

ACADEMIC SENATE

AGENDA

Wednesday April 8, 1981

2:00 p.m. SSC-107

*Petty repl.  
Conroy  
Wade repl.  
R. Smith*

COMMEMORATION OF LOU DELL MOORE

The Executive Committee unanimously approved the following resolution:

The Academic Senate grieves for the loss of its secretary and friend, Lou Dell Moore.

Everyone who knew Dell will remember her devotion to the Senate, the Faculty and the University, and her countless efforts to help members of the campus community. Dell was, in fact, the resident "happy warrior" of the Senate.

The Senate extends its heartfelt sympathy to Dell's husband, Ralph, and to her children, Nina and Michael.

In addition, the Executive Committee unanimously approved dedicating the title page of the University Manual to Lou Dell Moore.

INFORMATION

Dorothy Sexter reported to the Executive Committee on the recent Statewide Academic Senate Meeting. (See Attachment A of the Executive Committee Minutes, 3/25/81)

CONSENT CALENDAR

AS 81-18/Ex. COMMITTEE APPOINTMENTS

Alumni Selection Committee, 1981 Top Twenty Senior Achievement Awards:  
WALLY ETTERBEEK, JERI LANGHAM

Fiscal Affairs Committee: SUSAN SLAYMAKER (Spring 1981 replacement for J. Livingston, at-large, 1982)

CONSENT CALENDAR -- contd.\* AS 81-19/GPPC, Ex. GRADUATE POLICIES/PROGRAMS COMMITTEE CHARGE

The Academic Senate approves the following amendment to the FACULTY MANUAL:

FACULTY MANUAL, section 3.08.06:

The Graduate Policies and Programs Committee shall review and recommend policies concerning graduate programs and curriculum; it shall review and make recommendations on all proposed new graduate programs, including options, concentration, and specializations, *and certificates*; and it periodically shall review and make recommendations on all existing graduate programs. It shall recommend policies concerning selection and retention of graduate students. It shall review proposals for cooperative graduate programs and joint degree programs with other institutions.

\* AS 81-20/Ex. RETREAT RIGHTS

The Academic Senate approves the following amendments to the FACULTY MANUAL.

FACULTY MANUAL, section 3.12.00:

3.12.00 CONSULTATIVE COMMITTEES

3.12.02 Faculty Consultation with the President on the Appointment of Vice Presidents, University Deans, and University Librarian

## A. Principles

5. When an *academic-administrative* appointment ~~includes membership in an academic department~~ *is to be accompanied by a faculty appointment*, there also shall be consultation and concurrence with ~~that department~~ *the faculty of that unit prior to the offer of a faculty appointment.*

FACULTY MANUAL, section 5.06.00:

5.06.00 RETREAT RIGHTS

- A. Those members of the California State University, Sacramento faculty accepting ~~duties~~ *academic-administrative assignments* on this campus ~~to which retreat rights are attached will have automatically such rights~~ *will have retreat rights as specified in Title 5, section 43593.*

CONSENT CALENDAR -- contd.

- B. Those persons employed from off campus into academic-administrative positions will be given retreat rights only after approval of ~~the-dean-of-the-school-and~~ the faculty of the department *unit* concerned *and the appropriate university administrator*. A determination of these retreat rights will be made at the time of appointment. (Title 5, sections 42701, 42704, 43593)

REGULAR AGENDAAS 81-17/F1r. MINUTES

Approval of Minutes of the March 11, 1981 meeting.

\* AS 81-21/FA,Ex. LEAVES WITH PAY

The Academic Senate recommends the following re-statement of AS 80-68 as an amendment to Section 5.10.03.C of the FACULTY MANUAL.

Recommendations for paid leaves are based on careful consideration and approval of the plan submitted.

The Faculty Affairs Committee first shall determine whether the proposed leave is in the interests of the University because the project will (1) improve the applicant's teaching effectiveness, (2) provide the opportunity for scholarly activity, or (3) provide necessary retraining.

Eligible applicants meeting the above criteria will be recommended for a paid leave. ~~Usually~~ ranking of applicants in the recommendation to the President will be on the basis of length of academic service since appointment or last paid leave. ~~However~~, if the Faculty Affairs Committee believes an applicant's proposal is of exceptional merit, it may give that applicant a higher ranking than would be accorded on the basis of length of service alone.

\* AS 81-22/UARTP,Ex. PERSONNEL FILES

The Academic Senate recommends that section 4.06.01.B.2 of the FACULTY MANUAL be amended as follows.

Any signed written communication *that has been determined by the Department Chair to be accurate, relevant, timely, and complete* may be placed in the personnel action file with the knowledge of and after appropriate discussion with the faculty member. No unsigned communications shall be placed in the file except the results of standardized evaluation instruments.

