

**California State University Channel Islands**

Unit Bylaws

Proposed by the tenured and probationary faculty of the  
MARTIN V. SMITH SCHOOL OF BUSINESS & ECONOMICICS  
(MVS School)

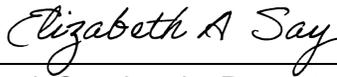
Approved by:



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Susan A. Andrzejewski, Interim Dean, MVS School

10/05/2020

Date



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Elizabeth Say, Interim Provost and VP Academic Affairs

10-6-20

Date

# The Martin V. Smith (MVS) School of Business & Economics

## Bylaws\* - FINAL VERSION

\*Passed by majority vote of MVS School tenured and tenure-track faculty members on May 29th, 2020. Updated July 7th 2020 after Dean and Provost review.

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## **1. Unit Definition**

The Martin V. Smith School of Business and Economics (“MVS School”) comprises the faculty members appointed in the areas of Accounting, Business Ethics, Economics, Finance, Management, Management Information Systems, and Marketing. The MVS School offers four degree programs: a Bachelor of Arts in Economics, a Bachelor of Science in Business, a Master of Business Administration (MBA) and a Dual Degree (MS in Biotechnology/MBA). The MVS School also offers a Minor in Business, a Minor in Economics and a Certificate in Business Administration. All courses carrying the prefixes ACCT, BUS, ECON, FIN, MIS, MGT, or MKT are offered through the MVS School.

The MVS School has a Dean (a CSU management level program “MPP” employee), tenured or tenure-track faculty members, lecturer faculty members, and administrative staff members. All faculty members and staff members are employed under three Collective Bargaining Agreements (CBA).

The 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 School Mission and Vision**

### Mission Statement

Our mission is to cultivate a learning environment that fosters excellence in business and economics education to prepare students to effectively engage with the ever-changing dynamics of organizational landscapes, and develop lifelong learners who remain committed to giving back to their communities. The school integrates a teacher/scholar framework supporting student & faculty research and learning.

### Vision Statement

The MVS School aspires to be nationally recognized as a leader in providing high-quality Business and Economics education, and engaging in research that positively impacts business and society.

### **3. Administrative Assignments**

The Dean of the MVS School 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.

The MVS School has two Chairs, 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 conduct peer reviews of the faculty or fill the Chair's role in the RTP process.

Currently, there are two Academic Program Directors (APDs): one for the MBA program and one for the Business Online Completion program. These Directors work closely with the Extended University because the associated degrees are offered through the Extended University. These directors have a double line of reporting to both the MVS School Dean and to the Dean of Extended University. The APDs are appointed jointly by the Dean of MVS and the Dean of EU.

The MVS School 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 program Chairs, but report to the Dean of MVS.

The Director of IGER is appointed by the President upon the recommendation of MVS School faculty as per Senate policy. The Director of ESBI is appointed by the Dean.

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

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

All tenured faculty members in the MVS School 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 School (tenured and 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 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 Chair; one single Chair for both Business & Economics disciplines; or recruiting a tenured faculty Chair from another discipline outside of MVS.

The Assistant/Associate 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 results of the vote for Chair will be forwarded to the Dean by the Academic Support 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.

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

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

The Advisor serves a 1- 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.

APD's are hired under one-year contracts and are evaluated by the Dean of MVS and the Dean of EU.

The length of appointment for the Institutes' Directors is at the discretion of the Dean.

#### **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 and Academic Program Directors, and other officers as needed. The call may be made at any regularly-scheduled faculty 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.

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.

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. Elections are determined by simple majority.

Growth of the MVS School may require the creation of new officer positions (e.g., Assistant/Associate 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 business school. 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 release time based on the Full-Time Equivalent (FTE) students of their program according to the following guidelines:

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

- > 450 FTES = 12 WTUs/AY

The Advisors for each program receive release time based on the number of majors according to the following guidelines:

- 50 – 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 and the MVS School's Program Personnel Committee (PPC, see below) about the distribution of other assigned time within the School.

### **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 MBA courses.

## **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.

APDs will receive developmental feedback from the Deans and faculty at the beginning of the spring semester.

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

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

The tenured and tenure-track faculty members of the School 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 the School.

### **8.2. Process to Constitute the PPC**

The PPC will be constituted according to the process outlined in the MVS School's current "Program Personnel Standards (PPS)." The MVS School's PPC will be reconstituted or reaffirmed annually.

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

There is one PPS for the MVS School. 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 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 FPC 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 the MVS School. The PPC will subsequently forward the modifications to the Faculty Affairs 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. Each tenured and tenure-track member will consult with the Chair to arrange for a peer observation. Faculty members may arrange additional observations without consultation with the Chair.

### **8.5. Lecturer Evaluation**

The MVS is committed to the ongoing review of the lecturer faculty. MVS School 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 encouraged 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 program Chairs who then send it to the MVS Dean. Then, the program analyst will submit the signed evaluation report to the Faculty Affairs Office.

In addition, all lecturer unit faculty are expected to meet the standards of professional qualification according to the guidelines set by MVS's accrediting agency(ies).

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

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

**9. Tenure-Track Faculty Hiring Committee\*** To be voted on my MVS Faculty Fall 2020

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

FERP faculty members are eligible to serve on all MVS School committees while they are in active employment status unless explicitly prohibited by the CBA and/or University Policy.

#### **11. 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 Dishonesty and others.

#### **12. 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. MVS Policies & Procedures will be archived in the MVS Repository supervised by the MVS Coordinator.

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

Any tenured or tenure-track faculty member wishing to propose a revision or amendment to the MVS School Bylaws may do so at a regularly scheduled faculty 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 the MVS School. 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 the MVS Bylaws will be updated and communicated to faculty by the MVS program Coordinator at the start of each academic year without a vote.

### **Appendix: Definitions**

**CBA**            The Collective Bargaining Agreement in force between the CFA (California Faculty Association) and the CSU (California State University) at the time.

**FTES**            Full-time equivalent students: the total number of students attending CO, assuming enrolment in 15 credit-units per semester.

**PPC**            Personal Program Committee

**PPS**            Personal Program Standard