

College of Science & Mathematics Governance By Laws

Article 1 (Philosophy). The College of Science and Mathematics (CSM) is committed to the principle of shared governance by the Faculty and the Dean. College governance should operate in a spirit of fair play, mutual respect, and commitment to the College community with the goals of maintaining and developing the viability and diversity of College programs and promoting excellence in undergraduate and graduate education.

Article 2 (Definition). The Governance & Planning Committee (GPC) for the College of Science and Mathematics at CSUSM is the official representative body for faculty of the College.

Article 3 (Membership). Voting members of the GPC shall consist of the chair of each of the departments in the College (Biological Sciences, Chemistry & Biochemistry, Computer Science & Information Systems, Mathematics, Physics) together with one additional elected tenure track faculty representative from each department. Each department shall have two votes in all GPC business, one per GPC member. If one of the department representatives cannot attend a meeting, the department is encouraged to send a substitute. The substitute shall have full voting privileges for that meeting. If only one department representative is in attendance, both votes may be cast by one person. Both the Dean and Associate Deans of the College shall be ex officio members.

Article 4 (Quorum). At least one voting member from each department must be present for a quorum.

Article 5 (Participation of Ex-Officio Members). Ex-officio members shall be extended the right to participate in debate and suggest agenda items, but may not introduce motions or vote. The GPC may schedule a meeting or a portion of a meeting to be for voting members only in which ex-officio members may not attend.

Article 6 (Duties). The GPC shall represent CSM faculty and solicit appropriate input from staff and students in developing and recommending to the Dean and College regarding the following: (a) College level academic policy, procedures, and curriculum; (b) budget allocations, including lab equipment, lab supplies, student assistant funds, and course fees; (c) generation of the College Academic Master Plan, including allocation of instructional and support positions; (d) allocation of research and office space, use of instructional space, and planning of future space needs; (e) student support issues; and (f) class schedule coordination and use of computer hardware/software and laboratory equipment. Department Chairs shall be the operational leaders who work with the Dean to maintain the resources and climate needed to deliver high quality education and engage in research, while the GPC will work with the Dean to make strategic decisions about the direction of the College and allocation of resources. The GPC may form subcommittees to aid it in its work. All departments shall be represented on each subcommittee. Subcommittee members shall be elected by their departments, and do not need to be GPC members. College governance shall be consistent with the University Mission Statement, the Constitution of the Faculty, and any agreements between the California Faculty Association and the Trustees of the California State University.

Article 7 (Standing Committee: Curriculum). Each department shall appoint a faculty representative to serve on the Curriculum Committee, a standing College committee. Each appointment will be for a two-year term, beginning with three departments having two-year terms initially and two departments having one year terms to allow the initial staggering of terms. The Curriculum Committee will: (a) review curriculum and program proposals; (b) work with departments to ensure proposals are complete; and (c) work with the Dean, Associate Deans and Academic Senate to have the proposals approved. Once per semester, the Curriculum Committee will provide the College faculty with a report listing all new courses, course changes, new programs and program changes that were approved or denied since their last report.

Article 8 (Standing Committee: Faculty Development). Each department shall appoint a faculty representative to serve on the Faculty Development Committee, a standing College committee. Each appointment will be for a two-year term, beginning with two departments having two-year terms initially and three departments having one year terms to allow the initial staggering of terms. The Faculty Development Committee will: (a) promote the generation of resources for faculty development; (b) review and draft college policies and guidelines as they pertain to faculty evaluation, working conditions, and other faculty concerns referred by the GPC; and (c) review and make recommendations on College awards and ceremonies. With the exception of award recommendations made directly to the Dean, drafts and recommendations from this committee shall go to the College faculty for approval.

Article 9 (Chair). The Chair of the GPC shall be elected by the tenure-track faculty of the college and serve as one of the representatives of their department and Chair of the College faculty. The Vice-chair of the GPC shall be elected by GPC members. The Chair and Vice-Chair shall not be from the same department and must be tenured. The Chair and Vice-Chair are responsible for organizing and conducting meetings, preparing agendas, and arranging for the preparation of minutes. The Chair and Vice-Chair of the GPC shall not provide recommendations outside of this scope on behalf of the GPC.

Article 10 (Meetings). The GPC shall meet at least once per month during the academic year, and as needed between semesters.

Article 11 (Minutes and Agenda). Minutes and Agendas of GPC meetings shall be regularly made available to all faculty in the College.

Article 12 (College Meetings and Referendum). At least once per semester the GPC shall organize and conduct College meetings. In addition, the GPC is responsible for holding referenda for amendments to these articles and other issues that the GPC deems significant enough to require a College-wide vote. Announcements of College meetings and referenda shall be sent to all tenure-track faculty of the College at least 10 academic days in advance.

Article 13. (Authority). For these articles and subsequent changes to be in effect, more than one-half of the total number of eligible tenure-track faculty in the College must approve these articles during a referendum. (See Article 15)

Article 14. (Amendments). Amendment to these articles may be initiated by the GPC, any department of the College, or by a petition signed by at least twenty percent of the tenure-track

faculty of the College. The GPC shall hold a referendum for all successfully initiated amendments. For an amendment to become effective, at least one-half of the eligible tenure-track faculty must vote in the referendum, and at least two-thirds of the faculty voting in the referendum must cast a favorable vote. (See Article 15)

Article 15. (Eligibility). All tenure-track faculty in the College are eligible to vote, except (1) faculty with an MPP appointment and (2) faculty on personal leaves of absence without pay. Faculty on other types of leaves of absence, including but not limited to sabbaticals and those related to the FERP program or the Pre-retirement Reduction in Time Base Program are eligible to vote.

Proposed Model of Shared Governance in the College of Science and Mathematics

