

# THE FACULTY OF CLAREMONT GRADUATE UNIVERSITY

## BYLAWS

### I. Composition

1. The Claremont Graduate University Faculty shall consist of three general categories of membership, each having its own responsibilities and entitlements.
2. The Core (or Regular) Faculty is composed of (a) the President of Claremont Graduate University; (b) the full-time administrative officers of Claremont Graduate University who hold faculty rank, including those whose faculty appointment is coterminous with an administrative appointment; (c) the tenured or tenure-track instructional staff appointed by Claremont Graduate University at the rank of instructor or above; (d) full-time joint appointees of Claremont Graduate University (contractually appointed) and one of the other Claremont Colleges or the Claremont School of Theology, (e) faculty members at the rank of assistant professor or above who are on full-time multi-year term contracts, and (f) such other persons as may be invited into membership by a vote of the foregoing members. The Core Faculty constitutes the voting members of Claremont Graduate University Faculty.
3. Associate Members of the Claremont Graduate University Faculty are (a) full-time instructional staff appointed by Claremont Graduate University who hold the rank of lecturer; (b) full or part-time research faculty; (c) adjunct Claremont Graduate University Faculty (appointed from year-to-year or term-to-term); and (d) visiting faculty appointees at the rank of lecturer or above. Associate Members of the Faculty are non-voting.
4. Extended Members of the Claremont Graduate University Faculty are administrative and teaching personnel of the other Claremont Colleges who are recommended by the head of a CGU School or head of another CGU academic unit with the concurrence of the Provost. Appointments to Extended Membership shall be for renewable three-year terms. Extended Members of the Faculty are non-voting.

### II. Functions and Responsibilities

1. The Claremont Graduate University Faculty collectively has primary responsibility for the academic activity of the institution, including the curriculum, academic personnel decisions, admission of students, and evaluation of students and academic programs, toward the end of maintaining the excellence of the Faculty and the University's academic programs.
2. The Faculty's responsibilities shall include, but not be limited to (a) advising with respect to appropriate fields of study for Claremont Graduate University, including establishing new fields of instruction (and terminating old ones) in accordance with, among other factors, advances in knowledge and changing needs, (b) establishing standards for admission to graduate study and for performance required for continuance in good standing, (c) setting minimum requirements for academic degrees and certificates in all fields, (d) recommending to the Administration and Board of Trustees candidates for both earned degrees and honorary degrees, (e) recommending to the Administration and Board of Trustees disposition of academic personnel matters, to include appointment, reappointment, promotion, tenure, and review of Faculty, (f) developing opportunities for financial support for faculty and students from government, foundations, and other private sources in ways that safeguard the integrity both of instruction and of research, (g) establishing appropriate organizational structures and procedures for Claremont Graduate University, (h) and requiring its officers, its committees, its principal academic units, and the Faculty Executive Committee to submit regular reports regarding their decisions and actions. As individuals, Core Faculty members shall be responsible for assuming an appropriate share of instruction, advising, research, service on supervisory and examination committees, professional service, and institutional service on committees within the University and its Schools.

All of the above functions and responsibilities shall be conducted in accordance with relevant institutional policies.

3. Members of the Extended Faculty shall be individually responsible for assuming within Claremont Graduate University an appropriate share of instruction, advising, and service on supervisory and examination committees.
4. Any member of the Core Faculty may propose items for the agenda of Faculty meetings and may bring concerns or initiatives directly to the Faculty Executive Committee or to the Faculty.

