The Constitution of the Faculty of the College of Agriculture, CSU, Chico

Article I
Name

The name of this organization shall be the Faculty of the College of Agriculture, CSU, Chico.

Article II
Duties and Responsibilities

Section 1. It shall be the duty and responsibility of the Faculty of the College of Agriculture to formulate, recommend, review, and revise all academic, personnel, and professional policies, related to the College of Agriculture.

Section 2. It shall be the duty and responsibility of the Faculty of the College of Agriculture to assure, through the established channels of communication, the maximum cooperation between the teaching and administrative members, in order that policy and administrative implementation shall be consonant.

Section 3. It shall be the duty and responsibility of the Faculty of the College of Agriculture to present, through proper channels, to the President, Vice Presidents, and/or the Academic Senate of CSU, Chico any appropriate recommendation relating to, but not limited to, those policy matters in Article II, Section 1. Such recommendations may ask for amendment or elimination of any faculty policy when the Faculty of the College of Agriculture deems it to be in the general welfare of the academic programs of the College of Agriculture.

Article III
Members

Section 1. The Faculty of the College of Agriculture shall consist of all professors, associate professors, assistant professors, and lecturers holding appointments to this department. This includes faculty in the Faculty Early Retirement Program (FERP).

Section 2. Membership in the Faculty of the College of Agriculture shall not lapse because of sabbatical leave or leave of absence.

Section 3. Tenured, probationary, and 1.0 lecturer faculty of the College of Agriculture shall be eligible to vote except where expressly prohibited by university policy or by procedures in this document. Retired faculty in FERP are eligible to vote during the period of active employment. Electronic (email) voting will be accepted between meetings with a minimum of one business day period of open voting. Proxy voting will be accepted as long as the proxy is in written or email form. When meeting attendance is not possible alternate means of voting will be provided.

Section 4. When the necessity of voting arises during a summer session or in a period between regular sessions, those members of the Faculty who qualified to vote in the previous regular session of the university shall be entitled to vote.
Article IV
Programs of the College of Agriculture

The Faculty of the College of Agriculture recognizes the sub-groupings of Agricultural Business, Agricultural Education, Animal Science, and Plant & Soil Science within its organization. Others may be created when it is clear that the quality of instruction will be enhanced and that the business of the college will be handled more efficiently.

Article V
Faculty Officers of the College of Agriculture

Section 1. Agriculture Program Coordinator
A. The Agriculture Program Coordinator is the equivalent to a department chair in a college with multiple departments.
B. Procedures for selection. Only tenured full-time faculty are eligible to serve as Agriculture Program Coordinator.
   1. The following procedures are to be carried out during the fourth semester of the current term of the incumbent Agriculture Program Coordinator. Procedures for selection shall follow those established in EM 83-09 (appointment of department chairs).
   2. The nominating committee made up of program leads will review the Agriculture Program Coordinator position description and will consult with their respective academic programs and the college dean to establish criteria for the selection of candidates.
   3. The Agriculture Program Coordinator will be elected in the semester prior of the end of the current Coordinator’s term in order to ensure a smooth transition.
C. Term of office. The term of the Agriculture Program Coordinator shall be three years with a limit of two consecutive terms.
D. Compensation. The expectation is at least 40% assigned time as Agriculture Program Coordinator.
E. Role and function. The Agriculture Program Coordinator is a member of the professional work force in his/her academic area who is elected to perform administrative functions. He/she works closely with the members of the college faculty in enhancing the autonomy of the members so that their knowledge and creativity are freed for effective performance. He/she has the responsibility for providing leadership in developing a strong instructional program.
   The Agriculture Program Coordinator shall perform, but not be limited to, the following duties:
   1. Liaison role among the faculty, students, and the administration.
   2. Represents the academic programs at higher administrative and executive meetings, and, in consultation with the Dean, request Program Leads to attend appropriate events in the case the PC is not available.
   3. Disseminates information directed to him/her as representative of the faculty.
   4. Leads faculty meeting discussions and decision-making necessary for the functioning of the college faculty.
5. Advises the College and academic programs on budget items.
6. Academic staffing within College guidelines
7. Determines scheduling including course offerings, meeting times, meeting locations, and instructor assignments in consultation with program leads.
8. Reviews curricular development within the academic programs.
9. Calls regular and special faculty meetings in accordance with established rules (Article VII).
10. Responsible for enforcing University and college policy pertaining to class attendance, meetings, commencement, holding final examinations, issuing grades, etc.
11. Ensures that adequate records of all academic program business (e.g.; meeting minutes, policies, curriculum changes) are maintained.
12. Disseminates common metrics related to enrollment to the faculty on a regular basis.
13. Assign and balance advising loads across faculty within program groups.
14. Establishes guidelines for and approves ISA student assistants based on allotted hours balanced for student enrollment and course workload with justification being the onus of the faculty member requesting ISA hours.
15. Coordinates Academic Program Reviews of College degree programs including degree data collection during the review period.
16. Coordinates student programs such as Summer Orientation, outreach, and retention.

