

**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:

- 1) develop in its students the theoretical knowledge, creative ability, and practical skills in the arts and humanities necessary for personal development, continuing social contribution, lifelong learning, and participatory citizenship in a democratic society;
- 2) support and engage faculty in programs of creative work and scholarship to promote professional development, ensure the quality of educational programs, and enhance the life of society;
- 3) serve students from diverse backgrounds with varied interests and goals, with special concern for students who have been historically under- represented in university education;
- 4) sustain an environment of support, encouragement, and open dialogue for students, staff, and faculty;
- 5) advance the principles of shared governance;

6) promote academic freedom for faculty, students, and staff; and provide high quality bachelor's and master's degree programs for all eligible students.

### Section 3: MEMBERSHIP

As defined by the Constitution of the Academic Assembly, all full-time faculty members of instructional departments who hold the rank of Instructor, Lecturer, Assistant Professor, Associate Professor, Professor or their equivalents; all tenured faculty members of instructional departments who are serving on a part-time basis; 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 for advocating for the College to the Provost.

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 and the College's Articles of Governance.

4) The Dean is the intellectual leader of the College, providing visionary and collaborative leadership by creating and supporting a positive environment for teaching, scholarship, creative activity, and research as well as service to the university and the community.

5) The Dean is the spokesperson for the College on campus, in the community, and in the larger region. The Dean shall promote understanding of the complexity of the arts and humanities, their inherent relation to each other, and their value within a comprehensive university and the broader community.

6) The Dean shall consult, as appropriate, with the Council of Department Chairs, with the Executive Committee, and with other College committees on academic personnel policies and procedures, budgetary and curricular issues, and other matters, to ensure faculty input and adhere to the principles of shared governance.

7) Following the process of consultation, the Dean shall encourage and support both theoretical and applied research and creative activities by faculty and students.

8) Following the process of consultation, the Dean shall support the faculty to ensure the high quality and integrity of academic programs and student success.

9) The Dean is responsible for obtaining and managing the fiscal and human resources as well as the physical facilities of the College.

#### B. Associate Dean

1) The Associate Dean shall be selected from among the faculty who hold the rank of full Professor within the College.

2) The Associate Dean shall be a partner to the Dean, fully invested in running the College.

3) Each academic unit shall choose either its Chair or Executive Committee representative to serve on an ad hoc advisory committee for the selection of the Associate Dean. If neither of these faculty members are able to serve, the Department may choose an alternative full-time faculty member. If no member is able to serve, then the academic unit will forego representation. Staff representation shall include one member each from Development, the Dean's Office, and the Advising Center.

#### C. 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, shall advise the Dean on appropriate academic and budgetary matters, and coordinate as needed with the Executive Committee on matters pertaining to the College.

#### D. 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

The name of this organization shall be the Assembly of the College of Arts and Humanities (hereafter College Assembly). For purposes of this document, the College Assembly shall include those bodies to which it delegates its powers, as appropriate.

#### A. College Assembly

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

a. The College Assembly, normally through its committees as described in this document, shall formulate, review, and recommend College-wide academic policies and procedures including but not limited to matters of academic freedom and shared governance, curriculum, budget, personnel, administration, and research.

b. The Assembly shall vote on changes to the College's Articles of Governance, in accordance with APM 113, Section V: D & E, "Organization of Faculty Governance."

c. Unless otherwise stated in this document, elections shall be decided by a simple majority of votes cast.

d. The College Assembly shall serve as a forum for the Dean to gain direct faculty input and for the faculty to voice ideas to the College of Arts and Humanities Executive Committee and the Dean.

e. Approved actions of the College Assembly shall be binding on the Executive Committee and the standing committees of the College.

## 2) Membership

All members of the College shall constitute the College Assembly. (See Article I, Section 3)

## 3) Officers

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

## 4) Meetings

a. 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 15% of the Assembly membership, presented to the Dean or the Chair of the Executive Committee.

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.

b. Agenda.

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

c. Quorum

A quorum of the Assembly meeting shall be 20% of the Assembly membership not on leave.

B. Executive Committee

The Executive Committee's primary responsibility is to serve, in consultation with the Dean and Associate Dean, as the faculty voice for the College in our system of shared governance. The Executive Committee works to preserve academic freedom, to uphold academic excellence, and to ensure faculty participation in the governance of the College.

1) Authority, Power and Duties

a. 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 College Assembly through updates given to each department and to other appropriate parties.

b. The Executive Committee shall be empowered to act on behalf of the College Assembly in all matters excepting amendments or revisions to the College's Articles of Governance.

c. The Executive Committee shall have the responsibility to work in the best interests of the College and ensure that the College's Articles of Governance are being followed.

- d. The Executive Committee makes recommendations to the Dean, Academic Senate, Council of Chairs, upper administration and other entities.
- e. The Executive Committee makes and disseminates resolutions on behalf of the College.
- f. The Executive Committee shall consult or communicate with relevant committees, the Council of Chairs, the Academic Senate, and appropriate administrators.
- g. The Executive Committee is empowered to form special task forces that promote the interest of the College.
- h. Executive Committee members shall consult with their respective departments on relevant matters.
- i. The Executive Committee shall prepare the agenda for the meeting of the College Assembly.
- j. For committees without representation from each department, the Executive Committee shall select members from submitted nominations. The Executive Committee will strive to keep the balance of artists and humanists in such committees
- k. In instances when a representative from the College is needed on a committee not covered by the Academic Senate (e.g. a CAH Dean's Search or University task forces), the Executive Committee shall conduct an election to fill such vacancies.

