

California State University, Long Beach

College of Health and Human Services

DEPARTMENT OF CRIMINAL JUSTICE BYLAWS

Updated April 2011

Level 100: Structural Operations Bylaws

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College of Health and Human Services

DEPARTMENT OF CRIMINAL JUSTICE BYLAWS

100-Level Structural Operations Bylaws

BYLAW 101: Be it enacted by the Faculty of the Department of Criminal Justice the adoption of these Bylaws to effectively set forth the policies and procedures of departmental operations.

Section 2: REPEAL OF ALL PREVIOUS BYLAWS, POLICIES, AND PROCEDURES

All Bylaws of the Department of Criminal Justice previous to the time of the passage of these Bylaws are hereby repealed, and are, therefore, for all intents and purposes, null and void.

Section 3: OPERATION OF BYLAWS

- A. Ratification. These Bylaws shall take effect upon ratification by a majority vote of the Faculty of the Department of Criminal Justice as defined in Article II the Constitution of the Department of Criminal Justice.
- B. Conflicts. These Bylaws, duly enacted by the Faculty of the Department of Criminal Justice, shall govern the policies and procedures of the Department of Criminal Justice, subject to the following limitation.
 - 1) In the event that any provision within these Bylaws conflicts with the laws of the State of California, the regulations of the Board of Trustees of the California State University, the policies and regulations of California State University, Long Beach, and/or the Memorandum of Understanding for Unit 3-Faculty ("the MOU"), the particular conflicting provision within these Bylaws shall be deemed null and void and provisions of these other documents shall govern.
 - 2) In the event that any provision within these Bylaws conflicts with the Constitution of the Faculty of the College of Health and Human Services, the provisions in the latter shall govern.
 - 3) In the event that any provision within these Bylaws conflicts with the Constitution of the Department of Criminal Justice, the provisions in the latter shall govern.
 - 4) In the event that any provision within these Bylaws conflicts with any provision within *Roberts Rules of Order, Newly Revised*, the provisions in these Bylaws shall govern.

Section 4: CHANGES TO BYLAWS

- A. Periodic Review. The policies and procedures set forth in these Bylaws shall be reviewed periodically by the Faculty. Such periodic review may happen at any time, but must occur at least once every five (5) academic years.
- 1) The Department Chair or any member of the Faculty as defined in Article II of the Constitution of the Department of Criminal Justice may propose additions to, alterations of, or elimination of any of these Bylaws at any time.
 - 2) Any proposed changes to these Bylaws must be sent to the Department Chair, in writing (email will suffice).
 - 3) Once proposed changes are received by the Department Chair, s/he must circulate the proposed changes to the Faculty for their review at least seven (7) calendar days prior to any meeting of the Faculty at which the proposed amendment(s) to these Bylaws is/are to be voted upon.
- B. Two-Thirds Majority. Any proposed changes, additions, or deletions to these Bylaws shall require a two-thirds (2/3) majority vote of the Faculty as defined in Article II of the Constitution of the Department of Criminal Justice.
- C. Updating Bylaws After Changes.
- 1) It is the duty of the Department Chairperson to update these Bylaws as they are altered by an act of the Faculty.
 - 2) It is the duty of the Department Chairperson to review these Bylaws annually to ensure proper codification of additions or repeals to the Bylaws.
 - 3) The Department Chair may delegate his/her updating/codification responsibilities to the departmental administrative coordinator or other designee.
- D. Availability. A copy of these Bylaws shall be kept on file in the offices of the Department of Criminal Justice and shall be made available to any Faculty member upon request.

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008

BYLAW 102: Be it enacted by the Faculty of the Department of Criminal Justice the following Bylaw vesting administrative authority and responsibilities in the Department Chairperson and his/her designees.

Section 2: VESTING OF ADMINISTRATIVE AUTHORITY IN DEPARTMENT CHAIR

Departmental administrative authority is vested in the Department Chairperson. S/he shall be elected in accordance with the provisions of CSULB Academic Senate Policy # 00-09 or its successor policies.

Section 3: SUMMARY OF CHAIR'S RESPONSIBILITIES

As the chief administrator of the Department, the Chairperson shall:

- A. Provide leadership, vision, and a model for transparent governance for the Department.
- B. Be responsible for the prompt and orderly execution of all resolutions, Bylaws, and other policies adopted by the Faculty.
- C. Report to the Faculty at faculty meetings and recommend certain actions for their consideration to effectuate the mission, goals, and objectives of the Department.
- D. Oversee the day-to-day operations of the Department, including the supervision of all budgetary and scheduling matters.
- E. Represent the Department to the College, the University, and the community at large. S/he may provide for additional and/or substitute representatives as may be necessary.
- F. Serve as intermediary between faculty, students, staff, and all personnel, including, but not limited to, the maintenance of clear lines of communication between the Department, the Faculty, the College, and the University, as required.
- G. Prepare the agenda for, and preside over all Faculty meetings.
- H. Serve as an *ad hoc* member of all departmental standing committees and attend their meetings as needed or when requested.
- I. Appoint appropriate departmental administrators in accordance with the provisions of Section 4A of this Bylaw who serve at the discretion of the Chair.
- J. Refer matters requiring policy decisions to the Department Faculty.
- K. Designate a temporary "Interim Chair" when the Chair will not be available for departmental governance due to illness, vacation, or professional travel.
 - 1) Such designation will be made known to faculty and administrative staff.

- 2) The Interim Chair shall be charged with chair duties for said period. Said designee is only authorized to make minor decisions and to consult with faculty, students, and personnel on urgent matters. The Dean must be consulted in cases of situations that significantly impact departmental business or finances.
 - 3) Only tenured members of the Faculty as defined in Article II of the Constitution of the Department of Criminal Justice are eligible to serve in this position.
- L. Approve applications from the Faculty who seek to assume editorial positions on a journal that is proposed to be housed in the Department.
- M. Perform those other duties as may be specified in these Bylaws, the laws of the State of California, the regulations of the Board of Trustees of the California State University, the policies and regulations of California State University, Long Beach, the Memorandum of Understanding for Unit 3-Faculty ("the MOU").
- N. Perform those other duties as may be lawfully assigned to him/her by higher-ranking administrative personnel in the College, the University, or the CSU system.
- O. Perform those other duties as may be necessary and proper for the efficient administration of the Department of Criminal Justice.

Section 4: OTHER ADMINISTRATIVE APPOINTMENTS WITHIN THE DEPARTMENT

- A. Chair Appoints. The Department Chair is responsible for appointing faculty members to serve in the capacities of Undergraduate Advisor, Graduate Advisor, Internship Coordinator, and when necessary, to other administrative appointments (e.g., associate chair; director of accreditation efforts, etc.). The chair shall also be responsible for approving the selection of any member of the Faculty to serve as the faculty advisor to Alpha Phi Sigma, the Criminal Justice Students Association, and any other student organization.
- B. At-Will Appointments. People serving in all of the leadership positions specified above in Section 4A serve at the discretion of the Department Chair.
- 1) All persons who are nominated by the Department Chair to serve in these leadership positions and who agree to do so shall serve for a fixed term of one academic year unless removed from the position during the academic year by the Department Chair.
 - 2) The one-year terms for these leadership positions are renewable for additional terms at the will of the Department Chair.
- C. Compensation. Some of these other administrative appointments, such as serving as the faculty advisor to student groups, constitute service to the Department within the usual meaning ascribed to this term for reappointment, tenure, promotion, and periodic review purposes. Other appointments, however, involve service contributions of such magnitude (e.g., Graduate

Advisor, Internship Coordinator) that faculty who assume such responsibilities at the request of the Department Chair should be compensated in the form of reassigned time from their usual teaching loads, thereby resulting in a decrease in the number of courses such individuals are expected to teach during the year(s) of such intensive departmental service.

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008.

BYLAW 103: Be it enacted by the Faculty of the Department of Criminal Justice the following Bylaw governing faculty meetings.

Section 2: REGULAR FACULTY MEETINGS

The Faculty of the Department of Criminal Justice shall meet at regular intervals as scheduled by the Department Chairperson with a frequency of not less than once per semester.

Section 3: SPECIAL FACULTY MEETINGS

- A. Called by the Chair. The Department Chairperson shall have the authority to convene a special meeting of the Faculty.
- B. Called by the Faculty. A special meeting of the faculty shall be convened by the Department Chair upon the receipt of a petition signed by a majority of the tenured and tenure-track Faculty of the Department.

Section 4: AGENDA

- A. Agenda Set by Chair. The Department Chair shall set the agenda for all faculty meetings. S/he shall be guided by administrative need as well as by the concerns of the Faculty, students, and staff. A tentative agenda will be provided by the Chair at least 48 hours in advance of the meeting to allow faculty to request space on the agenda.
- B. Requesting Space on the Agenda. Faculty members wishing to have an item placed on the agenda for a Faculty meeting should submit such a request, preferably in writing via email, to the Department Chair at least 24 hours in advance of a faculty meeting.
- C. Committee Reports. All agendas for Faculty meetings shall have designated space for informational reports from standing and *ad hoc* committees.
- D. Amending the Agenda.
 - 1) The Department Chair may distribute a revised agenda at the start of any meeting of the faculty that reflects updates made to it at either the discretion of the Department Chair or at the request of a Faculty member.
 - 2) An item not placed on the agenda by the Department Chairperson may be added to the agenda by motion of any Faculty member, upon it receiving both a second from another faculty member and a simple majority voice-vote of the Faculty present.
 - 3) The order of business at a faculty meeting may vary from the agenda using the normal procedures specified in *Roberts Rules of Order, Newly Revised*.

