

President Kennedy

CALIFORNIA POLYTECHNIC STATE UNIVERSITY, SAN LUIS OBISPO

ACADEMIC SENATE EXECUTIVE COMMITTEE

AGENDA - April 8, 1975

3:15 p.m. - TENAYA LOUNGE

- I. Minutes - February 25, 1975 Executive Committee Meeting
- II. Old Business
 - A. CLEP (Jennings) (Attachment II-A)
 - B. Student Evaluation of Faculty (Beecher)(Attachment II-B)
- III. New Business
 - A. Committee Membership (Weatherby)
 - 1. Personnel Policies Committee
 - Bermann rep. Coyes Agriculture
 - Glaser rep. Weber Hum. Dev. & Ed.
 - 2. Personnel Review Committee
 - rep. Homan Science & Math
 - rep. Mayo Comm.Arts & Hum.
 - 3. Long Range Planning Committee
 - Dave Saveker Architecture & Env. Design
 - Les Vanoncini Agriculture
 - Stan Dundon Business & Social Sciences
 - Al Andreoli Communicative Arts & Humanities
 - Sara Burroughs Engineering & Technology
 - Marcus Gold Human Development and Education
 - Science & Mathematics
 - Professional Consultative Services
 - B. Alexander Plan (Weatherby)
 - C. Summer Session Salary Schedule (Weatherby)
 - D. Staffing Formula (Weatherby)
 - E. CAM 619.9 - Candidates for Graduation, Recommendation of (Labhard)
- IV. Discussion Items
 - A. L.A.State Budget Committee (Nielsen)(Attachment IV-A)
- V. Announcements
 - A. System 76/77 Support Budget Program Proposals (Weatherby)

CREDIT BY EVALUATION

- WHEREAS The Office of the Chancellor of CSUC has proposed a system-wide process for granting course credit for non-classroom achievement and knowledge; and
- WHEREAS Many students arrive at the University with significant life experience which may well deserve credit in terms of academic coursework and
- WHEREAS The faculty of a particular discipline on a given campus is locally responsible for development of the curriculum in the discipline and for evaluation of student achievement therein; and
- WHEREAS The evaluation process currently proposed by the Chancellor's Office is linked to the College Level Examination Program of the Educational Testing Services; and
- WHEREAS The CLEP examinations are standardized and developed by an independent commercial testing agency with no input from local campus faculties; therefore, be it resolved
- RESOLVED That the Academic Senate, CPSU, SLO, endorse in principle the granting of credit for non-classroom achievement; and be it further
- RESOLVED That the Academic Senate, CPSU, SLO, maintain that such credit should be granted only for achievement equivalent to that obtainable in curricula existing on the campus; and be it further
- RESOLVED That the Academic Senate, CPSU, SLO, regard it as imperative that any particular evaluation device, test, placement and/or equivalency examination be (1) developed or studied, (2) adopted, and (3) reviewed on a campus-by-campus, discipline-by-discipline basis; and be it further
- RESOLVED That the Academic Senate, CPSU, SLO, encourage continued use of credit by examination (CAM 617.7) procedures already in operation on the campus, and urge faculty of all disciplines to make such examinations readily available to students who present the necessary qualifications; and be it further
- RESOLVED That the Academic Senate, CPSU, SLO, urge that any process of credit by examination be accompanied by FTE, Wtu or SCH credit to the department to compensate for the instructional workload involved in administration and evaluation of such examinations.

Exec. Comm - 4/8/75
Attachment II-A

Memorandum

To : Joe Weatherby, Chair
Academic Senate

Date : March 21, 1975

File No.:

Copies :

From : Lloyd Beecher, Chair
Personnel Policies Committee

Subject: Student Evaluation of Faculty

At the request of the Executive Committee, the Personnel Policies Committee reviewed the procedures governing student evaluation in each of the seven schools of the University. As a result of this review, as well as of information provided by interested faculty, the Personnel Policies Committee submits the following recommendations:

1. That AB 74-1, Sec. V. be modified as follows:

The results of the annual evaluation will be used for both improvement of instruction and ~~in partial substantiation~~ as one of several factors in the formulation of recommendations on faculty personnel actions regarding promotion, retention and tenure. There will be only one official evaluation required annually.

