



CHEMISTRY

C H A N N E L
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Bylaws of the Chemistry Program

Approved by the Chemistry Program December 3, 2008

Approved by Dean September 23, 2010

Approved by Provost December 13, 2011

I. Unit Definition (size, disciplines, majors, etc.)

The Chemistry Program comprises the faculty members appointed in the areas of Chemistry and Biochemistry. Faculty members in the Chemistry Program include tenured and probationary faculty members, and lecturers. The Chemistry Program houses two degree programs: a Bachelor of Science and a Bachelor of Arts. There are degree options within these programs, as well as a minor and certificate. All courses carrying the prefixes CHEM are offered through the Chemistry Program. The Chemistry Program also administers some sections of courses offered with other prefixes, (e.g. some UNIV courses). As a generalization, all sections taught by Chemistry Program faculty members are administered, or co-administered, by the Chemistry Program.

II. Unit Mission Statement

The Chemistry Program educates CSUCI chemistry majors to be high quality scientists by classroom and laboratory instruction, and through undergraduate research experience. It also strives to educate all students taking chemistry courses to be good critical thinkers in the sciences. Our graduates reflect excellence in chemistry, and it is our intention that they succeed both academically and professionally. The program is aligned with the four pillars of the CSUCI mission, and this is reflected in the course offerings, the commitment to experiential learning through undergraduate research, and through faculty/faculty and faculty/student collaboration.

III. Unit Membership and Administrative Assignments

- **Chair 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 Chemistry Program and fulfills all personnel-related functions for all faculty members within the Program.

- **Chair Eligibility**

Tenured faculty members in the program are eligible to serve as chair.

- **Term and Term Limits**

The Chair serves a 2-year term.



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- **Voting Rights**

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

- **Election of 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 faculty members in the Program (tenured, probationary, and lecturer), with notice that the vote will be held, by secret ballot, between certain dates. On the first day of the election, the Program's Support Coordinator will distribute ballots to all faculty members eligible to vote.

- **Process by which Chair is recommended to the Dean and Provost**

The results of the vote for Program Chair will be forwarded to the Dean by the Program's Support Coordinator. Included will be the names of all nominees, and the number of votes received by each.

- **Chair 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.

- **Votes of Confidence/No Confidence**

Any full-time faculty member may call for a vote of no confidence of the Program Chair. The call may be made at any regularly-scheduled faculty meeting, or at a meeting called for the purpose by any full-time faculty member. 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.



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IV. Unit Faculty Workload and Assignments

- **Process for Advising Assignments**

Advising duties will be divided equally among tenured and probationary faculty members. Advising assignments are determined by the Chair after consultation with the program faculty. A tenured or probationary faculty member will not be responsible for advising students while on leave.

- **Process for Assessments Assignments**

A tenured or probationary faculty member will serve as an Assessment Coordinator. The Assessment Coordinator will be a volunteer and will work with the chair on all Program assessment activities, including advising the chair on how any assigned time allocated for assessment activities should be distributed among program faculty. If more than one faculty member wishes to serve as Assessment Coordinator, there will be an election to determine who the Assessment Coordinator is.

- **Process for other Assigned Time within the Unit**

The Chair will consult with the program's faculty members about the distribution of other assigned time within the program.

- **Process for assigning other duties beyond teaching**

The Chair will consult with the program's faculty members about the assignment of other duties within the program.



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V. Unit Faculty Evaluation

- **Process to constitute the PPC**

The PPC will be constituted according to the process outlined in the PPS. The PPC within the Program will be reconstituted or reaffirmed each year.

- **Process to evaluate lecturer faculty members**

Lecturer faculty evaluations will be done in a manner consistent with CSUCI policy. Up to four tenured or probationary faculty members in the Chemistry Program will serve as the Lecturer Review Committee. Members of the Lecturer Review Committee will perform peer review observations of lecturer faculty teaching, and provide timely written evaluations of these observations for the lecturer faculty file. A tenured or probationary faculty member will not be responsible for evaluating full-time lecturers while on leave. The process for selecting the tenured and probationary faculty members serving on the Lecturer Review Committee will be developed by the program when it is necessary.

