

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Amendments to Handbook – “quarter” to “semester”**  
RES 161715

FAC

**RESOLVED:**

that the Academic Senate recommend to the President that the University Handbook be amended to update references of “quarters to “semesters” and other associated edits as noted in the attached document (deletions in strikethrough, additions in bold underline).

**RATIONALE:**

The handbook has not been updated to reflect the conversion to semesters. Many instances of the word “quarter” can be changed to semester without significantly altering timelines; however, some instances require clarification of when specified events will occur. The proposed expediently makes the easy changes while allowing the changes that require consideration of policies to be addressed after more deliberation.

**Distribution List:**

President  
Provost & V.P. for Academic Affairs  
School Deans  
Department Chairs  
General Faculty

Approved by the Academic Senate March 30, 2017  
Sent to the President for approval on April 19, 2017  
Approved by the President on June 2, 2017

## **100 UNIVERSITY GOVERNANCE AND ADMINISTRATION**

### **CSUB MISSION STATEMENT**

In its role as a comprehensive, regional public university, California State University, Bakersfield, aspires to be the educational and intellectual center for the southern San Joaquin Valley. Its mission is guided by the principles of excellence and diversity. First and foremost, the faculty, staff, and administration of CSUB are committed to seek excellence in teaching. In addition, CSUB is committed to seek excellence in scholarship and service in order to provide an active learning environment. CSUB recognizes its responsibility to contribute positively to the needs of the public it serves and to the quality of life in its region. (1997)

### **101 PURPOSE OF THE UNIVERSITY HANDBOOK**

The University Handbook is the principal source of definitions, policies, procedures, and guidelines relevant to the achievement of the academic mission of the campus. The Handbook serves as a guideline for administrators and faculty of the University in the execution of their duties; it stipulates agencies of governance and consultative bodies; and it delineates personnel policies. It also describes the consultative process whereby changes and/or additions can be made to existing practices and policies.

### **102 SHARED GOVERNANCE**

Section 3561B of the HEERA states: “The Legislature recognizes that joint decision-making and consultation between administration and faculty...is the long accepted manner of governing institutions of higher learning and is essential to the performance of the educational missions of such institutions, and declares that it is the purpose of this act to both preserve and encourage that process.”

The CSU Board of Trustees Statement on Collegiality contains, among others, three notable statements:

- a. Collegiality consists of a shared decision-making process;
- b. Collegial governance assigns primary responsibility to the faculty for the educational functions of the university in accordance with basic policy as determined by the Board of Trustees. This includes, but is not limited to, admission and degree requirements, the curriculum and methods of teaching, academic and professional standards, and the conduct of creative and scholarly activities.
- c. Faculty recommendations are normally accepted, except in rare instances and for compelling reasons.

The basic concepts of shared governance are crucial to the development of trust and communication among staff, faculty, administration, and students. The University Handbook embodies these principles.

#### **102.1 Enacting Changes in Policy**

The University Handbook is the operating manual for the University. Its procedures and policies are a reflection of a commitment to the concept of shared governance. Clear

guidelines must exist on how decisions are made, and how changes can be enacted on current policy and to the University Handbook. To this end, the University Handbook should be the reference.

Although any constituency on campus may submit a resolution to the Academic Senate recommending a policy change, final changes in academic policy or to the University Handbook can be made only by means of the procedure delineated below:

- a. Once the President receives a resolution from the Academic Senate, the President may approve it as received, reject it, or return it to the Senate with proposed modifications to secure presidential approval.
- b. If the President rejects the resolution or returns it with proposed modifications, the resolution, accompanied by written explanation for the action, must be sent back to the Academic Senate (normally before its next meeting) for further discussion and action.
- c. If the Academic Senate does not agree with the decision of the President, the President and the Executive Committee of the Academic Senate must meet within a timely period (normally by the next meeting of the Academic Senate) to attempt to remove the impasse.
- d. If the President and the Executive Committee reach an agreement, the revised version of the resolution is resubmitted to the Academic Senate for final action.
- e. If the Executive Committee and the President fail to remove the impasse, the President's decision becomes final. The President shall inform the campus community of the final decision and its rationale.

## **102.2 Revising the University Handbook**

All substantive changes to the University Handbook shall follow the procedures specified above in Section 102.1. Editorial corrections and the incorporation of all approved changes into the Handbook shall be performed jointly by the Provost and the Chair of the Academic Senate. Academic Senate approval for routine changes of the Handbook will normally be handled as a consent agenda item at the first available meeting of the Academic Senate. Academic Senate approval for routine changes of the Handbook will normally be handled as a consent agenda item at the first available meeting of the Academic Senate.

## **103 ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY**

### **103.1 Statewide Organizational Structure**

Responsibility for the 23 campuses of the California State University (CSU) is vested in the Board of Trustees. The Board of Trustees consists of Governor appointees, CSU alumni, CSU student and faculty representatives, and ex-officio members. The Board of Trustees appoints the Chancellor, who is the chief executive officer of the CSU system.

The Board of Trustees, the Chancellor, and the Presidents develop system-wide policy through a broadly based consultative process of which the CSU Academic Senate is an active participant. The CSU Academic Senate is composed of elected representatives from the faculty of each campus in the CSU system. This body recommends academic policy at the system-wide level to the Board of Trustees through the Chancellor.

### **103.2 Local Organizational Structure – Roles and Responsibilities**

#### **103.2.1 CSUB President**

The President is the chief administrative officer of the University, appointed by and responsible to the Board of Trustees of the CSU. The President is responsible for the educational effectiveness, academic excellence, and general welfare of the university. The President administers the University through various organizational units with the advisory assistance of consultative groups. Administrators, faculty, students, and support staff are incorporated within the University's structure of governance in such a fashion that the University benefits from the information and perspectives of each group. The President communicates with the Board of Trustees through the Chancellor and provides the leadership for the development and implementation of policies and procedures for the governance of the University.

#### **103.2.2 CSUB Academic Senate**

CSUB campus policy is developed and implemented by the President through a broadly based consultative process in which the CSUB Academic Senate is an active participant. The CSUB Academic Senate is a body through which the faculty exercises its members' collective knowledge, experience, and judgment to develop and recommend to the President policies and procedures that ensure the realization of the University's mission. The Academic Senate plays a central role in the development of definitions, policies, and procedures for campus educational and professional matters not subject to collective bargaining. Specifically, the Academic Senate shall:

- a. Carry out those responsibilities vested in the faculty by trustee policy and state law for developing policies and making recommendations to the campus President on the following matters:
  1. Criteria and standards for the appointment, retention, and awarding of tenure, promotion and evaluations of academic employees, including preservation of the principle of peer evaluation, and the provision for the direct involvement of faculty in these decisions;

2. Curricular policies, such as admission and degree requirements, approval of new courses and programs, discontinuance of academic programs, and academic standards;
  3. The awarding of grades;
  4. Faculty appointments to institutional task forces, advisory committees and auxiliary organizations; and
  5. Academic standards and academic policies governing athletics.
- b. Be the primary source of policy recommendations to the President on decisions related to the following matters:
1. Establishment of campus-wide committees on academic or professional matters;
  2. The academic role of the library;
  3. Academic awards, prizes, and scholarships;
  4. Academic conduct of students and means for handling infractions;
  5. Development of institutional mission and goals; and
  6. The academic calendar and policies governing the scheduling of classes.
- c. Be a source of policy recommendations to the President on decisions related to the following:
1. Policies governing the appointment and review of academic administrators.

### **103.2.3 CSUB Cabinet**

The Cabinet provides advice and direct administrative support to the President. The Cabinet advises the President with respect to the implementation of major policy matters, particularly those related to planning, budgeting, and allocation of resources, and to monitoring the operations of the various divisions of the University. The Cabinet consists of the following administrative officers: Provost and Vice President for Academic Affairs (P&VPAA), Vice President for Student Affairs (VPSA), Vice President for Business and Administrative Services (VPBAS), and Vice President for University Advancement (VPUA). All are appointed by the President through the consultative procedures outlined in this Handbook. All members of the Cabinet report directly to the President. When appropriate, the President or designee reports its activities to the Academic Senate.

**103.3 Organizational Structure of the University** (see Appendix A Organizational Charts)

**104 OFFICERS OF THE UNIVERSITY**

**104.1 President** (see 103.2.1 above)

In addition to the Cabinet, two other individuals report to the President:

**104.1.1 Assistant to the President for Diversity Initiatives and Special Projects**

The Assistant for Diversity Initiatives and Special Projects assists the campus in accomplishing its diversity goals. The Assistant works with all administrative units in the recruitment of a diverse faculty and undertakes special projects at the direction of the President.

**104.1.2 Assistant to the President for Planning and Institutional Research**

The Assistant for Planning and Institutional Research develops and maintains campus databases on students, staff and faculty and prepares reports for use by the President and the campus at large. The Assistant also provides information descriptive of CSUB operations required by the CSU.

**104.2 Provost and Vice President for Academic Affairs (P&VPAA)**

The P&VPAA reports to the President and serves as the executive officer of all programs involving instruction and academic support. The P&VPAA advises the President on all matters of curriculum, courses and programs, budget and allocation, and on personnel matters involving faculty, staff, and administrators of the University. The P&VPAA also has executive responsibilities for all matters concerning academic personnel. The P&VPAA consults regularly with the Council of Deans (see 105.2 below) whose membership includes the Associate Vice President for Academic Affairs and Dean for Undergraduate Studies, the Dean for Graduate Studies and Research, the school deans, the Dean for Extended University, the Dean of University Library, and the Director of Athletics. The P&VPAA serves as President when the President is absent from the campus.

**104.2.1 Associate Vice President for Academic Affairs and Dean of Academic Programs**

The Associate Vice President for Academic Affairs and Dean of Academic Programs reports to the P&VPAA. The Associate Vice President for Academic Affairs (AssocVPAA) advises the P&VPAA on the development of new academic programs, inter-school programs, articulation agreements, accreditation, five-year program reviews, catalog, course schedules, educational equity, and faculty affairs, including orientation of new faculty. The Dean Academic Programs is responsible for general education, new baccalaureate degree programs, new minor and certificate programs, community service learning, student retention, advising of students, and orientation of new students. The AssocVPAA assumes other responsibilities as necessary, including serving as the Coordinator for Student Discipline and Judicial Affairs and overseeing the assignment of faculty offices and the scheduling of classrooms. The Assoc VPAA serves as the VPAA when the P&VPAA is absent from the campus.

#### **104.2.2 Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP)**

The Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP) reports to the P&VPAA. The Assistant Vice-President is responsible for the oversight of all sponsored programs (grants and contracts) involving research, program evaluation, training, and outreach. The Assistant Vice-President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Assistant Vice-President provides support services for faculty seeking funding sources and preparing proposals for grants or contracts. As delegated by the P&VPAA, the Assistant Vice-President provides support services for the Institutional Animal Care and Use Committee (IACUC) and the Institutional Review Board for Human Subjects Research (IRB/HSR).

#### **104.2.3 Assistant Vice President for Information Technology**

As the senior technology officer on campus, this position is responsible for information technology strategic planning, program development, and overall coordination of all aspects of campus information technology resources and services. The Assistant Vice President for Information Technology (AVPIT) leads the University's Administrative Computing, E-Learning, IRTS, Telecommunications, and Media/Network Services functions and is charged with coordinating the work of these units across the University, including instructional, research, and business functions. The position is responsible for expanding the scope of developing technologies, implementing innovative applications, and enhancing the University's information technology function, particularly its focus on supporting teaching and learning. The position serves as the principal liaison for the University with the California State University system regarding technology issues. This position reports to the Provost and Vice President for Academic Affairs.

#### **104.2.3.1 Director of Administrative Computing Services**

The Director of Administrative Computing Services reports to the Assistant Vice President for Information Technology. The Director is responsible for academic and administrative computing services. The Director works closely with those offices requiring such services.

#### **104.2.4 School Deans**

All school deans report to the P&VPAA and provide advice on all academic and faculty issues. School deans are responsible for all budgeting, personnel, and instructional services and for administering all curricula and academic programs in their respective academic units within the framework of the policies specified in this Handbook. School deans work cooperatively with various organizational units of the University and with the advisory assistance of different consultative groups, which may involve non-University agencies. As officers administering curricular policy, school deans provide leadership for their faculty in developing strong and innovative academic programs and in completing the requirements for accreditation, when appropriate. In matters relating to the development and implementation of curricular policy and academic programs, school deans act primarily on the basis of faculty recommendations. Faculty, students, and staff are incorporated within the collegial governance of each school so that the

school benefits from the information and perspective of each group. School deans normally have regular meetings with their department chairs and program coordinators to receive advice and to discuss issues affecting the school. School deans have some teaching responsibilities.

#### **104.2.4.1 Department Chairs**

Department chairs report to their respective school deans and provide advice on all academic and faculty issues affecting the school. Department chairs are responsible for departmental operating budgets, curricula and academic programs of the department, advising of majors, assessment of student learning outcomes, instructional services, and departmental personnel (faculty and staff). Department chairs administer departmental curricula and academic programs consistent with policies specified in the Handbook and elaborated upon by the school and department. Department chairs provide leadership in the search and screening process for new faculty, in the development of new curricula and academic programs of the department, and in the conduct of the five-year program review and accreditation, where appropriate. Department chairs consult regularly with their faculty on all matters affecting the department to discuss issues and to receive advice.

Department chairs have major teaching responsibilities, which may vary with the size and complexity of the department.

#### **104.2.4.2 Program Chairs**

Program chairs report to their respective school dean and, like department chairs, provide advice on all academic and programmatic issues affecting the school. Program chairs are responsible for program operating budgets, coordinating course scheduling for inter-school degree programs or teacher credential programs, instructional services for the respective programs, advising students in the program, and supporting faculty teaching in the program. Program chairs administer program curricula consistent with policies specified in this Handbook and elaborated upon by the school and program. Program chairs provide leadership in the development of new curricula for the program and in the conduct of the five-year program review and/or accreditation, as appropriate. Program chairs consult regularly with the faculty teaching in the program on all matters affecting the program to discuss issues and to receive advice. Program chairs have major teaching responsibilities, which may vary with the size and complexity of the program.

#### **104.2.5 Dean of University Library**

The Dean of University Library reports to the P&VPAA. The Dean of University Library is responsible for the administration of the University libraries. The Dean coordinates the maintenance, budgeting, and development of the library collections and the technical and technology services needed to support these collections.

The Dean of University Library will review all librarians and candidates in the search and screening process.

#### **104.2.6 Dean of Extended University**

The Dean for Extended University reports to the P&VPAA. The Dean is responsible for the administration of Open University programs, the Intensive English Language program, and all self-supported certificate, on-line, and regional programs. The Dean for Extended University works in cooperation with other school deans to seek appropriate approvals and provide for ongoing unit oversight for certificate, credential, and degree programs offered through the Extended University. The Dean oversees the operation of the instructional television facility and other programs as assigned.

#### **104.2.7 Director of Athletics**

The Director of Athletics reports to the P&VPAA on all issues affecting the academic status of athletes, as well as to the President on all intercollegiate athletic issues. The Director of Athletics is responsible for the administration of all intercollegiate athletic matters and for the coordination of University and community support for intercollegiate athletics. The Director works closely with the Faculty Athletic Representative (FAR), Intercollegiate Athletic Advisory Committee (IAAC), Athletic Advisory Committee of the CSB Foundation Board, and the Roadrunner Club.

#### **104.3 Vice President for Student Affairs (VPSA)**

The VPSA reports to the President and is the executive officer for student personnel services for the University. The VPSA is responsible for admissions and records, outreach services, orientation of new students, testing, financial aid, counseling services, health services, childcare services, housing, career development, student activities, and student union. The following individuals report to the VPSA:

##### **104.3.1 Associate Vice President for Admissions and Records (Assoc. VPAR)**

The Assoc. VPAR reports to the VPSA. The Assoc. VPAR is responsible for all admission activities and maintenance of student reports. The Assoc. VPAR is responsible for the University's outreach activities. The Assoc. VPAR also initiates and oversees special projects.

##### **104.3.2 Assistant Vice President for Student Life (Asst. VPSL)**

The Asst. VPSL reports to the VPSA. The Asst. VPSL is responsible for student life activities. The Asst. VPSL oversees the Student Activities Office, the Counseling and Testing Office, the Career Planning and Placement Office, and the Student Health Center.

#### **104.4 Vice President for Business and Administrative Services (VPBAS)**

The VPBAS reports to the President. The VPBAS is responsible for all fiscal affairs of the University, payroll and personnel services, engineering and energy management, facilities planning, physical plant development and maintenance, procurement services, and campus security

**104.4.1 Assistant Vice President for Fiscal and Support Services**

The Assistant Vice President for Fiscal and Support Services (Asst. VPFSS) reports to the VPBAS. The Asst. VPFSS is responsible for preparation of budget reports for the President and the VPBAS. The Asst. VPFSS oversees the Payroll Office and Procurement Services.

**104.5 Vice President for University Advancement (VPUA)**

The VPUA reports to the President and is responsible for the planning, development, and implementation of fund-raising programs to support the academic and cultural programs of the University and to support the expansion of the physical plant. The VPUA is also responsible for alumni affairs and public affairs/relations.

**105 ADMINISTRATIVE CONSULTATIVE BODIES**

**105.1 CSUB Cabinet** (see 103.2.3 above)

**105.2 Council of Academic Deans (CAD)**

The CAD advises the P&VPAA on all academic and faculty matters. The Council is composed of the Associate Vice President for Academic Affairs and Dean for Undergraduate Studies, Dean for Graduate Studies and Research, school deans, Dean for Extended University, Dean of University Library, Director of Athletics, Director of the Faculty Teaching and Learning Center and the Director of Assessment. The Chair of the Academic Senate is an ex officio member of the Council. Other officers and staff of the University meet with the CAD as needed. When appropriate, the P&VPAA reports its activities to the Academic Senate. The P&VPAA serves as the chair of the CAD.

**105.3 University Council**

The University Council serves as a clearinghouse for identifying, airing, and discussing issues considered important to the University as a community. The purpose of the University Council is to foster creative and open discussion on these issues raised by any member of the University; it is not a policy-making body. After public discussion of an issue, the University Council may refer it to other relevant offices, groups, or individuals for further consideration. Membership on the University Council is both appointed and elected so that all parts of the University community are represented. The President serves as chair of the University Council. The P&VPAA chairs of the Council when the President is unavailable.

## **106 ACADEMIC CONSULTATIVE BODIES**

Academic Departments and Programs  
School Curriculum Committees  
CSUB Academic Senate (see 103.2.2 above)

## **107 UNIVERSITY COMMITTEES**

### **107.1 Standing Committees of the Academic Senate**

Academic Affairs Committee  
Academic Support and Student Services Committee  
Budget and Planning Committee  
Faculty Affairs Committee  
Public Affairs Committee

### **107.2 Committees Reviewing Faculty Teaching, Research and Scholarship**

Faculty Honors and Awards Committee (See Section 307.3)  
University Review Committee (See Section 305.8)  
Research Council of the University (See Section 308)  
Institutional Review Board for Human Subjects Research (see 303.9)  
Institutional Animal Care and Use Committee  
Committee on Professional Responsibility (See Section 303.5)

### **107.3 Committees Reviewing Curriculum and Academic Programs**

Committee on Academic Requirements and Standards (See Section 201.1)  
University Program Review Committee (See Section 202.4)  
All-University Teacher Education Advisory Committee (See Section 201.5)  
Curriculum Assessment Council (See Section 201.6)  
Graduate Studies Committee  
Academic Integrity Review Committee (See Section 203.4)

### **107.4 Other University-Wide Committees**

Budget Advisory Committee  
Intercollegiate Athletic Advisory Board  
University Information Resources Council  
Faculty Teaching and Learning Center Advisory Board  
Intellectual Property Review Committee  
Academic Petitions Committee  
Fee Advisory Committee

## **108 FACULTY**

Consistent with the Collective Bargaining Agreement (2.13), the term "faculty member", as used in this handbook, refers to a bargaining unit member who is a full-time faculty unit employee, part-time faculty unit employee, probationary faculty unit employee, tenured faculty unit employee, temporary faculty unit employee, coaching faculty unit employee, counselor faculty unit employee, faculty employee, or library faculty unit employee. The term "faculty" includes all of those individuals who are faculty members. This definition of faculty does not take precedence over specific handbook or departmental requirements for addressing

personnel matters, curricular matters, or committee assignments. Nothing in these policies shall limit the right of participants in the Faculty Early Retirement Program to serve on committees  
(Revised September 21, 2015)

### **108.1 Teaching Faculty**

The teaching faculty of the University consists of those professional staff members holding appointments in academic rank. They have primary responsibility for developing University and School curricular policy as well as criteria. They are specialists in their chosen disciplines. They are involved, within the policies of the University, with instruction, scholarship, and professionally related community activities.

