Faculty Governance Document

College of Business Administration
California State University San Marcos

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College Committee Composition Review Table

Committee	Composition (MPP)	Composition (Faculty)	Faculty Classification	Composition (Staff)
Strategy Team	- Dean (voting) - Associate dean (voting)	- Faculty chair (voting) - Four at-large Faculty (voting)	Tenured Tenure Track	- One staff member (voting) - One staff member (non-voting)
Operations Team	- Associate dean (voting) - Dean (non-voting)	- Faculty chair (voting) - Chair of each department (voting)	Tenured Tenure Track	- One staff member (voting) - One staff member (non-voting)
AACSB Team	- Associate dean (voting)	- Three at-large Faculty (voting)	Tenured	- College AACSB Accreditation Coordinator and Assessment Specialist (voting) - Sr. Strategic Specialist (voting)
AoL Team	- Associate dean (voting)	- At least Seven at-large Faculty (voting)	Tenure Track or Lecturer	- College AACSB Accreditation Coordinator and Assessment Specialist (voting) - Sr. Strategic Specialist (voting)
Undergraduate Curriculum Committee (UGCC)	- Associate dean (non-voting)	- One faculty representative from each department (voting) - GBM Option director (voting)	Tenure Track or Lecturer Tenure Track or Lecturer	- One staff member (non-voting) - One CoBA advisor (non-voting)

Graduate Curriculum Committee (GCC)		- One faculty representative from each department (voting)	Tenure Track or Lecturer	- Director of the graduate programs (non-voting) - MBA programs associate director (non-voting)
R&D Committee	- Associate dean (non-voting)	- At least Three at-large Faculty (voting)	Tenure Track	
Budget Committee	- Dean (Voting)	- Department Chairs (voting) - One faculty representative (voting) - CoBA Representative on BLP (voting) - Director of Graduate Program (voting)	Tenured	- One staff member (non-voting) - Budget Analyst (non-voting)

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Mission

CoBA provides a transformative business education that prepares our diverse student body for success in an evolving economy and society. Our faculty delivers a relevant and innovative curriculum, upholding high academic standards. We integrate theory and practice, guided by scholarship and collaborations with industry experts and community leaders.

Definitions

CBA	Collective Bargaining Agreement

Committee Service Eligibility	Eligible members of the faculty shall consist of those individuals who are tenuretrack and hold faculty rank. Wherever eligible, lecturer faculty are encouraged to participate. The college will include lecturers in the call for nominations and elections of relevant committees. Faculty on leaves of absence without pay, leaves of absence with pay, sick leave, sabbatical leaves, and difference in pay leaves are not eligible during the term of their leave. During the time of their leave, faculty may run for election that begins after the time of their leave ends. Faculty members who have a FERP appointment shall be eligible to serve on committees only during periods of active FERP employment. They may not serve on Promotion and Tenure Committees, as defined in CBA Article 29.19. They may serve on a Peer Review Committee during a period of inactive employment only upon the request of the department and approval of the president, as defined in CBA Article 15.35. FERP faculty are eligible to serve on committees during the semester they are actively working at the discretion of the committee members. During inactive employment periods, they may run for election to the Academic Senate or a university-level committee for a term that begins during a period of active employment.
FERP Faculty	Part-time lecturer who retired as a tenured faculty.
Lecturer Faculty	Full-time or part-time faculty appointed for one or more semesters off the tenure track.
Probationary Faculty	Full-time tenure-track faculty who is untenured.
Quorum	More than 50 percent of eligible tenure-track faculty constitutes a “quorum” for the purposes of voting.
Tenure-Track Faculty	Full time faculty who are either probationary or tenured.
Tenured Faculty	Full-time tenure-track faculty who has been awarded tenure.

Voting	Faculty members on personal leaves of absence without pay (as defined in CBA Article 22) are ineligible to vote. Faculty members who are on any other type of leave of absence, or in a period of inactive employment for the FERP or Preretirement Reduction in Time Base Program (as defined in CBA Articles 23, 24, 27, 28, 29 and 30 respectively) may retain their voting rights during the time of their leave or inactive employment period. If a faculty member desires to vote while on leave or during an inactive employment period, the faculty member must furnish the dean's office, by the beginning of the leave or inactive employment period, an address to which the faculty member wants ballots sent. Faculty who do not exercise this option to vote will not be counted as voting members for purposes of determining whether sufficient votes have been cast to settle an election.

