

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA

October 27, 1981

F.O.B. 24-B

3:00 PM

Chair, Tim Kersten
Vice Chair, Ron Brown
Secretary, Harry Sharp

I. Minutes

II. Announcements

III. Business Items

- A. Professional Evaluation Form (Murray)
- B. Resolution on CLEP (Gooden)(Attachment A)
- C. Resolution on Library Budget (Barnes) (Attachment B)

IV. Discussion Items

- A. Procedures for Appointment of the Vice President for Academic Affairs (Kersten)
(Attachment C)
- B. Formation of Task Force to Review CAM Section 700 (Kranzdorf)
- C. Administrative Bulletin on Discontinuance of an Academic Program (Kersten)
- D. Academic Senate Representation on the Student Senate (Kersten)

RESOLUTION OF FACULTY LIBRARY COMMITTEE

In the June, 1980 Faculty Library Committee report titled, "Research, the Role of the Cal Poly Library", a number of problems were identified which impact on faculty research at Cal Poly. One of the problems identified was the cost of accessing the Automated Retrieval of Bibliographic Information.

In a letter dated November 25, 1980, Anthony Moyer, Assistant Vice Chancellor of Educational Programs and Resources, invoked policy which restricted each Library in the CSU System to spend no more than \$5000 on automated retrieval systems such as DIALOG and MEDLINE.

This retrieval system will become of greater importance in the future, especially with regards to faculty development and research.

WHEREAS, faculty development and research will play an important role in the University's future policy, and

WHEREAS, the Cal Poly Library's automated retrieval system is a major element in the faculty's professional growth and research effort, then be it

RESOLVED that the Academic Senate recommend that
 (1) money be appropriated specifically for this retrieval system in the University's future budget, and that, in addition,
 (2) a portion of all research grant money (indirect costs) be set aside for the Library.


Memorandum

To : Executive Committee

Date : October 20, 1981

File No.:

Copies :

From :  Tim Kersten
Chair, Academic Senate

Subject: Consultative Procedure for Appointment of Vice President for Academic Affairs

Please find attached two documents related to this subject. President Baker and I had extensive discussions with regard to both the recruitment advertising copy and the composition of the recruitment committee last Thursday and Friday. It is my understanding that the advertising copy has already been approved by the President and is being sent off campus.

The second draft document was developed last week as a result of our discussions on Thursday and Friday, however, we do not need to finalize this material until November 1, 1981.

President Baker has asked me for my reactions and I am including this item on the Executive Committee agenda of October 27, 1981. As this is a potentially sensitive issue, I would hope that you would hold these documents in confidence for the time being.

I would appreciate any comments or suggestions you may have regarding these documents, either before or during the Executive Committee meeting.

TWK:ss
Attachments

Memorandum

Dr. Timothy Kersten
Chairman, Academic Senate

Date : October 16, 1981

File No.:

Copies : RECEIVED

OCT 16 1981

From : Warren J. Baker

Academic Senate

Subject: Vacancy Announcement - Vice President for Academic Affairs Position

Attached herewith is a copy of the announcement of the upcoming vacancy in the position for Vice President of Academic Affairs. This announcement will be placed in national publications such as The Chronicle for Higher Education, Affirmative Action journals and publications, appropriate journals of professional associations, and sent to universities and colleges throughout the United States.

I will develop a detailed job description and qualifications sought to be submitted to the consultative committee at their first meeting for their review and recommendations.

Attachment

VICE PRESIDENT FOR ACADEMIC AFFAIRS

GENERAL DESCRIPTION OF THE POSITION

The Vice President for Academic Affairs at the California Polytechnic State University, San Luis Obispo, is the chief academic officer for the University and is responsible to the President for all operations of the University relative to educational policy, academic planning, instruction and admissions both on and off campus. The incumbent is responsible for and supervises directly seven school deans (Agriculture and Natural Resources, Architecture and Environmental Design, Business, Communicative Arts and Humanities, Engineering and Technology, Human Development and Education, and Science and Mathematics), the Director of the University Library, and professional staff members responsible for Academic Programs, academic budgets, Educational Services, Extended Education, Research Development, Audio-visual, Institutional Research, Student Admissions and Records, and is additionally responsible for the long range planning for the institution's educational programs.