### **108.2 Librarians**

The librarians of the University consist of those professional staff members holding appointments in the Library that are equivalent to the academic ranks of the teaching faculty. They have primary responsibility for selecting, organizing, preserving, and disseminating the various information collections of the Library to support the academic programs of the University. They are specialists in their chosen areas. They are involved, within the policies of the University, with performance (including instruction for those with specific teaching assignments), professional growth (including scholarship), and professionally related community activities.

### **108.3 Counselors**

The counselors of the University consist of those professional staff members holding appointment in the Counseling Center that are equivalent to the academic ranks of the teaching faculty. They have primary responsibility for providing professional counseling services to students so that they are able to achieve their academic goals and to mature as contributing citizens of our community. They are specialists in their chosen areas. They are involved, within the policies of the University, with performance (including instruction for those with specific teaching assignments), professional growth (including scholarship), and professionally related community activities.

### **108.4 Constitution of the General Faculty (See Appendix B)**

### **108.5 Constitution of the Academic Senate (See Appendix C)**

## **200 UNIVERSITY PROGRAMS**

### **201 ACADEMIC PROGRAMS**

Four schools administer the University's instructional programs: Business and Public Administration (BPA); Education (SOE); Humanities and Social Sciences (H&SS); and Natural Sciences and Mathematics (NSM). Detailed information on their programs may be found in the current University catalog.

### **201.1 General Education**

Oversight, coordination and assessment of the University's general education program is the responsibility of the Committee on Academic Requirements and Standards. The Associate Vice President for Academic Programs, or designee, coordinates the availability of courses.

### **201.2 Baccalaureate Degree Programs**

Departments, program committees, and relevant school deans administer the baccalaureate degree programs. The Dean of Academic Programs coordinates these programs.

### **201.3 Graduate Degree Programs**

Department and program committees and relevant school deans administer the graduate degree programs. The Dean of Academic Programs coordinates these programs. The Dean, in collaboration with the school deans and graduate coordinators, oversees the policies, practices, and operation of graduate programs. The Dean facilitates, coordinates, and supports activities for student seeking admission to graduate schools and financial support for graduate education.

### **201.4 Interschool Degree Programs**

The University conducts several baccalaureate and graduate degree programs that utilize courses from more than one school. The Provost and Vice President for Academic Affairs (P&VPAA) determines which dean will serve as the administrative authority for each interschool degree program. The responsible dean (in consultation with appropriate deans and faculty) appoints a program chair and a committee of faculty to administer the program. The program coordinator reports to the responsible dean.

### **201.5 Teacher Education Programs**

The University's teacher education program is an all-university responsibility. The subject matter preparation programs are administered by H&SS, BPA, SOE, and NSM. The SOE administers the credential programs.

The University-Wide Teacher Education Advisory Committee, which is chaired by the P&VPAA, is charged with the responsibility to review all components of teacher preparation and to recommend policy and actions regarding these matters. Its recommendations for new programs and modifications to extent ones are reviewed by the Academic Senate and approved by the President before submission to the California Commission on Teacher Credentialing.

### **201.6 Curriculum Assessment Council (CAC)**

## **202 ACADEMIC POLICIES**

The faculty have primary responsibility for academic policy and curriculum. Curriculum planning utilizes the experience of faculty, students, and administrators, as well as outside resources, to determine the programs appropriate for this institution.

### **202.1 Curriculum**

The current University catalog contains the official list of approved curricula and courses. The Provost and Vice President for Academic Affairs (P&VPAA) maintains a list of programs developed and approved subsequent to the publication of the University catalog.

### **202.2 Development of New Programs**

Recommendations for new programs are normally initiated by University faculty who then obtain department endorsements. Schools, the Division of Undergraduate Studies, the Division of Graduate Studies, or interested members of the service region may also propose new programs. After the proposed programs have been reviewed and endorsed by the school dean (if relevant) and the P&VPAA, the Academic Senate considers them and makes a recommendation to the President. If the President of the University approves the new program, he/she secures approval of the Chancellor, the CSU Board of Trustees, and, in some special cases, the California Postsecondary Education Commission. Processes and procedures for academic planning are provided in the "CSUB Academic Planning Manual."

### **202.3 Revisions of Courses and Programs**

#### **202.3.1 Changes in Degree Programs**

Revisions to programs begin with the faculty of the department or of the inter-school program. Revisions require the approval of the school curriculum committees or, in the case of the inter-school programs, the Academic Affairs Committee.

#### **202.3.2 Revisions Affecting Other Programs**

When a department or an inter-school program proposes a curriculum change that affects a department or program in a different school, and the other department or person objects to the change, the P&VPAA shall seek reconciliation. When reconciliation is unsuccessful, the Academic Senate reviews the proposed change and approves or rejects it.

#### **202.3.3 Revisions Affecting the University**

The four schools report all program changes to the P&VPAA. The Provost informs the Academic Senate of those matters that have inter-school implications and thus require Senate approval.

#### **202.4 Program Discontinuation**

The decision to discontinue an approved program is an all-university responsibility. Program faculty, the University Program Review Committee (UPRC), a school or staff dean, or the P&VPAA can initiate the process for discontinuation. The discontinuation policy is found in the Academic Planning Manual.

#### **202.5 Accreditation**

All academic programs shall be carried out in a fashion to secure and maintain appropriate accreditation for the University. The University's goal is to secure accreditation for programs for which there is a national accrediting body. Program faculty and University administrators shall consider the impact of their curricular and staffing decisions on the likelihood of securing and maintaining such accreditation.

#### **202.6 Elections**

According to the Constitution of the Academic Senate, the Academic Senate Elections Committee (ASEC) is chaired by the Vice Chair of the Academic Senate. The Chair of each School Elections Committee will serve as a member of the ASEC.

The Election Committee of the Academic Senate shall be responsible for conducting all Academic Senate and General Faculty elections and will serve to settle disputes regarding school elections.

#### **Policies and Procedures for Senate-Initiated Elections**

All university-wide and school-wide senate-initiated elections shall meet the following requirements:

- a. All members of the general faculty, university-wide or school-wide, as defined in Article 2 of the Constitution of the General Faculty, shall be allowed to vote.
- b. Elections shall be conducted in such a way as to ensure the confidentiality and security of all votes.
- c. A minimum of three working days will be allowed for nominations.
- d. A minimum of three working days will be allowed for voting.
- e. Elections shall be conducted electronically.
- f. The preferential voting system, Single-Transferable Vote, is used to count votes.

(Revised November 12, 2015)

#### **202.7 School Election Nominations**

In the case no nominations are received after two (2) successive calls for a school to elect a representative, the ASEC shall open nominations to the general faculty of the University. The School Election Committee shall include this notice of pending action on the second call for nominations.

Any elected faculty member may be subject to a recall election by submission of a petition to the relevant SEC signed by one fourth of his or her electorate. Alternatively, after an investigation requested by a majority vote of the Senate, the Senate may initiate a recall election by two-thirds affirmative vote of the Academic Senate. The faculty

member is recalled by a two-thirds affirmative vote among ballots cast by members of his or her electorate. (Revised November 12, 2015)

## **School Elections**

### **School Elections Committee (SEC)**

The purpose of the School Election Committee (SEC) is to implement election policies developed by the Academic Senate for University and School based elections, positions, or role responsibilities, and for Departments as requested.

The composition and structure of the SEC is decided by the faculty of the School. However, each committee is to:

- a. have a minimum of three faculty members;
- b. alternate terms of members;
- c. consult with the ASEC when problems arise;
- d. have the Chair of the SEC serve on the ASEC; and
- e. conduct elections using Senate policies and procedures.

The SEC shall be responsible for:

- a. working collaboratively with the ASEC to implement Senate election calls;
- b. initiating calls for nominations;
- c. assisting the Academic Senate, Academic Administration, and faculty bodies in the recruitment and nomination of candidates;
- d. coordinating School initiated elections of faculty, staff, and student representatives to various committees, task forces, or other shared governance efforts and assisting Departments as requested; and
- e. developing policy and procedure recommendations regarding elections and submitting them to the ASEC.

Additional responsibilities of the Chair are to:

- a. orient new committee members;
- b. send the call for nominations;
- c. verify eligibility of the individual to serve if elected;
- d. verify eligibility of voting members;
- e. develop the ballot or work collaboratively with the AS administrative assistant to develop the ballot;
- f. refer an election to the ASEC when a conflict of interest or other special circumstance develops; and
- g. announce election results.

### **Policies and Procedures for School-Initiated Elections**

School-wide elections shall be conducted by the SEC, or in the absence of a properly-elected committee, by the ASEC.

All school-wide elections shall meet the following requirements:

- a. All members of the general faculty of the school, as defined in Article 2 of the Constitution of the General Faculty, shall be allowed to vote in school-level elections.

- b. Elections shall be conducted in such a way as to ensure the confidentiality and security of all votes.
  - c. A minimum of three working days will be allowed for nominations.
  - d. A minimum of three working days will be allowed for voting.
  - e. Elections may be conducted electronically.
  - f. The preferential voting system, Single-Transferable Vote, is used to count votes.
- (Revised November 12, 2015)

## **203 INSTRUCTIONAL POLICY**

The Provost and Vice President for Academic Affairs (P&VPAA) oversees instructional services for faculty and students, which include the library, media center, and computer support services, and the Teaching and Learning Center.

### **203.1 Revisions in Course Content and New Courses**

Faculty shall teach all courses in accordance with officially approved course descriptions. Significant changes in course content and the creation of new courses require the approval of the school curriculum committee or, in the case of an interschool program, the approval of the Academic Affairs Committee.

### **203.2 Class Attendance**

The University expects students to attend class regularly, turn work in on time, and provide timely notification for any deviation from the course schedule. The instructor is responsible for the attendance standards for each course, and should specify in the syllabus requirements for attendance, missed assignments and/or exams.

### **202.3 Purchase of Instructional Material**

Instructors are expected to notify the University bookstore in a timely manner of any materials required for a course, and all course reading packets shall be sold through the University bookstore. Students shall not be required to purchase materials from which the instructor of the class derives monetary profit, unless approved by the faculty of the department or program in which the course is taught. Department and school curriculum committees are responsible for monitoring this policy.

### **203.4 Integrity of Scholarship and Grades**

University faculty have adopted an Academic Honesty policy, which all faculty are expected to enforce. Instructors shall exercise care in the planning and supervision of academic work so that honest effort is positively encouraged. (See the University catalog and class schedule for the complete policy.)

When a faculty member discovers a violation of the policy, the faculty member is required to use the Academic Integrity Violation Reporting Form to notify the CSUB student conduct coordinator and the student(s) involved. A course grade of 'F' may be assigned or another grade penalty may be applied at the discretion of the course instructor. The student conduct coordinator will determine additional academic sanctions (e.g., probation, suspension, or permanent expulsion). Such decisions may be appealed by the student. (See Appendix D: "Student Complaint and Grievance Procedures.")

### **Academic Integrity Review Committee**

1. Three (3) faculty and two (2) alternates selected at random from the pool of all full- time faculty (alternates are for cases of conflict of interest, schedule conflicts, etc.).
2. Two (2) students and two (2) alternates selected at random from the pool of all full-time upper division and graduate students (alternates are for cases of conflict of interest, schedule conflicts, etc.).
3. The Chair of the Academic Senate will convene the first meeting of the academic year during which one of the faculty members must be elected chair.

### **203.5 Final Examinations**

Each non-seminar course shall include an appropriate instrument for comprehensive evaluation of student performance. If an in-class written final examination is given, it shall be done during the regularly scheduled final examination period. If a take-home final is assigned, it shall be due during final exam week. CSUB policy provides that no student shall be required to take more than two final examinations on the same academic day. If a student has more than 2 exams on the same day, the student should contact the course instructors and request a special arrangement. If no instructor agrees to reschedule, the exam in the lowest-enrolled course (s) shall be rescheduled for that student.

### **203.6 Grade Collecting and Reporting**

(See complete policy in Appendix E: Procedures for Verifying Class Rosters and Posting and Changing of Grades.)

### **203.7 Grade Change Policy**

A change in letter grade may be made only in the case of a declared clerical error, that is, a mistake made in calculating or posting grades. Except for completion of work for an Incomplete grade, a grade change may not be made as a result of work completed or presented following the close of a grading period. (See further details in Appendix E: Procedures for Verifying Class Rosters and Posting and Changing of Grades.)

### **203.8 Privacy of Grades**

In compliance with the provisions of the Family Education Rights and Privacy Act of 1974, faculty may not distribute papers or publicize test results in a way that lets anyone except the student involved have access to them.

### **203.9 Philosophy Regarding Academic Freedom in the Classroom**

The expression of different points of view in the classroom by faculty and students is not only a right but also a responsibility. Although we cannot control the interpretations of others, we must always remember why we are here: to enlighten, nurture and educate. It is our responsibility to try to provide an environment of mutual respect in which individuals can express their opinions. Instructors often present controversial opinions (some of which they do not personally believe to be true) in order to stimulate conversations and higher reasoning amongst students. This ability must not be eroded. Students do have the right to be graded fairly and the right for professors and the university to protect their academic freedom. Having an ideological divergent opinion does not constitute grounds for punitive action.

**203.10 Retention of Course Materials**

To allow a path for resolving possible grievances, incompletes, legal proceedings, etc., course syllabi and materials related to student evaluation for each course must be retained by the instructor or in the case of adjunct faculty by the responsible academic program for two years. An off-line copy of On-line courses must be similarly archived for two years.

**204 EXTENDED UNIVERSITY**

**204.1 Dean of Extended University**

The Dean of the Extended University, in coordination with the school deans and the Provost and Vice President for Academic Affairs (P&VPAA), is responsible for the administration of the Extended University, including extension, summer school, and regional programs. The Dean also administers instructional television and the Antelope Valley Center.

**204.2 Extension Program**

The Extension Program of the University provides offerings both on and off the campus. Classes from the regular curriculum may be offered on campus through Extension only with the permission of the P&VPAA. All courses carrying academic credit offered by the University in the Extension Program shall conform with established approval procedures.

**204.3 Extension Instructional Appointments**

When appointing faculty to teach an Extension course, the Dean of the Extended University shall secure the approval of the appropriate school dean and department chair.

**204.4 Concurrent Enrollment**

CSUB students may enroll in courses offered through Extended University concurrent with their enrollment on the main campus or at the Antelope Valley Center. The campus overload policy, however, shall apply to courses taken in a ~~quarter~~ semester regardless of the campus. Petitions requesting exceptions to this policy are processed as overload requests.

**204.5 Open University**

Open University allows non-matriculated students to enroll in regularly scheduled classes of the University on a space-available basis through Extended University. Students must have met all prerequisite requirements for the classes in which they enroll.

## **205 CERTIFICATE PROGRAMS**

Certificate programs expand educational opportunities in the service region and they provide important alternatives for the attraction and retention of students. The University thus encourages and supports the development of new certificate programs.

### **205.1 Policy**

#### **205.1.1 Feasibility and Cost/Benefit**

The establishment of new certificate programs requires the use of both the human and physical resources of the University. The feasibility and cost/benefit of each program should be ascertained before submission of new programs for approval. Care must also be taken in the design of new programs so that standards of academic excellence are not compromised. The following issues must be addressed in the design of programs:

- a. Academic integrity: consideration must be given to general educational goals in addition to the in-depth study appropriate to the particular program (this is particularly important with respect to CSUB certificates--see below);
- b. Market or clientele for the program;
- c. Admission requirements and procedures: course level and course prerequisites;
- d. Source of faculty for the program;
- e. Compatibility with existing programs;
- f. Contribution to the overall picture of enrollment at the University;
- g. Residence requirements: generally no more than 25% of the program course-work may be transferred from another institution.

#### **205.1.2 Kinds of Programs**

The University may develop certificate programs both in the regular academic units of the various schools as well as in the Extended University. The former will be termed Certificate Programs and the latter Extended University Certificate Programs.

##### **a. Certificate Programs**

These certificate programs are comprised of courses in the regular curriculum that earn credit that is transferable to regular degree programs. Academic standards in these programs are the same as those of the University's degree programs. CSUB certificate programs may be pre-baccalaureate or post-baccalaureate.

##### **b. Extended University Certificate Programs**

These programs are offered by, and are the responsibility of, the Extended University. Most of the courses in these programs will be numbered under 100 or above 800 and will thus earn no credit that is transferable to regular degree programs.

## **205.2 Procedures**

### **205.2.1 CSUB Certificates**

#### **a. Approval of New Programs**

CSUB Certificate Programs shall be approved in accordance with the regular procedures for the approval of new programs. After approval of the department or program faculty and of the appropriate school committee(s), the proposal shall be forwarded to the committees of the Academic Senate responsible for the approval of new programs, namely the Academic Affairs Committee and the Budget and Planning Committee. Finally, the Senate itself shall act on the proposal and make appropriate recommendations to the President.

Proposals for new programs shall include background and purpose, admission requirements, residence requirement, course requirements, course transfer policy, comparison of proposed program with similar programs (if any) at other colleges or universities, program staffing, and program implementation and consultation process.

#### **b. Special Requirements for Pre-Baccalaureate Programs Offered to Non-Degree-Seeking Students**

1. Students must meet the regular admission standards of the University.
2. Students must achieve Area A.1 of the General Education program and, unless persuasive evidence is offered showing why they are not appropriate to a particular program, Areas A.2, A.3, and B.4.

#### **c. Record-Keeping and Review**

Record-keeping and review responsibilities for a certificate program shall be assigned to the academic unit responsible for instruction in that program. Each program shall be reviewed at least every five years with respect to the program's ability to meet the educational needs of its students, to its effect on enrollment in related bachelor's degree programs, and to its relationship to the mission of the University. This review shall be conducted by the academic units responsible for the program and shall be submitted to the appropriate school deans and the Academic Senate. The award of a certificate will not be entered on a student's permanent record.

#### **d. Issuing of Certificates**

The Dean of Extended University in consultation with the school deans shall establish standard format and wording for certificates. The Dean of Extended University shall award certificates after documentation has been received from the appropriate faculty that all requirements have been met. A certificate fee shall be charged to cover administrative costs for the printing and issuance of the certificate. The Extended University shall collect this fee.

## **205.2.2 Extended Studies Certificates**

### **a. Development and Implementation**

These certificate programs shall be developed and implemented by the Dean of Extended University in close consultation with the appropriate school deans, the faculty, and the constituencies that such programs are intended to serve. These programs shall meet specific educational needs in the University's service area, and the program design will include a statement of prerequisites for enrollment. These programs may, when appropriate, include some courses that carry degree credit. In such cases, students will be expected to satisfy all prerequisites for these courses.

### **b. Standards and Review**

The standards for admission and requirements for completion of these programs shall be established and monitored by the Extended University. Periodic reviews of all programs shall be undertaken by Extended University.

### **c. Issuing of Certificates**

Certificates for these programs are issued by the Extended University and shall indicate that they are granted by the Extended University of California State University, Bakersfield.

