

1999-2000
FACULTY SENATE
California State University, Sacramento

AGENDA

Thursday, April 27, 2000
Foothill Suite, University Union
3:00 -5:00 p.m.

OPEN FORUM

CONSENT CALENDAR

FS 00-35/CPC, Ex. CURRICULUM REVIEW, LEARNING SKILLS PROGRAM

The Faculty Senate receives the commendations and recommendations (Attachment A) of the Curriculum Policies Committee on the program review of the Learning Skills Center and recommends that the Learning Skills Center programs be approved for a period of six years or until the next scheduled program review.

FS 00-36/FPC, Ex. WANG FAMILY EXCELLENCE AWARD (Amends FS 99-45)

The Faculty Senate recommends amendment of the "CSUS Procedures for Wang Family Excellence Award" (FS 99-45), to conform with the system policy, as follows [strikeover = deletion; underscore = addition]:

b) About the Nomination Process:

- (1) Candidates must be ~~full-time~~ probationary or tenured faculty...

FS 00-37/UARTP, Ex. UNIVERSITY ARTP POLICY—EDITORIAL REVISION AND INCORPORATION OF PERTINENT PARTS OF NEW M.O.U.

[Note: See Attachment B for University ARTP Committee transmittal memo. Because these are editorial revisions or M.O.U. language and due to the length of the document (53 pages), no attachment is provided. Senators who wish may review the document in the Faculty Senate Office, SAC 275.]

The Faculty Senate recommends adoption of proposed editorial revisions and incorporation of pertinent parts of the new M.O.U. in the University ARTP document.

CONSENT INFORMATIONFS 00-33/Ex. OUTCOMES ASSESSMENT COORDINATOR, INTERIM

The Executive Committee on behalf of the Faculty Senate endorses the hiring of an Interim Outcomes Assessment Coordinator (Attachment C) with the understanding that the Senate will be consulted on the job description for a permanent position.

FS 00-34/FPC, Ex. VISITING SCHOLARS PROGRAM

The Executive Committee, on behalf of the Faculty Senate, receives the report of the 1999-2000 Visiting Scholars Subcommittee (Attachment D), commends the committee for its work, and recommends that the 2000-2001 budget for the Visiting Scholars Program be increased by 14% to \$20,000.

REGULAR AGENDA*Approved*
FS 00-32/Flr. MINUTES

Approval of Minutes of April 13 (#13), 2000.

SECOND READING

[Action may be taken]

Postponed
FS 00-28/FPC, Ex. PEDAGOGY ENHANCEMENT AWARDS PROGRAM

[Note: Refer to April 13, 2000, Faculty Senate Agenda Attachment B for background.]

The Faculty Senate approves amendment of the Guidelines for the Pedagogy Enhancement Awards Program as follows [strikeover = deletion; underscore = addition]:

II.C.2: Evaluation of the Proposal: Eligible proposals will be evaluated by a peer review panel consisting of five faculty members from departments in the area of the proposed project, except those electing to be evaluated by the Interdisciplinary Panel. A representative from Pedagogy Enhancement Subcommittee will chair the panel. An interdisciplinary peer review panel consisting of five faculty members will evaluate eligible proposals. The reviewers will be recruited from all seven colleges, and no more than one reviewer from a college will be assigned to each panel. A member of the Pedagogy Enhancement Subcommittee will chair each panel.

Carried

FS 00-30 FLR

Carried
FS 00-31 FLR

FIRST READING

[Discussion only—unless extended by majority vote; no action.]

2nd FS 00-38/Ex. GRADE APPEAL PROCESS (Amends FS 00-13)

The Faculty Senate recommends amendment of the CSUS Grade Appeal Process (FS 00-13), as follows:

VII. GRADE APPEAL PROCEDURES IN DETAIL:

- A. ...
 B. Formal Procedures
 1. ...
 2. Grade Appeal Panel.
 a. Selection of Faculty

- (1) The unit chair shall prepare a list.

See substitute

The list shall contain four randomly selected ~~eight~~ prospective panel members (who shall be numbered in order of selection) from the list of full-time tenured or tenure-track faculty members within the academic unit. Eligible faculty are ~~(excluding those not on sabbaticals or other leaves and those or involved in the appeal) or related units as determined by the unit chair in those cases where there is an insufficient number of eligible faculty members.~~ Also, ~~if~~ any prospective faculty member ~~selected~~ is unwilling or unable to serve, due to extenuating circumstances, random selection shall continue until the names of ~~eight~~ four faculty members willing and able to serve have been drawn. If there is an insufficient number of eligible faculty, faculty can be drawn from related units.

