

# CONSTITUTION OF THE COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

## 1 ORGANIZATION

### 1.1 NAME

The name of this organization is the College of Natural Sciences and Mathematics, hereafter referred to as the College.

### 1.2 COMPOSITION

The College includes Faculty, Academic Administrators, Staff, and Students.

**1.2.1 Faculty** The Faculty consists of all Unit 3 employees holding appointments to instructional departments within the College.

For purposes of college-wide votes, voting faculty of the College shall consist of all probationary (tenure-track) and tenured faculty. In addition, FERP faculty are eligible to vote in semesters during which they are employed.

The Faculty plan and carry out the instructional mission of the College through their involvement in Departments, Programs, the Academic Council and committees. The Faculty acts through the Academic Council, through College faculty meetings, which may be called by the Academic Council, or in referenda as provided for in this Constitution.

**1.2.2 College Administrators** The College Administrators, hereafter referred to as Administrators, are the Dean, the Associate Deans, Department Chairs, and the Safety Manager. The Department Chairs' administrative role is in addition to their Faculty role. The Administrators facilitate and oversee the implementation of the College Mission.

**1.2.3 Staff** The Staff consists of permanent and temporary support staff assigned to the College or its organizational structures. The Staff is responsible for providing support services for the programs of the College. In addition, Staff representatives shall serve on councils and committees of the College as defined in this Constitution.

**1.2.4 Students** The Students are any regularly enrolled Sacramento State undergraduate and graduate students who are pursuing a degree in one of the

programs within the College.

### **1.3 ORGANIZATIONAL STRUCTURES**

The mission of the College is facilitated by several organizational structures. These include but are not limited to Departments, Administration, Academic Council, Interdisciplinary Academic Programs, Auxiliary Programs and Support Service Centers.

**1.3.1 Departments** Departments are the principal organizational units of the Faculty and of the degree programs offered within the College. All members of the Faculty are associated with a Department through the University ARTP process and through their discipline. Most resources that are required for the instructional mission of the College are allocated to and controlled by the Departments.

Each Department shall be responsible for its internal affairs. These shall include maintaining standards for quality of Department offerings, the planning and initiation of programs through the planning process of the College, the recommendation of the Department Chair to the President, allocation of departmental resources and the functioning of the primary level ARTP process.

Each Department is represented by a Department Chair, a member of the Faculty who is elected by the departmental faculty and appointed by the President of the University or his/her designee. The Chair shall assist the Department in the accomplishment of its mission, represent departmental interests and viewpoints outside the Department, and see that required administrative tasks are carried out. Department Chairs shall execute Department affairs in consonance with the policy and traditions of the Department and with College and University policy.

**1.3.2 Administration** The Administration is the office of the Dean, including Associate Deans, Safety Manager, the administrative staff of the office of the College, and Department Chairs. The Administration provides academic leadership, facilitates the carrying out of the instructional mission of the College, and represents the College to the University and the Community. The Administration also engages in fund raising and other duties.

The Dean is responsible for the organization and functioning of the Administration. These responsibilities include the assignments of the administrative staff and Associate Deans, Safety Manager, and the arrangements for liaisons with the Department Chairs in their administrative capacity.

Legal accountability in fiscal matters rests with the Dean.

**1.3.3 Academic Council** The Academic Council, hereafter called the Council, acts on behalf of the Faculty in formulating College academic policy and in the long-range planning of the College. It also represents the Faculty of the College to the Administration.

**1.3.4 Interdisciplinary Academic Programs** These are degree programs or portions of degree programs that are not housed in a single Department. They are overseen by faculty committees appointed by the Dean with the advice of the Council. Such programs may be cost centers, i.e., have resources allocated directly to them rather than through Departments.

**1.3.5 Auxiliary Programs and Centers** These are programs and centers important to the mission of the College, but not directly related to particular degree programs or Departments. They are overseen by the Dean with the advice of the Council. Such programs and centers may be cost centers.

**1.3.6 Other Organizational Structures**

The College may add other organizations to its structure as needed.

## **2 ACADEMIC COUNCIL**

The Council acts on behalf of the Faculty in formulating College academic policy and in the long-range planning of the College. It shall also advise the Administration on matters of concern to the faculty of the College.

The Council shall receive reports of committees as defined in Article 2.4, and shall take such action as those reports require.

The Council shall supervise all elections authorized by the Constitution of the College.

### **2.1 MEMBERSHIP**

The voting membership of the Council shall consist of up to ten faculty representatives from the College, one staff representative chosen by the Staff, one NSM undergraduate student representative, and one NSM graduate student representative. The Dean and Associate Deans shall be ex officio, non-voting members.

