

**COLLEGE OF HEALTH AND HUMAN SERVICES CONSTITUTION**  
**May 2011**

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CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
COLLEGE OF HEALTH AND HUMAN SERVICES CONSTITUTION  
April 2011

I. INTRODUCTION

A. Establishment and Purpose

The School of Health and Human Services, a major academic division of California State University, Los Angeles, was established Fall 1984, following a recommendation by the President of the University, with the approval of the Chancellor of the California State University. In September 2000, the School was renamed the College of Health and Human Services. The College exists to facilitate, review, and ensure the quality of programs and instruction in its schools, departments, centers, institutes, partnerships, and clinics.

B. Mission

The College of Health and Human Services is committed to educating and preparing human service professionals to become innovative practitioners and leaders. The College promotes the integration of teaching, research, policy, and public service in an interdisciplinary context. Knowledge, skill, and caring provide the foundation for educating a diverse workforce of the future who effectively serves multicultural urban communities. The College strives to be student-centered, faculty and staff focused, and community minded.

C. Composition (see Attachment A)

1. Schools/Departments:

Department of Child and Family Studies  
Department of Communication Disorders  
Department of Public Health  
School of Criminal Justice and Criminalistics  
School of Kinesiology and Nutritional Science  
School of Nursing  
School of Social Work

The Schools/Departments are charged with the responsibility of (1) developing and maintaining undergraduate, certificate, credential and graduate programs for students who are seeking professional preparation in the fields of health and human services, and (2) developing and providing courses of study in general education for all university students.

2. Centers, Institutes, Partnerships, and Clinics:

Applied Gerontology Institute  
California Forensic Science Institute  
Center for the Study of Child Maltreatment and Family Violence  
Center on Child Welfare  
CSULA Hearing Clinic  
CSULA/Juvenile Court Partnership (in conjunction with the Charter College of  
Education and the College of Natural and Social Sciences)  
Institute of Nursing  
Mobility Center Clinic  
Physical Activity Center for Education  
Robert L. Douglass Speech-Language Clinic

3. Certificate Programs:

Alternative Nutrition  
Applied Gerontology  
Child Maltreatment and Family Violence  
Intercultural Proficiency  
Nurse Practitioners  
Parent Educators  
Sports Nutrition  
Youth Agency Administration

## II. ADMINISTRATION

### A. Personnel

1. Dean. The Dean is the administrator of the College and is appointed by the President in accordance with established procedures. The Dean reports directly to the President through the Provost and Vice President for Academic Affairs and is responsible for reviewing and approving all personnel and program recommendations within the College. The Dean is subject to annual review by the President and such other administrators and committees as specified by the Board of Trustees, Chancellor's Office, and University policies. The Dean shall have retreat rights in a School/Department other than the Associate Dean.
2. Associate Dean. The Associate Dean performs line or staff functions within Board of Trustees, Chancellor's Office, and University policies, as directed by the Dean. The Associate Dean shall have retreat rights in a School/Department other than the College Dean. Exceptions to the above policy may be approved by the Faculty Fiscal Affairs Committee for a maximum of one calendar year, upon the receipt of a request for a waiver by the Dean.

The selection procedures for the Associate Dean are as follows: A five member

search committee shall be elected by a secret ballot of the College full-time tenured faculty. No more than one member shall be from any School/Department. This Committee shall develop criteria, screen candidates, and forward its recommendations to the Dean. The Dean, in consultation with the School/Department Directors/Chairs, shall make the selection. Appointment is by the President upon recommendation of the Dean.

The Associate Dean shall be reviewed annually following procedures as mandated by University policy.

