

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
ACADEMIC SENATE

EXECUTIVE COMMITTEE - AGENDA

May 29, 1979

AG 241

3:00 PM

Chair, Max Riedlsperger
Vice Chair, Stu Goldenberg
Secretary, Allan Cooper

I. Minutes

II. Announcements

III. Business Items

A. Schedule of Meetings for Academic Year

B. Summer Meeting Schedule

C. Set Agenda for First Academic Senate Meeting

1. Resolution on Timetable for Personnel Action for Faculty Reappointment, Tenure and Promotions
2. Resolution on Role of the Personnel Review Committee in Relation to Tenure Recommendations of the Negative Kind
3. Resolution on Challenge Exams

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
ACADEMIC SENATE

RESOLUTION REGARDING THE TIME-TABLE FOR PERSONNEL ACTION
FOR FACULTY REAPPOINTMENT, TENURE AND PROMOTIONS

- WHEREAS, The Personnel Review Committee has requested adjustments in the time-table for personnel action to meet the increasing demands for review and to avoid the necessity of action during final examination periods; and
- WHEREAS, The additional time provided by the changes will not delay any notification dates; and
- WHEREAS, The proposed changes should not cause any difficulties for any other group or individual involved in personnel action; therefore be it
- RESOLVED: That the appropriate sections of CAM 340 and 345 and Appendix V be changed to reflect the changes recommended in the "proposed" column of the attached table.

Submitted by the Personnel Policies Committee.

Date	Promotion
Oct. 1	
Oct. 20	
Nov. 1	
Nov. 6	
Dec. 1	
Dec. 10	

Proposed OLD

Date	Promotion
Jan. 5	
Feb. 1	Feb. 10 Department head sends recommendations to school dean. Departments in Student Affairs submit to Dean of Students.
March 1	Mar. 10 To President via V.P. for Academic Affairs from school deans with recommendations. Dean of Students submits to President.
March 5	Mar. 15 To Academic Senate Personnel Review Committee from President.
April 10	Apr. 10 To President from PRC.
May 1	May 1 President announces promotions.

Proposed

OLD

	Date	One Year	Two Years	Three, Four, Five & Six Years
Jan 10	Jan. 10			V.P. for Academic Affairs acts for the President in notifying academic personnel not being considered for tenure whether the subsequent year is an additional probationary year or a terminal "notice" year, or that notification will be given no later than June 1 regarding their status for the next academic year. The President notifies personnel being considered for tenure of the according or nonaccording of tenure. Individuals not accorded tenure will either be reappointed for another probationary year or placed on a terminal "notice" year appointment for the next academic year. The President may, under certain circumstances, extend a faculty member's probationary period to a fifth or sixth year. A terminal "notice" year is required if the faculty member is not retained after the extended probationary period.
Jan 17	Jan. 17	Dept. heads submit lists of recommended and nonrecommended appointments to Deans.		
Jan 24	Jan. 31	Deans submit lists of recommended and nonrecommended appointments to V. P. for Academic Affairs.		
Jan 31	Feb. 9	V. P. for Academic Affairs submits lists of recommended and nonrecommended appointments to the Chairperson of the Personnel Review Committee of the Academic Senate.		
Feb. 19	Feb. 19	Chairperson of the Personnel Review Committee of Academic Senate forwards results of its review and recommendations to V. P. for Academic Affairs.		
March 1	March 1	V. P. for Academic Affairs acts for the President in notifying academic personnel with one year of service of reappointment or nonreappointment. President notifies academic personnel of according or nonaccording of tenure.		

Proposed OLD

Date		One Year	Two Years	Three, Four, Five & Six Years
April 10	April 10	Director of Personnel Relations forwards materials for faculty evaluation of deans and department heads to Deans' offices for distribution to faculty.		
April 15	April 15		Dept. Heads submit lists of recommended and nonrecommended appointments to Deans of second year personnel who were advised on Dec. 15 that they would receive notification by June 1 concerning their status for the third academic year.	Dept. Heads submit lists of recommended and nonrecommended appointments to Deans of 3rd, 4th, 5th, and 6th year personnel who were advised on Jan. 10 that they would receive notice by June 1 concerning their status for the subsequent academic year.
April 25	April 28		Deans submit lists of recommended and nonrecommended appointments to Vice President for Academic Affairs.	
April 28	May 1	Annual performance evaluations by department heads of academic employees who are tenured and who are not eligible for consideration for promotion should be completed by this date and forwarded to the school dean's office for filing in the faculty member's personnel folder. Annual evaluations by faculty of deans and department heads to be completed by this date and processed in accordance with Administrative Bulletins 74-2 and 74-4.		
May 1	May 5		Vice President for Academic Affairs submits lists of recommended and nonrecommended appointments to the Chairperson of the Academic Senate Personnel Review Committee.	
May 18	May 18		Chairperson of the Personnel Review Committee sends the results of its review and recommendations to the Vice President for Academic Affairs.	
June 1	June 1		Vice President for Academic Affairs acts for the President in notifying second and third year personnel whether the subsequent academic year is an additional probationary year or a terminal "notice" year. The President notifies personnel being considered for tenure of the according or non-according of tenure. Individuals not accorded tenure will either be reappointed for another probationary year or placed on a terminal "notice" year appointment for the next academic year. The President may, under certain circumstances, extend a faculty member's probationary period to a fifth or sixth year. A terminal "notice" year is required if the faculty member is not retained after the extended probationary period.	

