



CAL POLY

Academic Senate

Academic Senate Meeting

Tuesday, September 8, 2026 | 3:00 p.m. – 4:50 p.m.
 UU 220 and <https://calpoly.zoom.us/j/85334814934>

AGENDA

1. **Call to Order** | Frame
2. **Approval of Minutes** | Frame
 - 2.1. Academic Senate Meeting on June 2, 2026 pp. 2-5
3. **Communications and Announcements** | Frame
4. **Consent Agenda** | September 8, 2026 pp. 6-10
5. **Reports**
 - 5.1. **Academic Senate Chair** | Frame
 - 5.1.1. **Update on Summer Activities by the Executive Committee** p. 11
 - 5.1.2. **Orientation Packet for AY 2026-2027** (also available online [here](#)) pp. 12-70
 - 5.2. **President** | Haft
 - 5.3. **Provost** | Liddicoat
 - 5.4. **CSU Statewide Senate** | Navarro, Rein, & Stegner (SLO); Inoue (Solano)
 - 5.5. **CFA** | Kawamura (SLO) & Sinha (Solano)
 - 5.6. **ASI** | Schinderle & Short
 - 5.7. **Strategic Enrollment Management & Student Affairs** | Harris pp. 71-73
6. **Discussion Items** | None
7. **Special Reports**
 - 7.1. **[Written] Revised 2024-2025 Online Student Evaluation of Instruction Report** pp. 74-87
 Kenneth Brown, Faculty Affairs Committee
 - 7.2. **[Written] Annual Report on UFPP Procedural Updates** pp. 88-145
 Kenneth Brown, Faculty Affairs Committee
 - 7.3. **[TIME CERTAIN: 4:00 – 4:25 p.m.] Academic Integrity Policy**
 David Groom and Jason Lindo, Office of Student Rights and Responsibilities
8. **Business Items** | None
9. **Adjournment** | Frame



CAL POLY

Academic Senate

Academic Senate Meeting

Tuesday, June 2, 2026 | 3:10 p.m. – 5:00 p.m.

ATTENDEES

ACADEMIC SENATE MEMBERS

Benjamin Alexander; Christian Anderson; Lisa Anderson; Jacques Belanger; Darin Bennett; Angela Bracco; David Camp; Sabrina Canady; John Clements; Matthew Cole; Dennis Derickson; Shunping Ding; Robert Easton; Matthew Fairbanks; Samuel Frame Vice Chair & Statewide Senator; Scott Fraser; Lauren Garner; Christine Gray; [Jerusha Greenwood](#) Academic Senate Chair; Thomas Gutierrez Immediate Past Senate Chair; William Harrison; Brian Healy; Kara Hitchcock PCS Caucus Chair; Sean Hurley CAFES Caucus Chair; Taiyo Inoue CSU Statewide Senator; Eric Kantorowski; Thomas Kommer; Sarah Lester; Patrick Lin; Bo Liu; Heather Liwanag; Ulric Lund; Casey McDonald-Liu; James Mealy; Blair Middlebrook; Ryan Miller; Allison Myers; José Navarro; Leslie Nelson; Phil Nico; Erin Pearse; Nathan Perry; Steffen Peuker CENG Caucus Chair; Siroj Pokharel; Steve Rein CSU Statewide Senator; Rebecca Richards; Andrew Schaffner BCSM Caucus Chair; Dustin Stegner CSU Statewide Senator; Taufik; Alice Tierney-Fife; Hiren Trada; William Tsai; Stamatis Vokos; Daniel Waldorf; Christina Wolfe-Chandler; Ava Wright CLA Caucus Chair; Hocheol Yang

GUESTS

Simone Aloisio; Helen Bailey; Kenneth Brown; Marc Cabeliza ASI President; Laura Cacciamani; Susan Cheng; PJ Crocker; Cristal Cruz Rios; Andrew Danowitz; Rachel Fernflores; Alyson Engel ASI Board of Directors Chair; Terrance Harris; Dawn Janke; Kris Jankovitz; Eric C. Jones; Lisa Kawamura; Michelle Kekaha; Angie Kraetsch; Maneesh Kumar; Carrie Langner; Jean Lee; Meggan Levitt; Al Liddicoat; Cheryl May; Beth Merritt Miller; Andrew Morris; Jett Palmer; John Pan; Kylie Parrotta; Daniel Parsons; Elizabeth Perhach; Dinesh Pinisetty; Teshia Roby; Anelise Sabbag; Kelly Sebastian; Stacey Shimizu; Aparna Sinha; Zora Sowinska; Shannon Sullivan-Danser; Cem Sunata; Jennifer Teramoto Pedrotti; Anastasia Telesetsky; John Walker; Cindy Wang; Dean Wendt; Prema Windokun; Eduardo Zambrano

MINUTES

1. **Call to Order** | Jerusha Greenwood, Academic Senate Chair, called the meeting to order at 3:10 p.m.

2. Approval of Minutes

The [minutes](#) of the Academic Senate Meeting on May 26, 2026, were approved.

3. Communications and Announcements

Jerusha Greenwood, Academic Senate Chair, announced Joshua Shackman (Solano) and John Oliver, Karin Hendricks Bolen, and Leslie Nelson (SLO) will be receiving the Distinguished Teaching Awards. Richard Volpe, Emily Taylor, and Eric Espinoza-Wade (SLO) will be receiving the Distinguished Scholarship Awards. Chair Greenwood recognized Tom Gutierrez, Immediate Past Senate Chair, for his service to the Academic Senate, and congratulated Marc Cabeliza, ASI President, and Alyson Engel, ASI Board of Directors Chair, on their graduation from Cal Poly. José Navarro will be serving in the ASCSU seat when Samuel Frame moves into Academic Senate Chair.

Immediate Past Senate Chair, Tom Gutierrez, asked to be recognized. He brought forth a resolution commending Jerusha's tenure as Academic Senate Chair and presented her with a



CAL POLY

Academic Senate

Academic Senate Meeting

Tuesday, June 2, 2026 | 3:10 p.m. – 5:00 p.m.

gavel plaque and name tag commemorating her new role as Immediate Past Senate Chair. The resolution was adopted by unanimous acclimation.

4. **Consent Agenda** | There being no objections, [all items](#) on the Consent Agenda have passed.

5. Written Reports

5.1. **Academic Senate Chair:** None.

5.2. **President:** The Office of the President provided a written report that may be viewed [here](#) (pp. 12-13).

5.3. **Provost:** The Office of the Provost provided a written report that may be viewed [here](#) (pp. 14-15).

5.4. **CSU Statewide Senate:** None.

5.5. **CFA:** None.

5.6. **ASI:** ASI provided a written report that may be viewed [here](#) (p. 16).

5.7. **Strategic Enrollment Management & Student Affairs:** The Division of Strategic Enrollment Management & Student Affairs provided a written report that may be viewed [here](#) (p. 17).

6. Discussion Items

6.1. Introduction of Next Year's Senators | Jerusha Greenwood & Current Caucus Chairs

The current caucus chairs – Andrew Schaffner (BCSM); Sean Hurley (CAFES); Steffen Peuker (CENG); Ava Wright (CLA); Brian Ayash (OCOB); and Kara Hitchcock (PCS) – introduced the newly elected Senators who will be joining in AY 2026-2027 and recognized senators who were departing the Senate.

7. Special Written Report

7.1. **Annual Report from the Office of the Registrar** | *Postponed until fall 2026*

8. Old Business Items

8.1. Resolution on Student Perceptions of Learning Experience

John Pan, Ad Hoc Committee Chair, reintroduced in first reading a Resolution on Student Perceptions of Learning Experience. M/S/P to move a Resolution on Student Perceptions of Learning Experience to second reading. M/S/P to adopt a Resolution on Student Perceptions of Learning Experience.

8.2. Resolution to Update Academic Dishonesty: Cheating and Plagiarism Policy to include Generative Artificial Intelligence

Ava Wright, Ad Hoc Committee Chair, reintroduced in first reading a Resolution to Update Academic Dishonesty: Cheating and Plagiarism Policy to Include Generative Artificial



CAL POLY

Academic Senate

Academic Senate Meeting

Tuesday, June 2, 2026 | 3:10 p.m. – 5:00 p.m.

Intelligence. M/S/P to move a Resolution to Update Academic Dishonesty: Cheating and Plagiarism Policy to Include Generative Artificial Intelligence to second reading. M/S/P to adopt Resolution to Update Academic Dishonesty: Cheating and Plagiarism Policy to Include Generative Artificial Intelligence.

8.3. Resolution on Stacked Courses

John Walker, Curriculum Committee Chair, reintroduced in first reading a Resolution on Stacked Courses. M/S/P to move a Resolution on Stacked Courses to second reading. M/S/P to adopt a Resolution on Stacked Courses.

9. New Business Items

9.1. Resolution on Proposed New Degree Program: Master of Science in Computer Engineering

Andrew Danowitz, Computer Engineering, introduced in first reading a Resolution on Proposed New Degree Program: Master of Science in Computer Engineering. M/S/P to move a Resolution on Proposed New Degree Program: Master of Science in Computer Engineering to second reading. M/S/P to adopt Resolution on Proposed New Degree Program: Master of Science in Computer Engineering.

9.2. Resolution to Establish the Cal Poly Maritime Academy Council

Jerusha Greenwood, Academic Senate Chair, introduced in first reading a Resolution to Establish the Cal Poly Maritime Academy Council. M/S/P to move a Resolution to Establish the Cal Poly Maritime Academy Council to second reading. M/S/P to adopt a Resolution to Establish the Cal Poly Maritime Academy Council.

9.3. Resolution on the Modification of the Academic Senate Constitution

Jerusha Greenwood, Academic Senate Chair, introduced in first reading a Resolution on the Modification of the Academic Senate Constitution. M/S/P to move a Resolution on the Modification of the Academic Senate Constitution to second reading. M/S/P to adopt a Resolution on the Modification of the Academic Senate Constitution.

9.4. Resolution on the Modification of the Academic Senate Bylaws

Jerusha Greenwood, Academic Senate Chair, introduced in first reading a Resolution on the Modification of the Academic Senate Bylaws. M/S/P to move a Resolution on the Modification of the Academic Senate Bylaws. M/S/P to adopt a Resolution on the Modification of the Academic Senate Bylaws.

9.5. Resolution on Supporting an Academic Component for a Living Green Residential Community at Cal Poly, San Luis Obispo



CAL POLY

Academic Senate

Academic Senate Meeting

Tuesday, June 2, 2026 | 3:10 p.m. – 5:00 p.m.

Anastasia Telesetsky, Sustainability Committee Chair, introduced in first reading a Resolution on Supporting an Academic Component for a Living Green Residential Community at Cal Poly, San Luis Obispo. This resolution will return in first reading in AY 2026-2027.

9.6. Resolution on Archiving of Course Syllabi

Due to time constraints, this resolution will be introduced in first reading in AY 2026-2027.

10. Adjournment | Jerusha Greenwood, Academic Senate Chair, adjourned the meeting at 5:03 p.m.

Minutes submitted by

P.J. Crocker



CAL POLY

Academic Senate

Academic Senate Meeting – September 8, 2026

Consent Agenda

Date item must be removed by: September 1, 2026

The following items have been put on the Consent Agenda for the September 8, 2026, Academic Senate meeting. These proposals are exceptions to the catalog review cycle.

Pursuant to the *Bylaws of the Academic Senate*,

Items appearing on the Consent Agenda are expected to be routine and noncontroversial. Common uses include, but are not limited to, modifications to departments, courses, programs, degrees; new courses; and editorial revisions to personnel policies. (New departments, programs and degrees must include a resolution and follow the regular approval path for resolutions.) The Consent Agenda will be distributed at least two weeks before the Academic Senate meeting for which it is agendized.

Any item on the Consent Agenda may be moved to the regular agenda at the request of a Senator at least one week before the Academic Senate meeting for which it is agendized. If an item is so moved, it shall be placed on the Business Items of the agenda as a First Reading item. Certain Consent Agenda items, such as recommendations from the Curriculum Committee or Faculty Affairs Committee, may require special procedures.

Items not removed shall be approved by general consent without debate. Clarification questions regarding the items are permitted. (V.E., pp. 12-13)

Courses submitted by the Academic Senate Curriculum Committee

These items are found on the [Status of Proposals webpage](#), *Proposals Outside of the Catalog Review Cycle*.

2026 – 2027 Review				
ITEMS TO BE CONSIDERED BY ACADEMIC				
Program Name or Course Number & Title	ASCC recommendation/ Other	Academic Senate	Provost	Term Effective
CEP 2274: Maritime Academy Engineering Co-op (0)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-



CAL POLY

Academic Senate

Academic Senate Meeting – September 8, 2026

Consent Agenda

Date item must be removed by: September 1, 2026

2026 – 2027 Review				
ITEMS TO BE CONSIDERED BY ACADEMIC				
Program Name or Course Number & Title	ASCC recommendation/ Other	Academic Senate	Provost	Term Effective
CHEM 1122: Fundamentals of Chemical Reactivity (4) 3 lectures, 1 laboratory (existing course, lessening requirements)	Reviewed and recommended for approval 8/19/2026	On 9/8/26 consent agenda	-	-
CRU 1104: Sea Training IA - Deck (0)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
CRU 1154: Sea Training IA - Engine (0)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
CRU 2204: Sea Training IIA - Deck (0)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
CRU 2204L: Sea Training II Lab - Deck (0)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
CRU 2254: Sea Training IIA - Engine (0)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
CRU 3304: Sea Training IIIA - Deck (0)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
CRU 3354: Sea Training IIIA - Engine (0)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-



CAL POLY

Academic Senate

Academic Senate Meeting – September 8, 2026

Consent Agenda

Date item must be removed by: September 1, 2026

2026 – 2027 Review				
ITEMS TO BE CONSIDERED BY ACADEMIC				
Program Name or Course Number & Title	ASCC recommendation/ Other	Academic Senate	Provost	Term Effective
ET 2230: Properties of Materials (2) 2 lectures (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
ET 2230L: Properties of Materials Laboratory (1) 1 laboratory (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
ET 2232: Statics (3) 3 lectures (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
ET 2250: Electrical Circuits (3) 3 lectures (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
ET 2250L: Electrical Circuits Laboratory (1) 1 laboratory (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
ET 3332: Strength of Materials (3) 3 lectures (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
ET 3340: Fluid Mechanics (3) 3 lectures (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-
ET 3340L: Fluid Mechanics Laboratory (1) 1 laboratory (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-



CAL POLY

Academic Senate

Academic Senate Meeting – September 8, 2026

Consent Agenda

Date item must be removed by: September 1, 2026

2026 – 2027 Review				
ITEMS TO BE CONSIDERED BY ACADEMIC				
Program Name or Course Number & Title	ASCC recommendation/ Other	Academic Senate	Provost	Term Effective
ME 1148: Engineering Design Communication (2) 1 lecture, 1 laboratory (existing course, lessening requirements)	Reviewed and recommended for approval 7/31/2026	On 9/8/26 consent agenda	-	-
ME 2225: Introduction to Mechanical Engineering for Transfers (1) 1 laboratory (existing course, lessening requirements)	Reviewed and recommended for approval 7/31/2026	On 9/8/26 consent agenda	-	-
ME 3302: Thermodynamics (3) 3 lectures (existing course, lessening requirements)	Reviewed and recommended for approval 7/31/2026	On 9/8/26 consent agenda	-	-
ME 3313: Intermediate Dynamics (2) 2 lectures (existing course, lessening requirements)	Reviewed and recommended for approval 7/31/2026	On 9/8/26 consent agenda	-	-
ME 3317: Vibrations and System Modeling (4) 3 lectures, 1 laboratory (existing course, lessening requirements)	Reviewed and recommended for approval 7/31/2026	On 9/8/26 consent agenda	-	-
ME 3319: Introduction to System Dynamics (4) 3 lectures, 1 laboratory (existing course, lessening requirements)	Reviewed and recommended for approval 7/31/2026	On 9/8/26 consent agenda	-	-
ME 3328: Design for Strength and Stiffness (4) 3 lectures, 1 laboratory (existing course, lessening requirements)	Reviewed and recommended for approval 7/31/2026	On 9/8/26 consent agenda	-	-
ME 3330: Engineering Dynamics (3) 3 lectures (existing course, lessening requisite)	Reviewed and recommended for approval 8/21/2026	On 9/8/26 consent agenda	-	-



CAL POLY

Academic Senate

Academic Senate Meeting – September 8, 2026

Consent Agenda

Date item must be removed by: September 1, 2026

2026 – 2027 Review				
ITEMS TO BE CONSIDERED BY ACADEMIC				
Program Name or Course Number & Title	ASCC recommendation/ Other	Academic Senate	Provost	Term Effective
ME 3332: Mechanics of Materials (3) 3 lectures (existing course, lessening requisite)	Reviewed and recommended for approval 8/24/2026	On 9/8/26 consent agenda	-	-
ME 3340: Engineering Fluid Mechanics (3) 3 lectures (existing course, lessening requisite)	Reviewed and recommended for approval 8/24/2026	On 9/8/26 consent agenda	-	-
ME 3341: Fluid Mechanics (3) 3 lectures (existing course, lessening requirements)	Reviewed and recommended for approval 8/13/2026	On 9/8/26 consent agenda	-	-
ME 4416: Ground Vehicle Dynamics and Design (3) 2 lectures, 1 laboratory (existing course, lessening requirements)	Reviewed and recommended for approval 8/20/2026	On 9/8/26 consent agenda	-	-
PHYS 1143: General Physics II (4) 3 lectures, 1 laboratory (existing course, lessening requirements)	Reviewed and recommended for approval 7/31/2026	On 9/8/26 consent agenda	-	-

**CAL POLY****Academic Senate Chair Report**

Academic Senate Meeting

September 8, 2026

Executive Committee Summer 2026 Report

Samuel Frame, Academic Senate Chair

Under the Academic Senate Bylaws, the Executive Committee acts on behalf of the Academic Senate during the summer. The Executive Committee met and conducted Senate business during Summer 2026 on two occasions, focused primarily on time-sensitive curriculum changes and appointments to the Senate, Senate committees, and Year-Round Operations summer workgroups.

The Executive Committee facilitated consent agendas for time-sensitive, non-substantive curriculum changes approved by the Academic Senate Curriculum Committee, particularly adjustments or reductions to prerequisites needed for registration so that students could access the courses they need.

The Executive Committee also made a number of appointments to the Academic Senate, Senate standing committees, and two summer workgroups examining aspects of Year-Round Operations led by Dr. Rachel Fernflores. One workgroup focused on the academic calendar, while the other focused on high-impact practices and work-integrated learning.

The Executive Committee was also invited to review four campus administrative policies under revision: CAP 353, Pets on Campus; CAP 700, University Development and Alumni Engagement; CAP 1200, Organization and Division Policies; and CAP 1210, Information and Security Policy.



CAL POLY
Academic Senate

MEMORANDUM

September 3, 2026

TO: All AY 2026-2027 Academic Senators

FROM: Shannon Sullivan-Danser
Academic Senate Analyst

SUBJECT: Academic Senate Orientation Packet for AY 2026-2027

Enclosed for your information are the following materials:

1. History of the Academic Senate
2. Memo regarding Attendance at Academic Senate Meetings
3. Academic Senate Calendar for 2026-2027

RE M I N D E R: The Academic Senate meets on Tuesdays from 3:00 to 4:50 p.m. Please give notice to your department schedulers to avoid any teaching and meeting conflicts. Presentations, handouts, and approved minutes will be posted on the website [here](#). Agendas will be distributed on Thursdays.

4. Guidelines on Parliamentary Procedures
5. Order of Precedence of Motions Chart
6. Flowchart of Resolution Proceedings
7. Constitution of the Faculty and Bylaws of the Academic Senate
8. Roster of Academic Senate Senators (alphabetic and by college)
9. Roster of Academic Senate Executive Committee Members

Please review these documents carefully. Additional information regarding the Academic Senate can be viewed on our website (<https://academicsenate.calpoly.edu>). If you have any questions or need further information, please call 805-756-1258 or email me at ssullivan@calpoly.edu.

History of the Academic Senate

Excerpt from "Remarks to New Senators" by Peter H. Shattuck, September 11, 1987, printed in *Principles and Policies: Papers of the Academic Senate, The California State University*, Volume I, 1988.

Prehistory of the Academic Senate

The California state colleges can trace their origins to 1857, the year of the establishment of Minn's Evening Normal School in San Francisco. After a century, the normal schools had become teachers' colleges, which in turn had metamorphosed into state colleges. Administered by the Superintendent of Public Instruction, the state colleges were in fact run by their presidents. The president hired faculty, supervised the curriculum, made personnel decisions, and arranged for parking. To quote from "A History of the California State University and Colleges," written by Don Gerth and Judson Grenier, "The faculties of the state colleges, reflecting their history as teachers' colleges, were not assigned by law or custom any real role in making of policy." (p. 17) What changed that situation was the study which produced the first Master Plan for Higher Education in California. Embodied in the Donahoe Act of 1960, the Master Plan created the state college system and held out a variety of promises for the future.

Among the promises was real faculty participation in the governance of the institutions. It took a change in leadership to fulfill that promise. The first Chancellor, Buell Gallagher, stung by Red-baiting, resigned after eight months; he was replaced by Vice Chancellor Glenn Dumke, former president of San Francisco State.

Dumke became Chancellor in April 1962. By then the sixteen campuses each had formed some kind of faculty council or senate to advise, recommend, cajole, or plead with the local president. Dumke quickly met with the chairs of these bodies to begin planning "...of a statewide faculty organization which could be used for consultation on statewide matters." (The quote is from Judson Grenier and Kenneth Simms, "Creation of the Academic Senate, CSUC," published in 1978, p. 2. The word "used" is delightfully ambiguous.) As planning went forward, it found encouragement from the Legislature. Senator Albert Rodda of Sacramento introduced SR 20 (1962), calling for the creation of an Academic Senate of the state colleges. To the Chair of the Board of Trustees, Rodda wrote, "Many individuals in the Legislature and in the field of higher education are watching carefully the steps that are being taken...in the evolution of arrangements for faculty involvement in the state college system operation." (Grenier and Simms, p. 5)

The Academic Senate Emerges

Thus, the fortunate product of a sort of blatant legislative intrusion which it has resisted ever since, the Senate held its first session in May 1963, chaired by Leonard Mathy of LA State. It is not altogether wrong to say that, for the next eighteen years, Chancellor Dumke used the Senate as an alternative to, and as an instrument against, his bete noire, collective bargaining. That is not to say that the Senate made no difference. In fact, Senate chairs and senators worked hard to recommend policy in a wide spectrum of academic issues. To quote again from Grenier and Simms, "Issues referred to Senate committees and discussed in plenary sessions in 1963-64 have a familiar sound. They included grievance procedures, promotions policies, summer session salaries, teacher training guidelines, elimination of remedial courses from the curriculum, enrollment limitations on impacted campuses, joint doctoral programs, and released time for Senate officers." (p. 5) The Senate, they

point out, "...wrestled with any controversial problems: student protest movements, sit-ins, strikes, violations of academic freedom, presidential authority, access to the Board of Trustees, threats to tenure, grievance and disciplinary action procedures, diminution of faculty role in selection of administrators, collective bargaining." (p. 6) Early Senate leaders like Len Mathy, Jack Livingston, and Jerry Richfield fought heroically to represent faculty interests. Still, as Mathy noted in 1978, "...the Senate's role in the CSUC system has changed little since its establishment. It was assumed by those of us who helped draft the Constitution and to launch the Senate on its course that it would soon have a powerful role in policy development and acquire fundamental authority in many areas. These cherished hopes have never been fulfilled..." (Grenier and Simms)

The Collective Bargaining Era

Four months after Mathy made this discouraged--and discouraging--assessment, Governor Brown signed AB 1091, and governance in the CSU began to enter a new phase, one in which the Academic Senate would have at once more and less authority, more and less significance, than in the early years. AB 1091, of course, was HEERA—The California Higher Education Employer-Employee Relations Act—which gave faculty members the opportunity to be represented by an exclusive bargaining agent with regard to "...wages, hours of employment, and other terms and conditions of employment." Four and a half years later, the Public Employment Relations Board announced the CFA had won the election and would now be the official bargaining agent for the faculty. That might well have meant the demise of the Academic Senate, as the arrival of collective bargaining had meant elsewhere. But, thanks to earlier Senate success in shaping the bargaining act, the Senate remained very much in business.

As you are no doubt aware, HEERA contains language which explicitly, if not entirely clearly, recognizes the Senate. "The Legislature recognizes that joint decision-making and consultation between administration and faculty or academic employees is the long-accepted manner of governing institutions of higher learning and is essential to the performance of the educational mission of such institutions and declares that it is the purpose of this act to both preserve and encourage that process." Two important documents have spelled out that process: the first, "Responsibilities of Academic Senates within a Collective Bargaining Context," made its way through the Senate between 1978 and 1981, when it was unanimously adopted. In 1982, Chancellor Dumke wrote that the document conveys the message "that the onset of collective bargaining need not portend the end of a collegial approach to decision-making." (*The Academic Senator*, Vol. 12, No. 3, p. 5)

Senators with long memories found a good deal of irony in this remark, since one of the major incentives behind collective bargaining had been the Chancellor's intransigent resistance to collegiality. Nevertheless, the Senate had a continuing role, one further recognized in 1983 when Chancellor W. Ann Reynolds wrote, "I have adopted this document." (*The Academic Senator*, Vol. 12, No. 3, p. 6) She would also adopt a second document prepared by the Senate, the 1985 "Statement on Collegiality." Meanwhile, the bargaining process went forward. The Congress of Faculty Associations became the California Faculty Association, and we are now into our second contract. Instead of two players in the drama of governance, there are now three.



CAL POLY
Academic Senate

MEMORANDUM

October 7, 2025

TO: All AY 2026-2027 Academic Senators

FROM: Shannon Sullivan-Danser
Academic Senate Analyst

SUBJECT: Attendance and General Procedures at Academic Senate Meetings

ATTENDANCE AT ACADEMIC SENATE MEETINGS

Thank you for serving as an Academic Senator. We know that you will have many competing priorities and responsibilities; your attendance and insight in Academic Senate meetings and with your caucus will be crucial as we focus on many important initiatives related to faculty shared governance.

As with last year, we will be including in the minutes the list of attendees for each Academic Senate and Executive Committee meeting. As such, it is crucial that you sign-in at the beginning of each meeting so that we can ensure accurate records.

Quoted below are the bylaw provisions concerning substitutes, proxies, and automatic resignation (*Bylaws of the Academic Senate* section II. D, E, and F):

D. SUBSTITUTES

When a senator must miss Senate meetings over an extended period of time (two or three consecutive meetings), the senator must notify the appropriate caucus chair of the planned absences. The caucus chair will solicit nominations for a substitute who is eligible for election to the Senate from the senator's college/Professional Consultative Services. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmit to the Academic Senate office, in writing, the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member in the same college/Professional Consultative Services who is eligible for election to the Senate or another senator who is a member of the



CAL POLY

Academic Senate

college/Professional Consultative Services to serve as proxy. The senator shall transmit to the Academic Senate office, in writing, the name of the person to serve as proxy. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

If you will be needing a substitute or proxy, please notify myself and Samuel Frame, Academic Senate Chair.

PROCEDURES FOR MEETINGS

All meeting materials (e.g., agenda, handouts, presentation slides, approved minutes) will be posted on the Academic Senate “[2026-2027 Meeting Calendar](#)” webpage. Agendas are typically distributed the Thursday before the meeting. In order to meet this deadline, please note these important reminders:

All agenda materials, whether for an Executive Committee or Academic Senate meeting, must be submitted the Wednesday before the meeting at 5 p.m. For example, any resolution, written report, or general agenda item related to the September 22 Academic Senate meeting must be emailed to Shannon Sullivan-Danser (ssulliva@calpoly.edu) by Wednesday, September 16.

All presentation materials must be submitted to the Academic Senate office the Monday before the meeting by the end of the day. Presentation slides will be posted on the website as a PDF at the time of the meeting and archived in DigitalCommons at the end of the year.

Please ensure that submitted materials, such as attachments and presentations, meet standard accessibility requirements, including alternate text/descriptions, document format, color contrast, etc. More information about how to make documents accessible can be found on the CTLT's "[Accessible Learning](#)" webpage.

The following procedures will be included when the agenda packet is distributed (and modified as needed).



