

CALIFORNIA STATE UNIVERSITY , LONG BEACH
DEPARTMENT OF BIOLOGICAL SCIENCES

BYLAWS

15 May 2020

1. TERMINOLOGY

- 1.1. In this document, "is" is informative, "shall" is mandatory, "may" is permissive, "should" is conditional, and "will" is intentional.
- 1.2. T/TT refers to tenured/tenure track faculty, RTP refers to Retention, Tenure, and Promotion and ETF refers to Evaluation of Tenured Faculty. FTL refers to full-time lecturer.

2. NAME AND MEMBERSHIP

- 2.1. The name of this body shall be the Faculty of the Department of Biological Sciences, hereinafter referred to as the Faculty.
- 2.2. All persons holding academic appointments (within the meaning of appropriate College and University policies) in the Department of Biological Sciences with the rank of FullTime Lecturer, Assistant Professor, Associate Professor, or Professor, and such others as the Members shall, by a simple majority, admit to membership, shall be declared Members of the Department of Biological Sciences.

4.1.3. The procedure for selecting and recalling the Chair of the Department shall follow the University policy in effect at that time.

4.1.4. In addition to the duties defined by the University, the Chair of the Department shall:

- (a) serve as the presiding officer at Department meetings;
- (b) regularly consult with the Executive Council to receive and ~~assist~~ assistance and information pertinent to Department business; and
- (c) serve as an ~~ex~~officio, non-voting member of all committees of the Department, except for the RTP Committee.

4.2. The Associate Chair

4.2.1. The Chair shall nominate the ~~Asiate~~ Associate Chair from among the Eligible Voters with tenure, subject to confirmation by a majority of the Department.

4.2.2. The term of office of the Associate Chair shall be one year, with renewal possible.

4.2.3. The Associate Chair shall:

- (a) assume ~~the~~ duties of the Chair, that are permissible, during her/his absence,
- (b) prepare, distribute, and maintain files of the minutes of the Department and Executive Council meetings,
- (c) prepare and distribute official ballots,
- (d) serve as a voting member ~~of~~ the Executive Council
- (e) coordinate special departmental projects as appropriate; and
- (g) serve as departmental Safety Representative.

4.3. The Graduate Advisor

4.3.1. The Chair shall nominate the Graduate Advisor from among the tenured Eligible Voters, subject to confirmation by a majority of the Department.

4.3.2. The Graduate Advisor shall serve a term of two years, with renewal possible.

4.3.3. The Graduate Advisor shall not serve simultaneously as the Chair of the Department.

4.3.4. The ~~Gradu~~ate Advisor shall

- (a)

- 4.4.1. The Chair shall nominate the Principal Undergraduate Advisor from among the tenured Eligible Voters, subject to confirmation by a majority of the Department.
- 4.4.2. The Principal Undergraduate Advisor shall serve a term of two years, with renewal possible.
- 4.4.3. The Principal Undergraduate Advisor shall not serve simultaneously as the Chair of the Department.
- 4.4.4. The Principal Undergraduate Advisor shall:
 - (a) be the chief counselor of undergraduate students in the Department,
 - (b) sign appropriate documents relating to undergraduate students
 - (c) represent the general biology/teaching credential areas as a member of the Curriculum Committee.

4.5. The Parliamentarian

- 4.5.1. The Chair shall appoint a Parliamentarian from among the Eligible Voters.
- 4.5.2. The Parliamentarian shall serve a term of one year, with renewal possible.
- 4.5.3. The Parliamentarian shall render advice to the presiding officer on points of parliamentary procedure.

(h)

6.1.8. The term of office of each officer and each committee member shall begin on the first day of the Fall Semester following election, except for those who are elected as replacements or as members of any newly created ~~committees~~ and members of the ETF Committee.

6.1.9. Any officer or committee member may serve successive terms of office, except as otherwise limited (see Sec. 6.2.1.1).

6.1.10. The Associate Chair shall prepare and make available at department meetings where nominations are made a list of all committee assignments for all Department faculty members for the past and current years.

