

California State University Channel Islands

Unit Bylaws

Proposed by the tenured and probationary faculty

of the

School of Education

Approved by:

*Elizabeth C. Orozco Reilly*

Elizabeth Reilly, Dean, School of Education

December 8, 2022

Date

*Mitch Avila*

[Mitch Avila \(Dec 9, 2022 09:17 PST\)](#)

Mitch Avila, Provost

12/09/2022

Date

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**Amended 12/7/2022**

## **I. UNIT DEFINITION**

The School of Education (SOE) at California State University Channel Islands (CI) is organized into three sub-units according to student classification: Undergraduate Programs, Teacher Credential Programs, and Graduate Programs. Faculty members are appointed in the areas of early childhood studies, liberal studies, education specialist and disability studies, elementary education, secondary education, curriculum & instruction, and educational leadership. A number of faculty teach across program areas. In addition to faculty, the SOE also houses the credential and field placement office. The SOE offers four degree programs: Bachelor of Arts in Liberal Studies, Bachelor of Arts in Early Childhood Studies, Master of Arts in Education and Master of Arts in Educational Leadership. The unit offers credentials: multiple subjects; single subject in English, math, the sciences, and social science; education specialist mild/moderate; Bilingual Authorization; Teacher Intern and Preliminary Administrative Services. Current SOE prefixes include: EDUC, EDMS, EDML, EDSS, EDPL, SPED, ECS, EDCI, HLTH, LS and PHED. The SOE has a Dean of the School, Associate Dean and Director of Clinical Experiences and Partnerships, tenured and probationary faculty, full time and part time lecturer faculty and administrative staff. All faculty and staff are employed under two Collective Bargaining Unit Agreements.

## **II. UNIT FACULTY MEMBERSHIP AND ADMINISTRATIVE ASSIGNMENTS**

### **A. Tenure-Track Faculty**

Tenure-track faculty members are expected to participate in University, SOE, and community service, as outlined in the SOE Professional Personnel Standards. In addition, tenure-track faculty members are expected to perform peer evaluations of lecturer faculty when requested by a Chair.

### **B. Lecturer (Temporary) Faculty**

Though not required, temporary faculty (lecturers) are encouraged and welcomed to serve on committees.

### **C. Unit Faculty Leadership**

1. School of Education Chairs: There are three program sub-units within the SOE, each with a Chair:
  - Early Childhood Program
  - Teaching Credential Programs
  - Graduate Programs

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2. Coordinators: Coordinator positions may be established in order to assume responsibilities for developing and/or supporting aspects of a particular program. Program Chairs, in consultation with the Dean, will establish the rationale for a coordinator and choose the faculty member who will serve as the coordinator.
3. Faculty/Program Advisors: Advising responsibilities for each program will be shared among the tenured/tenure-track faculty in each program as part of their collateral duties. The following programs may have faculty advisors:
  - **Bachelor of Arts in Early Childhood Studies**
  - **Bachelor of Arts in Liberal Studies**
  - **Multiple Subject Teaching Credential**
  - **Single Subject Teaching Credential**
  - **Educational Specialist Teaching Credential**
  - **Bilingual Authorization**
  - **Master of Arts in Educational Leadership**
  - **Master of Arts in Education**

**D. Leadership Responsibilities**

The SOE Program Chairs (hence forward referred to as the “Chairs” in this document) oversee the operations of respective degree and credential programs within the SOE and fulfill all personnel-related functions for all faculty members within the SOE. The chairs shall be responsible for assisting in planning and administering the academic programs, advising the Dean regarding fiscal resources and budget planning for the school, managing the sub-unit budget (pending university restructuring), preparing required reports, administering personnel matters within the sub-unit, preparing job descriptions, recruiting faculty and staff, and performing such other matters as determined through consultation with the Dean that will ensure SOE work is accomplished.

Faculty/Program Advisors advise students in the BA, Credential, and Graduate Programs, manage initial student issues and concerns, provide consultation to the Chairs when hiring new temporary faculty, provide consultation, as needed, to the Director of Clinical Experiences and Partnerships to facilitate the task of placing students in course-related field work.

**E. Chair Terms**

Chairs serve a 3-year term. There are no term limits, but they serve at the will of the Dean and are appointed by the President or the President’s designee.

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**F. Election of Chairs**

All tenure-track faculty members in the SOE are eligible to serve as Chair. In the spring semester of the last year of the current Chair's term, the Dean will send out a call for nominations for Chair of the open position/s along with a timeline for the election process. The list of consenting nominees will be circulated to all tenure-track and temporary faculty with notice that the vote will be held between certain dates. On the first day of the election, a designated SOE staff member will distribute ballots to all faculty eligible to vote. Members shall vote for no more than one (1) nominee for each position on the first and any subsequent ballot. All faculty participate in the voting for all three Chairs.

