

CALIFORNIA STATE UNIVERSITY, FRESNO

COLLEGE OF ARTS AND HUMANITIES

Articles of Governance

Article I

Section 1: NAME

The name of this organization shall be the College of Arts and Humanities (hereinafter, the College).

Section 2: OBJECTIVE

The College of Arts and Humanities shall:

develop in its students the theoretical knowledge and practical skills in the arts and humanities necessary for personal development and continuing social contribution;

engage in programs of creative work and scholarship to promote faculty development, to ensure the quality Of educational programs, and to enhance the life of society;

serve students from diverse backgrounds and with varied interests and goals, with special concern for students who have been historically under-represented in university education;

sustain an environment Of support, encouragement, and open dialogue for students, staff, and faculty;

promote academic freedom for faculty, students, and staff; and

provide accredited bachelors and masters degree programs for all eligible students.

Section 3: MEMBERSHIP

The full-time faculty, part-time tenured faculty, the Dean, and administrative officers holding academic appointments in the College shall constitute the membership of the College.

Section 4: OFFICERS

A. Dean (means "Dean or designee")

- 1) The Dean is the chief academic officer of the College and is responsible to the Vice President for Academic Affairs.
- 2) The Dean shall be selected in accordance with University policy.
- 3) The Dean may appoint such assistants and associates as he or she deems necessary, consistent with University policy.
- 4) The Dean shall consult, as appropriate, with the Council of Department Chairs, with the Executive Committee, or with other appropriate College committees on academic personnel policies and procedures, budgetary and curricular issues, and other matters.

B. Department Chairs (includes Program Coordinators recognized for this purpose by the Vice President for Academic Affairs)

- 1) Department Chairs shall be selected in accordance with University policy.
- 2) The Council of Department Chairs shall consist of the chairs of the academic units of the College. The Council shall meet at the call of the Dean or of the Council and shall advise the Dean on appropriate academic matters.

C. Officers of the Executive Committee

A Chair and a Vice Chair-Secretary shall be elected annually by the Executive Committee from its membership. (See Article II, Section 1, B.)

## Article II

### Section 1: GOVERNANCE GROUPS

#### A. College Assembly

##### 1) Authority, Power, and Duties of the Assembly

The College Assembly shall formulate, review, and recommend College-wide academic policies and procedures including but not limited to matters of curriculum, budget, personnel, administration, and research. Actions of the Assembly shall be binding on the Executive Committee and the standing committees of the College.

##### 2) Membership

The full-time faculty, part-time tenured faculty, the Dean, and administrative officers holding academic appointments in the College shall constitute the membership of the College Assembly.

##### 3) Officers

The Chair and Vice Chair-Secretary of the Executive Committee shall be the officers of the Assembly.

##### 4) Meetings

###### a. Call

The Assembly shall meet at least once in every academic year. Special meetings may be called in accordance with the following procedures:

at the call of the Dean or a majority of the Executive Committee; upon request to the Dean or the Chair of the Executive Committee by a majority of the Council of Department Chairs; or

upon written petition of 25% of the Assembly membership, presented to the Dean or the Chair of the Executive Committee.

###### b. Time

Meetings requested by petition or by request of the Council of Chairs, in accordance with the previously described procedures, shall occur within ten instructional days of the formal request.

Article II (continued)

c. Agenda.

Announcement of an Assembly meeting must be accompanied by an agenda. An item may be placed on the agenda of any scheduled College Assembly meeting by written request signed by fifteen Assembly members and presented to the Chair of the Assembly at least five instructional days before the meeting.

d. Quorum

A quorum of the Assembly meeting shall be 30% of the Assembly membership not on leave.

B. Executive Committee

1) Authority and Duties

a. Authority

The Executive Committee is the body to which the Assembly delegates authority to act. Actions and recommendations of the Executive Committee shall be reported to the membership of the Assembly and to other appropriate parties.

b. Elections

Any Assembly elections between Assembly meetings shall be conducted by an elections sub-committee of the Executive Committee according to University procedures. Unless otherwise stated in this document, elections shall be decided by a plurality of votes cast.

