

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

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Minutes

Issue #21

May 25, 1989

**ROLL CALL**

Present:     Bach, Barrena, Brackmann, Burger, Colen, Cook,  
              Cross, Dillon (Parliamentarian), Farrand, Freund,  
              Gillott, Gregorich, Haq, Herman, Jakob, Kando,  
              Kutchins, Marsh, Martin, Joan Maxwell, John Maxwell,  
              Mills, Moon, Moore, Rice, Shannon, Shek, Sullivan,  
              Swanson, Torcom, Tzakiri, White

Absent:     Beckwith, Cordero, Decious, Figler, Holl, Humphrey,  
              Jirgens, McGeary, Meyer, Palmer, Rios, Rodriguez,  
              Scheel, Stroumpos, Tooker, Vadhva, Wheeler,  
              Whitesel, Wycosky

**INFORMATION**

A Moment of Silence was observed in memory of:

JEFFREY BOUDOV, Lecturer  
Theatre Arts (since 1984)

**ACTION ITEMS**

\*AS 89-64/GPPC, Ex.     M.A. IN LIBERAL ARTS [Refer to 5/18/89  
                                  Senate Agenda Attachments C-1 and C-2,  
                                  attached]

The Academic Senate recommends approval of the proposed M.A. in Liberal Arts for implementation in Spring 1990, subject to funding conditions specified by the School of Arts and Sciences, or at a later date when such funding conditions are met or the School identifies other means of supporting the program.

Approval of the program constitutes an exception to the University policy requiring nine units of common coursework and such exception is recommended by the Academic Senate because of the interdisciplinary nature of the program.

The Academic Senate further recommends that an overall progress report be made to the Graduate Policies and Programs Committee early in the fourth semester after the program is implemented.

The Academic Senate forwards the report of the Fiscal Affairs Committee as information, calling particular attention to Fiscal Affairs' concerns regarding the adequacy of the proposed budget.

Carried.

\*AS 89-65/UARTP, Ex., Flr. UNIVERSITY ARTP POLICY--AMEND  
SECTION 5.06 (Early Tenure)

#### 5.06 Early Tenure

- A. Notwithstanding any provision to the contrary, early tenure is recognition of qualifications and performance substantially beyond that required for the granting of tenure after the normal six (6) year probationary period. (See Section 7.01.C, Normal Probationary Period, of this document.) Early tenure is granted for attaining a professional standard that includes activities which bring widespread recognition to the individual and the university from the academic community and/or the general public. Early tenure is not a right.
- B. Recommendations for early tenure are made through the normal ARTP channels. To be considered for early tenure, a faculty unit employee must ~~demonstrate recognized outstanding performance in teaching, which shall be given primary weight, and possess appropriate academic preparation. In addition, recognized outstanding performance must be demonstrated in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly or creative achievement, contribution to the institution, and contribution to the community.~~ apply in writing to his or her primary committee. Having received a written application for early tenure, the primary committee shall review the applicant's file in light of the requirements for early tenure as stated in subsection C below and subsection A above as well as those for retention from year to year.
- C. The Working Personnel Action File of a faculty unit employee under consideration for early tenure shall contain evidence of recognized outstanding performance in teaching, which shall be given primary weight, and of appropriate academic preparation. It shall also contain evidence of recognized outstanding performance in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly or creative achievement,

contribution to the institution, and contribution to the community.

ED. In ~~circumstances described in accordance with the provisions of this Sections 5.06.A and 5.06.B above,~~ the President may award tenure to a faculty unit employee before the normal six (6) year probationary period has elapsed upon ~~written request and with a positive recommendation from his/her department and the Dean.~~

Carried.

\*AS 89-66/FA, Ex., Flr. DEPARTMENT CHAIRS POLICY

The Academic Senate recommends revision [strikeover = deletion; underscore = addition] of the "Role and Responsibilities of the Department/Division Chair," as follows:

ROLE AND RESPONSIBILITIES OF THE DEPARTMENT/DIVISION CHAIR

ROLE

An academic department chair is a teaching faculty member of that department, ~~appointed to execute the department's administrative responsibilities, and as such has all the rights and responsibilities of a faculty member.~~ In addition, the primary function of the chair is to carry out the business of his/her academic department. He/she is responsible for communicating the department's needs to the school, division or central University administration. He/she is also responsible for communicating the policies and procedures of higher levels of administration to the department faculty and staff.

RESPONSIBILITIES

The academic department chair is ~~to be held legally responsible for dispatching~~ discharging the following duties. ~~How they are actually dispatched is up to the individual department's bylaws and procedures in accordance with the stated~~ established policies and procedures of the department, school, University and the statewide CSU system.

