

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**  
**San Luis Obispo, California 93407**  
**ACADEMIC SENATE**

**Minutes of the**  
**Academic Senate Meeting**  
**Tuesday, November 18, 2014**  
**UU 220, 3:10 to 5:00pm**

I. Minutes: M/S/P to approve the senate minutes from October 28, 2014.

II. Communication(s) and Announcement(s): none.

III. Reports:

- A. **Academic Senate Chair (Laver):** A position is now open on the Athletic Advisory Board for a three year term. Interested candidates should submit a statement of interest to the Academic Senate office. The senate welcomes Belinda Morrill, the first part-time representative since 2007. The December 2, 2014 senate meeting is cancelled, so the next meeting will be held on January 13, 2015.
- B. **President's Office:** none.
- C. **Provost (Enz Finken):** The CSU Chancellor's office put together a task force to review the budget model. A lot of facilities planning has been under works with plans of capital projects and new renovations. The provost is chairing the search committee for an Administrative Vice President for Facilities. Candidates for the position will be on campus in December.
- D. **Vice President for Student Affairs (Humphrey):** The Board of Trustees approved the schematic design and financing for the housing project. Construction for the project is anticipated to begin September 2015. Duane Rohrbacher started his position as Assistant Dean of Students/Director of the Office of Student Rights and Responsibilities and has manners regarding academic integrity on his radar.
- E. **Statewide Senate (Foroohar):** Foroohar reported on her discussion during the Faculty Affairs Committee stating that after retirements and resignations, the CSU only netted 124 new tenure track faculty members. Report on the Statewide Senate's passed resolutions can be found here: [http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/images/ASCSU/November05-07\\_2014.pdf](http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/images/ASCSU/November05-07_2014.pdf)
- F. **CFA Campus President:** none.
- G. **ASI Representatives (Sullivan/Billington):**
  - Cal Poly hosted the California State Student Association (CSSA) on the weekend of November 7, with about 100 people in attendance. There were a number of discussions revolving around a \$4 voluntary fee for all CSU students that will be on the CSU Board of Trustees agenda in January, as well as student success fees.
  - Six Cal Poly students attended the CSU Board of Trustees meeting in November to speak on the matter of student success fees. Students spoke both for the fees and for allowing each individual campus to be in complete control of their fees, particularly as it relates to the allocation process. I presented a letter signed by 17 of the 23 Associated Students presidents that outlined the desire for complete local control on each campus regarding student success fees. Because the Board of Trustees does not vote on this matter until January, I will continue to work with the other ASI presidents in developing a strategy for the meeting in January.

IV. Special Reports:

- A. Bruno Giberti, Architecture Department, gave an update on the WASC interim report. His presentation can be found here: [http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2014-2015/111814\\_WASC%20interim\\_report.pdf](http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2014-2015/111814_WASC%20interim_report.pdf)
- B. Al Liddicoat, Associate Vice Provost for Academic Personnel, reported on the revised guidelines for recruiting tenure-track faculty. His presentation can be found here: [http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2014-2015/111814\\_faculty\\_recruitment\\_liddicoat.pdf](http://content-calpoly-edu.s3.amazonaws.com/academicsenate/1/presentations/2014-2015/111814_faculty_recruitment_liddicoat.pdf)

V. Consent Agenda:

- A. The following course/program was approved by consensus: CM 510, Principles of Integrated Facility Management (4), 4 lectures (existing course proposed to be offered online).

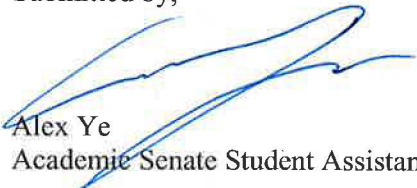
VI. Business Item(s):

- A. **Resolution on Final Examination Office Hour Policy:** Dustin Stegner, Chair of the Instruction Committee, introduced a resolution, which requests an amendment to the final examination office hour policy to require faculty to hold office hours during finals week proportional to their teaching load. This item will return as a second reading at the next Academic Senate meeting held on January 13, 2015.

VII. Discussion Item(s): none.

VIII. Adjournment: 5:00 pm

Submitted by,



Alex Ye  
Academic Senate Student Assistant

# CAL POLY

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SAN LUIS OBISPO

## Guidelines for Recruiting Tenure-Track Faculty

Al Liddicoat, Academic Personnel

November 18, 2014

## WHY DEVELOP A GUIDELINE FOR TENURE-TRACK RECRUITMENTS

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- We did not have a written tenure-track faculty recruitment policy
- Desire to develop consistent **campus wide recruitment practices**
- Base faculty recruitment procedures on **best practices**
- Ensure that search committees **follow recruitment policies**
- Aim to **improve the diversity** in our qualified candidate pools
- Provide search committees with **training opportunities** to assist with:
  - Equal Opportunity Recruiting policies and requirements
  - Eliminating barriers and biases that may impact qualified and diverse candidates
  - Providing training on the recruitment process and policies

## **PROCESS COMPLIANT WITH RECRUITMENT POLICIES**

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- State and Federal Law
- CSU Policies
- Collective Bargaining Agreement
- Campus Recruitment Policies and Practices
- Campus Diversity Policies and Practices

## **I. PRE-RECRUITMENT PROCESS**

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- Brief Recruitment Process Overview
- Sample Timeline for recruitment
- Guidance on how to develop vacancy announcements
  - Position Description
  - Qualifications for position
  - Required application materials
  - Diversity Statement
  - Advertising Requirements
- Recruitment Plan
- Candidate evaluation form