Section 2. Program Leads. Program Leads are the primary liaison between the Program Coordinator and the program areas (Article IV).

A. Procedures of selection. The program lead will be selected from among the instructors of the discipline area by those instructors. In the event that agreement cannot be reached among the instructors, the Agriculture Program Coordinator, in consultation with the Dean, may appoint one of the faculty as program lead.

B. The term of office will be two years.

C. Compensation. The expectation is at least 20% assigned time as Program Lead.

D. Role and function.
   1. Will assist the Agriculture Program Coordinator in the scheduling of classes.
   2. Organize meetings of the program faculty as appropriate.
   3. Will represent program needs to the Program Coordinator.
   4. Program Leads organize program level meetings to discuss curriculum, assessment, review mission/SLOs, and discuss other issues of concern.
   5. Review potential course articulation agreements (articulation agreements are sent to the PC then forwarded to Program Leads with expertise in the relevant discipline for review)
   6. Serve as the primary contact for program assessment.
   7. Work with the Program to prepare justifications for new faculty positions in the program area.
   8. Assist with the identification of part-time instructors, creation of part-time announcements, and distribution.

Section 3. Other officers of the College of Agriculture. Upon certain occasions the need may arise for one faculty member of the college to serve as a director or coordinator for a particular function, e.g., Safety Officer, Work Study/Student Assistant Coordinator.
A. Procedures for selection. The officers in this category may either be elected by the faculty of the College of Agriculture or appointed by the Agriculture Program Coordinator

Article VI
Committees of the Faculty

Section 1. Authorization. The Agriculture Program Coordinator of the College of Agriculture may authorize committees to be charged with such duties as are specified in Article II, Section 1.

Section 2. Procedures of Selection. Members of every committee will be elected from and by the faculty of the College of Agriculture. Each committee will then select its chair unless the selection of the chair is otherwise specified.

Section 3. Recommendations and Reports. Each committee under this section shall make its recommendations and reports to the Faculty of the College of Agriculture unless specifically directed to report to the Agriculture Program Coordinator.

Section 4. Committee Meetings.
A. The chair of a committee may call a meeting of that committee whenever he/she deems it necessary to do so.
B. The chair of a committee will call a meeting within five academic days after being directed to do so by the Agriculture Program Coordinator.
C. Notice of committee meetings with an agenda will be given to all members of the faculty.
D. Meeting minutes will be kept by the committee and posted electronically by the college ASC.

Section 5. College Committees
A. Curriculum Committee
1. Procedures of selection. Four members representing the sub-disciplines shall be selected for this committee in the manner prescribed in Article V, Section 2 A. The chair shall likewise be selected as prescribed in Article VI, Section 2.
2. Term of office. The term of the members of the curriculum committee shall be two years.
3. Role and function. The curriculum committee will deal with, but not be limited to, the curriculum areas of:
   a. Review and recommendation of academic offerings.
   b. Review and recommendation of degree requirements.
   c. Assist faculty in preparing documents for curriculum changes.
   d. Insure the timely processing of curriculum changes as required by the university.
B. Personnel Committees
1. The College of Agriculture maintains two personnel committees:
   a. The First Level Review Committee. This committee is the equivalent to a department personnel committee.
   b. The Second Level Review Committee. This committee is the equivalent to a college personnel committee. The Second Level Review Committee also serves as the College Faculty Leaves Committee.
2. All full-time tenured faculty are eligible. The committee will have three members selected from the eligible faculty.
3. Term of office shall be three years.
4. Role and function. These committees will operate according to the procedures outlined in the Faculty Personnel Policies and Procedures (FPPP) document. The role of the committee is to evaluate the performance of all instructional faculty, Teaching Associates, and Graduate Assistants. The committee will also recommend to the College the area(s) of expertise which need to be considered when hiring.

