



# POLICY MANUAL

College of Engineering and Computer Science  
California State University, Sacramento

Adopted November 30, 2017  
Revised April 13, 2018

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# ECS POLICY MANUAL

## **PREAMBLE**

The faculty of the College of Engineering and Computer Science at California State University, Sacramento develops and disseminates a contemporary curriculum, educates and promotes the professional growth of its students, and advances knowledge. To successfully accomplish the college's mission and vision, the faculty and administration share governance of the college in accordance with state law and university policies. This manual contains the college policies for exercising shared governance in a collegial and transparent manner as per the Statement on Shared Governance and Consultation at California State University, Sacramento adopted by the Faculty Senate, April 15, 2010 (FS 10-30/EX).

## I. SHARED GOVERNANCE

### A. Authorities and Responsibilities

1. *Authority.* The sources of responsibility and authority in exercising both academic and administrative functions are the laws of the State of California, the acts of the California State University trustees. In accordance with the “Statement on Shared Governance and Consultation at California State University, Sacramento” (dated April 15, 2010), responsibilities shared between the Faculty and the Dean include personnel policies, short and long term planning, resource allocation, judicial and student affairs.

#### 2. *Dean of the College*

a. The Dean exercises primary responsibility and authority over administrative functions in accordance with university policy. These include: (1) implementing and supporting the operations of the academic programs through the budget process; (2) supervising staff; (3) performing public relations, communications, and liaison functions; (4) developing the college endowment funds; and (5) facilitating long-range planning. The Dean is also responsible for the fiscal matters of the college.

b. As the chief administrative officer of the college, the Dean is appointed by, and is accountable to, the University President.

3. *Faculty.* The Faculty as a body exercises primary responsibility and authority over academic functions. These include: (1) determining degrees to be conferred; (2) creating, organizing, and delivering curricula; (3) setting requirements and standards for students concerning, continued enrollment, and graduation; (4) setting standards for hiring, tenure and promotion; and (5) devising academic regulations needed to carry out the university’s mission and policies.

#### 4. *Departments*

a. Each of the several departments in the college is responsible for its internal functions, including but not limited to: (1) developing and delivering the curriculum; (2) setting and enforcing standards for academic quality; (3) initiating degree programs; (4) performing faculty evaluations; and (5) performing faculty searches to fill job vacancies.

b. Each department is headed by a Chair who is the agent of the department faculty for the execution of academic policies and enforcement of academic standards. The Chair executes departmental administrative and academic affairs as described in the University Policy Manual. The Chair is appointed by the University President upon recommendation by the Dean following an election by the department faculty.

## **B. Consultation, Transparency, and Voting**

1. *General.* College operations and decision-making should be conducted in a manner that is as transparent as permitted by university policy and state law. Transparency is achieved through (1) consultation between the Dean and the faculty through the department chairs and the various committees, (2) open committee meetings, (3) published policies and budgets, and (4) general college meetings.

2. *Policies.* All college policies will be collected in this document and made available for review and consideration by members of the college faculty.

3. *Budgets.* The Dean shall annually publish a budget, including state and trust funds (projections and actuals). Department budgets (projections and actuals) shall be published annually, either as part of the college budget or in a separate document. In each department the Chair shall prepare and publish an annual budget for departmental trust funds and other discretionary funds (projections and actuals), which shall be approved by the faculty.

4. *College meetings.* College meetings are opportunities to exchange information and discuss issues. At least once each semester, the Dean shall convene a regular meeting to which all college faculty and staff are invited. Normally, this meeting shall be scheduled prior to the census date on an official work day as defined by the university calendar. The faculty shall be notified in writing of the time, place and proposed agenda at least one week in advance. On the agenda of at least one meeting shall be a review of the college budget and finances, faculty and staff hiring plans, and progress toward college objectives. The Dean or designee shall be the presiding officer.

### *5. Voting*

a. All elections and binding resolutions shall be decided by ballot to allow full participation by all faculty members.

b. *Eligibility.* Faculty members holding full-time positions (both tenure track and non-tenure track) classified by the chancellor as academic or academic-administrative, and tenure-track faculty with appointments of 50 percent or more in the college are eligible to vote. Emeritus faculty, participants in the faculty early retirement program (FERP), and faculty holding visiting or adjunct appointments shall not have voting privileges. In accordance with university policy, non-tenure track faculty may not vote on changes to the RTP policy (Section IV).

c. *Voting in committees.* In college committees, proxy voting, whereby members delegate their voting power to other members of the same body to vote in their absence, is not permitted.

