

California State University Channel Islands

Unit By-laws

proposed by the tenured and probationary faculty

of the

MVS School of Business & Economics

Approved by:

*David Vera*

[David Vera \(Jan 30, 2026 10:44:32 PST\)](#)

David Vera  
Interim Dean

01/30/2026

Date

*Jessica Lavariega Monforti*

[Jessica Lavariega Monforti \(Jan 30, 2026 10:49:09 PST\)](#)

Jessica Lavariega Monforti  
Provost

01/30/2026

Date

# **The Martin V. Smith School of Business & Economics**

## **Bylaws\* - FINAL VERSION**

\*Passed by majority vote of MVS tenured and tenure-track faculty members on May 29th, 2020.

\*Updated July 7<sup>th</sup>, 2020, after Dean, Faculty Affairs, and Provost review.

\*Amended by supermajority vote of MVS tenured & tenure-track faculty members on September 21<sup>st</sup>, 2021.

\* Amended by supermajority vote of MVS tenured and tenure-track faculty members on November 2022.

\* Amended by supermajority vote of MVS tenured and tenure-track faculty members on May 8, 2024.

\* TBC Amended by supermajority vote of MVS tenured and tenure-track faculty members on November,2025

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## **1. Unit Definition**

The Martin V. Smith School of Business and Economics (“MVS”) comprises the faculty members appointed in the areas of Accounting, Business, Economics, Finance, Management, Management Information Systems, and Marketing. MVS offers several degree programs, including a Bachelor of Arts in Economics, a Bachelor of Science in Business, a Master of Business Administration (MBA), a Dual Degree (MS in Biotechnology/MBA), and a Master of Science in Business Analytics. MVS also offers a Minor in Business, a Minor in Economics, and a Certificate in Business Administration.

MVS has a Dean, tenured or tenure-track faculty members, lecturer faculty members, and additional staff members. All faculty members and staff members are employed under three Collective Bargaining Agreements (CBA).

MVS houses two institutes: The Institute for Global Economic Research (IGER) and the Entrepreneurship and Small Business Institute (ESBI). Each institute is led by a Director.

## **2. MVS Mission and Vision**

### Mission Statement

We invest in students for life-enhancing careers through excellence in teaching, research, and engagement with the community

The school integrates a teacher/scholar framework supporting students and faculty in research and learning.

### Vision Statement

To lead impactful, career-focused business and economics education that drives student success, strengthens the economic vitality of our region, and enhances social mobility for all.

## **3. Administrative Assignments**

The Dean of MVS is a management employee of the University. The Dean is appointed by the President and serves on an ongoing basis at the pleasure of the President. Currently, the Dean reports to the Provost.

MVS has one chair per program, one for Business and one for Economics. The duties of the Chair are presented in the most current [Handbook on the Roles and Responsibilities](#) of program Chairs. Because

the Dean is a management employee of the University, the Dean does not fill the Chair's role in the RTP process.

Currently, there is a Director of Business Special Sessions, who oversees MVS programs run through Extended University. The Director reports to the Dean of MVS and collaborates with the Chair of Business, with a dotted reporting line to the Dean of Extended University.

Currently, there is an Executive Director of Operations and Career Success, who provides leadership and oversight for the programming, implementation, and coordination of curricular and co-curricular programs and services designed to prepare MVS's graduates to launch into meaningful careers. The Executive Director reports to the Dean of MVS and collaborates with the office of Career Development & Alumni Engagement, and the Faculty Director of Academic Internships

MVS Major/Minor Advisors advise students in the BA in Economics degree, in the BS in Business degree, in the Economics and Business minors, and on other undergraduate issues. Advisors work in consultation with professional advisors and with program Chairs, but report to the Dean of MVS.

The Director of IGER is appointed by the President upon the recommendation of MVS faculty as per Senate Policy 08-15. The Director of ESBI is appointed by the Dean.

Growth of MVS may require the creation of new positions such as Associate Dean, Assistant/Associate/Vice Chair, or others as needed.

#### **4. Election of Program Officers**

All tenured faculty members in MVS 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. The list of nominees will be circulated to all faculty members in the MVS (tenured, tenure-track, and lecturer), with notice that the vote will be held between certain dates not to exceed five business days. On the first day of the election, the MVS Administrative Coordinator will distribute ballots to all faculty members eligible to vote.

In the event no tenured MVS faculty is willing to serve as Chair, tenured and tenure-track faculty will propose an alternative from the following options: two co-Chairs with decoupled tasks; Chair and Assistant/Associate/Vice Chair; one single Chair for both Business & Economics disciplines; or recruiting a tenured faculty Chair from another discipline outside of MVSThe Assistant/Associate/Vice Chair position could be held by a tenured or tenure-track faculty member.

