

**A CONSTITUTION  
FOR THE  
KREMEN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT  
OF THE  
CALIFORNIA STATE UNIVERSITY, FRESNO**

**ARTICLE I. PREAMBLE**

California State University, Fresno, derives its existence, authority, and power from the State of California through enactment of the Legislature and the rules and regulations promulgated by the Trustees of the California State University pursuant to such enactment. Under principles enunciated by the Trustees, the President of the University is authorized to delegate functions to and consult with the faculty, but is charged with final responsibility for and given final authority over the University. Similarly, the Dean of the Kremen School of Education and Human Development (KSOEHD) has authority to delegate functions to and consult with the faculty of the Kremen School of Education and Human Development, but is charged with final responsibility for and given final authority over the Kremen School of Education and Human Development.

**Ethical Standards for Kremen School of Education and Human Development Faculty**

The Kremen School of Education and Human Development (KSOEHD) recognizes that its faculty members are already guided by codes specified in the University's Academic Policy Manual, the Agreement Between the Board of Trustees of the California State University and the California Faculty Association, and by professional standards established by various professional organizations to which the faculty belong.

We understand that our primary mission is to educate students to become teachers, administrators, counselors, and educational specialists to provide for the educational needs of children and adults, with special attention to diversity and equity. Therefore we have the following professional obligations:

1. *To be well informed in our area of professional expertise, to maintain standards that reflect rigorous intellectual honesty, and to continually evaluate the criteria of adequacy upon which our perspectives are based.*
2. *To make personnel recommendations in actions related to hiring, retention, tenure, and promotion (RTP) without regard to gender, sexual orientation, physical disabilities, marital status, race, social class, religion, ethnic heritage or national origin.*
3. *To avoid all forms of harassment and not to use our professional positions or rank to compel others to participate in actions, political or otherwise, unrelated to their professional growth and development.*
4. *To be honest, fair, and open in our relationships with KSOEHD faculty, other University faculty, staff, students, and other institutional representatives.*
5. *To act with sincerity and integrity on all matters of intellectual or academic differences by allowing full access to the most complete information about any topic of general concern.*
6. *To inform students of ethical standards and to act according to the highest ethical standard regarding the welfare and progress of students.*
7. *To act in a cooperative, collaborative fashion, and to utilize consultative expertise to resolve or mediate interpersonal conflict.*

## **INTRODUCTION**

The Kremen School of Education and Human Development exists because the roles of educator and counselor are essential in our society for the preservation of culture, the development and extension of human potential, and, indeed the survival of the human race. The Kremen School of

Education and Human Development is the vehicle through which individuals are prepared and recommended for credentials and licensure examinations which will legally authorize them to serve in various educational and counseling roles. It is thus of utmost importance that the Kremen School of Education and Human Development Dean and faculty carefully define their mission and responsibilities; carefully develop policies for the governance of the School; consult appropriately with their various constituencies; evaluate the professional performance of the Dean and the faculty members; continuously monitor the operation of the Kremen School of Education and Human Development; and regularly report its status and problems to appropriate individuals and groups

It is, therefore, necessary that the membership of the Kremen School of Education and Human Development define by constitution the basic organization and processes by which collegial control shall be exercised over the procedures for the (1) definition of mission and responsibilities; (2) development of policy; (3) consultation with constituencies; (4) evaluation of professional performance; (5) monitoring of operations; and (6) reporting on operations to Kremen School of Education and Human Development members, appropriate administrators, and the various constituencies.

Therefore, as stated in the Academic Assembly Constitution for California State University, Fresno, "the joint decision-making and consultation between Administration and faculty is based on collegiality, mutual respect, and trust. 'Collegiality consists of a shared decision-making process and set of values which regard the members of the various university communities is essential to the success of the academic enterprise ... collegiality rests on a network of interlinked procedures jointly devised, whose aim is to assure the opportunity for timely advice pertinent to decisions about curricular and academic personnel matters.' Regarding curricular and academic personnel matters, 'faculty recommendations are normally approved, except in rare instances and for compelling reasons. The collegial process also recognizes the value of participation by the faculty in budgetary matters, particularly those directly affecting the areas for which the faculty has primary responsibility' " (Constitution and By-laws of the Academic Assembly, 1996).

