

A C A D E M I C    S E N A T E  
O F  
C A L I F O R N I A    S T A T E    U N I V E R S I T Y  
S A C R A M E N T O

Minutes

Issue #12

Special Meeting  
Wednesday, April 10, 1985

ROLL CALL

Present: Addicott, Alexander, Anderson, Comstock, Deaner, Farrand, Figler, Gelus, Glenn, Good, Harriman, Hernandez, Hitchcock, Holl, Huff, Jensen, Kelly, Kneprath (Parliamentarian), Kramer, Madden, Maxwell, McGillivray, Nelson, Pettay, Radimsky, Robbins, Scott, Shattuck, Spray, Swanson, Wade, Wheeler, Winters

Absent: Aichele, Beckwith, Chmaj, Collins, Cowden, Koester, Kostyrko, Pucci, Stroumpos, Wilson

ACTION ITEMS

AS 85-16/UARTP, Ex., Flr. UNIVERSITY ARTP POLICY (continued from 3/20/85)

In consultation with William Dillon, Jr., Presiding Member of the University Appointment, Retention, Tenure, and Promotion Committee, the Senate agreed to the following as editorial amendments to the February 26, "Proposed University ARTP Policy":

Page 12, Section 5.03.B, second line, add: ...reviewed, if an appointment is made, the best...

Page 34, Section 9.01.P, last two sentences: replace the word "timelines" with "deadlines."

Page 34, Section 9.01.R, last two lines: ...deliberations take place and/or final recommendations are made, or both.

Page 36, Section 9.02.A, third sentence: ...The faculty unit employee, during such an appearance, may make a statement and/or review discuss his/her Personnel Action File, or both.

Page 36, Section 9.02.B, first sentence: A faculty member who is permitted to discuss before the recommendation with the peer review committee or appropriate administrator as provided...

The Senate then proceeded to address substantive amendments section by section. It was moved and seconded (Anderson/Huff) to amend the proposed document by substituting the following for Section 4.08 (page 7):

#### 4.08 Personnel Action File

A. The Personnel Action File shall contain the following material submitted by the custodian of the file:

1. Record of location of other files;
2. Access log;
3. Appointment letter and other relevant appointment information;
4. Results of standardized student evaluations;
5. Written student comments and summaries of oral student comments, if any;
6. Peer evaluations, if any;
7. All evaluations, recommendations, and decisions for the appropriate time periods as specified in Section 4.09.

B. The Personnel Action File shall contain the following materials submitted by the faculty member:

1. Current resume;
2. Annual report of activities prepared according to the prescribed department/school format, if required;
3. Index to materials submitted under C. below.

C. The Personnel Action File may contain the following materials submitted by the faculty member:

1. Material regarding teaching performance: Evidence shall include those items mentioned in Section 5.05.C of this document;
2. Scholarly or creative achievements: Evidence shall include those items mentioned in Section 5.05.D of this document;
3. Contributions to the community: Evidence shall include those items mentioned in Section 5.05.E of this document;

4. Contributions to the institution: Evidence shall include those items mentioned in Section 5.05.F of this document;
5. Miscellaneous: Other pertinent material.

D. The Working Personnel Action File shall contain:

1. Material submitted by the faculty member as described in Section 4.08.B above;
2. Appropriate material from the Personnel Action File. Items 4, 5, 6, and 7 of Section 4.08.A for the appropriate time periods as specified in Section 4.09.

Carried.

It was moved and seconded (McGillivray/Kelly) to amend Section 5.02.E (page 11), second line, by substituting the word "special" for the word "rare."

Carried.

It was moved and seconded (Pettay/Kostyrko) to amend Section 5.05.E (page 16) as follows: Evidence may include the following contributions: however, more emphasis shall be given to community contributions directly related to the faculty member's discipline and subjects of instruction.

Carried.

It was moved and seconded (Good/Wheeler) to delete the last two sentences in Section 5.02.C (page 10).

Defeated.

It was moved and seconded (Robbins/Maxwell) to amend Section 5.02.D (page 10) as follows:

- D. Disciplines in which the doctorate is not the recognized terminal degree (Art, Home Economics, Journalism, Music, Theatre Arts, Nursing, Library):

Carried. (HAND VOTE: Yes - 15; No - 11; Abstentions - 3)

It was moved and seconded (Robbins/Maxwell) to amend Section 5.02.D (page 10) as follows:

Each department in a discipline in which the doctorate is not the recognized terminal degree shall submit to the University ARTP Committee and the Provost the departmental ARTP procedures and policies which contain

substantiating materials to validate their position that the equivalency is recognized by other universities, professional organizations, and/or industry. These departments shall include specific criteria for meeting the equivalency requirement in their ARTP procedures.

Additionally, these departments shall include the following in ~~its~~ their ARTP policy:

1. ...

Defeated.

It was moved and seconded (Farrand/Alexander) to amend Section 5.05.C.1.c.3. (page 14) by changing 3) to 4) and inserting:

3) Student evaluations shall be conducted in every class taught by an assistant or associate professor.

Carried. (HAND VOTE: Yes - 15; No - 11)

By consensus, the Academic Senate agreed to continue consideration of AS 85-16 on Wednesday, April 24.

The meeting was adjourned at 4:00 p.m.

Janice McPherson  
Janice McPherson, Secretary