Philosophy

The College of Business Administration is committed to the principle of shared governance by faculty and administration. Through shared governance, the faculty and administration work together to pursue the mission of the college.

Shared governance involves sharing information and decision making, and encouraging a balance of responsibility and accountability. College governance should operate in a manner that is open, honest, principled, student-centric and mutually respectful, with elected representation to reflect the diverse perspectives of the college community.

Principles

The dean's office and the faculty shall collaborate to establish strategic direction for the college. The faculty, with appropriate input from relevant constituents and consultation with the dean's office, shall assume primary responsibility for developing, and recommending to the dean's office, academic policies, procedures and curriculum. The dean's office, with consultation with the faculty, shall assume primary responsibility for college operation, budget and resource allocation.

College governance shall be consistent with the university and college mission statements, the Collective Bargaining Agreement between the California Faculty Association and the trustees of the California State University, HEERA, other state laws/regulations, and CSU system regulations.

Faculty Groups

The faculty shall participate in the shared governance of the college both as individuals and as members of CoBA groups and committees including, but not limited to, the following:

College-Wide Standing Committees	▪ Strategy Team

	▪ Operations Team ▪ AACSB Team (AA) ▪ Assurance of Learning Team (AoL) ▪ Undergraduate Curriculum Committee (UGCC) ▪ Graduate Curriculum Committee (GCC) ▪ Research and Development Committee (R&D) ▪ Issue-specific Task Forces
Department Level Committees	▪ Search Recommendation Committees ▪ Peer Review Committees (PRC)

Voting Procedures

Unless otherwise stated, the following procedures shall be standard policies for voting. Voting members of the faculty include all eligible faculty members as explained in the "Definitions" section of this document. Elections and motions shall be decided by a majority vote. All motions included as agenda items shall be decided by a majority of all eligible members using an online secret ballot.

Other matters shall be decided in an open vote by a majority of those voting. Votes shall be taken by a show of hands; however, anyone may request a secret ballot. In the event of a tie in a vote of the faculty of the whole, the dean may cast the tie-breaking vote.

Recall Procedures

In the rare situation in which an elected member of a college governance body fails to fulfill the responsibilities of the office or uphold the mission of the college, the CoBA faculty may recall the member before his/her term ends. A recall requires a 60 percent majority vote. In the event of such a recall, a new member shall be elected following the procedures explained above.

Faculty Chair

Responsibilities

The faculty chair serves as liaison between the faculty and the Strategy Team, Operations Team, and dean's office by:

- Serving on the Strategy Team and Operations Team
- Presenting faculty concerns/suggestions to the Strategy Team, Operations Team, and dean's office
- Informing faculty of issues discussed in Strategy Team and Operations Team meetings

- Chairing faculty meetings
- Serving as an ombudsperson to the dean's office on issues of shared governance and other faculty concerns
- Serving as the academic chair for courses that are offered through the Dean's Office

Eligibility for Election as Faculty Chair

All tenured members of the faculty, with the exception of department chairs, that have been CoBA faculty members for a minimum of three years, are eligible to serve as faculty chair.

The term of office shall be three years with a limitation of a second reappointment (i.e., a maximum service of six years). After serving two consecutive terms, a person is eligible for reappointment after a hiatus of one year. However, under special circumstances (e.g., no one eligible or available to serve), a person may be elected for an additional one-year term.

Election Procedures

The dean's office shall issue a call for nominations in early April, and a faculty member may be nominated by another faculty member or may self-nominate. If a nomination is made by another faculty member, it shall be confirmed with the nominee prior to placing his or her name on the ballot. After nominations are closed, faculty members may remove their names from consideration prior to the ballot. The dean's office shall issue ballots for voting by secret ballot, and ballots will be counted by the assistant to the dean. If the ballot contains one candidate, the candidate must be approved by a majority. If the ballot contains more than one candidate, election of the chair will be determined by a plurality.