Section 5: QUORUM FOR FACULTY MEETINGS

- A. Number. A quorum to conduct business at Department meetings shall be a simple majority of the Faculty (i.e., one-half of Faculty as defined by Article II of the Constitution of the Department of Criminal Justice, plus one additional faculty member).
- B. Counting. Faculty who are on sabbatical leave, other leave of absence, who are serving exclusively in administrative positions outside the Department, or who are FERPing are not counted toward a quorum.
- C. Work at a Meeting without a Quorum. Normal discussion and work may be conducted at a meeting which does not have a quorum, but motions may not be introduced and votes may not take place until such time as a quorum is subsequently reached.

Section 6: VOTING

- A. Who May Vote. All Faculty as defined by Article II of the Constitution of the Department of Section 6: VOTING
 - 1) Tenured and Tenure-Track Faculty – All Faculty as defined by Article II of the Constitution of the Department of Criminal Justice are eligible to vote, subject to the following limitations:
 - (a) Faculty members who have not participated in recruitment activities (i.e., did not meet with a majority of the candidates) shall not be permitted to vote on hiring matters.
 - (b) Unless otherwise specified under the terms of the CSU/CFA Collective Bargaining Agreement or by a formal policy enacted by the CSULB Academic Senate, Faculty members who are participating in the Faculty Early Retirement Program are eligible to vote during any semester in which they are teaching in the Department or serving in an administrative position on campus.
 - 2) Full-Time Lecturers in Multi-Year Contracts – Full-time lecturers in multi-year contracts who were hired as a result of an advertised search which culminated in a vote of the departmental faculty recommending the hiring of the lecturer are eligible to attend departmental meetings, fully participate in all discussions and debates, and vote on all matters unless they are specifically barred from doing so under the terms of the CSU/CFA Collective Bargaining Agreement or by a formal policy enacted by the CSULB Academic Senate. It is the specific intent of this subsection to exclude all lecturers from voting in faculty meetings who either were unilaterally hired by the Department Chair or whose “full-time” status is a function of their appointments reaching 15 WTUs in any given semester.

- 3) All other Lecturers – All other full-time and part-time lecturers are encouraged to attend departmental meetings and participate in discussions (except those dealing with personnel matters), but they are not eligible to vote.
- B. Forms of Voting. Unless otherwise specified in the Constitution of the Department of Criminal Justice, these Bylaws, or in regulations set by the College, the University, or the CSU system, all votes shall require a simple majority for passage. A simple majority means one more than half of the votes being validly cast.
- 1) Routine motions shall be conducted by voice vote or a show of hands at the discretion of the Chair unless a vote by ballot is called for by any one member of the Faculty, in which case the Chair shall conduct the vote by ballot.
 - 2) All votes on personnel issues shall be conducted by secret ballot. These may be undertaken as either electronic or paper ballots. If electronic ballots are used, they are to be returned to a neutral party, such as the departmental administrative coordinator or a designated faculty member in another department, to assure confidentiality of the vote.
 - 3) A member of the Faculty who is unable to cast his/her vote may designate another member of the faculty to cast a proxy vote on his/her behalf, or may opt to send an electronic ballot. Prior to any proxy voting, the absent member of the Faculty shall provide the Department Chair a written statement naming his/her designated representative to cast the vote. Said written statement may be communicated by email. The proxy assigned is valid for the one vote/issue only.
- C. Results of Ballot Voting. The Department Chair shall disseminate ballot results to the Faculty in a timely manner and shall include the number of people who voted, the number of abstentions, and the results of the vote on each issue. These results shall be recorded in the minutes of the minutes. The Chair or recording secretary shall disclose a vote tally upon the request of any Faculty member.
- D. Conflict of Interests. If a person feels he/she has a conflict of interest with respect to a given election or other matter that is brought to a vote:
- 1) That person should recuse himself/herself from voting.
 - 2) If the person does not recuse himself/herself from voting, the person should state on the record that a potential conflict of interest exists; explain what the conflict is; and explain why s/he does not believe that recusal from voting is necessary.

Section 7: MINUTES

A. Recording.

- 1) The minutes of all Department meetings shall be recorded by the appointed recording secretary.

- 2) The recording secretary is to be either the departmental administrative coordinator or a designee appointed by the Department Chair.
- B. Circulation. Minutes of faculty meetings should be circulated to the Faculty within ten (10) working days of the meeting from which the minutes were recorded.
 - C. Approval. Minutes are not official until approved by a simply majority vote of the Faculty at the next faculty meeting. In the period between faculty meetings, draft minutes shall be clearly marked as such and maintained in the Department office until ratified by the Faculty at the next meeting
 - D. Retention and Availability. Once approved by a vote of the Faculty, the minutes constitute the permanent records of Department meetings and, as such, shall be kept on file in the Department office and be made available upon the request of any Faculty member or University official. Minutes will be uploaded to BeachBoard within 30 days of their approval by the Faculty.

Passed by a vote of 9 to 2 with no abstentions on February 29, 2008.
Section 6 amended by a unanimous vote on April 13, 2011.

BYLAW 104: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the formation and basic operation of departmental committees.

Section 2: ENABLING CLAUSE FOR STANDING COMMITTEES

- A. Standing Committees. The Department of Criminal Justice hereby establishes the following departmental Standing Committees:
- 1) Graduate Committee
 - 2) Retention, Tenure, Promotion, and Periodic Evaluation
 - 3) Grade Appeals Committee
 - 4) Assessment and Program Review Committee
 - 5) Awards, Scholarship, and Banquet Committee
 - 6) Library Committee
 - 7) International Activities and Partnerships Committee
- B. Retention of Major Policy Decision-making Authority. Some policy matters are of general importance to all of the Faculty in the Department of Criminal Justice. Curriculum changes, the election of a Department Chairperson, changes to the Department's RTP criteria, and the hiring of tenure-track faculty members are examples of such issues. Given the importance of these decisions, the ultimate decision of such matters ought not be delegated to a handful of Faculty members serving on a Standing Committee, but rather should be voted upon by the Faculty. That being said, nothing in this provision shall prevent the formation of an *ad hoc* committee to conduct preliminary work on curriculum changes, the initial screening of candidates for faculty appointments, or the like. Such *ad hoc* committees, however, shall be limited in their authority such that they may only make recommendations to the Faculty who shall, in turn, consider those recommendations and then exercise the ultimate decision-making authority on such important policy matters.

Section 3: ELIGIBILITY FOR MEMBERSHIP ON STANDING COMMITTEES

- A. All Faculty members as defined by Article II of the Constitution of the Department of Criminal Justice are eligible to serve as voting members of Standing Committees.
- B. Faculty in early retirement programs may attend committee meetings and participate in discussion and debate, but shall not have the right to vote unless they are employed on a reduced WTU program each semester such that they are teaching throughout an entire academic year and, therefore, are available to participate in Standing Committee's full range of activities throughout both the fall and springs semesters of an academic year.

- C. Full-time and part-time lecturers have the right to attend Standing Committee meetings except when the meeting deals with personnel issues. While in attendance, lecturers may participate in discussion and debate, but under no circumstances shall they have the right to vote on any issue or matter at a meeting of any Standing Committee.

Section 4: GENERAL OPERATIONS OF ALL STANDING COMMITTEES

- A. Meetings. All Standing Committees will meet at least once per semester unless otherwise directed by a vote of the Faculty.
 - 1) Any member of the Faculty may attend any meeting of a Standing Committee.
 - 2) The Committee may, upon majority vote, allow students to attend meetings except when personnel issues are discussed.

- B. Election to Committees.
 - 1) Faculty shall be nominated to serve on Standing Committees by other members of the Faculty or by themselves. After nominations are closed, Faculty shall be elected to service on each Standing Committee in accordance within the provision of Bylaw 104, Section 6 and this Bylaw.
 - 2) Number of Faculty on Committees. Unless otherwise specified in these Bylaws, all committees shall be composed of at least three eligible tenured or tenure-track faculty.
 - 3) Staggered Two-Year Terms. Committee members shall serve staggered two-year terms by academic year.
 - 4) Replacement of Committee Member Who Cannot Serve Second Year.
 - a) If a committee member is unable to complete a full two-year term, s/he shall notify the Department Chair as soon as practicable of his/her inability to continue serving due to sabbatical, leave of absence (with or without pay), retirement, extended illness, resignation from the University, or other reason.
 - b) Upon receipt of such notice, the Department Chair shall add the election of an alternate committee member to the agenda of the next faculty meeting to fill the vacancy noticed.
 - c) An alternate shall be nominated and duly voted on for each committee vacancy as noticed in accordance with the provisions of this Bylaw.
 - d) A Faculty member elected as an alternate to replace a member of a Standing Committee shall serve for the period of the replacement only and shall not serve beyond the remaining term of office of the person being replaced unless subsequently elected during the next regular election cycle.

C. Conveners and Committee Chairs.

- 1) Conveners. The Department Chair shall appoint a Convener for each Standing Committee at the Faculty meeting during which Standing Committees were formed. The Convener shall schedule the first meeting of a Standing Committee within two (2) weeks of his/her appointment so that a Committee Chair may be promptly elected at that first meeting.
- 2) Electing Committee Chairs. At the first Standing Committee meeting of the academic year called by the Convener, the Committee members shall select a Committee Chair.
- 3) Duties of Committee Chairs. The duties of the Committee Chair shall include at least the following:
 - a) In consultation with the members of the Standing Committee, determine meeting dates and arrange for a facility in which to meet.
 - b) At least two days prior to any meeting of the Standing Committee, develop the agenda and distribute the agenda to the committee members. The Committee, by majority vote, may agree to waive the two-day requirement for agendas.
 - c) Act as chair of the meetings.
 - d) Appoint a recording secretary to take minutes either by appointing someone to this position for an academic year term or by rotating the responsibility among the members, excluding the Committee Chair and the Department Chair.
 - e) Present periodic Standing Committee reports presented to the Faculty at regular faculty meetings as directed by the Department Chair. Committee Chairs shall be notified of any such presentation not less than 48 hours in advance of the time the presentation is to occur.
 - f) Create a year-end report that includes a report on work accomplished; record of meetings and minutes; and a report on committee members' contributions to committee. Such reports shall be submitted to the Department Chair and be kept on file with the departmental administrative staff for six years (i.e., not in the individual offices of any faculty member).
- 4) Limitations on Service. An individual faculty member may be chair of no more than two (2) elected Standing Committees, and may be a member of no more than five (5) elected Standing Committees.

