



By-laws of the Biology Program California State University Channel Islands

Adopted 2009

Article I. Unit Definition

The Biology Program at California State University Channel Islands is comprised of the Biology Program faculty and instructional support technicians who are supported by a Faculty Support Coordinator.

The Biology program offers the following degree programs:

- Bachelor of Science in Biology
- Bachelor of Arts in Biology
- Master of Science in Biotechnology and Bioinformatics
- Master of Science in Biotechnology and Master of Business Administration (Dual Degree)
- Minor in Biology
- Certificate in Biotechnology

Article II. Mission Statement

The Biology Program of CSUCI carries out the university mission by creating and delivering excellent academic undergraduate and graduate programs in the biological and related sciences. It actively supports instruction, scholarly research and publication, engages and mentors students, and performs service to CSUCI and the community.

Article III. Program Outcomes

General Objectives for the BS/BA in Biology

- Provide students with the opportunity to earn a BS/BA degree in Biology from the California State University.
- Prepare students to become highly valued with analytical skills and a sophisticated expertise in life sciences for such diverse vocations as scientific research, teaching, consulting, biotechnology, the health professions, public and private organizations.

General Objectives for the MS in Biotechnology and Bioinformatics

- Provide students with the opportunity to earn a professional MS degree in Biotechnology and Bioinformatics from California State University.
- Prepare students with analytical, business and managerial skills along with sophisticated expertise in biotechnology and computational sciences for a diverse set of vocations. Qualified graduates will be able to engage in research, development and management in biotechnology, work in the pharmaceutical



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industry or conduct scientific research, teaching or consulting in public and/or private organizations.

- Provide a value added education in biotechnology and bioinformatics to enhance career advancement opportunities.

Article IV. Program Membership and Duties

1. Program Faculty Membership and Duties

- All tenured and probationary faculty hired within the Program are voting members of the Program.
- Lecturers teaching biology courses are non-voting members and are invited to attend all Program meetings along with the voting members of the Program.
- Faculty in Early Retirement Program (FERP) shall be non-voting members and invited to attend all Program meetings.
- Tenure-track faculty members are expected to carry out professional activities in the areas of teaching and scholarship and service as described in the CBA article 20.
- Tenure-track faculty members are expected to participate in Biology Program committees. Tenured faculty are expected to perform peer evaluations, if possible, when requested by the Chair and/or other faculty members.
- FERP faculty are eligible to serve on all Program committees except the Program Personnel Committees while they are in active employment status. FERP faculty are not eligible to serve as program chair.

2. Staff Membership and Duties

- Staff members of the Program consist of Instructional Support Technicians and Faculty Support Coordinator.
- The duties of Instructional Support Technicians are to provide effective technical support for instructions and research activities carried out by faculty, manage inventory of chemicals and laboratory supplies, safe storage, proper disposal and maintenance of laboratory supplies and equipment.
- The duty of Faculty Support Coordinator is to provide effective administrative support to the official functions of the faculty and staff of the Program.
- Staff members are non voting members of the Program.

Article V. Program Officers and Their Duties

1. Program Officers

Chair of Biology Program



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Director of MS Biotechnology and Bioinformatics Program
Program Laboratory Coordinator
Program Assessment Coordinator
Program Advisors for undergraduate students in the Biology Program
Program Advisors for graduate students in the MS programs

2. Responsibilities of Officers

The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chairs and Directors issued by Division of Academic Affairs of CSUCI. The Chair oversees the operations of all degree programs within the Biology Program and fulfills all personnel-related functions for all faculty within the Program.

The duties of the Director of MS Biotechnology and Bioinformatics Program are those described in the Handbook on the Roles and Responsibilities of Program Chairs and Directors. Director handles those duties as they relate to the MS degree program.

The duties of Program Laboratory Coordinator are related to laboratory instructions. When needed, this position may be shared by more than one faculty member in the Program. For a list of Program Laboratory Coordinator's duties, see Appendix A of these by-laws.

The duties of Program Assessment Coordinator are related to program assessment for the BS, BA and MS programs. When needed, this position may be shared by more than one faculty member in the Program. For a list of Program Assessment Coordinator's duties, see Appendix B of these by-laws.

The Program Advisors advise students in the BS, BA and MS programs and the Biology minor. Program advising responsibilities for Biology undergraduate program will be shared among all the tenured/tenure-track faculty. The Director of the MS in Biotechnology will advise all MS in Biotechnology students. For a list of Program Advisor's duties, see Appendix C of these by-laws.

