

# California State University Channel Islands

## Unit Bylaws

Proposed by the tenured and probationary faculty

of the

## Black Studies Department

Approved by:



---

Philip D. Hampton, Interim Dean  
School of Arts and Sciences

02/26/2025

---

Date



---

Gina Sanchez Gibau, AVP  
Faculty Affairs, Success and Equity

02/26/2025

---

Date



---

Jessica Lavariega Monforti  
Interim Provost

02/26/2025

---

Date

	<h1>Bylaws of the Black Studies Department</h1> <p>Drafted April 2023 Approved February 2025</p>
--	--

**Article 1: Name**

- 1.1 The unit shall be named the Department of Black Studies at California State University Channel Islands (hereafter also referred to interchangeably as “the Black Studies Department,” “Black Studies,” or “the Department”). All courses that carry the prefix BLST are offered through the Black Studies Department.

**Article 2: Mission Statement**

- 2.1 The Black Studies Department at CSU, Channel Islands, is an intellectual community and academic unit committed to producing and advancing the knowledge of Black people that centers on the Black & African Diaspora. The faculty in Black Studies are drawn from diverse academic disciplines and push the boundaries of knowledge through excellence in interdisciplinary scholarship and student-centered pedagogy.

The Department of Black Studies carries out the four pillars of the CI mission:

Community engagement — the valuable experience you need and a chance to make the world better.

Integrative — CSUCI’s signature interdisciplinary approach.

International — an internationalized curriculum, a diverse campus community, and studying abroad opportunities.

Multicultural — a campus that reflects the real world; a curriculum that prepares you for it.

**Article 3: Faculty Membership and Duties**

- 3.1 All tenured/tenure-track faculty hired within the Black Studies Department are voting members of the department; voting members shall attend department meetings.
- 3.2 We adhere to a shared governance model. Non-tenure track faculty are welcome to participate in all aspects of the department, including individual voting rights regarding curriculum matters and chair elections, as specified in Article 4.
- 3.3 Affiliated faculty shall be non-voting members and invited to attend all Black Studies Department meetings. Affiliated Faculty, defined as tenured and probationary faculty with appointments in other programs who teach in the Black Studies curriculum and/or do Black

Studies-related research. If tenure-track faculty are appointed jointly in Black Studies and another program, faculty will count proportionate to their appointment in Black Studies (i.e. if one appointment is 50% in Black Studies and 50% in Sociology, then that faculty member would count as 0.5, while another appointment might be 75% in Black Studies and 25% in Education, and that faculty member would count as 0.75 for Black Studies).

- 3.4 Tenured/tenure-track faculty members are expected to participate in at least one Academic Senate or University committee, task force (i.e., Ethnic Studies Council, Black Faculty and Staff Affinity, etc.).
- 3.5 Tenured/tenure-track faculty members are expected to participate in department service, including administrative or committee work and peer evaluations. In addition, Tenured/tenure-track faculty are expected to perform peer evaluations, if possible, when requested by the Chair. Tenure-track faculty shall have a higher rank or classification than those being evaluated.
- 3.6 Shared/Joint Appointments and Reassignment Decisions
  - 3.6.1 Tenured/tenure-track faculty in Black Studies will vote on matters related to shared appointments and faculty assignments at such time that a request is presented to the Black Studies Department.

#### **Article 4: Department Officers and Responsibilities**

- 4.1 The elected officer of the Department consists of a Chair chosen from the membership. The term of Office for the Chair of the Black Studies Department is for three consecutive years. The Chair may be re-elected, but not for more than three (3) consecutive three-year terms. All Black Studies Department tenured/tenure-track faculty members are eligible to serve as Chair. In the fall semester of the last year of the current Chair's term, Department faculty will elect the Chair using an agreed-upon anonymous process. If necessary, the timeline for the election of the Chair can be modified by a majority vote by tenured/tenure-track and non-tenure-track faculty. The Chair shall assume office at the start of the next academic year, or earlier in the summer with the concurrence of the Dean.
- 4.2 Election Procedures for Department Officers
  - 4.2.1 During the last year of the Chair's term, nomination and election for Department offices shall be conducted during the fall semester by the last Department meeting of the semester.
  - 4.2.2 Nominations shall be submitted in writing to the Program Analyst or Academic Support Coordinator, and the nominee shall state whether or not they are willing to serve.
  - 4.2.3 The Department's nominee shall be elected by a majority of the votes cast by secret ballot. Where no nominee receives a majority of the votes cast, a run-off ballot shall be prepared with the two nominees who receive the highest number of votes on the previous ballot. Before each run-off election, the Department will meet (in-person or virtually) to allow each candidate moving to the run-off election to address the faculty. During this process, if any candidate would like to withdraw their candidacy, they may do so before the run-off election is held. After the candidates have presented their positions and confirmed their candidacy, a run-off election will be held to select the winner. If no