## 6. Amendments and adoption

a. *Adoption.* This policy manual replaces the college constitution last revised September 19, 1973 in its entirety.

b. *Policy manual components subject to faculty votes.* Changes to Sections I (Shared Governance) and IV (RTP Policy) require approval by a vote of the eligible faculty. Academic Policies (Section II) can be changed by a majority vote of the full membership of the Academic Council. Section III (Administrative Policies) can be unilaterally changed by the Dean.

c. *Amendments.* Amendments to Sections I and IV may be proposed by a majority vote of the Academic Council, or by a written petition signed by at least 20 percent of the college faculty. A ballot to approve the amendment shall be conducted jointly by the Academic Council and the Dean's Office staff. Faculty shall be given at least one academic month to study a proposed amendment between its initial publication and the closing of the ballot. Editorial changes may be adopted by the Council during this review period, but physical ballots with the final language shall be available for at least one week before the closing date. The Dean and Chair of the Academic Council, or their designees, shall jointly count the ballots. Approval requires an affirmative vote of the majority of the voting faculty provided that at least 50% of eligible faculty members participate in the balloting. If the voting participation threshold is not met, the ballot fails regardless of the count for or against. Unless otherwise specified in the amendment, approved amendments shall take effect at the beginning of the semester following the referendum.

## C. Academic Council

1. The Academic Council is the primary body that represents and acts on behalf of the college faculty in formulating and implementing the academic mission of the college.

2. *Duties.* A major responsibility of the Academic Council is to serve as the college-level review body for curricula (courses and programs) proposed by departments. The Academic Council's approval shall constitute a positive recommendation to the Faculty Senate. Upon request from the Dean or the faculty, or through its own initiative, the Academic Council may also propose policy, conduct investigations, and otherwise advise the Dean and the faculty on academic issues. At the end of the academic year, the Academic Council shall formally solicit feedback from the faculty with regards to the college such as operations and academic issues, and shall disseminate the results.

### 3. *Membership and terms.*

a. Each department is entitled to send two representatives to the council. Tenure-track faculty of any rank and lecturers with full-time appointments are eligible to serve provided they have at least two years of work experience in the college. Departments are encouraged to elect at least one representative with four or more years of experience.

b. Departments may elect alternates to serve on the Council when the regular members are absent. Alternates must meet the same eligibility requirements as regular members. At the time of their election, the names of alternates shall be transmitted to the Council chair so that they will be recognized at Council meetings. It is recommended that each department elect one alternate to serve for the academic year.

c. Although elected by individual departments, Council members are charged to act in the interests of the college as a whole in all matters pertaining to academic functions.

d. *Ex officio members.* The Council also includes two *ex officio* members – a designee of the Dean and a student representative chosen by the ECS Joint Council. *Ex officio* members may participate in discussions but may not vote.

e. *Terms and elections.* The term of office shall be two academic years staggered between department representatives. Terms shall start in the fall semester. Departments shall elect their representatives at the end of the spring semester preceding their terms. In the event of illness or other serious circumstance that causes an elected member to resign, departments may elect a replacement representative to serve the remainder of the vacated term.

f. *Officers.* The Council shall elect a chair and an associate chair for one-year terms. The Chair's duties are to manage and publish the Council's agenda, preside at meetings, and represent the council in other forums as needed. The Associate Chair's duties are to write and publish minutes, and preside at meetings in the absence of the chair. Each spring, the outgoing Chair or Associate Chair shall convene an organizational meeting of the representatives who will serve in the following academic year for the purpose of electing a Chair and Associate chair for that year.

### 4. *Meetings.*

a. Meetings shall normally occur biweekly according to a schedule adopted by the Council and published to the faculty each semester.

b. The Chair shall schedule a special meeting when one is requested by three members of the Council, by a majority vote in a department, or by a petition with the signatures of 20 percent of the college faculty.

c. Meeting agendas shall be distributed at least two working days in advance of the meetings to the Academic Council, Dean, department chairs, and college faculty. Minutes shall be taken and published in a timely manner.

d. Meetings shall be open to all faculty members who may participate during open forum and, if recognized by the chair, during other discussions. *Robert's Rules of Order* or a similar guide adopted by the Council shall be followed.

