THE COLLEGE OF PROFESSIONAL STUDIES AND ADVANCEMENT
CONSTITUTION

Preamble
This Constitution is established in order to establish a productive and intellectual community; cultivate collaborative and cooperative relations among faculty, administration, and students; affirm and assure academic freedom; advance the general welfare of the rights of individuals; promote the rules of governance for carrying on the educational responsibilities of the College of Professional Studies and Advancement; effect a closer coordination among the various faculties, campuses, and centers; provide a forum for the fullest possible communication and discussion of problems and concerns pertinent to the welfare and adequate functioning of the faculty and College; and offer opportunities for using special and creative competencies of the faculty in the formation and implementation of the educational programs of the College of Professional Studies and Advancement (CPSA) of National Louis University.

Article I - Name
The agency of governance for the College of Professional Studies and Advancement shall be known as the College of Professional Studies and Advancement (CPSA) Faculty.

Article II - Jurisdiction and Powers
A. The Powers of the College of Professional Studies and Advancement Faculty
   The powers of the CPSA Faculty are delegated by the President of National Louis University as the chief executive officer of the University under the authority granted by the Board of Trustees. This delegation of powers is through the Faculty Association Constitution. The CPSA Faculty, through its governance structure, retains the following powers to:
   1. Investigate all matters within its areas of jurisdiction;
   2. Make policies regarding matters within its areas of jurisdiction; and
   3. Enforce those policies formulated through and according to the articles and amendments of this Constitution.
   4. Advise the Dean of CPSA on matters of general interest to the Faculty and students of the College.

B. Jurisdiction
   The College Professional Studies and Advancement Faculty shall have general legislative power over all matters pertaining to its meetings and councils; to the admission requirements, curriculum, instruction, examinations, grading, granting of authorized degrees; to the supervision and regulation of research, institutes and CPSA Faculty and; in conjunction with the CPSA Dean’s office shall administer the programs of the College of Professional Studies and Advancement.

   Jurisdiction of policies pertaining to promotion, tenure, salaries, sabbaticals, leaves of absence and faculty welfare is specifically reserved to the Faculty Association and its Senate as granted by the President of the University. The CPSA faculty shall reserve the right to
submit written recommendations regarding these matters to the Faculty Association, the Senate and the President of the University.

C. **Constitution**
   1. The CPSA Faculty shall establish and maintain an up-to-date Constitution. All official actions taken in the name of the CPSA Faculty shall be governed by this Constitution. The Chair of the College shall be responsible for the annual dissemination of the current Constitution to the faculty.
   2. The CPSA faculty affirms its commitment to democratic forms of decision-making and to the full airing, consideration, representation, and counting of all faculty voices. Faculty members who believe a specific action or structure doesn’t abide by this commitment can invoke this clause in a motion to reconsider. Such a motion shall be approved with affirmative vote of a majority of those present.

**Article III – Membership**
A. Academic personnel in CPSA who meet the following qualifications shall have full voting membership in the College:
   1. Full-time appointment to the faculty of CPSA by the President of the University as evidenced by signing a 10 month or 12 month faculty contract.
   2. Assignment to at least one-half time faculty position in CPSA or its equivalent.
B. Administrators are included in the CPSA faculty according to the following criteria:
   1. The Dean of the CPSA and shall be a non-voting member of the College of Professional Studies and Advancement faculty.
   2. CPSA Administrators with faculty rank as appointed by the President shall be non-voting members of the College of Professional Studies and Advancement faculty.
   3. CPSA Administrators without faculty rank shall not be considered members of the College of Professional Studies and Advancement faculty.
C. The membership list shall be distributed by the CPSA Dean or designee annually in the fall to all members of the CPSA faculty and to the Chair of the Faculty Association. Membership for faculty and administrators is continuous until a change in status occurs at the University.
D. Other personnel and students may be invited by the officers of the CPSA faculty to attend meetings and to take part in the deliberation of the meetings, but shall not vote.

**Article IV - Faculty Appointment Procedure**
The following procedure shall apply to the search for candidates for core faculty positions in the CPSA in accordance with the hiring policies of the University:
A. The program which is hiring shall assist the search committee by formulating a job description. The search committee shall receive and evaluate the credentials of the candidates, and present a slate of its preferred candidates to the Dean of the College. The search committee shall then conduct interviews, arrange contact between candidates and the CPSA faculty and other interested members of the institution, and make its final recommendation to the Dean of the CPSA.
B. The program, in collaboration with the Dean or Dean’s designee will develop job descriptions for hiring core faculty positions and provide this information to the search committees.
C. Part-time appointments shall be made by the Dean of the CPSA pursuant to the recommendation by the School Chair or director of the program which is hiring, along with an account of the search process used.

