California State University Channel Islands

Unit Bylaws

Proposed by the tenured and probationary faculty

of the

ENVIROMENTAL SCIENCE AND

RESOURCE MANAGEMENT PROGRAM

Approved by:

_____   05/07/2025

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

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Jessica Lavariega Monforti (May 7, 2025 10:54 PDT)

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Interim Provost

ESRM Bylaws- 2025

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

The Department of Environmental Science and Resource Management (ESRM Department/ESRM) comprises faculty appointed in the interdisciplinary field of Environmental Science and Resource Management. The department offers a Bachelor of Science in Environmental Science and Resource Management. It also offers a minor in Environmental Science and Resource Management and a certificate in Environmental Technologies.

All courses carrying the ESRM prefix, including those cross-listed with other programs, are housed within and administered by the ESRM Department when regularly staffed by ESRM faculty.

II. Unit Mission Statement

The mission of the ESRM Department reflects and advances the four pillars of the CSUCI mission: interdisciplinary, international, multicultural, and community engagement. The department designs and delivers curricula that are inherently interdisciplinary, solutions-oriented, globally and culturally aware, and deeply connected to local, regional, and global communities.

The ESRM Department supports collaborative faculty and student-faculty research to identify, investigate, and address contemporary environmental challenges, often collaborating with community and agency groups partners beyond our university walls. These efforts incorporate both natural and social science perspectives and promote active student learning, civic responsibility, practical solutions to pressing challenges, and the co-creation of knowledge.

As a leader in 21st-century environmental education and innovation, ESRM prepares students for professional careers, graduate study, and leadership in environmental science, sustainability, policy, and resource management. The department is committed to advancing equity in access and outcomes by actively dismantling systemic barriers that have historically excluded underrepresented and marginalized communities from environmental work and decision-making. We strive to accomplish all of this with joy and humor, creating a welcoming academic home for all our students and colleagues.

ESRM affirms an unwavering commitment to academic freedom and freedom of speech as foundational principles of a vibrant and open university community. All members of ESRM—students, faculty, and staff—are entitled to express diverse viewpoints, engage in critical inquiry, and pursue knowledge without fear of censorship or retaliation. All have a seat at our collective table. This commitment ensures the intellectual rigor, creativity, and respectful dialogue essential to the advancement of scholarship and a flourishing, democratic society.

ESRM prides itself on upholding high academic standards and strong support for one another as academics and colleagues engaged with one another and our world. The following bylaws are offered as a partial guide to clarifying and upholding these expectations.

III. Code of Conduct

The following Code of Conduct reflects ESRM's shared values and expectations as a community of scholars, educators, and professionals committed to the principles outlined in our Mission Statement. These norms are not exhaustive but serve as a foundational framework for maintaining a collegial, equitable, and high-functioning department. By affirming these commitments, we foster an inclusive academic culture that supports the personal and professional growth of all members of the ESRM community.

1. Professionalism

- **Adherence to Institutional Policies**: Understand and comply with all institutional policies related to teaching, research, and service.

- **Communication**: Maintain respectful, professional, and clear communication with students, colleagues, and staff.

- **Timeliness**: Meet deadlines for grading, reporting, and other responsibilities. Show up at the scheduled times for classes, office hours, and meetings in the established modality.

- **Continuous Improvement**: Engage in professional development to enhance teaching, research, and service contributions.

- **Accountability**: Take responsibility for assigned duties and commitments, ensuring high standards of performance.

2. Commitment to Teaching Excellence

- **Preparation**: Plan and deliver well-organized lectures, labs, or activities aligned with student learning objectives.

- **Engagement**: Create an inclusive, equitable, and engaging learning environment that fosters active student participation.

- **Fair Assessment**: Evaluate student work transparently and fairly, using clear rubrics and criteria tied to learning outcomes.

- **Responsiveness**: Be available to students through regular office hours and respond to inquiries in a timely and respectful manner.

- **Accessibility**: Ensure that course materials and activities are accessible to all students, including those with disabilities.

3. Contribution to Scholarship

- **Integrity in Research**: Uphold the highest standards of ethical conduct in research, including accurate reporting of data and adherence to relevant guidelines and policies.

- **Collaboration**: Foster interdisciplinary and collaborative research efforts when possible, enhancing scholarly contributions.

