

Articles of Governance

**Faculty Assembly
College of Health and Human Services**



California State University, Fresno

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MISSION STATEMENT

The mission of the College of Health and Human Services is to provide professionally oriented education at the baccalaureate and graduate levels in disciplines related to health and human services. As a major academic unit in a comprehensive, regional university, the college is unique and important in educating health and human services professionals for the San Joaquin Valley. The college cooperates with other units of the university to provide a comprehensive curriculum required to effectively prepare qualified professionals.

The college provides an especially important leadership role in community services through participation of its faculty, staff, and students in organizations, boards, and a variety of agencies by conducting workshops, symposia, in-service education, and applied research. The college is committed to the continuing education and the professional development of health and human services providers through certificates and other forms of professional development.

The academic units of Communicative Disorders and Deaf Studies, Public Health/Gerontology, Kinesiology, Nursing, Physical Therapy, Recreation Administration, and Social Work Education, within the college seek to foster interdisciplinary, holistic education for future health and human service providers.

ARTICLE I

- Section 1. NAME
The name of the organization shall be the College of Health and Human Services at California State University, Fresno.
- Section 2. OBJECTIVE
The college is established within California State University, Fresno, to assist in accomplishing the purposes of the university and to provide higher education in specialized disciplines and professional fields of practice in health and human services.
- Section 3. MEMBERSHIP OF THE COLLEGE FACULTY ASSEMBLY
Membership of the College Faculty Assembly shall be:
- A. All full-time faculty of the instructional departments, regardless of rank or title.
 - B. All tenured faculty of the instructional departments serving on a part-time basis.
- Section 4. OFFICERS OF THE COLLEGE
- A. The dean, responsible to the provost/vice president for academic affairs, shall serve as the chief administrative officer, under whose supervision the college shall assume broad responsibility for developing, coordinating, and reviewing:
 - 1. Undergraduate Programs
 - 2. Graduate Programs
 - 3. Personal recommendations and allocations
 - 4. College relationships with the university

5. Budget allocations
 6. General education and other university requirements
 7. Facilities and equipment
 8. Relationships with students
 9. College relationships with lay and professional communities
 10. Special advisory committees as needed.
- B. The Associate Dean is responsible to the dean for activities and committee assignments as designated.
- C. Department chairs and program coordinators are responsible to the dean and have administrative responsibilities for initiating and making recommendations on matters relating to:
1. Selection, retention, and promotion of academic personnel.
 2. Development and improvement of the department curriculum, both undergraduate and graduate.
 3. Budget development, monitoring and management.
 4. Improvement of the department or program in terms of professional development and college, university, and community relationships.
 5. Day-to-day operations of the department/program.
- D. Other officers may be appointed within the college, by the dean, after appropriate consultation and approval of the provost/vice president for academic affairs.

Section 5. SELECTION OF OFFICERS

A. Dean

1. The dean is appointed by, and serves at the pleasure of, the president of the university.
2. When the position of dean falls vacant, a search committee shall be formed in accordance with the university policy.
3. Evaluation of the dean shall be conducted under the policies and procedures established by the university.

B. Associate Dean

1. The appointment of the associate dean shall be made by the dean, pursuant to university policies. When the position falls vacant, the dean shall conduct a search in accordance with the university policy.
2. Evaluation of the associate dean shall be made by the dean under policies and procedures established by the university.

C. Department Chairs and Program Coordinators

1. Nomination of a department chair or program coordinator shall be made pursuant to university policy and in accordance with written procedures established by the department, including provisions for the consultation with the dean and the provost/vice president for academic affairs.
2. Nomination or renomination of a department chair or program coordinator shall occur at least every four years or if the position is vacated prior to the completion of a four year term.

3. Evaluation of department chairs and program coordinators shall be initiated by the dean and conducted pursuant to the university policy.
4. Evaluations by part-time faculty will be analyzed separately from full-time faculty evaluations of the chair or coordinator.