Be it, therefore, resolved that the Dean and the faculty of the Kremen School of Education and Human Development do adopt the following articles as a constitutional statement of principles to guide them toward the achievement of the above stated purposes.

## **ARTICLE II. GOVERNANCE**

**Section 1.** School Consultative Body (Faculty Assembly) Membership of the School's Consultative Body shall be (1) all full-time academic faculty of the KSOEHD who hold ranks of instructor, assistant professor, associate professor, professor, or full-time lecturer, (2) all tenured academic members of the staff of instructional departments in the School who are in a faculty early retirement program whereby they serve on an intermittent or limited basis (such members retain rights and responsibilities which apply only during semesters of actual service); (3) the School's academic administrators, who shall not vote on matters on which they subsequently render a recommendation or decision.

**Section 2.** Various groups and individuals such as faculty members of other schools involved in Kremen School of Education and Human Development credential programs, part-time temporary faculty, support staff, students, alumni, etc., may be organized and recognized to function in an advisory role to the Kremen School of Education and Human Development, but they shall not be voting members of the Kremen School of Education and Human Development Faculty Assembly.

**Section 3.** The School Consultative Body will be represented by the standing committees.

**Clause 1.** Upon approval by the Dean, the decision/recommendations of a standing committee concerning policy shall be the decision/recommendation of the School Consultative Body pursuant to Article III, Section 5 unless within thirty days after the approved committee decision/recommendation has been communicated to the faculty, a written request for review signed by at least five or more

faculty members of the School Consultative Body, is made to the Dean.

**Clause 2.** If a request for review is received by the Dean, they shall call an appropriately announced meeting of the Faculty Assembly to make the review pursuant to Article III, Section 5.

### **ARTICLE III. COMMITTEES**

**Section 1.** Committees shall be established and organized to develop the procedures and recommendations for achievement of the purposes enumerated in the Preamble. Standing committees in the Kremen School of Education and Human Development will include the following: Executive Committee, Admissions and Standards; Basic Credential and Curriculum; Budget; Educational Equity; Graduate; School Personnel; Research; Scholarship; Development; International Education; Dandoy; and Technology.

#### **Clause 1. Executive Committee**

##### *a. Purpose*

- 1) To enact business for the KSOEHD Faculty Assembly between meetings as needed.
- 2) To plan agendas for monthly assembly meetings.

##### *b. Membership*

Four faculty members elected to serve as President, Vice-President (President-Elect), Secretary, and Treasurer of the Faculty Assembly.

##### *c. Selection/Length of Term*

- 1) Members are elected by secret ballot by a majority vote of all members of the Faculty Assembly.
- 2) Members serve for one year and can be re-elected.
- 3) If the VP, Secretary, and/or Treasurer position(s) are not filled during regular voting in the spring semester, the newly elected President of the

Faculty Assembly can make a recommendation to the Faculty Assembly for appointment(s) to these positions. Voting for these positions in these instances can occur by way of a show of hands or secret ballot at the meeting.

- 4) If vacancies in the Faculty Assembly need to be filled, or if there are insufficient volunteers to serve on the Faculty Assembly, department chairs will each be asked to forward a name of a faculty member (preferably tenured) to the Faculty Assembly for consideration and vote by the Faculty Assembly.

**Clause 2.** Admissions and Standards

*a. Purpose*

- 1) To formally admit students to the KSOEHD basic credential programs.
- 2) To recommend to the KSOEHD policy and procedures regarding admission to and standards of the basic credential programs.
- 3) To act upon student petitions which request exceptions to KSOEHD policy regarding admissions or standards in the basic credential programs.

*b. Membership*

- 1) Two faculty members who teach core courses in the Multiple Subject credential program.
- 2) Two members who teach core courses in the Single Subject credential program.
- 3) One member who teaches in the Special Education program.
- 4) Multiple Subject Coordinator
- 5) Single Subject Coordinator
- 6) Special Education Coordinator
- 7) Chair of one of the departments offering courses for basic credential programs (appointed by the Dean in consultation with the Chairs), ex-officio.

