

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE  
EXECUTIVE COMMITTEE - AGENDA  
April 26, 1977 3 PM AG 241

Chair, Tom Hale  
Vice Chair, Bob Sennett  
Secretary, Luther Hughes

I. Minutes - March 29, 1977.

II. Business Items

- A. Information Awareness Committee Resolution (Kranzdorf)(Attachment to be distributed.)
- B. Student Input into Retention, Tenure and Promotion (Personnel Policies Committee/Ad Hoc Committee on Student Input into RTP)(Attachments to be distributed.)
- C. Career Center Advisory Committee Report (Jorgensen)
- D. Class Scheduling Resolution (Goldenberg)(Attachment to be distributed.)

III. Discussion Items

- A. Visit from Vice Chancellor Wagner.
- B. Presidential Action on Budget Information Resolution.
- C. Statewide Academic Senate Agendas (Attachment III-C/Additional information available from Barton Olsen, Mike Wenzl and Lezlie Labhard.)

ACADEMIC SENATE  
OF  
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
TENTATIVE AGENDA

May 5-6, 1977  
Pacifica Hotel  
Culver City, California

1. Roll Call
2. Chairman's Report
3. Approval of Agenda
4. Approval of Minutes of March 3-4, 1977 Academic Senate CSUC Meeting.
5. TIMES CERTAIN:  
10:30 a.m., Thursday, May 5, 1977: Chancellor's Report - Dr. G.S. Dumke  
3:00 p.m., Thursday, May 5, 1977: "Long Range Computer Planning and the Next Big Procurement"

Charles Clark, Chair, Department of Mathematics, CSU, Los Angeles; and Larry Baker, Director, CSUC Information Systems

3:30 p.m., Thursday, May 5, 1977: Dr. James W. Cleary, President CSU, Northridge

6. Presentations/Introductions
7. Announcements/Communications
8. Committee Reports/Recommendations
  - (1) Support of Child Care Centers
  - (2) Learning Assistance Centers
  - (3) Makeup of Local Advisory Boards
  - (4) Priorities for Enrollment Quotas in the CSUC
  - (5) Proposed Revision to Title 5, Section 40404
  - (6) Effective Date of Tenure for Academic Employees
  - (7) Study of Concurrent Enrollment
  - (8) Distribution of Faculty Salary Raise, 1977-78
  - (9) Improved Rights and Working Conditions for Temporary and Part-Time Faculty

AS-905-77/SA  
SECOND READING  
AS-906-77/SA-EP  
SECOND READING  
AS-907-77/AA  
SECOND READING  
AS-908-77/AA-SA  
SECOND READING  
AS-909-77/EP(REV)\*  
SECOND READING  
AS-910-77/AA-FA  
SECOND READING  
AS-915-77/EP  
SECOND READING  
AS-916-77/FA  
SECOND READING  
AS-921-77/AA  
SECOND READING

