

California State University Channel Islands


Department Bylaws

Proposed by the tenured and probationary faculty of the

School of Education


Educational Leadership and School Counseling & Psychology Department

Approved by:

  
[Spencer Clark \(Apr 28, 2025 12:46 PDT\)](#)  
Spencer Clark, Acting Dean for School of Education

04/28/2025

Date

  
[Jessica Lavariega Monforti \(Apr 28, 2025 13:07 PDT\)](#)  
Jessica Lavariega Monforti, Interim Provost

04/28/2025

Date

## **I. UNIT DEFINITION**

The Educational Leadership and School Counseling & Psychology is a department housed in the School of Education (SOE) at California State University Channel Islands (CI).

The Educational Leadership and School Counseling & Psychology Department (referred to as "The Department" from hereafter) offers graduate degree programs and credentials. They are: Master of Arts in Educational Leadership (with two emphases: P12 and in higher education), Preliminary Administrative Services Credential, Master of Science in School Counseling, Pupil Personnel Services credential in School Counseling, and Educational Doctorate in Educational Leadership.

Current SOE prefixes in the department include: EDUC, EDPL, EDD, EDSC. The SOE has a Dean of the School, Associate Dean, tenured and probationary faculty, full-time and part-time non-tenure track faculty (NTTF), navigator/credential counselor, and administrative support coordinator staff. All faculty and staff are employed under three Collective Bargaining Unit Agreements.

## **II. UNIT FACULTY MEMBERSHIP AND ADMINISTRATIVE ASSIGNMENTS**

### **A. Tenured and Tenure-Track Faculty**

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

### **B. Non-Tenure Track Faculty (NTTF)**

Though not required, non-tenure track faculty (NTTF) are encouraged and welcomed to serve on committees.

### **C. Unit Faculty Leadership**

- i. 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 SOE or the University, faculty search protocols will be followed as outlined by Faculty Affairs.
- ii. Program Directors: Positions may be established to assume responsibilities for developing and/or supporting aspects of a particular program. The Department Chair, in consultation with the Dean, will establish the rationale for a director and choose and/or appoint the faculty member who will serve as the director. Program directors serve as faculty unless established by the institution in a different category, and therefore follow faculty protocols, including peer

- observations and other RTP processes and requirements, as specified by CSUCI and in the CBA. In instances where a new position is established by the SOE or the University, faculty search protocols will be followed as outlined by Faculty Affairs
- iii. Coordinators: Coordinator positions may be established in order to assume responsibilities for developing and/or supporting aspects of a particular program. The Department Chair, in consultation with the Dean, will establish the rationale for a coordinator position and choose and/or appoint the faculty member who will serve as the coordinator.
  - iv. Faculty/Program Advisors: Advising responsibilities for each program will be shared among the tenured/tenure-track faculty in each program as part of their collateral duties. Faculty advisor functions are specified by CSUCI. They will work with department counselor navigators (and campus professional advisors if assigned to the Department/SOE) to coordinate relevant activities. The following programs may have faculty advisors:
    - a. **Master of Arts in Educational Leadership**
    - b. **Preliminary Administrative Services Credential**
    - c. **Master of Science in School Counseling with the Pupil Personnel Services Credential**
    - d. **Ed.D. in Educational Leadership (Doctorate in Educational Leadership for Equity and Justice)**

#### **D. Leadership Responsibilities**

The Chair oversees the operations of respective degree and credential programs within the Department and fulfills all personnel- related functions for all faculty members within the Department. The Chair and Director(s) shall be responsible for assisting in planning and administering the academic programs, advising the Dean regarding fiscal resources and budget planning for the Department and program(s), managing the individual degree program budgets, preparing required reports, administering personnel matters within the individual degree programs, preparing job descriptions, recruiting faculty and staff, and performing such other matters as determined through consultation with the Dean that will ensure Departmental goals and work are accomplished.

Faculty/Program Advisors advise students in the Credential, Graduate degree, and Doctoral degree programs, manage initial student issues and concerns, provide consultation to the Chair/Director when hiring new temporary faculty, provide consultation, as needed, to the relevant SOE personnel to facilitate the task of placing students in course-related field work.

#### **E. Chair Terms**

Chair serves 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.

#### **F. Election of Chair**

All tenure-track faculty members in the 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 Department tenure-track and NTTF faculty with notice that the vote will be held between certain dates. On the first day of the election, a designated Department staff member will distribute ballots to all faculty eligible to vote. Members shall vote for no more than one (1) nominee for each position on the first and any subsequent ballot. All faculty participate in the voting for the Chair.

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 numbers of votes on the previous ballot shall appear on the next ballot. If there is a tie after the run-off election, the winner will be selected by lottery.

#### **G. Process by Which Chair is 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 Department staff. The Dean will forward the recommendations to the President or designee. The faculty will be informed of the election results.