1. Supervise the recruiting of faculty and staff in accordance with the department's programmatic needs and in keeping with the legal mandate of Affirmative Action.
2. Supervise the evaluation of faculty and staff as required by the department's personnel procedures.
3. Foster an environment in which faculty ~~can keep abreast of their disciplines and maintain and improve the quality of the department's curriculum.~~ development is encouraged and

supported within the goals and objectives of the department.

4. Encourage currency and improvement in the quality of the department's curriculum.
45. Coordinate the department's student advising efforts.
56. Coordinate the workload assignment of faculty and staff within the department.
67. Prepare and present the department's budget requests, explain them to school or division and university authorities and coordinate the expenditure of resources allocated to the department. as appropriate. The chair is responsible for the administration of the department's resources.
78. Ensure that the instructional schedules of the department are submitted as required and modified as needed.
89. Coordinate the work of departmental committees and serve on school, division or university committees.
910. Ensure that a department process for dealing with student grievances is implemented in accordance with general university and systemwide procedures.
1011. Facilitate the instructional support operations of the department to ensure effective use of clerical service, proper space allocations, adequate supplies, etc.
12. Perform other duties as specified by the dean and/or the University in accordance with University policy.

The department chair is encouraged to consult with the department faculty in making administrative decisions regarding such matters as workload, scheduling, curriculum, and budget. After careful consideration of faculty concerns and thoughts on these administrative matters, consultation with the dean as needed, the department chair has the authority to make timely decisions to accomplish the administration of the department. This does not preclude the right of the faculty to appeal and request review of administrative decisions affecting them.

The department chair is encouraged to consult periodically with department faculty, other department chairs with whom he/she interacts, and the school dean regarding pertinent aspects of departmental administration.

PERIODIC SELECTION

Only full-time probationary or tenured faculty shall be eligible to serve as department chairs. Department chairs shall be nominated by secret ballot by a majority vote in an election in which at least all tenured and probationary faculty members of the department, including those on the Faculty Early Retirement Program (FERP) and those on leave, are eligible to vote.

Each department shall have its nomination procedures on file with the appropriate dean ~~or division chair~~ for a period of ~~not less than six months~~ at least one month preceding the nomination. Adoption of procedures shall be by secret ballot and voting eligibility shall be the same as described in the preceding section.

The incumbent chair or acting chair shall report the result of the nominating procedure to the President via the appropriate school dean or division chair and the Academic Vice President for Academic Affairs.

After appropriate consultation with the school dean or division chair and the Academic Vice President for Academic Affairs, if the President concurs in the department's nominee, the President shall appoint the nominee as department chair. The chair shall serve for a period not to exceed three years. Near the end of that period a new election shall be held. The chair may succeed himself or herself.

If, for compelling reasons, submitted in writing, the President does not concur in the nomination by the department, the President shall confer with the department faculty, the nominee, the Academic Vice President for Academic Affairs, and the school dean or division chair and attempt to resolve the problem.

~~If the department's nominee is rejected,~~ If the President does not concur with the department's choice of nominee, the department shall proceed with its nominating procedures for a second time and shall again submit a nominee to the President. The President will then carry out the steps specified in the preceding two paragraphs.

REPLACEMENT VACANCY

## 1. Resignation

A department chair has a the right to return to a full-time teaching assignment by resigning his/her position as chair. Except in rare circumstances, resignations will conform to the academic year.

## 2. Removal

a. For serious and compelling reasons, and in accordance with department policies and procedures, a department may request that the incumbent chair be recalled through the following procedure:

- 1) A written request containing the compelling reasons for recall of the incumbent chair, signed by at least 1/3 (rounded upwards to the nearest whole number) of those eligible to vote in chair-nominating elections, shall be submitted to the school dean. The incumbent chair will receive notification of the request together with a statement of reasons.
- 2) The school dean will meet with the signatories and the Department chair to make every effort to reach an informal resolution of the recall request.
- 3) If an informal resolution of the recall request fails, the dean shall conduct a meeting of those department faculty eligible to vote in chair-nominating elections. A quorum of 2/3 of those eligible to vote must be present at the meeting whose purpose is ascertaining the will of the department regarding the recall request. The incumbent chair will have the opportunity to respond to the recall request at this meeting, either orally, in person, or by writing, to be read by the dean. A vote of "confidence/no confidence" will be taken by written ballot at that meeting. A majority of all those eligible to vote in chair-nominating elections is required for a department recommendation of "no confidence."
- 4) In the event of a "no confidence" recommendation, the dean shall forward to the President via the Vice President for Academic Affairs:
  - the department's vote and reasons for recall, expressed as a recommendation, and
  - the dean's independent recommendation, including reasons, and
  - the incumbent chair's response to the recall request, if any.

The incumbent chair will be notified of the department's and dean's recommendations.