ARTICLE II

Section 1. **THE COLLEGE FACULTY ASSEMBLY**

Subject to the Constitution and Bylaws of the Academic Assembly of the California State University, Fresno, the Faculty Assembly of the College of Health and Human Services shall consult with the dean on matters of general concern to the body. The Faculty Assembly, or bodies to whom it delegates its powers, may appoint committees necessary to fulfill duties as needed.

Section 2. **MEMBERSHIP**

- A. Members eligible to vote in the Faculty Assembly are:
 1. All full-time faculty of the instructional departments, regardless of rank or title, except for personnel actions.
 2. All tenured faculty, including those on leave or early retirement programs, of the instructional departments who are serving on a part-time basis.

Section 3. DELEGATION OF POWERS

In order to achieve effective cooperation and to provide a means of consultation between the faculty and the dean, the Faculty Assembly delegates its powers to the executive committee of the College of Health and Human Services, save for those powers retained according to Section 4 below. The Faculty Assembly delegates to the Dean's Cabinet the responsibility of consulting with the Dean in the development of the annual budget for the college.

Section 4. POWERS RETAINED

The Faculty Assembly of the college reserves the right to review policy, establish new standing committees, or dissolve existing standing committees. Any matter may be brought to a vote of the Faculty Assembly by the petition of twenty percent (20%) of the Faculty Assembly. The executive committee shall arrange for a faculty meeting on any matter so referred to the Faculty Assembly. The meeting shall take place within ten (10) instructional days after receipt of the petition. A majority vote of those present and voting at that meeting shall determine the policy recommendation with respect to the matter referred. The quorum required at such meetings shall be half plus one of the membership of the faculty assembly. The Faculty Assembly shall meet at least each semester, on call by the executive committee.

ARTICLE III

The executive committee is a standing committee of the College of Health and Human Services' Faculty Assembly.

Section 1. **EXECUTIVE COMMITTEE**

- A. The executive committee shall advise and consult with the dean, on matters of concern to the faculty of the college.
- B. The executive committee shall recommend the establishment of standing, ad hoc, or subcommittees required for the proper conduct of the faculty's business. Subject to the approval of the dean, the executive committee shall establish subcommittees as required by the Academic Policy Manual (APM), and/or at the direction of the provost or his/her designee, and may establish other than standing subcommittees, as needed. The dean, or designee, shall serve as an ex-officio, non-voting member of all committees. The executive committee shall receive all reports in the form of minutes to the executive committee chair from all subcommittees and make recommendations as the reports require.

Section 2. **MEMBERSHIP OF THE EXECUTIVE COMMITTEE**

- A. Each department and/or program, as identified in the College Mission Statement, shall elect one (1) full-time tenured or tenure-track faculty member to the executive committee.
- B. The faculty of the college shall elect two (2) full-time tenured or tenure track faculty members who are not from the same department to serve as at-large members.

- C. The dean, or designee, shall be an ex-officio, non-voting representative to the executive committee.
- D. Department chairs in Communicative Disorders and Deaf Studies, Public Health, Kinesiology, Nursing, Physical Therapy, Recreation Administration and Social Work shall not serve on the executive committee.
- E. The executive committee chair shall recommend to the dean the removal of any member for either of the following:
 - 1. Three absences (excused or unexcused) per academic year.
 - 2. Majority vote of the subcommittee for disruptive behavior or actions that are detrimental to the conduct of business.The department is responsible to provide a temporary replacement for members under circumstances such as sabbatical leave, schedule conflict, and family leave. Members with temporary replacement lasting longer than one semester must be permanently replaced on the committee.

Section 3. MEETINGS OF THE EXECUTIVE COMMITTEE

- A. If the chair and vice chair are not available, the dean or designee of the executive committee shall establish a regular meeting schedule of at least once a month during the academic year.
- B. A quorum shall consist of fifty percent (50%) plus one of the members. Members will determine the method for voting on committee issues (i.e., open ballot, secret ballot, etc.). Voting by proxy shall not be permitted.