- **Dissemination of Knowledge**: Share findings and insights through publications, presentations, or other appropriate scholarly outlets.

4. Service to the Institution and Community

- **Active Participation**: Contribute to the governance and operations of the department, college, and university through committee work or other service activities.

- **Mentorship**: Support student success through advising, mentoring, and participation in co-curricular activities as well as peer mentorships among faculty colleagues.

- **Community Engagement**: Engage in outreach or partnerships that align with the institution's mission and promote societal benefit.

5. Diversity, Equity, and Inclusion

- **Promotion of Equity**: Create and support an environment of respect and inclusion for diverse perspectives, backgrounds, and identities.

- **Inclusive Teaching**: Use teaching practices that recognize and address the diverse needs of students.

- **Accessibility and Fairness**: Ensure equitable opportunities for success for all students and colleagues, providing reasonable accommodation as needed.

- **Advocacy**: Actively support efforts to address inequities and advance diversity within the institution and community.

6. Ethical Conduct

- **Avoidance of Conflicts of Interest**: Refrain from any actions that could compromise professional judgment or create a conflict of interest.

- **Confidentiality**: Protect the privacy of student and colleague information as much as possible and use data responsibly.

- **Professional Boundaries**: Maintain appropriate relationships with students and colleagues, avoiding favoritism, bias, or unprofessional conduct.

- **Fairness**: Treat all individuals with respect and impartiality, fostering trust and mutual understanding.
- **Use of Assistive Technologies**: Use of Artificial Intelligence and similar technologies will be transparent and follow best practices and current ESRM Departmental policy.
- **Field Comportment**: Faculty participating in field experiences off campus will hold themselves to the highest standard of professionalism and work to avoid even the appearance of impropriety in keeping with wider campus policies.

7. Commitment to the Institution's Mission

- **Alignment with Goals**: Support the institution's mission through teaching, research, and service that aligns with its strategic objectives.

- **Collaboration**: Work cooperatively with colleagues and staff to advance departmental and institutional priorities.

- **Stewardship**: Use institutional resources responsibly and in ways that enhance the quality of education, research, and service.

IV. Unit Membership and Administrative Assignments

Department Officers

- Chair
- Department Advisor (i.e., Faculty Advisor; for student advising)
- Lab Coordinator
- Academic Senate Representative

Officer Responsibilities

Chair Responsibilities

The Chair oversees the operations of the ESRM Department's academic programs and exercises responsibility for personnel matters affecting all Department faculty.

The Chair serves a three-year term. A Chair may serve no more than two consecutive terms, unless no other eligible faculty is available to serve, in which case the term limit may be suspended by a majority vote of tenure-track faculty.

Departmental Advisor

The Departmental Advisor(s) serves a one-year, renewable appointment. The Departmental Advisor provides comprehensive support to students by assisting with course selection, degree planning, and interpretation of academic policies; as such they serve as a key resource for guiding students through program requirements, connecting them to campus resources, and supporting their academic and professional development. Additionally, the Department Advisor serves as the coordinator for community building/informing resources, events, and activities and is a point person collaborating with Student Advising on orientation and related activities. Advisors are expected to coordinate efforts with university advising staff and hold weekly advising hours. The Department Chair retains coequal signing authority with the Departmental Advisor for course substitutions, exceptions, and other administrative approvals as stipulated by the Registrar.

While typically held by a single individual to maintain consistency in student support, this role may be shared between multiple faculty members in consultation with the Chair.

Lab Coordinator

The Lab Coordinator serves a one-year, renewable appointment. This position is generally expected to be held by a faculty member who has active engagement with multiple lab facilities across the Department and will work closely with the Chair and staff to facilitate effective, safe space and resources for our students and faculty. The Lab Coordinator is the point person for most departmental logistics (lab space, storage space, vehicles), but is not responsible for coordinating or managing either Santa Rosa Island Research Stations efforts (which fall under the purview of Island staff) nor hazardous waste disposal (which falls to our Laboratory Technician).

This role may be shared among faculty when appropriate, based on availability, equity, and departmental needs.

Senate Representative

The Academic Senate Representative for ESRM shall serve a one-year, renewable appointment. While ESRM will be routinely represented by a tenure track faculty-member, lecturer faculty may briefly serve (<2 meetings) as an interim representative in unusual circumstances where no tenure track faculty are available to serve owing to unforeseen circumstances. ESRM lecturer faculty may not formally represent ESRM at Senate but are encouraged to serve as a Lecturer Representative or Representative of other constituent entities (Centers, affinity groups, *etc.*).