D. Quorum. A quorum for all Standing Committees shall be a simple majority (i.e., one-half of the voting members of the Committee plus one).

- 1) A quorum must be present in order to vote on any issue.
 - 2) Issues not requiring a vote may be discussed without a quorum.
- E. Voting. Voting in all Standing Committees shall be conducted in accordance with the provisions of Bylaw 103, Section 6.
- F. Minutes. The recording secretary of a Standing Committee takes the minutes of all committee meetings. The minutes shall be written in complete sentences and shall be thorough enough to capture the essence of the discussion which occurred. Minutes must also clearly indicate all motions made and the action taken on each motion.
- 1) Circulation. Minutes of Standing Committee meetings should be circulated to the members of the Committee within ten (10) working days of the meeting from which the minutes were recorded.
 - 2) Approval. Minutes are not official until approved by a simply majority vote of the voting members of the Committee at their next meeting. In the period between committee meetings, draft minutes shall be clearly marked as such and maintained by the recording secretary until ratified by the Committee at the next meeting
 - 3) Retention and Availability. Once approved by a simple majority vote of the voting members of a Standing Committee, the minutes constitute the permanent records of Committee and, as such, shall be kept on file in the Department office and be made available upon the request of any Faculty member or University official.
- G. Department Chair's Committee Role. The Department Chair shall be an *ex-officio* non-voting member of all Standing Committees unless elected to a two-year term on a specific committee like any other member of the Faculty, in which case the chair shall serve as a full voting member of the Committee(s) to which s/he was elected.
- 1) Whether serving *ex officio* or as a full voting member of a Standing Committee, the Department Chair may place items on the agenda of any Standing Committee.
 - 2) Whether serving *ex officio* or as a full voting member of a Standing Committee, the Department Chair may call a meeting of any Standing Committee.
- H. Review of Committee Action. Any committee policy decision will be referred to the full Faculty at the written request of not fewer than three (3) Faculty members as defined by Article II of the Constitution of the Department of Criminal Justice.
- 1) Such a request for full departmental review of Standing Committee decisions must be made within fourteen (14) days of the publication of the minutes of the particular Standing Committee whose actions are being called for review.

- 2) Upon receipt of such a request for review, the Department Chair shall schedule the matter for review by the Faculty at the next regularly scheduled meeting of the Faculty. Alternatively, if the Department Chairperson feels, in his/her discretion, that circumstances require more swift action on the matter, the Chair may call a special meeting of the Faculty to review the actions of the Standing Committee.
- 3) Because such review is limited to policy matters:
 - (a) no decision of the Grade Appeal Committee with regard to the outcome of any particular grade appeal shall be subject to such review by the Faculty as a whole; and
 - (b) no decision of the RTP Committee with regard to the outcome of any particular candidate's application for reappointment, tenure, promotion, or period assessment shall be subject to such review by the Faculty as a whole.

Section 5: APPOINTED SPECIAL OR AD-HOC COMMITTEES

- A. As needed, special committees shall be recommended for appointment by the Department Chair or by departmental vote. Examples of such committees might be those related to conducting self-study; examining preliminary curriculum matters; selecting textbooks; designing common syllabi or assessment instruments; screening for minimum qualifications of applicants for faculty positions; screening and interviewing candidates for office staff positions; and conducting other administrative duties as they may from time to time arise.
- B. Each special committee appointed by the Chair or elected by the Faculty shall operate under the same general operating procedures set forth for Standing Committee in Section 3 of this Bylaw with regard to meetings (Sec. 3A), quorum (Sec. 3D); voting (Section 3E); minutes (Sec. 3F); and the participation of the Department Chair (Sec. 3G).
- C. Unlike Standing Committees, the membership of *ad hoc* committees may be comprised of Faculty as defined in Article II of the Constitution of the Department of Criminal Justice as well as full-time or part-time lecturers and duly enrolled undergraduate and/or master's students provided that the *ad hoc* committee is not dealing with personnel or departmental governance matters. Only on such *ad hoc* committees shall lecturers and/or students have the right to motion and vote.

Section 6: REMOVAL OF COMMITTEE MEMBER OR COMMITTEE CHAIR

- A. An elected committee member or committee chair may be removed from a committee or from the committee chair position for good cause, such as abuse of power, neglect of office, non-participation, non-attendance, etc. Such removal shall occur upon request of a committee member and the subsequent approval of the Department Chair.

- C. The reasons for removing someone from a committee or a committee chair position shall be documented in the minutes and a copy of said minutes shall be placed in the faculty member's personnel file for subsequent use by the departmental RTP Committee when conducting a review for mini-review, reappointment, tenure, promotion, or periodic evaluation of tenured faculty.

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008.

BYLAW 105: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the specific responsibilities of the Graduate Committee.

Section 2: RESPONSIBILITIES

The Graduate Committee is responsible for addressing issues concerning the graduate program in the Department. This includes:

- A. Making recommendations to the Faculty concerning the graduate curriculum;
- B. Selection of applicants to admit to the program;
- C. Providing student advisement;
- D. Following student progress;
- E. Marketing the program to promising students;
- F. Public relations; and
- G. Generally maintaining and increasing the quality of the graduate program.
- H. Seeking input from the Undergraduate Advisor and Department Chair on matters that would impact the Undergraduate program.

Section 3: GRADUATE COMMITTEE STRUCTURE

The Graduate Committee shall be comprised of five members in accordance with the following provisions:

- A. Voting Members.
 - 1) The Graduate Advisor for the on-campus master's program shall serve as the Chair of the Graduate Committee and as a voting member of the Committee.
 - 2) The Undergraduate Advisor shall serve as voting member of the Graduate Committee.
 - 3) Three other members of the Faculty shall be elected to serve staggered two (2) year terms in accordance with the provisions of Bylaw 104, Sections 3 and 4.
- B. Ex-Officio Members
 - 1) Unless elected to serve as a voting member of the Graduate Committee, the Department Chair shall serve as a non-voting *ex officio* member.

- 2) Unless elected to serve as a voting member of the Graduate Committee, the Director of the off-campus master's program shall serve as a non-voting *ex officio* member.
- C. Other Faculty. All members of the Faculty and any instructors who teach in the graduate program are encouraged to attend Graduate Committee meetings and participate in discussions, but shall not have a vote.

Section 4: GRADUATE ADVISOR'S DUTIES

The Graduate Advisor shall:

- A. Prepare and distribute the agenda for Graduate Committee meetings.
- B. Chair the Graduate Committee meetings and the meetings of the faculty teaching in the graduate program.
- C. Represent the Department on the College Graduate Council.
- D. Schedule meetings of the Graduate Committee as needed, with a minimum of one meeting each semester.
- E. Schedule, in consultation with the Graduate Committee, a minimum of one (1) meeting a semester of the faculty teaching in the graduate program and faculty serving on thesis or project committees.
- F. See that minutes of all meetings of the Graduate Committee and meetings of the faculty teaching in the graduate program are distributed in a timely manner.
- G. Report graduate program issues to the Faculty at faculty meetings.
- H. Review and recommend to the Faculty revisions of policies and procedures related to the graduate program as appropriate.
- I. Prepare appropriate forms for curricular matters approved by the Graduate Committee and/or the Faculty which may require action by the College Graduate Council.
- J. Discuss scheduling of graduate classes, double numbered classes, and asterisk classes with the Department Chair.

Section 5: ADMISSIONS TO THE GRADUATE PROGRAM

- A. Admissions Responsibilities. The Graduate Committee shall:
- 1) Establish reasonable deadlines for applicants to the master's degree program.
 - 2) Communicate with applicants during the applications and admissions process.

- 3) Determine how many graduate students should be admitted each semester so that bottlenecks do not develop that unnecessarily delay graduation.
- 4) Develop and periodically revise a scoring rubric for evaluating applicants using the criteria specified in the *Graduate Catalogue/Annual Bulletin* and the criteria specified in subsection 5B of this Bylaw.
- 5) Provide an orientation for incoming graduate students.
- 6) Assist graduate students in obtaining appropriate faculty advisors for thesis committees.
- 7) Develop and administer comprehensive examinations.
- 8) Monitor student progress and encourage students who appear to be on the verge of dropping out.

B. Specific Criteria to be Assessed.

- 1) The Graduate Record Exam ("GRE") shall be required.
 - a) Only those applicants who score a 4 or higher on the GRE Analytical Writing Test (the minimum score necessary to satisfy the CSU's Writing Proficiency Exam) shall be considered for admission to the master's program. Preference will be given to those scoring a 5 or higher.
 - b) There are no minimum score/cut-off points for the other sections of the GRE; however, satisfactory performance on the GRE for both the verbal and analytic portions of the aptitude test will be viewed favorably.
- 2) A minimum undergraduate grade point average of 3.0 on a 4.0 scale is required for admission. Applicants scoring only a 4 the GRE Analytical Writing Test must have an undergraduate grade point average of 3.3 or higher.
- 3) Other criteria, such as writing samples, letters of intent, letters of recommendation, the diversity and level of difficult of undergraduate course, leadership in student organizations, honors, volunteer work, extracurricular achievement, career experience, etc., may be taken into account by the Graduate Committee in its graduate admissions rubric.
- 4) Applicants are expected to have undergraduate degrees from colleges or universities that are accredited by WASC or a similar regional accrediting agency.

