

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO  
ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA  
November 17, 1981

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

- I. Minutes
- II. Announcements
- III. Business Items
  - A. Resolution on Faculty Professional Record Form (Executive Committee)
  - B. Resolution on Academic Senate Consultation in Enrollment Quota Determination (Conway)
- IV. Discussion Items
  - A. Modification of Dean Selection Process (Kersten) (Attachment)
  - B. Reconsideration of the Resolution on +/- Grading (Rutherford)

Business Items A & B and Discussion Item B will be distributed on Monday, 11/16.

# Memorandum

## Attachment C

To : T. Kersten, Chair  
Academic Senate

Date : November 16, 1981

File No.:

Copies : *PPC*

From : G. T. Murray, Chair  
Personnel Policies Committee

Subject: Faculty Professional Record Form

The PPC has reviewed, per your request, the current position of the Academic Senate on the Faculty Professional Record form recently circulated by the Administration. It was the consensus of the committee that the following statements in CAM adequately covers the subject:

1. CAM 341.1(C), "Each school or organizational unit shall develop, consistent with general university policy, its own written statement of procedures and criteria for personnel action." Action here refers to promotions, reappointments, tenure, and terminations.
2. CAM 342.2(A.5), "The resume or supplementary statement shall be presented in a format prescribed by the Dean or the school statement of criteria for personnel actions." The committee suggests that the Administration so inform the Deans and request them to prepare acceptable forms. It was suggested that the Deans could exchange forms in order to achieve some degree of the uniformity the Administration desires.

Resolved: That the Academic Senate, California Polytechnic State University, San Luis Obispo requests that the Administration abide by the spirit of CAM Sections 341.1(C) and 342.2(A.5).

315.2 Appointment of Deans of Instructional Schools

- A. When a vacancy occurs in a dean position, the President will make a formal announcement of the vacancy and will follow the usual personnel practices in giving notice of professional position openings.
- B. The President will seek the informal advice and counsel of the Vice President for Academic Affairs, deans, administrative officers, individual faculty members, President's staff and others on potential candidates.
- C. The President will send a notice of the position vacancy to the Chairperson of the Academic Senate.
- D. Upon receipt of the notice of the position vacancy the Chairperson of the Academic Senate will initiate the formation of a consultative committee using the following procedure:
  1. The committee will be composed of tenured members: 5 voting members from the school where the vacancy occurs and one nonvoting member from each of the other instructional schools.
  2. Each department in the school where the vacancy occurs will nominate not more than two candidates for the consultative committee and forward these names to the chairperson of the elections committee of the Academic Senate. In the event that the number of departments in the school is less than five, not less than ten candidates shall be nominated at large with not less than two from each department.
  3. Each department in the other instructional schools will nominate one candidate for the consultative committee and forward the name to the chairperson of the elections committee of the Academic Senate.
  4. The elections committee of the Academic Senate will conduct an election in each of the instructional schools. In this election each member of the school where the vacancy occurs will vote for two of the candidates from the school. Each member of the other instructional schools will vote for one candidate from the faculty member's school. The five candidates receiving the most votes in the school where the vacancy occurs and the candidate with the most votes in each of the other instructional schools will be the members of the consultative committee except that there will be no more than one member of the committee from one department if there are at least five departments in the school. When the school has less than five departments, each department shall have at least one member.

5. Two student members may be appointed to committee membership by the ASI. These students shall be carrying at least 7 quarter units while serving on the committee, and shall have completed at least two consecutive quarters and at least 24 quarter units at Cal Poly SLO, and have a grade point average of at least 2.0. One of these students will be a voting member and will be elected by the school student council where the vacancy occurs. This election shall be supervised by the ASI Elections Committee. Any student majoring in the school where the vacancy occurs will be eligible to seek election by the school student council so long as the student meets the above-mentioned criteria. The other student member shall be nonvoting and shall be a major in one of the other instructional schools and shall be selected in a manner to be determined by the ASI acting through its governing board, the Student Senate.
6. The consultative committee will select its own chairperson.
- E. 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 and professional qualifications. The President may indicate which candidates on the list are judged not qualified for consideration for the position.
- F. Appointments to instructional dean positions will be made only from the list submitted to the consultative committee.
- G. 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 all qualified on-campus applicants will be interviewed.
- H. It is anticipated that a candidate will not be considered for appointment unless deemed acceptable to the consultative committee; however, the final responsibility is given to the President. (See Title 5, California Administrative Code, Section 42702, paragraph f.)
- I. The tenured faculty of the teaching service area to which a dean is to be assigned should be consulted by the President prior to appointment.
- J. The committee will be free to report its deliberations to the Academic Senate in a manner appropriate to the handling of professional personnel matters.