CAL POLY

Academic Senate

GENERAL MEETING LOGISTICS

1. Sean Hurley, Academic Senate Vice Chair, and I will be maintaining the speaker's list, and we will make every effort to identify the order of raised hands between those in UU 220 and those joining via Zoom. We use the "Raise Hand" feature in Zoom to identify those who wish to speak. If you are in UU 220, please raise your name card. Samuel Frame, Academic Senate Chair, typically calls on people using the order of the speaker's list but may alter the order at his discretion depending on context.
2. Please don't ask questions in the chat space for the speaker. The chat space isn't being monitored regularly by the officers. If you need clarification or wish to make a suggestion or share a comment, please place yourself on the speaker's list and ask the question directly to the floor. The chat space can be a useful tool for dynamic, real-time interactions amongst participants. However, please do not use the chat space for conversations that are not relevant to Senate business. Note that the public chat and any private chats to Samuel, Sean, or myself are logged to the public record. Private chats amongst participants are not recorded.
3. When you do have something to contribute, please be courteous to our limited time together. Please keep your questions/comments succinct and respectful. **Time limits may be put in place in order to proceed with the agenda.**
4. When you first log into the meeting, you'll be directed to a waiting room where we will accept your entry. Please mute yourself during the meeting if you aren't speaking to help reduce background noise.
5. If you are in UU 220 and plan on also joining via Zoom, **please turn off the sound from your device to avoid potential feedback.**

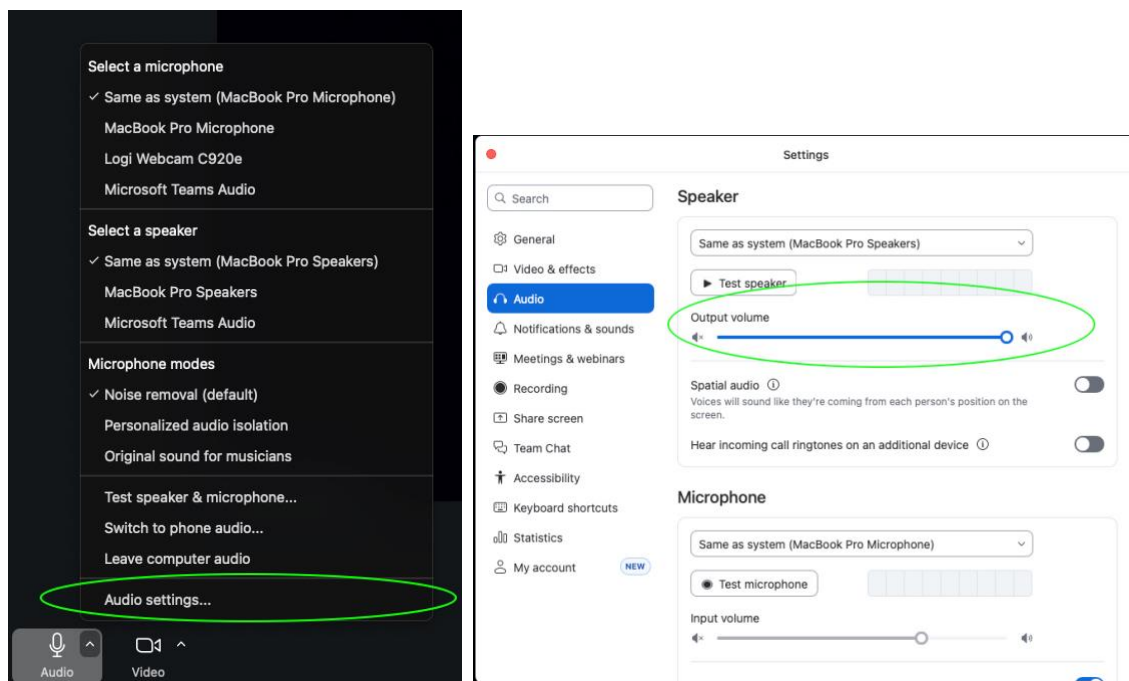
A/V REMINDERS AND TIPS

1. Please note that UU 220 received significant A/V upgrades in summer 2025; there are still some hiccups that we are working through with the technical team. There are four (4) cameras (one on each wall), which will help us focus on speakers. Additionally, there are array speakers in the center of the ceiling (and can be identified by the green light within the panels). These speakers are sensitive, so please be mindful of any rustling or side conversations.
2. If you are joining in UU 220, there will be wireless microphones at the tables. If you are not speaking, please turn off these microphones (the red light will show on the stand when it is turned off) to limit audio disruptions.
3. For those joining remotely, to enhance the volume of the audio, please adjust the **Zoom output volume, which is different than from the computer volume.** Once you're in the meeting, to adjust the volume, click on the Audio then Audio Settings at the bottom left of the meeting toolbar. From there, slide the bar to adjust the output volume from the Audio Settings menu:



CAL POLY

Academic Senate



4. Senate meetings are open to the public. They are recorded (including audio, chat, and video information) and may be transcribed for public record. Individual senators may request recordings for their own records, but we request that they do not distribute it. For our records, we request members of the public (including non-Senate faculty, staff, students, and media) interested in meeting data to contact the Senate Office directly.

If you have any questions, please let me know. Thank you for your cooperation in this effort.


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ACADEMIC AFFAIRS

Academic Senate Calendar of Meetings (AY 2026-2027)

Week	Date	Meeting	Location	Time
FALL 2026				
Conference Week	Friday, August 21	Academic Senate Retreat	UU 220	1:00 – 4:50 p.m.
Week 1	Tuesday, August 25	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 2	Tuesday, September 1	No meeting		
Week 3	Tuesday, September 8	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 4	Tuesday, September 15	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 5	Tuesday, September 22	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 6	Tuesday, September 29	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 7	Tuesday, October 6	No meeting	-	-
Week 8	Tuesday, October 13	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 9	Tuesday, October 20	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 10	Tuesday, October 27	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 11	Tuesday, November 3 (election day)	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 12	Tuesday, November 10	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 13	Tuesday, November 17	Executive Committee	01-409	3:00 – 4:50 p.m.
Fall Break	November 23-29	No meeting	-	-
Week 14	Tuesday, December 1	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 15	Tuesday, December 8	Academic Senate	UU 220	3:00 – 4:50 p.m.
Finals Week	December 14 – December 18	No meeting	-	-
Winter Holiday	December 23, 2026 – January 21, 2027	No meetings	-	-
SPRING 2027				
Week 1	Tuesday, January 26	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 2	Tuesday, February 2	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 3	Tuesday, February 9	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 4	Tuesday, February 16	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 5	Tuesday, February 23	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 6	Tuesday, March 2	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 7	Tuesday, March 9	No meeting	-	-
Spring Break	March 15 – March 21	No meeting	-	-
Week 8	Tuesday, March 23	No meeting	-	-
Week 9	Tuesday, March 30	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 10	Tuesday, April 6	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 11	Tuesday, April 13	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 12	Tuesday, April 20	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 13	Tuesday, April 27	Executive Committee	01-409	3:00 – 4:50 p.m.
Week 14	Tuesday, May 4	Academic Senate	UU 220	3:00 – 4:50 p.m.
Week 15	Tuesday, May 11	Academic Senate	UU 220	3:00 – 4:50 p.m.
Finals Week	May 17 – May 21	No meeting	-	-



MEMORANDUM

Septmeber 3, 2026

TO: All AY 2026-2027 Academic Senators

FROM: Shannon Sullivan-Danser
Academic Senate Analyst

SUBJECT: Guidelines on Parliamentary Procedures

Academic Senate meetings are conducted in accordance with *Robert's Rules of Order*, a procedural guide for deliberative assemblies. Enclosed for your reference is a summary of the basic principles and Chart of Motions taken from *Robert's Rules of Order*.

Enclosure

PARLIAMENTARY PROCEDURES

Parliamentary procedures are followed by almost all organized policymaking groups in transacting business. These procedures consist of a set of rules which are based upon certain principles. These principles provide that the conduct of the group is both democratic and efficient. Thus, parliamentary procedures are simply a standardized code of everyday good manners applied to a special situation created when a large number of people gather together in a business meeting to take some form of group action. The most important principles are:

1. Parliamentary rules exist to provide an orderly way of conducting the group's business.
2. The majority rules and the procedures enable the group to act when a majority desires action.
3. Parliamentary rules provide for the protection of the minority; the minority has a right to be heard and to become the majority.
4. All members have equal rights, privileges, and obligations.
5. Full and free discussion of every question is guaranteed.
6. Only one question can be considered at a time. Every member has a right at all times to know what question is under consideration.
7. The most direct procedures to achieve the group's purpose and to ensure prompt action should be followed.
8. The minimum essential officers for the conduct of business are a presiding officer and a secretary or clerk. The presiding officer conducts the meeting and sees that the rules are observed. The secretary makes a written record of what is done.
9. Customs of formality that are followed by the presiding officer and members under parliamentary procedure serve to maintain the Chair's necessary position of impartiality and help to preserve an objective and impersonal approach:
 - a. The president or chief officer of an organized group who presides at its meetings is addressed as "Mr. President" or "Madam President," "Mr. Moderator" or "Madam Moderator," "Mr. Chairman" or "Madam Chairwoman," "Mr. Chairperson" or "Madam Chairperson," or some other appropriate title. The presiding officer refers to himself or herself in the third person: "The Chair rules that..." or "The Chair is pleased to report that..."
 - b. Members address only the Chair or address each other through the Chair. They generally should try to avoid mentioning a member's name whenever the person involved can be described in some other way, such as, "Mr. Chairperson, may I ask the member to explain..." Before a member can make a motion or speak in debate, the member must "obtain the floor"; that is, the member must be recognized by the chair as having the exclusive right to be heard at that time. To claim the floor, a member addresses the chair and, if recognized, has the floor to speak.
 - c. The general procedure for the conduct of business is as follows:
 - i. A member addresses the Chair and seeks recognition.

- ii. The Chair recognizes the member to speak.
 - iii. The member states the motion.
 - iv. The Chair calls for a second.
 - v. If seconded, the motion is restated by the Chair.
 - vi. The Chair conducts the debate on the motion.
 - vii. The Chair puts the question to a vote.
 - viii. The Chair announces the voting result.
 - d. The maker of the motion is assigned the floor first in debate if that person claims it before anyone else has been recognized. In debate, each member has the right to speak twice on the same question on the same day but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. Without the permission of the assembly, no one can speak longer than permitted by the rules of the body—or, in a nonlegislative assembly, that has no rule of its own relating to the length of speeches longer than ten minutes.
10. Committees, as understood in parliamentary law, are bodies that are subordinate instruments of an assembly, or are accountable to a higher authority in some other way not characteristic of an assembly. Committees have no minimum size, but are often, though not necessarily, very small; a committee could consist of one person. Committee members are elected or appointed by (or by direction of) an assembly to consider, investigate, or take action on certain matters or subjects, or to do all these things. A large committee generally follows parliamentary procedure such as an assembly does. Most parliamentary rules apply, with certain modification, to permit greater flexibility and informality.
11. The group can act only on a motion properly made and seconded, with only minor exceptions. Motions have a definite order of precedence depending on the relative urgency of each and the effect they have on the group's business. A motion of higher precedence may be made when any motion is pending, and those of higher rank must be disposed of first. Motions are of four types: privileged, subsidiary, incidental, and main:
- a. Privileged motions have precedence over all other motions since they are related to the welfare of the group as a whole rather than to any particular motion before the group. They fall within a list of precedence.
 - b. Subsidiary motions yield precedence to the privileged motions and take precedence over main motions. Because subsidiary motions are concerned with the disposal or modification of a main motion, they must be disposed of before the main motion to which they apply. They fall within a list of precedence.
 - c. Incidental motions do not properly fall within the list of precedence, since they usually arise out of business before the assembly. They may be proposed at any time and must be decided as they arise. They fall within no list of precedence among themselves.
 - d. Original main motions and incidental main motions differ principally in the nature of their subject matter. Original main motions bring business before

the group, and incidental main motions bring a question again before the group. Those motions are of the lowest rank and take precedence over no others. They fall within no list of precedence among themselves.

12. Motions can also be classified according to purpose of special situation:

- a. To modify a motion:
 - i. To amend (Subsidiary)
- b. To suppress debate or hasten action:
 - i. Call for orders of the day (Privileged)
 - ii. Previous question (Subsidiary)
 - iii. Limit debate (Subsidiary)
 - iv. Suspend rules (Incidental)
 - v. Take from the table (Main)
 - vi. Make special order of business (Main)
- c. To delay action:
 - i. To lay on the table (Subsidiary)
 - ii. Postpone to a definite time (Subsidiary)
 - iii. Refer to committee (Subsidiary)
- d. To prevent action:
 - i. Postpone indefinitely (Subsidiary)
 - ii. Object to consideration (Incidental)
 - iii. Withdraw a motion (Incidental)
- e. To consider more carefully:
 - i. Extend debate (Subsidiary)
 - ii. Divide question (Incidental)
 - iii. Committee of the whole (Incidental)
- f. To change a decision:
 - i. Reconsider (Main)
 - ii. Rescind (Main)
- g. To maintain rules and order:
 - i. Question of privilege (Privileged)
 - ii. Question of order (Incidental)
 - iii. Appeal from decision of Chair (Incidental)
 - iv. Parliamentary inquiry (Incidental)
 - v. Request for information (Incidental)
- h. To close a meeting:
 - i. To fix time of next meeting (Privileged)
 - ii. Recess (Privileged)

CHARTS OF MOTIONS

Privileged Motions (Order of Precedence)

Motion	Applies to what motions	Interrupt speaker	Needs second	Amendable	Debatable	Can be reconsidered	Required vote
Fix time to adjourn	None	No	Yes	Yes	Yes	Yes	Majority
To adjourn	None	No	Yes	No	No	No	Majority
To recess	None	No	Yes	Yes	No	No	Majority
Question of privilege	None	Yes	No	No	No	No	Chair
Call for the orders of the day	None	Yes	No	No	No	No	Chair

Definitions

- **Fix time to adjourn:** May be used to arrange for a special meeting. It is a required motion for an organization without a regular time and place for assembly. Not debatable if a question is pending and no other meeting is scheduled for the same or next day.
- **To adjourn:** To adjourn means to close the meeting. In a group that meets regularly, this motion causes the business to come up before the next meeting as unfinished business.
- **To recess:** Amendable only as to length of recess and debatable if moved while no business is pending.
- **Question of privilege:** Permits a request relating to the rights and privileges of the assembly or any of its members. Majority vote needed only if there is an objection to the Chair's decision.
- **Call for the orders of the day:** Must be enforced on demand unless set aside by a two-thirds vote.

Subsidiary Motions (Order of Precedence)

Motion	Applies to what motions	Interrupt speaker	Needs second	Amend -able	Debatable	Can be reconsidered	Required vote
To table	Main	No	Yes	No	No	No	Majority
Order previous question (close debate)	Any debatable question	No	Yes	No	No	Yes	2/3
Extend or limit debate	Any debatable question	No	Yes	Yes	No	Yes	2/3
Postpone to a definite time	Pending question	No	Yes	Yes	Yes	Yes	Majority
Refer (commit) to committee	Main; amendments	No	Yes	Yes	Yes	Yes	Majority
Amend	Any motion; if in order	No	Yes	Yes	Yes	Yes	Majority
Postpone indefinitely	Main motion	No	Yes	No	Yes	No	Majority

Definitions

- **To table:** Enables the assembly to lay the pending question aside temporarily. This requires (later) a motion to “take from the table.”
- **Order previous question (close debate):** If decision is affirmative, vote is taken first on amendments and then on the main motion. Previous question may be limited to amendments only. In such cases, it affects only the amendment to which it applies. This still allows debate on the main motion.
- **Extend or limit debate:** Motion sets hour for closing debate, limits length of debate, sets time for speeches, or it can allow more and longer speeches.
- **Postpone to a definite time:** Allows time for further study. Debate must be confined to its merits only.
- **Refer (commit) to committee:** Used to send pending question to a small group for careful investigation. Debate can extend only to the desirability of committing the main question and to the appropriate details of the motion to commit and not to the merits of the main question.
- **Amend:** An amendment must be germane to be in order. To be germane, an amendment must in some way involve the same question that is raised by the motion to which it is applied. A secondary amendment must relate to the primary amendment in the same way. An amendment cannot introduce an independent question; but an amendment can be hostile to, or even defeat, the spirit of the original motion and still be germane. An amendment of the third degree is not

permitted. The motion to amend is debatable whenever the motion to which it is applied is debatable. Requires a majority vote, even in cases where the question to be amended takes a two-thirds vote for adoption. A motion to amend by striking out an entire paragraph, section, article, main motion or resolution and inserting a different paragraph or other unit is called a motion to substitute. The paragraph to be struck out as well as the paragraph to be inserted or the unit offered as a substitute can be perfected by secondary amendments.

- **Postpone indefinitely:** Prevents action on the motion; kills the motion for the duration of the session and avoids a direct vote on the question.

Incidental Motions (No Order of Precedence)

Motion	Applies to what motions	Interrupt speaker	Needs second	Amendable	Debatable	Can be reconsidered	Required vote
Point of Order	Any error	Yes	No	No	No	No	Chair
Appeal	Decision of Chair	Yes	Yes	No	Yes	Yes	Majority
Object to consideration	Main; privileged	Yes	No	No	No	Yes	2/3
Withdrawal of a motion	All	No	No	No	No	Yes	Chair/ majority
Suspend rules	Any situation	No	Yes	No	No	No	2/3
Divide question	Main; amendments	No	Yes	Yes	No	No	Majority
To make nominations	Elections	No	No	No	No	No	Majority
Nominations	Elections	No	Yes	Yes	No	Yes	Majority
Voting	Elections	No	Yes	Yes	No	Yes	Majority
Parliamentary inquiry	No motion	Yes	No	No	No	No	Chair
Divide the assembly	Any vote	Yes	No	No	No	No	None
Point of information	No motion	Yes	No	No	No	No	No vote
Committee of the whole	Any situation	No	Yes	No	Yes	No	majority

Definitions

- **Point of order:** When a member thinks that the rules of the assembly are being violated, the member should call upon the Chair for a ruling and correction of any irregularities.
- **Appeal:** Chair puts question to the assembly: “Shall the decision of the Chair stand?” majority in negative required to reverse Chair’s decision.
- **Object to consideration:** Must be introduced immediately after disputed motion has been stated and before debate begins. Chair then puts question of consideration to a vote. Negative vote (sustaining objection) only can be reconsidered.
- **Withdrawal of a motion:** Once motion has been made, seconded, and stated by the Chair, it becomes property of the group and cannot be withdrawn except by the Chair with general consent of the group. If motion is made, majority is required for adoption; negative vote only can be reconsidered.

- **Suspend rules:** The motion must be specific. Many parliamentary assemblies have special requirements concerning the suspension of rules. For example, the Constitution of the Faculty California State University, Los Angeles, requires that a motion to waive the Academic Senate requirement that voting on substantive motions or amendments to such motions shall not take place until the meeting immediately following the introduction of the motion takes a three-fourths vote of those present. A standing rule of the California State University, Los Angeles Academic Senate requires that amendments to “third reading items” must be in writing. This requirement can be waived by a majority vote of those present. The Academic Senate of the California State University and Colleges Bylaws require that voting on a substantive motion may take place only when the report giving rise to the motion has been distributed at least two weeks in advance or only after a second reading of the motion at a meeting subsequent to the meeting at which it was first introduced. This requirement may be waived by a three-fourths vote of those present.
- **Divide question:** This motion divides a complex main motion into distinct propositions and specifies the form of the division.
- **To make nominations:** Used for election of officers. Majority needed for election unless Bylaws provide otherwise. Election cannot be reconsidered after person elected learns of it and has not declined.
- **Nominations:** Motions relating to nominations while election is pending. Motion to close nominations takes two-thirds vote and cannot be reconsidered. A negative vote only can be reconsidered on a motion to reopen nominations. A motion relating to nominations made while election is not pending is a main motion.
- **Voting:** Motions relating to voting while the subject is pending. A motion to close polls cannot be reconsidered. A negative vote only on a motion to reopen polls can be reconsidered. A motion to order the vote by ballot takes a majority and can be reconsidered. A motion relating to voting made while no question is pending is a main motion.
- **Parliamentary inquiry:** A parliamentary inquiry is a question directed to the presiding officer on a matter of parliamentary law or the rules of the assembly. Its purpose is to assist members to make appropriate motions, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.
- **Divide the assembly:** Chair must comply. Any member has the right to demand a Division if the member believes it will obtain a more conclusive result.
- **Point of information:** Speaker may decide whether to yield to hear the question. A Point of Information is a request directed to the Chair, or through the Chair to another officer or member, for information relevant to the business at hand but not

related to parliamentary procedure. If the speaker consents to the interruption, the time consumed will be taken out of the speaker's allowed time. The Chair therefore asks if the speaker is willing to be interrupted. An inquiry of this kind may also be for the purpose of reminding a speaker of a point to be made in argument, or it may be intended to rebut his position; but it must always be put in the form of a question.

- **Committee of the whole:** This motion is a form of the motion to commit. It can be reconsidered if committee has not begun consideration of referred question.

Main Motions (No Order of Precedence)

Motion	Applies to what motions	Interrupt speaker	Needs second	Amendable	Debatable	Can be reconsidered	Required vote
Main motion	----	No	Yes	Yes	Yes	Yes	Majority
Reconsider	Main; amendments	No	Yes	No	No	No	Majority
Rescind (repeal)	Action taken	No	Yes	Yes	Yes	Yes	Majority/ 2/3
Take from the table	Motion tabled	No	Yes	No	No	No	Majority
Special order of business	Pending motion	No	Yes	Yes	Yes	Yes	2/3

Definitions

- **Main motion:** An original main motion introduces a substantive question as a new subject. This is the motion most often used. It takes precedence over nothing, and yields to all subsidiary, all privileged, and all applicable incidental motions.
- **Reconsider:** One who voted with the prevailing side must make the motion. Can be made only on the same day the vote to be reconsidered was taken or the next succeeding day. Debatable when the motion to be reconsidered is debatable.
- **Rescind (repeal):** If vote is affirmative, “repeal” cannot be reconsidered. Takes majority with notice; two-thirds without notice; or majority of entire membership without notice.
- **Take from the table:** Motion previously tabled comes before the assembly for renewed consideration.
- **Special order of business:** Special proposal must be stated specifically. Establishes day and time for question to be considered. A special order interrupts any business that is pending when that time arrives, except for motions to adjourn and recess of questions of privilege.

ACADEMIC SENATE PRECEDENCE OF MOTIONS

A motion lower on the list (higher number) is out of order, if a motion above it is being considered. Whenever a motion has been decided, it loses its precedence, as it is no longer on the floor.

PRIVILEGED – Entitled to immediate consideration						
KIND	OBJECTIVE/EFFECT	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
1. Adjourn	Ends the meeting	Yes	No	No	Majority	No
2. Question of Privilege	Corrects undesirable conditions/registers a complaint	No	No	No	No	No
INCIDENTAL – Arise “incidentally” out of the out of the business of the assembly						
KIND	OBJECTIVE/EFFECT	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
3. Point of Order	Calls attention to a violation of the rules/enforces parliamentary procedures	No	No	No	No	No
4. Appeal	Determines the attitude of the group/secures group ruling	Yes	Yes	No	Majority	Yes
5. Suspend the Rules	Permits an action not possible under the rules/secures action prevented by the rules	Yes	No	No	2/3	No
6. Division of the House	Demands the immediate retake of the vote/verifies a vote	No	No	No	No	No
7. Parliamentary Inquiry	Inquires as to the correct motion to accomplish a desired result	No	No	No	No	No
8. To Withdraw a Motion	Terminates the consideration of a motion	No	No	No	Majority	Yes
SUBSIDIARY – Modifies the disposition of the main motion						
KIND	OBJECTIVE/EFFECT	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
9. Lay on the Table	Ends discussion and clears the floor for more urgent business/delays action	Yes	No	No	Majority	No
10. Previous Question	Secures immediate vote/ends debate	Yes	No	No	2/3	Yes
11. Postpone Definitely	Provides more time for information discussion/delays action	Yes	Yes	No	Majority	Yes
12. Limit Debate	Sets time for discussion/shortens discussion	Yes	No	No	2/3	Yes
13. Refer to Committee	Enables more careful consideration/delays action	Yes	Yes	Yes	Majority	Yes
14. Amend	Modifies wording of motion/changes the motion	Yes	Yes	Yes	Majority	Yes
15. Postpone Indefinitely	Prevents a vote on the question/kills the motion	Yes	Yes	No	Majority	Yes
MAIN – Only one main motion can be considered						
KIND	OBJECTIVE/EFFECT	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
16. Main Motion	Proposes that the group take some action	Yes	Yes	Yes	Majority	Yes
17. Take from the Table	Resumes the consideration of an item	Yes	No	No	Majority	No
18. Reconsider	Reconsiders the question and secures further consideration and vote	Yes	Yes	No	Majority	No
19. Rescind	Repeals an action previously take	Yes	Yes	Yes	2/3	No



Flowchart of Academic Senate Resolutions

Idea for Resolution

The idea could come from Academic Senate Committee, Academic Senate Executive Committee, Senator, faculty member, or administration on a shared governance matter.



Resolution sent to the Academic Senate Chair



Resolution sent to the Executive Committee, who determines whether it is ready to be agendized for the Academic Senate.

If not agendized, it would return to the proposer for refinement.



Resolution brought to the Academic Senate in first reading after agendized by the Executive Committee.

General input is provided by the Senators.



If the motion passes to move to a Second Reading, more specific input as to the language in the resolution is debated.

No revision is allowed for any attachment during second reading.



If the resolution is adopted, it goes to the President for consideration and action, typically one of the following.

Accepted

Acknowledged
receipt

Supported

Includes modification

Rejected

•If the resolution is rejected, it is returned to the proposer, who may revise or drop the idea.



Narrative of the Resolution Workflow

Step 1: Members of the administration, Academic Senate Executive Committee, Senate, or Faculty notify the Academic Senate Office of an issue they would like reviewed for comment.

Step 2: This issue is sent to the appropriate body – whether it is the Academic Senate Executive Committee, Academic Senate, or an Academic Senate committee – by the Academic Senate Executive Committee.

Step 3: That body prepares a resolution to submit to the Academic Senate Executive Committee.

Step 4: The Academic Senate Executive Committee either accepts the resolution or returns it to the committee for further consideration, revision, or clarity.

Step 5: Once the Academic Senate Executive Committee accepts the resolution, it is sent to the full Academic Senate in first reading for general input.

Step 6: After a motion to move the resolution to second reading is accepted by the Academic Senate, specific input by the Academic Senate is discussed. Please note that any attachment to the resolution cannot be modified during second reading. It is only the text of the resolution itself that can be modified.

Step 7: The Academic Senate discusses the resolution and votes on whether to adopt or reject it.

Step 8: If the resolution is rejected, it is returned to the committee, who may or may not decide to revise and bring forth again for consideration. If it is brought forth again, the process would begin at Step 2. If the resolution is passed, it is sent to the president for consideration and action.

Step 9: The president notifies the Academic Senate Office of their response: accept/acknowledge receipt; support; accepted with modification; or rejected. If rejected, it is returned to the appropriate body for reconsideration.

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

CONSTITUTION OF THE FACULTY
and the
BYLAWS OF THE ACADEMIC SENATE
Table of Contents

CONSTITUTION OF THE FACULTY.....	1
Preamble	1
ARTICLE I. MEMBERSHIP OF THE GENERAL FACULTY	1
ARTICLE II. RIGHTS, RESPONSIBILITIES, AND POWERS OF THE GENERAL FACULTY	1
Section 1. Rights of the General Faculty	1
Section 2. Responsibilities of the General Faculty.....	1
Section 3. Powers of the General Faculty: Meetings, Initiatives, Referenda, and Recall.....	2
ARTICLE III. THE ACADEMIC SENATE	2
Section 1. Membership.....	2
Section 2. Powers and Responsibilities of the Academic Senate	3
Section 3. Officers	3
Section 4. Organization.....	3
ARTICLE IV. AMENDMENTS.....	4
 BYLAWS OF THE ACADEMIC SENATE	5
I. INTRODUCTION	5
A. Consultative Procedures.....	5
B. Definitions.....	5
II. MEMBERSHIP OF THE ACADEMIC SENATE	6
A. Eligibility.....	6
B. Terms of Office	7
C. Representation	7
D. Substitutes	8
E. Proxies	8
F. Automatic Resignations.....	8
III. VOTING AND ELECTION PROCEDURES	8
A. General Procedures	8
B. Election Calendar	9

IV. OFFICERS.....	11
A. Positions	11
B. Eligibility.....	12
C. Terms of Office	12
D. Replacement.....	12
V. MEETINGS	12
A. Regular Meetings.....	12
B. Special Meetings.....	12
C. Parliamentary Authority	12
VI. SUMMER OPERATION.....	14
A. Meetings	14
B. Responsibilities	14
VII. EXECUTIVE COMMITTEE	14
A. Membership	14
B. Functions	15
VIII. COMMITTEES	15
A. General	15
B. Membership	15
C. Committee Chairs	16
D. Operating Procedures.....	17
E. Meetings Open to Public	18
F. Reporting	18
G. Minority Reports.....	18
H. Committees	19
I. Committee Descriptions	19
IX. RECALL OF ELECTED REPRESENTATIVES	29
A. Application.....	29
B. Procedures.....	29

CONSTITUTION OF THE FACULTY

Preamble

We, the faculty of the California Polytechnic State University, San Luis Obispo, and Solano Campuses (Cal Poly), in order to meet our academic responsibilities, hereby establish this *Constitution of the Faculty* for our governance. The responsibilities of the faculty, the powers necessary to fulfill those responsibilities, and the collegial form of shared governance are based on historic academic traditions that have been recognized by the people of the State of California through their legislature.

ARTICLE I. MEMBERSHIP OF THE GENERAL FACULTY

Voting members of the General Faculty of Cal Poly shall consist of those persons who are employed at Cal Poly and belong to at least one of the following entities: (1) full-time academic employees holding faculty rank whose principal duty is within an academic department, unit, or program; (2) faculty members in the Pre-Retirement Reduction in Time Base Program and Faculty Early Retirement Program; (3) full-time probationary and/or permanent employees in Professional Consultative Services as defined in Article III.1.b of this constitution; (4) full-time coaches holding a current faculty appointment of at least one year; (5) lecturers holding full-time appointments of at least one year in one or more academic departments, units, or programs; or (6) lecturers with a current assignment of 15 WTUs for at least two consecutive academic terms.