Sections 2, 3, 4, and 5A passed by a vote of 11 to 0 with no abstentions on February 29, 2008.
Section 5B passed by a vote of 9 to 0 with no abstentions on Monday, April 10, 2008.

BYLAW 106: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the specific responsibilities of the Reappointment, Tenure, and Promotions Committee.

Section 2: GOVERNING DOCUMENTS

- A. The operation of the departmental Retention, Tenure, Promotion, and Periodic Evaluation Committee [herein after referred to as the "RTP Committee"] shall be governed by the most current versions of the following policies: the University RTP Document; the College of Health and Human Services RTP document, the Department RTP Document, and any and all applicable Memoranda of Understanding (MOU). These documents and the established time-lines must be strictly followed.
- B. The most recent Departmental RTP Policy Document is hereby incorporated by reference and shall be deemed an Appendix to these Bylaws.

Section 3: DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Department RTP Committee shall be:

- A. To have at least one member of the RTP Committee attend one of the annual orientation sessions conducted by the University and College of Health and Human Services RTP Committee.
- B. To provide fair notice of the deadlines that apply to all candidates for mini-review, reappointment, tenure, promotion, or period evaluation of tenured faculty.
- C. To post notices of open filing periods and accept and file written input during said filing period, as required by the University and/or College RTP documents.
- D. Provide assistance and clarification of the RTP process to candidates as they prepare their documentation.
- E. Review the Professional Data Sheet (PDS) and Supplemental Materials of each candidate for retention, promotion and/or tenure.
- F. Complete the "Department RTP Evaluation and Recommendation Form."
- G. Forward the completed form and candidate documentation to the Department Chair for his/her evaluation in a timely manner.
- H. Forward the completed form, candidate documentation, and Department Chair's evaluation to the College RTP Committee in a timely manner.

Section 4: MEMBERSHIP

- A. The departmental RTP Committee shall consist of at least three tenured faculty members in the Department elected by the voting faculty.
- B. Persons on leave, sabbatical, or early retirement shall not serve on the Committee.
- C. Faculty being considered for a RTP review may not serve on the Committee.
- D. No faculty member may serve on RTP Committees at two different levels (e.g., at the departmental level and at the college level).
- E. Members of the departmental RTP Committee who participate in promotion recommendations must be tenured and have a higher rank than the candidates being considered.

Section 5: PROCEDURES

- A. All recommendations for advancement (promotion) to a given rank, for tenure, or for reappointment shall be considered by the same committee. There may be different committees, however, for different kinds of RTP matters. For example, one committee comprised of three faculty members at the rank of associate professor might consider all candidates within the Department who are eligible for mini-review, reappointment, tenure, and promotion to the rank of associate professor. A second committee comprised of three faculty members with the rank of professor might consider only candidates eligible for promotion to the rank of professor.
- B. At the first meeting of year, the departmental RTP Committee shall elect a chairperson by a majority vote of the Committee members.
- C. The chair, in consultation with the RTP Committee, shall schedule an appropriate number of meetings needed to complete the work within the established time-lines.
- D. The departmental RTP Committee is bound by current University, College, and Department RTP documents, as well as by any applicable MOUs. Any changes in any of these documents may necessitate a change in this Committee's structure and/or function.

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008.

BYLAW 107: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the specific responsibilities of the Grade Appeal Committee.

Section 2: GUIDING PRINCIPLES

- A. Purpose. The purpose of the Grade Appeal Committee and the policies set forth in this Bylaw is to provide students with a safeguard against receiving unfair grades in their courses, while at the same time respecting the academic freedom of instructors that is vital to the mission of higher education.
- B. Intent. The processes set forth in this Bylaw seek to resolve grading disputes in a non-adversarial manner. The intent is not to embarrass or disgrace students or instructors, nor to assess penalties or retribution on any party when mistakes are discovered, but instead to provide a neutral forum for the discussion of differences of opinion.
- C. Limitations.
 - 1) Limited to Final Grades. The grade appeal process is not designed to allow students interlocutory appeals of grades on specific measures of assessment during a semester. It is to be used only to challenge a final course grade.
 - 2) Time Limitations. Pursuant to University policy, a grade appeal must be initiated within the regular semester immediately following the semester or special session in which the course was completed. As long as a student has filed a written notification of the appeal with the Department Chair within the required time frame, action on the appeal may continue during subsequent semesters.

Section 3: INFORMAL RESOLUTION

- A. Collegial Discussion between Student and Instructor.
 - 1) Whenever a student feels a grade s/he received in a class was unwarranted or unfair, an informal procedure of consultation between the student and the instructor awarding the grade is the first step towards resolution of the dispute. The student shall contact the instructor within one semester after receiving the disputed grade (whether or not the student is on campus). Ideally, the student and the instructor will set up a meeting to informally discuss the final course grade, but in the event that the instructor is not on campus due to sabbatical leave, personal leave of absence, FERP, separation from employment at CSULB, or other such reasons, the parties may opt to communicate by phone or email. In the unlikely event a student is unable to get the instructor to meet or otherwise communicate with him or her, then the reasons for questioning the grade must be put in writing and sent to the instructor and copied to the Department Chair. The instructor shall have twenty-one (21) class days to set up a meeting with the student to discuss the grade.

- 2) During the meeting between the student and the instructor, the instructor shall explain the reasons for having assigned the grade in dispute and the student shall explain his/her reasons for questioning the grade. If this informal meeting does not resolve the issue from the student's perspective, the student must notify the instructor that he/she plans to file a written grade appeal with the Department Chair.

B. Informal Mediation By Department Chair Between Student and Instructor.

- 1) Written Statement by Student. If the grade dispute remains unresolved after the meeting between the student and the instructor, the student shall submit to the Department Chair a formal written statement representing his/her viewpoints.
 - a) The student's written statement must be submitted along with all relevant supporting materials (e.g., copies of papers, projects, etc.). Students who believe that individual exams and/or assignments demonstrate evidence of prejudicial, capricious, or arbitrary grading and that those grades had direct bearing on the final grade should include them in the grade appeal file as supporting documentation.
 - b) The statement shall conclude with the student's request that the grade be changed from the grade awarded to the grade that the student believes to be just and the specific reason(s) why the student believes the change of grade is justified.
- 2) Mediation by Chair. The Department Chair shall serve as a mediator, attempting to resolve the conflict between the student and the instructor. Within ten (10) class days of receiving the written statement, the Department Chair shall:
 - a) meet with the student to go over the entirety of this policy to ensure the student understands the grade appeal process;
 - b) forward a copy of the student's written complaint to the instructor;
 - c) meet with the instructor to discuss the situation, review the complaint, and offer counsel;
 - d) set up a joint meeting with both the student and the instructor within an additional ten (10) class days during which time the Department Chair shall attempt to informally mediate the dispute to a resolution acceptable to both the student and the instructor.
 - e) If the instructor of record refuses to participate, the Department Chair shall insert a written statement to that effect in the appeal file and initial the formal grade appeal mechanisms set forth in Section 4 of this Bylaw.

- 3) Unsuccessful Mediation. If an informal resolution cannot be mediated by the Department Chair, the appeals process proceeds to the next step (Section 4) for a formal hearing before a Departmental Grade Appeal Committee ("DGAC").
- 4) Department Chair Conflict. If a student is appealing a grade assigned by the Department Chair, the College Dean or his/her designee shall perform all functions of the Chair in the appeals process. Thus, the College Dean shall attempt informal mediation between the complaining student and the Department Chair. If unsuccessful, then the College Dean shall serve as the *ex officio* member of the DGAC in lieu of the Department Chair.

Section 4: DEPARTMENTAL GRADE APPEAL COMMITTEE MEMBERSHIP

- A. Composition of the Voting Membership of the DGAC. The DGAC shall be comprised of three people: two (2) full-time faculty members, one (1) of whom must be tenured who shall serve as the Chair of the DGAC; and either one (1) currently-enrolled, upper-division undergraduate student majoring in criminal justice (a "junior" or a "senior"), if the student filing the grade appeal is an undergraduate student, or one (1) currently-enrolled criminal justice master's student, in the event of a graduate student grade appeal.
 - 1) The tenured faculty member chairing the DGAC will serve as the administrative point-person for scheduling the hearing, distributing relevant materials to the other DGAC members, and presiding over the DGAC hearing.
 - 2) The student member, whether undergraduate or graduate, shall be appointed by the Alpha Phi Sigma Executive Board. The Alpha Phi Sigma Executive Board shall make every possible attempt to select a student who has successfully completed the course at issue with the instructor against whom the student is bringing the grade appeal. If no such student is available, then every effort shall be made to select a student who has successfully completed the course at issue regardless of whom his or her instructor may have been.
- B. Role of Department Chair. The Department Chair shall serve as an *ex officio* member of the DGAC, subject to the provisions of Section 4C of this Bylaw. In that capacity, the Department Chair may share a recommendation based upon the informal consultative steps set forth in Section 3 of this Bylaw. However, the Chair may not participate in any votes conducted by the DGAC.
- C. Conflicts of Interest. Committee members, at any level, shall not participate in any way in an appeal of a grade decision in which they have been involved personally. Such participation includes assignment of the grade in question, and involvement in the work of, or grading in, the class in which the grade in question was assigned; or of they have been previously grieved by the complaining student.
- D. Challenging Members. If either the appealing student or the faculty member against whom the grade appeal was filed feels there is potential bias or has an objection to any voting member of the DGAC, s/he must submit the reasons for this objection, in writing, to the Chair of the

DGAC three (3) instructional days before the DGAC hearing begins. The DGAC Chair will immediately notify the challenged individual who may voluntarily step aside from the case. A failure to voluntarily step-aside when there are valid grounds for the person being challenged to have done so shall constitute grounds for setting aside the decision of DGAC on appeal.