REGULAR AGENDA -- contd.

If, after examination of the records pertaining to the employee, the employee believes that any portion of the material is not accurate, relevant, timely or complete, the employee may request in writing addition or correction of the record, or deletion of the offending portion, or both. Such request shall include a written statement by the employee as to the additions, corrections and deletions that the employee believes need to be made and the reasons therefore. This statement shall become part of the employee's personnel action file. *If items are challenged, the Department Chair must justify in writing the substance of each item and delete any information that cannot be substantiated or is no longer timely. If disputed materials are removed from the file in response to the employee's request for correction or deletion, it is appropriate that references to that material, e.g. the faculty member's rebuttal, also be removed from the file.*

\* AS 81-23/FA, Ex. PART-TIME FACULTY

On March 11, 1981 President Johns approved AS 81-03, Policy on Part-Time Faculty, in part; in addition the President recommended alternatives to the following sections: 5.03.01 G; 5.03.01 H; 5.03.02 A; 5.03.02 D; 5.03.03 A; 5.03.03 B & C. The President recommended deletion of sections 5.03.02 B & C. (Attachment A)

The Academic Senate approves the following changes in AS 81-03:

## 5.03.01 G

Departments shall provide part-time faculty with appropriate syllabi and other *written* information relative to their performance of teaching responsibilities as far in advance as possible.

Whenever possible, part-time faculty shall be appointed for a full academic year.

## 5.03.01 H

During the first week of the semester, the university shall conduct an orientation meeting for all new part-time faculty. Departments are encouraged to provide their own orientation for part-time faculty, either through informal discussion with the department chair or through a formal meeting.

## 5.03.02 A

Every effort must be made to provide part-time faculty with facilities adequate for the satisfactory performance of their duties. However, it is unrealistic to expect that part-time faculty will be provided with all facilities available to full-time faculty.

REGULAR AGENDA -- contd.

## 5.03.02 B &amp; C

Delete

## 5.03.02 D

Part-time faculty are not expected to advise, participate in committees, or assume supervisory responsibilities. Part-time faculty may perform such duties only with the written approval of the department chair, the dean, and the Academic Vice President.

## 5.03.03 A

Part-time faculty shall be evaluated on a regular basis by the department chair and at least one other faculty member designated by the Primary Level Committee. The department shall develop procedures to evaluate part-time faculty. The procedures shall be subject to the approval of the Vice President for Academic Affairs. The evaluation is a performance evaluation only. The evaluation may be used in decisions concerning subsequent employment. An individual primary unit may delete evaluation criteria, other than evidence of teaching performance, that are required in the evaluation of regular tenure-track faculty when such criteria are deemed inappropriate or irrelevant to part-time positions. The modified criteria shall be published in the unit's ARTP document or their part-time hiring policy document.

## 5.03.03 B &amp; C

Change 24 units to 30 units.

5.03.00. Policy on Part-time Faculty (AS 81-3)

The University recognizes that part-time faculty are essential to a sound curriculum. The University acknowledges the professional status of its part-time faculty, and provides part-time faculty with the best possible working conditions.

## 5.03.01 Appointment

- A. Part-time faculty shall be appointed, as required by the affirmative action guidelines, from the applicant pool which is established on an annual basis or on a semester basis in those cases where the pool does not have enough qualified candidates to cover the demands for the entire year. Incumbent employees are responsible for notifying the department chair, by the specified deadline, of their wish to become part of the applicant pool for the semester or year in which they wish to be employed. (A detailed statement of recruitment and selection procedures, utilizing the applicant pool, shall be available in the department offices.)
- B. There shall be no campus policies or practices that deny access to an applicant pool or prevent consideration of an applicant for a temporary appointment solely on the basis of the number of years of previous service as a temporary employee. This does not in any way imply that an incumbent has a presumptive right to continue a temporary appointment presently held. (FSA 77-45)
- C. Once the applicant pool for a position has been established, the best qualified person shall be appointed on the basis of merit and competence related to program need. Criteria used in selection shall include:
- (1) degrees earned in a relevant discipline
  - (2) relevant teaching experience
  - (3) relevant professional experience
  - (4) recommendations or other documents including student and peer evaluations of teaching performance.

In case two candidates are equal in ability, affirmative action goals shall be a criterion used in selection.

- D. Except in unusual circumstances, part-time faculty shall be hired at a range and step equal to that which would apply if they were being hired for a regular full-time position. The normal guidelines for determining the range of new part-time faculty are:
- (1) Assistant: Bachelor's degree in the discipline
  - (2) Range A: Master's degree in the discipline or equivalent educational experience OR Bachelor's degree plus the equivalent of at least five years teaching or relevant professional experience.
  - (3) Range B: Doctorate OR Master's degree or equivalent educational experience plus the equivalent of at least five years of teaching or relevant professional experience.
  - (4) Range C: Doctorate or equivalent in the discipline plus at least five years of teaching experience.
  - (5) Range D: Doctorate or equivalent in the discipline plus at least 10 years of teaching experience.