2. That the Executive Committee appoint an ad hoc committee on student evaluation composed of both tenured and non-tenured faculty, and chaired by a member of the Academic Senate. The Committee should base its report and appropriate recommendations to the Executive Committee on investigations into the following areas:
 - a. The conceptual validity of student evaluation as a measure of the quality of instruction;
 - b. The ways in which student evaluation might be used to improve instruction;
 - c. Soliciting the written views of members of the Faculty of CPSU, SLO concerning student evaluation;
 - d. The cost of the current program of student evaluation of faculty.

Exec. Comm Agenda - 4/8/75
Attachment II-B

UNIVERSITY FISCAL AFFAIRS COMMITTEE

Charge

The Fiscal Affairs Committee will review fiscal problems and programs of the University, consider policy recommendations related to fiscal affairs from other all-university committees, and advise the President and his delegated representatives concerning the fiscal and physical development and operation of the University. Fiscal affairs will include, but not be limited to, budgets, fees, campus planning and development, operation of physical facilities of the University, parking, and such other problems and programs as may be referred to the committee by the President of the University or by the Academic Senate.

Membership and Term of Office

- a. Ten (10) members of the faculty to be appointed as follows:
 - (1) One or more members for each school/division on the basis of one member for each 100 full-time faculty members or major portion thereof. Members from the schools shall be elected by the schools by a method approved by majority vote of the faculty of the school. Faculty members in Library, Administration, and Counseling shall be considered a division for this purpose.
 - (2) Faculty members shall serve staggered three-year terms.
- b. Two (2) members appointed by the Committee on Committees serving three-year staggered terms.
- c. One (1) member appointed by the President.
- d. One (1) representative of the Executive Committee of the Academic Senate to be appointed annually.
- e. Three (3) students with full membership to be selected by the Board of Directors of the Associated Students to be appointed annually.

Note To Executive Committee:

These are guideline documents in effect at L.A. State that put the faculty into the budgeting process. This is, the Fiscal Affairs Committee advises the President on these matters. It is a policy recommending mechanism, and the present partices they address themselves to are covered in the attachment.

The question to the Executive Committee is whether we want to have the Budget Committee study the L.A. System and make recommendations to the Senate as to their implications for Cal Poly, if applied here.

12/2/74

Exec. Comm. 4/8/75
Attachment IV-A

BUDGET SUBCOMMITTEE

Committee: Fiscal Affairs Committee

Subcommittee: Budget Subcommittee

Charge: The function of this subcommittee is to recommend to the Fiscal Affairs Committee regarding allocation guidelines, the support budget, and systemwide change proposals and other budgetary matters as may arise.

Membership and Term of Office: Total membership of the subcommittee will not exceed eleven (11) members and shall be comprised of:

- a. Seven (7) members of the faculty to be nominated and selected by the Fiscal Affairs Committee.
 - (1) Faculty members shall serve staggered three-year terms.
 - (2) At least one (1) of the seven shall be a member of the Fiscal Affairs Committee and shall serve as liaison between that committee and the subcommittee and shall serve at the discretion of the Fiscal Affairs Committee.
 - (3) Each school and the Division of Administration, Library, and Student Personnel shall be represented on the subcommittee.
- b. Two (2) members from the Associated Students to be appointed annually by the President of the Associated Students.
- c. The Dean of Instructional Administration shall be a permanent member of the subcommittee.
- d. The Assistant Business Manager shall be a member of the subcommittee and shall serve as Executive Secretary to the subcommittee.

An organizational meeting will be held at the last regular meeting of the Spring Quarter.

Chairman: The Chairman will be elected by the subcommittee and will serve for one year.

OPERATIONAL POLICY SUBCOMMITTEE

Committee: Fiscal Affairs Committee

Subcommittee: Operational Policy Subcommittee

Charge: The function of this subcommittee is to recommend to the Fiscal Affairs Committee on operational policies within the Business Management area.