Members of the General Faculty, including department chairs/heads, shall not cease to be members because of any assigned time allotted to them for the carrying out of duties consistent with their employment at Cal Poly. "Visiting Personnel" shall not be members of the General Faculty. Members of the General Faculty who are on leave for at least one year shall not be voting members during their leave.

Non-voting membership in the General Faculty shall consist of all academic personnel not included in the voting membership.

ARTICLE II. RIGHTS, RESPONSIBILITIES, AND POWERS OF THE GENERAL FACULTY

Section 1. Rights of the General Faculty

The right of academic freedom is necessary for the pursuit and dissemination of truth and the maintenance of a free society. It is the obligation of the General Faculty to ensure the preservation of an academic community with full freedom of inquiry and expression and insulation from political influence.

Voting members of the General Faculty have the right to nominate, elect, and recall members of the Academic Senate and the right to call for, participate in, and vote at meetings of the General Faculty.

Section 2. Responsibilities of the General Faculty

The primary responsibility of members of the General Faculty is to seek truth and to encourage the free pursuit of learning in their peers and students. To this end, they devote their energies to developing and improving their scholarly competence. They

make every reasonable effort to foster honest academic conduct and to ensure that their evaluation of students and peers reflects true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage, acknowledge significant assistance from them, and protect their freedom of inquiry.

Section 3. Powers of the General Faculty: Meetings, Initiatives, Referenda, and Recall

No regularly scheduled meetings of the General Faculty are provided for, but meetings of the General Faculty may be called by the University President or the Academic Senate Chair. Meetings of the General Faculty will be scheduled by the Academic Senate Chair upon receipt of a meeting request petition bearing the signatures of 10% of the voting membership of the General Faculty. The Academic Senate Chair presides at meetings of the General Faculty, and parliamentary procedure is in effect. Positions developed at meetings of the General Faculty must be ratified by initiative.

A majority of the voting members of the General Faculty in attendance at duly called General Faculty meetings is needed to propose an initiative to be put before the entire voting membership of the General Faculty. A majority of those voting in a mail or electronic ballot is needed to pass an initiative. Initiatives to amend this constitution shall be governed by Article IV.

Actions of the Academic Senate are subject to nullification by the voting membership of the General Faculty. Upon receipt of a referendum petition bearing the signatures of 15% of the voting faculty constituency, the Academic Senate Chair will conduct a mail or electronic ballot of the voting members of the General Faculty. A majority of those voting on a referendum is required to nullify the Academic Senate action in question. Recall of academic senators shall be provided for in the *Bylaws of the Academic Senate*.

ARTICLE III. THE ACADEMIC SENATE

Section 1. Membership

- (a) Colleges with fewer than 30 faculty members shall elect two senators. All other colleges shall elect three senators, plus one senator for each 30 faculty members or major fraction thereof.
- (b) Designated personnel in Professional Consultative Services (except directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members or major fraction thereof:
 - (1) Full-time probationary or permanent Librarians; and
 - (2) Full-time probationary or permanent (a) counselors; (b) student services professionals [SSP]: SSP I-academically related, SSP II-academically related, and SSP III-academically related; (c) SSPs III and IV; (d) Cooperative Education lecturers; and (e) physicians.
 - (3) Full-time coaches holding a current faculty appointment of at least one year.
- (c) Part-time lecturers in an academic department/teaching area and part-time employees in Professional Consultative Services, other than those who are

members of the General Faculty as defined in Article I, will be represented by up to seven voting members in the Senate, of which no more than one will be from any college or from Professional Consultative Services.

- (d) Senators acting in an at-large capacity are the current Academic Senate Chair, the immediate Past Academic Senate Chair, and the CSU academic senators. All at-large positions shall be voting positions except for the Academic Senate Chair which is a nonvoting position except when the Chair's vote is needed to break a tie.
- (e) Ex officio, nonvoting members are (1) the President of the University or designee, (2) the Provost or designee, (3) one representative from among the academic deans, (4) the ASI President, (5) the Chair of ASI Board of Directors, and (6) the Vice President for Strategic Enrollment Management/Student Affairs.

Section 2. Powers and Responsibilities of the Academic Senate

Joint decision-making and consultation between the administration and the General Faculty have been recognized by the legislature of the State of California as the long-accepted manner of governing institutions of higher learning and are essential to the educational missions of such institutions. In order to participate fully in the process of joint decision-making and consultation with the administration, the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters that affect the General Faculty (e.g., curricula, academic personnel policies, and academic standards). Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, university organization, and facilities use and planning.

It is the responsibility of the Academic Senate to respond to requests for legislative action or advice from the President within sixty days of the receipt of such requests. On those occasions when the President disapproves Senate legislation, they shall inform the Senate in writing within sixty days from the date of transmittal of the compelling reasons for disapproval. The President shall inform the Senate of the disposition of such matters upon which the Academic Senate has performed in its advisory capacity.

The Academic Senate has the right to present to the Chancellor or the Board of Trustees of the CSU any matter pertaining to the conduct and welfare of the University. The Academic Senate, through its Chair, is empowered to express the sentiments of the General Faculty.

The Academic Senate is empowered to adopt bylaws for its governance.

Section 3. Officers

The officers of the Academic Senate are a Chair, a Vice Chair, and a Secretary as provided for in the bylaws.

Section 4. Organization

The Academic Senate shall function through its standing and ad hoc committees as well as through floor discussion and debate. Enumeration of the committees and their responsibilities is specified in the bylaws. Meetings of the Academic Senate and its

committees shall be called and conducted as specified in the *Bylaws of the Academic Senate*. Fifty percent (50%) plus one member of the Academic Senate membership constitutes a quorum.

ARTICLE IV. AMENDMENTS

Amendments to this constitution may be proposed by initiative in a meeting of the General Faculty (Article II, Section 3) or by resolution of the Academic Senate by a two-thirds majority of those present and voting.

Amendments to this constitution shall be adopted by a two-thirds majority of the votes cast by the voting members of the General Faculty. A referendum to amend this constitution shall be administered by the Academic Senate Chair within 45 days of the receipt of a duly submitted proposal.

BYLAWS OF THE ACADEMIC SENATE

I. INTRODUCTION

A. CONSULTATIVE PROCEDURES

1. Consultative procedures to be used by the Academic Senate must guarantee full participation by the faculty in the formulation of policies and procedures affecting academic governance.
2. The consultative process must provide adequate time for collection and dissemination of information, discussion, and formulation of recommendations.
3. Recommendations from the Senate shall normally be submitted to the President. Actions taken by the President in response shall be reported to the Senate.
4. In accordance with procedures specified for particular committees in these bylaws, committee recommendations shall be reported to the Academic Senate.
5. Any appointee of the Executive Committee, or of the Academic Senate Chair, to any committee not specified in these bylaws, shall report from such committee to the Academic Senate or to one of its committees.
6. Any senator who believes that consultative procedures on any recommendation of the Senate or of any department or of a college have not been adequate may submit evidence in writing to the Executive Committee of the Academic Senate in support of this belief and request an investigation. The Executive Committee will make a determination as to the merit of the written evidence and then assign this matter to an appropriate committee for investigation. The committee may then make recommendations for improvement of these consultative procedures to the Academic Senate.

B. DEFINITIONS

1. Title Change
When there is a change in the title of an individual listed as an ex officio member of an Academic Senate committee, without any substantial changes in the duties of this individual, this title shall be changed in the bylaws as an editorial change and need not go through the normal procedures for amending bylaws.
2. ASI Representatives
Unless otherwise specifically stated in these bylaws, ASI representatives on committees shall be students carrying at least five semester units, who have completed two terms within the previous academic year, at least 16 semester units at Cal Poly, and who have a Cal Poly grade point average of at least 2.3.
3. Full-time Academic Employees
Full-time faculty members holding rank and occupying positions in academic departments/teaching areas in the University, full-time personnel in Professional Consultative Services (as defined in Article III.1.b of the *Constitution*

of the Faculty), and full-time lecturers holding one-year appointments in academic departments/teaching areas shall be considered full-time academic employees. This status shall not lapse because of a temporary part-time appointment to duties outside the department/teaching area.

4. Part-time Academic Employees

Part-time lecturers in academic departments/teaching areas in the University and part-time employees in Professional Consultative Services (Professional Consultative Services classifications: librarians, counselors, student service professionals I-, II-, III-academically related, student service professionals III and IV, physicians, and coaches) who are not members of the General Faculty as defined in Article I of the *Constitution of the Faculty*.

5. College Caucus

All of the senators from each college and Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. At-large members of the Academic Senate shall not be part of any college caucus.

6. Temporary Vacancy

A vacancy caused by illness, death, resignation, retirement, sabbatical leave, jury duty, temporary administrative appointment, or other compelling reason which will last generally less than one academic year.

7. Vacant Position

A vacancy resulting from the criteria for membership specified in Article III, Section 1 of the *Constitution of the Faculty*. Vacancies shall be filled in accordance with Article III of the *Bylaws of the Academic Senate*.

8. Voter Eligibility

Voting members of the General Faculty as specified in Article I of the constitution are eligible to vote for:

- (a) senators from colleges or Professional Consultative Services.
- (b) CSU academic senators.
- (c) consultative committees as needed.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

1. Elected Members

Elected members shall be full-time members of the General Faculty who have been nominated and elected in accordance with Article III of these bylaws.

2. Ex Officio Members

Ex officio members are specified in Article III.1.e of the constitution.

3. Representative of Part-time Academic Employees

The voting members of the Academic Senate representing part-time academic employees shall be elected by vote of all university part-time academic employees at the same time as election of other senators each academic year. Such representatives must have an academic year appointment in the year they are elected, and they must maintain a part-time academic year appointment in the following year in order to serve in this position.

B. TERMS OF OFFICE

1. Terms of office for senators: the elected term of office for senators shall be a two-year term or one-year term when the caucus membership changes by more than two representatives. An elected senator (according to Article III of the bylaws), can serve a maximum of four consecutive years and shall not again be eligible for election until one year has elapsed with the exception of ex officio members (e.g., past Senate Chair and Statewide Senators). A senator appointed to serve in a vacant position, unfilled after elections, shall serve until the completion of that term. A senator appointed to fill a temporary vacancy for an elected position shall serve until the senator being replaced returns for the completion of the term. If this temporary appointment is for one year or less, or if the senator is serving a one-year elected term, it shall not be counted as part of the four years maximum for elected senators. The term of the representatives for part-time academic employees shall start immediately after the election and last until elections are held the following academic year. The representatives for part-time academic employees shall serve a one-year term with a maximum of four consecutive one-year terms
2. Terms of office for Academic Senate Chair: once a senator is elected to serve as Academic Senate chair, that senator becomes an at-large member of the Academic Senate, and the position vacated becomes a college vacancy to be filled by the college caucus. The elected term of office for Academic Senate Chair shall be a maximum of three one-year consecutive terms.

C. REPRESENTATION

1. Colleges and Professional Consultative Services with an even number of senators shall elect one-half of their senators each year. Those with an odd number of senators shall not deviate from electing one-half of their senators each year by more than one senator. All of the senators from each college and Professional Consultative Services shall constitute the appropriate caucus.
2. When a college or Professional Consultative Services with an uneven number of senators gains a new senator due to an increase in faculty in a year when more than one-half of their senators are to be elected, the new Senate position shall be for one year for the first year, then two years thereafter.
3. There shall be no more than one senator per department/teaching area elected by any college where applicable until all departments/teaching areas within that college are represented. A department/teaching area shall waive its right to representation by failure to nominate. This bylaw shall have precedence over

Article III.B of the *Bylaws of the Academic Senate*.

D. SUBSTITUTES

When a senator must miss Senate meetings over an extended period of time (two or three consecutive meetings), the senator must notify the appropriate caucus chair of the planned absences. The caucus chair will solicit nominations for a substitute who is eligible for election to the Senate from the senator's college/Professional Consultative Services. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmit to the Academic Senate office, in writing, the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member in the same college/Professional Consultative Services who is eligible for election to the Senate or another senator who is a member of the college/Professional Consultative Services to serve as proxy. The senator shall transmit to the Academic Senate office, in writing, the name of the person to serve as proxy. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

III. VOTING AND ELECTION PROCEDURES

Elections shall be held for membership to the Academic Senate, Senate officers, Academic Senate CSU, appropriate recall elections for the preceding as per Section IX of these bylaws, and ad hoc committees created to search for such university positions as president, provost, vice presidents, college deans, and similar type administrative positions.

The balloting procedures described in "Section III.A: General Procedures" will be used when voting on amendments to the *Constitution of the Faculty* and all campus or statewide measures requiring a vote by the General Faculty.

A. GENERAL PROCEDURES

Balloting procedures shall use either an electronic voting system or a "double envelope system" (outside envelope signed, inside envelope sealed and containing the voted ballot), whichever is more appropriate to the nature of the election, and which ensures that only eligible persons will vote and ballots remain secret.

1. Time and manner of nominations and elections will be announced in a timely fashion to facilitate maximum faculty participation.
2. Voter and candidate eligibility shall be verified.

3. The Executive Committee will rule on questions as they arise and serve as an appeals body to rule on any allegations of irregularities in the nomination and election process.
4. Votes will be publicly tallied at an announced time and place, and results of the election will be published.
5. Ballots will be counted electronically if electronic voting is used. If the “double envelope system” is used, ballots will be counted only if they are properly signed and received by the announced closing date. Individual voting information will be retained for ten working days.
6. For elections, those candidates who receive the highest number of votes shall be declared elected.
7. Department/teaching area representation shall have precedence in elections according to Article II.C.3 of the *Bylaws of the Academic Senate*.
8. For other matters and issues requiring faculty votes, measures are approved when they receive a majority of faculty voting on the matter, unless documents governing a measure specify a different formula for approval.

B. ELECTION CALENDAR

1. Within the month of February, the Academic Senate office shall solicit nominations to fill vacancies for the next academic year. At the same time, each caucus chair shall be notified, in writing, of such vacancies. Accepted nominations shall include a signed statement of intent to serve from the candidate. Eligibility to serve shall be determined for each college and Professional Consultative Services.
2. Election of senators shall be concluded five weeks prior to the initiation of the proofing phase for the following fall term course schedule, as listed on the Cal Poly University Scheduling Production Calendar. Runoff elections, if needed, shall be conducted the week following the conclusion of the election, but no later than initiation of the Production Calendar proofing phase for the following fall term.
3. Election results shall be announced to the campus and the Senate.
4. Whenever the normal election process fails to provide full membership or when a vacancy occurs:
 - (a) the caucus chair for the underrepresented college/Professional Consultative Services shall solicit nominations through direct or electronic mail contact to each faculty member in the college/Professional Consultative Services. (See department/teaching area representation requirement in Article II.C.3 of these bylaws.)
 - (b) from the list of accepted nominations, the caucus shall select the nominees of its choice and recommend the names of the selected nominees to the Executive Committee for its appointment.
 - (c) the appointed member shall serve until the end of the term of the position being filled.

5. The procedures and timetable for election of CSU academic senators shall be the same as that for the campus Academic Senate, except that nomination shall be by petition of not less than ten members of the faculty and shall include a consent to serve statement signed by the nominee. [Reference VII.B.5 of these bylaws for filling of temporary vacancy for a CSU academic senator.]
6. Election of Academic Senate Officers
 - (a) Three weeks prior to the initiation of the proofing phase of the Cal Poly University Scheduling Production Calendar, eligible nominees of the Senate shall be solicited for the offices of Chair, Vice Chair, and Secretary.
 - (b) A petition of nomination signed by three senators, which includes a consent to serve statement signed by the nominee, shall be received by the Senate office. Such petitions shall be due at the Senate office prior to the initiation of the proofing phase of the Cal Poly University Scheduling Production Calendar. The names of the eligible nominees shall be announced at the last regularly scheduled meeting before the end of the proofing phase of the Cal Poly University Scheduling Production Calendar.
 - (c) Nominations for other eligible candidates will be received from the floor of the Senate provided that (1) at least two senators second the nominations, and (2) the nominee is present and agrees to serve if elected.
 - (d) The Academic Senate Vice Chair shall conduct the election of Senate officers at the last regularly scheduled meeting before the end of the proofing phase of the Cal Poly University Scheduling Production Calendar. Officers shall be elected one at a time: first the Chair, then the Vice Chair, and finally the Secretary.
 - (e) In the event of a vacancy in the offices of the Senate, an election will be conducted at the next meeting of the Senate to fill the unexpired term. Nominations shall be made from the floor of the Senate in compliance with subsection (c) above.
7. Election of representatives for part-time academic employees
 - (a) Following the timing stated in the *Bylaws*, Section III, part B, section 1, the Academic Senate office shall solicit nominations for the position of Academic Senate representative for part-time academic employees for the following academic year.
 - (b) After nominations have been received, election to these positions shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said positions shall be elected by vote of all university part-time academic employees at the time of the vote.

IV. OFFICERSA. POSITIONS

The officers shall consist of the Chair, Vice Chair, and Secretary, as specified in Article III, Section 3 of the constitution. The duties shall be as follows:

1. Chair

- (a) The Chair shall set agendas and conduct all meetings of the Academic Senate and Executive Committee.
- (b) The Chair shall serve as a representative of the Academic Senate upon call by the President of the University.
- (c) The Chair shall meet with the President and Provost on a regular basis and brief them on Academic Senate business. The Chair shall perform a similar function at the Deans Council.
- (d) The Chair shall prepare, in consultation with committee chairs and the Provost, an annual list of charges for Academic Senate committees for approval by the Executive Committee. The Chair shall meet with each committee or committee chair before the end of fall term to review these charges as well as applicable bylaws and procedures [Reference: VIII.C.5 & 7].
- (e) The Chair shall serve as an alternate for the Academic Senate California State University and shall attend when an elected statewide senator must miss a given meeting.

2. Vice Chair

In the event of a permanent vacancy in the office of Chair, the Vice Chair shall succeed to the office, and a replacement Vice Chair shall be elected to complete the term of office. The Vice Chair shall serve in the capacity of the Chair during their absence or upon the request of the Chair.

3. Secretary

The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create a paper copy of the minutes of all meetings to be filed in the Academic Senate office and a digital copy to be filed with DigitalCommons (or appropriate digital archive administered by the Cal Poly Library) and posted on the Academic Senate website. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the *Constitution and Bylaws*.

4. Immediate Past Chair

The immediate Past Chair, if available, shall serve as parliamentarian for Executive Committee and Senate meetings.

B. ELIGIBILITY

Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate officer shall have at least one more year to serve as an elected senator. A college is permitted to provide only one officer at a time.

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Academic Senate for a one-year term. These elections shall be held at the last regularly scheduled meeting before the end of the proofing phase of the Cal Poly University Scheduling Production Calendar, and term of office shall begin with the start of summer term. The only limitations to the number of terms a senator may hold office as Vice Chair or Secretary are the eligibility requirements in Article II.A of these bylaws and the terms of office restrictions in Article II.B.1 of these bylaws. The number of terms a senator may hold office as Academic Senate Chair is set forth in Article II.B.2 of these bylaws.

D. REPLACEMENT

The filling of temporary vacancies shall be accomplished as specified in Article III of these bylaws.

V. MEETINGSA. REGULAR MEETINGS

1. Regular meetings of the Academic Senate shall be held at 3:00 p.m. on Tuesdays, as needed, except in the months of June and July.
2. The Executive Committee of the Academic Senate shall not schedule Academic Senate meetings:
 - (a) on an academic holiday.
 - (b) after the last regular day of classes during the term.
 - (c) during final examinations.

B. SPECIAL MEETINGS

Special meetings may be held on call by the Academic Senate Chair or by petition of 25% of the membership of the Academic Senate.

C. PARLIAMENTARY AUTHORITY

Except as otherwise specified in these *Constitution and Bylaws*, the latest edition of *Robert's Rules of Order Newly Revised* shall serve as the parliamentary authority for Academic Senate and Senate committee meetings.

D. FIRST AND SECOND READINGS

First reading: First reading is a time for suggestions to be made to a resolution for its improvement. The resolution still belongs to its author and is not yet amendable. Voting on substantive resolutions (i.e., those involving university policy or those in which the Senate takes a position on an issue) takes place in two stages: first reading and second reading. In first reading, the resolution is introduced and suggestions for improvement or clarification are in order in first reading, but not amendments. The first reading of a resolution is concluded if (1) there is no one remaining who wishes to speak on the

resolution, (2) a motion to close debate is passed (requires a two-thirds vote), or (3) a motion is approved to move the resolution to second reading (requires a two-thirds vote, is debatable, and requires a compelling reason [determined by the Senate Chair, can be overruled by the body]). If a matter is noncontroversial, rather than a motion to suspend the rules, unanimous consent can be given by the body.

Second reading: The motion to adopt a resolution must be moved and seconded before debate ensues. It then belongs to the body and may be amended. Documents attached to a resolution are not amendable and cannot be removed or added to a resolution. Voting on substantive resolutions shall take place only after a second reading of the resolution at a meeting subsequent to the meeting at which it was first introduced, except that the Academic Senate, by two-thirds vote of the senators present, may waive this requirement. After the motion has been moved and seconded, amendments may be presented for action by the Senate.

A. CONSENT AGENDA

Items appearing on the Consent Agenda are expected to be routine and noncontroversial. Common uses include, but are not limited to, modifications to departments, courses, programs, degrees; new courses; and editorial revisions to personnel policies. (New departments, programs, and degrees must include a resolution and follow the regular approval path for resolutions.) The Consent Agenda will be distributed at least two weeks before the Academic Senate meeting for which it is agendized.

Any item on the Consent Agenda may be moved to the regular agenda at the request of a Senator at least one week before the Academic Senate meeting for which it is agendized. If an item is so moved, it shall be placed on the Business Items of the agenda as a First Reading item. Certain Consent Agenda items, such as recommendations from the Curriculum Committee or Faculty Affairs Committee, may require special procedures.

Items not removed shall be approved by general consent without debate. Clarification questions regarding the items are permitted.

B. RETIRING RESOLUTIONS

When an Academic Senate resolution is suspected of being out of date or no longer pertinent, at the Chair's discretion, the resolution may be submitted for review as to its current relevance by the Academic Senate committee that originally sponsored it or by an ad hoc committee. The Chair shall inform the full Senate via Chair's Report of the intention to place a resolution under such review. The committee's opinion regarding the resolution shall be forwarded to the Academic Senate Executive Committee. If the Executive Committee finds that the resolution in question should be retired, a proposal to this effect shall be placed on the Academic Senate's Consent Agenda. If no senator pulls the resolution from the Consent Agenda, the resolution shall be considered retired. If pulled from the Consent Agenda, the proposal will appear as a Business Item for debate at the next meeting of the Academic Senate. The President shall be informed of any such action, and the Academic Senate shall update its records.

VI. SUMMER OPERATION

A. MEETINGS

During summer term the Executive Committee of the Academic Senate shall meet as needed and shall act in place of the full Senate.

1. If any member of the Executive Committee other than the officers of the Senate will not be available during summer term, then the appropriate caucus shall elect an alternate to fill the vacancy during the absence. Such alternates shall be elected from the other senators of the same college or Professional Consultative Services as the person being replaced. If no such candidates are available, the caucus shall designate another person from the same college or Professional Consultative Services that qualifies for Senate membership to serve as an alternate.
2. If the Chair, Vice Chair, or Secretary will not be available during the summer term, the Senate shall, at the meeting scheduled closest to when that unavailability is known, elect an alternate officer from the Senate membership to fill the vacancy during their absence.

B. RESPONSIBILITIES

1. The Executive Committee shall act on behalf of the full Academic Senate during the summer term.
2. The usual Academic Senate representation on the President's Council and other administrative bodies shall be maintained throughout the summer term by the regular representative or an alternate named by the Academic Senate Chair.
3. At the first regular meeting of the Academic Senate in the fall term, the Executive Committee shall give a full report of its action during the summer term.

VII. EXECUTIVE COMMITTEE

A. MEMBERSHIP

The Executive Committee shall consist of the officers of the Senate who serve the Executive Committee in like capacity, plus a caucus chair from each college and Professional Consultative Services elected by the appropriate caucus, as well as the chair of the Cal Poly Maritime Academy Senate Council¹, elected by that group. The CSU academic senators, the immediate Past Academic Senate Chair, the ASI President, the Chair of ASI Board of Directors, and the Provost or designee are ex officio members. The Provost, the ASI President, and the Chair of ASI Board of Directors are nonvoting members. A quorum shall consist of a majority of the voting members. If a member is unable to attend an Executive Committee meeting, that member may not designate another person as proxy. If an Executive Committee member must miss two or more consecutive meetings, then the college caucus will designate a substitute to serve on

¹ Please note: As of September 3, 2026, the Academic Senate office has not yet received a response from the president regarding the resolution that established this council ([AS-1020-26](#)).

the Executive Committee during the period that the member is absent.

B. FUNCTIONS

The Executive Committee shall be responsible for the following functions:

1. Agendizing resolutions for Academic Senate meetings.
2. The appointment of committee members and committee chairs (pursuant to Section VIII.C of these bylaws).
3. Allocating assigned time to officers, committee chairs, and committee members.
4. The directing of charges to committees and receipt of reports therefrom for inclusion on the agenda [Reference: VIII.C.5].
5. The filling of temporary vacancies in the membership of the Academic Senate in accordance with Article III.B.4 of these bylaws.
6. The making of nominations for a temporary vacancy for CSU academic senator. The Academic Senate shall elect a replacement to the position to be effective only until the next regular election date for members of the Senate or until the individual who vacated the position returns.
7. The filling of temporary vacancies in Senate office or membership of the Executive Committee except in the case of vacancies created by recall (see Section IX of these *Bylaws*).
8. The approving of nominations and/or appointments by the Academic Senate Chair to other official committees.

VIII. COMMITTEES

A. GENERAL

The functional integrity of the Academic Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees or task forces staffed either by appointment or election as directed by the Academic Senate Executive Committee. The Executive Committee may create ad hoc committees or task forces as it deems necessary for specific purposes, which, in the judgment of the Academic Senate Chair, cannot be handled adequately by the standing committees. Only the Executive Committee is authorized to create ad hoc committees or task forces, and these shall report to the Academic Senate by way of the Executive Committee.

B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include one voting General Faculty representative from each college, Professional Consultative Services, and an at-large representative from Cal Poly Solano. The Academic Senate Chair is an ex officio, nonvoting member of all committees. Additional ex officio representation may include members of administration, ASI representatives appointed

by the ASI President, and other representation when deemed necessary by the Senate. Ex officio members shall be voting unless otherwise specified in the committee's description.

During spring term, each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year.

These nominations shall be taken to a meeting of the Executive Committee before the last regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists. Each appointed member shall serve a two-year term with a maximum appointment of four consecutive terms on one committee. Terms shall be staggered to ensure continuity. Some committees have exceptions to these term length and limits, which are specified in the committee's description.

The Executive Committee may override term limits when appointing members to committees where only the incumbent is willing to serve in an open spot. The incumbent member appointed this way will be considered termed out again at the end of the next term, not the end of the committee's term limits. They are subject to the same approval process at that time.

No person shall be assigned concurrent membership on more than one standing committee except for Executive Committee members, who may serve on the Executive Committee and one other Senate committee, and Academic Senate Curriculum Appeals Committee members, who may serve on one other standing committee. Eligible Academic Senate Curriculum Appeals Committee members may not serve on the Curriculum Appeals committee if they have participated in the curricular review process relevant to the particular appeal, and they must recuse themselves from such cases.

C. COMMITTEE CHAIRS

1. Chairs shall be members of the General Faculty.
2. Committee chairs may be chosen from inside or outside the committees. The chair need not be an academic senator.
3. The Executive Committee may choose to appoint the committee chairs. If the Executive Committee chooses not to appoint a committee chair, then the chair of that committee shall be elected by a majority vote of the eligible voting members on the committee.
4. Committee chairs serve for one-year terms except as otherwise noted in the committee bylaws. If the committee chair is selected from amongst the voting members of the committee, the chair shall remain a voting member. If the chair is selected from outside the committee, or from amongst the eligible non-voting members, then the chair shall serve as a non-voting chair, not representing a particular caucus or unit. Non-voting chairs may vote to break a tie.
5. Each committee chair shall be responsible for implementing the charges established by the Executive Committee [Reference: IV.A.1.d and VII.B.4], for

keeping minutes, and for making end-of-term reports to the Academic Senate Chair.

6. The committee chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings.
7. Committee chairs shall meet with the Academic Senate Chair before the end of fall term [Reference: IV.A.1.d].
8. Chairs of any of the Academic Senate Curriculum Committees (for example, but not limited to, the Curriculum Committee, General Education Governance Board, and the USCP Review Committee) shall not serve on other levels of review as a department curriculum committee chair or college curriculum committee chair. These positions must be resigned before assuming the role of the chair of any of the Academic Senate Curriculum Committees.

D. OPERATING PROCEDURES

Operating procedures for Academic Senate committees and ad hoc committees are as follows:

A committee meeting is defined as a deliberative gathering of individuals—either physically or electronically, as appropriate—for the purpose of reviewing, discussing, or deciding on matters assigned by the Academic Senate Executive Committee. Electronic meetings are appropriate where simple, straightforward decisions can be considered. They do not lend themselves to items that need detailed discussion and the exploration of options.

Meetings shall be called at the discretion of the committee chair or upon the request of three members of the committee. Committees are required to meet at least once per term during the school year, with the exception of the Curriculum Appeals Committee.

