ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-124-81/EC
December 1, 1981

RESOLUTION ON FACULTY PROFESSIONAL RECORD FORM

WHEREAS, It is appropriate to request faculty to update their files and professional resumes for the purposes of personnel action review; and

WHEREAS, A wide range of professional activities are appropriate to be included in the files and in any professional activity summary--and should be suggested to faculty for possible inclusion; and

WHEREAS, Use of a standardized form which includes an appropriately large number of categories of professional activity may lead some faculty to perceive it to be in their own best interest to participate in many different activities rather than make a sustained and significant contribution in those areas in which there is special talent and interest; and

WHEREAS, A university or school-wide standardized form has the potential for being inappropriately used as a quick comparison of faculty to determine relative merit (for prioritizing promotion recommendations, for example) which could enhance the perception that it is the number and not the quality of the entries that matters; therefore be it

RESOLVED: That the President should request the deans to encourage all faculty who are to be considered for personnel action to update their personnel files and prepare their own updated resume or summary of professional activities. It would be appropriate to encourage faculty to include in the summary categories such as teaching activities, courses developed, senior projects or other student research supervised, professional conferences attended, papers and invited talks delivered and/or published, professional development interests, and any other areas which indicate professional commitment, service, or contribution to the discipline, department, university, or community.
RESOLUTION ON FACULTY RECORD FORM

Background: In October, 1981, President Baker sent the Faculty Professional Record Form to the Academic Senate for study and recommendation at the same time that it was forwarded to all faculty subject to personnel actions to be included in personnel files. In the discussions that followed, it was expressed that each faculty member needs to update his/her personnel file when applying for personnel action consideration and that a well prepared resume is essential to the careful review of the file. Legitimate concerns were raised, however, regarding the advisability of using standardized resume forms--either within a school or university-wide.

The pertinent CAM section (342.2.A.2) requires that faculty submit resumes (in a format that the dean may prescribe) and deals with how promotion consideration is initiated.

CAM 342.2.A.5

Only those technically eligible faculty members who request consideration by a date specified by the school dean shall be evaluated for promotion. Such faculty members requesting promotion consideration shall submit a resume or supplementary statement of experience and accomplishments which demonstrates evidence of promotability (i.e., merit and ability) to those involved in the evaluation process. The resume or supplementary statement shall be presented in a format prescribed by the dean or the school statement of criteria for personnel actions. This material shall become a part of the faculty member's personnel file.

This resolution proposes a separation of the procedure for initiating a promotion consideration from the resume requirement, better delineation of the responsibilities of the dean and faculty member, and a process by which a professional resume can be generated without some of the problems inherent in a standardized resume or professional record form.

WHEREAS, It is appropriate to request faculty to update their files and professional resumes for the purposes of personnel action review; and

WHEREAS, A wide range of professional activities are appropriate to be included in the files and in resumes--and should be suggested to faculty; and

WHEREAS, Use of a standardized form which includes an appropriately large number of categories of professional activity may lead some faculty to diversify their activities rather than make sustained and significant contributions in those areas in which they have special talent and interest; and
WHEREAS, A university or school standardized form has the potential for being inappropriately used as a quick comparison of faculty to determine relative merit which could then enhance the perception that it is the number and not the quality of the entries that matters; therefore be it

RESOLVED: That the Academic Senate recommends that CAM Section 342.2.A.5 be replaced by the following:

5. The dean of each school shall notify all faculty who are eligible for promotion consideration by the last day of instruction in September of the academic year in which they are eligible, or as soon thereafter as possible. Only those technically eligible faculty members who submit a written request to the school dean for promotion consideration by a date specified by the School's statement of personnel action procedures shall be evaluated for promotion.

To assist each faculty member in preparing his/her resume, the dean of each school shall forward a copy of the policy statement requiring an updated resume (CAM 342.2.A.6) and a copy of the Faculty Resume Worksheet appearing in Appendix XII at the time of notification of eligibility for promotion consideration.

6. Each faculty member requesting promotion consideration shall update his/her personnel file and submit a resume which indicates evidence of promotability. This resume should include all categories pertinent to promotion consideration: teaching activities and performance, professional growth and achievement, service to the university and community, and any other activities or interests which indicate professional commitment, service, or contribution to the discipline, department, university, or community.

RESOLVED: That the existing CAM section 342.2.A.6 be renumbered 342.2.A.7; and be it further

RESOLVED: That the attached Faculty Resume Worksheet be placed in CAM as Appendix XII.
Appendix XII

FACULTY RESUME WORKSHEET

This worksheet is intended to assist you in preparing your resume. Included are many categories of professional activity which may be appropriate. There may be other activities which should also be included in individual cases. The form of your resume is not prescribed. It might be appropriate to index the entries on the resume to any support material which also appears in your file.

I. Background

Education
Certification or Licensing
Academic Experience
Related Professional Experience

II. Teaching Related Activities

Courses and laboratories taught
New course preparations
Major revisions and innovations in existing courses
Curriculum development
Senior projects or student research supervised
Student advising
Current instruction related projects
Other

III. Professional Growth and Development Activities

Activities Completed

(Be specific, including dates, about activities such as consulting, commissions, patents, copyrights, relationships with business and industry, projects completed, publications, papers presented, reviews, professional workshops offered, professional conferences/workshops attended, creative or artistic achievements, editorial work including refereeing, etc.)

Participation in professional associations and organizations
Grants, contracts, fellowships, honors
Current projects and activities

IV. Service

University
School
Department
Community (Only include service which is related to teaching and/or professional activities).

APPROVED May 18, 1982