

By-Laws for Governance of the College of Arts and Sciences

California State University, San Marcos

Philosophy

The College of Arts & Sciences is committed to the principle of shared governance by the Faculty and the Dean. The governance structure shall encourage a balance of responsibility, authority, and accountability with the goals of maintaining and developing the viability and diversity of College programs and promoting excellence in undergraduate and graduate education. College governance shall operate in a spirit of fair play, mutual respect, and commitment to the College community, and with elected representation to reflect the perspectives of academic discipline and rank. The Faculty, with appropriate input from staff and students, shall assume primary responsibility for developing, and recommending to the Dean, College academic policy, procedure, budget, allocation of instructional and support positions, and curriculum. College governance shall be consistent with the University and College Mission Statements, the Constitution of the Faculty, and the Memorandum of Understanding between the California Faculty Association and the Trustees of the California State University.

Faculty Meetings

The Faculty shall carry out its duties in formulating policies and establishing procedures through Faculty meetings and through participation in four standing committees (see below). As appropriate, policies related to specified aspects of the College's educational program are to be implemented (administered) by the Dean, academic programs, institutes, centers, and program directors (department chairpersons).

Faculty meetings are essential to the effective governance of the College. At these meetings, faculty will be informed of the business and decisions being transacted in the committees. Of equal importance is the opportunity for faculty to comment upon and give advice to the standing committees and the Dean (who will also give brief reports at each meeting) on a regular and formal basis. In addition, the Faculty meetings will be the place where members of the College can call for discussion of College business falling outside the regular business of the committees.

The Faculty will transact business in regular meetings to be held at least two times a year. The Chair of the Faculty will have the responsibility for setting meeting dates, in consultation with College administrators and faculty. However, any five voting members of the faculty may call for an additional all-faculty meeting if they believe pressing circumstances so warrant. All members of the Faculty are expected to attend regular and special College Faculty meetings, which will be public. A quorum of 10% of tenure-track faculty shall be required. Reports from each of the standing committees and the Dean will be heard and discussed at each meeting.

The privilege of voting at Faculty meetings shall extend to all persons holding tenure-line appointments.

The presiding officers of the Faculty meetings will be a Chairperson and a Secretary who are elected in May, with terms of two years. The Office of the Dean shall call for and hold the election. The Chair shall conduct the meetings according to Robert's Rules of Order, and the Secretary shall be responsible for keeping and publishing minutes of the meetings. The Chair may call a special Faculty meeting at her/his discretion. Clerical support to the Chair and Secretary will be provided by the Office of the Dean.

Recommendations from standing committees need not be approved by the Faculty before being forwarded to the Dean. However, the voting members of the Faculty are free to call for a vote of endorsement, dissatisfaction, or modification of any aspect of committee business, as well as matters falling outside the regular business of the committees, at any Faculty meeting. The opinions and votes of the Faculty will be reflected in the minutes of the meetings.

Changes in the by-laws shall be proposed (by any member of the Faculty or College administration) in writing and distributed to the faculty ten days prior to a regular Faculty meeting. The Chair of the Faculty shall then prepare and distribute a ballot no later than two weeks after the meeting. A simple majority of all eligible tenure-line faculty must vote in favor of the proposed change(s) for the change(s) to be implemented.

Standing and Ad Hoc Committees

Agendas of the four standing committees (see below) shall be set in the first week of the Fall semester at a meeting called by the Chair of the Faculty. Committee Chairs, the Chair of the Faculty, and the Dean and Associate Dean of the College shall be responsible for setting those agendas. Additions to the agendas may be proposed at Faculty meetings. The committees shall select their chairs and establish a regular meeting time for the upcoming semester prior to May 15.

Each year, for each of the standing college committees, five faculty representatives will be nominated and elected, as follows: One faculty member shall be nominated and elected from each of the three divisions of the College. All faculty in the division will vote on their slate of nominees; faculty may vote in only one division. The divisions are: Division A: Biology, Chemistry and Biochemistry, Computer Science, Mathematics, Physics; Division B: Communication, Economics, Human Development, Liberal Studies, Political Science, Psychology, Sociology, Women's Studies; Division C: History, Literature and Writing Studies, Philosophy, World Languages and Hispanic Literatures, Visual and Performing Arts. The fourth and fifth seats on all standing committees will be reserved for a faculty member elected at-large from the faculty; one at-large seat is reserved for a non-tenured faculty member, and the other for a tenured faculty member. All faculty across divisions, tenured and non-tenured, will vote in both of the at-large elections for each committee. No faculty member may stand for election in both a Divisional race and one of the at-large races for a single committee; the at-large positions may not be filled by a faculty member from a department/program represented via any of the Divisional seats. (In case of such duplication, the at-large seat in question would go to the next runner-up from a department/program not already seated on the committee via the Divisional elections.)