## **300 PERSONNEL POLICIES**

### **301 ACADEMIC PERSONNEL**

#### **301.1 Personnel Procedures**

University personnel procedures comply with the provisions of Subchapter 7 of Title 5 of the California Administrative Code and provisions contained in the Collective Bargaining Agreement (CBA) between the California Faculty Association and the California State University. When the CSUB Faculty Handbook or CBA do not cover a specific personnel situation, the President shall decide the outstanding personnel issue after consulting appropriate academic officers.

#### **301.2 Appointment**

The President or the President's designee shall make all academic appointments, including initial appointments, re-appointments during the probationary period, and appointments for the terminal year. The President or designee shall also grant tenure.

Tenured faculty members participate in the appointment process in two ways: by developing job descriptions, soliciting and evaluating applications, and interviewing candidates; or, in the case of re-appointment, termination or tenure, by reviewing probationary faculty. In both cases, faculty make recommendations to the President or his/her designee.

#### **301.3 Terminal Degree**

CSU regulations (FSA 70-7) provide that "the doctorate or equivalent attainment shall be the desirable qualification for appointment to a University faculty position." Except when a scholar's preparation has been outside of the regular academic system or in certain professional fields where different criteria are recognized, university policy

provides that appointment to the rank of assistant professor or higher (or equivalent rank for counselors and librarians) normally presupposes the possession of the appropriate terminal degree. The search and screening committee and the appropriate dean will determine exceptions to this policy.

### **301.4 Conflict of Interest**

#### **301.4.1 Nepotism**

No individual shall vote, make recommendations, or in any way participate in decisions regarding personnel matters that may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination, employment status, or interest of a “close relative” (defined as the son, daughter, brother, sister, mother, father, husband, wife, step-relative, or in-law of an employee of the University or of one of the University’s official auxiliary organizations) or “domestic partner” (defined as anyone sharing a common residence and life necessities with an employee). *Consult the campus policy on Nepotism (Appendix J).*

#### **301.5 Personnel Files**

The University uses at least three types of personnel files: Human Resources File, Personnel Action File (PAF) and Working Personnel Action File (WPAF). Some departments or other academic units also keep informal personnel files. The WPAF is commonly called the RTP File since it contains the materials reviewed by the different levels for the purposes of retention, the award of tenure, and promotion, but any personnel action must include review of the PAF because the PAF may contain items that are not contained in the WPAF. The PAF is described below in 301.6, and the WPAF is described in 305.5, “RTP Files.”

#### **301.6 Personnel Action File (PAF)**

The Personnel Action File (PAF) is the official personnel file for employment information and information relevant to the personnel evaluations and recommendations regarding a faculty member. Access to the PAF shall be limited to persons with official business. The contents of the PAF shall be held in confidence. The custodian for the PAF (see 301.6.1) shall log all instances of access to a PAF. The PAF shall also indicate the existence and location of other documents regarding a faculty member to which the faculty member has access in accord with the CBA.

##### **301.6.1 Custodian of the PAF**

For each faculty member, the Provost and Vice President for Academic Affairs (P&VPAA) shall designate an office in which the PAF shall be maintained and shall designate a custodian for the PAF. In almost all cases, the custodian will be the dean or director of the faculty member.

##### **301.6.2 Access to the PAF**

A faculty member shall have access to all materials in the PAF, exclusive of pre-employment materials.

A faculty member may schedule an appointment during normal business hours for the purpose of reviewing the PAF. The appointment shall be scheduled promptly following the request during normal business hours and shall be subject to reasonable conditions. With

the invitation of the faculty member, another person may be present during the review of the PAF.

### **301.6.3 Submission of Materials to the PAF**

The faculty member shall be provided with a copy of any material to be placed in the PAF at least five (5) days prior to such placement. This provision shall not apply to material referenced in matters of Temporary Suspension or Disciplinary Action as found in Articles 17 and 19 of the CBA.

### **301.6.4 Correction of Materials in the PAF**

If, after reviewing the PAF, the faculty member believes that any portion of the file is not accurate, he/she may request in writing the correction or deletion of the inaccurate portion, or both.

a. Requests shall be addressed to the custodian of the file. The request shall include a statement regarding the corrections and/or deletions being requested, and the facts and reasons justifying the request. All requests shall become part of the PAF except when disputed material has been removed from the file. All changes, including removal of materials, shall be entered into the log.

b. If the custodian of the file denies the request for correction and/or deletion, the faculty member shall be given a written justification for the denial. Within seven (7) days after receiving notice of denial, the faculty member may submit a written appeal of the denial to the P&VPAA. The P&VPAA shall formally respond within 21 days after receiving the written appeal. If the P&VPAA supports the appeal, the PAF shall be revised in accord with the original request for correction and/or deletion of materials. The faculty member shall receive written notification of specific actions taken regarding the requested changes in the PAF. If the P&VPAA denies the appeal, the faculty member shall be given written justification for the denial.

### **301.6.5 Contents of the PAF**

The PAF shall contain the following documents:

a. Log Sheet

The Log Sheet shall list each document placed in the PAF, date of insertion, original source, and person or authority responsible for inserting the document.

b. Access Sheet

An Access Sheet shall list each person having access to the PAF, reason for access, and date of access.

c. CSUB Employment History

The initial appointment letter and any subsequent appointment letters, past evaluations, and recommendations shall be placed in the PAF.

d. Current Vita

Faculty members are required to update their vitae and assignment sheets for each performance review cycle. A copy of each shall be placed in both the RTP File (WPAF) and the PAF.

e. Periodic Evaluations and Recommendations

Faculty members undergo periodic evaluations. The custodian of the PAF shall be responsible to ensure that a copy of the evaluations and recommendations from all levels for each review cycle be placed in the PAF. If the faculty member submits a written response to any of the evaluations and recommendations, the faculty member shall also submit a copy of the written response to the custodian for placement in the PAF.

f. Post-Tenure Review Evaluations

Tenured faculty members undergo a periodic 5-year review. All post-tenure evaluations, including any rebuttals, shall be placed in the PAF. The custodian of the PAF shall be responsible to ensure that both a copy of the post-tenure evaluations, and any rebuttals, be placed in the PAF.

g. Reprimands

The placement of formal administrative reprimands shall follow the guidelines of Article 18 of the Collective Bargaining Agreement.

h. Other Materials

The custodian of the PAF may place in the file other materials deemed relevant to the personnel evaluations and recommendations of the faculty.

### **302 CLASSES OF ACADEMIC APPOINTMENT**

Any individual who has responsibilities normally associated with those of a faculty member must be appointed to one of the ranks enumerated in section 302. Faculty may hold appointments in the following ranks, for which full-time service shall be considered probationary for tenure purposes: lecturer, assistant professor, associate professor, and professor; assistant librarian, senior assistant librarian, associate librarian, and librarian; and assistant counselor, associate counselor, and counselor. Persons appointed as probationary faculty prior to completion of their terminal degree are designated as lecturer until work for the degree is awarded. Faculty whose service will not be considered probationary for tenure purposes are appointed as lecturers.

#### **302.1 Tenured Teaching Faculty**

Teaching Faculty may hold tenured appointments. Such appointments normally occur after the completion of a period of probation. Tenured teaching faculty may hold the rank of assistant professor, associate professor, or professor.

#### **302.2 Probationary Teaching Faculty**

Teaching faculty may hold probationary appointments. Faculty with such appointments ordinarily serve a minimum of two years to a maximum of six years with probationary status. Probationary teaching faculty may hold the rank of lecturer, assistant professor, associate professor, or professor.

#### **302.3 Tenured Librarians**

Librarians may hold tenured appointments. Such appointments normally occur after the completion of a period of probation. These individuals may hold the rank of assistant librarian, senior assistant librarian, associate librarian, or librarian.

#### **302.4 Probationary Librarians**

Librarians may hold probationary appointments. Librarians with such appointments serve

a minimum of two years to a maximum of six years with probationary status. These individuals may hold the rank of assistant librarian, senior assistant librarian, associate librarian, and librarian.

### **302.5 Tenured Counselors**

Counselors may hold tenured appointments. Such appointments normally occur after the completion of a period of probation. These individuals may hold the rank of assistant counselor, associate counselor, or counselor.

### **302.6 Probationary Counselors**

Counselors may hold probationary appointments. Counselors with such appointments serve a minimum of two years to a maximum of six years with probationary status. These individuals may hold the rank of assistant counselor, associate counselor, or counselor.

### **302.7 Lecturers, Temporary Librarians, and Counselors**

Lecturers, librarians, and counselors may hold temporary appointments for a specific period of time (e.g., one ~~quarter~~ semester, one year, three years), and may be full-time or part-time.

### **302.8 Coaching Faculty**

Faculty may hold temporary appointments as coaches. The appointments are for a specific period of time (e.g., one ~~quarter~~ semester, one year, three years) and may be full-time or part-time.

### **302.9 Visiting Faculty**

Individuals may hold one-year appointments as visiting faculty, visiting librarians, or visiting counselors. Such individuals normally would hold tenured appointments at some other institution of higher education. Such appointments must be consistent with the Collective Bargaining Agreement's (CBA) provisions for the protection of temporary faculty, counselors, and librarians.

### **302.10 Adjunct Faculty**

Individuals may hold temporary, part-time appointments as adjunct assistant professor, adjunct associate professor, or adjunct professor. Individuals appointed as adjunct faculty are usually professionals who have skills and knowledge necessary for campus academic programs.

### **302.11 Research Faculty**

Individuals may hold temporary appointments as research faculty. The appointments may be part time or full time. Appointments as research faculty normally occur to complement the activity of a center or program.

### **302.12 Joint Appointments**

Faculty may hold appointments in more than one department. The combined appointments shall not exceed a full-time assignment. The President or his/her designee shall determine the proportion of assignment of activity for individuals holding joint appointments. The appropriate school dean, after consultation with the faculty shall designate the unit responsible for conducting the RTP review. This is ordinarily the unit wherein the majority of the assignment is fulfilled. The appointment letter shall state

the unit responsible. The President may change the proportion of an assignment during the duration of the joint appointment (CBA 12.1).

### **303 RESPONSIBILITIES OF TEACHING FACULTY, LIBRARIANS, & COUNSELORS**

#### **303.1 Duties of Teaching Faculty, Librarians, and Counselors**

Tenured and tenure-track teaching faculty are expected to be on campus from the beginning of the academic year as designated by the President, through the day of commencement in the spring ~~quarter~~ **semester**. In addition to teaching students, they share other obligations such as advising students, providing informal counsel for students, serving on departmental, school, and university committees, and appearing at academic functions.

Full-time and part-time lecturers are expected to teach the scheduled courses specified in their letters of appointment and, in addition, to be available outside of scheduled class time for consultation with students.

Librarians and counselors are usually appointed for 12 months and, therefore, are expected to be on campus the entire calendar year, exclusive of approved vacations. Librarians have obligations for selecting, organizing, preserving, disseminating, and teaching the various information collections of the Library to support the academic programs of the University. The Counseling Center is to provide services to students and to the University community that promote retention and graduation. Such responsibilities are complementary to the work of the instructional faculty

#### **303.1.1 Teaching Assigned Courses**

Faculty shall teach their assigned courses in accord with the officially approved course descriptions provided in the current university catalog.

#### **303.1.2 Meeting Assigned Classes**

Faculty shall meet their assigned classes at the times and places formally scheduled except when advanced written notice of deviations from the published schedule has been formally approved by the department chair with notice sent to the appropriate school dean.

#### **303.1.3 Scheduling Office Hours**

As members of the campus community, faculty members are expected to be regularly present on campus and available for interaction with students and colleagues. Full-time teaching faculty shall schedule office hours so they are on campus and available to their students and colleagues at least five hours per week, and for at least one hour per day at least three (3) days each week of the academic term, including finals week. Deviations from this policy that would result in fewer days and/or hours per week require the formal written approval of the department chair and the appropriate school dean.

Teaching faculty shall schedule office hours at times convenient for students, and these shall be included in course syllabi and clearly posted on or near the faculty member's office door. Faculty members shall also make reasonable efforts to meet with students and colleagues who are not available during scheduled office hours.

Part-time teaching faculty shall schedule office hours at the rate of at least one hour per week and with an additional 20 minutes per week for each WTU taught above 3. These are minimum expectations, and department policies may specify expectations for additional office hours. (Revised June 12, 2015)

Teaching on-line courses does not reduce the expectation for being present on campus.

#### **303.1.4 Accommodating Religious Days**

Faculty are encouraged to be sensitive to students' religious observances that may, upon occasion, conflict with course requirements (such as examinations) and to make reasonable accommodations for those students.

#### **303.1.5 Course Syllabus**

Faculty shall provide a course syllabus to students in each of their classes which, contains at least the following information:

- a. Instructor name;
- b. Course name and number, section number, and unit count;
- c. Day (s) of class;
- d. Time of class;
- e. Office hours;
- f. Office phone number;
- g. Office location;
- h. Email address;
- i. Location of class;
- j. Exam policy;
- k. Description;
- l. Course student learning outcomes;
- m. Required text (s) and course materials;
- n. Due dates for assignments and exams;
- o. Class attendance policy;
- p. Policies for turning in late assignments and making up exams;
- q. Grading policy, including components to be included in the calculation of the final course grade and their respective weights;

- r. Course standards for academic integrity, at a minimum including the statement “Students are expected to do all the work assigned to them without unauthorized assistance and without giving unauthorized assistance. For the complete policy, see the university catalog”;
- s. A statement regarding academic accommodations for students with disabilities, such as “To request academic accommodations due to a disability, please contact the Office of Services for Students with Disabilities (SSD) as soon as possible. You must have an accommodations letter from the SSD office documenting that you

have a disability; present the letter to me during my office hours as soon as possible or in the first class period”.

t. Other issues in accord with departmental guidelines and practice.

### **303.2 Revision of Obligations and Duties**

Faculty may formally request a revision of their respective obligations and duties as specified in 303.1 by providing justification for the exception. Approval by the respective department/program chair and academic dean is required.

### **303.3 Outside and Additional Employment by Faculty**

Faculty accepting outside employment shall report this to the appropriate administrator in accord with the requirements of the CBA (Article 35). Additional employment that is compensated by the CSU or CSU auxiliaries shall be limited in accord with the requirements of the CBA (Article 36).

### **303.4 Notice of Termination of Appointment by Faculty**

Faculty desiring to terminate an existing appointment or to decline a reappointment shall give appropriate written notice before the end of their final academic year. Lecturers and assistant professors (or equivalents) shall give notice not less than three (3) months prior to the end of their service, and associate professors and professors (or equivalents) shall give notice not less than four (4) months prior to the end of their service. In each case, notice shall be in writing to the appropriate administrator. Faculty may properly request a waiver of this requirement in case of hardship or in a situation where substantial professional advancement would otherwise be denied.

### **303.5 Professional Responsibilities of Faculty Members**

Faculty members are expected to be guided by the Statement of Professional Responsibility as approved by the CSU Academic Senate and Trustees.

The professional responsibilities of a faculty member may be considered from five major perspectives: 1) as a member of the teaching profession; 2) as a teacher; 3) as a colleague; 4) as a part of an institution; and 5) as a member of a community. (See Appendix F for details of the Statement of Professional Responsibilities for Faculty from these five perspectives.)

### **303.6 Professional Responsibilities for Librarians**

The American Library Association recognizes the importance of codifying and making known to the public and the profession the ethical principles that guide librarians. See Appendix F for details of the American Library Association Code of Ethics.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. The university has a special obligation to ensure the free flow of information and ideas to present and future generations.

### **303.7 Professional Responsibilities for Counselors**

The Counseling Center is the division of Student Affairs charged with the responsibility to “assist students with developmental issues, value information, and the resolution of personal and academic problems which may impede the learning process. Overall, counselors provide either directly or through collaboration and referral a variety of counseling services (e.g., individual and group counseling, career development, crisis intervention, short term psychotherapy), faculty and staff consultation, professional training and supervision consistent with the educational mission of the university. (CSU Student Services Master Plan, 1989)

The counselors adhere to all applicable Federal and State Laws. The published ethical codes of the American Psychological Association, the California Association of Marriage and Family Therapists, and the Organization of Counselor Center Directors in Higher Education are the accepted standards for determining ethical conduct among counselors.

(updated November 6, 2015)

### **303.8 Alleged Breaches of Professional Responsibility**

The fundamental purpose of the statement of professional responsibility in Appendix F is to establish a guide for responsible performance that is consistent with the highest ideals of the academic profession. It thus establishes an ideal to which faculty members can and should aspire, rather than a minimum standard to which faculty members must adhere. Hence, the statement is not intended to serve primarily as a reference for disciplinary action. Nevertheless, when cases of gross disregard for principles of professional responsibility occur, the faculty has both a right and a duty to call the breach to the attention of the individual concerned and to expect that the irresponsible behavior will be discontinued.

Most departures from responsible professional behavior are likely to be minor breaches that can be corrected simply by calling the matter to the attention of the person involved. Ordinarily, such matters are handled within the faculty member’s academic unit.

If a breach of professional responsibility is alleged that cannot be or is not adequately handled informally within the basic academic unit, the matter may be referred to the Committee on Professional Responsibility. Any member of the academic community may refer allegations of unprofessional conduct to this Committee. Such allegations shall be submitted in writing and signed by the person making the complaint.

The procedures described in this section provide a formal process whereby faculty members can resolve disputes regarding professional responsibility without resorting to a disciplinary process. It is expected that in most instances, the weight of an adverse conclusion by the Committee on Professional Responsibility will bring about a correction of irresponsible behavior.

#### **303.8.1 Committee on Professional Responsibility**

Members of the Committee on Professional Responsibility are elected with special attention to the high ethical and professional regard in which their colleagues hold them. The Committee consists of five (5) tenured faculty members, one elected by the faculty of each school and an at-large member elected by the General Faculty. Committee members serve overlapping two-year terms. A committee member who has a conflict of

interest in a particular case shall recuse himself or herself. In that instance, the Senate Executive Committee shall appoint a substitute. The appointed member shall represent the constituency of the replaced member.

### **303.8.2 Augmentation to the Committee for Librarians or Counselors**

When a librarian or counselor is referred, the Committee shall be augmented by a librarian or counselor, respectively, who is elected by the members of the appropriate unit. The role of the librarian or counselor is limited to providing advice and feedback to the Committee regarding specific issues and questions pertaining to the profession. The librarian or counselor does not vote as a member of the Committee.

### **303.8.3 Procedures for the Committee on Professional Responsibility**

The chair of the Academic Senate shall convene a meeting of the Committee on Professional Responsibility at the beginning of each academic year to revise procedures. The members of the committee shall also elect a chair at this meeting.

Requests for the Committee on Professional Responsibility to act shall be delivered in writing to the chair of the committee. Upon receipt of a request, the chair shall confer with the designated administrator and with the designated representative of the California Faculty Association to identify any issues that require administrative intervention or union representation. After any administrative or union issues have been identified and referred, the chair shall convene a meeting of the Committee on Professional Responsibility, which shall begin an inquiry into the remaining issues, if any. The Committee shall discontinue the inquiry at any time it determines that the facts do not provide sufficient evidence to support the allegation. The Committee may also decide at any time that the case involves only minor matters that properly should be handled by the basic academic unit through informal resolution and so refer it, with or without recommendations.

If the Committee determines that the facts support the allegation and that the matter cannot be properly resolved by the basic academic unit, the Committee shall conduct an impartial review.

Following an impartial review, the committee may make one or more of the following recommendations:

- a. No further action.
- b. Referral to the basic academic unit.
- c. Referral for assistance with dispute resolution.
- d. Recommendations for change in faculty behavior.
- e. Referral to the President or designee.

If the Committee determines that its recommendations have not been followed, the committee shall refer or re-refer the matter to the President or designee.

When referring to the President, the committee shall not make recommendations regarding corrective actions. Once the committee has made a referral to the President or designee, the committee has fulfilled its responsibility, and because of rules of confidentiality, the committee will not receive reports of subsequent actions.

The Committee on Professional Responsibility shall prepare a formal written report of the disposition of each referral it receives. The report shall present the committee's conclusions and the basis for those conclusions. Copies of the report shall go to the individual (faculty member, librarian, or counselor) whose behavior was questioned, to the person(s) requesting committee consideration, and to the committee files. If the Committee refers the matter, a copy of the report shall be forwarded along with the referral.

