



CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE

Tuesday, April 7 2009
01-409, 3:10 to 5:00pm

- I. Minutes:
Approval of Executive Committee minutes for meeting of February 17 2009
(pp. 2-3).
- II. Communications and Announcements:
- III. Reports:
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost:
 - D. Statewide Senate:
 - E. CFA Campus President:
 - F. ASI Representative:
 - G. Caucus Chairs:
 - H. Other:
- IV. Consent Agenda:
- V. Business Item(s):
 - A. **Approval of caucus-elected academic senators:** please bring these names to the meeting.
 - B. **Approval of caucus chairs for 2009-2010:** please bring these names to the meeting.
 - C. **Approval of Academic Senate Calendar of Meetings for 2009-2010:** (p 4).
 - D. **Resolution in Recognition and Support of Faculty Service in Governance:** Foroohar, chair of Faculty Affairs Committee (pp 5-6).
 - E. **Resolution on Campus Administrative Policies Section 523:** Executive Committee (pp 7-22).
 - F. **Resolution on Revision to *Fairness Board Description and Procedures*:** Baltimore, chair of Fairness Board (p 23).
 - G. **Resolution on Making Excellence Inclusive at Cal Poly:** Executive Committee (p 24).
 - H. **Appointments to Academic Senate committees for 2009-2010:** (pp 25-30).
 - I. **Appointments to University committees for 2009-2010:** (pp 31-35).
 - J. **Nominations for Cal Poly Corporation Board of Directors:** (pp 36-40).
- VI. Discussion Item(s):
Filling vacancies on the Academic Senate and Senate/campus committees.
- VII. Adjournment

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE
805.756.1258

MINUTES OF
The Executive Committee of the Academic Senate
Tuesday, February 17, 2009
01-409, 3:10 to 5:00 p.m.

- I. Minutes: The minutes for the January 27, 2009 meeting were approved.
- II. Communications and Announcements: none.
- III. Regular Reports:
 - A. Academic Senate Chair: none.
 - B. President's Office: none.
 - C. Provost: none.
 - D. Statewide Senate: none.
 - E. CFA Campus President: none.
 - F. ASI Representative: none.
 - G. Caucus Chairs: none.
 - H. Other: Klisch announced that CENG is mourning the loss of Ed Sullivan, Associate Dean.
- IV. Consent Agenda: none.
- V. Business Item(s):
 - A. Academic Senate committee vacancies: none.
 - B. Resolution on Proposal for the Establishment of the Global Waste Research Institute (Hanson/Yesiller): Hanson presented this resolution, which asks the Academic Senate to endorse the establishment of the institute. M/S/P to agendize the resolution.
 - C. Resolution on Modification to the Bylaws of the Academic Senate: Revision to Make the Position of Academic Senate Chair an At-Large Position (Executive Committee): Soares presented this resolution, which changes the Academic Senate Chair position from a college caucus position, to an at-large position. M/S/P to agendize the resolution.

- D. Resolution to Change Administrative Status for Recreation, Parks, and Tourism Administration Program (Hendricks, RPTA Program): Hendricks presented this resolution, which asks the Academic Senate to endorse the change from a program to a department. M/S/P to agendize the resolution.

VI. Discussion Item(s):

- A. Cornel Morton and Dick Zweifel presented the Cal Poly Statement on Community and Adoption of Inclusive Excellence Model, which was discussed at length and many suggestions were provided for clarification and improvement. The statement will return as a resolution.
- B. Tim Kearns reviewed the Responsible Use Policy and requested that any comments be submitted by February 25, 2009. Comments from each campus will be compiled and a master list will be created and incorporated system wide.

The meeting was adjourned at 5:00 p.m.

Submitted by

Gladys Gregory

Gladys Gregory
Academic Senate

03.25.09

Academic Senate Calendar of Meetings For 2009-2010

All Executive Committee meetings are held in 01-409 from 3:00 to 5:00pm unless otherwise noted. All Academic Senate meetings are held in UU220 unless otherwise noted.

<u>DATE</u>	<u>MEETING</u>
September 18, 2009 (1:00 to 5:30pm, UU220)	Academic Senate Retreat
September 22	Executive Committee
October 6	Academic Senate
October 13	Executive Committee
October 27	Academic Senate
November 3	Executive Committee
November 10	Executive Committee (if needed)
November 17	Academic Senate
December 1	Academic Senate (if needed)
December 7 – January 3, 2010	Finals Week and Quarter Break
January 5	Executive Committee
January 19	Academic Senate
January 26	Executive Committee
February 9	Academic Senate
February 16	Executive Committee
February 23	Executive Committee (if needed)
March 2	Academic Senate
March 9	Academic Senate (if needed)
March 15 – March 28, 2010	Finals Week and Quarter Break
April 6	Executive Committee
April 13	Academic Senate
April 20	Executive Committee
May 4	Academic Senate
May 11	Executive Committee
May 18	Executive Committee (if needed)
May 25	Academic Senate
June 1	Academic Senate (if needed)
June 7 – June 20, 2010	Finals Week and Quarter Break

Adopted:

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-____-09

**RESOLUTION IN RECOGNITION AND SUPPORT
OF FACULTY SERVICE IN GOVERNANCE**

1 WHEREAS, Retention, Tenure, and Promotion (RTP) processes, as implemented, often
2 undervalue service; and
3

4 WHEREAS, Faculty are often discouraged from making a strong commitment to service which
5 is seen as providing fewer benefits than research or teaching, and/or benefits that
6 are less portable across institutions; and
7

8 WHEREAS, As the demographics of faculty at Cal Poly change, there is concern that academic
9 governance responsibilities are being undertaken by fewer and fewer faculty
10 members; and
11

12 WHEREAS, Mentoring new faculty in the demands of service, and to their role and
13 responsibilities relative to shared governance, is an often neglected aspect of
14 faculty development; and
15

16 WHEREAS, The modern realities of increased expectations regarding research as well as a
17 continuing expectation regarding effective teaching create a high level of workload
18 commitments; and
19

20 WHEREAS, As an institution valuing shared governance, Cal Poly relies heavily upon the work
21 of committed faculty members to conduct the business of the University beyond
22 the classroom; therefore, be it
23

24 RESOLVED: That the Academic Senate of Cal Poly affirm its commitment to and appreciation
25 for faculty who engage in shared governance as part of their faculty service
26 activities; and be it further
27

28 RESOLVED: That the Academic Senate urge colleges and departments to update their retention,
29 tenure, and promotion documents to include incentives to encourage faculty at
30 appropriate stages of their academic careers to engage actively and productively as
31 contributors to academic governance; and be it further
32

33 RESOLVED: That the Academic Senate encourage departments and colleges to establish and
34 support formal or informal mentorship programs that encourage new faculty
35 members, at appropriate stages of their career, to become full, well-rounded
36 academic citizens of the campus through participation in shared governance; and
37 be it further
38

39 RESOLVED: That the Academic Senate urge campus administrators, including the President and
40 Provost, to provide active and material support such as sufficient assigned time to
41 fairly compensate faculty for their governance activities; and be it further
42

43 RESOLVED: That the Academic Senate forward this resolution to all college deans and
44 department chairs/heads.

Proposed by: Academic Senate Faculty Affairs Committee
Date: March 10 2009

Adopted:

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS- ____-09

**RESOLUTION ON
CAMPUS ADMINISTRATIVE POLICIES SECTION 523**

- 1 WHEREAS: The Academic Senate Faculty Affairs Committee has reviewed §523 (Faculty
2 Personnel Actions) of the Cal Poly Campus Administrative Policies (CAP);
3 therefore be it
4
- 5 RESOLVED: That the Academic Senate of Cal Poly acknowledge and appreciate the work of
6 the Academic Senate Faculty Affairs Committee by endorsing §523 (Faculty
7 Personnel Actions) of the Cal Poly Campus Administrative Policies (CAP); and, be
8 it further
9
- 10 RESOLVED: That the Academic Senate affirm the Memorandum of Understanding (collective
11 bargaining agreement for faculty employees) between The California State
12 University (CSU) and Unit 3 Faculty as the embodiment of controlling terms and
13 conditions that resolve ambiguity and/or govern conflict in the application of §523
14 in faculty personnel actions.