Elections can be conducted electronically, if desired, using a secure system such as Qualtrics. A simple majority vote determines the outcome of election taking into consideration the weighted voting as described in "Voting Rights". 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 after the run-off election, the winner will be selected by lot.

**G. Process by Which Chairs Are Recommended to the Dean**

The result of the vote for Chair, along with the names of all nominees and the votes received by each, will be forwarded to the Dean by the designated SOE staff. The Dean will forward the recommendations to the President or designee. The faculty will be informed of the election results.

**H. Votes of Confidence/No Confidence for Chairs**

Any faculty member may call for a vote of no confidence in a Chair at any scheduled faculty meeting. A vote of no confidence will be taken by secret ballot at the meeting with faculty exercising the same voting privileges specified for the election of the Chair. Only those who are present may vote. The result of a vote of no confidence will be reported to the Dean.

**I. Officer Evaluation**

Chairs are evaluated in the spring semester of the second year of their term, following the Chair Evaluation Policy approved by the Academic Senate.

**III. SHARED GOVERNANCE**

**A. Voting Rights**

Tenure-track faculty and temporary faculty (lecturers) holding full-time appointments (based on annualized WTU assignments) each have one full vote. Temporary faculty holding less than full-time appointments (less than 15 WTU in the voting semester) have a half-vote. This weighting mechanism applies to the election of Chairs as well as

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all decisions requiring a vote during School of Education and program meetings.

**B. Decision-making**

Voting may take place during a regularly scheduled meeting called by the Dean or Program Chair, when voting eligible faculty is available. Voting outcome will be valid when it has satisfied all of the following conditions: (a) has been available for review by voting eligible faculty at least one regularly scheduled meeting prior to the vote, (b) there is open discussion at the meeting on the item, (c) a quorum (51%) of voting members **have voted**, (d) there is a simple majority vote of the faculty present taking weighted votes into account, (e) has been approved by the Dean, and (f) has been found to conform to CI's policies and all memoranda of understanding between University administration and the faculty, and the Collective Bargaining Agreement.

**C. Staff Voting**

SOE staff may be included in the decision-making process in School of Education meetings as appropriately determined by the Dean and Chairs.

**D. Voting Method**

All voting in meetings will be conducted by **each eligible voting member indicating their preference** unless someone calls for a paper ballot **or an electronic survey**.

## **IV. ADDITIONAL UNIT WORK**

**A. Process to Constitute the Program Personnel Committee (PPC)**

The PPC will be constituted according to the process outlined in the approved Program Personnel Standards (PPS). The PPC within the School of Education will be reconstituted or reaffirmed as specified in the PPS. Terms should be staggered.

**B. Committees**

Faculty serve on ad hoc and standing committees created within and for the SOE (e.g., curriculum, assessment, temporary faculty evaluation, partnership, admissions, etc.).

## **V. AMENDMENTS**

An amendment to these by-laws shall be adopted and become effective when it has satisfied all of the following conditions: (a) has been available for review by voting eligible faculty at least one week prior to the vote, (b) has received a simple majority vote of the voting-eligible faculty taking weighted votes into account, (c) has been approved by the Dean, and (d) has been found to conform to CI's policies and all memoranda of understanding between University administration and the faculty and the Collective Bargaining Agreement.

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In the event that an amendment is adopted by the faculty and is not approved by the Dean, the amendment shall be adopted and shall become effective if, in a second vote it receives a favorable vote of no fewer than a three-fourths majority of the ballots cast and is found to conform to CI's policies and all memoranda of understanding between the University administration and faculty.

Changes to these by-laws of a non-substantive, clerical nature (position titles, group or committee names, typographical changes), may be made by the Chairs with approval of the faculty.

## **VI. RATIFICATION**

This document shall be ratified when the following conditions have been satisfied: (a) a favorable vote of the majority of the ballots cast by faculty (within which two-thirds of the tenure-track faculty vote must be represented); and (b) approval by the Dean. Thereafter, the document shall become effective when it is found to conform to CI's policies and all memoranda of understanding between the University administration and faculty.

## **SOE Bylaws Sunset Clause**

The School of Education will be transitioning to four departments in Spring 2023. The Bylaws are amended in December 2022 to change the way in which voting is conducted (to allow for anonymous, inclusive, and accessible voting methods) and will stay in effect until such time that individual departments develop their own Bylaws.

### **Meeting notes for the record:**

#### **Faculty meeting 11/8/2022:**

- Items were introduced and discussed with a handout of proposed changes.

#### **Faculty meeting 12/7/2022:**

- Motion by Chuck Weis
- Seconded by Jeanne Grier
- Discussion
- Held a vote on the items. Vote was unanimous to pass all changes.