C. Hiring Committee
1. Procedure of selection. Any full-time tenured faculty member interested in participating in a specific hire may serve. Full-time tenured and probationary faculty of the College of Agriculture will elect the committee. Each hiring committee will be responsible for filling one specific position.
2. Committee must consist of a minimum of three members.
3. Term of office. The term of office will end when the specific position is filled.
4. Role and function. The committee will insure that the hiring process is conducted in accordance with University policy. The committee will be responsible for all aspects of the hiring process which includes, but is not limited to, the following:
   a. Coordinate with program faculty, to determine the responsibilities and qualifications of the position.
   b. Coordinate with program faculty to develop the “request to hire” document.
   c. Submit position documents to dean for review and approval.
   d. Advertising.
   e. Screening applications.
   f. Interviewing candidates.
   g. The committee will compile and evaluate all data/recommendations from faculty, staff, students and industry regarding candidates prior to making its recommendation.
   h. The committee will vote on the candidates based upon all relevant materials/input and hiring recommendation(s) will be forwarded to the Dean.

D. ARI Review Committee
1. Procedures of selection. Four members representing the sub-disciplines shall be selected for this committee in the manner prescribed in Article V, Section 2 A. The chair shall likewise be selected as prescribed in Article VI, Section 2.
2. Term of office. The term of the members of the committee shall be two years.
3. Role and functions are:
   a. Review ARI grant proposals and provide funding recommendations to the Dean and ARI campus coordinator.
   b. Provide feedback to the Dean and Foundation on ARI procedures.
   c. Provide feedback to faculty to improve the quality of proposals.

E. Farm Committee. The Farm Committee is composed of Faculty and Staff and chaired by the University Farm Administrator. The committee advises the Farm Administrator.
1. Procedures of selection. Four members representing the programs shall be selected for this committee in the manner prescribed in Article V, Section 2 A. The chair shall likewise be selected as prescribed in Article VI, Section 2.

2. Term of office. The term of the members of the committee shall be two years.

3. Role and functions are:
   a. Represent the faculty needs for Farm resources.
   b. Provide input in Farm planning.
   c. Advocate for academic uses of the Farm.
   d. Disseminate University Farm issues and policies to their sub-disciplines.

F. Awards and Scholarship Committee.

1. Procedures of selection. Four members representing the programs shall be selected for this committee in the manner prescribed in Article V, Section 2 A. The chair shall likewise be selected as prescribed in Article VI, Section 2.

2. Term of office. The term of the members of the committee shall be two years.
   a. Role and functions are:
   b. Review award and scholarship applications.
   c. Award scholarships.

G. Ad-hoc committees

1. Procedure of selection. A simple majority vote of eligible faculty can establish the need for an ad-hoc committee. Procedures for committee selection may vary depending on the role and function of each committee.

2. Term of offices. The term of office will vary for each committee as determined by a simple majority vote of the faculty.

3. Role and function. The role and function will vary for each committee as determined by a simple majority vote of the faculty.

**Article VII**

Meetings and Quorum of the Faculty of the College of Agriculture.

**Section 1. Meetings of the Faculty**

A. The Agriculture Program Coordinator shall call meetings as he/she deems necessary.

B. Meetings of the Faculty of the College of Agriculture may be requested by its membership. Upon receiving such a request, the Agriculture Program Coordinator shall call a meeting to take place within ten instructional days.

C. All faculty members of the College of Agriculture in residence will be notified of the time and agenda prior to every faculty meeting.

D. The faculty of the College of Agriculture may initiate actions by a simple majority vote.

**Section 2. Quorum of the Faculty.** A quorum shall be not less than a majority of the faculty eligible to vote (Article III).
Article VIII
Amendments and Policies

Section 1. Proposals of Amendments. Amendments to this Constitution may be proposed by:
A. A majority vote of the Faculty of the College of Agriculture.
B. A petition signed by at least twenty percent of the Faculty of the College of Agriculture.
C. Proposals for amendments must be available to the Faculty of the College of Agriculture at least ten instructional days before they are voted upon.

Section 2. Approval of Amendments. Amendments proposed pursuant to Article VIII, Section 1 of this Constitution shall require approval by two-thirds of the members of the Faculty of the College of Agriculture voting, with not less than a majority of that Faculty casting ballots.

Section 3. Policies. The Faculty may adopt policies guiding the operation of the College.
A. Policies may be adopted by a majority vote of the Faculty of the College of Agriculture unless otherwise restricted by this document or university policy.
B. Policies will be recorded with the adoption date.
C. Policies will be maintained in the College of Agriculture Faculty Policy Manual that is accessible to all faculty.