AGENDA

12 December 1968 10:30 a.m. Sci E27

(Note: Sci E27 and not Staff Dining Room)

A. Approval of Minutes.

B. ANNOUNCEMENTS

1. (Dave Grant) - Ad Hoc Personnel Committee
   a. Review of reappointments and tenure.
   b. Review of sabbatical leave request.

2. (Roy-Warren Anderson) - State-wide Academic Senate
   a. Resolution - appointment, reappointment, tenure, promotion and reassignment. (Attachment I)

3. (Rod Keif) - Executive Committee - "Representation on administratively appointed collegewide standing committees."

C. BUSINESS ITEMS

1. (C. Johnson) - Bylaws Committee

N.B. - Change of meeting day, time and place!!!
Senate Recommendation:

A. The following principles and rules shall apply in matters of APPOINTMENT, REAPPOINTMENT, TENURE, PROMOTION, AND REASSIGNMENT of faculty members.

1. Full and meaningful faculty participation shall be involved in all cases.

2. Recommendations shall originate with the lowest organizational unit practicable, usually the department.

3. When Departments and other organizational units, whether because of newness, size, leaves of absence, or other reasons, are inadequate to make personnel recommendations, they shall be assisted by other appropriate faculty. Decisions to augment department committees should be made only after consultation with the appropriate faculty bodies.

4. Recommendations and decisions shall be based only on professional competence, professional performance, and the educational needs of the institution.

5. Administrative recommendations and decisions should normally be in conformity with the recommendations of appropriate faculty committees, provided that such committees are in mutual agreement. Administrative decisions should be made with full explanation of reasons to the appropriate faculty committees when such decisions are contrary to the recommendations, or when the decisions result from a choice between conflicting committee recommendations.

B. The following additional principles and rules shall apply to appropriate individual categories of personnel decisions listed in Section A above.

1. APPOINTMENT

   a. In the appointment of new faculty every effort should be made to seek complete information and to evaluate thoroughly the backgrounds of individuals through such means as telephone checks, personal interviews, reference letters, etc.

   b. When a faculty member is appointed with certain specific stipulations which will prevail in later decisions on reappointment and/or tenure, these stipulations shall be made to him in writing prior to his formal acceptance of the appointment. However, no stipulations should be made which will bind the recommendations of committees in ways that circumvent established rules and procedures.

   c. No faculty member should be appointed who is not acceptable to the faculty of the department concerned except under the conditions outlined in A.3, above.

   d. Where qualified faculty are not available the courses involved shall not be taught. Each college should seek ways to protect a department's faculty allocation where that department holds positions open because of inability to appoint qualified faculty.
2. REAPPOINTMENT AND TENURE

a. Each probationary faculty member shall be evaluated at least annually by appropriate faculty, and shall be promptly informed by his department chairman of his strengths, weaknesses and prospects for future career in the institution as indicated by the evaluation.

b. Notification of non-reappointment shall be made in writing in conformity with dates and procedures established in Title V, California Administrative Code. Although the President of his designee is not routinely required to give written reasons for non-retention, all committees and administrators who recommend to the President the reappointment or non-reappointment of a full-time faculty member shall be required to forward reasons in writing for their recommendations. A faculty member may request and shall receive from the President or his designee oral or written reasons for his non-reappointment.

c. Normally, tenure should not be granted in the case of a candidate who does not hold the usual terminal degree in his field of specialty from an accredited institution. Exception to this rule may be made where a candidate shows unusual strength in one or more categories of competence and performance such as teaching ability, research, publication, or other outstanding service to the academic community.

3. PROMOTION

a. Promotion should be based on merit.

b. Each college shall develop promotion procedures which assure that a faculty member shall be considered for promotion after a specified number of years in rank.

c. After a faculty member has become eligible for mandatory consideration for promotion, all committees and administrators who recommend to the President or his designee his promotion or non-promotion shall be required to forward reasons in writing for their recommendations. A faculty member may request and should receive from the President or his designee oral or written reasons for his non-promotion.

4. REASSIGNMENT

a. A faculty member should not be reassigned to a different teaching service area without his consent and without the consent of the department or other organizational unit to which he is reassigned. This provision shall not be construed as applying to lay-off rules.

b. Reassignment shall not be used as a disciplinary measure.

APPEALS

1. Appeals shall be governed by the accepted procedure.