

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

Academic Senate Executive Committee
Tuesday, May 6, 1997
UU 220, 3:00-5:00pm

- I. Minutes: none.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
 - A. Academic Senate Chair:
 - B. President's Office:
 - C. Provost's Office:
 - D. Statewide Senators:
 - E. CFA Campus President:
 - F. Staff Council representative:
 - G. ASI representatives:
 - H. IACC representative:
 - I. Athletics Governing Board representative:
 - J. Other:
- IV. Consent Agenda:
- V. Business Item(s):
 - A. **Discussion of GEB Subcommittee candidates:** (materials previously distributed).
 - B. **Resolution on Cal Poly Performance Salary Step Increase Policy:** Harris, chair of the Faculty Affairs Committee (pp. 2-15).
 - C. **Resolution on the Rating of PSSI Worthy Endeavors:** Warfield, academic senator, (p. 16).
 - D. **Resolution on Faculty Professional Conduct:** Harris, chair of the Faculty Affairs Committee (pp. 17-18).
 - E. **Resolution on Evaluation of Academic Deans:** Harris, chair of the Faculty Affairs Committee (p. 19).
 - F. **Resolution on Faculty Input for Writing Job Description for Academic Administrators:** Harris, chair of the Faculty Affairs Committee (p. 20).
- VI. Discussion Item(s):
- VII. Adjournment:

Adopted:

**ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California**

**AS- -97/IPRC
RESOLUTION ON
CAL POLY
PERFORMANCE SALARY STEP INCREASE POLICY**

WHEREAS, The Academic Senate acknowledges receipt of the *Performance Salary Step Increase Policy*; therefore, be it

RESOLVED: That the Academic Senate receive the *Performance Salary Step Increase Policy*; and, be it further

RESOLVED: That the *Performance Salary Step Increase Policy* be submitted to the President and Provost for implementation.

Proposed by the Faculty Affairs Committee
May 1, 1997

4.29.97

CAL POLY
1996-97 PERFORMANCE SALARY STEP INCREASE POLICY

~~This policy is considered interim for the 1996-97 academic year. A permanent policy shall be considered by the Academic Senate prior to the conclusion of Spring Quarter 1997.~~

1.0 Performance Salary Step Increases

- 1.1 Performance Salary Step Increases (PSSIs) recognize outstanding or meritorious performance in the areas of teaching performance and/or other professional performance, professional growth and achievement, and service to the University, students, and community. (MOU 31.17 -- see Appendix 5)
- 1.2 The recognition of outstanding or meritorious performance by a Unit 3 employee shall be in the form of a permanent increase in the base salary of the individual, in one or more steps on the salary schedule. (MOU 31.18 -- see Appendix 5)
- 1.3 No candidate shall receive more than five (5) PSSIs. (MOU 31.18 -- see Appendix 5)
- 1.4 The effective date of all PSSIs shall be in accordance with the collective bargaining agreement. (MOU 21.11)
- 1.5 There is no requirement to expend all funds dedicated to the PSSI program in any given fiscal year. Any portion of the funds not expended in any fiscal year shall automatically carry forward to the PSSI pool in the next fiscal year. In the event that the PSSI program is eliminated in the future, all accumulated funds in the PSSI pool shall be used for professional development opportunities identified in Provision 25.1 of the MOU.

2.0 Eligibility and Criteria (2.0 Eligibility and Criteria moved to 4.0)

2.0 Apportionment of PSSI Allocation

As soon as the campus dollar allocation is known, the Provost and Vice President for Academic Affairs shall apportion 85 percent among the colleges/units in proportion to the number of Full-Time Equivalent Faculty in the colleges/units. Fifteen percent of the dollar allocation is withheld for the likelihood of unequal distribution of merit and for possible oversights. The Chair of the Academic Senate shall be informed of the allocations by the Provost and Vice President for Academic Affairs in a timely fashion.

- 2.1 All Unit 3 employees are eligible each year to submit an application or to be nominated by other faculty or academic administrators for PSSIs.
- 2.2 Applicants/nominees are to be evaluated in the following areas: teaching performance and/or other professional performance; professional growth and achievement; and service to the university, students, and community.
- 2.3 The performance of applicants/nominees is expected to be at least meritorious in all areas.

