# CONSTITUTION OF THE DEPARTMENT OF

# JOURNALISM AND PUBLIC RELATIONS

# CALIFORNIA STATE UNIVERSITY, LONG BEACH

**Approved by the Department on March 8, 2017**

**Approved by the CLA Faculty Council**

**and adopted on May 10, 2017**

**PREAMBLE**

We, the faculty of the Department of Journalism and Public Relations of California State University, Long Beach, in order to provide a consistent and efficient method of operating the Department through shared governance, do hereby set forward these rules and regulations as our governing guidelines.

# MISSION AND PURPOSE

The mission of the Department of Journalism and Public Relations is to train students for careers in journalism inclusive of public relations and mass media communication. To achieve our mission, the Department is committed to producing working journalists, public relations practitioners and other communicators with a broad background in the liberal arts and sciences. Reporting, writing, editing skills and ethics are emphasized in all phases of the degree program. By producing students who are prepared to compete on the national level for top flight employment opportunities, we also best serve the communities of Southern California.

# ARTICLE I: NAME AND MEMBERSHIP

Sec. 1 The name of this Department shall be the DEPARTMENT OF JOURNALISM AND PUBLIC RELATIONS, hereafter referred to as the Department. The name of this body shall be the FACULTY OF THE DEPARTMENT OF JOURNALISM AND PUBLIC RELATIONS, hereafter referred to as the Faculty.

Sec. 2 Membership in the Department

1. Membership in this Department shall consist of those persons duly hired and appointed to teach courses offered by the Department.
2. A “regular full-time member” of the Department is any Faculty member who holds a tenured or tenure track appointment in the Department, as well as full-time lecturers and faculty who teach a full-time load or equated equivalents, and whose basic appointment is in the Department.
3. Faculty who do not fit into category 2.b as described above are part-time members of the Department.

# ARTICLE II: VOTING RIGHTS AND PRIVILEGES OF DEPARTMENT FACULTY

Sec. 1 Voting Rights

a. The Voting Faculty shall consist of all members defined as regular full-time members of the Department, consistent with the California Faculty Association (CFA) Collective Bargaining Agreement with the California State University, the California State University, Long Beach, Faculty Handbook and the Constitution of the College of Liberal Arts.

Sec. 2 Voting Privileges

1. The determination of Department policies shall reside only in the Voting Faculty.
2. Regular full-time members possess full voting rights on all Department matters, unless otherwise noted in this Constitution.
3. Regular full-time members shall be expected to attend Department meetings, and possess voting rights as provided otherwise in this document.
4. Non-voting members of the Faculty are those persons who hold part-time appointments. Non-voting Faculty shall not be required to attend Department meetings.
5. At the request of any two members – one who makes the motion, and another who seconds the motion – a vote of the Faculty shall be cast by secret ballot.

# ARTICLE III: ORGANIZATION OF THE DEPARTMENT FACULTY

Sec. 1 The presiding officer shall be known as the Chair of the Department of Journalism and Public Relations, hereafter referred to as Department Chair. He/she shall have the overall responsibility for the functioning of the Department within the total structure of the University. The department chair serves at the pleasure of the President.

Sec. 2 Department Chair

1. Matters concerning the duties and appointment of the department chair outlined in this document shall be consistent with Academic Senate Policy, and shall be updated if said policy is updated. This document currently follows Academic Senate Policy 11-06, approved by the President on June 20, 2011.
2. Term: The term of office is three (3) years, beginning with the commencement of the Academic Year. Normally a department chair shall serve no more than two (2) consecutive terms.
3. Eligibility: All probationary and tenured faculty members, including the current department chair, are eligible to be nominated to serve as department chair.
4. Duties.
	1. To supervise the execution of Department policy.
	2. To serve as an *ex officio* non-voting member on all Department committees.
		1. As such, the Department Chair can only serve in an *ex officio* capacity in any and all department committees, whether standing or ad hoc, and shall be able to offer input, suggestions and recommendation, but shall make no motions, or vote in motions
			1. The only exception shall be if a Department committee does not have the minimum number of willing committee members as required by college or university policy. In that case and that case only, regular full-time members of the Department shall vote on whether to allow the Department Chair to serve as a voting member of a specific committee as per the Department Chair’s request. A simple majority will be required to approve the request.
	3. To serve as a representative of the Department’s views and policies to the College of Liberal Arts and the University and to disseminate to members of the Department all information of importance.
	4. To serve as Chair of the Department External Advisory Council.
		1. Purpose of the External Advisory Council
			1. To provide the Chair with effective means to discuss and seek advice on major issues and/or problems that affect the Department’s relationship with its alumni and donors, as well as with media professionals, media employers, and the local community;
			2. To provide improved communications with the aforementioned constituencies.
		2. Membership and Governance of the External Advisory Council: Members of the External Advisory Council are appointed by Department Chair.
		3. Duties and Functions of Members of the External Advisory Council
			1. Members will advise and assist the Department Chair in department affairs that relate to the larger outside community, such as alumni and donor relations, professional and community events, fundraising initiatives, workshops, community outreach, minority recruitment, and diverse service activities.
			2. Recommendations from the External Advisory Council shall be made to the Department Chair, who shall, in turn, relate the External Advisory Council recommendations to the faculty during the faculty meeting immediately following the time he/she receives the recommendations.
			3. External Advisory Council recommendations shall be valued and seriously considered, but are non-binding.
	5. To perform all other duties delegated to him/her by the Department.
	6. To refer matters requiring policy decisions to the Department Faculty.
	7. To perform such additional duties as may be expected or prescribed by the College of Liberal Arts and the University.
5. Method of Selection.

