Section 1: GOAL AND PRINCIPLES

I. Goal: The goal of the College of Professional Studies is to promote strong programs that serve our students and faculty well and that are connected to practice in meaningful ways. We promote and understand the central role that human resources play in shaping the social, economic and environmental condition; and in doing so, encourage our students and faculty to make an impact on the world around us.

II. Principles: Under the leadership of the Dean and the various unit administrators, Department Chairs, and Program leaders, the following general principles shall guide the governance of the College:

A. The Members of the College shall observe the canons of mutual respect for the unique attributes and integrity of the units within the college and recognize the independent prerogatives of each unit.

B. The work of the faculty and staff shall be a governing principle of the College.

C. Active participation in the College and unit governance is important. Tenure-track faculty and staff shall accept the responsibility to serve on standing and ad hoc committees and to participate actively in the process of collegial evaluations.

D. Contractual agreements between the Board of Trustees of the California State University, the California Faculty Association, and other appropriate unit(s) shall take precedence in cases in which this constitution and the contract(s) differ.

When changes in the contract(s) affect this constitution a mandated review and revision will occur. The review and revision shall be undertaken by an ad hoc committee convened by the Dean for such a purpose. Changes proposed shall be approved according to Section 4, paragraph IV of this constitution.
Section 2: ORGANIZATION: PLAN FOR ADMINISTRATION

I. The chief administrator of the College shall be the Dean.

II. The Dean shall be appointed by the President upon the recommendations of the Vice President for Academic affairs/Provost after consultation with the faculty.

III. The Council of Chairs (CC) shall be the primary mechanism for the Dean to consult with the faculty and staff in the various administrative units. Membership in the CC shall include at least one representative from each administrative unit including: academic departments and programs, the Indian Teacher Educational and Personnel Program, and the Office of Teacher Preparation. The representative will generally be the chair or director of the unit.

IV. The appointment of unit chairs shall be selected and recommended by the administrative unit faculty to the Dean. Selection and Approval of the chair shall be in accordance with the CBA, the HSU Faculty Handbook, and unit bylaws. Chairs shall function under the general direction of the Dean. An individual may serve as Chair of more than one administrative unit. The Chair is responsible for, but not limited to, the following:

A. Allocating and overseeing department personnel and financial resources.

B. Adhering to the retention, tenure and promotion process.

C. Completing periodic program reviews.

D. Completing curriculum reviews.

E. Establishing as needed department committees and selecting representatives to college and university committees.

F. Completing articulation agreements with other institutions.

G. Initiating processes for hiring faculty and staff.

H. Providing for the unit’s participation in the University General Education Program.

I. Arranging for unit participation in orientation, registration, and commencement.

J. Completing the scheduling of classes, instructors, and rooms for each semester’s offerings.
K. Overseeing the fulfillment of faculty Weighted Teaching Unit obligations.

L. Overseeing the planning and conducting of unit meetings.

M. Preparing the description of unit programs for all public relations materials.

N. Establishing faculty and staff office assignments.

O. Assigning advisees to advisors and monitoring unit advising program.

P. Delegating administrative tasks to the other faculty members with the permission of the concerned faculty member.

V. Associate Dean(s) shall be appointed by the Dean with the approval of the Academic Vice President/Provost. Associate Dean(s) shall report directly to the Dean. Duties and responsibilities of the Associate Dean(s) may include the following:

A. Serves as HSU liaison to the California Commission on Teacher Credentialing.

B. Ensures completion of mandated reports on the education programs for the federal government, state of California and CSU.

C. Serves as a liaison to region-wide teacher education initiatives to support recruitment, preparation, and professional development of teachers.

D. Address student petitions, grievances, and requests for late add/drop.

E. Oversee enrollment management and advising, including HOP and HOOP, for the College.

F. Oversee program review, evaluation, and planning for the College.

G. Oversee college space and facilities management.

H. Oversee summer session for the College.

I. Provide non-voting leadership as needed for standing College committees, and assure adequate committee staffing.

J. Assist the Dean in planning College events and retreats.

K. Serve as Acting Dean when the Dean is out of the office.
L. Oversee revisions to the College bylaws.

M. Other duties as assigned by the Dean.

VI. The Standing Committees of the College shall include the following:

A. The Academic Computing and Technology Committee.

B. The Personnel Committee.

C. Budget Advisory Committee.

D. Sustainable Programs Initiative Committee

VII. Student representation: The Academic Computing and Technology Committee and the Budget Advisory Committee shall provide an opportunity for student representation as voting members. For the Budget Advisory Committee, student voting will be limited to decisions relating to the allocation of MSF fee revenue.