Timing of Elections

Elections shall take place no later than April 30. The new faculty chair shall take office at the beginning of the summer session one.

Faculty Meetings

Faculty meetings are essential to the effective governance of the college. These meetings provide an opportunity for faculty to formulate policies falling outside the purview of the standing committees as well as to review the business conducted by the standing committees. Faculty meetings can be called whenever deemed necessary by department chairs, a majority of faculty, or by the dean, but are expected to be held a minimum of six times per year (three times per semester).

The faculty chair, in consultation with the dean, shall set the agenda for faculty meetings. In the rare event that the dean or faculty chair is not willing to consider an item, a faculty member can place items directly on the agenda through a majority vote. All meeting agendas and materials shall be made available for review at least three days prior to the meeting.

The presiding officer of the faculty meetings shall be the faculty chair. Meetings shall be conducted according to Robert's Rules of Order and a CoBA member shall take minutes.

Recommendations from standing committees, task forces, department chairs or other individuals should be presented to the faculty chair and dean for direction on development and feedback, after which the recommendations may be placed on a faculty meeting agenda. Recommendations from standing committees that fall within the defined responsibilities of the committee may be sent directly to the dean without approval of the full faculty. Such referrals shall be communicated to the faculty by memo or e-mail; the eligible members of the faculty are free to call for a vote of endorsement, dissatisfaction, or modification of any aspect of committee business, as well as matters falling outside the regular business of the standing committees, at any faculty meeting.

The chair or team member(s) of each CoBA standing committee shall report on committee business during at least one faculty meeting each semester.

Review of Governance Document

To ensure this document reflects the wishes of the faculty and the dean, this document shall be reviewed every five years. The Faculty Chair will lead this effort in concert with a task force. However, should there be a desire at any time to make changes in the governance structure, changes may be proposed in writing by any member of the faculty or college administration and submitted to the Operations Team for first reading. The Operations Team shall then distribute the proposal to the faculty (in hard copy or e-mail) no fewer than three days prior to a faculty meeting. A majority vote in favor of the change(s) is required for such change(s) to be accepted.

Department Organization

Faculty in the College of Business Administration shall be organized in six departments:

- Accounting
- Finance
- Management
- Management Information Systems
- Marketing
- Operations and Supply Chain Management

Faculty from these departments shall participate in decision-making for both undergraduate and graduate programs through participation in standing committees and other committees and task forces. Each department shall have a chair, and the chair shall be a tenure-track faculty member from the department.

In addition, the Global Business (GBM) Option shall have an option director. The dean, in consultation with the Management Department shall appoint this director. The responsibilities of the option director include:

- Advising students regarding track choices, course selection and other related issues, including advising about foreign exchange partner programs and course equivalencies; advising students about GBM 495 (global business experience)

- Working with the Global Education Office to evaluate current foreign exchange partner relationships and develop new ones as appropriate
- Working with CoBA advisors to resolve student issues and coordinate the GBM program as it relates to their advising role
- Working with department chairs to ensure appropriate staffing and scheduling of required GBM Option courses
- Monitoring program quality, including relevance of course content, and quality of instruction as it pertains to the GBM Option
- Working with faculty to study, propose, and develop curriculum revisions to the GBM Option as deemed appropriate
- Representing the GBM Option on the Undergraduate Curriculum Committee
- Developing and maintaining appropriate external relations necessary to create internships and employment opportunities for GBM students
- Developing and maintaining contact with GBM alumni

Department Chairs

Overall, chairs are responsible for the alignment of the department with the college and university's mission and goals.