2) Membership

Each academic unit within the College shall elect a tenured or probationary faculty member (a faculty member on a tenure track appointment with the rank of assistant professor, associate professor, or professor) to the Executive Committee. Elected members shall serve three-year, staggered terms and may be reelected. The Dean and Associate Dean shall serve as members, ex officio. No elected member shall serve concurrently on any College standing committee. This restriction may be waived by a vote of the Executive Committee.

3) Officers of the Executive Committee

A Chair and a Vice Chair-Secretary shall be elected annually by the Executive Committee from its membership.

Article II (continued)

4) Meetings

The Executive Committee shall meet at least once a semester and as necessary between meetings of the Assembly. The Executive Committee may be convened by: the Chair of the Executive Committee, any three members of the Executive Committee, the Dean, the Council of Department Chairs (upon request made to the Chair of the Executive Committee), or the majority of any academic unit in the College (upon request made to the Chair of the Executive Committee).

### Article III

#### Section 1: COMMITTEES

##### A. Standing Committees

Committee members shall serve three-year, staggered terms. No member may serve consecutive, full terms on the same standing committee or simultaneously on two or more standing committees. Members on leave for less than one year shall be replaced temporarily; members on leave or absent for longer periods shall be replaced for the remainder of their terms. Mid-term replacements on the Personnel Committee shall be made in consultation with the Dean. The preceding restrictions may be waived by a vote of the Executive Committee and do not apply to the Budget Committee.

It is expected that college committees, which include the Executive Committee, all standing committees, and all ad hoc committees will meet in person, and that members of committees will attend meetings in person. In exceptional and extenuating situations, a member may use telecommunications technology if approved by the committee at large. It is recommended that committees establish a standard meeting time.

##### 1) Personnel Committee

###### a. Membership

One tenured faculty member at the rank of professor elected by each department (includes Programs recognized for this purpose by the Vice President for Academic Affairs) shall constitute the Personnel Committee. No more than one member may be from the same academic unit and department chairpersons shall not be eligible.

###### b. Duties

The Personnel Committee shall make recommendations to the Dean on matters including, but not limited to, reappointment, retention, tenure, post-tenure review, promotion, leave, consultation, academic freedom, and other personnel matters, as appropriate.

###### c. Procedures

i. The Committee shall formulate written policies which will include specific procedures for evaluation of faculty members, procedures to be followed when the recommendation of the Personnel Committee differs from the department's recommendation, and procedures to be followed when a faculty member appeals a department decision. These policies and procedures, and any subsequent changes to them, shall go into effect when approved by the Dean and the Executive Committee and shall be available to Assembly members.

Article III (continued)

ii. The Committee shall have access, on a confidential basis, to personnel documents pertinent to its recommending responsibility. The Dean shall consult with the Personnel Committee on appropriate personnel matters. In the event the Personnel Committee believes inadequate consultation has taken place, it shall so inform the Dean and the Executive Committee.

2) Research Committee

a. Membership

Three probationary or tenured members of the College Assembly, appointed by the Executive Committee, shall constitute the Research Committee. The Committee shall include members from both the creative and the scholarly disciplines, no more than one member may be from the same academic unit, and members may not submit a proposal for funded College research awards during their terms of service.

b. Duties

The Research Committee shall consult with and make recommendations to the Dean on matters pertaining to research, such as policies and procedures, research proposals, and funds allocated to the College. Also, the Research Committee will function as the College Committee for the Protection of Human Subjects and shall review research proposals to ensure compliance with University policies concerning the participation of human subjects.

c. Procedures

The Research Committee shall formulate written policies, including specific procedures and criteria for evaluation of proposals. These policies and procedures, and any subsequent changes to them, shall go into effect when approved by the Dean and the Executive Committee and shall be available to Assembly members.