Nothing in this section shall be construed to abridge the rights of any faculty member or of the University enumerated in the Collective Bargaining Agreement, the Faculty Handbook, professional code of conduct, or state or federal laws. Neither shall anything in this section be construed to abridge the responsibility of the Committee to follow up on cases it has reviewed.

### **303.8.4 Annual Reports**

#### **303.8.4.1 Report to Senate Chair and Provost**

At least two weeks before the last meeting each year of the Academic Senate, the Committee shall meet conjointly with the Chair of the Senate and the Provost to review the committee's work.

#### **303.8.4.2 Report to the Senate**

At the last meeting each year of the Academic Senate, the Committee on Professional Responsibility shall submit an annual summary report of its activities. Information that identifies individuals or departments shall not be included in the report.

### **303.9 Research on Human Subjects**

When faculty or students guided by faculty engage in human subjects research, the University requires protection of those human subjects. The guidelines followed are those of the federal government, specifically The Code of Federal Regulations, Title 45, Public Welfare, Part 46, The Protection of Human Subjects.

#### **303.9.1 Institutional Review Board for Human Subjects Research (IRB/HSR)**

The IRB/HSR is charged with the protection of the rights and welfare of human subjects in research. The IRB/HSR reports directly to the P&VPAA and represents the University in all matters concerning the protection of human subjects. Human subjects research may not begin until authorized by the IRB/HSR. Faculty intending to engage in human subjects research shall contact the chair of the IRB/HSR, the Research Ethics Review Coordinator (see 303.9.3), or the Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP).

#### **303.9.2 Membership of the IRB/HSR**

In compliance with federal regulations, the IRB/HSR's membership consists of nine (9) persons. Three (3) shall be CSUB faculty whose primary concern is non-scientific; three (3) shall be CSUB faculty whose primary concern is scientific; and three (3) shall be community members not affiliated with CSUB.

In consultation with the Executive Committee of the Academic Senate and the

Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP), the P&VPAA selects and appoints the chair and IRB/HSR members to three year terms. In consultation with the IRB/HSR chair, the P&VPAA may also remove members who do not participate in IRB/HSR activities.

The Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP) provides administrative support for the IRB/HSR.

Members of the IRB/HSR may not participate in the review of any project in which the member has an interest.

### **303.9.3 Research Ethics Review Coordinator**

The P&VPAA selects and appoints the Research Ethics review Coordinator. The coordinator is responsible for coordinating the work of the IRB/HSR.

### **303.10 Use of Animal Subjects in Teaching and Research**

When faculty or students guided by faculty use animals in teaching or research, the University requires protection of those animal subjects. The guidelines followed are those of the federal government, specifically The Code of Federal Regulations, Title 9, the Animal Welfare Act as Amended and the Public Health Service Policy on Humane Care and Use of Laboratory Animals. Animals are defined as live vertebrates.

#### **303.10.1 Institutional Animal Care and Use Committee (IACUC)**

The IACUC is charged with the protection of animal subjects used in teaching and research. The IACUC reports directly to the P&VPAA and represents the University in all matters concerning the protection of animal subjects. Use of animal subjects may not begin until authorized by the IACUC. Faculty intending to use animal subjects shall contact the chair of the IACUC, the Research Ethics Review Coordinator (see 303.9.3), or the Assistant Vice-President for Grants, Research and Sponsored Programs (GRASP).

#### **303.10.2 Membership of the IACUC**

In compliance with federal regulations, the IACUC's membership consists of nine (9) persons. Three (3) shall be CSUB faculty experienced in the use of animals; two (2) shall be CSUB faculty whose primary concern is nonscientific; two (2) shall be community members not affiliated with CSUB; one (1) shall be a Doctor of Veterinary Medicine; one (1) shall be the CSUB Safety and Risk Management Officer.

In consultation with the Executive Committee of the Academic Senate and the Assistant

Vice-President for Grants, Research and Sponsored Programs (GRASP), the P&VPAA

selects and appoints the chair and IACUC members to three year terms. In consultation with the IACUC chair, the P&VPAA may also remove members who do not participate in IACUC activities.

The Assistant Vice-President for Grants, Research and Sponsored Programs

(GRASP)  
provides administrative support for the  
IACUC

Members of the IACUC may not participate in the review of any project in which the member has an interest.

### **303.11 Discrimination and Harassment**

The University is committed to creating and maintaining an environment in which faculty, staff, and students work together in an atmosphere of mutual respect and unconstrained academic discourse. In the university environment, all faculty, staff, and students are entitled to be treated on the basis of their qualifications, competence, and accomplishments, without regard to gender, ethnicity, political or religious belief, sexual preference, or social class. Individuals are entitled to benefit from university programs and activities free from discrimination or harassment of any kind. Discrimination and harassment violate university policy, seriously threaten the academic environment, and are illegal. It is the policy of the University to achieve prompt and equitable relief to the extent possible whenever discrimination or harassment is reported.

#### **303.11.1 Sexual Harassment**

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the California Fair Employment and Housing Act, and CSU Executive Order 345. It is addressed specifically here with additional detail because sexual harassment has traditionally been an issue that endangers the academic environment because any sexually oriented behavior violates the fundamental rights, personal dignity, and personal integrity of other persons.

##### **303.11.1.1 Behaviors That Constitute Sexual Harassment**

The CSU defines sexual harassment as any conduct of a sexual nature, which may be verbal, written, visual, or physical, directed toward an employee, student, or applicant when one or more of the following circumstances are present:

- a. Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission, or academic evaluation;
- b. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
- c. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive, or otherwise adverse working environment;
- d. The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive, or otherwise adverse learning environment, or adversely affecting a student.

##### **303.11.1.2 Responsibilities of Faculty**

Individuals who are victims of sexual harassment are often intimidated from telling the aggressor to stop the offensive behavior or from making formal complaints. This is particularly true of students. Consequently, if a faculty member should receive a complaint of sexual harassment from a student, staff member, or other faculty, it is the faculty's responsibility to exercise proper authority and inform the person that sexual harassment is a violation of university policy and is not tolerated under any circumstance. Faculty shall inform the complainant that University Harassment Counselors are available through the Counseling Center to handle such complaints and shall contact a University Harassment Counselor directly on the behalf of the person if so requested.

### **303.11.1.3 Formal Complaint Process**

Federal and State law places special duties on the University as it relates to sexual harassment and sexual harassment, and accordingly, sexual harassment sexual misconduct is conduct which is subject to disciplinary action up to and including dismissal (for employees) or expulsion (for students).

Formal complaints of sexual harassment and sexual misconduct originating from employees (faculty or staff) applicants for employments, or students should be made to the Title IX Coordinator, located in the Office of the President, (661-654-2137).

Such complaints will be addressed in accordance with existing university procedures, which are governed by law and applicable collective bargaining agreements, and appropriate action will be taken. Only documentation resulting in disciplinary action will be added to an employee's personnel file following standard procedures outlined in respective collective bargaining agreements.

(Revised November 6, 2015)

### **303.12 Faculty-Student Consensual Relationships**

"Faculty have a professional responsibility to exhibit the best scholarly and ethical standards of their profession; to demonstrate respect for the students as individuals; to adhere to their proper roles as intellectual guides and counselors; to make every effort to foster honest academic conduct; to ensure that their evaluation of students reflects each student's true merit ..." (excerpted from the "Statement on Professional Ethics," American Association of University Professors, revised June, 1987).

In accord with this Statement on Professional Ethics, the University has a responsibility to protect the integrity of the learning environment and the academic evaluation processes. This section addresses only personal consensual relationships between faculty and students; non-consensual relationships are covered as "sexual harassment" in Sections 303.11.1 through 303.12 above.

The University defines a personal consensual relationship as a romantic relationship between a faculty member and student. If the student is in, or is likely to be in, a position to be evaluated or supervised by the faculty member, then a conflict of interest may arise. The combination of a personal consensual relationship and academic evaluation adds the element of power differential to the personal consensual relationship. This combination can lead to negative consequences for students, faculty, and the profession.

### **303.13 Conflict of Interest Issues Involving Evaluation**

Faculty may not participate in the formal evaluation (such as assigning grades in university courses, participating in reviews on assessment panels, etc.) of any person who is their domestic partner or member of their immediate family as defined in Section 301.(4), who is a member of their immediate family or with whom they have, or have had, a personal consensual relationship. Essentially, the issue is to preserve academic integrity and objectivity in the evaluation process, so any situation where a personal relationship could potentially compromise objectivity must be addressed. Normally, this situation is best handled by the department chair assigning an alternate faculty member who will be responsible for the grading or evaluation. In cases where the department chair is the person involved, the appropriate school dean shall assign the alternate.

## **304 PROCEDURES FOR ACADEMIC APPOINTMENTS**

### **304.1 Authorization of New Probationary and Full-Time Temporary Positions**

On the recommendation of the department, the dean may initiate the request for authorization of new probationary and full-time temporary faculty positions. The Provost & Vice President for Academic Affairs (P&VPAA) authorizes all new probationary and full-time temporary faculty positions. The P&VPAA also approves part-time, temporary faculty appointments by the schools necessary to meet term-to-term changes in student enrollment.

### **304.2 The Search Committee**

After securing approval for a new probationary or full-time temporary faculty position, the school dean shall instruct the department chair or appropriate academic administrator to initiate the election of a search committee from among tenured faculty within the academic unit. The department may request the P&VPAA to allow probationary members to serve on the search committee. A majority of this committee shall be faculty members with major teaching responsibilities. The committee should contain members with diverse ethnicity and both genders.

It is the charge of the committee to 1) develop the position description, 2) establish criteria to be used in selecting candidates for the position, and 3) proceed to recruit qualified candidates. The position description shall indicate the rank(s) for which recruiting is authorized. If the nature of the appointment is such that it is deemed appropriate to commit supplemental funds to provide an increased salary range (pursuant to Resolution 11-74-20 of the Board of Trustees of the CSU), this fact is to be recognized in the position description.

The search committee shall work in consultation with the Special Assistant to the President for Diversity Initiatives, the department chair and other members of the department toward meeting department and university goals for appointing women and minority persons. The committee shall establish qualifications that are impartial, and shall weigh each candidate's accomplishments in a fair manner. Standards shall be the same for all candidates.

Prior to making its recommendations on the position description and criteria for selection, the committee shall solicit the views of all other members of the basic academic

unit and may solicit information from other appropriate sources including students. The position description and criteria established by the committee shall be presented to the tenured and probationary faculty of the academic unit for approval, and when approved, forwarded to the school dean. After considering the recommendations of the committee, the school dean shall forward the position description and criteria together with his/her suggestions to the P&VPAA for further review and approval.

### **304.3 Search and Screening Procedures for Tenure-Track Probationary Faculty**

Once the position description and criteria are approved, the search committee shall proceed to seek qualified candidates.

The committee selection(s) for interviews shall be approved by vote of a simple majority of the committee. An abstention shall count as a negative vote. The recommendation(s) of the committee shall be sent to the school dean for review and approval. With the approval of the school dean, candidates may be brought to campus for interviews with the members of the basic academic unit, the committee, and appropriate academic administrators. The school dean shall keep the committee apprised of funds available for this purpose. Following all such interviews the committee shall make its final recommendations on the candidates to the department.

The tenured and tenure-track faculty of the department shall by simple majority of those voting decide the recommendation(s) to be sent forward. The dean shall review the committee's recommendation(s) and forward his/her recommendation(s) to the P&VPAA. The dean shall attach the committee's recommendation(s) to his/her report. After careful review of all recommendations, the P&VPAA shall make the final selection.

### **304.4 Offer of Appointment**

The P&VPAA shall offer appointment to the candidate. If the candidate refuses the offer of appointment, the P&VPAA may offer the position to another candidate from the list of applicants acceptable to the school dean and the department. If no candidate is acceptable, the search may be re-opened.

#### **304.4.1 Credit toward Tenure**

The offer shall inform the candidate that he/she may request up to two years of credit toward the award of tenure for previous service. The request shall be made prior to the start of the candidate's initial academic year (see Section 305.1.3).

### **304.5 Duration of Appointments**

Initial teaching appointments that commence with the opening of a university year are effective as of September 1 and are normally for two academic years. Salary for an academic year is paid on an annual basis in twelve equal monthly payments. Annual increments are paid on the anniversary of an individual's appointment.

### **304.6 Policies and Procedures for Appointment and Re-appointment of Coaches**

Requests for authorization of new coaching positions and filling of coaching vacancies are initiated by the Athletic Director. The P&VPAA shall appoint search committees after consultation with the Athletic Director. The committees shall include the Faculty Athletic Representative and one student, selected by the

P&VPAA after consultation with the President of the Associated Students. The composition of the committees may be changed as the search progresses and the areas in which the coach-candidates may teach become better defined.

Evaluation of teaching and service for renewal decisions originates with the unit committee for the academic department in which the coach is serving and proceeds through the department chair and school dean to the P&VPAA.

Evaluation of coaching for renewal decisions originates with the Director of Athletics and is sent directly to the P&VPAA.

Coaching shall receive the greatest weight, but unacceptable teaching shall be grounds for non-renewal of the teaching portion of the contract.

### **304.7 Temporary Appointments**

Temporary appointments shall be made after consultation with the department.

(Revised September 29, 2015)

#### **304.7.1 Initial Temporary Appointments**

Temporary appointments may be either part time or full time. Procedures for the authorization of new full-time temporary faculty positions are specified in 304.1 above. The department shall secure the approval of the school dean to appoint part-time temporary faculty. The letter of appointment for temporary faculty shall indicate the term of appointment and state that the term automatically expires at the end of the period specified and does not establish consideration for further appointment. Temporary faculty appointments may be for periods of a ~~quarter~~ semester, ~~two quarters~~, or one or more years. The P&VPAA may at his/her discretion make appointments in excess of three years.

Full-time temporary faculty, except Coaching faculty, shall not be appointed on a conditional basis.

Part-time appointment may be on a conditional basis depending upon enrollment and budget considerations. If a class is cancelled the employee shall be paid for class hours taught. Classes may be cancelled any time previous to the third class meeting.

Full-time coaches may be appointed on a conditional basis, and the conditions shall be consistent with the by-laws and regulations of the NCAA.

Each department or unit shall maintain a list of temporary faculty whose teaching has been evaluated by the department or unit, and also the courses taught by each individual. In the event a member of that list applies for a position in the department or unit, his/her application shall receive careful consideration.

#### **304.7.3 Temporary Faculty With Six or More Years of Service**

Temporary faculty employed during an academic year and having six or more years of consecutive service to the campus shall be offered a three-year appointment according to the following provisions:

a. The six-year eligibility period need not have been continuous as long as it

was served in a single department;

- b. The time base of appointment shall be consistent with 304.7.2 and paragraph three of 304.7.1;
- c. The P&VPAA shall determine the type and extent of course offerings consistent with policies and procedures for the campus.

Temporary faculty holding three-year appointments and having six or more years of consecutive service may expect subsequent three-year reappointments except in instances of documented unsatisfactory performance or serious problems of conduct. If there is insufficient work to support the reappointment at the previous time base, the time base of the successor three-year appointment may be reduced to reflect available work for which the temporary faculty member is qualified.

### **305 RETENTION, AWARD OF TENURE, AND PROMOTION**

Legal statutes and historical precedence dictate that faculty be consulted on all academic personnel matters. In making personnel decisions, the President receives advice from the various levels of review and assesses the institutionally relevant strengths of the individuals involved. The President takes into consideration the demonstrated and predictable capacities of the individuals as faculty, librarians, or counselors, respectively, as contributing scholars to their discipline, and as active participants in the University community.

Faculty, librarians, and counselors undergo an annual performance review resulting in an additional probationary year, the award of tenure, promotion, or a terminal appointment. Procedures for this annual performance review are detailed in 305.4.

#### **305.1 Probationary Period and Retention**

##### **305.1.1 Probationary Faculty**

Probationary faculty are full-time faculty, librarians, or counselors serving a period of probation. A probationary period is a period of cumulative service, prior to the granting or denial of tenure.

##### **305.1.2 Normal Period of Probation**

The normal period of probation shall be a total of six (6) years of full-time probationary service and credited service, if any. For the purpose of calculating the probationary period, a year of service commences with the first fall term of appointment.

Any deviation from the normal six (6) year probationary period, other than credited service given at the time of initial appointment, shall be the decision of the President following consideration of recommendations from the unit, appropriate administrators, and the University Review Committee (See 305.2.4).

##### **305.1.3 Credit Toward Probationary Service**

The President, upon recommendation by the unit, and appropriate administrators, may grant to a faculty member at the time of initial appointment to probationary status, up to two (2) year's service credit for probation upon request of the faculty member. This credit shall be based on previous service at a post-secondary education institution,

previous full-time CSU employment, or comparable experience. Recommendations for credit for prior experience may be submitted at the time of appointment, or during the first three (3) months of an individual's appointment.

#### **305.1.4 Extension of Probationary Period**

An individual faculty member may apply to the President for an extension of the probationary period for serious and compelling reasons. The President will solicit the advice and recommendation of the unit committee, Department Chair, school Dean, and the P&VPAA. An application for such an extension shall not affect determinations regarding the award of tenure.

#### **305.1.5 Decision Timeline for Retention of Faculty with Fewer than Two Probationary Years: February 15**

The initial appointment of probationary faculty is for two years. The President shall notify probationary faculty by February 15 during the second year of the appointment whether they are to be retained for a third probationary year or the appointment is to be terminated at the end of the second year. Second-year probationary faculty may request to be considered for tenure and/or promotion as part of their second-year review (see 305.2.4 and 305.3.4 for early tenure and early promotion, respectively).

#### **305.1.6 Decision Timeline for Retention of Faculty with More than Two Probationary Years: June 1**

The President shall notify probationary faculty who have served more than two (2) years of probation no later than June 1 of a final decision on retention for an additional probationary year, the award of tenure, or a terminal-year appointment. Terminal year appointments shall be limited to probationary faculty who have served a minimum of three (3) years.

### **305.2 Tenure**

#### **305.2.1 Performance Review for Tenure of Faculty**

Probationary faculty shall be subject to a performance review for the purpose of being granted the award of tenure, pursuant to the performance review provisions in Section 305.

4.

#### **305.2.2 The Probationary Period**

Faculty shall have a maximum of six (6) probationary years, including up to two (2) years credited service. The President shall notify probationary faculty who have served more than two (2) years of probation no later than June 1 of a final decision on retention for an additional probationary year, the award of tenure, or a terminal-year appointment.

An individual faculty member may apply to the President for an extension of the probationary period for serious and compelling reasons. The President will solicit the advice and recommendation of the unit committee, Department Chair, school Dean, and the P&VPAA.

Consistent with the Contract, dated May 14, 2002, Article 13.3, "the normal period of

probation shall be a total of six (6) years of full-time probationary service and credited service, if any. Any deviation from the normal six (6) year probationary period shall be the decision of the President following his/her consideration of recommendations from the department or equivalent unit and appropriate administrator(s).”

### **305.2.3 Award of Tenure to Faculty at Time of Appointment**

The campus policy is not to grant tenure upon appointment. However, in the rare circumstance when it is necessary to fill a position with a qualified candidate, the president may award tenure at the time of hire under the following conditions:

- a. The candidate must be tenured at his/her previous institution.
- b. The candidate’s previous performance in teaching, scholarship, and service must meet the RTP criteria of the University and the appropriate department.
- c. Appointments with tenure will be made only after a formal evaluation and positive recommendation by a unit RTP committee specially constituted following the provisions of 305.6.

### **305.2.4 Early Award of Tenure to Faculty**

The President may award tenure to faculty before the end of the normal six (6)-year probationary period. The award of early tenure may occur when:

- a. Faculty have compiled a record of exceptional performance in teaching (for counselors, exceptional performance in counseling) and scholarly/creative activities and of acceptable performance in professionally related service at California State University, Bakersfield; or
- b. Faculty were tenured at another institution and apply for tenure in the second year of service. Based upon the performance reviews normally completed during the first two years, the President shall make a decision and formally notify the faculty by February 15 of: (1) the award of tenure, (2) reappointment to a third probationary year, or (3) appointment to be terminated at the end of the second year.

