I. PREPARATORY STATEMENT

A. This statement is supplementary to the pertinent provisions of state statutes, University policies, the Faculty Personnel Policy Statement of the College of Liberal Arts, and the current Collective Bargaining Agreement.

Each candidate for reappointment, tenure, and promotion will be given a copy of this statement and the Faculty Evaluation form.

II. ACADEMIC APPOINTMENT

A. Tenure-track

i. Process

a. Hiring and Appointment

i. The Search Committee will normally be an elected committee of the whole consisting of all tenured and tenure-track Social Sciences Department faculty including the chair. In order to accomplish this, the department chair will request permission from the dean for all tenure-track faculty to participate on the committee as voting members. Under special circumstances, a FERP faculty may also be allowed to serve if approved by the dean.

ii. The job description will be developed by the faculty members of the discipline for which the search is being undertaken in consultation with the department chair.

iii. The Search Committee will determine the size of a Hiring Subcommittee and will elect its members by secret ballot.

iv. The majority membership on the Hiring Subcommittee should, to the degree possible, be composed of faculty in the discipline for which the search is being undertaken. It should further include at a minimum one faculty representative from each of the other two disciplines.

v. Faculty on sabbatical or otherwise away from campus may serve on the Hiring Subcommittee if they actively participate in review of candidates’ qualifications and the interview process. A faculty member who is planning to take a sabbatical and wishes to participate in the selection process should notify the department chair of their intentions at the beginning of the search process.

vi. The chair of the search committee will also be the chair of the subcommittee and must represent the academic discipline for which the search is being undertaken.
vii. The Employment Equity Facilitator (EEF) shall normally be a tenured or tenure-track faculty member and may not be the department chair or the chair of the Hiring Subcommittee. [http://www.equalopportunity.calpoly.edu](http://www.equalopportunity.calpoly.edu) The EEF may be a voting member of the Search Committee if they are a member of the Social Sciences department.

viii. The Hiring Subcommittee will review applications and conduct telephone interviews to help narrow the field of potential candidates.

ix. The Hiring Subcommittee will develop, in consultation with the dean, a list of up to 6 ranked candidates to invite to campus to meet with the students, faculty, department chair, and the dean. The candidates will each deliver a presentation to faculty and students.

x. The Hiring Subcommittee will provide the department chair with a ranked list of their preferred candidates from among those who completed campus interviews. The search committee chair will then submit the list to the full Search Committee for discussion and vote. The tenured and tenure-track faculty will rank all candidate choices via secret ballot. The candidate with the lowest count (and therefore highest rank) will be the candidate submitted to the dean. In the case of a tie, the Search Committee will discuss and revote only on the two tied candidates.

xi. The department chair will provide to the Dean the outcome of the final election with a ranking of all candidates as decided by the Search Committee and the vote counts.

B. Full-Time Lecturer Appointments
   i. Process
      a. Hiring and Appointment
         i. The Search Committee will consist of 3-5 elected tenured faculty.
         ii. With the department’s recommendation and the dean’s permission, probationary faculty may serve on the Search Committee.
         iii. The majority membership on the Search Committee should to the degree possible be composed of faculty in the discipline for which the search is being undertaken.
         iv. With the department’s recommendation and the dean’s permission, FERP faculty may serve on the Search Committee.
         v. The Employment Equity Facilitator (EEF) shall normally be a tenured or tenure-track faculty member and may not be the department chair or the chair of the Search Committee. [http://www.equalopportunity.calpoly.edu](http://www.equalopportunity.calpoly.edu) The EEF may be a voting member of the Search Committee if they are a member of the Social Sciences department.
         vi. The job description will be developed by the faculty members of the discipline for which the search is being undertaken in consultation with the department chair.
vii. The Search Committee will review applications and conduct telephone interviews.

viii. The Search Committee shall provide a ranked list of preferred candidates to the department chair. The department chair shall provide appointment recommendations to the dean, ranking as appropriate.

C. Part-Time Lecturer Pool
   i. Process
      a. Hiring and Appointment
         i. The department will establish three Search Committees—one for each discipline.
         ii. Each Search Committee will consist of two elected tenured faculty from the discipline for which the pool is being established, along with the department chair.
         iii. With the department’s recommendation and the dean’s permission, FERP faculty may serve on the Search Committee.
         iv. With the department’s recommendation and the dean’s permission, probationary faculty may serve on the Search Committee.
         v. The Search Committee will review applications and determine which candidates meet the requirement to teach in the department. Some candidates may only be qualified to teach specific classes.

III. REVIEW AND EVALUATION OF FACULTY
   A. Periodic Review Process, Levels, and Responsibilities
      1. Tenure-track Faculty
         a. Department Peer Review Committee (PRC)
            i. The department Peer Review Committee will normally be an elected committee of the whole consisting of all tenured faculty.
            ii. The committee will elect a subcommittee of three tenured faculty who will be responsible for conducting classroom visits, reviewing the candidate’s file, and completing the evaluation report. To the degree possible the subcommittee should be composed of members from the same discipline as the candidate.
            iii. All members of the subcommittee will meet with the candidate after the classroom observation and provide both written and verbal feedback to the candidate.
            iv. The subcommittee will provide their draft report to the Peer Review Committee (PRC) who will also review the candidate’s Personnel Action File (PAF) and Working Personnel Action File (WPAF). The Peer Review Committee will provide a single written evaluation of the candidate’s performance along with possible suggestions for improvement. It is strongly encouraged that the Peer Review Committee reach a consensus, however members retain the right to compose their own signed minority reports.

