

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
ACADEMIC SENATE
EXECUTIVE COMMITTEE - AGENDA
January 2, 1979

Chair, Max Riedlsperger
Vice Chair, Linda Atwood
Secretary, Alan Foutz

- I. Approval of Minutes - Executive Committee - November 21, 1978
- II. Business Items -
 - A. Professional Responsibility Committee Resolution (Attachment #1) (Riedlsperger)
 - B. Personnel Policies Committee Resolution (Attachment #2) (Riedlsperger)
- III. Discussion Items -
 - A. Architecture Representation (Riedlsperger)
 - B. 10% Budget Cuts/Political Action (Attachment #3) (Riedlsperger)
 - C. Referendum on PSAC (Riedlsperger)
 - D. Representative to the Student Affairs Council-(replacement for Harmon-Elliott)
- IV. New Business

COMMITTEE ON PROFESSIONAL RESPONSIBILITY

BYLAWS AMENDMENT

VII. COMMITTEES

B. Elected Committees and Other Committees

6. Committee on Professional Responsibility

a. The Committee on Professional Responsibility shall be comprised of a senior member and junior member elected by and from each school from the tenured members in the associate or professor ranks and a senior member and junior member elected by and from the Professional Consultative Services from the tenured members in the associate or professor ranks. The senior member and junior member from each school must be from different departments, where applicable. The senior members and junior members shall serve two-year, staggered terms, with a maximum of two consecutive terms. The junior member becomes the senior member at the start of the second year of the term and the newly elected member from that school becomes the junior member. Administrators and department heads are not eligible for membership. The chairman shall be elected from and by the committee. A functional committee is dependent upon a quorum, which shall consist of a member from each school and Professional Consultative Services.

~~a. The Committee on Professional Responsibility shall be comprised of a member and an alternate elected by and from each school and the professional consultative services from the tenured members in the associate or professor ranks. The member and alternate from each school and the professional consultative services must be from different departments. The members and alternates shall serve a two-year staggered term. The Chairman shall be elected from and by the committee. A functional committee is dependent upon a quorum of all members or their alternates.~~

~~A Committee member shall be replaced by his alternate when the allegation involves faculty from his own department or at the request of the disqualified. The Committee shall elect a temporary member from that school.~~

- b. When cases of disregard for the principles of professional responsibility occur, there is both a right and a duty to call the lapse to the attention of the individual concerned. If such a breach of professional responsibility is alleged, the matter should be investigated and a recommendation made by a faculty committee on Professional Responsibility. The procedures and standards of this committee should be consistent with the guidelines issued by the Academic Senate of the California State Universities and Colleges (AS-382-70/FA 1 and 2, 12/17/70).
- c. Any employee of the University who teaches as part of his assigned duties, or who is eligible to vote in the election of University Academic Senators, or who is eligible to serve as a voting member of the Academic Senate, may be charged with unprofessional conduct.
- d. In the event a breach of conduct is believed to have occurred and an informal resolution is unobtainable, the ensuing procedures shall be followed:

Attachment V-B, Academic Senate Agenda 3/11/75

d. (continued)