The faculty representatives fall into three categories:

- Six (6) Departmental Representatives: each Department in the College shall select one member of its Faculty to serve on the Council. These representatives may not be Department Chairs.
- Three (3) College-wide Representatives: the Faculty of the College shall elect these members who represent the Faculty of the College at large. These representatives may not be Department Chairs.
- One (1) Department Chair elected by the Chairs of the Departments of the College.

The selection procedure for the College-wide Representatives is set forth in Article 3.1.

No Department shall have, in total, more than two faculty representatives on the Council.

## **2.2 TERMS OF OFFICE**

All faculty and staff representatives shall serve two-year terms with staggered elections in the Spring semester. The student representatives shall serve terms of one year.

## **2.3 ACADEMIC PLANNING**

The Council is responsible generally for the development of procedures and policies for the College and is specifically responsible for long-range planning of budget, curriculum, personnel, and other areas. The Council performs its planning function in collaboration with the Administration, the Curriculum/Resources Committee, the Personnel Committee and other committees that the Council may choose to establish. Each of the committees is expected to make periodic reports to the Council concerning both the results of its regular activities and of any special assignments made to the committee by the Council. Plans developed and approved by the Council will consist of recommendations to the Administration in such areas as programmatic initiatives, resource needs, and budgetary priorities.

## **2.4 COMMITTEES**

The standing committees of the Council shall be the Curriculum/Resources Committee, the Personnel Committee, and the Safety Committee. The Council may also create ad hoc committees at its discretion and specify the charge of such committees. Each committee shall keep an appropriate record of its discussions and actions and shall distribute such records in accordance with procedures to be determined by the Council and set forth in the Bylaws.

The Council shall specify in the Bylaws the composition and the election procedures for the standing Committees. Each standing Committee shall present a report of activities to the Council at least once per academic year.

**2.4.1 The Curriculum Review Committee** reviews and makes recommendations on the approval of program change proposals and new course proposals.

**2.4.2 The Personnel Committee** shall serve as the secondary level ARTP committee for the College and also shall recommend to the Council personnel procedures and policies that are left to the discretion of the College.

**2.4.3 The Safety Committee** oversees safety policies and procedures associated with the curriculum and operations within the College, including but not limited to Laboratory Safety, Field Safety, and Public Safety. The Committee will serve as a conduit of information between departmental-level safety committees and higher-level committees and develop college-wide policies and practices to ensure a safe environment.

**2.4.4 The Scholarship and Awards Committee** reviews applications for and makes recommendations on college-level faculty and student awards. The Committee will also, upon request, provide recommendations to the Dean for university-wide and other external awards.

## **2.5 BYLAWS**

The Council shall establish its own bylaws including the composition of the executive committee, officers, method of choosing officers, meeting times, and the like. These bylaws shall provide that all Council meetings shall be open to Faculty, Staff, Students, and Administration, that an agenda for all meetings be available to Departments, and that minutes of all meetings be kept and provided to Departments and to the Administration.

## **3 ELECTIONS, REFERENDA, APPEALS, AND AMENDMENTS TO THE CONSTITUTION**

### **3.1 NOMINATION AND ELECTION OF COLLEGE-WIDE REPRESENTATIVES**

Open seats on the Council shall be filled in the following order:

1. Departmental Representatives. Unrepresented Departments will be asked by the Council to fill those seats before any election for College-wide Representatives is held.
2. College-wide Representatives. The Council shall issue an announcement of an election and nominations will be solicited from all Departments for College-wide Representatives, after which the election shall be held. Self-nominations are accepted.
3. Department Chair on the Council. This seat shall only be filled after all other empty seats have been filled.

The election of College-wide Representatives will then be held with the names of all nominees listed on the ballot with instructions to vote for as many nominees as there are open seats for College-wide Representatives. The nominees with the most number of votes shall fill the empty seats provided that no Department has more than one College-wide Representative.

Ballots for these representatives shall include not only the name and departmental affiliation of the nominee, but also a brief statement of interest in serving by each nominee.

## **3.2 REFERENDA AND APPEALS**

The Faculty retain the right to decide issues by referendum and to appeal decisions of the Council or the Administration. The Council shall specify and include in the Bylaws procedures for the conduct of such referenda and appeals.

## **3.3 AMENDMENTS**

**3.3.1** Amendments and revisions to this constitution may be initiated by a majority vote of the Council or by a petition signed by at least fifteen percent of the Faculty.

**3.3.2** Changes proposed in accordance with Section 1 of this Article shall be submitted to the Faculty in a written ballot during a regular semester. The change shall be adopted if either a simple majority of the entire Faculty of the College or a two-thirds majority of those voting in the election is in favor.

**Amended by Faculty Referendum on September 29, 2000**

(Last Edit: December 15, 2017)