Guidelines for Faculty Governance
College of Arts and Letters
California State University Los Angeles

Preamble:

Effective and robust participation of the faculty of the College of Arts and Letters in the governance of the College is essential.

1. Faculty

The Faculty of the College of Arts and Letters is a constituent part of the faculty of the University and is bound by the rules thereof. For purposes of this document, the term "faculty", refers to those persons who hold probationary or tenured appointments in any department of the college. Temporary lecturers are invited to participate in College Meetings. Only probationary or tenured faculty of the College of Arts and Letters with full time assignments in teaching, research and academic administration (or a combination of these) are eligible to vote in College meetings outlined in this document.

2. Faculty Meetings

a) A general meeting of the faculty should be called at least once a year by the Dean of the College of Arts and Letters.

b) At any time, special problems or issues may be brought to a meeting of the faculty by the Dean or upon petition of at least 20 (twenty) faculty members of the College who are eligible to vote in College elections.

c) If a vote is necessary, the Dean's Office will prepare and distribute ballots within 10 working days of the meeting.

3. Agenda

a) The Agenda for a general meeting of the College of Arts and Letters shall be distributed at least two weeks in advance.

b) All substantive actions in all faculty meetings shall be restricted to items appearing on the published agenda.

c) Agenda items may be proposed by a written petition filed by 10% of the faculty of the College of Arts and Letters.

d) For general meetings 25% of eligible voting faculty members of the college shall constitute a quorum.

4. Standing Committees

a) Voting members of standing committees shall be elected by their respective departments or appointed ex officio as outlined following and serve three (3) year terms, initially staggered by lot.

b) Full time faculty at all ranks are encouraged to self-nominate for those committees for which they are eligible.
c) Standing Committees may establish their own procedures by majority vote of the committee provided that such procedures are not in violation of the College or University policies.
d) Each Committee shall in its first meeting, elect a Chair. The Chair will serve for the Academic Year (1 year term).
e) All Standing Committees shall meet at least once per semester or more often as needed.
f) Minutes from each Committee shall be distributed as soon as possible to Department Chairs and the Dean by Committee Chair.
g) Proxies may be assigned to attend or vote in place of absent members for all standing committees.

5. List of Current Standing Committees and their duties:

Faculty Affairs

Charge: The Faculty Affairs Committee advises and recommends to the Dean on faculty personnel policy matters including but not limited to the following:

a) ARTP Policies
b) College Level Research, Scholarship and Creative Activities (RSCA)
c) Sabbatical Leaves: The Faculty Affairs Committee shall rank all applicants in the College for sabbatical leaves and report their deliberations and ranking to the Dean.
d) Difference in Pay
e) Other assignments as referred

Procedures:

a) The Faculty Affairs Committee shall be composed of faculty members, one elected from each department of the College.
b) Only tenured faculty are eligible to serve on this committee.
c) The College Dean or designee will serve as an ex-officio non-voting member.

Graduate Council:
Charge: The Graduate Council shall review and recommend policies and procedures to the Dean and Associate Dean concerning the graduate programs of the College.
Procedures:

a) The Graduate Council will include the principal graduate adviser from each department of the College.
b) The Associate Dean of the College shall serve as ex-officio non-voting member and Executive Secretary of the Committee.

Instructional and Student Affairs Committee

Charge: The Instructional and Student Affairs Committee shall review and recommend

policies and actions in instructional matters and student affairs to the Dean and Associate Dean who then will forward them to the appropriate bodies. If the Dean or Associate Dean chooses not to accept a recommendation of the Committee, the Committee will be informed in writing of the rationale for the decision.

Procedures:

a) The Instructional and Student Affairs Committee shall be composed of faculty members, one elected from each department of the College.

b) The Associate Dean of the College shall serve as ex-officio non-voting member and Executive Secretary of the Committee.

Resource Allocation Advisory Committee (RAAC)

Charge: The Resource Allocation Committee provides a basic level of review for the allocation of College Resources and provides advice to the Dean on Fiscal Matters. This Committee is responsible for the ongoing examination of the use of resources within the College of Arts and Letters in light of the College Mission Statement and budget.

The Committee's concerns shall not be focused on departmental interests or other particular interests, but on general concerns and procedures from the perspective of the entire College of Arts and Letters.

Procedures:

The RAAC Committee is composed of the Chairs of the College Departments, the College representative to the Academic Senate Fiscal Affair Committee, and two ASI student representatives.

The College Resource Manager chairs the committee and is a voting member thereof.

Retention, Tenure, and Promotion Committees (RTP)

Charge

Committees will recommend to the Dean of the College of Arts and Letters regarding retention, tenure and promotion of full time faculty and range elevation of part time faculty**.**

Membership of ARTP Committees

a) Committees A and B are elected to serve for one year.

b) Committees will consist of five (5) voting five members with two alternates.

c) No more than one member (regular or alternate) from each department.

d) An alternate will vote when a regular committee member is not present.

e) Members will be elected by the College at large. The ballot is comprised of all eligible faculty members.

Procedures

The College ARTP document shall be used to determine specific procedures for Committees A and Committee B.

a) Each college committee shall have a minimum of five members and one alternate. When a member is to be absent from a substantial part of the committee's deliberations, the alternate will replace the member and will

continue through the completion of all committee deliberations of that cycle.

b) A committee member on the college evaluation committee may not be present when the committee is deliberating and voting on candidates from his or her department/division/school.

c) No member of an evaluation committee may participate in the evaluation of anyone who holds a rank higher than the member's rank. Additionally, faculty members under promotion consideration are not eligible to serve on promotion or tenure peer review committees.

Committee A

a) To consider the promotion of associate professors to full professors

b) To consider part time faculty for range elevation

c) In accordance with the current collective bargaining agreement only tenured faculty holding the rank of Professor shall be eligible for election to Committee A.

Committee B

a) To consider the retention and tenure of assistant professors.

b) To consider the promotion of assistant professors to associate professors.

c) In accordance with the current collective bargaining agreement only tenured faculty holding the rank of Associate Professor or Professor shall be eligible for election to Committee B.

6. Ad Hoc Committees

a) Ad Hoc Committees shall be convened by the Dean as appropriate for specific purpose and with specific end times.

b) Proxies may be assigned to attend or vote in place of absent members for all ad hoc Committees.

c) A majority of voting members of an ad hoc committee shall constitute a quorum.

7. These Guidelines are open to Amendment by a majority of votes of those attending a College Faculty Meeting called for the purpose of so amending.

Proposed by:
Faculty Affairs Committee
College of Arts and Letters
California State University, Los Angeles Spring 2020
Approved by faculty e-vote March 20, 2020