

Ethnic Studies and Social Justice Studies Department Bylaws

Los Medanos College

Organization/Membership

The department will be governed by the Governing Board policies of the Contra Costa Community College district, the administrative procedures of the district, the United Faculty district contract, the Faculty Senate constitution, and these departmental bylaws.

The Ethnic Studies and Social Justice Studies Department includes course offerings in Ethnic Studies (ETHN) and Social Justice Studies (SJS).

Members of the department include full-time faculty and part-time faculty. Full-time faculty, for the purposes of this document, is “full-time faculty of the CCCCDC with at least 50% of their teaching load in the Ethnic Studies and Social Justice Studies Department at LMC.” Part-time faculty is “part-time faculty of the CCCCDC with at least 50% of their teaching load in the Ethnic Studies and Social Justice Studies Department at LMC.”

The department chair shall maintain a list of department members. This list is to be updated each semester.

Voting members of the department include tenured instructors, probationary full-time contract instructors, and long-term substitutes. A long-term substitute is an instructor who is employed for at least one calendar and/or academic year.

Voting members will attend department meetings. The department chairperson will organize all department meetings and will make every attempt to accommodate the schedules of voting members. All other department members are welcome to attend unless the meeting is stipulated for full-time faculty only.

Meetings

Departmental meetings shall occur once a month (excluding summer term or winter intersession). Departmental meeting schedules shall be announced to all voting members with a minimum of 7 days’ notice. Emergency departmental meetings may be scheduled with four or more hours’ notice subject to the approval of over 50% of voting members.

The department chair will maintain a summary record of departmental meetings.

Department Chairperson

Department chairperson shall rotate every three years, one year for shadowing when training the new department chairperson (starting academic year 2022/2023), the order of which shall be voted on during a department meeting. If a full-time faculty member does not want to serve when it is their turn, the chairperson position will move to the next faculty member in the agreed rotation. If no full-time faculty member wishes to be chairperson, an election shall be held among full-time faculty members to determine the next department chairperson from among full-time faculty.

The chairperson can, if they wish, work with a co-chairperson if the co-chair agrees. The chairperson and co-chair will split the chair load equally. The co-chair will serve for the term or remainder of the term of the chairperson.

See the UF contract for a full list of department chairperson duties and responsibilities.

Scheduling

The department chair will prepare the schedules of classes in consultation with the other members of the department. The following rules will guide the preparation of all schedules:

1. Classes will be scheduled in a manner to allow students to complete requirements for degrees and certificates.
2. Classes will be offered at times to accommodate the needs of the students.
3. To provide opportunities for all faculty members to teach a course, teaching assignments for full-time faculty will rotate with a frequency of 3 semesters unless agreed upon by a consensus of full-time faculty.
4. The department chair, in consultation with the full-time faculty, will determine teaching assignments for part-time faculty. Part-time faculty teaching assignments will not be made until the teaching assignments for all full-time faculty members have been determined.

Faculty Hiring

Full-time Faculty:

A screening committee and an interviewing team will be selected at a department meeting. The selection process will include nominations, including self-nominations, and election by majority vote of the full-time faculty. The specific hiring procedures conducted will be consistent with those included in the [Contra Costa Community College District Uniform Employment Selection Guide](#).

Part-time Faculty:

The department chairperson will select full-time faculty members to serve on the part-time hiring committee. Participation will be voluntary. The specific hiring procedures conducted will be consistent with those included in the “Guidelines for Employment of Temporary Part-Time Faculty,” [4CD Human Resources Procedure: 2060.07](#).

For hiring procedures, the department endorses the criteria established by [Chancellor’s Minimum Qualifications for Faculty and Administrators in California Community Colleges Handbook](#).

For equivalency, the department endorses criteria established by the senate-approved 4CD Ethnic Studies Council. A copy of the current process has been included as Appendix A below.

Amendments

These guidelines can be amended by a majority vote of full-time faculty at the beginning of an academic year.

Appendix A: Ethnic Studies Equivalency Approval Process

(See next page)

Contra Costa Community College District

Request for Equivalency Approval

Applicant: _____

Discipline Applying For: Ethnic Studies _____

Minimum Qualifications for Faculty in California Community Colleges

Master's in the ethnic studies field **OR** A master's in American Studies/Ethnicity, Latino Studies, La Raza Studies, Central American Studies, Latin American Studies, Cross Cultural Studies, Race and Ethnic Relations, Asian-American Studies, or African-American Studies **OR** the equivalent **OR** see interdisciplinary studies.

District Discipline Equivalency Standards: Uniform Selection Employment Guide

For establishing the equivalent of the master's degree, possession of at least the equivalent in the level of achievement and breadth and depth of understanding is required. The candidate making the claim of equivalent qualifications must provide conclusive evidence in regard to I. AND II below:

I. General Education Requirements BA/BS degree

II. Major Requirements for Disciplines Requiring the Master's

The equivalency process will recognize primary and related disciplines, i.e., before and after the first "OR," as identified on the Board of Governors list of disciplines, including subsequent revisions.