Article V - Organization

A. Officers

1. The College of Professional Studies and Advancement faculty shall have the following officers: Chair, Chair-Elect, the Past Chair and Secretary. The Chair-Elect and Secretary shall be elected by ballot before the end of the last regularly scheduled meeting of the CPSA faculty each academic year. They shall take office at the conclusion of the last spring meeting and shall serve for one academic year. If an election cannot be completed by the end of the last regularly scheduled meeting, the CPSA Chair shall conduct the remaining elections by mail or electronic means.

2. The officers of the CPSA faculty plus the Dean or Designee shall serve as the Executive Board. At least one CPSA Senator shall also serve. The CPSA Chair shall convene Executive Board meetings.

B. Duties of Officers

1. The Faculty Chair in collaboration with the Dean or Dean’s designee shall jointly create the agenda. The Faculty Chair shall preside at all meetings of the CPSA faculty, be responsible for the general conduct of the CPSA faculty business, and shall appoint committees which are not otherwise selected by provisions in this Constitution.

2. The Chair-Elect shall have all the powers and perform all the duties of the Chair in the absence of the Chair, and shall be the Chair when the normal term as Chair-Elect ends. The Chair-Elect shall request a membership list of the faculty in CPSA from the CPSA Dean’s office and distribute it during the fall term. The Dean’s office shall inform the Chair-Elect of any changes as they occur so that the Chair-Elect can update the list as changes occur and inform the CPSA faculty of any changes at a regular CPSA meeting.

3. The Secretary shall record the minutes of each meeting, distribute them in a timely fashion, ensure that a permanent record is kept of the action taken at all meetings of the CPSA faculty, and shall be the custodian of all such records, including minutes of the meetings, written policies of the CPSA faculty, correspondence, and other records of the CPSA faculty.

4. The Past Chair shall assist with the transition and provide advice and counsel during the year.

C. Meetings

1. Regular meetings of the CPSA faculty shall be held monthly, September to June, at the time and place designated by the Executive Board unless determined otherwise by a majority vote of the CPSA faculty.

2. Special CPSA faculty meetings may be called by the Executive Board or by signed petition of one-third of the CPSA faculty members by giving written notice thereof, stating the time, place and purpose of the meeting. Written notice of special meetings must be distributed to individual members at least seven (7) days before the meeting. No business shall be transacted at the special meeting except that stated in the notice of the meeting.
3. **Participation by Proxy** - All CPSA faculty with instructional assignments at a time and location that make participation impractical shall have the opportunity to present brief written position statements on announced agenda items, to vote by proxy or other absentee ballot arrangement, and to request reconsideration of any actions taken without reasonable opportunity for extended site participation. A written proxy statement must be presented to the Chair prior to the start of any meeting that the proxy is in force.

4. **Quorum** - A majority (>33% or 1/3) of voting membership of the CPSA faculty (excluding those on leave and emeritus faculty) shall constitute a quorum for the transaction of business at any regular or special meeting. This includes those members participating by proxy or either means of extended site communication or representation.

5. **Motions and Voting**
   a. All motions presented for consideration by CPSA College faculty shall be put forward at a CPSA Faculty meeting at which a quorum is present. When a vote is taken on any matter at a meeting of the CPSA faculty, a quorum being present, a majority of the votes shall be sufficient for decision-making purposes.
   b. **Proxy Voting** - A written authorization to act on another's behalf may authorize representation of all matters coming before the faculty or be limited to specific items. The Chair shall rule on any questions arising from the interpretation of proxy voting specifications and such actions will be recorded in the minutes of the meeting. All proxies must be submitted to the Chair no later than the beginning of the meeting.
   c. **Mail and Electronic Voting** - When a vote is taken by mailed or electronic ballot, it is not considered decisive unless the total number of properly submitted ballots received by the Secretary as of the deadline date is at least equal to the quorum. The results of a vote taken by mail or electronic means shall be reported to the membership within seven (7) days following the deadline and shall be recorded in the minutes of the next CPSA meeting. After being counted, the submitted ballots shall be secured by the Secretary until the next CPSA meeting.

6. **Agenda and Minutes**
   a. The agenda and minutes from the previous CPSA faculty meeting shall be distributed to all members of the CPSA faculty at least one week before the meeting. The agenda shall be prepared by the Chair; the minutes shall be approved by the CPSA faculty at each meeting. All business shall be carefully recorded.
   b. All official minutes of meetings of CPSA and its councils and committees shall be kept by the office of the Dean of the CPSA and be available to any member of the CPSA faculty via electronic storage means in use at the time, e.g., shared drive, etc.


