



**CHICANA/O
STUDIES**

C H A N N E L
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Bylaws of the Chicana/o Studies Program

**Drafted November 2008; revised April 2009 and Feb. 2010
Approved by the Dean September 23, 2010**

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

The Chicana/o Studies Program is an interdisciplinary program. Currently there is one tenured associate professor appointed in Chicana/o Studies, and ten Affiliated Faculty, defined as tenured and probationary faculty with appointments in other programs who teach in the Chicana/o Studies curriculum and/or do Chicana/o Studies-related research.

The program offers one degree program, a Bachelor of Arts in Chicana/o Studies: Transborder Communities, and a minor in Chicana/o Studies: Transborder Communities. All courses carrying the prefix CHS are offered through the Chicana/o Studies Program, and courses in other disciplines are included in the requirements for the B.A. major and the minor.

At the present, the Program is part of a Program Group chaired by the History Program Chair. At such time that there are 3 or more tenure-track faculty appointed in Chicana/o Studies, Chicana/o Studies will become a separate, independently-chaired program subject to approval by the appropriate administrators. In the event that tenure-track faculty are appointed jointly in Chicana/o Studies and another program, faculty will count proportionate to their appointment in Chicana/o Studies (i.e. if one appointment is 50% in Chicana/o Studies and 50% in Sociology, then that faculty member would count as 0.5, while another appointment might be 75% in Chicana/o Studies and 25% in Education, and that faculty member would count as 0.75 for Chicana/o Studies).

II. Unit Mission Statement

Chicana/o Studies offers a curriculum that examines current and past experiences of Chicanas/os and other hemispheric Latina/o Americans whose origins exist south of the United States/Mexico and United States/Caribbean border. This B.A. degree places students at the center in the investigation of local issues in context with transborder questions and from interdisciplinary and comparative perspectives. The core courses at the lower and upper division level will provide majors with a solid training in Chicana/o Studies while providing them the opportunity to major, minor or double major in other disciplinary programs. The Minor in Chicana/o Studies affords students the opportunity for interdisciplinary investigation of the multi-dimensional culture of the Chicana/o and Latina/o Community in the United States.

III. Unit Membership and Administrative Assignments

- **Officers (Chair, Director, Coordinator, Associate Chair, Etc.)**



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Chair-at the discretion of AVP and Provost and based on the criteria established for chairships
Coordinator of Chicana/o Studies

- **Officer Responsibilities: Chairperson**

The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chairs (see appendix for summary). The Chair oversees the operations of all degree programs within the Chicana/o Studies Program and fulfills all personnel-related functions for all faculty appointed in the Program. The Chair will be responsible for coordination with other program chairs with faculty affiliated with Chicana/o Studies, including arranging buyouts when appropriate for CHS-prefix courses, and scheduling of courses outside of Chicana/o Studies required for Chicana/o Studies majors, among other shared issues.

- **Officer Responsibilities: Coordinator**

The duties of the Coordinator of Chicana/o Studies are those spelled out in the Handbook on the Roles and Responsibilities of Coordinators; the Coordinator handles those duties as they relate to the B.A. degree and the minor in Chicana/o Studies. At present, the Coordinator of Chicana/o Studies serves as advisor to the students in the major and the minor. The Coordinator will also serve as chair of the Advisory Board. As the major grows, a separate Program Advisor may be appointed.

- **Officer Term and Term Limits**

The Chair normally serves a 3-year term.. A faculty member may be elected to no more than 2 consecutive terms as chair. If no other faculty members are eligible and/or willing to serve, the term limit may be suspended.

The Coordinator of Chicana/o Studies serves a 1-year term, and may serve an unlimited number of terms.

- **Affiliated Faculty Membership**

The Program Chair and Coordinator will review and confirm the membership of the Affiliated Faculty once a year, as research and teaching interests of colleagues may change over time.

- **Votes of Confidence/No Confidence**



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Any tenured or probationary faculty member including Affiliated Faculty may call for a vote of no confidence in the Program Chair. The call may be made at any regularly-scheduled faculty meeting, or at a meeting called for the purpose by any tenured or probationary 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 AVP.

