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Bylaws of the History Program

Drafted November 2008; Revised January 2009
Approved by Dean September 23, 2010

I. Unit Definitions (size, disciplines, majors, etc.)

The History Program currently consists of five tenure-track professors and offers one degree program (a Bachelor of Arts in History) and a minor (History). All courses carrying the prefix HIST are offered through the History Program. An M.A. in History on the university's Academic Master plan is in the proposal stage; a History/Social Science Single Subject waiver emphasis for students on the teaching credential path is also under development.

II. Unit Mission Statements

As a discipline that documents and interprets continuity and change through time, CSUCI's History Program prepares students to search into the human experience, as well as to communicate and analyze historical interpretations and ideas, verbally and in the written form. An emphasis of the program is to examine events from local and global perspectives.

In support of the University's commitment to an interdisciplinary education, the History program affords students the opportunity to integrate into their plan of study cross-listed history courses as well as subjects outside the discipline. Promoting the multicultural and international emphases of the University's mission, the History Program encourages students to participate in Study Abroad and to pursue second language ability at the intermediate level. Further, a growing number of history courses about different parts of the world and diverse North American populations inform the international and multicultural pillars of the mission. The History program strongly believes in collaborative faculty/student research, and promotes community-based applied research by placing student interns within public, private, and non-profit institutions as part of its degree. The program is at the cutting edge of 21st century intellectual movements.

History Program Learning Outcomes:

Students graduating from the History Program will be able to:

- Show good understanding and knowledge of the history of North America
- Show good understanding and knowledge of global history in other regions of the world
- Demonstrate good knowledge and problem-solving skills in analyzing contemporary and historical events
- Demonstrate good communication skills in oral and written forms; and
- Command good skills in historical research, analysis, and presentations.



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III. Unit Membership and Administrative Assignments

• Unit Probationary and Tenured Faculty

Tenure track faculty members are expected to participate in University service, as outlined in the History Professional Personnel Standards.

Tenure track faculty members are expected to participate in History Program committees or individual assignments. Administrative Assignments will be determined through either election or chair appointment after consultation with the Program Faculty Committee (see below) early each Fall Semester. Examples include serving on the Assessment Committee, serving on a sub-group working on the Five Year Review, or serving as the Student Historian Club advisor. In addition, tenured faculty members are expected to perform peer evaluations, if possible, when requested by the Chair.

• Officers (Chair, Director, Coordinator, Associate Chair, Etc.)

Chair

History Program Advisors

• Officer Responsibilities

The duties of the Chair are those spelled out in the Handbook on the Roles and Responsibilities of Program Chairs (see appendix for outline of duties). The Chair oversees the operations of all degree programs within the History Program and fulfills all personnel-related functions for all faculty members within the Program.

The History Program Advisors advise students in the BA in History and the History minor.

• Officer Term and Term Limits

The Chair serves a 3-year term beginning with the academic year 09-10 (the current chair is on a second 1-year appointment). A faculty member may be elected to no more than two consecutive 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 the purpose by any tenured or probationary faculty member. A vote of no confidence will be taken by secret ballot.



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by the same procedure specified for the election of the Chair. The results of a vote of no confidence will be reported to the AVP.

- **Election of Officers**

All tenured faculty members with full-time appointments in the History Program are eligible to serve as chair. In the Spring semester of the last year of the current chair's term, the appropriate AVP or other administrator 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), 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.

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

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

The results of the vote for Program Chair will be forwarded by the Program Support Coordinator to the AVP. The program faculty will be informed of the election results, including the names of all nominees, and the number of votes received for 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 Programs Chair will be evaluated in the Spring semester of her/his second year in office, following the Chair Evaluation Policy approved by the Academic Senate.

IV. Other Unit Assignments

- **Process for Advising Assignments**



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The History Program Advisor will be appointed by the Chair, as specified above, and will advise all History majors and minors.

- **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**

Assigned time for advising and certain other assignments comes from the AVP for Arts & Sciences. The Chair shall be responsible for requesting assigned time as needed and for assigning faculty as advisors or other duties with assigned time. The Chair will consult with the Program Faculty Committee about the distribution of assigned time within the Programs.

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

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

- **Elections for other unit decisions**

The tenured and probationary faculty will elect a Program Faculty Committee (PFC) to deal with personnel and other matters. The Program Chair is not eligible to be elected to this committee. Only tenured faculty are eligible to be elected. The History PFC will have three members.

V. Unit Faculty

- **Process to constitute the Program Personnel Committee (PPC)**

The History Program Personnel Committee (PPC) will be constituted according to the process outlined in the Professional Personnel Standards (PPS). The PPC within each Program will be reconstituted or reaffirmed for each year for which a tenure-track faculty member is undergoing an Retention, Promotion and/or Tenure (RTP) review.

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

The PFC 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 amend PPS**

The History PPS was approved in 2006; the program faculty, via the PFC, may modify them. After the PFC has consulted with program faculty about the PPS, it will circulate a draft of the PPS and request feedback. After considering all feedback received, the PFC will vote on amending the PPS, seek Program approval, and subsequently forward any approved changes to the Office of Faculty Affairs to begin the review process. Tenured and probationary faculty have voting rights.

- **Number of classes evaluated**

For Lecturers, every course for the first semester, then one or two courses per semester thereafter. For Tenure-Track, 2 courses a year.

- **How classes are evaluated**

Student evaluations of teaching shall be administered according to the university's policy on student evaluations. All faculty, tenured, probationary and temporary, will also have a minimum of one peer observation of a class per year. Each faculty member will consult with the PFC to arrange for a peer observation. (Faculty may arrange additional observations without consultation with the PFC).

VI. Other Unit Decisions

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

The tenured and probationary faculty will elect a Program Curriculum Committee. The Chair is eligible to be elected to this committee. The committee will have three members. The Program Curriculum Committee will approve all curriculum and course proposals, and revisions.

- **Criteria for Program Honors**

To be considered for History Program honors, students will: 1) have made special contributions to the program, the university, and/or the community; 2) have a minimum GPA of 3.5 in all courses satisfying requirements for the major; 3) have taken at least seven courses in the major at CSUCI; and 4) be a graduating senior. The History 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.

Students may be nominated for Program Honors by any faculty member, tenured, probationary, or temporary. At a regular faculty meeting, a special meeting called for the purpose, or by email conference the nominators will speak about the qualifications of their nominee(s). Subsequently, all full



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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.

- **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 or vote in Chair elections.

- **Process to amend unit bylaws**

Any tenured or probationary faculty member wishing to propose an amendment to the History Program 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.

APPENDIX A: Duties of the Chair
Refer to chairs handbook