A. To be deemed equivalent, using a primary discipline, i.e., those before the first "OR" on the list of disciplines, the applicant must possess:

1. A Bachelor's degree from an accredited institution in any discipline.

PLUS

2. 30 additional semester units of upper division or graduate course work (at least 15 units of which are graduate level) in one or more of the primary disciplines, from an accredited institution;

OR

3. Some combination of additional course work or documented study, in the discipline or a related discipline, and verifiable experience of such accomplishment in the discipline that the combination of coursework and experience equals a master's degree in one of the primary disciplines in breadth, depth and rigor. Appropriate licensure from professional state or national boards, e.g., CPA, BRN, may be deemed equivalent to some course work.

B. To be deemed equivalent, using a related discipline, i.e., those after the first "OR" on the list of disciplines, the applicant must possess:

1. A Bachelor's degree from an accredited institution in any of the primary disciplines listed on the Board of Governors list of disciplines, including subsequent revisions.

PLUS

2. 30 additional semester units of upper division or graduate course work (at least 15 units of which are graduate level) in one of the primary disciplines, from an accredited institution.

OR

3. Some combination of additional course work or documented study, in the discipline or a related discipline, and verifiable experience of such accomplishment in the discipline that the combination of coursework and experience equals a master's degree in one of the related disciplines in breadth, depth and rigor. Appropriate licensure from professional state or national boards, e.g., CPA, BRN, may be deemed equivalent to some coursework.

African American & Black Studies Discipline Equivalency Standards:

Option 1

BA/BS in Ethnic Studies with an emphasis in African American Studies, Africana Studies, Black Studies, or related Ethnic Studies area

PLUS

MA/MS in a related discipline (African American Studies, Africana Studies, Black Studies, or related Ethnic Studies area).

Option 2

BA/BS in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

PLUS

30 additional units of upper division or graduate level, with at least 15 units being of graduate level in African American Studies, Africana Studies, Black Studies, or related Ethnic Studies area

OR

30 additional units of upper division or graduate level, with at least 12 units being of graduate level in African American Studies, Africana Studies, Black Studies, or related Ethnic Studies area **plus** 6 years related, documented work or community organizing experience (6 years of experience equal 3 graduate units) defined as:

- 6 years teaching in related Ethnic Studies field
- 6 years of relevant experience in African American or Black community organizing - Or any combination of the two, above.

- Two years of documented work, organizing, and/or teaching experience equals 1 graduate unit.
- One year of documented work, organizing, and/or teaching experience equals 1 upper division unit.

Option 3

BA/BS in Ethnic Studies with an emphasis in African American Studies, African Diaspora Studies, Africana Studies, Black Studies, or related Ethnic Studies area

PLUS

30 additional units of upper division or graduate level, with at least 15 units being of graduate level in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

OR

30 additional units of upper division or graduate level, with at least 12 units being of graduate level in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.) **plus** 6 years related, documented work or community organizing experience (6 years of experience equal 3 graduate units) defined as:

- 6 years teaching in related Ethnic Studies field
- 6 years of relevant experience in African American or Black community organizing - Or any combination of the two, above.

- Two years of documented work, organizing, and/or teaching experience equals 1 graduate unit.
- One year of documented work, organizing, and/or teaching experience equals 1 upper division unit.

Asian American and Pacific Islander Discipline Equivalency Standards:

Option 1

BA/BS in Ethnic Studies with an emphasis in Asian American and Pacific Islander Studies or related Ethnic Studies area

PLUS

MA/MS in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

Option 2

BA/BS in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

PLUS

30 additional units of upper division or graduate level, with at least 15 units being of graduate level in Asian American and Pacific Islander Studies or related Ethnic Studies area

OR

30 additional units of upper division or graduate level, with at least 12 units being of graduate level in Asian American and Pacific Islander Studies or related Ethnic Studies area **plus**

6 years related, documented work experience (6 years of experience equal 3 graduate units) defined as: -

- 6 years teaching in related Ethnic Studies field
- 6 years of relevant experience in Asian American and Pacific Islander community organizing
- Or any combination of the two, above.

- Two years of documented work, organizing, and/or teaching experience equals 1 graduate unit.
- One year of documented work, organizing, and/or teaching experience equals 1 upper division unit.

Option 3

BA/BS in Ethnic Studies with an emphasis in Asian American and Pacific Islander Studies or related Ethnic Studies area

PLUS

30 additional units of upper division or graduate level, with at least 15 units being of graduate level in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology etc.)