Responsibilities	
Committees	➢ Serving on the Operations Committee
Communication	➢ Conducting a minimum of two department meetings per semester ➢ Serving as a liaison between the department's faculty and the dean's office ➢ Working with faculty to develop goals, objectives, and policies for the department ➢ Keeping faculty members fully informed of department, college, and university plans, activities and expectations ➢ Representing the members of the department faculty in regularly scheduled meetings with the dean's office on shared governance issues ➢ Coordinating and participating in student orientation sessions and other student outreach activities
Curriculum Development and Management	➢ Working with faculty to study, propose, and develop curriculum revisions ➢ Reviewing instructional department quality including relevance, content of courses and quality of instruction; chairs should receive copies of course syllabi and other information as appropriate for department evaluation

Resource Management	➢ Working with members of the department faculty to evaluate instructional needs and determine teaching resource needs for both tenure-track and parttime faculty for all options and department related masters (MS) programs ➢ Chairs must also work with the graduate program director to determine resource needs for the MBA programs ➢ Coordinating with members of the department, as well as chairs of other departments and the dean's office, to prepare teaching schedules, course assignments, and course formats ➢ Planning committee assignments with the department faculty to ensure that faculty members share the load in committee service to CoBA and to the university
Faculty Development, Deployment, and Supervision	➢ Fostering high-quality learning, teaching, research, and service among department faculty ➢ Working with relevant members of the department faculty to select and review lecturers for courses ➢ Evaluating one-semester and one-year lecturers. ➢ Providing oversight for faculty recruiting efforts in their department: ensure compliance with recruiting procedures including responsibility for completing a recruiting plan ➢ Providing leadership in encouraging faculty in scholarly pursuits; provide guidance and monitoring of non-tenured faculty to help them through the tenure and promotion process ➢ Encouraging and supporting faculty professional development, including faculty applications for grants and sponsored research
Student Administration	➢ Mediating and attempting to resolve undergraduate and department related graduate student complaints/problems with faculty (after student discussions with faculty) ➢ Supporting student success efforts such as teaching quality, recruiting and participating in events

Eligibility for Election as Department Chair

All tenure-track members of a department's faculty who are at the rank of associate professor or higher are eligible to serve as a chair. The term of office shall be three years with a limitation of a second reappointment (i.e., a maximum service of six consecutive years). After serving two consecutive terms, the incumbent chair may be eligible for reappointment after a hiatus of one term (three years).

Exceptions:

- If no one else in a department is eligible to serve, the incumbent chair who has served two consecutive terms may be elected for one additional term (for a maximum of nine consecutive years).
- If a department has no eligible faculty, the dean shall nominate an individual from among all eligible faculty in CoBA and the nominee shall be voted upon by the faculty in the department.
- If the department has eligible faculty, all of the department faculty shall nominate an individual from within the department to serve.
- If a department has eligible faculty but no one willing to serve as chair, the dean shall nominate an individual from among all eligible faculty in CoBA and the nominee will be voted on by members of the Operations Committee (the nominee shall not vote if he or she is a member of the Operations Committee). An incumbent chair who has served two consecutive terms may be nominated, but he or she can only serve one additional three-year term (for a maximum of nine consecutive years).

Election Procedures

Each department shall be headed by a chair who shall be elected in accordance with the university's Department Chair Selection Policy & Procedure.

When a chair goes on any type of leave for a semester or more, the department will select a replacement for the term of that leave.

Timing of Elections

Elections shall take place no later than April 30. New department chairs shall take office at the beginning the fall semester. However, outgoing chairs will be responsible for temporary faculty evaluations for the evaluations due in the fall semester of the incoming chairs first term.

New department chairs (serving their first year of their first term) shall in addition have the option to schedule no teaching WTUs in the fall of their first semester as chair.

Graduate Program Director

Nominations will be solicited from the faculty and appointed by the dean.

Responsibilities

- Overseeing all academic and curricular aspects of CoBA MBA programs
- Working with department chairs and associate dean to schedule and staff all courses
- Monitoring quality of instruction; director should receive copies of course syllabi and other information as appropriate for department evaluation
- Recruiting MBA lecturers