Applicants will identify which areas they consider their performance to be outstanding and/or meritorious. Teaching performance will be given greater weight than the other areas.

- 2.4 For the purposes of this document, the following working definitions shall apply.

Outstanding: exceptional performance; superior to others of its kind; distinguished, excellent; readily acknowledged as a model for other faculty to follow.

Meritorious: deserving of reward or praise; cooperative and productive work with colleagues.

~~2.5~~ (Section 2.5 moved to 4.2)

~~3.0~~ Application (3.0 Application moved to 5.0)

~~3.1~~ (3.1 moved to 5.1)

~~3.2~~ Signed applications/nominations shall be submitted to the department chair/head. To go forward as an application to the College (Unit) PSSI Committee a nomination must have the approving signature of the nominee. The approving signature of the applicant/nominee authorizes access to their personnel action file to those involved in considering PSSIs. Only one application/nomination may go forward for any candidate.

~~3.3~~ (3.3 moved to 5.2)

~~3.0~~ Annual Announcement for PSSI

~~3.1~~ As soon as possible after the provisions of Section 2.0 have been accomplished, the President shall announce the apportionment of the campus PSSI allocations.

~~3.2~~ By "X" date, the President shall issue a statement concerning PSSIs and briefly outline the procedures to be followed.

~~4.0~~ Review by College (Unit) and University PSSI Committees (4.0 has been moved to 6.0)

~~4.1~~ (4.1 has been moved to 6.1)

~~4.2~~ (4.2 has been moved to 7.3)

~~4.3~~ (4.3 has been moved to 7.4)

~~4.4~~ Applicants for PSSIs shall not serve on College (Unit) or University PSSI Committees.

~~4.5~~ (4.5 has been moved to 7.5)

~~4.0~~ Eligibility and Criteria

~~4.1~~ All faculty are eligible by submission of a three-page annual summary of their performance based on the topics categories of teaching; professional growth and development; and service to the university, students, and community.

- 2.54.2 The following areas are examples of the kinds of information applicants/nominees may submit, appropriately validated, as evidence of their performance in each area. Applicants/nominees shall not be limited to the following types of evidence:

AREA 1: TEACHING PERFORMANCE and/or OTHER PROFESSIONAL PERFORMANCE

(when addressing teaching performance, applicants may, but are not required to, include examples of course syllabi; samples of examinations; description of innovative pedagogy and/or traditional modes of instruction; summary of quantitative student evaluation for past two years along with grade distribution for classes that were evaluated, and the basis used for grading students).

- teaching effectiveness recognized by peers and/or students by outstanding student evaluations; outstanding peer evaluations; successful meeting of behavioral objectives for courses taught; evidence of outstanding course preparation including syllabi, course notes/handouts; successful interaction with students;
- curriculum development and application of innovative and effective teaching methods and materials including such activities as development of new courses, programs, majors, or degrees;
- nurturing a commitment to learn as a serious lifelong endeavor;
- involving students in the research and creative processes;
- scholarship of teaching (see Appendix 3--Cal Poly Strategic Plan, Section 2)
- performance of professional responsibilities by librarians, counselors, or coaches;
- techniques that show excellence in teaching;
- evidence of significant professional development as it relates to teaching excellence;
- evidence of significant scholarly activity as it relates to the subject taught.

AREA II: PROFESSIONAL GROWTH AND ACHIEVEMENT

For a full description of the following kinds of activities, see "Cal Poly Strategic Plan," Section 2 (Appendix 3), and Administrative Bulletin 85-2, "Role and Definition of Professional Growth and Development" (Appendix 4).

- activities in the scholarships of teaching, discovery, integration, and application (see Strategic Plan -- Appendix 3);
- activities in professional growth and development as defined in AB 85-2 (see Appendix 4).

