

CONSTITUTION

of

The College of Natural Sciences

April 1975

Revised April 1979

Revised September 1987

Revised April 1993

Revised May 2012

ARTICLE I

The name of the organization shall be the Faculty of the College of Natural Sciences.

ARTICLE II

Members

- Section 1. The Faculty of the College of Natural Sciences shall consist of all those holding full-time or part-time appointments at instructor or higher rank within the College. The voting Faculty of the College of Natural Sciences shall consist of all those with full-time appointments having the rank of instructor or higher who are members of university recognized academic departments.
- Section 2. Membership in the Faculty shall not lapse because of sabbaticals, leaves of absence, or part-time assignments elsewhere in the University. Although faculty may not lose voting privileges nor membership in the Faculty of the College because of assignment to teaching or administrative responsibilities elsewhere, such members should not represent their Department/School or College where conflict of interest due to such assignment can occur.

Voting

- Section 1. When a vote of the Faculty is called, voting shall be conducted by secret ballot in each department or school. Faculty will cast their ballot in the department where the largest portion of their RTP is conducted. In no case will faculty cast a vote in more than one department.
- Section 2. When a vote of the Faculty is needed and the number of candidates matches the number of open positions, no election will be held and the sole candidate will be declared the winner of the election.

ARTICLE III

Duties and Responsibilities

- Section 1. Faculty members of the College of Natural Sciences shall teach, advise students and be responsible for all assigned duties, including service on standing committees, and participating in the administration of College affairs, to the extent that power to do so is delegated. Research or other creative activities, as a concomitant to good teaching, is essential. It shall further be the responsibility of the Faculty to ratify and/or amend the Constitution and to otherwise uphold it.
- Section 2. It shall be the duty and responsibility of the Faculty to work through proper channels to change those administrative decisions with which the Faculty cannot agree.

ARTICLE IV

Organization of the College of Natural Sciences

- Section 1. The Dean, College of Natural Sciences, shall administer the College.
- Section 2. The Associate Dean, College of Natural Sciences, shall assist the Dean in the administration of the College.
- Section 3. The Dean, College of Natural Sciences, may appoint Assistant Deans from time to time to assist the Dean in specific tasks associated with the administration of the College.
- Section 4. The Dean shall be advised and assisted in administration by an Executive Committee made up of the Chairs of Departments and the Directors of Schools within the college. The Dean may elect to include others such as Center Directors or Staff Representatives. The Dean shall schedule meetings of the Executive Committee and shall work closely with this group in administering the College. The Dean may create subcommittees within the structure of the Executive Committee or may create ad hoc committees when deemed desirable. The Faculty of the College shall be notified of the creation of such subcommittees.

ARTICLE V

Staff Officers of the College of Natural Sciences

- Section 1. Dean, College of Natural Sciences
- A. Procedures for Selection or Reappointment
- a. An ad hoc committee shall be appointed for the purposes of reviewing the selection procedures and to conduct the election of the Dean Selection Committee.
- b. The Dean Selection Committee shall consist of one member from each Department and each School within the College, one at-large member of the Faculty of the College, a college dean designated by the Academic Senate, and the Provost or designee, who will serve as a non-voting member.

- c. The member from each Department or School shall be duly elected by the respective Department or School using that unit's guidelines for voting.
- d. Nominations for the at-large position will be by petition when signed by ten (10) faculty members including the nominee. The at-large nominee receiving the highest number of votes, irrespective of Department or School membership, becomes the member at-large. In the event of a tie vote for the position, a run-off election shall be held between those involved in the tie.
- e. The Dean Selection Committee will elect a Chair to conduct the business of the Committee without further authorization from the College Faculty. However, this Committee will be guided by Executive Memorandum 04-043, "Executive Management Selection Committee," or the appropriate EM currently in force. The Committee will further establish its own processes conforming to all University regulations and deadlines.

B. Duties and Responsibilities of the Dean

- a. It shall be the duty and responsibility of the Dean, College of Natural Sciences, to administer the College. The Dean should vigorously present the goals and academic aspirations of the various Departments, Schools, and Centers to the administration and, through proper documentation, justify the need for support.
- b. Resources should be allocated within the college in an equitable manner with the counsel and advice of the Executive Committee.
- c. The Faculty of the College should be kept informed by the Dean through meetings of the Faculty of the College or through memoranda of:
 - i. Directives not otherwise distributed which affect the Faculty.
 - ii. Opportunities, assignments or appointments to University-wide committees where faculty members serve as the representative of the College. Such opportunities should be publicized so that qualified and interested faculty may apply for such assignments.

Section 2. Associate Dean, College of Natural Sciences

A. Procedures for Selection or Reappointment

- a. The Dean may appoint Associate Deans to assist in administering the College. Such an appointment shall be made in consultation with the Executive Committee. At the time of appointment Associate Deans must be full professors with chair experience or equivalent. Associate Deans may be appointed as a MPP.