Senate Representatives are expected to routinely update departmental faculty on upcoming Senate items and actively consult with ESRM faculty to properly represent departmental interests in matters before the Senate. The role of the ESRM senate representative is to vote as a representation of the department or to register a holistic vote of the constituents they are representing. The ESRM Department has the full faith and support of the department, however, it is the position of ESRM that 1) abstention votes should occur only rarely and with a specific justification and 2) secret (anonymous) balloting at Senate runs counter to the spirit of this democratic council and has no place in this representative body.

Votes of Confidence / No Confidence

Any ESRM faculty member may initiate a vote of no confidence in the Department Chair. The call may be made during any regularly scheduled faculty meeting or at a meeting called specifically for this purpose. The vote shall be conducted by secret ballot using the same procedures outlined for electing the Chair. Results shall be forwarded to the Dean.

Election of Officers

Chair Elections

Only tenured faculty members within the department are eligible to serve as Chair. During the spring semester of the Chair's final year of service, the Dean or Associate Dean will issue a formal call for nominations for a new Chair. A list of nominees will be circulated to all ESRM faculty—tenured, probationary, and lecturer—along with advance notice of the designated election period.

On the first day of the election, the Department Support Coordinator will distribute ballots to all faculty members with voting rights. Voting will be conducted in accordance with the department's established voting rights and procedures (see Section below).

Senate Representative Elections

The Representative is generally elected at the end of the Spring Semester before the Academic Year of Service with the results of the election communicated by the ESRM Chair to the Academic Senate Chair.

Department Advisor and Lab Coordinator

These positions are not routinely voted upon by the faculty but rather appointed by the Chair in accordance with the varying workload and equity concerns of the department.

<u>Recommendation Process</u>

Upon completion of the election, the Support Coordinator or Analyst shall forward the results to the Dean. The report shall include the names of all nominees and the number of votes received by each. The Dean shall forward the recommendation to the Provost/Vice President for Academic Affairs.

Voting Rights

All ESRM Department faculty are eligible to vote in ESRM elections in any semester wherein they are employed. Those voting rights are allocated as follows:

- **Tenured (including FERP faculty actively employed in the department) and probationary (tenure-track) faculty** each hold one full vote.
- Faculty with **joint appointments** shall have a fractional vote **proportional to their workload** in the ESRM Department.
- **Lecturer faculty** shall have voting rights based on their annual Weighted Teaching Units (WTUs) in ESRM-designated courses, calculated as follows:

WTUs (Annual)	Voting Weight
0.1-7.5	0.25 vote
7.5-15	0.50 vote
15.1-22.5	0.75 vote
22.6-30	1.00 vote

Officer Evaluation

The Chair shall be evaluated in the spring semester of their second year in office, in accordance with the CSUCI Chair Evaluation Policy approved by the Academic Senate. The evaluation process may include input from faculty and staff within the department and shall be coordinated by the Dean or their designee.

Temporary Faculty Evaluation Committee
In accordance with Senate Policy 12-10, the ESRM Department constitutes its Temporary Faculty Evaluation Committee (TFEC) as follows:

- The Program Faculty Committee will serve as the evaluation committee for full-time lecturers.
- The Department Chair will serve as a member of the committee for this purpose.
- Evaluations of part-time lecturers will follow campus guidelines, and reviews will be conducted by tenured faculty members appointed by the Chair, in consultation with the Dean when necessary.
- The committee shall conduct reviews in accordance with applicable Collective Bargaining Agreements and University Policy.

V. Other Unit Assignments

Until ESRM secures eight tenure track faculty, the following committees will perform the outlined duties on an ad hoc basis with all faculty participating. Upon securing eight tenure track faculty, committees will be formed as follows:

Assessment Assignments

Faculty will form an Assessment Committee, which will support the Chair in coordinating all department-level assessment activities, including:

- Mapping program learning outcomes;
- Coordinating direct and indirect assessment methods;
- Compiling assessment reports;
- Supporting the implementation of continuous improvement plans.

The Committee shall advise the Chair on the equitable distribution of any assigned time for assessment duties, with consideration given to faculty expertise, workload balance, and service equity.