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**Article VI - Councils and Committees**

**A. General Functions and Limitations of Council and Committees** - In carrying out the functions herein specified, each council shall have all the powers, authority, and
responsibilities held by the CPSA faculty. Each council shall elect its own Chair during its last meeting of the previous academic year and shall function for the subsequent academic year. Councils may adopt and follow rules and policies as they find useful, necessary, and in accordance with this Constitution, subject only to the following provisions:

1. The faculty shall be kept informed of council actions by the submission of reports to the CPSA secretary who in turn shall distribute copies to the CPSA faculty and to the Deans of each college, and by publication in writing of any policies adopted, which will then become effective 30 days after publication, subject to review procedures described in items 2 and 3 below.

2. The CPSA faculty may by majority vote at any regular meeting request a review of any action taken, policy adopted, or decision made by any council or committee and may, on the basis of such review, call for the action or policy to return to the council for reconsideration.

3. A petition signed by one-fourth the members of the CPSA faculty shall call for review of any action, policy, or decision of any council or committee. Final disposition of any review shall be decided by a majority vote of the CPSA faculty at its regular or special meeting.

4. The Dean of CPSA or her/his designated representatives shall be ex-officio members of all councils and committees and informed of scheduled meetings.

5. Members of any councils and committees shall be selected by the College at large, according to democratic procedures established, unless otherwise indicated in this Constitution.
   a. Term of office shall be for three years unless otherwise determined by the CPSA Constitution Council with approximately 1/3 of the positions changing annually
   b. Full-time faculty members of the standing councils shall be CPSA faculty whose appointments are at least one-half time in the CPSA.
   c. A list of committee membership, including designated Chairs and each representative’s term of service, shall be distributed by the Chair of the College to the CPSA faculty and the Dean’s office during the fall term.
   d. No member of a council or committee may have more than one vote. Members listed as advisory, liaison, ex-officio, Dean or Dean’s designees are non-voting members whose primary roles are advisory and communication.
   e. Each council and committee shall distribute to the faculty the agenda in advance of each meeting and shall distribute to the faculty the approved minutes. At the end of each academic year, each council and committee shall submit its archives to the College shared drive a record of all official, non-confidential proceedings and a brief year-end report which summarizes the year’s major initiatives, highlights projected goals, and indicates who shall assume responsibility for calling the first meeting of the following year.

B. **Specific Functions of Councils and Committees** - Councils shall be major policy-making bodies. All other committees carrying on the work of the CPSA faculty are limited in their powers to recommend actions, policies or decisions to the CPSA. Regular attendance at council and committee meetings is expected, and failure to do so is grounds for replacement by the Chair of the College.
1. Curriculum Council
   a. Shall be the policy-making body with regard to all graduate and undergraduate courses including courses offered for both graduate and undergraduate credit and programs proposed by academic units in the CPSA (including academic requirements for program and degree completion). It shall review and monitor existing graduate and undergraduate courses and programs in the CPSA.
   b. The membership of the Curriculum Council shall consist of four full-time faculty representatives from the CPSA. The Registrar and the Dean or his/her representative shall be non-voting ex-officio members.

2. Academic Standards and Admissions Council
   a. The program directors shall be charged with the responsibility of setting academic standards and the Academic Standards and Admissions Council will be responsible for enforcing academic standards for CPSA students. It shall also act as an appeal body for decisions relating to students made at the school, program, or college level within CPSA. It is further charged with reviewing policy for the monitoring of student retention and determining the admissions standards for undergraduate students and graduate students in the CPSA and making policy recommendations to the CPSA faculty and Dean. In collaboration with the Office of Admissions and Records, it is charged with determining the standards of admission and respond to exceptions that the admissions would like to have considered.
   b. Timely admission of graduate students into individual programs in the CPSA is primarily the responsibility of those specific programs. Decisions will be made in a time sensitive manner as applications are received.
   c. The Academic Standards and Admissions Council certify CPSA students for graduation on behalf of the College.
   d. The membership of the Academic Standards and Admissions Council shall consist of four full-time faculty representatives from the College. Non-voting members include the Dean of CPSA or his/her representative, and representatives from the Office of the Registrar, Student Affairs and Other University offices that may be of value as deemed by the council.