OR

30 additional units of upper division or graduate level, with at least 12 units being of graduate level in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology etc.) **plus**

6 years related, documented work experience (6 years of experience equal 3 graduate units) defined as: -

- 6 years teaching in related Ethnic Studies field
- 6 years of relevant experience in Asian American and Pacific Islander community organizing
- Or any combination of the two, above.

- Two years of documented work, organizing, and/or teaching experience equals 1 graduate unit.
- One year of documented work, organizing, and/or teaching experience equals 1 upper division unit.

Chicana/o/x & Latina/o/x Studies Discipline Equivalency Standards:

Option 1

BA/BS in Ethnic Studies with an emphasis in Chicana/o/x Studies, Latina/o/x Studies, or related Ethnic Studies area

PLUS

MA/MS in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

Option 2

BA/BS in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

PLUS

30 additional units of upper division or graduate level, with at least 15 units being of graduate level in Chicana/o/x Studies, Latina/o/x Studies, or related Ethnic Studies area

OR

30 additional units of upper division or graduate level, with at least 12 units being of graduate level in Chicana/o/x Studies, Latina/o/x Studies, or related Ethnic Studies area **plus**
6 years related, documented work or community organizing experience (6 years of experience equal 3 graduate units) defined as:

- 6 years teaching in related Ethnic Studies field
- 6 years of relevant experience in Chicana/o/x or Latina/o/x community organizing - Or any combination of the two, above.

· Two years of documented work, organizing, and/or teaching experience equals 1 graduate unit.
· One year of documented work, organizing, and/or teaching experience equals 1 upper division unit.

Option 3

BA/BS in Ethnic Studies with an emphasis in Chicana/o/x Studies, Latina/o/x Studies, or related Ethnic Studies area

PLUS

30 additional units of upper division or graduate level, with at least 15 units being of graduate level in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

OR

30 additional units of upper division or graduate level, with at least 12 units being of graduate level in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.) **plus**
6 years related, documented work or community organizing experience (6 years of experience equal 3 graduate units) defined as:

- 6 years teaching in related Ethnic Studies field
- 6 years of relevant experience in Chicana/o/x or Latina/o/x community organizing
- Or any combination of the two, above.

· Two years of documented work, organizing, and/or teaching experience equals 1 graduate unit.
· One year of documented work, organizing, and/or teaching experience equals 1 upper division unit.

Native American & Indigenous Studies Discipline Equivalency Standards:

Option 1

BA/BS in Ethnic Studies with an emphasis in First Nations Studies, Indigenous Studies, Native American Studies, or related Ethnic Studies area

PLUS

MA/MS in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

Option 2

BA/BS in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

PLUS

30 additional units of upper division or graduate level, with at least 15 units being of graduate level in First Nations Studies, Indigenous Studies, Native American Studies or related Ethnic Studies area

OR

30 additional units of upper division or graduate level, with at least 12 units being of graduate level in First Nations Studies, Indigenous Studies, Native American Studies or related Ethnic Studies area **plus** 6 years related, documented work or community organizing experience (6 years of experience equal 3 graduate units) defined as:

- 6 years teaching in related Ethnic Studies field
- 6 years of relevant experience in Indigenous or Native American community organizing - Or any combination of the two, above.

- Two years of documented work, organizing, and/or teaching experience equals 1 graduate unit.
- One year of documented work, organizing, and/or teaching experience equals 1 upper division unit.

Option 3

BA/BS in Ethnic Studies with an emphasis in First Nations Studies, Indigenous Studies, Native American Studies or related Ethnic Studies area

PLUS

30 additional units of upper division or graduate level, with at least 15 units being of graduate level in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.)

OR

30 additional units of upper division or graduate level, with at least 12 units being of graduate level in a related discipline (i.e. Anthropology, Art, English, History, Humanities, Political Science, Psychology, Social Science, Sociology, etc.) **plus**

6 years related, documented work experience (6 years of experience equal 3 graduate units) defined as: -
6 years teaching in related Ethnic Studies field
- 6 years of relevant experience in Indigenous or Native American community organizing
- Or any combination of the two, above.

- Two years of documented work, organizing, and/or teaching experience equals 1 graduate unit.
- One year of documented work, organizing, and/or teaching experience equals 1 upper division unit.

CANDIDATE MEETS EQUIVALENCY STANDARDS FOR THIS DISCIPLINE BASED ON THE FOLLOWING:

(Transcripts, work experience verification and other relevant documents must be attached to grant equivalency)

Degrees/Course Work/Training:

Work Experience:

Additional Qualifications:

Department Equivalency Verification Signature:

Faculty Lead of Hiring Committee: _____ Date: _____

Department Chair (or designee): _____
Date: _____

Forwarded to the Academic Senate President

Date:

	Approved
	Not Approved
<i>Reason:</i>	

Equivalency Committee Signatures:

CCC

DVC

LMC

Date:

Academic Senate President