

A C A D E M I C   S E N A T E

AGENDA

Wednesday May 13, 1981

2:00 p.m.        SSC-107

CONSENT CALENDAR

AS 81-26/Ex.    ENGLISH PROFICIENCY EXAM FEE

The Academic Senate approves the increase in fees for the English Proficiency Exam recommended by the Department of English.  
(Attachment A)

AS 81-27/UARTP, Ex.    CUSTODY OF PERSONNEL FILES

The Academic Senate approves the editorial changes in the FACULTY MANUAL recommended by the UARTP Committee in anticipation of Presidential approval of AS 81-22. (Attachment B)

AS 81-28/UARTP, Ex.    RETENTION OF PERSONNEL ACTION FILES

The Academic Senate approves that the Personnel Action File be retained by the custodian of the file for three (3) years after a faculty member leaves CSUS employment.

AS 81-29/CC, FA, Ex.    GEOLOGY BA/BS DEGREE UNIT CHANGE

The Academic Senate approves the unit change in the Geology BA/BS degrees recommended by the Curriculum and Fiscal Affairs Committees. (Attachment C)

AS 81-30/CC, GPPC, Ex.    DISCONTINUATION OF MA DEGREES - HEALTH AND SAFETY STUDIES AND BUSINESS EDUCATION

The Academic Senate approves the Curriculum and Graduate Policies/Programs Committees' recommendation that the University discontinue the MA degree in Health and Safety Studies and the MA in Business Education.

REGULAR AGENDA

AS 81-24/F1r. MINUTES

Approval of Minutes of the April 8, 1981 meeting.

AS 81-31/Ex. PERSONNEL INFORMATION FILES/PERSONNEL ACTION FILES

The Academic Senate approves the policy on Personnel Information Files/ Personnel Action Files (Attachment D)

AS 81-32/UARTP,Ex. EMPLOYMENT BEYOND MANDATORY RETIREMENT AGE

The Academic Senate approves the Policy on Employment Beyond Mandatory Retirement Age (Attachment E) recommended by the UARTP Committee.

AS 81-33/FA,Ex. EQUIVALENCY PREPARATION LANGUAGE

The Academic Senate approves the amendment to FACULTY MANUAL Section 4.04.03 recommended by the Faculty Affairs Committee:

In determining "equivalent preparation," as used in the immediately preceding sections A and B, consideration should be given to the individual's total qualifications. An individual on the university teaching staff who does not possess a doctorate may be promoted to any rank or grade provided that the quality of his/her education, experience, and service to the university warrants the rank or grade. In the determination of equivalent preparation or attainment, major weight shall be given to the Primary Committee's evaluation of equivalent preparation. The Primary Committee's recommendation shall be rejected only in rare instances and for compelling reasons.

AS 81-34/UARTP,Ex. ACADEMIC PERSONNEL IN ACADEMIC-ADMINISTRATIVE POSITIONS

The Academic Senate recommends deletion of paragraph D of FACULTY MANUAL section 4.15.00 and 4.18.01.

AS 81-35/UARTP,Ex. COMMUNICATIONS BETWEEN SECONDARY AND PRIMARY ARTP COMMITTEES

The Academic Senate approves the recommendation of the UARTP Committee as amended: (Attachment F, item #10)

The secondary level ARTP committee shall review the written evaluation reports and the personnel action file of each candidate to insure that sufficient evidence is in the file to justify retention or tenure. If the evidence is not satisfactory or does not appear to support the recommendation

AS 81-35/UARTP,Ex. -- contd.

of the primary unit, the file shall be returned to the primary level ARTP committee for amplification. The candidate shall be notified of this action, of his/her opportunity to participate in providing amplified information, and of his/her right to be aware of the final contents of the file before it is resubmitted to the secondary level ARTP committee.

AS 81-36/UARTP,Ex. OPERATING PROCEDURES - ARTP

The Executive Committee transmits to the Senate the recommendations of the UARTP Committee. (Attachment G)

**CALIFORNIA STATE UNIVERSITY. SACRAMENTO**

6000 J STREET, SACRAMENTO, CALIFORNIA 95819

OFFICE OF THE PRESIDENT  
Vice President for Academic Affairs

April 22, 1981

MEMORANDUMTO: Jerry Tobey, Chair  
Academic SenateFROM: *Sandra Barkdull*  
Sandra Barkdull  
Vice President for  
Academic Affairs

Joan Maxwell, Hazel Johnson, and Ted Hornback are asking that the exam fee for the Writing Proficiency Exam be increased. I have attached materials with the rationale for the proposed increase. Their arguments are pretty compelling. Could you have the Senate act on this as soon as possible.

Memorandum

*Jim: This is okay with me if it  
is with you. What do we do to change it? AB 4/20/8*

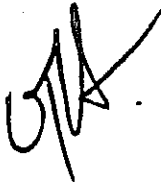
California State University, Sacramento

To : Sandra Barkdull  
Vice-President, Academic Affairs

Date : March 27, 1981

Subject: Raising fee for  
Writing Proficiency Exam

From : Vernon T. Hornback, Jr., Chair  
Department of English



Attached is a memorandum from Professor Joan Maxwell, Coordinator, Writing Proficiency Exam, outlining the need for an increase in the fee for the WPE, and including a breakdown of actual costs, Ms. Hazel Johnson's explanation of the increased costs to the Test Center, and a comparison of CSUS's test fee with other campuses fees.

I hereby request that the fee be increased to \$10.00, as Professor Maxwell recommends. I am unsure as to the procedure to effect the increase, but, with Professor Maxwell, am convinced of the necessity of having the new fee effective by the summer test administration.

