


California State University Channel Islands Department Bylaws
Proposed by the Tenured and Probationary Faculty of the
Early Childhood Studies Department
School of Education

Approved by:


Spencer Clark (Apr 22, 2025 10:08 PDT)

Spencer Clark, Acting Dean for School of Education

Date: 04/22/2025


Jessica Lavariega Monforti (Apr 22, 2025 10:18 PDT)

Jessica Lavariega Monforti, Interim Provost

Date: 04/22/2025

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Adopted 2025**

I. UNIT DEFINITION

The Early Childhood Studies (ECS) at California State University Channel Islands (CI) is a department housed in the School of Education (SOE) at California State University Channel Islands (CI). The Early Childhood Studies Department will be referred to as "The ECS Department" from hereafter. The ECS Department offers undergraduate, credential, and graduate programs.

The ECS is housed in SOE and has a Dean of the School, Associate Dean, tenured and probationary tenure track faculty, full time and part time Non Tenure Track Faculty (NTTF) and administrative support staff. All faculty and staff are employed under three Collective Bargaining Unit Agreements. Faculty members are appointed in the area of early childhood studies. Faculty may teach across program areas. The ECS Department also has an Administrative Support Staff. The ECS offers three degree programs: Bachelor of Arts in Early Childhood Studies, Bachelor of Arts in Early Childhood Education Studies-Integrated Teacher Education Program (ITEP), and Master of Arts in Early Childhood Studies. The unit offers the credential: ITEP PK-3 Early Childhood Education Specialist Instruction Credential.

II. UNIT FACULTY MEMBERSHIP AND ADMINISTRATIVE ASSIGNMENTS

A. Tenured and Tenure-Track Faculty

Tenured and tenure-track faculty members are expected to participate in ECS Department, SOE, University, and community service, as outlined in the ECS Department's Program Personnel Standards (PPS). In addition, tenure-track faculty members are expected to perform peer evaluations of NTTF when requested by the Chair or by the NTTF.

B. Non-Tenure Track Faculty

Though not required, NTTF are encouraged and welcomed to serve on committees.

C. Other Faculty

Affiliated Faculty (AF) - faculty with a primary appointment in another Academic Unit whose research and/or teaching expertise align with the Academic Unit in which they are affiliated, and who may be brought out from their "home" unit to teach in the affiliated unit.

FERP - faculty participating in the Faculty Early Retirement Program. All tenured faculty are eligible for FERP if they (1) have reached the age of fifty-five (55), (2) have been granted a service retirement on or before the first day of the academic year in which FERP participation is to begin, and (3) meet any other requirements as specified in Article 29 of the Collective Bargaining Agreement (CBA). The FERP program allows a faculty member to work

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maximum of ninety (90) days per year (or 50% of the faculty member's regular time-base in the year preceding retirement)

D. Unit Faculty Leadership

1. Department Chair: The Chair is elected by the faculty following a process described in the section "Election of Chair" of this document and approved by the Dean. In instances where a new position is established by the ECS Department or the University, faculty search protocols will be followed as outlined by Faculty Affairs.
2. Coordinators: Coordinator positions may be established in order to assume responsibilities of a particular program. ECS Department faculty and Chair, in consultation with the Dean, will establish the rationale for a coordinator and choose the faculty member who will serve as the coordinator.

Faculty/Program Mentors: Mentoring responsibilities for each program will be shared among the tenured/tenure-track faculty in each program as part of their collateral duties. Faculty/Program Mentors support students in the BA, Credential, and Graduate Programs.

3. The following programs may have faculty mentors:

- **Bachelor of Arts in Early Childhood Studies**
- **Bachelor of Arts in Early Childhood Education Studies- Integrated Teacher Education Program (ITEP)**
- **Master of Arts in Early Childhood Studies**

E. Leadership Responsibilities

The ECS Department Chair (henceforward referred to as the "Chair" in this document) oversees the operations of respective degree and credential programs within the ECS Department and fulfills all personnel-related functions for all faculty members within the ECS Department. The chair shall be responsible for assisting in planning and administering the academic programs, advising the Dean regarding fiscal resources and budget planning for the ECS Department, managing the sub-unit budget, preparing required reports, administering personnel matters within the sub-unit, preparing job descriptions, recruiting faculty and staff, and performing such other matters as determined through consultation with the Dean that will ensure ECS Department work is accomplished.

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F. Chair Terms

Chairs serve a 3-year term. There are no term limits, but they serve at the will of the Dean and are appointed by the President or the President's designee.

G. Election of Chair

All tenure-track faculty members in the ECS Department are eligible to serve as Chair. In the spring semester of the last year of the current Chair's term, the Dean will send out a call for nominations for Chair of the open position/s along with a timeline for the election process. The list of consenting nominees will be circulated to all faculty with notice that the vote will be held between certain dates. On the first day of the election, a designated ECS Department or SOE staff member will distribute electronic ballots to all faculty eligible to vote. Members shall vote for no more than one (1) nominee for the position on the first and any subsequent ballot. All faculty participate in the voting for the Chairs.

