

ACADEMIC SENATE  
OF  
CALIFORNIA STATE UNIVERSITY  
SACRAMENTO

MINUTES

Issue #13

May 13, 1981

ROLL CALL

Present: Adams, Amer, Barrera, Bossert, Brackmann, Breese, Campbell, Comstock, Elfenbaum, Eisner, Esquerra, Fish, Foreman, Frost, Furey, Haq, Jamieson, Kerby, Kloss, Leezer, McDaniel, Murai, Neal, Roth, Serrano, Slaymaker, Tobey, Urone, Weininger, Whitesel, Whitney, Wade, Keltner

Absent: Covin, Garthe, Gates, Gillespie, Golub, Harley, Moore, O'Connor, Pettay, Semas, Skube, Smith, Stull

A regular meeting was convened by Jerry Tobey, Wednesday May 13, 1981 at 2:00 p.m. in SSC-107.

INFORMATION

1. Thanks were extended to Barbara Shiffer for serving as secretary for this meeting.
2. President's responses to 1980-81 Academic Senate actions (Attachment A)
3. Peter Shattuck presented a report on the Statewide Academic Senate meeting of May 7-8, 1981.
4. The Academic Senate unanimously supports the "Resolution Supporting Construction of Light Rail Transit" in Sacramento. (Attachment B)

ACTION ITEMS

AS 81-24/Flr. MINUTES

The Minutes of April 8, 1981 are approved.

Carried unanimously.

ACTION ITEMS -- contd.\*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.

Carried.

\*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 C)

Carried.

\*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.

Carried.

\*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.

Carried.

\*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.

Carried.

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

It was moved (Furey) and seconded to refer the item regarding Personnel Information Files/Personnel Action Files to the UARTP Committee for study next Fall.

Carried.

ACTION ITEMS -- contd.\*AS 81-32/UARTP, Ex. EMPLOYMENT BEYOND MANDATORY RETIREMENT AGE

The Academic Senate recommends approval of the Policy on Employment Beyond Mandatory Retirement Age recommended by the UARTP Committee. (Attachment D)

Carried.

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

The Academic Senate recommends approval of 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 providing that the quality of his/her education, experience, and service to the university warrants the rank or grade. In 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.

Carried.

\*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.

Carried.

\*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 E)

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

ACTION ITEMS -- 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.

Carried.

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

It was moved (Haq) and seconded that the Academic Senate approve the proposed FACULTY MANUAL amendment regarding operating procedures for Primary and Secondary ARTP Committees. (Attachment F)

Carried.

The meeting was adjourned at 3:50 p.m.

*Barbara Shiffer*  
Barbara Shiffer, Acting Secretary CD

BS/CD

\*President's approval requested.

1980-81

## PRESIDENT'S ACTIONS

## ACADEMIC SENATE'S ACTIONS

Date	Action	APPROVED	DISAPPROVED	OTHER
9/10/80	AS 80-52 Committee Appointments	9/30/80		
9/10/80	AS 80-54 (Executive Committee 8/27/80) Post-Audit/Student Input - ARTP	9/ 9/80		(supersedes FS 79-102)
9/10/80	AS 80-55 Evaluation of Administrators		9/17/80	3/31/81 - received guidelines
10/ 8/80	AS 80-58 Committee Appointments	10/24/80		
10/ 8/80	AS 80-60B Student Input - ARTP	10/24/80		
12/10/80	AS 80-64 Committee Appointments	1/ 9/81		
12/10/80	AS 80-66 Government/Personnel Policies	1/ 9/81		
12/10/80	AS 80-69 ARTP Committees	1/ 9/81		
2/11/81	AS 81-2 Committee Appointments	3/12/81		
2/11/81	AS 81-3 Part Time Faculty (Faculty Manual Amendment)		3/12/81	(see AS 81-23) Referred back to Senate
2/25/81	AS 81-5A Grievance Funding	3/13/81		
2/25/81	AS 81-5B Grievance Funding		3/13/81	
2/25/81	AS 81-5D Grievance Funding		3/13/81	
2/25/81	AS 81-5E Grievance Funding		3/13/81	
3/11/81	AS 81-13 Academic Senate Appointment, 1981-83			Won't approve until advertised in BULLETIN
3/11/81	AS 81-14 Education Option	4/27/81		
3/11/81	AS 81-15 Behavior Modification Certificate Program	4/27/81		
3/11/81	AS 81-6 Examination Supervision	4/27/81		
3/11/81	AS 81-7 Salary Schedule		4/27/81	



## RESOLUTION

## RESOLUTION SUPPORTING CONSTRUCTION OF LIGHT RAIL TRANSIT

WHEREAS, traffic congestion, petroleum energy consumption and automobile-related air pollution all are on the rise in Sacramento because of rapid population and employment growth; and

WHEREAS, more and better transit service is needed to alleviate these problems.

NOW, THEREFORE, BE IT RESOLVED BY THE CSUS ACADEMIC SENATE AS FOLLOWS:

THAT, this organization supports efforts by Regional Transit and other local government jurisdictions to build and place in operation a modern light rail transit system as quickly as possible.

BE IT FURTHER RESOLVED that light rail transit operations should be thoroughly integrated with the existing bus system by designating major light rail transit stations as "transit centers" at which the operations of intersecting bus and light rail routes will be coordinated using the "timed transfer" scheduling technique.

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.

## 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.
- an at least
- C. At the department level, ~~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

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.
- 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) by which the primary unit arrives at its 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) by which the secondary unit arrives at its 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. 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 be reduced to a numerical basis.

#### 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.
  
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 on his or her case.

#### 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.
- 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.