- Scheduling and coordinating FEMBA's workshops and serving as instructor on record
- Working with the dean to plan the fiscal budget, funded by the MBA professional fees, including program support, marketing, recruitment, MBA office, and faculty professional development support
- Working with the outside community to find quality projects for the MBA master's project
- Working with the MBA operations administrator on operational aspects of the program including advertising, information sessions, course scheduling, coffee service, lunch service etc.
- Reviewing all admission files and sending admittance letters to all of those accepted (and denial letters to those who are not accepted)
- Notifying all students who are placed on academic probation and/or who are dropped from the program
- Advising and working with students who desire to petition for exceptions and substitutions
- Reviewing all files for advancement to candidacy status
- Reviewing all files for graduation checks and sign all appropriate paperwork to ensure that students will be graduated
- Reviewing the performance of tenure-track faculty and lecturers teaching in graduate programs ▪ In conjunction with the college operations administrator:
  - Representing the MBA program on the Graduate Studies Council (GSC)
  - Attending all information sessions for the program ○ Organizing and coordinate orientations for graduate programs ○ Serving as a non-voting member of the Graduate Curriculum Committee

Evaluation of Graduate Program Director

The evaluation process is to be a formative and an evaluative tool to help the graduate program director grow and improve his/her skill as a leader and to assist in the achievement of goals for the program.

The graduate program director shall be reviewed by the dean near the end of the spring semester, with input from the Graduate Curriculum Committee and all tenure-track faculty who have taught in the program. The dean shall keep all input confidential. The dean shall produce a written summary evaluation that shall be shared with the director. At the end of the academic year, the dean shall meet with the director to discuss areas of strength and formulate a plan to address weaknesses, if any.

General Procedures for Standing Committees

Selection of Committee Members

The standing committees of CoBA shall have representation from the departments in the college. Each department chair is encouraged to solicit committee members from interested faculty in his or her department. If there are more applicants in a department than needed for the membership, there shall be an election to determine the department's representative(s). The winners of the election shall be determined by a majority of the eligible voters in the department. Elections shall be held in April.

Changes to Membership

Changing the composition or charge of standing committees shall not require a full revision of the Governance Document. Rather, such changes can be made by a simple majority vote of the faculty.

Election of the Committee Chair

The voting members of each committee shall elect the chair of the respective standing committees.

Term of Office

Standing committee members shall serve two-year terms, with the exception of the Strategy Team and the Operation Team which have three-year terms. In the event of a vacancy on a committee, the replacement shall be selected to complete the unfinished term following the committee's selection procedures.

College-Wide Standing Committees

The dean's office shall maintain a record of college-wide standing committee members and each member's term of service (start and end semester). The dean's office shall send the record to department chairs at the beginning of each spring semester.

Strategy Team	
Composition	➢ Dean, Co-chair ➢ Associate dean ➢ Faculty chair
Responsibilities	➢ Four at-large faculty (voted upon by all faculty), serving three-year terms ➢ Committee members will select a co-chair from among the faculty members (including the faculty chair). ➢ The dean and committee co-chair will jointly establish committee process and meeting agendas. ➢ One staff member appointed by the dean's office ➢ A second staff member appointed by the dean's office to take notes

Responsibilities	➢ CoBA's strategy consists of strategic goals and initiatives aimed at accomplishing the goals. The strategy team conducts analyses, formulates and implements strategy and/or serves as a forum to initiate and engage relevant parties (e.g., ad hoc committees) in the formulation and implementation of strategy. ➢ The team also communicates status of the formulation and implementation of strategy to relevant parties (e.g., periodically during CoBA's faculty meetings).
Meetings	➢ At least once per month during the faculty contract period
Operations Team	
Composition	➢ Associate dean, Chair ➢ Dean, Ex-officio ➢ Faculty chair ➢ Chair of each department ➢ One staff member appointed by the dean's office ➢ A second staff member appointed by the dean's office to take notes
Responsibilities	➢ Developing state budget resource projections ➢ Recommending measures to address state budget shortfalls ➢ Developing and reviewing, when appropriate, proposals for alternative sources of funding other than state and trust funds ➢ Reviewing and recommending requests for allocation of trust funds ➢ Developing, when appropriate, proposals for allocation of trust funds ➢ Communicating state budget resource matters and allocation of trust funds to relevant parties (e.g., periodically during CoBA's faculty meetings) ➢ Review and comment on development of new academic programs within college ➢ Reviewing and recommending requests to Academic Affairs for hiring of tenure-track faculty ➢ Reviewing and recommending allocation of tenure-track faculty lines to departments ➢ Carrying out additional operational responsibilities (e.g., hiring staff and determining course caps)
Meetings	➢ Weekly