3. Fiscal Officer. The Fiscal Officer is responsible for managing College resources (including facilities) and budgets and oversees the staffing of all offices.
4. School/Department Directors/Chairs. Directors/Chairs are the sole administrators of the Schools/Departments and are appointed by the Dean with the approval of the President following procedures in the University Faculty Handbook. They report directly to the Dean. The School/Department Director/Chair, through delegation and assignment, is both an administrator and a colleague-leader. A primary responsibility of the Director/Chair is to ensure that the School/Department, as an organized unit of the University, functions effectively. Performance reviews of the School/Department Directors/Chairs shall be completed according to University and College policies and procedures. The term of office for School/Department Directors/Chairs is three years for the first term. Directors/Chairs may be reappointed for a second consecutive term of five years.
5. Director, Applied Gerontology Institute. The Director is nominated by the Dean to the Provost and Vice President for Academic Affairs and appointed by the President. The Director is responsible for the overall administration of the Institute and provides leadership for its activities. The Director serves as the executive secretary for the Institute's Advisory Committee.
6. Director, Center for the Study of Child Maltreatment and Family Violence. The Director is nominated by the Dean to the Provost and Vice President for Academic Affairs and appointed by the President. The director coordinates the Credit Certificate Program in Child Maltreatment and Family Violence. The Director is also responsible for providing training and consultation, fund raising, interdepartmental scheduling of certificate courses, serving as a community resource, writing reports and presenting a positive image for the Center.
7. Director, Institute of Nursing. The Director is nominated by the School of Nursing and recommended to the Dean who in turn forwards the nomination to the Provost and Vice President for Academic Affairs; the appointment is made by the President. The Director is responsible for calling Advisory Committee meetings and coordinating faculty prioritized goals that meet the Institute's mission.

#### B. Policies and Procedures

1. Priority of Regulations. All units of the University (e.g., Colleges, Schools,

Departments), including the University itself, are governed by and must adhere to those policies, procedures, regulations, and orders promulgated by bodies duly authorized to create same for its constituent units (e.g., the Board of Trustees, the Chancellor, CSU-CFA). In the absence of policies and procedures, the College and/or School/Department may, within legal constraints, establish their own policies and procedures. In some cases where minimum criteria/requirements are established, the College and/or School/Department may, except as prescribed by regulation, establish higher or more stringent requirements.

2. Administrative Policies and Procedures. Individual staff, faculty or administrators may initiate proposals for new or modified policies and procedures. The proposed policy or procedure shall be forwarded to the School Director/Department Chair or College Dean/Associate Dean who shall refer it to the appropriate faculty/staff and/or College Committee for a recommendation. Policies or procedures initiated or reviewed by a committee shall be forwarded directly to the College Dean/Associate Dean for approval/disapproval or referred to another consultative body or higher level administrator. All official communication between advisory or consultative areas, Department, School, College, or University and between faculty members and College/University administrators shall be through the appropriate School Director/Department Chair or Dean/Associate Dean.
3. Personnel Actions. Final decision rests with the President or designee on all faculty personnel actions, including appointments, reappointments, tenure, promotion, leaves, and terminations. The Dean is the designated administrator to appoint faculty to temporary and probationary positions, to appoint School/Department Directors/Chairs and Associate Directors/Chairs, and to reappoint faculty with the approval of the President.
4. Academic Plan. All new degree programs recommended by the Schools/Departments and Colleges must be submitted and approved by the University for inclusion on the five year Academic Master Plan. Final approval is granted by the Chancellor upon the recommendation of the President after recommendations by School/Department, College and University Committees and approval by School/Department, College and University administrators.
5. Conduct of Meetings. Except as otherwise provided herein, Robert's Rules of Order shall govern the conduct of all College meetings.
6. Elections. College-wide elections for Senators, Senate Committee and Sub-Committee representatives, and other elected representatives shall use a preferential ballot with a single-transferable vote, unless otherwise specified. It is highly recommended that all College elections be conducted using the electronic voting software.

### III. THE FACULTY

#### A. Definition

The faculty shall be defined as all tenured and probationary faculty members assigned to Schools/Departments, centers/institutes/partnerships/clinics, and programs housed within the College of Health and Human Services. Full-time faculty are those tenured and non-tenured faculty on regular appointment, whether on approved leave or in residence, and faculty participating in the Faculty Early Retirement Program (FERP) or the Pre-Retirement Reduction in Time Base Program during their working quarters.