VTH/em

cc: Composition Committee

Attachments

## Memorandum

To : Ted Hornback

Date : March 25, 1981

Subject: Writing Proficiency  
Exam FeeFrom : Joan Maxwell *J.M.*

The Writing Proficiency Exam fee of \$5.00 per student (\$10.00 makeup) pays for:

1. Reading of exams
2. Counseling of students who fail the exam
3. Question formation and pre-testing
4. Exam reconsiderations
5. Proctors and Testing Center fees

The theory is that though exam expenses will increase as the number of students taking the exam increases, funds taken in through exam fees will increase also and will balance the expenses.

## Problem:

1. Fees paid to readers, counselors and proctors increase because of inflation. As Hazel Johnson explains (see attached letter), ETS increases their proctor fees at certain intervals and when they do so, the Testing Center increases their fees to proctors. The difference between hourly rate to student proctors (unskilled workers whose job consists mainly of sitting in a room and noting irregularities) and readers and counselors (skilled and highly trained professors whose job is rigorous and demanding and often, in the case of counselors, filled with a high degree of tension) is already disgracefully small. Therefore every time the proctors fees increase, the readers and counselors fees must (and should) increase also.

2. At this time only 33% of examinees who fail take advantage of the counseling services offered to them. As more students who fail find their graduation plans aborted, more of them will request counseling. No additional fee is charged for counseling, so the expense of this exam connected service will go up disproportionately to the rest of the exam services.

This semester (Fall, 1980) the fee for the above described exam services has exceeded exam income by about \$1500. We project a similar deficit for Spring, 1981. It has become necessary, therefore, to either raise the exam fee or support these services in another way. (I might point out here that CSUS charges the lowest exam fee in the system. Most schools charge \$10.00; one school charges \$7.50; one school, \$6.50. See attachment #2.)

What follows is a breakdown, so far as is possible, of exam expenses funded presently by the exam fee.

Proctoring has realized the greatest increase:

Fall, 1979	\$ 304.00	562 exams	54¢ per exam
Spring, 1980	543.00	655 exams	83¢ per exam
Fall, 1980	1341.75	885 exams	\$1.60 per exam
Spring, 1981	2270.00	1343 exams	\$1.69 per exam

Reading:

Fall, 1979	\$2016.79	562 exams	\$3.59 per exam
Spring, 1980	2134.00	655 exams	3.28 per exam
Fall, 1980	3364.49	885 exams	4.42 per exam
Spring, 1981	4830.00	1343 exams	3.60 per exam

Counseling:

Fall, 1979	97 students counseled	\$450	\$4.76 per student .80 per paid exam
Spring, 1980	95 students counseled	\$525	\$5.52 per student .81 per paid exam
Fall, 1980	173 students counseled	\$980	\$5.66 per student 1.10 per paid exam

Total costs per exam, Fall 1979: 562 exams

Proctoring	\$ 304.00	\$ .54 per exam
Reading*	2016.79	3.59 per exam
Counseling**	450.00	.80 per exam
		<u>\$4.93</u> TOTAL

Total costs per exam, Spring, 1980: 655 exams

Proctoring	\$ 543.00	\$ .83 per exam
Reading	2134.00	3.28 per exam
Counseling	525.00	.81 per exam
		<u>\$4.92</u> TOTAL

Total costs per exam, Fall, 1980: 885 exams

Proctoring	\$1341.75	\$1.60 per exam
Reading	3914.49	4.42 per exam
Counseling	980.00	1.10 per exam
		<u>\$7.12</u> per exam

Exam fees taken in Fall, 1980:	\$4,685.00
Expenses, Fall, 1980	: <u>6,236.00</u>
Deficit	- <u>\$1,551.00</u>

Ted Hornback  
Page 3  
March 25, 1981

Total costs per exam, Spring, 1981: 1,343 exams

Proctoring	\$2270.00	\$1.69 per exam
Reading	4830.00	3.60 per exam
Counseling	<u>no data yet</u>	
	\$7100.00	<u>\$5.29***</u>

\* includes question formation, norming for reading and exam review.

\*\* the counseling fee is \$4.50 per actual student counseled. 33% of the failing students took advantage of their right to a counseling appointment. As a larger percentage of students ask for counseling this fee could increase by 66% to as much as \$1.82 per exam. As counseling increases, requests for exam reconsiderations will increase; thus the 62¢ question formation and exam review category will increase also making the expenditure per student over \$8.00 per exam (this without even allowing for raises in reader, counselor and proctor hourly wages).

\*\*\* The fee for counseling and exam review is projected at around \$1000-1200 giving us a \$600-800 deficit this semester. Total deficit for the year will be around \$2000.

I would like to propose that we raise the exam fee beginning Summer 1981 to \$10.00 (\$15.00 makeup). This will not represent an unusual increase but will simply bring the exam fee in line with the fees charged by other schools in the CSUC system. I believe we should maintain a careful record of expenses funded through exam fees and reconsider the exam fee again in the Spring of 1982.

JLM:br





# CALIFORNIA STATE UNIVERSITY. SACRAMENTO

6000 J STREET, SACRAMENTO, CALIFORNIA 95819

STUDENT SERVICES  
TESTING CENTER

## MEMORANDUM

January 13, 1981

TO : Joan Maxwell  
Writing Proficiency Examination  
Coordinator

FROM: Alma Long  
Testing Center

Enclosed is Hazel's reply concerning expenses on the Writing Proficiency Examination. My reply will follow shortly. To show you my heart is in the right place and that I haven't forgotten, I'm enclosing copies of a couple of the statements certifying identity that appear on the answer sheets for some programs.

/arl

Enc.

cc: Tim Comstock



# CALIFORNIA STATE UNIVERSITY. SACRAMENTO

6000 J STREET, SACRAMENTO, CALIFORNIA 95819

STUDENT SERVICES  
TESTING CENTER

## MEMORANDUM

December 3, 1980

TO: Joan Maxwell  
Assoc. Prof. in English

FROM: Hazel Johnson  
Director, Testing Center

Subject: Expenses - WPE

One of the costs of the Writing Proficiency Exam program has not been taken into account so far and is this. We do not have a way of releasing people from their regular duties as do Academic Departments. During at least one or two weeks surrounding each administration of the Writing Proficiency Exam, Alma, as coordinator in this office, must devote 8 hours a day to that program and still perform her other duties. This always means she has to put in extra time, either for the Writing Proficiency Exam, or for other duties which have been pushed aside because of it and/or that she simply must try to do too many things at once. That information is just for the record.