- **Election of Officers**

At such time that Chicana/o Studies becomes an independently-chaired program, tenured faculty with full or joint appointments in the Chicana/o Studies Program as well as Affiliated Faculty will be eligible to serve as chair. The appropriate AVP or other administrator will send out a call for nominations for Chair. The list of nominees will be circulated to all faculty with appointments in the Program (tenured and probationary) as well as Affiliated Faculty, with notice that the vote will be held between certain dates. On the first day of the election, the Program's Administrative Assistant will distribute ballots to all faculty eligible to vote. Subsequent elections will take place in the final Spring semester of the existing chair's term.

Tenured faculty in the Chicana/o Studies program, as well as tenured Affiliated Faculty, are eligible to serve as Coordinator of Chicana/o Studies. The Coordinator is appointed by the AVP upon the recommendation of the Chair.

- **Process by which officers are recommended to the AVP and Provost**

For Chair: The results of the vote for Program Chair will be forwarded to the AVP by the Program's Support Coordinator. Included will be the names of all nominees, and the number of votes received by each. The results of the vote will also be made known to the voting faculty.

- **Voting Rights**

Tenured and probationary faculty and Affiliated Faculty may vote in elections for Programs Chair. Tenured and probationary faculty 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



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- **Officer Evaluation**

The Programs 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.

IV. Other Unit Assignments

- **Process for Advising Assignments**

The Coordinator for Chicana/o Studies will, as part of her/his duties as Coordinator, advise all Chicana/o Studies majors and minors at present. As the program grows, a separate Advisor position may be created.

- **Process for Assessments Assignments**

The tenured and probationary faculty and Affiliated faculty will elect an Assessment Committee. The Assessment Committee 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.

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

The Chair will consult with the Program Faculty Committee (see below) about the distribution of other assigned time within the Program.

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

The Chair will consult with the Program Faculty Committee (see below) about the assignment of other duties within the Programs.

- **Elections for other unit decisions**

The tenured and probationary faculty and Affiliated Faculty will elect a Faculty Committee to deal with all personnel matters. The Program Chair is not eligible to be elected to this committee. Only tenured faculty are eligible to be elected.



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The Chicana/o Studies Program Faculty Committee will have 3 members, elected from among the tenured faculty with appointments (full-time or joint) in Chicana/o Studies as well as tenured Affiliated Faculty.

V. Unit Faculty

- **Process to constitute the Program Personnel Committees (PPCs)**

The Chicana/o Studies PPC will be constituted according to the process outlined in the campus General Personnel Standards (GPS), until a Chicana/o Studies PPS is approved and put in place. The PPC will be reconstituted or reaffirmed each year.

- **Process to constitute the Temporary Faculty Evaluation Committee**

The Program Faculty Committee will serve as the evaluation committee for fulltime lecturers. The Chair will serve as part of the committee for this purpose.

- **Process to create and amend PPS**

The Program Faculty Committee will work with all tenured and probationary faculty to develop the initial Program Personnel Standards. The Chair will serve as part of the PFC for this purpose. After the PFC has consulted with program faculty (including Affiliated Faculty) about the PPS, 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 Faculty Affairs Office to begin the review process. After the initial PPSs are approved, the PFC may modify them by the same process as their initial creation.

- **Number of classes evaluated**

All CHS-prefix courses will undergo student evaluations every semester .

It is encouraged that Affiliated Faculty teaching courses in other Programs that are required for Chicana/o Studies students will have student evaluations conducted in those courses periodically to facilitate program assessment.

- **How classes are evaluated**

Student evaluations of teaching shall be administered according to the university's policy on student evaluations. All Chicana/o Studies faculty, tenured, probationary and temporary, will also have a minimum of one peer observation of a class per year. Each faculty member will consult with the PFC to



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arrange for a peer observation. (Faculty may arrange additional observations without consultation with the PFC).

- **Shared Governance**

It is a policy of the program to encourage the full engagement and participation of all faculty members in standing and ad hoc committees of the program, the Senate, and the University.

VI. Other Unit Decisions

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

The tenured and probationary program faculty and Affiliated Faculty will elect a Curriculum committee. The Chair is eligible to be elected to this committee, and the Coordinator for Chicana/o Studies will sit on the committee. The committee will have 3 members. The Curriculum Committee will approve all curriculum and course proposals and revisions.

