

**CALIFORNIA STATE UNIVERSITY, LONG BEACH**  
**College of Business Administration**

**CONSTITUTION OF THE COLLEGE OF BUSINESS ADMINISTRATION**

(Adopted: September 2000 – Last Amended: Fall 2007)

**Preamble**

We, the Faculty of the College of Business Administration at California State University, Long Beach, adopt this Constitution in order to establish and define an organizational structure and philosophy conducive to academic excellence, equitable internal governance, and academic freedom. The Faculty and students of the College of Business Administration constitute a community of scholars within the University whose interests are best served in an environment that promotes collegiality, open and honest exchange of information, and continuous exercise of the maximum degree of self-governance, consonant with the legitimate authority granted to the Trustees of the California State University and Colleges and their designees. This constitution is specifically meant to:

- establish a system of faculty governance through committees and a means for appointing members to these representative bodies;
- establish a system for formal consultation between the Faculty and academic administrators with respect to the development and execution of all policies relevant to the operation of the College and its programs;
- establish an interactive relationship between the Office of the Dean and the representative bodies of the Faculty.

Further, the Faculty declares its desire to consult with academic administrators and other academic units within the University on matters pertaining to the College and the University.

**ARTICLE I THE FACULTY OF THE COLLEGE**

**1.10 NAME AND MEMBERSHIP**

1.11 This organization shall be known as the Faculty of the College of Business Administration.

1.12 In this document the term Faculty shall refer to, and membership shall consist of, those who hold tenure or tenure-track appointments in any department of the College.

1.13 Membership shall not lapse through leave of absence, emeritus status, sabbatical leave, faculty early retirement status, or administrative assignment.

**1.20 ORGANIZATION OF THE FACULTY OF THE COLLEGE**

1.21 The Dean of the College shall serve as Chair of the Faculty.

1.22 Other officers of the Faculty shall include, but shall not be limited to, a Vice Chair (Chair of the College Faculty Council) and a Secretary (Secretary of the College Faculty Council).

1.30 MEETINGS OF THE FACULTY OF THE COLLEGE

1.31 Meetings of the Faculty, of the Faculty Council, of the Administrative Council, and of committees shall be governed by *Robert's Rules of Order, Newly Revised*, latest edition.

1.32 In the absence of the Dean or when requested by the Dean, the Chair of the Faculty Council shall serve as presiding officer for any Faculty meetings.

1.33 Electronic mail is the official means of notification about scheduled CBA meetings, provided that there is proof of mailing to all faculty. Notice may additionally be made via hard-copy mail.

1.34 The officers of the Faculty Council and the Dean shall be responsible for formulating the agenda for College Faculty meetings, shall give the Faculty at least five working days' notice of the meeting, and shall distribute the agenda at least five working days prior to the meetings.

1.35 The Secretary shall record proceedings of meetings of the Faculty and submit minutes of meetings to the Faculty within five working days subsequent to the meeting.

1.36 The Dean shall convene a meeting of the Faculty at the beginning of each fall semester. The Dean, or the Chair of the Faculty Council, or ten percent of the Faculty, may call meetings at other times except during winter or summer sessions. The Dean, or the Chair of the Faculty Council, shall convene a meeting of the Faculty within ten working days of receipt of a written petition to the Dean or the Faculty Council from at least ten percent of the Faculty. The Faculty shall be given at least five working days' notice and an agenda of the meeting.

1.37 A majority of the voting Faculty shall constitute a quorum for transacting business at College Faculty meetings.

1.40 POWERS OF THE FACULTY OF THE COLLEGE

1.41 Within State, Trustee, and University policies and procedures, and in compliance with the CFA-CSU Contract, College academic affairs are an important domain of the College Faculty. The Faculty, by Faculty meeting, or through the Faculty Council, or by mailed ballot, shall be consulted in the operation of the College of Business Administration and shall participate in the formation of College policies by discussion and voting. This consultation with the Faculty shall include but is not limited to:

- 1 Admission and retention of students.
- 2 Curriculum, including establishment of new programs, elimination of existing ones and creation of interdepartmental programs.
- 3 Course organization, teaching methodology, textbook selection, course standards, and evaluative procedures.
- 4 Student grade appeals.
- 5 Degree, certificate, and minor requirements.
- 6 Approval of candidates for academic degrees, for certificates, or for completion of a minor in the College of Business Administration.