The biggest single tangible expense is in honoraria for the administration of the exam. The large testing companies have established payment for tasks associated with exam administration which have been determined to be fair for the responsibilities involved - and they are pretty much in agreement with each other (e.g. ACT and ETS). They are subject to change annually as are other salaries. We use the ETS schedule because most of what we do is for ETS (GMAT, GRE, NTE, etc.). ETS pays a higher rate for two of its programs, one (GMAT) because its half day is a significantly longer one than for other programs and the other (TOEFL) because the candidates present so many special problems. We use the lower rate-of-pay schedule. (If we go to two administrations per morning we would use the higher one, but we would still realize a considerable saving.) The people who work on these tests are not connected with the Testing Center except on the test day. We hire people from Admissions, Placement, Academic Advising and other departments, along with students and people from off campus. We would not be able to justify paying them less for this than for other programs, and in fact, would probably experience some difficulty in getting the caliber of examiner needed for the Writing Proficiency Exam if we did, especially when we are giving other exams on the same day as the Writing Proficiency.

The number of proctors needed for each room (in addition to the examiner - or "Associate Supervisor") has been established by ETS, but typically Alma has hired fewer proctors than could be justified.

If we move into off-campus testing (Vacaville) the individual who goes will have to be paid at the Supervisor's rate (since he/she will have prime responsibility while there) and mileage. For large groups it may also be necessary to have proctors.

The Dean of Students Office has already compensated in part, for the additional routine workload placed on the Testing Center by the exam requirement (student traffic and phone calls) by giving the Testing Center a half-time CA II position we did not have previously. That helps.

Attached are both current ETS schedules and examples of personnel distribution.

HRJ:bp

cc Tim Comstock

Example: 560 Candidates

14 room averaging 40 candidates each.

(Note: We take the rooms that the Facilities Scheduling office gives us; some hold more than 40, some fewer.)

Supervisor		\$77.00
Assoc. Supr.	14 @ \$28 per half day ea.	\$392.00
Proctor	Approx. 8 @ \$25 ea.	<u>\$200.00</u>
		\$669.00

By comparison, if the test were shortened and we could work two sessions in one morning but use the higher rate, the breakdown would be:

Supervisor		\$85.00
Assoc. Supervisor	7 @ \$35 ea.	\$245.00
Proctor	4 @ \$31 ea.	<u>\$124.00</u>
		\$454.00

in the upper left corner of the return envelope your center number (which appears on the test shipment notice), the center name, and the letters GMAE.

The supervisor's honorarium for each testing session is based on the number of candidates registered for the particular session. If no candidates appear for the test, you will be paid a token honorarium of \$16 for each session for which supplies were sent. The associate supervisor's honorarium is based on the number of candidates present *in his or her room* for each session. An unsigned, partially completed, or incorrect voucher will result in delayed payment. The honorarium schedule for 1980-81 appears below.

- Domestic center supervisors should return the summary voucher in the special business-reply envelope

included in the shipment of test supplies. The envelope is addressed to Educational Testing Service, Princeton, NJ 08541.

- Canadian and foreign center supervisors do not receive special summary voucher envelopes because of postal service regulations. Please return your voucher in a business-size envelope addressed to Educational Testing Service, Princeton, NJ 08541.

**Note:** Retain personal records pertaining to the administration of this test for at least three months. Do not return copies of the *Guide*, shipment notices, authorization wires, or letters.

We appreciate your cooperation in administering this test. Your role is vital to the success of the program.

HONORARIUM SCHEDULE			
Supervisor's Honoraria		Associate Supervisor's Honoraria	
Number of Candidates Registered	Honorarium	Number of Candidates in Room	Honorarium
1-40	\$ 40	1-40	\$35
41-80	46	41-80	39
81-130	52	81-130	44
131-180	58	131-180	48
181-240	64	181-240	53
241-300	70	241-300	57
301-400	75	301-400	61
401-500	80	401-500	65
501-600	85		
601-700	90		
701-800	95		
801-900	100		
901-1000	105		
1001-1100	110		

**Proctor's Honorarium: \$31**

Supervisor's Honorarium		Associate Supervisor's Honorarium	
Number of Candidates Registered	Honorarium	Number of Candidates in Room	Honorarium
1- 40	\$ 32	1- 40	\$28
41- 80	38	41- 80	32
81- 130	44	81-130	37
131- 180	50	131-180	41
181- 240	56	181-240	46
241- 300	62	241-300	50
301- 400	67	301-400	54
401- 500	72	401-500	58
501- 600	77		
601- 700	82		
701- 800	87		
801- 900	92		
901-1000	97		
1001-1100	102		
		<b>Proctor's Honorarium: 525</b>	