Proposed by: Academic Senate Executive Committee
Date: March 26 2009

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523.1 Performance Review: Retention, Promotions, and Tenure

A. Performance Evaluation Procedures

1. Evaluations shall be conducted in accordance with Article 15 of the Memorandum of Understanding (collective bargaining agreement for faculty employees) between the California State University (CSU) and Unit 3 Faculty and Title 5 of the California Code of Regulations.
2. Each college or other academic unit shall develop a written statement of procedures and criteria for each type of personnel action. (In this section, the use of the word college includes other academic units such as the library, intercollegiate athletics, and counselors covered under the Unit 3 contract.) Departments desiring to develop statements to serve as addenda to the college statement may do so (In this section use of the word department includes equivalent units such as area). Full-time probationary and full-time tenured faculty may participate in the development and/or subsequent amendment of these procedures and criteria. College and department statements are subject to review and approval by the college dean and the Provost and Vice President for Academic Affairs. In the event a policy or procedure in a college or department statement is in conflict with a provision of the faculty collective bargaining agreement, the provision in the faculty agreement shall prevail.
3. Timetables for evaluations shall be published annually and shall be developed in consultation with the Academic Senate.
4. A faculty member subject to performance or periodic review has the primary responsibility for collecting and presenting evidence of her/his accomplishments to those charged with the responsibility of reviewing and evaluating faculty members. Candidates should seek advice and guidance from their department head/chair and dean to understand how criteria and standards are applied.
5. Evaluators will provide their written evaluation and recommendation to the faculty member at least ten days before transmitting the evaluation to the next level of review
6. Personnel Action File (PAF)
The Personnel Action File is the official permanent employment record of a faculty member and resides in the office of the college dean.
7. The Working Personnel Action File (WPAF)

The Working Personnel Action File is initiated by the candidate to support consideration for a performance review for retention, promotion, and/or tenure, or a periodic review. The Working Personnel Action File for tenure or tenure/promotion includes the entire employment period at Cal Poly. The Working Personnel Action File for promotion shall emphasize the period since the last promotion at Cal Poly or appointment to the current rank. The Provost establishes a specific deadline by which the Working Personnel Action File is declared complete for each type of personnel action. Insertion of materials after that date must have the approval of the college peer review committee and is limited to items that became accessible after the deadline. The table of contents or index should be updated to reflect any material added to the file during the course of the evaluation cycle. All supporting materials in the WPAF should be referenced and clearly explained.

- a. The candidate shall submit the WPAF to the department head/chair by the established deadline to include (but not limited to):
 1. Index of materials submitted in the WPAF.
 2. Resume
 - a) The resume should be organized according to the categories to be evaluated to include: teaching activities and performance, or librarian/counselor effectiveness and performance; professional growth and scholarly achievement; service to the university and/or community; and any other activities which indicate professional commitment, service or contribution to the discipline, department, college or library (in the case of librarians).
 - b) The resume should be specific and distinguish between publications, submitted manuscripts, and manuscripts in preparation. A brief statement should describe the nature of the publication (type of journal/periodical, refereed or not), and the candidate's specific role in the accomplishment.
 3. Professional Development Plan

Professional development is defined as the generation of knowledge or the acquisition of experience, skill, and information that enables one to perform at a higher level of proficiency in one's profession. Cal Poly recognizes and endorses the following four types of scholarship identified in the Carnegie Foundation report entitled *Scholarship Reconsidered*: Scholarship of Teaching; Scholarship of Discovery; Scholarship of Integration, and Scholarship of Application.

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The Professional Development Plan is a written narrative intended to serve as a guide to reviewers in understanding the faculty member's professional goals and values as a teacher/scholar. The plan should include short- and long-term goals and objectives on how the faculty member intends to provide substantive contributions to his/her discipline, how those scholarly activities can keep his/her teaching current and dynamic, and periodic external validation of those activities.

- (a) Probationary faculty should emphasize what he/she intends to accomplish by the time he/she is considered for tenure.
- (b) Candidates for tenure and/or promotion should articulate a long term professional development plan to continue to make valuable contributions to the University and its instructional program, as well as to the academic community.

4. Student Evaluations

A summary of the results of at least two student evaluations during the period under review.

- b. Evaluative statements and recommendations, along with any written statement or rebuttal by the candidate, will be added to the WPAF by the Peer Review Committee(s), department head/chair, and dean. At the end of the review cycle the index, faculty resume, professional development plan, evaluations and recommendations will be filed in the permanent Personnel Action File.

8. Custodian of Files

During periodic and performance reviews, the department head/chair is the custodian of the Working Personnel Action File at the department level [and, if appropriate, the Personnel Action File]?; at the college level, the custodian of the Files is the dean; at the university level, the custodian is the Provost and Vice President for Academic Affairs. Custodians of the files and members of peer review Committees shall ensure the confidentiality of the files. Normally, there shall be no duplication of file materials except for copies made for the candidate or appropriate administrator, or for distribution at PRC meetings. At the conclusion of each PRC meeting, the PRC chair is responsible for the collection of all duplicated materials. The only exception to this policy is that copies of a candidate's resume may be distributed to PRC members for use at times other than PRC meetings. After the PRC has made its recommendations, the copies of the resume shall be collected by the chair. Only the candidate/designee, PRC members, department chair/head, dean, and the provost/designee shall have access to the PAF and WPAF files.

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9. All evaluators, as described in #8, must sign the logs in the Personnel Action File and the Working Personnel Action File before they make their recommendations. It is the professional obligation of all evaluators to review the information in the files before they vote or provide a written recommendation. Evaluative statements shall be based on information in the files and validated with evidence such as class visitation, course outlines and tests, significant curricular, scholarly and committee contributions. If, at any level, the evidence is judged unsatisfactory, or if it does not appear to support the recommendations made, the Working Personnel File shall be returned to the appropriate level for clarification. No one outside the PRC, the candidate/designee, department chair, dean, and president/designee shall have access to the files.

10. Peer Review Committees and department chairs

A. Membership of the PRC

1. The probationary and tenured department faculty elect members to serve on peer review committees. No one shall serve on more than one level of peer review for each faculty. For reappointment and tenure consideration, committee members must be full-time tenured faculty employees of any rank. For promotion consideration, peer review committee members and department chair shall have higher academic rank than those being considered for promotion.
2. Faculty employees being considered for promotion shall be ineligible to serve on promotion or tenure review committees.
3. When there are insufficient eligible members to serve on the peer review committee, the PRC and department chair shall select members from related academic disciplines, in consultation with the faculty under review.
4. At the request of the department, the college dean may agree that faculty unit employee(s) participating in the Faculty Early Retirement Program may be eligible to be elected to serve on a peer review committee as long as such service can be completed during the terms of the FERP assignment. Peer review committees may not be compiled solely of faculty participating in the Faculty Early Retirement Program.

B. Responsibilities

Because of the importance of all personnel actions, members serving on peer review committees, and department chairs are expected to perform due diligence; observe strict confidentiality; review, understand and apply

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the relevant criteria; and provide constructive written assessment of the candidate's performance.

The peer review committee's and department chair's responsibilities include:

- 1.. Review university, college, and any departmental personnel policies and procedures
2. Review and sign the candidate's PAF and WPAF
3. Provide a written evaluation and recommendation to the faculty candidate at least ten days prior to transmittal to next level of review.
4. Within ten days following receipt of the recommendation, the candidate may submit a rebuttal statement or response in writing and/ or request a meeting be held to discuss the recommendation. The committee, or department chair at the second level of review, will consider the candidate's rebuttal statement and meet with the candidate, if requested. The committee, or department chair, either revises the recommendation in writing or makes no change to their prior recommendation. In the case of no change, no further statement is necessary from the committee, or department chair. The rebuttal statement of the faculty under review shall be added to the WPAF and PAF files.

C. PRC Evaluations and Recommendations

1. Each PRC evaluation report and recommendation shall be approved by a simple majority of the membership of that committee. For purposes of determining a simple majority vote of the PRC, the membership of the committee shall be defined as those faculty casting yes or no votes. If a member of the PRC determines that he/she cannot evaluate a candidate for some reason, e.g., conflict of interest, prejudice, bias, etc., the committee member should withdraw from the candidate's PRC. PRC members who abstain from voting are expected to provide written rationale.
2. Recommendations of a Peer Review Committee at the college or department level must be accompanied by one of the following:
 - (a) A majority report and, if applicable, a minority report. Reports must include substantiating reasons and must be signed by those PRC members who support the report and the substantiating reasons.
 - (b) Individual recommendations from any PRC member to include substantiating reasons and signature.

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- (c) A combination of (a) and (b) above: a majority report; a minority report (if applicable); and/or individual recommendations. In any event, each report or recommendation must include substantiating reasons and must be signed by those supporting it.
11. Department heads/chairs shall use the Faculty Evaluation Form (Form AP 109) to evaluate faculty for retention, tenure, and promotion. Department heads/chairs are expected to conduct a separate level of review. Comments regarding student evaluations must be included in Section 1 of Form AP 109.

College deans should use the final page of the Faculty Evaluation Form (Form AP109) or similar format appended to Form AP109 to record their evaluation and recommendation.

523.1B. Criteria for Retention, Promotion, and Tenure

1. Standards

The quality of faculty performance is the most important element to consider in evaluating individual achievement. Although teaching effectiveness is the primary and essential criterion, it alone is not sufficient for retention, tenure and promotion. The degree of evidence will vary in accordance with the academic position of the candidate. For example, the granting of tenure requires stronger evidence of worthiness than retention, and promotion to Professor requires a more rigorous application of criteria than promotion to Associate Professor.

2. University Criteria

Recommendations for retention, tenure, and promotion are based on the exhibition of merit and ability in each of the following University criteria and those approved for the college/department, as appropriate (See CAP 523.1A.2):

(a) Teaching Performance or Effectiveness as a Librarian and/or Other Professional Performance

Consideration is to be given to such factors as the faculty member's competence in the discipline, ability to communicate ideas effectively, versatility and appropriateness of teaching techniques, organization of courses, relevance of instruction to course objectives, methods of evaluating student achievement, relationship with students in class, effectiveness of student advising, and other factors relating to performance as a teacher.