QUALIFICATIONS

Applicants should possess an earned doctorate preferably in a discipline offered at California Polytechnic State University, San Luis Obispo. Applicants should have a record of five years successful experience in responsible academic administration, and should possess a range of University experience in teaching, administration, planning, research development, and in the recruitment and evaluation of professional personnel. Additionally, it is expected that applicants will possess knowledge and ability with regard to the development and execution of budgets, the allocation of budget resources, and program evaluation.

COMPENSATION

Salary is commensurate with qualifications and experience.

This University is subject to all laws governing affirmative action and equal employment opportunity including but not limited to Executive Order 11246, Title IX of the Education Amendments Act and the Rehabilitation Act of 1973. All interested persons are encouraged to apply.

APPLICATIONS AND INQUIRIES

Applications should include a complete vita of education and experience; include qualifications as they apply to this specific position; list appropriate references; indicate willingness to visit San Luis Obispo for interviews. Applications and/or inquiries should be addressed to:

Warren J. Baker, President
California Polytechnic State University
San Luis Obispo, California 93407

Applications and/or nominations should be forwarded as soon as possible, but no later than February 1, 1982, to assure complete consideration. The anticipated appointment date is August 1, 1982 or as soon thereafter as possible.

The University

As one of the 19 institutions in The California State University and Colleges system, California Polytechnic State University, San Luis Obispo, offers educational programs through seven instructional schools. The University is noted for its special emphasis and excellence in such applied fields as agriculture, architecture, business, engineering, home economics, and science and mathematics, which are integrated with closely related career-oriented or supporting fields of communicative arts, education, humanities and social sciences.

The University's current enrollment is limited to 16,000 students (14,200 FTE) who are selected from a large application pool using multi-criteria admissions standards. Historically, the University's dedication to educational programs with an emphasis on occupations and careers has created for California Polytechnic State University, San Luis Obispo, a distinctive role in higher education. Each student is required to select an academic major at the time of application. A concurrent sequence of general education and elective courses assists the student in relating the chosen area of study to other fields of knowledge. Faculty members, who are selected on the basis of academic qualifications, professional experience, and teaching ability, are encouraged to give the highest priority to effective teaching. There is a constant interplay between general principles and practical applications, whether in the laboratory, the classroom or field study. Departments assist students in obtaining actual experience through individual and group projects, work-study programs, cooperative education, and internships.

In addition to preparing the student to meet the requirements of specific occupations, the University is dedicated to helping each individual achieve maximum personal development. An extensive cocurricular program helps the student to develop citizenship, leadership, and the skills necessary for constructive and productive life in the community. Student and faculty participation in the development and improvement of both curricular and cocurricular programs characterize the University's mode of learning.

The Community

San Luis Obispo is a city of over 34,000 residents located twelve miles from the Pacific Ocean and midway between San Francisco and Los Angeles on U.S. Highway 101. University families live in San Luis Obispo and the surrounding communities, both on the coast and inland. Excellent recreational facilities are available, and the area has an outstanding climate, with a mean daily temperature of 62.2 in January, 77.0 in August, and an annual average of 70.2.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo
October 16, 1981

ADMINISTRATIVE BULLETIN 81-4

OCT 16 1981

CONSULTATIVE PROCEDURE FOR *Academic Senate*
APPOINTMENT OF VICE PRESIDENT FOR ACADEMIC AFFAIRS

The attached statement regarding the Consultative Procedure for Appointment of Vice President for Academic Affairs is approved effective immediately as a revision to CAM section 315.7. Following consultation with the chairperson of the Academic Senate, the revised procedure outlines the steps to be followed in the formation of the consultative committee, the function of the committee, and the actions of the President in the selection and appointment process.

APPROVED: _____
Warren J. Baker, President

DATE: October 16, 1981

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OCT 16 1981

Academic Senate

Note: This Administrative Bulletin should be filed in the Appendix of the *Campus Administrative Manual* and an entry made in the CAM Index and the title added to the Administrative Bulletins title page.

315.7 Appointment of Vice President for Academic Affairs

When a vacancy occurs in the Vice President for Academic Affairs position, the President will form a consultative committee.