The election will be held in the spring semester of the third year of the Chair’s term, with the new term to begin in the fall semester at the commencement of the new academic year.

1. Eligibility of Voting Faculty.
	1. Tenured and probationary faculty members, including individuals who are on authorized leave status, are eligible to vote for recommendation of candidates for department chair. Participants in the Faculty Early Retirement and Pre-Retirement Programs are eligible to vote regardless of time base and semester of employment. Faculty members of the department who have a Management Personnel Plan (MPP) assignment and teach at least six (6) weighted teaching units (WTUs) within the department each semester during that academic year are eligible to vote.
	2. Lecturers with three (3)-year contracts and a time-base of at least .5 (7.5 WTUs) in the department in the semester that the nominations and elections are held may vote for the purpose of recommending the department chair.
2. Rotation of Office.

When a new Chair is sought, the following steps shall be implemented:

* 1. The Dean shall meet with the Faculty to explain the procedures.
	2. The regular full-time members of the Department shall appoint a Department Chair Nominating Committee to conduct a search for a chair. An elected nominating committee shall consist of at least three (3) probationary or tenured faculty members, a majority of whom are tenured. A nominee for the position may not serve on the Department Chair Nominating Committee. Committee members shall elect a committee chair, to be identified as the Nominating Committee chair.
	3. The Nominating Committee chair shall present nominations for department chair at an official department faculty meeting, at which time an opportunity is provided for additional nominations to be made from the floor. The notice of the meeting and the agenda shall be distributed to all department faculty members at least five (5) working days prior to the department faculty meeting. The Nominating Committee chair shall notify the dean of the slate of nominees.
	4. The balloting shall be conducted by the Department Chair Nominating Committee
	5. The Department Chair Nominating Committee will send to the Dean all recommended candidates.
	6. Vacancy: When there is an unplanned vacancy in the position of department chair, the dean, after consultation with the Provost and the department faculty, may designate an interim appointment. The process for selecting a department chair as set forth in this policy shall be initiated within a reasonable period of time, but no longer than one (1) year.
1. Voting Procedures.

The voting procedures shall be the following:

* 1. The Department’s recommendation to the Dean of the College of Liberal Arts for Department Chair shall be determined by a secret mail ballot.
	2. Following nominations at the department faculty meeting, the nominating committee chair shall prepare the ballot, distribute the ballot to faculty members eligible to vote, and set a deadline for the return of ballots ten (10) working days from the date of ballot distribution. A ballot shall provide faculty the opportunity to vote “recommended” or “not recommended” or abstain for each name on the slate.
	3. The mail ballot box shall be in a secured location.
	4. A simple majority of the votes cast by the regular full-time members of the Department is required for recommendation. Ballots not cast, abstentions and blank ballots shall not be counted or considered when calculating the simple majority.
	5. Tenured and probationary faculty members, including individuals who are on authorized leave status, are eligible to vote for recommendation of candidates for department chair. If a faculty member is on authorized leave, the ballot for that individual shall be sent by first class mail to the home address or to a forwarding address on file in the department office or sent via email with the return of the hard copy in a sealed envelope. Participants in the Faculty Early Retirement and Pre-Retirement Programs are eligible to vote regardless of time base and semester of employment. Faculty members of the department who have a Management Personnel Plan (MPP) assignment and teach at least six (6) weighted teaching units (WTUs) within the department each semester during that academic year are eligible to vote. Moreover, lecturers with three (3)-year contracts and a time-base of at least .5 (7.5 WTUs) in the department in the semester that the nominations and elections are held may vote for the purpose of recommending the department chair.
	6. The nominating committee shall count the ballots and report the results (including the number of “recommended” and “not recommended” and “abstain” votes cast for each candidate) in writing to the department and the dean.
	7. After meeting with all candidates who received a majority vote of “recommended” and consulting with the Provost, the dean normally shall appoint one (1) of these candidates as department chair. The designated chair shall receive an appointment letter from the dean. The dean shall also notify faculty and staff in the department with a copy to the Provost.

