POLICY: The Faculty in cooperation with the administration of the University will establish committees as needed to assist the overall governance of the University. Such committees will deal with policy making, coordinating, implementing, advising, overseeing and/or administering of various aspects of University life.

FACULTY MEMBERS: Members of the Faculty are those persons holding the rank of professor, associate professor, assistant professor, instructor, or professional librarian.

The above members have attendance and voting rights at faculty meetings. Adjunct faculty, visiting scholars and non-academic administrative personnel may attend meetings and have the right to the floor, but do not hold voting privileges. Guests such as resource persons may also be invited to attend on a meeting-by-meeting basis, shall be introduced at the beginning of the session, may have the floor at the discretion of the Provost, but may not have voting privileges.

Proposals for changes to the Faculty Constitution should be proposed by the Faculty Senate and approved by the Faculty.

➢ Note: all of the above have been relocated to more logical positions in this Section. (Some have been reworded, as well.)

FACULTY CONSTITUTION

Preamble

The Faculty of California Baptist University, in declaring their mutual cooperation and support in promoting the academic mission and Christian philosophy of the University, and in defining and advancing professional expectations and responsibilities, provide the structure and mechanisms by which the Faculty is to organize and carry out its institutional powers, duties, and responsibilities, by their agreement to the following:

Article I: Membership

Members of the Faculty are those persons holding the rank of professor, associate professor, assistant professor, instructor, associate librarian, librarian, or adjunct.

The Faculty—in its governance—is comprised of those persons holding the rank of professor, associate professor, assistant professor, instructor, librarian, or associate librarian.

The Faculty—in its organization—includes, beyond the above governing Faculty: lecturers, adjuncts, visiting professors, who function under the direction of the governing Faculty.

Note: This revised statement clarifies the distinction between those faculty members involved in governance and those who are part of the more general organization of faculty.
Article II: Purposes

The governing Faculty of California Baptist University is organized as a body of faculty governance to:

1. Engage in teaching, maintain proficiency in instruction, and participate in the development of academic programming and curriculum for the University
2. Facilitate the implementation of the academic programs and curriculum of the University by developing and maintaining merit based academic standards, mentoring students and colleagues, and engaging in a program of ongoing professional development
3. In cooperation with other University officials, assess the academic programs and curriculum through peer review, student evaluation, and analysis of relevant data
4. Concern itself with, and contribute to, the development of institutional excellence
4. Ascertain, consider, evaluate, and act upon academic issues concerning the faculty.
5. Advance and support policies for constructive change within the delegated responsibilities of the faculty including policies of sound education, fair and just administration, prudent fiscal management, and Christian growth.
6. Act as an academic body to communicate faculty consensus and concern on academic and professional issues to the administration and the Board of Trustees.
7. Work in concert with the Provost to determine responsibilities of committees of the faculty, and participate in the election and/or appointment of members to those committees.
8. Concern itself with, and contribute to, the development of institutional excellence.
9. Facilitate ongoing resolution of academic problems as they arise.
10. Foster, encourage, and facilitate communication and growth within the University community.

Note: With the exception of #8 (relocated as #4 in Article II) the above items are more descriptive of the responsibilities of the Faculty Senate.

Article III: Relationships of Authority

1. California Baptist University is owned and operated by the California Southern Baptist Convention (CSBC). The final authority for determining the nature, structure, and policies of the University resides in the Board of Trustees. The President of the University is the chief administrative officer of the University. The Provost is the chief academic officer.
2. The Faculty has primary responsibility for such academic areas as curriculum, subject matter of courses, method of instruction, research, and certain aspects of fiscal management and student life as relate to the educational process.
3. The Faculty exercises those responsibilities which are included under University-wide faculty responsibilities (Article IV). The faculties of various academic departments or schools exercise those responsibilities which are included under their departmental or school responsibilities.

Article IV: Faculty Responsibilities

1. The Faculty as a whole acts to develop and modify as needed
   a. University curriculum, including course offerings, new courses, requirements for majors, general education course work, professional preparation, credential and certificate program requirements, graduation requirements.
   b. Grading systems and standards for evaluation of student performance.
2. The Faculty approves candidates for academic and professional degrees.
3. The Faculty as individuals have responsibility, consistent with institutional policy, over
   a. Advising students in their academic programs or majors;
   b. Selection of required course materials;
   c. Implementation of appropriate examination sequences for each course, construction of exams, and assurance of honesty in the taking of exams; and
   d. Assigning grades for each student officially enrolled in their class.
4. The faculty in professional cooperation provide advice and make recommendations through departments and the committee structure on
   a. academic calendar;
   b. faculty rank, promotion, and tenure;
   c. professional development programs;
   d. departmental and school budgets, programs, personnel, and policies;
   e. library and learning resource materials; and
   f. admissions and retention policies.

