

March 28, 2009  
From: Manzar Foroohar  
Chair, Faculty Affairs Committee  
To: Cal Poly Academic Senate  
Re: Report: Winter Quarter, 2009

The Faculty Affairs Committee finished reviewing CAP 523 (FACULTY PERSONNEL ACTIONS). The final draft of the policy was sent to the Senate Executive Committee. (attached)

The Committee also discussed and drafted a resolution on "Recognition and Support of Faculty Service in Governance." The final draft was sent to the Executive Committee for discussion. (attached)

Remaining charges for 2008-09:

Resolution updating AS-621-04/MF - Resolution on Academic Freedom  
Review general policy for MPP searches

Committee members:  
Jimmy Doi, CSM  
Anita Hernandez, COE  
Michael Suess, Academic Personnel  
John Dobson, College of Business-Finance  
Vacant, ASI  
Robert Spiller, CAGR  
Julia Wu, CENG  
Vacant, CAE  
Navjit Brar, Library  
Manzar Foroohar, CLA (chair)

## DRAFT CAP 523 FACULTY PERSONNEL ACTIONS

### 523 FACULTY PERSONNEL ACTIONS

#### 523.1 Performance Review: Retention, Promotions, and Tenure

##### A. Performance Evaluation Procedures

1. Evaluations shall be conducted in accordance with Article 15 of the Memorandum of Understanding (collective bargaining agreement for faculty employees) between the California State University (CSU) and Unit 3 Faculty and Title 5 of the California Code of Regulations.
2. Each college or other academic unit shall develop a written statement of procedures and criteria for each type of personnel action. (In this section, the use of the word college includes other academic units such as the library, intercollegiate athletics, and counselors covered under the Unit 3 contract.) Departments desiring to develop statements to serve as addenda to the college statement may do so (In this section use of the word department includes equivalent units such as area). Full-time probationary and full-time tenured faculty may participate in the development and/or subsequent amendment of these procedures and criteria. College and department statements are subject to review and approval by the college dean and the Provost and Vice President for Academic Affairs. In the event a policy or procedure in a college or department statement is in conflict with a provision of the faculty collective bargaining agreement, the provision in the faculty agreement shall prevail.
3. Timetables for evaluations shall be published annually and shall be developed in consultation with the Academic Senate.
4. A faculty member subject to performance or periodic review has the primary responsibility for collecting and presenting evidence of her/his accomplishments to those charged with the responsibility of reviewing and evaluating faculty members. Candidates should seek advice and guidance from their department head/chair and dean to understand how criteria and standards are applied.
5. Evaluators will provide their written evaluation and recommendation to the faculty member at least ten days before transmitting the evaluation to the next level of review
6. Personnel Action File (PAF)  
The Personnel Action File is the official permanent employment record of a faculty member and resides in the office of the college dean.
7. The Working Personnel Action File (WPAF)

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The Working Personnel Action File is initiated by the candidate to support consideration for a performance review for retention, promotion, and/or tenure, or a periodic review. The Working Personnel Action File for tenure or tenure/promotion includes the entire employment period at Cal Poly. The Working Personnel Action File for promotion shall emphasize the period since the last promotion at Cal Poly or appointment to the current rank. The Provost establishes a specific deadline by which the Working Personnel Action File is declared complete for each type of personnel action. Insertion of materials after that date must have the approval of the college peer review committee and is limited to items that became accessible after the deadline. The table of contents or index should be updated to reflect any material added to the file during the course of the evaluation cycle. All supporting materials in the WPAF should be referenced and clearly explained.

- a. The candidate shall submit the WPAF to the department head/chair by the established deadline to include (but not limited to):
  1. Index of materials submitted in the WPAF.
  2. Resume
    - a) The resume should be organized according to the categories to be evaluated to include: teaching activities and performance, or librarian/counselor effectiveness and performance; professional growth and scholarly achievement; service to the university and/or community; and any other activities which indicate professional commitment, service or contribution to the discipline, department, college or library (in the case of librarians).
    - b) The resume should be specific and distinguish between publications, submitted manuscripts, and manuscripts in preparation. A brief statement should describe the nature of the publication (type of journal/periodical, refereed or not), and the candidate's specific role in the accomplishment.
  3. Professional Development Plan

Professional development is defined as the generation of knowledge or the acquisition of experience, skill, and information that enables one to perform at a higher level of proficiency in one's profession. Cal Poly recognizes and endorses the following four types of scholarship identified in the Carnegie Foundation report entitled *Scholarship Reconsidered: Scholarship of Teaching; Scholarship of Discovery; Scholarship of Integration, and Scholarship of Application.*

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The Professional Development Plan is a written narrative intended to serve as a guide to reviewers in understanding the faculty member's professional goals and values as a teacher/scholar. The plan should include short- and long-term goals and objectives on how the faculty member intends to provide substantive contributions to his/her discipline, how those scholarly activities can keep his/her teaching current and dynamic, and periodic external validation of those activities.