Section 4. TERM OF OFFICE

The elections of the executive committee shall be during the spring semester for the fall semester. Members elected to the executive committee, at-large or by departments or programs, shall serve three-year terms. If any member is unable to complete a term, a replacement shall be elected to fill the vacancy for the remainder of the original term.

Section 5. OFFICERS OF THE EXECUTIVE COMMITTEE

The officers of the Executive Committee shall be:

- A. A chair that shall serve simultaneously as chair of the Faculty Assembly of the college.
- B. A vice chair who shall serve as vice chair of the Faculty Assembly of the college and chair of the executive committee in the absence of the chair.
- C. A secretary who shall serve as secretary of the Faculty Assembly of the college.

Section 6. ELECTION OF OFFICERS OF THE EXECUTIVE COMMITTEE

The officers of the executive committee shall be elected by the executive committee from within its membership. The election shall be by secret ballot during spring semester and term of office shall be one academic year beginning in the fall semester.

Section 7. SUBCOMMITTEES OF THE EXECUTIVE COMMITTEE

- A. The subcommittees of the executive committee are curriculum, research, instructional technology, international education, and elections. Each subcommittee, except elections, shall be composed of one (1) full-time tenured or tenure-track faculty member from each department and/or program in the college.
- B. When a department or program is unable to provide membership for a subcommittee, the dean may take appropriate action after consultation with the department chair.
- C. Committee elections shall be held no later than May 1, or whenever the position becomes vacant during the academic year. Each subcommittee shall be responsible for electing its own chair.
- D. The chair of a subcommittee shall report on the committee's activities to the executive committee chair via subcommittee minutes.
- E. The chair of a subcommittee shall notify the chair of the executive committee on the need for the removal of any member for either of the following causes:
 - 1. Three absences (excused or unexcused) per academic year.
 - 2. Majority vote of the subcommittee for disruptive behavior or actions that are detrimental to the conduct of business.The department is responsible to provide a temporary replacement for members under circumstances such as sabbatical leave, schedule conflict, and family leave. Members with temporary replacement lasting longer than

one semester must be permanently replaced on the committee.

- F. Department chairs and/or program coordinators shall not serve on any subcommittees of the executive committee.
- G. For purposes of budget, the Dean's Cabinet will serve as the budget committee for the College of Health and Human Services.

Section 8. CURRICULUM SUBCOMMITTEE

The curriculum subcommittee shall establish its own agenda and regular meeting dates. Established meeting dates shall be communicated to the College of Health and Human Services Executive Committee and the Dean. The curriculum subcommittee shall review curriculum proposals from the department and programs, including fiscal implementations of such proposals, and make recommendations to the Dean.

Section 9. RESEARCH SUBCOMMITTEE

The research subcommittee shall establish its own agenda and regular meeting dates. Established meeting dates shall be communicated to the College of Health and Human Services Executive Committee and the Dean. The research subcommittee shall review proposals, and make recommendations to the Dean for state and college research grants. The subcommittee also reviews proposals for the College's Outstanding Graduate Thesis Award and makes recommendations to the Dean. Using funding provided by the College, the subcommittee shall identify and implement activities designed to enhance the scholarship of the College.

Such activities may include, but are not limited to, research support awards, workshops, and research showcases.

Section 10. INSTRUCTIONAL TECHNOLOGY SUBCOMMITTEE

The instructional technology subcommittee shall establish its own agenda and regular meeting dates. Established meeting dates shall be communicated to the College of Health and Human Services Executive Committee and the Dean. The instructional technology subcommittee shall provide consultation regarding the acquisition and maintenance of instructional-related hardware and software and the development of policies regarding instructional technology. The committee may assist the dean, chairs or program coordinators, faculty, and staff in the development of policies regarding instructional technology. The subcommittee shall provide consultation on the operation and expansion of the college's computer labs.