Article V: Meetings of the Faculty

1. Regular meetings of the Faculty will be held on the first Monday of every month, September through April, during the 10:00 hour, at the call of the Provost. Additional meetings or postponement of meetings may be determined by the Provost.

2. Special meetings of the faculty may be called by the President of the University at his/her discretion.

3. Attendance and voting privileges may be extended to members of the faculty as described in the Definition of Faculty Members.

   The above members, Faculty members, as defined under Article I, have attendance and voting rights at Faculty meetings. Lecturers, adjunct faculty, visiting scholars, professors and non-academic administrative personnel may attend meetings and have the right to the floor, but do not hold voting privileges. Guests such as resource persons may also be invited to attend on a meeting by meeting basis, shall be introduced at the beginning of the session, may have the floor at the discretion of the Provost, but may not have voting privileges.

4. Within the context of Article IV, item #1, the Provost shall preside at regular meetings of the Faculty. In the absence of the Provost, a chair pro tempore may be appointed by the President.

5. Action shall be by a majority of those voting at a meeting at which a quorum is present. A quorum shall be defined as a majority of the membership.

6. Robert’s Rules of Order, revised, shall be the authority on Parliamentary procedure in meetings of the Faculty.
Article VI: Faculty Senate

1. The Faculty Senate functions throughout the academic year as the primary body of Faculty governance, representing the Faculty at large. As such, the Faculty Senate is charged with the responsibility to
   a. Ascertain, consider, evaluate, and act upon academic issues concerning the faculty
   b. Advance and support policies for constructive change within the delegated responsibilities of the faculty including policies of sound education, fair and just administration, prudent fiscal management, and Christian growth
   c. Act as an academic representative body to communicate faculty consensus and concern on academic and professional issues to the administration and the Board of Trustees
   d. Work in concert with the Provost to determine responsibilities of committees of the faculty, and participate in the election and/or appointment of members to those committees
   e. Facilitate ongoing resolution of academic problems as they arise
   f. Foster, encourage, and facilitate communication and growth within the University community.
   g. Initiate proposals for updates and change to the Faculty Handbook.

   ➢ Note: moved to this location from Article II.

2. The Faculty Senate shall include the Faculty Senate Officers elected by the faculty at large, and elected representatives from each of the departments in the College of Arts and Sciences and the professional schools as follows: one representative from departments or schools with 1-9 faculty members; two representatives from departments or schools with 10-19 faculty members; three representative from departments or schools with 20-29 members; etc.

3. The primary functions of the Faculty Senate are to ascertain the concerns of the faculty and to develop programs and policies of improvement. The Senate serves as an informational body for Faculty regarding academic affairs, and makes recommendations to the Administration for improvement. Particular responsibilities of the Senate may include, but are not limited to, updating and revising the Faculty Handbook and communicating concerns and consensus of the Faculty on academic issues to the Administration.

   ➢ Note: Functions have already been delineated in #1 above.

3. The Faculty Senate will be brought into deliberations and the decision-making process by the Administration at the outset of proposed changes in policy which affect the Faculty and its responsibilities (as outlined above), in order that
   a. timely, meaningful and effective recommendations may be made by the Senate; and that
   b. the Faculty voice can be proactive, creative, reflective, and collaborative in bringing about positive changes in University life.

4. Operations
   a. The Senate meets at least once per month during the months of September, October, November, December, January, February, March and April.
   b. The Senate has the authority to act within the purposes stated above. Recommendations may be made to the administration and/or faculty.
   c. The minutes of the Senate are sent to the committee members, the Faculty and the Executive Council.
   d. The work of the Senate is reviewed and evaluated responded to by the Provost and the Executive Council.
e. In order to sustain clear and effective communication, timely and personal communication regarding Senate proposals are to be made both from the Senate President to the Provost, and from the Provost to the Senate in response.

Note: The order of Articles VI and VII has been exchanged, to reflect a more logical sequence.

Article VII: Faculty Senate Officers

The Faculty Senate shall have three officers elected during a Spring meeting of the Faculty: a President, a Vice-President, and a Secretary/Treasurer. Area deans are precluded from serving as officers.

1. The Faculty Senate President shall
   a. be a tenured member of the faculty;
   b. receive three (3) units of designated time each semester for serving as the Faculty Senate President. Should a department chair or program director be elected, the designated time for serving as Faculty Senate President should be in addition to any designated time received for service as a department chair or program director;
   c. seek opportunities for specific professional development training for the position;
   d. serve a one-year term;
   e. assist the Provost in arranging an agenda for Faculty meetings;
   f. assist the Provost in planning the annual Faculty Workshop;
   g. act as an advocate for the faculty;
   h. provide leadership in the professional development of the faculty; and
   i. act as a liaison between the faculty and administration.