Section 5: FORMAL APPEAL TO THE DEPARTMENTAL GRADE APPEAL COMMITTEE

- A. Starting the Formal Grade Appeal Process. If the dispute over the course grade cannot be resolved through informal mediation as set forth in Section 3 of this Bylaw, the student may request in writing that the Department Chair initiate a formal appeal procedure involving the presentation of the case to the DGAC. Within five (5) class days of receiving a written statement requesting a formal grade appeal hearing, the Department Chair shall then contact the faculty member chairing the DGAC who will, in turn, then begin the formal departmental grade appeal process.
- B. Duties of the Chair upon Receipt of Grade Appeal. Within ten (10) class days of receiving a written request for a formal grade appeal hearing, the DGAC Chair shall take the following steps to formally convene the DGAC:
- 1) Notify the instructor that the formal grade appeals process has been initiated and provide copies of all materials that will be forwarded to the members of the DGAC. The instructor may write a response to the student's appeal and a rationale to be considered by the DGAC. A copy of such a response must also be provided to the student.
 - 2) Contact the other members of the DGAC and schedule a meeting at a time acceptable to all committee members, the appealing student, and the instructor against whom the grade appeal was filed;
 - 3) distribute copies of the student's formal written statement setting for the grounds for appeal and copies of all relevant documentation submitted by both the instructor and the appealing student at least three (3) instructional days prior to the DGAC hearing;
 - 4) if necessary, clarify the procedures to be followed at the DGAC hearing for all DGAC members and both parties to the dispute; and
 - 5) convene and chair the DGAC hearing.
- C. Preliminary DGAC Proceedings.
- 1) Non-adversarial Proceedings. It is not the intent of any grade appeal hearing at CSULB to be a formal adversarial proceeding, or to create an atmosphere akin to legal processes. Accordingly, neither the rules of evidence nor the rules of procedure that may be applicable in a court of law or other judicial proceeding shall be applicable in any grade appeal hearing.

- 2) Burden of Persuasion on Student. The student filing the grade appeal has the burden of proving, by the greater weight of the believable evidence, that the grade assigned to him/her by the instructor was unfair. In other words, the student must prove it is more likely than not that the grade awarded was unfair in comparison to the standard applied to the remainder of the class.
 - 3) Advisor. Although this grade appeal procedure is not designed to replicate or even resemble a court of law, the student has the right to an advisor of his/her choosing from either on or off campus, including someone from the University's ombudsperson program.
 - 1) The student challenging a grade may seek the assistance of an advisor in the preparation of the appeal file. The advisor may accompany the appealing student to the DGAC hearing and be privy to all confidential information relevant to the case.
 - 2) The student's advisor may confer with and assist the student, but may not address the members of the DGAC directly or otherwise actively participate in the hearing.
 - 3) In some cases, the student may wish for his/her advisor to be an attorney. In such cases, the student will be solely responsible for the attorney's fee.
 - 4) Faculty who serve as advisors to students in grade appeals should not have their actions in any manner used against them during any RTP considerations or determinations. Quite the contrary, such activities count as service to the Department.
 - 4) Items Considered. All decisions of the DGAC must be based upon information introduced at the proceedings before it.
 - 5) Minutes. The Chair of the DGAC shall appoint one of the other faculty members to serve as the recording secretary during the hearing. The recording secretary shall keep minutes that show the date(s) of its meetings, the purpose(s) of the meeting, the documents that were reviewed by the DGAC, and a summary of any oral evidence that the student or faculty member who assigned the grade presented to the committee.
- D. Due Process at DGAC Hearings. At CSULB, the general standards of due process are based on reasonable rules which are fairly, judiciously, and equitably applied. Due process for students appearing before a DGAC include the following rights:
- 1) To have a fair and impartial hearing to be decided by fair and impartial committee members who ultimately decide the grade appeal by the greater weight of believable evidence.
 - 2) To be informed of his/her rights.

- 3) To have written, timely, and complete notice of when the DGAC hearing shall occur and what procedures will be used during the hearing.
- 4) To seek the advice of an advisor of his/her choice from on or off campus who is permitted to be present during the DGAC hearing.
- 5) To have a fair disposition of all matters as promptly as possible.
- 6) To confront and question all parties, witnesses, and evidence, except when extraordinary circumstances make it impossible for a person to appear.
- 7) To present any and all evidence relevant to the student's grade appeal through witnesses, personal testimony, and documentary evidence.
- 8) To request attendance of witnesses having information relevant to the grade in dispute.
- 9) To have all relevant evidence considered. Relevancy of evidence shall be determined by the Chair of the DGAC.
- 10) To be informed of the outcome of the DGAC hearing in writing within ten (10) instructional days.
- 11) To appeal the decision of the DGAC to the College of Health and Human Services Grade Appeal Committee and be informed of the criteria and procedures to be followed in such an appeal.

E. Order of Business at DGAC Hearings. The order of business at the DGAC hearing shall be as follows:

- 1) The chairperson shall begin the hearing by introducing himself/herself, the other members of the DGAC, the appealing student and his/her advisor, if applicable, and the faculty member against whom the appeal is being filed.
- 2) The chair will summarize the procedures that will be followed in the hearing and make sure that the student understands his/her procedural and due process rights.
- 3) The student shall be permitted to make an opening statement in which he/she summarizes the reasons why the student believes the grade assigned by the instructor was unwarranted.
- 4) The instructor shall be permitted to make an opening statement in which he/she summarizes the reasons why the instructor believes the grade assigned to the student was justified.

- 5) The student shall be permitted to introduce any evidence relevant to support his/her claim for a change of grade through his/her own personal testimony, the testimony of witnesses with relevant information, and documentary evidence.
- 6) At the conclusion of the student's presentation, the instructor shall be permitted to introduce any evidence relevant to support his/her assigned grade through his/her own personal testimony, the testimony of witnesses with relevant information, and documentary evidence.
- 7) Any of the members of the DGAC shall be permitted to ask questions of the appealing student, any witnesses, and the instructor at any time. Under no circumstances, however, are the student and instructor permitted to directly engage each other. In the event that the student has a direct question for the instructor or vice-versa, the question shall be posed to the Chair who will then decide if the question should be posed by the Chair to either the student or the instructor. The express purpose of this rule is to prevent direct confrontation between the instructor and the student, and the Chair shall conduct the hearing in a manner consistent with this directive, even in the absence of any request for direct questioning of a concerned party.
- 8) Once the student and the instructor have completed their respective presentations to the DGAC, and the members of the DGAC have completed asking all of their questions of all concerned parties and witnesses, the instructor shall be given the opportunity to make a closing statement summarizing why the assigned grade should be upheld by the DGAC.
- 9) After the instructor completes his/her closing statement, the student shall be permitted to make a closing statement summarizing why the assigned grade should be changed by the DGAC.
- 10) The Chair shall dismiss the appealing student, his/her advisor, if applicable, and the instructor against whom the grade appeal was filed.

F. DGAC Deliberations.

- 1) The members of the DGAC shall begin their deliberations in executive session. In other words, neither the appealing student, the instructor against whom the grade appeal was filed, nor any other third party shall be present for deliberations.
- 2) No member of the DGAC may abstain from voting.
- 3) If the DGAC decides, by a majority vote, that it needs additional information to reach a determination, it may request that one or both parties submit any additional documentation that might be necessary for the DGAC to reach a decision.
 - a) The additional materials may be considered at a second hearing (especially if additional witnesses are to be called) or in closed session of the DGAC if the

members of the committee determine that a second hearing is not necessary to review documentary evidence.

- b) The determination whether to hold a second hearing or to review documents without a second hearing rests in the sound discretion of the DGAC. It shall make such a decision via consensus or, if necessary, by a simply majority vote of the committee.
 - c) Redacted forms of such additional evidence shall be used whenever possible if necessary to preserve the anonymity of the sources of evidentiary materials that were not created by either the instructor or the student challenging his/her grade.
- 4) If the DGAC decides that it has sufficient information to reach a determination concerning the allegation of unfair treatment compared to the standard applied to the remainder of the class, it may do any of the following by majority vote:
- a) uphold the grade originally assigned by the instructor;
 - b) change the grade originally assigned by the instructor to a grade of "credit" – a passing grade for which the student gets credit towards graduation, but is not calculated in the student's grade point average;
 - c) change the grade originally assigned by the instructor to whatever letter grade the DGAC feels is warranted by the evidence; or
 - d) change the grade originally assigned by the instructor to either an "I" – a grade of incomplete – and then specify the work the student must do by a date certain in order for the "I" to be changed to either a grade of "credit" or a designated letter grade.

G. DGAC Decision.

- 1) The Chair of the DGAC shall communicate the Committee's decision and rationale in writing to the student, the instructor, and to the Department within ten (10) instructional days of the adjournment of the DGAC hearing.
- 2) If, within ten (10) instructional days of the receipt of the Committee's decision, neither the instructor nor the student files an appeal of the Committee's finding:
 - a) the grade appeals process will be terminated if the DGAC voted to uphold the grade originally awarded to the student; or
 - b) if the DGAC voted to change the student's grade, the Department Chair shall authorize a grade change by filing the appropriate grade-change forms. If the Department Chair does not effect the change within ten (10) instructional days of

notification, the Chair of the DGAC may sign in lieu of the instructor or the Department Chair and the College Dean will change the grade.