- 7 Faculty hiring, retention, tenure and promotion, including interdepartmental faculty.
  - 8 Designation of College representatives to University councils and committees when such members are selected on the basis of College representation.
  - 9 Meaningful participation in the selection and review processes for the positions of Dean of the College and Associate Dean(s) of the College and any other existing or newly created administrative positions in the College, whether in an acting, interim, or permanent status.
  - 10 At the departmental level, the department faculty has the right to discuss and vote on all substantive issues including, but not limited to, department curriculum matters, the selection of new faculty, the department budget, the selection of the department chair, course and faculty scheduling procedures, and enrollment limits.
  - 11 The Faculty shall also have all of the necessary and proper authority to carry out and execute the above-mentioned powers, rights, and authority.
- 1.42 The Faculty, by Faculty meeting, or through the Faculty Council, or by mailed ballot, shall advise the Dean concerning College policies, programs, departmental structure, and the general welfare of the College.
  - 1.43 The Faculty, by Faculty meeting, or through the Faculty Council, or by mailed ballot, shall be consulted formally by the Dean concerning College policies, programs, departmental structure, and the general welfare of the College.
  - 1.44 The Faculty shall take no action that abridges the autonomy of a department except as the interests of the College clearly dictate or require.
  - 1.45 The Faculty, by Faculty meeting, or through the Faculty Council, or by mailed ballot, may present matters concerning the welfare of the College or University to University committees or councils, to the Academic Senate, Vice Presidents, or to the President of the University.
  - 1.46 The Faculty, by Faculty meeting, or through the Faculty Council, or by mailed ballot, shall establish standing or special committees and define their duties and scope.
  - 1.47 The Faculty, by Faculty meeting or by mailed ballot, shall elect members of the Faculty to represent the College on the University Academic Senate and University councils and committees to which the College is entitled membership.
  - 1.48 No distinction shall be made between Department Chairs and other Faculty members in elections by the Faculty of the College to the University Academic Senate or University and College councils and committees except where department chairs specifically serve an administrative function, or on committees composed of department chairs.
  - 1.49 The Faculty authorizes the Faculty Council to exercise the powers of the Faculty when that body cannot meet in formal session.
  - 1.50 The Administrative Council serves to execute policies legislated by the Faculty Council.

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

- 2.11 The Dean is the chief administrative officer of the College. The legal authority of the Dean is delegated by the President of the University and accrues from approved University and College policies and procedures.
- 2.12 The Dean shall represent the College in the Council of Deans and shall advise the President of the University concerning the interests of the College. When representing the College, the Dean shall base his or her representation on meaningful consultation and participation with the Faculty.
- 2.13 The Dean shall develop and maintain an administrative and academic environment conducive to professional growth of the Faculty, including non-tenure track Faculty, and conducive to the highest standards of student scholarship.
- 2.14 A periodic review of the Dean will be performed in accordance with University policy. After the review, the review committee shall request a meeting with the Provost/Senior Vice President for Academic Affairs to discuss the findings of the periodic review.
- 2.15 In the event of a vacancy in the position of Dean of the College, either actual or imminent, the selection of a new Dean shall be in accord with the established University policies and procedures.

## ARTICLE III DEPARTMENTS OF THE COLLEGE

- 3.11 Departments of the College are Accountancy; Finance; Information Systems; Management/Human Resources Management; and Marketing.
- 3.12 Departments shall be created, eliminated, merged, or divided in accord with University Policy.
- 3.13 Committees of each department shall have direct access to the Faculty Council, the College standing committees, and to the Dean.
- 3.14 Departments shall initiate hiring requests for academic and non-academic personnel in compliance with current Trustee, University, and College policy.

## ARTICLE IV THE FACULTY COUNCIL OF THE COLLEGE

- 4.11 The Faculty Council shall be the elected representative body of the Faculty, and it shall exercise the rights and powers of the Faculty, when the Faculty is not convened in a formal meeting.
- 4.12 Each department shall elect one Faculty Council member, not currently serving as Department Chair, Dean, or in other major College administrative positions, and the Faculty of the College shall elect three "at large" Faculty Council members, each from a different department. In order to spread departmental representation in the College, Department chairs may serve on the Faculty Council only when elected to the Council on an "at large" basis.
- 4.13 The term of office of the members of the Faculty Council shall be two years, and members shall be elected on a rotational basis with Finance and Information Systems members elected

in even years, and members from Accountancy, Marketing, and Management/Human Resources Management elected in odd years. In even-numbered years, two at-large members shall be elected and in odd-numbered years, one at-large member shall be elected.