- (a) Probationary faculty should emphasize what he/she intends to accomplish by the time he/she is considered for tenure.
- (b) Candidates for tenure and/or promotion should articulate a long term professional development plan to continue to make valuable contributions to the University and its instructional program, as well as to the academic community.

#### 4. Student Evaluations

A summary of the results of at least two student evaluations during the period under review.

- b. Evaluative statements and recommendations, along with any written statement or rebuttal by the candidate, will be added to the WPAF by the Peer Review Committee(s), department head/chair, and dean. ~~At the end~~ of the review cycle the index, faculty resume, professional development plan, evaluations and recommendations will be filed in the permanent Personnel Action File.

DELETED:

#### 8. Custodian of Files

During periodic and performance reviews, the department head/chair is the custodian of the Working Personnel Action File at the department level [and, if appropriate, the Personnel Action File]; at the college level, the custodian of the Files is the dean; at the university level, the custodian is the Provost and Vice President for Academic Affairs. Custodians of the files and members of peer review Committees shall ensure the confidentiality of the files. Normally, there shall be no duplication of file materials except for copies made for the candidate or appropriate administrator, or for distribution at PRC meetings. At the conclusion of each PRC meeting, the PRC chair is responsible for the collection of all duplicated materials. The only exception to this policy is that copies of a candidate's resume may be distributed to PRC members for use at times other than PRC meetings. After the PRC has made its recommendations, the copies of the resume shall be collected by the chair. Only the candidate/designee, PRC members, department chair/head, dean, and the provost/designee shall have access to the PAF and WPAF files.

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9. All evaluators, as described in #8, must sign the logs in the Personnel Action File and the Working Personnel Action File before they make their recommendations. It is the professional obligation of all evaluators to review the information in the files before they vote or provide a written recommendation. Evaluative statements shall be based on information in the files and validated with evidence such as class visitation, course outlines and tests, significant curricular, scholarly and committee contributions. If, at any level, the evidence is judged unsatisfactory, or if it does not appear to support the recommendations made, the Working Personnel File shall be returned to the appropriate level for clarification. No one outside the PRC, the candidate/designee, department chair, dean, and president/designee shall have access to the files.

10. Peer Review Committees and department chairs

### A. Membership of the PRC

1. The probationary and tenured department faculty elect members to serve on peer review committees. No one shall serve on more than one level of peer review for each faculty. For reappointment and tenure consideration, committee members must be full-time tenured faculty employees of any rank. For promotion consideration, peer review committee members and department chair shall have higher academic rank than those being considered for promotion.
2. Faculty employees being considered for promotion shall be ineligible to serve on promotion or tenure review committees.
3. When there are insufficient eligible members to serve on the peer review committee, the PRC and department chair shall **select** members from related academic disciplines, in consultation with the faculty under review.
4. At the request of the department, the college dean may agree that faculty unit employee(s) participating in the Faculty Early Retirement Program may be eligible to be elected to serve on a peer review committee as long as such service can be completed during the terms of the FERP assignment. Peer review committees may not be compiled solely of faculty participating in the Faculty Early Retirement Program.

### B. Responsibilities

Because of the importance of all personnel actions, members serving on peer review committees, and department chairs are expected to perform due diligence; observe strict confidentiality; review, understand and apply

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the relevant criteria; and provide constructive written assessment of the candidate's performance.

The peer review committee's and department chair's responsibilities include:

1. Review university, college, and any departmental personnel policies and procedures
2. Review and sign the candidate's PAF and WPAF
3. Provide a written evaluation and recommendation to the faculty candidate at least ten days prior to transmittal to next level of review.
4. Within ten days following receipt of the recommendation, the candidate may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. The committee, or department chair at the second level of review, will consider the candidate's rebuttal statement and meet with the candidate, if requested. The committee, or department chair, either revises the recommendation in writing or makes no change to their prior recommendation. In the case of no change, no further statement is necessary from the committee, or department chair. The rebuttal statement of the faculty under review shall be added to the WPAF and PAF files.