#### **4.1. Process by Which Program Officers Are Recommended to the MVS Dean and Provost**

For Chair: The vote should be held according to Voting Rights (see section 5). The results of the vote for Chair will be forwarded to the Dean by the Administrative Coordinator with the names of all nominees and the number of votes received by each. The Dean and Provost recommend appointment, and the President gives the final approval.

For Advisor: The Chair will recommend the candidate for the following year to the Dean no later than the beginning of the final exam week of each spring semester. Chairs of programs with fewer than 100 students shall also serve as Advisors for that program.

#### **4.2. Term and Term Limits**

The Chairs serve a two-year term with no term limits.

The Advisor serves a one-year term and may serve an unlimited number of terms. The Advisors are appointed by the Dean at the recommendation of the Chair and serve at the pleasure of the Dean. The Advisor position can be filled by any faculty member or by an external appointed professional.

#### **4.3. Votes of “No Confidence”**

Any tenured or tenure-track faculty member may call for a vote of *no confidence* in the Dean, Chair, Director(s), and other officers as needed. The call may be made at any regularly-scheduled meeting, or at a meeting called for that purpose by any tenured or tenure-track faculty member. Only tenured and tenure-track faculty may participate in the vote of *no confidence* by secret ballot, following the same procedure specified for the election of the Chair. The results of a vote of *no confidence* will be reported to the Dean and/or the Provost. The outcome of a vote of *no confidence* is determined by a two-thirds majority of all tenured and tenure-track faculty members who choose to vote (see Voting Rights section below).

If a position becomes vacant due to a vote of *no confidence*, that position shall be filled following the appropriate mechanism for that position.

### **5. Voting Rights**

All program faculty members are allowed to vote in chair elections. Tenured and tenure-track faculty members each have one full vote. Those holding joint appointments in another program have a vote in

proportion to their program workload. Tenured and tenure-track faculty on leave are allowed to vote. MVS FERP faculty have can vote on the semester that they are active.

For chair elections, full and part time lecturer faculty vote weight is counted according to their annual time base in teaching program courses as follows: 0.1-7.5 WTUs = .25 vote, 7.6-15 WTUs = .5 vote, 15.1-22.5 WTUs = .75 vote, 22.6-30 WTUs = 1.0 vote.

All elections are determined by a two-thirds majority of the MVS tenured and tenure-track faculty choosing to vote, and a weighted simple majority of votes is required for an election to be valid.

For all voting purposes, only faculty members choosing to vote will count for determining what a majority is. That is, faculty choosing not to vote – effectively abstaining – are not counted in either the numerator nor the denominator for determining what constitutes a majority.

Growth of MVS may require the creation of new officer positions (e.g., Assistant/Associate/Vice Chair). Voting rights for elections for such positions are the same as described above.

## **6. Meetings**

Tenured and tenure-track faculty are expected to attend faculty meetings. A quorum of a simple majority of all tenured and tenure-track faculty needs to be present in order to vote on matters of the MVS. Tenured and tenure-track faculty on leave do not count toward calculating attendance required for quorum, but if in attendance, count for the purpose of obtaining quorum.

## **7. Process for *Other Assigned Time within the School***

The MVS tenure-track faculty receives one three-unit course release per semester, so their overall annual teaching load is 3+3.

The Business Chair and the Economics Chair receive reassigned time based on the Full-Time Equivalent (FTE) students of their program in the previous academic year according to the following guidelines:

- < 150 FTES = 6 WTUs/AY
- 151 – 450 FTES = 9 WTUs/AY
- >450 FTES = 12 WTUs/AY

If a program has an Assistant/Associate/ Vice Chair, reassigned times indicated above may be divided between the Chair and Assistant/Associate /Vice Chair.

The Advisors for each program receive reassigned time based on the number of majors in the previous academic year according to the following guidelines:

- 100 – 200 = 3 WTUs/AY
- 201 – 500 = 6 WTUs/AY
- 501 – 600 = 9 WTUs/AY
- 601+ = 12 WTUs/AY

The process is governed by the University Faculty Re-Assigned Time policy.

The Dean will consult with the faculty member in question, Chair(s) and MVS's Program Personnel Committee (PPC, see below) about the distribution of other assigned time within the MVS.

### **7.1. Process for Determining Advising Assignments**

The MVS Business or Economic Major/Minor Advisors will be appointed by the Dean, as specified in Section 4.1.