1. Allegations of unprofessional conduct shall be made in writing with copies going to the person so charged and to the members of the Committee on Professional Responsibility. Allegations shall be accompanied by full documentation and evidence. If it is the committee's determination that an allegation is not accompanied by sufficient evidence, or is from too extraneous a source to merit investigation, it shall return the document with an explanation to the initiator and inform the accused of the charge and of the committee action.
2. The Committee on Professional Responsibility shall investigate each allegation and determine if indeed an act of unprofessional conduct has been committed, in which case the committee will make every effort to resolve the case to the satisfaction of those concerned.
 - a) Allegations to be heard by the Committee on Professional Responsibility shall be limited to matters of unprofessional conduct.
 - b) In cases where disciplinary action is initiated by the University for other than unprofessional conduct or when disciplinary action has been initiated by the University and unprofessional conduct is one of a number of grounds, allegations will not be heard by the Committee on Professional Responsibility except if a case is already being heard by the Committee on Professional Responsibility at the time when disciplinary action is initiated. They shall have ten days to complete their investigation.
3. The Committee on Professional Responsibility shall begin its inquiry within 10 days of receiving the allegation. The committee may at any time discontinue the inquiry if the facts do not provide sufficient evidence to support it. This constitutes the completion of its inquiry and dismissal of the allegations. If the committee does carry its inquiry to completion, a report presenting its conclusions and their bases shall be prepared for the personnel file of the person charged with unprofessional conduct. If the allegation is dismissed by the committee all material pertaining to these allegations and only these allegations shall be removed from the personnel file. The faculty member so charged shall receive a copy of the report and a copy shall be retained by the committee. The committee shall notify the author of the allegation of unprofessionalism and that it has acted upon his accusation.
4. The actions open to the committee include:
 - a) dismissing the allegation
 - b) securing mutual understanding between the parties concerned
 - c) administering an oral recommendation that conduct be improved so as to be consistent with professional responsibility
 - d) preparing a written report with suggestions for conduct consistent with professional responsibility or preparing a written report exonerating the faculty member.
 - e) referral (see section 5).

5. When , in the judgment of the committee, the nature of the case suggests such a conclusion, the committee ~~may~~ shall recommend the initiation of formal disciplinary action to the ~~Administrative Officer/Section/Division of Administrative Affairs/1047~~ President of the University.
- e. In appearance before the Committee on Professional Responsibility, the following rules and procedures pertaining to the person charged with unprofessional conduct shall be observed:
 1. He shall be given the opportunity to submit evidence refuting the allegation.
 2. He shall be provided with a copy of all evidence presented to the committee and shall be given a reasonable time (no longer than 10 days, but an extension of time may be granted upon written request of the person charged) to respond to any evidence submitted.
 3. He shall have the right to be accompanied by a person of his own selection who shall have the right to participate in the hearing.
 4. He shall have the right to submit questions through the committee chairman to the individual making the allegation. The answers solicited shall be made available to him and to the committee.
- f. The investigation and proceedings of the committee shall be kept in strict confidence by all concerned, except as it is otherwise necessary on the part of the Committee on Professional Responsibility in resolving the allegation.

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ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

AS-52-78/PPC
January 9, 1978

RESOLUTION REGARDING STUDENT EVALUATION OF FACULTY

- WHEREAS, The Board of Trustees' policy on the student role in the evaluation of teachers requires that we modify Administrative Bulletin 74-1, Guidelines for Student Evaluation of Faculty, so as to clarify the number of student evaluations required; and to formulate a method of summarizing results, and
- WHEREAS, FSA 78-81 from the Chancellor's Office regarding confidentiality permits only signed statements in faculty personnel files, and
- WHEREAS, Cal Poly's Academic Senate's Executive Committee, in a memorandum dated July 10, 1978, addressed to President Kennedy, recommended qualitative rather than quantitative summaries of student evaluations; be it
- RESOLVED: That Administrative Bulletin 74-1, Guidelines for Student Evaluation of Faculty, Section III, be amended by the addition of the following sentence:
- "In cases of reduced teaching loads those faculty members involved will be evaluated annually in at least two courses or sections."
- And that Section V be amended to add the following second sentence:
- "A concise qualitative written summary of the evaluations will be entered on the Faculty Evaluation Form (Form 109, Rev. 12-76)."
- and be it further,
- RESOLVED: That faculty evaluation form 109 be changed so as to strike the last parenthesized sentence under the heading I, and another entry be added below the words, "Evidence of Merit", which would read, "Concise Qualitative Summary of Student Evaluations."

Dear _____

Due to recent decisions and positions taken by the Governor's office to delete specific programs from the California State University and Colleges System, you are hereby notified that the Department of _____ may be deleted from this campus and that you should begin at this time to consider the effect of this action upon your future education.

Sincerely,

) Max,

I propose that the Executive Committee of the Faculty Senate send the above notification to all students during the quarter break.

Tom Ballew