

# LA SIERRA UNIVERSITY

## COLLEGE OF ARTS AND SCIENCES GOVERNANCE

[As redrafted November 30, 2022]

The College of Arts and Sciences (CAS) has a tradition of participatory governance. The College gives continued recognition to the concepts of governance first outlined in CAS documents "A" ("Report of the Committee on the Faculty") and "B" ("Report of the Organizational Study Committee on College of Arts and Sciences Committees"), which have governed the College since their approval on 26 September 1974. The governance model on which this document rests was initially presented by the CAS Ad-Hoc Committee on Structure and Function, voted in principle by the faculty on 10 June 1985, alongside a LLU university-wide task force whose work was approved by the Board of Trustees in August 1985.<sup>1</sup> This history and the ongoing work in this arena demonstrates the faculty's commitment to participative modes of governance.

### 1. RELATION OF THE COLLEGE TO THE UNIVERSITY

Authority to govern the University rests with the Board of Trustees through the President. The faculty and Dean of the College of Arts & Sciences have responsibility for matters of primary concern to the College of Arts & Sciences.

In areas of importance to the entire University community, the College expresses its concerns in the University Faculty Senate through its College-elected representatives and in University Council, Budget & Finance Committee, and Deans' Committee through the CAS Dean. In addition, consult the University Faculty handbook for where the College is represented on other University-wide committees.

### 2. DEPARTMENTS AND PROGRAMS OF THE COLLEGE

The College of Arts & Sciences is comprised of the following

#### 2.1. Departments:

- Art + Design
- Biology
- Chemistry & Biochemistry
- Communication
- Computer Science
- Criminal Justice
- English
- Film & Television
- Health & Exercise Science
- History, Politics, & Sociology
- Mathematics
- Music
- Physics
- Psychology
- Social Work
- World Languages

#### 2.2. Programs (involving multiple departments or schools):

- Honors Program
- Program in Digital Media
- Program in Individual Major
- Program in Liberal Arts
- Program in Neuroscience
- Program in Philosophical Studies
- Program in Pre-Health Professions
- Program in Social Ecology

#### 2.3. Other curricular units not offering a degree or certificate:

- English as a Second Language

### 3. FACULTY

3.1. **Membership:** the following persons enjoy faculty privileges, including voting, serving on College committees, and holding office in the College of Arts and Sciences:

- 3.1.a. all salaried faculty with primary appointment in the College of Arts and Sciences holding academic rank (quorum for the academic year is set based on the number of salaried faculty at the beginning of the fall quarter);
- 3.1.b. University Professors with CAS teaching responsibilities;
- 3.1.c. adjunct faculty;

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<sup>1</sup> For more detailed history, see: Howe, Andrew (ed). "Out of the Past: The Emergence of Participatory Governance." *Higher Ground: A Centennial History of La Sierra University 1922-2022*. 603-607.