## C. PRC Evaluations and Recommendations

1. Each PRC evaluation report and recommendation shall be approved by a simple majority of the membership of that committee. For purposes of determining a simple majority vote of the PRC, the membership of the committee shall be defined as those faculty casting yes or no votes. ~~If a~~ Deleted: member of the PRC determines that he/she cannot evaluate a candidate for some reason, e.g., conflict of interest, prejudice, bias, ~~etc~~ DELETED: .3 the committee member should withdraw from the candidate's PRC. PRC members who abstain from voting are expected to provide written rationale.
2. Recommendations of a Peer Review Committee at the college or department level must be accompanied by one of the following:
  - (a) A majority report and, if applicable, a minority report. Reports must include substantiating reasons and must be signed by those PRC members who support the report and the substantiating reasons.
  - (b) Individual recommendations from any PRC member to include substantiating reasons and signature.

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- (c) A combination of (a) and (b) above: a majority report; a minority report (if applicable); and/or individual recommendations. In any event, each report or recommendation must include substantiating reasons and must be signed by those supporting it.

11. Department heads/chairs shall use the Faculty Evaluation Form (Form AP 109) to evaluate faculty for retention, tenure, and promotion. Department heads/chairs are expected to conduct a separate level of review. Comments regarding student evaluations must be included in Section 1 of Form AP 109.

College deans should use the final page of the Faculty Evaluation Form (Form AP109) or similar format appended to Form AP109 to record their evaluation and recommendation.

### 523.1B. Criteria for Retention, Promotion, and Tenure

#### 1. Standards

The quality of faculty performance is the most important element to consider in evaluating individual achievement. Although teaching effectiveness is the primary and essential criterion, it alone is not sufficient for retention, tenure and promotion. The degree of evidence will vary in accordance with the academic position of the candidate. For example, the granting of tenure requires stronger evidence of worthiness than retention, and promotion to Professor requires a more rigorous application of criteria than promotion to Associate Professor.

#### 2. University Criteria

Recommendations for retention, tenure, and promotion are based on the exhibition of merit and ability in each of the following University criteria and those approved for the college/department, as appropriate (See CAP 523.1A.2):

##### (a) Teaching Performance or Effectiveness as a Librarian and/or Other Professional Performance

Consideration is to be given to such factors as the faculty member's competence in the discipline, ability to communicate ideas effectively, versatility and appropriateness of teaching techniques, organization of courses, relevance of instruction to course objectives, methods of evaluating student achievement, relationship with students in class, effectiveness of student advising, and other factors relating to performance as a teacher.

In formulating recommendations on the promotion of teaching faculty, evaluators will place primary emphasis on success in instruction. The results of the formal student evaluation of faculty are to be considered in formulating recommendations based on teaching performance.

For librarians, consideration is to be given to such factors as furthering objectives of the library and the university by cooperating with fellow librarians; applying bibliographic techniques effectively to the acquisition, development, classification, and organization of library resources; initiating and carrying to conclusion projects within the library; demonstrating versatility, including the ability to work effectively in a range of library functions and subject areas, and supervision and/or administrative abilities.

In formulating recommendations on the promotion of librarians, evaluators will place primary emphasis on effectiveness as a librarian as evaluated by colleagues and library users.

(b) Professional Growth and Scholarly Achievement

Consideration is to be given to the faculty member's educational background and further academic training, related work experience and consulting practices, scholarly and creative achievements, participation in professional societies, publications, presentation of papers at professional and scholarly meetings, and external validation of scholarly activities.

(c) Service to University and Community

Consideration is to be given to the faculty member's participation in academic advisement; placement follow-up; co-curricular activities; department, college, and university committees; individual assignments; systemwide assignments; and service in community affairs directly related to the faculty member's teaching area, as distinguished from those contributions to more generalized community activities.

(d) Other Factors of Consideration

Consideration is to be given to such factors as collegiality, working collaboratively and productively with colleagues and participation in traditional academic functions), initiative, cooperativeness, and dependability.

