



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Academic Affairs Unit Bylaws

Policy #: SP 07-04

Purpose:

The purpose of this policy is to allow the departments or equivalent units within the Division of Academic Affairs to:

- formalize definitions and procedures for various activities and functions
- facilitate faculty and unit participation in shared governance
- solidify institutional and unit values
- provide greater transparency in unit decision-making

This policy uses the term 'unit' instead of the locally common term 'program' in order to comply with Article 2 of the Collective Bargaining Agreement (CBA). The CBA assigns responsibility for certain recommendations, processes and activities to the 'department or equivalent unit' without defining 'equivalent unit'. The California State University Channel Islands President and his designees may also mandate recommendations, processes and activities to each unit.

This policy tasks each unit with the development and/or adoption of bylaws governing its operations. The Office of Faculty Affairs shall provide a bylaws template for those units which desire further guidance in bylaws development.

Policy:

- I. All Academic Affairs units in which Faculty Unit Employees have primary appointments shall have bylaws
 - a. Any unit encompassing more than one discipline may self-determine whether it develops and adopts one set of bylaws or a set of bylaws for each discipline.
- II. Bylaws shall consider and define:
 - a. Unit definition (size, disciplines, majors, etc.)
 - b. Unit mission statement
 - c. Unit membership and administrative assignments
 - Officers (Chair, Director, Coordinator, Associate Chair, Etc.)
 - Officer responsibilities
 - Officer term and term limits
 - Votes of confidence/no confidence



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- Election of officers
 - Process by which officers are recommended to the Dean and Provost
 - Voting rights
 - Officer evaluation
 - d. Other Unit Assignments
 - i. Process for advising assignments
 - ii. Process for assessments assignments
 - iii. Process for other assigned time within the Unit
 - iv. Process for assigning other duties beyond teaching
 - v. Elections for other unit decisions
 - e. Unit Faculty
 - Process to constitute the Program Personnel Committee (PPC)
 - Process to constitute the Temporary Faculty Evaluation Committee
 - Process to create and amend Program Personnel Standards (PPS)
 - Number of classes evaluated
 - How classes are evaluated
 - Shared governance
 - Rights of program faculty
 - f. Other Unit Decisions
 - Process for curricular and new course decisions
 - Criteria for program honors
 - Anything unique to your unit
 - Participation of Faculty Early Retirement Program (FERP) faculty
 - Process to amend unit bylaws
- III. Unit bylaws shall be approved by a two-thirds majority of the tenure track faculty in the unit.
- IV. Unit bylaws shall be approved by the appropriate Dean.
- V. Unit bylaws shall be approved by the Provost.