### **7.2. Process for Offering Teaching Overload**

Tenured and tenure-track faculty are given first right of refusal based on qualifications and seniority on a rotating basis for teaching winter and summer courses, business online completion program courses, and Masters courses. The Chair of the respective program is responsible for oversight of courses assigned in winter and summer sessions of stateside of programs, while the Director of Special Sessions is responsible for oversight of course assignments for programs run in collaboration with Extended University (e.g., Business Online and MBA/Business Certificate) and may assist with other programs as needed. The Chair(s) and Director will consult on final schedules to ensure any overlap is accounted for in the scheduling process.

## **8. Evaluations**

The Chairs will be evaluated during the spring semester of the second year of each term in office, following the Chair Evaluation Policy approved by the Academic Senate. The Chair will receive developmental feedback from faculty in the spring semester of each year in office.

Directors will receive developmental feedback from the Deans and faculty at the end of the spring semester. Directors will be evaluated annually according to University policies and processes related to the appointment unit (e.g., faculty evaluations for faculty Directors; staff evaluations for Management

Personnel Plan – MPP - employees), seeking faculty and student feedback, as appropriate, based on the role and responsibilities included therein.

The evaluation for both Institute directorship positions is performed by the MVS faculty review process, the MVS Dean, and the Center on Committee & Institutes.

Growth of MVS may require the creation of new officer positions (e.g., Assistant/Associate/Vice Chair). Evaluations for such positions are the same as described above.

**8.1. The Program Personnel Committee (PPC)**

**8.2. The tenured and tenure-track faculty members of MVS will elect a Program Personnel Committee (PPC) to address personnel matters including re-assigned time, peer evaluations, and other related matters. The program Chair is not eligible to be elected to the PPC. Only tenured faculty members are eligible to be elected. The PPC will have three or five members, depending on the number of tenured and tenure-track faculty in MVS. Process to Constitute the PPC**

The PPC will be constituted according to the process outlined in MVS’s current “Program Personnel Standards (PPS).” MVS’s PPC will be reconstituted or reaffirmed annually. MVS FERP faculty are not eligible to serve on the PPC, unless given permission by the President.

**8.3. Program Personnel Standards (PPS)**

There is one PPS for MVS. The PPS must be reviewed every five years. The PPC will work with all tenured and tenure-track faculty members to modify the existing PPS if needed. After the Program Personnel Committee has consulted with faculty members about any amendments to the PPS, it will circulate a draft of the proposed modification to the PPS and request feedback. After considering all feedback received, the PPC will call a vote of all tenured and tenure-track faculty to vote on modifications of the PPS. The modifications require a two-thirds majority vote by the tenured and tenure-track faculty in MVS. The PPC will subsequently forward the modifications to the Faculty Affairs, Success, and Equity (FASE) Office to begin the University review process.

#### **8.4. Tenured and Tenure-Track Course Faculty Peer Review**

All tenured and tenure-track members will have a peer observation of one class per year in which they teach at least one class. Chairs will coordinate the annual peer observation review process. Faculty members may arrange additional observations without consultation with the Chair.

#### **8.5. Lecturer Evaluation**

MVS is committed to the ongoing review of the lecturer faculty. MVS lecturer faculty will be evaluated periodically in accordance with the University Policy, Collective Bargaining Agreement (CBA), and MVS Policy.

Evaluations will be conducted by the program Chair or the Lecturer Review Committee (LRC) if lecturers are full-time or part-time holding or eligible for a three-year contract. The LRC shall consist of no fewer than two members, and shall include the program Chair and at least one more tenured faculty in the program per CBA. All committee members will have equal weight in the final evaluation.

A lecturer appointed for one semester or less shall be evaluated by the program Chair.

The lecturer evaluation includes a minimum of one peer observation in face-to-face or online classes per the period of review. Faculty observers conducting a peer observation are required to contact the lecturer prior to the observation, and are asked to discuss the evaluation with the lecturer following the observation, before submitting the written report to the program Chairs, who then send it to the MVS Dean. Then, the Administrative Coordinator will submit the signed evaluation report to the FASE Office, as required, and file.

In addition, all lecturer unit faculty are expected to meet and maintain the standards for faculty qualifications according to the guidelines set by MVS's accrediting agency(ies).

#### **8.6. Course Evaluations by Students**

Every course in MVS will be evaluated every semester using the online Student Rating of Teaching (SRT) survey administered by FASE.

### **9. Tenure-Track Faculty Hiring Committee**

When hiring a new MVS tenure-track faculty member, a Disciplinary Search Committee (DSC) will be elected.

All tenured and tenure-track faculty members in MVS are eligible to serve in and vote for this committee. Faculty should be aware of conflicts of interest and recuse themselves in the case of a conflict, or if their participation would create the appearance of a conflict of interest. This committee, chaired by a tenured MVS faculty member with optional additional tenured or tenure-track co-chairs, will be composed of five tenured or tenure-track faculty members following University Policy: a majority from within MVS with at least one member from a program/department other than the hiring program.