## RECRUITMENT PLAN

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- Strategy to develop a broad, deep and diverse pool of qualified candidates.
- Recruitment Plan must include:
  - All planned advertising venues (required advertisements include: HigherEdJobs, Diverse Issues in Higher Ed, Cal Poly Report and CSU Careers)
  - Departments must identify disciplinary, education and diversity outlets to advertise
  - Additional outreach through listserves, exposure at conferences and professional societies, professional networks, other online advertising opportunities, targeted PhD programs, etc.
  - Description of how the search committee will represent or support diversity
  - Required screening question on candidate's ability to teach a diverse group of students
- Recruitment Plan is reviewed and approved by OUD&I prior to opening any recruitment

## II. RECRUITMENT PROCESS

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- All advertisements must be placed
- Department faculty elect search and/or screening committee.
  - Must be tenured and probationary faculty (CBA)
  - Probationary committee members require approval of Dean
  - May be from another department if appropriate
  - Requires Trained EEF
  - Committee elects chair
- Search Committee Chair, Dept Chair, and EEF must attend training offered by OUD&I
- All search committee members will participate in appropriate trainings as they are developed



### III. SCREENING AND SELECTION

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- All members of the search (or screening) committee **must review all complete applications** with CV and cover letter
- Screening/Search committee determines list of qualified candidates **using candidate evaluation criteria**
- Screening interviews conducted by committee with EEF
- Department head/chair is separate level of review, but may fully participate in candidate screening and interviews
- Screening committee identifies finalists for campus interviews

## ON LIST AND ONLINE REFERENCE CHECKS

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- Search chair and EEF submits list of screening interviews conducted and identifies potential finalists for on-list reference checking to department chair, dean and OUD&I.
- Two or more members of the search committee and/or department chair must conduct telephone reference checks for on-list references before finalists are approved
- Reference checking subcommittee will summarize job appropriate information and share it with the search committee, department head/chair and dean
- CSU Policy now allows information obtained from online searching to be considered as long as it is verifiable and appropriate to qualifications of position

## **PREPARING FOR ON CAMPUS INTERVIEWS**

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- Dean approves finalist interviews
- OUD&I reviews process and clears search to move forward
- Search chair and department schedule finalist interviews
- Finalist interviews should include
  - Department faculty, lecturers, students, support staff, and advisory board members as appropriate
  - An interview with the dean and/or associate dean
  - If a joint appointment or multidisciplinary search, must involve all departments and colleges that are participating in search

## **BEFORE MAKING A RECOMMENDATION FOR HIRE**

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- Obtain all required application materials, including letters of reference, unofficial transcripts, etc. from finalists.
- When recruiting for one position, all on campus interviews must be completed before making a recommendation to the Dean, and before any candidate can be offered the position.

## **MAKING RECOMMENDATION FOR HIRE**

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- Search committee solicits input from constituents who participated in search process
- Search committee makes recommendation based on candidate's qualifications for the position as described in the job requisition
- Department head/chair may endorse search committee recommendation and provide additional information in their recommendation to the Dean
- Dean (or designee) must conduct final reference checks of selected finalist with previous employers/supervisors and other appropriate references before or after on campus visit. If candidate has faculty experience, reference checks should include former and/or current department head(s)/chair(s) and dean(s).
- Dean (or designee) extends offer and written letter of appointment

## **CONCLUDING THE SEARCH AND DOCUMENT ARCHIVAL**

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- After candidate accepts position, the search chair notifies all remaining unsuccessful candidates
- Search Committee chair collects notes from committee and related materials to archive for retention period
- Search documents must be maintained confidentially in department office for two years; applicant materials are retained in CalPolyJobs for full three year retention period
- EEF completes and submits EEF report to the Office of Equal Opportunity (formerly Employment Equity Office)

## OVERVIEW

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1. Why are we developing tenure track faculty recruitment policy?
2. Policies and practices taken into consideration
3. Pre-Recruitment process
4. Recruitment Plan
5. Recruitment Process
6. Joint Appointments and Multidisciplinary Searches
7. Screening and Selection
8. Reference Checks
9. Finalist Interviews and making an offer
10. Concluding the Search and archival of documentation

# WASC Interim Report

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Academic Senate  
October 28, 2014



# What Is WASC?

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- The Western Association of Schools and Colleges
- Our regional accrediting agency
- One of a number of such agencies recognized by the US Department of Education that certify institutional eligibility for federal funding — financial aid

# WASC Actions

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- On **June 13, 2012**, the WASC Commission acted to:
  - Receive our **EER** report — the culmination of a multi-year process.
  - Reaffirm our institutional accreditation for the full ten-year period
  - Request an interim report in **Spring 2015**.

# Interim Report Requirements

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- We need to demonstrate continued progress on issues cited in the visiting team's **EER** report:
  - Assessment of undergraduate learning outcomes
  - Diversity
    - Demographic: faculty, staff, and students
    - Campus climate
    - Effectiveness of student success initiatives

# Interim Report Specifications

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- Limited in scope — typically **20-60** pages
- Topical essays of no more than five pages each
- “Institutions that provide excessive information will be asked to resubmit.”
- A limited number of people responsible for producing the report — **Mary Pedersen** and **Annie Holmes**
- A larger number involved with the review — **Academic Senate**

# WASC Timeline

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Spring 2012	EER visit and end of previous cycle
<b>Fall 2014</b>	<b>Draft interim report</b>
<b>Winter 2015</b>	<b>Review draft report</b>
<b>March 1, 2015</b>	<b>Interim report due</b>
Spring 2017	Mid-cycle review due
Fall 2019	Begin self-study
Spring 2022	Accreditation visit and end of current cycle