

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
FACULTY ORGANIZATION MANUAL

Section 1. Engineering and Computer Science Faculty

1.1 The Faculty as a Whole

1.1.1 Definition The Faculty of the College of Engineering and Computer Science (subsequently referred to as College Faculty or Faculty) consists of all members of the faculty, active or on leave, probationary or tenured, who hold the academic rank of assistant, associate or full professor, unless they are disqualified for one of the following reasons:

- (1) They have been notified that they will not be reappointed.
- (2) They are filling an academic-administrative position not in the College of Engineering and Computer Science even though they may possess retreat rights.

Lecturers with full-time appointments that include other faculty responsibilities such as advisement and committee service are considered members of the Faculty except for voting in personnel matters.

Retired faculty on the faculty early retirement program (FERP) are members of the faculty with full rights and responsibilities as provided by the bargaining agreement.

1.1.2 Policy The College Faculty, acting as a whole or through standing committees, shall recommend policy for the College.

1.1.3 Elections The Faculty shall elect members to the standing committees. These are the Academic Affairs Committee, the Personnel Committee, and the Student Affairs Committee.

1.2 Faculty Meetings

1.2.1 Meetings College Faculty meetings will be called by the Dean or any Faculty member by a petition of not less than 20% of the Faculty. If the meeting is called by petition, it must be held within ten school days of the petition being submitted.

1.2.2 Notice At least one week's notice of meetings of the College Faculty shall be given in writing to each member. Such notice shall include an agenda for the meeting. The first item on the agenda shall be approval of the minutes of previous faculty meeting.

1.2.3 Minutes The Dean shall promptly publish minutes of all meetings, with distribution to all members of the Faculty.

1.2.4 Quorum A majority of the Faculty shall constitute a quorum.

- 1.2.5 Policy All questions or motions on policy, when first introduced shall be referred by the Dean to the appropriate standing committee for consideration. The question or motion may be recalled for consideration by the Faculty, without prior action by the committee.
- 1.2.6 Committee Report Questions or motions referred to committee, or motions originating in committee, will be acted upon in committee by majority vote and recommendations reported to the Faculty.
- 1.2.7 Policy and Organizational Matters A simple majority vote of those present and voting will be sufficient to carry a motion on policy. Matters modifying the organization of the College Faculty require concurrence of two-thirds of the members present and voting to carry.
- 1.3 Faculty Participation All members of the Faculty, including faculty members on the faculty early retirement program (FERP), have the right and responsibility to participate in meetings, elections, and committee activities, except as otherwise restricted by Faculty rules. However, a faculty member may decline service on any Departmental or College committees except as limited by campus regulations.
- 1.3.1 Notification Agendas, meeting announcements, and other materials including ballots, shall be transmitted to faculty members on leave in the manner normally used to contact active members of the faculty. No responsibility for notification in any other manner shall attach to any office of the University or any members. Any arrangements for special notification or forwarding shall be considered as administrative courtesy similar to forwarding of mail.

Section 2. Committees

- 2.1 The Executive Committee This section is reserved for the re-establishment of an executive committee if desired by the faculty.
- 2.1.1 Other Committees Advisory boards with elected faculty members may be established for the College. Election of these Boards shall follow the procedures for standing committees as in Section 3.
- 2.2 Standing Committees The standing committees of the College shall be:
The Academic Affairs Committee
The Personnel Committee
The Student Affairs Committee

- 2.3 Committee Membership and Term All standing committees shall consist of five members nominated and elected by the College faculty in accordance with the procedures outlined in Section 3; Elections. Committee members shall serve overlapping two-year terms. No faculty member shall serve on more than one standing committee. Each committee must have at least one member from each department in the College.
- Committee members who take a leave of absence may continue to serve on the committee if they are able and willing to do so. If not, they must resign from the committee and a replacement shall be elected to fill the remainder of their term.
- Except as limited below in Section 2.3.1 all faculty are eligible to be on Standing Committees and to vote in elections of committee members. The Dean, Associate Dean and Department Chairs are not eligible for committee membership. Chairs, but not the Dean and Associate Dean, are eligible to vote in elections of committee members.
- 2.3.1 Further Limitation on Committee Membership and Voting Membership on the Personnel Committee is limited to tenured, upper-rank faculty who are not eligible for promotion. No member of this committee may serve on any other personnel committee at any other level in the University. Only full-time tenured and tenure-track faculty may vote in elections for this committee. Further limitations on membership and voting may be set by University regulations.
- 2.4 Committee Service Committee Service is an important duty of faculty members. It should be regarded as such by faculty on committees and by all faculty who participate in the election of committee members. University regulations require eligible faculty to accept nomination and election to personnel committees.
- Although committee membership requires departmental representation the committees serve the College faculty, Committee members should consider the overall interests of the College in their deliberations.
- 2.5 Committee Chairs
- 2.5.1 Election, Qualification and Term The Chair of each standing committee shall be elected by the committee membership for a term of one academic year. Except under unusual circumstances the election of the committee chair will be held at the first committee meeting. Only members of the committee with previous or continuing service on the committee shall be eligible for the position of Chair. If no committee members have continuing or previous service on the committee, all committee members shall be eligible to be Chair.