3) Budget Committee

The Council of Department Chairs shall also serve as the College Budget Committee and shall confer with the Dean on all major aspects of the College budget. College budget allocations shall not be implemented without such consultation.

4) Curriculum Committee

a. Membership

The Curriculum Committee shall consist of one probationary or tenured full-time faculty member elected by each department.

b. Duties

The Curriculum Committee shall consult with and make recommendations to the Dean on curricular matters, including course changes, new courses, new programs, and conflicts between departments of the College concerning course offerings. Article III (continued)

c. Procedures

The Curriculum Committee shall formulate written policies, including procedures for evaluation of curriculum proposals. These policies and procedures, and any subsequent changes to them, shall go into effect when approved by the Dean and the Executive Committee and shall be available to Assembly members.

5) Technology Committee

a. Membership

The Technology Committee shall consist of one probationary or tenured faculty from each department.

b. Duties

The Technology Committee shall assess the technological needs of each department. The Committee shall also consult with and make recommendations to the Dean on matters pertaining to technology, such as policies and procedures, proposals, and funds allocated to the school.

c. Procedures

The Technology Committee shall evaluate and prioritize proposals, and make recommendations regarding specific procedures and criteria for meeting the technological needs of the college. These procedures and criteria, and any subsequent changes to them, shall go into effect when approved by the Dean and the Executive Committee and shall be available to Assembly members



6) Outreach Committee

a. Membership

The Outreach Committee shall consist of one probationary or tenured faculty from each department.

b. Duties

The Outreach Committee shall consult with and make recommendations to the Dean on matters pertaining to outreach projects, such as policies and procedures, proposals, new programs, and collaborations between departments.

c. Procedures

The Outreach Committee shall evaluate and prioritize proposals, and make recommendations regarding specific procedures and criteria for meeting the outreach needs of the college. These procedures and criteria, and any subsequent changes to them, shall go into effect when approved by the Dean and the Executive Committee and shall be available to Assembly members.

B. Ad Hoc Committees

The Executive Committee or the Dean, following consultation with the Executive Committee, shall have power to appoint or authorize the appointment of such ad hoc committees as deemed appropriate. Such committees shall normally be appointed from the Assembly membership.

## Article IV

### Section 1: LEGAL AND PARLIAMENTARY AUTHORITY

#### A. Limitations of College Responsibilities and Functions

These Articles of Governance are limited by Title 5 of the California Administrative Code, California State University and University Policies, and the Memorandum of Understanding.

#### B. Procedures for College Committees. Departments. etc.

Unless otherwise provided in this document, each official body within the College shall devise its own procedures, subject to the approval of the Dean, and select its own officers. Such procedures and officers are to be a matter of written record, on file and accessible to Assembly members in the Dean's office. All meetings shall be conducted according to the latest edition of *Robert's Rules of Order Newly Revised*.

### Section 2: METHOD OF RATIFICATION AND AMENDMENT

#### A. College Ratification

These Articles of Governance shall become operative when approved by a majority of the College in a mail ballot, by the Dean, and by the President of the University.

#### B. Amendment Procedures

##### 1) Proposals

Proposals to amend the Articles of Governance must be submitted to the Dean or the Executive Committee by March 15, if they are intended to be operative the following academic year. Amendment proposals may be initiated by:

- a) the Dean;
- b) a majority of the members of an academic unit in the College who present a petition to the Dean or the Executive Committee through their chair; or
- c) a petition to the Chair of the College Assembly bearing the signatures of at least 25% of the Assembly.

##### 2) Balloting

This document may be amended by a majority vote of a quorum of the College Assembly, with the concurrence of the Dean and the President of the University. Written notice of the proposed amendment must be given to all members of the College Assembly at least ten instructional days prior to the meeting of the Assembly at which the amendment is considered.

(ORIGINAL DRAFT APPROVED UNANIMOUSLY BY EXECUTIVE COMMITTEE  
5/16/91)

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