*Other Campuses*

CSUC GRADUATION REQUIREMENT FOR COMPETENCY IN WRITING

Campus	Established Writing Program 79/80	Anticipate Establishing Program	Test Requirement	Course Requirement	Campus Committee Established	Course Criteria Established	Test Fee	Faculty Develop. Provided	Notes
CSC, Bakersfield	No			Designated dept. courses	Yes	No	No	No	Department responsibility.
CSU, Chico	Yes		No	4 courses and designated	No	No	\$10	Yes	1 unit credit for pass; good statement of course criteria.
CSU, Dominguez Hills	Yes		45-min. Essay	Designated (16)	Yes	Yes	\$7.50	No	Plan adopted 4/79; no details yet.
CSU, Fresno	Yes		45-min. Essay; 45-min. CEPT; 15-min. Mechanics	Yes	Yes	Yes	10.00	Some	Good criteria statement.
CSU, Fullerton	No		Yes	No more than 20 designated	Yes	Yes	\$10	Yes	Hope to reduce fee after experience; 11/79 82% pass.
CSU, Hayward	Yes		45-min. Essay Objective (CSULB)	Designated course includes 2 unit adjunct	Yes	Yes	\$10	Yes	Diagnostic output; 80% pass.
CSU, Humboldt	Yes		2 45-min. Essays	None allowed	Yes	No	\$10		Visiting Prof. designated course reviewed by Eng. Dept. & Curriculum Committee.
CSU, Long Beach	Yes		2 Essays (20 & 40 min.) Objective (CSULB) 60 min.	Designated Dept. Courses	No	Yes	No	Yes	TSWE study submitted! Trial test plans
CSU, Los Angeles	Yes		No	None allowed	Yes	1/2 Time	\$10	No	No action; no campus resources allowed
CSU, Northridge	No	80/81		Hinted at	Yes		Yes 10.00	No	Essay scoring reverse of EPT. Will
Cal Poly, Pomona	No		Elaborate proposal	None allowed	Yes		\$5	Yes	NEW grant for a faculty participation.
CSU, Sacramento	Yes		2 1/2 hour Essay	5 designated courses	Yes	Yes	10.00	No	Elaborate curriculum discussion.
CSC, San Bernardino	No	80/81	7	Designated Dept. Courses	Yes	Yes	67.50	Yes	4,000-5,000 students to be certified '79-80.
CSU, San Diego	No	81/82	2 hr. Essay	Eng. 400	Eng. Dept. Comm.	Yes	\$6.50	Yes	Community College consultant.
CSU, San Francisco	Yes		1 hr. Essay	Dept. Writing Workshops	Yes	Yes	Yes	Yes	Expect over 3,000 certified by SFSD.
CSU, San Jose	No	80/81	Objective Essay	Designated Eng. Dept. courses	Yes	No	\$10	No	Funded from Instructional Budget.
Cal Poly, SLO	Yes		1 hr. Essay	Eng. 375	Eng. Dept. Assn. Time		No	No	Program integrated into curriculum.
CSU, Sonoma	Yes		2 hr. Essay	Eng. 3000 + designated courses (several)	No	Yes	Yes	No	
CSC, Stanislaus	Yes		Course Challenge						

Section 4.06.01.B.2

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. 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.

new

The faculty member may, if he/she chooses, appeal the department chair's decision to the President or designee by following the procedures contained in section 4.06.03.E.1.

Section 4.06.03.E.1

If, after examination of the Personnel Action File the faculty member believes that any portion of the material in his/her file is not accurate, relevant, timely, or complete, the faculty member following the procedure contained in section 4.06.01.B.2, the faculty member wishes to appeal the decision of the department chair, he/she may request in writing to the President or designee correction of the record or deletion of the offending portion or both. Such a request shall include a written statement by the faculty member as to the corrections to be made and the reasons therefore. This statement shall become part of the faculty member's Personnel Action File. Within twenty-one (21) calendar days of the request for correction, the President or designee shall either accede to the faculty's request or notify the faculty member in writing of the refusal to grant the request.

If the President or designee refuses to grant the request, the reasons for the decision shall be stated in writing and the written statement shall become part of the faculty member's Personnel Action File.

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.



Proposed  
B.A. DEGREE IN GEOLOGY

1981

Preparation for the major

Geology 9 or 11	Physical Geology Lab	1 unit
Geology 10	Physical Geology	3
Geology 12	Historical Geology	3
Geology 13	Historical Geology Lab	1
Chemistry 1A	General Chemistry	5
Math 29	Pre-Calculus Math	4
Physics 5A	General Physics	4
Physics 5B	General Physics or Biol. Sci. 10 or Statistics 1	3 (units above 3 count as electives)
	Subtotal	24 units

Major

Geology 100	Mineralogy	4 units
Geology 102	Petrology (1) (Igneous & Metamorphic)	3
Geology 103	Petrology (2) (Sedimentary)	3
Geology 105	Paleontology	4
Geology 110	Structural Geology	3 or 4 (variable uni
Geology 111	Field Methods	2
Geology 115	Stratigraphy	4
Geology 119	Field Mapping	2
Electives	Chosen from list of approved courses available in Geology office	1
	Subtotal	26 units minimum

Geology summer field camp is not required.

TOTAL	50 units minimum
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Proposed  
B.S. DEGREE IN GEOLOGY  
1981

This degree is designed to prepare you for advanced work in geology in graduate school or for professional employment as a geologist.

Preparation for the major

Geology 9 or 11	Physical Geology Lab	1 unit
Geology 10	Physical Geology	3
Geology 12	Historical Geology	3
Geology 13	Historical Geology Lab	1
Chemistry 1A	General Chemistry	5
Chemistry:		
Chemistry 1B	General Chemistry or/	5 or/
Chemistry 40	Physical Chemistry	3
Math 30	Calculus I	4
Math 31	Calculus II	4
Physics 5A or 11A	General Physics	4
Physics 5A or 11B	General Physics	4
Statistics	(A statistics course approved by the department, such as Stat 103)	3
Computer Science	(A computer course approved by the department, such as Computer Sci. 16) or Math 32 (Calculus III)	2-4 (units over 2 count as electives)
	Subtotal	37-39 units

Major

Geology 100	Mineralogy	4 units
Geology 102	Petrology (1) (Igneous & Metamorphic)	3
Geology 103	Petrology (2) (Sedimentary)	3
Geology 105	Paleontology	4
Geology 106	Optical Mineralogy	4
Geology 110	Structural Geology	4
Geology 111	Field Methods	2
Geology 112 or	Geophysics or	3
150	Geochemistry	
Geology 115	Stratigraphy	4
Geology 116 or	Petrology (advanced)	2
161		
Geology 119	Field Mapping	2
Geology 198	Senior Research	1
Electives	Chosen from Geology 112, 116, 125, 126, 135, 150, 161, or other approved courses.	6
	Subtotal	42 units
	TOTAL	79-81 units

Geology Summer Field Camp is also required.