- (2) The office of the College Dean shall prepare a second list from which all units may draw.

This second list shall contain four randomly selected eligible panel members (who shall be numbered in order of selection) from the list of full-time tenured or tenure tack faculty members within the College. Eligible faculty are those not on sabbatical or leave or from the unit involved in the appeal. Also, if any prospective faculty member is unwilling or unable to serve, due to extenuating circumstances, random selection should continue until the names of four faculty members willing and able to serve has been drawn.

- (~~2~~3) The unit chair shall inform the student and the instructor of the ~~eight names on the two~~ lists. During the 48 hours following, each of the parties shall then have the right to challenge up to two names on the list for any reason or no reason at all. The first ~~two~~ unchallenged

names ~~on the~~ from each list shall be the faculty panel members and the other unchallenged faculty shall be alternates.

1st FS 00-39/Ex. BUDGETARY PROCESS, FACULTY SENATE INFORMATION ABOUT THE CSUS

[T. Lascher]

2nd Overview of the Faculty Senate and the Council for University Planning (CUP)

[B. Buckley]

WHEREAS, Budgetary decisions are central to the ability of the University to fulfill its academic mission; and

WHEREAS, Widespread concern has been expressed by CSUS faculty members about lack of understanding of the current budgetary process; and

WHEREAS, A Faculty Senate governance group met during the 1999-2000 academic year to discuss ways to improve faculty involvement in the campus budgetary process; and

WHEREAS, The governance working group developed a set of recommendations aimed at enhancing faculty knowledge about the budgetary process and ability to provide input about the budget under consideration; therefore be it

RESOLVED: That the Faculty Senate endorses the proposals contained in the governance working group's "Recommendations Regarding Faculty Senate Input on the Budgetary Process;" (Attachment E) and, be if further

RESOLVED: That the Faculty Senate urges that, to the extent feasible, the CSUS Administration and the Faculty Senate Chair implement for the 2000-01 academic year the recommendations contained in the above report.

INFORMATION

1. Tentative Spring 2000 Faculty Senate meeting schedule [*Note: Additional meetings may be scheduled*]:
May 4 (3:00-3:30, Election of 2000-2001 Officers), 11, 18
2. Senate Home Page: <http://www.csus.edu/acse/> or CSUS Home Page *then* Administration and Policy *then* Administration *then* Faculty Senate

SUMMARY OF COMMENDATIONS AND RECOMMENDATIONS
CONTAINED IN THE ACADEMIC PROGRAM REVIEW REPORT FOR THE
LEARNING SKILLS CENTER

Commendations

Professor Robbie Ching and the LSC staff are commended for collaborating with other student support programs in seeking additional strategies to strengthen the academic skills and persistence of CSUS students. (pg. 4)

The LSC director and staff are commended for making the curricular and staffing changes necessary for meeting the needs of students requiring preparatory course work in writing and mathematics. (pg. 6)

Professors Ching, Gehrman and McKee are commended for their active leadership as respected professionals among their statewide colleagues. They bring credit to the LSC and CSU, Sacramento. (pg. 6)

The LSC mathematics instructors are commended for their continued commitment to serving the needs of students in the preparatory mathematics program. (pg. 9)

Recommendations

The Program Review Team recommends that University funding centers insure that the LSC has sufficient resource support to implement the provisions of E.O. 665. (pg. 3)

The Program Review Team recommends that the LSC, the Students with Disabilities Program and appropriate University officials continue exploring ways by which students with diagnosed disabilities may make substitutions to GE requirements. (pg. 4)

Given the mandates of E.O. 665, the Program Review Team recommends that the LSC in conjunction with appropriate University officials explore ways of providing acceptable levels of LSC services to meet the needs of a broad sector of CSUS students. (pg. 6)

The Program Review Team recommends that the LSC review its course numbering system for purposes of clarifying its sequential offerings. (pg. 7)

The Program Review Team recommends the LSC explore, develop and implement additional instructional strategies which will provide high quality instruction and decrease the seat time in required LS writing courses. Among the strategies we suggest is included allowing students to challenge the ELM and EPT placement exams. (pg. 7)

The Program Review Team recommends that the LSC review the numbering sequence for its mathematics curriculum for the purpose of clarifying the sequential offerings. (pg. 9)