First, the Dean will send out a call for nominations for four MVS faculty members for the committee. The list of nominees will be circulated to all tenured and tenure-track faculty in MVS, with notice that the vote will be held between certain dates not to exceed five business days. On the first day of the election, the MVS Administrative Coordinator will distribute ballots to all tenured and tenure-track faculty members. The faculty will be asked to vote for four committee members. The candidates will then be ranked by the number of votes (from most to least), and the top four candidates will form the committee, as long as at least one tenured faculty member from the hiring program is in the committee.

If the above condition is not met, the candidate in the top-four who has the lowest number of votes will be replaced with the non-top-four candidate with the highest votes who is a tenured faculty member from the hiring program/department. In case of ties, a run-off election is held. In case of a second tie, the Chair of the hiring program will decide the outcome.

The four-member committee will solicit candidates across the University, and from these, the committee will elect the fifth member of the committee. The final committee composition must be such that at least one committee member is from a program/department other than the hiring program.

Once the committee is formed, members will elect a Chair and optionally co-Chair(s) from within the committee. Members will also elect an Equity Advocate from within the committee. The Chair of the committee will forward the names of the committee Chair and members, including the name of the elected Equity Advocate to the Dean and to FASE. The committee will develop a program recruitment search timeline and forward it to the AVP for FASE.

This committee will supervise the recruitment and hiring process. The committee will review the application materials, create a short list of 10-12 candidates to interview via Zoom, and following Zoom interviews, determine a final pool of not less than two candidates to invite to campus. The committee will make the application materials provided by these candidates available to all MVS tenured and tenure-track faculty and will schedule, at a minimum, a teaching and research demonstration by each final candidate; a meeting with the Chair of the hiring program or designee for each final candidate; and

a meeting with the MVS Dean or designee for each final candidate. The teaching and research demonstrations will be open to all CI communities with priority given to the DSC members, MVS tenured and tenure-track faculty, MVS students, MVS staff, and MVS non-tenure-track faculty.

In conducting its work, the committee will follow the processes established in the Best Practices of Equity-Minded Tenure-Track Faculty Recruitment: Planning and Process (FASE document), existing Senate Policy and applicable MVS Hiring Guidelines located in the MVS Policies & Procedures repository.

#### **10. Selection of Senators for the Academic Senate**

Academic Senate Senators are selected internally by the Business and Economics programs. The tenured and tenure-track faculty members of the Business program will elect the Senator(s) to represent the Business program following the same procedure used to elect the Chairs. The tenured and tenure-track faculty members of the Economics program will elect the Senator(s) to represent the Economics program.

#### **11. Participation of Faculty Early Retirement Program (FERP) Faculty**

FERP faculty members are eligible to serve on all MVS committees while they are in active employment status unless explicitly prohibited by the CBA and/or University Policy. As indicated in Section 8.2 FERP faculty cannot serve on the PPC, unless given permission by the President.

#### **12. Students' Rights & Obligations**

MVS will follow University and MVS Policies on matters related to students' rights and obligations such as Grade and Non-grade Appeal, Reinstatement, Academic Integrity, and others.

#### **13. MVS Policies & Procedures**

Any tenured or tenure-track faculty member may create a policy or procedure for use by MVS faculty. Policies and procedures must be approved by a two-thirds majority of the MVS tenured and tenure-track faculty choosing to vote. MVS Policies & Procedures will be archived in the MVS Repository supervised by the MVS Administrative Coordinator.

#### **14. Process to Amend these Bylaws**

Any tenured or tenure-track faculty member wishing to propose a revision or amendment to MVS Bylaws may do so at a regularly scheduled faculty and staff meeting, or at a special meeting called for that purpose. All proposed revisions will be discussed by the tenured and tenure-track faculty and presented for a vote. Revisions and amendments shall be approved by a two-thirds majority of the tenured and tenure-track faculty in MVS. Voting will be conducted anonymously. The amended Bylaws are subject to review and approval by the Dean and the Provost. All references to CSU, University, or Senate policies that govern any aspects of MVS Bylaws will be updated and communicated to faculty by the MVS Administrative Coordinator at the start of each academic year without a vote.

## **Appendix: Definitions**

<b>CBA</b>	The Collective Bargaining Agreement in force between the CFA (California Faculty Association) and the CSU (California State University) at the time.
<b>FASE</b>	Faculty Affairs, Success, and Equity hosted in the Division of Academic Affairs, is the central location for all faculty-related programs, policies, and procedures.
<b>FTES</b>	Full-time equivalent students
<b>PPC</b>	Program Personnel Committee
<b>PPS</b>	Program Personnel Standard