*c. Selection/Length of Term*

- 1) Members shall be appointed by the Dean with the advice and consent of the Faculty Assembly. Members shall serve a term of three years with appointments/elections occurring the spring semester of each year. Terms are to be staggered.
- 2) One committee chair shall be selected by the committee through a direct vote or secret ballot.

**Clause 3.** Basic Credential and Curriculum

*a. Purpose*

- 1) To review undergraduate and basic credential programs and coursework proposals and revisions forwarded by the departments and make recommendations to the Director of Teacher Education, who forwards them to the University Undergraduate Curriculum Committee.
- 2) To discuss issues and concerns relevant to undergraduate and basic credential programs and make recommendations to the Director of Teacher Education.

*b. Membership*

- 1) One faculty member from each of the departments offering courses for the undergraduate degree and preliminary or clear credentials.
- 2) Multiple Subject, Single Subject, and Special Education Coordinators.
- 3) One Department Chair, from a department offering courses for the undergraduate and preliminary or clear credential -ex officio (appointed by the Dean in consultation with chairs).
- 4) Two at large faculty members (elected by the KSOEHD Assembly).
- 5) One student enrolled in a basic credential program (appointed by the committee at the beginning of each academic year).
- 6) The chair of the committee is elected annually by the committee.

*c. Selection/Length of Term*

All members of this committee, elected by the departments and the KSOEHD Assembly, shall serve a term of three years with elections occurring the spring semester of each year. Terms are to be staggered.

**Clause 4. Budget**

*a. Purpose*

- 1) To propose priorities for budget allocations of the KSOEHD in accordance with School and University policies.
- 2) To review and make recommendations for budgetary adjustments (if needed) during the academic year.
- 3) To monitor expenditures and make recommendations for budgetary adjustments (if needed) during the academic year.
- 4) To report back to the departments after budget committee meetings.  
The Committee will meet a minimum of three times during the academic year one time at the beginning, a second time at mid-year and a third time during the spring semester.

*b. Membership*

- 1) Dean of the KSOEHD or representative (ex officio)
- 2) Associate Dean of the KSOEHD
- 3) KSOEHD's Budget Manager (ex officio)
- 4) Department Chairs
- 5) One faculty member from each department
- 6) The Associated Students Inc. student senator for the KSOEHD.

*c. Selection/Length of Term*

- 1) Elected members shall serve shall serve a term of three years with elections occurring the spring semester of each year. Terms are to be staggered.
- 2) Faculty members are elected by their department faculty.
- 3) The student member is appointed annually by the Dean of the KSOEHD.

**Clause 5. Educational Equity**

*a. Purpose*

- 1) To recommend activities by KSOEHD faculty to improve admission, retention, and completion rates of historically underrepresented minorities.



- 2) To coordinate educational equity activities of the Kremen School of Education and Human Development.
- 3) To develop and recommend a sound educational equity plan for the School.
- 4) To develop partnerships with public schools and agencies specifically designed to recruit diverse students into all Kremen School of Education and Human Development programs.
- 5) To coordinate the efforts of an advisory board of student and community leaders from underrepresented groups to provide direction and support to the educational equity program of the Kremen School of Education and Human Development.

*b. Membership*

- 1) Two members from each department.
- 2) One committee chair shall be selected by the group.
- 3) A student member appointed by the committee chair in consultation with the committee.

*c. Selection/Length of Term*

- 1) Members are to be elected from departments as vacancies occur.
- 2) Each member shall serve a term of three years with elections occurring the spring semester of each year. Terms are to be staggered.

**Clause 6. Graduate**

*a. Purpose*

- 1) To review existing and proposed graduate courses and programs and, when appropriate, submit recommendations to the Dean who refers them to the University Graduate Committee after seeking comments from the program coordinators of any affected programs.
- 2) To develop, review, and revise policies and procedures for the internal operation of school graduate programs.
- 3) To consider and make recommendations on matters before the University Graduate Committee.

- 4) To maintain a liaison with the Office of the Dean of the Division of Graduate Studies and Research.
- 5) In all other appropriate ways consistent with the general policies of the Division of Graduate Studies and Research, maintain quality standards for advanced degree study.