### **305.2.5 Award of Tenure to Academic Administrators**

Academic administrators who have been awarded tenure as faculty in a previous position may be awarded tenure by the President upon hiring if the academic unit granting retreat rights considers the academic record to warrant it.

### **305.2.6 Effective Date of Tenure**

Tenure shall become effective at the beginning of the academic year succeeding the year in which tenure is awarded.

### **305.2.7 Tenure Rights**

A faculty awarded tenure has the right to continued permanent employment as a faculty, except when such employment is voluntarily terminated or is terminated by the University pursuant to the Collective Bargaining Agreement or legal statutes.

## **305.3 Promotion**

### **305.3.1 Performance Review for Promotion of Faculty**

Promotion is the advancement of a probationary or tenured faculty who holds a teaching faculty, librarian, or counselor rank to a higher rank. Faculty shall be subject to a performance review for the purpose of being awarded promotion, pursuant to the performance review provisions in Section 305.5.

Elapsed time or number of years in rank will not of itself constitute reason for or against promotion, and a faculty's performance may be judged satisfactory for a given rank without necessarily warranting promotion to a higher rank.

### **305.3.2 Promotion of Probationary Faculty**

Probationary faculty shall be considered for promotion at the same time they are reviewed for tenure. Probationary faculty shall not ordinarily be promoted before the end of the normal six (6)-year probationary period. Probationary faculty shall not be promoted beyond the rank of associate professor.

### **305.3.3 Promotion of Tenured Faculty**

Promotion of tenured faculty shall ordinarily occur at the beginning of the sixth year after appointment to their current rank or classification. Promotion of tenured faculty occurs within the following guidelines and restrictions.

- a. Tenured faculty wishing to undergo review for promotion shall notify the Office of the Provost & Vice President for Academic Affairs (P&VPAA) in writing by November 1 of their intention to undergo performance review for the purpose of promotion during the winter RTP cycle. Tenured faculty who do not notify the Office of the P&VPAA by that date will be ineligible to undergo review for promotion that year.
- b. The performance review for promotion purposes occurs in the Winter RTP cycle during the academic year in which the tenured faculty requests the review for promotion.

### **305.3.4 Early Promotion of Probationary and Tenured Faculty**

The President may promote probationary faculty before the end of the normal six (6)-year probationary period or in the case of tenured faculty before the lapse of six years since the initial promotion. Early promotion occurs only if faculty have compiled a record of exceptional performance in teaching and scholarly/creative activities and of acceptable performance in professionally related service at California State University, Bakersfield.

- a. Well defined departmental expectations for the level of "exceptional" shall be included in the department RTP criteria. Such criteria shall be regularly reviewed by the department.
- b. Early tenure and/or promotion of probationary faculty should be a rare event. The request for early tenure and/or promotion may be initiated either by the probationary faculty member or by the department unit committee. If the request is initiated by the probationary faculty member such request may not occur before the fourth year of the ordinary six-year probationary period. Requests initiated by the unit committee are under no such restriction. In either case the candidate and/or the unit committee must document how the faculty member meets the department's elaborated definition of "exceptional" performance.

- c. Early promotion for tenured faculty is granted for exceptional performance and should be a rare event.

### **305.3.5 Withdrawal from Promotion Process**

Prior to the President's final decision, candidates for promotion may withdraw without prejudice from consideration at any level of review by formal request to the P&VPAA.

Unless the faculty formally withdraws from the review process, the review for consideration of promotion shall continue even if there is a recommendation against promotion at any level of review.

### **305.3.6 President's Decision on Promotion**

In making the final decisions on promotion, the President shall review the recommendations and rankings from all other levels, all relevant materials submitted for review during the process, and the availability of funds for promotion. The President shall notify the faculty in writing of the final decision on the promotion no later than June 15. Such response shall include the reasons for approval or denial of promotion and shall indicate the effective date of the promotion, if awarded. Promotion shall become effective at the beginning of the academic year succeeding the year in which promotion is awarded.

## **305.4 Performance Review of Faculty**

Performance review shall serve to promote excellence in teaching, professional development currency in the field, and engagement with the academic community. (Revised 10/29/15)

### **305.4.1 General Provisions**

- a. Performance reviews are required of faculty for purposes of retention, the award of tenure, and promotion. All faculty, except faculty who are awarded credit towards tenure, will undergo performance reviews in years 1, 2, 3, 5 and 6 of their probationary period. Faculty who are awarded credit towards tenure are reviewed every year. At any level of the 3<sup>rd</sup> year review a request for a full review during the 4<sup>th</sup> year may be made, as part of that review. The probationary faculty member may ask for a full review during the 4<sup>th</sup> year.
- b. The P&VPAA annually establishes timelines for the performance reviews, after considering recommendations from relevant faculty committees. The timelines shall specify the dates by which the RTP file is to be ready for review and the dates by which each level of review is to have completed its work.
- c. There are three RTP cycles during each academic year:
  - 1. Fall RTP cycle—review of second-year probationary faculty;
  - 2. Winter RTP cycle—review of 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> year probationary faculty, 4<sup>th</sup> year faculty if requested according to the provisions of 305.4.1a or if required (faculty with credit toward tenure), and tenured faculty requesting consideration for promotion; and
  - 3. Spring RTP cycle—review of first-year probationary faculty and temporary faculty.
- d. Unit RTP criteria shall be used at each level of review for each faculty.

- e. All eligible tenured faculty are obligated to serve on peer review committees, if elected.
- f. Faculty shall not sit in review of their own cases, or that of a close relative or domestic partner.
- g. Faculty who are undergoing review in a given RTP cycle shall not serve on any review committee in that cycle
- h. All deliberations and recommendations pursuant to this section shall be confidential.  
Only the affected faculty, peer review committee members, appropriate administrators, and the President shall have access to the performance review documents.

### **305.4.2 Criteria for Performance Review of Faculty**

#### **305.4.2.1 Teaching Faculty**

The principal areas in which teaching faculty performance shall be evaluated for the purposes of retention, the award of tenure, or promotion include the following:

- a. Teaching
- b. Scholarly or creative activity
- c. Professionally related services

(Revised 10/29/15)

#### **305.4.2.2 Librarians**

The principal areas in which librarians shall be evaluated for the purposes of retention, the award of tenure, or promotion include the following:

- a. Performance, which is the principal requirement for retention, tenure, and promotion;
- b. Scholarly or creative activity
- c. Professionally related services to the University and to the community.

(Revised 10/29/15)

#### **305.4.2.3 Counselors**

The principal areas in which counselors shall be evaluated for the purposes of retention, the award of tenure, or promotion are:

- a. Performance, which is the principal requirement for retention, tenure, and promotion;
- b. Professional growth, especially those accomplishments that have received favorable peer review in the discipline and may include, but not be limited to, research publication or presentation; and
- c. Professionally related services to the University and to the community.

In evaluating the counselor's performance in categories a, b, and c, particular consideration may be given to contributions to university-wide initiatives and the accomplishment of university mission and goals.

#### **305.4.2.4 Unit RTP Criteria**

Units may have different perspectives, priorities, or procedures in evaluating the performance or estimating the promise of their members. Without altering the scope of the three areas in 305.4.2.1, 305.4.2.2, and 305.4.2.3 above, units shall interpret and elaborate the three areas in order to assess the level and quality of a unit member's performance. The unit RTP criteria shall be used at all levels of review for a given faculty.

Faculty under consideration for retention, tenure, and promotion shall have the option of a performance review under either the unit RTP criteria operative at the time of their hiring or under any subsequent revision of the unit RTP criteria during the probationary period.

#### **305.4.2.5 Revision of Unit RTP Criteria**

Unit RTP criteria shall be formally reviewed at least once every five (5) years. Any faculty may propose changes in unit RTP criteria at any time. After approval by a majority vote of all tenured and probationary faculty, changes in the unit RTP criteria shall be forwarded to the school dean and the P&VPAA. Revised RTP criteria cannot apply to an RTP cycle already underway.

Given the critical importance of the RTP process, the P&VPAA, school deans, and units are encouraged to make every attempt to resolve amicably any differences of opinion concerning the proposed criteria. In the event that the differences cannot be resolved, the P&VPAA shall request the University Review Committee to arbitrate and to determine a resolution.

#### **305.4.2.6 Evaluation of Teaching Effectiveness**

Although this handbook currently identifies the Student Opinion on Curriculum and Instruction (SOCI) as the primary instrument used to collect student evaluations of teaching, this tool is not intended to be the only tool to evaluate teaching, and the SOCI shall not be weighted more than 50% in the evaluation of teaching.

##### **The evaluation of teaching effectiveness**

Since teaching is a primary function of all CSUB faculty, a candidate for retention is expected to demonstrate his/her ability to teach effectively. The evaluation of teaching effectiveness shall involve multiple measures of a faculty member's performance. In addition to the systematic review of the SOCI, course syllabi, and course materials (exams, handouts, etc.), reviewers are expected to consider other appropriate measures of teaching effectiveness submitted by the faculty member, such as:

- a. Introspective self-assessments for formative assessment of teaching and learning in courses during the terms of the review cycle.
- b. Faculty-developed instruments for formative assessment of teaching and learning in courses during the terms of the review cycle.
- c. Peer assessments based upon a mutually-agreed schedule of classroom visits during the review cycle.
- d. Formal assessments performed by the Faculty Teaching & Learning Center at the request of the faculty member during the review cycle.
- e. Self-reflection of grades awarded for courses taught during the review

cycle.

- f. Evidence of currency in one's discipline and the integration of that currency into the classroom.

(Revised 10/29/15)

#### **305.2.4.7 Classroom Observation**

Evaluation of teaching of probationary and temporary faculty members shall include at least one observation of classroom teaching during each academic year.

Each department shall develop procedures for the observation.

The faculty member shall include the observation report in the RTP file.

(Revised 10/29/15, 12/18/15)

#### **305.2.4.8 Evaluation of Scholarly or Creative Activity**

Candidates for tenure or promotion shall demonstrate substantive and sustained contributions to knowledge in the discipline. Candidates for tenure shall demonstrate these contributions via works that have received favorable peer review from individuals outside of CSUB.

In all instances, quality of work shall be considered the primary criterion for evaluating scholarly or creative activity.

(Revised 10/29/15)

#### **305.2.4.9 Evaluation of Professionally-Related Service**

Faculty members shall prioritize their activities so service does not interfere significantly with teaching or scholarly or creative activity. Faculty members shall document active service to the department that includes, at a minimum, collaborative participation in department decision making. Associate Professors and Professors shall also document significant and sustained service to two or more of the following: the school, the university, the university system, a professional association, or the community.

The department or equivalent unit criteria shall determine whether service learning, if included, is evaluated as teaching or as service.

(Revised 10/29/15)

#### **305.4.2.10 The RTP File**

Each faculty member subject to performance review shall prepare a file containing a representative sample of materials from the period under review. The file should be prepared with attention to the demands on reviewers. For example, the file, excluding SOCI's should be no longer than could be held in one three-inch binder. If electronic files are approved, the documents in the electronic file should be capable of being held in one three-inch binder if they were printed. SOCI's may be contained in a separate file.

(Revised 10/29/15)

#### **305.4.3 Levels in the Performance Review Process**

Performance review for retention, tenure, and promotion proceeds through the following levels.

- a. Unit RTP Committee (for additional details, see 305.6)
  - 1. The department/program chair of the unit may submit a separate evaluation and recommendation, which occurs after the unit RTP committee completes its review. Unit chairs choosing to submit a separate evaluation and recommendation shall not participate in the deliberations of the unit RTP committee.
  - 2. For librarians, there is no unit chair.
  - 3. For counselors, the unit chair is the Director of the Counseling Center.
- b. School Dean (for additional details, see 305.7)
  - 1. For librarians, the school dean is the Dean of University Libraries
  - 2. For counselors, the school dean is the Vice President for Student Affairs (VPSA)
- c. University Review Committee (for additional details, see 305.8)
- d. P&VPAA (for additional details, see 305.9)
- e. President (for additional details, see 305.10)

**305.4.4 Student Role in the Performance Review Process**

Student evaluation of teaching by faculty is a required component of the performance review process. The Student Opinion on Curriculum and Instruction (SOCl) shall be the primary instrument used to collect student opinions of teaching. Except as limited below, faculty members will administer SOClS in all sections and place the results of all SOClS in the RTP (WPAF) File for use by all levels of review. The requirement for collection of SOClS may be waived for sections with enrollments of fewer than 6 students or similar situations in which the anonymity of respondents would be compromised and sections in which the primary mode of instruction or the SOCl would not reasonably correlate with instructional methods. Within these guidelines, department chairs in consultation with their department shall determine which sections are eligible for waiver. Documentation of the department decision to grant a waiver shall be included in each section of the file for which SOClS are waived.

The SOCl shall be anonymous and identified only by course and/or section. The format of the SOCl provides both quantitative information (ratings of course and instructor attributes) and qualitative information (comments about the course and instructor).

Faculty members shall administer SOClS in Accordance with the Collective Bargaining Agreement.  
(Revised 10/29/15)

**305.4.5 External Reviewers in the Performance Review Process**

Any party in the performance review process may initiate a request for the external review of materials submitted by faculty, especially materials for scholarly/creative

activities that have not been peer reviewed. Such a request shall (1) justify the special circumstances necessitating an external reviewer, and (2) describe the nature of the materials to be evaluated by the external reviewer. The request for external review may be submitted at any time during a given RTP cycle and must be approved by the P&VPAA with the concurrence of the faculty.

#### **305.4.6 Personnel Evaluations and Recommendations**

Decisions relating to retention, tenure, promotion, or termination shall be based on the PAF, and decisions related to retention, tenure, and promotion shall include review of relevant material in the RTP File (WPAF). The unit RTP criteria shall be the basis of all evaluations and recommendations at all levels of review. Reviewers at all levels may also include in their evaluations and recommendations comments on programmatic considerations that may affect the case of the faculty member being evaluated. Should the President make a personnel decision on any basis not directly related to the professional qualifications, work performance, or personal attributes of the individual faculty member in question, those reasons shall be entered into the PAF as a written document, which shall be immediately provided to the faculty member.

(Revised 10/29/15)

#### **305.4.7 Copies of Evaluations and Recommendations to Faculty**

At all levels of review, before evaluations and recommendations are forwarded to a subsequent review level, faculty shall be given a copy of the evaluation and recommendation from that level. Copies shall also be provided to all previous levels of review.

#### **305.4.8 Rebuttals and Responses to Evaluations and Recommendations**

At each level of review, faculty may submit a written rebuttal or response and/or request a meeting to discuss the evaluation and recommendation within ten (10) days following receipt of the evaluation and recommendation. Rebuttals, responses, and/or discussions shall be limited to the issues raised in the evaluation or recommendations and shall be based only on material in the RTP file. A copy of the written rebuttal statement or response shall be placed in the RTP file and also be sent to all previous levels of review.

#### **305.5 RTP Files**

The WPAF (see 301.5) is commonly called the RTP File since it contains materials for the performance review of faculty, librarians, and counselors for the purpose of retention, the award of tenure, or promotion.

The RTP file may include information from members of the unit, school (or equivalent), students, and from any other appropriate source knowledgeable about the faculty's performance. Materials based on hearsay, innuendo, or unsupported accusations or anonymous materials, except SOCI, shall not be placed in the RTP file.

#### **305.5.1 Preparation of the RTP File**

The faculty, with advice from the unit chair or designee, shall be responsible for selecting appropriate materials to document performance in accord with the unit RTP criteria, organizing the materials for convenient review by all levels, and maintaining and

updating the RTP file for each subsequent review cycle. The unit RTP committee, unit chair, and administrators shall be responsible for identifying and providing materials relevant to the performance review not provided by the faculty.

### **305.5.2 Contents and Organization of the RTP File**

(See Appendix G for a detailed description of the required and optional contents of the RTP file and instructions on organizing the RTP file.) All RTP files shall include the following sections in sequence.

- a. Log sheet – lists each document placed in the file, date of insertion, original source, person or authority responsible for inserting the document.
- b. Access sheet – lists each person having access to the file, reason for access, and date of access.
- c. Master index – lists each document in the file arranged chronologically within each area of review—teaching/performance, scholarly/creative activity/ professional growth, and professionally related service.
- d. Assignments – list all courses taught, ~~quarter~~ semester -by-~~quarter~~ semester (faculty) and all major responsibilities and professional activities (librarians and counselors).
- e. Current vita.
- f. Applicable unit RTP criteria.
- g. Previous RTP evaluations and recommendations (all levels).
- h. Personal statement (optional) – concisely describes personal perspective regarding performance in the three areas of review for the current RTP cycle.
- i. Documentation of Teaching or Performance
- j. Documentation of Scholarly/Creative Activities or Professional Growth
- k. Documentation of Professionally Related Services to the University and the Community
- l. Miscellaneous Section

### **305.5.3 Completeness of the RTP File**

The Unit RTP Committee and the faculty undergoing review shall be responsible for ensuring that the RTP file is complete and accurate before the start of the review process. No level of review may require that additional materials be included in the file other than those specified in the Unit RTP criteria document or Faculty Handbook. Further, if any level of review believes additional material needs to be included for a full evaluation, that request must go through appropriate campus processes: modification

of Unit RTP criteria or the Faculty Handbook.

Once the Unit RTP Committee has determined that the RTP file contains all required elements, any materials to be added to the RTP file must be approved by the University Review Committee (URC) and shall be limited to items that became available only after the date of completion of the file. Only RTP evaluations and recommendations completed by each level of review, any minority reports, and any responses to the evaluations and recommendations may be added to the RTP file without prior approval by the URC. A copy of all added materials shall be provided to the faculty. Reviewing authorities may disregard any added material that could have been included in the original file at the beginning of the review process.

If the URC approves the addition of newly available materials to the RTP file, the file shall be returned to the unit RTP committee for reconsideration of its initial evaluation and recommendation before subsequent levels of review begin their respective evaluations.

During the review process, no material shall be removed from the RTP file.

#### **305.5.4 Storage of Performance Review Materials**

Faculty shall keep and store all relevant materials documenting the three primary areas—Teaching or Performance, Scholarly/Creative Activities or Professional Growth, and Professionally Related Services to the University and community—between RTP cycles.

### **305.6 The Unit RTP Committee**

#### **305.6.1 Election and Composition of the Unit RTP Committee**

The academic deans will be responsible for ensuring that departments are in compliance with this section. To ensure that the unit committee is appropriately constituted, the department will submit to the dean, at least three weeks before the beginning of a review cycle, a list of members of the Unit RTP Committee.

If a unit committee is inappropriately constituted, the review(s) performed by that committee is (are) null and void. The review level that discovers the violation will notify the department that it must reconstitute the Unit RTP Committee so that it can re-evaluate the file(s).

- a. The probationary and tenured faculty of each unit shall elect a committee from among its tenured members for the purposes of evaluating and recommending faculty for retention, the award of tenure, and/or promotion. Tenured faculty enrolled in the Faculty Early Retirement Program (FERP) are eligible to serve, in accordance with their FERP contracts but may decline such service. If elected, eligible tenured members not in the FERP are obligated to serve. Faculty serving as President of the CFA, Director of the Teaching and Learning Center, or Director of Assessment are not eligible to serve on a Unit RTP Committee.
- b. At the candidate's discretion, for unstated reasons, the candidate may request a specific member from within or outside the department who is jointly acceptable to

other members of the RTP Committee. All other criteria for membership on the committee must be met. The requested member shall serve as a voting member of the unit RTP committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.