The Program Review Team recommends that the LSC director and mathematics coordinator develop strategies for increasing the pool of available mathematics tutors. Strategies including possible incentives for keeping qualified tutors on staff should also be considered. (pg. 9)

The Program Review Team recommends that the LSC institute measures insuring that all instructional staff and especially tutors are given training appropriate to insuring their maximum effectiveness in the classroom; this includes cultural sensitivity instruction. (pg. 9)

The Program Review Team recommends that the LSC receive additional faculty resources to hire a specialist in a specific discipline who also would be involved in training instructional staff. (pg. 10)

The Program Review Team recommends that Professor Ching and Dr. Barrick evaluate the instructional strategies used in 7A/B and the extent to which additional and more effective methods are needed. (pg. 10)

The Program Review Team recommends that the mathematics coordinator continue to identify and implement strategies which place more trained instructional staff in 7A/B and 10A/B classes. (pg. 10)

The Program Review Team recommends that the math coordinator and the LSC director assess the extent to which additional teaching strategies can be employed in the 7A/B classes which better take into account the diverse learning strategies of students. (pg. 10)

The Program Review Team recommends that the LSC mathematics program develop a methodology for following the progress of E.O. 665 students through their required General Education mathematics courses. (pg. 11)

Recommendation to the Provost and Vice President for Academic Affairs.

The Program Review Team recommends that the Provost initiate a process of collaboration involving the deans of Arts and Letters and Natural Sciences and Mathematics for the purpose of crafting a workable relationship between the LSC and the department of Mathematics. (pg. 13)

Recommendation to the Faculty Senate.

The Program Review Team recommends that the Learning Skills Center programs be approved for a period of six years or until the next scheduled program review.

3-1-00



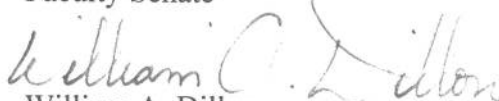
CALIFORNIA STATE UNIVERSITY, SACRAMENTO

FACULTY SENATE

MEMORANDUM

DATE: March 23, 2000

TO: — Bob Buckley, Chair
Faculty Senate

FROM: 
William A. Dillon
Presiding Member
University ARTP Committee

SUBJECT: Editorial Revisions and Incorporation of Pertinent Parts of New M.O.U. in the University ARTP Document

=====
The University ARTP Committee recommends adoption of the subject changes to the University ARTP document. The recommended editorial revisions, designated by vertical lines in the margins, alter none of the substance of previously approved UARTP policy. Instead, they bring nomenclature up to date and introduce greater consistency into the expression of mandatory and permissive statements. The additions of material from the new M.O.U. and new language already approved by the Senate and the President are presented in italics. Of course, locally adopted language is at the discretion of the campus but the language of the M.O.U. is not alterable except by mutual consent of the contracting parties.

As in the past, I am at the disposal of the Executive Committee when it discusses this recommendation. Given the absence of substantive alteration in the proposed text, I wonder whether the members of the Executive Committee would be inclined to put the recommendation on the Senate's Consent Calendar after reviewing it themselves.

WD:j

Attachment

cc: David Wagner, Dean, Faculty and Staff Affairs
Sheila Orman, Director of Faculty Affairs

**Faculty Assessment Coordinator
California State University, Sacramento**

The primary role of the Faculty Assessment Coordinator is to assist departments, programs and the General Education Committee in the development and implementation of the University's Academic Program Assessment policies. This is an appointment for the 2000-2001 academic year (six units of assigned time each semester). The Faculty Assessment Coordinator will report to the Associate Vice President for Undergraduate Programs.

Primary Responsibilities:

Work directly with department chairs, program coordinators, and the Senate General Education Committee to implement assessment plans. This includes helping them develop and operationalize expectations for student learning, as well as the criteria and standards for assessing outcomes. Assist departments/programs in developing appropriate models and methodologies for assessing student learning outcomes.

Provide consultation and support to faculty, department chairs and program coordinators; offer special workshops as needed.

Additional responsibilities:

Prepare draft of annual reports for the CSU Chancellor's Office on the University's progress in developing and implementing assessment plans. Participate in system-wide meetings and conferences on assessment.

Maintain and update the CSUS Assessment WEB site.

Consult with department chairs/program coordinators and faculty senate committees to determine faculty needs in the area of assessment; communicate those needs to the appropriate individual and/or unit; assist in establishing priorities.

Disseminate information about assessment in general and grant and project opportunities.