Membership and Term of Office: Membership on the subcommittee will not exceed eleven (11) members and shall be comprised of:

- a. Seven (7) members of the faculty to be nominated and selected by the Fiscal Affairs Committee.
 - (1) Faculty members shall serve staggered three-year terms.
 - (2) At least one (1) of the seven shall be a member of the Fiscal Affairs Committee and shall serve as liaison between that committee and the subcommittee and shall serve at the discretion of the Fiscal Affairs Committee.
 - (3) Each school and the Division of Administration, Library, and Student Personnel shall be represented on the subcommittee.
- b. One (1) member from the staff to be appointed annually by the Staff Council.
- c. Two (2) members from the Associated Students to be appointed annually by the President of the Associated Students.
- d. The Business Manager shall be a member of the subcommittee and shall serve as Executive Secretary to the subcommittee.

An organizational meeting will be held at the last regular meeting of the Spring Quarter.

Chairman: The Chairman will be elected by the subcommittee and will serve for one year.

CAMPUS PLANNING AND BEAUTIFICATION SUBCOMMITTEE

Committee: Fiscal Affairs Committee

Subcommittee: Campus Planning and Beautification Subcommittee

Charge: The function of this subcommittee is to recommend to the Fiscal Affairs Committee on matters pertaining to the Master Plan and to determine needs and to establish priorities for capital outlay for buildings, equipment, and minor construction. Aesthetic considerations will be a prime concern of this subcommittee. University acceptance and placement of permanent works of art shall be a function of this subcommittee.

Membership and Term of Office: Total membership of the subcommittee will not exceed eleven (11) members and shall be comprised of:

- a. Seven (7) members of the faculty to be nominated and selected by the Fiscal Affairs Committee.
 - (1) Faculty members shall serve staggered three-year terms.
 - (2) At least one (1) of the seven shall be a member of the Fiscal Affairs Committee and shall serve as liaison between that committee and the subcommittee and shall serve at the discretion of the Fiscal Affairs Committee.
 - (3) Each school and the Division of Administration, Library, and Student Services shall be represented on the subcommittee.
- b. Two (2) members from the Associated Students to be appointed annually by the President of the Associated Students.
- c. The Dean of Academic Planning, or his designee, shall be a permanent member of the subcommittee.
- d. The Director of Campus Development shall be a member of the subcommittee and shall serve as Executive Secretary to the subcommittee.

An organizational meeting will be held at the last regular meeting of the Spring Quarter.

Chairman: The Chairman will be elected by the subcommittee and will serve for one year.

UNIVERSITY FISCAL AFFAIRS COMMITTEE

ALLOCATION GUIDELINES

GENERAL PRINCIPLE

All Fiscal Affairs Committee guidelines for the allocation of budgeted funds are subject to revision as may be found necessary by the Fiscal Affairs Committee and the Vice President for Academic Affairs. (Approved 5/14/69)

INSTRUCTIONAL STUDENT ASSISTANT (Approved 4/8/74)

1. The entire amount of student assistant funding for Instruction shall be allocated to the Schools in proportion to FTE projected for each School for the fiscal year involved, unless the exception for Work-Study matching occurs.
2. If the Vice Presidents determine that the source of matching funds for Instructional Work-Study shall be Instructional Student Assistant funds, the necessary amount for matching shall be subtracted from the total available and the remainder allocated as outlined in item 1 above.
3. Periodic review of actual and projected expenditures shall be made by the Vice President for Academic Affairs or his designee. Such review shall be the basis for making timely additional allocations so that optimum use of available funds shall be realized.
4. The Fiscal Affairs Committee recognizes that (1) Instructional Administration may require student assistant funds and (2) the above sections 1 through 3 do not provide for this area. The Fiscal Affairs Committee suggests that such needs should be met by the conversion of positions authorized for this area.

INSTRUCTIONAL WORK-STUDY (Approved 4/8/74)

Distribution of Funds

1. The two Vice Presidents shall make an initial distribution of available Work-Study funds to the following categories of users:
 - a. Off-campus agencies
 - b. On-campus agencies
2. In addition, the on-campus agency money shall be further distributed to the following areas:
 - a. Instruction (the five Schools)
 - b. Library
 - c. All other

This distribution will be adjusted from time to time based on projected utilization of funds in the areas. The Financial Aids Office will provide the Vice Presidents with the data required to determine such redistribution.