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In formulating recommendations on the promotion of teaching faculty, evaluators will place primary emphasis on success in instruction. The results of the formal student evaluation of faculty are to be considered in formulating recommendations based on teaching performance.

For librarians, consideration is to be given to such factors as furthering objectives of the library and the university by cooperating with fellow librarians; applying bibliographic techniques effectively to the acquisition, development, classification, and organization of library resources; initiating and carrying to conclusion projects within the library; demonstrating versatility, including the ability to work effectively in a range of library functions and subject areas, and supervision and/or administrative abilities.

In formulating recommendations on the promotion of librarians, evaluators will place primary emphasis on effectiveness as a librarian as evaluated by colleagues and library users.

(b) Professional Growth and Scholarly Achievement

Consideration is to be given to the faculty member's educational background and further academic training, related work experience and consulting practices, scholarly and creative achievements, participation in professional societies, publications, presentation of papers at professional and scholarly meetings, and external validation of scholarly activities.

(c) Service to University and Community

Consideration is to be given to the faculty member's participation in academic advisement; placement follow-up; co-curricular activities; department, college, and university committees; individual assignments; systemwide assignments; and service in community affairs directly related to the faculty member's teaching area, as distinguished from those contributions to more generalized community activities.

(d) Other Factors of Consideration

Consideration is to be given to such factors as collegiality (working collaboratively and productively with colleagues and participation in traditional academic functions), initiative, cooperativeness, and dependability.

523.1C Performance Review of Probationary Faculty for retention

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1. Performance reviews for the purpose of retention shall be in accordance with Articles 13 and 15 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the California State University (CSU) and Unit 3 Faculty.
2. It is the responsibility of the candidate to provide sufficient evidence that he/she has fulfilled the criteria for retention.
3. The normal probationary period is six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).
4. Evaluation of probationary faculty involves a comprehensive assessment of performance during the entire probationary period with retention seen as leading to tenure. It should be understood that if a faculty member has not demonstrated the potential to achieve tenure, then that individual should not be reappointed. This does not mean that retention is a guarantee of tenure.
5. In the event of a non-retention decision, a probationary faculty employee who has served a minimum of three (3) years of probation will be extended a terminal notice year of employment with no further appointment rights.

523.1D Performance Review for Tenure

1. Tenure represents the University's long-term commitment to a faculty member and is only granted when there is strong evidence that the individual who, by reason of their excellent performance and promise of long-range contribution as a teacher scholar to the education purpose of the institution, is deemed worthy of this important commitment. Tenure means the right of a faculty member to continue at Cal Poly unless voluntarily terminated or terminated for cause, lack of funds, or lack of work.
 - a. To be recommended for tenure the employee must be rated during the final probationary year within one of the top two performance categories listed in Section V of the Faculty Evaluation Form AP 109.
 - b. Tenure decisions are considered more critical to the university than promotion decisions. A candidate who does not have the potential for promotion to Associate Professor and Professor should not be granted tenure. This does not mean that retention is a guarantee of tenure nor is tenure a guarantee of promotion. The fact that a probationary faculty member has received early promotion is not a guarantee of tenure.
 - c. Possession of the doctorate or other designated terminal degree from an accredited institution is required for tenure.
2. Tenure Eligibility

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Tenure eligibility shall be governed by the terms of Article 13 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the CSU and Unit 3 Faculty.

a. Normal Tenure

A tenure award is considered normal if the award is made after the applicant has accrued credit for six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).

b. Early Tenure

- (1) A tenure award is considered "early" if the award is made prior to the applicant's having achieved credit for six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).
- (2) In addition to meeting department (college or library) criteria for normal tenure, an applicant for early tenure must provide evidence of outstanding performance in each of the performance areas: teaching or library effectiveness, professional growth and achievement, and service to the university and community.
- (3) In order to receive early tenure, an applicant should at a minimum, receive a favorable majority vote from the department peer review committee.

c. Tenure Upon Appointment

Candidates for appointment with tenure shall normally be tenured professors or tenured librarians at other universities -- exceptions to this provision must be carefully documented. The President may award tenure to any individual, including one whose appointment and assignment is in a management position, at the time of appointment. Appointments with tenure shall be made only after an evaluation and recommendation of tenured faculty in the appropriate department.

523.1E Performance Review for Promotion

1. Eligibility

Promotion eligibility shall be governed by the terms of Article 14 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the CSU and Unit 3 faculty. Promotion in rank is not automatic and is granted only in recognition of teaching competency or

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effectiveness as a librarian, professional performance, and meritorious service during the period in rank. The application of criteria will be more rigorous for promotion to professor or librarian than to associate professor or associate librarian.

a. Normal Promotion

(1) An application for promotion to associate professor or associate librarian is considered normal if the applicant is eligible and both of the following conditions hold:

(a) The applicant is tenured or the applicant is also applying for tenure.

(b) The applicant has completed at least the equivalent of four years in their academic rank at Cal Poly.

(2) Tenure is required for promotion to academic ranks professor or librarian.

b. Early Promotion

(1) An application for promotion to associate professor or associate librarian is considered "early" if the applicant is eligible and one (or both) of the following is (are) true:

(a) The applicant is a probationary faculty member who is not also applying for tenure.

(b) The applicant has not satisfied the equivalent service requirements at least four years in their academic rank at Cal Poly.

(2) Early promotion will be granted only in exceptional cases. The circumstances and record of performance which make the case exceptional shall be fully documented by the candidate and validated by evaluators. The fact that an applicant has reached the maximum salary in their academic rank or meets the performance criteria for promotion does not in itself constitute an exceptional case for early promotion.

2. Ranking

In addition to their carefully documented recommendations, department peer review committees, department heads/chairs, college or library peer review committees, and deans shall submit a ranking of those promotion applicants who were positively recommended at their respective level.

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523.2 Periodic Evaluation of Faculty Unit Employees

A. Definition of Periodic Evaluation

A periodic evaluation of a faculty unit employee shall normally be required for the following purposes:

1. Evaluation of tenured faculty unit employees who are not subject to a performance review for promotion.
2. Evaluation of probationary faculty unit employees who are not subject to a performance review for retention. For example, a probationary faculty member who receives an initial two-year appointment will undergo a periodic evaluation during his/her first year.
3. Annual evaluation of temporary faculty unit employees.
4. Evaluation of lecturers for Range Elevation.

B. Periodic Evaluation Procedures and Criteria

1. Periodic Evaluation of Tenured Faculty Unit Employees

A. Eligibility

1. Tenured Professors, Librarians, and Student Services Professional Academic Related-III

Tenured full Professors shall be subject to a periodic evaluation at least once every five years.

2. Tenured Assistant or Associate Professor, Senior Assistant or Associate Librarian; and Student Services Professional-Academic Related II (SSP-AR II)

A periodic evaluation is conducted during the third year in which a tenured faculty unit employee has served in the academic rank of associate professor/ associate librarian/SSP AR II. The purpose of the evaluation is formative and intended to assist and guide the associate professor/ in their preparation for subsequent promotion review.

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3. Periodic evaluation of tenured faculty unit employees at any rank shall occur at least once every five years after promotion/appointment to their respective academic rank. Performance reviews for promotion can serve in lieu of periodic reviews for the purposes of this section. More frequent periodic evaluation of a tenured faculty unit member may be requested by the employee, department head/chair or dean. After such a request, the periodic evaluation shall be conducted as soon as possible.

B. Procedure for Periodic Evaluation of Tenured Faculty Unit Employees

1. Procedures for the periodic evaluation of tenured faculty are essentially the same as the procedures for conducting performance reviews (See CAP 523.1A) with the exception that the periodic review concludes at the level of the college dean.
2. A tenured faculty unit employee shall be provided a copy of the peer committee report of his/her periodic evaluation. The peer committee chair, the department head/chair and dean shall meet with the tenured faculty unit employee to discuss his/her strengths and along with suggestions, if any, for his/her improvement.
3. The periodic evaluation report shall be placed in the tenured faculty unit employee's Personnel Action File, and a copy shall be provided to the employee.

C. Criteria for Periodic Evaluation of Tenured Faculty Unit Employees

- (1) The purpose of periodic evaluation of tenured faculty is to maintain and improve a tenured faculty unit employee's effectiveness.
- (2) Criteria: Criteria are similar to the criteria for Retention, Promotion and Tenure (CAP 523.1B)

2. Periodic Evaluation Probationary Faculty

A. Procedures for Periodic Evaluation of Probationary Faculty

- (1) Periodic evaluation of probationary faculty shall be conducted by the elected department peer review committee composed of tenured faculty, the department head/chair and the dean in any year in which the probationary faculty unit member is not subject to a performance review for retention.
- (2) A written record of a periodic evaluation shall be placed in the probationary faculty unit employee's Personnel Action File. A probationary faculty unit employee shall be provided a copy of the written record of the periodic evaluation.

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B. Criteria for Periodic Evaluation of Probationary Faculty: Criteria are similar to Criteria for Retention, Promotion and Tenure (CAP 523.1B).