Special rules and procedures must be approved by the Executive Committee, included in the committee's description, and on file with the Academic Senate office.

D.1 Physical Meetings

1. A simple majority (51%) of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Chairpersons serve until the end of the academic year. In the event that a chair must miss a meeting, they shall appoint a substitute chair for that meeting.
3. Regular meetings shall be scheduled during normal work hours.
4. Notification of meetings shall be sent by the committee chair at least three working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
5. Members may not vote by proxy.
6. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.

7. Minutes shall be kept for each meeting and a copy transmitted to the Academic Senate office.

D.2 Electronic Meetings (e-meetings and e-consultations)

1. The decision to use an e-meeting should be made with due regard to the nature of the work to be undertaken. If a member of the committee objects to the use of an e-meeting for a particular business item, then the committee shall discuss that matter at a physical meeting.
2. A variety of technologies may be adopted as available, subject to the needs of the meeting and compliance with these procedures. No special requirements should be imposed on members other than having suitable access to meeting communications and documents.
3. Committee e-meetings are open to the public and when a member of the public wishes to attend, the committee shall make reasonable efforts to accommodate the attendance of that person.
4. A vote by the majority of the voting members of the committee shall be the decision of the committee.
5. The chair of the committee shall:
 - (a) control the committee's flow of business.
 - (b) maintain a current list of members.
 - (c) provide a notice of meeting with agenda and instructions for members about what is required (e.g., "members are asked to read and consider each item in the agenda, then [vote, comment, recommend, etc.]"). Notice shall include a timeline for discussion and action.
 - (d) the committee chair shall prepare a final record of each meeting (minutes) and transmit a copy to the Academic Senate office.

E. MEETINGS OPEN TO PUBLIC

Physical and electronic meetings of all committees, except those dealing with confidential and/or personnel matters of individuals, shall be open. The time, place, and manner of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations. A summary report shall be submitted to the Academic Senate office at the end of the academic year.

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.

H. COMMITTEES

1. Budget and Long-Range Planning
2. Curriculum
3. Curriculum Appeals
4. Distinguished Scholarship Awards
5. Distinguished Teaching Awards
6. Diversity
7. Faculty Affairs
8. Fairness Board
9. General Education Governance Board
10. Graduate Committee
11. Grants Review
12. Instruction
13. Research, Scholarship and Creative Activities
14. Sustainability
15. USCP Review Committee

I. COMMITTEE DESCRIPTIONS

1. Budget and Long-Range Planning Committee(a) Membership

Non-voting ex-officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, and an ASI representative.

(b) Responsibilities

- (1) The Budget and Long-Range Planning Committee shall provide oversight and make recommendations concerning policy for the allocation of budgeted resources. This includes the review of matters related to the allocation of budgeted resources and representation on bodies formed to review the mechanisms by which campuswide resource allocations are made.
- (2) In addition, the Budget and Long-Range Planning Committee shall also develop recommendations concerning future actions, policies, and goals of the University. Areas assigned to specific standing committees of the Academic Senate fall within its purview when future predictions and extreme long-range planning are necessary or possible.

2. Curriculum Committee

(a) Membership

College representatives shall be either the current chair or a current member of their college curriculum committee. The Cal Poly Solano at-large representative shall be a mariner (or familiar with the mariner certification requirements). The Professional Consultative Services representative shall be an academic advisor from one of the colleges. Ex officio members shall be the Associate Vice Provost for Academic Programs and Planning or designee, the Dean of Graduate Education or designee, the Vice President for Information Technology Services/Chief Information Officer or designee, the Dean of Library Services or designee, a representative from the Office of the Registrar, and an ASI representative.

(b) Responsibilities

The Curriculum Committee evaluates curriculum proposals from departments and colleges before making recommendations to the Academic Senate. In addition, the committee makes recommendations to the Senate on University requirements for graduation, General Education, learning objectives, and cultural pluralism; provides library oversight as it relates to curriculum; and addresses any other curriculum-related matter referred to it by the Senate, Senate Chair, or Executive Committee. The chair of the Curriculum Committee shall be responsible for coordination of curriculum review with the Office of the Registrar.

3. Curriculum Appeals Committee

(a) Membership

The Academic Senate Curriculum Appeals Committee (ASCAC) membership will be a minimum of three and a maximum of five members. Eligible faculty for membership will be appointed by the Academic Senate Executive Committee for one-year terms or partial-year terms. Eligible faculty shall be included from the following list:

- Former Academic Senate Chairs
- Former Academic Senate Vice Chairs
- Former Academic Senate Curriculum Committee Chairs who served for a minimum of three years
- Former members of the Academic Senate Curriculum Committee who served for a minimum of three years
- Former General Education (GE) Chairs/Directors who served for a minimum of three years
- Former GE Governance Board members who served for a minimum of three years

- Former UCSP Review Committee Chairs who served for a minimum of three years
- Former UCSP Review Committee members who served for a minimum of three years

No member of the ASCAC can be actively serving in any of the capacities listed above while serving on the ASCAC.

No member of the ASCAC can be an active member of a curriculum committee that is directly related to the curricular appeal(s).

Note that faculty participating Faculty Early Retirement Program (FERP) are eligible to serve on the Curriculum Appeals Committee.

(b) Responsibilities

Adjudicate, in a timely manner, over curriculum proposals pulled from the Academic Senate Consent Agenda. The ASCAC would approve, disapprove, or return a curriculum proposal to a specific committee (as deemed appropriate).

4. Distinguished Scholarship Awards Committee

(a) Membership

General Faculty representatives should include former recipients of the Distinguished Scholarship Award. Ex officio members shall be one representative from the Office of Research, appointed by the Provost/Vice President for Academic Affairs, and two ASI representatives—one undergraduate and one graduate student.

(b) Responsibilities

The Distinguished Scholarship Awards Committee shall conduct the selection process in accordance with the special rules and procedures approved by the Executive Committee for judging potential candidates for the Distinguished Scholarship Award.

5. Distinguished Teaching Awards Committee

(a) Membership, San Luis Obispo Campus

General Faculty representatives should be former recipients of the Distinguished Teaching Award from the San Luis Obispo campus. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the San Luis Obispo Distinguished Teaching Awards Committee chair may appoint a faculty member from that college who has a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be two ASI representatives from the San Luis Obispo campus. These students will

have at least junior standing and will have completed at least three consecutive terms and 24 semester units at Cal Poly with at least a 3.0 grade point average.

(b) Membership, Solano campus

General Faculty representatives should be 3-4 former recipients of the Distinguished Teaching Award from the Solano campus. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the Solano campus Distinguished Teaching Awards Committee chair may appoint a faculty member(s) from that college who has(ve) a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be on ASI representatives from the Solano campus. This student will have at least junior standing and will have completed at least three consecutive terms and 24 semester units at Cal Poly with at least a 3.0 grade point average.

(c) Responsibilities

The Distinguished Teaching Awards Committees at the two campuses shall conduct the selection process and judge potential candidates for the Distinguished Teaching Award in accordance with the special rules and procedures developed by the Distinguished Teaching Awards Committees at the two campuses and approved by the Executive Committee. Final recommendations regarding the Distinguished Teaching Award recipients will be submitted to the President through the Academic Senate Chair.

6. Diversity Committee

(a) Membership

Membership shall include a voting General Faculty representative from each college and the Solano campus, serving in an at-large capacity. Ex officio non-voting members shall be the Vice President and Chief Officer for the Department of Culture & Institutional Excellence (CIX) or designee, the Senior Vice Provost of Academic Programs and Planning or designee, the Center for Teaching, Learning and Technology (CTLT) Inclusive Excellence Specialist or designee. The voting ex officio member shall be the ASI Secretary of Diversity, Equity, Inclusion, and Justice, or student representative designee.

(b) Responsibilities

The Academic Senate Diversity Committee identifies strategies for ensuring diversity, equity, and inclusivity at Cal Poly San Luis Obispo and Solano. The committee informs and makes recommendations to the Academic Senate on these issues, evaluates related university policies and procedures, and collaborates with stakeholders across campus, including CIX, Academic Affairs, and appropriate student groups.

7. Faculty Affairs Committee(a) Membership

Membership shall include a voting General Faculty representative from each college, Professional Consultative Services, and from faculty at the Solano campus. Voting ex officio members of the Faculty Affairs Committee shall be the Associate Vice Provost for Academic Personnel or designee and an ASI representative.

(b) Responsibilities

The Faculty Affairs Committee shall be the advisory body of the Academic Senate on faculty policy and its administration and procedures. The scope of faculty procedures and policies coming within its purview includes standards and criteria concerning appointment, promotion, tenure, academic freedom, leaves of absence, retention, professional relations and ethics, research, grievance, layoff procedures, and lecturers' rights and responsibilities.

8. Fairness Board(a) Membership

Ex officio members are the Vice President for Strategic Enrollment Management & Student Affairs or designee and two ASI representatives with no less than junior standing and two consecutive terms of attendance at Cal Poly preceding appointment.

(b) Responsibilities

The procedures to be followed and the problems to be considered shall be approved by the Academic Senate and published as a document entitled *Fairness Board Description and Procedures*. The Board shall report to the Provost and Academic Senate Chair.

9. General Education Governance Board(a) Membership

- (1) The General Education Governance Board (GEGB) will be comprised of two faculty members from CLA; two faculty members from BCSM; one faculty member from each of the remaining colleges; one student; one member from Professional Consultative Services (PCS); and a GEGB Chair - at large (all voting members, with the exception of the GEGB Chair, who has a tie breaking vote only).
- (2) The GEGB will also include one representative from the Office of the Registrar (ex officio, nonvoting) and one representative from Academic Programs and Planning (ex officio, nonvoting).
- (3) Faculty members and PCS representatives on the GEGB shall be

members of the General Faculty, as defined in the *Constitution of the Faculty*.

- (4) The GEGB chair will serve four-year terms for a maximum of 2 consecutive terms. The GEGB chair will be appointed by the provost following a recommendation from the Academic Senate Executive Committee and the GEGB.
- (5) The ASI representative must be able to demonstrate developing expertise in at least one GE area. The ASI representative will be appointed by ASI for a one-year term.
- (6) All eligible voting members of the GEGB must be able to demonstrate expertise in at least one GE area. The GEGB chair must also be able to demonstrate extensive expertise in and experience with the GE program as a whole. In addition to demonstrable expertise regarding Cal Poly's GE program, all members should have knowledge of CSU GE standards and Title V.
- (7) GEGB members will serve three-year terms for a maximum of three consecutive terms. Faculty members and PCS members on the GEGB will be appointed by the Academic Senate Executive Committee.
- (8) When ad hoc GE committees are deemed necessary, members should have expertise in the relevant GE areas.

(b) Responsibilities

- (1) Responsibility: Cal Poly's General Education (GE) program is the curricular responsibility of the Academic Senate General Education Governance Board (GEGB). GEGB should function like a department with a deep sense of interest and responsibility for overseeing and implementing the GE program.
- (2) Charge: The GEGB is responsible for leading and developing a visionary, high quality GE program that enriches the specialized knowledge acquired in a major program with foundational and integrative understandings of its scientific, humanistic, artistic, and technological contexts. In so doing, the GEGB is responsible for fostering and refining a vision of General Education that is responsive to statewide, national, and international values in general education, local campus interests and emphases, and opportunities for positive change.
- (3) Duties: The GEGB assists the GEGB chair in shaping the future and quality of the GE program. In so doing, the GEGB establishes the policies and principles that speak to the vision of the GE program as set out in the charge. Members must be proactive and responsive in reaching out to faculty, departments, and administrators in the University to develop GE curriculum.

Duties of the GEGB include:

- (a) review and approve GE course proposals.
 - (b) place GE curriculum proposals on the Academic Senate Consent Agenda after consultation with the Academic Senate Curriculum Committee.
 - (c) engage in appropriate assessment activities. Be proactive and responsive to the results of assessment activities.
 - (d) conduct a GE academic program review on the same cycle as other programs. Findings will be presented to the college deans and the Academic Senate. The GEGB needs to be proactive and responsive to the recommendations that result from academic program review.
- (4) Duties of GEGB chair: The GEGB chair will lead the GEGB in the development of the vision of GE and is accountable for making progress toward fulfillment of the GE vision. The GEGB chair maintains strong oversight of the GE program for quality control at every level. They are a constant advocate for a high-quality GE program that exposes students to pedagogical experiences they need to be erudite and polymathic.

Duties of the GEGB chair include:

- (a) be in regular communication and consultation with the GEGB.
 - (b) communicate with faculty and advisors to spread understanding of the GE program.
 - (c) be in regular communication and consultation with the college deans and the Provost about the GE needs of Cal Poly students.
 - (d) be in regular communication and consultation with the Academic Senate Chair and the Academic Senate Curriculum Committee chair.
 - (e) work collaboratively with the college deans, the Office of the Registrar, the GEGB, Academic Programs and Planning, advisors, and the departments to understand where the demand for courses is and availability of resources in both the short and long terms.
 - (f) Establish ad hoc committees if the GEGB chair determines that ad hoc committees are needed, for instance for periodic GE assessment purposes or for program review.
- (c) Decisions made by the GEGB: all GE curricula will be available for debate and discussion in the Academic Senate, just as all non-GE curricula are. Appeal processes of curricular decisions made by the GEGB will follow

Academic Senate curriculum appeals processes. The GEGB chair should be involved with any changes to Academic Senate curriculum appeals processes.

10. Graduate Committee

(a) Membership

One faculty member from each college with experience in administering a graduate program or supporting graduate curriculum, a representative from Professional Consultative Services, and the Academic Senate Curriculum Chair or designee. Ex officio non-voting members shall be the Dean of Graduate Education or designee, the Executive Director of Academic Programs and Planning or designee, the EPaCE dean or designee, a representative from the Office of the Registrar, and a graduate student representative.

(b) Responsibilities

- (1) Review and make recommendations to the Academic Senate Curriculum Committee on proposals for new graduate degree programs, specializations, and courses.
- (2) Evaluate and make recommendations on petitions for extenuating circumstances, such as validation of outdated coursework.
- (3) Establish and revise guidelines for professional standards for graduate students.
- (4) Enact graduate policies in line with California Education Code (Title 5), CSU systemwide policies, and nationwide best practices.
- (5) Support and enact any graduate program-related changes.
- (6) Make recommendations on reinstatement/suspension of programs.
- (7) Serve as a conduit for feedback from and representation of all graduate programs.
- (8) Address concerns and situations unique to graduate students.

11. Grants Review

(a) Membership

- (1) Pursuant to AS-1006-26, Resolution on Change in Academic Senate Grants Review Committee, the Academic Senate Executive Committee appoints the voting members of the committee.
- (2) A recommended constitution of at least 12 members with a target of 2 representatives from each Cal Poly – SLO college and a member from Professional Consultative Services and not more than 3 representatives from any one Cal Poly – SLO college.

Representation from Cal Poly – Solano is to include at least 1 representative with a target of 2 and a max of 6.

- (3) Ex officio members shall be the Chief Research Officer or designee and an ASI representative. The ASI representative must be a graduate student. The Chief Research Officer is non-voting. The ASI representative only votes during the selection of the CSU Student Research Competition participants.
- (4) In occurrences where the committee is not filled, the Research, Scholarship, and Creative Activities (RSCA) committee may be asked to assist in the Grants Review Committee duties.
- (5) No member of the Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee while serving on the committee.

(b) Responsibilities

- (1) The Grants Review Committee will develop policies and procedures for the review of grant proposals referred to it, including but not limited to those funded through the Chancellor's Research, Scholarship, and Creative Activity allocations.
- (2) The Grants Review Committee will make recommendations to the Chief Research Officer concerning the funding of other internal grants subject to review by the source of funding.
- (3) The Grants Review Committee will develop policies and procedures for the selection of Cal Poly State University student delegates to the system-wide CSU Student Research Competition.
- (4) The Grants Review Committee will evaluate both the oral and written presentations of students and select the delegates for the system-wide CSU Student Research Competition.

12. Instruction Committee

(a) Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, a representative from CTLT, a representative from the Office of the Registrar, and an ASI representative.

(b) Responsibilities

The Instruction Committee shall be responsible for recommendations regarding subjects that impinge directly on the quality of teaching and for providing policy recommendations concerning grading as well as admissions policies and requirements. It will also provide review and input concerning electronic teaching techniques, and library oversight as it relates to instruction.

In accordance with CAM 481 and AS-357-91/IC, the Instruction Committee shall review the Academic Calendar as proposed by the Provost/Vice President for Academic Affairs before its final submission to the President for approval.

13. Research, Scholarship and Creative Activities Committee

(a) Membership

Ex officio members shall be the Chief Research Officer or designee and an ASI representative.

(b) Responsibilities

The Research, Scholarship and Creative Activities Committee shall:

- (1) Make recommendations on university policies and procedures regarding scholarship.
- (2) Provide advice and guidance regarding scholarship to the following:
 - (a) Kennedy Library
 - (b) Information Technology Services
 - (c) Cal Poly Technology Park
 - (d) University committees
 - (e) Campus research centers and institutes
- (3) In occurrences where the Grants Review Committee is not filled, the Research, Scholarship, and Creative Activities committee may be asked to assist in the Grants Review Committee duties.

14. Sustainability Committee

(a) Membership

Ex officio members shall be the Provost/Vice President for Academic Affairs or designee, the Vice President for Administration and Finance or designee, Vice Provost for Academic Programs and Planning or designee, the Director of Facilities Planning or designee, the Director of Facilities Energy, Utilities and Sustainability or designee, and two ASI representatives.

(b) Responsibilities

The Sustainability Committee shall inform and support the activities of other committees whose scope encompasses environmental responsibility. The Sustainability Committee shall make recommendations to the Academic Senate, as appropriate, regarding the provisions of the Talloires Declaration.

15. USCP Review Committee(a) Membership

Ex officio voting members shall be the Chair of the Academic Senate Curriculum Committee, a faculty member from the Ethnic Studies Department, a faculty member from the Women, Gender & Queer Studies Department, and two at-large faculty members with USCP teaching experience and/or teaching experience related to diversity issues as voting members. Ex Officio non-voting members shall be the Vice President and Chief Officer for Diversity and Inclusion or designee, the CTLT Inclusive Excellence Specialist or designee, and an ASI student representative

(b) Responsibilities

The committee evaluates the United States Cultural Pluralism (USCP) component of new and existing courses before making recommendations to the General Education Governance Board, when a course is a General Education course, and the Academic Senate Curriculum Committee. In addition, the committee periodically performs curricular review and evaluation of USCP courses and, when appropriate, works with the Academic Senate Curriculum Committee to review and update USCP learning outcomes and course requirements (as indicated in Academic Senate Bylaws I.2.(b)).

IX. RECALL OF ELECTED REPRESENTATIVES

A. APPLICATION

The procedures for recall shall apply to:

1. Elected members of the Academic Senate, California Polytechnic State University;
2. Officers of the Academic Senate, California Polytechnic State University; and
3. Elected representatives to the Academic Senate, California State University.

B. PROCEDURES

An election for recall of elected representatives as specified in Article II, Sections 1 and 3 of the *Constitution and Bylaws*, may be instituted by a petition of those eligible to vote in the election for the representatives in the various categories provided the following provisions are met:

1. An individual eligible to vote in the election for the representative shall notify the Academic Senate Chair of her/his intention to circulate a recall petition. This written notification shall state further the reasons for the recall action in brief terms.

2. The Academic Senate Chair shall notify all of the eligible voters in the area affected of the intended recall petition and state the reasons given for the petition to recall.
3. The notification will be in effect five (5) days in which classes are in session prior to the circulation of the petition. Signatures on a petition may be obtained for the next ten (10) days in which regular classes are in session. A recall election, if required, shall be initiated within twenty (20) days, in which classes are regularly in session, after the recall notification is received by the Academic Senate Chair.
4. The recall petition will be circulated by those initiating the recall action. The top of each sheet heading a list of signatures for recall action shall contain a statement of the reasons for recall.
5. The dated signatures of at least 20% of those eligible to vote in the area represented by the incumbent as specified in the constitution and bylaws of Cal Poly Academic Senate, or the *Constitution and Bylaws of the Academic Senate CSU*, shall be required to initiate a recall election.
6. If the petition is for the recall of a member or an officer of the Cal Poly Academic Senate, a member of the Grants Review Committee, or a CSU academic senator, the Academic Senate office shall conduct the balloting in these elections.
7. The recall ballot shall be worded so that it can be answered "yes" or "no."
 _____ (name) _____ shall be recalled from the _____ (category of elected representative) _____. The reasons stated in the petition are as follows:

 Yes _____ No _____
8. A majority vote of those eligible to vote and voting will be sufficient to recall the incumbent.
9. If the incumbent is recalled, nominees will be solicited for ten (10) days in which regular classes are in session from the area where the vacancy now exists.
10. After nominees have been received, the Academic Senate Chair shall notify all of the faculty members of the college or area affected of the nominees and of the time and place of the election to fill the vacancy created by the recall.
11. The election procedures and ballot counting shall be as provided in these bylaws for regular elections.

X. AMENDMENTS TO THE BYLAWS

These bylaws may be amended by a two-thirds majority vote of the senators present at a regular meeting of the Academic Senate, providing that a first reading of the proposed amendment has taken place at the previous regular meeting of the Academic Senate.

2026-2027 ACADEMIC SENATORS (By Caucus/Representation)

NAME	Department	COLLEGE	PHONE	EMAIL	TERM END
Easton, Robert	Math	BCSM	61679	rweaston	2027
Frame, Samuel (Academic Senate Chair)	Statistics	BCSM	65802	sframe	2028
Fraser, Scott	Physics	BCSM	62800	scfraser	2028
Hardy, Kristin	Biological Sciences	BCSM	62806	kmhardy	2028
Jankovitz, Kris (Caucus Chair)	Kinesiology and Public Health	BCSM	62545	kjankovi	2028
Lund, Ulric	Stats	BCSM	66122	ulund	2027
Pearse, Erin	Math	BCSM	65558	epearse	2027
Ruttenberg, Ben	Biological Sciences	BCSM	62498	bruttenb	2028
Vokos, Stamatis	Physics	BCSM	62306	svokos	2027
VACANT		BCSM			2028

VACANT	P/T Empl. Rep	BCSM	2027
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<u>NAME</u>	<u>Department</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Bracco, Angela	Architecture	CAED	62366	abracco	2027
Kolegraff, Stacy	Construction Management	CAED	65612	sakolegr	2028
Kommer, Thomas	Construction Management	CAED	66457	tkommer	2028
Miller, Ryan	City & Regional Planning	CAED	61315	rgmiller	2027
VACANT		CAED			2027
VACANT		CAED			2027

Pollin, Andy	P/T Empl. Rep	CAED	67514	apollin	2027
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<u>NAME</u>	<u>Department</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Abo-Ismail, Mohammed	Animal Science	CAFES	62308	maboisma	2028
Bennett, Darin	Animal Science	CAFES	62440	dbenne06	2027
Ding, Shunping	Wine and Viticulture	CAFES	66919	sding01	2027
Garner, Lauren (Caucus Chair)	Plant Sciences	CAFES	62479	lgarner	2028
Hurley, Sean (Academic Senate Vice Chair)	Agribusiness	CAFES	65050	shurley	2027
Malama, Bwalya	Natural Resources Management & Environmental Sciences	CAFES	62971	bmalama	2027
Pokharel, Siroj (Ricky Volpe - sub fall 2026)	Animal Science	CAFES	67134	spokhare	2027

VACANT	P/T Empl. Rep	CAFES	2027
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NAME	Department	COLLEGE	PHONE	EMAIL	TERM END
Clements, John	Computer Science & Software Engineering	CENG	66528	clements	2027
Derickson, Dennis	Electrical Engineering	CENG	67584	ddericks	2027
Jones, Seamus	Materials Engineering	CENG	60731	sjones97	2028
Mealy, James	Computer Engineering	CENG	62300	bmealy	2027
Pan, John	Industrial & Manufacturing Engineering	CENG	62540	pan	2028
Peuker, Steffen (Caucus Chair)	Mechanical Engineering	CENG	61353	speuker	2027
Poshtan, Majid	Electrical Engineering	CENG	62763	mposhtan	2027
Trada, Hiren	Electrical Engineering	CENG	62516	htrada	2028
Wu, Xi (Julia)	Mechanical Engineering	CENG	65214	xwu	2028
VACANT					2028

VACANT	P/T Empl. Rep	CENG	2028
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<u>NAME</u>	<u>Department</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Bridger, Sarah	History	CLA	62619	sbridger	2028
Dhillon, Anuraj	Communication Studies	CLA	62650	adhillo6	2028
Lin, Patrick	Philosophy	CLA	62042	palin	2027
Minor, Elizabeth	Social Sciences	CLA	60870	elminor	2028
Myers, Allison	Art&Design	CLA	61506	amyers14	2027
Nelson, Leslie	Communication Studies	CLA	62809	lrnelson	2028
Wright, Ava (Caucus Chair)	Philosophy	CLA	62868	avwright	2028
Yang, Hocheol	GraphicComm	CLA	62210	hyang25	2027
Yeh, Grace	Ethnic Studies	CLA	66229	gyeh	2028
VACANT		CLA			2027

VACANT	P/T Empl. Rep	CLA	2027
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ORFALEA COLLEGE OF BUSINESS (5 representatives)

NAME	Area	COLLEGE	PHONE	EMAIL	TERM END
Alexander, Benjamin (Caucus Chair)	Management, HR, and IS	OCOB	65305	balex02	2027
Anderson, Lisa	Accounting and Law	OCOB	61798	lsa	2028
Cole, Matthew	Economics	OCOB	61778	mtcole	2027
Maerz, Addison	Management, HR, and IS	OCOB	67817	amaerz	2028
Wang, Cindy	Marketing	OCOB	67638	cwang96	2028

VACANT	P/T Empl. Rep	OCOB	2027
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PROFESSIONAL CONSULTATIVE SERVICES (7 representatives)

NAME	Office	COLLEGE	PHONE	EMAIL	TERM END
Gray, Christina	OCOB-Advsng	PCS	65304	cgray21	2027
Hitchcock, Kara (Caucus Chair)	Advising	PCS	65779	khitch01	2028
Lester, Sarah	Library	PCS	66019	salester	2027
Perez, Carrie	Disability Resource Center	PCS	60636	cpere112	2027
Richards, Rebecca	Graduate Education	PCS	66554	rricha15	2028
Scaramozzino, Jeanine	Library	PCS	65677	jscaramo	2028
Wolfe-Chandler, Christina	Univ-Advsng	PCS	65735	crwolfe	2028

VACANT	P/T Empl. Rep	PCS	2027
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SUMMARY OF FULL-TIME FACULTY VACANCIES

BCSM	2026-2028 (x1)
CAED	2025-2027 (x2)
CENG	2026-2028 (x1)
CLA	2025-2027 (x1)

SUMMARY OF PART-TIME EMPLOYEE VACANCIES

OCOB	2027
CLA	2027
BCSM	2027
CAFES	2027
CENG	2027
PCS	2027

Last updated September 3, 2026. Please view the Senator webpage
for current representatives:

<https://academicssenate.ca/poly.edu/content/senators>

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

2026-2027 ACADEMIC SENATORS

EX OFFICIO MEMBERS

(Part-time employees' rep, past Senate Chair, and statewide senators are voting ex officio members; the others listed here are non-voting members)

<u>NAME</u>	<u>Department/Area/Office</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>	
Armstrong, Jeffrey	President	President's Ofc	66000	jarmstro	Ex Officio	
Liddicoat, Al	Provost	Provost's Ofc	62246	provost	Ex Officio	
Harris, Terrance	SEMSA	Vice President	61521	vpsa	Ex Officio	
Wendt, Dean	Dean's Council	BCSM	62226	dwendt	Ex Officio	
Frame, Samuel	Senate Chair	sframe	65802	sframe	2027	(Term limited after 2028-2029)
Greenwood, Jerusha	Immediate Past Senate Chair	CAFES	62050	jbgreenw	Ex Officio	
Hurley, Sean	Vice Chair	shurley	65050	shurley	2027	
Inoue, Taiyo	Statewide Senator - CSU	Solano			2027	
Navarro, Jose	Statewide Senator - CSU	Ethnic Studies	66268	jnavar17	2029	
Rein, Steve	Statewide Senator - CSU	Statistics	62941	srein	2028	
Stegner, Dustin	Statewide Senator - CSU	English	61277	pstegner	2027	
Kawamura, Lisa	CFA President	CFA	62569	lkawamur	Of Counsel	
Schinderle, Tanner	Chair/BOD	ASI			Ex Officio	
Short, Olivia	ASI President	ASI			Ex Officio	
Vacant	Cal Poly Maritime Council	Solano			Ex Officio	
<u>ACADEMIC SENATE STAFF</u>						
Sullivan-Danser, Shannon			61258	ssulliva		
Sowinska, Zora			61259	zsowinsk		

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

2026-2027 ACADEMIC SENATE SENATORS (Alphabetical)