faculty members are eligible and/or willing to serve, or with the approval of a two-thirds vote of the faculty, the term limits may be waived per occurrence. Ultimately, the Chair serves at the pleasure of the President.

- 4.2.4 Tenured/tenure-track and non-tenure track faculty may vote in chair elections. Tenured/tenure-track faculty members have one full vote (those holding joint appointments in another department have a vote in proportion to their department workload). Members shall vote for no more than one (1) nominee for each position on the first and any subsequent ballot. The voting rights for non-tenure track faculty are counted according to their annual time base in teaching department courses as follows:

00.1 – 7.50 WTUs = .25 vote

07.6 – 15.0 WTUs = .50 vote

15.1 – 22.5 WTUs = .75 vote

22.6 – 30.0 WTUs = 1.0 vote

- 4.3 Desired skills and experience for the position of Chair of the Black Studies Department are as follows:

4.3.1 Holds a terminal degree in field/area of study.

4.3.2 Has satisfactory experience in teaching.

4.3.3 Embodies the philosophy of and is committed to functioning in a setting wherein shared faculty governance is the accepted policy at department and University levels.

4.3.4 Possesses organizational skills and fiscal expertise.

4.3.5 Maintains the respect of colleagues through personal qualities and professional knowledge, abilities, and expertise.

4.3.6 Keeps informed of new developments in Black Studies and related fields through such means as participation in professional meetings, communications with others, speaking, writing, and research.

- 4.4 Responsibilities of the Chair of the Black Studies Department Include:

4.4.1 Is responsible for disseminating information to faculty regarding grants for research and special departments/projects.

4.4.2 Presents student and faculty needs to University administration and channels relevant information from the University to faculty and students.

4.4.3 In addition to teaching, the Chair manages the Department budget, scheduling of classes (in consultation with Department faculty), hiring non-tenure track faculty, leads in curriculum development, adopts policies as approved by Department faculty, and oversees all aspects of the Black Studies Department operations. The Chair fulfills all personnel-related functions for faculty members within the Department and shall transmit all official actions of the Department to the Dean of the Faculty.

4.4.4 Assigned time for advising and other assignments comes from the Office of the Dean overseeing the program. The Chair shall be responsible for requesting reassigned time and assigning faculty as advisors or other duties with reassigned time.

- 4.5 Any tenured/tenure-track faculty member may call for a vote of no confidence in the

Department Chair. The call may be made at a scheduled faculty meeting or a meeting called for the purpose by any tenure-track 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.

- 4.6 The evaluation of the Chair shall be undertaken in the final year of a Chair's term following the Chair Evaluation Policy approved by the Academic Senate (Policy 09-02).

#### **Article 5: Meetings**

- 5.1 Meeting Schedule: The department shall meet at least once every two months during the academic year. The Chair may schedule or cancel regularly scheduled meetings if necessary.
- 5.2 Quorum: A quorum shall consist of a simple majority of the voting members of the Department for regularly scheduled meetings and a simple majority for special meetings of the Department.
- 5.3 Attendance and voting are optional for non-tenure track faculty 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.
- 5.4 Faculty on approved university leaves retain their voting rights and eligibility for Service but are not obligated to vote or serve, wherein the faculty member would not be in violation of the terms of the university-approved leave.
- 5.5 Special Meetings: Special meetings may be called by the Chair of the Department. Department members may also call a special meeting; this will require the approval of 50% of the voting membership of the Department.