      2. Post Tenure Review
         a. Department Peer Review Committee (PRC)
i. A post-tenure peer review committee of two or more peers shall be elected. The committee will produce a single written evaluation and class observations will be part of the review. The department chair will also review the individual.

B. Performance Evaluations of Tenure-track faculty

1. Department Peer Review Committee (PRC)
   a. The department Peer Review Committee will normally be an elected committee of the whole consisting of all tenured faculty.
   b. The committee will elect a subcommittee of three tenured faculty who will be responsible for conducting classroom visits, reviewing the candidate’s file, and completing the evaluation report. To the degree possible the subcommittee should be composed of members from the same discipline as the candidate.
   c. All members of the subcommittee will meet with the candidate after the classroom observation and provide both written and verbal feedback to the candidate.
   d. The subcommittee will provide their draft report to the Peer Review Committee (PRC) who will also review the candidate’s Personnel Action File (PAF) and Working Personnel Action File (WPAF). The Peer Review Committee will provide a single recommendation on the final department action of retention, promotion, and/or tenure. It is strongly encouraged that the PRC reach a consensus, however members retain the right to compose their own signed minority reports.

2. Additional review criteria for Promotion
   i. The Candidate should be willing and able to teach classes that are needed for departmental programs. This may include developing new courses.
   ii. The Candidate should demonstrate active participation at meetings of professional societies.
   iii. One peer-reviewed monograph published by a reputable press will be viewed as being the equivalent of two articles published in rigorously peer-reviewed, well-respected journals. Multiply-authored books, as well as edited books and chapters in edited books, published by reputable presses based on peer review, are also instances of scholarship. Their equivalence to journal publications cannot be stipulated in advance because evaluations of equivalence would depend on the nature, quantity, and quality of the candidate’s contributions to the products. The duty to establish the equivalency of other scholarly work products to peer-reviewed articles rests with the candidate and should be well established in the WPAF and AP 109s over the course of the review period. Candidates must state explicitly their claim of equivalency, and the various levels of review have an obligation to respond explicitly to those claims, so that the candidate is clearly informed about how their work products will be counted. Candidates also bear the responsibility for establishing the equivalency of co-authored work.
   iv. Special notice is taken of junior faculty who serve as Social Sciences Club Advisor.
v. “Other Factors” (Category IV on Form AP 109) of collegiality, cooperativeness, dependability, and initiative are essential to a successful relationship between a Candidate and her/his colleagues.

IV. SUMMER TEACHING

Summer teaching positions will be filled from among the eligible faculty based on previous summer teaching and the needs of the department for course coverage. Based on the needs of students, summer courses will be allocated evenly among the three disciplines of Anthropology, Geography, and Sociology. Actual schedules of classes will be determined by student demand. Eligibility rankings will be within disciplines. Those faculty within each discipline with the longest period elapsed since their last summer teaching assignment will be offered priority summer teaching assignments. If no tenure-track faculty within a discipline are interested in teaching summer, offers will be made to lecturers within that discipline.

V. MENTORING

The department will encourage tenured faculty to offer, and Junior faculty to seek, mentorship, advice, and guidance concerning all aspects of professional life at Cal Poly.

VI. QUORUM

A. For the purpose of voting at faculty meetings, a quorum will consist of a minimum of one representative from each of the three disciplines and a simple majority of all tenured and tenure-track faculty (FERPS excluded).

B. In cases where a quorum is not represented and an issue is time-sensitive, the Chair may conduct a vote by e-mail.
State of California
Memorandum

To: Doug Epperson, Dean
   College of Liberal Arts

From: Kathleen Enz Finken
       Provost and Executive Vice President for Academic Affairs

Subject: Social Sciences Department Faculty Personnel Policy Statement

Date: September 24, 2014

Copies: Al Liddicoat

The subject document, approved by the Social Sciences Department faculty in September 2014, is approved for immediate implementation. Please provide the Social Sciences Department faculty access to the document as soon as possible.
DATE: September 18, 2014

TO: Kathleen Enz Finken, Provost
    Academic Affairs

FROM: Douglas L. Epperson, Dean
      College of Liberal Arts

SUBJECT: Social Sciences Department Policy Document

The subject document, approved by the Social Sciences Department faculty September 2014, is approved for immediate implementation. Please provide the Social Sciences Department faculty access to the document as soon as possible.
On behalf of the faculty, I am submitting to you for university review revised policies and procedures for the Department of Social Sciences. The attached document represents a complete revision to all sections of the previous policies approved in 2007. The document was initially approved by unanimous vote of the faculty on 3 June 2014. However, a revision was made to section IIIB2iii on 17 September 2014 that was approved by a vote of 6-2.

We would like to request adoption of the new policies for immediate use in academic year 2014-15.

[Signature]

Terry Jones