<u>NAME</u>	<u>Department/Area/Office</u>	<u>COLLEGE</u>	<u>PHONE</u>	<u>EMAIL</u>	<u>TERM END</u>
Abo-Ismael, Mohammed	Animal Science	CAFES	62308	maboisma	2028
Alexander, Benjamin (Caucus Chair)	Management, HR, and IS	OCOB	65305	baalex02	2027
Anderson, Lisa	Accounting and Law	OCOB	61798	lsa	2028
Bennett, Darin	Animal Science	CAFES	62440	dbenne06	2027
Bracco, Angela	Architecture	CAED	62366	abracco	2027
Bridger, Sarah	History	CLA	62619	sbridger	2028
Clements, John	Computer Science & Software Engineering	CENG	66528	clements	2027
Cole, Matthew	Economics	OCOB	61778	mtcole	2027
Derickson, Dennis	Electrical Engineering	CENG	67584	ddericks	2027
Dhillon, Anuraj	Communication Studies	CLA	62650	adhill06	2028
Ding, Shunping	Wine and Viticulture	CAFES	66919	sding01	2027
Easton, Robert	Math	BCSM	61679	rweaston	2027
Frame, Samuel (CHAIR)	Statistics	BCSM	65802	sframe	2028
Fraser, Scott	Physics	BCSM	62800	scfraser	2028
Garner, Lauren (Caucus Chair)	Plant Sciences	CAFES	62479	lgarner	2028
Gray, Christina	OCOB-Advsng	PCS	65304	cgray21	2027
Greenwood, Jerusha	Experience Industry Management	CAFES	62050	jbgreenw	Ex Officio
Hardy, Kristin	Biological Sciences	BCSM	62806	kmhardy	2028
Hitchcock, Kara (Caucus Chair)	Advising	PCS	65779	khitch01	2028
Hurley, Sean (VICE CHAIR)	Agribusiness	CAFES	65050	shurley	2027
Inoue, Taiyo	Statewide Senator - CSU	Solano	707 654 1016	tainoue	2027
Jankovitz, Kris (Caucus Chair)	Kinesiology and Public Health	BCSM	62545	kjankovi	2028
Jones, Seamus	Materials Engineering	CENG	60731	sjones97	2028
Kolegraff, Stacy	Construction Management	CAED	65612	sakolegr	2028
Kommer, Thomas	Construction Management	CAED	66457	tkommer	2028
Lester, Sarah	Library	PCS	66019	salester	2027
Lin, Patrick	Philosophy	CLA	62042	palin	2027
Lund, Ulric	Stats	BCSM	66122	ulund	2027
Maerz, Addison	Management, HR, and IS	OCOB	67817	amaerz	2028
Malama, Bwalya	Natural Resources Management & Environmental Sciences	CAFES	62971	bmalama	2027
Mealy, James	Computer Engineering	CENG	62300	bmealy	2027
Miller, Ryan	City & Regional Planning	CAED	61315	rgmiller	2027
Minor, Elizabeth	Social Sciences	CLA	60870	elminor	2028
Myers, Allison	Art&Design	CLA	61506	amyers14	2027
Navarro, José	Statewide Senator - CSU	Ethnic Studies	66268	jnavar17	2029
Nelson, Leslie	Communication Studies	CLA	62809	lrnelson	2028
Pan, John	Industrial & Manufacturing Engineering	CENG	62540	pan	2028
Pearse, Erin	Math	BCSM	65558	epearse	2027
Perez, Carrie	Disability Resource Center	PCS	60636	cpere112	2027
Peuker, Steffen (Caucus Chair)	Mechanical Engineering	CENG	61353	speuker	2027
Pokharel, Siroj (Ricky Volpe - sub fall 2026)	Animal Science	CAFES	67134	spokhare	2027
Pollin, Andy	P/T Empl. Rep	CAED	67514	apollin	2027
Poshtan, Majid	Electrical Engineering	CENG	62763	mposhtan	2027
Rein, Steve	Statewide Senator - CSU	Statistics	62941	srein	2028
Richards, Rebecca	Graduate Education	PCS	66554	rricha15	2028
Ruttenberg, Ben	Biological Sciences	BCSM	62498	bruttenb	2028
Scaramozzino, Jeanine	Library	PCS	65677	jscaramo	2028
Stegner, Dustin	Statewide Senator - CSU	English	61277	pstegner	2027
Trada, Hiren	Electrical Engineering	CENG	62516	htrada	2028
Vokos, Stamatis	Physics	BCSM	62306	svokos	2027
Wang, Cindy	Marketing	OCOB	67638	cwang96	2028
Wolfe-Chandler, Christina	Univ-Advsng	PCS	65735	crwolfe	2028
Wright, Ava (Caucus Chair)	Philosophy	CLA	62868	avwright	2028
Wu, Xi (Julia)	Mechanical Engineering	CENG	65214	xwu	2028
Yang, Hocheol	GraphicComm	CLA	62210	hyang25	2027
Yeh, Grace	Ethnic Studies	CLA	66229	gyeh	2028

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

Academic Senate
Executive Committee
2026-2027

POSITION	NAME	DEPT	PHONE	EMAIL
Chair	Samuel Frame	Statistics	65802	sframe
Vice Chair	Sean Hurley	Agribusiness	65050	shurley
Past Senate Chair	Jerusha Greenwood	Experience Industry Manager	62050	jbgreenw
Statewide Senator	José Navarro	Ethnic Studies	66268	jnavar17
Statewide Senator	Steven Rein	Statistics	62941	srein
Statewide Senator	Dustin Stegner	English	61277	pstegner
Provost	Al Liddicoat	Provost	62246	provost
ASI President	Tanner Schinderle	ASI	61291	tschinde
ASI Ch/Board	Olivia Short	ASI	61291	oshort
CFA President	Lisa Kawamura	CFA	62569	lkawamur
Cal Maritime Academy Senate Council	<i>TBD</i>			

CAUCUS CHAIRS

CAED	(vacant)			
CAFES	Lauren Garner	Plant Sciences	62479	lgarner
CENG	Steffen Peuker	Mechanical Engineering	61353	speuker
CLA	Ava Wright	Philosophy	62868	avwright
BCSM	Kris Jankovitz	Kinesiology & Public Health	62545	kjankovi
OCOB	Benjamin Alexander	Management, HR, & IS	65305	baalex02
PCS	Kara Hitchcock	University Advising	65779	khitch01

OFFICE ADMINISTRATION

Sullivan-Danser, Shannon		61258	ssulliva
Sowinksa, Zora		61259	zsowinsk

Academic Senate Meeting — Strategic Enrollment Management and Student Affairs Report

Meeting Date: Sept. 8, 2026

Fall Start

- We had a great start to the new academic year:
 - We moved 9,200 students to live on the Cal Poly campus and another 741 students at Cal Poly Maritime Academy.
 - These students and 600+ orientation leaders completed WOW.
 - Hosted 1,726 new parents at the Evening with the President, an event that takes place after parents/supporters move their students in.
 - Hosted new students and their parents/supporters at Big Fall Welcome where special guest Victor Glover spoke.
 - In partnership with the Downtown SLO Association, we welcomed WOW participants to the farmers market, where 40 local businesses offered tailored experiences designed to help students explore downtown and connect with their new community.
- For the first time ever, we hosted an expanded Orientation at Cal Poly Maritime Academy, featuring resource sessions, movie nights, and a campus carnival.

Leadership Updates in the Office of the Dean of Students

- David Groom, who just marked his 10th anniversary with Cal Poly, is now our dean of students supporting both campuses. David will oversee the Office of Student Rights and Responsibilities (OSRR); ASCEND, a new program launching this fall to serve students with autism; and the Campus Assessment, Response and Education (CARE) Team, which is expanding to Cal Poly Maritime Academy this fall. If you have concerns about a student's well-being and would like to refer them to the CARE team, please visit the Dean of Students [website](#).
- Associate Vice President Joy Pedersen's role in evolving; she is expanding her portfolio in SEMSA to be part of the leadership group at Cal Poly Maritime Academy, with approximately 60% of her role focused on division priorities including advancing the student experience and enrollment along with economic development initiatives at the Solano campus in partnership with campus colleagues.

New Programs Coming this Year

- **ASCEND:** The division is starting a new program this fall, the Autism Support for College, Education and Neurodiversity Development (ASCEND) program. The program will be managed by the Dean of Students, with support from the Disability Resource Center and Campus Health and Wellbeing. Cal Poly is building a structured program supporting students with autism, including enrollment, retention, and success through comprehensive advising, case management, and a high-touch developmental coaching model. We are in the process of hiring a coordinator to oversee the program and will begin the 2026-27 school year with a cohort of currently enrolled students.
- **Project Rebound:** The division is also launching Project Rebound this fall, joining all 21 other California State University campuses in supporting the higher education and successful reintegration of formerly incarcerated individuals. We are in the process of hiring a coordinator to oversee the program at Cal Poly. Funded by the Chancellor's Office, the program will support the enrollment, retention and success of formerly incarcerated and justice-impacted students through comprehensive advising, case management and program services including ensuring students are connected to academic, financial and other student resources to complete their degree. We hope to begin the program in the 2026-27 school year with a cohort of currently enrolled students. The program will be housed in the University Union.
- **CYBHI:** Campus Health and Wellbeing (CH&W) is asking students submit their health insurance information to CH&W. The department is participating in the Children and Youth Behavioral Health Initiative (CYBHI) Reimbursement Program (also known as the Fee Schedule Program), a new program offered through the state of California. Participation allows CH&W to seek reimbursements for qualifying services from California regulated health insurance providers to support and augment our programs. Students' ability to access care at CH&W will not change. Learn more: <https://chw.calpoly.edu/cybhi>

Financial Aid

- The U.S. Department of Education approved the federal financial aid integration of Cal Poly Maritime Academy with Cal Poly, a major milestone in the university integration that allows students at both locations to receive federal and state financial aid as one institution.
- More than \$86.6 million in financial aid was disbursed on the first fall disbursement day, supporting students at the start of the academic year.
- The One Big Beautiful Bill Act (OBBA) brought significant changes to federal student aid for 2026–27, including new Parent PLUS borrowing limits, elimination of the Graduate

PLUS Loan for new borrowers, and complex “legacy” provisions affecting some continuing students and families.

- These federal changes have resulted in substantially increased student and family inquiries and case-by-case reviews. Financial Aid staff continue to provide individualized support while maintaining aid processing and counter, phone, and email service during this especially high-volume period.
- Faculty and staff are encouraged to refer students with financial aid concerns directly to the Financial Aid Office where the team is actively working with affected students and families to understand their options and resolve issues.

Academic Senate Faculty Affairs Committee written report.

The Academic Senate Faculty Affairs Committee submits a report to the Senate annually on student response rates to course evaluations. Standardly this report is a presentation to the Senate with discussion. When the FAC Chair (Brown) presented the reports for the prior two academic years in the Senate in AY 2024-25, in that discussion he recommended that the Senate form an ad hoc committee to form recommendations on improvements to the course evaluation forms and processes. The Senate formed that committee and it is soon to present its recommendations to the Senate.

Since this year's report on the prior academic year's response rates reveals an unsurprising continuation of the ongoing trend of low response rates, and since the Senate's agenda is rather full, this report is going to the Senate only as a written report. Discussion of student course evaluations will be much more productively directed towards the report from the ad hoc committee.

Any feedback on this written report can be directed to the FAC chair (Ken Brown <dbrown07@calpoly.edu>)



University Response Rates Summary

AY	Fall	Winter	Spring
2024-25	45%	42%	40%
2023-24	46%	43%	40%
2022-23	40%	43%	42%
2021-22	44%	41%	36%
2020-21	38%	38%	37%
2019-20	52%	53%	35%
2018-19	55%	57%	51%
2017-18	59%	58%	54%
2016-17	66%	61%	55%

College and department response rates for 2024-25 in attached charts

Background data and information about online student evaluations

Pilot commenced Spring 2015–Spring 2016

- **Two-week evaluation period**
- **Response rate tracking**
 - Monitored rate of response accumulation through evaluation period
- **Response rates in pilot 2015-16**
 - Fall 2015 64%
 - Winter 2016 59%
 - Spring 2016 51%

Procedure for university-wide rollout 2016-2017

- **Two one-week evaluation periods**
 - Normal: Sunday–Friday of last week of instruction
 - Early: Sunday–Friday of penultimate week of instruction
 - Only Music dept. made use of early evaluations, experiencing dismal response rates
- **Students notified by email**
 - Prior to evaluation period
 - Daily reminders for evaluations not yet completed
 - One email per class each day until evaluation completed



Procedural changes for 2017-2018

- **Students**
 - Portal shows links for class evaluations
 - Email reminders at start of evaluation and Wed, Thur, Fri
- **Instructors**
 - Email about response rates
 - Portal links for their evaluated classes
 - Portal reports response rates

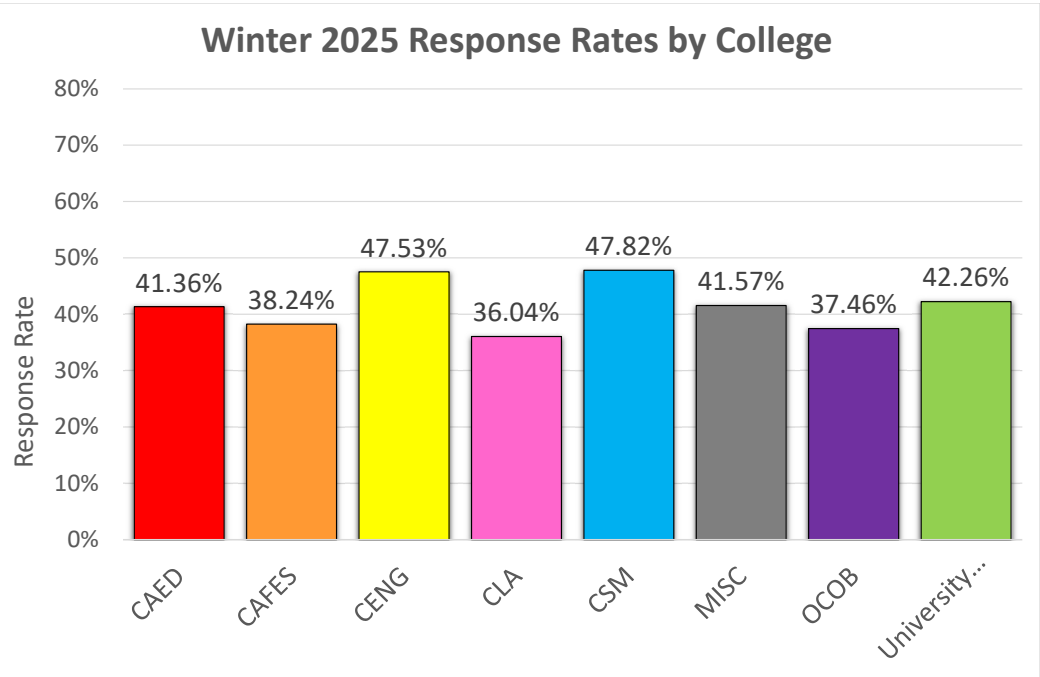
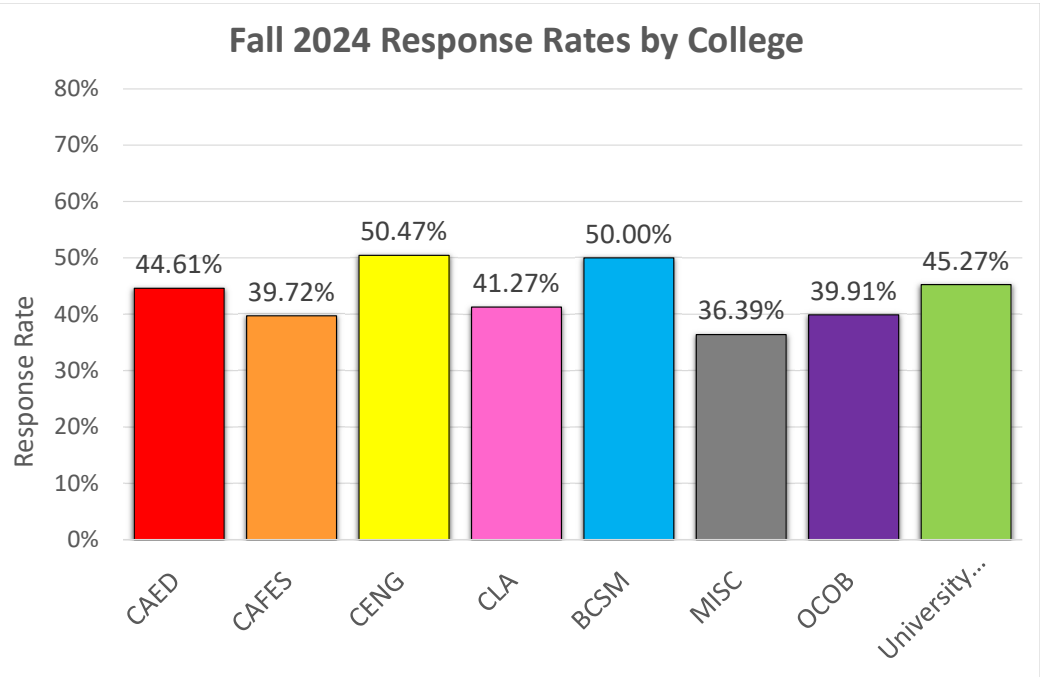
Procedural changes for 2018-19

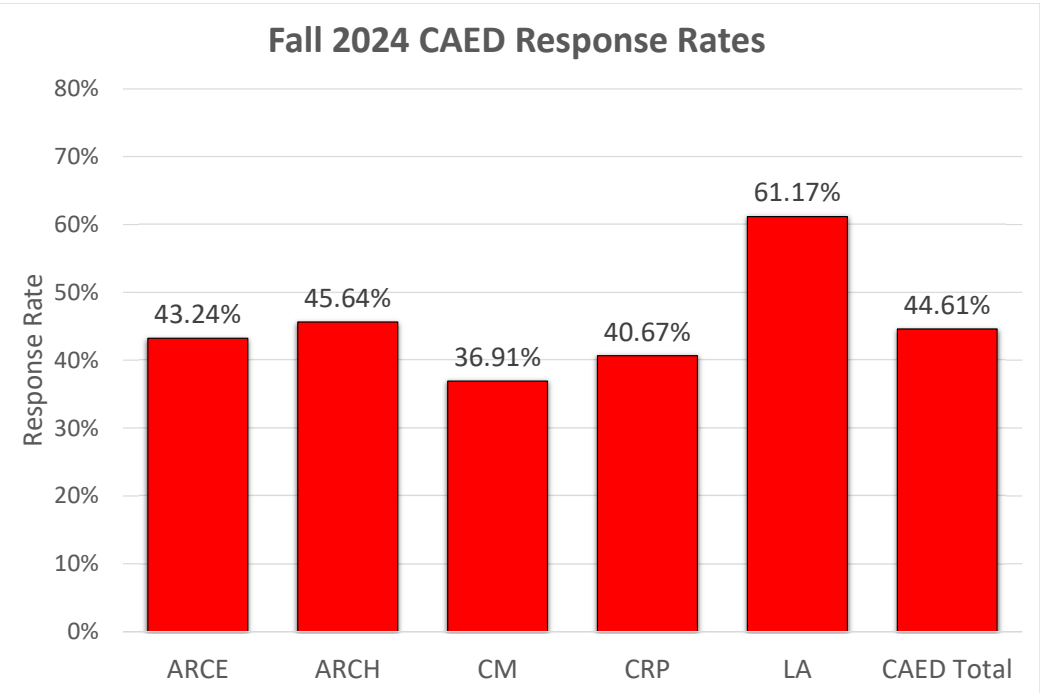
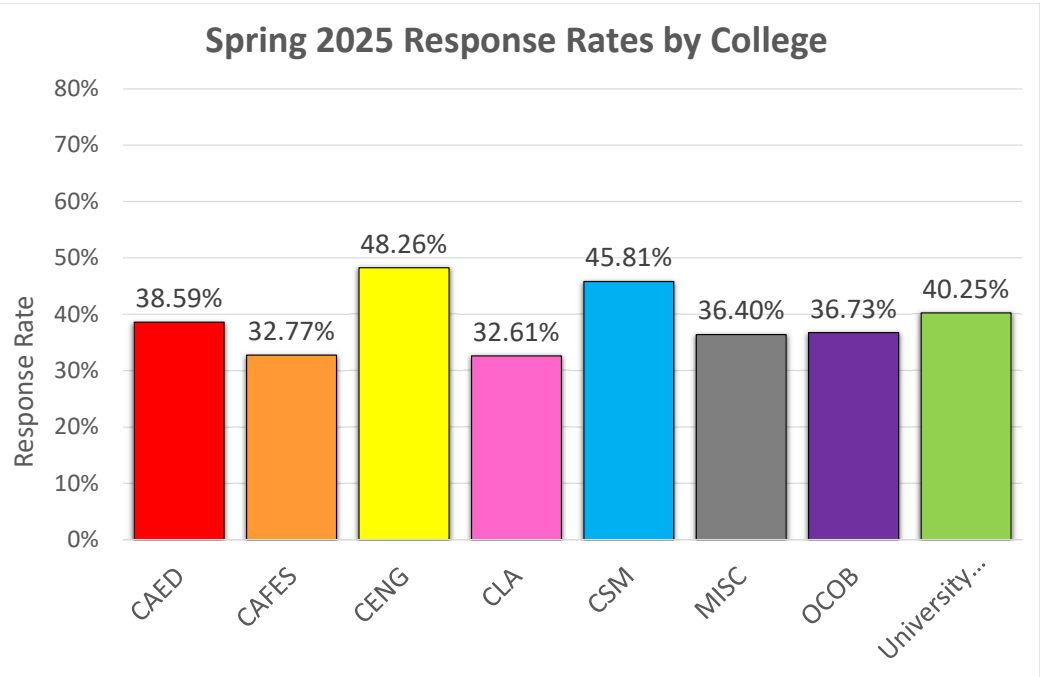
- **Faculty**
 - **No more response rate notification emails**
 - Live response rate monitoring through the portlet
 - Access to portlet on the Monday before the evaluation period
 - Email notification that courses queued for evaluation are visible on the portlet
 - Faculty encouraged to ensure all courses that meet the evaluation criteria are queued.
- **Shift to virtual instruction due to COVID-19**
 - Winter 2020 evaluations completed prior to shift to virtual final exams
 - Spring 2020 transition to emergency distance learning
 - AY 2020-21 Campus operated almost entirely online
 - Fall 2021 Return to mainly in-person operations

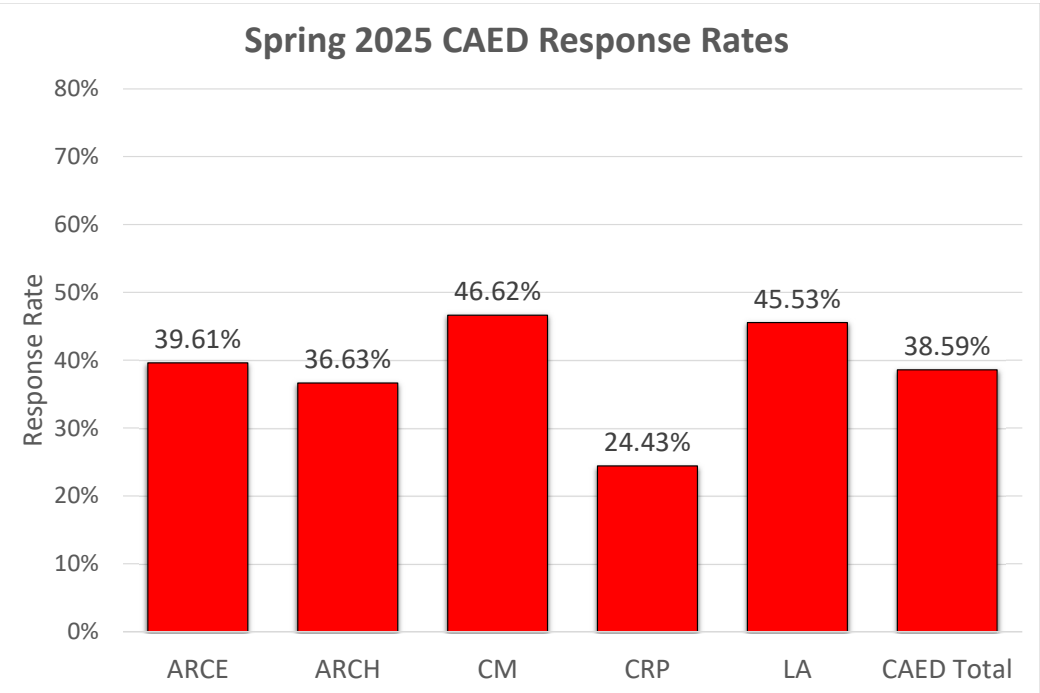
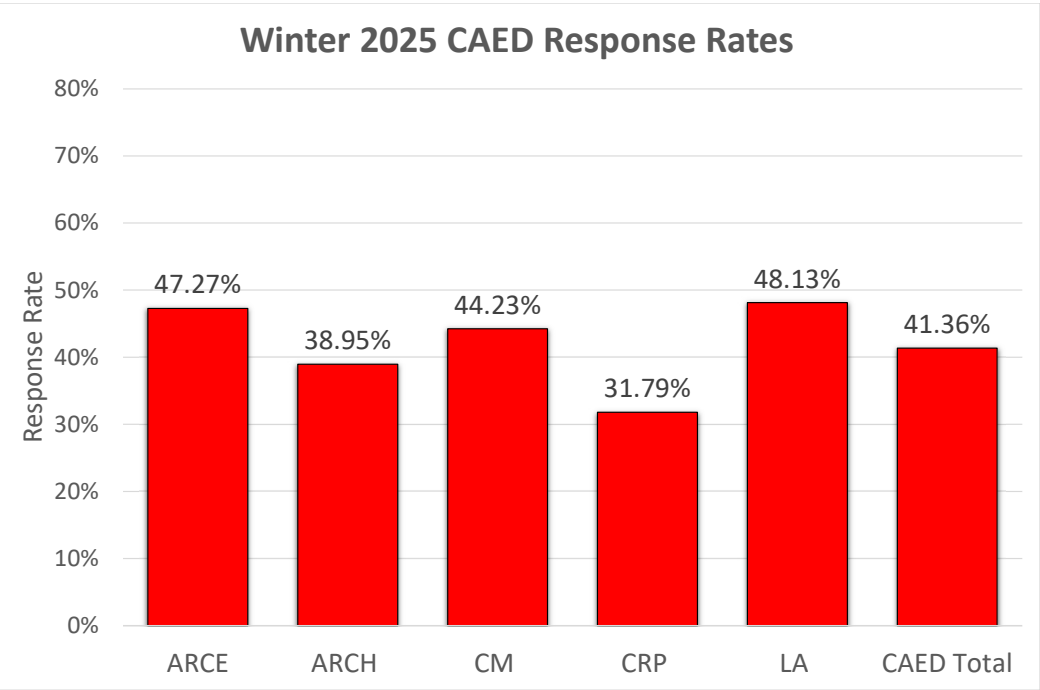
Continued implementation with no changes in procedure through Spring 2024

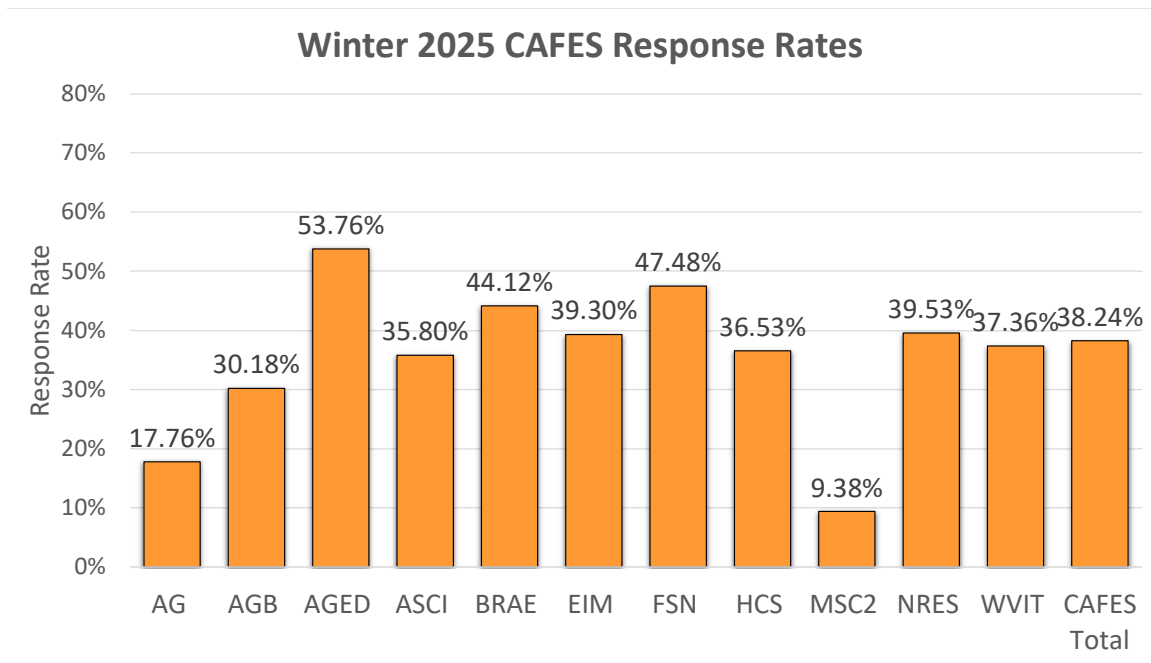
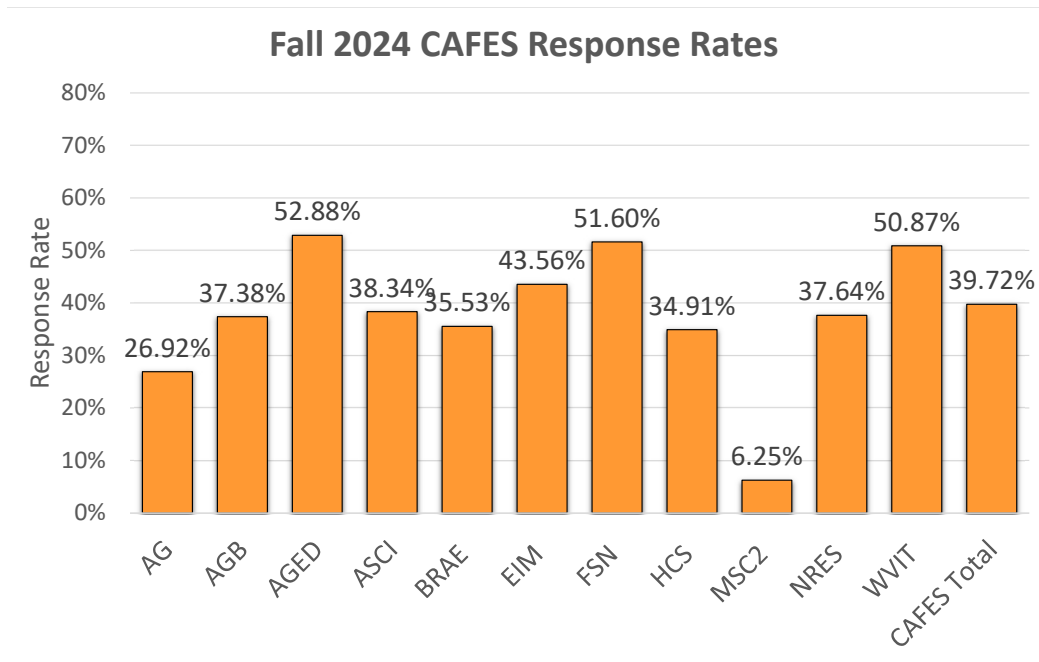
Procedural changes for 2024-25

- ITS deployed new student and instructor portlets on the Cal Poly portals
 - The LTI we were previously using is no longer supported by the vendor.
 - Upgrading to their new supported LTI would require significant work and cost.
 - The new version provides a more sustainable and well-supported method for integrating and accessing surveys, and it is less likely to be impacted by future vendor updates.
 - The instructor portlets now refresh every 15 minutes between 4:00 AM and 7:00 PM PST, and then every 5 minutes during the final 15 minutes of each hour.