*b. Membership*

- 1) Coordinator of the Kremen School of Education and Human Development Graduate Programs (Chair and ex officio member)
- 2) Chair of each department (ex officio member)
- 3) Coordinator of each graduate program (appointed by the Dean)
- 4) California State University, Fresno co-director of joint doctoral program
- 5) One person representing the service area (elected by the Committee)
- 6) One student enrolled in a master's degree program (elected by the Committee)
- 7) KSOEHD representative on the University Graduate Curriculum Subcommittee (appointed by the University Graduate Committee; ex officio member of the KSOEHD Graduate Committee)

*c. Selection/Length of Term*

- 1) The Graduate Programs Coordinator, the Department Chairs, the Coordinator of each graduate degree program, doctoral program director, and the KSOEHD representative for the University Graduate Committee serve for the duration of their appointments to their positions.
- 2) The service area representative is elected annually by the members of the KSOEHD Graduate Committee.
- 3) The student representative is elected annually by members of the KSOEHD Graduate Committee.

**Clause 7. Personnel**

*a. Purpose*

- 1) To examine the RTP portfolios, the evaluations, open personnel files, and recommendations of the department and make independent written

recommendations, pursuant to University policy, regarding the granting of retention and tenure to nominated faculty.

- 2) To examine the RTP portfolios, the evaluations, open personnel files, and recommendations of the department to make independent recommendations, pursuant to University policy, regarding the granting of promotion to eligible faculty.
- 3) To examine the merit of each leave application along with recommendations of the department and make independent written recommendations to the Dean.
- 4) To review and make recommendations regarding sabbatical requests.

*b. Membership*

- 1) One tenured, full professor from each department, elected by the department.
- 2) One tenured, full professor from the faculty at large elected by secret ballot by the Faculty Assembly.

*c. Selection/Length of Term*

- 1) All members of this committee shall serve a term of three years with elections occurring the spring semester of each year. Terms are to be staggered. Members may not serve consecutive three-year terms.
- 2) One committee chair shall be selected by the committee through a direct vote or secret ballot.

**Clause 8. Research**

*a. Purpose*

- 1) To advance faculty and student research that is culturally sensitive, social justice driven, and focused on advancing the equity missions of the Kremen School of Education and Human Development and the California State University, Fresno.
- 2) To support and facilitate through advisement the development of programs to bring guest speakers, workshops, and seminars to the campus or school,

particularly as it relates to advancing the research agendas of faculty of the Kremen School of Education and Human Development.

- 3) To provide feedback to Kremen faculty in the process of developing research proposals (e.g., proposals being submitted to and/or rejected by the Dandoy committee).
- 4) To work in collaboration with the Dandoy committee to help create a forum for the presentation of research funded by the Dandoy committee.

*b. Membership*

- 1) The committee will consist of five faculty members; one from each department.
- 2) The five members must have a peer-reviewed journal article either published or accepted in the last 24 months from the time they are elected as committee members.
- 3) The five members will be elected by the faculty assembly, from a slate of candidates and take into consideration a diversity of expertise, in areas such as: research design, quantitative and qualitative methods, action research, research on cultural competencies, mentoring junior faculty in creating research agendas, publishing, and grant writing and management.
- 4) Each candidate will provide a brief statement summarizing their research qualifications and disseminate this to the Faculty Assembly membership prior to being elected. In the case they are nominated on the day of the election, candidates can explicate their research qualifications vocally at the Faculty Assembly prior to the elections.

*c. Selection/Length of Term*

- 1) The five faculty members shall serve a term of three years with elections occurring the spring semester of each year. Terms are to be staggered.
- 2) The chair will be elected by members of the committee.
- 3) A graduate student appointed by the committee chair in consultation with the committee, with strong consideration going to graduate students interested in learning about research that is focused on equity and social

justice, and graduate students that come from racially and ethnically diverse communities.

*d. Meetings/Procedures*

- 1) The Research Committee members will meet monthly (or as needed) to accomplish the purposes of the Committee.

**Clause 9. Scholarship**

*a. Purpose*

- 1) To compile and review scholarships available to students in the Kremen School of Education and Human Development. Disseminate such information to students and faculty in the School.
- 2) To review scholarship applications, and when appropriate interview scholarship applicants and make recommendations to the University Scholarship Office.
- 3) To review applications and/or interview students for any other scholarships deemed appropriate to be serviced through the KSOEHD Scholarship Committee.

