

California State University Channel Islands

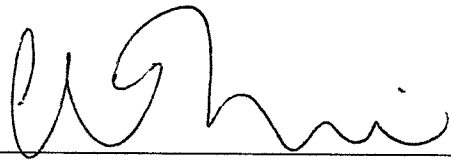
Unit By-laws

proposed by the tenured and probationary faculty

of the

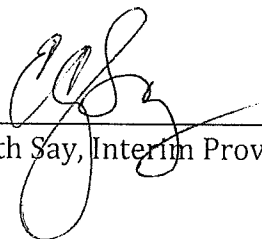
Physics Program

Approved by:



Vandana Kohli, Dean

10/3/19.
Date



Elizabeth Say, Interim Provost

10-15-19
Date



Bylaws of the Applied Physics Program

Adopted: 10/15/19

Approved by Dean: 10/3/19

I. Unit Definition

The Physics program comprises the faculty appointed in the areas of Physics and Astronomy and includes the following degree programs: Bachelor of Science in Physics. The program also houses minors in Physics, and Astronomy. All courses carrying the prefixes ASTR, PHYS, and PHSC are offered through the Program.

II. Unit Mission Statement

The Physics Program supports the four pillars of the CSUCI mission by offering a cutting edge, 21st century technology-based education that is relevant to needs of the local and global communities. Our programs strongly support faculty research, collaborations with various academic, industrial, governmental and educational entities, student involvement in research projects, and preparation for careers in industry, research or education.

Physics is the interface between science and technology, between laboratory and industrial practice. It is an interdisciplinary undertaking, interacting with mathematics, science and engineering. Our students are given a strong background in physics so they will make meaningful contribution to modern, interdisciplinary investigations and will have the flexibility to adapt to changing technological requirements.

III. Unit Membership and Administrative Assignments

Officers

Physics Program Coordinator

Officer Responsibilities

The Coordinator of the Physics Program handles those duties as they relate to the courses, degrees, research, collaborations, student projects and other student career preparation. The coordinator serves as adviser to the students in the major and the minors, however, s/he may share his duties with other faculty. Other duties of the Coordinator of Physics Program are those spelled out in the *Handbook on the Roles and Responsibilities of Coordinators*.

Officer Terms and Term Limits

The Coordinator of Physics Program serves 3-year terms and may serve an unlimited number of terms.

Election of Officers

All faculty in the Program with one full vote (see table below) are eligible to stand for election as Coordinator. Elections take place in the Spring semester, or as soon as practical when the position is vacant. The call for nominations will occur at least three weeks before the elections, and

the list of nominees along with written platform statements will be circulated to all voting faculty in the program at least two weeks in advance, with notice that voting will be held between certain dates. At least one full week will be provided for voting. The programs' program analyst will be available that week for collecting votes from voting faculty. Immediately after the voting period is complete, the program analyst will count the votes and the winner shall be announced to voting members and to the Dean of arts and sciences via email.

Voting Rights

All faculty members in the Program are allowed to vote. 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

Votes of Confidence/ No Confidence

Any faculty member with one vote (see table above) may call for a vote of no confidence in the Coordinator of the Physics Program. 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 elections. The results of a vote of no confidence in the Chair will be reported to the Dean.

Officer Evaluation

The Coordinator of the Physics and Astronomy Program will be evaluated in the Fall semester of her/his second year in office by surveying the program faculty.

Other Unit Assignments

Process for Advising Assignments

The Coordinator for the Applied Physics Program will, as part of her/his duties as coordinator, advise all Applied Physics majors and minors, or share these duties with other faculty members.

Process for Assessment Assignments

The Program coordinator will assign assessment tasks to various faculty, after taking their workloads into consideration.

IV. Unit Faculty

Process to constitute the Program Personnel Committee (PPC)

The 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 create and amend the Program Personnel Standards (PPS)

All tenured and probationary faculty in the specific program may participate in revising the Program Personnel Standards. After faculty vote on adopting a PPS, the document will be forwarded to the Faculty Affairs Office to begin the review process.

Number of classes evaluated

All faculty will administer student evaluations in all their sections, with the exceptions of classes numbered 490 – 499.

Student and Peer Evaluations

Student and peer evaluations of teaching shall be administered according to the university's policy. All faculty will have a minimum of one peer observation of a class per academic year with the exception of lecturers holding three year contracts, who will be evaluated in the third year of their contract, and require one peer observation during the time since last evaluation. Faculty may request more frequent peer observations and/or evaluations.

V. Other Unit Decisions

The Physics Program will hold departmental meetings to discuss other decisions. The Program will make every effort to achieve consensus. If consensus is impossible, a simple majority vote will institute Robert's Rules of Order. Announcement of an upcoming meeting involving an official vote will be circulated in advance, and any faculty unable to attend may communicate his or her vote in advance of the meeting.

Issues requiring an official vote include adoption of bylaws, and decisions affecting RTP, curriculum, hiring, honors, and department representation.

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 informed of their selection by the Coordinator. Subsequently, all tenured and probationary faculty will vote on the students to receive Program Honors. Each faculty member will have two votes. The highest vote getters will be awarded Program Honors.

Participation of FERP Faculty

FERP faculty are eligible to participate in the shared governance of the Department through participation in meetings and serving on committees.

Process to amend unit bylaws

Any faculty with one vote, or faculty members who together have one or more vote (see table above) wishing to propose an amendment to these bylaws may do so at a regularly scheduled faculty meeting of the Department, 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 Physics.

VI. Unit bylaws shall be approved by a 2/3 majority vote of the program faculty in the unit.

VII. Unit bylaws shall be approved by the appropriate Dean.

VIII. Unit bylaws shall be approved by the Provost.

IX. Savings Clause

In the event that any of the terms or provisions of these bylaws, or documents referred to within these bylaws, are declared to be in conflict with the Collective Bargaining Agreement (CBA), State or Federal Law, or other legal requirements, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.