

**CONSTITUTION OF THE DEPARTMENT OF JOURNALISM
CALIFORNIA STATE UNIVERSITY, LONG BEACH
Approved and adopted on April 9, 2008**

PREAMBLE

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

MISSION AND PURPOSE

The mission of the Department of Journalism 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 and editing skill 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. The program has developed a core of skills and related theory that are focused into one major concentration with several specializations that allow student to develop to their full potential.¹

ARTICLE I: NAME AND MEMBERSHIP

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

Sec. 2 Membership in the Department

a. Membership in this Department shall consist of those persons duly hired and appointed to teach courses offered by the Department of Journalism..

b. 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 of Journalism.

c. 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 as is consistent with the California Faculty Association 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

- a. The determination of Department policies shall reside only in the Voting Faculty.
- b. Regular full-time members possess full voting rights on all Department matters, unless otherwise noted in this Constitution. In situations involving RTP and personnel matters, voting eligibility shall be limited to those regular members who have held their appointment in the Department for at least one semester.
- c. Regular full-time members shall be expected to attend Department meetings, and possess voting rights as provided otherwise in this document.
- d. 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.
- e. At the request of any two members, 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. He/she shall have the ultimate responsibility for the functioning of the Department within the total structure of the University. Under the current MOU, the Chair of the Department serves at the pleasure of the Dean of the College of Liberal Arts.

Sec. 2 Department Chair

- a. Term: Three years, beginning with the commencement of the Academic Year.
- b. Eligibility: Any regular full-time member of the Department.
- c. Duties.
 - (1) To supervise the execution of Department policy.
 - (2) To serve as an *ex officio* non-voting member on all Department committees.
 - (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 form, in consultation with the Department Advisory Committee, the Department's standing and *ad hoc* committees, and to name the chairs of these committees.
 - (5) To serve as Chair of the Department Advisory Council.
 - (6) To perform all other duties delegated to him/her by the Department.
 - (7) To refer matters requiring policy decisions to the Department Faculty;

- (8) To perform such additional duties as may be expected or prescribed by the College of Liberal Arts and the University through the MOU, Trustee authority, or Department action.
- d. 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.
- e. Eligibility of Voting Faculty.
Subject to the laws of the State of California, the regulations of the California State University and Colleges, and the policies of the College of Liberal Arts, a nominee for the office of Department Chair shall be elected by the regular tenured and tenure-track members of the voting faculty.
- f. 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) The mail ballot box shall be in a secured location.
 - (3) A simple majority of the regular tenured and tenure-track members of the voting faculty who cast valid ballots is required for recommendation (abstentions are not considered to be a valid ballot).
 - (4) The Department recommendation shall be forwarded to the Dean of the College of Liberal Arts, who shall make the appointment subject to ratification by the President of the University or his/her designee.
- g. Rotation of Office.
When a new Chair is sought, the following steps shall be implemented in compliance with the Memorandum of Understanding (MOU):
- (1) The Dean shall meet with the Faculty to explain the procedures.
 - (2) The regular full-time members of the Faculty shall appoint a Search Committee to conduct a search for a chair.
 - (3) The Search Committee shall make a recommendation to the Voting Faculty regarding nominees at which time nominees from the floor will be in order.
 - (4) One or more candidates shall be selected for recommendation to the Dean based on a secret mail ballot from the regular tenured and tenure-track members of the Faculty.
 - (5) The balloting shall be conducted by a Department Elections Committee, appointed by the regular full-time members of the Faculty.

i. Vacancy

Any vacancy for the unexpired portion of the term shall be filled in accordance with sections 3(a), 3(b), 3(d) and 3(e) of this Constitution.

ARTICLE IV: THE DEPARTMENT ADVISORY COUNCILS

Sec. 1 The department shall have two advisory councils—an internal council constituted by journalism faculty, and an external council, constituted by media professionals, alumni, emeriti faculty and/or other members, as deemed appropriate by the chair.

Sec. 2 Purpose of the Internal Advisory Council

a. To provide the Chair with effective means to discuss and seek advice on major issues and/or problems in the Department on a regular basis;

b. To provide improved communications within the Department; and,

c. To ease the burden of the Chair in such areas as scheduling, budgeting, student petitions and similar administrative matters.

Sec. 3 Membership and Governance of the Internal Advisory Council

a. Members shall consist of the Chair and three regular full-time Department members.

b. The Chair of the Department shall be the Chair of the Department Advisory Council.

Sec. 4 Method of Selection of the Internal Advisory Council

a. Elections will be held in the spring semester with terms to begin in the fall semester, at the commencement of the new academic year.

b. Persons receiving a majority of votes from full-time Department members shall be considered elected to the Internal Advisory Council.

c. In the case of ties or failure to secure a majority, a run-off election shall be held from among those receiving the highest votes; the number running shall be one more than the seat or seats to be filled. In this election, a simple majority of the ballots actually cast will be sufficient for election.

