

California State University Channel Islands

Unit Bylaws

Proposed by the tenured and probationary faculty

of the

Political Science and Global Studies

Approved by:



[Vandana Kohli \(May 13, 2023 12:22 PDT\)](#)

Vandana Kohli, Dean, Arts and Sciences

05/13/2023

Date



[Mitch Avila \(May 8, 2023 11:44 PDT\)](#)

Mitch Avila, Provost and VP Academic Affairs

Date

05/08/2023

I. Program Definition

The Political Science and Global Studies programs comprises the faculty appointed in the areas of Political Science.

II. Program Mission

Mission Statement

Centered on the principles of constitutional democracy, inclusion, participation, and global citizenship, the Programs of Political Science and Global Studies cultivate students and teacher-scholar faculty in integrative, research-based understandings of political systems and public sectors. We focus on long-term student success as demonstrated by life-long civic engagement and achievement in a broad spectrum of careers in express service of the mission pillars of CSUCI.

Misión

Enfocado en los principios de democracia constitucional, inclusión, participación y ciudadanía global, el Programa de Ciencias Políticas cultiva a estudiantes e investigadores docentes en conocimientos integrantes, basados en investigación, de sistemas políticos y sectores públicos. Nos enfocamos en el éxito estudiantil a largo plazo, evidenciado por un duradero compromiso cívico, así como logros importantes dentro de una amplia gama de profesiones, con fidelidad explícita a los pilares de la misión de CSUCI.

III. Program Membership and Administrative Assignments

Officers

Chair

Programs Advisors (major advising for students)

Officers Responsibilities

The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chairs; the Chair oversees the operations of all degree programs within the Political Science and Global Studies Programs and fulfills all personnel-related functions for all faculty within the Programs.

The Program Advisor advises students in the BA in Political Science Major and the Political Science Minors. The Global Studies Coordinator will advise students in the BA of Global Studies and the Global Studies Minor.

Officer Terms

The Chair serves a 3-year term and is typically a tenured faculty member. A faculty member may serve an unlimited number of terms as Chair. The Program Advisor serves a 1-year term. A faculty member may serve an unlimited number of terms as Program Advisor. The Program Advisor is appointed by the Chair.

Votes of Confidence/No Confidence

Any tenured or probationary faculty member may call for a vote of no confidence in the Program Chair. A written motion of no confidence must be presented to the faculty during a regularly scheduled faculty meeting, or a meeting called specifically to propose a motion of no confidence. The motion of no confidence must contain specific reasons for the motion. The Chair has one week (7 days inclusive of weekend days) to respond, in writing, to these specific reasons for a vote of no-confidence and disseminate this response to the faculty. A vote of no confidence shall

be scheduled ten days from the date of the motion of no confidence (or the next weekday if the 10th day falls on a weekend). A vote of no confidence will be taken by secret ballot by the same procedure specified for the election of the Chair. The results of a vote of no confidence will be reported to the Dean.

Elections of Officers

Tenured (or tenure-track) faculty in the Programs are eligible to serve as chair. In the Spring semester of the last year of the current chair's term, the standing chair will notify the Dean's office that a chair's election is required by bylaws. The appropriate Dean or Associate Dean will send out a call for nominations for Chair, which may include self-nominations. The list of nominees will be circulated to all voting faculty in the Programs, with notice that the vote will be held between certain dates. On the first day of the election, the Program Analyst will distribute ballots to all faculty eligible to vote.

Process by which officers are recommended to the Dean and Provost

For Chair: The results of the vote for Program Chair will be forwarded to the Dean by the Program's Analyst. Included will be the names of all nominees, and in rank order of number of votes received.

Voting Rights

All Programs faculty members are allowed to vote in program elections and other issues put to a faculty vote unless specifically restricted from doing so by virtue of contract specifications by the current Collective Bargaining Agreement, Campus Policy, University Policies, or as described below. Tenured and probationary faculty members each have one full vote (those holding joint appointments in another program have a vote as stipulated in their MOU). Full and part time lecturer faculty vote weight is counted according to their annual time base in teaching Program courses under their current contract as follows:

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79 .1-7.5 WTUs = .25 vote
80 7.6-15 WTUs = .5 vote
81 15.1-22.5 WTUs = .75 vote
82 22.6-30 WTUs = 1.0 vote
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84 **Officer Evaluation**

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86 The Programs Chair will be evaluated in accordance with the Chair Evaluation Policy approved
87 by the Academic Senate. Any other officers will be evaluated in accordance with policies
88 approved by the Academic Senate should such policies come into effect.