9. New Business
10. Adjournment

INTERIM POLICY AND PROCEDURES STATEMENT ON  
FACULTY PERSONNEL FILES

- I. The official personnel file, being that file maintained in the office of the school dean or division head and containing all the materials which form the basis for decisions in personnel actions, including appointment, reappointment, tenure, promotion, and separation, shall be open to inspection by the individual faculty member who is the subject of the file and by a committee or administrative officer (i.e., the Director of the University Library, school deans, Dean of Students, vice presidents) for all academic rank employees, professional librarians, and other academic-related employees. The custodian of the files is responsible to the University President for their maintenance in accordance with this policy.
  - A. The following committees shall be authorized to have access to the files: established departmental or school tenured faculty committees authorized to review personnel actions, Personnel Review Committee, Grievance Committee, and Disciplinary Action Committee. Such access shall be only by the specific committee dealing with a case and only to the file concerned.
  - B. Administrative personnel who are authorized to have access to the files are: the department head of the faculty member who is the subject of the file, the academic dean and associate dean of the school, the Director of Personnel Relations, the Vice President for Academic Affairs, the President, and any additional person or committee acting pursuant to official business the President shall designate following consultation with the Executive Committee of the Academic Senate.
- II. Materials shall be placed in faculty personnel files by administrative personnel and/or department committees charged with personnel matters and by the individual who is the subject of the file.
  - A. The official personnel file shall contain all materials pertinent to the progress and welfare of the individual faculty member after initial appointment, including, but not limited to, performance evaluations, letters of reference, and other documents which in the judgment of the custodian may be useful in personnel matters, but shall not contain documents such as payroll, insurance, and retirement records; and shall not contain published articles, papers, or books authored by the subject faculty member. THE PREVIOUS SENTENCE SHALL NOT BE CONSTRUED TO MEAN THAT RESEARCH EFFORTS AND/OR PROFESSIONAL ACTIVITIES CANNOT BE SUBMITTED BY AN INDIVIDUAL FACULTY MEMBER AT APPROPRIATE TIMES.
  - B. A method shall be established within each school or division which permits the faculty member to read the material included in the faculty member's file upon implementation of this policy and at any future time that other material is added. The method adopted shall be exact and administered in a proper and efficient manner to assure the maintenance of these files as confidential and privileged information. Copies of material may be made by the faculty member except that if a letter or other document has been submitted by a single individual, a copy may be made only upon the written approval by the individual submitting the document. Alleged violations of this procedure shall be subject to review by an ad hoc committee of the Academic Senate which will recommend appropriate action.

A written record must be kept in the file indicating THE NAME AND POSITION OF who has had access to the file, ~~and~~ on what date, AND THE PURPOSE FOR INSPECTION OF SAID FILE. EXCEPT FOR THE APPROPRIATE SCHOOL DEAN, APPROPRIATE DEPARTMENT HEAD, AND APPROPRIATE DEPARTMENTAL OR SCHOOL TENURED FACULTY COMMITTEES AUTHORIZED TO REVIEW PERSONNEL ACTIONS, THE SUBJECT FACULTY MEMBER SHALL BE NOTIFIED IN WRITING WHENEVER ANYONE HAS GAINED ACCESS TO HIS/HER FILE.

- C. Any adverse written evaluation of a faculty member received from any source shall be returned to the originator or destroyed by the file custodian unless the originator agrees to its inclusion in the faculty member's personnel file in accord with this policy. IN ANY CASE, THE INDIVIDUAL FACULTY MEMBER SHALL BE NOTIFIED IMMEDIATELY WHENEVER AN ADVERSE WRITTEN EVALUATION HAS BEEN ADDED TO HIS/HER FILE.

Written evaluations which are not identifiable as to authorship shall not be retained. This restriction does not apply to student evaluations of faculty teaching performance which identify the source by specific course and class section and result from the implementation of established university procedures which are approved by the faculty member's school and department and which are for the use of the person being evaluated, the department tenured committee, and the department head. Written statements of faculty evaluation by tenured department staff may be signed by a departmental evaluation committee chairperson in behalf of the committee or by the committee members.

- D. Letters of recommendation or confidential placement files used in the course of the original appointment of the subject faculty member shall constitute an exception to the access rule in Section I. Such material shall be kept in the file in a sealed envelope appropriately labeled to indicate the nature of the contents and that the subject faculty member shall not have access. Material to which the faculty member is not to have access shall be temporarily removed from the file when the file is made available to the faculty member for inspection. IF THIS MATERIAL IS CONSIDERED IN PERSONNEL ACTIONS SUBSEQUENT TO THE INDIVIDUAL'S EMPLOYMENT, THEN THOSE RECORDS SHALL BE DISCLOSED TO THE EMPLOYEE IN THE EXACT FORM IN WHICH THEY WERE CONSIDERED. IF THE IDENTITY OF THE AUTHOR OR ANY PART OF THE MATERIALS IS DELETED, SUCH DELETIONS MUST BE MADE PRIOR TO THE USE OF THE MATERIAL IN A SUBSEQUENT PERSONNEL ACTION. At ~~the end of~~ ANY TIME AFTER the fourth year of full-time academic rank employment such material, if so requested BY THE FACULTY MEMBER, ~~may~~ SHALL be destroyed by the file custodian or returned to the originator ~~if so requested~~.

