CAL POLY AGRIBUSINESS DEPARTMENT
PERSONNEL POLICIES AND PROCEDURES

Revised: October 2005

I. Introduction
These policies and procedures supplement those personnel policies outlined in the Campus Administrative Manual (CAM), those of the College of Agriculture, and those in the collective bargaining agreement, i.e., The Memorandum of Understanding for Unit 3 (Faculty). In case of any conflicts the most current Memorandum of Understanding will prevail.

II. Goals
The reputation of the Cal Poly Agribusiness Department has been built by faculty who possessed significant agricultural industry experience and/or advanced academic training. This unique blend of the applied and theoretical has given the Agribusiness Department a strong position amongst other California universities in undergraduate education.

In all faculty personnel decisions the evaluation criteria of utmost importance will be the candidate's ability as a teacher and a sincere interest in students. Secondly, the candidate must be committed to the pursuit of personal professional growth and development. Thirdly, the candidate should provide service and/or leadership to the Department, the College, the University, and/or the community.

These personnel policies and procedures have been designed to meet three specific needs identified by department faculty. These needs are to:

1. Provide guidance to the candidate as to how he/she will be evaluated by the faculty for retention, tenure, promotion, and post-tenure review decisions.
2. Establish a procedure whereby the faculty can substantiate its recommendations concerning personnel matters, which are then submitted through administrative channels starting with the Department Chair.
3. Promote the growth and enhance the job performance of the faculty members being evaluated.

III. Procedure for Retention, Tenure, Promotion, and Post-Tenure Review Actions
A. All tenured faculty will be elected to serve on the Peer Review Committee (PRC) corresponding with his/her rank. Hence, the Agribusiness Department shall have three different Peer Review Committees:

1. The entire tenured faculty will vote on recommendations involving retention, tenure, and post-tenure review.
2. The tenured Associate Professors and Professors will vote on recommendations involving promotion from Assistant Professor to Associate Professor.
3. The tenured Professors will vote on recommendations involving promotion from Associate Professor to Professor. Tenured faculty being considered for promotion are ineligible to serve on the Peer Review Committees for promotion or tenure recommendations but will serve for retention and post-tenure review recommendations. A faculty member shall not serve on a Peer Review Committee of the Agribusiness Department for tenure and promotion recommendations and also as a member of the College of Agriculture Personnel Committee or as the Agribusiness Department Chair.

B. Three tenured Agribusiness Department Professors will be elected to comprise the Department Personnel Committee. The duties of the Personnel Committee will be to:

1. Evaluate all candidates within the department who are seeking retention, promotion, tenure, or post-tenure review. Evaluation guidelines are presented under Sections V and VI of this document.
2. Schedule meetings of and share their evaluations with the appropriate Peer Review Committee.
3. Complete the necessary memoranda to be sent from the appropriate Peer Review Committee through administrative channels.

C. The members of the Agribusiness Department Personnel Committee will serve for three-year terms.

1. During June of each academic year, one member will rotate off the committee, and a new member will be elected by a majority vote of the tenured faculty.
2. Only Professors who will not be subject to post-tenure review for the next three academic years will be elected to the committee.
3. In the event that one of the members of the Personnel Committee is unable to perform his/her duties due to a leave of absence or sabbatical leave, a substitute member will be elected by a majority vote of the tenured faculty.
4. Members of the Personnel Committee will be expected to serve on less than the normal amount of other departmental committees.
5. The Chair of the Personnel Committee for an academic year will be that member who has served on the Committee for the two previous years.

D. Three tenured Agribusiness Department Professors will be elected to comprise a separate committee, the Department Personnel Policies Committee. The duties of the Personnel Policies Committee will be to:

1. Establish policies and procedures concerning the retention, promotion, tenure, and post-tenure review in the Agribusiness Department.
2. Monitor all personnel actions to make sure that established policies and procedures are followed.
3. Meet with new faculty members during their first quarter of teaching.

IV. Procedures for introduction and mentoring of new full-time lecturers and tenure track faculty.
A. The first stage in new faculty introduction to the department will consist of a series of meetings between the new faculty member and the Personnel Policies Committee.

1. The first meeting will occur during Fall Conference Week, and the subjects discussed will be those important to the new faculty member during the first few weeks of teaching.

2. Subsequent meetings will occur monthly during the faculty member’s first quarter. Subjects for discussion may include retention, promotion, and tenure procedures, student advising, professional development, etc.