Matching Funds

1. Matching funds for off-campus agencies shall be provided by those agencies.
2. The technique for providing matching funds for on-campus Work-Study shall be determined by the two Vice Presidents, or their designees, on a year-to-year basis. The technique used in a given year should consider the nature and distribution of resources available to the University in that year.

Job Listings

For each fiscal year, each area will submit job listings for Work-Study students to the Financial Aids Office on or before May 1 of the preceding fiscal year. These listings shall be made on forms supplied by the Financial Aids Office and shall include a recommended pay rate.

Each listing shall be reviewed by the Financial Aids Office in terms of the three level pay system. In the event a listing is not easily assigned to one of the three levels or in cases where the departmental pay rate recommendation is not considered to be consistent with the pay structure, the job listing shall be referred to the Personnel Office for further review and final determination of the pay level. Such reviews will involve appropriate consultation.

Guidelines for submission of job listings shall be issued by the two Vice Presidents and should involve items such as: number of positions, total dollar value, relevance to the students' education, and potential of locating students to fill the job. Job listings may be substituted or added from time to time with the approval of the administrator of each area or his designee.

Job Referral Process

Initially, Work-Study positions will be open to Type A students, and when the institution has fulfilled its commitment to this class of students, Type B students will become eligible. When the commitment to Type B students has been fulfilled, openings will be available to Type C students.

A definition of when the institution has fulfilled its commitment to each class of students shall be determined by the two Vice Presidents, and this information shall be communicated to all concerned. It is suggested that the definition consider such items as: placement in a job, waiver of interest in Work-Study by the student, failure by the student to accept a job offer or to meet an appointment for a job interview, and failure by the student to respond to communications from the Financial Aids Office in a timely manner.

PAY SCALES FOR INSTRUCTIONAL STUDENT ASSISTANT FUNDS AND INSTRUCTIONAL WORK-STUDY FUNDS (Approved 4/8/74)

1. The Fiscal Affairs Committee recommends the establishment of three pay ranges for Work-Study students based on the nature of the job to be performed. This pay structure is to be developed by the Personnel Office in consultation with the Financial Aids Office and approved by the Vice President for Administration.
2. The Fiscal Affairs Committee further recommends that this three-level structure be applied to student assistants paid from state funds. This would provide a measure of equity between Work-Study and student assistants.

INSTRUCTIONAL CLERICAL AND TECHNICAL (Approved 11/5/71)

1. The Vice President for Academic Affairs or his designee is responsible for allocation of clerical and technical positions.
2. The total of technical and clerical positions generated by established formula for support of Central Instructional Administration shall be assigned to the Vice President for Academic Affairs for use at his discretion.
3. The total of technical and clerical positions generated by established formula for support of faculty, and administration of schools and departments, shall be allocated to the schools, except that additional positions may be allocated to Central Administration from positions budgeted for school and departmental administration where it can be shown that Central Administration is providing services to schools or departments provided that such allocations are reviewed and approved by the Council of Deans.
4. The following are intended as a guide to minimum allocation of clerical positions to the schools and not a rigid formula; however, deviations in excess of a few percent should be based upon special need.
 - 4.1 Support of school administration--one position for each 40 faculty except that no school shall be assigned fewer than three positions for this purpose.
 - 4.2 Support of departmental administration:
 - 0.5 position -- Departments with 3 to 10 faculty
 - 1.0 position -- Departments with 10 to 27 faculty
 - 1.5 positions -- Departments with 27 to 40 faculty
 - 2.0 positions -- Departments with 40 to 60 faculty
 - 4.3 Support of faculty--one position for each 10 faculty positions allocated to the school.
 - 4.4 Support of special programs and special needs--method of appraising need left to Vice President for Academic Affairs.
5. Technical positions will be allocated to the schools on the basis of individual justifications.
6. The actual utilization of technical and clerical positions shall be reviewed annually by the Vice President for Academic Affairs or his designee.