- **Criteria for Program Honors**

To be considered for Chicana/o Studies Program honors, students will:

1. Have made aspecial contributions to the program, the university, and/or the community; 2. have a minimum GPA of 3.5 in all courses satisfying requirements for the major; 3. Have taken at least seven courses in the major at CSUCI; and 4. Be a graduating senior. The Program may grant honors to exceptional students who have not met all of 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, especially contributions to the Program, community engagement and service learning.

Students may be nominated for Program Honors by any faculty member, tenured, probationary, or temporary, including Affiliated Faculty. At a regular faculty meeting, or a special meeting called for the purpose, the nominators will speak about the qualifications of their nominee(s). The deliberations on program honors can also be conducted by email. Subsequently, all full time faculty, tenured, probationary, and temporary, will vote (each faculty member will have one vote) on the student to receive Program Honors. The high vote getter will be awarded Program Honors.



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- **Chicana/o Studies Campus Collective**

The Chicana/o Studies Campus Collective shall consist of 1) tenure-track faculty with full or partial appointments in Chicana/o Studies, Affiliated Faculty status, and interested faculty in other programs; 2) interested chairs of programs with course offerings required for Chicana/o Studies majors; 3) interested Directors and Associate Directors of the mission-based Centers; 4) part-time faculty; 5) staff and administrators such as the advisor to MEChA and administrators of HSI grants ; 6) a student representing Chicana/o Studies majors and minors; and 7) a representative from the campus MEChA chapter.

The Chicana/o Studies Campus Collective will serve as an advisory board offering counsel to the Program Chair and Coordinator concerning personnel, budget, curriculum, campus-wide collaborations and coordination, center relationships, community relationships, and other matters. Meetings of the Campus Collective will be convened as needed, but not less than once a semester.

- **Chicana/o Studies Community Advisory Board**

The Chicana/o Studies Program will convene a Community Advisory Board with representatives from diverse community organizations, including business, non-profit, and public (i.e. government agencies) sectors of the community, and professional associations, as well a Chicana/o Studies student representing majors and minors. The Advisory Board will need approval from the AVP and Provost.

The Community Advisory Board provides strategic input and non-binding recommendations to the Chicana/o Studies Program on policy issues impacting the Program's current and future operations. This includes, but is not limited to, matters of curriculum, programs and activities, recruitment, community relations, promotion, fundraising etc. In addition, the Advisory Board helps to further the interaction of the Program with the community, to promote the School's capabilities and accomplishments and to be a resource to the students and the Staff.

The purpose of the Advisory Board, as a voluntary and independent resource to the Program, is to assist the Program in furthering its prominence and relevance in the greater Ventura County area and within the California State University system.

Members of the Chicana/o Studies Community Advisory Board serve at the discretion of the Program Chair with consultation of the Coordinator. Members have an initial term of two (2) years. Renewal terms may be for either two (2) or three (3) years. Terms are on a calendar year basis. Members are expected to attend scheduled Board meetings, to participate in mutually agreed upon projects, to attend



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Program events when possible and to support the overall mission and goals of the Program. Members are free to resign from the Board at any time and for any reason.

Meetings of the Advisory Board will be convened as needed, but not less than once a year. The Advisory Board shall be chaired by the Chicana/o Studies Program Coordinator. A consensus of the Advisory Board means approval by 2/3 of the Members in attendance of a Board meeting.

- **Participation of FERP Faculty**

FERP faculty are eligible to serve on all Program committees while they are in active employment status. FERP faculty are not eligible to serve as Program Chair. FERP faculty are eligible to serve on the Program Personnel Committee.

- **Process to amend unit bylaws**

Any tenured or probationary faculty member or Affiliated Faculty member wishing to propose an amendment to the Chicana/o 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 the tenured and probationary faculty in Chicana/o Studies and the Affiliated Faculty membership.

II. Unit bylaws shall be approved by a simple majority of the Chicana/o Studies tenure track and Affiliated faculty.

APPENDIX A: Duties of the Chair
Refer to chairs handbook