### **III. General Organization**

1. The presiding officer of the Faculty shall be the Chair of the Faculty and its Faculty Executive Committee, or in his/her absence, a designated member of the Faculty Executive Committee. Meetings of the Faculty normally shall be held at least once each month from September to May. Additional meetings may be called at the Chair's direction, at the request of at least half of the Faculty Executive Committee, or at the written request of one-third of the Core Faculty. Twenty-five members shall constitute a quorum for the transaction of business. The Chair shall appoint a recorder to prepare the minutes of meetings.
2. Claremont Graduate University Faculty shall be organized for instructional purposes by subject-matter fields ordinarily situated within a School of the University. For purposes of these Bylaws, "Schools" shall be understood to refer also to freestanding academic programs/departments not situated within a School but headed by an academic dean. The faculty members in a field, assisted by a Graduate Field Committee where appropriate, shall be responsible for the graduate program in that field, with review and approval of the CGU faculty in the School. The respective roles of the CGU Faculty and the Graduate Field Committees in planning and supervising instructional programs may vary among the subject-matter fields, with approval of the School faculty and the CGU chief academic officer (hereinafter, "the Provost").
3. Graduate Field Committees are established jointly by CGU and participating Claremont Colleges for purposes of coordination in specific academic fields. They attend to course offerings, academic appointments, and other relevant matters. The size and composition of Graduate Field Committees may vary and should reflect the needs of the respective academic programs. Members of each Graduate Field Committee shall be appointed by the Provost upon the recommendation of the relevant School Dean and program chair.
4. The Dean of each School and the Chair of each academic program not within a School shall be appointed by the Provost for a term ordinarily of three to five years, which may be renewable. The Chair of each academic program within a School shall be appointed by the Dean for a term ordinarily of three years, which may be renewable. In the appointment of Deans and Chairs, preference shall ordinarily be given to current core faculty members. Such appointments, reappointments, and any revocations of appointment shall be made after consideration of the recommendation of the Faculty of the germane academic unit.
5. The academic activities of Claremont Graduate University shall fall under the general oversight of the Faculty Executive Committee. It shall serve as the executive arm of the Faculty and shall exercise both legislative and executive functions, as identified in Part IV, but shall not exercise authority reserved by these Bylaws to the full Claremont Graduate University Faculty.

### **IV. Faculty Executive Committee**

1. The Faculty Executive Committee (FEC) shall consist of the following members: the CGU Faculty Chair, who shall serve as FEC chair; the Deans of each of the Schools, who shall not be eligible to serve as FEC chair; one elected member of the Core Faculty from each School; one elected member of the faculty from the departments that are not within a School; and the

President and the Provost, who are members without vote. The elected faculty members shall be elected by the Core Faculty for staggered three-year terms from a slate prepared by the Nominations and Elections Committee.

2. The general responsibilities of the Faculty Executive Committee shall consist of (a) serving as the executive arm of the Faculty and performing "executive committee" functions which include making recommendations on major issues for Faculty approval, and (b) serving as the sole Faculty Committee with general responsibilities whereas other elected or appointed committees will have specific, delineated functional responsibilities. In addition, the Faculty Executive Committee shall be responsible for (c) reviewing and approving new and/or joint programs, (d) approving changes in degree requirements, and (e) approving policy changes to be published in the annual CGU Bulletin, all of the preceding to be subject to ratification by the Core Faculty. Other functions of the Faculty Executive Committee shall include but shall not be limited to (f) overseeing periodic reviews of policies and procedures of Claremont Graduate University, (g) receiving annual reports from Standing, Task, and Joint Committees, (h) preparing the agenda for CGU Faculty meetings, (i) receiving and acting on recommendations from the Nominations and Elections Committee, appointing members of Faculty Standing Committees that are not elected, appointing faculty members of Joint and Task Committees, and appointing replacements to elected committees to fill vacancies of one year or less, (j) developing and implementing a plan for periodic Faculty evaluation of principal Claremont Graduate University administrators, Deans of Schools, and academic program chairs, and (k) serving as the faculty members of the Strategic Planning Committee.

In the discharge of its responsibilities, the Faculty Executive Committee shall observe the following principles: (l) serving as faculty advocate and advisor to the Administration and the Board of Trustees on issues of strategic and operational importance, (m) keeping the Faculty informed and promoting and facilitating the Faculty's effective participation in the governance process, (n) identifying issues, interacting with the Faculty, and working to develop the strongest possible Faculty consensus, and (o) coordinating and facilitating the efficient and effective conduct of Faculty activities that relate to the Faculty's academic functions.

3. The Chair of the Faculty Executive Committee shall be elected by the core Faculty from a slate of two candidates nominated by the Nominations and Elections Committee. The term of office for the Chair shall be one year commencing June 1, renewable for a second year by secret ballot of the other voting members of the Faculty Executive Committee. The Chair shall prepare the Faculty Executive Committee agenda and shall report to the Faculty the actions and issues discussed. The Chair will serve as the Faculty representative to the Board of Trustees and as a representative to the Board's Academic Affairs Committee. The Chair shall not be expected to function as an "ombudsperson" for the faculty.

The Faculty Executive Committee ordinarily shall meet at least twice a month from September to November and from February to April and at least once in December, January, and May. A quorum for the Faculty Executive Committee to conduct business shall be one half the voting members plus one. Voting members of the FEC may not delegate their voting rights to others. The Faculty Executive Committee meetings shall be open, but the Faculty Executive Committee may decide by majority vote to meet in executive session with attendance limited to voting members and, where circumstances warrant, other persons specifically invited.