- 4.14 The Dean and a designated Associate Dean of the College shall be ex-officio, non-voting members of the Council.
- 4.15 No elected member shall serve more than two consecutive terms as a departmental representative, but may serve more than two consecutive terms as an at-large representative.
- 4.16 Members of the Faculty Council may be recalled by a two-thirds vote of the constituency that elected them.
- 4.17 The Faculty Council shall elect a Chair, Secretary, and other essential officers. The officers shall constitute the Rules Committee, with responsibility for formulating the agenda for Faculty Council meetings and, with the Dean, for Faculty of the College meetings.
- 4.18 The Faculty Council shall establish the time and place of its meetings, give the Faculty five working days' notice of the meeting, publish and distribute the agenda to the Faculty five working days before the meetings. Draft minutes of each meeting shall be distributed to each member of the Faculty Council within five working days subsequent to the meeting. The Faculty Council will distribute draft minutes to the Faculty within ten working days subsequent to the meeting. Final minutes will be distributed to the Faculty within five working days subsequent to the meeting in which they are approved.
- 4.19 Meetings shall be open to all Faculty except when the Faculty Council is considering confidential or personnel matters.
- 4.20 The Faculty Council shall advise the Dean concerning College policies, programs, departmental structure, and the general welfare of the College.
- 4.21 The Faculty Council shall have the right of formal consultation with the Dean concerning College policies, programs, departmental structure, and the general welfare of the College.
- 4.22 The Faculty Council shall make recommendations to the Dean concerning College policies, programs, departmental structure, and the general welfare of the College.
- 4.23 If the Dean does not approve the recommendations of the Faculty Council, he/she shall clearly and concisely, within 22 working days, communicate, in writing, the reason(s) for disapproval.
- 4.24 The Faculty Council has the power to direct the Office of the Dean to provide materials relevant to matters before the Council, with the exception of confidential or personnel matters. It may also request the Dean and/or an Associate Dean to discuss his/her actions with the Council.
- 4.25 The Faculty Council has the power to direct a department chair, a committee chair, or a College faculty member to appear before the Council to present information relevant to the interests of the College, except on confidential or personnel matters.
- 4.26 The Faculty Council shall not take action which abridges the autonomy of a department except as the interests of the College clearly dictate or require.

- 4.27 The Faculty Council has the power to direct departments to report on election procedures used for departmental elections.
- 4.28 The Faculty Council shall serve as Committee on Committees for all elections for University Committees and Councils. Either a College meeting shall be held and the Faculty Council shall present the names of all nominees and additional nominees from the floor shall be accepted for placement on the formal ballot for all regular elections or the Council shall issue a general call for nominations to all faculty.
- 4.29 The Faculty Council has the power to elect interim members to represent the College on the University Senate and University councils and committees to which the College is entitled membership. The Council shall arrange for prompt election of permanent members, as soon as possible.
- 4.30 The Faculty Council may establish ad hoc committees, with representation from each department, as appropriate. Each committee's purpose must be precisely defined. Ad hoc committees must contain a sunset clause.

#### ARTICLE V ADMINISTRATIVE COUNCIL

- 5.11 The Administrative Council, which is advisory only, shall be responsible for coordination among departments and the Office of the Dean, and shall provide input regarding budget preparation and allocation and other financial and administrative considerations.
- 5.12 The Administrative Council shall meet at least four times per semester and shall consist of the Dean of the College, the Chair of each department (or designee), the Chair (or designee) of the Faculty Council; and as ex officio, non-voting members, the Associate Dean(s), and the Administrative Services Manager. Designees will be selected by the group represented (Faculty Council or department), and they shall have the right to vote.
- 5.13 The Dean shall be Chair of the Administrative Council and an Associate Dean shall serve as Secretary.
- 5.14 The Chair of the Administrative Council shall establish the time and place of its meetings, give five working days' notice of a scheduled meeting to Faculty, and formulate and distribute the agenda to the Faculty at least five working days in advance of the meeting. The Secretary shall distribute minutes of the meeting to the Faculty within five working days subsequent to the meeting.
- 5.15 Administrative Council meetings shall be open to all Faculty except when the Council is considering confidential or personnel matters.

