

California State University Channel Islands

Unit By-laws

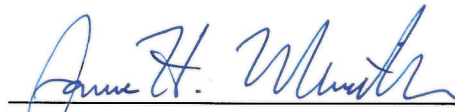
proposed by the tenured and probationary faculty

of the


Global Languages and Cultures Program

(formerly Spanish Language Program)

Approved by:


James Meriwether, Interim Dean,
Arts and Sciences

9/13/16
Date


Dan Wakelee, Interim Provost and
Vice President of Academic Affairs

9/14/16
Date

Bylaws of the Global Languages and Cultures Program

Drafted November 1, 2008

Approved by Dean September 23, 2010

Revised 2016

I. Unit Definition

The Global Languages and Cultures program comprises the faculty appointed in the areas of Spanish, American Sign Language, Chinese, Arabic, French and any other non-English languages to be added. The Global Languages and Cultures program offers a Bachelor of Arts Degree (initiated in Fall 2005) as well as a Minor in Spanish (initiated in Fall 2003), a Certificate in Translation (initiated in Fall 2010) and a Certificate in Healthcare Interpreting (initiated in Fall 2016). All courses carrying the prefixes SPAN, ASL, CHIN, FREN, ARAB are offered through the Global Languages and Cultures Program. Additional prefixes will be added as other non-English languages are approved and offered.

II. Unit Mission Statement

The Global Languages and Cultures program carries out the four pillars of the CI mission:

- by offering courses which combine international and multicultural perspectives given the nature of the subject matter, and through the Program's study abroad initiatives in Latin America and Spain;
- by teaching courses on language, culture, linguistics, translation, interpretation, and literature, which reflect the interdisciplinary pillar of University's mission;
- by also encouraging service learning activities whenever applicable to course objectives.

III. Unit Membership and Administrative Assignments

• Officers

Chair

Program Advisor

• Officer Responsibilities

The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chairs; the Chair oversees the operations of the degree program and course offerings within the Global Languages and Cultures Program and fulfills all personnel-related functions for all faculty within the Program.

The Program Advisor advises all students in the Program with regard to their major, minor, certificates, study abroad program, and other language coursework, including students seeking to challenge the CI graduation requirement for language.

• Officer Term and Term Limits



SPANISH

C H A N N E L
I S L A N D S

Bylaws of the Global Languages and Cultures Program

Drafted November 1, 2008

Approved by Dean September 23, 2010

Revised 2016

The Chair serves a three-year term.

A faculty member may serve a maximum of two consecutive terms.

The Program Advisor(s) is/are appointed on a semester basis depending on the needs of the program. A faculty member may serve an unlimited number of terms.

- **Votes of Confidence/No Confidence**

Any tenured or probationary 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 that 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 for Arts and Sciences.

- **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 Dean for Arts and Sciences will send out a call for nominations for Chair. The list of nominees will be circulated to all faculty in the Program, with notice that the vote will be held between certain dates. On the first day of the election, the Program's Academic Program Analyst will distribute ballots to all faculty eligible to vote.

The Program Advisor(s) is/are appointed by the Chair.

- **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 Academic Program Analyst. 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



SPANISH

C H A N N E L
I S L A N D S

Bylaws of the Global Languages and Cultures Program

Drafted November 1, 2008

Approved by Dean September 23, 2010

Revised 2016

- **Officer Evaluation**

The Program Chair will be evaluated in accordance with the Chair Evaluation Policy approved by the Academic Senate.

IV. Other Unit Assignments

- **Process for Advising Assignments**

The Program Advisor will be appointed by the Chair, as specified above. The Program Advisor advises all students in the Program with regard to their major, minor, certificate, study abroad program, and other language coursework, including students seeking to challenge the CI graduation requirement for language and those seeking language proficiency identification for admission to the nursing program.

- **Process for Assessment Assignments**

The tenured and probationary faculty of the Program will be members of the 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 tenured and probationary faculty 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 tenured and probationary faculty about the assignment of other duties within the Program.