3. Periodic Evaluation of Temporary Faculty Unit Employees.

A. Criteria

Evaluation of temporary faculty shall be appropriate to the work assignment of the temporary faculty employee and shall conform with the approved criteria established by the college/department in the performance of instructional and professional responsibilities applicable to temporary faculty.

B. Eligibility

(1) Full-time temporary faculty unit employees (e.g., lecturers) appointed for the entire academic year must be evaluated during that year by a peer committee of the department or equivalent unit, the department head/chair and dean. Members of the peer committee chosen for the evaluation of full-time temporary faculty unit employees must be full-time, tenured faculty unit employees. At the request of the department, the college dean may agree that a faculty unit employee participating in the Faculty Early Retirement Program may serve on faculty peer review committees. However, peer review committees may not be comprised solely of faculty participating in the Faculty Early Retirement Program.

(2) Part-time temporary faculty unit employees appointed for the entire academic year must be evaluated by the department head/chair. A peer committee evaluation is not required. However, full-time tenured faculty should be given the opportunity to provide evaluative statements and such statements should be written and signed.

(3) Temporary faculty unit employees (full-time or part-time) appointed for one or two quarters are to be evaluated at the discretion of the department head/chair or dean. Also, the employee may request that an evaluation be performed. The request must be in writing and must be accompanied by an updated resume. The request must be submitted to the department head/chair by the established deadline.

(4) Temporary faculty unit employees holding three (3) year appointment pursuant to MOU Article 12 shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of the employee, department head/chair, or dean. Normally the evaluation will be scheduled during the second year of appointment.

DRAFT CAP 523 FACULTY PERSONNEL ACTIONS

(5) Lecturers who are no longer eligible for a service salary increase (SSI) in their current range and who have served at least five years in their current range may apply for Range Elevation.

C. Procedures for Periodic Evaluation of Temporary Faculty

(1) Academic Personnel will distribute a list of temporary faculty eligible for periodic review, including those eligible for range elevation, and the timetable for conducting the reviews.

(2) The faculty member shall submit a Working Personnel File to the department head/chair by the established deadline. The file should include supporting materials to document the accomplishments of the work assignment of faculty unit employee to include (but not limited to):

- (a) Resume
- (b) Summary of results of student evaluations of teaching
- (c) Course syllabi and examples of course materials
- (d) Examples of examinations
- (e) Grading schemes and grade assignments
- (f) Statement of teaching philosophy
- (g) Professional accomplishments which contribute to maintaining currency in the faculty member's field of expertise such as research, scholarship, and/or creative activity
- (h) Service activities, if applicable.

(3) All evaluators must sign the logs in the Personnel Action File and the Working Personnel Action File before completing their written evaluative statements and recommendations.

(4) Evaluators will provide their written evaluation and recommendation to the faculty member at least ten day before transmitting materials to the next level of reviews.

(5) The faculty under review may submit a rebuttal statement to the evaluation in writing and/or request a meeting to be held to discuss the evaluation within ten days following receipt of the evaluation.

(6) A written record of a periodic evaluation shall be placed in the temporary faculty unit employee's Personnel Action File. The temporary faculty unit employee shall be provided with a copy of the written record of the evaluation.

(7) College deans are delegated authority to approve range elevation.

DRAFT CAP 523 FACULTY PERSONNEL ACTIONS

(8) Range elevation becomes effective with beginning of the subsequent fall quarter.

Reference

- Date approved by the President:
 - Office responsible for implementation: Provost and Vice President for Academic Affairs; Academic Personnel
 - Date when the policy is to be reviewed and by whom (where stipulated):
 - Sunset clause (where stipulated):
 - Related University Policies/Documents/Manuals/Handbooks: Cal Poly Strategic Plan; Administrative Bulletin 85-2; Ernest L. Boyer, Scholarship Reconsidered, The Carnegie Foundation for the Advancement of Teaching, 1990
- Any laws, regulations or codes of practice which should be referred to in conjunction with the policy: Fair Labor Standards Act; Title 5 of the California Code of Regulations (California Education Code; The Higher Education Employer-Employee Relations Act (HEERA); Memorandum of Understanding; CSU Technical Letter HR 97-07

Adopted:

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-__-09

**RESOLUTION ON REVISION TO
*FAIRNESS BOARD DESCRIPTION AND PROCEDURES***

WHEREAS, The service culture of the University is best served by a committee structure that is compact and robust; and

WHEREAS, To recognize the Fairness Board consists of a spectrum of University constituents who volunteer their time and resource to provide a service to the grievant (student); and

WHEREAS, The Fairness Board has well-defined procedures for handling student grievances; and

WHEREAS, The student grievant, her/himself, has a responsibility to the process; therefore, be it

RESOLVED: That the following addition to the *Fairness Board Description and Procedures* be approved by the Academic Senate:

“Procedures”:

A.9.E: In the event the student grievant fails to appear at the scheduled hearing, the Board may dismiss the case;

and be it further

RESOLVED: That the revision to the *Fairness Board Description and Procedures* be forwarded to the President for inclusion in “Campus Administrative Policies.”

Proposed by: Academic Senate Fairness Board
Date: February 28, 2009

Adopted:

**ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS- ____ -09

**RESOLUTION ON
MAKING EXCELLENCE INCLUSIVE AT CAL POLY**

BACKGROUND: The Making Excellence Inclusive initiative is designed to help colleges and universities fully integrate their diversity and educational quality efforts and embed them into the core of academic mission and institutional functioning. Through this initiative, the Association of American Colleges & Universities (AAC&U) re-envision diversity and inclusion as a multi-layered process through which we achieve excellence in learning; research and teaching; student development; institutional functioning; local and global community engagement; workforce development; and more. (AAC&U Initiative overview)

1 WHEREAS: The Academic Senate has a 30-plus year history of espousing the principles of
2 Making Excellence Inclusive as a learning-community imperative – most recently
3 in the Senate’s Fall ’08 retreat and (AS-663-08) *Resolution on Diversity Learning*
4 *Objectives*; and
5

6 WHEREAS: “Build an Inclusive Community” is one of seven goals of the Cal Poly Strategic
7 Plan; and
8

9 WHEREAS: A learning environment that supports attention to diversity is a standard of
10 accreditation as promulgated by the Western Association of Schools and Colleges;
11 and
12

13 WHEREAS: The Academic Senate has affirmed the academic value of diversity (AS-505-98);
14 therefore be it
15

16 RESOLVED: That the Academic Senate support Making Excellence Inclusive as a goal and
17 organizing principle of the Cal Poly learning community; and, be it further
18

19 RESOLVED: That resources for the professional development of faculty in Making Excellence
20 Inclusive be established, sustained, and identified by The University, colleges and
21 other instructionally-related entities as part of their inventory of efforts to promote
22 Inclusive Excellence; and, be it further
23

24 RESOLVED: That faculty efforts in Making Excellence Inclusive be recognized as a substantive
25 component of service in the Retention, Promotion, and Tenure evaluation process.

Proposed by: The Academic Senate Executive Committee
Date: March 25, 2009

**Statement of Interest Received for
ACADEMIC SENATE COMMITTEE VACANCIES FOR 2009-2011**

COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENTAL SCIENCE

BUDGET AND LONG-RANGE PLANNING COMMITTEE

Doris Derelian, Food Science and Nutrition (Incumbent)* Tenured – 4 years at Cal Poly

Since the committee has had very little action thus far in my participation period, I would like to remain a member. Now that significant budget issues are presented to Cal Poly it would be a good time to serve in this capacity.

CURRICULUM COMMITTEE

DISTINGUISHED SCHOLARSHIP AWARD COMMITTEE

DISTINGUISHED TEACHING AWARDS COMMITTEE - 2009-2010 term

FACULTY AFFAIRS COMMITTEE

INSTRUCTION COMMITTEE - 2009-2010 term

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE

Bill Plummer, Animal Science (Incumbent)*

I have been a member of this committee for several years, chaired it for 2, and want to see more results. With the new Provost in place, there is an opportunity for some real changes.

SUSTAINABILITY COMMITTEE

Neal MacDougall, Agribusiness (Incumbent) Tenured – 12 years at Cal Poly

I have been deeply involved in sustainability issues at the personal, department, college, and university level. I have enjoyed being on the Sustainability Committee and feel that we have started a number of important initiatives that I would like to follow through and complete.

* Willing to chair committee if release time is available

COLLEGE OF ARCHITECTURE AND ENVIRONMENTAL DESIGN

DISTINGUISHED SCHOLARSHIP AWARD COMMITTEE

Don Choi, Architecture (Incumbent)* Tenure Track – 6 years at Cal Poly

As incumbent chair of the DSA Committee I have worked to increase the size, diversity and quality of the pool of nominees through outreach to department heads and college deans. The committee has recognized a broad range of fields from aerospace engineering to history to marine biology to music, and moreover we have awarded both mid-career and senior faculty. I have also worked to increase the visibility of the award on campus and to align the DSA process with that of the long-established Distinguished Teaching Award. For 2009 and beyond, I intend to work with the committee to redefine the criteria for the DSA (the existing ones were written when the award was established in 2003) so that they better address the diverse roles of scholarship within Cal Poly as a whole. I have been very please with the collegiality and open-mindedness of the committee members, and I am grateful to them for helping to make the DSA committee meetings highly productive and efficient.