PERSONNEL FILES  
(proposed FACULTY MANUAL amendment)

AS 81-31  
5/13/81 referred to  
VAPSP Com m  
Fall '81-

4.06.00 Personnel Files

4.06.01 Authorized Personnel Files

Access to and action regarding all personnel and employment files shall be governed by Section 89546 of the Education Code. Faculty have the right to know of the location of their various employment and personnel records, to have access to their employment and personnel records, to request copies of their employment and personnel records, and to request corrections to or deletions from their employment and personnel records.

A. Faculty members are encouraged to maintain a record of professional activities related to their responsibilities as faculty members at CSUS. Materials from that record may be submitted for considerations of retention, tenure, promotion, merit salary increase, and continuation of employment beyond mandatory retirement age. This record is the responsibility of the faculty member, and the faculty member is the custodian of the record.

1. The Department Chair shall assist the faculty in the development of their professional files and alert them in advance of the time when the files may be requested.

2. The Faculty Professional File should include:

- a. current resume
- b. data on qualifications for teaching, such as degrees, experience, etc.
- c. data on teaching excellence such as personally devised student evaluations, letters of commendation, etc.
- d. data on professional contributions, such as publications, research activities, etc.
- e. data on contributions to the University, such as committee memberships, special assignments, etc.
- f. any other pertinent material

B. The Department Chair (or equivalent) shall develop and maintain a Personnel File divided into a Personnel Action File and a Personnel Information File for each faculty member.

1. The Personnel Action File contains materials which are to be forwarded outside the primary unit for decisions related to RTP. All materials placed in the Personnel Action File must have been evaluated by the Primary ARTP Committee.

The Personnel Action File shall contain the following:

- a. current resume
- b. copy of Statement of Professional Preparation and Experience
- c. copy of appointment letter
- d. copies of current departmental evaluations and recommendations on retention, tenure and/or promotion
- e. a summary of materials which support the evaluation in the Personnel Information File or Faculty Professional File, at the time of the evaluation
- f. past evaluations and recommendations regarding retention, tenure, and promotion decisions and, where appropriate, supporting documentation
- g. for tenure or promotion recommendations, evidence of the doctorate; or substantiation of the equivalent of the doctorate, consisting of the primary ARTP committee's written evaluation and supporting documentation; or evidence that a doctorate is not the terminal degree in the faculty member's field
- h. other materials required by the primary unit's ARTP policy or by university or system policies, including the appropriate certification that unit procedures have been followed.

The evaluation contained in the Personnel Action File shall be based on materials placed in the Personnel Information File.

2. The Personnel Information File consists of materials which are to be kept at the primary level, except in the case of evaluating faculty members for retention beyond the mandatory retirement age. It may be released only to the faculty member's secondary committee or Deans/Division Chair, or to the President, upon their request.

The Personnel Information File shall include:

- a. data on qualifications for teaching, such as degrees and experience
- b. data on teaching excellence, which must include summaries of standardized student evaluations and/or signed written comments which are a part of the standardized student evaluations; and may include additional items such as signed written comments outside the standardized student evaluation process and communications
- c. data on professional contributions, such as publications and research activities
- d. data on contributions to the university, such as committee memberships and special assignments
- e. data on contributions to the community, such as memberships and honors or awards
- f. other materials required by the primary unit's ARTP policy, or by university or system policies, including the appropriate certification that unit procedures have been followed.
- g. material relevant to the evaluation of a tenured faculty member's teaching effectiveness

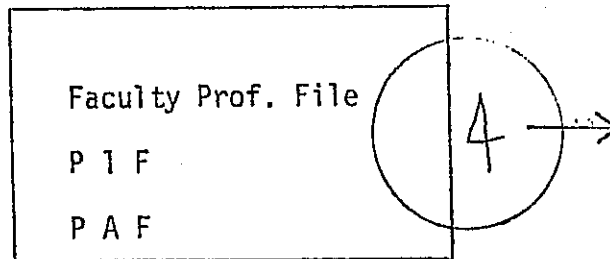
Upon request of the faculty member, material that is more than five years old shall be removed from the Personnel Information File and returned to the faculty member (except summaries or student evaluations).

Editorial Changes in Manual

4.05.01

Line 3 D. ... submit the "personnel information files" and the "personnel action files" to ...

Page IV-6 Chart



4.05.05 B.2.

Last line ... candidate's professional file, personnel information file, and personnel action file (i.e. the evidence and information available to the primary level ARTP committee).

4.05.06 B. Renumber

<u>old</u>		<u>new</u>
B.4.	→	B.3.
B.5.	→	B.4.
B.3.	→	B.5.

and change last 2 lines of old B.3./new 3.5.:

"Promotion, based on the evidence and information considered at the primary level and the primary evaluation of that evidence and information."

4.05.06 B.9.

Line 7 - 9 ... , based upon the evidence and information considered at the primary level, and the primary evaluation of that evidence and information. All ...

4.06.01.C. Personnel Action File as is, except add to 4.06.01 B.1.f."and/or Personnel Information File."

4.06.03 A. Use of Files

Insert in line 3 ... professional file and Personnel Information File shall ...

4.06.03 B. insert between lines 9 and 10:

It is the responsibility of the primary level ARTP committee and the faculty member to ensure that information required by policy has been solicited, collected, and placed in the Personnel Information File 21 days prior to the beginning of review and deliberations. (see Sect. 4.06.03 E.2. below).