INSTRUCTIONAL EQUIPMENT (Approved 5/14/69)

The allocation of equipment money to the schools presents one of the most difficult problems of allocating funds. Some of the factors which compound the problem are:

1. The validity of the requests.
2. The indivisibility of large items of equipment.
3. The availability of other funds (e.g., Federal matching funds, capital outlay, gifts) which have restrictions in use.
4. The need to replace old equipment as well as purchase new equipment.
5. The low level of available funds in relation to total need.

The Fiscal Affairs Committee recognizes the responsibility of the Vice President for Academic Affairs to administer the support of the educational programs of the College; therefore, the committee believes it would be inappropriate to attempt to develop unduly restrictive criteria for distribution of those funds. At the same time, the Committee does feel there are certain principles which should be considered in the allocation of available funds:

1. The Committee believes that the availability of Capital Outlay funds for equipment purchases should be recognized as a factor in seeking equitable distribution of equipment monies and in attaining the objectives of the College over a period of time.
2. The Committee believes that the availability of equipment monies from any source outside the usual funding in the support budget must be considered in any further distribution of funds.

INSTRUCTIONAL OPERATING EXPENSE (Approved 2/6/69)

1. An allocation of 3.5% of total funds budgeted shall be made to Central Administration. The cost of typewriter maintenance administered by the Purchasing Office shall be borne by this allocation.
2. An allocation of 4% of total funds budgeted shall be made to Audio Visual.
3. A reserve of 5.5% of total funds budgeted shall be established. This reserve shall be reallocated during the fiscal year involved by the Vice President for Academic Affairs or his designee to provide for:
 - a. Enrollment adjustments
 - b. New programs
 - c. Unanticipated needs of a non-recurring nature
 - d. Additional allocations to Central Administration, Audio Visual and the Schools after March 1 of the fiscal years involved, provided all needs under a, b, and c, above, have been met.

The Vice President for Academic Affairs or his designee shall submit to the Fiscal Affairs Committee an interim and a final report on actual and projected utilization of the reserve described above. The interim report shall be submitted on or before December 15 of the fiscal year involved; the final report shall be submitted on or before March 15 of the fiscal year involved.

4. An allocation of 25 percent shall be made to the schools on the basis of actual lecture and earned FTE reported in the previous year of the college. (Approved 2/18/72)
5. An allocation of 62 percent shall be made to the schools on the basis of actual activity and laboratory FTE reported in the previous year of the college, weighted by factors of 13 and 50 respectively. (Approved 2/18/72)
6. The allocations described in Sections 1 through 5 above shall be made on or before the March 15th preceding the fiscal year involved.
7. Where funds are received, or reverted, by the college as a result of enrollment changes, adjustments will be made under the guidelines established in Sections 1 through 5.
8. Under these guidelines, the following principles shall apply:
 - a. All FTE in the School of Business and Economics are to be considered as Lecture FTE.
 - b. All laboratory FTE in the School of Education are to be considered as Activity FTE.
 - c. Fiscal responsibility for inter-school programs shall be shared by the schools involved. Allocations therefore shall be made by these schools from funds received under Sections 4 and/or 5 above.
9. Periodic review of actual and projected expenditures shall be made by the Vice President for Academic Affairs or his designee. Such review shall be the basis of making additional reallocations on a timely basis so that optimum use of available funds is realized. It is the intent of the committee that the review and reallocations described in this section be initiated in the 1968-69 fiscal year.
10. The above guidelines shall be implemented for the 1969-70 fiscal year and shall apply to funds received by the college for Operating Expense--Administration and Teaching and Audio Visual under both regular and QSYRO budgets.

TRAVEL IN-STATE AND MILEAGE (Approved 4/9/69)

An allocation shall be made to Central Administration equal to the amount received by the college for administrative travel. This allocation shall be the source of funds for travel and mileage costs incurred by General Administration, Student Services, Plant Operations, Central Instructional Administration, Audio Visual Center, and Broadcast Service Center. Reallocation to these areas shall be made by the Vice President for Business Affairs or his designee.

