



# Bylaws of the Environmental Science and Resource Management Program

## **I. Unit Definition (size, disciplines, majors, etc.)**

The Environmental Science and Resource Management (ESRM) program comprises the faculty appointed in the areas of Environmental Science and Resource Management. The ESRM program houses one degree program with two emphasis areas: A Bachelor of Science in Environmental Science and Resource Management with an emphasis in either Environmental Science or Resource Management. The program also houses a minor in Environmental Science and Resource Management. All courses (not cross listed) carrying the prefix ESRM are offered through the Environmental Science and Resource Management Program.

## **II. Unit Mission Statement**

The ESRM program embodies the four pillars of the CSUCI mission by offering curricula and courses that are inherently interdisciplinary in nature, international in focus, culturally sensitive, and fully engaged with our community, region, and state. The ESRM program encourages collaborative faculty/student research to identify possible causes and propose solutions to current environmental problems that incorporate natural and social science perspectives. The program is at the cutting edge of 21<sup>st</sup> century intellectual movements that offer students unique preparation to pursue professional careers or advanced degrees in an array of related fields.

## **III. Unit Membership and Administrative Assignments**

- **Officers Chair ESRM**

Chair

Program Advisor (i.e., major and minor advising for students)

- **Officer Responsibilities**

The duties of the Chair are those spelled out in the CSUCI Handbook on the Roles and Responsibilities of Program Chairs; the Chair oversees the operations of the degree programs within the ESRM major and fulfills all personnel-related functions for all faculty within the Program.

- **Officer Term and Term Limits**

The Chair serves a 3-year term.

A chair may serve no more than 2 consecutive terms. If no other faculty members are eligible and/or willing to serve, the term limit may be suspended.



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- **Votes of Confidence/No Confidence**

Any tenured or probationary ESRM faculty member may call for a vote of no confidence in the Program Chair. The call may be made at any regularly-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 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.

- **Election of Officers**

Tenured faculty in the Program are eligible to serve as chair. In the Spring semester of the last year of the current chair's term, the appropriate Dean or Associate Dean will send out a call for nominations for Chair. The list of nominees will be circulated to all faculty in the Program (tenured and probationary and temporary), with notice that the vote will be held between certain dates. On the first day of the election, the Program's Support Coordinator will distribute ballots to all faculty eligible to vote.

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

For Chair: The results of the vote for Program Chair will be forwarded to the Dean by the Program's Support Coordinator. Included will be the names of all nominees, and the number of votes received by each.

- **Voting Rights**

All Program faculty members are allowed to vote in chair elections. Tenured and probationary faculty members each have one full vote (those holding joint appointments in another program have a vote in proportion to their Program workload). Full and part time lecturer faculty vote weight is counted according to their annual time base in teaching Program courses as follows:

.1-7.5 WTUs = .25 vote

7.6-15 WTUs = .5 vote

15.1-22.5 WTUs = .75 vote

22.6-30 WTUs = 1.0 vote

- **Officer Evaluation**

The Program Chair will be evaluated in the Spring semester of her/his second year in office, following the CSUCI Chair Evaluation Policy approved by the Academic Senate.

## **IV. Other Unit Assignments**



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- **Process for Advising Assignments**

All faculty in the program will serve as Program Advisors. Program Advisors will advise all ESRM majors and minors, but only the Program Chair has signing authority for course substitutions.



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- **Process for Assessments Assignments**

The tenured and probationary faculty of the Program will elect an Assessment Committee. The Assessment Committee will work with the chair on all Program assessment activities, including advising the chair on how any assigned time allocated for assessment activities should be distributed among program faculty.

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

The Chair will consult with the Program's Faculty Committee (PFC, see below) about the distribution of other assigned time within the Program.

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

The Chair will consult with the Program's Faculty Committee (see below) about the assignment of other duties within the Program.