AREA III: SERVICE TO UNIVERSITY, STUDENTS AND COMMUNITY

- participation in university governance at the department, college/division, university or CSU levels;
- participation, as an advisor or mentor, in student organizations;
- mentoring colleagues;
- involvement in diversity-related activities;
- fostering collegiality;
- recruitment and retention of students and faculty;
- organizing events and activities for the sharing of ideas and knowledge;
- involvement, e.g. by presenting talks, organizing colloquia, or service as an officer, in the work of community groups related to one's teaching/professional area;
- establishing interdisciplinary, collaborative partnerships between university and the community that enhances teaching, scholarship, and service to the university;

- involvement with the K-12 community provided that these activities go beyond those required in the faculty unit employee's normal instructional program and are related to one's teaching/professional area;
- community-related service projects provided that these activities go beyond those required in the faculty unit employee's normal instructional program and are related to one's teaching/professional area;
- participation in governance and committees of the exclusive bargaining agent (CFA).

5.0 — Review by the President (5.0 moved to 8.0)

5.0 Application

5.1 The period emphasized for outstanding or meritorious performance is five academic years immediately preceding the academic year in which submission of the application/nomination is made. It is the responsibility of the applicant to make a persuasive case for the recognition of these achievements. Applicants should describe in six (6) or fewer pages (additional pages will be discarded) their vita, achievements and the significance of these activities, and examples of appropriate evidence. All documentation must be in writing (videos and communications requiring electronic access will not be considered).

5.2 Applicants/nominees shall provide the College (Unit) PSSI Committee with relevant documentation regarding outstanding or meritorious performance.

5.3 Department chair/head will verify the accuracy of the applicant's record.

6.0 Review by College

6.1 Each department shall have the opportunity to select a tenured faculty member to serve on the College (Unit) PSSI Committee. The college/unit committee shall consist of at least nine members. If multiple members of a single department are necessary, their selection shall be by lot. For the purpose of considering PSSI's, coaches will be merged with the faculty of Physical Education and Kinesiology; and faculty unit employees from the Library, University Center for Teacher Education, and Counselors shall be combined into a single "Unit." Each college and the UCTE/Library/Counselor Unit shall select a tenured faculty member to serve on the University PSSI Committee.

6.2 The college/unit committee shall elect their chairperson at the first meeting called by the dean of the college. The college/unit committee will form three-member subcommittees in charge of the exclusive evaluation of the following three performance areas: teaching, professional development, and service (rating in each area should be made independently). Each member will evaluate all applicants except their own.

The information to be considered in evaluating an applicant's teaching proficiency includes, but is not necessarily limited to the following:

- quantitative and qualitative student evaluations of teaching;
- recognition of teaching proficiency by peers (e.g., teaching awards and peer evaluations based on classroom observations and review of course materials);
- development of new teaching methods and materials;
- use of innovative instructional techniques;
- involvement of students in conducting research or other scholarly activities;

- incorporation of diversity issues into the curriculum;
- development of new courses and degree programs and significant revisions of existing courses and degrees;
- participation in workshops and courses on teaching; and
- professional development activity indicating that the applicant stays current in the field (e.g., conference attendance, publications in scholarly journals).

1 to 7 points will be allotted to a candidate's level of teaching proficiency using the following scale:

- 1 Clearly Inadequate (e.g., consistently low student evaluations and unfavorable peer evaluations, very little or no curriculum development or teaching-related scholarly activity);
- 2 Somewhat Inadequate (e.g., a mixture of low and adequate student and peer evaluations, relatively little curriculum development or teaching-related scholarly activity);
- 3 Adequate (e.g., relatively consistent moderate student and peer evaluations, some curriculum development or teaching-related scholarly activity);
- 4 Fair (e.g., consistently moderate student and peer evaluations, moderate levels of curriculum development or teaching-related scholarly activity);
- 5 Good (e.g., moderate to high student and peer evaluations, clear evidence of some curriculum development or teaching-related scholarly activity);
- 6 Very Good (e.g., primarily attains very high ratings from students and peers, significant accomplishments in curriculum development or teaching-related scholarly activity);
- 7 Excellent (e.g., consistently receives among the highest ratings of students and peers, substantial contributions to curriculum development or teaching-related scholarly activity).