2. The Faculty Senate Vice-President shall
   a. be a tenured member of the faculty;
   b. seek opportunities for specific professional development training for the position;
   c. serve a one-year term;
   d. assist the Faculty Senate President, preside at meetings of the Faculty in the absence of the Faculty Senate President;
   e. assist the Provost in planning the annual Faculty Workshop;
   f. in the event of the resignation of the Faculty Senate President during the academic year, the Vice President will assume the office of Faculty Senate President for the remainder of the academic year.

3. The Secretary/Treasurer of the Faculty Senate shall
   a. be elected from among tenured or non-tenured members of the faculty;
   b. serve a one-year term;
   c. attend all meetings of the Faculty and Faculty Senate, record the proceedings of these meetings and distribute copies of the minutes to the members of the Faculty and to the President, Vice Presidents, and Deans of the University;
   d. maintain the files of the Faculty Senate.
Article VIII: Committees

The Faculty in cooperation with the administration of the University will establish committees as needed to assist the overall governance of the University. Such committees will deal with policy making, coordinating, implementing, advising, overseeing and/or administering of various aspects of University life.

➤ Note: moved from pg. 1 to this more appropriate location

The committee structure is designed to expedite the ongoing business of the University, delegate responsibility and assure appropriate involvement of the Faculty in the University program, communicate policy and procedures to the entire University community, and secure the best counsel in all interests and projects of the institution.

1. Faculty members are nominated by the Faculty Senate through the Provost and approved by the President, unless the membership is stipulated in committee requirements. Student members will be appointed through the ASCBU in consultation with the Vice President for Student Services. The appointments will be made annually and membership rotated from time to time. Each committee will elect its chair, unless otherwise stipulated by committee requirements. The President of the University is an ex officio member of all committees, excluding Faculty Senate. The Provost is an ex-officio member of all academic committees of which he/she is not a regular member, excluding Faculty Senate.

2. There shall be two distinct types of standing committee assignments:
   a. Faculty committees report to the Faculty Senate or the Executive Council. These committees are described below as “Standing Committees of the Faculty.”
   b. Administrative committees report to the Executive Council or an individual administrator. Administrative committees are outside the jurisdiction of the Faculty and do not need faculty approval of changes.
3. When an issue arises which is not appropriate for consideration by an existing committee, the Provost, or the Faculty Senate may recommend an ad hoc committee to the President for approval. These committees are dissolved when the study assigned to them has been satisfactorily completed or at the discretion of the appointing official.

4. Fundamentally, the functions of committees are delegated responsibility. All actions taken as policy making/recommending are to be reported back to the Faculty Senate for final action unless otherwise indicated by the delegation of responsibility. Those groups indicated within the organization as councils are advisory and shall report back to the individual or body specified by their title.

5. All committees are to meet as determined to be advisable and should keep three copies of the minutes of each meeting. One copy is retained in the committee's file, one is placed on file in the Office of the Provost, and the other is sent to the Office of the President. Standing committees of the Faculty shall send an additional copy of their minutes to the Faculty Senate for approval.

6. Except when the membership of a faculty committee is indicated as ex officio or by appointment, committee vacancies shall be filled by annual vote of the Faculty Senate, in accordance with the prescribed composition of the committee. Procedures are delineated such that each member of the Faculty, with the exception of adjuncts, shall be nominated to serve on at least one committee.

Article IX: Faculty-Institution Legal Relationships

Legal matters pertaining to relations between individual faculty members and the institution, such as Terms and Conditions of Contract, Due Process Procedure, Grievance Procedures, Promotion and Tenure, and Sabbaticals and Leaves, are specified in appropriate sections of the Faculty Handbook.

Article X: Changes and Amendments

Proposals for Changes or amendments to the Faculty Constitution should be proposed by the Faculty Senate and approved by the Faculty. Amendments to this constitution are generally initiated by the Faculty. Changes or amendments may be recommended by a two-thirds majority vote of the Faculty for approval by the Board of Trustees. Such a Faculty vote may be taken at any regular meeting provided notice in writing of a proposed amendment shall have been filed beforehand with the Faculty Senate President so that the Secretary/Treasurer may provide to all active members a copy of the proposed change or amendment at least one week prior to the meeting at which it will be presented for a vote.

Article XI: Adoption

This constitution shall be adopted upon affirmation of a vote of a majority of the Faculty at a meeting announced for this purpose one week in advance, and the approval of the Board of Trustees.