#### ARTICLE VI COMMITTEE STRUCTURE

- 6.11 College standing committees represent the Faculty and shall consist of one Faculty member elected by and from each department. (Certain committees may have student membership.)
- 6.12 Faculty members shall serve staggered two-year terms. The departments of Finance and Information Systems shall elect in even numbered years and the departments of Accountancy, Marketing, and Management/Human Resources Management shall elect in odd numbered years.

- 6.13 Committee structure of the Faculty of the College of Business Administration includes, but shall not be limited to, the following standing committees:
- (1) Faculty Council
  - (2) Retention, Tenure and Promotion (members must be tenured full professors and they must be confirmed by a majority vote of the College Faculty on a secret ballot.)
  - (3) Faculty Activities Committee (Commencement, Elections, Human Subjects)
  - (4) Graduate Programs Committee
  - (5) Undergraduate Programs Committee
  - (6) Faculty Development, Professional Leave, and Ethics Committee (members must be: (i) tenured, (ii) Academically Qualified within the meaning of the College's AACSB Faculty Qualification Standard, and (iii) confirmed by a majority vote of the College Faculty on a secret ballot)
  - (7) Instructional Technology and Lottery Committee
  - (8) Grade Appeals
  - (9) Financial Resources Review
  - (10) Strategic Planning
- 6.14 The Faculty may terminate existing standing committees, except those required by University policy, and may develop additional standing committees.
- 6.15 The Dean, in consultation with the Faculty Council, and Administrative Council, or the Faculty on its own motion (decided by a secret mail ballot or at a duly called Faculty meeting), may develop ad hoc committees as required. The term, "ad hoc committees", includes task forces and other similar groups. Ad hoc committees should have representation from each department. Each ad hoc committee's purpose must be precisely defined, and it must contain a sunset clause.
- 6.16 Standing committees represent the Faculty. Committee chairs shall give the Faculty five working days' notice of a scheduled committee meeting and distribute the agenda a minimum of five working days before a meeting. Within the limits of confidentiality, standing committees shall submit draft minutes of meetings to other committee members within five working days subsequent to the meeting. Draft minutes shall be distributed to the Faculty within ten working days subsequent to the meeting. Final minutes shall be distributed to the Faculty within five working days subsequent to the meeting in which they are approved.
- 6.17 All standing and ad hoc committees and task forces are accountable to the Faculty (or Faculty Council in absence of a Faculty meeting). Ad hoc committees report to the person or agency that established the committee.
- 6.18 Committees may conduct discussions of issues online, but a meeting, with a quorum present, must be held to transact official business.
- 6.19 All major policy recommendations by committees or any other groups must be submitted for policy analysis and approval by the Faculty (or by the Faculty Council in the absence of a Faculty Meeting). The Faculty (or the Faculty Council in absence of a Faculty Meeting) may override a recommendation of a faculty committee, provided such action does not contravene the CFA-CSU contract or University policy.
- 6.20 Meetings of College committees shall be open to Faculty members, except when considering personnel or other confidential matters.

- 6.21 Committee selection procedures and charges shall be described in the College of Business Administration Handbook, hereafter referred to as the Handbook.

## ARTICLE VII COLLEGE POLICY AND PROCEDURE

### 7.10 FORMULATION OF COLLEGE POLICY

- 7.11 Proposals for College policy may be advanced by the Dean, the Associate Dean(s), the Faculty, the Administrative Council, the Faculty Council, Faculty committees, or any Faculty member. Proposals will be submitted to the Chair of the Faculty Council and to the Dean.

- 7.12 College policy proposals shall be considered by the Faculty Council. The Council may refer any proposal to an appropriate committee or to the Faculty. The recommendation of the Faculty Council following appropriate deliberation shall be forwarded to the Dean for action.

- 7.13 The Dean may agree with a recommendation and implement it, communicating this decision to the Faculty of the College; or he/she may disagree with the recommendation and return the proposal to the Faculty Council for further consideration, citing reasons and justification for the return.