- **Elections for other unit decisions**

The tenured and probationary faculty of the Program will elect a Faculty Committee to consult with the Chair on personnel matters. The Program Faculty Committee will have 2 to 5 members, depending upon the number of tenure track faculty in the unit. If the unit has no tenure track faculty beyond the Chair, the probationary faculty will vote on one or more faculty from outside the program to serve on this Committee.

## **V. Unit Faculty**

- **Process to constitute the Program Personnel Committee**

The Program Personnel Committee (PPC) will be constituted according to the process outlined in the Program Personnel Standards (PPS). The PPC(s) within the Program will be reconstituted or reaffirmed each year.

- **Process to constitute the Temporary Faculty Evaluation Committee**

The Program Faculty Committee will serve as the evaluation committee for fulltime lecturers. The Chair will serve as part of the committee for this purpose.



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- **Process to create and amend PPS**

The Program Faculty Committee will work with all tenured and probationary faculty to develop the initial Program Personnel Standards. There will be one PPS for Environmental Science and Resource Management. The Chair will serve as part of the PFC for this purpose. After the PFC has consulted with program faculty about the PPSs, it will circulate a draft of the PPS and request feedback. After considering all feedback received, the PFC will vote on adopting the PPSs, and will subsequently forward them to the Office of Faculty Affairs to begin the review process. After the initial PPSs are approved, the PFC may modify them by the same process as their initial creation.

- **Number of classes evaluated**

All tenure track faculty select a minimum of two courses per year.

All Part-time faculty, every course every semester.

All Full-time lecturers, every course for the first semester, then one or two courses per semester thereafter.

- **How classes are evaluated**

Student evaluations of teaching shall be administered according to CSUCI's policy on student evaluations. All faculty, tenured, probationary and temporary, will also have a minimum of one peer observation of a class. Each faculty member is welcome but not required to consult with the FPC to arrange for a peer observation.

## **VI. Other Unit Decisions**

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

The tenured and probationary faculty will elect an ESRM Curriculum Committee. The Chair is eligible to be elected to this committee. The committee will have 3 or 5 members. If there are 3 or fewer tenured and probationary faculty in the program, it will constitute a committee of the whole. The ESRM Curriculum Committee will approve all ESRM curriculum and course proposals, and revisions.

- **Participation of FERP Faculty**

FERP faculty are eligible to serve on all Program committees while they are in active employment status. FERP faculty are not eligible to serve as Program Chair. FERP faculty are not eligible to serve on Program Personnel Committees.



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- **Criteria for Program Honors**

Students may be nominated for Program Honors by any faculty member, tenured, probationary, or temporary. Students must have a minimum 3.0 GPA overall, and a minimum 3.5 GPA in the program to qualify. Nominated students will be contacted by the Chair, and asked to submit a sample of their best work. Samples will be held in the Program office for faculty to view. At a regular faculty meeting, or a special meeting called for the purpose, the nominators will speak about the qualifications of their nominee(s). Subsequently, all full time faculty, tenured, probationary, and temporary, will vote (each faculty member will have one vote) on the student to receive Program Honors. The high vote getter will be awarded Program Honors.

- **Unique Program Elements**

The ESRM program maintains the CSUCI Geographic Information Systems (GIS) lab on campus. When teaching in the GIS lab, all tenured and probationary faculty shall be responsible for the condition of the lab and the ordering of lab resources when needed. The Chair shall be notified of any maintenance issues or equipment requests, particularly for expendable supplies (printer ink, paper, etc).

- **Process to amend unit bylaws**

Any tenured or probationary faculty member wishing to propose an amendment to the ESRM bylaws may do so at any regularly scheduled faculty meeting of the Program, or at a special meeting called for the purpose. Amendments shall be approved by a 2/3 majority of the tenured and probationary faculty in ESRM.

**II. Unit bylaws shall be approved by a simple majority of the tenure track faculty in the unit.**

**III. Unit bylaws shall be approved by the appropriate Dean.**

**IV. Unit bylaws shall be approved by the Provost.**