I 523.1C Performance Review of Probationary Faculty for retention



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1. Performance reviews for the purpose of retention shall be in accordance with Articles 13 and 15 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the California State University (CSU) and Unit 3 Faculty.
2. It is the responsibility of the candidate to provide sufficient evidence that he/she has fulfilled the criteria for retention.
3. The normal probationary period is six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).
4. Evaluation of probationary faculty involves a comprehensive assessment of performance during the entire probationary period with retention seen as leading to tenure. It should be understood that if a faculty member has not demonstrated the potential to achieve tenure, then that individual should not be reappointed. This does not mean that retention is a guarantee of tenure.
5. In the event of a non-retention decision, a probationary faculty employee who has served a minimum of three (3) years of probation will be extended a terminal notice year of employment with no further appointment rights.

### 523.1D Performance Review for Tenure

1. Tenure represents the University's long-term commitment to a faculty member and is only granted when there is strong evidence that the individual who, by reason of their excellent performance and promise of long-range contribution as a teacher scholar to the education purpose of the institution, is deemed worthy of this important commitment. Tenure means the right of a faculty member to continue at Cal Poly unless voluntarily terminated or terminated for cause, lack of funds, or lack of work.
  - a. To be recommended for tenure the employee must be rated during the final probationary year within one of the top two performance categories listed in Section V of the Faculty Evaluation Form AP 109.
  - b. Tenure decisions are considered more critical to the university than promotion decisions. A candidate who does not have the potential for promotion to Associate Professor and Professor should not be granted tenure. This does not mean that retention is a guarantee of tenure nor is tenure a guarantee of promotion. The fact that a probationary faculty member has received early promotion is not a guarantee of tenure.
  - c. Possession of the doctorate or other designated terminal degree from an accredited institution is required for tenure.
2. Tenure Eligibility

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Tenure eligibility shall be governed by the terms of Article 13 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the CSU and Unit 3 Faculty.

a. Normal Tenure

A tenure award is considered normal if the award is made after the applicant has accrued credit for six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).

b. Early Tenure

- (1) A tenure award is considered "early" if the award is made prior to the applicant's having achieved credit for six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).
- (2) In addition to meeting department (college or library) criteria for normal tenure, an applicant for early tenure must provide evidence of outstanding performance in each of the performance areas: teaching or library effectiveness, professional growth and achievement, and service to the university and community.
- (3) In order to receive early tenure, an applicant should at a minimum, receive a favorable majority vote from the department peer review committee.

c. Tenure Upon Appointment

Candidates for appointment with tenure shall normally be tenured professors or tenured librarians at other universities -- exceptions to this provision must be carefully documented. The President may award tenure to any individual, including one whose appointment and assignment is in a management position, at the time of appointment. Appointments with tenure shall be made only after an evaluation and recommendation of tenured faculty in the appropriate department.

### 523.1E Performance Review for Promotion

1. Eligibility

Promotion eligibility shall be governed by the terms of Article 14 of the Memorandum of Understanding (the collective bargaining agreement for faculty employees) between the CSU and Unit 3 faculty. Promotion in rank is not automatic and is granted only in recognition of teaching competency or

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effectiveness as a librarian, professional performance, and meritorious service during the period in rank. The application of criteria will be more rigorous for promotion to professor or librarian than to associate professor or associate librarian.

### a. Normal Promotion

(1) An application for promotion to associate professor or associate librarian is considered normal if the applicant is eligible and both of the following conditions hold:

(a) The applicant is tenured or the applicant is also applying for tenure.

(b) The applicant has completed at least the equivalent of four years in their academic rank at Cal Poly.

(2) Tenure is required for promotion to academic ranks professor or librarian.

### b. Early Promotion

(1) An application for promotion to associate professor or associate librarian is considered "early" if the applicant is eligible and one (or both) of the following is (are) true:

(a) The applicant is a probationary faculty member who is not also applying for tenure.

(b) The applicant has not satisfied the equivalent service requirements at least four years in their academic rank at Cal Poly.

(2) Early promotion will be granted only in exceptional cases. The circumstances and record of performance which make the case exceptional shall be fully documented by the candidate and validated by evaluators. The fact that an applicant has reached the maximum salary in their academic rank or meets the performance criteria for promotion does not in itself constitute an exceptional case for early promotion.

## 2. Ranking

In addition to their carefully documented recommendations, department peer review committees, department heads/chairs, college or library peer review committees, and deans shall submit a ranking of those promotion applicants who were positively recommended at their respective level.

523.2 Periodic Evaluation of Faculty Unit Employees

A. Definition of Periodic Evaluation

A periodic evaluation of a faculty unit employee shall normally be required for the following purposes:

- I. Evaluation of tenured faculty unit employees who are not subject to a performance review for promotion.
2. Evaluation of probationary faculty unit employees who are not subject to a performance review for retention. For example, a probationary faculty member who receives an initial two-year appointment will undergo a periodic evaluation during his/her first year.
3. Annual evaluation of temporary faculty unit employees.
4. Evaluation of lecturers for Range Elevation.

