Coordinate with administrators in the College of Liberal Arts in the gathering of
422 information,
423 presentations to the Faculty Council, and the implementation of policies
424 -- Make recommendations to the Faculty Council related to faculty personnel issues
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426 5.3. Elections Committee

427 a. Membership

428 The Committee shall consist of three to five members elected by the Faculty Council and serving
429 2-year staggered terms. The Chair of this committee and a majority of its members shall be on
430 the Faculty Council.

431 b. Duties and Functions

432 1) The Elections Committee shall supervise all elections overseen by the Faculty
433 Council including committees of the council, elections to college-wide committees conducted
434 within the Faculty Council, and all college-wide elections within the College of Liberal Arts.
435 The Elections Committee will not have responsibility for overseeing the confirmation of
436 appointments by the Dean of the College of Liberal Arts.

437 2) Elections to college-wide committees conducted within the Faculty Council
438 The Elections Committee will solicit nominations from the eligible faculty of CLA for the
439 college-wide committees that are elected by members of the Faculty Council. The Elections
440 Committee will organize a ballot without preference for any candidate, conduct elections, and
441 tabulate results for the election of members of these committees.

442 3) College-wide Elections

443 The Elections Committee will solicit nominations from the eligible faculty for the
444 college-wide committees that are elected by the general faculty of the College of Liberal Arts.
445 The Elections Committee will organize a ballot without preference for any candidate, conduct
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517 committee of the Area faculty.
518 5. When not otherwise specified in University or College documents, the faculty of an
519 Academic Area may determine the proportionality of student representation on that Area's
520 committees and councils.

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522 ARTICLE IV. ELECTIONS

523 1. Election procedures. Elections for College committees, and for University elections in
524 which other procedures are not specifically mandated, shall meet the requirements and
525 follow the procedures given below.

526 1.1 There shall be ample opportunity for nominations to be made by any member of the
527 relevant constituency. The Faculty Council shall specify appropriate periods and
528 procedures for receipt of nominations for vacant offices.

529 1.2 Elections shall be by secret ballot.

530 1.3 Elections shall utilize "Single Transferable Vote Balloting", which is here defined as
531 balloting which follows the procedures described below or which utilizes computer
532 programming or mathematical calculation to mimic the procedures.

533 a. In election of people to serve on a college or university body, all the qualified
534 nominees are listed on one ballot, and voters rank order their choices.

535 b. Ballots are counted in a series of tallies that proceed as follows:

536 (1) In a first tally, every ballot is allocated to its first (highest) choice.

537 (2) At the end of the first tally, and then at the end of each subsequent tally, one candidate

538 is eliminated from the running either (in order of priority) (a) because heuse q-2 7/11/2014 10:18:51 AM

564 due to resignation, leave of absence, or other cause.
565 2.1 The number of Stand-by Alternates electe

610 by the full-time faculty of the College in a secret mail ballot.
611 2. As soon as possible after ratification, the Faculty Council shall be elected as provided in this
612 Constitution and shall immediately become the authorized Faculty Council of the
613 College. Terms of service shall be counted as beginning in the semester subsequent to that in
614 which the Council is elected. Half the membership shall be selected by lot to
615 serve a one-year term so that the "staggered terms" provision of this Constitution may be
616 effected.
617 3. All Standing Committees shall then be selected as provided in this Constitution for terms
618 to begin in the semester following ratification of this Constitution. Wherever
619 "staggered terms" are called for, this shall be effected by lot.
620 4. Evaluation Committee
621 4.1 At the beginning of the fifth semester after ratification, the Chair of the Faculty
622 Council shall appoint, with the concurrence of the Council, an Evaluation Committee of
607 at least six faculty members to meet and to evaluate the provisions of this document. The
608 Evaluation Committee shall work in consultation with the College's Faculty Council, its
609 Standing Committees, and all faculty. This Evaluation Committee shall submit to the Council
610 within a year a written report, which may include recommendations for Amendments to this
611 Constitution.
612 4.2 The College Council shall, at a regular meeting and as an item on its written agenda,
613 consider the report, findings, and recommendations of the Evaluation Committee and take such