# ARTICLE IV: DEPARTMENT MEETINGS

Sec. 1 Regular Meetings

1. Department meetings shall be held periodically according to the needs of the Department.
2. Department meetings shall be open to all members of the Department and to students and staff, unless personnel or other sensitive matters are on the agenda, in which case the Chair may request a closed meeting with the attendance of only regular full-time members of the Department.
3. These meetings shall be called by the Department Chair, who shall designate the date, time and place, and provide an agenda that clearly indicates the matters to be considered.
4. Attendance at Department meetings is mandatory of all regular full-time faculty. Faculty who are unable to attend shall communicate their absence to the Chair in advance.
5. Except in cases of emergency, the Chair shall notify members of the Department at least two weeks in advance of any scheduled meeting and supply an agenda and minutes two working days in advance, which clearly indicates the matters to be considered.
6. Prior to the issuance of an agenda, items may be placed on the agenda by any faculty member who notifies the Department Chair or the Department’s Administrative Assistants. For this purpose, notification given to any administrative assistant shall constitute notification of the Chair.
7. A quorum for conducting Department business shall consist of a minimum of one- half (1/2) of the regular full-time members of the Department Faculty.
8. Department meetings shall be conducted in accordance with the most recent edition of *Robert’s Rules of Order*.

Sec. 2 Special Meetings

1. Upon the request of any three (3) members, either orally or in writing, the Chair shall call a meeting of the Department within two weeks, or earlier, if the urgency of the situation so requires.
2. Special meetings also may be called by the Department External Advisory Council.

# ARTICLE V: COMMITTEE STRUCTURE

Sec. 1 Committee Structure and General Rules of Operation.

1. The standing committees of the Department shall include a Search Committee, a Curriculum Committee, an RTP Committee, and such additional committees as the Department shall deem necessary.
2. The RTP Committee shall be elected annually in accordance with university and college regulations.
3. Each regular full-time Faculty is required to be a member of at least one standing committee, and entitled to membership in all standing committees.
4. All regular full-time members of the Department shall be requested to state their wishes for committee assignment. The Department Chair and regular full-time members shall then vote on each committee membership.
	1. Following the Collective Bargaining Agreement, full-time lecturers with 15 units of teaching assignment may not be required to serve in committees, but may volunteer to serve in committees. Full-time lecturers who receive assigned time for service, however, may be requested to serve in committees.
5. Committee reports and recommendations may be presented directly to the Department.
6. The Department Chair shall be an *ex officio*, non-voting member of all standing committees, as described in Article III, Section 2, Item d.2.
7. The Department Chair shall recommend ad hoc committees to the faculty, whose members are elected to serve on these committees.
8. Each committee shall determine its own meeting dates and times.
9. A majority of the membership of any committee shall constitute a quorum.

# ARTICLE VI: STANDING COMMITTEES GOVERNANCE AND RESPONSIBILITIES

Sec. 1 Decisions of the standing committees shall be reported to the Faculty at the next scheduled Department meeting, respecting University and College policies on personnel matters.

Sec. 2 Decisions and recommendations by the RTP committee are final and not subject to review by regular full-time Department members.

Sec. 3 The Curriculum Committee and the Search Committee are urged to request input, comments, feedback and suggestions from Faculty whenever major decisions are scheduled to take place;

Sec. 4 Major programmatic curricular decisions shall be submitted for a vote of the regular full- time Faculty, and require a simple majority approval to be implemented.

# ARTICLE VII: RECALL AND REPLACEMENT OF DEPARTMENT OFFICERS AND COMMITTEE MEMBERS

Sec. 1 The removal of any Department Officer or elected Committee Member may be requested of the appropriate university authorities by a two-thirds (2/3s) vote of the full-time faculty. For the Department Chair, California State University, Long Beach, Policy Statement 00-09, Section 18.800 *Election to Recall a Department Chair* shall be followed.

Sec. 2 If the Chair is removed, steps down, or otherwise becomes unable to carry out the duties of the position, a new Chair will be selected in accordance with the normal procedures in the Department Constitution, and in accordance with University and College policy regarding such cases.

Sec. 3 An elected member of a Department committee may be removed from that committee by a two-thirds (2/3s) vote of the regular full-time faculty.

Sec. 4 If a member of a Department committee is removed, steps down, or otherwise becomes unable to carry out the duties of the position, a replacement shall be chosen in accordance with the normal procedures for selecting members for that committee, and this process shall be initiated at the next regularly scheduled Faculty Meeting.

# ARTICLE VIII: AMENDMENTS

Sec. 1 This Constitution may be amended by a two-thirds (2/3s) vote of the regular full-time members of the voting faculty of the Department at any regular faculty meeting so long as the following procedural steps have been completed:

1. Amendments may be proposed by a written petition of three (3) Regular members of the Department, or by a committee of at least two regular full-time members of faculty convened with the purpose of reviewing the Constitution.
2. Amendments may not be considered between the end of the spring semester and the beginning of the following fall semester.
3. Proposals shall first be submitted to the Department Chair, either in print or electronic format.
4. Once submitted, the Chair must forward the proposal within two weeks, excluding holidays, to the regular full-time faculty.
5. The Department Chair must include the discussion of the proposed amendments in the first faculty meeting available after the 2-week period, as described above. The item must be placed towards the top of the agenda, as to allow proper time for presentation and discussion of the amendments.

Sec. 2 Amendments to this Constitution shall become effective immediately after they receive a favorable vote of two-thirds (2/3s) of the faculty.

# ARTICLE IX: ADOPTION OF THIS CONSTITUTION

This Constitution shall become effective immediately upon a favorable vote of two-thirds (2/3s) of the regular full-time members of the Department and any other applicable governing body on campus.