*b. Membership*

The committee to be comprised of six members; one from each department and one at-large member.

*c. Selection/Length of Term*

- 1) Members shall serve a term of three years with elections occurring the spring semester of each year. Terms are to be staggered.
- 2) The six faculty members are elected by the Assembly.
- 3) One committee chair shall be selected by the committee through a direct vote or secret ballot.

**Clause 10. Development**

*a. Purpose*

- 1) To propose priorities for the raising of funds through development activities to the KSOEHD Faculty Assembly for recommendation to the Dean of the Kremen School of Education and Human Development.
- 2) To set goals and objectives for development activities to benefit the KSOEHD and assist in fund-raising projects.
- 3) To plan, coordinate, and implement development activities for KSOEHD.

*b. Membership*

- 1) Director of Development
- 2) Department Chairs
- 3) Major project directors
- 4) Six faculty members; one from each department and one at-large.
- 5) Two staff member (development staff and one at-large).
- 6) A student appointed by the committee chair in consultation with the committee.

*c. Selection/Length of Term*

- 1) Faculty members are elected by the Assembly and serve for three years.
- 2) The student representative is appointed annually.
- 3) The Director of Development will serve as chair.

**Clause 11. International Education**

*a. Purpose*

- 1) To facilitate international, multicultural and cross-cultural experiences for faculty, staff and students of the Kremen School of Education and Human Development.
- 2) To seek funding and support for such international experiences.
- 3) To establish priorities related to International Education.
- 4) To assist and support the recruitment of international students to KSOEHD and its programs.
- 5) To enhance the cultural competency of all members of the KSOEHD with regard to international issues.

*b. Membership*

- 1) Chair
  - 2) One faculty member from each department
  - 3) Two at-large members that can be faculty or international education specialists from across the campus
  - 4) A student member appointed by the International Education Chair in consultation with the committee
- c. Selection/Length of Term*
- 1) Elected members serve three-year terms.
  - 2) Faculty members from each department are elected by the members of their departments.
  - 3) At-large members are selected and voted in by the International Education Committee.
  - 4) Student member(s) appointed annually by the International Education Chair in consultation with the committee.
  - 5) The committee chair is voted in yearly by the committee, and can serve up to three consecutive years as chair.

**Clause 12.** Dandoy Faculty Professional Development

*a. Purpose*

- 1) To support and facilitate research and faculty professional development at the Kremen School of Education and Human Development.
- 2) To make recommendations on the distribution of Dandoy funds.
- 3) To work in collaboration with the Research Committee to help create a forum for the presentation of research funded by the Dandoy committee.

*b. Membership*

- 1) The committee will consist of five elected faculty members, one from each department.
- 2) The committee will also consist of three faculty members appointed by the dean: the Faculty Assembly President, the Director of Research, and a representative of the dean. Within the dean's appointments, an effort will be made to select at least one person of color.

*c. Selection/Length of Term*

- 1) The five elected faculty members shall serve a term of three years with elections occurring the Fall semester of each year. Terms are to be staggered. The Faculty Assembly President shall serve the year in which they are President. The Director of Research and the dean's representative shall serve at the discretion of the dean.
- 2) The chair will be the Director of Research.

*d. Meetings/Procedures*

- 1) The Dandoy Committee members will meet as needed to accomplish the purposes of the Committee.
- 2) If a Dandoy Committee member has submitted a proposal that will be reviewed by the Committee, they will be replaced by the department alternate for purposes of the review process.

**Clause 13. Technology**

*a. Purpose*

To review and prioritize technology purchasing across the KSOEHD.

*b. Membership*

- 1) The committee will consist of six faculty members: one from each department, and one at-large.
- 2) The committee will also consist of up to three technology specialists.
- 3) The committee will also consist of a staff representative from the dean's or associate dean's office.
- 4) A student can be appointed by the chair of the committee, in consultation with the committee.

*c. Selection/Length of Term*

- 1) The six faculty members shall serve a term of three years with elections occurring the spring semester of each year. Terms are to be staggered.
- 2) Faculty members from each department are elected by the members of their departments.
- 3) The at-large faculty member is elected by the KSOEHD Faculty Assembly.