## **V. Faculty Committees**

1. Apart from committees associated with academic programs, there shall be three types of committees comprised solely or partially of Faculty members: Standing Committees (both elected and appointed), Joint Committees, and Task Committees. The below-named committees are not intended to constitute an exhaustive listing. Claremont Graduate University Faculty may establish Standing or Task Committees and, in conjunction with the administration, Joint Committees, as the need arises. Each Standing, Task, and Joint Committee shall submit an annual report in writing to the Faculty and the Faculty Executive Committee summarizing its activities and actions for the academic year.

(a) Standing Committees are ones that have continuing functions and membership. Members of those that are elected in whole or in part are to be voted on by the Core Faculty by mail ballot from a list of nominees, two per vacancy, prepared by the Nominations and Elections Committee, with care given to representation drawn from different Schools or other academic units. Each committee, elected or appointed, shall choose its own chair from among its members

(b) Joint Committees consist of faculty members, administrators designated by the President or Provost, and others so designated.

(c) Task Committees are established for specific purposes and are disbanded at a prescribed time or after their task is completed. Task Committee members are appointed by the Faculty Executive Committee.

2. The principal operating procedures of each Standing Committee shall be presented for the Core Faculty's approval.

3. The Standing Committees and their respective responsibilities shall be:

(1) The Academic Standards Committee shall be responsible for monitoring and upholding standards of quality in academic programs, including academic performance of students pursuing degrees at Claremont Graduate University. The Committee shall work closely with the Provost in carrying out its duties; shall periodically review and evaluate institutional and academic program requirements, procedures, and practices that pertain to academic standards; shall inquire into particular cases of alleged compromise of academic standards that are brought forward by the Provost or members of the Faculty; and, acting jointly with the Provost, shall arrange for an independent review of each academic program by distinguished outside scholars, to be conducted at least once every ten years.

The Committee shall consist of four CGU Faculty members representing different academic areas who shall serve staggered three-year terms. Two members shall be appointed by the Faculty Executive Committee, and two shall be appointed by the Provost.

(2) The Affirmative Action and Diversity Committee shall be responsible for reviewing and helping to ensure procedural equity in faculty searches. It shall provide information to individual search committees to best assure the widest possible searches and shall review search plans and requirements of equity in the selection of the most qualified individuals. The Committee shall ensure that Claremont Graduate University carry out good faith attempts to comply with all affirmative action and diversity policies and shall promote efforts to achieve diversity within the Faculty and at the University more generally.

The Committee shall consist of four CGU Faculty members who shall be appointed by the Faculty Executive Committee to serve staggered three-year terms.

(3) The Appointment, Promotion and Tenure Committee shall be responsible for making recommendations to the Provost and the President concerning appointment, reappointment, promotion, and tenure of Faculty and review of tenured Faculty, all in accordance with academic personnel policies adopted by the Faculty.

The Committee shall consist of five tenured CGU Faculty members holding full professor rank who shall be elected by the Core CGU Faculty to serve staggered three-year terms. Diverse representation on the committee shall be sought; both male and female faculty members shall be included as regular members of the committee. Particular attention shall be paid to having a Committee whose members are drawn from different Schools (or unattached academic programs). Deans shall not be eligible for service on this committee. The RULES GOVERNING APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS, AWARDS OF TENURE AND REVIEW provide specific rules for constituting the committee and recusals and for appointment of replacement members. Those rules are incorporated herein by reference.

(4) The Faculty Research Committee shall be responsible for providing leadership to encourage research among faculty and students, for making analyses and recommendations for enhancing the scholarly and research environment, and for establishing procedures for awarding and selecting recipients of internally distributed faculty research grants. The Committee shall also facilitate faculty efforts to seek support for their scholarly and research activities.

The Committee shall consist of the Associate Vice President for Research and Sponsored Programs as a nonvoting ex officio member and three CGU Faculty members who shall be appointed by the Faculty Executive Committee to serve staggered three-year terms.

(5) The Grievance Committee shall be responsible for constituting grievance panels to hear grievances filed against a member of the Faculty by either another Faculty member or by a student. The Grievance Committee chair shall select from among committee members the specific faculty members required to serve on an individual grievance in accordance with grievance procedures adopted by the Faculty, and also members to serve on related joint committees concerned with academic honesty and student grievances.