B. During his or her first quarter at Cal Poly, the new faculty member may ask an Agribusiness Department faculty member with five or more years of experience to be a mentor.¹

1. The senior faculty member who is asked to be a mentor can either agree or disagree to serve.

2. If and when a mentor relationship is mutually agreed upon, the new faculty member will inform the Department Chair of her or his selection.

3. The mentor will consult with the new faculty member during the first years of employment by advising on teaching techniques, professional growth activities, the appropriate level of service activities, etc.

C. It is recommended that a new faculty member be assigned a teaching load that is as light as possible during his or her first and second quarters at Cal Poly.

1. The new faculty member is encouraged to sit in on the lectures of other teachers both for the academic content and to observe various teaching styles.

2. The new faculty member is encouraged to complete teacher training classes, if and when available.

3. If it agreeable with the new faculty member, a team teaching assignment might be made during the first year of employment because it enables the new faculty member to learn from the more experienced instructor.

V. Sources of Information for Evaluation Purposes

A. Teaching performance as witnessed by:

1. Classroom visits by members of the Personnel Committee. Visits by all Peer Review Committee members are encouraged.

2. Review of the candidate's class materials.

3. Student evaluations of the candidate.

4. Seminars conducted by the candidate.

B. Professional Growth and Achievement. Sources include observation of the candidate's activities, review of materials provided by the candidate, and off-campus contacts.

¹ Choosing a mentor is optional. This is consistent with the preferences expressed by the new faculty members consulted during the Winter of 2002.
C. Service. Sources include observation of the candidate’s activities at the Department; College, University, professional, and community levels and review of materials provided by the candidate.

VI. Criteria for Evaluation (refer also to the College of Agriculture Personnel Policies and Procedures)

A. Teaching.

The primary consideration in retention, tenure, and promotion should be performance in teaching. This performance should include not only proficiency in formal lectures and laboratories, but supervision activities such as senior projects and special problems.

Course and lecture preparation, organization, and clarity of presentation will be evaluated considering criteria such as:

1. Organization of the course.
2. Correlation of practice with theory.
3. Arousing interest and stimulating thinking.
4. Up-to-date knowledge of the subject.
5. Course objectives clearly given to students.
6. Quality of presentation.
7. Grading and examinations.
8. Student-instructor relationship in class.
10. Scheduling, i.e., new or repeat course, time of day offered, etc.

B. Professional Growth and Achievement

Professional growth activities are intended to enrich and upgrade faculty knowledge and skills, to contribute to currency in the area in which the faculty member teaches, and to stimulate intellectual growth and professionalism. It is encouraged that the faculty member work to his/her strengths in choosing professional growth activities. It is desirable that the faculty member produce a peer-reviewed journal article. In addition to this achievement, other activities that provide evidence that the faculty member is growing professionally are:

1. Participating in applied, basic, or fundamental research activities.
2. Consulting experiences which provide significant intellectual growth in the faculty member's discipline.
3. Participating in sabbatical leaves and difference-in-pay leaves for professional growth.
4. Continuing education, as in completing additional coursework in the discipline, or continuing education to earn or maintain a license, certification, or registration.
5. Writing research grant proposals and submitting them to appropriate agencies.
6. Participating in professional meetings as a presenter, moderator, session chair, or invited panelist.
7. Publication of a textbook or a chapter in a book.
8. Publication in trade journals.
9. Editorships in scientific and trade journals.
10. Receiving patents, grants, or other awards.
11. Leadership in professional organizations and active participation at regional and national meetings.
12. Reviewing manuscripts for scientific journals and textbooks.

C. Service
Faculty members are expected to willingly contribute to the Department, College of Agriculture, University, and/or community through:
1. Cooperation in the team effort.
2. Committee work.
3. Advisement of student clubs and organizations.
4. Participation in co-curricular activities.
Probationary faculty should not be as involved as senior faculty in committee work and club advisement.

D. A positive working relationship with colleagues is expected of faculty members. This includes collegiality in academic, committee, co-curricular, and professional endeavors.

E. Evaluation of lecturers who are teaching at least 90% full-time equivalent will run in a parallel fashion to items VI A, B, and C above.
1. The primary consideration for review of lecturers will be performance in teaching.
2. Further, some effort by lecturers should be made in the area of professional growth and achievement to maintain currency in their discipline.
3. In the area of service, lecturers are encouraged to become involved in departmental, college, and/or university activities.
4. Lecturers will be evaluated in light of their appointment and contract. The elements of the lecturer’s contract will be provided to the faculty review committee by the Department Chair.
VII. Recommendations and Voting of Appropriate Faculty Committees

A. The appropriate Peer Review Committee will meet to discuss the report of the Personnel Committee. The members of the Peer Review Committee are expected to vote as a part of consultative procedures.