#### B. Rights

1. The faculty as a unit, or its representatives as elsewhere provided in this document, shall be consulted on all curricular, policy, and program development matters.
2. Ratification of the HHS Constitution and HHS Strategic Plan will be by simple majority of the College.
3. Voting rights are extended to all full-time tenured and probationary faculty including FERPS and faculty on Pre-Retirement Reduction in Time Base Program on their working quarters.
3. Only tenured members of the faculty and School/Department Directors/Chairs shall be involved in recommendations to the President or designee relative to academic personnel matters.
4. Faculty members on leave or quarter off for one or more quarters normally will not serve on committees and must so notify the respective committee chair in writing at the beginning of the quarter preceding the absence. If a faculty member is available and willing to serve, and if there are extraordinary circumstances, such as membership on a selection committee, which make the faculty member's attendance highly desirable, the faculty member may serve while on leave or quarter off, but will not receive assigned time nor will that person be able to bank the time even when assigned time for this service normally would be received on a regular quarter.

### IV. COUNCILS

#### A. Council of Directors/Chairs

##### 1. Function and Responsibilities

The Council of Directors/Chairs serves as a communication agency and vehicle between School/Departments, the University Academic Advisement Center, and College/University units, receives and transmits data, addresses problematic situations, interprets policies and procedures, plans for College/University events.

## 2. Membership

Members include the Director/Chair of each School/Department in the College, the Dean, and the Associate Dean, each of whom shall serve as long as they occupy the designated position. In the event a member of the council cannot attend a meeting, a designee shall attend in the member's place.

## 3. Operating Procedures

a. The executive secretary is the Dean, whose duties include:

- 1) Calling meetings as needed.
- 2) Preparing the agenda to incorporate items submitted by members of the council and/or other administrators in the College/University.
- 3) Interpreting University and system policies to members of the council who shall then share them with all School/Department faculty.
- 4) Publishing the minutes (or notes) and distributing a copy to each School/Department.

b. A quorum shall consist of a simple majority of the total membership of the council.

## B. Council of Centers/Institutes/Partnerships/Clinics Directors

### 1. Function and Responsibilities

The Council of Centers/Institutes/Partnerships/Clinics Directors serves as a body that addresses problematic situations, interprets policies and procedures, plans for development, and shares Center/Institute/Partnerships/Clinics activities.

### 2. Membership

Members include the Director/coordinator of each Center/Institute/Partnerships/Clinic and the Dean, each of whom shall serve as long as they occupy the designated position. In the event a member of the council cannot attend a meeting, a designee shall attend in the member's place.

### 3. Operating Procedures

a. The executive secretary is the Dean, whose duties include:

- 1) Calling meetings as needed.

- 2) Preparing the agenda to incorporate items submitted by members of the council and/or other administrators in the College/University.
  - 3) Interpreting University and system policies to members of the council who shall then share them with all Center/ Institute/Partnerships/Clinic faculty and staff.
  - 4) Publishing the minutes (or notes) and distributing a copy to each Center/Institute/ Partnerships/Clinic.
- b. A quorum shall consist of a simple majority of the total membership of the council.

## V. STANDING COMMITTEES OF THE COLLEGE

### A. General Policies and Procedures

1. The functions and responsibilities of each standing committee are to be reviewed annually by each committee, respectively, during the Spring Quarter.
3. All standing committees are advisory to the Dean. The Dean will have final discretion on all other matters.
4. All standing committees shall have an executive secretary who shall be the Dean or Associate Dean. The duties of the executive secretary shall include:
  - a. Calling meetings as scheduled and as needed at the request of the Dean, Associate Dean or Committee Chair.
  - b. Preparing the agenda to incorporate items submitted by the Dean, Associate Dean, members of the committee and/or School/Department Directors/Chairs and circulating pertinent documents one week prior to the scheduled meeting time.
  - c. Distributing announcements separate from the agenda to committee members, School/Department Directors/Chairs, and other administrators as appropriate.
  - d. Publishing the minutes and distributing one copy to each School/Department.
  - e. Executing actions related to university policies and procedures recommended by the committee through the appropriate administrative offices of the University.
5. A chair and vice chair shall be elected from faculty voting members of standing committees by the members of the newly constituted committee at the first meeting of each Fall Quarter. The chair shall participate in the development of the agenda and represent the committee.

6. A quorum shall consist of a simple majority of the total voting membership of standing committees. A vote by a simple majority of those present is required for an item of business to be official.
7. Schools/Departments shall designate one-time substitutes for faculty members who cannot attend a scheduled meeting for a standing committee. When a faculty member is to be absent a quarter or more, an alternate should be named for that period.
8. A faculty member shall not serve simultaneously on both the Undergraduate and Graduate and Credential Committees.
9. Subcommittees
  - a. Subcommittees are constituted to conduct specific affairs of the parent committee.
  - b. The chair of any subcommittee shall be a member of the parent committee or a member of the subcommittee shall serve as liaison to the parent committee.
  - c. Subcommittees are to report activities and recommendations to the parent committee for review and consideration.