The Grievance Committee is charged with the responsibility of carrying out the duties of the Committee on Academic Honesty. At the beginning of each year the Grievance Committee shall identify two of its members who shall serve, along with two graduate students named by the Graduate Student Council and a designated representative of the administration, as the Committee on Academic Honesty. If the Graduate Student Council fails to make a recommendation within one month from the start of each academic year, the Provost shall appoint students to the Committee on Academic Honesty.

The Committee shall consist of five tenured CGU Faculty members, at least two of whom must be of each gender, who shall be appointed by the Faculty Executive Committee to serve staggered three-year terms.

(6) The Institutional Review Board (IRB) shall be responsible for protecting the rights and welfare of individuals recruited for, or participating in, research conducted by faculty or students under the auspices of CGU. The IRB shall review proposed research, regardless of funding source, to ensure compliance with relevant Federal statutes and regulations and with CGU policy.

The Board shall consist of at least five members, including at least two faculty members, one of whom shall serve as its chair, and others as prescribed by statute and regulations. Its members shall represent research, academic, and community interests. The members of the Board shall be appointed by the Provost subject to approval by the Faculty Executive Committee to serve staggered three-year terms.

(7) The Nominations and Elections Committee shall be responsible for making nominations from among the Core Faculty to fill the position of Faculty Chair and appointed and elected faculty positions on Standing and Joint committees. The Nominations and Elections Committee will nominate pairs of faculty members for each committee vacancy to be filled by election, including the Nominations and Elections Committee itself, with due attention given to the representativeness of the nominees.

The Committee shall conduct the nominations process in accordance with University policy regarding service on committees and endeavor to conduct the election for Faculty Chair in March and the election for elected committees in April, and will continue to monitor committee vacancies and provide additional nominations as necessary.

The Committee shall consist of five CGU Faculty members elected by the Core CGU Faculty to serve staggered three-year terms.

4. The Joint Committees and their respective responsibilities shall be:

(1) The Information Technology (IT) Steering Committee shall be responsible for setting the general policy for academic computing, audio-visual services, and the technology of processing and presenting information for the academic activities of Claremont Graduate University. The Committee serves to focus faculty perspectives and interests on policies pertaining to these technologies. The Committee shall consult with the Provost on matters concerning personnel, operations, budgeting, and planning for academic computing and information technology.

The Committee shall include two CGU Faculty members who shall be appointed by the Faculty Executive Committee to serve staggered three-year terms.

(2) The Budget Planning and Review Committee consists of two faculty members who shall be appointed by the Faculty Executive Committee to serve staggered three-year terms and administrative staff members designated by the President. The faculty members regularly attend the meetings of the Committee on Business and Finance of the Board of Trustees as non-voting members, and act in an advisory role to the Senior Vice President for Finance and the President regarding budget issues.

(3) The Faculty Executive Committee shall appoint one faculty member to serve a three-year term as a non-voting member of the Board of Trustees Committee on Investments.

(4) The Commencement Committee shall be responsible for fulfilling the faculty role in selecting and securing commencement speakers and honorary degree recipients. The committee shall consist of three members of the Faculty Executive Committee appointed by the Faculty Executive Committee.

(5) The Strategic Planning Committee shall be responsible for developing a long-term vision for CGU and for establishing priorities and plans appropriate for progressing toward the vision. The Committee shall from time to time formulate a strategic planning framework in conjunction with the Faculty.

The Committee shall consist of the faculty members who are members of the Faculty Executive Committee, the President, the Provost who shall chair the Committee, the chief Advancement officer, and the chief financial officer.

## **VI. Miscellany and Amendments**

1. Nominations, appointments, and elections normally shall be completed by April 30 of each year, and all terms of office shall commence the following June 1.
2. These Bylaws and amendments to them shall become effective upon their being approved at a meeting of Claremont Graduate University Faculty.
3. Amendments to these Bylaws may be made either by a majority vote at any meeting of Claremont Graduate University Faculty, or by majority approval through a mail ballot, provided in either instance (a) that the proposed amendment shall have been discussed by the Faculty Executive Committee, (b) that the text of the proposed amendment shall have been circulated to all Faculty members at least one week in advance of action on it, and (c) that the proposed amendment shall have been placed on the agenda and discussed by the Faculty at a Faculty meeting.

Adopted by the Graduate Faculty of Claremont Graduate University at their regular meeting on Monday, May 9, 1994. (Revised 2/13/95, 11/20/95, 1/31/00, 3/27/00, 11/26/01, 3/29/04, 3/28/05 12/05/05)