FACULTY AFFAIRS COMMITTEE

GRANTS REVIEW COMMITTEE

INSTRUCTION COMMITTEE

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE – 2009-2010 term

SUSTAINABILITY COMMITTEE

Joseph Ragsdale, Landscape Architecture (Incumbent) Tenure Track

I am currently a tenure-track faculty member in the Landscape Architecture Department and wish to participate in both the Academic Senate and in matters concerning sustainability on campus. As a practicing and professing Landscape Architect, I am well versed in matters regarding the Committee's charge as outlined on the Senate's website. I have professional experience on projects of various sizes on university campuses as well as corporate campuses where sustainable approaches have been fully integrated. As an assistant professor of Landscape Architecture, I currently teach a range of courses that integrate the topic into core learning areas, including a materials course, support courses and design studios. I also teach with in the CAED Sustainable Environments minor required course EDES 406. This course is an interdisciplinary overview (along with Architecture, City and Regional Planning and invited speakers) to the issues and concepts of sustainable environments.

I have been involved in a number of college, campus and department activities. At the department level, I advise in off-campus study, participate in the scholarship, furniture and curriculum committees and recently completed a role of faculty advisor for two departmental clubs. At the college level (CAED), I have participated in the scholarship and awards committee and have been a member for two of Dean Tom Jones working committees, the Building Technology Committee and the Sustainability Committee. At the university level, I have been an ongoing member of the Landscape Advisory Committee for the past 6 years.

For a first appointment and exposure to the Academic Senate, I would like to help facilitate the charge as provided as well as continue to increase both awareness and action on the topic in all levels of the campus. I am a consummate team player with novel approaches, unique insight and strategic thinking. I look forward to working with the committee should i be accepted.

* Willing to chair committee if release time is available

ORFALEA COLLEGE OF BUSINESS

DISTINGUISHED TEACHING AWARDS COMMITTEE

Mike Geringer, Management (Incumbent)* Tenured – 17 years at Cal Poly

I have devoted myself to teaching excellence throughout my career, which spans over 25 years of university level teaching. I have won numerous awards at the department, college, university, and professional level, including the Cal Poly Distinguished Teacher Award, the first Cal Poly International Educator Award, and many "Best Teacher" awards at universities in Canada, Poland, Finland, China, Korea, Australia, South Africa, and elsewhere. I have written or edited almost 20 instructional texts, over 35 teaching case studies, and over a dozen readings used at universities worldwide. I have mentored many junior (and some senior) faculty members in their teaching improvement efforts. I love teaching, I love teaching well, and I love helping others teach well.

I have served several years on the Distinguished Teaching Award Committee at Cal Poly, including serving as chair of the committee for about 5 years. This award is the highest recognition for teaching excellence at a teaching-oriented university, and I have been proud to both receive this award and to help in identifying and assessing other deserving nominees for this award. As Chair of the committee, I have always strived to run a committee that is apolitical, merit based, inclusive of a range of disciplinary perspectives, and committed to consensus in decision making. I believe that prior (and current) members of the committee will echo these statements regarding my approach to chairing the committee.

It is essential that Distinguished Teaching Award committee members be volunteers who are committed to teaching excellence and to the workload requirements of the committee. The committee takes an enormous amount of time and commitment on my part to visit each Finalist an average of 4 to 5 times over the course of approximately 11 weeks, for 1.5 to 2 hours per visit, as well as reviewing a broad range of curricular material on each candidate. Despite this workload, I enjoy working on the committee and would be pleased to continue to serve as a member and, if so desired, as Chair of the committee.

FAIRNESS BOARD

Isaac Chang, Industrial Technology (Incumbent) Tenure Track – 1.5 years at Cal Poly

MOTIVATION – my intention to continue serving in the Fairness Board is based on my experience in the last 1.5 years. The few cases the committee had reviewed during the term of my service shaded some lights of how the University operates and provided different perspectives regarding faculty-student interaction. It is very helpful for a junior faculty member like me to be exposed to those issues so I am better prepared to avoid making similar mistakes in my work.

QUALIFICATIONS – Diverse educational background and training (three engineering degrees, one technology degree, and two business certificates, and currently work for industrial technology in business school) enable me to understand the disciplinary issues and engage in various ways of consideration. Previous years of service ensure me to stay on the same page with the Chair and the other committee members. Being the only Asian committee member helps bring in diversity in discussion, which I believe will benefit both the faculty and student body.

EXPERIENCES – 2007-2008 Lecturer, Industrial Technology, Cal Poly. 2008-Present Assistant Professor, Industrial Technology, Cal Poly. 2007-Present Committee member, Fairness Board. 2008-Present Club advisor, Christina Students, Cal Poly.

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE

Eric Fisher, Economics (Incumbent)* Tenured – 2 years at Cal Poly

I have admired the work of this committee under its two chairs in the last two years: Bill Plummer and Franz Kurfess. It is struggling with a central issue facing the future of Cal Poly: What does it mean to do research at a strong teaching college in the Cal State System? I have been a productive member of the committee in the last two years, and I bring the perspective of someone who has spent most of his career at research-oriented universities. Serving on this committee has helped me learn quite a bit about the University, and it is one of the best ways that I can serve her well in return.

* Willing to chair committee if release time is available

COLLEGE OF ENGINEERING

BUDGET AND LONG-RANGE PLANNING COMMITTEE

CURRICULUM COMMITTEE

DISTINGUISHED SCHOLARSHIP AWARD COMMITTEE

Saeed Niku, Mechanical Engineering (Incumbent) Tenured - 26 years at Cal Poly

I have served one term and have gained some experience that I think can be helpful.

FACULTY AFFAIRS COMMITTEE

Xi Wu, Mechanical Engineering (Incumbent) Tenure Track - 3.5 year at Cal Poly

After serving in Faculty Affair Committee for two years, I become more and more interested in this committee. First of all, this committee focuses on important faculty affairs and charges of Cal Poly and CSU system. As a tenure-track assistant professor, I almost knew nothing about the policies of Cal Poly before I joined this committee. I believe this phenomenon commonly exists among the relatively new faculty members who are busy with their teaching and research. After several weeks' discussion of "Draft CAP 523 Faculty Personnel Actions", for instance, I thoroughly understand the requirements of retention and promotions for tenure-track faculties. The orientations of my career in Cal Poly are more clearly demonstrated in front of me. Furthermore, I will benefit a lot in the near future, because I will be promoted as a tenured faculty two years later. Being familiar with the university criteria are essential to judge whether other colleagues are qualified to be promoted or not.

Secondly, there are only two tenure-track faculties serving in this committee now. The other one will be promoted this year. I will be the only tenure-track faculty in this committee. In addition, I am also the only representative of College of Engineering --- the biggest college in Cal Poly. There is no doubt that tenure-track faculties should play more important roles in this important committee.

Lastly, I have been teaching in Cal Poly for almost four years. I ran into both good thing and bad thing happened in college of engineering. I believe I am qualified to be a representative of tenure-track faculties. This group of people is the backbone of Cal Ploy and their voice should be heard by academic senate.

FAIRNESS BOARD

Faysal Kolkailah, Aerospace Engineering (Incumbent) Tenured - 24 years at Cal Poly

The word "Fairness" is the key. This is the ultimate goal. A "fair" relationship between students and faculties is the main key for a very healthy strong campus. It gives me great pleasure to be part of this process.

GRANTS REVIEW COMMITTEE

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE

Helen Yu, Electrical Engineering (Incumbent) Tenured - 8 years at Cal Poly

I've been in R&PD Committee in the past two years and would like to continue for another term. This committee discusses many important issues such as "teach-scholar" model, RPT, Cal Poly strategic plan, etc. and I would like to participate.

COLLEGE OF LIBERAL ARTS

DISTINGUISHED TEACHING AWARDS COMMITTEE

FAIRNESS BOARD

Brian Kennelly, Modern Languages and Literatures (Incumbent) Tenured – 3 years at Cal Poly

I would like to continue serving on the Fairness Board, thereby continuing to play an integral part in the "Due Process" afforded students and instructors at Cal Poly. Craig Baltimore should be able to attest to my contributions so far.

GRANTS REVIEW COMMITTEE

COLLEGE OF SCIENCE AND MATHEMATICS

CURRICULUM COMMITTEE

FACULTY AFFAIRS COMMITTEE

Ulric Lund, Statistics – Tenured – 8 years at Cal Poly

I am volunteering to serve on the Faculty Affairs Committee. I have been a member of the Library Committee for several years before it was dissolved, and have served on the Honor's Council. I was reluctant to volunteer for any new committee service next academic year since I will be on sabbatical in Fall Quarter of 2009. However, since there have been numerous attempts to solicit faculty to fill the COSAM vacancies, I am glad to offer my help if it is acceptable for me to begin in Winter Quarter of 2010.

I have volunteered for two committees, but wish to serve on only one of the two. I have no preference and defer to whichever committee has the greater need.

