

**College of Natural Sciences and Mathematics  
California State University, Long Beach**

**CONSTITUTION AND BYLAWS**

May 12, 2020\*

These bylaws are the rules by which the College of Natural Sciences and Mathematics shall operate in conformity to university policy and the Collective Bargaining Agreement.

**ARTICLE I THE TENURED/PROBATIONARY FACULTY OF THE COLLEGE**

**Section 1.100 Name and Membership**

1.101 The name of this body shall be the Faculty of the College of Natural Sciences and Mathematics, henceforth referred to as the Faculty of the College.

1.102 Membership in this body shall comprise all those who hold tenured/probationary appointments, except as noted in Section 1.104, in any of the departments of the college with the rank of assistant professor, associate professor, professor, and such others as the members shall, by majority vote, admit to membership.

1.103 Membership in this body shall not lapse because of leave of absence or administrative assignment.

1.104 Participants in the Faculty Early Retirement Program and in the Preretirement Reduction in Time Base P.M2038Base P.M2038BBBBin

called to receive additional nominations from the floor for college or university-wide committees (Section 3.112), for which no quorum is required.

## **ARTICLE II THE OFFICE OF THE DEAN OF THE COLLEGE**

Section 2.100 The office of the dean shall consist of the dean and associate deans, each of whom shall hold retreat rights in one of the academic departments of the college. The associate deans shall serve at the pleasure of the dean.

2.101 The dean is the chief administrative officer of the college. The dean's legal authority for meeting responsibilities of the office shall be that delegated by the president of the university.

2.102 The dean shall be responsible for developing and maintaining an academic and administrative environment conducive to the achievement of the highest standards of student scholarship and the professional growth of the faculty.

2.103 The dean shall represent the college in the council of deans and shall advise the office of the provost of the university concerning the interests of the college.

2.104 The dean may establish advisory groups.

2.105 The dean shall appoint a replacement, with the advice of the college council, to fill any vacancy on an electe62-(m)9.4 (n)0emc67M2(in)0.6 4 (m)6tc al4.4 (le)4.46rBT/ 2 AMe

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3.105 The dean of the college or designee shall be a voting member of the council.

3.106 The council shall elect its own chair and secretary and other officers as deemed necessary from among its elected representatives. These officers shall constitute the Rules Committee which will be responsible for formulating the agenda for council and college meetings.

3.107 The council shall determine the time and place of its meetings and shall make available the agenda and the approved minutes of its meetings to the Faculty of the College.

3.108 The council may request from the office of the dean any materials relevant to a matter before the council.

3.109 The council may establish such special committees as are necessary for the operation of the college.

3.110 The council shall serve as the nominating committee for elected college representatives to university committees, councils and the Academic Senate. Additional nominations may be made from the floor at a meeting of the Faculty of the College called for that purpose.

3.111 The chair of the council shall appoint convening chairs for all elected college committees.

3.112 At the last meeting of the academic year, the council for the next year shall elect its chair and secretary for the next academic year.

#### **ARTICLE IV NSM COUNCIL OF DEPARTMENT CHAIRS (CDC)**

Section 4.100 The NSM Council of Department Chairs shall consist of the chair of each department and the dean of the college.

4.101 The dean shall chair the council. The associate deans shall be *ex officio*, nonvoting members of the council.

4.102 The council shall have primary responsibility for coordination of matters between departments of the college and the office of the dean.

4.103 The meetings of the council shall be open to all members of the Faculty of the College. Minutes of the meetings shall be distributed to the faculty of the College.

4.104 The NSM Council of Department Chairs shall act on all budgetary matters of the college and shall function in accord to the budget procedure defined in Section 4.105.

4.105 The NSM Council of Department Chairs shall establish guidelines for allocation of funds, subject to approval by the dean.

4.106 Budget guidelines and final allocations of all resources approved by the dean shall be distributed to the department chairs and other budget-reporting units.