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90 **IV. Other Program Assignments**

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92 Other Program Assignments will be made by the Chair in consultation with individual program
93 Faculty, and with the advice and consent of the programs Faculty. Every effort should be made
94 by the Chair to distribute all duties in an equitable manner. In particular the Chair should
95 consider the unique challenges of new and junior faculty.

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97 **Process for Assessment Assignments**

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99 Assessments Assignments will be made by the Chair consistent with the above.

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101 **Process for other Assigned Time within the Program**

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103 Decisions regarding other Assigned Time within the Program will be made by the Chair
104 consistent with the above.

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V. Program Faculty

Process to constitute the Program Personnel Committee (PPC)

The PPC(s) will be elected according to the process outlined in the Political Science and Global Studies Program Personnel Standards (PPS). The PPC(s) within the Program will be elected each year. The PPC members must hold a higher rank than the faculty member(s) under review. PPCs are specific to the individual faculty member in the RTP cycle.

Process to constitute the Temporary Faculty Evaluation Committee

The Program Faculty Committee will serve as the evaluation committee for all Temporary Faculty. The Chair will serve as part of the committee for this purpose. Faculty will not evaluate spouses or other immediate relatives. The faculty member will be recused from the Program Faculty Committee in the event that a spouse or other immediate relative is subject to evaluation.

Process to create and amend PPS

The Program Faculty Committee will work with all tenured and probationary faculty to review and amend the initial Program Personnel Standards as needed. The Chair will serve as part of the PFC for this purpose. After the PFC has consulted with program faculty about the PPSs, it will circulate a draft of the PPS and request feedback. After considering all feedback received, the PFC will vote on adopting the PPSs, and will subsequently forward them to the Office of Faculty Affairs to begin the review process.

Number of courses to be evaluated

Student ratings of teaching will be administered in accordance with Senate Policy and the Collective Bargaining agreement.

How Courses are evaluated

Data collected on teaching includes student ratings of teaching, peer observations, faculty narratives, and evidence submitted to the personnel action file by faculty. Data collection for all faculty will proceed as described below:

- 1) Student ratings of teaching shall be administered according to the university's policy on student evaluations.
- 2) The chair will arrange for peer observations in consultation with individual faculty members in accordance with the CBA and Faculty Affairs. (Faculty may arrange additional observations without consultation with the FPC). Faculty serving in tenure line positions will follow the University Retention, Tenure and Promotion policy regarding peer observations. Faculty serving in lecturer positions will be observed according to the Academic Senate Policy on Evaluating Temporary Faculty.

V. Other Unit Decisions

Process for Curriculum and New Course Decisions

The tenure line faculty will elect a Curriculum committee. The Chair is eligible to be elected to this committee. The committee will have at least 3 members with the option of the committee as a whole. If there are 3 or fewer tenured and probationary faculty in the program, it will constitute a committee of the whole. The Curriculum Committee will approve all curriculum and course proposals, and revisions for submission to the College Local Curriculum Committee.

Criteria for Program Honors

Students may be nominated for Program Honors by any faculty member. Students must have a minimum 3.0 GPA overall, and a minimum 3.5 GPA in the program to qualify. At a regular faculty meeting, or a special meeting called for the purpose, the nominators will speak about the

qualifications of their nominee(s). Subsequently, faculty will vote on two students to receive Program Honors. The two highest vote getters will be awarded Program Honors.

Participation of Faculty Early Retirement Program Faculty

FERP faculty are eligible to serve on all Program committees unless otherwise limited by this document or university policies while they are in active employment status. FERP faculty are not eligible to serve as Program Chair. FERP faculty are not eligible to serve on Program Personnel Committees.

Process to amend unit bylaws

Any tenured or probationary faculty member wishing to propose an amendment to the Political Science and Global Studies bylaws may do so at a regularly scheduled faculty meeting of the Program, or at a special meeting called for the purpose. Amendments shall be approved by a 2/3 majority of voting faculty in Political Science and Global Studies.

VI. Unit bylaws shall be approved by a simple majority of voting faculty in the unit

Unit bylaws as regularly reviewed and revised shall be approved by simple majority of voting the unit with voting rights as described in this document. Amendments outside of the normal schedule require a 2/3 vote for approval.

VII. Unit bylaws shall be approved by the appropriate Dean

VIII. Unit bylaws shall be approved by the Provost