



ARTICLE 1: Name

The name of the unit shall be the English Program of California State University Channel Islands (hereafter referred to as “the Program.”)

ARTICLE 2: Mission Statement

The CSUCI English Program cultivates the pleasures of Literature and Writing in an interdisciplinary, multicultural, international and civically engaged context. Our students apply these multiple perspectives to texts, issues, or problems; practice critical interpretation and analysis using relevant scholarship and theory; and write and speak effectively. Graduates are prepared for further study or professional paths and ready to take their places as well informed local and world citizens.

ARTICLE 3: Program Outcomes

CSUCI English Program graduates will be able to:

- Apply multiple perspectives to texts, issues, or problems, both within the discipline of English and in relation to other fields of study.
- Demonstrate knowledge of a variety of texts through interpretation and analysis that effectively uses current scholarship.
- Write and speak effectively with appropriate use of English grammar and conventions in technical, literary and creative contexts.
- Demonstrate their preparation for further study or various professional paths based upon an accurate perception of their performance and growth through reflection over time.

ARTICLE 4: Faculty Membership and Duties

- A. All tenured and probationary faculty hired within the Program of English are voting members of the Program.
- B. Voting members shall attend Program meetings.
- C. Lecturers teaching English courses are non-voting members and are invited to attend all English Program meetings.
- D. FERP faculty shall be non-voting members and invited to attend all English Program meetings.
- E. Tenure track faculty members are expected to participate in at least one Academic Senate or University committee or task force.
- F. Tenure track faculty members are expected to participate in English Program committees or individual assignments. Examples include serving on the Program Lecturer Evaluation Committee, serving on a sub-group working on the Five Year Review, or serving as the Sigma Tau Delta advisor. In addition, tenured faculty



are expected to perform peer evaluations, if possible, when requested by the Chair.

- G. Assigned time for advising and some other assignments comes from the Office of the Dean of Faculty. The Chair shall be responsible for requesting assigned time as needed and for assigning faculty as advisors or other duties with assigned time.
- H. Each faculty member (tenure track and lecturer) shall obtain student evaluations for each class taught.

ARTICLE 5: Program Officers

- A. The elected officers of the Program consist of a Chair and a Vice Chair chosen from the membership. Each officer may be re-elected, but not for more than three (3) consecutive terms three-year terms.
- B. Election of Officers and Terms of Office
 - 1. Terms of Office for the Chair and Vice Chair of the English Program are for three consecutive years.
 - 2. All Program faculty members are allowed to vote in chair elections. Tenured and probationary faculty members each have one full vote (those holding joint appointments in another program have a vote in proportion to their Program workload). Full and part time lecturer faculty vote weight is counted according to their annual time base in teaching Program courses as follows:
 - .1-7.5 WTUs = .25 vote
 - 7.6-15 WTUs = .5 vote
 - 15.1-22.5 WTUs = .75 vote
 - 22.6-30 WTUs = 1.0 vote
 - 3. The Chair shall take office on July 1st and serve until the successor assumes office.
 - 3. Election of the Vice Chair: The Vice Chair shall be elected in the same manner as the Chair and shall serve the same term of office as the Chair. In case the office of Chair becomes vacant, the Vice Chair shall assume the duties of the Chair. The new Chair shall remain in office until the expiration of the former Chair's term. At that time, a new election shall be held.
 - 4. If the office of Vice Chair becomes vacant during the term of office, the Program shall fill the office as soon as possible in the manner prescribed above. The new Vice Chair shall remain in office until the expiration of the former Vice Chair's term. At that time, a new election shall be held.
 - 5. Evaluation of Chair and Vice-Chair:
 - Evaluations shall be undertaken in the spring semester of each odd-numbered year.
 - Evaluations shall be in written form.



- Evaluations will be delivered by the faculty coordinator to the Dean of the Faculty.

C. Election Procedures for Chair and Vice-Chair

1. At the end of the Chair and Vice-Chairs' terms, nomination and election for offices of the Program shall be conducted during the last Program meeting of the academic year.
2. Nominations shall be submitted verbally, and the nominee shall state whether or not he/she is willing to serve.
3. The nominee shall be elected by a majority of the votes cast by secret ballot. Where no nominee receives a majority of the votes cast, a subsequent ballot shall be prepared. The two nominees who receive the highest numbers of votes on the previous ballot shall appear on the next ballot. If there is more than one nominee with the highest number of votes, the winner will be selected by lot.
6. Members shall vote for no more than one (1) nominee for each position on the first and any subsequent ballot

D. Duties

1. The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chair. The Chair is responsible for presiding over meetings of the Program and, when necessary, for selecting and referring proposals to appropriate program committees. The Chair shall transmit all official actions of the Program to the Dean of the Faculty or other appropriate administrative officer.
2. The Vice Chair will assume all of the responsibilities of the Chair in the absence of the Chair.
3. For a list of Chair duties, see Handbook on the Roles and Responsibilities of Program Chair.

ARTICLE 6. MEETINGS

1. Meeting Days

- The Program shall meet on Thursdays from 2:30pm to 4:30 pm.
- The Program shall meet at least once every two months during the academic year.



2. Quorum

A quorum shall consist of a simple majority of the voting members of the Program for regularly scheduled meetings and a simple majority for special meetings of the Program.

3. Special Meetings

Special meetings may be called by the Chair of the Program. A special meeting may also be called by Program Members; this will require approval of 50% of the voting membership of the Program.

4. Cancellation of Regularly Scheduled Meeting

The Chair may cancel regularly scheduled meetings.