Evaluations of professional growth and development should consider an applicant's scholarly achievements, such as publications, conference presentations, music compositions, and performances and showing of artistic works. In addition, other professional growth activities should also be regarded, such as an applicant's obtaining an additional advanced degree, certification or license, training or consulting with a recognized expert in one's field to advance one's skill levels, and active participation in meetings and leadership of a recognized professional organization in one's field.

Given the variety of types of professional development that pertain to the diverse fields represented in the university, each department should develop more specific definitions of the individual ratings on the scale of 1-5 points allotted to candidates level of professional development that follows:

Level of professional development:

- 1 Very Low
- 2 Somewhat Low
- 3 Moderate
- 4 Somewhat High
- 5 Very High

The scoring criteria for professional development should be completed to initiate the PSSI

process in the Fall of 1997.

Evaluations of service should consider an applicant's involvement in departmental, college, university, and pertinent community activities. Service activities include, but are not necessarily limited to the following:

- administrative responsibilities (such as chairing a department, coordinating a program, scheduling departmental courses);
- membership in departmental, college, and university committees;
- committee leadership roles;
- consulting, public speaking, and other involvement with community entities (agencies, boards, schools, governmental bodies, businesses, etc. that are pertinent to the applicant's field of specialization);
- advising student clubs and groups;
- involvement in diversity-related service activities;
- working with departmental advisory boards and fundraising sources;
- mentoring students and junior faculty

Greater weight should be given to activities involving leadership and large commitments of time and effort. It should not be assumed that an individual must have engaged in all of the above types of service in order to receive the highest rating for service.

1-5 points will be allotted to the candidate's level of service using the following scale:

- 1 Very Low (e.g., minimal or no clear involvement in campus committees or community activities);
- 2 Somewhat Low (e.g., relatively low degree of participation in small number of campus or community activities);
- 3 Moderate (e.g., average level of involvement in campus committee work, assumption of minimal if any leadership responsibilities, slightly active participation in community activities);
- 4 Somewhat High (e.g., actively involved in multiple committee and some leadership positions, clearly pursues participation in significant community activities);
- 5 Very High (e.g., very actively and effectively serves both the campus and the community through participation in multiple committees and roles requiring significant leadership, responsibility, and commitment of time and effort).

Scores for candidate are totalled and divided by the number of subcommittee members to score an applicant for each category (e.g., Teaching, Professional Growth and Development, Service). Each subcommittee member rates each applicant and the average score is used. Discussion among subcommittee members may take place if significant variation in scores exists. Applicants total score = scores for Teaching + Professional Growth and Development + Service. The PSSI Committee as a whole, when totalling up the scores, has the option to award a maximum of 2 additional bonus points if they find that a particular candidate has been outstanding or exceptional in ways which are not adequately reflected in the total score. Such bonus points would have to be agreed upon by the majority of the college PSSI committee members.

Recommended steps based on total score: 5 steps = a total score of 16-17 points; 4 steps = a total score of 14-16 points; 3 steps = a total score of 12-14 points; 2 steps = a total score of 10-12 points; 1 step = a score of 8-10 points; and 0 steps = a total score of 3-8 points.

4.26.3 Applications and nominations shall be forwarded to College (Unit) PSSI Committees consisting of tenured Unit 3 employees. ~~No more than one Unit 3 employee from a department shall serve on the College (Unit) PSSI Committees except in cases where this would result in a committee of fewer than three people.~~ Each member of the college PSSI committee will receive a minimum of one unit of assigned time for their service.

4.36.4 College (Unit) and University PSSI Committees shall review and categorize all applications. Three categories shall be used: highly recommended; recommended; not recommended. For those candidates recommended favorably, the College (Unit) and University PSSI Committees shall recommend the number of steps to be awarded. Applicants have seven calendar days after College or University PSSI Committee recommendation to provide a written rebuttal statement, not to exceed ~~one~~ three pages (supplemental documentation is not permitted), to respective committee chair with a copy to President.

4.56.5 College (Unit) and University PSSI Committees shall inform all applicants of their recommendations at the time that they are forwarded. A point total recording scores for Teaching, Professional Growth and Development, and Service shall be provided to each applicant for use in the improvement of performance.