- 4) The three technology specialists and the staff representative are appointed by the dean of KSOEHD and shall serve at the discretion of the dean.
- 5) A student can be appointed by the committee chair in consultation with the committee.
- 6) The committee chair is appointed by the dean of KSOEHD.

*d. Meetings/Procedures*

- 1) The Technology Committee members will meet as needed to accomplish the purposes of the Committee.
- 2) If a Technology Committee member has submitted a proposal that will be reviewed by the Committee, they will be replaced by the department alternate for purposes of the review process.

**Section 2.** The Kremen School of Education and Human Development, Dean, and all degree and credential programs will have advisory committees. The purpose of the committees is to ensure the involvement of teachers, students and other education professionals in the unit's policy-making body in curricular and other school-related matters. Membership on program advisory committees will be determined by the program faculty and should include, but not be limited to, university faculty, students, and representatives from school districts in the California State University, Fresno service area. Each program coordinator, in consultation with the program faculty, will determine a rotation system for advisory committee membership.

**Section 3.** Sufficient committees shall be established to accomplish the enumerated purposes. Additional committees may be established as needed. All standing committees shall be established by the Faculty Assembly with the advice and consent of a majority vote of the faculty members voting at an appropriately called and announced meeting of the Faculty Assembly with a quorum in attendance.

**Section 4.** All committee meetings, deliberations, records, and minutes shall be open to inspection by the voting Faculty Assembly members, with the exception of those having to do with personnel matters.

**Section 5.** Committee Recommendations

**Clause 1.** Recommendations regarding policy shall be forwarded to the Faculty Assembly for approval and then to the Dean. Such recommendations shall be effective within thirty days unless (1) it is rejected by the Dean, (2) it is sent back to the committee of origin with comments, or (3) five or more voting Faculty Assembly members request a hearing at an appropriately called and announced meeting of the Faculty Assembly.

**Clause 2.** All School policies and procedures, other than those specified in the articles, shall be recommended to the Dean by the members of the Kremen School of Education and Human Development Faculty Assembly acting through the various School committees.

**Clause 3.** Such recommendations shall become School policies or procedures upon approval by the Dean.

**Section 6.** Each committee will forward one copy of any newly-approved policy to the Kremen School of Education and Human Development Faculty Assembly President and to the School Dean. When approved by the School Dean, the policy shall be inserted into a permanent Kremen School of Education and Human Development Policy and Procedures Handbook.

**Section 7.** Members of committees who do not attend regularly will be notified by the faculty assembly or committee chair. After such notification, should the member miss two more meetings in a given year, a resignation may be issued by the committee chair or the executive committee. Committees may select their own minimum level of attendance based on their committee meeting needs.

## **ARTICLE IV. FACULTY ASSEMBLY**

### **Section 1. Membership**

- Clause 1.** Membership includes the Dean, Assistant/Associate Dean and all full-time academic faculty of the Kremen School of Education and Human Development who hold the rank of instructor, assistant professor, associate professor, professor, or full-time lecturer. All tenured academic members of the staff of instructional departments in the School who are in a faculty early retirement program, whereby they serve on an intermittent or limited basis, retain rights and responsibilities which apply only during semester of actual service. The Dean and President of the Faculty Assembly shall certify the list of members when so requested.
- Clause 2.** Full-time academic faculty holding a joint appointment in the Kremen School of Education and Human Development and another school shall be granted full voting rights in the Kremen School of Education and Human Development Faculty Assembly if their home school for matters of appointment, retention, tenure, promotion etc., is the Kremen School of Education and Human Development.
- Clause 3.** Any groups and individuals recognized by the Kremen School of Education and Human Development such as faculty members of other schools involved in Kremen School of Education and Human Development credential programs, part-time temporary faculty, support staff, students, alumni, etc., may participate in the discussions of the Faculty Assembly, but they may not vote.

## **Section 2. Officers**

The officers of the Faculty Assembly shall consist of a President, a Vice-President (President-Elect), a Secretary, a Treasurer, and such other officers as the Faculty Assembly may from time to time determine by a majority vote of the Faculty Assembly members in attendance and voting at any appropriately called and announced meeting of the Faculty Assembly. The officers shall be elected for one-year terms, but shall have the right to succeed themselves if so elected.