1. A vote by the Peer Review Committee will be taken and recorded with the expression of For, Against, and Abstentions.

2. The recommendation of the Peer Review Committee shall be forwarded to the Department Chair with reasons to validate the recommendation.

3. All participating faculty members shall sign the report signifying that established procedures were followed.

B. A copy of the Peer Review Committee recommendation will be sent to the candidate before it is forwarded to the Department Chair. A member, or members, of the Personnel Committee will have a timely meeting with the candidate involved to discuss the recommendations and priority ranking for promotion, if applicable.

C. In cases where ranking is required, the appropriate Peer Review Committee will develop a ranking based on consensus. Consensus may be developed using either of the following procedures:

1. A series of straw ballots will be taken until consensus is reached.

2. A mathematical procedure will be used to reach consensus.

   a. Each member will rank by secret ballot.

   b. In ranking, each member of the appropriate Peer Review Committee will give 1 point to his/her number one placing candidate, 2 points to his/her number two placing candidate, etc.

   c. The points from all members of the appropriate Peer Review Committee will be added for each candidate. The candidate with the lowest total points will be ranked number one, second lowest ranked number two, etc.

   d. In the case of a tie, another vote will be taken on those candidates involved in the tie.

VIII. Department Chair Selection and Length of Term Policy

A. The AGB Department Chair position was established by faculty vote on March 5, 1998. The faculty set the term for a rotating Chair at four years with a possible two year extension to be approved by faculty vote. A subsequent vote of the eligible faculty was taken on September 14, 2004, confirming the March 5, 1998 vote.

B. The two categories of Agribusiness Department faculty who are eligible to vote on any and all matters related to the Department Chair selection are:

1.) tenured faculty and 2.) tenure-track faculty.

---

2 Agribusiness Department Faculty Meeting Minutes, March 5, 1998, by a vote of 9 votes for a 4 year term with two year extension or “renewal” possible and 5 votes for a single 4 year term.

3 The confirming vote was 18 votes in favor with 2 abstentions.
C. Chair Nominations and Election

1. If a current Chair wishes to extend for the additional two-year period, he/she will notify the faculty of his/her wishes to extend by September of the fourth year during the Fall Conference. A subsequent vote to affirm or deny the two year extension will be taken. The current Chair may reapply for subsequent four year plus two year terms.

2. If the faculty affirms the two year extension, notice of reappointment will be forwarded to the Dean. If, however, the eligible faculty elects to not reappoint the standing Department Chair, either an open or internal search to replace the existing Chair shall be conducted.

3. For the selection of a new Department Chair, the Chair of the Faculty Search Committee will initiate discussion during Fall Conference of his/her last year of office. If it is determined that an internal search is preferred, only tenured faculty are eligible to apply for the Department Chair position, and the Chair of the Faculty Search Committee will call for nominations of candidates by October 1. All applications will be submitted by November 1. Interviewing and voting will follow the procedures starting in # 4c below.

4. The vote to determine that an open search is preferred must be conducted before October 1. The selection and voting procedures to choose candidates to be forwarded to the Dean will be as follows:
   a. The Faculty Search Committee will begin the search process on October 1, with announcements made in appropriate media by November 1. All applications will be submitted by January 1.
   b. Once the open search application period closes, the Faculty Search Committee will conduct an initial screening of the candidates. Selected candidate(s) will then be interviewed by the Faculty Search Committee either via televideo or in person. The candidate(s) will then be further screened, and selected candidate(s) will be invited to open, on-campus interviews.
   c. After all on-campus interviews conclude, eligible faculty will vote on the candidate(s). Candidate(s) must be acceptable to at least 60% of those faculty eligible to vote. The names of those candidates who received at least 60% of the confirming votes will be forwarded to the Dean.
   d. The outcome of the vote and a list of the strengths and weaknesses of each candidate will be prepared and forwarded by the Faculty Search Committee to the Dean by March 1.

5. All voting will be conducted by secret ballot or prior to the election meeting by written proxy, with no post-election ballots possible.

6. The newly elected Chair is to take office on July 1. The previous Chair is expected to work with the new Chair to facilitate the transition.

7. Elections for Department Chair will be presided over by the Chair of the Faculty Search Committee. In the case where the Chair of the Faculty
Search Committee is a candidate for the Department Chair position, the second or third person on the Faculty Search Committee will preside, provided that the committee member is not a candidate.

8. In the event of an uncertainty of how to conduct an election, Robert’s Rules of Order will be followed.