5.08.0 Review by the President

5.18.1 All recommendations are forwarded to the President or his/her designee no later than _____ of each year in which PSSIs are awarded.

Failure to meet these deadlines for recommendations shall automatically result in the forwarding of all applications/nominations to the President for his/her award of PSSIs. (See MOU 31.27 -- Appendix 5)

5.28.2 The President or designee shall review all of the applications/nominations which have been submitted, and select the recipients of the increases from among this candidate pool by _____ of each year in which PSSIs are awarded. He/she shall also determine the appropriate number of steps to be granted. (See MOU 31.28 -- Appendix 5)

5.38.3 The decision to grant or deny an increase for meritorious performance, and the number of steps to be granted, shall not be subject to the grievance procedure. (See MOU 31.28 and Section 8, below). Only correspondence which documents information that a faculty member was granted PSSI(s) will be placed in a faculty member's Personnel Action File.

6.09.0 Special Provisions (see MOU 31.29--31.31 -- Appendix 5)

6.19.1 At least fifty percent (50%) of the candidates receiving a PSSI must have received a positive recommendation from the University PSSI Committee provided that:

- The University PSSI Committee makes a positive recommendation for enough candidates to fully expend the campus pool for PSSIs in that fiscal year, and
- The University PSSI Committee meets the time requirement for the review and recommendations of all candidates to the President as specified above.

6.29.2 If the University PSSI Committee submits fewer than the minimum number of positive recommendations needed to expend fully the pool for PSSIs in any fiscal year, then the percentage of candidates receiving a PSSI that must also have received a positive recommendation from the University PSSI Committee shall be reduced proportionately from fifty percent (50%).

7.010.0 Relationship to RPT Deliberations

7.110.1 The decision to grant or deny a PSSI shall not be considered during deliberations regarding the granting of reappointment, promotion or tenure. This shall not preclude the consideration of any facts during RPT deliberations which are also considered during PSSI deliberations. (See MOU 31.35 -- Appendix 5)

8.011.0 Peer Review of Performance Salary Step Denials (see MOU 31.36-31.42 -- Appendix 5)

8.111.1 Candidates who have received a favorable recommendation from the University PSSI Committee and who subsequently fail to receive a PSSI shall be eligible to have the increase denial reviewed by a University Peer Review Panel.

8.211.2 ~~The University Peer Review Panel shall be~~ Peer Panels will be constituted by the Provost and Vice President for Academic Affairs in consultation with the Chair of the Academic Senate and selected by lot from among all full-time tenured faculty who did not serve on that year's University or College (Unit) PSSI Committees, and were not applicants/nominees for PSSI.

11.3 The Peer Panel shall begin to review the specific Performance Salary Step denial within 14 days of its selection by lot. The panel's review shall be limited to a reconsideration of the increase denial of the nominee, and the Employer's written response to any allegations made by the affected Employee. Except for presentations of the complainant and the administrator, the peer review will be made from the documents set forth in Section 32.39 of the MOU.

The proceeding above not be open to the public and shall not be a hearing MOU 31.40.

No later than thirty (30) days after its selection, the Peer Panel shall submit to the President and the complainant a written report of its findings and recommendations. All written materials considered by the Peer Panel shall be forwarded to the President. When the panel has complied with Section 31.41 of the MOU, it shall be discharged of its duties for any individual case.

8.311.4 The President shall consider the University Peer Review Panel's recommendations and all forwarded materials and, no later than fourteen (14) days after receipt of the University Peer Review Panel's report, notify the affected employee and the University Peer Review Panel of his/her final decision, including the reasons therefor. Notification to the employee of the President's decision concludes the peer review procedure and such decision shall not be reviewable in any forum.

8.411.5 All requests for peer review must be submitted in writing to the Provost and Vice President for Academic Affairs no later than _____ of each year in which PSSIs are awarded.

9.012.0 Reporting of Awards

- 12.1 The University shall report to the Academic Senate annually by College (Unit) the appropriate aggregate statistics regarding the number of candidates in each category, the number of recipients and the number of steps granted.