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

#### **H. Votes of Confidence/No Confidence for Chairs**

Any faculty member in the Department 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 at the meeting with faculty exercising the same voting privileges specified for the election of the Chair. Only those who are present may vote. The result of a vote of no confidence will be reported to the Dean.

#### **I. Chair Evaluation**

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

### III. SHARED GOVERNANCE

#### A. Voting Rights

Tenure-track faculty has one full vote. In the event of dual appointments, the Memorandum of Understanding approved by the Dean, Faculty Affairs, Provost and the President determines the faculty member's voting right. Non-tenure track faculty (lecturers) will have a full or a proportionally weighted vote calculated based on entitlements.

Note: "Affiliated faculty" is a unique status per the EO 991 and specific to the DELEJ program. Refer to voting rights under the DELEJ program bylaws.

#### B. Decision-making

The 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 Department decides such a record should be established), the issue will receive a vote.

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

Department staff may be included in the decision-making process in School of Education meetings as appropriately determined by the Dean, Department Chair, Department faculty, and as guided by the staff's union contracts and CBAs. Each staff member has a full vote in matters affecting the department as appropriately determined by the Dean, Chair, and/or Department faculty, and as guided by the staff's CBAs.

#### D. Voting Method

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

## 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 Department's university-approved Program Personnel Standards (PPS) following the university policy SP 22-11. The Department's PPS specifies the PPC membership and functions.

At the outset of every other academic year, the probationary and tenured faculty of the Department shall elect a single three-member Program Personnel Committee (PPC) of tenured faculty for the purpose of evaluating and recommending faculty who are being considered for retention, tenure, and/or promotion.

### B. Committees

Faculty serve on standing and ad hoc committees created within and for the Department and/or SOE. Departmental standing committees may include, but not limited to: admissions committee, program evaluation committee. Committees may be degree and/or credential program specific and initially, before the Department faculty grows in size, a Departmental committee of the whole.

Other service expectations (university, community, professional) are specified in the Program Personnel Standards for tenure-line faculty and part of the retention, tenure and promotion process.

## 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 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 Chair with approval of the faculty. They may include but are not limited to position titles, new positions added by and/or to the School of Education, 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 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.

## **Ed.D. in Educational Leadership Doctorate in Educational Leadership for Equity and Justice Program Bylaws**

The Ed.D. in Educational Leadership degree is housed in the Doctorate in Educational Leadership for Equity and Justice Program in the Department of Educational Leadership and School Counseling & Psychology in the School of Education at CSU Channel Islands. This program is governed by these bylaws as well as the bylaws of the Department.

In accordance with Education Code Section 66040.3 and Title 5 of the *California Code of Regulations* Section 40050.1, the California State University is authorized to award the Doctor of Education (Ed.D.) degree in Educational Leadership. The degree shall be offered only in the discipline of education and shall focus on the knowledge and skills needed by administrative leaders for possible service in either California public elementary and secondary school (P-12) or community college settings.

The Ed.D. in Educational Leadership adheres to the requirements outlined in EO 991, the policy that establishes minimum requirements, policies, and procedures that shall apply to all Doctor of Education degree programs offered solely by the California State University (CSU). Campuses may establish policies in addition to those stated herein. EO 991 also outlines specific requirements for program bylaws.

### **Governance Structure**

The governance structure of the DELEJ Program falls under the responsibility of the Dean of the School of Education, the DELEJ Program Director, DELEJ Core Program Faculty, and the DELEJ Advisory Committee. The following are the membership guidelines and functions of each group and staff member.

#### **Advisory Committee**

The DELEJ Advisory Committee represents area partners in matters related to the Ed.D. Program. It provides ongoing collaboration between the program and local educational leaders from early childhood to community college settings. Advisory Board members will be appointed by the Director in consultation with the core program faculty. The Advisory Committee meets twice a year, once each semester during the academic year.

#### **DELEJ Director**

The Director position was established to assume responsibilities for developing and/or supporting aspects of the DELEJ program. Program Chairs, in consultation with the Dean, establish the rationale for a director and appoint the faculty member who will serve as the director. The DELEJ Director will serve a 3-year term. There are no term limits, but they serve at the will of the Dean.

The DELEJ Director serves as the “Appropriate Campus Authority” for Admission by Special Action, in consultation with the Chair and with core program faculty. The Director also serves as the authority for the approval of core, affiliated, and other faculty, and for students’ dissertation committee formation, in consultation with the Chair and with core program faculty. The Ed.D. program director may allow the replacement of a dissertation committee member, based on the evaluation of a rationale provided by the student or committee member making the request. (Required by EO 991 to identify the authority for appointing faculty in DELEJ, admission by special action, and dissertation committee membership.)



