

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
COLLEGE OF THE ARTS**

**CONSTITUTION**

Revised Fall 1998

**PREAMBLE**

We, the Faculty of the College of the Arts, California State University, Long Beach, adopt this Constitution in order to establish and define an organizational structure which will promote, through orderly and equitable governance by faculty and students, an environment which is conducive to academic and artistic excellence and sensitive to academic freedom; and to provide means for formal consultation between faculty and academic administrators in the development and execution of policies relevant to the operation of the College and its programs.

The faculty and students of the College of the Arts constitute, within the University, a community of scholars and artists whose interests are best served through the continuous exercise of the maximum degree of self-governance, consonant with the legitimate authority granted by the Trustees of the California State University and Colleges.

**ARTICLE I. NAME AND MEMBERSHIP**

1. The name of this body shall be the Faculty of the College of the Arts, hereinafter referred to as the Faculty.
2. Membership in this body shall consist of those persons holding full-time appointment with the rank of instructor, assistant professor, associate professor, professor, or lecturer (if appointed for one or more years) including faculty on Early Retirement Program. Voting members shall consist of full-time tenured and tenure track faculty.

**ARTICLE II. RIGHTS AND RESPONSIBILITIES OF THE FACULTY**

1. Subject to the laws of the State of California, the regulations of the Board of Trustees of the California State University and Colleges and the policies and regulations of California State University, Long Beach, the Faculty shall be the policy-formulating body of the College.
2. The Faculty has the right to consult with the Dean on all matters deemed substantial by the Faculty pertaining to the operation of the College's goals, organization or program.
3. The Faculty shall periodically evaluate the performance of the academic administrative officers of the College as required by appropriate, current university documents.

4. The Faculty may present matters pertaining to the welfare of the students, faculty, staff and/or administration of the college or the university to appropriate administrative officers of the department, college, university and/or the university academic senate.
5. The Faculty shall take no action that abridges the autonomy of any legally constituted academic area of the college except as the interest of the college is clearly involved.
6. College representatives to university councils shall be nominated and elected by the College Faculty.

### ARTICLE III. THE ACADEMIC AREAS

1. The College of the Arts currently consists of the Departments of Art, Dance, Design, Music, Film and Electronic Arts, and Theatre Arts.
2. The Faculty asserts its belief that the academic areas (Departments and Program Areas) are the most important organized bodies of the college. Any change in college organization or structure will be made in accordance with the policy statement in the University Departmentalization Procedures Document, 88-01.
3. Any faculty member or faculty group may address matters of concern to the Dean and the College Faculty Council when they cannot first be resolved by the Department Chair and the appropriate Departmental Committee.

### ARTICLE IV. MEETINGS

1. The Dean of the College shall be the Chair of the Faculty and shall act as presiding officer at all college meetings. In the absence of the Dean his/her designee shall preside.
2. The Faculty shall meet as deemed necessary by the Dean, the Faculty Council, or upon petition by ten percent of the Faculty. An  
 Agenda for each meeting shall be sent to the Faculty at least  
 five working days prior to each meeting.
3. A meeting shall be declared in session when at least one-fourth of the voting faculty are in attendance.
4. The secretary of the Faculty Council shall serve as a secretary of the Faculty, with the assistance of a designated staff secretary.
5. The secretary shall keep minutes of all college meetings and distribute them to all members of the Faculty.

6. Any faculty member may submit items to the faculty secretary for inclusion on the agenda at least two (2) weeks prior to the meeting at which they are to be considered. An agenda for college meetings shall be prepared by the faculty secretary upon the advice of the Dean, the Executive Committee, or the Faculty Council.
7. A simple majority of the voting Faculty shall constitute a quorum except as stipulated in Article VII. Voting may not occur unless a quorum is present. Major policy decisions, as defined by the Dean in consultation with the College of the Arts Faculty Council, shall require a secret mail ballot.
8. The Faculty shall conduct meetings in accordance with Roberts Rules of Order, Newly Revised. If a quorum is not present at a properly convened faculty meeting, nominations for standing committees and councils may be made by those present, or through mail solicitation.