Sec. 5 Term of Office.

a. The members of the Internal Advisory Council will serve staggered two-year terms. These terms shall overlap with at least one of the elected members retiring each year. Retiring and former Council members are eligible for reelection.

Sec. 6 Recording Secretary

a. A Recording Secretary shall be chosen by the members of the Internal Advisory Council.

Sec. 7 Duties and Functions of Members of the Internal Advisory Council

a. Members will advise and assist the Department Chair in department affairs and shall, by majority vote, grant or withhold approval of such actions as follows: Student petitions, travel requests, minor catalog or curriculum changes, appointment of part-time faculty,

class schedules, annual budgets, allocation of release time, appointment of ad hoc committees, and other administrative matters as deemed appropriate.

c. Members shall, whenever the need arises, interpret the rules and regulations of the Department, subject to the approval of a majority of the full-time faculty members.

d. Advise the Department Chair on allocations of Department resources.

Sec. 8 Referral of Actions

a. Any three (3) regular full-time members of the Department may request that an action of the Internal Advisory Council be referred to the Department as a whole for consideration and decision.

b. Such requests shall be submitted to the Department Chair orally or in writing.

Sec. 9 Meeting Schedule and Quorum

a. The Internal Advisory Council shall meet whenever the need arises.

b. A majority of the Internal Advisory Council membership shall constitute a quorum for the purpose of conducting business.

c. Formal actions of the Internal Advisory Council shall be reported to the Faculty in a timely manner on or before the next Department meeting.

Sec. 10 Purpose of the External Advisory Council

a. 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;

b. To provide improved communications with the aforementioned constituencies.

Sec. 11 Membership and Governance of the External Advisory Council

a. Members of the External Advisory Council are appointed by and serve at the discretion of the Department Chair.

Sec. 12 Duties and Functions of Members of the External Advisory Council

a. 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.

b. External Advisory Council recommendations shall be valued and seriously considered, but are non-binding.

ARTICLE V: DEPARTMENT MEETINGS

Sec. 1 Regular Meetings

a. Department meetings shall be held periodically according to the needs of the Department.

- b. 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.
- c. These meetings shall be called by the Chair who shall designate the date, time and place, and provide an agenda that clearly indicates the matters to be considered.
- d. Attendance at Department meetings is mandatory for regular full-time faculty. Faculty who are unable to attend shall communicate their absence to the Chair.
- e. Except in cases of emergency, the Chair shall notify members of the Department at least two working days in advance of any scheduled meeting and supply an agenda at that time, which clearly indicates the matters to be considered.
- f. 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.
- g. A quorum for conducting Department business shall consist of at minimum of one-half (1/2) of the regular full-time members of the Department Faculty.
- h. Department meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

Sec. 2 Special Meetings

- a. 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.
- b. Special meetings also may be called by the Department Advisory Council.

ARTICLE VI: COMMITTEE STRUCTURE

Sec. 1 Committee Structure and General Rules of Operation.

- a. 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.
- b. The RTP Committee shall be elected annually in accordance with university and college regulations.
- c. 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.
- d. All full-time Department members shall be requested to state their wishes for committee assignment, and the Chair, with the advise and consent of the Advisory Council, shall appoint members of the standing committees on the basis of expressed wishes, insofar as practicable.

- e. Committee reports and recommendations may be presented directly to the Department or through the Advisory Council.
- f. The Department Chair shall be an *ex officio*, non-voting member of all standing committees.
- g. The Department Chair with the advice and consent of the Advisory Council, shall appoint ad hoc committees and their chairs.
- h. Each committee shall determine its own meeting dates and times.
- i. A majority of the membership of any committee shall constitute a quorum.
- j. The functions and duties of the committees shall be set forth in the Department By-laws.

ARTICLE VII: 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 VIII: 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 Bylaws, 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:
- a. Amendments may be proposed by a written petition of three (3) Regular members of the Department.
 - b. Proposals shall be presented to the Chair of the Department. For this purpose, presentation to any member of the Department's office administrative staff shall constitute notification and presentation to the Chair.
 - c. Proposed amendments shall be submitted to the faculty for the purpose of discussion within three weeks, excluding holidays, following its presentation to the Chair. Amendments may not be considered between the end of the spring semester and the beginning of the following fall semester.
 - d. Proposed amendments shall be distributed in writing to the members of the Department at least one week, excluding holidays, prior to the department meeting at which discussion of any proposed amendments are scheduled.
- Sec. 2 Amendments to this Constitution shall become effective immediately after they receive a favorable vote of two-thirds (2/3s) of the ballots.
- a. Votes shall be cast in a secret written ballot deposited in the Department office.
 - b. At least two-thirds (2/3s) of Regular Faculty members must cast ballots. A minimum of one week shall be allowed for the casting of these ballots.

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.

¹ RTP document, July 1998.