#### **Article 6: Policies and Resolutions**

- 6.1 Procedure for Introducing Legislative Measures or Advisory Resolutions to the Department
- 6.1.1 Proposed new measures and resolutions shall be presented to the Department Chair for placement on the agenda.
- 6.1.2 Unless referred to an appropriate committee, the original drafts of these measures and resolutions will be reproduced and attached to the agenda of the Department meeting during which they are scheduled for action.
- 6.2 Voting Rights
- 6.2.1 All votes on motions to approve policies, resolutions, and unit decisions shall be by roll call of all eligible voting members unless the Department Chair or one of the members requests a secret ballot. Official counts and ballot counts shall be done by the Department's Analyst or Support Coordinator.
- 6.2.2 Tenured/tenure-track faculty members within the Department have one full vote (those holding joint appointments in another department have a vote in proportion to their department workload). The voting rights for non-tenure track faculty are counted according to their annual time base in teaching department courses as follows:
- 00.1 – 7.50 WTUs = .25 vote
- 07.6 – 15.0 WTUs = .50 vote

15.1 – 22.5 WTUs = .75 vote  
22.6 – 30.0 WTUs = 1.0 vote

6.2.3 All elections and other votes shall be by simple majority.

### 6.3 Recording of Discussion and Motions

6.3.1 The Department's Analyst, Support Coordinator, or designated meeting attendee shall keep minutes for each Department meeting. Every motion made at the meeting shall be contained in the minutes, and the disposition of each one of them shall be made clear. Any counting of votes made at the meeting shall be recorded in the minutes.

### 6.4 Rules on Discussion and Debate

6.4.1 Generally, Department meetings will take the form of discussions led by the Department Chair and will be of a less formal nature than that of Academic Senate meetings.

6.4.2 The Chair may determine that a more formal procedure is necessary for specific discussions and call for formal discussion procedures. In those instances, the following shall apply:

6.4.2.1 The Chair must recognize Department members before beginning to speak.

6.4.2.2 Discussion requires a motion to be made by one of the members. The member who made a motion has the right to speak to the motion first. A member may speak only twice to the same motion on the same day. Each member may speak for no more than ten minutes. Any unused time is forfeited and cannot be applied to a subsequent debate by this same member or yielded to another member.

6.4.2.3 The debate of a motion must be relevant to the motion. The Chair shall determine whether the debate has deviated from the considered motion.

6.4.2.4 The Chair shall keep a speaker's list. If the Chair wishes to speak to the issue, they must place their name on the list.

6.4.3 Respectful collegiality is expected of all tenured/tenure-track and non-tenure track faculty members of the Black Studies Department.

## **Article 7: Committees**

7.1 The Department shall have the power to create *ad hoc* committees for specific assignments that cannot be handled adequately by the Department 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 Department to continue beyond that date.

7.2 The Department Program Personnel Committee (PPC) shall be constituted as follows:

7.2.1 A three-member Black Studies Department PPC shall be elected in the first month of the fall semester of each year. Members of the Black Studies PPC shall be from the tenured faculty.

7.2.2 For joint-appointment faculty, at least one PPC member shall be from the discipline of joint appointment.

7.2.3 A simple majority vote of the full-time tenured/tenure-track Black Studies Department

faculty shall elect members of the Black Studies PPC.