3. Officer Term and Term Limits

All program officers, except program advisors, serve a 3-year term. A faculty member may serve no more than 2 consecutive terms. If no other faculty members are eligible and/or willing to serve, the term limits may be suspended.

The Program Advisors serve one-year term. Faculty members may serve an unlimited



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number of terms.

4. Election and Appointment of Program Officers

Election and Appointment of Program Chair:

- Tenured and probationary faculty in the Program are eligible to serve as Chair.
- In the Spring semester of the last year of the current Chair's term, the appropriate Dean or Associate Dean will send out a call for nominations for Chair.
- The list of nominees will be circulated to all voting members of the faculty in the Program with notice that the vote will be held between certain dates.
- On the first day of the election, the Program's Faculty Support Coordinator will distribute ballots to all faculty eligible to vote.
- The results of the vote will be forwarded to the Dean by the Program's Faculty Support Coordinator. Included will be the names of all nominees and the number of votes received by each.
- The Program Chair is appointed by the University President.
- Once appointed, the Chair shall normally take office at the start of the academic year and serve until the successor assumes office.

Appointment of Other Program Officers:

- Tenured faculty members in the program are eligible to serve as Director of MS Program and Program Assessment Coordinator.
- Tenured, tenure-track and temporary faculty with full time employment in the program are eligible to serve as Program Laboratory Coordinator.
- The Director of MS Biotechnology and Bioinformatics is appointed by the Dean of Extended Education upon the recommendation of the Chair of Biology after consultation with the program faculty.
- The Program Laboratory Coordinator, Program Assessment Coordinator and Program Advisor are appointed by the Chair after consultation with the program faculty.
- The program officers should be appointed no later than the last week of Spring semester prior to term.

5. Officer Evaluation

- The Program Chair will be evaluated in the Spring semester of her/his second year in office, following the Chair Evaluation Policy approved by the Academic Senate.

6. Votes of Confidence/No Confidence

A tenured or probationary faculty member may call for a vote of no confidence in the Program Chair. A vote of no confidence of program Chair will be taken by secret ballot



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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.

Article VI. Program Meetings

1. Meeting Days and Meeting Agenda

- The Program meeting date and time shall be determined at the beginning of each academic year by program membership.
- The Program shall meet at least once every two months during the academic year.
- The Chair of the Program shall call for agenda items from all members of the Program before each meeting and provide the meeting agenda to all members of the Program before the meeting date.
- The program's instructional support technicians shall meet regularly. The meeting schedule shall be determined by all instructional support technicians of the Program at the beginning of each academic year and be reported to the Chair of the Program.
- The organizer of instructional support technicians shall call for agenda items from all instructional support technicians, when needed from faculty as well, before each meeting and provide the meeting agenda to all instructional support technicians and the Program Chair.

2. Quorum

A quorum shall consist of a simple majority of the voting members of the Program for regularly scheduled or 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 a simple majority of the voting membership of the Program.

4. Cancellation of Regularly Scheduled Meeting

The Chair may cancel regularly scheduled meetings.

Article VII. Program Committees, Their Charges and Procedures

1. The Program Faculty Committee

- The Program Faculty Committee consists of all the voting members of the program faculty.
- The Program Faculty Committee develops the Program Personnel Standards (PPS).



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- The procedures for development, approval and revision of the PPS are detailed in the PPS document.

2. The Program Personnel Committee (PPC)

- For the Biology Program, a PPC shall be elected in the first full month of the Fall semester of each year. The election procedure is detailed in the PPS.
- The charge of PPC is to use Program Personnel Standards (PPS), approved by the Biology Program and Academic Affairs, to evaluate faculty in the Program who apply for retention, tenure, and/or promotion at CSUCI.
- The evaluation procedure is described in the PPS.

3. Temporary Faculty Evaluation Committee:

- The Temporary Faculty Evaluation Committee shall be made up of a minimum of two tenured faculty members, including the Program Chair, to evaluate full-time temporary faculty in the program.
- The Temporary Faculty Evaluation Committee shall meet each semester to review the peer evaluations and the student evaluations for each full-time non-contingent lecturer.
- The Committee shall write the review of the each lecturer's performance. All committee members will sign the letters.
- The Chair will be responsible in conducting evaluations of part-time lecturers. The Chair may request Temporary Faculty Evaluation Committee members to assist in this evaluation process.
- For purposes of evaluation and program quality assurance, all part-time faculty members in the program are required to have every course evaluated by students in every semester. All full-time lecturers in the program are required to have every course evaluated by students for the first year, and then two courses evaluated by students annually thereafter.
- All temporary faculty, full- or part-time, will have a minimum of one peer observation of a class each academic year. The Program Chair will arrange peer observations with the temporary faculty and may request tenured or tenure-track faculty members of the program to assist in this process.