#### **ARTICLE V STANDING COMMITTEES OF THE COLLEGE**

There shall be at least the following standing committees:

Curriculum

Reappointment, Tenure, and Promotion  
Professional Leave  
Grade Appeals and Student Affairs  
Elections  
Proposals Review  
Awards

These committees shall work in accord with college, university, and system policies.

#### **Section 5.100 NSM Curriculum Committee**

5.101 Each department shall elect one member of this committee. The committee member shall be a tenured or probationary faculty member who has served in the department for at least four years. The associate dean responsible for undergraduate curriculum shall act as secretary. Members shall serve staggered two-year terms and shall also be members of their department's curriculum committee.

5.102 This committee shall function on curricular matters in accord with the curricular development process as defined in Section 7.400 of this document.

#### **Section 5.200 NSM Reappointment, Tenure, and Promotion Committee**

5.201 This committee shall consist of six tenured members with the rank of professor, elected by the Faculty of the College by secret ballot. The committee shall consist of one member from each department unless a representative cannot be nominated from one department. In this latter case a sixth member shall be elected from the pool of eligible faculty for a one-year term. The dean, associate deans, and faculty members participating in the Faculty Early Retirement Program are not eligible.

appointed by the dean, and one student member, appointed by Associated Students, Inc. The dean or the dean's designee shall serve as a nonvoting, *ex officio* member.

There shall be no more than one faculty member from each department.

Members shall serve one-year terms and may not serve more than three consecutive years.

The student member shall not be eligible to hold any office of this committee.

The committee shall have responsibility for grade appeals. Decisions shall be implemented in accordance with existing university grade appeals policy.

### **Section 5.500 NSM Elections Committee**

The committee shall consist of three tenured or probationary faculty members appointed by the dean.

There shall be no more than one member from any single department.

Members shall serve one-year terms and may not serve more than two consecutive years.

The committee shall supervise all elections of the College of Natural Sciences and Mathematics as specified by the council or the dean following the protocols described in Article VI.

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5.702 Members shall serve one-year terms.

5.703 The committee shall review and rank applications submitted to the dean for the distinguished awards specified by senate policy. The committee will forward its recommendation and ranking, along with the nominees' materials, to the senate to be delivered to the university awards committee for consideration.

## **ARTICLE VI VOTING AND ELECTION PROCEDURES**

Section 6.100 The following procedures shall govern all college-level votes or elections except amendments to the constitution and by-laws (see VIII).

6.101 The college council shall oversee the preparation of ballots, and their distribution to the Faculty of the College.

6.102 The ballots shall list the nominees in no particular order with departmental designation.

6.103 At least five (5) instructional days shall elapse between the time the ballot is issued and the deadline for its return.

6.104 In order to be elected, a candidate must receive the majority of the votes cast in that election.

6.105 In the event that a run-off ballot is required, those persons with the fewest votes on the first ballot shall be dropped until the subsequent ballot has one more name than the total number needed, consistent with any constraints regarding departmental affiliation.

6.106 In the case of an election where members are to be elected for varying terms of office, the person(s) getting the higher number of votes shall be declared elected for the longer term(s).

6.107 If there is a tie vote among the elected members, the decision for a longer term will be made by drawing lots.

6.108 Each department shall elect an alternate member to serve in the absence of a regular member on the college council. The alternate shall be the runner-up in the election of a regular member. The alternate for each university council and the academic senate shall be the runner-up for that position in the most recent college election. If the vacancy is temporary, the alternate shall serve until the elected member is able to resume her/his position. If the vacancy is permanent, the alternate shall serve until the next regular college election. (See Section 2.105 for procedures if no alternate is available.)

6.109 All ballots will be retained by the college office for 30 instructional days.

6.110 Any challenge to the outcome of a vote must be lodged with the council chair within ten instructional days after the publication of the results.

**Constitution and By-laws**





May 12, 2020: Article V, Section 5.201 revised by vote of the Faculty of the College of Natural Sciences and Mathematics.