13.0 Final Disposition of All Documents Pertaining to PSSI Applications

- 13.1 At the conclusion of a PSSI cycle, all documents pertaining to an individual's PSSI applications shall be: (1) for those applicants awarded a PSSI, forwarded to the administrative custodian of the applicant's Permanent Personnel File, (2) for those applicants not awarded a PSSI, returned to the applicant.

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POSSIBLE ADDITIONS TO THE
PROPOSED PERMANENT PSSI POLICY
(page 1 of 2)

Major Issues Deadlocked by Faculty Affairs Committee

1. Separating department heads/chairs in the evaluation process
Some not participating so as to minimize departmental conflict. They did not want to compete with peers and disrupt internal harmony within the department.

Would affect 2.0

Five percent or less of the total PSSI funds shall be apportioned for the evaluation of department heads/chairs.

New 8.0 Dean's Review

8.1 The Dean shall evaluate department heads/chairs utilizing the factors listed in section 6.2 concerning their teaching, professional growth and development, and service efforts.

2. Evaluation at the department level
Best knowledge of the applicant versus most bias (negative and positive). Some departments are highly dysfunctional when it comes to peer assessment.

New 6.0 Review by Department

6.1 Each department shall form a faculty review committee consisting of 3 elected, tenured faculty members and the department head/chair. The review committee will be elected by all the full-time faculty of the department. If there are not enough tenured faculty in a department to comprise the three member committee, tenured faculty from another department within the College/Unit be selected to sit on the review committee. The Department Head/Chair will call the first meeting of the committee and the three elected, tenured faculty members will determine the chair of the committee.

In the case of Librarians, Counselors, Coaches where a Department review may not be possible, the first level of review is at the College/Unit level.

6.2 Factors listed in (old 6.2) 7.2 will be utilized in the evaluation of the applicant's teaching, professional growth and development, and service efforts.

6.3 Departmental Review Committees shall review and categorize all applicants. The follow three categories shall be used: highly recommended, recommended, not recommended. There shall be no ranking of applicants within the categories. Each member of the committee will evaluate applicants other than their own.

6.3 Applicants have seven calendar days after the Departmental Review Committee recommendation to provide a written rebuttal statement not to exceed 3 pages double-spaced to the respective committee chair with a copy to the President. Any rebuttal letter will be reviewed by further review committees as part of the applicant's package.

Applications, recommendations, and rebuttals will be forwarded to the College/Unit committee

3. Rebuttals not being reviewed

POSSIBLE ADDITIONS TO THE
PROPOSED PERMANENT PSSI POLICY

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6.3 addition

old 7.5 **Rebuttal letters will be considered as part of the review process.**

4. Dean's review. The argument against was PSSI should be a faculty issue and the influence of any administrator should be kept out. This is an illusion as the President relies heavily on each Dean's input. The argument for inclusion is that the Dean is now legitimately visible and accountable

New 8.0 Dean's Review

8.1 The Dean shall review all applications, the assessment and recommendations of the faculty peer review committees and may review the Open Personnel File of any candidate in his/her College/Unit to assess the overall suitability of a candidate for the award. The Dean shall utilize factors listed in (old 6.2) 7.2 to evaluate each applicant. The Dean shall forward a written assessment and recommendation of each applicant to the University PSSI Committee/ President. A written assessment to the candidate will only be made if it differs from the College/Unit Committee. A positive recommendation shall include a recommendation of the number of steps to be awarded.

8.2 If the candidate has received a negative recommendation, the candidate has seven calendar days after receiving the Dean's recommendation to provide a rebuttal statement not to exceed 3 pages double-spaced to the Dean with a copy to the University PSSI Committee/President. All rebuttal letters will be reviewed in any further evaluation processes.

5. Deletion of the university committee

Viewed only a stop-gap for large bias and inter college/unit distribution issues. Past committee members admit their knowledge of many candidates was slight.. This action streamlines the evaluation process.