5. *Voting.* Only duly elected council members or designated alternates in attendance may vote. Proxy voting is not permitted.

6. *Committees.* By resolution, the Council may create committees to perform specific tasks or to provide recommendations to the council or others. In the resolution establishing a committee, the Council shall state the committee's charge and duties, its membership structure, the means by which members shall be chosen (such as by departmental election), terms of office of the members, and the committee's expiration date (such as the end of a specific assignment, the end of the year, or indefinite). Membership in such bodies shall be open to all departments. Committee charges shall be published in Section II of this policy manual.

7. *By-laws.* The Academic Council and its subcommittees may adopt and amend by-laws to govern their internal operations. By-laws and amendments thereof shall be approved through a two-thirds vote of the entire council or subcommittee membership. Formal by-laws, if adopted, shall be published in Section II of this policy manual.



## II. ACADEMIC POLICIES

***Preface.*** This section contains academic policies adopted or amended by the Academic Council. Such policies include the establishment of committees and other working groups, as well as policies directed toward specific procedures for fulfilling the academic mission of the college.

### A. College Committees

#### 1. Space Committee. (Last amended: 11/28/2017)

*a. Duties.* The primary duty of the Space Committee is to review requests for reallocation or assignment of space or facilities, and make recommendations to the Dean. Upon request, the Space Committee will also create or review other plans related to physical facilities such as those involving equipment or remodeling.

*b. Membership and terms.* Membership shall consist of one representative elected by each department plus one representative elected by the college support staff with two-year terms. Representatives from the departments of Civil Engineering, Mechanical Engineering, and Electrical and Electronic Engineering shall be elected in even-numbered years. Representatives from the departments of Computer Science and Construction Management, and the non-teaching staff shall be elected in odd-numbered years. The Dean (or designee) may serve as an ex-officio member.

*c. Officers.* Annually, the committee shall elect a chair for a one-year term. The chair's duties are to manage the committee's agenda, preside at meetings, and represent the committee in other forums as needed.

*d. Communications.* Meeting agendas shall be distributed at least two working days in advance of the meetings to the Academic Council, Dean, department chairs, and college faculty. Minutes (including recommendations) shall be taken and published in a timely manner.

*e. Meetings.* Meetings will be scheduled as needed by the committee chair. Meetings are open to all faculty but non-committee members must be recognized by the chair in order to participate in discussions.

*f. Subcommittees.* The committee may create subcommittees to perform specific tasks or to provide recommendations to the council for consideration and adoption. Membership in such bodies is not restricted to committee members. Subcommittee assignments expire at the end of the assigned task or at the end of the academic year.

*g. By-laws.* The committee may adopt and amend by-laws to govern its internal operations. By-laws and amendments thereof shall be approved through a two-thirds vote of the entire

committee or subcommittee membership. Formal by-laws shall be published in Section III of this policy manual.

**2. Student Scholarship Awards Committee.** (Last amended: 11/28/2017)

*a. Duties.* The Student Scholarship Awards Committee shall review student applications for college scholarships and make recommendations for awards to the Dean.

*b. Membership and terms.* Membership shall consist of one representative elected from each department with two-year terms. Representatives from the departments of Civil Engineering, Mechanical Engineering, and Electrical and Electronic Engineering shall be elected in even-numbered years. Representatives from the departments of Computer Science and Construction Management shall be elected in odd-numbered years. The Dean (or designee) may serve as an ex-officio member.

*c. Officers.* Annually, the committee shall elect a chair for a one-year term. The chair's duties are to manage the committee's agenda, preside at meetings, and communicate the committee's decisions.

*d. Meetings.* Meetings will be scheduled as needed by the committee chair. Meetings are open to all faculty but non-committee members must be recognized by the chair in order to participate in discussions.

*e. Communications.* The committee shall report its recommendations to the Dean. Minutes are not required.

**3. Faculty Awards Committee.** (Last amended: 11/28/2017)

*a. Duties.* The Faculty Awards Committee is charged with implementing The Outstanding Faculty Awards Policy of the Faculty Senate as specified in Senate Resolution FS 12/13-105/FPC/EX (dated April 18, 2013) or amendments thereto adopted by the Senate. The committee's specific duties are contained in the aforementioned resolution.