Elections shall be held each spring semester. Faculty members elected to offices will begin serving their posts at the beginning of the following fall semester. The election process shall include the following:

- Clause 1.** From the Dean's office, a 30-day notice-to-vote will be given to all eligible full-time faculty. The 30-day notice will serve as the official voting ballot. Faculty receiving the notice-to-vote will have 30 days to return the ballot. Ballots returned to the Dean's office within the 30-day time period will be included in the tally of votes.
  
- Clause 2.** The 30-day notice-to-vote will include names of faculty members who have been nominated by their full-time faculty colleagues for the offices of President, Vice-President (President-Elect), Secretary, and Treasurer. The 30-day notice-to-vote will include spaces for write-in nominations for each of the offices.
  
- Clause 3.** At the end of the 30 days, a tally will be made of the ballots received by the Dean's office. Results will be announced in writing to all members of the Faculty Assembly at the next regularly scheduled meeting.
  
- Clause 4.** If the VP, Secretary, and/or Treasurer position(s) are not filled during regular voting, the newly elected President of the Faculty Assembly can make a recommendation to the Faculty Assembly for appointment(s) to these positions.

### **Section 3.** Meetings

- Clause 1.** Meetings of the Faculty Assembly may be called by the President of the Faculty Assembly and shall be called within a reasonable period of time by the President at the request of the Dean or any ten voting members of the Faculty Assembly.
- Clause 2.** All meetings, to qualify as official for any voting purpose, must have been announced to the voting Faculty Assembly members in writing, with the proposed action agenda specified, at least three working days in advance of the meeting. Recommendations and related material shall have been made available to the voting Faculty Assembly members during the days intervening between the announcement and the meeting.
- Clause 3.** A meeting of the Faculty Assembly will be considered official for any kind of action only if a quorum of thirty percent of the voting members of the Faculty Assembly, as certified by the Dean and the President of the Assembly, are present.
- Clause 4.** All recommendations of the Faculty Assembly shall be made by a majority vote of the members voting at an appropriately called and announced meeting of the Faculty Assembly, with a quorum in attendance.
- Clause 5.** All recommendations of the Faculty Assembly and duly constituted committees are advisory only.

## **ARTICLE V. PARLIAMENTARY AUTHORITY**

**Section 1.** The latest edition of Robert's Rules of Order Newly Revised shall prevail at all meetings of the Kremen School of Education and Human Development Faculty Assembly and at all meetings of School committees.

## **ARTICLE VI. DEAN OF THE KREMEN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT**

**Section 1.** The Dean (who is also designated as the Director of Teacher Education) shall serve as the chief administrative officer responsible to the Provost and Vice President for Academic Affairs, under whose supervision the School shall assume broad responsibility for developing, coordinating, and reviewing (in consultation with the School Consultative Body as defined in Article 11):

- a. undergraduate programs;
- b. graduate programs jointly with the Division of Graduate Studies and Research;
- c. personnel recommendations and allocations;
- d. relationships with the University;
- e. budget allocations;
- f. general education and any other all-University requirements;
- g. use of facilities and equipment;
- h. relationships to students;
- i. relationships with the community.

## **ARTICLE VII. DEPARTMENTS**

**Section 1.** Departments shall be recognized within the Kremen School of Education and Human Development when they are legally required and/or appropriately established. Within the framework of University and School policy, the internal organization and management of each department will be determined by the members of the department.

**Section 2.** Role of the Department Chair

Each department shall have a Chair responsible to the School Dean. Under their leadership and general supervision, the department shall have primary responsibility for initiating and making recommendations on all matters relating to:

- a. selection, retention, and promotion of personnel;
- b. development and improvement of the department curriculum, both graduate and undergraduate;
- c. budget;
- d. growth and improvement of the department in terms of professional development and School, University and community relationships.

The Kremen School of Education and Human Development conforms to the Memorandum of Understanding and the University "Policy on Department Chairs" (as stated in the Academic Policy Manual).