- 2.5.2 Duties of the Chair Each Committee chair will:
- (a) Chair each meeting of the committee.
 - (b) Prepare and distribute the agenda for committee meetings. This should be done in consultation with other committee members.
 - (c) Review all committee reports, including minutes prior to their distribution.

2.6 Functions of Standing Committees

- 2.6.1 General Each standing committee (in their assigned area of responsibility) shall make policy recommendations to the Faculty, and shall perform other duties assigned to it by the College Faculty or the Dean.

Where this manual calls for reports or for written notice to be sent to all faculty members, an email distribution of the report or an email notice shall be sufficient.

- 2.6.2 The Academic Affairs Committee This Committee shall make general policy recommendations to the College Faculty on matters concerning undergraduate and graduate curricula and programs in Engineering and in Computer Science and other academic matters. This committee shall also review proposals for new and experimental courses, and program changes, and circulate their recommendations for approval or disapproval to the Faculty. It shall also review matters related to continuing education, external programs, library development and use, and make recommendations to the College Faculty and Dean.

The Associate Dean shall serve as a non-voting ex-officio member and Executive Secretary of this Committee.

- 2.6.2.1 Procedures The Academic Affairs Committee shall not consider a curriculum proposal, unless that proposal was distributed to all faculty members at least five working days prior to the committee meeting.

When a department prepares a curriculum proposal that could affect another department in the College, the department preparing the proposal should consult with the other department at least five working days before circulating its proposal to the faculty. The committee may reject a proposal where consultation has not taken place.

The committee may enact additional procedural guidelines each year, provided that the minimum periods shown above are not shortened.

The Executive Secretary should notify all faculty members in writing of the procedures in this section, and any new procedures enacted by the Committee at the start of each academic year.

2.6.2.2 Tacit Approval Any recommendation of the Academic Affairs Committee action that does not receive a written objection within ten working days after the distribution of committee minutes shall be presumed to have been approved by the College Faculty. Written objections should be filed with the Associate Dean or the Committee Chair. Committee members may file such written objections.

2.6.3 The Personnel Committee This Committee shall make general policy recommendations to the Faculty on Personnel matters, make recommendations on promotion, retention and tenure according to the requirements of the University, and carry out assignments of the Dean and the University on personnel matters. It shall comply with all University regulations on personnel procedures.

2.6.4 The Student Affairs Committee This committee shall make general policy recommendations concerning student affairs and serve as the Scholarship Committee which makes recommendations on Scholarships administered by the College. In addition to the five elected faculty members, this committee shall also include a student representative selected by the College's Student Council. This student member shall be eligible to participate in all meetings except those for Scholarship selection. This committee shall meet regularly to encourage student activities related to the academic programs of the College and on matters affecting Student Affairs and forward its recommendations or guidelines to the College Faculty and Dean. The Associate Dean or designee shall serve as a non-voting ex-officio member and Executive Secretary of the Student Affairs Committee.

2.7 Committee Organization and Meetings

2.7.1 Agenda The chair of each standing committee shall be responsible for preparation of the agenda prior to each committee meeting. A copy of the agenda shall be sent to each Faculty member at least five working days prior to the meeting. Meetings of the Personnel Committee, which consider only individual personnel recommendations, and meeting of the Student Affairs Committee, which consider individual student scholarships, shall be held in executive session and an agenda is not required for such meetings.

2.7.2 Minutes Each committee shall publish minutes within ten working days of each meeting. Such minutes shall not include confidential matters concerning individual faculty or students. Copies of the minutes shall be sent by email to all faculty members. At least two copies of the minutes shall be sent to each Department. Academic Affairs Committee minutes, which contain recommendations on items that may receive tacit approval in the absence of written objections, shall be distributed to each faculty member. Such minutes shall contain a notice of the items for which tacit approval is possible and a record of the vote on such items. Email distribution shall be sufficient for this purpose.

2.7.3 Annual Review Each committee shall publish an annual summary report of its activities during the past academic year and its plans for the current academic year. This shall include a record of the actions taken on its recommendations and any exceptions made to approved policies, principles or procedures. The chair of each committee shall prepare an annual report no later than the first day of the Fall Semester. A copy of this report shall be sent to each Faculty member.

2.7.4 Delegation Each standing committee may determine any matters of committee organization not specified in this manual.

2.8 Ad Hoc Committees

2.8.1 Appointment The Faculty and its standing committees can, by resolution, establish ad hoc committees. The resolution shall specify the number of members, the charge to the committee, the method of selection of the members and the chair, and the procedures to be followed by the committee. The committee may be directed to follow the procedures in Section 2.7 or it may establish its own procedures.