- 7.2.4 In promotion considerations, Black Studies PPC members shall have a higher rank or classification than those being considered for promotion.
- 7.2.5 If the Black Studies Department has less than three available full-time tenured faculty members, a list of tenured faculty from across the University shall be generated by the Chair in consultation with the Black Studies full-time tenure-track faculty, who will then vote, by simple majority vote, for as many members as necessary to constitute each Black Studies PPC. The Black Studies faculty on the PPC will remain the same in all PPCs during a given cycle. Still, outside members of the committees may differ for each faculty member applying for retention, tenure, or promotion.
  - 7.2.5.1 The list of outside members may include faculty from related disciplines. The tenure-track faculty under review may request an outside reviewer of an appropriate discipline to serve as an external reviewer of the portfolio submitted to Faculty Affairs and the supporting Personnel Action File (PAF) materials. The external reviewer will provide written comments to the PPC in line with the published review dates for the PPC. The external reviewer's comments will be included in the PPC report that goes to the Chair level of review and will be submitted to the faculty member's PAF.
  - 7.2.5.2 The Department encourages faculty members under review to nominate faculty from outside of the program, if necessary, to form their PPC.
- 7.2.6 The Chair will not serve on the PPC and will write a letter from the Chair as part of the review sequence. If the Chair is a current member of the University Retention, Tenure, and Promotion (RTP) Committee, they may recuse themselves from the Chair review in order to retain voting rights on the RTP Committee.
- 7.3 The Department Chair will work with all tenured/tenure-track faculty to review and amend the PPS as needed. After the Department Chair has consulted with the Department faculty about the PPS, the Department Chair will circulate a draft of the PPS and request feedback. After considering all feedback received, the tenured/tenure-track faculty will vote on adopting the PPS and will subsequently forward the PPS to CEAR to begin the review process.
  - 7.3.1 Any tenured/tenure-track Black Studies Department faculty member may suggest revisions.
  - 7.3.2 Revisions shall be made by a simple majority vote.
- 7.4 Non-Tenure Track Faculty Evaluation Committee:
  - 7.4.1 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. Non-tenure track faculty will be evaluated according to the CBA and Academic Senate Policy on Non-tenure track faculty.
  - 7.4.2 The Non-Tenure Track Faculty Evaluation Committee shall comprise three tenured faculty members. If the Department of Black Studies does not have enough eligible faculty members to form the Non-Tenure Track Faculty Evaluation Committee, tenured faculty outside the department will be selected by a majority vote.

- 7.4.3 The Department Chair shall serve as the Non-Tenure Track Faculty Evaluation Committee Chair and be responsible for writing the Committee review letter.
- 7.4.4 The Non-Tenure Track Faculty Evaluation Committee shall meet each semester to review the peer and student evaluations for each non-tenure track faculty member.
- 7.4.5 The Non-Tenure Track Faculty Evaluation Committee Chair shall write the review of each non-tenure track faculty member's performance, which the other Committee members will review. All three Committee members will sign the letters.

#### **Article 8: Process for Curriculum Changes and New Course Adoption**

- 8.1 Changes to the Black Studies Department curriculum shall be adopted according to the following procedure:
  - 8.1.1 Any voting member of the Black Studies Department may suggest an amendment to the Black Studies Department's curriculum. The member shall request that the Chair place the amendment on the agenda for a regular or special Department meeting.
  - 8.1.2 After discussion and modifications, if any, to the amendment, the voting members of the Department will decide by simple majority.
  - 8.1.3 Responsibility for the course proposal, course modification, or Department change forms will rest with the faculty member(s) best suited for the charge.
  - 8.1.4 The Chair will assist in the preparation of the forms and take responsibility for seeing it through the Curriculum Committee and, if necessary, the General Education Committee.

#### **Article 9: Criteria for Black Studies Department Honors**

- 9.1 Students receiving Black Studies Department Honors shall be determined as follows:
  - 9.1.1 Any Black Studies Department faculty member may nominate a student for Honors.
- 9.2 Criteria for selection:
  - 9.2.1 Evidence of leadership, Service to the Department.
  - 9.2.2 Writing excellence, as evidenced in the student's portfolio.
  - 9.2.3 Improvement, growth, and/or potential for ongoing success.
  - 9.2.4 Activities that exemplify the university's mission.
  - 9.2.5 Analytical, creative thinking, and problem-solving skills.
  - 9.2.6 Broad participation (class, Department, university).
  - 9.2.7 Have a minimum GPA of 3.0 in all courses satisfying requirements for the major.
- 9.3 Honors students will be chosen by a simple majority vote by the Black Studies Department. This vote shall be held at the Black Studies Department meeting in late March or early April.

#### **Article 10: Amendment of Bylaws**



10.1 These Bylaws may be amended by a two-thirds majority vote of the Black Studies Department's voting members or as policy changes are implemented.