

Faculty Affairs Committee

October 30th, 2025

1. Call to Order

The meeting was called to order. Minutes from previous meetings were not yet organized for approval; review was deferred. The Zoom recording was enabled to support accurate documentation.

Members/Guests Present

Zack Zenko, Amber Stokes (Vice Chair), Sarana Roberts, Najmeh Kamyabi, Sumita Sarma, David Gove, Debbie Boschini (AVP Faculty Affairs), Kristen Gallant, Dan Stockwell.

2. Announcements

2.1 Forthcoming Referrals

The committee was briefed on several referrals expected in the coming weeks, including:

- **Department Chair Term Limits:**
FAC will consider whether to establish a more consistent and potentially more restrictive limit on consecutive terms (e.g., two terms unless no other qualified faculty are available), while allowing flexibility in smaller units.
- **Exceptional Criteria for Early Tenure and Promotion:**
FAC may clarify whether all departments must articulate “exceptional” criteria in their unit RTP policies and whether these criteria must be reviewed or updated on a regular cycle.
- **Timeline Clarifications:**
FAC may address inconsistencies in references to academic year timing and evaluation cycles across Handbook sections.

2.2 Upcoming Meetings

- **Academic Senate:** November 6
- **FAC:** Two meetings scheduled the following month to accommodate Thanksgiving.
- **Goal:** Bring three resolutions—Sabbatical Rubric & Feedback, Lecturer Representative Procedures, Unit RTP/PTR Composition—to first reading at the November 6 Senate meeting, with a goal of moving them to second reading by December 4.

3. Approval of Agenda

Motion to approve the agenda passed unanimously.

4. Sabbatical Rubric & Feedback Resolution

4.1 Overview

The updated resolution was presented, integrating earlier FAC input and rubric examples.

Changes included:

- Clarifying application steps and timelines.
- Establishing a formal rubric to guide merit-based evaluation.
- Defining structured written feedback for all applicants.

4.2 Key Discussion Themes

- **Chair Signatures on Cover Forms:**

The signature will be updated to indicate acknowledgment rather than endorsement; outdated checkboxes will be removed.

- **Rubric Categories:**

The rubric includes:

- Proposed Project
- Professional Productivity & Preparation
- Benefits to the University

Teaching and curricular projects were confirmed as fully qualifying for evaluation.

- **Tie-Breaking Procedures:**

In the event of tied scores, ranking will be determined by:

- Seniority (time since last sabbatical or original hire)
- University impact
- Professional productivity
- Committee deliberation

- **Scoring Granularity:**

Members discussed whether scoring ranges—particularly the upper band—were too subjective. The consensus was to keep the rubric structure but provide a **Reviewer's Guide** to support consistent application.

- **Feedback Standards:**

All applicants should receive structured feedback, noting strengths, areas for improvement, number of applicants, and number of awards available.

- **Training Needs:**

The committee acknowledged ongoing misconceptions among some chairs and committee members and noted the need for strengthened training and orientation.

4.3 Action

Motion to forward the Sabbatical Rubric and Feedback Resolution to Academic Senate for first reading passed unanimously. Minor editorial corrections were incorporated.

5. Lecturer Representative Resolution

5.1 Background

The resolution clarifies eligibility and procedures for electing Lecturer Faculty Representatives to the Academic Senate and, when applicable, the ASCSU.

5.2 Key Elements of Discussion

- **Definition of Lecturer Faculty:**

Eligibility clarified using CBA-aligned lecturer classification codes to avoid ambiguity about other campus employees who occasionally teach.

- **Eligibility Requirements:**

Representatives must hold a Unit 3 lecturer classification with a minimum 0.6 time-base entitlement.

- **Term Length:**

Two-year terms were affirmed; statewide ASCSU service continues through the end of the statewide term even if the campus term ends.

- **Editorial Clarifications:**

Small grammar and punctuation adjustments were made.

5.3 Action

Motion to move the resolution to first reading passed unanimously.

6. Unit RTP and PTR Committee Composition Resolution

6.1 Overview

The committee reviewed proposed revisions to the Handbook's RTP/PTR sections, reflecting feedback from Senate leadership, department chairs, URC, and prior campus discussions.

The revisions aim to clarify committee formation, candidate-specific committees, eligibility, and conflict-resolution processes.

6.2 Key Provisions and Discussion

- **Eligibility and Composition:**
 - Tenured faculty generally eligible unless serving on URC or in administrative roles.
 - FERP or sabbatical faculty may serve voluntarily.
 - Each candidate must have a **distinct committee**, though membership may overlap across candidates.
 - Higher-rank representation should be used when possible.
- **Elections and Service Limits:**
 - All eligible faculty are included on the initial nomination slate.
 - Individuals may serve on up to four committees per cycle.
 - Voting is limited to probationary and tenured faculty.
- **Committee Chair Selection:**
 - Earlier drafts assigned this choice to the candidate.
 - After discussion, consensus supported a model where:
 - The **candidate may recommend**, but
 - The **committee selects** the chair.
- **Appointed Fourth Member:**
 - Candidates may appoint one additional committee member from the unit, college, or a related discipline.
 - Consultation with the appointee is required.
 - Appointed members hold equal standing in deliberations.
- **Conflict Resolution:**
 - Candidates may appeal committee composition concerns to URC.
 - URC may appoint members or reconstitute committees when needed.
- **PTR Alignment:**
 - PTR sections were updated for consistency with RTP language and clarified timelines and notification expectations.
- **Additional Considerations:**
 - Removal of outdated language from prior Handbook editions.

- Recognition that workloads differ across departments.
- Emphasis on transparency, training, and consistent application of policies.

6.3 Action

Motion to forward the Unit RTP/PTR Composition Resolution to Senate for first reading passed unanimously.

7. New Referrals

Brief previews were provided for upcoming topics:

- **First-Year Seminar (CSUB 1029):**
Clarification of who may teach these courses and whether unit lecturers receive priority.
- **Teaching Modality Policy:**
Examination of who determines modality (faculty, department, or dean) and how institutional online-course thresholds should be managed.
- **President's Cabinet Structure:**
Updating the Handbook to align with the current administrative configuration and ensure consistent processes for future changes.

Members were encouraged to review referral documents in the shared Box folder.

8. Adjournment

The meeting adjourned with expressions of appreciation for the committee's work. Members were wished a happy Halloween.