B. Periodic Evaluation Procedures and Criteria

1. Periodic Evaluation of Tenured Faculty Unit Employees

A. Eligibility

1. Tenured Professors, Librarians, and Student Services Professional Academic Related-III

Tenured full Professors shall be subject to a periodic evaluation at least once every five years.

2. Tenured Assistant or Associate Professor, Senior Assistant or Associate Librarian; and Student Services Professional-Academic Related II (SSP-AR II)

A periodic evaluation is conducted during the third year in which a tenured faculty unit employee has served in the academic rank of associate professor/ associate librarian/SSP AR II. The purpose of the evaluation is formative and intended to assist and guide the associate professor/ in their preparation for subsequent promotion review.

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3. Periodic evaluation of tenured faculty unit employees at any rank shall occur at least once every five years after promotion/appointment to their respective academic rank. Performance reviews for promotion can serve in lieu of periodic reviews for the purposes of this section. More frequent periodic evaluation of a tenured faculty unit member may be requested by the employee, department head/chair or dean. After such a request, the periodic evaluation shall be conducted as soon as possible.

### B. Procedure for Periodic Evaluation of Tenured Faculty Unit Employees

1. Procedures for the periodic evaluation of tenured faculty are essentially the same as the procedures for conducting performance reviews (See CAP 523.1A) with the exception that the periodic review concludes at the level of the college dean.
2. A tenured faculty unit employee shall be provided a copy of the peer committee report of his/her periodic evaluation. The peer committee chair, the department head/chair and dean shall meet with the tenured faculty unit employee to discuss his/her strengths and along with suggestions, if any, for his/her improvement.
3. The periodic evaluation report shall be placed in the tenured faculty unit employee's Personnel Action File, and a copy shall be provided to the employee.

### C. Criteria for Periodic Evaluation of Tenured Faculty Unit Employees

- (1) The purpose of periodic evaluation of tenured faculty is to maintain and improve a tenured faculty unit employee's effectiveness.
- (2) Criteria: Criteria are similar to the criteria for Retention, Promotion and Tenure (CAP 523.1B)

## 2. Periodic Evaluation Probationary Faculty

### A. Procedures for Periodic Evaluation of Probationary Faculty

(1) Periodic evaluation of probationary faculty shall be conducted by the elected department peer review committee composed of tenured faculty, the department head/chair and the dean in any year in which the probationary faculty unit member is not subject to a performance review for retention.

(2) A written record of a periodic evaluation shall be placed in the probationary faculty unit employee's Personnel Action File. A probationary faculty unit employee shall be provided a copy of the written record of the periodic evaluation.

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B. Criteria for Periodic Evaluation of Probationary Faculty: Criteria are similar to Criteria for Retention, Promotion and Tenure (CAP 523.1B).

### 3. Periodic Evaluation of Temporary Faculty Unit Employees.

#### A. Criteria

Evaluation of temporary faculty shall be appropriate to the work assignment of the temporary faculty employee and shall conform with the approved criteria established by the college/department in the performance of instructional and professional responsibilities applicable to temporary faculty.

#### B. Eligibility

(1) Full-time temporary faculty unit employees (e.g., lecturers) appointed for the entire academic year must be evaluated during that year by a peer committee of the department or equivalent unit, the department head/chair and dean. Members of the peer committee chosen for the evaluation of full-time temporary faculty unit employees must be full-time, tenured faculty unit employees. At the request of the department, the college dean may agree that a faculty unit employee participating in the Faculty Early Retirement Program may serve on faculty peer review committees. However, peer review committees may not be comprised solely of faculty participating in the Faculty Early Retirement Program.

(2) Part-time temporary faculty unit employees appointed for the entire academic year must be evaluated by the department head/chair. A peer committee evaluation is not required. However, full-time tenured faculty should be given the opportunity to provide evaluative statements and such statements should be written and signed.

(3) Temporary faculty unit employees (full-time or part-time) appointed for one or two quarters are to be evaluated at the discretion of the department head/chair or dean. Also, the employee may request that an evaluation be performed. The request must be in writing and must be accompanied by an updated resume. The request must be submitted to the department head/chair by the established deadline.