Action: delete reference to University PSSI Committee from the document

97-98
1997-1998 PERFORMANCE SALARY STEP INCREASE CALENDAR

<u>Action</u>	<u>Date</u>	<u>Remarks</u>
Academic Senate final action	October 15	
Applications/nominations provided directly to Department Chair/Head with a copy to President (MOU 31.19)	November 7	
Departments and Colleges (equivalent units) select College (Unit) and University Committee representatives: --tenured Unit 3 employees --not being considered for PSSSI	November 7	
Last day for Department Chair/Head to forward signed application forms to College (Unit) PSSSI Committee	November 7	
College (Unit) PSSSI Committees review applications, forward recommendations to University PSSSI Committee and advise candidates of status: --highly recommended; number of steps --recommended; number of steps --not recommended	December 9	Nov 11: Veterans' Day Holiday Nov 27-Dec 1: Thanksgiving
Applicant's rebuttal statement, if any, due to College (Unit) PSSSI Committee with copy to President and University PSSSI Committee	December 16	Dec 9-13: Final Exams Dec 14: Fall Commencement Dec 15-Jan 5: Academic Holiday
University PSSSI Committee reviews applications, forwards recommendations to President and advises candidates of status (MOU 31.27): --highly recommended; number of steps --recommended; number of steps --not recommended	February 6	Dec 15-Jan 5: Academic Holiday Jan 20: Martin Luther King Holiday
Applicant's rebuttal statement, if any, due to University PSSSI Committee with copy to President	February 13	
President makes award decisions (MOU 31.28)	February 21	Feb 17: Washington's Birthday
~ ~ ~ ~ ~		
Written requests for Peer Review due in Provost and Vice President for Academic Affairs' Office	March 7	
Peer Review Panel(s) selected by lot	March 21	March 17-21: Final Exams
Peer Review Panel(s) forward findings and recommendations to President	April 21	March 22-30: Academic Holiday
President notifies affected employees and Peer Review Panels of final decisions	May 5	

PERMANENT PSSI CALENDAR
WILL BE DISTRIBUTED AT THE MEETING

**Resolution on the
Rating of PSSI Worthy Endeavors**

- WHEREAS: The faculty of Cal Poly has a mandate to constantly improve itself, and
- WHEREAS: The PSSI awards are the recognition of these attempts, and
- WHEREAS: The faculty has had little or no guidance on what constitutes PSSI-worthy performance, and
- WHEREAS: The President, Provost and Deans have great discretion in recognizing PSSI-worthy performance, be it
- RESOLVED: That the President and his designees rate all assignments, activities, etc. that the faculty may engage in so that they may best use their time most productively in self improvement.

.....David Warfield

Faculty Professional Conduct from Faculty Affairs Committee

Whereas faculty have harassed colleagues

Whereas faculty have not shown due respect for the opinion of others, especially other faculty

Whereas faculty have not been objective in their professional judgment of colleagues

Whereas there exists a Code of Ethics for faculty at Cal Poly

Whereas correction is felt to be more effective than punishment, be it

Resolved, That Employee Association Program (EAP) services be more effectively publicized to the campus community and that Administration take the lead in this matter

Resolved, That Mandatory sensitivity training for faculty/administrators be given in the content area of interpersonal conflict

Resolved, That a formal training program for department heads/chairs and college deans concerning awareness skills of interpersonal problems, conflict/dispute resolution skills and mediation skills take place

Resolved, That individual disputes/conflicts be encouraged to be voluntarily mediated with assistance from EAP staff where possible

Resolved, That a standing Committee on Professional Ethics be established by the Academic Senate in accord with the attached guidelines

Guidelines for the Committee on Professional Ethics

1. The Committee of Professional Ethics shall consist of seven full-time tenured faculty members, one from each college and the University Center for Teacher Education
2. The seven members will be elected by their respective constituencies and shall serve overlapping two-year terms. This shall be accomplished initially by having three members elected to one year terms and four elected to two year terms with the elections in following years to be for two-year terms
3. The Committee shall meet initially in the fall quarter to elect a chair. Meetings will be scheduled as needed based on case-load situations.
4. The Committee may function as an advisory group to a faculty member with a perceived peer conduct problem.
5. The Committee is empowered to investigate allegations of unethical conduct covered by the Faculty Code of Ethics except those covered by other legal means (e.g. MOU complaints and grievances, Sexual Harassment Policy, etc.)
6. Specific, advisory recommendations will be made by the Committee to rectify problem situations where possible with the approval of both the faculty member and the appropriate administrator

7. Professional censure power to cease and desist specific behavior(s) will be granted to the Committee by the Academic Senate.