A reserve of 1/6 of the amount received by the college for mileage shall be established. This reserve shall be reallocated by the Vice President for Academic Affairs or his designee to provide for:

- a. Adjustments caused by changes in funds received.
- b. The adjustment described in Section 1.2 below.
- c. Additional funds for the schools and the Library where mileage claims submitted exceed the allocation for mileage provided in Section 2.1 below.
- d. In-State moving expenses. (Approved 5/15/70)

Funds shall be allocated under (b) above, in cases where the school or Library has diverted part of its mileage allocation to travel allocations received under Sections 1.1 and 1.2 below, only to the extent that the need exceeds the amount so diverted.

1. Travel In-State

- 1.1 The amount received by the college for travel shall be allocated to the schools and the Library on the basis of active full time professional individuals as of the fall term preceding the fiscal year involved.
- 1.2 In the fall of the fiscal year involved, an additional allocation for travel shall be made to the schools and the Library to provide for increments in full time professional individuals realized since the prior fall. The rate per professional individual established under Section 1.1 shall be used in making allocations under this section.

2. Mileage

- 2.1 The balance of the amount received for mileage shall be allocated to the schools and the Library based on prior years' expenditure data provided that no allocation shall be less than \$200 for the 1969-70 fiscal year. This allocation shall be made in two phases as follows:
 - a. An initial allocation of 50% of mileage expenditures for the fiscal year two years preceding the fiscal year involved.
 - b. A supplemental allocation based on mileage expenditures for the fiscal year immediately preceding the fiscal year involved.
- 2.2 It is the intent of the Fiscal Affairs Committee that each department be requested to submit all valid mileage claims at the legal rate even after its allocation for mileage has been expended for purposes of substantiation of future budget requests for mileage funds.

Allocations under these guidelines shall be made on or before April 15, preceding the fiscal year involved, except for the allocation under Section 2.1 b, which shall be made on or before August 15 of the fiscal year involved and except for the allocation under Section 1.2, which shall be made at the time noted therein.

Periodic review of actual and projected expenditures shall be made by the Vice President for Academic Affairs or his designee. Such review shall be the basis of making additional reallocations on a timely basis so that optimum use of available funds is realized. It is the intent of the Fiscal Affairs Committee that the review and reallocations described in this section be initiated in the 1968-69 fiscal year.

TRAVEL - OUT-OF-STATE (Approved 1/23/69)

1. A tentative allocation is made to Central Administration based on experience and need.
2. Tentative allocations are made to the schools in proportion to full time faculty on duty. A tentative allocation to the Library is made in proportion to 11/30 of the full time librarians on duty.
3. Periodic review of actual and projected expenditures shall be made by the Vice President for Academic Affairs or his designee. Such review should be the basis of making timely reallocations so that optimum use of available funds is realized. It is the intent of the committee that the review and reallocations noted above be initiated in the 1968-69 fiscal year.

RECRUITMENT EXPENSE: TRAVEL OUT-OF-STATE (Approved 1/23/69)

1. A contingency reserve shall be established under the control of the Vice President for Academic Affairs or his designee. This reserve shall be used to meet recruitment needs of the Library and new programs, and as a source for additional allocations to programs having unusual recruiting problems.
2. Tentative allocations shall be made to the schools based on the number of full time faculty to be recruited for the year following the budget year. In addition to new positions, an allowance for turnover of existing full time faculty is to be included in the computation of the number to be recruited.
3. Periodic review of actual and projected expenditures shall be made by the Vice President for Academic Affairs or his designee. Such review should be the basis of making timely reallocations so that optimum use of available funds is realized. It is the intent of the committee that the review and reallocations noted above be initiated in the 1968-69 fiscal year.

OUT-OF-STATE FACULTY MOVING EXPENSES (Approved prior to adoption of Fiscal Affairs Committee Allocation Guidelines)

Partial payment of moving expenses for new faculty recruited from out-of-state may be made as follows:

1. Before any offer of such payment is made, a written request should be submitted to the Office of the Vice President for Academic Affairs. The request should indicate the name of the candidate, his city and state of present residence, position involved and maximum amount of reimbursement to be offered.
2. Upon approval by the Vice President or his designee, the candidate may be offered partial reimbursement. The offer of appointment must indicate, under "Special Conditions," a statement that partial reimbursement of moving expenses will be made as indicated in the document, "Moving Expense Payment for New Faculty from Out-of-State: Instructions for Claimant."