#### ARTICLE V. CONVOCATION

The Dean shall call a Convocation of the Faculty at the beginning of each Fall semester.

#### ARTICLE VI. COMMITTEES AND COUNCILS

##### 1. EXECUTIVE (CHAIRS) COMMITTEE

1.1 The Executive Committee shall consist of the Dean, Associate Dean(s) and the Chairs of the Departments of the College.

1.2 The Executive Committee shall advise the Dean and/or departments on all matters relative to college operation and shall deal with fiscal and staffing policies and other administrative problems of the College.

1.3 The Executive Committee shall meet as called by the Dean or requested by any two members of the Executive Committee.

##### 2. FACULTY COUNCIL

2.1 The Faculty shall establish a duly elected body to be known as the College Faculty Council to exercise the Faculty's right to be formally consulted on all substantial matters of faculty concern which affect college policies and to recommend additions, deletions, or other alterations in these policies, but will not have access to privileged and confidential material.

2.2 The College Faculty Council shall consist of the Dean (or designee) and one representative, tenured or tenure track, associate or full professor from each department, nominated and elected by secret ballot from the respective department. The Dean shall be a non-voting member of the College Faculty Council.

2.3 A convening chair and secretary shall be elected from the constituency of the Council at the end of the spring semester for the following academic year. A Chair and Secretary shall be elected at the beginning of the Fall Semester to serve for the year. The chair and secretary shall be voting members.

2.4 A majority of the voting members of the Council shall constitute a quorum.

2.5 Meetings must be held at least twice each semester plus as called by the elected chair, the Dean or by request of a majority of the Council members.

2.6 The Council shall act as a representative body of the Faculty, and its members shall serve in staggered two-year terms from the beginning of Fall semester to the beginning of Fall semester; no member may succeed himself/herself consecutively for any term of office.

2.7 An agenda shall be distributed to the Faculty in a timely manner prior to meetings. This rule may be waived when an emergency meeting to address a single item is deemed necessary. Approved minutes shall be distributed in a timely manner to all Department Chairs following all College Faculty Council meetings.

2.8 Members unable to attend a meeting may send a faculty member (tenured or tenure track associate or full professor) from their department with a proxy vote.

2.9 Council meetings shall be open to all faculty members of the College, and they may speak when recognized by the chair.

2.10 The Council may deal with all matters relevant to the general and specific goals and operations of the College. The Council may refer any matter to the Faculty for advice and recommendation.

2.11 The Council may request from the Office of the Dean, or any academic unit or administrative office, any materials pertaining to matters of the Council.

2.12 Members serving on the Faculty Council may be called during their Winter and Summer breaks in the event emergencies arise requiring consultation.

### 3. STANDING COMMITTEES

3.1 Standing committees shall exist to affect policies in academic matters which concern the Faculty and students. The Faculty may identify, define and limit the powers, duties and function of its standing committees, exclusive of those committees where the duties and responsibilities are detailed in University policies and procedures.

3.2 Selection policy will be specific to the type of committee to be served. A committee meeting shall be declared to be in session when a quorum of its members are present. A quorum of each committee shall consist of a majority of the voting membership. Decisions shall be determined by a simple majority vote or majority-minority reporting. Committee action shall not be invalidated by failure or refusal of any member to serve. Committee function by vote or by majority-minority reporting shall be determined by the chairperson of each committee.

3.3 Committee members shall be notified in writing or by e-mail or by voice mail of the date, time, and place of meetings at least five (5) working days prior to the meeting. An agenda shall be provided in a timely manner prior to the meeting.

#### 3.3.1 Budget Committee

- a. The Budget Committee shall consist of the chairs of the six departments. It shall serve as the college committee to review and recommend allocations of funds within the College of the Arts. Such allocation shall include the following: Adjunct Enrollment, Summer Session, General Fund (including but not limited to) Replacement Equipment and Minor Construction, Lottery, and other general Foundation College Funds.
- b. Budget (Committee) meetings will be scheduled at least quarterly and may be held more often as needed.