Evaluation of Academic Deans from Faculty Affairs Committee

Whereas Academic Deans are currently evaluated using the Performance Evaluation Form

Whereas Academic Deans have responsibilities toward faculty in their respective administrative units

Whereas Academic Deans may perceive that efforts toward personnel (faculty/staff) may not be valued as highly without specific performance objectives targeted in this area

Whereas faculty members may be unaware of efforts made by their academic Dean because of a lack of specificity of performance objectives

Whereas a specific portion of a Dean's efforts have not been perceived to be historically directed toward faculty

Whereas specific performance objectives directed toward faculty can only increase collegial actions

Whereas there are common topical areas (e.g. communication, work environment, professional growth, etc.) that lend themselves to consistent evaluation by the Provost and Academic Vice President for Academic Deans

Whereas there is an opportunity to improve the performance of Academic Deans by increased interaction and cooperation of the faculty

Be It Resolved that the Function of Personnel (specifically faculty) be recognized in the evaluation of Academic Deans by the Provost and Academic Vice President using the existing Performance Evaluation Form

Be It Resolved that specific performance objective(s) be developed for Academic Deans in concert with the Academic Senate by the Provost and Academic Vice President in appropriate topical areas for faculty (e.g. communication, working environment, professional development, etc.)

Be it Resolved that the Provost and Academic Vice President continue to dialogue with the Academic Senate to improve Academic Dean performance through the use of such tools as Academic Dean Evaluation Forms, performance objectives, or any additional appropriate efforts.

Faculty Input for Writing Job Description for Academic Administrators from Faculty Affairs Committee

Whereas there is an effort to improve collegiality at the university

Whereas faculty members are currently a part of search committees for academic administrators

Whereas potential confusion or uncertainty may exist if the search committee does not draft the job description

Whereas significant concern by the search committee if the job description is drafted by another group or person is not the proper atmosphere to begin a search for candidates

Whereas being a part of the process from the very beginning increases the "ownership" of any decisions made

Whereas there would be consultation with the appointing administrative officer

Be It Resolved that the Job Description for Administrative Positions with Academic Responsibilities to the Provost and Academic Vice President be written by the designated search committee with appropriate faculty representation.

Agenda Bixler

From: DU067 --CALPOLY
Date: 29 Apr 97 10:54:08 PDT

Date and time 04/29/97 10:54:03

From: <DU067 AT CALPOLY>
To: "HALE, THOMAS E." <DI248 AT CALPOLY>,
"MILLER II, CHARL" <DI472 AT CALPOLY>,
"ZINGG, PAUL J." <DI764 AT CALPOLY>,
"MARTINEZ JR., ME" <DI807 AT CALPOLY>,
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Subject: Uncl: Next Executive Committee meeting

From: Margaret Camuso
Academic Senate, x1258

To: Academic Senate Executive Committee

The next meeting of the Executive Committee was scheduled for Tuesday, May 6. However, because John Harrington is unable to join us for the discussion of GEB subcommittee candidates, Tuesday's meeting has been moved to:

WEDNESDAY, MAY 8, 3-5pm, in 38-114 (this is the new conference room in the Math & Home Economics building, just down the hall from the Senate office).

In addition to the above discussion, there are five resolutions (including the permanent PSSI document) that will also be agendized. If we are unable to finish review of all five, they will be carried over to our second - and final - Executive Committee meeting on TUESDAY, MAY 13. Also on the May 13 agenda will be the selection of college representatives to the 10 Academic Senate standing committees for 1997-98.

Caucus chairs: please make note that your caucuses must meet and elect its representatives to those committees with vacancies prior to May 13.

If you have any questions regarding these last two Executive Committee meetings, please let me know.

Thank you. Margaret

*rescheduled
back to May 6
because too many
couldn't attend
May 8 mtg.
muc*