Exceptions to these guidelines must be approved by the appropriate dean and by the Office of Faculty and Staff Affairs. Additional criteria may be required by the department.

NOTE: Within each range, the particular step at which a person is hired will depend on the extent to which the person's qualifications exceed the minimum requirements for the particular range.

- E. In subsequent semesters, part-time faculty must be hired at a salary range and step equal to or greater than the previous salary range.
- F. A part-time faculty member shall be employed by the University for no more than twelve (12) teaching units per semester.
- G. Departments shall provide part-time faculty with a written statement, as far in advance as possible, which describes probable duties, recommended salary range and step, courses to be taught, workload, probable class size, and the possibility of class cancellation; the department's class schedule; and a copy of departmental policies on promotion, evaluations, etc. Whenever possible, part-time faculty shall be appointed for a full academic year.
- H. Part-time faculty shall be provided an opportunity to attend both a university level orientation and a department level orientation meeting to become informed of the responsibilities and benefits of employment. In addition, they will have access to university policies and procedures.

#### 5.03.02 Working Conditions

- A. Since the teaching responsibilities of part-time faculty are the same as those of regular faculty, every effort must be made to provide part-time faculty with facilities adequate for the satisfactory performance of their duties, such as access to office space, desk, chair, bookshelf, file drawer, telephone, keys, university catalog, class schedule, university policies and procedures, listing in university directory, identification card, secretarial assistance, a share of departmental funds for duplication, student assistance (or work study), etc.
- B. Professional courtesy shall be extended to part-time faculty in arranging schedules. Whenever possible, part-time faculty shall be scheduled using criteria equivalent to those applied to full-time faculty.
- C. Part-time faculty shall have participatory rights in departmental meetings. Voting rights are subject to departmental regulations.
- D. Part-time faculty shall not be excluded automatically from supervisory work by virtue of their employment status. Part-time faculty are not expected to advise, participate in committees, or assume supervisory responsibilities without compensation; assignments to supervisory courses must be approved by the department chair, the dean, and the Academic Vice President.

#### 5.03.03 Advancement

- A. Part-time faculty shall be evaluated on a regular basis by the department chair and a primary level committee designated by the Primary level ARTP committee. The department shall develop procedures to evaluate part-time faculty. The procedures shall be subject to the approval of the Vice President for Academic Affairs. This evaluation is a performance evaluation only and shall include no recommendation regarding subsequent employment. An individual primary unit may delete evaluation criteria,

other than evidence of teaching performance, that are required in the evaluation of regular tenure track faculty when such criteria are deemed inappropriate or irrelevant to part-time positions. The modified criteria shall be published in the unit's ARTP document or their Part-time Hiring Policy document.

- B. Part-time faculty are eligible to advance to the next higher step of the salary scale after they have taught 24 units at a particular step or after they have met additional specified departmental requirements for a higher classification. Advancement is not automatic but depends upon evaluation of performance and the budgetary constraints of the university. A salary increase requires the recommendation of the department chair and the concurrence of the dean.
- C. Part-time faculty are eligible to advance to the next higher salary range after they have taught 24 units at the top step of their current range or after they have met additional specified departmental requirements for a higher classification. Advancement is not automatic but depends upon evaluation of performance and the budgetary constraints of the university. Recommendations should be made by the department chair and the dean of the school and forwarded to the Office of the Vice President for Academic Affairs (through the Office of Faculty and Staff Affairs) at the time the appointment is being made. Recommendation for advancement in range for part-time faculty is a separate process from that followed for promotion recommendations for full-time tenure-track faculty.
- D. Part-time faculty shall have the same rights in regard to their personnel files as regular faculty.

#### 5.03.04 Reappointment

- A. Part-time faculty members who wish to be considered for re-employment are responsible for providing written notification to the department chair, by the specified deadline, of their wish to become part of the applicant pool for the semester in which they wish to be re-employed. No part-time faculty may be re-employed without such notification.
- B. The employee shall be responsible for updating his/her resume and personnel file so that adequate records of experience and training are available for those evaluating the applicant pool candidates for subsequent employment and salary advance. Employees are to be informed of this responsibility and offered the appropriate assistance by the department chair.

#### 5.03.05 Unemployment Compensation

State legislation, effective January 1972, provides for unemployment compensation. Detailed information is available in the Office of Faculty and Staff Affairs.

#### 5.03.06 Grievances

All part-time faculty are entitled to grieve. (Executive Order 301)