(4) Temporary faculty unit employees holding three (3) year appointment pursuant to MOU Article 12 shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of the employee, department head/chair, or dean. Normally the evaluation will be scheduled during the second year of appointment.

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(5) Lecturers who are no longer eligible for a service salary increase (SSI) in their current range and who have served at least five years in their current range may apply for Range Elevation.

### C. Procedures for Periodic Evaluation of Temporary Faculty

(1) Academic Personnel will distribute a list of temporary faculty eligible for periodic review, including those eligible for range elevation, and the timetable for conducting the reviews.

(2) The faculty member shall submit a Working Personnel File to the department head/chair by the established deadline. The file should include supporting materials to document the accomplishments of the work assignment of faculty unit employee to include (but not limited to):

- (a) Resume
- (b) Summary of results of student evaluations of teaching
- (c) Course syllabi and examples of course materials
- (d) Examples of examinations
- (e) Grading schemes and grade assignments
- (f) Statement of teaching philosophy
- (g) Professional accomplishments which contribute to maintaining currency in the faculty member's field of expertise such as research, scholarship, and/or creative activity
- (h) Service activities, if applicable.

(3) All evaluators must sign the logs in the Personnel Action File and the Working Personnel Action File before completing their written evaluative statements and recommendations.

(4) Evaluators will provide their written evaluation and recommendation to the faculty member at least ten day before transmitting materials to the next level of reviews.

(5) The faculty under review may submit a rebuttal statement to the evaluation in writing and/or request a meeting to be held to discuss the evaluation within ten days following receipt of the evaluation.

(6) A written record of a periodic evaluation shall be placed in the temporary faculty unit employee's Personnel Action File. The temporary faculty unit employee shall be provided with a copy of the written record of the evaluation.

(7) College deans are delegated authority to approve range elevation.

(8) Range elevation becomes effective with beginning of the subsequent fall quarter.

Reference

- Date approved by the President:
  - Office responsible for implementation: Provost and Vice President for Academic Affairs; Academic Personnel
  - Date when the policy is to be reviewed and by whom (where stipulated):
  - Sunset clause (where stipulated):
  - Related University Policies/ Documents/ Manuals/ Handbooks: Cal Poly Strategic Plan; Administrative Bulletin 85-2; Ernest L. Boyer, Scholarship Reconsidered, The Carnegie Foundation for the Advancement of Teaching, 1990
- Any laws, regulations or codes of practice which should be referred to in conjunction with the policy: Fair Labor Standards Act; Title 5 of the California Code of Regulations (California Education Code; The Higher Education Employer-Employee Relations Act (HEERA); Memorandum of Understanding; CSU Technical Letter HR 97-07



## **Recognition and Support of Faculty Service in Governance**

Whereas: Retention, Tenure and Promotion (RTP) processes, as implemented, often undervalue service; and

Whereas: Faculty are often discouraged from making a strong commitment to service, which is seen as providing fewer benefits than research or teaching, and/or benefits that are less portable across institutions; and

Whereas: As the demographics of faculty at Cal Poly change, there is concern that academic governance responsibilities are being undertaken by fewer and fewer faculty members; and

Whereas: Mentoring new faculty in the demands of service, and to their role and responsibilities relative to shared governance is an often neglected aspect of faculty development; and

Whereas: The modern realities of increased expectations regarding research as well as a continuing expectation regarding effective teaching create a high level of workload commitments; and

Whereas: As an institution valuing shared governance, Cal Poly relies heavily upon the work of committed faculty members to conduct the business of the university beyond the classroom; be it

Resolved: That the Academic Senate affirm its commitment to and appreciation for faculty who engage in shared governance as part of their faculty service activities; and be it further

Resolved: That the Academic Senate urge colleges and departments to update their retention, tenure, and promotion documents to include incentives to encourage faculty at appropriate stages of their academic careers to engage actively and productively as contributors to academic governance; and be it further

Resolved: That the Academic Senate encourage departments and colleges to establish and support formal or informal mentorship programs that encourage new faculty members, at appropriate stages of their career, to become full, well-rounded academic citizens of the campus through participation in shared governance; and be it further

Resolved: That the Academic Senate urge campus administrators, including the President and Provost, to provide active and material support such as sufficient assigned time to fairly compensate faculty for their governance activities; and be it further

Resolved: That the Academic Senate forward this resolution to all college deans and department chairs/heads.

Approved by the Faculty Affairs Committee  
March 10, 2009