*b. Membership and terms.* In accordance with Senate's policy, the committee shall be elected by the college faculty in a college-wide election called for that purpose, to serve multi-year staggered terms with a maximum term length of three years per term. All probationary, tenured, or other full-time faculty members in the college are eligible to serve. In ECS, the committee shall be composed of one member from each department with two-year terms. Representatives from the departments of Civil Engineering, Mechanical Engineering, and Electrical and Electronic Engineering shall be elected in even-numbered years. Representatives from the departments of Computer Science and Construction Management shall be elected in odd-numbered years.

(i) Election process: Each department shall nominate one or more eligible faculty members. The nominees shall stand for election by the college faculty as a whole. For each department's slate, the ballot shall show the names of the candidates and a "none of the above" option. If the "none of the above" option receives a majority of the votes cast for that slate, the department shall nominate a new slate of candidates and the election shall be repeated. Otherwise, the candidate in each department receiving the greatest number of votes is elected to the committee. A tie between two nominees from the same department, both of whom received more than the "none of the above" option, shall be resolved by a run-off between the nominees without the "none of the above" option. In a tie between a single nominee and the "none of the above option," the nominee is elected.

*c. Officers.* Annually, the committee shall elect a chair for a one-year term. The chair's duties are to manage the committee's agenda, preside at meetings, and communicate the committee's decisions.

*d. Conflict.* Committee members may not participate in deliberations or decisions on awards for which they are nominated.

*e. Meetings.* Meetings will be scheduled as needed by the committee chair. Meetings are not open.

*f. Communications.* The publication of meeting minutes is not required.

## **B. Academic Policies (not involving committees)**

To be written and passed by Academic Council as needed.

### III. ADMINISTRATIVE POLICIES

**Preface.** This section contains administrative policies adopted or amended by the Dean in consultation with the faculty as per the Statement on Shared Governance (Section I).

#	Title (Last Update)	Description
1	Twenty Month Start-Up Spending Window (Oct. 26, 2017)	<p>1.1 With the exception of funding for student summer salaries or faculty summer stipends, a start-up funding balance that exists beyond the first twenty months following the beginning of the professor’s first Fall term shall be transferred into the general college fund.</p> <p>1.2 Examples of start-up funding expenses are student stipend, professor summer salary, travel, lodging, food, conference registration, equipment, and software.</p>
2	Student Grievances (Feb. 1, 2018)	<p>2.1 A student grievance exists where a student claims that a violation, misapplication, or misinterpretation of a University policy, procedure, or practice has occurred. The policy and procedures outlined below refer to cases where a student believes their academic rights have been violated (see university policy on Student Rights and Responsibilities STU-0119). In cases involving discrimination, harassment, or retaliation, students should immediately be referred to the Office of Equal Opportunity (see Executive Order 1097). In cases involving a dispute over a grade, students should follow the Grade Appeal Process (ACA-0110).</p> <p>2.2 The procedures for student grievances related to academic rights outlined here shall be kept on file in the departments and Dean’s Office of the College of Engineering and Computer Science (ECS), as well as in the office of the Dean of Student Affairs. This policy may be supplemented (but not replaced) by a department-level policy if the department wishes to include a more detailed set of procedures. In this case, a copy of the department policy shall be kept on file in the department and Dean’s Office.</p> <p>2.3 The student should make every effort to resolve a problem or dispute by meeting with the faculty or staff member(s) concerned. (The student is encouraged to arrange a meeting via email message, phone message, visiting office hours, or contacting the department office.) <i>Note: If the chair of the department is the faculty member against whom the student has a complaint, the matter should be referred to the Dean’s Office.</i></p> <p>2.3.1 If the student cannot resolve the problem directly with the faculty/staff member, they may then arrange a meeting with the chair of the department. The department chair will hear the student’s issues and seek to find an informal solution.</p> <p>2.3.2 If the department chair feels the matter require a more formal approach, they may ask the student to provide a written statement. The chair will then engage in fact finding by speaking with those involved and provide their findings to the student. The chair may also choose to refer the matter directly to the ECS Dean’s Office.</p> <p>2.3.3 Should the student be unable to achieve satisfaction at this point, according to the Sacramento State University Policy Manual, the student may appeal to the College by filing a formal grievance statement with the Dean’s Office. The Dean or the Associate Dean will meet with the student to hear their issues and attempt to find a solution. The Dean/Associate Dean may also engage in fact-finding by speaking with the others involved and with the department chair. The Dean/Associate Dean will then discuss their findings and final decision with the student and keep record of these proceedings as necessary.</p>