A Personnel File is required for all lecturer faculty being evaluated. Lecturer faculty members in the Chemistry Program are encouraged to submit evidence of effective teaching into their Personnel File, consistent with the CSUCI policy on lecturer evaluation. Lecturer faculty members may include a teaching narrative of up to 500 words in their Personnel File once every academic year.

Full-time lecturers will be evaluated by the tenured faculty members serving on the Lecturer Evaluation Committee. The committee, after each member reviews and signs the Personnel File, will provide a written evaluation of the temporary faculty being reviewed. The evaluation will include reasons for the evaluation, including evidence on which the evaluation is based. Probationary faculty members may not engage in deliberation or make a recommendation for a Full-time lecturer.

Part-time lecturers will be evaluated by the program chair. Before beginning the review, the Lecturer Review Committee will be consulted for input. Members of the Lecturer Review Committee will base their input on evidence in the Personnel File of the faculty member being reviewed. After reviewing the input from the Lecturer Review Committee and the evidence in the Personnel File, the chair will provide a written evaluation with reasons for the evaluation, including evidence on which the evaluation is based.



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- **Process to create and amend PPS**

The tenured and probationary faculty will develop and modify the Program Personnel Standards as needed. After considering all feedback received, the tenured and probationary faculty members will vote on adopting the PPS. An adopted PPS will subsequently be forwarded to the Office of Faculty Affairs to begin the review process.

- **Number of classes evaluated**

Student evaluations will be conducted in accordance with CSUCI policy. Students will evaluate all classes for tenured, probationary and lecturer faculty.

- **How classes are evaluated**

Student evaluations of teaching shall be administered according to the university's policy on student evaluations. Tenured and probationary faculty will have classes evaluated in accordance with their RTP policy and their PPS. Full-time and part-time lecturer faculty members will have a minimum of one peer observation of a class per year.



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VI. Other Unit Decisions

- **Process for Curriculum and New Course Decisions**

Up to four tenured or probationary faculty members in the Chemistry Program, plus one lecturer representative will serve as a Curriculum Committee for the program. The Curriculum Committee will review all curriculum and course proposals, and revisions. A faculty member will not be responsible for serving on this Committee while on leave. If more than one lecturer representative wishes to serve on the committee, then the chair shall appoint the lecturer representative that will serve. Lecturer representatives will serve a one-year term in this position. The process for selecting the tenured and probationary faculty members serving on the Curriculum Committee will be developed by the program when it is necessary.

- **Criteria for Program Honors**

Program honors will be determined using the Criteria for Chemistry Program Honors. Input from all Chemistry faculty will be received regarding candidates for honors; however, the Chemistry Program full-time faculty (tenured/ tenure-track and full-time lecturers) will select whether, and to whom, program honors are to be granted for a given academic year. Factors considered will include overall GPA, CSUCI GPA, GPA in required and elective Chemistry Program courses, and undergraduate chemistry research done as part of the students programmatic requirements, as well as other elements consistent with the mission of CSUCI. The Criteria for Chemistry Program Honors may be amended by a simple majority vote of the full-time faculty members of the Chemistry Program.

- **Safety Committee and Safety Coordinator**

The Chemistry Program will form a Safety Committee and a Safety Coordinator will be selected using the Safety Policy and Procedures Manual.

- **Participation of FERP Faculty**

FERP faculty members are eligible to serve on all Program committees while they are in active employment status. FERP faculty members are not eligible to serve as Program Chair. FERP faculty members are not eligible to serve on Program Personnel Committees. FERP faculty members are not full-time members.



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- **Process to amend unit bylaws**

Up to four tenured and probationary faculty members in the Chemistry Program, plus one lecturer representative will serve as a Bylaws Committee for the program. Any faculty member wishing to propose an amendment to the Chemistry bylaws may propose to do so to the Bylaws Committee. Amendments will be made by this Committee and voted on by the program. To be adopted, an amendment must be approved by a 2/3 majority of the voting eligible full-time faculty members in Chemistry. Voting rights for amending the bylaws are the same as those for electing a chair.