6.2. Standing Committees

6.2.1. Retention, Tenure, and Promotion (RTP)

6.2.1.1 Composition: The RTP Committee shall consist of five ~~tenured~~, tenured faculty members with the rank of Associate Professor or Professor. At least three members shall hold the rank of Professor. Selection: The Committee shall be elected in the spring for service in the following Fall and Spring ~~Semesters~~ among all tenured Associate Professors and Professors, with the exception of the Department Chair and faculty who: 1) are candidates for tenure or promotions (therefore, Associate Professors who intend to submit RTP files in the coming year must ~~so declare to the~~ Executive Council for removal of their names prior to preparation of the ballot; 2) are to be members of the CNSM RTP Committee; 3) are on fulltime leave for either semester of the year of service; 4) are in the FERP or PRTB programs; 5) have served on the departmental RTP Committee any two years in the preceding ~~year~~ 4-year period, or 6) have served, in the preceding 4-year period, on the departmental RTP Committee and on the CNSM RTP Committee. In addition, each faculty member eligible ~~to serve on the committee~~ can request to be removed from the nomination list, contingent on approval by the Executive Council (criteria will be substantial current service to the College or Department). Each faculty member may not be removed from the nomination list more than twice in any 5-year period. The Executive Council will limit these exceptions to five per year. With the listed exceptions, faculty shall not decline nomination to this committee.

6.2.1.2 This committee shall:

- (a) make recommendations on the reappointment, tenure, and promotion of Members in accordance with current Department, College, and University RTP policies and
- (b) recommend to the Faculty changes in the Department RTP policies and procedures.

6.2.2. Evaluation of Tenured Faculty (ETF)

6.2.2.1. Composition: Three members elected from the list of tenured Professors who are not serving on the Departmental or College RTP committees that academic

- (b) study the present departmental graduate program structure and requirements and make recommendations for future policy inclusions or changes to the Faculty,
- (c) consult with the Department Curriculum Committee on all graduate curriculum matters (see Sec. 6.2.3.2),
- (d) screen graduate applications,
- (e)

- (a) ensure that the Department complies with University policy in all aspects of assessment and recommend specific assessment-related policy for Departmental action,
- (b) prepare the annual University-mandated assessment report for all undergraduate and graduate degrees, and
- (c) provide information for faculty on current assessment policy and procedures.
- (d) Work with the Curriculum Committee, the Graduate Studies Committee, the Department Chair, and Departmental faculty members at large to recommend changes in pedagogical techniques, content, and curriculum that arise as a result of the Assessment Report findings to promote best practices in teaching and learning.

7. REPLACEMENTS AND RECALL

- 7.1. Replacements, when necessary, for officers and committee members shall be elected in the manner specified for election (see Sec. 11.2) and shall be for the term of the vacancy.
- 7.2. Any elected officer (except the Chair), committee member, or committee may be subject to recall proceedings provided that a signed petition bearing the signatures of not less than twenty-five percent of the Eligible Voters is presented to the Faculty. Upon presentation of such a petition, an election shall be called and conducted in accordance with election procedures.
- 7.3. With the exception of the Chair, officers and committee members can be removed from Office by a two-thirds vote of the Eligible Voters.

8. DEFINITION OF MAJORITY

11.1.1. The members of the Executive Council shall act as the Elections Committee.

11.1.2. The Elections Committee shall be responsible for conducting elections and other official secret written ballots, not including opinion polls conducted by any of the department committees or by individual Members.

11.2. Elections and Ballots.

11.2.1. The call for nominations for elective positions shall be announced at least three instructional days in advance of such nominations.

11.2.2. All elections for membership on standing committees, except for shall be conducted by secret written ballot during the Spring Semester and concluded prior to the end of that semester, except in the case of replacements or newly created committees.

11.2.3. With the exception of balloting for tenure-track hiring, at least three instructional days shall elapse between the time ballot is issued and the deadline (l)-2 (l)-2 ej EMC tsu

12.6. Amendments to the Bylaws become effective immediately upon ratification and supersede the replaced portions of the Bylaws.

12.7. Where a Department policy contained in the Bylaws ~~conflicts~~ with current College, University, or System policy then the College, University, or System policy shall automatically and immediately replace the Department ~~policy~~