Section 6: APPEALS

- A. Notice of Appeal. If either the instructor or the student wishes to appeal the decision of the DGAC to the College of Health and Human Services Grade Appeal Committee, he/she must do so in writing within ten (10) instructional days of receiving the DGAC's decision by filing a Notice of Appeal with the chairperson of the DGAC Committee. The Notice of Appeal must set forth one or more of the following grounds for appeal:
- 1) evidence of procedural irregularity in the DGAC proceedings;
 - 2) evidence of mitigating circumstances (additional evidence that was not presented to the DGAC because the relevance of the evidence only became clear in light of the DGAC's decision);
 - 3) evidence of bias on the part of any member of the DGAC; or
 - 4) evidence that the decision of the DGAC is arbitrary, capricious, unreasonable, or is clearly not supported by the evidence.
- B. Processing the Appeal. Within ten (10) instructional days, if either the instructor or the student filed a Notice of Appeal of the DGAC's decision, the DGAC Committee Chair shall, within (10) instructional days of receiving the appeal, forward the file (including the Committee's decision and rationale) to the College Grade Appeals Committee. From that point onward, the appeals process shall be governed by the written policies of the College of Health and Human Services and the University (see CSULB Policy # 99-16, adopted August 9, 1999).

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008.

BYLAW 108: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the specific responsibilities of the Assessment and Program Review Committee.

Section 2: MEMBERSHIP

A. Voting Membership.

- 1) Three members of the Faculty shall be elected to the Assessment Committee in accordance with the provisions of Bylaw 104. If possible, at least two of these Committee members should not be teaching in any special sessions degree or certificate program during the time of their service on the Assessment and Program Review Committee.
- 2) The Graduate Advisor and the Director of each off-campus, special sessions degree or certificate program shall also be voting members of the Assessment and Program Review Committee.

B. Non-Voting Membership. The voting members of the Assessment and Program Review Committee may invite other faculty members, including part-time lecturers, as well as both undergraduate and graduate students to participate in assessment efforts.

Section 3: DUTIES AND RESPONSIBILITIES

A. Assessment Planning. The Assessment and Program Review Committee is charged designing and implementing an annual assessment plan.

- 1) The annual assessment plan must be developed by the Committee and then be submitted for approval by a majority vote of the Faculty as defined in Article II of the Constitution of the Department of Criminal Justice.
- 2) The plan should measure learning outcomes in the undergraduate major and all master's programs.

B. Annual Report.

- 1) The Assessment and Program Review Committee must prepare an annual report on:
 - a) Assessment of student learning at the undergraduate and graduate levels based on pre- and post-tests conducted in the courses specified in the governing assessment plan.
 - b) Exit surveys administered to graduating seniors by the Internship Coordinator.
- 2) Hard copies of the Annual Report must be submitted to the Department Chairperson and to the University's Coordinator for Program Review and Assessment; electronic copies of the Annual Report shall be emailed to all members of the Faculty as defined in Article II of the Constitution of the Department of Criminal Justice.

- C. Review of Special Session Programs. The Committee shall also review any off-campus degree or certificate programs on an annual basis.
- 1) This review shall include an examination of the fiscal soundness of each special sessions program.
 - 2) If the special sessions program is providing income for the Criminal Justice Department, the Committee shall review the expenditures of such money in an effort to determine that it is being spent in an equitable manner.
 - 3) In conjunction with the Undergraduate Advisor, the Graduate Advisor, and the Department Chairperson, the Committee shall also review the academic integrity of each special sessions program as well as the marketing plan of each special sessions program.

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008.

BYLAW 109: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the specific responsibilities of the Awards, Scholarship, and Banquet Committee.

Section 2: MEMBERSHIP

- A. Voting Membership. Three members of the Faculty shall be elected to the Awards, Scholarship, and Banquet Committee in accordance with the provisions of Bylaw 104. In addition, two students shall serve as voting members of the committee, one elected to membership by the Criminal Justice Students' Association, and one elected by Alpha Phi Sigma. The student members, however, shall be excluded from voting on awards and scholarships, as their role is limited to banquet and special event planning.
- B. Non-Voting Membership. The voting members of the committee may invite other faculty members, including part-time lecturers, as well as both undergraduate and graduate students to participate in its activities. However, students may not participate in meetings in which discussions and/or votes concerning awards and scholarships are conducted.

Section 3: DUTIES AND RESPONSIBILITIES

The Awards, Scholarship, and Banquet Committee has three primary functions:

- A. Awards.
 - 1) The Committee is responsible for:
 - a) soliciting nominations for awards given at the Graduation Banquet and at the Commencement service; and
 - b) presenting a list of nominees for all award recipients to the Faculty for vote.
 - 2) The awards for which the Committee is responsible include:
 - a) Outstanding Alumni;
 - b) Outstanding Undergraduate Student Citation (college award);
 - c) Jack Coler Memorial Award;
 - d) Jeanne Eisentraut Memorial Award;
 - e) William Battles Award; and
 - f) Other awards as may be added from time to time.

- 3) Student organizations (e.g., Alpha Phi Sigma, the Criminal Justice Students Association, and any student organizations that may be developed in the future) are responsible for handling their own awards.

B. Scholarships.

- 1) The Committee is responsible for determining the eligibility for scholarships and the award of such scholarship, including:
 - a) determining the amount of money available and how much each scholarship should be;
 - b) setting the deadlines for applications;
 - c) developing the rubric for assessing applications;
 - d) determining who should be awarded the available scholarships.
- 2) The scholarships for which the Committee is responsible include:
 - a) the Kay Holloway Memorial Scholarship;
 - b) the George Montoya Memorial Scholarship;
 - c) the Long Beach Police Officers Scholarships; and
 - d) other scholarships as may be added from time to time.

C. Banquets. The Committee is responsible for planning of the annual graduation banquet and other non-recurring special events as may from time to time arise.

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008.

BYLAW 110: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the specific responsibilities of the Library Committee.

Section 2: MEMBERSHIP

- A. Voting Membership. One to three members of the Faculty shall be elected to the Library Committee in accordance with the provisions of Bylaw 104.
- B. Non-Voting Membership. The voting member(s) of the Library Committee may invite other faculty members, including part-time lecturers, as well as both undergraduate and graduate students to participate in its activities.

Section 3: DUTIES AND RESPONSIBILITIES

The Committee is responsible for:

- A. Being the liaison between the faculty and the social science librarian assigned to the criminal justice section of the University's library.
- B. Interacting with the Faculty to collect suggested books, journals, and electronic resources that the University Library should purchase.
- C. In the event the University has a fiscal crisis, work with the Faculty to develop priorities for the expenditure of library funds on the criminal justice holdings.

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008.

BYLAW 111: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the specific responsibilities of the International Activities and Partnerships Committee.

Section 2: MEMBERSHIP

- A. Voting Membership. Two to three members of the Faculty shall be elected to the International Activities and Partnerships Committee in accordance with the provisions of Bylaw 104.
- B. Non-Voting Membership. The voting member(s) of the International Activities and Partnerships Committee may invite other faculty members, including part-time lecturers, as well as both undergraduate and graduate students to participate in its activities.

Section 3: DUTIES AND RESPONSIBILITIES

The Committee is responsible for:

- A. Promoting the Faculty to engage in international activities that can lead to a more productive research agenda and/or improvement in the Faculty member's teaching of comparative justice issues that lead to a corresponding increase in students' learning and global awareness.
 - 1. Activities designed to foster research are expected to result in scholarly publication.
 - 2. Activities designed to foster better teaching and increased student learning shall be accompanied by an assessment plan which, after the international venture, shall be conducted to examine if the goals were, in fact, actually reached.
- B. Reviewing department and/or faculty members' plans involving any activities or travel to or with International Universities with whom the Department has a formal Partnership Agreement.
- C. Reviewing Department and/or faculty members' plans to travel to or meet with representatives of Universities with the expressed purpose of potentially establishing a partnership or a Partnership Agreement with the Department.
- D. Notifying the Faculty of forthcoming plans of faculty to travel to Universities with whom the Department has Partnership Agreements, or when such travel is for the purposes of considering such Partnership Agreements.
- E. Developing plans necessary when representatives from Universities with whom the Department has or is developing Partnership Agreements are to be hosted at CSULB.
- F. Notifying the Faculty of plans and activities to be undertaken during the duration of representatives visiting from Universities with whom the Department has or is developing Partnership Agreements.

Passed by a vote of 11 to 0 with no abstentions on February 29, 2008.

200-Level Policies and Procedures Bylaws

BYLAW 201: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the Scheduling of Classes.

Section 2: RESPONSIBILITY OF CHAIR

The Department Chair is responsible for scheduling of courses. This is an administrative decision vested with the sound discretion of the Chair. However, the Department Chair should be guided by the principles set forth in this Bylaw when constructing the schedule of courses.

A. Priorities.

- 1) The needs of students should be the driving force behind schedule construction.
- 2) Faculty needs (e.g., health issues, child care issues, long commutes, service responsibilities) should be given secondary priority when constructing the schedule of classes.
- 3) The scheduling wants/desires of full-time faculty (i.e., scheduling preferences not supported by demonstrable needs) shall be given tertiary consideration when constructing the schedule of classes. In the event that faculty preferences conflict, the chair should take into consideration such factors as faculty seniority, scholarly productivity, faculty members' service record, and other relevant factors.

B. Facilities. To a certain extent, the Chair is limited in scheduling by the availability of space. Physical plant limitations (e.g., availability of lecture hall or computer lab space; availability of multimedia "smart" classroom; etc.) must be taken into account when scheduling classes.