Section 11. INTERNATIONAL SUBCOMMITTEE

The international subcommittee shall establish its own agenda and regular meeting dates. Established meeting dates shall be communicated to the College of Health and Human Services Executive Committee and the Dean. The international subcommittee shall make recommendations to the Dean on international collaborative educational opportunities for faculty and students.

Section 12. ELECTIONS SUBCOMMITTEE

The chair of the executive committee shall appoint three (3) members of the executive committee to act as the elections subcommittee. This subcommittee shall assure as nearly as possible, overlapping terms in that one-third of the membership will be appointed each year. The elections subcommittee shall conduct elections for the at-large members of the executive committee, and such other elections as may be deemed necessary.

ARTICLE IV

The personnel committee is a standing committee of the College of Health and Human Services' Faculty Assembly.

Section 1. PERSONNEL COMMITTEE

The college personnel committee shall review departmental recommendations concerning reappointment, tenure, leaves of absence, and promotions. Upon request, the committee may advise the dean on other personnel matters.

Section 2. MEMBERSHIP OF THE PERSONNEL COMMITTEE

Membership of the personnel committee shall be composed of:

- A. One tenured faculty member, at the professor level, elected from each of the departments and/or programs of the college.

Department chairs and/or program coordinators are not to serve on the personnel committee.

- B. Department representatives to the personnel committee will be elected during the spring semester, no later than May 1. A department representative need not be a member of the department in question.
- C. Faculty shall not serve on more than one committee level of peer review for personnel actions.
- D. The chair shall recommend to the dean the removal of any member for either of the following causes:
 - 1. Three absences (excused or unexcused) per academic year.
 - 2. Majority vote of the personnel committee for breach of confidentiality or disruptive behavior that is detrimental to the conduct of the business of the committee.

Section 3. MEETINGS OF THE PERSONNEL COMMITTEE

The personnel committee shall establish its own regular meetings. The committee will meet in a timely manner regarding recommendations within its realm.

- A. Members of the personnel committee shall constitute a quorum if fifty percent (50%) plus one of the members are present to transact business.
- B. Failing a quorum, the members present will establish another date and adjourn. All members of the committee will be promptly notified of the next scheduled meeting.
- C. A written opinion and rationale from an absent member will be considered during any deliberation, but will not be counted as a vote.

Section 4. TERM OF OFFICE

Members elected to the personnel committee shall serve three-year terms.

Members are eligible to serve no more than two (2) consecutive terms. If any member is unable to complete his/her term, a replacement shall be elected to fill the vacancy for the remainder of the original term.

Section 5. OFFICERS OF THE PERSONNEL COMMITTEE

The chair of the personnel committee shall be elected by the personnel committee from within its own membership.

ARTICLE V

Section 1. DEAN'S CABINET

- A. The Dean's Cabinet shall act as the advisory/consultative body to the dean on matters of the college's administration.
- B. The Cabinet shall consist of the dean, associate dean, department chairs, and program coordinators of the college. In addition, the Cabinet may be expanded by its own action or that of the dean.

Section 2. MEETINGS OF THE CABINET

The Cabinet shall establish its own regular meetings. These shall be called at least once a month by the dean or at the request of any two department chairs.

ARTICLE VI

Section 1. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised, as applicable, shall be followed as the parliamentary authority for all meetings, assembly, committee, or subcommittees.

ARTICLE VII

Section 1. METHOD OF RATIFICATION AND AMENDMENT

- A. The Articles of Governance shall be approved by two-thirds of those present and voting members of the Faculty Assembly.
- Approval of the dean and the university provost/vice president for academic affairs is required prior to the submission to the executive committee of the academic senate.

Approved by the College of Health and Human Services Faculty Assembly 8/83

Amended 1-18-84
Amended 1-22-88
Amended 1-27-89
Amended 11-30-89
Amended 8-29-90
Amended 4-1-94
Amended 6-5-96
Amended 8-14-96
Amended 11-12-01
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