- 3.1.d. emeritus faculty who have attended at least one CAS meeting in the current academic year;
- 3.1.e. Dean of the College; and
- 3.1.f. any coordinator or director of an academic program that consists of at least 51% CAS courses.
- 3.2. **Jurisdiction & Influence:** Authority to participate in the internal governance of the College of Arts and Sciences is granted by the Board of Trustees according to the concept of “shared participation in decision making.” The faculty has primary influence and recommending influence (consistent with the policies in the Faculty Handbook, Board Policy Manual, and University Bylaws):
  - 3.2.a. jurisdiction is in areas where the faculty have primary influence in policy formulation include matters pertaining to:
    - degrees;
    - academic programs (including any where at least 51% of CAS courses are involved);
    - academic standards;
    - service;
    - research;
    - selection of department chairs;
    - faculty status (e.g. hiring, promotion, tenure, dismissal of faculty, and grievance);
    - composition of the student body; and
    - the quality of student learning.
  - 3.2.b. recommending influence is in areas where the faculty recommends policy changes including:
    - financial matters;
    - alumni affairs;
    - physical development of the University;
    - institutional master-planning; and
    - the selection of CAS Dean.
- 3.3. **Implementation:** The faculty reviews the implementation of policies and recommends improvements or changes.
- 3.4. **Interaction:** The faculty hears and requests reports from other bodies on campus to help inform the function of CAS and to better understand University-wide issues.
- 4. **DEAN**
  - 4.1. **Appointment:** After consultation with the Provost of the University and the faculty of the College, the President appoints the Dean of the College. See the Faculty Handbook, Part 1.B, Section 1: “Appointment of Administrators,” for the specific process by which a Dean is appointed. The Dean is the chief administrator of the College, and represents the College in the University Council and other University bodies.
  - 4.2. **Responsibilities:**
    - 4.2.a. coordinates academic master planning for the College;
    - 4.2.b. articulates the concerns of the College to the University administration;
    - 4.2.c. involves the faculty in the preparation of the College budget by:
      - consulting with the chairs of the academic departments of the College and
      - consulting any relevant committees or other entities.
    - 4.2.d. implements policies recommended by vote of the faculty, or facilitates their implementation, as appropriate.
      - where a faculty action falls within the competence of the College, the Dean ensures that it is put into effect;
      - when an action comes more properly within the domain of the University as a whole, or when another administrative entity is charged with its implementation, the Dean transmits the action for implementation. They report, within thirty days, actions taken by the faculty in session and by standing policy committees, in the form of minutes, to the appropriate University entities; and
      - if the Dean vetoes an action voted by the CAS faculty that the Dean considers not in the best interest of the College, or if a voted action is not in the process of implementation, the Dean reports on the status of the action at the next regular faculty meeting following the meeting at which the action was taken.
    - 4.2.e. coordinates the selection of CAS department chairs & program coordinators
    - 4.2.f. chairs the CAS Executive Committee
    - 4.2.g. chairs the faculty meetings of the College;
    - 4.2.h. coordinates CAS committees & CAS officers
      - winter quarter the Dean polls faculty members’ interests in serving on the committees and as CAS officers for the following school year;
      - fills committee & officer vacancies while working to maintain diversity on each committee in areas of experience, discipline, and culture;
      - each spring quarter, collates the information on who is chairing each committee for the following academic year; if a chair hasn’t been selected by the committee, then the dean appoints a temporary

- chair until the committee selects another chair (committee chairs should rarely be selected by the Dean and the Dean should rarely chair committees); and
  - meets with each committee at least once a year to hear from the committee;
  - recommends agenda items to the appropriate committees that will improve the governance and operation of the College.
- 4.2.i. maintains and makes available the following documents:
- minutes of all general and special faculty meetings for at least ten years;
  - CAS Executive Committee minutes for at least five years;
  - all committees minutes for at least five years; and
  - any documents containing confidential information will be properly protected.
- 4.2.j. coordinates a meeting of all college faculty at the beginning of the year, which shall include:
- a "State of the College" presentation and
  - a written summary of the membership and activities of CAS committees.
- 4.2.k. also see the Faculty Handbook for its job description and list of other responsibilities for Deans.

## 5. FACULTY MEETINGS

### 5.1. Membership:

- 5.1.a. the Dean, chair of committee, in the absence of the Dean, the Associate Dean, the Moderator, or an appointee may chair;
- 5.1.b. all CAS faculty as defined in Section 2;
- 5.1.c. officers of the CAS Faculty are:
- the Moderator: moderates discussions and facilitates any voting (aside from routine voting of the minutes);
  - the Parliamentarian: advises the Chair (or Chair designee) on procedural matters, using a current edition of Robert's Rules of Order and this governance document ;
  - and the Secretary: records and prepares the minutes of all faculty meetings including the attendance of the faculty members (present or apologies from members unable to attend), delivers them to the Dean, and may assist the Dean in preparing the agenda for the faculty meeting; and
  - are elected at the May faculty meeting and serve as officers of the faculty during the following academic year (July through June).

### 5.2. Invitees:

- 5.2.a. faculty, students, alumni, and administrators, selected at the discretion of the Dean and
- 5.2.b. consultants, selected by the Dean.

### 5.3. Authority: The faculty in session is the body authorized to formulate for the College of Arts and Sciences policy that is consistent with the philosophy and goals of the University.

