

California State University Channel Islands

Unit Bylaws

Proposed by the tenured and probationary faculty

of the

ANTHROPOLOGY PROGRAM

Approved by:



Vandana Kohli (Mar 22, 2022 16:29 PDT)

Vandana Kohli, Dean, Arts and Sciences

03/22/2022

Date

~~Mitch Avila~~

Mitch Avila (Mar 23, 2022 09:45 PDT)

Mitch Avila, Provost and VP Academic Affairs

Date

03/23/2022

Bylaws of the Anthropology Program

Approved _____

I. Unit Definition

The Anthropology Program comprises the faculty appointed in the area of Anthropology. The CI Anthropology Program consists of a combination of tenured/tenure-track and lecturer faculty, and support staff. It offers a Bachelor of Arts degree in Anthropology. All courses that carry the prefix ANTH are offered through the Anthropology Program.

II. Mission and Vision Statements

The mission of the Anthropology Program is to provide students with a well-rounded education that enhances their knowledge and appreciation of the complexity of human historical, cultural, and biological diversity. Through our B.A. program students learn the tools necessary to apply this knowledge to a wide range of professional careers in an interconnected world.

We accomplish our mission by leveraging our faculty's expertise on past and present societies and collaborating with a number of institutions and agencies including National and State Parks, public schools, and non-profit organizations. Students have opportunities to apply their skills to important societal issues via coursework, internships, and research opportunities. Our new archeology, biological anthropology, and oral history laboratories, and university resources such as the Santa Rosa Island Research Station, provide avenues for students to acquire and employ theoretical and practical skills, ensuring their success within and outside academia.

III. Equity Statement

The Anthropology program supports and advances the school of Arts and Sciences Collective Vision Goal III: Make equity, diversity and inclusivity a habit that is implemented, practiced, and modeled consistently by all members by developing by-laws for fostering a welcoming, supportive and inclusive living, learning, and working environment for all faculty, staff, students. The Anthropology program commits to social justice, equity and inclusion for all persons. We stand against racism in all its forms, both implicit and explicit, and to advocating for anti-racist policies and practices in our department.

IV. Unit Faculty

1. Anthropology's faculty include tenured, tenure-track, and both full and part-time lecturers.
2. Tenured and tenure-track faculty members are expected to participate in program service including: administrative or committee work and peer evaluations.
3. We adhere to a shared-governance model. Lecturers are welcome to participate in all aspects of the program.

V. Program Officers and Responsibilities

1. Chair

In addition to teaching, the Chair manages the program budget, scheduling of classes, hiring lecturer faculty, leads in curriculum development, adopts policies as approved by program faculty and oversees all aspects of the Anthropology Program operations. The Chair fulfills all personnel-related functions for faculty members within the Program.

2. Associate Chair

The position may be considered, by majority vote assuming quorum is met. The Associate Chair position would report to the Chair.

VI. Officers Terms and Evaluations

1. The Chair serves an initial 3-year term. The Chair may be elected for a maximum of two consecutive terms. If no other faculty members are eligible and/or willing to serve or with the approval by two-thirds vote of the faculty, the term limits may be waived per occurrence. Ultimately, the Chair serves at the pleasure of the President.
2. The Chair will be evaluated in the spring semester of their second year in office. Evaluation methods will follow the Chair Evaluation Policy as approved by the Academic Senate.

VII. Election and Recommendation of Officers

A. The Chair:

1. All tenured faculty members are eligible to serve as Chair. In the spring semester of the last year of the current Chair's term, program faculty will elect the Chair, using an agreed upon anonymous process.
2. Results of the vote for Program Chair will be shared with the Dean and the program faculty. Election results will include the names of all nominees and the number of votes received for each.
3. Qualifying criteria for the position of Chair of the Anthropology Program are as follows:
 - a. Holds an earned doctoral degree.
 - b. Has five years of satisfactory experience in teaching, including three years teaching in an accredited baccalaureate program within the last ten years.
 - c. Embodies the philosophy of and is committed to functioning in a setting wherein shared faculty governance is the accepted policy at Program and University levels.
 - d. Possesses organizational skills and fiscal expertise.
 - e. Maintains the respect of colleagues through personal qualities and professional knowledge, abilities and expertise.
4. Responsibilities of the Chair are to:
 - a. Serve as liaison between the Anthropology Program and community services as well as other disciplines within the University.
 - b. Keep informed of new developments in anthropology and related fields through such means as participation in professional meetings, communications with others, speaking, writing, and research.