A. The College will ask Associated Students to provide a student representative to be on the committee.

B. Students will have voting status on each committee.

C. Student representatives must be majors in the college.

VIII. Ad Hoc Committees may be established by the College.

IX. The non-academic employees of the College shall serve under the general direction of the Dean and the specific direction of the unit chair or others assigned administrative responsibilities.

Section 3: GOVERNANCE, ORGANIZATION AND RESPONSIBILITIES OF STANDING COMMITTEES

I. The Academic Computing and Technology Committee will assess the computing and technology needs of the College and make recommendations to the Dean regarding identified computing and accessible technology needs for administrative, instructional, research and support services. The Committee may recommend and/or implement in-service training for faculty and staff.

A. The membership consists of three appointed representatives from the Council of Chairs.
B. A CPS Associate Dean will serve as a non-voting member of the Committee.

C. The committee shall be responsible for: Consulting with the academic units on their computing and media needs, preparing long-range planning documents, acting as an advisory unit for those seeking and preparing grant proposals to secure funding for instructional technology and computers, prioritizing college accessible technology needs to be consistent with the long-range plan, and developing and disseminating information materials related to academic computing and accessible technology.

D. The Information Technology Consultant (ITC) assigned to CPS will attend committee meetings as needed and may supply data on issues to be reviewed by the committee members. The ITC shall act as an advisor to the committee.

E. The CPS Instructional Support Developer (ISD) will attend committee meetings as needed and provide advice on instructional delivery and support issues to be reviewed by the committee members. The ISD shall act as an advisor to the committee.

II. The College Personnel Committee (CPC). The purpose of the CPC is to institute at the College level a process of collegial review for all retention, tenure and promotion decisions of the College. The CPC will forward its recommendations on all personnel matters to the candidate, the initiating unit, the Dean and, when appropriate, to the University Faculty Personnel Committee (UFPC).

A. Section 15.40 of the Collective Bargaining Agreement notes that in promotion considerations, peer review committee members must have a higher rank/classification than those being considered for promotion. Consequently the CPC membership shall consist of five tenured professors with associate rank or above, at least three of whom must be full professors. No more than two members of the Committee shall be from the same department.

B. The Council of Chairs will assist an Associate Dean in soliciting nominations to fill vacancies in the CPC each spring.

C. Each spring the College office will conduct an election to fill vacancies on the CPC. Consistent with Section 15.38 of the Collective Bargaining Agreement, only tenured and probationary faculty in the College are eligible to vote to elect members to the CPC. CPC members will be elected to staggered two year terms.
D. Section 15.39 of the Collective Bargaining Agreement notes that faculty members shall not serve on more than one committee level of peer review. Therefore faculty who serve on an Initiating Unit Personnel Committee (IUPC) or the UFPC cannot serve on the CPC.

E. Section 15.37 of the Collective Bargaining Agreement restricts faculty members serving as Department Chairs who write a separate chair letter from also participating on peer review committees.

F. Section 15.40 of the Collective Bargaining Agreement notes that faculty being considered for promotion are ineligible for service on promotion or tenure peer review committees.

G. The CPC will select a Chair from its membership. The Chair must hold the rank of full Professor.

H. The CPC shall follow the principles and procedures of the current CBA, the HSU Faculty Handbook appendices G and J, and the UFPC when reviewing personnel files and making recommendations.

I. By mutual agreement between the CPC and the Dean, the Dean may attend committee meetings as a non-voting participant.

J. The Dean of the College is designated by the President as custodian of the PAF. These files are permanently housed in the Dean’s office.

K. The PC will review the Working Personnel Action File (WPAF) of all candidates.

   1. The WPAF’s are stored within the department where they can be constructed and reviewed by the Initiating Unit Personnel Committee (IUPC). Security and oversight of the files rests with the academic unit chair.