4.13.08 B.1.b. & c. Add:

"This information shall be solicited, collected, and placed in the Personnel Information File at least 21 days before the beginning of review and deliberation.

Add to each: B.2., 3., 4., 5.:

Information solicited from or received from sources other than the faculty member shall be placed in the Personnel Information File at least 21 days before the beginning of review and deliberations.

4.13.09 C.2. Add "and Personnel Information File."

4.13.09 D.1. Insert, in second sentence:

... Professional File, the Personnel Information File, and ...

Add to end of last line:

, "and the Personnel Information File and/or Professional Action File, if requested by a higher level of substantive review."

4.13.09 D.2. Add to last sentence: , "Personnel Information File, and Professional File."

4.13.09 E. Secondary Review

Reorder: E.1. → E.4.  
E.2. → add as last sentence to new E.1.(old E.3.)  
E.3. → E.1.  
E.4. → E.2.  
E.5. → E.3.  
E.6. → E.5.  
E.7. → E.6.  
E.8. → E.7.  
E.9. → E.8.  
E.10. → E.9.

- 4.13.09 E. (cont.d) Add to the last sentence of new E.4. (old E.1.):  
"and, if requested, the Personnel Information File,  
and/or Professional File."
- 4.13.09. E.8. (new E.7.) Add to the last line same statement as old E.1.  
(new E.4.)
- 4.20.00 Same changes as 4.13.08
- 4.21.03 B.2. Add "and Personnel Information File."
- 4.21.05 A. { Insert in line 5: ... file, the Personnel Information  
File, and ...
- same changes as 4.13.09 D.1. { Add at the end of last line: ", and if requested by a  
higher level of substantive review, the Personnel  
Information File and/or Professional File."
- 4.21.05 C. Add to last line: ", Personnel Information File, and  
Professional File."
- 4.21.06 A. - F. Same changes as 4.13.09 E.1. - 6.
- 4.21.06 J. Add: ", and if requested, the Personnel Information  
File and Professional File."
- 
- 4.23.02 B.4. Add to last line ", Personnel Information File and  
Professional File."
- 4.23.02 C.4. Add to last line: "; and, if requested, Personnel  
Information File and/or Professional File."



## DRAFT

## 4.24.00 Certification of Academic Employees to Continue Employment Beyond Mandatory Retirement Age

"Certification of eligibility" is a determination which shall entitle an academic employee who has reached mandatory retirement age to delay retirement and to continue employment for one year immediately following the certification's effective date.

## 4.24.01 Initial Certification

- A. During the academic year prior to that academic year in which an academic employee shall reach mandatory retirement age, the President or designee shall notify the academic employee in writing of the requirement to request certification of eligibility. For the academic employee who shall reach mandatory retirement age between academic years, the notice shall be given prior to the academic year immediately preceding the academic employee's mandatory retirement age.
- B. An academic employee who wants to receive certification of eligibility shall so notify the President or designee in writing during the first full month of the academic year in which the academic employee shall attain mandatory retirement age. If an academic employee shall reach mandatory retirement age on a day when the campus is between academic years, the academic employee shall notify the President during the first full month of the immediately preceding academic year.
- C. At the department level, <sup>an at least</sup> a 3-person committee will be formed to serve as a review and recommending body. Pre-retirement Reduction in Timebase individuals are to be deemed full-time personnel for purposes of this process.
- ~~B. The committee will be constituted as follows:~~
- ~~1. The faculty member requesting certification chooses one person.~~
  - ~~2. The department chair chooses one person.~~
  - ~~3. The two thus chosen, choose a third member.~~
- D. ~~E.~~ The department chair serves as an ex officio, non-voting member of the review committee.

- E. ~~F~~/ The committee will review shall make its recommendation according to the criterion of competent teaching performance. The committee will review:
1. course materials supplied by the faculty member.
  2. standardized student evaluations.
  3. written, signed peer input.
- F. ~~G~~/ A recommendation for certification requires a majority vote of the review committee that the faculty member's teaching ability is satisfactory or above. If performance is standard satisfactory or above, the committee will recommend certification for one year.
- G. ~~H~~/ Faculty right to reasons applies (see Faculty Manual 4.14.00).
- H. ~~I~~/ The department chair shall concur or not concur in writing with the committee recommendation. If the chair does not concur, the chair must provide specific reasons in writing to the committee and to the individual involved.
- I. ~~J~~/ Recommendations will be forwarded through the Dean or Division Chair for approval and transmittal to the President.
- J. ~~K~~/ The President, by February 1 of the academic year in which the academic employee requests certification of eligibility, shall notify the academic employee in writing, whether the academic employee has been granted a certification of eligibility.

4.24.02 Recertification

- A. An employee who wants to delay retirement and continue employment after the termination of the initial or a subsequent certification period shall request recertification at least eight months prior to the termination of the current certification period.
- B. The procedures and requirements for recertification are the same as those for initial certification.

11/13/80 - Approved by the UARTP Committee


3/19&4/2/81 - Revisions approved by the UARTP Committee

**Memorandum**

To : Jerry Tobey, Chair  
Academic Senate

Date : April 13, 1981

Subject:

From : William Bynum, Chair   
University ARTP Committee

The University ARTP Committee has taken action on items #3,5,6,7,8,9 and 10 of President Johns memorandum to you of October 28, 1980. Listed below are the Committee's recommendations which are being transmitted to you for consideration by the Academic Senate. Items #1,2 and 4 are still being considered by the Committee and will be forwarded to you as soon as we have finalized our recommendations.

Item #      Section of Faculty Manual and UARTP Committee Recommendation

3      Section 4.06.01.B.2

Attachment A is a copy of the Committee's recommendation which we sent to you March 11, 1981. At its meeting of April 9, 1981, the Committee added one additional sentence to the proposed changes in this section (see attachment B).

Section 4.06.03.E.1

Attachment B also shows the proposed changes to section 4.06.03.E.1. These changes were approved by the Committee April 9, 1981.