Qualifications: Full-time tenured or tenure track faculty member with demonstrated commitment to assessment as a method of enhancing student learning and improving academic programs. Knowledge of the rudiments of assessment theory and practice and an interest in learning more. Evidence of ability to work collaboratively and effectively with faculty and administrators. Evidence of leadership skills.

Application Information:

Send letter of application to Jolene Koester, Provost and Vice President for Academic Affairs by May 1, 2000. The coordinator will be appointed by May 15, 2000.



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
FACULTY SENATE

Memo

California State University, Sacramento
6000 J Street
Sacramento, California 95819-6036

APR 17 2000

Date: April 14, 2000
To: Bob Buckley, Senate Chair
Fred Baldini, Chair, Faculty Policies Committee
From: Tom Kando, Chair, Visiting Scholars Committee
Subject: Appropriation for 2000-2001 academic year

Faculty 413 Senate Received

The Visiting Scholars Committee has had an extraordinarily productive year. It has funded the visits and presentations of 36 scholars. A list of the 31 events funded so far is attached at the end of this memo.

The purpose of this memo is to request an appropriation of \$20,000 for the program for 2000/2001, and to justify this request. This amount would be an increase of 14% from the 1999/2000 \$17,500 budget. Please consider that:

1. Committee members and other faculty with whom I have discussed the Visiting Scholars program feel that it could and should be expanded, i.e. that the demand vastly exceeds available funds. The faculty hungers for many more scholarly visits than can be funded.
2. The committee has been extremely parsimonious--always stretching its budget to the maximum and spreading the funds as widely and equitably as possible. That is why we were able to attract so many speakers--over thirty events involving 36 top-notch experts from many diverse fields.
3. The grants were given to a wide variety of programs, ranging from the physical sciences to the humanities and from scientific data presentations to controversial ideological topics.
4. The speakers and programs have been quite interdisciplinary, each sponsored and attended by many different departments, as the policy and the charge to the committee dictate. Many of the events were multi-speaker programs, involving several speakers from different disciplines.

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Appropriation for 2000-2001 academic year

April 14, 2000

Page 2

5. The program represents seed money, and it is a tremendous morale booster for the faculty. It provides invaluable intellectual and scholarly stimulation to faculty members and their students.

6. In a majority of cases, applications were funded for less than the amounts requested, so as to stretch the budget. Because of this, some applications were withdrawn. Other speakers (e.g. Dr. Elizabeth Loftus, Dr. Barbara Ehrenreich), who are well-known national figures, agreed to come for a sum far below their typical speakers fees.

I hope that the evidence presented shows the very responsible manner in which the funds were disbursed, and that a modest budget increase will be granted.

TK;j

Attachment

Programs funded by the Visiting Scholars Committee, 1999/2000:

1. October 13, 1999. Ms. Sharon Doubiago
"The Feminist Poet as Critic, Journalist, Historian, Environmentalist, and Writer of Fiction"
Sponsors/Audience: Depts of English, Women's Studies, Environmental Studies
2. October 22, 1999. Dr. Seyed Hossein Nasr
"Islam and the Environmental Crisis"
Sponsors: Depts. of Accountancy, Humanities, History and Sociology
3. October 23, 1999. Dr. Kate Kinsella
"Promoting Content Literacy across the University Disciplines"
Sponsors/Participants: Dept. of English, Center for Teaching and Learning, Library, Education
4. October 26, 1999. Dr. Joel I. Friedman
"Constructive Empiricism: A Modalist Approach"
Sponsors: Depts. of Philosophy and Mathematics
5. November 4, 1999. Dr. Andreas J. Albrecht
"What do we Know about the Universe"
Sponsors/Audience: Dept. of Physics and Astronomy, College of NSM
6. November 5, 1999. Ms. Chen Yi
"Music in a Personal Language"
Sponsor/Audience: Dept. of Music, Campus Community
7. November 16, 1999. Dr. Adaljiza Sosa Riddell
"Hate Violence and Hate Crimes: Perspectives from Ethnic Studies and Progressive Social Justice Activists"
Sponsors/Participants: Dept. of Ethnic Studies, College of Education
8. November 16, 1999. Professor Eric L. Mar
"Hate Violence and Hate Crimes: Perspectives from Ethnic Studies and Progressive Social Justice Activists"
Sponsors/Participants: Dept. of Ethnic Studies, College of Education
9. November 16, 1999. Mr. Horace F.X. Small Jr
"Hate Violence and Hate Crimes: Perspectives from Ethnic Studies and Progressive Social Justice Activists"
Sponsors/Participants: Dept. of Ethnic Studies, College of Education