Section 3: GUIDELINES FOR SCHEDULING COURSES IN THE FALL AND SPRING SEMESTERS

A. At least four (preferable five or six) sections of CRJU 101, the Department's general-education fulfilling introductory course, should be offered each semester with caps of between 100 and 300 students as dictated by the size of available lecture hall space (consistent with the C-1 classification of each of this course).

- 1) The days and times at which the various sections of this course are offered should be varied to insure maximum enrollment opportunities.
- 2) If possible, one section of the course should be offered as part of the University Honors Program.
- 3) If possible, one section of the course should be reserved for filling through the "Beach Beginnings" Program during the fall semester.

- B. Between five and ten sections of CRJU 110, the Department's required (core curriculum) lower-division, writing-intensive course entitled "Justice Research, Writing, and Reasoning," should be offered each semester with caps of 20 to 24 students (consistent with the C-3 classification of this course).
- C. Three or four sections of upper-division, core curriculum courses numbered CRJU 301-330 should be scheduled each semester with caps of 40 students (consistent with the C-2 classification of each of these courses).
 - 1) At least one section of each such course should be offered on a Monday–Wednesday schedule and at least one section should be offered on a Tuesday–Thursday schedule.
 - 2) At least one section of each such course should be scheduled in the early morning; at least one should be offered in the late morning or early afternoon; and one section should be scheduled at night.
- D. At least two sections of the Department's upper-division, required (core curriculum) law courses numbered CRJU 340 and 350 should be offered each semester with course caps of between 60 and 80 students as enrollment trends dictate (consistent with the C-1 classification of each of these courses).
- E. At least three of the Department's different restricted options courses numbered 401 through 406 should be offered each semester with caps between 40 and 80 students as enrollment trends dictate (consistent with the C-1 and C-2 classifications for these courses).
- F. As many elective courses numbered CRJU 410-499 should be offered each semester as can be afforded given the Department's FTEF allocation. As a rule, these courses should have course caps of between 40 and 80 students (consistent with the C-1 classification of these courses) as enrollment trends and the pedagogical requirements of the specific courses dictate, or, alternatively, as the limitations of classroom size or laboratory space may dictate.
- G. Between seven and twelve sections, as enrollment trends dictate, of CRJU 492, the Department's internship supervision course, should be offered each semester with enrollees continuing to be evenly distributed across faculty members in accordance with College norms.
- H. Supervision sections of independent studies, senior theses, graduate theses, directed readings, and/or directed research should be scheduled in accordance with the needs of students.

Section 4: GUIDELINES FOR SCHEDULING COURSES IN THE WINTER AND SUMMER SESSIONS

- A. No faculty member should be able to teach more than one class unless every other member of the faculty has been offered the opportunity to teach a class and has declined that opportunity.
- B. Budgetary considerations permitting, classes that cannot be offered during the regular semesters should be given preference in winter intersession (e.g., CRJU 423: Correctional Environments) and in the summer sessions.

- C. When more faculty desire to teach during a given summer than the budgetary allowance for summer teaching allows, a summer rotation list should be used. This list should be based on seniority of rank and, within rank, by the number of years teaching in the Department. Faculty will be offered one class each until the allocation is depleted. If sufficient teaching resources permit, a second class will be offered following this rotation method. The list will begin during the next year's summer session at the point on this list where it ended the preceding year.
- D. The summer teaching rotation list notwithstanding, summers are particularly important times for untenured members of the faculty to be working on their scholarly pursuits. If an untenured professor is not making adequate progress on his/her scholarly agenda, the chair should take that into consideration when assigning summer teaching.

Section 5: GUIDELINES FOR DISTRIBUTING STUDENT SUPERVISION

- A. Equitable Distribution of Supervision Loads. The distribution of S-Factor workloads (student supervision) should be as equitable as possible. Therefore:
 - 1) Typical Internship Supervision Load. Faculty members whose sole supervision responsibilities involve student internships should normally be assigned 12 students (at 0.25 WTUs per student) for a total of 3 WTUs of supervision responsibility.
 - 2) Pairing of Internship Interests. To the maximum extent possible, the Internship Coordinator shall assign student interns to faculty members with interests or expertise in the area(s) in which the students are interning (e.g., students who intern in correctional settings should be paired with a faculty supervisor with expertise in corrections; students who intern in police settings should be assigned to a faculty member with professional or research ties to law enforcement; students who do law-based internships should be paired with faculty members who have law degrees or who have research interests in law and social control; etc).
 - 3) Thesis Supervision Load. Faculty members who chair thesis committees for a master's students receive 0.5 WTUs for each thesis committee chaired; faculty members who chair senior thesis committees for undergraduate students receive 0.33 WTUs for each thesis committee chaired.
 - a) Faculty members should not chair more than three or four thesis committees (at the undergraduate or master's levels combined) during any given semester.
 - b) Faculty members supervising theses should have their other supervision responsibilities offset so that the total amount of supervision work being performed by a faculty member comes as close to 3 WTUs as possible (e.g., someone supervising two master's theses should only simultaneously supervise 8 student interns).

B. Responsibilities of Those Supervising Internships.

- 1) Faculty supervising interns are encouraged to meet with student interns at least once during the semester.
 - a) Ideally, one such meeting will occur at the field placement.
 - b) Ideally such meetings should be accomplished during the first six weeks of the semester.
- 2) Faculty supervising student interns are also encouraged to contact their internship students' site supervisors either in person, by phone, or in writing (via letter or email) to learn about how the student is performing his/her internship responsibilities.

C. Responsibilities of Those Independent Studies, Directed Readings, Directed Research, and Theses.

- 1) Faculty supervising students in any of the above-listed individualized learning experiences shall meet with their students within the first week of a semester to establish the expectations for the student's work and the criteria on which the student will be evaluated by the instructor.
- 2) After the initial meeting specified in the preceding sub-section, Faculty shall maintain contact with the students they are supervising at least once each month to monitor their progress and to serve as a resource for the student's learning or research needs.
- 3) Faculty are strongly encouraged to require students to submit drafts of written work for initial feedback before accepting any final draft.

Passed by a vote of 10 to 1 with no abstentions on February 29, 2008.

BYLAW 202: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing academic dishonesty.

Section 2: PURPOSE

It is the policy of the Faculty to deal effectively with the student who practices cheating or plagiarism. These acts are fundamentally destructive of the process of education and the confident evaluation of a student's mastery over a subject. A University maintains respect and functions successfully within the larger community when its reputation is built on honesty. By the same token, each student benefits in helping to maintain the integrity of the University. This Bylaw is therefore adopted with the intent to support the traditional values that students are on their honor to perform their academic duties in an ethical manner.

Section 3: DEFINITIONS

- A. This Bylaw is written in accordance with CSULB Policy Statement # 08-02.
- B. As used in this Bylaw, the term "academic dishonesty" encompasses both "cheating" and "plagiarism" as defined in CSULB Policy Statement # 08-02.

Section 4: DEPARTMENTAL POLICY GOVERNING ACADEMIC DISHONESTY

- A. Duty to Act. If a faculty member (including lecturers and teaching assistants) in the Department of Criminal suspects that a student has engaged in some form of academic dishonesty, it is his/her professional obligation to investigate the manner and handle it in accordance with the provisions of this Bylaw.
 - 1) Time of the Essence. Because charges of academic dishonesty cannot be brought against a student more than 120 calendar days after discovery that the work in question may have been plagiarized or that cheating may have taken place, faculty members should act with all deliberate speed when they uncover evidence of academic dishonesty.
 - 2) TurnItIn.com. To assist in insuring the academic integrity of our programs, all faculty members teaching in the Department of Criminal Justice should have students submit their written work through BeachBoard's interface with TurnItIn.com. Warning statements that this anti-plagiarism tool will be used should appear on the syllabi for all criminal justice courses.
 - 3) Syllabus Statements. Syllabi for all criminal justice courses shall include a statement referring students to the departmental academic dishonesty policy posted on the departmental web site.
- B. Basis for Accusation.
 - 1) Before a faculty member accuses a student with an act of academic dishonesty, the faculty member should have reasonable evidence with respect thereto. Reasonable

evidence includes documentary or other physical evidence, personal observation, or testimony. Prior cheating or plagiarism is not reasonable evidence.

- 2) In order to establish facts of the student's knowledge or skill, the faculty member may ask the student to provide such additional demonstration of competency as the faculty member deems necessary to evaluate scholarship and academic performance. The faculty member must advise the student that a decision to provide an opportunity for such an additional demonstration of competency is entirely at the faculty member's option and that the student may comply with the request of the faculty member at the student's option. Neither compliance nor non-compliance shall be considered an admission of academic dishonesty.
- 3) Notes on and evidence of academic dishonesty shall be kept on file in the departmental office for a minimum of five years after the case is settled.

C. Informal Conference.

- 1) In cases where a student is suspected of academic dishonesty, the faculty member should arrange for an informal office conference with the student as soon as possible. The purpose of the informal conference is to bring the persons involved together to discuss the issues informally and to discuss courses of action. At the conference the student shall be notified by the faculty member of the charge and supporting evidence.
- 2) In cases where there is more than one individual suspected of academic dishonesty, the faculty member may decide to call the students to confer jointly as a group, or as individuals, or both. If the faculty member should decide to confer with the students as a group, the students shall have the option to also confer with the instructor separately as individuals.
- 3) When the student(s) cannot be contacted and therefore the informal conference cannot be held, as is sometimes the case after final examinations, a grade of "I" (Incomplete) may be assigned, but only if the instructor wishes an additional test of competence (see Section 4A.2 of this Bylaw). The instructor shall have the agreement form for assigning an "Incomplete" sent to the last known address of the student. The agreement form shall state the following:

Under the provisions of the CSULB Policy Statement on Cheating and Plagiarism, an additional test of competency related to the (syllabus name of suspect demonstration, e.g., Final Examination) is requested. (Explain what additional test of competency.) You may decline to do so. Please contact the instructor, the department office, or the office of Judicial Affairs for information regarding the University policy on Cheating and Plagiarism. The instructor must indicate on the agreement form the grade which will be assigned, normally 120 calendar days following mailing of the Incomplete Agreement, if the student does not respond or, responding, the student does not agree to an additional test of competence.