- c. Present student and faculty needs to University administration, and channel relevant information from University to faculty and students.
 - d. Possess sensitivity to the needs of individual faculty; foster faculty inter-relationships; and manages interactions involving faculty, students, and staff and handles areas of controversy.
 - e. Provide future-oriented guidance in the continuing evaluation and development of the Anthropology Program's curriculum.
 - f. Supervise collection of pertinent student and Program statistics to be kept on file. This includes both current and historical data.
 - g. Answer questionnaires and correspondence related to the Anthropology Program.
 - h. Call and preside over Anthropology Program faculty meetings.
 - i. Develop the Anthropology Program course schedule each term in consultation with the program faculty and after review with Associate Chair if elected.
 - j. Solicit participation for ad hoc committees as necessary and distribute committee roster(s) to program faculty.
 - k. Disseminate information to faculty regarding grants for research and special programs/projects.
 - l. Review, coordinate, and approve all Anthropology Program projects and grants.
 - m. Establish and manage the program budget, while consulting with the Associate Chair on fiscal matters when appropriate.
5. Any tenured, probationary faculty, or lecturers holding a three-year contract may call for a vote of no confidence in the Program Chair. The call may be made at a 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 and the results of a vote of no confidence will be reported to the Dean.

B. The Associate Chair:

1. The Program's Associate Chair shall be appointed to serve as acting Chair in the absence of the Chair, and to assist the Chair as needed. The Associate Chair position shall be added by a majority vote of the faculty.

2. Selection of the Associate Chair is made by a vote of the Program Faculty in the same way that the Chair would be selected. The Associate Chair may be filled by any tenured, Tenure-Track, or NTTF holding a three-year contract.
3. The following criteria are required of the Associate Chair:
 - a. Faculty in the Anthropology Program.
 - b. Tenured/Tenure-Track faculty with a minimum of 2 years experience at CSUCI, or NTTF holding a three-year contract.
 - c. Terms shall be the same as the program chair.
4. Responsibilities of the Associate Chair are to:
 - a. Assumes the responsibilities of the Chair in the Chair's absence, with the exception of personnel matters.
 - b. Assists the Chair with any of the Chair's activities as mutually agreed.
 - c. Assists in planning and evaluating the curriculum and Program activities.

VIII. The Faculty, General Responsibilities:

1. Faculty meetings will be held at a time most accessible to faculty and faculty may attend in-person or virtually.
2. The agendas and minutes for faculty meetings will be distributed electronically to all faculty a minimum of 3 business days prior to meetings. Agendas and minutes for Standing Committees and Ad Hoc committees will be distributed electronically to respective members.
3. Quorum is considered met with 51% of tenured/tenure-track faculty present. Attendance and voting is optional for lecturers and required as part of Service for tenured/tenure-track faculty. Attendance may be in person or virtual for the purpose of establishing a quorum.
4. The decision criterion shall be majority vote unless otherwise specified. All such action by these members shall be binding. Any faculty member may request a secret vote and the request will be honored. All Anthropology Program faculty

members are allowed to vote. Tenured and probationary tenure-track faculty members each have one full vote. Lecturers' vote weight is counted according to their annual Anthropology's time base entitlements for established lecturers and current Anthropology's teaching load for new lecturers as follows:

0.1-7.5 WTUs = 0.25 vote

7.6-15 WTUs = 0.5 vote

15.1-22.5 WTUs = 0.75 vote

22.6-30 WTUs = 1.0 vote

5. Faculty on approved university leaves, retain their voting rights and eligibility for Service but are not obligated to vote or serve.
6. Meetings will be led by the Chair (or designee) but modeled on a council of equals based on mutual respect. Informal protocol is preferred; in the event that a topic or issue requires more formal procedures (as requested by any faculty member), meetings will follow Robert's Rules of Order as closely as possible.
7. By majority vote, the tenured and tenure-track faculty will make all decisions related to program advising and distribution of any reassigned time allocated to the Anthropology Program.

IX. Process to Constitute the Program Personnel Committee (PPC)

The PPC will be elected according to the process outlined in the Anthropology Program Personnel Standards (PPS).

X. Process to Constitute the Lecturer Faculty Evaluation Committee (LFEC)

The LFEC will serve as the evaluation committee for lecturers requiring evaluations per the CBA. The LFEC will consist of a minimum of two tenured and tenure-track faculty. If there are more than two eligible volunteers, an election will be held. The Program Chair will serve as part of the committee for this purpose. Faculty will not evaluate spouses or other immediate relatives. The faculty member

will be recused from the LFEC in the event that a spouse or other immediate relative is subject to evaluation.

XI. Process to Create and Amend Program Personnel Standards (PPS)

The Program Chair will work with all tenured and probationary faculty to review and amend the PPS as needed. After the Program Chair has consulted with the Program Faculty about the PPS, the Program Chair will circulate a draft of the PPS and request feedback. After considering all feedback received, the tenured and Tenure-Track faculty will vote on adopting the PPS and will subsequently forward the PPS to the Office of Faculty Affairs to begin the review process.

XII. Evaluation of Teaching

Student evaluations of teaching shall be administered in all classes, according to the University's policy on student evaluations. All faculty will follow the University RTP policy regarding peer observations. Lecturers will be evaluated according to the CBA and Academic Senate Policy on Evaluating Lecturer Faculty.

XIII. Committee Structure, Membership and Functions

Faculty meetings will consider the issues related to curriculum assessment and development, faculty policies and procedures, fiscal affairs, and student affairs. These issues will be the responsibility of the faculty as a whole until such time as the number of faculty is sufficient to form separate committees, as determined by majority vote.

A. Lecturer Search Committee

1. Purpose:

To coordinate the advertisement for and interviewing of lecturer faculty seeking a position in the Program.

2. Membership:

- a. Membership shall be three to five members, elected from all program faculty.
- b. After the election, the members select a Chair for the lecturer search committee.

3. Functions:

- a. Advertises for faculty to fill vacant or new faculty positions.
- b. Coordinates with the faculty suitable days for presentations of those applying for a position, if needed.
- c. Arranges faculty presentations, if needed.
- d. Distributes feedback sheets for all faculty to use in responding to the candidate and the candidate's presentation.
- e. Considers all faculty input on deciding who will be recommended to fill the open position.
- f. Faculty search committee Chair communicates the decision of the committee to all candidates.
- g. Bases its functions on principles related to the review of candidates established by the University.
- h. Follows best practices for engaging in an equitable search.

B. Tenure-Track Search Committee

1. Purpose:

To coordinate the advertisement for and interviewing of candidates seeking a tenure-track position in the Program.

2. Membership:

Tenured/Tenure-Track faculty members following the current Faculty Affairs guidelines.

3. Functions:

- a. Follow University policy and procedures in recruitment and selection of Tenure-Track faculty, communicating the decision of the committee to the Dean.
- b. Follow best practices for engaging in an equitable search.

XIV. Other Decisions

A. Shared/Joint appointments and Reassignment Decisions

Tenured and Tenure-Track faculty in Anthropology will vote on matters related to shared appointments and faculty assignments at such time that a request is presented to the Anthropology Program.

B. Bylaws may be amended at any time by two-thirds vote of the program faculty.