**Clause 1.** Nomination of Department Chairs

- a. Departments shall conduct Chair nominations every four years or sooner, if requested by the majority of the department, the incumbent Chair, or the President.
- b. Full-time tenured and probationary faculty are eligible to participate in the nomination process.
- c. At the beginning of the last semester of the incumbent Chair's term, the Dean will announce that the department shall begin deliberations on nomination of a Chair. To this end, the department shall:
  - 1) select a representative committee from among the eligible faculty to determine the process by which the department will nominate a Chair. This process will be subject to the approval of the department faculty and the Dean.

- 2) nominate candidates in accordance with the approved procedures and vote on the nominees.
  - 3) forward to the Dean a list of the nominees with a count of the votes each received and a description of how each nominee is considered to meet the qualifications for departmental leadership.
- d. The Dean shall forward the list, vote count and descriptions, along with a recommendation, to the President via the Provost and Vice President for Academic Affairs.

**Clause 2.** Evaluation of Department Chairs

- a. Evaluation of Department Chairs shall be conducted pursuant to University policy.

## **ARTICLE VIII. PROGRAMS**

**Section 1.** Programs shall be recognized within the Kremen School of Education and Human Development when they are legally required and/or appropriately established. Within the framework of University, School, and Department policy, the internal organization and management of each program will be determined by the members of the program.

**Section 2.** Role of the Program Coordinator

Each program shall have a Coordinator responsible to the Department Chair. Under their leadership and general supervision, the program shall have primary responsibility for developing and maintaining the credential and degree programs submitted to, and approved by the University and the California Commission on Teacher Credentialing (CCTC).

The Coordinator is responsible to:

- a. Coordinate, develop and review masters and credential programs.
- b. Participate in faculty reviews.
- c. Coordinate program scheduling efforts.



- d. Coordinate advising with students as required.
- e. Make recommendations for resources.
- f. Participate in governance and coordinate public relations for the program.

**Clause 1.** Appointment of Program Coordinators

- a. The Dean shall appoint a Program Coordinator on the recommendation of the program faculty and the Department Chair after consultation with the department faculty.
- b. The term is for three years and a Coordinator may be selected for a subsequent term in accordance with the Kremen School of Education and Human Development's policy.

**ARTICLE IX. APPROVAL**

**Section 1.** The Dean and President of the Faculty Assembly shall certify the members of the Faculty Assembly for purposes of an election to approve this constitution.

**Section 2.** This constitution shall be approved when it receives approval of two-thirds of the members of the Faculty Assembly who cast a ballot, approval by the Dean, approval by the Provost, and approval by the President.

**Section 3.** This constitution shall be effective with the beginning of the next regular semester following approval, which shall be according to University policy.

**ARTICLE X. AMENDMENTS**

**Section 1.** Proposed amendments to this constitution may be initiated by a two-thirds vote of the members in attendance and voting at any appropriately called and announced meeting of the Faculty Assembly or by petition of any ten voting members of the Faculty Assembly.

**Section 2.** Opportunity for discussion of a proposed amendment shall be provided at the next meeting of the Faculty Assembly following the proposal of the amendment.

**Section 3.** Amendments proposed pursuant to Article X, Sections 1 and 2, shall require the approval of a majority vote of the members cast by secret, written ballot and approval by the Dean of the Kremen School of Education and Human Development, approval by the Provost, and approval by the President, pursuant to University policy.

**Section 4.** Approved amendments shall be added to this constitution and become effective immediately upon receiving the necessary approval.

Approved by KSOEHD Faculty Assembly: October 22, 1999

Approved by Academic Senate: April 26, 2000

Approved by President John Welty, May 8, 2000

Amended to add Article III, Section 7, Spring, 2003

Amended by KSOEHD Faculty Assembly in the Spring of 2013 to:

- (a) modified Article III, Section 1;
- (b) modified Article IV, Section 2;
- (c) added Article III, Section 1, Clauses 12 and 13; and
- (d) added Article IV, Section 2, Clause 4.

Amended by KSOEHD Faculty Assembly: January 25, 2018

- (a) account for the creation of the Liberal Studies Department by updating committee membership requirements and update Article I, Section 1, Clause 3;
- (b) apply gender-neutral pronouns.