Terms of office begin the first day of the fall semester. If a committee member cannot fulfill her/his term of office, the resulting vacancy shall be filled, for the remainder of the term of office, by a replacement member selected from the same constituency as the original member. The replacement member shall be selected from among a pool of volunteers by an appointments committee comprising the Chair of the Faculty and the Chairs of the standing committees; the Secretary of the faculty shall publish a notice of the vacancy, soliciting volunteers to serve in replacement, and shall record and publish the decision of the appointments committee, but will not vote on that committee (so as to ensure an odd number of voting members).

Under very rare circumstances a constituency may wish to recall its representative to a committee. A petition to recall a committee member may be initiated by a member of the relevant constituency. If 25% of the constituents sign the petition, a recall ballot shall be prepared by the Dean and distributed to all members of the constituency. Recall must be favored by a majority of the eligible constituents.

The Dean may ask the Chair of the Faculty to convene the standing committee chairs for purposes of discussing the possible need for ad hoc committees (e.g., Task Forces). Such ad hoc committees would deal with matters that arise outside regular committee business. This group (the Dean, the Chair of the Faculty, and the standing committee chairs) shall either appoint members to the ad hoc committee under discussion, or shall arrange for the election of representatives to the ad hoc committee.

The role of the Dean's Office on the college committees is to provide information and advice relevant to the topics at hand. In consideration of the importance of the balance of power implied by shared governance, Dean's Office membership on the committees is non-voting.

Standing Committees' Charges

1. The Budget Committee.

The charge of the Budget Committee (BC) is to make recommendations to the Dean concerning the budget of the College and to develop, express, and encourage discussion of the guidelines and priorities by which resources are allotted within the College.

1.1 The voting members of the BC shall be five faculty: one representing each of the three divisions (arts and humanities, natural sciences/math, social sciences), who are elected by the faculty within their respective divisions; a fourth member shall be elected at-large from among the non-tenured faculty, and a fifth member will be elected at large from among the tenured faculty.

1.2 Ex officio, non-voting members shall include a member of the Arts & Sciences support staff and the Dean or his/her representative.

1.3 Committee members shall serve staggered terms of two years and shall be selected before May 1 of the previous academic year.

1.4. The Dean or his/her representative shall discuss with the BC the planning, acquisition, and management of the College budget on an annual basis. Any new budget initiatives will also be discussed with the BC prior to implementation.

1.5 The BC shall request written budget proposals for the following academic year from all College departments and programs that manage their own budgets. Budget proposals must be supported with appropriate documentation and justification.

1.6 The BC shall review budget proposals and submit recommendations for funding to the Dean. The Dean and the BC shall negotiate final changes to the budget that will be presented to the Vice President for Academic Affairs.

1.7 The BC shall recommend to the Dean by May 1 the number of personnel searches to go forth in the following academic year. (Note: the BC, having received the prioritized list provided by the Hiring and Academic Planning Committee, will recommend how far down the list to go, but will not alter the priorities set by the Hiring and Academic Planning Committee).

2. Hiring and Academic Planning Committee.

The charge of the Hiring and Academic Planning Committee (HAPC) is to make recommendations to the Dean concerning the hiring of faculty and support staff and to conduct annual reviews of and make revisions to the College Academic Master Plan (CAMP).

The HAPC shall review, revise, and solicit recommendations from the College community regarding changes/additions to the CAMP, and shall submit the CAMP for University approval according to published deadlines. The HAPC shall communicate with Budget Committee as necessary regarding the CAMP and its implementation.

2.1 The voting members of the HAPC shall be five faculty: one representing each of the three divisions (arts and humanities, natural sciences/math, social sciences), who are elected by the faculty within their respective divisions; a fourth member shall be elected at-large from among the non-tenured faculty, and a fifth member will be elected at large from among the tenured faculty.