### 5.4. Procedures:

- 5.4.a. the Dean schedules regular faculty meetings 2-3 times per quarter and any special or emergency meetings as deemed necessary:
- meetings are scheduled during an hour when most faculty can be present and
  - a quorum for meeting is one-third of the number of full-time teaching faculty, rounded down.
- 5.4.b. the agenda is prepared by the Dean with the assistance of the Moderator and Secretary. Agenda items can include:
- voting of previous meeting minutes;
  - relevant announcements;
  - CAS committee business;
  - topics or comments from the CAS Dean;
  - topics suggested by no fewer than ten (10) faculty members;
  - call for new business items—a vote of no fewer than ten (10) faculty members is needed to initiate discussion in the current or future meeting;
  - topics or comments from the President or Provost of the University; and
  - any items tabled to a later meeting.
- 5.4.c. the Dean's office notifies each faculty member at least three working days prior to each meeting, supplying the agenda and supporting materials;
- 5.4.d. special meetings will be called by the Dean upon petition of no fewer than ten full-time faculty members; and
- 5.4.e. the faculty in session may:
- vote policy concerning areas of primary influence;
  - commission an ad hoc policy committee;
  - recommend policy concerning areas of recommending influence;
  - receive reports on committee work;
  - receive reports from administrators;
  - discuss policy, implementation, and other actionable items; and

- elect faculty officers and the faculty members of College committees.

## 6. COMMITTEES OF THE COLLEGE OF ARTS AND SCIENCES

- 6.1. Committee descriptions are in Appendix A and contents in these descriptions cannot be changed except by vote of the CAS Faculty in Session.
- 6.1.a. **Policy** Committees that report to the CAS Faculty in session.
- Governance & Policy Committee
  - Ad Hoc Committees commissioned by vote of the CAS Faculty in session.
- 6.1.b. **Operational** Committees that report to the Dean.
- CAS Executive Committee (CEC)
  - Academic Standards & Assessment
  - Rank & Tenure
  - Research & Scholarship
  - Teacher & Student Recognition
  - Individual Majors
  - Ad Hoc Committees commissioned by the Dean.
- 6.1.c. Policies of Committees can be proposed to the CAS Faculty in session by
- the Governance & Policy committee.
  - the committee recommending a change after review by the Governance & Policy Committee, which shall supply the faculty context and analysis to be included in the agenda.
  - the Dean after review by the Governance & Policy Committee, which shall supply the faculty context and analysis to be included in the agenda.
- 6.2. Ad Hoc Committees: Ad hoc committees serve the faculty as needed to address issues that arise of a specific and time-limited nature not otherwise covered by existing committees. Ad hoc committees will be given a clear charge and timeframe in which to complete the given task(s).
- 6.2.a. **Policy** Ad hoc committees of the College are created, populated, and given a timeline by either the CAS Faculty in session or by the Governance & Policy Committee, who may request the assistance of the Dean in selecting members.
- Members selected for ad hoc committees are CAS faculty and, where appropriate, University administrators and students of the College. Ex officio committee members may not vote.
  - An ad hoc policy committee reports to the faculty in session, or to its parent committee.
  - The chair or an appointee of the CAS Governance & Policy committee, temporarily chairs an ad hoc committee until a chair is selected. The chair of an ad hoc committee may be selected by one of several mechanisms: election by the ad hoc committee from among its members; election by the parent committee; or appointment by the Dean or the CEC.
  - Renewal of the ad hoc committee beyond the initial time frame can be requested by the committee upon giving a report to the faculty.
- 6.2.b. **Administrative** Ad hoc committees serve the Dean as needed. The Dean creates a timeline and selects members but may ask for faculty input.
- Members selected for ad hoc committees are CAS faculty and, where appropriate, University administrators and students of the College. Ex officio committee members may not vote.
  - Ad hoc committees report to the Dean or the CAS Executive Committee.
  - Ad hoc administrative committees may propose policies through the Governance & Policy Committee.
  - The Dean, or their appointee chairs an ad hoc committee.
  - Renewal of the ad hoc committee beyond the initial time frame can be requested by the committee upon giving a report to the Dean and/or faculty.
- ## 7. AMENDMENT OF THE GOVERNANCE DOCUMENT
- 7.1. **Proposal:** An amendment to the CAS governance document may be proposed by:
- the Governance and Policy Committee; or
  - no fewer than ten members of the faculty.
- 7.2. **Circulation:** The initiators of a proposed amendment distribute it in the pre-circulated agendas for two successive faculty meetings.
- 7.3. **Ratification:** The vote to amend this Governance Document will be taken after its initial circulation (at the second meeting or subsequently). To have validity, a proposed amendment must be approved by half plus one (50%+1) members of the CAS faculty (as defined in 2.1 of this document). The vote may be conducted at a faculty meeting, through an online method, or a combination that ensures each faculty member only has one vote.