   2. The WPAF’s are constructed with original materials (i.e. evaluative material, student evaluation summaries, letters from colleagues, etc.) from the Personnel Action File (PAF) located in the College office (custodian). The original materials must be retrieved by the candidate and in the company of an IUPC member. The original materials must be logged and the log remains in the PAF.

   3. The IUPC will ensure that the candidates receive copies of all evaluative materials that are to be included into the file and assure a five-day limit before placement in the WPAF.
L. The CPC shall submit an annual report by May 1, highlighting its activities/accomplishments to the Dean and to the administrative units.

III. The Budget Advisory Committee (BAC). The purpose of the BAC is to provide advice on budget policy. A primary duty of the BAC is to produce a call for proposals and to subsequently review and provide recommendations on departmental proposals for supplemental Materials, Supplies, and Equipment (MSF) funds. The committee will provide recommendations to the Dean of the College.

A. The membership of the BAC shall consist of the following:

1. Appointed representatives from the Council of Chairs.

2. An Associate Dean. The Associate Dean will serve as non-voting Chair of the BAC.

3. The College Budget Analyst. The College Budget Analyst will serve as co-Chair of the BAC. In this role the Budget Analyst will provide support for the Associate Dean and will lead the BAC in the Associate Dean’s absence.

B. Conditional on MSF funding availability, the BAC will issue one or more calls for supplemental MSF proposals to the units in the college each academic year. A call for proposals will include guidelines for applicants and appropriate expenditure categories.

C. After the deadline for MSF proposals has passed, the BAC will convene to review the MSF proposals and provide a recommendation to the Dean of the College. Members will recuse themselves from voting, scoring, or evaluating proposals from their own unit.

D. The BAC, the Dean, and the Council of Chairs will periodically assess the effectiveness of the supplemental MSF funding program and modify the program and procedures as needed.

IV. The Sustainable Programs Initiative (SPI) Committee. The purpose of the SPI is to produce a call for proposals and to subsequently review departmental program enhancement proposals submitted to the SPI Committee. The committee will provide recommendations to the Dean of the College.

A. The membership of the SPI Committee shall consist of the following:

1. Appointed representatives from the Council of Chairs.
2. An Associate Dean. The Associate Dean will serve as non-voting Chair of the SPI Committee.

3. The College Instructional Support Developer (ISD). The ISD will serve as co-Chair of the SPI. In this role the ISD will provide support for the Associate Dean and will lead the SPI Committee in the Associate Dean’s absence.

B. Conditional on funding availability, the SPI Committee will issue one or more calls for proposals to the units in the college each academic year. A call for proposals will include guidelines for applicants and appropriate expenditure categories.

C. After the deadline for proposals has passed, the SPI Committee will convene to review the proposals and provide a recommendation to the Dean of the College. Members will recuse themselves from voting, scoring, or evaluating proposals from their own unit.

D. The SPI Committee, the Dean, and the Council of Chairs will periodically assess the effectiveness of the SPI funding program and modify the program as needed.

**Section 4: VOTING AND REVISIONS**

I. The Dean shall hold at least one College faculty meeting per semester. The College faculty meeting may be called by any standing or ad hoc College committee or by petition to the Dean signed by three College faculty members who are eligible to vote.

II. Those eligible to vote in College elections include all faculty with appointments of 0.4 or above for at least one full semester in the College of Professional Studies (except for CPC – see Section 3 for CPC election rules). Other temporary faculty may participate in College meetings but may not vote.

III. Those eligible to vote in academic unit elections shall be determined by the tenured and probationary faculty in the unit by written unit policy.

IV. College nominations and elections shall be organized, conducted, and reported by staff in the College office.

   A. All faculty shall be notified of College elections and the purpose of the elections in writing by staff in the College office at least five working days prior to a College election.
B. College elections shall be held on two consecutive weekdays during the academic year.

C. Ballots shall be delivered by staff from the College office to each academic unit office for voting to take place. The ballots will then be counted by staff in the College office.

D. A majority of votes cast shall be needed for all elections with the exception of constitutional charges.

V. Revisions to these by-laws shall be handled by written ballot and shall require at least two-thirds majority vote of the ballots cast.

VI. Revisions to these by-laws due to changes in the CBA are mandatory. Faculty may approve the phrasing of such changes in the constitution by a two-thirds majority vote of the ballots cast.

Following procedures outlined in Section 4 above, these bylaws were approved in September 2011.