- 5) The final decision will be made by the President. The decision, including reasons, will be transmitted to the department.
  - 6) Under normal circumstances, a vote of "confidence/no confidence" can be held only once during an academic year.
- b. Upon receipt of compelling reasons, received in writing from sources other than department faculty, the President, having consulted with the department, may consider whether the effectiveness of the department is impaired by the continued incumbency of the chair. In these circumstances, the President shall confer with the incumbent chair, the department faculty, the dean and the Academic Vice President to discuss the advisability of and the reasons for removal.

The final decision will be made by the President. The decision, including reasons, will be transmitted to the department.

### ~~3. Vacancy~~

~~In cases of resignation or removal of a department chair, the dean or division chair, with the concurrence of the department shall recommend to the President, via the Academic Vice President, an individual to serve as acting chair until a new chair is named.~~

~~In such cases, the department shall, without delay, institute its regular nomination process.~~

### 3. Absence

- a. When circumstances dictate that a serving chair be temporarily absent from the performance of his/her duties and responsibilities as chair for a period of time greater than six weeks and not more than one calendar year, it shall be necessary for the department to initiate the process required for the selection of a temporary chair.
- b. When circumstances necessitate that a serving chair be absent from the performance of his/her duties and responsibilities as chair for a period of time greater than one year, the absence shall no longer be considered temporary, and a resignation by the incumbent of his/her position as chair shall then be in order.

REPLACEMENT

1. In cases of resignation or removal of a department chair, a new chair may either be chosen to serve for the balance of the unexpired term for the immediate past chair, or for a new term of three years. It shall be the decision of the department faculty as to which of these two options with regard to term is selected, with the election of the chair in either case to be accomplished in the same manner as is prescribed for the periodic selection of a department chair, as specified above.
2. Should circumstances warrant in cases of resignation or removal of a department chair, the faculty of the department may elect to select an acting chair to perform the duties and responsibilities of the chair for such time as is required to choose a replacement chair in accordance with the procedure outlined in paragraph a. above.

In situations where the appointment of an acting chair is deemed desirable, the selection of an acting chair shall in no way unduly delay the selection of a replacement chair.

3. In the case of a temporary absence of a serving chair from the performance of his/her duties and responsibilities as chair for a period of time of not less than six weeks and not more than one calendar year, an acting chair shall be selected to perform the duties and responsibilities of the department chairmanship for the period of the temporary absence in accordance with the same procedures as are prescribed for the periodic selection of a department chair as specified above.

Carried.

\*AS 89-67/GPPC, Ex., Flr. M.A. HISTORY/HUMANITIES

The Academic Senate recommends approval of the History M.A. with concentration in Humanities (5/18/89 Senate Agenda Attachment E-1) and concurs with the concerns raised by the Fiscal Affairs Committee and the Graduate Policies and Programs Committee (5/18/89 Senate Agenda Attachments E-2 and E-3) regarding the compounding effect of the simultaneous introduction of two new options/concentrations in History. In relation to these concerns the Academic Senate requests that the History Department report back to the GPPC after four semesters, on the status of these two programs (Public History Option and History M.A. with concentration in Humanities) with respect to student enrollment, graduate faculty workload and program needs.

Carried.



\*AS 89-68/FA, Ex., Flr. MERITORIOUS PERFORMANCE AND PROFESSIONAL PROMISE PROGRAM

WHEREAS, a survey of satisfaction with the current Meritorious Performance and Professional Promise Program (MPPP) indicated that 68.6%\* of the CSU, Sacramento faculty find it unacceptable; and

WHEREAS, faculty responding to the survey described the procedures for nominating and selecting award recipients as bearing little relationship to either "merit" or "promise," and

WHEREAS, faculty have identified many unmet needs that impact negatively upon the quality of education for students, and

WHEREAS, selection from among faculty proposals to meet these needs would better enable faculty of exceptional promise or merit to improve educational opportunities for students; now, therefore be it

RESOLVED: that the Academic Senate requests that the President explore with the Chancellor's Office the possibility of alternate use of MPPP funds on this campus to address unmet needs identified by the faculty, such as:

1. increasing travel funds to enable faculty to attend conferences and maintain currency in their fields;
2. increasing departmental funds for student assistants;
3. increasing departmental funds for equipment and supplies;
4. increasing release time opportunities for special projects designed to improve instruction;
5. increasing release time opportunities for research;
6. increasing opportunities for sabbatical leaves;
7. increasing availability of funds to improve library collections in selected areas; and

8. increasing faculty salaries in order to attract and retain a quality faculty.

;and, be it further

RESOLVED: that the 1988-89 Academic Senate urges the 1989-90 Academic Senate to develop appropriate strategies to convey the sentiment of the CSUS faculty on this issue to other campus senates, the Statewide Senate, the California Faculty Association, and the Chancellor's Office.

\* 243 out of 341 respondents.

Carried.

The meeting was adjourned at 4:30 p.m.

  
Janice McPherson, Secretary

\*President's approval requested.