4. Program Assessment Committee

To ensure quality of educational programs in Biology, the tenured and tenure-track faculty members of the Program will elect a Program Assessment Committee. The Assessment Committee will be lead by the Program Assessment Coordinator and work with the faculty and chair on all program assessment activities, including advising the chair on how any assigned time allocated for assessment activities should be



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distributed among program faculty.

5. Program Curriculum Committee

The tenured and probationary faculty will elect a Curriculum Committee. The Chair is eligible to serve on the committee. The committee will have 5 voting members of the program faculty. If there are 5 or fewer tenured and probationary faculty in the program, it will constitute a committee of a whole. The Program Curriculum Committee will approve all curriculum and course proposals and revisions.

Changes to the Biology Program curriculum shall be adopted according to the following procedure:

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

6. Program *Ad Hoc* Committees

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.

Article VIII. Course Evaluations by Students

1. All tenure-track faculty members in the program shall have a minimum of two classes annually evaluated by students using the written student questionnaire evaluations and the results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Student evaluations shall be conducted in classes representative of the faculty unit employee's teaching assignment. The classes to be evaluated shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair. In the event of disagreement,



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each party shall select 50% of the total courses to be evaluated.

2. All classes taught by part-time lecturers in the program shall be evaluated by students using the written student questionnaire evaluations and the results of these evaluations shall be placed in the faculty unit employee's Personnel Action File.
3. All full-time lecturers who have taught in the program for less than one year shall have all classes evaluated by students using the written student questionnaire evaluations and the results of these evaluations shall be placed in the faculty unit employee's Personnel Action File.
4. All full-time lecturers in the program who have taught for the Biology Program for over a year shall have a minimum of two classes annually to be evaluated by students using the written student questionnaire evaluations and the results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Student evaluations shall be conducted in classes representative of the faculty unit employee's teaching assignment. The classes to be evaluated shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her program chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated.

Article IX. Criteria for Biology Program Honors

1. Selection of Biology Program Honors

Students receiving Biology Program Honors shall be determined as follows:

- Any Biology Program faculty member may nominate a student for Biology Program Honors. Nominations shall be sent to the Program's Faculty Support Coordinator.
- After all the nominations are received by the Program Chair, he or she will call for a vote for Program Honors.
- Honors students will be chosen by simple majority vote by the Biology Program faculty, including tenure-track and full-time non tenure-track faculty. The vote shall be conducted by paper ballot or by email and collected/counted by the Program's Faculty Support Coordinator.
- The students who get the highest votes will be selected as Program Honors.
- The results of the votes will be announced to all program faculty and staff members.

2. Selection Criteria



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- Achieve a minimum grade point average of 3.5 for all courses satisfying the requirements for the major as defined by the Program;
- Take at least seven courses in the major at this university;
- Satisfactorily complete a Senior Capstone course.
- The Biology Program may grant honors to exceptional students who have not met the above requirements, but who have in the judgment of the Program brought distinction upon themselves and the Program in some other significant and appropriate manner.

Article XI. Amendment and Approval of By-laws

Program by-laws shall be approved by a simple majority of the tenured/probationary Biology Faculty.

These program by-laws may be amended by a two-thirds majority vote of the Biology Program's tenured/probationary faculty.

The program bylaws shall be approved by the appropriate Dean and the Provost.

Appendix A: The Duties of the Program Laboratory Coordinator include:

- attend meetings related to concerns of lab facility
- coordinate among program faculty instructing lab courses
- provide input in scheduling facilities and labs

Appendix B: The Duties of the Program Assessment Coordinator include:

- attend meetings related to program assessment
- develop assessment plans for the academic programs
- lead the Program Assessment Committee and coordinate assessment activities among program faculty to implement the assessment plans
- collect assessment data
- coordinate the analysis of assessment data
- ensure feedback of assessment outcomes to the program faculty, chair and directors



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Appendix C: The Duties of the Program Advisors include:

- attend meetings related to program advising
- advise students
- provide feedback to program faculty and the chair on advising issues and concerns