- 7.14 Governance policies, in compliance with the CFA-CSU contract, approved by both the Faculty and the Dean and, when appropriate, other University administrators, are, or will be, included in the Handbook. Among other things, the Handbook will describe the duties and selection procedures for the Dean, Associate Dean(s), Directors of administrative units, Coordinators, and Department Chairs. Administrative practices shall also be included.

### 7.20 BUDGET INFORMATION

- 7.21 Each department chairperson and the officer for other budget reporting units will prepare a budget request according to University format.

- 7.22 Budget requests will be submitted to the Office of the Dean and to the Administrative Council and copies shall be provided to the Financial Resource Review Committee.

- 7.23 The Office of the Dean, based upon deliberations of the Administrative Council shall prepare a draft College budget request. The Dean shall send a copy of such budget request to the Financial Resources Review Committee along with the planning criteria consistent with the College's Mission.

### 7.30 BUDGET ALLOCATION

- 7.31 All funds and resources provided to the College by the University and by any outside sources shall be allocated to the departments and other budget units, on a decentralized basis, in accordance with guidelines established with the Dean in full and meaningful consultation with the Administrative Council. A copy of the allocation and its rationale shall be furnished to the Financial Resources Review Committee.

### 7.40 AVAILABILITY OF BUDGET INFORMATION

- 7.41 All department chairs, the Faculty Council Chair, and the Financial Resources Review Committee shall have access to all records of monies received from the University and all

outside sources, and records of correlative expenditures of all departments and other budget-reporting units in the College.

- 7.42 Within ninety days after the close of the fiscal year, the Dean's Office shall prepare for that fiscal year a summary of all College Office expenditures of all funds received from the University and all funds received from outside sources deposited in the University Foundation or wherever located, and a summary of all College expenditures by department and other budget reporting units. Copies shall be sent to each department for public display, and written notice to all Faculty shall be given that the information is available for review by Faculty members in the department office.
- 7.50 CURRICULUM DEVELOPMENT
- 7.51 Curriculum proposals, such as changes in course offerings, new courses, and new interdisciplinary programs, shall be the responsibility of the departments involved.
- 7.52 The College Graduate Programs Committee shall be charged with departmental responsibilities for defining for the graduate students of the College the "common body of knowledge," for designating certain graduate courses which shall be required of all master's degree candidates of the College, and for defining requirements for the Master of Business Administration degree.
- 7.53 The College Undergraduate Programs Committee shall be charged with departmental responsibilities for general education for the core program for the Bachelor of Science degree in Business Administration.
- 7.54 Curriculum proposals shall be prepared following the format prescribed by appropriate College Programs Committee and University procedures.
- 7.55 Department curriculum proposals, if recommended, shall be forwarded to the Chair of the appropriate College Programs Committee for decision and recommendation.
- 7.56 College Programs Committees shall forward recommendations directly to the Dean, except when changes of wide application are proposed. Substantive changes such as those outlined in Sections 7.52 and 7.53 of this Constitution shall be referred to the Faculty Council, as prescribed in Sections 7.11 and 7.12. Authority for approving curriculum changes rests with the Faculty (or the Faculty Council in the absence of a Faculty meeting)."

#### ARTICLE VIII ADOPTION, AMENDMENT, AND INTERPRETATION OF THIS CONSTITUTION

- 8.11 This Constitution shall become effective when it has been ratified by a secret ballot by a majority of the Faculty of the College of Business Administration eligible to vote and has been accepted by the Dean of the College and by the Provost/Senior Vice President for Academic Affairs. If the Dean does not accept the Constitution, it shall be sent back to the Faculty for a vote by secret ballot. If it receives a favorable vote of 2/3 of those voting, it shall be sent to the Provost/ Senior Vice President for Academic Affairs.
- 8.12 Amendments may be proposed by the Faculty Council, the Dean, or by written petition signed by a minimum of ten percent of the Faculty eligible to vote and presented to the Dean and the Chair of the Faculty Council.
- 8.13 Proposals for amendment shall be distributed to the Faculty by the Dean and the Chair of the Faculty Council within five working days of receipt. A meeting of the Faculty may be called

for discussion of these proposals before voting.

- 8.14 Proposals shall be submitted to the Faculty of the CBA for vote by secret ballot.
- 8.15 A proposed amendment to this Constitution shall become effective when it has received a favorable vote by secret ballot by a majority of the Faculty of the College of Business Administration eligible to vote.