AACSB (AA) Team

Composition	➢ Associate dean, Chair ➢ Three tenured at-large faculty appointed by the Associate Dean in consultation with the faculty chair ➢ College AACSB Accreditation Coordinator and Assessment Specialist(s) ➢ Sr. Strategic Specialist
Responsibilities	➢ Taking the lead on all AACSB-related topics and processes with focus on maintaining full accreditation. ➢ Remaining current on AACSB standards and any subsequent changes to the standards for continuous improvement and accreditation maintenance ➢ Developing the Continuous Improvement Report (CIR) for the five-year review cycle. ➢ Working with the faculty, staff, and administration to address shortcomings for AACSB standard(s) within the college ➢ Working with assigned AACSB mentor, as needed ➢ Planning accreditation-related visits ➢ Preparing the Continuous Improvement Reports ➢ Preparing for the Peer Review Team visit(s)
Meetings	➢ At least two times per semester; increasing as reaffirmation cycles near
Assurance of Learning (AoL) Team	
Composition	➢ Associate Dean, Chair ➢ At least seven at-large faculty appointed by the Associate Dean to serve as representatives of each core/foundation course in undergraduate and graduate programs ➢ College AACSB Accreditation Coordinator and Assessment Specialist ➢ Sr. Strategic Specialist
Responsibilities	➢ Overseeing CoBA undergraduate and graduate assessment activities ➢ Providing oversight, course expertise, and advice on all matters related to the annual assessment of degree programs ➢ Developing and monitoring assessment related activities of degree programs ➢ Preparing and revising all documents related to assessment activities (i.e., PSLOs, curriculum maps, assessment schedules) ➢ Aligning appropriate courses with PSLOs for assessment purposes ➢ Conducting or directing recurring assessment of PSLOs according to the assessment schedules

	➢ Analyzing results from assessments and subsequent opening and closing of loops ➢ Planning actions to address assessment results shortcomings, if any
Meetings	➢ At least two times per semester
Undergraduate Curriculum Committee (UGCC)	
Composition	➢ One faculty representative from each department ➢ The Global Business Management Option director ➢ Associate dean, Ex-officio ➢ One staff member, Ex-officio ➢ One CoBA advisor, Ex-officio
Responsibilities	➢ Overseeing all undergraduate programs of the college; specifically, developing, reviewing, evaluating, and recommending academic policies that affect CoBA undergraduate students ➢ Establishing, amending, and/or recommending to the college and dean: o Eligibility requirements for students (e.g., policies on incompletes, prerequisites, internships, course withdrawals and transfers of course credits) o Courses, programs and curriculum structures (e.g., recommendation for approval of new courses, approval of courses offered by other colleges, prerequisite changes, course changes, program changes) o Program student learning outcomes ➢ Enforcing existing and new undergraduate policies, including final student appeals at the college level ➢ Review or provide feedback on curriculum related policies for the college ➢ Update faculty on recent trends and the implications of contemporary curriculum related areas
Meetings	➢ Bi-weekly
Graduate Curriculum Committee (GCC)	
Composition	➢ One faculty representative from each department ➢ Director of the graduate programs, Ex-officio ➢ MBA programs associate director, Ex-officio
Responsibilities	➢ Designing and overseeing all graduate programs of the college ➢ Curriculum

	○ Eligibility requirements for students (e.g., policies on incompletes, prerequisites, internships, course withdrawals and transfers of course credits) ○ Courses, programs and curriculum structures (e.g., recommendation for approval of new courses, approval of courses offered by other colleges, prerequisite changes, course changes, program changes) ○ Program student learning outcomes ➢ Academic Policies ○ Admissions standards ○ Standards for graduation and continuation ➢ Program Operations ○ Providing advice and recommendations regarding program operations to the dean's office
Meetings	➢ Bi-weekly
Research & Development (R&D) Committee	
Composition	➢ At least three at-large faculty, no more than one per department ➢ Note: faculty serving on the committee who apply for Research Grant funds shall be excluded from any committee deliberations on their proposal ➢ Associate dean, ex-officio
Responsibilities	➢ Research – promoting research (e.g., research forums with faculty or guest speakers), advising on research funding (e.g., summer research grants), and advising on supplemental faculty funding ➢ Development – reviewing, and making recommendations on, faculty research grants, and make recommendations regarding allocation of college-level research resources. ➢ Spearheading efforts to motivate innovation in research and research productivity (ex: brown bags, invited speakers, workshops) ➢ Make recommendations to the Dean regarding research-related fundraising needs
Meetings	➢ Monthly, and as needed during award cycles.
Budget Committee	