5      No response necessary.

6      Sections 4.05.05.B.2, 4.13.09.D.s, 4.21.05.C

Attachment C is a copy of the Committee's recommendation which was sent to you December 19, 1980.

7      Section 4.05.06.B.4

The Committee recommends that no change be made to this section. Attached are copies of memoranda sent to President Johns (attachment D) and all secondary committee chairs (attachment E) concerning this section of the Faculty Manual.

## 8 Sections 4.15.00, 4.18.00

The Committee recommends that sections 4.15.00.C and D and 4.18.01.C and D be changed as follows:

- C. Because Although academic personnel in academic-administrative positions have major responsibilities in areas other than teaching, in retention and tenure deliberations strong additional normal emphasis will be given to his/her contributions to the University. Consideration of data relevant to an individual's competence and excellence in his/her academic-administrative assignment(s) is mandatory.
- D. The immediate supervisor also shall provide a qualitative evaluation of the candidate's administrative performance. Additional information should be obtained from faculty who have had dealings with the candidate-as an administrator, as well as any other source, including but not limited to students.

## 9 The Committee reaffirms the language of FS 8Q-06B--ARTP Policy on Department Chair Participation in Self Review--submitted to the Academic Senate during the 1979-80 academic year:

Department Chairs who themselves are being considered for an RTP action shall be replaced by a substitute in all deliberations on any RTP action at the level for which he/she is also being considered; further, that such Department Chairs' separate concurrences (or non-concurrences) shall be provided by the same substitute/alternate, who shall have been selected by procedures approved by the UARTP Committee.

## 10 Sections 4.05.06.B.5, 4.21.06.E

The Committee recommends that these sections be amended as follows:

The secondary level ARTP committee and/or dean shall consult with primary level ARTP committees and/or department chairs to seek additional information as it may deem necessary to carry out their responsibilities provided, however, that all evaluative judgments and decisions at the secondary level shall be based exclusively on the data available in the faculty member's personnel action file.

## Sections 4.05.06.B.6 and 7, 4.13.09.E.6, 4.21.06.F and H

The Committee recommends that no changes be made to these sections.

Sections 4.13.09.E.3, 4.21.06.C

The Committee recommends that these sections be amended as follows:

The secondary level ARTP committee shall review the written evaluation reports and the personnel action file of each candidate to insure that sufficient evidence is in the file to justify retention or tenure. If the evidence is not satisfactory or does not appear to support the recommendation of the primary unit, the file shall be returned to the primary level ARTP committee for amplification. The candidate shall be notified of this action, of his/her opportunity to participate in providing amplified materials, and of his/her right to be aware of the final contents of the file before it is resubmitted to the secondary level ARTP committee.

Section 4.13.09.E.4

The Committee recommends that this section be renumbered 4.13.09.E.5.

Section 4.13.09.E.5

The Committee recommends that this section be renumbered 4.13.09.E.4 and amended as follows:

The secondary level ARTP committee and/or dean shall consult with primary level ARTP committees and/or department chairs to seek additional information as it may deem necessary to carry out their responsibilities provided, however, that all evaluative judgments and decisions at the secondary level shall be based exclusively on the data available in the faculty member's personnel action file.

OPERATING PROCEDURES FOR PRIMARY AND SECONDARY ARTP COMMITTEES  
(proposed FACULTY MANUAL amendment)

4.05.00 Consultative Process

4.05.03 Written Criteria, Policies, and Procedures

- A. Each evaluating primary unit and reviewing secondary unit shall have written criteria, policies, and procedures (including committee operating procedures) for evaluation available to all faculty members comprising the units prior to the commencement of the evaluation process. These written criteria, policies, and procedures must be ~~recommended for approval by the University ARTP Committee~~ approved by a vote of the faculty of the appropriate department, school, or division and must have been reviewed by the UARTP Committee and approved by the President. No criteria, policies, or procedures at any level shall be changed during an academic year ARTP cycle. If a School/Division rejects the proposed criteria, policies, and procedures, the President may approve the secondary committee's recommendation for one evaluation cycle.
- B. The written criteria, policies, and procedures of each primary unit shall include:
1. The relative values of the university ARTP criteria outlined in section 4.05.04 together with any special criteria determined by that unit.
  2. The types of data required for the faculty professional file and the personnel action file.
  3. Methods of evaluation of faculty.
  4. Committee operating procedures, including a full description of all steps (deliberative and voting) which have a substantial impact on the committee's final evaluations, recommendations, and rankings.
- C. The written criteria, policies, and procedures of each secondary unit shall include a full description of all steps (deliberative and voting) which have a substantial impact on the committee's final evaluations, recommendations, and rankings.

4.05.04 Minimum Criteria for Retention, Tenure, and Promotion

The following criteria are the minimum set by the university for retention, tenure, and promotion. In each personnel evaluation at the primary and secondary level, all five criteria shall be applied in the evaluation process. Each primary evaluation level shall establish the relative value for each criterion. All deliberations and decisions with respect to retention, tenure, and promotion must be based on specific considerations of each criterion area and the weight of that criterion, as established by the primary unit. The final recommendations forwarded by the primary and secondary committees shall state specific reasons to justify their actions in writing. Criterion No. 1, "Competent Teaching Performance", shall be given primary weight in the evaluation process at each campus level. The above does not require that the evaluation committee

4.05.05 Primary Level (Department or Equivalent) ARTP Committee

B. Duties and Procedures

1. Each department or equivalent shall file with and request approval of its ARTP criteria, policies, and procedures (including committee operating procedures) through the University ARTP Committee. These criteria, policies, and procedures must be approved by a vote of the faculty of the department, must be approved by the President, and shall be provided to all members of the department.
  