Elections can be conducted electronically, if desired, using a secure system such as Qualtrics. A simple majority vote determines the outcome of an election taking into consideration the weighted voting as described in "Voting Rights." Where no nominee receives a majority of the votes cast, a subsequent ballot shall be prepared. The two nominees who receive the highest number of votes on the previous ballot shall appear on the next ballot. If there is more than one nominee with the highest number of votes after the run-off election, the winner will be selected by lottery.

I. Process by Which Chairs Are Recommended to the Dean

The result of the vote for Chair, along with the names of all nominees and the votes received by each, will be forwarded to the Dean by the designated ECS Department or SOE staff. The Dean will forward the recommendations to the President or designee. The faculty will be informed of the election results.

Under special circumstances and in consultation with and the approval from the Dean, any NTTF or a faculty member with an affiliated or other type of status may temporarily step in as Chair.

J. Votes of Confidence/No Confidence for Chairs

Any faculty member may call for a vote of no confidence in a Chair at any scheduled faculty meeting. A vote of no confidence will be taken by secret ballot with faculty exercising the same voting privileges specified for the election of the Chair. The result of a vote of no confidence will be reported to the Dean.

K. Chair Evaluation

The Chair is evaluated in the spring semester of the second year of their term, following the Chair Evaluation Policy approved by the Academic Senate.

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III. SHARED GOVERNANCE

A. Voting Rights

Tenure-track faculty and NTTF holding full-time appointments (based on annualized WTU assignments) each have one full vote. NTTF holding less than full-time appointments (less than 15 WTU in the voting semester) have a .5 vote. This weighting mechanism applies to the election of Chair, as well.

B. Decision-making

The ECS Department will strive to reach consensus in its decision-making after ample opportunities for deliberation. But in events where consensus is not obtained or the issue requires a vote on record (or the ECS Department decides such a record should be established), the issue will receive a vote.

Voting may take place during a regularly scheduled meeting or called by the Dean or Chair when voting eligible faculty is available. All decisions requiring a vote will be made during regularly scheduled ECS Department meetings.

Voting outcome will be valid when it has satisfied all of the following conditions:

- a. has been available for review by voting-eligible faculty at least one week prior to the vote,
- b. there is open discussion at the meeting on the item,
- c. a quorum (51%) of voting members have voted,
- d. taking weighted votes into account among the faculty present, a simple majority vote (51%) determines the voting outcome,
- e. has been approved by the Dean in matters which require administrator approval,
- f. has been found to conform to CI's policies and all memoranda of understanding between University administration and the faculty, and the applicable Collective Bargaining Agreements.

C. Staff Voting

ECS Department staff may be included in the decision-making process in ECS meetings as appropriately determined by the Dean, Chair, and/or Department faculty. Each staff member has a full vote in matters affecting the ECS Department staff.

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D. Voting Method

All voting in meetings will be conducted by each eligible voting member indicating their preference verbally unless someone calls for a paper ballot or an electronic survey. Additionally, eligible voting members may request an electronic survey or ballot.

IV. ADDITIONAL UNIT WORK

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

The PPC will be constituted according to the process outlined in the approved ECS Program Personnel Standards (PPS). The PPC within the ECS Department will be reconstituted or reaffirmed as specified in the PPS. PCC terms should be staggered to ensure faculty rotation and shared governance. The Department's PPS specifies the PPC membership and functions.

B. Committees

Faculty serve on ad hoc and standing committees created within and for the ECS Department. The following are the ECS Department standing committees: (recruitment and retention, community engagement, graduation, accreditation, curriculum, evaluation, social, field work). ECS faculty serve on standing committees for 2-year terms.

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V. AMENDMENTS

An amendment to these by-laws shall be adopted and become effective when it has satisfied all the following conditions:

- a. has been available for review by voting-eligible faculty and staff at least one week prior to the vote,
- b. has received a simple majority vote (51%) of the voting-eligible faculty taking weighted votes into account,
- c. has been approved by the Dean, and
- d. has been found to conform to CI's policies and all memoranda of understanding between University administration and the faculty and the applicable CBAs.

In the event that an amendment is adopted by the ECS Department faculty and is not approved by the Dean, the amendment shall be adopted and shall become effective if, in a second vote it receives a favorable vote of no fewer than a three-fourths majority of the ballots cast and is found to conform to CI's policies and all memorandum of understanding between the University administration and faculty, and the CBA.

Changes to these by-laws of a non-substantive, clerical nature may be made by the bylaws committee with approval of the faculty. They may include but are not limited to position titles, new positions added by and/or to the ECS Department, committees and their names, typographical changes, new degrees or certificates approved by the University. The Chair will inform the faculty of any such non-substantive edits in a regularly occurring ECS Department faculty meeting.

VI. RATIFICATION

This document shall be ratified when the following conditions have been satisfied:

- (a) a favorable vote of the majority of the ballots cast by faculty (within which two-thirds of the tenure-track faculty vote must be represented); and (b) approval by the Dean. (c) Thereafter, the document shall become effective when it is found to conform to CI's policies and all memoranda of understanding between the University administration and faculty.