2.8.2 Action on Ad Hoc Committee Recommendations Reports from ad hoc committees shall be directed to the body that formed the committee. That body shall determine any further action on the ad hoc committee report.

2.8.3 Termination All ad hoc committees shall automatically dissolve on the discharge of their specified duties or at the end of the academic year unless the body that constituted the ad hoc committee specifically reconstitutes it.

Section 3. Elections

- 3.1 General Procedures** All College elections will be held by mail ballot of the College Faculty. The dean will administer the nomination and election process. The dean may designate a faculty or staff member to handle the election process. Any references to the dean in this section will mean the dean or a designee of the dean. This administration shall include the steps outlined below.
1. The dean will notify faculty about the vacancies to be filled for College committees and boards and for College positions on the Academic Senate and its committees.
 2. Nominations for the vacant positions at both the College and the University level will initially be made by faculty in each department.
 3. Following the publishing of departmental nominations, College Faculty may nominate additional candidates by petition.
 4. The mail ballot will be taken. A majority is required for a candidate to be elected.

- A majority of the votes cast shall be required for election. Runoff elections will generally be done by mail ballot, however such elections may be conducted at a meeting of the College Faculty; if this is done faculty members who cannot attend should be given the opportunity to use absentee ballots.
- 3.2 Timing of Elections Elections will be held during the spring semester according to the following schedule. The dean will develop a specific timetable for elections each year.
- The list of vacant positions will be circulated to the faculty between the start of the spring semester and the end of the fifth week of the semester.
- Departments will have at least four weeks to make their nominations.
- Faculty will have at least ten working days to submit nominations by petition.
- Faculty will have at least five working days to submit their mail ballots.
- Elections should be completed at least four weeks before the end of the spring semester. The election schedule provided each year shall ensure that College positions on University committees are filled by the deadline specified by the Academic Senate.
- 3.3 Departmental Nomination Procedures Each department shall determine, by a vote of its faculty, the procedures it will use for making the departmental nominations required here. The department's procedures shall be filed in the Department Office. They shall be reviewed by the department at least every three years.
- 3.3 Committee Elections
- 3.3.1 Election Positions For the purpose of elections only, each standing committee listed in Section 2.2 will consist of a position from each department. Nominations will be made and elections will be held for each of these specific positions.
- 3.3.2 Departmental Nominations Each department will nominate at least one of their members for each vacant position from their department on the standing committees. Departments are encouraged to nominate more than one faculty member, wherever possible for these positions. Departments may also nominate candidates for vacant at-large positions and for positions on University committees or the Faculty Senate
- 3.3.3 Nominations by Petition Once departmental nominations have been made further nominations may be made by written petition of at least three (3) College faculty (in addition to the person being nominated). Except for personnel committees, such petitions must have the consent of the individual nominated. Faculty from any department in the College may sign nomination petitions for specific departmental positions. Only Faculty members eligible to vote for the committee position may sign a nomination petition for that committee. Faculty may not run for more than one committee position.

- 3.3.4 Administration of Nomination and Elections The Dean shall be responsible for counting the ballots. Each Department Chair or a designee of each chair may observe the counting of the ballots. Any faculty member designated by the chair to observe the ballot counting shall not be a candidate in any election.
- 3.3.5 Balloting Election for committee positions will be by mail ballot following procedures used by the General Faculty.
- 3.3.6 First Committee Meeting The Dean or a designee of the Dean shall notify the faculty of the results of the election. The past chair of the committee shall call the first meeting and act as temporary chair at the first meeting until a permanent chair is elected. This first meeting should be called as soon as possible. The name of the new chair should be given to the Dean's Assistant immediately.
- 3.3.7 Replacement Elections Elections to replace committee members, who have resigned during the summer or during the academic year shall be carried out as soon as the vacancy is announced. Replacement of a department representative shall be carried out through election by that department.
- The following process will be used to replace at-large committee members and college representatives on a university committees or the academic senate. As soon as the vacancy occurs, the dean will notify all faculty by email and will ask for nominations for the replacement position. Faculty will be given five working days to submit the names of nominees to the dean. Individuals may nominate themselves. No formal petition process is required. If more than one person is nominated a mail ballot will be conducted. Five working days will be allowed for the mail ballot. The person receiving the most votes will be elected; a majority is not required. If there is a tie for first place in the election, the winner will be determined by lot.

Section 4. Evaluation and Revision of Organization

- 4.1 New Policies At the end of each academic year this manual should be updated by the Office of the Dean to include all new policies approved during the preceding year.
- 4.2 Reevaluation At intervals of no more than three years, a re-evaluation of the organization of the College will be made by an ad hoc committee appointed by the Dean for that purpose.

Approved at a Faculty Meeting on November 16, 2001 to take effect in the Fall 2002 semester.

Elections during spring 2002 will be held for the committee structure in this manual.