- c. A faculty with a formal joint appointment shall have, at the time of appointment, designated the unit to conduct his/her review. The faculty shall have the right to participate in the elections of both the unit RTP committee of the designated unit and that of the other unit.
- d. When reviewing a faculty holding a formal joint appointment, one or more members selected by and from the secondary unit RTP committee shall augment the designated unit RTP committee.
- e. When reviewing a faculty without a formal joint appointment but one who does a portion of his/her teaching outside the unit, the probationary and tenured faculty of the unit may augment the unit RTP committee with one or more members from the outside peer review committee.
- f. The unit RTP committee shall consist of no fewer than three (3) full-time tenured faculty. If a unit has fewer than three members qualified to serve on the committee, the probationary and tenured faculty shall elect one or more committee members from other units. The outside member(s) shall have the same responsibilities as all such committee members.
- g. With respect to librarians and counselors, the word "unit" as used in this section of the Handbook refers to the library and the counseling center, respectively, as the administrative unit for the election of a unit RTP committee.
- h. Except in cases of probationary faculty already at the top rank (professor or equivalent), in promotion and tenure considerations, members of the unit RTP committee must have a higher rank than those being considered for promotion or tenure.
- i. Faculty may serve on the review committee of more than one unit during a given RTP cycle.
- j. Faculty members undergoing post-tenure review may serve on RTP committees unless they are requesting promotion during that academic year.
- k. A chair submitting a separate evaluation and recommendation shall not serve on the unit RTP committee.
- l. A faculty serving as a dean (including assistant or associate dean) or as a member of the University Review Committee (URC) shall not serve on any unit RTP committee.
- m. The unit RTP committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.

### **305.6.2 Term of Service on the Unit RTP Committee**

The term of service on a unit RTP committee shall be for one (1) RTP cycle of the

review process. There are three RTP cycles during each academic year:

- Fall RTP cycle—review of second-year probationary faculty;
- Winter RTP cycle—review of 3<sup>rd</sup> through 6<sup>th</sup>-year probationary faculty and tenured faculty requesting consideration for promotion; and
- Spring RTP cycle—review of first-year probationary faculty and temporary faculty.

### **305.6.3 Evaluation and Recommendation by the Unit Committee**

While faculty and students may contribute to the deliberations concerning a faculty, only unit RTP committee members shall participate in forming the written performance evaluation and recommendation.

- a. The views expressed by individual members of the unit RTP committee during the committee's deliberations shall be confidential.
- b. The unit RTP committee shall prepare a written evaluation and recommendation based primarily on information in the RTP file. The evaluation and recommendation shall be approved by a simple majority of the committee. An abstention shall count as a negative vote.
- c. All committee members shall sign the unit RTP committee evaluation and recommendation. Any member of the unit committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).
- d. The RTP file, including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.

### **305.6.4 Evaluation and Recommendation by Unit Chair**

The chair may make a separate written evaluation and recommendation as part of the performance review. If such is the case, the chair shall not serve as a member of the unit RTP committee.

### **305.7 Evaluation and Recommendation by the Dean**

The RTP file, containing the evaluation and recommendation of the unit RTP committee, and unit chair, if the latter provided a separate review, shall be forwarded to the dean for review. The dean shall prepare a separate written evaluation and recommendation based primarily on information in the RTP file. The RTP file, containing the dean's evaluation and recommendation, shall be forwarded to the University Review Committee (URC).

### **305.8 The University Review Committee (URC)**

#### **305.8.1 Membership on the URC**

The six (6) members of the URC shall be tenured professors, librarians, or counselors.

The committee shall select its own chair, who participates in the evaluations and votes on the recommendations. No member of the URC may serve on a unit RTP committee.

Faculty members serving as Chair of the Academic Senate/Faculty, President of the CFA, or Director of the Teaching and Learning Center are not eligible to serve on the URC. Department chairs, faculty members who have served on the URC within the last six years, and faculty members who have served two terms on the URC may choose to accept or decline nomination for election to the URC. All other tenured professors and librarians and counselors of equivalent rank are obligated to accept nomination for election to the URC.

### **305.8.2 Election of URC Members**

The election of the six (6) members of the URC shall precede unit RTP committee elections. One member shall be elected by and from the School of Arts & Humanities, the School of Business and Public Administration, the School of Social Sciences & Education, and the School of Natural Sciences, Mathematics & Engineering. Two additional members shall be elected at-large. Librarians and counselors (academically-related III) shall be eligible to serve as an at-large member and shall participate in the election of the at-large member.

Members shall be elected to over-lapping two-year terms.

### **305.8.3 URC Reviews for Librarians and Counselors**

The URC shall perform the same review functions for librarians, counselors, and teaching faculty. When the at-large member is not a librarian or counselor, the URC shall be augmented by a tenured librarian elected by the librarians or a tenured counselor elected by the counselors to sit with the committee in a non-voting, advisory capacity when a librarian or counselor, respectively, is being reviewed.

### **305.8.4 Evaluations and Recommendations by the URC**

The URC provides a separate written evaluation and recommendation of each faculty undergoing review regarding the following issues:

- a. the appropriateness of recommendations made at all prior levels of the review process regarding retention, the award of tenure, and/or promotion; and
- b. the appropriateness of the procedures used at all prior levels of the review process, giving particular attention to the requirements that (1) all relevant information was considered, (2) due process was followed, and (3) there was no arbitrary action.

If the URC finds that procedures used by any previous level of review violated any of the three requirements specified in “b” above, it may return the RTP file for reconsideration.

- c. All committee members shall sign the URC evaluation and recommendation. Any member of the committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).

The URC shall forward the RTP files, including its evaluations and recommendations,

to the P&VPAA for review.

**305.9 Evaluation and Recommendation by the Provost & Vice President for Academic Affairs**

**(P&VPAA)**

The P&VPAA shall prepare written evaluations and recommendations for all faculty who are being considered for retention, the award of tenure, or promotion, using primarily information in the RTP files. Before the P&VPAA submits recommendations to the President, the URC and the P&VPAA shall discuss their respective recommendations. The P&VPAA shall forward the RTP files, including all evaluations and recommendations, to the President for final review.

**305.10 RTP Action by the President**

The President shall review the evaluations and recommendations and other materials forwarded by the P&VPAA as necessary to arrive at a decision regarding retention, the award of tenure, and/or promotion. The President may return the materials to the appropriate reviewing level for clarification. The final decision of the President will be reported in writing to the faculty concerned and to the chairs of all the appropriate reviewing committees. The reasons for the decision shall be included in the report.

**306 PROCEDURES FOR PERIODIC EVALUATION OF FACULTY**

Periodic evaluations are required for temporary faculty and tenured faculty who are undergoing post-tenure review.

**306.1 Approval of Procedures**

The President shall approve periodic evaluation procedures after consideration of recommendations from the appropriate faculty committee(s). Unit procedures may vary but shall include student evaluations of teaching performance, peer review(s), and administrative review(s).

**306.2 Periodic Evaluation of Temporary Faculty**

**306.2.1 General Provisions**

a. Periodic evaluation is required for all temporary faculty appointed by the same department in three **two** or more quarter **semesters**, full or part-time, regardless of a break in service. For the purpose of this section, temporary faculty with multiple appointments in different departments shall be evaluated based on their service in each department separately. For purposes of evaluation only, these faculty are categorized in the following groups:

Group 1 Temporary faculty, full or part-time, in their first year of a one-year appointment.

Group 2 Temporary faculty, full or part-time, holding 3-year appointments pursuant to Article 12.12 of the collective bargaining agreement.

Group 3 Temporary faculty, full or part-time, holding a one or multiple year appointment, not in Group 1 or 2.

Group 4 Temporary faculty, full or part-time, who do not hold a one or multiple year appointment, but who have taught in **3** **2** or more quarter

**semesters** since last

undergoing periodic evaluation.

Group 5 Temporary faculty, faculty, full or part-time, who do not hold a one or multiple year appointment, and who have taught in fewer than ~~23 quarter~~ **semesters** since last undergoing periodic evaluation.

- b. The P&VPAA annually establishes timelines for the periodic evaluations, after considering recommendations from relevant faculty committees. The timelines shall specify the dates by which the Periodic Evaluation File (PEF) is to be ready for review and the dates by which each level of review is to have completed its work.
- c. There are two periodic evaluation cycles for temporary faculty during each academic year:
  - 1. Spring RTP cycle – which begins ~~winter quarter~~ **spring semester** – review of temporary faculty requiring review that are not in Group 1.
  - 2. Spring ~~quarter~~ **semester** PEF cycle – review of temporary faculty in Group 1.
- d. Applicable unit RTP criteria shall be used at each level of review for each faculty.
- e. All deliberations and recommendations pursuant to this section shall be confidential.

Only the affected faculty, unit review committee members, and appropriate administrators shall have access to the periodic evaluation documents.

### **306.2.2 Criteria for Periodic Evaluation of Faculty**

- a. For temporary teaching faculty, evaluations shall focus on teaching performance.

For temporary faculty with non-teaching duties, including temporary librarians and counselors, evaluations shall focus on the performance of assigned duties, which may include teaching. Evaluation criteria and procedures shall be made available to the faculty member no later than 14 days after the first day of instruction of the academic term.
- b. In the evaluation of the teaching performance of temporary faculty, departments should use the same criteria and processes as used for probationary faculty, and as enumerated in Faculty Handbook section 305.4.2.6, Evaluation of Teaching Effectiveness.
- c. Evidence of service and scholarly activity that is included in the file should be addressed. However, if service and/or scholarly activity are not part of the temporary faculty member's assigned duties, omission of such evidence is acceptable.
- d. The temporary faculty member, with advice and direction from the unit chair, shall be responsible for the preparation of a Periodic Evaluation File (PEF). The temporary faculty shall insert appropriate materials to document teaching or other performance. In selecting the documents, the temporary faculty should refer to Appendix G Contents and Organization of the RTP File (WPAF), and to Faculty Handbook section 305.4.2.6, Evaluation of Teaching Effectiveness.
- e. Temporary faculty in Groups ~~1, 3 or 4~~ shall submit SOCs in accordance with

established departmental policy and for a minimum of two classes for each year taught since their last periodic evaluation. Temporary faculty in Group 1 shall be reviewed during the Spring ~~quarter~~ semester PEF cycle. Temporary faculty in Group 3 or 4 shall be reviewed yearly during the Spring RTP cycle.

- f. Temporary faculty in Group 2 shall be reviewed only in their third year, unless the temporary faculty member or the President requests a review in the first or second year. Such faculty shall submit SOCs for a minimum of two classes each year since the most recent review. The review will occur during the Spring RTP cycle.
- g. A unit committee elected by the department faculty from the tenured faculty shall review the PEF for faculty in groups 1 – 3, and prepare a report on the faculty's performance. The report shall be placed in the PEF. For temporary faculty in Group 4 only, a written review may be conducted solely by the chair or other appropriate administrator, and placed in the PEF.
- h. The responsible school dean shall review the PEF for temporary faculty in Groups 1 – 3, and prepare a report on the faculty member's performance. The report shall be placed in the PEF.
- i. Temporary faculty in Group 5 shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. The faculty member may request that an evaluation be performed.
- j. Successful periodic evaluations do not automatically result in range elevations.

For information on range elevations, see Section 313.

### **306.3 Post-Tenure Review**

- a. For the purpose of maintaining and improving a tenured faculty's effectiveness, tenured faculty shall be subject to periodic performance reviews at intervals of no greater than five (5) years.
- b. Each unit shall determine the criteria for evaluation of instructional faculty provided that, as a minimum, the criteria include faculty teaching performance, scholarship, and currency in the field appropriate to university education. Those units that do not specify criteria for evaluation shall follow the campus criteria used for retention, tenure, and promotion reviews.
- c. A performance review for the purposes of promotion shall serve as the post-tenure periodic review.
- d. Subject to approval by the appropriate dean, a faculty member may request an early review.
- e. By October 31, the department chair shall notify those faculty who are scheduled for post-tenure review that they should prepare a Working Personnel Action File (WPAF) by the designated deadline. The evaluation process shall normally be conducted during the fall ~~quarter~~ semester, prior to the beginning of the evaluation process for the first

performance review cycle.

- f. The probationary and tenured members of the unit shall elect a post-tenure review committee to carry out the periodic review. The committee shall consist of no fewer than three (3) full-time tenured faculty of equal or higher rank than the individual being evaluated. The committee shall elect its own chair, who participates in the discussion. The committee evaluation and file shall be forwarded to the appropriate dean.
- g. The chair may submit an evaluation as part of the post-tenure review, but then shall be ineligible to serve on the unit committee.
- h. Faculty who are undergoing post-tenure reviews shall not serve on any post-tenure review committee during that academic year.
- i. A copy of each level's evaluation shall be sent to the faculty member who may comment on it in writing. Such comment shall be included in the WPAF.
- j. The school dean shall prepare a summary of the evaluations prepared during the periodic review. The school dean and the unit chair shall meet with the faculty to discuss the evaluations and the summary. The faculty may submit a response to the written summary.
- k. The written summary and the evaluations shall be placed in the faculty member's Personnel Action File (PAF) that is kept in the appropriate Dean's office. Post-tenure review materials shall be kept in the PAF until a second post-tenure review is completed. Materials relevant to the first review shall then be removed from the file.

### **307 SABBATICAL AND DIFFERENCE IN PAY LEAVE POLICIES**

Sabbatical and difference in pay leaves shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement, or faculty retraining. There are two categories of paid leave -- sabbatical leave with pay, and difference in pay leave. Regulations pertaining to leaves of absence with pay are set forth in Articles 27 and 28 of the CBA.

#### **307.1 Eligibility and Application**

The Office of the Provost/Vice President for Academic Affairs (P&VPAA) provides information on timetables, eligibility and applications at the beginning of each academic year.

Applicants who have held full-time positions in academic assignments for six consecutive academic years are eligible for one of the following types of leave: a sabbatical at (a) one quarter **semester** at full pay; (b) two quarter **semesters** at  $\frac{3}{4}$   $\frac{1}{2}$  of full pay; ~~(c) three quarters at  $\frac{1}{2}$  of full pay;~~ or one, **or** two, **or** three quarter **semester's** leave at difference in pay. Compensation for eligible librarians on sabbatical leave is: (a) ~~three~~ **four** months at full pay; **or** (b) ~~six months at  $\frac{3}{4}$  of full pay;~~ **or** (c) ~~nine~~ **eight** months at  $\frac{1}{2}$  of full pay.

An applicant granted a difference in pay leave shall receive an amount of pay that is the Compensation for librarians eligible for difference in pay leaves shall be the difference

difference between the applicant's salary and the minimum salary at the lecturer rank.

Compensation for librarians eligible for difference in pay leaves shall be the difference

between the employee's pay and the lowest comparable time base librarian rank. A counselor shall be compensated the difference between his/her salary and the minimum salary of the lecturer rank at a comparable time base.

No more than one sabbatical leave shall be granted in each seven-year period. A faculty member, librarian or counselor will be eligible for a subsequent difference in pay leave after he/she has served full time for three years after the last sabbatical leave or difference in pay leave and has rendered service to the CSU at the rate of one term of service for each term of leave taken.

The criteria and standards for granting leaves of either type are the same, but the faculty member requesting a difference in pay leave is not in competition with those requesting a sabbatical leave. It is sufficient that the faculty member requesting a difference in pay leave be eligible and meet the criteria.

The faculty member who receives a difference in pay leave is considered to have received a sabbatical leave and is not entitled to another leave until he/she meets the prescribed conditions and responsibilities for such leaves.

The application for sabbatical leave or difference in pay leave shall include a statement of purpose, description of the proposed project, and the CSU resources, if any, necessary to its successful completion.

The applicant for a sabbatical leave shall present a copy of the application to the department chair. The department chair, in consultation with department faculty, shall provide a statement to the appropriate dean regarding the merit of the sabbatical leave proposal and the effect the leave may have on the curriculum and operation of the department. In the case of librarians, the Dean of University Library serves as chair, as well as dean, and members of the unit are considered the department. In the case of counselors, the Director of the Counseling Center serves as department chair, and the Vice President for Student Affairs as dean.

The applicant for a difference in pay leave shall present a copy of the application to the department chair. A unit committee, composed of tenured faculty, which may include the chair, elected by the probationary and tenured faculty of the unit, must provide the dean with a review and recommendations regarding the quality of the proposal in terms of its benefits to the CSU.

Librarians applying for a difference in pay leave shall present a copy of the application for review and recommendation to a unit committee elected by the probationary and tenured librarians. The unit review committee shall forward the application along with its review and recommendation to the Dean of University Library. The Dean of University Library shall in turn forward it to the P&VPAA along with his/her recommendation. Similarly, a unit committee elected by probationary and tenured counselors shall review applications from eligible counselors, and forward its review and recommendation to the appropriate Vice President of Student Affairs, who shall forward his/her review and recommendation to the P&VPAA.

When a faculty member is afforded an unexpected opportunity, such as external funding, a scholarship, or fellowship, a rapid and expedited review for a difference in pay leave

shall be provided.

### **307.2 Procedures for Preparation of Sabbatical Leave Application**

The applicant shall inform his/her chair and school dean of the application for sabbatical leave and the proposed dates of absence. The application for sabbatical leave shall be evaluated by the Honors and Awards Committee (FHAC) in accordance with the established criteria and must contain the following information:

#### a. Proposed Project

1. The proposed project shall be one or both of the following:
  - a) A project of high quality and importance. This includes, but is not limited to, original research, a creative project, or the development of new academic skills;
  - b) A study or travel of a kind and in an amount that will improve and update the applicant's professional capabilities. If the emphasis is a study, it must be related to the University's curriculum or to the applicant's professional development. If travel is part of the plan, its usefulness and necessity must be clearly presented.
2. A clear and detailed explanation of the proposed project, including the nature, scope, and means of implementation.
3. The inclusive dates requested for the leave and, where appropriate, a timetable for the implementation of the proposal.
4. If relevant, the location(s) where the project will be conducted.

#### b. Professional Productivity and Preparation

1. A current vita containing evidence, where appropriate, of relevant education or research in the field of the proposed project, publications, or other professional accomplishments in the field of specialization.
2. Where appropriate, what preparatory work has been completed specifically for this project, such as background reading, development of techniques, personal contacts, and tentative facility arrangements.

#### c. Benefits to the University (in at least one of the following):

1. The tangible results to be expected from the project. These may be in the form of publication, creative presentations, participation in seminars, conferences, program or curricular development.
2. Benefits of the proposed project to the applicant as a teacher and benefits to students.

### **307.3 The Role of the Faculty Honors and Awards Committee (FHAC)**

The FHAC shall review all sabbatical leave proposals and make recommendations regarding the awarding of leaves to the P&VPAA.

The proposal shall involve one or more of the following: scholarly research, scholarly

and creative activity, instructional improvement, or faculty retraining.

They shall consider the potential relevance of the proposal and the subsequent service of the faculty member at this University relative to institutional and departmental mission, goals, and obligations. Among the factors which may be considered are professional development and renewal, improvement of teaching skills, development of a new academic program, and enhancement of the reputation of the University which may result from the leave.

The FHAC shall evaluate the proposals using a two-step process: (1) distinguish meritorious from non-meritorious proposals. Those deemed non-meritorious shall not be ranked, but will be returned to the proposer with comments for the possibility of revision and consideration for the following year; (2) rank all remaining proposals only on merit, allowing no ties. In addition to the assessment of project's merit, the FHAC will also assess the following:

- a. The proposed project shall be one for which the applicant has:
  1. Acquired professional capabilities adequate to the task;
  2. Completed preparation and planning to undertake the project.
- b. Results of the sabbatical shall benefit the University by one or more of the following:
  1. Advanced scholarship by such means as publication, presentation at conferences or meetings, public performance or exhibition;
  2. Improving curriculum, developing new course(s) or program(s);
  3. Improving teaching;
  4. Renewing professional skills.

#### **307.4 Action by the Provost/Vice President for Academic Affairs (P&VPAA)**

The P&VPAA shall receive recommendations from the FHAC, the department chair, the department committee as appropriate, and the appropriate administrator(s).