### III. Removal, amendment and/or response to personnel file materials.

- A. Materials may be removed from the personnel file specified in Section II,A.:
1. By mutual consent of the faculty member and the dean, initiated by either party; or,
  2. If the dean or the faculty member does not consent, either party MAY APPEAL to the Personnel Review Committee of the Academic Senate, which shall determine whether the request for removal shall be granted. If the parties involved do not concur in this determination, it may be appealed to the President.
- B. The subject faculty member may seek amendment of materials which the individual regards as being erroneous or misleading by the same procedures as in Section III,A.



- C. In accordance with established procedures in grievance or disciplinary action cases, materials may be removed from the subject faculty member's file ~~provided that the faculty member is so notified~~ AFTER THE FACULTY MEMBER HAS BEEN NOTIFIED IN WRITING THAT SUCH REMOVAL IS ABOUT TO TAKE PLACE, AFTER THE FACULTY MEMBER HAS HAD AN OPPORTUNITY TO REVIEW AND DUPLICATE SAID MATERIAL, AND AFTER THE FACULTY MEMBER HAS HAD EXPLAINED TO HIM/HER WHY THE MATERIAL IS BEING REMOVED.
- D. The subject faculty member may forward to the file custodian for addition to the personnel file any materials contained in the file. SUCH A RESPONSE WILL BE ATTACHED TO THE ORIGINAL STATEMENT(S).
  - 1. The addition of any materials which in the judgment of the school dean are derogatory to any other faculty or administrative staff members shall be an exception to the right to add materials. THE SUBJECT FACULTY MEMBER MAY APPEAL THE SCHOOL DEAN'S DECISION TO THE PERSONNEL REVIEW COMMITTEE OF THE ACADEMIC SENATE.

## RESOLUTION ON STUDENT INPUT INTO RTP

- WHEREAS, Section 42701, Title 5, California Administrative Code requires that each campus shall develop procedures to assure students the opportunity to consult with academic personnel committees, at levels deemed appropriate by the campus; and
- WHEREAS, This policy shall apply only to retention, promotion, and tenure of tenured and probationary academic employees and shall not apply to initial appointments; and
- WHEREAS, Confidentiality shall be observed in this consultative process; therefore be it
- RESOLVED: That the enclosed Recommended Policy on Student Consultation in Academic Personnel Processes be approved.
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### Policy on Student Consultation in Academic Personnel Processes

Students in good standing in the University shall be given the opportunity to consult with appropriate faculty personnel committees at the departmental level. This consultation shall be limited to the students' own experience in the discharge of his/her professional duties. Departments shall announce the candidates for retention, tenure, and promotion on the department office bulletin board. The announcement shall include (a) the candidates' names, (b) a statement that information on instructional performance (including academic advisement and instructionally related activities) is sought, and (c) procedures and deadlines for consultation. Announcements concerning the types of personnel actions under consideration shall appear in the Mustang Daily with an invitation to read the departmental bulletin board for further information.

Students may participate by submitting signed individual or group statements containing specific and concrete information regarding the candidate and forwarding such statements to a designated departmental personnel committee. The committee may request students who have submitted statements to meet with them for purposes of clarification. The candidate shall be invited to attend any such meeting and may respond if s/he desires.

Students shall inform the committee of their experience with the candidate (courses taken, advisement, etc.). The candidate shall be given a reasonable period to read and respond in writing to these statements, before the committee's recommendation is forwarded to the department head and/or school. Where negative or controversial statements are contested by the candidate, the departmental personnel committee may request further consultation with participating students and/or the candidate. Student statements, as well as any faculty response, shall be appended to the Personnel Report Form, to be placed in the faculty member's file. If school personnel action calendars require Personnel Report Forms to be submitted before this process can be completed, a supplementary statement shall be forwarded to the school dean.