10. December 2, 1999. Professor Joy Ngozi Ezeilo
"Women, Justice, and the Law: Cross-Cultural Perspective"
Sponsors: Depts. of Criminal Justice, Women's Studies and Women's Resources Center
11. December 2, 2000. Dr. Alan Dressler
"The Nasa Origins Program"
Sponsor/Audience: Dept. of Physics and Astronomy, Geology
12. December 3, 1999. Dr. Robert Rosenthal
"Human Subjects Research"
Sponsors/Audience: Depts. of Psychology, Health and P.E. , Criminal Justice, Sociology
13. December 7, 1999. Dr. Gregg F. Gunnell
"Basin Margins, Biodiversity, and the Origin of New Taxa"
Sponsors/Audience: Depts. of Anthropology, Geology and Biology
14. February 17, 2000. Dr. Elizabeth Langland
"Private Space and Victorian Women in Victorian Culture: Working Class Narratives"
Sponsor/Audience: Dept. of English, History, Women's Studies
15. February 2000. Dr. Elizabeth Loftus
"Psychology and the Law: Research on Repressed Memory and Eyewitness Testimony as 'Courtroom Evidence'"
Sponsors/Audience: Depts. of Psychology, Health and P.E. , Criminal Justice, Sociology
16. March 2, 2000. Dr. Serguei Kotelkin
"Current Problems in the Russian Financial System"
Sponsor/Audience: Depts. of Management, Economics, Campus Community
17. March 13, 2000. Dr. Scott Cairns
"Midrash as Generative Model: Tradition and the Individual Darshan"
Sponsor/Audience: Dept. of English, Humanities, Religious Studies
18. March 23, 2000. Dr. Barbara Ehrenreich
"Blood Rites: Origins and History of the Passions of War"
Sponsors/Audience: Depts. of Bilingual Education, Sociology, Peace and Conflict Resolution Studies
19. March 24, 2000. Professor Jaime Riascos
Plenary speech at short stories symposium
Sponsor/Participants: Dept. of Foreign Languages.

20. March 28, 2000. Dr. Marc Feldman
"History and Implications of China's Family Planning Program"
Sponsors: Environmental Studies, Geography, Women's Studies, Sociology, Biology.
21. April 1, 2000. Dr. Daniel Bonevac
"Mill's Critique of Bentham"
Sponsors: Depts. of Government and Philosophy
22. April 6, 2000. Mr. Jason Pate
"History and Background of Terrorism and Weapons of Mass Destruction"
Sponsors/Participants: Dept. of Criminal Justice, Division of Nursing
23. April 13, 2000. Dr. Eric Adelberger
"Gravitational Self-Energy and the Equivalence Principle"
Sponsor/Audience: Dept. of Physics and Astronomy, College of NSM
24. April 26, 2000. Mr. Bob Wing
"Educate to Liberate! Multiculturalism and the Struggle for Ethnic Studies"
Sponsors/Participants: Depts. of Ethnic Studies, Bilingual Education, College of SSIS
25. April 2000. Dr. Ronald E. Smith
"Psychology in the Sports World"
Sponsors/Audience: Depts. of Psychology, Health and P.E. , Criminal Justice, Sociology
26. April 2000. Dr. Glenna Matthews
"Just a Housewife: Conceptions of Women's Roles and Policy Formulation"
Sponsors/Audience: Social Work, Women's Studies, Sociology, History
27. May 5, 2000. Dr. Thomas A. Angelo
"Faculty Evaluation: What Constitutes Evidence of Good Teaching and How Do We Collect It?"
Sponsors/ Participants: Dept. of English, Center for Teaching and Learning, Campus Community
28. May 5, 2000. Dr. Ali Mazrui
"Africans in the Americas: Past, Present and Future"
Sponsors: Depts. of Criminal Justice, History and Ethnic Studies

29. May 5, 2000. Drs. Kinuthia Macharia, Diana N'Diaye, Abdi Kusow, Obi Ebbe and Obioma Nnaemeka
Program: African Immigrant Populations in America: Culture and Change
Sponsors/Participants: Depts. of Criminal Justice, Social Work, Government, Education Administration, Ethnic Studies and the Center for African Peace and Conflict Resolution

