

California State University Channel Islands

Unit Bylaws

Proposed by the tenured and probationary faculty

of the

Chicana/o Studies Department

Approved by:



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

03/14/2025

Date



Gina Sanchez Gibau, AVP
Faculty Affairs, Success and Equity

03/14/2025

Date



[Jessica Lavariega Monforti \(Mar 14, 2025 12:59 PDT\)](#)

Jessica Lavariega Monforti
Interim Provost

03/14/2025

Date



**CHICANA/O
STUDIES**
C H A N N E L
I S L A N D S

Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

I. Unit Definition

The Chicana/o Studies Department is an interdisciplinary department at California State University Channel Islands (CI). The department offers a Bachelor of Arts in Chicana/o Studies, and a minor in Chicana/o Studies. All courses carrying the prefix CHS are offered through the Chicana/o Studies Department, and some courses are cross-listed and taught by Affiliated Faculty in other departments.

II. Unit Mission and Vision Statements

Chicana/o Studies is committed to students, community, scholarship and social justice. We offer a curriculum that examines historical and contemporary experiences of Chicanas/os and Latinas/os through a hemispheric approach, including the United States, Mexico, Central America, South America and the Caribbean. The Chicana/o Studies department at CSU Channel Islands uses a transborder lens from which to question the critical junctures facing our society, such as immigrant and labor issues, educational equality, racial, class, and gender equity, health justice, cultural production, or social movements. We approach these issues using decolonial, interdisciplinary, transnational and comparative/relational 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 disciplines. Chicana/o Studies affords students the opportunity for applied learning, internships, service learning and community-based research in the Chicana/o and Latina/o Community.

Chicana/o Studies supports and advances the School of Arts and Sciences' Collective Vision on making 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 department of Chicana/o Studies will commit to social justice, equity and inclusion for all persons, especially those groups who have been historically underrepresented in the field of Chicana/o Studies. Institutionalized racism is the root cause of the inequities that lead to the underrepresentation and marginalization of Indigenous, Black and Latinx people in Academia and in American society at large. We stand against racism in all its forms, both implicit and explicit, and advocate for anti-racist policies and practices in our department.



**CHICANA/O
STUDIES**
C H A N N E L
I S L A N D S

Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

III. Unit Membership

● **Tenure-Track Faculty**

Tenure-Track faculty are expected to participate in Department, University, and service to the profession, as outlined in the [Program Personnel Standards](#). In addition, Tenure-Track faculty members are expected to perform peer evaluations of Non-Tenure Track faculty when requested by the Department Chair.

● **Non-Tenure Track Faculty**

Non-Tenure Track faculty are defined by the California Faculty Association Collective Bargaining Agreement and the Non-Tenure Track Faculty Handbook in the School of Arts and Science. Non-Tenure Track Faculty are reviewed by Tenure-Track Faculty as required by departmental and contractual policy. Though not required, Non-Tenure Track Faculty are encouraged and welcomed to serve on committees.

● **Affiliated Faculty**

Affiliated Faculty are defined as Tenure-Track Faculty with appointments in other departments or programs who teach the Chicana/o Studies curriculum and/or conduct Chicana/o Studies-related scholarly research or creative activities.

● **Joint Appointment Faculty**

In the event that Tenure-Track or Tenured Faculty are appointed jointly in Chicana/o Studies and another program or department, 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).

● **CHUSMA (Chicana/o Studies Undergraduate Student Major/Minor Association) Student Representative**

In the spirit of El Plan de Santa Barbara, founding document of Chicana/o Studies, MEChA (Movimiento Estudiantil Chicana/o de Aztlán) de CI may elect one advisory student position to serve as a liaison between the department, MEChA and Chicana/o Studies majors and minors. The CHUSMA student representative will advocate for student needs, interests, and will be included in departmental meetings. The CHUSMA representative is eligible to serve and hold an advisory vote on all standing and ad hoc committees, with the exception of personnel issues, budgetary decisions and those issues related to faculty review, tenure and promotion and program faculty status. The position shall be elected each year according to MEChA by-laws and procedures.



**CHICANA/O
STUDIES**
C H A N N E L
I S L A N D S

Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

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

The Chicana/o Studies Department will convene a Community Advisory Board with representatives from diverse community organizations, including school officials, elected government offices, businesses, non-profit, and public (i.e. government agencies) sectors of the community, and professional associations, as well as an Chicana/o Studies alumni representative. The purpose of the Advisory Board, as a voluntary and independent resource to the Department, is to assist the Department in furthering its growth, prominence and relevance in the greater Ventura County area and beyond.