Sabbatical leave and difference in pay leave recommendations forwarded to school and the Dean of University Library to the P&VPAA must include, where appropriate, the departmental and dean's evaluation of the merits of the proposal and be accompanied by plans approved by the dean or director for accommodating approved leaves. There is no explicit state or CSU budgetary recognition for sabbatical leave replacements.

Leaves must be absorbed within each school's or unit's resources in a manner such that student access and progress toward graduation are not jeopardized.

The recommendations of the FHAC, and those of the department and school deans are forwarded to the President via the P&VPAA, who will include his/her recommendations as well as information prescribed by Articles 27 and 28 of the CBA. Prior to making a final determination regarding the sabbatical leave and the conditions of an approved leave; the President or designee shall consider the recommendations made pursuant to the above. The President shall inform the applicant in writing of his/her decision, and the response

will include the reasons for approval or denial.

If a leave is granted, the response will include the conditions of such a leave. Copies of the response shall be provided to the affected department and the FHAC. In no case shall the campus award fewer sabbatical leaves than the number in the 1991/92 budget.

Final approval of the leave shall be subject to the filing by the applicant of suitable bond indemnifying the State against loss in the event the employee fails to render in the CSU, upon return from leave, one term of service for each term of leave. The bond shall be in the amount of the total salary to become due to the applicant during leave. In lieu of the bond, the applicant may submit a written agreement to return to the service of the CSU for at least one term of service for each term of leave, accompanied by a statement of assets, including ability to indemnify the State in the event of failure to fulfill the agreement due to personal negligence.

### **307.5 Presentation and Written Report**

Within six months following the completion of a sabbatical leave, the faculty member shall submit a written report, which identifies the accomplishments achieved. The written report shall be submitted to the school dean for inclusion in the faculty member's personal file and to the P&VPAA for inclusion in the sabbatical leave file.

The recipient of a sabbatical leave or difference-in-pay leave will make an appropriate presentation of some form to the University community of the results of the leave experience.

## **308 REVIEW PROCEDURES FOR SPECIAL AWARDS AND APPOINTMENTS**

The Faculty Honors and Awards Committee (FHAC) is the University-wide committee responsible for reviewing and making recommendations for the granting of honors, awards, and distinctions as specified in this section, except for the Faculty Research Award. Recommendation for the latter is determined by the Research Council of the University.

The FHAC consists of five (5) full-time tenured faculty elected by the faculty for two-year terms on a staggered basis. The faculty of the schools of Business and Public Administration, Education, Humanities and Social Sciences, and Natural Sciences, and Mathematics shall each elect one member and an alternate from their respective school, and one member and one alternate shall be elected at large by the faculty.

### **308.1 Appointment and Review of Endowed Professors**

- a. Endowed Professorships are positions that may be filled by individuals of various academic rank. Such professorships provide the University with the opportunity to augment faculty salaries in specific disciplines, to establish new field of expertise in specific departments and schools, and to bring nationally and internationally known scholars to CSUB.
- b. Appointment procedures for Endowed Professorships shall follow those of regular appointments to faculty positions, with the exception that the search and screening committee shall include the members of the FHAC. The recommendations of the augmented search and screening committee shall be forwarded via the P&VPAA to the President for final action.

- c. Faculty holding Endowed Professorships are subject to review on an annual basis in accord with current policies of the Board of Trustees. Review procedures for Endowed Professorships shall normally be those appropriate to the rank of the person being reviewed. It is anticipated that under normal circumstances the annual reviews required by the Board of Trustees shall be of routine nature for faculty holding tenured associate or tenured professor rank. Fifth-year reviews shall be more extensive and in accord with regular RTP or post-tenure review procedures.

### **308.2 Emeritus Status**

The award of Emeritus status to a retiring or retired faculty member is to be considered an honor bestowed in recognition of meritorious contributions to the University over an extended period. (Revised 2/24/16)

#### **308.2.1 Eligibility**

Emeritus status shall be granted to faculty members who, over an extended period of time, have a meritorious record in one or more of the areas of teaching, scholarship, and/or service. Of prime importance is demonstration of a strong commitment to the University, its goals, and general well-being as an academic institution within the community. The awarding of Emeritus status shall not be limited by considerations of rank or status. The Emeritus title shall be appended to the rank or status of the individual at or following the time of retirement. (Revised 2/24/16)

#### **308.2.1b Posthumous Eligibility**

A faculty member may be approved for Emeritus status posthumously, whether death is prior to or after separation from employment. (Added 2/24/16)

#### **308.2.2 Nominations**

Nominations and all relevant materials for Emeritus awards shall be submitted to the FHAC by any peer or group of peers, preferably from the faculty individual's department or unit. If the nomination does not come from the individual's department or unit, before making their recommendation to the President, the FHAC shall notify the appropriate department or unit of the nomination. The department or unit may notify the FHAC, in a timely manner, as to whether they endorse the nomination, oppose the nomination, or choose to make no recommendation on the nomination. The FHAC will report the department or unit's position to the President as part of the materials they submit on that nominee. Nominations should include a supportive summary statement outlining the meritorious contributions. Recommendations may be supplemented by others or the person nominated. Personnel Action Files will not normally be considered during the award selection process. (Revised 2/24/16)

#### **308.2.3 Number of Awards**

The FHAC shall provide timely review of all nominations for Emeritus status for faculty members who have retired or for whose anticipated retirement date is within one year of the date of the nomination. Awards are to be regarded as an honor and a continuing commitment of the University to designated faculty members. There shall be no quota or limitation on the number of such awards each year. The committee shall submit all nominations and its recommendations directly to the President in a timely manner. The President shall make the final decision regarding awards. (Revised 6/22/16)

#### **308.2.4 Privileges and Public Announcement**

Public announcement of any Emeritus awards shall take place during an event suitable to the announcement. The award of Emeritus status shall entitle the recipient to the following:

- a. A certificate of award of emeritus status at an event suitable to the announcement;
- b. Listing within faculty roster published in the catalog and appropriate University or CSU system bulletins or announcements;
- c. A faculty membership card for purposes of appropriate identification;
- d. Library privileges and services ordinarily accorded to faculty;
- e. Free parking privileges (issued annually);
- f. Continuous access to a University email account.

The award of Emeritus status may also entitle the recipient to the following institutional courtesies or benefits when they are appropriate and available:

- g. Timely notice of all General Faculty meetings and events of the University and such other notices as desired;
  - h. Mail services, including the mailing of appropriate faculty notices;
  - i. Space for scholarly or other professional pursuits, as available;
  - j. Access to and appropriate use of campus buildings, including spaces for conference and laboratory facilities;
  - k. Use of campus recreational facilities with payment of membership fee;
  - l. Discounts for specified commercial events or programs sponsored by CSUB;
  - m. Free passes or discounts to University athletics events;
  - n. Limited use of telephone and Reprographics services;
- (Revised 2/24/16)

#### **308.3 Annual Faculty Awards for Excellence**

The following honors are annually bestowed upon faculty members who have distinguished themselves in areas of teaching, faculty leadership and service, or in research. In addition, the campus nominates faculty for the system-wide Wang Family Excellence Award.

In each instance the Provost/Vice President for Academic Affairs (P&VPAA) shall initiate the selection process by notifying the Faculty Honors and Awards Committee and Academic Senate of the timeline for proceeding.

Members of the Faculty Honors and Awards Committee shall neither be eligible to nominate a candidate for any of these awards nor be a candidate for any of the awards. Further, it is expected that committee members shall enter the process free of bias for or against any nominee.

The following is suggested as a timetable for awards of the Millie Ablin Excellence in Teaching, Faculty Leadership and Service, and Faculty Scholarship and Creative Activity:

|                              |  |
|------------------------------|--|
| First Week of Spring quarter | P&VPAA and the Academic Senate Chair jointly issue a call for nominations                        |
| 30 Days                      | Closing date for nominations   |
| Following Application Period | Awards committee may choose one candidate per award and submits name to Academic Senate approval |
| End of Spring quarter        | Senate approval  |
| University Day               | Nominee receives award and University recognition from Academic Senate Chair                     |

### **308.3.1 The Millie Ablin Excellence in Teaching Award**

The Millie Ablin Excellence in Teaching Award is intended to recognize and encourage excellence in teaching.

#### **308.3.1.1 Selection**

A nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee augmented by a student member appointed by the President of the Associated Students.

#### **308.3.1.2 Procedures**

- a. In the first week of Spring quarter each year the P&VPAA shall initiate the process and ask the President of Associated Students to appoint a student to the committee. The P&VPAA and the Chair of the Academic Senate shall, at the same time, send out a call for nominations. This announcement shall include a deadline for submissions and a description of what is required for nomination.
- b. Any full-time member of the CSUB faculty is eligible for nomination, which may be submitted by administrators, faculty, students, or alumni. A nomination must include the nominee's current abbreviated vita accompanied by a signed, written statement, not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee. The statement should be concise and factual. The criteria for the award call primarily for excellence in teaching. Scholarship, creative activity, and service to campus and community are important but may not substitute for a candidate's teaching accomplishments.
- c. Materials submitted for consideration and all committee deliberations concerning them must be held in strict confidence.
- d. The Faculty Honors and Awards Committee may choose the Millie Ablin Excellence in Teaching nominee from among the finalists, and submit this candidate's name to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

- e. In order to maintain confidentiality, all materials collected by the committee shall be promptly destroyed.

### **308.3.2 Faculty Leadership and Service Award**

The Faculty Leadership and Service Award has been established by the Academic Senate of CSUB in order to recognize and encourage outstanding contributions by faculty to the principle and practice of shared governance on this campus as well as service to the community and the University service region.

#### **308.3.2.1 Selection**

The Faculty Leadership and Service Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee.

#### **308.3.2.2 Procedures**

- a. In the first week of Spring quarter each year the P&VPAA shall notify the Faculty Honors and Awards Committee of the timeline for proceeding. The P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. This announcement shall include a deadline for submission and a description of the requirements for nomination.
- b. Any full-time faculty member of the CSUB faculty is eligible for nomination by administrators, faculty, students, or alumni. A nomination must include the nominee's current abbreviated vita accompanied by a signed, written statement not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee. The statement should be concise and factual and confined to issues related directly to matters of shared governance and community service. The criteria for the award, as set forth by the Academic Senate of the California State University, Bakersfield, call for outstanding efforts and service toward collegial governance and service to the community and the university service region. Scholarship, creative activity, and teaching are important but may not substitute for a candidate's service and leadership.
- c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidate that it deems relevant and necessary to make an informed judgment on a worthy nominee for the award. Materials submitted for consideration and those solicited, as well as all committee deliberations concerning them, shall be held in strict confidence.
- d. The Faculty Honors and Awards Committee may submit the name of its nominee for the Faculty Leadership and Service Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

### **308.3.3 Faculty Scholarship and Creative Activity Award**

The Faculty Scholarship and Creative Activity Award has been established to recognize and encourage outstanding contributions to the principle and practice of research in academia.

#### **308.3.3.1 Selection**

The Faculty Scholarship and Creative Activity Award nominee may be chosen annually by the Academic Senate on recommendation of the Faculty Honors and Awards Committee.

### **308.3.3.2 Procedures**

- a. In the first week of Spring quarter each year, the P&VPAA and the Chair of the Academic Senate shall send out a call for nominations. This announcement shall include a deadline for submission and a description of the requirements for nomination.
- b. Any full-time faculty member of the CSUB faculty is eligible for nomination by administrators, faculty, students, or alumni. A nomination must include the nominee's most current abbreviated vita accompanied by a signed, written statement not exceeding 600 words, summarizing the nominator's reasons for supporting the nominee. The statement should be concise and factual. The ONLY criteria for the award shall be outstanding research or creative achievement.
- c. The Faculty Honors and Awards Committee may, in seeking to make a selection, solicit additional information about the candidates that it deems relevant and necessary to make an informed judgment on the worthiness of the nominee for the award. Material solicited and submitted for consideration, as well as all committee deliberations, shall be held in strict confidence.
- d. The Faculty Honors and Awards Committee may submit the name of its nominee for the Faculty Scholarship and Creative Activity Award to the Academic Senate for approval. The Faculty Honors and Awards Committee is not obligated to forward a nomination if a worthy candidate is not identified.

### **308.3.3.3 Procedures**

- a. At the beginning of the Spring quarter, the P&VPAA shall notify the FHAC of the timeline for proceeding and ask the President of Associated Students to appoint a student to the committee. The P&VPAA and the Chair of the Academic Senate shall at the same time send out a call for nominations. This announcement shall include a deadline for submissions and a description of what is required for nomination.
- b. Any full-time probationary or tenured faculty member from the above disciplines is eligible for nomination. Nominations may be submitted by administrators, faculty, students, or alumni. Nominations will include a current resume or curriculum vitae, and be limited to five (5) single-spaced pages.
- d. If it desires, the FHAC may solicit supportive documentation or testimony from individuals familiar with the finalist's area of expertise. The FHAC shall screen the nominees and select one candidate from each of the above disciplines.
- e.
- f. Materials submitted for consideration and all committee deliberations concerning them shall be held in strict confidence.

- g. The FHAC shall select the nominee from each discipline and submit the names of the nominees to the Academic Senate for approval. Upon approval, the Academic Senate shall forward the names of the nominees to the President.
- h. In order to maintain confidentiality, all materials collected by the FHAC shall be promptly destroyed.
- i. The following timetable is suggested:

|                              |  |
|------------------------------|--|
| First week of Spring quarter | P&VPAA and the Academic Senate Chair shall jointly call for nominations                              |
| 30 Days                      | Closing date for nominations   |
| Following Application Period | Awards committee may choose one candidate per award and submits name to Academic Senate for approval |
| End of Spring quarter        | Senate approval  |
| University Day               | Nominee receives award and University recognition from Academic Senate Chair                         |

In addition to the four selections by the FHAC, the President may nominate one administrator who currently serves in the management personnel plan as an Administrator III or IV.

**308.4 Research Council of the University: Policies/Guidelines**

A Research Council of the University shall be established with broad responsibility for awarding assigned time to faculty on a competitive basis in response to proposals requesting support for basic or applied research, creative or scholarly activity, or professional development that enriches the academic and learning environment of the University. In addition, the RCU shall have a major advisory role in decisions concerning the use of other “general” research or professional development funds (e.g., CSU budget faculty research money; indirect costs funds used to support research; private discretionary research contributions; etc.), and shall endeavor to increase the visibility of research on the campus.

**308.4.1 Membership**

The RCU shall have the following membership:  
 Associate Vice-president for Grants, Research, and Sponsored Programs (chair, ex-officio, non-voting)  
 Provost and Vice President for Academic Affairs (ex-officio, non-voting)  
 Four, tenured or tenure-track faculty, one each elected from and by the faculty of the School of Arts and Humanities, School of Business and Public Administration, School of Natural Sciences,

Mathematics and Engineering, and the School of Social Sciences and Education.  
A pool of potential alternates for the four tenured or tenure-track faculty members, selected from recipients of RCU awards from previous award cycles, to serve in the place of the elected tenured or tenure-track faculty elected by the members of their respective schools.  
One librarian, elected by the librarians.  
One emeritus faculty member, appointed by the Associate Vice-president for Grants, Research, and Sponsored Programs  
(Revised 12/18/15)

### **308.4.2 Terms**

The faculty members from the four schools shall serve staggered two-year terms, with two individuals elected during even numbered academic years (e.g., AY 2012-13) and two individuals elected during odd numbered academic years (e.g., AY 2013-14). Librarian shall be elected in even-numbered academic years, and the emeritus faculty members appointed in odd-numbered academic years, except the initial selection may be for a one-year term to allow eventual staggering of terms. A member may serve consecutive terms. RCU members may be applicants for an award during their terms of service. RCU applicants must recuse themselves from all deliberations over and ranking of their proposals. In such cases, the remaining committee members will select an appropriate replacement from the pool of alternates defined above, preferably from the same school as the recused member.  
(Revised 12/18/15)

### **308.4.3 Procedures**

The RCU shall establish by majority vote and publish its own written procedures, consistent with this policy statement, governing the time(s) and format for applications for assigned time and other “general” research or professional development funds as defined above as well as the criteria to be used in evaluating them. The RCU shall determine whether one or several rounds of competition best serves the interests of the University. Any tenured or tenure-track faculty member may apply for assigned time and/or other “general” research or professional development funds, and all applicants shall have a reasonable opportunity to compete. Although no specific distribution of assigned time awards across schools or departments is established by this policy, the RCU shall make its decisions with evident fairness and appreciation of the differing forms of research and scholarly activities characteristic of the disciplines from which the various proposals originate.

Each application for assigned time and/or other “general” research or professional development funds shall first be reviewed by the appropriate School Dean as to programmatic considerations, and the Dean’s written comments shall be communicated to the applicant and to the RCU. The RCU shall make its decisions by majority vote. It is expected that all of the available assigned time and/or other “general” research or professional development funds will be awarded each academic year. The RCU will forward its recommendations for distribution of assigned time to the office of the Provost and Vice President for Academic Affairs, and this office shall periodically publicize the names of those individuals who have received awards and the nature of their projects.

### **308.5 Assigned Time for Exceptional Levels of Service**

The Senate Executive Committee shall invite applications for and select recipients of the

Assigned Time for Exceptional Levels of Service provided by Article 20.37 of the Collective Bargaining Agreement. The Senate Executive Committee shall develop and annually review procedures necessary to implement the requirements of this section.

(Added November 12, 2015)

### **309 Search and Screening Procedures for Administrators**

#### **309.1 General Policy**

Although the President or his/her designee is the appointing officer for all administrative positions, the principles of shared governance dictate that faculty, staff, students and administrators shall also be involved in the selection process where appropriate. As the faculty have primary responsibility for the educational mission and functions of the University, faculty members shall play a major role in search and screening for academic administrators.

A major responsibility of the University in recruitment and retention of administrators is to secure the most qualified individuals. Therefore, appointments to administrative positions shall be based on ability and fitness for the position as set out in the criteria for selection and the stated roles and responsibilities of the office. Appointments shall conform to policies of the CSU Board of Trustees.

In cases involving the selection of academic administrators who have the potential for exercising retreat rights to a faculty position, faculty will play a central role in establishing qualifications for the position, in the screening of candidates for appointment, and in formulating the recommendations submitted to the appropriate administrator. Committees established for the purpose of screening candidates for academic administrative appointments shall have a majority of faculty members. In other cases where the function of the administrator is mainly advisory to the President or does not include academic policy decisions, the faculty's role in the search shall reflect the extent of legitimate faculty interest in the position.

In recognition of the principles of shared governance as well as their importance to the university, both staff and students shall participate in the selection of all administrators where appropriate. Representation on Search and Screening Committees shall be determined by the relationship of the office or position to staff and student activities.

#### **309.2 Policies on Diversity**

The hiring practices of the University shall be in compliance with the policies of the CSU Board of Trustees and all applicable EEO/AA/ADA legislation. University policy dictates that the search and screening process shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability or veteran's status. The University recognizes its moral and legal obligations to strive for a composition of personnel that accurately reflects the profile of ethnic minorities and gender in the labor force from which it draws. To meet these obligations, the University will aggressively seek applications from ethnic minorities and women where their representation is below the standards of the labor force. The Diversity Officer of the University provides basic information, advice and counsel for all Search and Screening Committees.

### **309.3 Responsibilities of the Search and Screening Committee**

The responsibilities of each Search and Screening Committee, in cooperation with the appointing officer, include formulating criteria for selection appropriate to the stated roles and responsibilities of the position, developing a position announcement, recruiting and screening candidates, and recommending to the appointing officer only qualified and acceptable candidates. The committee, in cooperation with the appointing officer, establishes a calendar, with milestones, for accomplishing its responsibilities.

It is also the responsibility of the committee to keep complete and accurate records of the selection and recommendation process. Upon the discharge of the committee, the chair shall forward these records to the appropriate administrative officer for retention pursuant to university policy.