## 2) Membership

Each academic unit within the College shall elect a tenured or tenure- track faculty member to the Executive Committee. It is recommended that members of the Executive Committee have at least two years of service at California State University, Fresno, before being elected to serve on the Executive Committee. Elected members shall serve three- year, staggered terms and may be re-elected. 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. The Dean and Associate Dean shall serve as non-voting ex officio members. No elected member of the Executive Committee shall serve concurrently on any other College standing committee. In special circumstances, 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. This election shall take place during the last scheduled meeting of the spring semester, and the ensuing terms shall begin on the first working day of the fall semester.

### 4) Meetings

The Executive Committee shall schedule meetings monthly or more frequently if necessary. 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

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.

## A. Standing Committees

Standing Committees should communicate and collaborate with the Executive Committee to insure the functionality of the College.

Committee members shall serve three-year, staggered terms, unless otherwise specified. No member may serve consecutive, full terms on the same standing committee or simultaneously on two or more standing committees. In special circumstances, this restriction may be waived by a vote of the Executive Committee. 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 but do not apply to the Budget Committee.

### 1) Personnel Committee

#### a. Membership

One tenured faculty member at the rank of professor elected by each department (including 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. Department chairpersons shall not be eligible for membership on the Personnel Committee.

#### 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 Personnel 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 the College Assembly members.

ii. The Personnel Committee shall have access, on a confidential basis, to personnel documents pertinent to its recommending responsibility.

## 2) Research Committee

### a. Membership

Three to five probationary or tenured members of the College Assembly, appointed by the Executive Committee for two-year terms, 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. Members of the Research Committee may not submit a proposal for funded College research award or any other award being reviewed by the committee 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. Proposals shall be recommended to the Dean in rank order. 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 the College 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 full-time tenure-track or tenured 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.

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 the College Assembly members.

## 5) Technology Committee

### a. Membership

The Technology Committee shall consist of one full-time faculty member from each department who will serve for a two-year term.

### 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 College.

### 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 the College Assembly members.

## 6) Development Committee

a. Membership The Development Committee shall consist of one full-time tenured or tenure-track faculty from each department.

b. Duties The Development Committee shall consult with and make recommendations to the Dean on matters pertaining to development projects and efforts, such as policies and procedures, proposals, new programs and collaborations between departments.

c. Procedures The Development Committee shall evaluate and

prioritize proposals and make recommendations regarding specific procedures and criteria for meeting the development 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 the College Assembly members.

#### 7) Honors Committee

a. Membership The Honors Committee shall consist of one full-time tenure-track or tenured faculty member elected by each department.

b. Duties The Honors Committee shall review student applications and select participants for the College Honors Program. The Honors Committee will nominate a new coordinator for each cohort of the program.

c. Procedures The Honors Committee shall formulate criteria and policies for the evaluation of Honors Program applications in light of University standards for honors at graduation. The Honors Committee shall also formulate policies for the nomination of the cohort coordinator as well as policies for the College Honors Program.

#### 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 College 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 the 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 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) The Executive Committee,

c) 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

d) 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 voting of the Assembly.

ORIGINAL DRAFT APPROVED UNANIMOUSLY BY EXECUTIVE COMMITTEE 5/16/91  
FINAL REVISION AFTER CONSULTATION WITH DEPARTMENTS, 11/26/91  
FINAL DRAFT APPROVED UNANIMOUSLY 11/26/91 EDITORIAL  
ADJUSTEMENTS: 12/11/91, 2/24/92, 2/28/92, 3/2/92, 3/4/92, 3/5/92  
RATIFIED BY COLLEGE: **4/22/92**

EDITORIAL ADJUSTMENTS: 8/17/2006

REVISION RATIFIED BY COLLEGE: 2/6/2015

REVISION APPROVED BY: EXECUTIVE COMMITTEE 3/2/18  
COLLEGE ASSEMBLY 4/6/18 DEAN PROVOST PRESIDENT

REVISION APPROVED BY: EXECUTIVE COMMITTEE  
12/6/2019 COLLEGE ASSEMBLY 1/31/2020

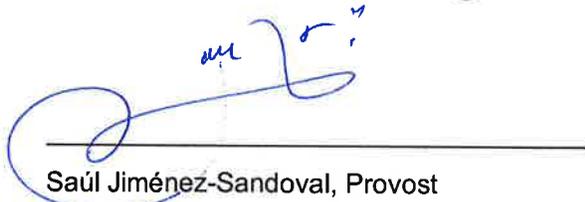
APPROVAL OF REVISED ARTICLES OF GOVERNANCE  
COLLEGE OF ARTS AND HUMANITIES  
California State University, Fresno

Assembly of the College of Arts and Humanities

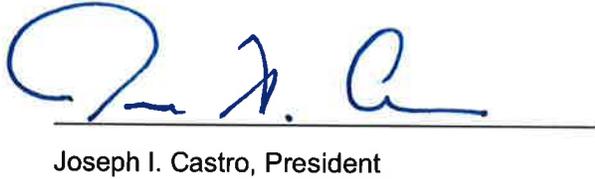
January 31, 2020

  
Honora Chapman, Interim Dean

4-15-20  
Date

  
Saúl Jiménez-Sandoval, Provost

04 May 2020  
Date

  
Joseph I. Castro, President

5-4-2020  
Date