A. The committee will be composed of tenured academic and staff members and two students of at least junior standing. Composition of the committee will be as follows:

- i. One academic member from each of the instructional schools elected by the faculty
- ii. One academic member representing librarians and other non-teaching academic employees not-represented-in-the-schools elected by academic employees from appropriate areas
- iii. Two students selected by the ASI President and confirmed by the Student Senate
- iv. The Academic Senate chair (or designee)
- v. One at-large academic member selected by the President
- vi. Three staff members representing the Council of Academic Deans, the division of business affairs, student affairs, auxiliary services, administrative services, and the support staff in the instructional schools selected by the President.

1. The President will send notice of the position vacancy to the chairperson of the Academic Senate and the President of the ASI and request that a-members of the consultative committee in A. i, ii, and iii above be nominated.-be-formed- Upon receipt of the notice of the position vacancy, the chairperson of the Academic Senate and the ASI President will initiate the formation of a consultative committee using the following procedures.

- a. Nomination of academic members in A. i. and ii. will be by an election process petition with ten signatures being required on a petition in order to place an academic member's name on the ballot. The signatures on this petition must be those of faculty of the school; for the representative to be nominated from outside the schools, signatures must be those of academic employees in the Library or other nonteaching areas. The petitions are to be submitted to the chairperson of the Elections Committee of the Academic Senate.
 - b. The Elections Committee of the Academic Senate will conduct an election in each of the appropriate areas of the university. The election shall be completed and reported to the president within 3 weeks of the notice of vacancy. In this election academic employees in the instructional schools will vote for one of the candidates from their respective school; academic employees outside the instructional schools will vote for one of the candidates from a slate of nominees from the Library or other nonteaching areas. The candidates receiving the most votes will be nominated the as members of the consultative committee
 - c. Selection of student members will be by the ASI President within two weeks of the notification of the vacancy with confirmation by the Student Senate. Candidates must have at least junior standing, a minimum of three quarters attendance at Cal Poly/ and a G.P.A. of at least 2.5.
2. ~~Nomination of staff members will be by petition with ten signatures being required. -- The signatures on this petition must be those of~~

~~employees-in-the-same-division-in-which-the-nominee-is-employed-~~

~~Nominations-are-to-be-submitted-to-the-President-who-will-make-the
staff-appointments-~~

- B. The president will appoint the chairperson of The consultative committee.
~~will-select-its-own-chairperson-at-the-first-meeting-which-is-to-be-
called-by-and-presided-over-by-the-Director-of-Personnel-Relations
until-the-election-of-the-chairperson-~~
- C. ~~If-the-President-has-any-nominations-to-submit-for-the-Vice-President
for-Academic-Affairs-position;-those-names-will-be-reviewed-by-the-
Committee-which-will-then-make-its-recommendation-to-the-President-
If-additional-nominations-are-desired-or-if-no-nomination-is-made-by
the-President;-the-committee-will-request-the-President-to-make
formal-announcement-of-the-vacancy-and-follow-the-usual-personnel
practices-in-giving-notice-of-professional-vacancies-~~
- C D. The President or a designee will receive all applications. The entire list will be forwarded to the consultative committee along with the full information available on each candidate's educational professional qualification. The President may indicate which candidates on the list are considered not qualified for the position.
- D E. Appointment to Vice President for Academic Affairs will be made only from the list submitted to the consultative committee.
- E F. The President or a designee will meet with the consultative committee in order to hear its advice on each candidate. Every effort will be made to reduce the list of candidates to those who are mutually acceptable. ~~The-consultative-committee-has-the-prerogative-of-interviewing-candidates
except-that~~ A mutual effort will also be made to determine which candidates will be invited to be interviewed by the committee. Final responsibility to invite candidates for an interview rests with the President. ~~All~~ qualified on-campus applicants will be interviewed/ by the committee.

- F ~~Ø.~~ ~~It is not anticipated that a candidate will be considered for appointment unless deemed acceptable to the consultative committee; The committee will send the President the names of at least three candidates acceptable to the committee.~~ however, the final responsibility for appointment is given to the President (See 5 Cal. Adm. Code 42702.)
- G. The tenured faculty of the teaching service area to which the Vice President is to be assigned should be consulted by the President prior to appointment.
- H. The committee will be free to report its deliberations to the Academic and Student Senates in a manner appropriate to the handling of professional personnel matters.