SCHEDULE OF DEADLINES FOR RECOMMENDATIONS ON
ACADEMIC PERSONNEL* FOR EVALUATIONS, REAPPOINTMENT, AND TENURE

Proposed OLD

		Number of Years of Service at End of Academic Year			
	Date	One Year**	Two Years	Three, Four, Five & Six Years	
Sept. 20	Oct. 1	Faculty Position Roster sent to Department Heads, Director of the Library, Deans, and Vice Presidents			
Oct. 20	Nov. 1		Dept. Heads submit lists of recommended and nonrecommended appointments to Deans. (Includes tenure action on those initially appointed as Full Professor.)	Dept. Heads submit lists of recommended and nonrecommended appointments to Deans.	
Nov. 1	Nov. 15		Deans submit lists of recommended and nonrecommended appointments to Vice President for Academic Affairs.		
Nov. 6	Nov. 19		V. P. for Academic Affairs submits lists of recommended and nonrecommended appointments to Chairperson of the Academic Senate Personnel Review Committee.		
Dec. 1	Dec. 1		Chairperson of the Personnel Review Committee sends the results of its review and recommendations to Vice President for Academic Affairs.	Deans submit lists of recommended and nonrecommended appointments to Vice President for Academic Affairs.	
Nov 20	Dec. 5			V. P. for Academic Affairs submits lists of recommended and nonrecommended appointments to Chairperson of the Academic Senate Personnel Review Committee.	
Dec. 15	Dec. 15		V. P. for Academic Affairs acts for University President in notifying academic personnel with 2 years of service of either 1) reappointment to a third probationary year; or 2) that notification will be given on June 1 regarding the third probationary year; or 3) nonreappointment to the third probationary year. President notifies academic personnel of according or nonaccording of tenure.	Chairperson of the Personnel Review Committee sends the results of its review and recommendations to Vice President for Academic Affairs.	

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*Academic Personnel includes Librarians, Counselors, Student Affairs Officers, and academic-administrative employees. The same procedures and deadlines apply to these employees as to teaching faculty except that recommendations are forwarded for appropriate action to the President by the Dean of Students and the vice presidents.

**One-year probationary faculty with prior full-time Lecturer employment are evaluated on the two-year employee time schedule---see CAM 343.1.B.

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APPENDIX V

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO
ACADEMIC SENATE

RESOLUTION ON THE ROLE OF THE PERSONNEL REVIEW COMMITTEE IN
RELATION TO TENURE RECOMMENDATIONS OF THE NEGATIVE KIND

- WHEREAS, Section 340 of the Campus Administrative Manual for Cal Poly, San Luis Obispo specifically includes tenure as one of its considerations; and
- WHEREAS, Section 341.1.A, paragraph three states: "The Personnel Review Committee of the Academic Senate shall serve as a university-wide level of review of faculty personnel actions relating to retention, tenure, . . . " etc., and this same committee "may review and make recommendations . . . in those cases where there is disagreement among the recommendations made by the department committees, department heads, and school deans;" and
- WHEREAS, Section 344.2.F specifies "a list of all non-recommended personnel" to be submitted by the Vice President for Academic Affairs to the Chairperson of the Personnel Review Committee "for review by the Committee;" and
- WHEREAS, The administration of this campus, under the influence of President Robert E. Kennedy, has consistently interpreted, and continues to interpret, paragraph 340 et seq. of the Campus Administrative Manual to exclude some names of faculty members as described above from the list described above; therefore be it
- RESOLVED: That the Academic Senate of Cal Poly, San Luis Obispo finds that in cases when faculty members have been denied tenure, but recommended for a fifth or sixth probationary year, and when there is disagreement among the department committees, department heads, and school deans, then the University administration must follow the specifications and spirit of the Campus Administrative Manual by including such cases in the list of all non-recommended personnel submitted to the Chairperson of the Personnel Review Committee for review by the Committee.

Submitted by the Personnel Policies Committee.

DRAFT RESOLUTION REGARDING CHALLENGE EXAMS

WHEREAS, the administration of challenge exams places a heavy additional burden on departments and their faculty members, and

WHEREAS, faculty and departments are currently receiving no compensation for administering challenge exams, and

WHEREAS, because of budget cutbacks and "salary savings," the workload of faculty members is increasing drastically, and

WHEREAS, Present policy facilitates misuse of the challenge exam privilege by students attempting to bypass conventional curricula; particularly in challenging prerequisites subsequent to taking the more advanced courses to which they apply, and

WHEREAS, Letter grades are often impossible to assign fairly in relation to grades awarded to students taking the entire course, therefore be it

RESOLVED: (a) That each department shall formulate a definitive policy on what constitutes sufficient background for challenging the various courses based on the catalog statement that "a regularly enrolled student may be permitted to obtain credit by examination for courses in subject matter fields in which he is especially qualified through previous education or experience and for which credit has not otherwise been given."
(b) That it is not the intent of a challenge exam to make up for prerequisites for more advanced courses taken without them.
(c) That the exam grade may be credit-no credit or a letter grade at the discretion of the department.
(d) That the department head, or an administrator appointed by him, shall approve the petition to take the exam and shall appoint the instructor who is to administrate it.
(e) That each department shall formulate a policy for the type of exam to be administered for each course category. The policy shall also include the time-frame within the quarter during which the exam must be taken.
(f) That each department, and the instuctor administrating the exam, shall be credited with one sixth of the weighted teaching units usually allowed for the course for each challenge exam given.
(g) That the catalog be amended to reflect the above proposals.