

ACADEMIC SENATE

AGENDA

Wednesday October 8, 1980

2:00 p.m. SSC 107

INFORMATION

1. Report from Statewide Academic Senators, which includes information on the proposed salary schedule.
2. The Communication Studies Department elected Barbara O'Connor as its Senate representative (replacement for L. Chase). Speech Pathology and Audiology/Theatre Arts elected Michael Gates (replacement for J. Reinelt).

CONSENT CALENDAR

AS 80-58/Ex. COMMITTEE APPOINTMENTS

Academic Policies Committee: PHILLIP HAWKES, At-large, 1982
(replacement for I. Hernandez)

Curriculum Committee: CAROLE BARNES, Liaison to General Education
Committee (replacement for J. Stockman)

Faculty Affairs Committee: DANIEL SCHEEL, Arts/Sci., 1983 (replacement
for D. Lucas)

Graduate Policies/Programs Committee: MICHAEL BAAD (Fall 1980 replacement
for J. Simes, At-large, 1983)

RUSSELL SMITH, Senator, 1982
(replacement for T. Gustafson)

DAVID WEINERTH, Prof. Serv.,
1983 (replacement for E. Fuson)

SALAH YOUSIF (Fall 1980 replacement
for N. Roth, Sch./Div., 1982)

* Academic Affairs Budget Committee: GERALD GARTHE, At-large, 1982

* Commencement Committee: GUY DEANER (Fall 1980 replacement for
G. Justin, 1981)

* Hornet Foundation Board of Directors: RICHARD BRADISH, 1982 (replacement
for E. Kelly)

* Hornet Foundation Panel of Inquiry (ad hoc): SARA GREEN

* Parent Advisory Council (Child Care Center): SUSAN MILLER, 1981

REGULAR AGENDA

AS 80-57/F1r. MINUTES

in SC Approval of September 10, 1980 Minutes.

AS 80-59/F1r. POST AUDIT/STUDENT INPUT - ARTP *(Reconsideration of AS 80-54)*

Propose to next meeting

Reconsideration of AS 80-54 - continued from September 10, 1980 Senate meeting. (Attachment A)

AS 80-60/Ex. STUDENT INPUT - ARTP

The Academic Senate endorses and urges continuation of the current policy which prohibits placing unsigned documents in a faculty member's personnel file.

80-60B

Interpretation: Based on the current policy (AS 80-54), the following is the Executive Committee's interpretation of section 4.06.01, B., 2. of the FACULTY MANUAL, "... No unsigned communications shall be placed in the (Personnel Action) file except the results of standardized evaluation instruments. . .": (1) Written statements from students must be signed by the student; (2) Summaries of oral student testimony presented to primary ARTP committees must be signed by the chair of the primary committee, but need not be signed by the student; (3) Oral student testimony presented to a department chair, or anyone other than a primary ARTP committee, must be signed by the student before being placed in the file; (4) Students' written statements on standardized evaluation questionnaires may be included in the Personnel Action File without signature.

~~(Information: The UARTP Committee requested that the Executive Committee forward Attachment B to the Senate. The proposed addition to AS 80-54 authorizes the temporary inclusion of confidential student testimony in a faculty member's personnel file if the student is judged to be "in jeopardy".)~~

Handwritten notes and signatures:
A large handwritten arrow points from the "80-60B" note to the crossed-out information block.
Below the arrow, there are several handwritten initials and signatures, including what appears to be "W. R. C.", "M. T.", and "R."

Handwritten signatures:
Sexton
Shattuck
Neeman
Bynum
Henry

POST-AUDIT and STUDENT INPUT
(FACULTY MANUAL Amendment)

4.05.01 Summary of the Consultative Process Model

- H. ~~After appropriate review of the University ARTP Committee's analysis, the secondary level ARTP committee forwards its recommendations and all substantive material upon which they were based to the President or his designee, who also receives a final post-audit of the allocation process from the University ARTP Committee. (Change I to H)~~

4.05.05 Primary Level (Department or Equivalent) ARTP Committee

A. Composition

1. The primary level ARTP Committee shall consist of a minimum of three (3) elected members, and the department chair (or equivalent) as an ex officio non-voting member.

The primary ARTP Committee may consist of all tenured faculty or all tenured faculty of a specified rank and the department chair if the department policy so indicates. In such instances the primary level committee need not be elected, provided the procedures for constituting the Primary ARTP Committee are affirmed by vote of the faculty of the primary unit at any time such vote is requested by a department faculty member.