#### 3.3.2 Creative Activity and Research Committee

- a. It shall be the responsibility of this committee to rank applications from faculty from the College of the Arts for grants to the University SCAC

Arts for  
Committee.

b. Membership shall consist of one (1) member nominated and elected from each department to serve a two-year term. The terms shall be staggered. Members may not be re-elected to consecutive terms. Members may not make application to the University SCAC for grants during their term of membership

### 3.3.3 Curriculum Committee

a. The Curriculum Committee shall function as a review body for all substantive curriculum proposals which originate in a department and for interdisciplinary proposals which involve one or more departments of the College.

b. Membership shall consist of one (1) member nominated and elected from each department to serve a two-year term. One student from the College of the Arts may be appointed by the Dean to serve as a member of this standing committee. The student member's role on the committee shall be the same as the role of faculty members. Student members shall serve a one (1) year term.

c. The Curriculum Committee may review course offerings and degree programs of the College, and may propose new curricula. Such proposals shall be referred to the departments concerned for study and approval.

### 3.3.4 Grade Appeals Committee

The Grade Appeals Committee shall function in accordance with the grade appeal policies of the University and the COTA Grade Appeals document.

### 3.3.5 Retention, Tenure and Promotion Committee

The Retention, Tenure and Promotion Committee shall make recommendations to the Dean and/or to the President's designee in all re-appointment, tenure, and promotion of faculty in accordance with the policies and procedures of the College of the Arts RTP document.

### 3.3.6 Sabbatical Leave Committee

The Sabbatical Leave Committee shall receive, evaluate, and rank applications for sabbatical leaves from eligible candidates and make recommendations on their disposition to

the Dean in accordance with the College of the Arts Sabbatical Leave document.

#### ARTICLE VII. OFFICE OF THE DEAN

1. The Dean of the College is the chief administrative officer of the College. The Dean's authority shall be that which is delegated by the President of the University and that which accrues to the Dean from University policy, approved by the faculty and promulgated by the University, and approved policy developed by the Office of the Dean in consultation with, and appropriate consent of, the Faculty and/or its representative bodies.
2. The Dean shall be accountable to the President of the University through the Vice President for Academic Affairs and the Faculty for the efficient administration within the College of state-wide and University-wide policies; the efficient administration of College policies, which the Dean shall develop jointly with the Faculty in accordance with established procedures; and the coordination of the work of academic area chairpersons in the administration of these policies in their areas.
3. The Dean shall be responsible for developing and maintaining an academic and administrative environment of academic freedom. The Dean shall also insure the use of appropriate faculty consultation in all matters of concern for faculty, staff, students, and community conducive to the professional growth of the Faculty and the achievement of the highest standards of scholarship and performance of the students.
4. When no college faculty committee has been established to cover an issue, the Dean may establish an ad hoc committee for advice.
5. Suggestions on policy matters shall not become effective unless adopted through established procedures of the College and University.
6. When the position of Dean or Associate Dean is to be or is vacated refer to Policy Statement (PS 90-03).

#### ARTICLE VIII. THE CONSTITUTION

1. Approval

The Constitution of the College of the Arts shall be effective when ratified by no less than two-thirds (2/3) of the valid ballots cast by the Faculty of the College in a secret mail ballot and approved by the President's designee.

2. Amendments

Amendments must be proposed in writing and submitted to the Faculty Council for consideration.

Any duly proposed amendment rejected by the Faculty Council may still be submitted to the Faculty if proposed by a petition of 20% of the COTA tenured and tenure-track faculty. Proposed amendments may be considered from the end of the second week of the Fall semester to the end of the twelfth week of the spring semester. Proposed amendments shall be distributed in writing to the Faculty at least seven (7) working days prior to the meeting at which they are to be considered.

An amendment to the Constitution shall become effective when it has received a favorable vote of no less than two-thirds (2/3) of the ballots cast in a secret mail ballot on the proposed amendment and has been approved by the President's designee. The ballot shall be sent to the Faculty as a mail ballot within 10 working days after discussion at a faculty meeting set up by the Dean's Office.