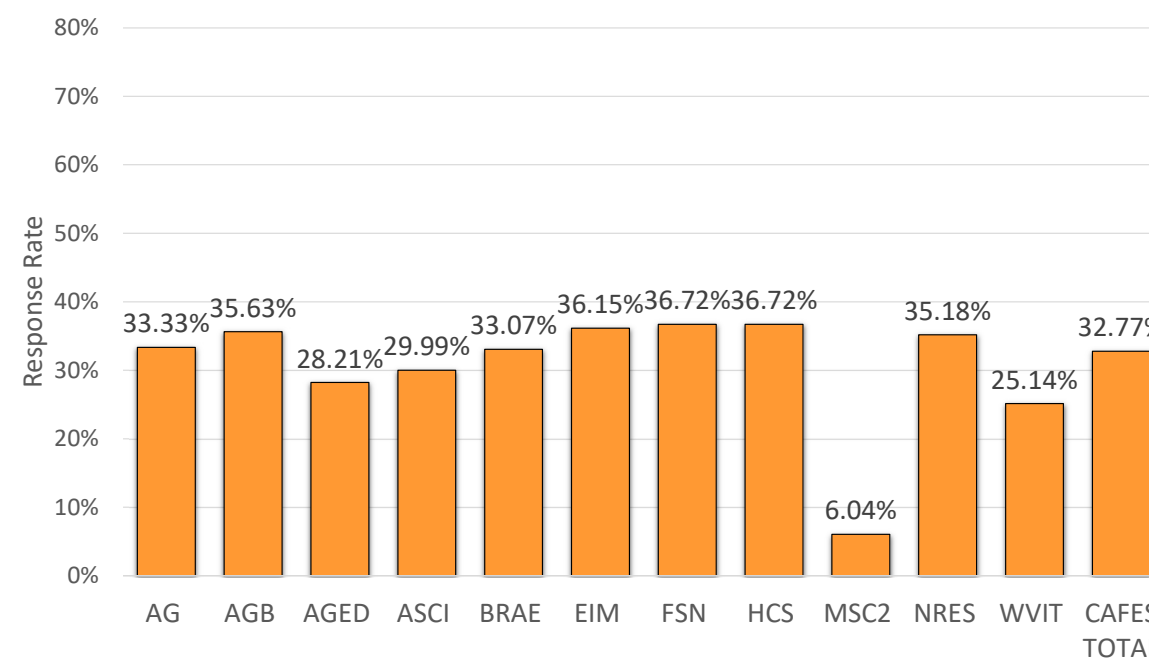




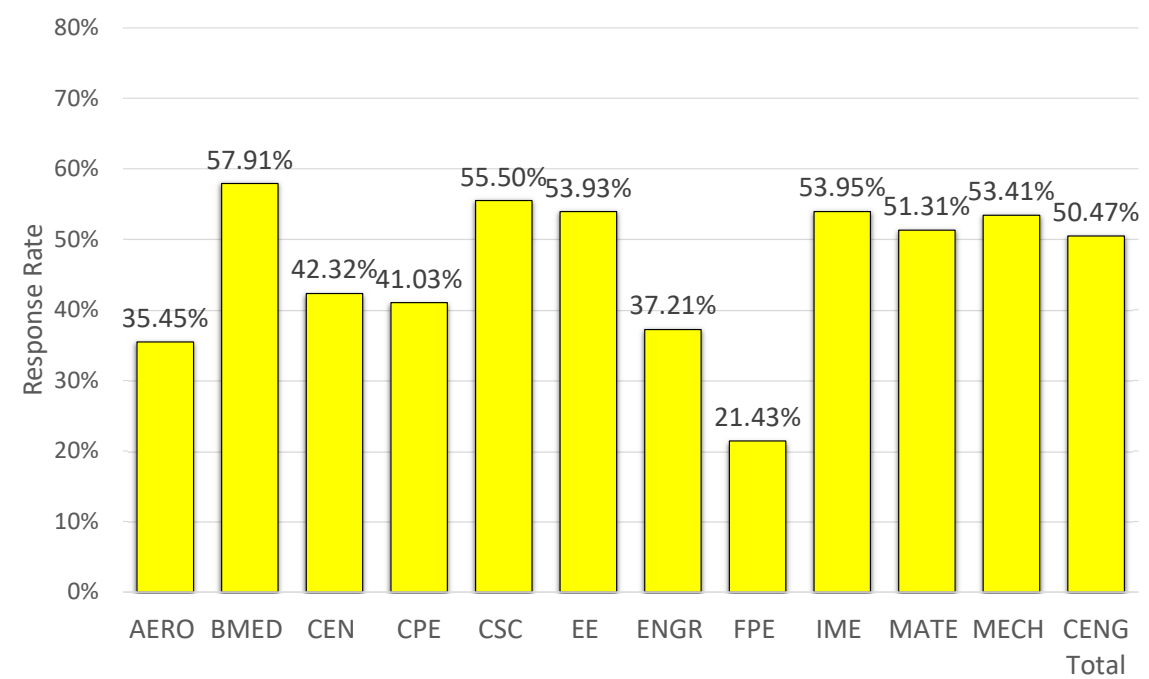




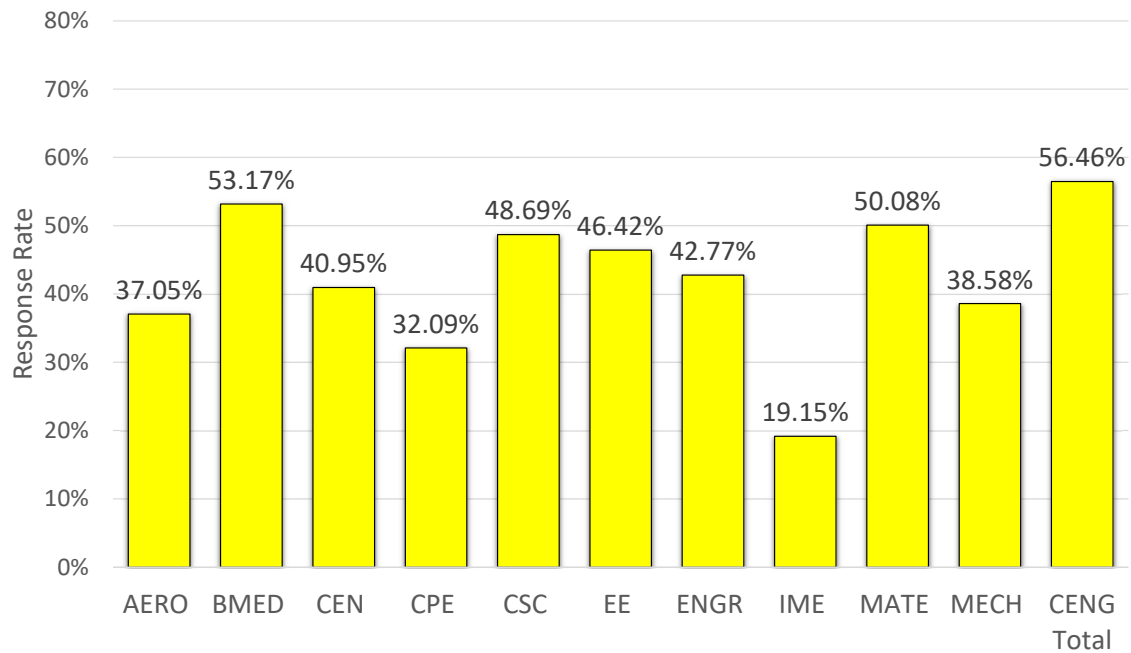
Spring 2025 CAFES Response Rates



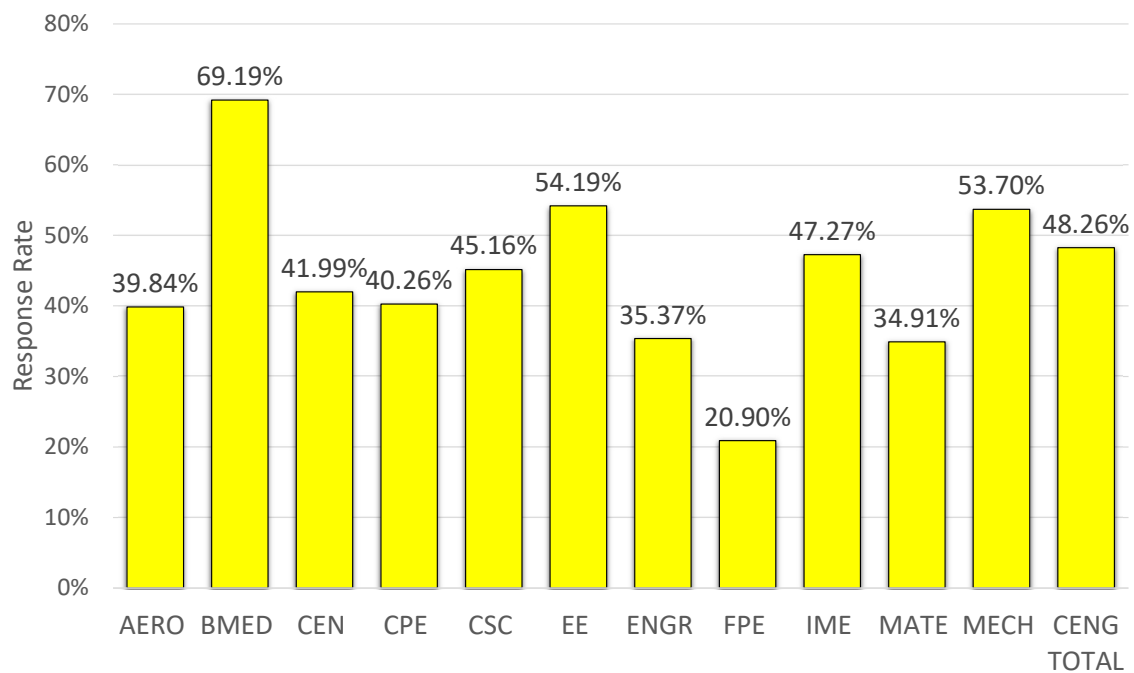
Fall 2024 CENG Response Rates



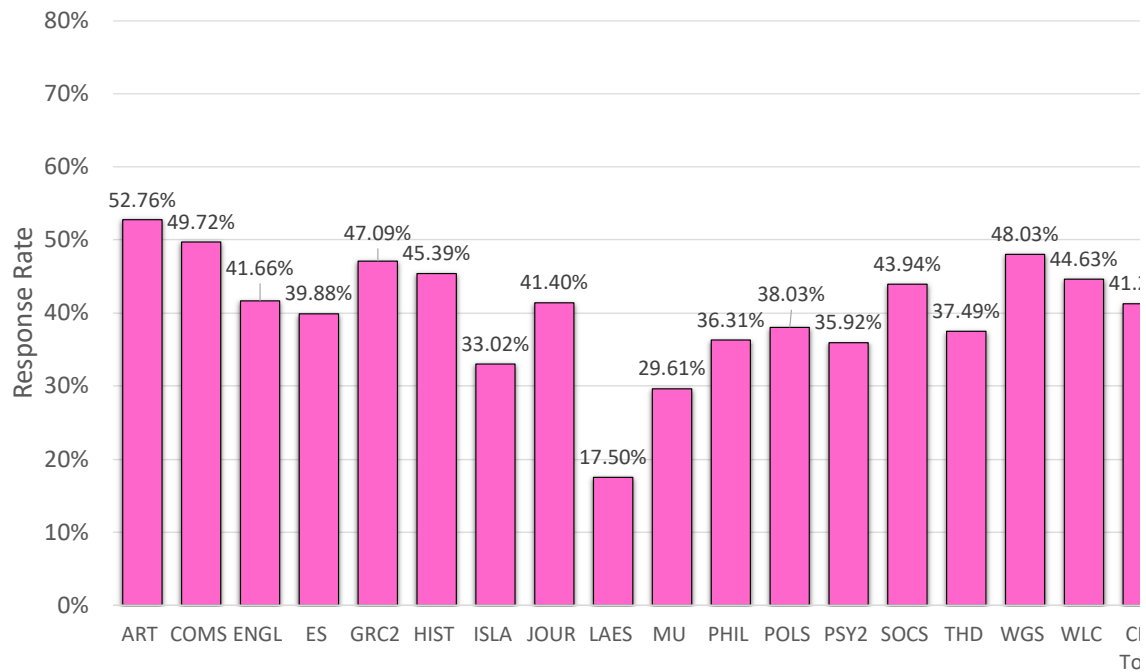
Winter 2025 CENG Response Rates



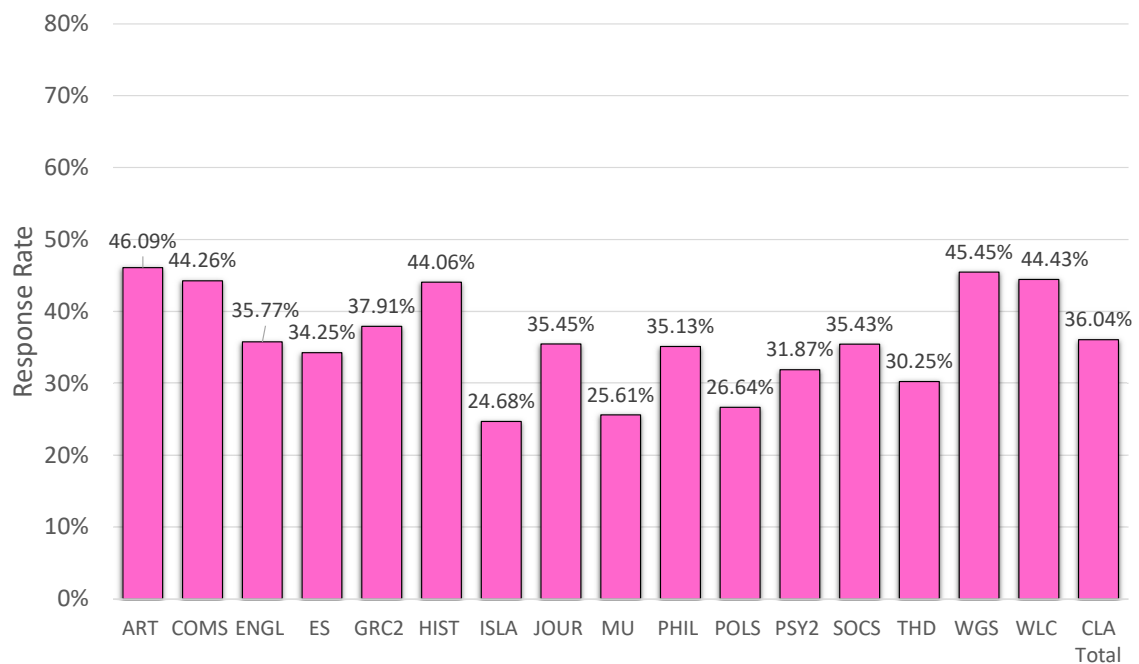
Spring 2025 CENG Response Rates



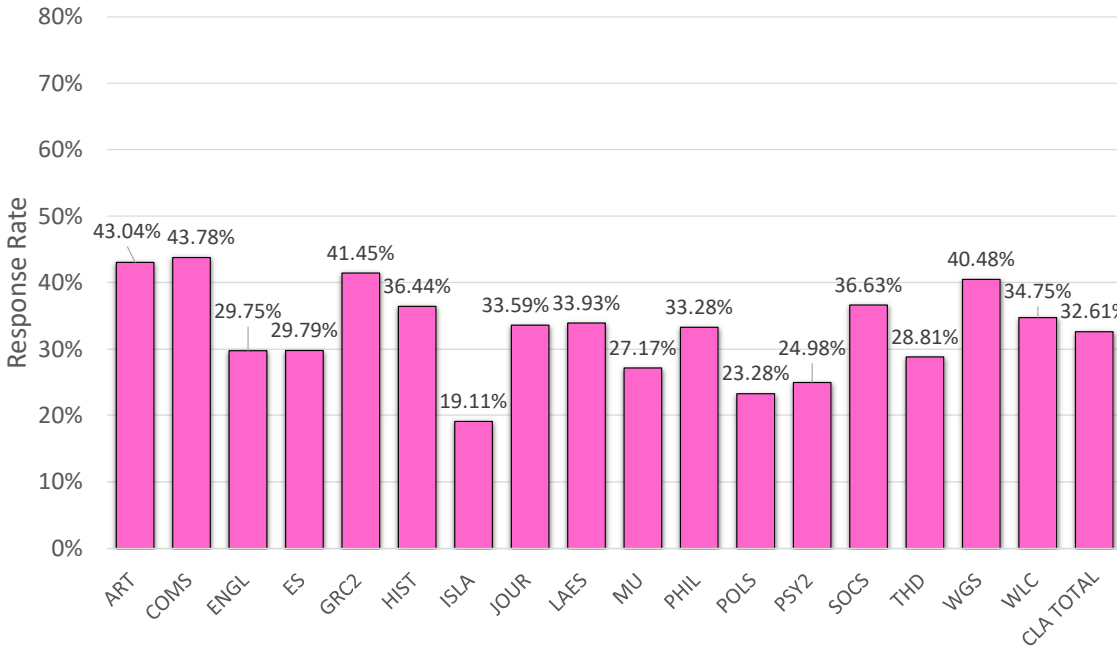
Fall 2024 CLA Response Rates



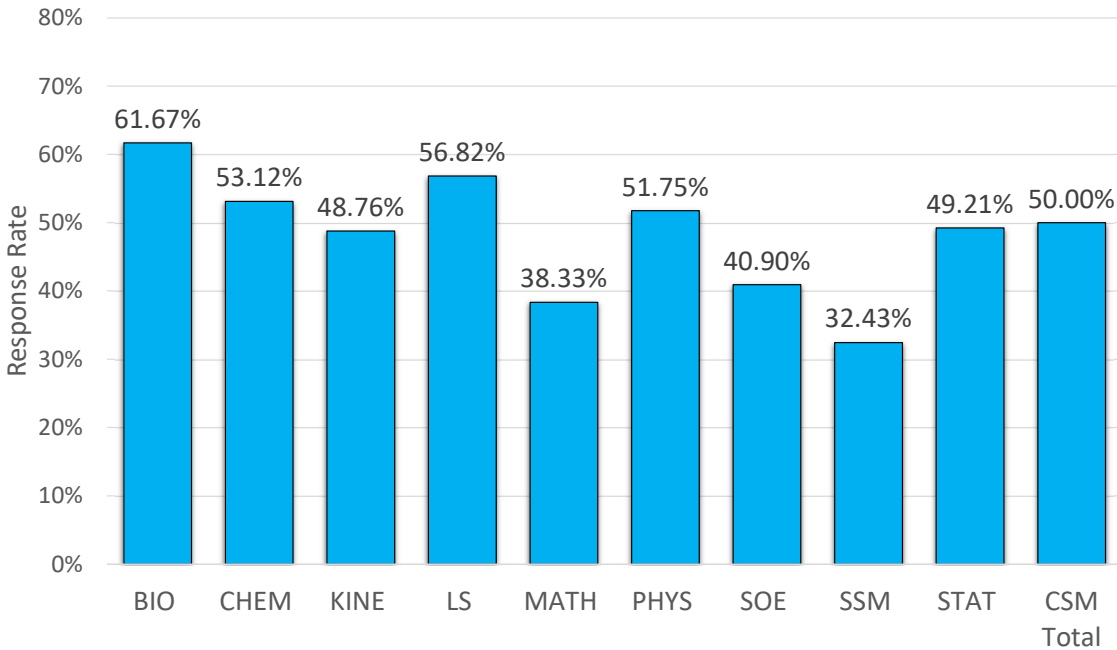
Winter 2025 CLA Response Rates



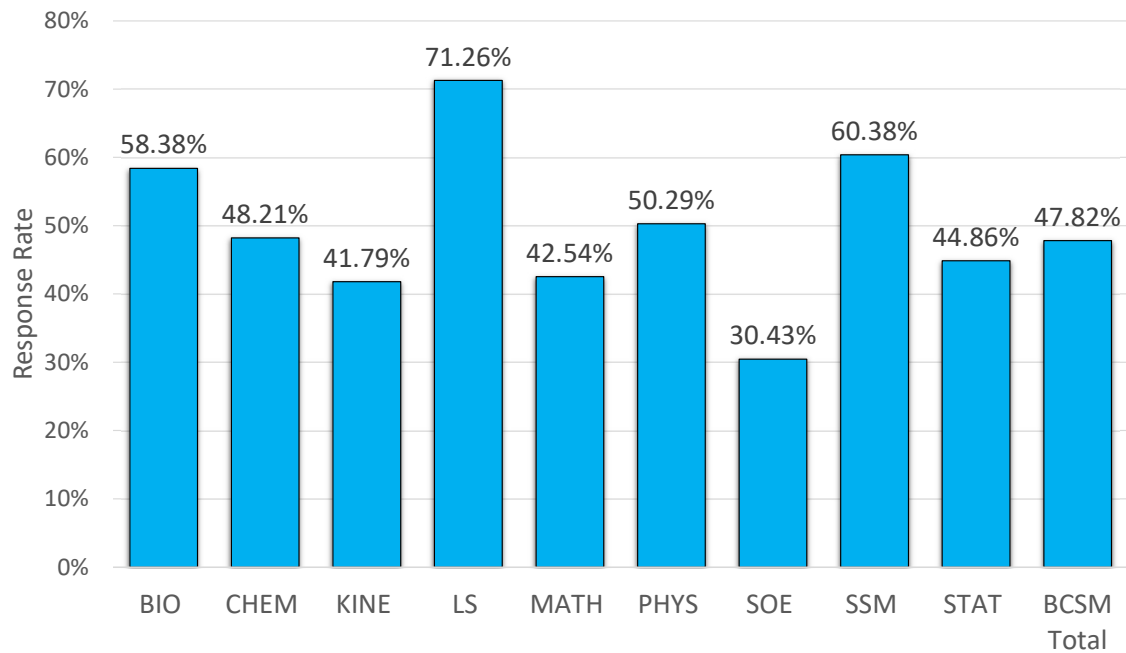
Spring 2025 CLA Response Rates



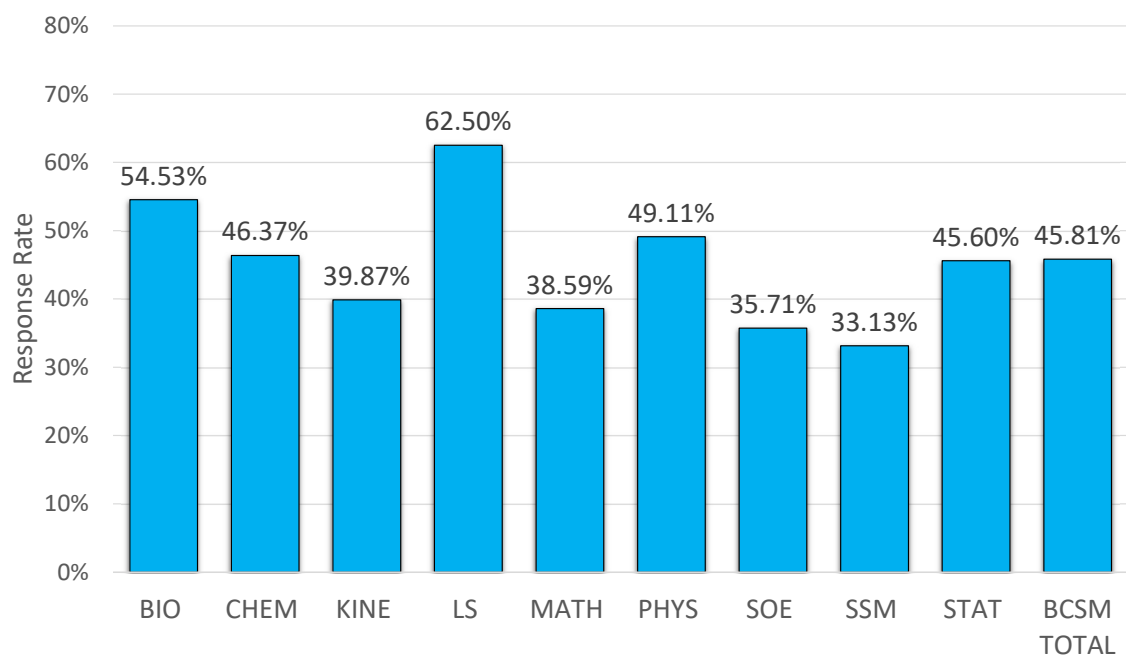
Fall 2024 BCSM Response Rates



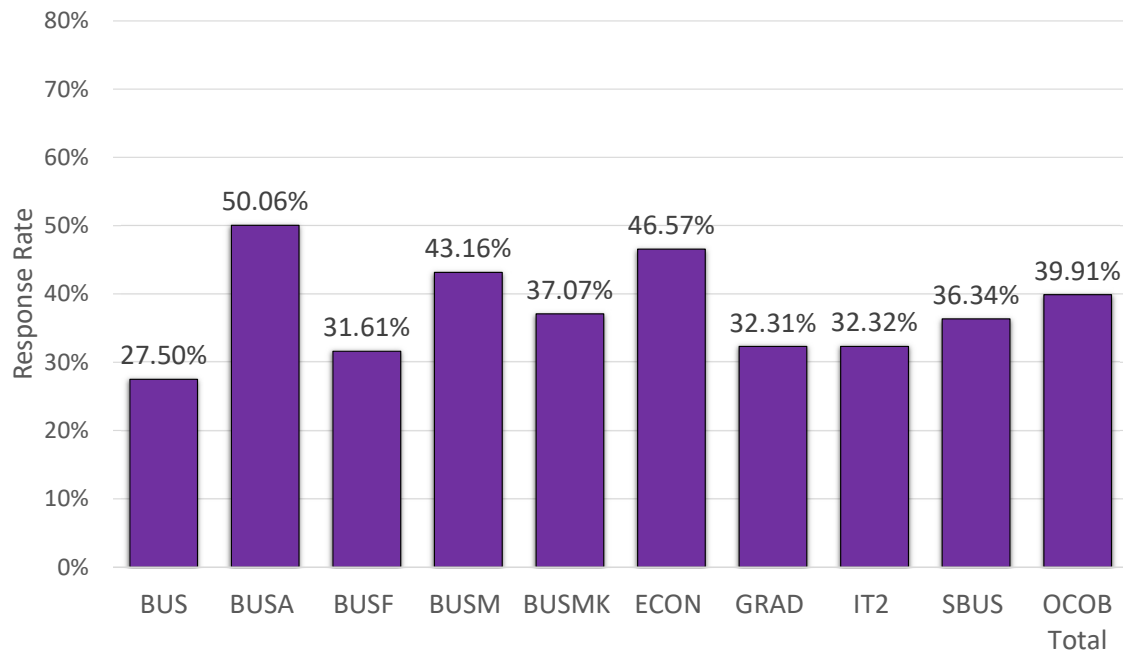
Winter 2025 BCSM Response Rates



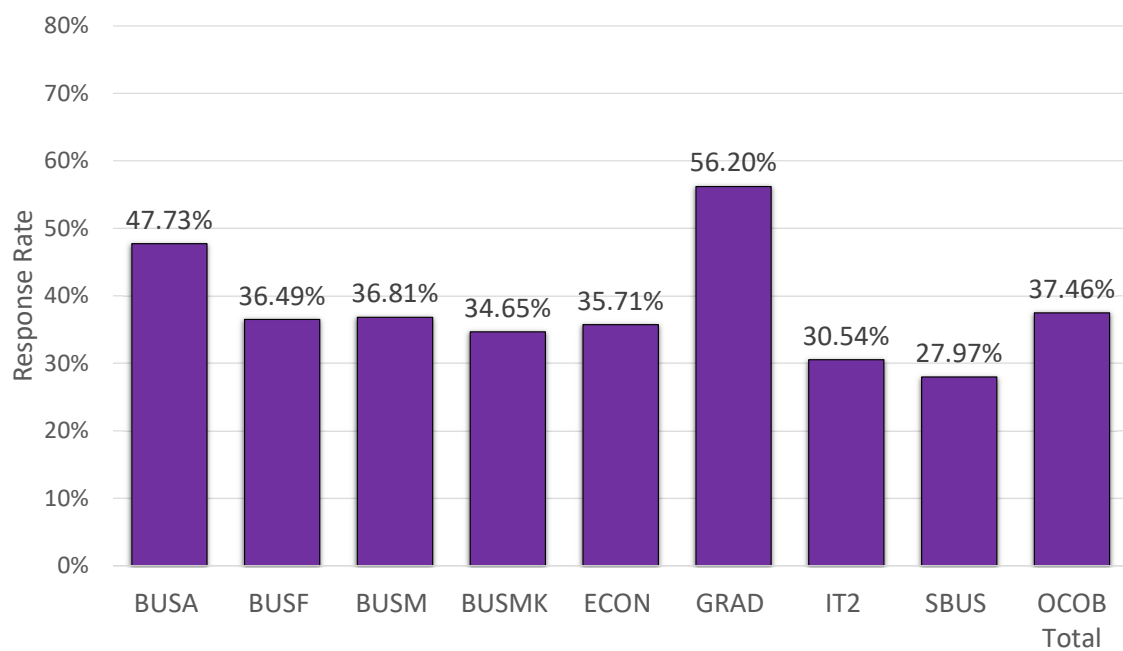
Spring 2025 BCSM Response Rates

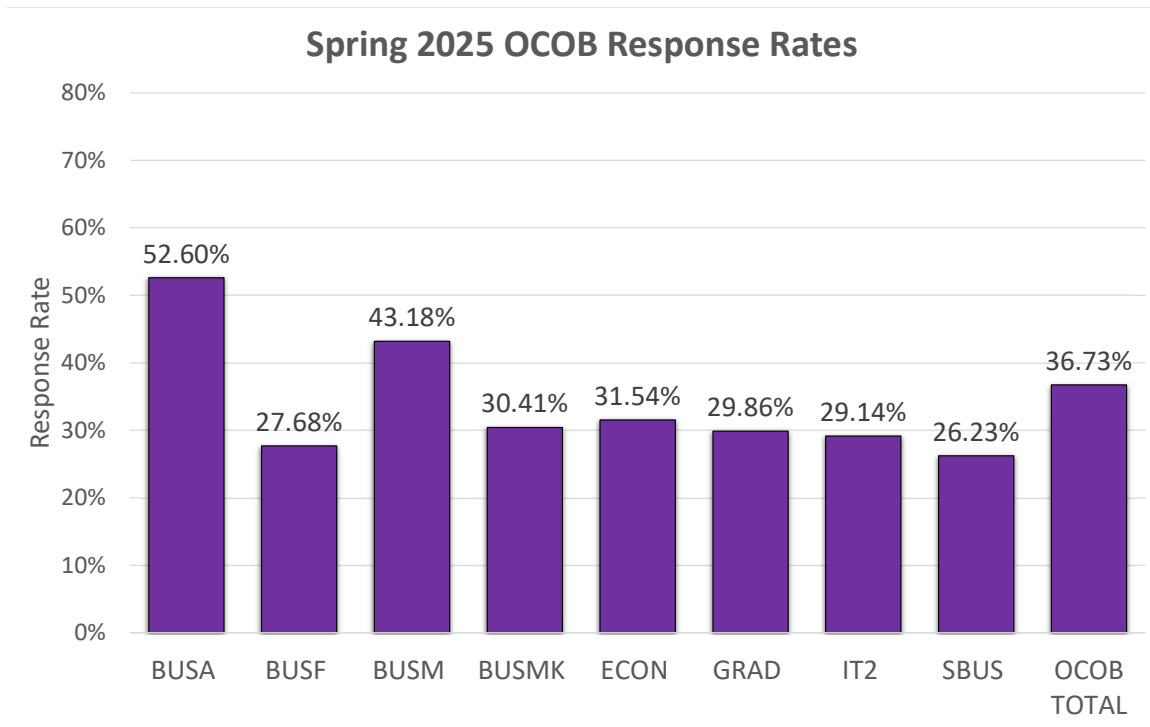


Fall 2024 OCOB Response Rates



Winter 2025 OCOB Response Rates





UFPP Procedural Updates for 2026-2027

Report on Updates Fall 2026

EXECUTIVE SUMMARY: Report to the Academic Senate of revisions to UFPP 2026-27 related to semester conversion and current administrative processes.

BACKGROUND: The Academic Senate authorized the Faculty Affairs Committee (FAC) to implement omnibus revisions to University Faculty Personnel Policies (UFPP) for 2026-2027 specifically to change references to a quarter calendar into semester or term-neutral procedures, and any other procedural matters that no longer align with current administrative processes, and report such revisions to the Academic Senate (AS-1004-26). FAC also implemented some purely editorial revisions throughout UFPP as needed.

Attachments

- AS-1004-26: RESOLUTION ON UFPP PROCEDURAL UPDATES FOR SEMESTER CONVERSION
- UFPP 2026-27 revisions.docx

Summary of Revisions

The attached copy of UFPP 2026-2027 shows all revisions implemented for 2026-2027. Revisions are listed under general headings, or described. General headings indicate **editorial** changes, **calendar** changes due to the conversion from quarters to semesters or other matters related to dates that needn't be specified in UFPP, or **procedural** to update the document to reflect the current state of administrative processes including conformity with the Collective Bargaining Agreement. Other revisions not fitting well into these general categories are described.

1. Preface

- 1.5.2-1.5.3: Removed out of date references to University Faculty Personnel Actions as an appendix to UFPP

2. Faculty Appointments

- 2.2.2: Editorial
- 2.2.3: Editorial
- 2.4.6-2.4.7, 2.4.9: Calendar

4. Responsibilities in Faculty Evaluation Processes

- 4.2.3: Procedural
- 4.3.6: Editorial (many subsequent editorial revisions standardize the use of "professional growth and achievement" over references to professional "development" or "scholarship.")
- 4.4.2: Procedural
- 4.4.3: Editorial

UFPP Procedural Updates for 2026-2027

- 4.5.1: Procedural
- 4.5.2: Procedural
- 4.5.3: Editorial
- 4.5.4: Editorial
- 4.5.6: Procedural
- 4.6.2: Procedural
- 4.6.4: Procedural

5. Evaluation Processes

- 5.1.1, 5.2.6: Moved a policy statement from the summary to its own section, providing as default options for evaluation processes ones most commonly used for two types of evaluations.
- 5.5.1.2: Procedural
- 5.5.2.2: Procedural
- 5.6.2: Procedural

6. Evaluation Cycle Patterns

- 6.4.3: Calendar, Editorial
- 6.4.5: Editorial

7. Personnel Action Eligibility and Criteria

- 7.2.2: Editorial
- 7.2.3: Editorial
- 7.2.6.2: Editorial
- 7.2.7: Editorial
- 7.2.7.1: Editorial
- 7.2.7.3: Editorial
- 7.6.7: Editorial
- 7.6.8: Editorial
- 7.7.1: Editorial

9. Evaluation of Professional Growth and Achievement: Editorial

- 9.1.1: Editorial

11. Governance

- 11.4.1.7: Editorial

12. Workload

UFPP Procedural Updates for 2026-2027

- 12.2: Revisions to UFPP 12.2 Office Hours are only from AS-1014-26 RESOLUTION ON UFPP 12.2 NUMBER OF OFFICE HOURS.
- 12.3.12.2: Calendar
- 12.4.4.2: Calendar
- 12.4.4.3: Calendar
- 12.4.6.1: Calendar, Editorial
- 12.4.12.4: Calendar, Procedural

13.1 Administrative Memos

- In the discussion of AS-1005-26: RESOLUTION ON UFPP 13.1 ADMINISTRATIVE MEMOS the FAC chair and the Senate agreed that FAC would implement further clarifications about the nature and limits of the role of the Administrative Memos appendix to UFPP beyond what the Senate had approved in that resolution. Changes here are aimed at that goal of clarification.

Adopted: April 14, 2026

**ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA**

AS-1004-26

RESOLUTION ON UFPP PROCEDURAL UPDATES FOR SEMESTER CONVERSION

Impact on Existing Policy: Ad hoc exception to normal Academic Senate procedure for approving omnibus procedural revisions to UFPP specifically for AY 2026-27.

- | | | |
|----|-----------|---|
| 1 | WHEREAS, | Procedures described in University Faculty Personnel Policies (UFPP) that |
| 2 | | have been developed for a quarter calendar will be out of date when Cal |
| 3 | | Poly converts to a semester calendar; and |
| 4 | | |
| 5 | WHEREAS, | UFPP contains some other descriptions of procedures that have become |
| 6 | | out of date with current administrative processes; and |
| 7 | | |
| 8 | WHEREAS, | Any further changes to the academic calendar could require further |
| 9 | | changes to descriptions of procedures that make reference to academic |
| 10 | | calendars; and |
| 11 | | |
| 12 | WHEREAS, | Editing of UFPP to address quarter-specific language and various other |
| 13 | | discrete processes that would be outdated is easier to implement once all |
| 14 | | substantial policy revisions are established by the Academic Senate; and |
| 15 | | |
| 16 | WHEREAS, | Substantial policy revisions to UFPP will be occupying time in Academic |
| 17 | | Senate meetings through the end of AY 2025-26; therefore be it |
| 18 | | |
| 19 | RESOLVED: | That after all Academic Senate action on UFPP policy revisions is |
| 20 | | completed in AY 2025-26, the Academic Senate Faculty Affairs |
| 21 | | Committee implement a final update to UFPP for AY 2026-27 specifically |
| 22 | | to change references to a quarter calendar into semester or term-neutral |
| 23 | | procedures, and any other procedural matters that no longer align with |
| 24 | | current administrative processes; and be it further |
| 25 | | |
| 26 | RESOLVED: | That FAC provide a written report to the Academic Senate Executive |
| 27 | | Committee providing an account of all such procedural revisions |

28 implemented after the conclusion of the Academic Senate's meeting
29 schedule for AY 2025-26; and be it further
30
31 RESOLVED: After summer 2026 any further updates to procedures described in UFPP
32 continue to use existing consent agenda or business item (i.e. resolution)
33 based changes to UFPP.
34

Proposed by: Academic Senate Faculty Affairs Committee
Date: January 6, 2026



OFFICE OF THE PRESIDENT

MEMORANDUM

To: Jerusha Greenwood
Chair, Academic Senate

Date: May 18, 2026

From: Jeffrey D. Armstrong
President

Copies: Al Liddicoat
Jennifer Haft
Daniel Grassian
Simone Aloisio
Cheryl May
Rachel Fernflores
Ken Brown
Academic Deans
Academic Personnel
Office of the Registrar
Office of the Provost

Jeffrey D. Armstrong

Subject: Response to AS-1004-26 Resolution on UFPP Procedural Updates for Semester Conversion

By way of this memo, I approve the above-entitled Academic Senate resolution regarding UFPP procedural updates for semester conversion.

Please extend my appreciation to the Academic Senate and the Academic Senate Faculty Affairs Committee for their continued efforts to ensure that UFPP procedural updates associated with semester conversion are implemented in an efficient and orderly manner.



CAL POLY

University Faculty Personnel Policies

AY ~~2025~~–2026–2027

Written by the Academic Senate Faculty Affairs Committee
Approved by the Academic Senate
Maintained by Academic Personnel

The policies contained in this document arose from shared governance between the Cal Poly Academic Senate and Academic Personnel. Final policy text is in effect for the academic year listed above until superseded by revisions to prevailing policy.

Draft policy not yet in effect but provided in this document for reference is marked in **red typeface** with titles indicating the status of the draft.

University Faculty Personnel Policies

Table of Contents

1. Preface	7
1.1. Summary	7
1.2. Vision Statement	7
1.3. Mission Statement	7
1.4. Teacher-Scholar Model	7
1.5. Purpose and Scope of this Document	7
1.6. Procedure for Updating University Faculty Personnel Policies	8
2. Faculty Appointments	10
2.1. Summary	10
2.2. Tenure-Track Recruitment	10
2.3. Tenure-Track Qualifications	11
2.4. Lecturer Recruitment	11
2.5. Other Faculty Recruitments for Library, Counseling, and Athletics	12
3. Personnel Files	13
3.1. Summary	13
3.2. Personnel Action File (PAF)	13
3.3. Purpose of Working Personnel Action File (WPAF)	13
3.4. Contents of WPAF	14
4. Responsibilities in Faculty Evaluation Processes	15
4.1. Summary	15
4.2. Candidates	15
4.3. Department Peer Review Committee (DPRC)	15
4.4. Department Chair/Head	16
4.5. College Peer Review Committee (CPRC)	17
4.6. Administrative Evaluators	18
4.7. Provost	18
5. Evaluation Processes	20
5.1. Summary	20
5.2. Instructional Faculty Evaluation Processes	20
5.3. Library Faculty Evaluation Processes	22
5.4. Library Faculty Performance Evaluation	22
5.5. Counseling Services Faculty Evaluation Processes	22
5.6. Athletic Faculty Evaluation Process	23
5.7. Exceptions	23



University Faculty Personnel Policies

5.8.	University Evaluation Process Calendar	23
6.	Evaluation Cycle Patterns	24
6.1.	Summary	24
6.2.	Probationary Faculty Evaluation Patterns	24
6.3.	Post-Tenure Faculty Evaluation Pattern	25
6.4.	Instructional Lecturer and Temporary Librarian Evaluation Patterns	25
7.	Personnel Action Eligibility and Criteria	27
7.1.	Summary	27
7.2.	Retention, Promotion and Tenure of Tenure-Track Faculty	27
7.3.	Retention Eligibility	29
7.4.	Promotion Eligibility	29
7.5.	Tenure Eligibility	30
7.6.	Tenure Criteria	30
7.7.	Lecturer Range Elevation Eligibility and Criteria	31
7.8.	Counseling Faculty Eligibility and Criteria	31
8.	Evaluation of Teaching and Professional Services	32
8.1.	Summary	32
8.2.	Observation of instruction	32
8.3.	[Reserved] Guidance for Evaluation of Instruction	33
8.4.	Student Evaluation of Instruction	33
8.5.	[Reserved] Evaluation of Professional Services	35
9.	Evaluation of Professional Growth and Achievement [RESERVED FOR FUTURE USE] 36	
9.1.	Summary	36
10.	Evaluation of Service [RESERVED FOR FUTURE USE]	37
10.1.	Summary	37
11.	Governance	38
11.1.	Summary	38
11.2.	[Reserved] Guiding Principles	38
11.3.	[Reserved] College Governance	38
11.4.	Department Governance	38
11.5.	Associate Dean Appointments	41
12.	Workload	42
12.1.	Summary	42
12.2.	Office Hours	42



University Faculty Personnel Policies

12.3.	Assigned Time for Exceptional Levels of Service to Students.....	44
12.4.	Sabbatical and Difference in Pay Leaves	47
13.	Appendices	51
13.1.	Administrative Memos	51
13.2.	[Reserved] Glossary	52

University Faculty Personnel Policies

1. Preface

1.1. Summary

- 1.1.1. The prefatory materials in the document include a general statement of Cal Poly's vision and mission statements, along with Cal Poly's commitment to the teacher-scholar model. It states the hierarchy of policy in the CSU. It also includes the formal statement of the Senate personnel policy revision process by which portions of this document are composed and revised. Colleges and departments can put in the preface of their personnel policies documents their own mission/vision statements, any guiding principles that inform their understanding and implementation of the teacher/scholar model, and any policies or procedures for revising their policy documents.
- 1.1.2. Chapter 1 is established by Academic Senate Resolution AS-865-19.

1.2. Vision Statement

- 1.2.1. Cal Poly will be the nation's premier comprehensive polytechnic university, an innovative institution that develops and inspires whole-system thinkers to serve California and help solve global challenges. (CAP 110.2)

1.3. Mission Statement

- 1.3.1. Cal Poly fosters teaching, scholarship, and service in a Learn by Doing environment in which students, staff, and faculty are partners in discovery. As a polytechnic university, Cal Poly promotes the application of theory to practice. As a comprehensive institution, Cal Poly provides a balanced education in the arts, sciences, and technology, while encouraging cross-disciplinary and co-curricular experiences. As an academic community, Cal Poly values free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility. (CAP 110.1, AS-650-06)

1.4. Teacher-Scholar Model

- 1.4.1. Cal Poly faculty have adopted the Teacher-Scholar Model defined as participation in both teaching and scholarship (AS-725-11). The Teacher-Scholar Model includes, when possible, meaningful student engagement in faculty scholarly activity and inclusion of scholarship in teaching to create vibrant learning experiences for students. The resolution defined scholarship in general terms as the scholarships of discovery, application, integration, and teaching/learning (Boyer, *Scholarship Reconsidered*, 1990), implemented in a discipline-specific manner while mindful of Cal Poly's mission. The Teacher-Scholar Model allows for individual variations in the balance between teaching and scholarly activities. The personnel policies in this document promote the development of teacher/scholars.

1.5. Purpose and Scope of this Document

- 1.5.1. University level personnel policies for faculty are contained in this document, titled "University Faculty Personnel Policies" (abbreviated as UFPP). It includes the University statement of policy, criteria and university-wide procedures for faculty personnel actions. This document is based on Title V, Higher Education Employer-Employee Relations Act (HEERA), and the CSU-CFA Collective Bargaining Agreement (CBA). If Title V, HEERA and/or the CSU-CFA Collective Bargaining Agreement is in

conflict with the provisions in these criteria and procedures, the terms of Title V, HEERA and/or the CSU-CFA Collective Bargaining Agreement, and not the provisions of these procedures and criteria, shall govern.

~~1.5.2. Policies in this document are derived largely from the 2013 revision of University Faculty Personnel Actions (UFPA), which is included in the appendices to this document. Policies stated in UFPP supersede their prior formulations in UFPA. Until superseded by policies in UFPP, the policies in UFPA remain in effect.~~

~~1.5.3.~~ 1.5.2. Personnel policies established by Academic Senate resolutions are commonly cited throughout this document following the form of “AS-XXX-YY”. Since each chapter of UFPP is established by Academic Senate action, the formulation of policies in UFPP supersedes the formulations of those policies in prior Academic Senate resolutions.