6. ARTP committees at all levels, whether department, division, school, or university, shall retain all ballots which are used directly to make any determination with respect to appointment, retention, tenure, or promotion for a minimum period of three years. These ballots shall be identified and placed under the custody of the Chair or Dean of the academic unit involved. The individual faculty member subject to the evaluation described above shall be entitled to have prompt access to the ballots cast in his/her behalf at any time, upon that individual's request, during the three year period following the vote on his or her case.

4.05.06 Secondary Level (School/Division) ARTP Committee

B. Duties and Procedures

1. The secondary level ARTP committee shall develop review policies and procedures (including committee operating procedures) appropriate to its school or division. ~~subject to review and recommendation by the University ARTP Committee.~~ These policies and procedures must be approved by a vote of the faculty of the school or division and must have been reviewed by the UARTP Committee and approved by the President. The adopted procedures in use by the secondary committee must be made available and distributed to all faculty within the school or division. If a School/Division rejects the proposed criteria, policies, and procedures, the President may approve the secondary committee's recommendation for one evaluation cycle.
  
10. ARTP committees at all levels, whether department, division, school, or university, shall retain all ballots which are used directly to make any determination with respect to appointment, retention, tenure, or promotion for a minimum period of three years. These ballots shall be identified and placed under the custody of the Chair or Dean of the academic unit involved. The individual faculty member subject to the evaluation described above shall be entitled to have prompt access to the ballots cast in his/her behalf at any time, upon that individual's request, during the three year period following the vote on his or her case.

## 4.13.00 Academic Personnel

### 4.13.09 Policies and Procedures for Retention and Tenure

#### C. Written Criteria, Policies, and Procedures

1. Each evaluating primary unit shall have available written criteria, policies, and procedures (including committee operating procedures) for evaluation, and each reviewing secondary unit shall have available written policies and procedures (including committee operating procedures) for review, to all faculty members comprising the units prior to beginning the evaluation process. These written criteria, policies, and procedures must be recommended-for-approval through-the-University-ARTP-Committee, approved by a vote of the faculty of the appropriate department, school, or division and must have been reviewed by the UARTP Committee and approved by the President. No criteria, policies, or procedures at any level shall be changed during an academic year ARTP cycle. If a School/Division rejects the proposed criteria, policies, and procedures, the President may approve the secondary committee's recommendation for one evaluation cycle.

4. Each secondary unit shall provide standardized evaluation forms to be used for the secondary evaluation, including summaries of the primary evaluations of the individual's performance with respect to that unit's criteria. Forms for evaluating individuals shall be designed in such a manner that the committee can use them to make a comparative analysis of the relative merits of each candidate.

#### D. Primary Level Evaluation

6. ARTP Committees at all levels, whether department, division, school, or university, shall retain all ballots which are used directly to make any determination with respect to appointment, retention, tenure, or promotion for a minimum period of three years. These ballots shall be identified and placed under the custody of the Chair or Dean of the academic unit involved. The individual faculty member subject to the evaluation described above shall be entitled to have prompt access to the ballots cast in his/her behalf at any time, upon that individual's request, during the three year period following the vote on his or her case.

#### E. Secondary Level Review

11. ARTP committees at all levels, whether department, division, school, or university, shall retain all ballots which are used directly to make any determination with respect to appointment, retention, tenure, or promotion for a minimum period of three years. These ballots shall be identified and placed under the custody of the Chair or Dean of the academic unit involved. The individual faculty member subject to the evaluation described above shall be entitled to have prompt access to the ballots cast in his/her behalf at any time, upon that individual's request, during the three year period following the vote



#### 4.21.00 Policies and Procedures for Promotion

##### 4.21.03 Written Criteria, Policies, and Procedures

A. Each evaluating primary unit shall have available written criteria, policies, and procedures (including committee operating procedures) for evaluation, and each reviewing secondary unit shall have available written policies and procedures (including committee operating procedures) for review, to all faculty members comprising the units prior to beginning the evaluation process. These written criteria, policies, and procedures must be ~~recommended for approval through the University-ARTP-Committee~~, approved by a vote of the faculty of ~~the appropriate department, school, or division and must have been reviewed by the UARTP Committee and approved by the President.~~ No criteria, policies, or procedures at any level shall be changed during an academic year ARTP cycle. If a School/Division rejects the proposed criteria, policies, and procedures, the President may approve the secondary committee's recommendation for one evaluation cycle.

B. The written criteria, policies, and procedures of primary units shall include:

1. The relative values of the university ARTP criteria outlined in section 4.20.00 of this manual, together with any special criteria determined by that unit.

2. The types of data required for the faculty professional file and the personnel action file.

3. Methods of evaluation of faculty.

4. Committee operating procedures.

D. Each secondary unit shall provide standardized evaluation forms to be used for the secondary evaluation, including summaries of the primary evaluations of the individual's performance with respect to that unit's criteria. Forms for evaluating individuals shall be designed in such a manner that the committee can use them to make a comparative analysis of the relative merits of each candidate.

##### 4.21.05 Primary Level Evaluation

B. 4. ARTP committees at all levels, whether department, division, school, or university, shall retain all ballots which are used directly to make any determination with respect to appointment, retention, tenure, or promotion for a minimum period of three years. These ballots shall be identified and placed under the custody of the Chair or Dean of the academic unit involved. The individual faculty member subject to the evaluation described above shall be entitled to have prompt access to the ballots cast in his/her behalf at any time, upon that individual's request, during the three year period following the vote on his or her case.

4.21.06 Secondary Level Review

M. ARTP committees at all levels, whether department, division, school, or university, shall retain all ballots which are used directly to make any determination with respect to appointment, retention, tenure, or promotion for a minimum period of three years. These ballots shall be identified and placed under the custody of the Chair or Dean of the academic unit involved. The individual faculty member subject to the evaluation described above shall be entitled to have prompt access to the ballots cast in his/her behalf at any time, upon that individual's request, during the three year period following the vote on his or her case.