- **Elections for other unit decisions**

All tenured and probationary faculty of the Program are responsible for other unit decisions, which will be determined by simple majority.

V. Unit Faculty

- **Process to constitute the PPC**

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



SPANISH

C H A N N E L
I S L A N D S

Bylaws of the Global Languages and Cultures Program

Drafted November 1, 2008

Approved by Dean September 23, 2010

Revised 2016

- **Process to Evaluate Full- and Part-time Lecturers (Temporary Faculty)**

The Chair, together with tenured and probationary faculty members, will evaluate full- and part-time lecturers in the Program. The Chair will be responsible for ensuring that this evaluation takes place.

- **Process to amend PPS**

The Chair will work with all tenured and probationary faculty to review the Program Personnel Standards on a five-year cycle. A draft of proposed revisions to the PPS will be distributed with feedback requested. After considering all feedback received, all tenured and probationary faculty, including the Chair, will vote on adopting the PPS. If approved by simple majority, the PPS will be forwarded to the Office of Faculty Affairs to begin the review process.

- **Number of classes evaluated**

All classes taught by Program faculty will be evaluated in accord with the Collective Bargaining Agreement. This includes tenured, probationary and temporary faculty, as well as faculty from other programs teaching in the program.

- **How classes are evaluated**

Student evaluations of teaching shall be administered according to the university's policy on student evaluations. All probationary and temporary faculty will have a minimum of one peer observation of a class per year. Tenured faculty will have a minimum of one peer observation of a class every two years. Each faculty member will seek advice from the Chair to arrange for a peer observation. For peer evaluations for the Chair, s/he will consult with tenured faculty members in the Program or outside the Program who are of equal or superior rank. Faculty may arrange additional observations without consultation with the Chair.

- **Shared Governance**

The Program is committed to shared governance and collegiality. The Program expects tenured and probationary faculty, whenever possible, to attend Senate meetings, and participate in at least one academic Senate or University committee or task force.

- **Rights of Program Faculty**

All tenured and probationary faculty hired within the Program are voting members of the Program. Lecturers teaching in the Program are non-voting members who are invited to attend Program meetings. Permanent Faculty from other programs teaching in the Global Languages and Cultures program will



California State
University

SPANISH

C H A N N E L
I S L A N D S

Bylaws of the Global Languages and Cultures Program

Drafted November 1, 2008

Approved by Dean September 23, 2010

Revised 2016

have a vote proportional to their annual time base in the Global Languages and Cultures program 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

VI. Other Unit Decisions

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

All tenured and probationary faculty are encouraged to participate in revisions to the curriculum. If there are 3 or fewer tenured and probationary faculty in the program, it will constitute a committee of the whole. By simple majority, the Curriculum Committee will approve all curriculum and course proposals, and revisions. Temporary faculty are welcome to provide input and feedback regarding revisions to the curriculum.

- **Criteria for Program Honors**

Students may be nominated for Program Honors by any faculty member, tenured, probationary, or temporary. The Program criteria are:

- overall GPA
- GPA in the major
- service to the major program
- service to fellow students
- work that best embodies the spirit of the University Mission

Students must have a minimum 3.0 GPA overall, and a minimum 3.5 GPA in the program to qualify.

The Program may grant honors to exceptional students who have not met all of the above requirements, but who have in the judgment of the Program brought distinction upon themselves and the Program in some other significant and appropriate manner, especially contributions to the Program, community engagement and service learning.

All tenured, probationary and temporary faculty will vote (each faculty member will have one vote) on the student to receive Program Honors. The recipient(s) with the most votes will be awarded Program Honors.

- **Participation of FERP Faculty**



California State
University

SPANISH

C H A N N E L
I S L A N D S

Bylaws of the Global Languages and Cultures Program

Drafted November 1, 2008

Approved by Dean September 23, 2010

Revised 2016

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.

- **Process to amend unit bylaws**

Any tenured or probationary faculty member wishing to propose an amendment to the Spanish/Languages Bylaws may do so at a 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 the Program.

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.