~~1.5.4.~~ 1.5.3. ~~Policy statements contained~~ Policies in this document are derived largely from the 2013 revision of University Faculty Personnel Actions (UFPA). Policies in UFPP are also derived from sources beyond the scope of the Academic Senate, such as provisions in the CBA, HEERA, or Title V. Policies derived from the Collective Bargaining Agreement (i.e. the CSU faculty contract) are cited by CBA article and section. Policies from Cal Poly’s Campus Administrative Policies (CAP) are cited by their CAP numbers. Other documents establishing policies are cited by descriptive titles (e.g. administrative memos cited by their source and date). In these cases, the verbal formulation of the policy is approved by the Senate, but the statement of these policies in their original source governs.

~~1.5.5.~~ 1.5.4. Colleges and the library shall have their own personnel policy documents to extend, develop, and apply university level policies in ways that are suited to the programs within the college. In the case of any conflict between college and university policies, the university policy shall govern. College personnel policies should remain current in relation to the policies that govern over the college policies, including university policies, the CSU-CFA Collective Bargaining Agreement, HEERA, and Title V. Colleges shall define a process for reviewing and updating their personnel policies. College personnel policies must be approved by the dean and the provost. College personnel policies that are currently in effect shall be made available on the Academic Personnel website.

~~1.5.6.~~ 1.5.5. Departments may also have personnel policy documents. Department level personnel policies extend, develop, and apply college level policies in ways that are suited to the disciplines within the department. In the case of any conflict between a department’s policies and college or university policies, the college or university policies shall govern. Departments opting to draft their own personnel policies shall define the process for composing and approving such policies. Department level personnel policies shall be approved by their college dean and the provost. Department personnel policies that are currently in effect shall be made available on the Academic Personnel website.

1.6. Procedure for Updating University Faculty Personnel Policies

1.6.1. This section of the Preface states the policies related to the composition and revision of sections of UFPP. The policies in this section are established by AS-865-19 which is based on the following Academic Senate resolutions: AS-650-06, AS-725-11, AS-752-12, and AS-859-18. It supersedes AS-829-17.

University Faculty Personnel Policies

- 1.6.2. Cal Poly's university-level faculty personnel policies are composed and approved by means of shared governance between faculty and administration. Personnel policies are established or revised either by means of Academic Senate resolutions or consent agenda items, both of which must be ratified by the university President.
- 1.6.3. The Academic Senate Faculty Affairs Committee proposes university level faculty personnel policies to the Senate in the form of chapters or portions of chapters of the University Faculty Personnel Policies document (UFPP).
- 1.6.4. University-wide faculty personnel policy proposals from the Academic Senate Faculty Affairs Committee may appear on the Academic Senate meeting agenda as consent items at the discretion of the Academic Senate Executive Committee. The Academic Senate Faculty Affairs Committee submits the personnel policy proposals to the Academic Senate Executive Committee. The Academic Senate Executive Committee determines whether and how the personnel policy proposals shall be placed on the Academic Senate agenda.
- 1.6.5. When the Academic Senate Executive Committee places personnel policy revisions on the Academic Senate consent agenda, any senator may request an item be removed from the consent agenda no later than one week prior to the meeting. Items removed from the Academic Senate consent agenda will be placed on the Senate agenda as business items. Items not removed from the consent agenda are considered approved by the Academic Senate on the meeting date of the consent agenda.
- 1.6.6. Personnel policy revisions that are on the Senate agenda shall consist of reports attached to resolutions. The report contains the proposed revision to university policy and all background or explanatory information about the change in policy. The Academic Senate Faculty Affairs Committee chair (or designee) is responsible for presenting the policy proposal to the Academic Senate Executive Committee and to the Academic Senate. The Academic Senate Chair (or designee) may invite interested parties concerning the policy proposals to be present at the meetings where pulled proposals will be discussed. Queries from senators regarding policy proposals are directed to the chair of the Academic Senate Faculty Affairs Committee.
- 1.6.7. Proposed revisions to university-wide faculty personnel policies should include as many of the following as are relevant to the proposal:
 - The text of the proposed policy.
 - The text of superseded policy (if available).
 - Summary of the proposed changes noting especially any revisions to reflect existing policy stated elsewhere, or any proposed changes in policy.
 - Citation of relevant documents, which may include: Academic Senate resolutions, provisions in the collective bargaining agreement, administrative memos, existing policy documents in need of revision, superseded policy statements.
 - Expected effects of the policy change on faculty units.
 - The nature of consultation with affected faculty units.
 - The timeline and nature of implementation.

2. Faculty Appointments

2.1. Summary

- 2.1.1. This chapter provides university-wide recruitment and appointment policies for faculty. Policies in this chapter refer to but do not include the more detailed hiring procedures maintained by Academic Personnel. Colleges and departments include in this chapter any specific hiring policies that go beyond the university-level policies, including any statements of their own specific criteria and requirements for their faculty appointments.
- 2.1.2. Policy in chapter 2 established by Academic Senate Resolution AS-866-19. Portions revised by Academic Senate Consent 12/3/2019.

2.2. Tenure-Track Recruitment

- 2.2.1. Current University tenure-track recruitment procedures, as well as information about contract updates concerning academic appointments, are accessible at the Academic Personnel website.
- 2.2.2. ~~Advertising and Recruitment:~~ Tenure-track positions must be advertised nationally. Academic Personnel will place an advertisement for all tenure-track searches in publications listed in documents on the Academic Personnel website. These advertisements meet the requirement to advertise the position nationally. Departments must also place all additional advertisements listed in the required recruitment plan. A minimum 30-day period is required between the latest of all ad publication dates (whether online or print) and the closing date or review begin date. For online advertising the 30 days is counted from the first day of appearance.
- 2.2.3. Applications for tenure-track faculty positions must be submitted to the university's applicant tracking system. Applicants must submit a current CV, a cover letter, and names and contact information of at least three references. Unofficial transcripts may be requested at time of application; official transcripts are required for appointment. Additional materials ~~that~~ may be requested by the college or department. A list of standard application materials is included in *Procedure for Recruiting Tenure-Track Faculty* maintained and distributed by the Office of Academic Personnel.
- 2.2.4. The Search Committee, consisting of elected tenured or probationary faculty, shall use procedures as determined by the University's Procedure for Recruiting Tenure-Track Faculty and any approved college or departmental recruitment policies and procedures in addition to those listed below. With the department's recommendation and the dean's permission, FERP faculty may serve on the Search Committee. With the department's recommendation and the dean's permission, probationary faculty may serve on the Search Committee (CBA 12.22.a).
- 2.2.5. Each search committee must have one trained Employment Equity Facilitator (EEF) who shall normally be a tenured faculty member and may not be the department chair/head or the chair of the Search Committee. Information about the role of the EEF and about training for the EEF positions is available on the website of the Office of Equal Opportunity.
- 2.2.6. The Search Committee members shall give careful consideration to temporary employees who have been evaluated by the department or equivalent unit. The search committee members, or screening sub-committee members, and

University Faculty Personnel Policies

department chair/head shall review and sign the Personnel Action File for these candidates.

- 2.2.7. The Search Committee shall provide a list of acceptable candidates as finalists to the department chair/head. The department chair/head shall provide appointment recommendations to the dean.

2.3. Tenure-Track Qualifications

- 2.3.1. Normally, a doctorate or other appropriate terminal degree shall be required for appointment to a tenure-track position. The appropriate terminal degree will be determined by the department and approved by the dean. In the areas where a doctorate is required, candidates who have completed all doctoral requirements but the dissertation (ABD) may also be considered during the recruitment process. However, all minimum degree requirements must be completed prior to the appointment start date.
- 2.3.2. Colleges and departments shall specify the relevant evidence of potential for excellence in university-level teaching, scholarship and service. Evidence of potential for teaching excellence in the department and/or college may include experience or potential to teach using learn by doing, project-based learning, service learning and other teaching methods that are common at Cal Poly. Evidence of potential for ongoing research, scholarship, and/or creative activity should show how candidates will remain current and contribute to the knowledge and developments within their discipline/professional field, and obtain promotion. Evidence of service should show potential to make substantive contributions to the department, college, and/or university.
- 2.3.3. Applicants 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 by tenured faculty in the appropriate department (CBA 13.17).

2.4. Lecturer Recruitment

- 2.4.1. Department chairs make the hiring recommendation to the deans who are the appointing authorities in the colleges responsible for approving and hiring lectures. Department faculty may be involved in screening or vetting applicants for the part-time pools or by serving on search committees for full-time lecturer recruitments.
- 2.4.2. Full-time lecturer appointments require a search with a process similar that of tenure-track searches. Colleges or departments determine the appropriate interview format for the full-time lecturers.
- 2.4.3. Advertisements need to be posted and the requisition must be open for a minimum of 30 days before review of applicants can begin.
- 2.4.4. Applications for full-time lecturer faculty positions must be submitted to the university's applicant tracking system. Applicants must submit a current CV, a list of CSU courses taught, and names and contact information of at least three references. Unofficial transcripts may be requested at time of application; official transcripts are required for appointment. Additional materials may be requested by the college or department.

University Faculty Personnel Policies

- 2.4.5. Criteria for appointment for full-time lecturers are determined by the college or department. Initial appointment is for 1 academic year with a possible 1-year extension. Full-time lecturer appointments are unconditional and their work assignment cannot be reduced once these appointments are made. The department must meet the entitlements of other lecturers listed in the order of assignment in article 12.29 of the CBA.
- 2.4.6. Most departments create a part-time lecturer pool that allows candidates to apply for consideration for appointments throughout the academic year as needed to fill positions. Applicants may apply at the start of the academic year for consideration of work assignments in any ~~quarterterm~~ or they may apply prior to the ~~winter or spring term~~term. These pools are opened in ~~April~~spring for the subsequent academic year after the spring ~~quarterterm~~ appointments have been made. Department chairs may review qualifications of the applicants and make ~~quarterterm-by-quarterterm~~ appointments following the order of assignment in accordance with article 12.29 of the CBA. Applicants who have worked for the department and been evaluated should be given careful consideration according to article 12.7 of the CBA. Those who have had a part-time assignment for ~~all three quarters of an entire~~ academic year and are appointed to teach in the fall ~~quarterterm~~ of the following academic year shall be appointed with a one-year part-time entitlement per article 12.3 of the CBA.
- 2.4.7. Advertisements must ~~to~~ be posted and the lecturer pool must be open for a minimum of 14 days before review of candidates can begin. Part-time pools ~~standardly~~ stay open ~~until the first week of spring quarter for one calendar year.~~
- 2.4.8. Applications for part-time lecturer pools must be submitted to the university's applicant tracking system. Applicants must submit a current CV, a list of CSU courses taught, and names and contact information of at least three references. Unofficial transcripts may be requested at time of application; official transcripts are required for appointment. Additional materials may be requested by the college or department.
- 2.4.9. Criteria for appointment and level of appointment are determined by colleges or departments. Initial appointments for part-time pool lecturers can be for ~~1, 2 one or 3 quarter~~two terms. Initial appointment for ~~3 quarter~~two terms should be for less than ~~45 units~~30 WTU.
- 2.4.10. Emergency lecturer appointments may occur for urgent and unplanned needs when no qualified candidates are available in the part-time lecturer pool and there isn't time to run a part-time lecturer pool recruitment. Such urgent and unplanned needs to appoint a lecturer may arise from another faculty member's unplanned leave of absence or a last-minute course section being opened. If this need is expected to continue, the department should plan ahead for future terms and either run a recruitment or advertise to increase the part-time pool to meet the anticipated needs of the department.