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

Members of the Chicana/o Studies Community Advisory Board serve at the discretion of the Department Chair with consultation with Tenure-Track Faculty. 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 Department events when possible and to support the overall mission and goals of the Department. 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 Department Chair. A consensus of the Advisory Board means approval by 2/3 of the Members in attendance of a Board meeting.

IV. Officer Responsibilities

- **Chair**

The duties of the Chair are those outlined in the [Position Description for Department Chairs](#) (2021). Following is a list of tasks and responsibilities expected of the Chair:

Department Leadership and Governance: creating and maintaining a vision, setting collective goals, leading strategic decision-making, organizing and leading regular faculty meetings (monthly, at a minimum), representing the department in an official capacity, managing departmental resources, and addressing concerns and complaints from departmental constituents.

Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

Student Service and Success: supporting student success by ensuring that a high quality curriculum is being delivered to students, overseeing all degree programs, leading curricular changes, ensuring that the curriculum is assessed, scheduling of classes to meet the timely graduation of students, assigning courses to faculty (TTF and NTTF) per the CBA, arranging buyouts when appropriate for CHS-prefix courses, organizing departmental advising, handling student petitions, and promoting student engagement.

Faculty Hiring, Development, and Review: ensuring that faculty (TTF and NTTF) and staff hiring processes follow campus procedures and best practices, supporting and mentoring faculty across ranks (TTF and NTTF), lead faculty review and evaluation, and support faculty in their evaluation.

A CSUCI committee developed the [Chair's Handbook](#) as a resource guide.

- **Undergraduate Advisor**

The Undergraduate Advisor advises students in the B.A. and Minor in Chicana/o Studies, offering guidance towards graduation and assisting in the recruitment of students for the major/minor. The Undergraduate Advisor coordinates with Academic Advising to organize advising sessions for students, assist with course substitutions, course selection, semester planning, advising updated degree pathways, articulation of courses with community colleges, and submitting any administrative forms as needed. The Undergraduate Advisor will hold regular advising hours for students and manage student issues and concerns. The Undergraduate Advisor will support students in educational opportunities, graduate school, and career opportunities.

V. Officer Terms and Evaluations

- **The Chair** 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 Chair serves at the will of the Dean and is appointed by the President or the President's designee. Per [Senate Policy SP-02-002](#), the Chair will undergo an evaluation during the final year of their appointed term. The evaluation will be conducted by at least three Tenure-Track Faculty members from the department. A separate evaluation of the chair will be conducted by the Dean.
- **Undergraduate Advisor** shall serve a two-year term. The Department Chair shall appoint the Undergraduate Chair using an equitable rotation process. The Undergraduate Advisor will help with the transition of the newly appointed advisor.



**CHICANA/O
STUDIES**
C H A N N E L
I S L A N D S

Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

VI. Election of Officers

- **Election of Chair**

All tenured faculty with full appointments (with 1.0 FTE in CHS) in the Chicana/o Studies Department will be eligible to serve as chair. The appropriate Dean or other administrator will send out a call for nominations for Chair. The list of nominees will be circulated to all tenured, tenure-track, and non-tenure track faculty with appointments in Chicana/o Studies. They will be given notice that the vote will be held between certain dates. On the first day of the election, the Department's administrative support staff person will distribute ballots to all faculty eligible to vote and will follow the guidelines as stated in the Voting Rights section below. Subsequent elections will take place in the final Spring semester of the existing chair's term.

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

The results of the vote for Department Chair will be forwarded to the Dean by the Department's administrative support staff person. 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 Tenure-Track Faculty each have one full vote (those holding joint appointments in another program have a vote in proportion to their Department workload). Non-Tenure Track Faculty vote weight is counted according to their annual time base as follows:

.1-7.5 WTUs = .25 vote

7.6-15 WTUs = .50 vote

15.1-22.5 WTUs = .75 vote

22.6-30 WTUs = 1.0 vote

- **Evaluation of Chair**

Following the Policy on Evaluation of Chairs (SP-09-02) the Department Chair will be evaluated by the Dean during the final year of the Chair's appointment term.

- **Votes of Confidence/No Confidence**

Any tenured or probationary faculty member including Affiliated Faculty may call for a vote of no confidence in the Department Chair. The call may be made at any regularly scheduled department 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 Dean.



Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

VII. Faculty Committees, Membership and Functions

● **Program Personnel Committee (PPC)**

The PPC will be reconstituted or reaffirmed each year. The Chicana/o Studies Program Personnel Committee (PPC) shall be composed of three Tenure-Track Faculty members holding the rank of Associate Professor or Professor who will be elected as soon as possible in each fall semester. If the department has fewer than 3 tenured members, in consultation with the faculty member under review a list of tenured Affiliated Faculty in Chicana/o Studies shall be generated, who will then vote by simple majority for as many members as necessary to constitute a three-member PPC. In cases of promotion, committee members' rank must be higher than the one under review. The PPC shall have the responsibilities to review all portfolios on schedule and to provide written comments on each of the three areas of professional activity and to make a recommendation on retention, tenure and/or promotion. In addition, they may write a general summary of the overall performance of a faculty member.

● **Disciplinary Search Committee (DSC)**

The size of the Disciplinary Search Committee (DSC) will vary between 4-6 members. Per Senate Policy 20.008. Tenure Track Faculty will vote for members of the DSC. If there are not sufficient Tenure Track Faculty interested in serving on the DSC, Affiliated Faculty could fill remaining openings in the committee. All DSC members must successfully complete training provided by Faculty Affairs before the DSC begins work on the position description. The Faculty Equity Advocate (FEA), external to the department, shall be a full voting member of the DSC with the additional responsibility to assist the DSC in identifying and implementing practices that promote diversity, equity, and inclusion in every aspect of the search process. The FEA shall not be eligible to be Chair of the DSC. With support from the AVP for Faculty Affairs and the approval of the Dean, the DSC may identify an EA from a list of those available. Otherwise, the FEA will be assigned by the AVP for Faculty Affairs with advice from the Dean.

● **Department Assessment Committee**

The Tenure-Track Faculty and Affiliated Faculty will elect an Assessment Committee. The Assessment Committee will work with the Chair on all program assessment activities including Program Review and advising the Chair on how any assigned time allocated for assessment activities should be distributed among department faculty.

● **Non-Tenure Track Faculty Hiring and Evaluation Committee**

The Department Chair in collaboration with Tenure-Track Faculty (a minimum of three) will comprise the Non-Tenure Track Faculty Hiring and Evaluation Committee that will review, evaluate and confirm the hirings of Non-Tenure-Track Faculty every semester. Tenure-Track Faculty will share responsibility in the peer evaluation of non-tenure track faculty every semester and/or year.



Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

VIII. Processes

- **Process to amend Program Personnel Standards**

The Chair and Tenure Track Faculty will work together to amend the Program Personnel Standards. After the Chair has consulted with Tenure-Track Faculty (including Affiliated Faculty) about the PPS, he/she will circulate a draft of the PPS and request feedback. After considering all feedback received, the Tenure-Track Faculty will vote on adopting the PPS, and will subsequently forward them to the Office of Faculty Affairs to begin the review and approval process.

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

The Chair will consult with the Tenure-Track Faculty about the distribution of other assigned time within the Program.

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

The Chair will consult with the Tenure-Track Faculty about the assignment of other duties within the department

- **Process for Non-Tenure Track Faculty Hiring and Evaluation Committee**

Three Tenure-Track Faculty will serve on the Non-Tenure Track Faculty Hiring and Evaluation Committee, including the Chair who will serve as part of the committee for this purpose. This committee will serve as the evaluation committee for the Non-Tenure Track Faculty. The Chair will send an annual call to Tenure-Track Faculty to serve on the committee and the faculty will rotate equitably.

- **Process for Scheduling of Courses and Assignment of Instructors**

The Chair will create course schedules that provide for student needs, address departmental and university goals and meet the preferences of faculty. The Chair will consult with each faculty member (Tenure-Track and Non-Tenure Track) about their teaching preferences prior to assigning classes, while also meeting all contractual obligations as specified in the Collective Bargaining Agreement (such as order of assignments, entitlements etc.).

- **Process for Assignment of Instructors for Winter and Summer Sessions**

Assignment to summer and winter courses will be done in consultation with faculty with focused attention to equity, student need, union provisions, and so as to avoid compromising long term health of the department given enrollment targets for the academic year. Summer and winter courses will also be scheduled to minimize the potential for cancellation resulting from under-enrollment. The Chair will consult with campus stakeholders such as advising and other departments with the goal of offering a set of courses that best serves students.



**CHICANA/O
STUDIES**
C H A N N E L
I S L A N D S

Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

In the event that qualified faculty interest in summer and winter teaching exceeds predicted capacity, the following factors will be taken into consideration in the assignment of courses: Under normal circumstances, Tenure-track Faculty will be assigned a course first then followed by Non-Tenure Track Faculty on 3-year contracts in order of seniority. If courses remain to be assigned, qualified faculty on 1 year contracts will be assigned courses followed by those who have taught courses for CHS in preceding academic years on less than 1 year contract. If the entitlement for a Non-Tenure Track Faculty contract was not met during the spring semester, they may be assigned a summer course. This assignment will be made with consultation between the Chair and the rest of the faculty.