Section 3. Assistant Deans

A. Procedures for Selection or Reappointment

- a. The Dean may appoint Assistant Deans for specific tasks associated with administering the college. Such an appointment shall be made in consultation with the Executive Committee. At the time of the appointment Assistant Deans must be associate or full professors currently on the faculty within the college. Assistant Deans will remain faculty throughout their appointment.

Section 4. Department Chairs and School Directors

Department Chairs and School Directors shall be nominated by the respective Departments or Schools in accordance with that Department's or School's constitution or bylaws, following procedures prescribed by the university. The Department Chairs and School Directors shall administer the Departments and Schools with the advice and consent of the Department or School faculty.

Section 5. Center Directors

Center Directors shall be appointed by the Dean in consultation with the Executive Committee.

ARTICLE VI

College of Natural Sciences Committees

Section 1. Authorization

The Dean, College of Natural Sciences, may authorize committees to be charged with specific duties and such committees as may be mandated by University decree; to include, but not be limited to, the following standing committees:

- a. Curriculum, Academic Policies and Status Committee (CAPS)
- b. College Personnel Committee (RTP)
- c. Faculty Leaves and Development Committee

Section 2. Committee Membership

Each Department and School must have representation on each College standing committee elected by the respective unit.

Students, where mandated, or permitted and deemed desirable by the committee, may be added to the membership of the committee in a manner prescribed by the committee.

In the event of vacancies on the standing committees, replacements will be elected consistent with the requirement that each Department and School shall have representation on each committee.

Section 3. Term of Office

Term of office will normally be for two years and no committee member may serve more than two consecutive terms. When forming new committees or combining two or more committees into one committee, the College will hold an election. The four committee members receiving the highest number of votes will be elected for two-year terms. The four receiving the next highest votes will be elected for one-year terms.

Section 4. Each committee will organize itself, elect or choose a chair and may delegate duties and responsibilities to subcommittees.

Section 5. Each standing committee is charged with presenting a summary of each year's activities, and may make recommendations to the Dean and Executive Committee. This should occur late in each academic year.

Section 6. Duties and Responsibilities of College Standing Committees

A. Curriculum, Academic Policies and Status Committee, (CAPS)

- i. The general purposes of the CAPS Committee is to review and make recommendations on (1) the direction and academic emphasis for the College, (2) the coordination of Department and School degree programs and courses, (3) curricular changes in accordance with University policy and procedures and (4) student admission and readmission standards for the programs of the College.
- ii. The CAPS Committee will be concerned with the content and quality of all courses or programs offered within the College and with interrelationships and effect upon other courses and programs.
- iii. It shall be the responsibility of the CAPS Committee to review new course proposals when submitted, following the format prescribed by the Committee. After due deliberation and final decision, the submitting Department or School will be notified, in writing, of the action of the Committee. When a majority of the Committee deems it desirable, existing courses taught within the College may be reviewed. The Committee may make recommendations to the Departments and School concerning such courses.
- iv. The Committee shall act on applications for readmission and make recommendations concerning such applications.
- v. The Committee may delegate responsibility to subcommittees if desirable and permissible by University policy.

B. College Personnel Committee (RTP)

- i. University Faculty Personnel Policies and Procedures (FPPP) limits membership to tenured faculty at the rank of Full Professor. Membership is further restricted in that no faculty member may serve on this Committee who participates in the personnel review process in any official capacity at any other level.
- ii. The College Personnel Committee shall establish its own procedures, which shall

be consistent with the current Faculty Personnel Policies and Procedures (FPPP) and the current Unit 3 Collective Bargaining Agreement (CBA).

C. Faculty Leaves and Development Committee

- i. The function of the Faculty Leaves and Development Committee shall be to review applications for Sabbatical Leave by faculty members of the College and to rank in order of priority such Sabbatical Leaves as may be available to the College. These ranked recommendations will be forwarded to the Dean.
- ii. The Faculty Leaves and Development Committee may also review applications for other competitive faculty awards if requested to do so by the Dean.
- iii. The Committee will organize itself and establish its own procedures consistent with the current Faculty Personnel Policies and Procedures (FPPP) and the current Unit 3 Collective Bargaining Agreement (CBA).

ARTICLE VII

Amendments and Changes to the Constitution

The Constitution may be changed or amended by a two-thirds majority of the voting Faculty. Proposed changes or amendments must be submitted to the Faculty at least one week prior to the vote.

ARTICLE VIII

Ratification

The Constitution of the College of Natural Sciences, upon ratification by the Faculty of the College, by a two-thirds majority, shall supersede all previous constitutions and/or bylaws and become the official document for the College. Where conflict with University rules and regulations arises, the University regulations will take precedence over those of the College.