		<p>2.3.4 If, after receiving the Dean/Associate Dean’s decision, the student believes that policy was not followed, the student shall have the right to appeal the decision to the office of the Academic Vice President (University Policy Manual, Policy File Number STU-0110). Decisions made at the University level shall be considered final, and matters resolved.</p> <p>2.4 All effort will be made by the Department and the College to reach a resolution through this process in a timely manner.</p>
3	Full-time Faculty Search Processes (Feb 20, 2018)	2.1 The search committee shall make a good faith effort to include video interviews as part of interview processes.
4	Faculty Workload Credit for Advising 500-Level Courses (Apr. 13, 2018)	<p>4.1 Faculty WTU credit shall be given to faculty for advising 500-level courses that earn WTU credit.</p> <p>4.2 These courses must be approved by the graduate coordinator or department chair prior to student enrollment.</p> <p>4.3 Faculty workload credit: ½ WTU earned for each 500-level student advised.</p> <p>4.4 Only full-time faculty members who teach 12 WTUs per semester (24 WTUs annualized) are eligible for workload credit for 500-level courses. Exceptions to this practice can continue to be requested by the department chair and approved by the Dean or Associate Dean on a case-by-case basis.</p> <p>4.5 Faculty may not accumulate workload credit when other workload relief is already being awarded, such as with new faculty assigned time.</p> <p>4.6 Faculty may not accumulate workload credit on a project where the faculty member has already exercised a buy-out of teaching responsibilities and/or received additional compensation.</p> <p>4.7 The student work must be individual work, not group work.</p> <p>4.8 Evidence of completed student work is requested after the student has finished, as part of this approval process.</p> <p>4.9 Students must give a public presentation of their completed or on-going work.</p> <p>4.10 The maximum workload credit used per academic year is 3 WTUs (six students).</p> <p>4.11 Workload credit earned may only applied once for a student.</p> <p>4.12 Workload credited may not be used within the same semester that the student is enrolled.</p> <p>4.13 Workload credit expires three semesters (1.5 academic years) following the student’s completion of the 500-level course (CR grade).</p> <p>4.14 This policy is not retroactive and faculty may begin accumulating workload credit starting in Fall 2018.</p> <p>4.15 Use of accumulated workload must be requested by the department chair and approved by the Dean or Associate Dean.</p>
5	Cash Back Award (Mar. 31, 2018)	<p>5.1 If a professor/lecturer, during a given academic year, receives a grant or contract of at least \$10,000 through the Office of Research Innovation and Economic Development, and if the professor/lecturer, during that same academic year, produces at least one peer-reviewed publication, then the he/she shall be awarded \$1,000 to support his/her research, scholarship or creative activity.</p> <p>5.2 Not all publications are recognized. Some pay-to-publish publications are not recognized. Many conference papers published in proceedings are recognized, however. Determination of what is recognized will be made by the Dean or Associate Dean in consultation with the department chair.</p> <p>5.3 Cash Back money:</p> <p>5.3.1 may not be used for the professor’s stipend</p> <p>5.3.2 may be used for reimbursement for items such as computers, conference registration, conference hotel, conference travel, lab instruments, and student labor.</p>

	<p>5.3.3 may not be used for the purchase of physical items intended to be owned by the professor; items purchased shall be considered the property of the university.</p> <p>5.3.4 will be earmarked for the professor in the Dean’s cash reserves.</p> <p>5.3.5 may accumulate to a maximum of 3,000.</p> <p>5.3.6 may be awarded only one time to a given professor per academic year</p> <p>5.4 The Cash Back Award:</p> <p>5.4.1 will remain active until a total of \$20,000 is awarded.</p> <p>5.4.2 shall be re-assessed annually by the Dean in consultation with the ECS Administrative Council.</p> <p>5.4.3 is open to all tenure track and full-time lecturers.</p> <p>5.4.4 shall commence on the first day of each academic year.</p>
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#### **IV. ECS POLICY ON RETENTION, TENURE, AND PROMOTION**

***Preamble.*** This section contains the college policies on Retention, Tenure, and Promotion (RTP). In accordance with the University (UARTP) policy, the college policy and changes thereto must be approved by a vote of the college faculty.