The maximum amount of the claim must be written in on this document, following the guidelines which have already been established for specific geographic areas.

3. Payment of moving expenses may be made for any class and rank position, but need not be made in all cases. The amounts shown on the map are maximums, and lesser amounts may be offered. Legislative intent was that payment be selective and made only when the offer of reimbursement was a factor in recruitment of the individual.
4. If currently appropriated funds are sufficient, new faculty may be encouraged to move prior to July 1.
5. In all cases, the Vice President's Office should be notified immediately as offers (a) are accepted; (b) are rejected; or (c) expire because of the set time limit. Upon receipt of such notification, the funds that have been tentatively earmarked will be definitely encumbered or made available for other offers, as the case may be.
6. New faculty who wish to make claims for moving expenses can do so only if they (a) were offered reimbursement in the offer of appointment; (b) complete and submit to the Vice President's Office the form "Claim for Out-of-State Faculty Recruitment Moving Allowance;" and (c) attach to the claim the necessary invoices, receipts, etc.

IN-STATE FACULTY MOVING EXPENSE (Approved 5/15/70)

Moving expenses will be allowed for in-state moves at the following rate: 50-100 miles from the college, reimbursement not to exceed \$25; over 100 miles from the college, to be treated as Zone I. Computation of the actual amount shall be on the same basis as out-of-state moves.

ALLOCATION OF OFFICE AND ADMINISTRATIVE SPACE (Approved 5/14/71)

1. Each tenured and probationary faculty shall be assigned an office station on a continuing basis. A faculty member has the right to retain possession of his office station during one quarter off per year and may retain it for more than one quarter off at the option of the School and/or department.
2. Temporary faculty teaching 12 or more units per quarter shall be provided with an office station but only during those quarters when they have such assignments.
3. Each part-time faculty member teaching fewer than 12 units per quarter shall be provided with an office station which he may share with other part-time faculty.
4. Each department chairman or acting chairman shall be assigned an office to himself.
5. Faculty offices shall meet the following size standards; however, exceptions may be made as an expedient but only with the consent of the faculty member involved.
 - a. An office with one station shall contain 80 to 149 square feet.
 - b. A two station office shall contain 150 to 229 square feet.
 - c. A three station office shall contain 230 to 320 square feet.
 - d. No tenured or probationary faculty shall be assigned to an office with more than two stations.
6. The assignment of faculty office stations to Schools shall be updated annually at the beginning of the fall quarter. One station shall be provided for each faculty member with a workload of 12 or more units who is on duty during the fall quarter plus an additional station for each tenured or probationary faculty member who is off during fall quarter but is scheduled to teach the other three quarters of his academic year.
7. Each School shall be assigned administrative and auxiliary space approximately equal to that generated by its faculty FTE using current State formulas. The basis used to determine faculty FTE shall be the number of faculty positions assigned to each School as of the first day of the fall quarter.
8. It shall be the responsibility of the School to see that each of its departments has an individual office for its chairman and has sufficient administrative and auxiliary space to meet its needs. Special projects relating to a particular School shall normally be accommodated within the School's allocation of faculty office and administrative space. Responsibility for faculty projects related to curriculum but involving more than one school shall normally be shared by the schools involved.

9. The Vice President for Academic Affairs may allocate space to house special college-related projects and school-related projects (in cases where schools lack sufficient space) if in his judgment the allocation is warranted and feasible.
10. Office space remaining after making the assignments indicated above shall be assigned to the Schools in order to house part-time faculty. Assignments shall be prorated according to the number of faculty positions occupied by part-time faculty rather than by the total number of individuals involved. Every effort should be made to provide one station for each 15 units of workload use by part-time faculty. Assignments of space under this category, together with assignments made for temporary faculty with a workload of 12 or more units, shall be reviewed quarterly.
11. No faculty office space or other space shall be assigned to a student group or organization except by a School and then only in cases where the proposed activity is related to instruction.
12. At times when the College does not have as much faculty office space and administrative space as generated by State formulas, the College administration shall give high priority to alleviating the shortages.

(Revised 8/7/74)