30. Spring 2000. Dr. Richard J. Ellis
"The Dark Side of the Left"
Sponsors/Audience: Graduate Program in Public Policy and Administration, College of SSIS

31. May 10, 2000. Professor Sandra Davis
Work of Women Surrealist Film makers
Sponsors: Depts. of Art, Theater, Humanities and Women's Studies

Faculty Senate Governance Working Group
Recommendations Regarding Faculty Senate Information
about the CSUS Budgetary Process
Revised April 11, 2000

Recommendation #1: Fall Senate Budget Briefing

Early each fall, Academic Affairs (preferably the Provost) and one or more faculty representatives to the Council for University Planning (CUP) should make a presentation to the Senate on the university's budgetary process, the role of CUP, the relationship between CUP and the strategic plan, the way in which funds are divided, the key allocation decisions made during the prior year, possible major priorities for the coming year, important decision dates, etc. To the extent possible the presentation should include distribution of a brief written summary of how funds were spent during the prior year. Additionally, the Provost should make a shorter briefing on the role of the colleges in the budgetary process. All presenters should give special emphasis to the ways in which individual senators and faculty members can 1) provide input into the decisions, and 2) monitor what decisions are made.

Recommendation #2: Spring Budgetary Briefing

In the spring, an Academic Affairs representative and faculty CUP representatives would provide a follow-up briefing to the Senate focusing specifically on a description of the accomplishments from the prior year's allocations, the coming year's budget, the amount of funds available, the priorities determined in the fall planning process, the nature of the "budget call" issued to campus units, etc.

Recommendation #3: Briefings by Deans

Each spring, each college dean will inform faculty regarding budgetary priorities consistent with the practices within their college. The briefing should include a summary of how the college's priorities were developed, specification of the source of any discretionary funds available to the college, and a review of expenditures for the prior year. The dean should specify a period in which faculty members could comment on the coming year's budget.

Recommendation #4: Web Summary

Academic Affairs would place on the University's Web site a summary of the campus's budgetary process, including key decision dates. The site would include specific information about how individual faculty members and others can provide input into the budgetary process, and include links to key campus units (such as CUP) and key documents.

Recommendation #5: Briefing by Legislators/Legislative Staff

Each spring, the Senate Chair should seek to obtain a presentation from a legislator or legislative staff member knowledgeable about the higher education budget. The Senate Chair should request that this person talk to the Senate about the funding that is available, the key decisions to be made, the type of information that would be helpful to obtain from faculty, etc.

a. Selection of Faculty Members.

- (1) The unit chair shall randomly select ~~eight~~ four prospective panel members (who shall be numbered in order of selection) from the list of full-time tenured or tenure track faculty members within the academic unit (excluding those on sabbaticals or other leaves and those involved in the appeal) or related units as determined by the unit chair in those cases where there is an insufficient number of eligible faculty members from the unit. If any faculty member selected is unwilling or unable to serve, due to extenuating circumstances, random selection shall continue until the names of ~~eight~~ four faculty members willing and able to serve have been drawn.
- (2) The unit chair shall inform the student and the instructor of the ~~eight~~ four names on the list. During the 48 hours following, each of the parties shall then have the right to challenge ~~up to two~~ one names on the list for any reason or no reason at all. The first ~~two~~ unchallenged names on the list shall be the faculty panel members from the unit and the other unchallenged faculty shall be alternates from the unit.
- (3) In each instance of a grade appeal, the academic unit in which the appeal is filed shall forward to the Dean of the College to whom the unit reports a copy of the grade appeal form. When received by the Dean, this copy shall constitute notice of a unit's need of a faculty member of the College who is not a member of the unit to serve on a grade appeal panel. That faculty member shall be selected as provided below.
- (4) Upon receiving the grade appeal form forwarded by the unit, the Dean of the College to whom the unit reports shall randomly select four prospective panel members from the list of full-time tenured or tenure-track faculty members within the College excluding those holding appointments or joint appointments in the unit hearing the grade appeal, those on sabbaticals or other leaves and those involved in the appeal. If any faculty member selected is unwilling or unable to serve, due to extenuating circumstances, random selection shall continue until the names of four faculty members willing and able to serve have been drawn.
- (5) The Dean of the College shall inform the student and the instructor of the four names on the list. During the 48 hours following, each of the parties shall then have the right to challenge one name on the list for any reason or no reason at all. The first unchallenged name on the list shall be the faculty member of the panel from the College and the other unchallenged faculty members shall be alternates from the College.