FAIRNESS BOARD

Jonathan Shapiro, Mathematics (incumbent)* Tenured – 11 years at Cal Poly

I have been on the Fairness Board for the last two years. We have had very little work to do in this time. I have always been interested in seeing any wrongs at the university be righted, and I am actually quite pleased that the Fairness Board has been required to step in on so few occasions. When we have met to discuss issues, I believe we have done a good job in considering all sides fairly and in coming up with our recommendations. I would like this to continue. I believe my skills as a mathematician are occasionally useful on the board, especially if cases come from the mathematics or other science departments.

INSTRUCTION COMMITTEE

Ulric Lund, Statistics – Tenured – 8 years at Cal Poly

I am volunteering to serve on the Faculty Affairs Committee. I have been a member of the Library Committee for several years before it was dissolved, and have served on the Honor's Council. I was reluctant to volunteer for any new committee service next academic year since I will be on sabbatical in Fall Quarter of 2009. However, since there have been numerous attempts to solicit faculty to fill the COSAM vacancies, I am glad to offer my help if it is acceptable for me to begin in Winter Quarter of 2010.

I have volunteered for two committees, but wish to serve on only one of the two. I have no preference and defer to whichever committee has the greater need.

RESEARCH AND PROFESSIONAL DEVELOPMENT COMMITTEE

Mark Stankus, Mathematics (Incumbent) Tenured – 12 years at Cal Poly

I have been a member of the Research and Professional Development Committee for two years. I have participated in discussions, but do not have any single accomplishment that I can claim is my own.

* Willing to chair committee if release time is available

CONSULTATIVE PROFESSIONAL SERVICES

BUDGET AND LONG-RANGE PLANNING COMMITTEE

CURRICULUM COMMITTEE

Wendy Spradlin, CLA Advising (Incumbent) Tenured/Permanent – 30 years at Cal Poly

I enjoy serving on this committee. I have 6 years experience on it over the last 15 years.

DISTINGUISHED SCHOLARSHIP AWARD COMMITTEE

DISTINGUISHED TEACHING AWARDS COMMITTEE

FAIRNESS BOARD – 2009-2010 term

GRANTS REVIEW COMMITTEE

Jeanine Scaramozzino, Library (Incumbent) Tenure Track – < 1 year at Cal Poly

I would like to continue to work on this Academic Senate Committee. I have a good understanding of the time commitment and requirements. I have personal experience in writing and receiving grants and am comfortable that I will be able to help accomplish the goals of the Grants Review Committee. Before I became a librarian, I worked as a scientist and am secure in my understanding of grant processes. As a librarian, I bring a different perspective to the table while continuing to learn from others on campus. I feel confident that I will be able to contribute to the committee while better understanding the monies being requested on campus, the research that is being funded, and using that knowledge to help support the researchers.

INSTRUCTION COMMITTEE

SUSTAINABILITY COMMITTEE

Leanne Hindmarch, Library (Incumbent) Tenure Track – 2 years at Cal Poly

I have served on the Academic Senate Sustainability Committee for the last two years, since I arrived at Cal Poly. I have brought to this role a background related to the environment and sustainability issues, having worked for two years as librarian at a botanical garden before coming to Cal Poly. In my current role as Architecture and Environmental Design librarian, I work with students and faculty on a daily basis who are learning about and making use of sustainable practices in building design and construction. I am the Kennedy Library's sustainability liaison for research and collections.

In my two years on the sustainability committee, I have regularly attended meetings and contributed towards the committee's work on campus. I created a wiki site to manage documents created at the Sustainability Retreat held in February 2008, and created an activity to prompt discussion at the event. Currently, I am on the subcommittee to create a sustainability website which will pull together links to all campus entities doing work related to sustainability, thereby serving as a portal to sustainability on campus. I also regularly take minutes and maintain the ASSC Blackboard site.

I have very much enjoyed learning about all aspects of sustainability on campus, and hope to continue working with my colleagues on these and other initiatives for the next two years.

03.26.09

**Statement of Interest Received for
UNIVERSITY COMMITTEE VACANCIES FOR 2009-2011**

ACADEMIC ADVISING COUNCIL: 1 vacancy

Matt Carlton, Statistics (Incumbent) Tenured – 10 years at Cal Poly

I have been a member of the Advisory Council for 4 years and co-chair for 3. Having written our annual reports and budget requests for 3 years, I am very familiar with the mission, goals, activities, and personnel of the Council. The Council has been an important advisory body in the last several years, working with Academic Programs, CMS, and SOAR to improve their advising-related components. In addition, we have begun serious efforts to improve professional advising campuswide, from the advising 101/102 workshops at CTL to the recent Day of Advising (attended by more than 50 staff). As co-chair, I have been an active part of these events, and I would like to continue in that role.

(504/ADA) ACCOMMODATION REVIEW BOARD: 1 vacancy

Brittany Ianneo, Disability Resource Center - Tenured – 1 year at Cal Poly

I have supported hundreds of students that have special educational needs or disabilities and am extremely aware of supports that are frequently requested by students from faculty and the university at large. Universal equal access on any campus is an important issue for legal and ethical reasons. As a credentialed educational psychologist and current learning disabilities specialist for the Cal Poly Disability Resource Center I believe it paramount that faculty and students understand there is compromise that can be struck in accessibility and accommodations as it pertains to curriculum, classrooms, and resources with respect to their availability and accessibility.

Having been a former teacher in the K-12 and post-secondary sector I have a great deal of knowledge regarding 504 accommodations, IEP accommodations, and what realistic requests can be supported under the new reauthorization of ADA that was passed this Summer of 2008.

I am currently in a Ph.D. program and am ABD status with a dissertation topic surrounding universal design in higher education. It is my goal to ensure our campus is accessible to all students and guests and that students have the ability to tap into their curriculum content, while empowering students to be self advocates and determine when it is appropriate to request accommodations.

I personally believe ADA legislation should not be a crutch for students, rather it should be a tool to better understand as an adult: personal responsibility, interdependence, and realistic self appraisal of one's strengths and weaknesses. Having been charged with reading hundreds of psychological and medical evaluations for professional interpretation and support, I have a great deal of experience that will assist this committee with accommodation supports and disability awareness that will be beneficial to this campus and the San Luis Obispo community. Thank you for your consideration.

Thomas Korman, Construction Management - Tenure Track – 5 years at Cal Poly

As a civil/construction engineer, I have also felt that I have the responsibility to ensure that the design and construction of pedestrian facilities are assessable, such that they are inclusive for all. Prior to accepting a faculty position at Cal Poly, I worked on a City-wide ADA Enhancement Program for the City of Arroyo Grande, and the design of ADA Upgrade Project for Strother Park in the City of Arroyo Grande. In addition, most recently during my profession leave, I worked with the ADA Compliance Officer and City Attorneys Office updating the City of Santa Maria's ADA Compliance Program. It was during this time that I began to realize that accessible issues extend beyond the built environment, I had the opportunity to hear concerns from residents who were challenged with visual impairments, learning disabilities, and hearing problems. This experience broaden my awareness of accessibility issues, all of which I intent to consider, when reexamining my teaching style. More importantly, I plan to integrate the knowledge I have gained regarding ADA issues into the course I teach in the Construction Management Department.

03.26.09

I would like to be considered for the 504/ADA Accommodation Review Board so that I may continue to further my understanding of the types of challenges students, staff, and faculty face due to disabilities. I feel that membership on the committee would enable me to work towards creating a equitable environment where students, staff, and faculty who have a disability do not feel denied access to learning and participation due to physical or environmental barriers. In addition, in working on the committee, I would welcome the opportunity to become involved in policy change that affects our educational delivery methods.

Prior committee experience at Cal Poly has included membership on the CAED Building Technology Committee and CAED Scholarship Committee as well as membership on the Outcomes Assessment Committee and technology Committee for the Construction Management Department.

Mike Ruef,* Graduate Studies, - Tenured

As the Co-Coordinator of Special Education Programs here at Cal Poly, I teach both beginning and advanced courses in special education including courses dealing with accommodation for persons with disabilities. I am very familiar with both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Participation on this committee would allow me to sync my professional interest and service obligations.

ADVISORY COMMITTEE ON WORKPLACE VIOLENCE: 1 vacancy

Thomas Korman, Construction Management - Tenure Track – 5 years at Cal Poly

Prior to my employment as faculty member at Cal Poly in the Construction Management Department, I worked as a construction engineer for a large engineering and construction firm. During my employment there, where I frequently worked on construction sites, where I routinely observed employees be treated inappropriately, disrespected, insulted, verbally abused, harassed, and even physically threatened.

Assuming that my experience was unique to the Construction Industry, I was amazed to learn that according to the Occupational Safety and Health Association (OSHA), there are approximately two million violent crimes that occur at work each year, which are classified as workplace violence events. In January 2006, ABC NEWS reported that a survey of American workers revealed that over 40 percent reported being screamed at, insulted, threatened with physical violence or otherwise intimidated in the workplace by supervisors and/or co-workers. OSHA estimates that workplace violence costs employers more than \$4 billion annually, in addition demoralizing the human spirit, which I observed first hand.