## Doctoral Faculty and Administration

The DELEJ Program includes a DELEJ Program Director, core doctoral faculty, and affiliated doctoral faculty. Core doctoral and affiliated doctoral faculty shall have distinct qualifications, roles, and responsibilities, as specified below. Definitions of Core Doctoral Faculty and Affiliated Faculty are drawn from and required by EO 991.

### Core Doctoral Faculty

“The term *core doctoral faculty* refers only to those campus faculty members who have disciplinary expertise and a scholarly record relevant to leadership in P-12 or community college education. They are eligible to serve in all of the Ed.D. faculty roles: as primary doctoral course instructors, members of qualifying examination committees and dissertation committees, advisors and mentors to doctoral students, chairs of examination and dissertation committees, and members of Ed.D. degree program governance groups.”

“Core program faculty are central to the practical and administrative needs of the program. Core doctoral faculty members are expected to teach courses on a regular basis, serve on and chair student qualifying examination and dissertation committees, be available to act as faculty advisors, and be willing to participate in the governance of the program.” Core doctoral program faculty are also expected to participate in the Admissions process, including reviewing applications, conducting interviews, and selecting applicants for admission. “This group shall include individuals from a number of relevant academic units on the campus administering the program.”

“To be appointed to the core doctoral faculty, a faculty member shall in most cases meet the following criteria:

1. Have expertise in theory, research, policy, or practice related to P-12 or community college (higher education) leadership
2. Exhibit a strong professional record of scholarly publication pertinent to educational leadership or to the theoretical or methodological underpinnings thereof
3. Have an earned doctoral degree in an appropriate discipline from an accredited institution of higher education
4. Be tenured or have a tenure-track appointment at CSUCI
5. Have teaching experience at the graduate level, and
6. Have demonstrated ability to direct others in research activities, including master’s theses or doctoral dissertations”

### Core Doctoral Faculty Appointment

Per EO 991, the Ed.D. Program must specify procedures for Core Doctoral Faculty appointment, and the terms for renewing appointments. Appointments cannot exceed 5 years.

Faculty must submit an abbreviated CV of academic and professional qualifications to the DELEJ Director for review in order to be appointed as Core Doctoral faculty. Appointments will be made in consultation with the Chair and with core program faculty.

The term of appointment for a Core faculty member is 5 years. To renew Core Faculty status, Faculty must submit an abbreviated CV of academic and professional qualifications to the DELEJ Director for review and reappointment. Reappointments will be made in consultation with the Chair and with core program faculty.

“Appointment and renewal of appointment as a core doctoral faculty member are dependent upon demonstrated currency in the area of scholarship related to the program.”

### **Affiliated Doctoral Faculty**

Per EO 991, the Ed.D. Program must specify procedures for Affiliated Faculty appointments, and the terms for renewing appointments. Appointments cannot exceed 3 years.

“The term *affiliated doctoral faculty* refers to additional faculty members who have disciplinary expertise or significant experience related to the Ed.D. program and leadership in P-12 or community college education. The affiliated doctoral faculty is comprised of:

1. Tenured or tenure-track faculty members on the campus who are not members of the core doctoral faculty and
2. Other faculty members with specific expertise pertinent to educational leadership, including individuals who have expertise and experience relevant to issues of educational leadership addressed in the Ed.D. program and who are currently or who have recently been employed by a P-12 or community college partner”

“To be an Affiliated faculty, the faculty member must meet the following qualifications:

1. Have expertise relevant to the program;
2. Have earned a relevant doctoral degree from an accredited institution of higher education; and
3. Be a tenured or tenure-track campus faculty member or be recommended by a P-12 or community college partner in the program”

“Affiliated doctoral faculty members may teach in the doctoral program and serve as mentors and members of student examination and dissertation committees. They are expected to be willing to participate in the governance of the program as specified in the program bylaws.” Affiliated doctoral faculty may be asked to participate in the Admissions process.

Affiliated doctoral faculty members are not ordinarily the primary instructors within the core of the Ed.D. program of study. However, those affiliated doctoral faculty who are tenured or on the tenure track may teach graduate courses relevant to educational leadership in which Ed.D. students may enroll as approved by the Ed.D. program faculty. Affiliated doctoral faculty members may also propose specialized courses in which Ed.D. students and other graduate students may enroll.

Affiliated doctoral faculty who are experienced practitioners in P-12 or community college education will typically be appointed as lecturers. Affiliated doctoral faculty may teach or co-teach program courses. Service as members of Ed.D. examination or dissertation committees shall require special approval as specified in the program bylaws.”

### **Affiliated Doctoral Faculty Appointment**

Faculty must submit an abbreviated CV of academic and professional qualifications to the DELEJ Director for review in order to be appointed as Affiliated Doctoral Faculty. Appointments will be made in consultation with the Chair and with core program faculty.