### **309.4 Confidentiality of Search and Screening Committee Activities**

Each Search and Screening Committee, in cooperation with the appointing officer, has the responsibility to protect the integrity of the search and screening process. All committee deliberations and consultations shall remain confidential. Violations of this confidentiality shall be considered a breach of professional ethics. Except for matters of direct consultation, attendance at all meetings of the committee shall be restricted to official members of the committee. No persons outside the formal membership of the committee shall be present when deliberations are in progress. Appropriate safeguards shall be taken to ensure the confidentiality of all committee records.

### **309.5 Composition of the Search and Screening Committees Administrators**

Normally, search and screening committees for positions concerning faculty and academic matters shall consist of seven to eleven members. A majority on the following committees shall be faculty members for positions such as: The Provost, all Academic Deans, Associate Vice President for Academic Programs, and Associate Vice President for Faculty Affairs.

The appointing officer shall assure the selection of the Search and Screening Committees as follows:

1. Four full-time members, representative of and elected by the affected constituency.
2. One administrator appointed by the appointing officer in consultation with the Cabinet.
3. One student selected by the Executive Committee of Associated Students, Inc.
4. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.
5. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate maintaining the majority faculty membership. The appointments shall be made to assure representation of the entire university.
6. The search committee shall elect its chair. In the case of cabinet level positions, the President in consultation with the search committee will appoint the chair.

The search and screening committees for other administrative positions shall be as follows:

1. One full-time faculty member, representative of and elected by the affected

constituency.

2. One administrator appointed by the appointing officer in consultation with the Cabinet.

3. One student selected by the Executive Committee of Associated Students, Inc.

4. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.

5. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate. The appointments shall be made to assure representation of the entire university.

### **309.6 Roles and Procedures of the Search and Screening Committees**

a. The appointing officer or his/her designee shall convene the first session of the Search and Screening Committee to discuss the agreed upon roles and responsibilities of the position, the qualifications needed in a nominee/applicant for the position, and the criteria for selection. The committee, in consultation with the appointing officer, shall establish a calendar, with milestones, for the completion of its work.

b. At the beginning of the process, the Diversity Officer of the University shall meet with the committee to discuss issues, strategies, and procedures to be implemented during the search and screening process that will help meet the moral and legal obligations of the University in achieving diversity among its administrators.

c. The committee shall elect its chair.

d. A majority of the committee members shall constitute a quorum, although every effort shall be made to have attendance of all committee members at each meeting.

e. Except for matters of direct consultation, attendance at meetings of the committee shall be restricted to members of the committee. No one outside the committee shall be present when deliberations are in progress.

f. The Search and Screening Committee, in consultation with the appointing officer, shall prepare a vacancy announcement and position descriptions that are widely distributed. The committee shall determine and prioritize the qualifications required for the position commensurate with the roles and responsibilities of the position.

g. The Search and Screening Committee shall establish appropriate procedures for receiving applications/nominations, acknowledging receipt of all materials, reviewing all materials received, and performing background checks.

h. Upon completion of the review of the applicants, the committee shall recommend those candidates who should be brought to campus for interviews.

i. For retreat rights and potential tenure purposes, candidates shall be interviewed by the academic department in which they are seeking retreat rights, at which time the department will forward to the Search and Screening Committee a recommendation assessing the candidate's potential for the reward of tenure. A negative recommendation from the department regarding a particular applicant is to be considered a right of refusal to accept the candidate in that department.

- j. Any recommendation for tenure upon appointment would normally be restricted to those applicants who have been, or are currently, tenured by an accredited academic institution of higher education. Applicants without such a record shall be evaluated for tenure according to criteria jointly established by the appropriate department, the dean, and the P&VPAA.
- k. Opportunity shall be provided for all members of the university community (including, but not limited to, faculty, staff, students, alumni, and other “friends” of the university) to meet candidates during interviews.
- l. After completion of interviews, the Search and Screening Committee shall seek out and consider the observations and opinions of all those individuals who had an opportunity to meet with the candidates before making its final recommendations.
- m. The committee shall forward to the appointing officer and President a list of all acceptable candidates. The committee shall provide in writing a detailed rationale for its recommendations. Under normal circumstances at least three candidates shall be recommended to the appointing officer and President. The appointing officer and President shall meet with the members of the committee to discuss their evaluations of the recommended candidates.
- n. If none of the candidates recommended by the committee accepts the position offer, the appointing officer and President shall meet with the committee to determine whether any acceptable candidates remain in the applicant pool. If the committee, in consultation with the appointing officer and President, determine there are no further acceptable candidates, the search process shall begin anew.
- o. All records, deliberations, and consultations throughout the search and screening process shall remain strictly confidential.

**309.7 Appointment of Interim Non-Academic University-Wide Officers**

- a. This policy shall apply to the interim appointments of the VPBAS, VPSA, and VPUA.  
New positions that are similar in nature shall also be subject to this policy.
- b. When a vacancy in one of these positions occurs, the President shall confer with the Executive Committee of the Academic Senate, to determine if there is sufficient time for recruitment, the appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- c. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

**309.8 Appointment of Interim Provost and Vice-President for Academic Affairs**

- a. When a vacancy occurs, the President shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such

appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.

- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

### **309.9 Appointment of other Interim University-Wide Academic Administrators**

- a. This policy shall apply to the interim appointments of other academic administrators whose responsibilities include making academic policy decisions that affect the entire university which includes the Assistant Vice President for GRASP, the Associate Vice President for Academic Programs, the Associate Vice President for Antelope Valley, the Associate Vice President for Faculty Affairs, the Dean of Academic Programs, and the Dean of Extended University. New positions that are similar in nature shall also be subject to this policy.
- b. When a vacancy occurs, the P&VPAA shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- c. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

### **309.10 Appointment of Interim School Deans**

- a. When a vacancy occurs in a school dean's position, the Provost and Vice President for Academic Affairs shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim dean will be made by the Provost & Vice President for Academic Affairs. Such appointments will be made after consultation with the Executive Committee of the Senate, Department Chairs, members of the school, and appropriate advising committees.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

### **309.11 Appointment of Interim School Associate Deans**

- a. When a vacancy occurs in an associate school dean's position, the Dean shall confer with Department Chair to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim Associate Dean will be made by the Provost upon recommendation of the Dean. Such appointments will be made only after the Dean has consulted with the Department Chairs, members of the school, and appropriate advising committees.
- b. Interim appointments are intended to be temporary, and should not exceed 18

months. These appointments may be renewed after following the above procedures.

### **310 SEARCH AND SCREENING PROCEDURES FOR ASSISTANT AND ASSOCIATE ACADEMIC ADMINISTRATORS**

Academic Affairs may create assistant or associate administrative positions for any of its several areas. The request for these positions originates in the academic area, but the establishment of these positions requires the approval of the Provost and Academic Vice President (P&VPAA).

#### **310.1 Decision to Create and to Define a New Position**

The appropriate administrator consults with faculty concerning the need for an assistant or associate administrator, the duties and qualifications of the position, job description, and the type of search. In the case of assistant or associate school deans, the dean consults with the school's department chairs. In the case of the Assistant or Associate Dean of University Library, the Dean of University Library shall consult with the tenured librarians. In the case of assistant or associate administrators whose positions are of a university-wide nature, the administrator shall consult with the Executive Committee of the Academic Senate. After completion of the consultation, the administrator forwards a request for the position, including a position description, to the P&VPAA.

#### **310.2 Composition of Search Committees**

- a. For assistant or associate school deans and Assistant or Associate Dean of University Library:
  1. Three full-time tenured faculty members elected by the faculty of the school in the case of assistant/associate school deans or three tenured librarians elected by the librarians in the case of assistant/associate dean of university library;
  2. One or two additional members jointly selected, when appropriate, by the administrator and the Executive Committee of the Academic Senate.
- b. For assistant or associate university-wide administrators:
  1. Four full-time tenured faculty, one from each school, elected by the faculty of each school;
  2. One or two additional members jointly selected, when appropriate, by the administrator and the Executive Committee of the Academic Senate.

#### **310.3 Role and Procedures of the Search and Screening Committee**

The committee shall follow procedures as established in Handbook Section 309.

### **311 EVALUATION OF ACADEMIC ADMINISTRATORS**

It is the policy of the CSU that academic administrators are evaluated at regular intervals. The faculty play a cooperative role with the administration in the review of administrative officers. A committee that examines and assesses the performance of the administrator and the office under review conducts the reviews. The review committee's evaluation and recommendations are undertaken with the purpose of improving management performance. Trustee policy requires that the evaluation procedures include "the systematic acquisition of information and comments from appropriate administrators, faculty, staff, and students, on the work of administrators to

be evaluated.” Particular attention is given to the manner in which the administrator has met the needs and the goals of the University and its various constituencies.

### **311.1 General Guidelines**

Each academic administrator shall be evaluated according to these procedures at three- year intervals. The first review should be initiated early in fall semester after their initial hire. The President or the President’s designee prepares the schedule of the evaluations.

The President may, if he or she believes it is appropriate, call for an evaluation of an individual before a scheduled evaluation.

The supervisor, after consulting with the administrator being evaluated, is responsible for developing the categories to be used for evaluating a director, dean, or academic vice president.

(Revised 12-01-16)

### **311.2 Academic Administrators**

The following positions shall be subject to this policy:

Provost and Vice President for Academic Affairs (P&VPAA)  
Vice Provost/AVP Faculty Affairs  
Associate Vice President for Academic Programs/Dean of Undergraduate and Graduate Studies  
Dean, School of Arts and Humanities  
Dean, School of Natural Sciences, Mathematics & Engineering  
Dean, School of Business and Public Administration  
Dean, School of Social Sciences and Education  
Dean, Extended University  
Dean, University Library  
Dean, Antelope Valley Center  
Assistant Vice President for Grants, Research, and Sponsored Programs (GRASP)

(Revised 12-01-16)

### **311.3 Review Committee Membership**

For review of the P&VPAA, the Associate Vice President for Academic Programs/Dean of Undergraduate Studies, the Dean of Extended University, and the Assistant Vice President for Grants, Research, and Sponsored Programs (GRASP), the review committee shall be as follows:

a. The faculty of each school shall elect one tenured faculty;

b. The President or the President’s designee shall select a member of the Academic Affairs Council; and (Revised 12-01-16)

- c. The President or the President's designee shall choose a sixth member of the committee.

For review of the Dean of Arts and Humanities, Dean of Natural Sciences, Mathematics & Engineering, Dean of Business and Public Administration, Dean of Social Sciences and Education and Dean of University Library, the Dean of the Antelope Valley Campus, the review committee shall consist of five members. (Revised 12-01-16)

The faculty of the school dean being reviewed, or the librarians in the case of the Dean of University Library, shall elect three (3) tenured faculty members or librarians. In the case of the Antelope Valley Campus Dean, an election shall be held to select three (3) representatives from the faculty, staff, and librarians who are at the Antelope Valley Campus. (Revised 12-01-16)

- b. The P&VPAA shall select a school dean; and

- c. The P&VPAA shall choose the fifth member of the committee.

#### **311.4 Review Procedures**

The procedures for review committees of academic officers are as follows:

- a. The President and P&VPAA shall maintain a schedule showing the year in which the regular review of each administrative officer is due, and shall complete the committee selection and initiate the review process prior to the end of the academic year preceding the actual academic year the review takes place. A schedule for an evaluation should then be constructed with March 1 as the target date for completion of the process. (Revised 12-01-16)
- b. At the time of initial appointment and immediately following each review, the supervisor will review with the administrator being evaluated the areas (i.e., academic leadership, program development, management, diversity initiatives, etc.) in which his or her performance will be assessed. In all cases, the areas to be evaluated will include:
  1. The individual's effectiveness in commanding respect as an academic administrator and, if appropriate, as a scholar;
  2. The individual's effectiveness in creating an educational environment conducive to excellence in teaching, scholarship, and mutual respect;
  3. The individual's effectiveness in fulfilling their assigned role in achieving the mission and goals of CSUB.

In setting up the review process, the supervisor will solicit advice from the administrator under review as to any additional areas that should be included in the evaluation and what constituencies should be sampled. In all cases, the appropriate faculty, librarians and staff shall be given the opportunity to participate in the evaluation. The supervisor will provide the review committee information regarding the additional areas where the administrator's performance is to be assessed and recommend constituencies to be sampled. The areas of assessment should not be changed once the supervisor has reviewed them with the administrator being evaluated unless the administrator and

supervisor agree. Throughout the review process, all parties shall bear in mind that the purpose of the administrator review is developmental as well as evaluative, in keeping with the essential mission of the University.

- c. The review committee shall request from the administrator under review a concise self- study. The self-study will focus on areas to be evaluated, major accomplishments, problems and issues related to the responsibilities of the position (e.g. job description), future goals and plans, and personal professional development and accomplishments. This self-study shall be completed and submitted to the review committee and the supervisor.
- d. The review committee shall survey various performance appraisal systems to determine the appropriate guidelines and instruments for the evaluation process. The evaluation shall cover a three-year period; therefore, the guidelines and process should be constructed to reflect this time frame. The committee, in consultation with the supervisor and the person being reviewed, shall develop the specific format for the appraisal. (Revised 12-01-16)
- e. The P&VPAA, in consultation with the review committee and administrator to be evaluated, shall determine the individuals and/or groups to be consulted. In all cases, the faculty concerned shall be given the opportunity to participate in the evaluation. Individuals participating in the evaluation of administrators shall enclose their written comments in a sealed envelope, signed across the seal. The enclosed comments will then be coded to ensure the person's confidentiality in the review process. Examination of the documents by the administrator under review may occur in the event of a protested personnel action. Comments will be collected and the confidential coding maintained in the office of the P&VPAA.
- f. The review committee shall consolidate all evaluations and forward the final report, which will include the administrator's self-study, to the appropriate supervisor and the administrator being evaluated. In most cases, this shall be the P&VPAA who will review the evaluation, self-study, and any written response, discuss these with the administrator under review, and forward the package with appropriate comments/recommendations to the President with a copy to the administrator under review. In cases where there is a supervisory level between the administrator under review and the P&VPAA, the evaluation shall pass through that level for comments

and go forward to the P&VPAA. The supervisor's written comments and recommendations should include components related to future goals and plans in addition to the expected review and comments on the evaluation.

In the case of the P&VPAA, the same process as outlined above will be followed except that the review committee's report shall be forwarded directly to the President. In all cases the final review level will be the President. The President or the administrator under review may elect to have a meeting about the report. In this case, the President, P&VPAA, and the administrator under review will meet before releasing a comprehensive, explanatory report to the campus.

In the event the administrator under review does not agree with any aspect of the evaluation, a written commentary may be submitted and it shall accompany the report. The administrator under review shall have ten working days after receiving a copy of the final evaluation to prepare his/her reaction and commentary. The administrator under review shall have complete access to all evaluation materials, with confidentiality of all reviewers being preserved. In the event of a protested personnel action, the coded comments may be assessed as required by current state law. In this event, persons who had submitted written comments will be notified of the action. Such individuals are protected from any form of reprisal, not only by the expectation of high ethical behavior from all University personnel, but by Executive Order No. 929 and California Government Code Section

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- g. Provisions governing campus personnel files such as confidentiality, disclosure, and rebuttal shall apply to the evaluation process. The consolidated report and all data collected for this report will become a part of the personnel file and will reside in the office of the P&VPAA.

## **312 DEPARTMENT AND PROGRAM CHAIRS**

- 312.1 Duties and Responsibilities (Cross-referenced in Section 104.2.4.1 and 104.2.4.2)** Chairs report to their deans and are responsible for instructional services and, in the case of department chairs, departmental personnel. They administer curriculum and academic programs consistent with the policies established for the university, the school, and the department. Chairs also have major teaching responsibilities, which vary with the size and complexity of the department or program. On all major decisions, they

consult with their respective faculty.

### **312.2 Criteria for Selection and Review**

Ordinarily, only full-time tenured and tenure-track faculty are eligible to serve as chairs, and such faculty are selected from within the department or program. Deans and departments or programs may, after consultation with each other, determine that other individuals should be considered for selection as chairs. When hiring faculty from outside the University to serve as chair, a department may recommend credit for previous service. Criteria for the selection and review of chairs include the following, ranked in order of their importance:

- a. The ability to create and maintain an educational environment that supports effective teaching, helpful student advising, and productive faculty scholarship;
- b. The ability to conduct official business and meet deadlines;
- c. The ability to work cooperatively and effectively with students, faculty, staff, and the administration in achieving program, department, school, and university goals;
- d. The ability to efficiently administer the budget;
- e. Thorough knowledge of curriculum and academic programs; and
- f. An understanding of university, school, and department or program policies and procedures.

Departments or programs may develop additional criteria when deemed appropriate; these must be established at the time of appointment or reappointment.

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

The appropriate dean shall request that the faculty recommend one or more persons for the position of chair. In addition, the dean shall offer the opportunity for the faculty to convey individual, confidential advice, orally or in writing. The dean's evaluation and the faculty's recommendation shall be forwarded to the P&VPAA, who shall then appoint the chair. 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. Chairs are expected to serve no more than two (2) consecutive three-year terms.

### **312.4 Annual Feedback Meeting**

The dean shall meet with the chair at least annually to provide feedback

regarding the

Criteria specified at the time of appointment. This feedback may, but is not required to, include data from the faculty of the department or program, except in the third year, when data from the faculty shall be considered in accordance with section 312.4 below.

### **312.5 Review**

During the third year, all chairs, including those in their final year of service as chair 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 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 effectiveness based on the criteria established at the time of appointment. The review must occur during the winter term of the third year. The department shall submit its written review of the chair to the chair and to the school dean by April first (1<sup>st</sup>) of that year. The dean and department chair shall then meet to discuss the report and state of the department by April 15<sup>th</sup>. The dean's third year evaluation and the review by the department or program faculty then shall be forwarded to the P&VPAA.

### **313 RANGE ELEVATION FOR TEMPORARY FACULTY**

Under the current Collective Bargaining Agreement (CBA), temporary faculty have the right in specified circumstances to apply for range elevation, which if granted, shall result in a minimum 2-step salary increase.

#### **313.1 Eligibility**

Temporary faculty (excluding coaches) are eligible for range elevation if they (a) are not eligible for more SSIs in their current range and (b) have been employed in their current range for at least five years.

#### **313.2 Criteria for Range Elevation**

For elevation to the range of Lecturer B or above, the individual must hold a degree appropriate for teaching assignment(s). For teaching faculty, teaching success is the principal requirement for range elevation; service and scholarly work are not required. For Lecturers whose assignments include non-teaching tasks, successful performance on those tasks is required.

#### **313.3 Application**

Application shall consist of 1) a written statement explaining and justifying the applicant's request, and 2) a complete vita.

#### **313.4 Procedures for Consideration of Range Elevation Requests**

a. Eligible individuals must apply prior February 1 for range elevation to be

effective at the beginning of fall ~~quarter~~ semester.

- b. Applications are submitted to the department or program chair, with a copy to the appropriate school dean. In addition to the application, all levels of review shall have access to the applicant's periodic review file. The unit committee provides its evaluation to the department chair, who may add his/her own evaluation. The chair forwards the application and all recommendations to the appropriate dean on March
  1. All levels of review shall provide copies of evaluations to the applicant.
- c. The appropriate school dean shall make a decision and notify the applicant no later than March 15.

### **313.5 Appeals of Range Elevation Denials**

Faculty who are denied range elevation may appeal the decision to a Peer Review Panel within fourteen (14) calendar days of notice of denial. The Peer Review Panel shall convene and review each case within thirty (30) days of the appeal. The panel shall allow appellants to make presentations to the Panel and to be represented by CFA, at each appellant's discretion. The Panel shall render a decision within thirty (30) days of hearing an appeal. The decision of the Peer Review Panel shall be final and binding on the parties.

#### **313.5.1 Formation of Peer Review Panel**

In the winter term of each year, the faculty shall elect members to a Peer Review Panel, which shall hear appeals of denials of range elevations as described in section 313.5. Membership in the Peer Review Panel shall include one representative from each

school within the University and one at-large member. Faculty members serving on a department range elevation committee in that academic year are not eligible to serve. All other members of the faculty who consent to serve shall be eligible for election.