B. Duties and Procedures

6. The chair of the primary level committee and the department chair shall forward to the secondary committee a written statement, approved by a majority vote of the primary ARTP committee, certifying that procedures of the primary committee have been followed. This statement shall accompany each set of primary level evaluations.

4.05.06 Secondary Level (School/Division) ARTP Committee

B. Duties and Procedures

10. The chair of the secondary level committee and the dean/division chair shall forward to the UARTP Committee a written statement, approved by a majority vote of the secondary ARTP committee, certifying that procedures of the secondary committee have been followed. This statement shall accompany each set of secondary level evaluations.

4.05.07 University ARTP Committee

B. Duties and Procedures

- 1., b. ~~Reviews the recommendations on retention and tenure to determine whether correct criteria and procedures were used in the evaluation, and reports directly to the President and the appropriate ARTP unit. (Change c to b)~~
- d. ~~Analyzes the proposed plan for promotions submitted by each secondary level ARTP committee and submits a post-audit report and recommendations to the President and to appropriate ARTP committees. (Change e to d)~~

4.05.07

F. --The University ARTP Committee shall provide the President with any evidence of failure of primary and secondary reviews to conform to adopted procedures.

4.13.08 Criteria for Retention and Tenure

B., 1., c. ~~input from students in terms of (a) the results of the application of standardized departmental/school/or division procedures which provide student opinions and/or evaluation of the faculty member's teaching performance and (b) oral testimony, if any.~~

Standardized written student evaluation questionnaires are required for all faculty annually in all courses. The faculty of the primary evaluating units are responsible for the development and administration of evaluation questionnaires, and for ensuring that the distribution and collection of questionnaires maintain student anonymity. Summaries of the results of the questionnaires shall be placed in the professional and/or personnel action file of the faculty, as deemed appropriate by the faculty of the primary evaluating units. All open-ended written testimony, either as part of a standardized evaluation questionnaire or presented directly to the primary committee, must not be summarized but must be maintained in its original form. The results of the student evaluations shall be given to the instructor and department chair after grades have been assigned.

The faculty of the primary evaluating units shall be responsible for devising methods for soliciting additional student input. At a minimum, names of faculty under evaluation shall be posted near the appropriate office with established day(s) and time(s) for the primary level ARTP committee to receive oral or written testimony from students regarding professional performance of an individual faculty member. The primary level committee shall summarize oral testimony and provide a copy of all summaries or written testimony to the individual member of the faculty. Summaries of oral testimony shall be signed by the chair of the primary committee.

The absence of student reports in a faculty member's ^{personnel action} file shall not be considered as either positive or negative evidence during RTP considerations. Students presenting evaluative material to a department chair shall be advised by the chair that to be considered in the ARTP process, the student must present his/her comments to the primary level committee either orally or in writing.

Students may not participate in the evaluation process except in the manner described above.

4.20.00 Minimum Criteria for Promotion

A. Competent Teaching Performance

3. ~~Input from students in terms of (1) the results of the application of standardized departmental/school/or division procedures which provide student opinions and/or evaluation of the faculty member's teaching performance and (2) oral testimony, if any.~~

Standardized written student evaluation questionnaires are required for all faculty annually in all courses. The faculty of the primary evaluating units are responsible for the development and administration of evaluation questionnaires, and for ensuring that the distribution and collection of questionnaires maintain student anonymity. Summaries of the results of the questionnaires shall be placed in the ~~professional and/or~~ personnel action file of the faculty, as deemed appropriate by the faculty of the primary evaluating units. All open-ended written testimony, either as part of a standardized evaluation questionnaire or presented directly to the primary committee, must not be summarized but must be maintained in its original form. The results of the student evaluations shall be given to the instructor and department chair after grades have been assigned.

The faculty of the primary evaluating units shall be responsible for devising methods for soliciting additional student input. At a minimum, names of faculty under evaluation shall be posted near the appropriate office with established day(s) and time(s) for the primary level ARTP committee to receive oral or written testimony from students regarding professional performance of an individual faculty member. The primary level committee shall summarize oral testimony and provide a copy of all summaries or written testimony to the individual member of the faculty. Summaries of oral testimony shall be signed by the chair of the primary committee.

The absence of student reports in a faculty member's ^{personnel action} file shall not be considered as either positive or negative evidence during RTP considerations. Students presenting evaluative material to a department chair shall be advised by the chair that to be considered in the ARTP process, the student must present his/her comments to the primary level committee either orally or in writing.