Curriculum and New Course Decisions

The faculty shall elect a Curriculum Committee to oversee ESRM curriculum development, revision, and approval. The committee shall consist of either 3 or 5 members, depending on faculty availability. If there are 3 or fewer tenure-track faculty, the curriculum committee shall function as a committee of the whole.

The Department Chair is eligible to serve as a member of this committee but is not required to do so. All course and program proposals must follow the established CSUCI Curriculum Review process and be approved by the committee prior to submission to Academic Programs and the Academic Senate.

Assignment of Duties Beyond Teaching

For duties beyond formal teaching responsibilities (*e.g.*, coordinating facilities, supervising student organizations, managing departmental projects), the Chair will consult with the department. Consideration shall be given to workload equity, opportunity distribution, and the potential for cultural taxation or invisible labor.

VI. Other Unit Activities and Responsibilities

FERP Faculty Participation

Faculty participating in the Faculty Early Retirement Program (FERP) may serve on departmental committees while in active employment status, with the following limitations in accordance with SP 22-11 and the CBA:

- FERP faculty may not serve as Department Chair.
- FERP faculty generally may not serve on Program Personnel Committees (PPCs); however, they can stand for election if a request is made and approved the President.

Criteria for Department Honors

Students may be nominated for ESRM Department Honors by any faculty member. To be eligible, students must:

Academic Achievement (Required criteria)

- Have a minimum 3.0 cumulative GPA;
- Hold a minimum 3.25 GPA in ESRM coursework.

Leadership and Service (Recommended criteria)

- Demonstrated **leadership in ESRM-affiliated clubs, community engagement programs, or professional organizations** (*e.g.*, ESA, WSN, SACNAS).
- Significant involvement in or leading **educational outreach, restoration events, policy forums**, or community science initiatives outside our traditional classrooms.

Commitment to the Spirit of Environmental Stewardship (Recommended criteria)

- Actions that exemplify the **"spirit of ESRM,"** such as peer mentorship, interdisciplinary engagement, or integrative ecological or sustainability thinking.
- Actively embraced program and university mission pillar ideals of interdisciplinarity, community engagement, multiculturalism, and/or global citizenship.

Selection Process:
Students meeting the eligibility criteria may be nominated by any ESRM faculty member. Nominations will be reviewed and discussed at a regularly scheduled faculty meeting or, when needed, via email. A vote of the full-time ESRM faculty will determine recipients of Department Honors.

Unique Department Elements

GIS Laboratory

The ESRM Department maintains the Geographic Information Systems (GIS) lab on campus. All faculty who teaches in the lab are expected to help maintain the space and communicate needs related to supplies, software, or hardware.

The Lab Coordinator or staff shall be notified of any maintenance issues or expendable supply needs (*e.g.*, paper, printer ink) and coordinate requests with relevant support units. Use of the lab should be incorporated into course planning and workload discussions when applicable.

Tech Laboratory

All faculty are expected to help maintain the space and communicate needs related to supplies, software, or hardware needs to the Lab Coordinator or staff.

Campus Airfield at University Park

As the primary campus unit utilizing the airfield in University Park (informally known as "Cam Park"), all faculty who engage with the airfield and adjacent infrastructure are expected to be helpful "eyes and ears" for the facility, helping to maintain the space and communicating maintenance needs related to vegetation management, necessary supplies, or other safety-related elements of the facility.

Departmental Vehicles

Faculty utilizing a departmental vehicle for instructional field trips, research transport, or program-related travel are expected to vigilantly participate in the responsible operation and upkeep of the vehicle. This includes ensuring the van is returned with a full fuel tank, reporting any mechanical issues or damage immediately to the Lab Coordinator, and maintaining a clean interior and exterior suitable for future group transport. In addition to any state- and campus-required training and authorization, the driver must verify that all required trip-related documentation is completed at the time of the return of the vehicle. Scheduling conflicts, service intervals, or supply needs (*e.g.*, first-aid kits, safety vests) should be communicated proactively to the Lab Coordinator.

Amending Unit Bylaws

- Any faculty member may propose an amendment to the bylaws at a scheduled ESRM Department meeting or at a special meeting convened for that purpose.
- Amendments must be approved by a 2/3 majority of faculty.
- After department approval, the bylaws shall be submitted to the Dean for review and endorsement.
- Final approval of amended bylaws rests with the Provost.