## B. Standing Committees

1. Faculty Fiscal Affairs Committee
  - a. Personnel Responsibilities
    - 1) To develop and recommend faculty personnel policies that include recruitment, promotion, tenure, retirement, leaves of absence, faculty awards, selection and retention of instructional faculty and administrative officers, and other faculty personnel matters as may be referred to this committee.
    - 2) To recommend policies and procedures for the evaluation of teaching and student advisement.
    - 3) To review and make recommendations on sabbatical leave requests.
    - 4) To act in an advisory capacity for persons involved in an alleged breach of professional ethics.
    - 5) To act upon faculty requests to remove specified items from Personnel Action Files.
    - 6) To review College and School/Department ARTP documents when modified by the Schools/Departments or by the Memorandum of Understanding (MOU)/CFA Contract. Additionally, the Committee can recommend

modifications in the interim, to be forwarded to the University Faculty Policy Committee (FPC) for approval.

- 7) To review the College constitution every five years and recommend modifications.
- 8) To act in an advisory capacity to the Dean on issues related to faculty development (e.g., encouraging development of faculty mentoring programs, recommending speakers for forum/symposia meetings, making recommendations for distribution of faculty development funds, etc.).

b. Nominations and Elections Responsibilities

The Committee shall ensure, in collaboration with the Executive Secretary that the following occurs:

- 1) Nominations are made and a slate appropriate for College and University Committee vacancies is developed ensuring that all Schools/Departments have equal opportunity to recommend nominees.
- 2) School/Department faculty and administrators are solicited repeatedly for qualified nominees willing to perform committee service.
- 3) At least twice as many nominees as vacancies ensured for elections to RTP Committees, and at least two more nominees as vacancies ensured for all other elections (except when there is only one vacancy, in which case a total of two nominees shall be ensured).
- 4) College wide elections conducted to fill vacancies and results announced.
- 5) Current list of all elected College/University committee positions maintained, with name of incumbents and remaining terms of office, to be distributed to all College faculty during the Fall quarter.
- 6) Ordered list of alternates maintained for all elections to fill vacancies that occur after the election.
- 7) Calendar of elections and anticipated vacancies prepared annually.
- 8) Pool of interested faculty for possible nomination to positions that need to be filled developed and maintained.

c. Fiscal Responsibilities

- 1) To develop and review guidelines concerning the allocation and expenditures of monies received by the College in the areas of supplies and services, travel,

capital outlay, and regular/replacement equipment.

- 2) To recommend waivers from College fiscal allocation guidelines.
- 3) To review, as appropriate, the fiscal implications of pertinent planning documents, including tactical plans.
- 4) Review appropriate lottery proposals and submit recommendations to the Dean.

d. Duties of the Executive Secretary

- 1) Carry out nominations and election responsibilities as directed by the committee.
- 2) Carry out duties listed in section V.A.1.

e. Membership

One tenured faculty member from each School/Department in the College is elected by the faculty of that School/Department. The term of office shall be three years. Students may not serve on the Faculty Fiscal Affairs Committee. The Fiscal Officer, who is responsible for maintaining the fiscal books and monitoring budget revenues/expenditures and facilities, shall serve as a resource person on the committee.

2. Undergraduate Committee

a. Functions and Responsibilities

- 1) To be responsible for undergraduate curriculum and recommend instructional policies.
- 2) To establish priorities and to continuously review and evaluate existing undergraduate curricula, curriculum policy, and student learning outcomes in the context of those priorities.
- 3) To develop, review, and recommend policies and procedures concerning: admissions, readmissions, and probation and disqualification of students; student petitions for waivers to University regulations; undergraduate advisement, utilization of electronic advisement systems, staff participation, records, and student responsibilities: co-curricular programs, including, but not limited to, counseling, testing, health, and career and placement services; financial aid, including scholarships and honors to undergraduate students; recruitment of new students and retention of continuing students.

