

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Notification to Chairs of Assigned Time - Handbook Change**

RES 212236

FAC

**RESOLVED:** That campus entities, whenever possible, determine and announce faculty receiving assigned time (AT) for the next academic year prior to March 15 of the current academic year. This includes but is not limited to: assigned time for service as department chairs, service on university committees, awards (such as sabbaticals and RCU grants), coordinator and director positions (of assessment, graduate programs, departmental programs, labs, etc.), exceptional service (CBA 20.37), and activities as allotted by Deans and other administrators.

The following timetables are offered for careful consideration:

The Academic Senate organizational meeting when Standing Committee Chairs are elected be swapped from the final meeting to a meeting in late April.

Elections for Academic Senate begin in late fall.

URC (University Review Committee) elections be held in the fall

UPRC (University Program Review Committee) elections be held in the fall

New Department Chairs be determined by March 15

School and Program Coordinators and Directors be determined by March 15

**RESOLVED:** That chairs be notified when a faculty member applies for or requests assigned time. This already occurs for many requests, because the chair's signature is required on many applications and grant routing forms, and similar notification procedures should be developed for other types of requests/awards whenever practical.

**RESOLVED:** Chairs are to honor assigned time when awarded and work with faculty when assigned time is announced late. When schedule flexibility is requested for the fall semester and not able to be accommodated within the timeframe of AT notification, the assigned time should be scheduled for the following term to allow for hiring of a replacement and/or alterations to schedules prior to student registration for that term. Faculty receiving AT should be consulted regarding

potential changes to their teaching schedule and their requests honored as much as possible.

**RESOLVED:** That *University Handbook* language for Department Chairs, Program Chairs, and Graduate Program Directors be revised (deletions in strikethrough, additions in **bold underline**) as specified below:

### **312.3 Selection and Appointment Procedures**

The appropriate dean shall request that the department or program faculty vote to recommend one or more persons for the position of chair or director. In addition, the dean shall offer the opportunity for the faculty to convey individual, confidential advice, orally or in writing. ~~The dean's evaluation~~ **The recommendations of** and ~~the faculty's recommendation~~ **and the dean** shall be forwarded **by the dean** to the P&VPAA, ~~who shall then appoint the chair or director.~~ **by April 1st.** The offer of appointment shall specify the criteria, including but not limited to those outlined in section 312.2 above, by which the administration will evaluate the performance of the chair or director. Chairs or directors are expected to serve no more than two (2) consecutive three-year terms. (*Revised 07-17-19*)

### **312.5 Review**

During the third year, all chairs and directors, including those in their final year of service as chair or director and those who are retiring shall be reviewed by the department or program faculty. The dean shall meet with the Department to discuss how they wish to proceed with the review. In preparation for the review, chairs and directors may, at their own initiative, submit to the department faculty and the dean a brief self-evaluation of their performance for the period under review. In addition, the appropriate dean shall offer the opportunity for all faculty of the department or program to give individual, confidential advice, orally or in writing. This review shall assess the chair's or director's effectiveness based on the criteria established at the time of appointment. The review must occur during the spring term of the third year. The department shall submit its written review of the chair or director to the chair or director and to the school dean by ~~April~~ **March** first (1st) of that year. The dean and department chair or director shall then meet to discuss the report and state of the department by ~~April~~ **March** 15th. The dean's third year evaluation and the review by the department or program faculty then shall be forwarded to the P&VPAA.

**RATIONALE:** There are many examples of department chairs posting course schedules for the fall, only to find out once students have started to enroll that a faculty member has received assigned time and will not be able to teach a scheduled course. If qualified faculty are not easily available, a department chair may have to scramble to find an instructor or possibly cancel a course. A newly announced strategy of the Graduation Initiative is the use of one-year schedules created and inputted in the spring prior to an academic year. This puts additional pressure on chairs. If assigned time can be determined and announced in a timely fashion, some of these issues may be reduced or avoided. A balancing consideration is the need to support faculty and their activities that are supported through AT, and a priority should be placed on accommodating awarded/supported AT to the fullest extent feasible.

The *University Handbook* specifies April deadlines for the review of department and program chairs. By moving the chair reviews into March, this allows reappointments to be made by April 1st which will better position departments to adjust course schedules if necessary.

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