The term of appointment for an Affiliated faculty member is 3 years. To renew Affiliated Faculty status, Faculty must submit an abbreviated CV of academic and professional qualifications to the DELEJ Director for review and reappointment. Reappointments will be made in consultation with the Chair and with core program faculty.

“Appointment and renewal of appointment as an affiliated doctoral faculty member is dependent upon demonstrated currency in the areas of expertise and experience related to the program.”

### **Other Faculty**

Per EO 991, the Ed.D. Program must specify procedures for Other Faculty appointments, and the terms for renewing appointments. Appointments cannot exceed 3 years.

### **Other Faculty from the Campus Offering the Program**

“Faculty members who are not core or affiliated doctoral faculty but who hold tenured or tenure-track appointments on the campus may teach or co-teach Ed.D. courses or may serve as members of Ed.D. dissertation committees. Such individuals must have earned a relevant doctoral degree and have pertinent scholarly expertise. Service as a member of an Ed.D. dissertation committee must be recommended by the Ed.D. core doctoral faculty and be approved in accordance with campus policy and procedures governing graduate study.”

Faculty must submit an abbreviated CV of academic and professional qualifications to the DELEJ Director for review.

### **Faculty from Other California State University Campuses**

“Faculty members affiliated primarily with other California State University campuses may teach or otherwise serve in the program, subject to rules and regulations governing such activity. These faculty members may serve as members of Ed.D. examination or dissertation committees under the following conditions:

1. The faculty member meets the criteria for committee membership, and is approved in accordance with campus policy and procedures governing graduate study;
2. The faculty member's participation has been requested by the candidate and the candidate's advisor, or the faculty member has been recommended by the Ed.D. core program faculty;”
3. The faculty member has submitted an abbreviated CV of academic and professional qualifications to the DELEJ Director for approval. Appointments will be made in consultation with the Chair and with core program faculty.

## **Educational Researchers and Faculty from Other Institutions**

“Educational researchers who are affiliated with centers or institutes and who have particular expertise in educational leadership, and faculty members affiliated primarily with the University of California or independent universities may be invited to teach or otherwise serve in the Ed.D. program. Those individuals who meet the criteria for committee membership may serve on Ed.D. examination or dissertation committees if recommended by the core program faculty and approved in accordance with campus policy and procedures governing graduate study. “

These individuals must submit an abbreviated CV of academic and professional qualifications to the DELEJ Director for review. Appointments will be made in consultation with the Chair and with core program faculty.

## **Procedures To Allow for Additional Faculty Roles Under Special Circumstances**

“There may arise special circumstances in which the Ed.D. program faculty determine that it would benefit the program for an exceptionally qualified individual to undertake a role for which the foregoing articles do not provide.” These individuals must submit an abbreviated CV of academic and professional qualifications to the DELEJ Director for review. Appointments will be made in consultation with the Chair and with core program faculty.

## **Decision Making and Voting Rights**

The DELEJ program will make committee specific decisions which are made by persons actively engaged in the committee’s work, such as but not limited to, admissions.

Program-wide decisions will be largely made by the Director in consultation with the Department Chair and core faculty. Consensus is the first method of decision-making, but in cases in which consensus cannot be reached, voting may be used. A simple majority (51%) will determine the decision.

EO 991 guides and overrides any individual preferences or departmental, SOE or University decisions.

## **Voting Rights**

Core doctoral program faculty each have one full vote. Affiliated program faculty, and other program faculty who are actively engaged in program governance (e.g., admissions, accreditation, program evaluation, program development) receive a full vote.

Affiliated and other program faculty involved in some other aspects of the program than governance (such as teaching a course, serving on a dissertation committee) receive a fraction of a vote based on their level of affiliation of the program, ranging from as calculated by their WTUs in the program.

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

during Program meetings.

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

- g. has been available for review by voting eligible faculty at least one week prior to the vote,
- h. there is open discussion at the meeting on the item,
- i. a quorum (51%) of voting members have voted,
- j. taking weighted votes into account among the faculty present, a simple majority vote (51%) determines the voting outcome,
- k. has been approved by the Dean in matters which require administrator approval,
- l. 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.

#### **A. Staff Voting**

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

#### **B. Voting Method**

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

### **Advancement to Candidacy**

EO 991 requires: "The program bylaws shall stipulate the appropriate campus authority required for action specified for advancement to candidacy:"

"For advancement to candidacy for the Ed.D. in Educational Leadership, the student shall have achieved classified graduate standing, successfully completed a qualifying examination pursuant to Article 7 of EO 991, and met such particular requirements as the appropriate campus authority may prescribe. The total time from achievement of classified standing to qualifying examination and advancement to candidacy shall not exceed three years unless there are mitigating circumstances and the DELEJ Director and Core program faculty members have approved the extension. An extension shall not exceed one year."