Students may not participate in the evaluation process except in the manner described above.

- 8/27/80 - Approved by the Executive Committee on behalf of the Academic Senate
 9/ 9/80 - Approved by the President
 9/10/80 - Reconsidered by the Academic Senate (to be continued on 10/8/80)

State of California

Memorandum

To : Jerry Tohey, Chair
Academic Senate

From : W.A. Bynum, Chair
University ARTP Committee

WAB

California State University, Sacramento
6000 J Street
Sacramento, California 95819

SEP 28 1980
Academic Senate Received
413

ATTACHMENT B

California State University, Sacramento

Date : September 23, 1980

Subject:

Enclosed are copies of the materials which I would like to have sent to the members of the Academic Senate for the October 8 meeting. I have combined the proposal for teaching faculty and the proposal for closely-related academic employees as you suggested. The separate statement from Student Affairs, etc. should be distributed to the Senate to give them background information along with the ~~September~~ ^{August} 25 memorandum from President Johns.

I would like to have an opportunity to present the proposal to the Senate as well as answer questions regarding the proposal. I have a class scheduled from 2:00 - 3:00 on Wednesdays. However, if necessary, I will ask someone to cover for me so that I may be present for the meeting.

Thanks for the help in this matter.

4.13.08.B.1.c Criteria for Retention and Tenure

4.20.00 Minimum Criteria for Promotion

A. Competent Teaching Performance

3. Standardized written student evaluation questionnaires are required for all faculty annually in all courses. The faculty of the primary evaluating units are responsible for the development and administration of evaluation questionnaires, and for ensuring that the distribution and collection of questionnaires maintain student anonymity. Summaries of the results of the questionnaires shall be placed in the professional and/or personnel action file of the faculty, as deemed appropriate by the faculty of the primary evaluating units. All open-ended written testimony, either as part of a standardized evaluation questionnaire or presented directly to the primary committee, must not be summarized but must be maintained in its original form. The results of the student evaluations shall be given to the instructor and department chair after grades have been assigned.

The faculty of the primary evaluating units shall be responsible for devising methods for soliciting additional student input. At a minimum, names of faculty under evaluation shall be posted near the appropriate office with established day(s) and time(s) for the primary level ARTP committee to receive oral or written testimony from students regarding professional performance of an individual faculty member. The primary level committee shall summarize oral testimony and provide a copy of all summaries or written testimony to the individual member of the faculty. Summaries of oral testimony shall be signed by the chair of the primary committee.

If student testimony concerns a member of the primary committee, that member shall be excused until such testimony has been given. Faculty shall be given a reasonable time to respond in writing to negative student testimony. The primary committee shall make an initial determination of the accuracy and relevancy of the testimony; and if the committee determines that the testimony is accurate and relevant, copies of that testimony and the faculty response shall be placed in the individual's Personnel Action File. If it is later determined by the primary committee, or by subsequent appeal or grievance procedure that the testimony is not accurate or relevant, then the testimony and related documents shall be removed from the individual's Personnel Action File.

If a student appears before a Primary Committee to provide oral or written testimony, it is the responsibility of the committee to determine after consultation with the student what relationship there is between the faculty member being evaluated and the student testifying, and whether in fact there is any jeopardy to the student.

Proposed
Addition

If it is determined by the committee that the student cannot be removed from being in jeopardy, the committee will accept unsigned written or oral testimony from that student. The committee will also record in their files the student's name so that when the student is out of jeopardy his or her name can be attached to the testimony.

- a. When a student makes a negative evaluation of a teaching faculty member in whose class he or she is presently enrolled, the name of the student will not be identified to the faculty member until grades have been recorded.
- b. When a student makes a negative evaluation of an academic employee in Student Affairs, the Admissions Office, and the Library, the committee must determine a date when jeopardy is no longer involved. The student needs to be instructed that at that point in time his or her name will be attached to the testimony. Should the student's plans change, and that student feels that he or she will continue to be in jeopardy beyond the date agreed to, he or she has the right to meet with the Primary Committee to ask that a new date be established for the student's name to be attached to his or her testimony.

Additionally, the committee must inform the student that should the student's testimony be challenged under the provisions of section 4.06.03.E.1 of the Faculty Manual or should the faculty member file a grievance, the committee is obliged to attach, at that point, the student's name to the testimony.

The absence of student reports in a faculty member's file shall not be considered as either positive or negative evidence during RTP considerations. Students presenting evaluative material to a department chair shall be advised by the chair that to be considered in the ARTP process, the student must present his/her comments to the primary level committee either orally or in writing.