2.2 Ex officio, non-voting members shall include a member of the Arts & Sciences support staff and the Dean or his/her representative.

2.3 Committee members shall serve staggered terms of two years and shall be elected before May 1 of the previous academic year.

2.4 The HAPC shall develop and initiate, prior to the call for proposals, college-wide discussion of the guidelines by which hiring priorities are set, and shall meet semiannually with a representative(s) of the Curriculum and Academic Policy Committee regarding changes to the CAMP and the implications such changes have for hiring priorities.

2.5 Each Fall the HAPC shall call for written proposals for new faculty or staff lines. Proposals for new faculty lines shall be received by the HAPC on or before November 15. Proposals for new staff lines shall be received by the HAPC on or before October 1. All proposals will apply to hires for which searches will be conducted in the following academic year.

2.6 The HAPC shall review the faculty line proposals and present the Dean a prioritized list by February 15. The Dean shall respond to the HAPC by March 15 and shall negotiate with the HAPC a final prioritized list. The HAPC shall review the staff line proposals and present the Dean a prioritized list by November 1. The Dean shall respond to the HAPC by November 15 and shall negotiate with the HAPC a final prioritized list to forward to the Budget Committee by December 1.

3. Curriculum and Academic Policy Committee

The charge of the Curriculum and Academic Policy Committee (CAP) is to make recommendations to the Dean concerning curriculum and academic policy.

3.1 The voting members of the CAPC shall be five faculty: one representing each of the three divisions (arts and humanities, natural sciences/math, social sciences), who are elected by the faculty within their

respective divisions; a fourth member shall be elected at-large from among the non-tenured faculty, and a fifth member will be elected at large from among the tenured faculty.

3.2 Ex officio, non-voting members shall include the Associate Dean, the Coordinator of General Education, a member of the College advising staff, one of the Arts and Sciences representatives to the University Curriculum Committee, and a student representative who shall be appointed by the Associated Students.

3.3 Committee members shall serve staggered terms of two years and shall be selected before May 1 of the previous academic year.

3.4 The CAP shall communicate with the Hiring and Academic Planning and Budget Committees as necessary regarding the CAMP and its implementation.

3.5 The CAP shall call for, review and make written recommendations regarding all proposals for new departments, programs, centers/institutes, majors/minors, courses, and substantive course changes. The CAP shall make certain that each proposal contributes to the realization of the CAMP, and shall strive to coordinate its efforts with University Curriculum Committee's requirements and deadlines.

3.6 The CAP shall receive from the College community requests for information or clarification of existing University or College policies regarding issues of academic policy (e.g., credit by exam; student academic probation, dismissal, and reinstatement; etc.). The CAP shall develop new policies as needed, or, when necessary, the CAP shall recommend to the Dean the appointment of a task force to develop guidelines or policy.

4. Faculty Development Committee

The charge of the Faculty Development Committee (FDC) is to make recommendations to the Dean concerning faculty development policies, grants, awards, and related activities, and to develop or revise, as necessary, the College RTP policy and procedure.

4.1 The voting members of the FDC shall be five faculty: one representing each of the three divisions (arts and humanities, natural sciences/math, social sciences), who are elected by the faculty within their respective divisions; a fourth member shall be elected at-large from among the non-tenured faculty, and a fifth member will be elected at large from among the tenured faculty.

4.2 Ex officio, non-voting members shall include the Dean or his/her representative and the Director of the Faculty Center.

4.3 Committee members shall serve staggered terms of two years and shall be selected before May 1 of the previous academic year.

4.4 The FDC shall promote and establish the generation of resources and opportunities on behalf of faculty development and call for applications for intra-College grants in support of research and pedagogy. (Note: some grants, e.g., the grants offered by the Center for Multicultural Studies, may be administered and evaluated outside the FDC).

4.5 The FDC shall review and evaluate intra-College grant applications and shall recommend the names of awardees to the Dean. (Note: some grants, e.g., the grants offered by the Center for Multicultural Studies, may be administered and evaluated outside the FDC).

4.6 The FDC shall develop and maintain clearly articulated, published standards for teaching, scholarly/creative activity, and service for use in the College retention, tenure, and promotion evaluation process.

(Note: it should be understood that the standing committees must do their business in such a way as to conform with College and University deadlines on such matters as budget and curricular changes.)