

Bylaws and Operating Procedures of the College of Arts and Humanities
California State University, Dominguez Hills
Ratified on December 14, 2018

- I. The faculty of the departments and programs of the College of Arts and Humanities shall constitute the electorate of the College for the purposes of review and recommendations regarding policies and practices within its jurisdiction.
 - a. “Faculty” is defined as all tenured faculty, all probationary faculty, and all temporary faculty (“lecturers”) regardless of time base who are currently employed by the College and not on unpaid leave.
 - b. All polling of the electorate shall be by electronic ballot open for no less than two (2) working days.

- II. General meetings of the faculty shall be held annually and by petition of the faculty.
 - a. An annual meeting shall be held at the beginning of each academic year. The Dean may call additional meetings. Additional meetings may be called by a petition with the signatures of ten percent (10%) of the faculty.
 - b. Notice of the annual meeting shall be distributed at least five (5) working days in advance and accompanied by an agenda. A call for agenda items shall precede the annual meeting by five (5) working days.
 - c. Notice of meetings called by the Dean or by petition of the faculty shall be distributed three (3) working days in advance and shall be accompanied by an agenda.
 - d. Once the meeting is convened, new business may only be introduced with the unanimous consent of the members in attendance. The business of the meetings shall typically consist of reports, review and discussion of strategic priorities, and similar business, including placing statements of opinion and bylaw changes on an electronic ballot for a vote of the faculty to be held at a later date.
 - e. All meetings shall be conducted in accordance with Roberts’ Rules of Order.

- III. The College shall have three standing committees.
 - a. The College RTP Committee is constituted as a peer review committee to evaluate the retention, tenure, and promotion of faculty in the College. The College RTP Committee shall consist of three faculty, plus alternates as necessary, elected in accordance with the provisions of the Unit 3 Collective Bargaining Agreement.

b. The College Curriculum Committee is constituted as a faculty committee to review and recommend approval or disapproval of new, modified, or discontinued programs and courses in the College to ensure that the academic standards of the College are met in accordance with the College mission. The College Curriculum Committee shall consist of five faculty, elected by the faculty of the College.

c. The Chairs Council shall include the following

- Voting ex-officio members: the chairs, program coordinators, and directors of the academic departments and programs of the College;
- Non-voting ex-officio members: the Dean; and Associate Dean.

Additional non-voting ex-officio members may be appointed by the Dean or by approval by a majority of the Chairs Council. Additional voting members may be appointed only by approval of the majority of the Chairs Council. A majority shall be defined as 50%+1 of the voting members. The Chairs Council shall elect a facilitator from its members for the purposes of setting the agenda and running the meeting. The agenda and minutes of the Chairs Council shall be distributed two working days in advance of the meeting to the faculty. A quorum shall consist of two-thirds of the members.

The Chairs Council

- Serves as a forum for discussion of matters relevant to the administration of academic departments and programs, and of issues and problems of general college concern, including the educational mission of the college;
- Makes recommendations in all areas of the operation of the college to the Dean;
- Advises the Dean both in response to his/her requests for counsel and upon its own initiative;
- Establishes and charges ad hoc committees responsible for continuing study of and reporting on college policy as the Council sees fit;
- Approves any and all new governance proposals in accordance with the College of Arts and Humanities By-laws, state law, CSU policy, the Collective Bargaining Agreement, and university-level policy; and
- Serves as a principal means of communication between the Dean and the academic departments of the college.

The Dean shall work closely with the Chairs Council with regard to goals, priorities, policy guidelines, budget and the overall direction of the college. The Dean shall present to the Chairs Council, in timely fashion, any significant plans of the administration in the areas of general educational policy, planning, priorities, personnel and budget for discussion and advice.

d. Additional standing committees may be constituted by the adoption of policies in accordance with section IV.

- IV. Policies may be adopted by the College on decisions within the College's purview provided that they do not conflict with state law, CSU policy, the Collective Bargaining Agreement, Presidential Memorandum, Academic Affairs Policy, or other University-level policy.
- a. All policies shall be approved by the Chairs Council by a majority (50% +1) of the members in attendance and subsequently submitted to the Dean for approval or veto. If the Dean does not approve or veto a policy approved by the Chairs Council within ten (10) working days, it shall become a policy of the College. If the Dean vetoes a policy, he or she shall provide a written explanation for doing so in a memo to the Chairs Council. Policies vetoed by the Dean may be reconsidered and placed on a subsequent Chairs Council agenda by the Chairs Council or by petition of ten percent (10%) of the faculty.
 - b. Policies under consideration by the Chairs Council shall be distributed to the faculty at least seven (7) working days in advance. All faculty shall have the opportunity for submitting comments on draft policies under consideration either by email or by consultation with their chair or coordinator, with the facilitator of the Chairs Council, or with the Dean. Substantive changes to draft policies shall be redistributed to the faculty at least seven (7) working days in advance of voting.
 - c. New policies or changes to existing policies may be placed on the Chairs Council agenda by the Dean, the Chairs Council, or by petition of ten percent (10%) of the faculty.
 - d. The agenda of the Chairs Council shall not be amended to consider new policies not announced to the faculty. The agenda shall set times certain both for college-wide discussion and for the Chairs Council's vote on any proposed policy. The agenda and minutes of all Chairs Councils shall be posted on the College's website.
 - e. Approved policies shall be announced to the College and posted on the College's policies and documents web page.
- V. Ratification of these bylaws shall be by majority vote (50% + 1) of the faculty voting by electronic ballot.
- a. Changes and additions to these bylaws may be introduced at a faculty meeting or by recommendation of the Chairs Council, to be enacted by majority vote (50% + 1) of the faculty voting by electronic ballot.
 - b. Policies in effect and posted on the College website at the time of ratification shall be considered valid.