5. Policies and Resolutions

A. Procedure for introducing legislative measures or advisory resolutions to the Program

1. Proposed new measures and resolutions shall be presented to the Chair of the Program for placement on the agenda.
2. Unless referred to an appropriate committee, the original drafts of these measures and resolutions will be reproduced and attached to the agenda of the Program meeting during which they are scheduled for action.
3. All votes on motions to approve policies and resolutions shall be by a show of hands unless the Program Chair or one of the members requests a secret ballot. Hand counts and ballot counts shall be done by the Program's Faculty Coordinator.
4. All elections and other votes shall be by simple majority.

6. Recording of Discussion and Motions

The Program's Faculty Coordinator shall keep minutes for each meeting of the Program. Every motion which has been made at the meeting shall be contained in the minutes and the disposition of each one of them shall be made clear. Any counting of votes made at the meeting shall be recorded in the minutes.

7. Procedural Rules

Rules on Discussion and Debate

- A. Generally, Program meetings will take the form of discussions led by the Program Chair and will be of a less formal nature than that of Academic Senate meetings.
- B. The Chair may determine that a more formal procedure is necessary for specific discussions and call for formal discussion procedures. In those instances, the following shall apply:

- i. Members of the Program must be recognized by the Chair prior to beginning to speak.
 - ii. Discussion requires a motion be made by one of the members. The member who made a motion has the right to speak to the motion first.
 - iii. A member may speak only twice to the same motion on the same day.
 - iv. Each member may speak no more than ten minutes. Any unused time is forfeited and cannot be applied to a subsequent debate by this same member or yielded to another member.
 - v. Debate of a motion must be relevant to the motion. The Chair shall determine whether debate has deviated from the motion being considered.
 - vi. The Chair shall keep a speaker's list. If the Chair wishes to speak to the issue, he/she must place his/her name on the list.
- C. Respectful collegiality is expected of all tenure-track and temporary members of the Program of English.
- D. All elections shall be by simple majority rule.

ARTICLE 7. Committees

- A. The Program shall have the power to create *ad hoc* committees for specific assignments that cannot be handled adequately by the Program at large or by the Chair. *Ad hoc* committees and all subcommittees shall cease to exist upon completion of their specific assignments or at the end of the academic year unless specifically authorized by the Program to continue beyond that date.
- B. The Program Personnel Committee shall be constituted as follows:
1. A three member English Program Personnel Committee (PPC) shall be elected in the first month of the fall semester of each year. Members of the English PPC shall be from the tenured faculty.
 2. For joint-appointment faculty, at least one PPC member shall be from the discipline of joint appointment.
 3. Members of the English PPC shall be elected by a simple majority vote of the full-time, tenure-track English program faculty.
 4. In promotion considerations, English PPC members shall have a higher rank or classification than those being considered for promotion.
 5. If the English program has less than three available full-time, tenured faculty members, a list of tenured faculty from across the university shall be generated by the English full-time, tenure-track faculty, who will then vote, by simple majority vote, for as many members as necessary to constitute each English PPC. The English faculty on the PPC will remain the same in all PPCs during a given cycle, but outside members of the committees may differ for each faculty member applying for retention, tenure or promotion.



- a. The list of outside members may include faculty from related disciplines, and when agreed upon by the English full-time, tenure-track faculty, one committee member may be from another, comparable university.
 - b. Nominations by the faculty member under review will be given primary consideration.
- 6. The chair will serve on the PPC and not write a letter from the chair as part of the review sequence. If the Chair is a current member of the University Retention, Tenure and Promotion (RTP) Committee, he or she may recuse himself or herself from the PPC in order to retain voting rights on the RTP Committee.
- 7. The English Program's Program Personnel Standards may be revised.
 - a. Revisions may be suggested by any tenure track English Program faculty member.
 - b. Revisions shall be made by a simple majority vote.
- C. Temporary Faculty Evaluation Committee:
 - i. The Temporary Faculty Evaluation Committee shall be made up of three tenured faculty members, including the Program Chair.
 - ii. The Temporary Faculty Evaluation Committee shall meet each semester to review the peer evaluations and the student evaluations for each non-contingent lecturer.
 - iii. The Chair shall write the review of the each lecturer's performance, which will be reviewed by the other members of the committee. All three committee members will sign the letters.

ARTICLE 8. Process for Curriculum Changes and New Course Adoption

Changes to the English Program Curriculum shall be adopted according to the following procedure:

- A. Any voting member of the English Program may suggest an amendment to the English Program's curriculum. The member shall request that the Chair place the amendment on the agenda for a regular or a special meeting of the Program.
- B. After discussion and modifications, if any, to the amendment, the voting members of the Program will decide by simple majority.
- C. Responsibility for initial preparation of the course proposal, course modification, or program change forms will rest with the faculty member(s) best suited for the charge.
- D. The Chair will assist in the preparation of the forms and take responsibility for seeing it through the Curriculum Committee and, if necessary, the General Education Committee.

ARTICLE 8. Criteria for English Program Honors



Students receiving English Program Honors shall be determined as follows:

- A. Any English Program faculty member may nominate a student for English Honors.
- B. Criteria for selection
 - 1. Evidence of
 - a. leadership
 - b. service to program
 - 2. writing excellence as evidenced in the student's portfolio
 - 3. improvement, growth and/or potential for ongoing success
 - 4. activities that exemplify the university mission
 - 5. analytic thinking
 - 6. creative thinking and problem solving
 - 7. broad participation (class, program, university)
 - 8. potential for advanced work in English after graduation
- C. Honors students will be chosen by simple majority vote by the English Program. This vote shall be held at the English Program meeting in late March or early April.

ARTICLE 9. Student Evaluations (SRTs)

- A. All faculty members of the English Program will have all classes evaluated by the instrument currently in effect for evaluations by CSUCI students of teaching effectiveness.

ARTICLE 10. Amendment of Bylaws

These bylaws may be amended by a two-thirds majority vote of the English Program's voting members.