Composition	➢ Any interested Department Chairs (or designees), should include Department of Accounting Chair and/or Department of Finance Chair (or designees) ➢ Director (or designee) of CoBA Graduate Programs ➢ CoBA representative on Academic Senate's Budget and Long-Range Planning Committee ➢ CoBA Dean (or designee) ➢ One faculty member elected by CoBA faculty ➢ CoBA Budget Analysts (staff) ➢ Administrative staff support
Responsibilities	➢ Provide analysis of college budget related matters ➢ Provide recommendations on budget to Dean and Operations Team ➢ Advocate for CoBA to CSUSM administrators and Academic Senate ➢ Provide analysis and make recommendations on the following: o Enrollment in academic programs o Proposed new/revisions to academic programs o Requests for budget lines for faculty and staff o Fundraising activities o Material expenditures
Meetings	➢ Minimum of once a month and as needed for consideration of budget related issues

Department Level Committees

Peer Review Committee (PRC)

Composition and Election Procedures

Each department will elect its own PRC. Faculty members in the department will elect, by a secret ballot, three eligible faculty to serve on the committee. Options for PRC structure include three members elected together, or two common members and one member nominated by the candidate.

The election of each representative shall be determined by a majority vote of eligible voters in the department. If only one candidate per open seat is nominated in the department, an approve/disapprove ballot shall be used. If the disapprove vote is the majority for any candidate, a second call for nominations within the department shall be conducted. If no candidate is elected from the second ballot, a call to related academic disciplines shall be issued and a secret ballot vote conducted.

Eligibility

All faculty members who hold tenure in CoBA are eligible to serve on a PRC. The PRC should consult with Faculty Affairs for the current eligibility of FERP Faculty. However, PRC members must have equal or higher rank than the rank to which a candidate is being considered for promotion and/or tenure. If a department is unable to fill a PRC with tenured faculty at the appropriate rank, the department shall nominate members from related academic disciplines.

Term of Office

The term of office for PRC members is one year starting July 1st following elections in the spring term and ending June 30th of the following year.

Responsibilities

The Collective Bargaining Agreement and Faculty Handbook of the University mandate that all personnel reviews and actions include a peer review and evaluation component. The purpose of the peer review and evaluation is to ensure that those individuals closest to the academic discipline of the candidate are involved in the review and evaluation process. The presumption is that individuals formally educated and experienced in the discipline shall be better able to evaluate the merits of the candidate's record within the discipline.

The PRC's responsibilities include reviewing, evaluating, and making recommendations for periodic evaluations, performance reviews, promotion, tenure, market and/or equity adjustments and post- tenure reviews for tenure-track faculty. Tenure recommendations may involve current CoBA faculty or potential faculty members, if the employment offer to the potential faculty member involves the awarding of tenure.

Members of the PRC are to follow procedures specified in the Collective Bargaining Agreement, the University RTP document, and the College RTP document in reviewing each candidates Working Personnel Action File (WPAF).

Search Recommendation Committee

Composition

The committee shall consist of at least three tenure-track faculty closest to the discipline for a given faculty position as elected by a majority vote of the department faculty.

The composition of search committees is governed by the current version of the Collective Bargaining Agreement (CBA).

According to the CBA Article 12.22:

- Each department shall elect a Search Recommendation Committee of tenured employees for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the president and upon request of the department, a Search Recommendation Committee may also include probationary employees.
- Each departmental Search Recommendation Committee recommendation report shall be approved by a simple majority of the membership of that committee.

Responsibilities

The committee is responsible for all aspects of recruiting tenure-track faculty as outlined in CSUSM's Search Procedures and Guidelines for Hiring Tenure-Track Faculty.