Students may not participate in the evaluation process except in the manner described above.

STATEMENT ON CONFIDENTIAL STUDENT TESTIMONY
FOR STUDENT AFFAIRS, ADMISSIONS OFFICE, AND LIBRARY

When a student provides either oral or written testimony for a Primary Committee's consideration, it is assumed, as with faculty and staff, that the student will be identified to the faculty he or she is evaluating. There are times, however, when students must have the right not to be identified to the faculty he or she is evaluating because he or she could be in jeopardy. This occurs most often with teaching faculty when the student wishes to make a negative evaluation of a faculty member in whose class he or she is presently enrolled. In these cases the student is identified to the Primary Committee but not to the faculty member until grades have been recorded or the student has been removed from jeopardy.

In Student Affairs, the Admissions Office, and the Library; jeopardy is much more difficult to define in that students are not subject to grades in a particular term. Therefore, it is proposed that if a student appears before a Primary Committee within Student Affairs, the Admissions Office, or the Library to provide oral or written testimony, it is the responsibility of the committee to determine, after consultation with the student, whether in fact there is any jeopardy. In all cases the student's name will be provided to the committee.

If it is determined that the student is in jeopardy from the faculty member he or she is evaluating, the first task of the committee is to determine whether or not that student can be removed from jeopardy thereby disallowing unsigned oral or written testimony. An example of this would be, if a student is a financial aid recipient and the faculty member he or she is evaluating is his or her financial aid counselor, the committee will determine whether it is possible to have that student moved to a different financial aids counselor thereby eliminating jeopardy.

If it is determined by the committee that the student cannot be removed from being in jeopardy, the committee will accept unsigned written or oral testimony from that student. The committee will also record in their files the student's name so that when the student is out of jeopardy his or her name can be attached to the testimony.

Additionally, the committee must inform the student that should the student's testimony be challenged under the provisions of section 4.06.03.E.1 of the Faculty Manual or should the faculty member file a grievance, the committee is obligated to attach, at that point, the student's name to the testimony. In those cases where the committee agrees that the student is in jeopardy, they must determine a date when jeopardy is no longer involved. The student needs to be instructed that at that point in time his or her name will be attached to the testimony. Should the student's plans change, and that student feels that he or she will continue to be in jeopardy beyond the date agreed to, he or she has the right to meet with the Primary Committee to ask that a new date be established for the student's name to be attached to his or her testimony.



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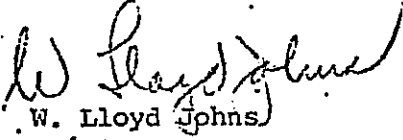
THE PRESIDENT

August 25, 1980

M E M O R A N D U M

TO: Jerry Tobey
Chair, Academic Senate

William Bynum
Chair, UARTP Committee

FROM: 
W. Lloyd Johns
President

This memorandum is to reaffirm my thoughts presented in a September 4, 1979 memorandum dealing with ARTP modifications.

One point I made, concerning student input, may have been misunderstood by some, so clarification may be in order.

Input from students in terms of the results of the application of standardized departmental/school/or division procedures which provide student opinions and/or evaluation of the faculty member's teaching performance.

Written student evaluation questionnaires are required for all faculty annually in at least two courses. Departments/schools/divisions are responsible for the development and administration of evaluation questionnaires. Summaries of the results of the questionnaires shall be placed in the professional and/or personnel action file of the faculty as deemed appropriate by the department/school/division. The results of the student evaluations shall be given to the instructor and department chair after grades have been assigned.

Students may present oral or written testimony regarding the teaching effectiveness of an individual faculty member to the primary-level ARTP committee. The primary-level committee may summarize such oral and written testimony and place a copy in the individual's personnel action file. Such summaries shall be signed by the chair of the primary-level committee.

Jerry Tobey
William Bynum
August 25, 1980
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Students presenting evaluative material to a department chair shall be advised by the chair that to be considered in the ARTP process the student must present his/her comments to the primary-level committee either orally or in writing.

While there is a school of thought suggesting that "the accused should be able to face the accuser," the academic setting is not, or should not be trial-like. Students must personally face a primary committee and respond to questions, so there is no possibility of an anonymous allegation.

However, there must be some assurance to students that the vindictiveness of some faculty member cannot jeopardize the student's educational career.

Faculty members can be protected by their peers, but students, who have no such protection, deserve a procedure as oppression-free as possible.

cc: Sandra Barkdull
Earline Ames