- 4) To explore concerns regarding student evaluation of instruction and to make recommendations as appropriate.
- 5) To clarify questions about General Education requirements and policies.

b. Duties of the Executive Secretary

- 1) To screen the format of all curricular proposals for completeness.
- 2) To counsel with the appropriate School/Department concerning library and content consultation for new courses or programs.
- 3) To act for the committee (by executive action) after consulting with the Schools/Departments regarding requested changes in existing courses or programs, which are limited to the following: change in the course unit value of not more than one unit; change in course title, catalog description or course content; and change in programs (major, minor, credentials, or options) that alter the requirements by no more than one unit. The Executive Secretary shall then either approve when in agreement with the School/Department's recommendation for change in existing courses or programs, or in cases of disagreement, refer to the committee by placing the requested change(s) on the agenda of its next meeting.
- 4) To approve the content of previously approved special topics and continuing education extension courses by executive action.
- 5) To approve Office of Extended Education professional courses (with 700 and 800 numbers) by executive action.
- 6) To act for the committee, with the concurrence of the School/Department concerned, in those instances in which the University Curriculum Subcommittee has suggested specific action for courses that have been challenged.
- 7) To refer all curricular changes that have fiscal implications to the Dean.

c. Membership

Voting Members:

- 1) Faculty: One faculty member from each School/Department in the College is elected by the faculty of that School/Department. The term of office shall be one year
- 2) Student: One undergraduate student from the College shall serve on this committee. Criteria for inclusion in the pool include minimum GPA of 2.75,

enrolled in at least 8 quarter units, completion of at least 30 units in the University, and availability during scheduled meeting times. Terms of office shall be one year.

### 3. Graduate and Credential Committee

#### a. Functions and Responsibilities

- 1) To review curricular matters pertaining to the post baccalaureate and graduate programs referred by the Schools/Departments of the College, such as new courses, course modifications, student learning outcomes, course deletions, new programs, program modifications, and new options.
- 2) To review and act upon student requests, petitions, and Special Action Admissions for post-baccalaureate and graduate students.
- 3) To suggest policies, guidelines, and procedures to be followed in advisement of post-baccalaureate and graduate students and the utilization of electronic advisement systems.
- 4) To identify and explore solutions for recurrent advisement problems.
- 5) To recommend post-baccalaureate and graduate students for honors, scholarships, and financial aid as the opportunities for College nominations arise.
- 6) To monitor recruitment and retention activities of each School/Department.

#### b. Duties of the Executive Secretary

Duties of the Executive Secretary shall be the same as those listed for the Undergraduate Committee as they relate to graduate and credential programs.

#### c. Membership

- 1) Faculty: One faculty member from each School/Department in the College is elected by the faculty of that School/Department. The term of office shall be one year
- 2) Students. One credential or classified student in an approved graduate program in the College shall serve on this committee. Criteria include minimum GPA of 3.0, enrolled in at least one course, a minimum of one quarter in residence, at least 8 units completed, and availability during scheduled meeting times. Term of office shall be one year.

## VI. COLLEGE RESOURCES ALLOCATION ADVISORY COMMITTEE (RAAC)

### a. Functions and Responsibilities

- 1) Departments/Schools, Institutes, Centers, will communicate resource allocation requests on an annual basis to the College Dean.
- 2) The College Resource Allocation Advisory Committee will review the priorities and the college resource allocation requests and submit recommendations to the Dean.
- 3) Upon receipt of the college allocation, the Dean will communicate final allocations to the college units and College Resource Allocation Advisory Committee.

### b. Membership

- 1) The committee shall consist of five (5) members including a college administrator appointed by the Dean to serve as Chair, as well as representation from faculty, Department Chairs/School Directors, and students. All members will be appointed by the Dean for a one year term.

## VII. COLLEGE RTP COMMITTEES

- a. There shall be two (2) college Retention, Tenure, and Promotion (RTP) committees. Committee A shall be concerned with promotion of faculty at the upper rank, i.e. associate to full professor, and range elevation for temporary faculty. Committee B shall be concerned with retention, tenure, and promotion of faculty at the lower ranks, i.e., Assistant Professor to Associate Professor. The election procedures and composition of the RTP committees is specified in the College ARTP document.

See Attachment C for College ARTP document.