- D. Optional Referral to the Academic Integrity Committee. The instructor shall inform the student(s) that both students and faculty have the right to submit a request to the Academic Integrity Committee for a written opinion on whether the accusation is supported by the evidence.
- 1) All notes and discussions between the student and the faculty member are confidential, except as may be relevant to the Academic Integrity Committee or in subsequent campus disciplinary proceedings.
 - 2) Neither the faculty member nor the student should discuss a specific charge of plagiarism with reference to individuals in the classroom before other members of the class.
 - 3) Pursuant to CSULB Policy Statement # 08-02, proceedings before the Academic Integrity Committee are optional. Moreover, they are advisory. The decision on the evidence and what action should be taken based on that evidence is province of the Faculty.
- E. Enforcement of a Consistent Policy for Academic Dishonesty. If a faculty member (including lecturers and teaching assistants) in the Department of Criminal Justice determines that a student has engaged in an act of academic dishonesty, it is the position of the Department of Criminal Justice that some meaningful form of disciplinary action must be taken. The lighter sanctions provided for in Section 6.1(a) through (c) of CSULB Policy Statement # 08-02 are insufficient for use in the Department of Criminal Justice because the justice professions call for practitioners who evidence high moral standards and impeccable professional ethics. Accordingly, breaches of academic integrity shall be handled as follows:
- 1) Unintentional Violations. If the faculty member is convinced that the lapse in academic integrity was not intentional (e.g., the student did not truly understand that s/he had plagiarized), then s/he may assign a grade of "zero" or "failing" to the particular work, thereby resulting in the proportional reduction of final course grade, but otherwise permitting the student to remain enrolled in the course and work toward earning a passing grade. Alternatively, the instructor may assign a failing final grade in the course to the offending student without referring the case to the Office of Judicial Affairs for disciplinary action against the offending student.
 - 2) Intentional Violations. If the violation seems intentional, then the faculty member must take the following courses of action:
 - a) assign a failing final grade in the course to the offending student; and
 - b) refer the case to the Office of Judicial Affairs for possible probation or suspension.
 - 3) Repeat Offenders. If it is discovered that a student has a formal record of academic dishonesty either on-file in the departmental office or with the Office of Judicial Affairs, then the faculty member shall:

- a) assign a failing final grade in the course to the offending student; and
 - b) refer the case to the Office of Judicial Affairs with a strong recommendation for expulsion.
- F. Notification and Filing Requirements. To facilitate the maintenance of a departmental file that can be used to identify repeat offenders:
- 1) Instructor Duty to Report. It shall be the responsibility of all instructors to report both unintentional and intentional violations to the Department Chair. Such reporting shall be in writing using CSULB's "Student Academic Integrity Form" and shall be submitted in a timely manner after the act(s) of academic dishonesty are discovered by the instructor.
 - 2) The Department Chair, in turn, shall be responsible for maintaining a central file of the reports submitted by instructors concerning acts of academic dishonesty. These files shall be maintained in a secure location.
 - 3) Pursuant to CSULB Policy, the Department Chair shall send copies of the "Student Academic Integrity Form" to both the Office of the Provost and the Office of the Vice-President for Student Services.

Passed by a vote of 9 to 0 with no abstentions on March 10, 2008.

Amended by a vote of 11 to 0 with no abstentions on September 2, 2008

BYLAW 203: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing searches for tenure-track/tenured members of the Faculty.

Section 2: SEARCHES BY COMMITTEE OF THE WHOLE

In accordance with Section 2B of Bylaw 104, searches for tenure-track faculty members (regardless of rank) shall be conducted by a committee of the whole.

Section 3: SEARCH COMMITTEE CHAIRPERSON

- A. During year in which the Department is searching for a tenure-track member, the Department shall elect a Search Committee Chairperson who shall orchestrate the search process within the guidelines of the Associate Vice President of Academic Affairs/Academic Personnel, the Office of Equity and Diversity, and the Dean of the College of Health and Human Services.
- B. The Search Committee Chair may convene an *ad hoc* subcommittee to assist him/her with all of the responsibilities attendant to conducting a search and/or in conducting initial screening for minimum qualifications.
- C. The Search Committee Chair, with the help of the Department Chair and the departmental administrative coordinator, shall be responsible for:
 - 1) developing a Position Announcement, a Search Protocol, and a Recruitment and Advertising Plan, all of which must comply with relevant College and University policies;
 - 2) maintaining the files on applicants;
 - 3) communicating with applicants with regard to the receipt of materials, completion of files, scheduling of interviews, etc.; and
 - 4) preparing all forms and reports necessary to send the file on selected candidates to the Dean and the Vice President for Academic Personnel.

Section 4: SEARCH COMMITTEE PROTOCOLS

All Search Protocols must include, at minimum:

- A. a classroom presentation to faculty and students by each candidate on a topic appropriate to the area for which the search is conducted;
- B. an opportunity for faculty to interact informally with each candidate;
- C. a formal opportunity for each candidate to discuss his/her research agenda and scholarly pursuits; and

- D. an opportunity for faculty to provide formal input (either orally or in writing) to the Committee members prior to the committee's vote and submission of their recommendations.

Passed by a vote of 9 to 0 with no abstentions on March 10, 2008.

BYLAW 204: Be it enacted by the Faculty of the Department of Criminal Justice this Bylaw governing the requirements of upper-division courses.

Section 2: MASTER COURSE OUTLINES

- A. Preparation. Master course outlines shall be created for all criminal justice courses in accordance with the requirements of the Curriculum and Educational Policies Committee (for undergraduate courses) and the Graduate Council (for graduate courses).
- B. Maintenance. The Department Chair shall be responsible for maintaining a file of all Master Course Outlines.
 - 1) Hard Copies. Hard copies of all Master Course Outlines shall be maintained in a binder or file in the offices of the Department of Criminal Justice and shall be made available to any CSULB Faculty member, lecturer, or administrator upon request.
 - 2) Electronic Copies. Electronic versions of all Master Course Outlines shall be uploaded to BeachBoard[®] (or any successor system) so that members of the Faculty may access them remotely.
 - 3) Delegation of Responsibilities. The responsibility to maintain Master Course Outlines may be delegated by the Department Chair to the departmental administrative coordinator or similar designee.
- C. Adherence to Course Content. While principles of academic freedom dictate that all Faculty members should be free to design and teach their courses in the manners they see fit, all Faculty members and other instructors have a responsibility:
 - 1) to incorporate into their course syllabi as much material from the Master Course Outline as is practicable for each class they teach; and
 - 2) to make documented attempts to achieve the course-specific learning goals specified on the relevant Master Course Outlines through meaningful assessments of student learning.
- D. Periodic Review. All instructors shall review the Master Course Outlines of the courses they teach at least once every other year for currency. If changes need to be made, they shall submit a revised draft of the Master Course Outline to the Department Chair who, in turn, shall prepare the revised version for re-approval by the relevant curriculum committee.

Section 3: WRITING ASSIGNMENTS

- A. Writing Across the Curriculum. The second numbered goal of the Department of Criminal Justice provided that "In addition to fostering the development of substantive and practical knowledge, the major in criminal justice should hone students' effective speaking and writing skills, thereby helping them communicate more cogently and persuasively." Program-Level Objective number 7 operationalizes this goal by saying that our students will be able to

"communicate effectively, both orally and in writing, and demonstrate basic knowledge of information technology as applied to criminal justice research and practice." To foster this goal and its corresponding objective:

- 1) All upper-division and graduate courses are expected to include writing assignments that are graded as part of the instructor's assessment of students' overall performance in each class.
- 2) All courses numbered 400 and higher are expected to include substantial writing assignments (i.e., at least 20 pages of original writing over the course of a semester) that are assessed not only for content, but also for writing style, organizational structure, logic, and technical merit.
- 3) Senior and Graduate theses are to be assessed using the rubrics contained in Appendix A to these Bylaws.
- 4) Internship papers are to be assessed using the rubrics contained in Appendix B to these Bylaws.
- 5) Independent Study papers are to be assessed using the rubrics contained in Appendix C to these Bylaws.

B. Undergraduate Courses Taken for Graduate Credit. Several upper-division, undergraduate courses are approved for graduate students to take for graduate credit. For this approval to have been granted, the Master Course Outline is suppose to specify differential responsibilities for undergraduate students taking the class for baccalaureate credit and graduate students taking the upper-division undergraduate course for graduate credit.

- 1) Under no circumstances should undergraduate students taking a course for baccalaureate credit have the same responsibilities as graduate students taking the same course for graduate credit. Additional course responsibilities *must* be assigned to graduate students commensurate with degree-appropriate learning objectives.
- 2) While the specifics of writing assignments in 300- and 400-level courses are left to the discretion of the instructor teaching a course, master's students must write significantly more (e.g., at least 10-20 *additional* pages) than their undergraduate counterparts.
- 3) Nothing in this Bylaw shall be construed as limiting the ability of instructors to assign additional work to graduate students beyond additional or more substantial writing assignments than those assigned to undergraduates.

Passed by a vote of 11 to 0 with 1 abstention on May 12, 2008.
Section 3 amended by unanimous consent on April 21, 2009.