3. College Promotion and Tenure Committee
   a. Pursuant to the Constitution of the Faculty Association, it is the duty of the CPSA Faculty to elect four full-time faculty members to serve on the College Promotion and Tenure Committee.
   b. Responsibilities:
      i. The College Promotion and Tenure Committee shall review applications from faculty members and submit a full report of the vote to the Institutional Promotion and Tenure Committee.
      ii. All deliberations and actions of the college committee shall remain confidential.
      iii. At the end of each year, review the current National Louis University Promotions and Tenure Policy including any amendments made to it in regards to specific needs and concerns of CPSA faculty. The PT Committee will make recommendations for additions and/or changes to the full CPSA faculty. Any
action taken by the CPSA faculty is, of course, advisory. The report, along with the actions taken by the CPSA faculty, will be submitted to the ITPC and the Provost.

c. Membership:
   i. The faculty of CPSA shall elect a committee of four (4) members to consider applications for promotion and/or tenure of its faculty.
   ii. All members of this committee shall be full-time tenured faculty members.
   iii. At least two members of the committee shall hold the rank of Associate Professor or Professor.
   iv. The terms of office shall be three (3) years in length and shall be staggered so that one of the member’s terms expires each year. No members of the committee shall serve successive terms.
   v. A faculty member who applies for promotion while a member of the committee shall be replaced by special election for the remainder of his/her term.

4. College Governance Council
   a. Shall be the body responsible for reviewing and suggesting amendments and revisions to this Constitution (not abrogating the right of any CPSA Faculty to bring forward amendments).
      i. The Governance Council shall meet and review the Constitution each fall and make any recommendations no later than the January college meeting.
      ii. It shall meet and consider changes at other times as the College Faculty Chair directs.
      iii. The Governance Council shall be responsible also for advising the Chair on matters concerning the jurisdiction of councils and committees set forth in this Constitution.
      iv. It shall advise the Chair in matters of interpretation of articles and amendments and procedures related there unto and shall also be responsible for advising the Chair on procedural questions of rules of order.
      v. The names of the candidates for the annual election shall be gathered by the Governance Council. The list of nominees shall be distributed to members of the CPSA faculty at least seven days before the election. Additional nominations may be made from the floor, provided the consent of the nominee has been secured. Any vacancies occurring among the officers shall be filled for the unexpired term by appointment of the Chair of the CPSA Faculty in consultation with the Governance Council.
   b. The membership of the Governance Council shall consist of four full-time faculty representatives elected from the CPSA. The Dean of CPSA shall be a non-voting member and Other University offices may be invited

5. CPSA Administrative Council (formerly Chairs Council)
   a. Members
      i. Dean
      ii. Assistant and/or Associate Deans
      iii. School Directors
iv. Faculty Chair
v. Faculty Chair-Elect

b. Meetings
i. The CPSA Dean shall serve as the Chair of the CPSA Administrative Cabinet and will be responsible for the agenda
ii. The Administrative Cabinet shall meet on a regular monthly schedule
iii. Additional meetings may be held at the request of the Dean or on request of at least two (2) members of the Administrative Cabinet

c. Duties
i. The Administrative Cabinet shall act in an advisory role to the Dean on matters of policy and administration, in particular those matters of college-wide interest pertaining to personnel, resources, and facility allocation.
ii. Matters considered by the Administrative Cabinet may be initiated by any of its members.

C. Election of Council and Committee Members

1. *Spring Elections* - Senate and University committee members will be elected at large by CPSA faculty. It is the duty of the CPSA Chair-Elect in consultation with the Governance Council to certify that all elected representatives meet criteria as prescribed by this Constitution as well as the Constitution of the Faculty Association.

2. *Special Circumstances*
   a. The CPSA Chair shall appoint a temporary replacement for a Senator or any member of a committee other than Promotion and Tenure Committees who will be on sabbatical or a leave of absence for less than one (1) year. For absences of one (1) year or longer, an election shall be held to replace that individual at the next scheduled College meeting. If a replacement is necessary prior to the next scheduled meeting the Chair may appoint someone until such time that a replacement is elected by the college.
   b. Vacancies of one term or longer caused by the absence of an elected member on the CPSA Promotion and Tenure Committee or Institutional Promotion and Tenure Committee must be filled by an election of an eligible candidate at the next CPSA meeting.

**Article VII - Amendments**
This Constitution may be amended by two-thirds vote of the CPSA Faculty at any regular monthly meeting, provided that notice of the proposed amendment or amendments has been given at the preceding regular meeting.

**Article VIII - Ratification**
This Constitution shall go into effect upon ratification of two-thirds of the CPSA faculty.