- **Process for Course Evaluation**

All CHS-prefix courses will undergo student evaluations every semester. Student Ratings of Teaching (SRTs) shall be administered according to the university's policy on student evaluations. It is encouraged that Affiliated Faculty teaching courses in other Departments or Programs that are required for Chicana/o Studies students will have student evaluations conducted in those courses periodically to facilitate program assessment.

- **Process for Peer Evaluation**

All Chicana/o Studies Tenure-Track and Non-Tenure Track Faculty, will also have a minimum of one peer observation of a class per year. Each faculty member will arrange for a peer observation from another faculty in CHS. Faculty may arrange additional observations from faculty outside the department.

- **Process for making departmental decisions regarding allocation of funds**

The Chair will consult with Tenure-Track Faculty on all budgetary decisions and allocations of funds. All fund requests will be submitted in writing to the Chair and brought to the department meeting for a faculty vote and approval. Time-sensitive requests will be submitted in writing and communicated to the Chair and faculty for immediate response.

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

The Chair will consult Tenure-Track Faculty on any and all curricular decisions, including new courses, changes to existing courses, appropriateness of cross-listing of courses, catalog changes, and restructuring curricular components. All curricular changes brought forth to the department will need faculty vote and approval.

- **Process to amend unit bylaws**

Any tenured or probationary faculty member wishing to propose an amendment to the Chicana/o Studies bylaws may do so at a regularly scheduled faculty meeting of the Department, or at a special meeting



**CHICANA/O
STUDIES**
C H A N N E L
I S L A N D S

Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

called for this purpose. Amendments shall be approved by a 2/3 majority of the tenured and probationary faculty in Chicana/o Studies.

- **Shared Governance**

The CHS department shares the ideals of shared governance of the Academic Senate of CSU Channel Islands and its approved Senate Resolution # 19-01 states that all faculty “will practice openness, transparency, and evidence-based decision making among the faculty and with the administration” In addition, all members of CHS department will be consulted on all operational structural changes, particularly those affecting the mission and department learning outcomes.

- **Rights of Department Faculty**

All Tenured and probationary faculty hired within the Department are voting members. Tenured and probationary faculty each have one full vote (those holding joint appointments in another program have a vote in proportion to their Department workload). Full and part time Non-Tenure Track faculty vote weight is counted according to their annual time base as follows:

.1-7.5 WTUs = .25 vote

7.6-15 WTUs = .50 vote

15.1-22.5 WTUs = .75 vote

22.6-30 WTUs = 1.0 vote

IX. Other Unit Decisions

- **Course Modality**

CHS currently offers courses in-person/face to face, synchronous online, and asynchronous online, and hybrid courses. Modality will be determined by the Chair, based on needs of the students, in conjunction with the faculty instructor on record, and in consideration of campus-wide administrative directives.

- **Criteria for Department Honors for Students**

Student(s) may be nominated for Department Honors by any faculty member, tenured, probationary, or temporary, including Affiliated Faculty. At a regular faculty meeting, or a special meeting called for this purpose, the nominators will speak about the qualifications of their nominee(s). The deliberations on department 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(s) to receive Program Honors. The student(s) that received the highest votes will be awarded Department Honors.



**CHICANA/O
STUDIES**
C H A N N E L
I S L A N D S

Bylaws of the Chicana/o Studies Department

Drafted November 2008; Approved by the Dean September 23, 2010; Revised Fall 2022. Received Feedback 2023-2024. Revised March 2025. Approved by the Interim Provost March 2025.

To be considered for Chicana/o Studies department honors, student(s) will:

1. Have made significant contributions to the discipline, department, the university, and/or the community;
2. Have demonstrated academic achievement, including GPA in all courses for the major;
3. Be a graduating senior.
4. Have brought distinction upon themselves and the department in some other significant and appropriate manner, including contributions in community engagement and service learning.

- **Participation of FERP Faculty**

Faculty Early Retirement Program (FERP) faculty are eligible to serve on Department committees while they are in active employment status. FERP faculty are not eligible to serve as Department Chair. FERP faculty are not eligible to vote in department meetings.

X. Unit bylaws shall be approved by a simple majority of the Chicana/o Studies Tenure-track Faculty

XI. Unit-Bylaws shall be approved by the appropriate Dean and Provost.