As an employee at my prior work place, I felt helpless during these occurrences. Who was I to speak out against, what seemed to be the "company culture," after all, I was just grateful to have a job. I realize now, that although this behavior is prevalent throughout workplace in the United States, it should not be tolerated! A position on the Advisory Committee on Workplace Violence would allow me to continue to broaden my understanding of workplace violence and help develop policies that create a more harmonious environment where students, staff, and faculty are to be able to perform their work in a professional environment.

My prior committee experience at Cal Poly has included membership on the CAED Building Technology Committee and CAED Scholarship Committee as well as membership on the Outcomes assessment Committee and technology Committee for the Construction Management Department.

ASI BOARD OF DIRECTORS: 1 vacancy

James LoCascio, Mechanical Engineering (Incumbent) Tenured – 28 years at Cal Poly

I would like very much to continue my services as the Academic Senate Representative to the ASI Board of Directors for a fourth year. This has been the most satisfying position that I have had the pleasure to serve on. To observe these young energetic Cal Poly students running their student organization inspires me to make sure that my lecturers are delivered with just as much energy.

03.26.09

ATHLETICS GOVERNING BOARD: 1 vacancy

Cliff Barber, IT (Incumbent) Tenured – 20 years at Cal Poly

Every quarter I have several Student athletes in my courses and I have an interest in their success.

CAL POLY CORPORATION: ~~ See last page ~~

Instructions: The Academic Senate must forward no more than three (3) applications to Cal Poly Corporation to fill one (1) elected three-year position.

Bing Anderson, Finance –

Craig Baltimore, Architecture – Tenured – 8 years at Cal Poly

Bill Kellogg, Ag Education and Communication (Incumbent) Tenured – 26 years at Cal Poly

CAL POLY PLAN STEERING COMMITTEE: 2 vacancies

CAMPUS DINING ADVISORY COMMITTEE: 1 vacancy

Neal MacDougall, Agribusiness - Tenured – 12 years at Cal Poly

I wish to join this committee to help make Campus Dining a critical part of the local/regional food system – especially by helping to facilitate the ongoing purchase of fresh produce and meat from Central Coast growers.

CAMPUS FEE ADVISORY COMMITTEE: 1 vacancy

CAMPUS PLANNING COMMITTEE: 2 vacancies

Neal MacDougall, Agribusiness (Incumbent) Tenured – 12 years at Cal Poly

I have enjoyed serving on this committee and hope to continue contributing – especially by emphasizing the importance of sustainability in the long term planning.

Margot McDonald, Architecture – Tenured – 16 years at Cal Poly

I am interested in serving on this committee because of the potential influence on campus physical form and operations. My professional background (Reg. Architect, Oregon), service (USGBC National, American Solar Energy Society, SCUP - invited by dean to be representative) makes me a qualified candidate. As a former department head and organizer of UC/CSU/CCC Sustainability Conference provided excellent experience with balancing financial, space, and other planning issues.

Terry Vassey, Horticulture and Crop Science - Tenure Track

I am interested in this committee because I am already on the Landscape Committee and would like to extend my service to other areas of campus development. I am interested in the long range progress of all aspects of the campus and campus life.

CAMPUS SAFETY AND RISK MANAGEMENT COMMITTEE: 1 vacancy

Samuel Frame, Statistics - Tenure Track

Ten days after I graduated from Cal Poly (B.S. Statistics, 2001), I began working for Toyon Research Corporation as an Intelligence, Surveillance, and Reconnaissance Algorithm Analyst in Goleta, CA. Nearly three months later, America face the terrorism event on September 11th, 2001. For five years, I worked at Toyon on a variety of Defense and Intelligence related projects (while concurrently obtaining my Ph.D. from University of California, Santa Barbara). As a faculty member, alumni, and former Defense Consultant, I am in a unique position to offer my services to the Campus Safety and Risk Management Committee, and I would enjoy being a junior faculty member of this committee.

03.26.09

COORDINATING COMMITTEE ON AIDS AND HIV INFECTION: 1 vacancy

DEANS ADMISSIONS ADVISORY COMMITTEE: 1 vacancy

Dean Arakaki, Electrical Engineering (Incumbent) Tenured – 8 years at Cal Poly

I have served on this committee for the past 4 years. I am interested in ensuring that Cal Poly admits the most capable students from the applicant pool. Hence, I would like to be involved in the examination and possible modification of multi-criteria admission (MCA) policies in determining student eligibility for admission.

HEALTH SERVICES OVERSIGHT COMMITTEE: 1 vacancy who also serves on the Student Health Advisory Committee

Samuel Frame, Statistics (Incumbent) Tenure Track

I am interested in continuing to serve on this committee. I am particularly interested in the committee meeting, even if it is done informally.

INSTRUCTIONAL ADVISORY COMMITTEE ON COMPUTING (IACC): 1 vacancy

Jason Williams, Psychology – Tenure Track – 5 years at Cal Poly

I am new faculty at Cal Poly, but have been teaching for seven years at Gonzaga University in Spokane. I think I bring three things to the table: 1) a lifelong interest in computers, and some basic tech savvy; 2) I have seen how technology and computers have been used in the classroom much more efficiently than we do at Poly, and have some ideas; 3) a background in cognition and human-machine interaction. Brains are just as important as computers when it comes to having technology people who use and use well.

INTELLECTUAL PROPERTY REVIEW COMMITTEE: 1 vacancy from the college of CSM

INTERNATIONAL EDUCATION AND PROGRAMS (IEP) COUNCIL: 1 vacancy

Xiaoying Rong, Graphic Communication (Incumbent) Tenure Track – 3 years at Cal Poly

I am serving on International Education and Program Council for 2008-2009 academic year. International education and program is important for Cal Poly to introduce culture diversity, and become an international recognized institute. I took a group of student to an extended field trip to China last summer. It was an exciting experience for the students and professors to learn the industry and culture of China. I believe the opportunities that offered by International Education and Program will enhance the learning experience of Cal Poly students. As a member of IEP Council, I participated in meetings and discussion. My experience as an international educator on campus will bring diversity to the council. I would like to continue serve on the committee.

Christopher Yip, Architecture - Tenured – 20 years at Cal Poly

I have a long-standing interest in off-campus programs in Asia. Having taught as an instructor in Japan (Spring 2003) and Thailand (Spring 2002, 2004, 2006, and 2008) I know the benefits of these programs to students and the university community, and would like to offer my experience to strengthening IEP.

Received after deadline

Faysal Kolkailah, Aerospace Engineering – Tenured 25 years at Cal Poly

I am originally from Egypt. Since 1991, I do have my PhD and Post-Doctoral Programs with 4 different universities in Egypt. I do have at least 2 different proposals on the undergraduate level from different universities in Egypt (one of them is Cairo University) I do have many connections with universities in both Egypt and Saudi Arabia. I strongly support the "International Education" concept and I do think I can help through the IEP Council.

03.26.09

STUDENT HEALTH ADVISORY COMMITTEE: 1 vacancy who also serves on the Health Services Oversight Committee

Samuel Frame, Statistics (Incumbent) Tenure Track

I am interested in continuing to serve on this committee. I am particularly interested in the committee meeting, even if it is done informally.

STUDENTS WITH DISABILITIES ADVISORY COMMITTEE: 3 vacancies

Mike Ruef, Graduate Studies (Incumbent) tenured

As the Co-Coordinator of Special Education Programs here at Cal Poly, I teach both beginning and advanced courses in special education including courses dealing with accommodation for persons with disabilities.

I have suggested to other professor how they might make accommodations for their Cal Poly students. I am very familiar with making instructional accommodations for students with disabilities and teach courses in this area in our integrated credential/M.A. program. I have enjoyed serving on this committee, know and enjoy working with Trey Duffy and his staff and hope to continue.

Participation on this committee would allow me to sync my professional interest and service obligations.

Douglas Swanson, Journalism (Incumbent) Tenure Track – 2.5 years at Cal Poly

Would like to stay on it the committee.

SUBSTANCE USE AND ABUSE ADVISORY COMMITTEE: 1 vacancy

Mary Peracca, Counseling Services (Incumbent) Tenured – 8 years at Cal Poly

I am interest in continuing to serve on the SUAAC as a part of my role in Counseling Services as the Alcohol and Drug Specialist. I provide individual and group counseling to both mandated and voluntary students presenting with substance abuse and dependency issues. I would like to continue to be involved at the University and community level to address the impact of substance abuse on student's academic and personal successes and to create solutions to this widespread problem. I have enjoyed collaborating with other University department on the Programming Subcommittee over the past 7 years. Thank you for considering my application.

UNIVERSITY DIVERSITY ENHANCEMENT COUNCIL: 1 vacancy

John Oriji, History (Incumbent) Tenure Track – 20 years at Cal Poly

I found the discussions of the members of the committee very diverse and enlightening, and I think I can contribute my own views based on my 20 years teaching experience at Cal Poly. We made many recommendations to the university, and if they are implemented, Cal Poly will offer a better learning environment for all its diverse student population.

UNIVERSITY UNION ADVISORY BOARD: 1 vacancy

**Cal Poly Corporation
Board of Directors**

Expression of Intent and Willingness to Serve

Name: Bing Anderson

Phone: 459-9942

Department: Finance

College: Business

A. Statement indicating consistent history of active involvement with an interest in University affairs. (Use additional sheet, if needed.)