Student Evaluations of faculty shall be conducted annually. These evaluations can and should provide a valuable resource for the faculty member to use as a basis for evaluating his/her classroom performance but they become the property of the faculty member and their use, for any purpose other than to improve the faculty member's teaching performance, shall be determined by the faculty member.

Students shall be made aware that their statements will ordinarily be available only to the faculty member and to others with legal access to the file, but that continued confidentiality cannot be guaranteed in the case of an open grievance hearing or legal proceeding.


# Memorandum

To : Tom Hale, Chairman  
Academic Senate

Date : 20 Apr 77

File No.:

Copies : committee members

From : James Bermann  Chairman, Personnel Policies Committee  
Academic Senate

Subject: Student Input into Retention, Tenure and Promotion

Pursuant to Board of Trustee adoption.....

"Within the limitations of section 42701, Title 5, .....

The following guidelines apply:

1. The appropriate tenured faculty personnel committee of each department shall schedule at least one meeting during each cycle when reappointment, tenure, or promotion are being considered, for the purpose of providing an opportunity for students to consult on the proposed actions.
2. Each dean and department head shall post the following information on the official bulletin board in their respective areas:
  - (a) a list of faculty members in their respective areas who are eligible and who will be considered for reappointment, tenure, or promotion;
  - (b) date, time, and place when the tenured faculty committee will consult with students;
  - (c) directions as to how students may make an appointment to appear before the tenured faculty committee.
3. Students requesting to appear before the tenured faculty committee must schedule an appointment in advance. A summary of the presentation made before the committee by the student, will be prepared by a person designated by the committee. (see item number 5). Such summaries shall contain the signature of the student verifying the accuracy of the presentation summary.
4. Students unable to appear.....
5. All written statements submitted by students, and signed summaries shall be included in the evaluation packet forwarded to each consultative level of review.



6. Deans and department heads, unless the subject of the meeting, may attend the deaprtmental tenured faculty committee meeting which is held for the purpose of consulting with students. Otherwise the procedures adopted by the tenured faculty committee for conducting its meetings shall prevail.
7. In the event there are any adverse comments in the written statements or summaries, the subject faculty member shall have an opportunity to provide a written response, in accordance with Administrative Bulletin 70-8, for enclosure in the evaluation packet.(see item number 5 )

## GUIDELINES FOR DEPARTMENTAL SCHEDULERS

- WHEREAS, Class assignments have varied widely not only between departments but in individual departments as well, and
- WHEREAS, The variety has produced inequities in the assignment of classes and in teaching hours, and
- WHEREAS, Departments have the responsibility but are not assisted by guidelines for reducing such scheduling inequities, therefore, be it
- RESOLVED: That in the interest of scheduling equity the following guidelines be introduced into the Campus Administrative Manual as a second paragraph to item 235.

### CAM 235 (2nd Paragraph) Guidelines:

- A. Every effort should be made by schedulers to distribute time periods equitably among the full-time faculty:
  - 1. Rank or seniority should not be regarded in developing a schedule which is consistent with individual faculty requests and departmental needs.
  - 2. No full-time faculty member will be exempt from non-prime time class assignments.
- B. There should be consultation between the scheduler and a full-time faculty member in the event:
  - 1. The member is assigned a teaching day (the total hours between the opening of the first class and the close of the last) of more than ten hours; or
  - 2. A faculty member assigned a night class, is also assigned a class the following day which begins earlier than 9:00 a.m.
- C. Schedulers should not assign 12 units of the same course to full-time faculty members unless it is unavoidably necessary.
- D. The faculty has the privilege of extending their teaching days and assigned hours beyond the restrictions of these guidelines.

Ad Hoc Committee on Scheduling  
April 20, 1977