I have been serving on the University Intellectual Property Review Committee since 2007. I served on the University Committee of Land and Building Development when I was a graduate student at Stanford University. I have also served on numerous college and departmental committees, both at this and other universities.

B. Statement of demonstrated ability to work productively as a member of a governing body. (Use additional sheet, if needed.)

Many of the committees I served on are governing bodies in certain aspects. I have worked productively, and got along well with my colleagues on these committees.

C. Statement indicating why membership on the Board is of interest. (Use additional sheet, if needed.)

My main contribution would be my background and expertise in FINANCE. I am not just a tenured finance professor, a Stanford Ph.D., who knows what's on the finance textbooks. I have been watching and trading in the markets for over a decade, and have studied certain histories of finance carefully. Personally, I have avoided both the real estate bust, because I chose not to buy a house yet, and the stock market bust, because I owned almost no stocks, by choice. For the year of 2008, I have a small capital gain to report, from currency trading. This year, I am expecting an even bigger capital gain, also from currency trading (I have a realized profit every month this year and last year, and the profit is getting bigger now). It is a tough economic environment now. My expertise in finance can help.

I AM WILLING TO ACTIVELY SERVE AS A CAL POLY CORPORATION BOARD MEMBER FOR THE TERM OF OFFICE (three years, unless selected to a vacant unexpired term).

Signature: Bing Anderson

Date: March 6, 2009

I UNDERSTAND THE REQUIREMENTS, OBLIGATIONS, AND RESPONSIBILITIES OF DIRECTORS. (Please see Role of Board Member, attached.)

Signature: Bing Anderson

Date: March 6, 2009

03.26.09

**Cal Poly Corporation
Board of Directors**

Expression of Intent and Willingness to Serve

Name: Craig Baltimore

Phone: 756-6384

Department: Architecture Engineering

College: CAED

- A. Statement indicating consistent history of active involvement with an interest in University affairs. (Use additional sheet, if needed.)

In beginning, I attended Cal Poly as an undergraduate and was involved in ASI as a member of the University Union, where I chaired the budget committee.

Since, coming to Cal Poly, at the University level, I have been involved with the Fairness Board for five years, where I have chaired the committee for the past two years.

Even though our department requires a full time teaching load, 12 WTU, I have been active with the Dept. of Research and Graduate Programs, as with Grants development. I also worked closely with Tanya Kiani with Advancement, while she was with the CAED.

I have also served on and chaired numerous Department committees.

- B. Statement of demonstrated ability to work productively as a member of a governing body. (Use additional sheet, if needed.)

I have been involved with the Masonry Society for nearly ten years. During this time I have served as on the Board of Directors, chaired two task groups, and currently serve on the invitation only Technical Activities Committee.

For the community, for the past three years I have served on the Coast Girls Softball Board and I currently chair the finance committee.

- C. Statement indicating why membership on the Board is of interest. (Use additional sheet, if needed.)

I would like to serve the University on a committee that has significant impact and the actions of the committee are seen. I would also like to serve on a committee that is more administration and less political.

**Cal Poly Corporation
Board of Directors**

Expression of Intent and Willingness to Serve

Name: William C. Kellogg Jr.

Phone: 756-2973

Department: Agricultural Education and Communication

College: Agriculture, Food
and Environmental Sciences

A. Statement indicating consistent history of active involvement with an interest in University affairs. (Use additional sheet, if needed.)

I am currently completing my 26th year of teaching at Cal Poly. From 1994 to 2003 I served as a Director for the Cal Poly Foundation (now the Cal Poly Corporation), and from 2006 to the present, have once again served on the Cal Poly Corporation Board of Directors. I consider it a real privilege to teach at Cal Poly and have enjoyed my tenure on the Foundation/Corporation Board of Directors. Throughout my teaching at Cal Poly, I have served on numerous departmental, college, and university-wide committees. (See Attached)

B. Statement of demonstrated ability to work productively as a member of a governing body. (Use additional sheet, if needed.)

Serving on the Foundation/Corporation Board was/is an experience I take very seriously. I attempted to prepare myself for each Board meeting by reading through the support materials and agendas. When additional information is needed to help clarify an issue, I usually call, in advance of the meeting, to pursue the answers I need. When I first became a member of the Board, I asked to tour all of the operations of the organization to better understand the entire scope of the Foundation. (See Attached)

C. Statement indicating why membership on the Board is of interest. (Use additional sheet, if needed.)

The Cal Poly Corporation is an integral part of the successful operation of Cal Poly. It has been one of largest, and best run, Auxiliary organizations in the California State University system. As a Board member and Trustee of the Corporation, I dedicate myself to being responsive to the needs of the university and attempt to use wisdom in making decisions that will hopefully provide for long-term fiscal viability of the organization. (See Attached)

I AM WILLING TO ACTIVELY SERVE AS A FOUNDATION BOARD MEMBER FOR THE TERM OF OFFICE (three years, unless selected to a vacant unexpired term).

Signature: Bill Kellogg

Date: 2-23-09

I UNDERSTAND THE REQUIREMENTS, OBLIGATIONS, AND RESPONSIBILITIES OF DIRECTORS. (Please see Role of Board Member, attached.)

Signature: Bill Kellogg

Date: 2-23-09

**CORPORATION BOARD OF DIRECTORS
EXPRESSION OF INTENT AND WILLINGNESS TO SERVE**

William C. Kellogg Jr.

Continuation of Written Responses:

A.

Through active involvement at all levels, I feel very knowledgeable about the university, the Cal Poly Corporation, and the relationship we ought to have with the citizens of the state of California. Selected university-wide committee involvement has included: Chair of the University-wide Professional Salary Step Increase (PSSI) committee (1996); Chair of the Academic Senate Elections Committee (1985-86); member of the Brock Center Policy Advisory Committee (1987-97); member of the University-wide Public Safety Advisory Committee (1988-89, 1991-92, 1995-96, 2006-present); Living and Learning Center Faculty Advisor (1994-97); University-wide Professional Leave Committee (1991-92); member of the Academic Senate Instruction Committee (1988-89); member of the Clinical Supervision Task Force (1985-86); Mentor, Cal Poly Mentoring Program (1988-89). Selected college-wide involvement has included: elected member of the College PSSI Review Committee (1995-96); selection committee member for Talley Farms Staff Award and Sunkist Faculty Award (1994); Vice Chair of the AdHoc Committee on College Structure; member of the College Peer Review (RPT) Committee- Chair in 1996, 98, and 2001 (1994-present); editor of the College of Agriculture Foundation Enterprise Program Informational brochure (each year); member of the Associate Dean Consultative Search Committee (1997); member of the UCTE RPT (Now the College of Education) Committee (1995-present); served as an advisor to the Latinos in Agriculture student organization (1992 to 2003) and Alpha Tau Alpha (1983-present); Campus Safety Committee (2005 to present), and College of Agriculture mentoring committee (2004 to present); Director for the CAFES Mentoring Program (2006-present); serve as the AGED and Comm. department's Employment Equity Facilitator (1995-present). From 1994 to the present, I have served on the Corporation's Investment Committee.

B.

There is a "learning curve" a Board member goes through after they have been appointed to the Board. I believe I am very informed of the entire scope of the operation, and am posed to be a contributor on the Corporation Board, especially during these tough economic times for the Corporation. As mentioned previously, I am activity involved on the Investment Committee, helping to assure for sound fiscal investments of the Corporation. I have been very impressed with both our off-campus investment managers, and our in-house trust and investment administration. Years ago, I served on a committee to help search for a new Bookstore Manager, the Director of Administration and Planning, and served on the committee to search for the new Executive Director for the Foundation. I have been a member of our Elder Board in my church and provided leadership for church ministries, as well as for overseeing the fiscal management of the non-profit organization. I have served on numerous advisory councils for high school, countywide educational organizations, and university-level academic programs.

C.

I believe one of my roles, as a Director, is to provide for the educational needs of not only today's Cal Poly students, but also those who will attend Cal Poly in the years to come. I believe my tenure on the Investment Committee will be helpful in overseeing the investments of the Corporation. I'm

looking forward to working with Corporation personnel, and other Board members, to help lead the Corporation well into the decades ahead. I have a strong commitment to Cal Poly and our educational mission. As a student at Cal Poly over 30 years ago, I directly benefited from the Foundation through involvement in agricultural enterprise programs and many services of the Foundation. As a member of the faculty, I realize the important way the Corporation must interact with the academic programs in the Colleges. I fully endorse the "learn-by-doing" philosophy and believe the Foundation has the potential to be one of the greatest resources for helping Cal Poly to keep on the cutting edge of quality teaching. In my role as an educator at Cal Poly, I work closely with many units of the Corporation (i.e. financial accounts, Campus Dining, and the agricultural units), almost on a daily basis. I appreciate the service and support the Corporation has provided me personally, and believe that everyone in the Corporation is important to the organization. If selected to serve term on the Board, I will again commit myself to being informed of issues, doing my "homework," and always keeping the best interest of students, staff, and faculty in mind in every decision I make.

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