2.5. Other Faculty Recruitments for Library, Counseling, and Athletics

- 2.5.1. Other faculty units should identify in their personnel policy documents the recruitment policies pertinent to their assignments.
- 2.5.2. Other faculty recruitments should conform at least with the policies for instructional lecturer recruitments.

University Faculty Personnel Policies

3. Personnel Files

3.1. Summary

- 3.1.1. This chapter defines the university-wide requirements and policies for the Personnel Action File (PAF) and Working Personnel Action File (WPAF). Colleges and departments may augment these university-level requirements to address their discipline-specific needs.
- 3.1.2. Policy in chapter 3 established by Academic Senate Resolution AS-868-19. Portions revised by Academic Senate Consent 12/3/2019.

3.2. Personnel Action File (PAF)

- 3.2.1. The Personnel Action File (PAF) is the one official personnel file for employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee. (CBA 11.1)
- 3.2.2. The college dean or equivalent supervising administrator is the custodian of the PAF. Contents of the Personnel Action File stored in electronic format shall be stored securely, and access to the file shall be limited to those individuals authorized to view the file under the terms of the CBA. (CBA 11.1)
- 3.2.3. Contents of the PAF include:
 - Hiring materials/letters of appointment
 - CV retained from WPAF
 - Index retained from WPAF
 - Professional Development Plan from WPAF
 - Performance and periodic evaluation reports (AP 109, dean and provost letters)
 - Leaves/grants/awards reports
 - Results of student evaluations of faculty
 - Institutional data about teaching assignments
 - Other personnel related material.

3.3. Purpose of Working Personnel Action File (WPAF)

- 3.3.1. During the time of periodic evaluation and performance review of a faculty unit employee, the Working Personnel Action File (WPAF), which includes all information, materials, recommendations, responses and rebuttals, shall be incorporated by reference into the Personnel Action File. (CBA 11.8).
- 3.3.2. The WPAF is compiled by the applicant to support consideration for a periodic evaluation or performance review. Contents of the WPAF stored in electronic format shall be stored securely, and access to the file shall be limited to those individuals authorized to view the file. All supporting materials in the WPAF should be referenced and clearly explained.
- 3.3.3. The WPAF for retention and tenure reviews shall cover the entire employment period at Cal Poly. The WPAF for promotion and lecturer range elevation shall cover the period at rank or range at Cal Poly.
- 3.3.4. The provost establishes a specific deadline by which the WPAF 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 (CPRC) 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.

3.4. Contents of WPAF

- 3.4.1. Contents of Working Personnel Action File (WPAF) for all instructional faculty include:
 - Index of WPAF
 - CV
 - Evidence appropriate to the nature of the appointment
- 3.4.2. Probationary and tenured faculty shall include a Professional Development Plan in the form of a written narrative as a guide to evaluators for understanding the candidate's short and long-term goals and values as a teacher-scholar.
- 3.4.3. Colleges and departments shall specify any additional required elements their faculty must include in their WPAFs.
- 3.4.4. Colleges shall define in their personnel policies the appropriate evidence for teaching, professional development, and service suited to the nature of different faculty appointments.
- 3.4.5. The library, counseling, and athletics shall define in their personnel policies the appropriate evidence categories for their faculty.
- 3.4.6. Any student communications or evaluations provided outside of the regular student evaluation process must be identified by name to be included in a PAF or WPAF (CBA 15.17). Candidates may summarize their own assessment of any unofficial anonymous student surveys in their narrative documents.



University Faculty Personnel Policies

4. Responsibilities in Faculty Evaluation Processes

4.1. Summary

- 4.1.1. Faculty evaluation processes have various definable functions that are common across the university, such as the roles of candidates undergoing evaluation, Department Peer Review Committees, Department Chair/Heads, College Peer Review Committees, and administrators such as the deans and the provost. This chapter defines the responsibilities of these roles in faculty evaluation. Colleges and departments may specify additional responsibilities of the various roles within the college or department in faculty evaluation.
- 4.1.2. Policy in chapter 4 established by Academic Senate Resolution AS-894-20.

4.2. Candidates

- 4.2.1. Faculty subject to evaluation are candidates in the evaluation process. Candidates must provide a complete set of materials that includes evidence appropriate for the nature of the evaluation process and narrative reports pertinent to the purpose of the evaluation. (CBA 15.12)
- 4.2.2. While faculty scheduled for a mandatory review will be notified by the college, faculty intending to be considered for early promotion to associate professor or professor or early tenure must notify the dean in writing (email is acceptable). This notification shall also be copied to the department chair/head.
- 4.2.3. Candidates under review must view their own Personnel Action File (PAF) according to access requirements [\(CBA 11.15\)](#) prior to the commencement of an evaluation ~~and sign the PAF Log.~~
- 4.2.4. Candidates must assemble and submit a Working Personnel Action File (WPAF) by the University established deadline for their evaluation process.
- 4.2.5. Candidates must provide an updated curriculum vita for placement in their PAF.
- 4.2.6. Candidates must provide an updated professional development plan for their WPAF.
- 4.2.7. The ten days following the receipt of an evaluation report from any level of review comprises a rebuttal period during which the candidates may submit a written rebuttal or request to meet with the evaluator(s) to discuss the evaluation. (CBA 15.5)

4.3. Department Peer Review Committee (DPRC)

- 4.3.1. For evaluation processes using a Department Peer Review Committee (DPRC), the initial level of review of the candidate is conducted by the DPRC. Evaluation of tenure-track instructional faculty shall commence with a DPRC level of review. Lecturer faculty evaluation may commence with a DPRC level of review, according to college requirements.
- 4.3.2. For Periodic Evaluations the department's probationary and tenured faculty shall elect members of the tenured faculty to serve on DPRCs. Both tenured and probationary faculty may vote on DPRC membership.
- 4.3.3. For Retention, Promotion or Tenure Performance Evaluations, the DPRC shall consist of at least three elected members of the tenured faculty. DPRC members must have a higher rank/classification than those being considered for promotion. At the request of a department, the President may agree that a faculty unit employee participating in the Faculty Early Retirement Program may also engage in

deliberations and make recommendations regarding the evaluation of a faculty unit employee. However, faculty committees established for this purpose may not be comprised solely of faculty participating in the Faculty Early Retirement Program. Approval shall be obtained from the dean if a department requests to have faculty in FERP participate as an evaluator member of the DPRC. (CBA 15.2)

- 4.3.4. Faculty may serve on only one level of review (department PRC, department chair/head, or college PRC). (CBA 15.29) Faculty unit employees being considered for promotion themselves are ineligible for service on promotion or tenure peer review committees (CBA 15.42). A potential DPRC member with a clear conflict of interest with a faculty member scheduled for review should not stand as a candidate for that DPRC. DPRC members typically will be from the candidate's own department. However, DPRC members will sometimes need to be recruited outside the department when there is an inadequate number of faculty in the department who are eligible and available to serve on the DPRC.
- 4.3.5. All DPRC members shall review both the PAF and the WPAF, signing the log sheet in each file. At least a subset of the DPRC shall observe classroom instruction. The DPRC shall review any professional development plan and offer guidance to the candidate for any needed modifications to that plan. This feedback on the professional development plan is especially important in helping faculty develop a compelling record for eventual promotion. All deliberations of the DPRC shall be confidential (CBA 15.10).
- 4.3.6. The DPRC shall use forms provided by Academic Personnel for their evaluation report. This report shall critically analyze the evidence on each performance dimension (teaching, professional ~~development~~growth and achievement, service, and other), and offer any suggestions for improvement. The report shall clearly establish the basis for the conclusions of the report and how any recommendations resulted from the assessment of the evidence.
- 4.3.7. DPRC evaluation recommendations shall be approved by a simple majority of the committee (CBA 15.45). The DPRC shall vote for or against the proposed action (retention, promotion and/or tenure), or, under very rare circumstances, abstain. Abstentions require written explanation. In cases of split votes, the report should reflect the relevant perspectives on the committee and the rationale for the majority decision. In rare instances when agreement cannot be reached on the content of the committee report, the minority committee member(s) may submit a signed minority report.
- 4.3.8. The DPRC may submit to the subsequent levels of evaluation a ranking of those promotion applicants whom they positively recommended (CBA 15.44).
- 4.3.9. The DPRC report shall be provided to the candidate at least 10 days before sending the evaluation to the department chair/head. If the candidate requests a meeting concerning a rebuttal to the DPRC report, the DPRC shall meet with the candidate within the 10-day rebuttal period. The DPRC shall review any written rebuttal with the option of revising the recommendation or correcting errors in the original report. No other written response, other than acknowledgment of receipt of the rebuttal, shall be provided to the candidate.
- 4.3.10. Library, counseling, and athletic faculty units shall specify in their personnel policies the composition of their peer review committees.

4.4. Department Chair/Head



University Faculty Personnel Policies

- 4.4.1. Department chairs/heads shall conduct their own separate level of review. For evaluation processes using a DPRC, the Department chair/head review shall follow the DPRC review. For evaluation processes not using a DPRC, the Department chair/head level of review initiates the review process.
- 4.4.2. The department chair/head shall review both the PAF and the WPAF, ~~signing the logs in each file.~~ according to access requirements (CBA 11.15). The department chair/head shall review any DPRC evaluation. The department chair/head shall review any rebuttal to the DPRC evaluation from the candidate. The department chair/head shall review any professional development plan and offer guidance to the candidate for any needed modifications to that plan. This feedback on the professional development plan is especially important in helping faculty develop a compelling record for eventual promotion.
- 4.4.3. Department chairs/heads shall use forms provided by Academic Personnel for their evaluation report. This report shall critically analyze the evidence on each performance dimension (teaching, professional ~~development~~growth and achievement, service, and other), and offer any suggestions for improvement. The report shall clearly establish the basis for the conclusions of the report and how any recommendations resulted from the assessment of the evidence. The report from the chair/head shall be provided to the candidate at least 10 days before sending the evaluation to the dean.
- 4.4.4. If the candidate requests a meeting concerning a rebuttal to the department chair/head's report, the department chair/head shall meet with the candidate within the 10-day rebuttal period. The department chair/head shall review any written rebuttal with the option of revising the recommendation or correcting errors in the original report. No other written response, other than acknowledgment of receipt of the rebuttal, shall be provided to the candidate. (CBA 15.5)
- 4.4.5. The department chairs/heads may submit to the subsequent levels of evaluation a ranking of those promotion applicants whom they positively recommended (CBA 15.44).

4.5. College Peer Review Committee (CPRC)

- 4.5.1. The CPRC provides an additional level of evaluation for candidates undergoing a Performance Evaluation: according to the processes the college uses from UFPP 5. The CPRC shall consist of up to one full professor from each department. Approval shall be obtained from the dean if departments will not have a representative. Each member of the CPRC shall be elected by their department's tenured and probationary faculty for appointment to the CPRC. Colleges may specify further means of selecting CPRC members.
- 4.5.2. Each CPRC member shall review both the PAF and the WPAF ~~and sign the logs in each file.~~ according to access requirements (CBA 11.15). Each CPRC member shall review the prior levels of evaluation (DPRC and department chair/head) and any rebuttals submitted. All deliberations of the CPRC shall be confidential (CBA 15.10).
- 4.5.3. Based on the review of the PAF, WPAF, and reports from prior levels of evaluation, the CPRC shall vote for or against the proposed retention, promotion, and/or tenure, or, under rare circumstances, abstain. Abstentions require written explanation. A simple majority of the voting members constitutes the recommendation of the CPRC.

- 4.5.4. The CPRC shall produce an evaluation report for each candidate under review. This report will critically analyze the evidence on each dimension of performance (teaching, ~~scholarship~~ professional growth and achievement, and service), both favorable and unfavorable, and produce a narrative clarifying how the evidence was weighed and the conclusions and recommended actions derived. In cases of split votes, the report should reflect the relevant perspectives on the committee and the rationale for the majority decision. In rare instances when agreement cannot be reached on the content of the committee report, the minority committee member(s) may submit a signed minority report. The CPRC shall submit a ranking of those promotion applicants whom they positively recommended.
- 4.5.5. The CPRC report shall be provided to the candidate at least 10 days before sending the evaluation to the dean (CBA 15.5). Candidates may request a meeting and/or submit a rebuttal to the CPRC report within the 10-day rebuttal period. The CPRC shall review rebuttal material with the option of revising the recommended action or correcting errors in the original report; no other written response, other than acknowledgment of receipt of the rebuttal, shall be provided to the candidate.
- 4.5.6. The CPRC shall submit to the subsequent levels of evaluation a ranking of those promotion applicants whom they positively recommended ~~(CBA 15.44)~~. Further specification of the nature of the ranking shall be determined by the college or library in their personnel policies documents.

4.6. Administrative Evaluators

- 4.6.1. Administrative evaluators include college deans, associate deans, library deans, department directors, vice-provosts, or the athletic director. For instructional tenure-track faculty the administrative evaluator is the college dean. For lecturer faculty the dean may designate an associate dean to serve as the final level of administrative evaluation.
- 4.6.2. Administrative evaluators shall review both the PAF and WPAF, ~~signing the logs in each file, according to access requirements (CBA 11.15)~~, as well as reports from all previous levels of evaluation and any rebuttals submitted. ~~The dean~~ Administrative evaluators shall provide a separate written evaluation. The administrative evaluator's report shall be provided to the candidate at least 10 days before placing the evaluation in the faculty member's PAF.
- 4.6.3. Candidates may request a meeting and/or submit a rebuttal to the administrative evaluator within the 10-day rebuttal period. The administrative evaluator shall review rebuttal material with the option of revising the recommendation or correcting errors in the original report; no other written response, other than acknowledgement of receipt of the rebuttal statement, shall be provided to the candidate.
- 4.6.4. Administrative evaluators shall submit to the provost a ranking of those promotion applicants whom they positively recommended ~~(CBA 15.44)~~.

4.7. Provost

- 4.7.1. The provost is the final level of administrative evaluation for evaluation processes that conclude with the personnel actions of retention, promotion, and/or tenure.
- 4.7.2. The provost shall review the candidate's PAF, WPAF and reports from all levels of evaluation for final evaluation for retention, promotion and/or tenure.



University Faculty Personnel Policies

- 4.7.3. The provost's letter to the candidate constitutes the final decision on retention, promotion and/or tenure.

5. Evaluation Processes

5.1. Summary

- 5.1.1. This chapter defines all the evaluation sequences allowed for any sort of faculty evaluation currently used by all the colleges. Standard and familiar evaluation processes include lecturer evaluations and the periodic, retention, promotion, and tenure evaluations of tenure-track faculty. Each of these processes consists of a sequence of different levels of evaluation. The levels of evaluation were defined in Chapter 4, as the responsibilities of various evaluating bodies, such as department and college peer committees, department chairs or heads, or administrative evaluators. University-level definition of these processes allows for colleges to formulate their policy and procedure documents using common definitions of these processes. The scope of the processes covered in this section includes all faculty evaluation processes including instructional faculty, library faculty, counselors, and coaches. Exceptions to the normal sequence of evaluation levels are also covered. ~~Colleges must establish in their personnel policy documents which of the permissible evaluation processes they elect to use in their faculty evaluations.~~
- 5.1.2. Policy in chapter 5 established by Academic Senate Resolution AS-872-19. Portions revised by Academic Senate Consent 12/3/2019.

5.2. Instructional Faculty Evaluation Processes

5.2.1. Two-Stage Part-Time Lecturer Evaluation

- 5.2.1.1. Two-Stage Part-Time Lecturer Evaluation provides feedback and guidance to the faculty member.
- 5.2.1.2. Two-Stage Part-Time Lecturer Evaluation consists of the following levels of evaluation:
- Department Chair/Head
 - Dean
- 5.2.1.3. Two-Stage Part-Time Lecturer Evaluation is PERMISSIBLE for periodic evaluation of part-time lecturers who are neither 12.12 nor 12.13 eligible and who are appointed in all three terms of an academic year.
- 5.2.1.4. Two-Stage Part-Time Lecturer Evaluation is PERMISSIBLE for periodic evaluation of part-time lecturers who are neither 12.12 nor 12.13 eligible and who are appointed in fewer than three terms of an academic year.

5.2.2. Three-Stage Periodic Evaluation

- 5.2.2.1. Three-Stage Periodic Evaluation provides feedback and guidance to the faculty member in support of future personnel actions.
- 5.2.2.2. Three-Stage Periodic Evaluation consists of the following levels of evaluation:
- DPRC
 - Department Chair/Head
 - Dean
- 5.2.2.3. Three-Stage Periodic Evaluation is REQUIRED for full-time lecturer evaluation.
- 5.2.2.4. Three-Stage Periodic Evaluation is REQUIRED for part-time lecturer evaluation for those who are eligible for 12.12 or 12.13 appointments.
- 5.2.2.5. Three-Stage Periodic Evaluation is REQUIRED for review of probationary faculty who are not subject to performance review.
- 5.2.2.6. Three-Stage Periodic Evaluation is REQUIRED for post-tenure review.

University Faculty Personnel Policies

- 5.2.2.7. Three-Stage Periodic Evaluation is PERMISSIBLE for lecturer range elevation.
- 5.2.2.8. Three-Stage Periodic Evaluation is PERMISSIBLE for periodic evaluation of part-time lecturers who are neither 12.12 nor 12.13 eligible and who are appointed in all three terms of an academic year.
- 5.2.2.9. Three-Stage Part-Time Lecturer Evaluation is PERMISSIBLE for periodic evaluation of part-time lecturers who are neither 12.12 nor 12.13 eligible and who are appointed in fewer than three terms of an academic year.
- 5.2.3. Four-Stage Lecturer Range Elevation Evaluation**
 - 5.2.3.1. Four-Stage Lecturer Range Elevation Evaluation is an evaluation process that results in lecturer range elevation and includes an additional peer review committee between the department and the dean.
 - 5.2.3.2. Four-Stage Lecturer Range Elevation Evaluation consists of the following levels of evaluation:
 - DPRC
 - Department Chair/Head
 - CPRC
 - Dean
 - 5.2.3.3. Four-Stage Lecturer Range Elevation Evaluation is PERMISSIBLE for lecturer range elevation.
- 5.2.4. Four-Stage Performance Evaluation**
 - 5.2.4.1. Four-Stage Performance Evaluation is a performance evaluation that results in the retention or tenure of tenure-track faculty.
 - 5.2.4.2. Four-Stage Performance Evaluation consists of the following levels of evaluation:
 - DPRC
 - Department Chair/Head
 - Dean
 - Provost
 - 5.2.4.3. Four-Stage Performance Evaluation is PERMISSIBLE for tenure of tenure-track faculty.
 - 5.2.4.4. Four-Stage Performance Evaluation is PERMISSIBLE for retention of tenure-track faculty.
- 5.2.5. Five-Stage Promotion Evaluation**
 - 5.2.5.1. Five-Stage Promotion Evaluation is a performance evaluation that results in the promotion to a higher rank for tenure-track faculty, and includes a college level peer review committee as an additional level of review between the department and the dean.
 - 5.2.5.2. Five-Stage Promotion Evaluation consists of the following levels of evaluation:
 - DPRC
 - Department Chair/Head
 - CPRC
 - Dean
 - Provost
 - 5.2.5.3. Five-Stage Promotion Evaluation is REQUIRED for promotion of tenure-track faculty.
 - 5.2.5.4. Five-Stage Promotion Evaluation is PERMISSIBLE for tenure of tenure-track faculty.

5.2.5.5. Five-Stage Promotion Evaluation is PERMISSIBLE for retention of tenure-track faculty.

5.2.6. Colleges establish in their personnel policy documents which of the permissible evaluation processes they elect to use in their faculty evaluations. Unless otherwise specified in college personnel policies, the following evaluation processes shall be the default:

- Three-Stage Periodic Evaluation for lecturer range elevation.
- Four-Stage Performance Evaluation for tenure of tenure-track faculty who have already earned early promotion to associate professor.

5.3. Library Faculty Evaluation Processes

5.3.1. Library Faculty Periodic Evaluation

5.3.1.1. Library Faculty Periodic Evaluation is a periodic evaluation that provides feedback and guidance to the library faculty member in support of future personnel actions.

5.3.1.2. Library Faculty Periodic Evaluation consists of the following levels of evaluation:

- DPRC
- Associate Dean
- Dean
- Vice-Provost

5.4. Library Faculty Performance Evaluation

5.4.1.1. Library Faculty Performance Evaluation results in retention, promotion, or tenure of library faculty.

5.4.1.2. Library Faculty Performance Evaluation consists of the following levels of evaluation:

- DPRC
- Associate Dean
- Dean
- Vice-Provost
- Provost

5.5. Counseling Services Faculty Evaluation Processes

5.5.1. Counseling Services Periodic Evaluation

5.5.1.1. Counseling Services Periodic Evaluation provides feedback and guidance to the counseling services faculty member in support of future personnel actions.

5.5.1.2. Counseling Services Periodic Evaluation consists of the following levels of evaluation:

- DPRC (optional)
- Director of Counseling & Psychological Services
- ~~Health Center Director~~
- Assistant Vice President for Student Affairs Health and Wellbeing
- Vice President of Strategic Enrollment Management and Student Affairs

5.5.2. Counseling Services Performance Evaluation

5.5.2.1. Counseling Services Performance Evaluation results in retention, promotion, or tenure of counseling services faculty.

University Faculty Personnel Policies

5.5.2.2. Counseling Services Performance Evaluation consists of the following levels of evaluation:

- DPRC (optional)
- Director of Counseling & Psychological Services
- ~~Health Center Director~~
- Assistant Vice President of Student Affairs Health and Wellbeing
- Vice President of Strategic Enrollment Management and Student Affairs
- Provost

5.6. Athletic Faculty Evaluation Process

5.6.1. Athletic Faculty Periodic Evaluation provides feedback and guidance to the athletic faculty member in support of future personnel actions.

5.6.2. Athletic Faculty Periodic Evaluation consists of the following levels of evaluation:

- Athletic Director or designee

5.7. Exceptions

5.7.1. If the department chair/head is not a tenured faculty member or academic administrator, then this level of evaluation is skipped and the evaluation will move to the next level of review. (CBA 15.43)

5.7.2. If the department chair/head does not hold a higher rank than the faculty member under evaluation for promotion, then this level of evaluation is skipped and the evaluation will move to the CPRC. (CBA 15.43)

5.7.3. If a conflict of interest exists between the faculty member under review and chair/head or administrator, such as close relationship, prejudice, bias, etc., the chair/head or administrator should withdraw from this level of evaluation and provide a written rationale for withdrawal.

5.7.4. Deans withdrawing from their level of evaluation may designate an associate dean in their college to perform the duties of the dean's level of evaluation.

5.8. University Evaluation Process Calendar

5.8.1. The office of Academic Personnel will publish the annual evaluation process calendar. This process calendar will provide the dates by which levels of review should be concluded.

6. Evaluation Cycle Patterns

6.1. Summary

- 6.1.1. Evaluation cycle patterns are multi-year sequences of annual evaluation processes leading to personnel actions. For instance, the sequence of annual evaluations that lead to retention, promotion, and tenure for tenure-line faculty comprise an evaluation cycle pattern, as does the sequence of lecturer evaluations that lead towards a three-year contract or range elevation. This chapter defines all evaluation cycle patterns and allows the colleges and the library to choose the patterns that best serve their needs and expectations.
- 6.1.2. Policy in chapter 6 established by Academic Senate Resolution AS-874-19. Portions revised by Academic Senate Consent 12/3/2019. Subchapter 6.2 revised by Academic Senate Resolution AS-966-23. Subchapter 6.3 revised by Academic Senate Resolutions AS-888-20 and AS-971-24

6.2. Probationary Faculty Evaluation Patterns

- 6.2.1. Evaluation patterns for probationary faculty consist of a sequence of periodic and performance evaluations. The periodic evaluations must consist of Three-Stage Periodic Evaluations. The retention evaluations must be either Four-Stage or Five-Stage Performance Evaluations. Colleges and the library must specify in their personnel policies whether Four-Stage or Five-Stage Performance Evaluations would be used for retention of probationary faculty. In the descriptions of evaluation patterns that follow, "Performance Evaluation" could be either Four-Stage or Five-Stage Performance Evaluation. Tenure and Promotion occurring together in one evaluation requires a Five-Stage Performance Evaluation. "Periodic Evaluation" for probationary faculty is always a Three-Stage Periodic Evaluation.
- 6.2.2. Cal Poly's Two-Year Retention Pattern starts with a Periodic Evaluation in the first year of appointment. In the second year of appointment a Performance Evaluation results in a decision of whether to retain the candidate for a third and fourth year of appointment. Candidates retained to a third and fourth year undergo a Periodic Evaluation in the third year followed in the fourth year by another Performance Evaluation for retention to a fifth and sixth year of appointment. Candidates retained to a fifth and sixth year undergo Periodic Review in the fifth year, followed by a Promotion and Tenure review in their sixth year.
- 6.2.3. The Two-Year Retention Pattern standardly proceeds as follows for each year of appointment:
- Year 1: Periodic Evaluation
 - Year 2: Retention to third and fourth year
 - Year 3: Periodic Evaluation
 - Year 4: Retention to fifth and sixth year
 - Year 5: Periodic Evaluation
 - Year 6: Tenure/Promotion
- 6.2.4. Faculty hired with one year of service credit shall have the second retention be for a fifth year during which a promotion/tenure performance evaluation occurs according to the following pattern:
- Year 1: Periodic Evaluation
 - Year 2: Retention to third and fourth year

University Faculty Personnel Policies

- Year 3: Periodic Evaluation
 - Year 4: Retention to fifth year
 - Year 5: Tenure/Promotion
- 6.2.5. Faculty hired with two years of service credit shall undergo a promotion/tenure performance evaluation in the fourth year according to the following pattern:
- Year 1: Periodic Evaluation
 - Year 2: Retention to third and fourth year
 - Year 3: Periodic Evaluation
 - Year 4: Tenure/Promotion
- 6.2.6. In exceptional cases, the dean may recommend to the provost that faculty be retained for one year instead of two years.

6.3. Post-Tenure Faculty Evaluation Pattern

- 6.3.1. A Three-Stage Periodic Evaluation of tenured faculty employees at any rank shall be conducted at intervals no greater than once every five years after promotion or appointment to their respective academic rank, per CBA 15.35. Performance evaluations for promotion can serve in lieu of periodic evaluations.
- 6.3.2. More frequent periodic evaluation of a tenured faculty employee may be conducted by request of the faculty member, the department chair/head, or dean. After such a request, the periodic evaluation shall be conducted as soon as possible.
- 6.3.3. Periodic evaluation of tenured faculty shall not be required by college or department policy to occur more frequently than every five years.
- 6.3.4. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo a periodic evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator (CBA 15.35).
- 6.3.5. Promotion from Associate Professor to Professor requires a Five-Stage Performance Evaluation.

6.4. Instructional Lecturer and Temporary Librarian Evaluation Patterns

- 6.4.1. Full-time instructional lecturers and temporary librarians appointed for the entire academic year that do not hold a three-year appointment with a 12.12 or 12.13 entitlement must be evaluated each year by a department PRC, the department chair/head, and dean.
- Years 1–5: Three-Stage Periodic Evaluation (Annual)
 - Year 6: Three-Stage Periodic Evaluation (6 year cumulative)
- 6.4.2. Part-time instructional lecturers and temporary librarians appointed for the entire academic year that do not hold a three-year appointment with a 12.12 or 12.13 entitlement must be evaluated each year by the department chair, and dean. Tenured faculty members should be given the opportunity to provide evaluative statements and such statements shall be written and signed (CBA 15.24). Department and college personnel policies may require evaluation by a DPRC in addition to the department chair/head and dean levels of review.
- Years 1–5: Two or Three-Stage Periodic Evaluation (Annual)
 - Year 6: Three-Stage Periodic Evaluation (6 year cumulative)
- 6.4.3. Full-time or part-time instructional lecturers and temporary librarians appointed for one ~~or two academic quartersterm~~, or a partial year for 12-month temporary faculty employees that do not hold a three-year appointment with a 12.12 or 12.13

entitlement_u may be evaluated at the discretion of the temporary faculty member, department chair/head_u or dean (CBA 15.25). These evaluations must include the department chair/head and dean levels of review and may include a ~~department PRC-DPRC~~. Tenured faculty members not participating on the ~~PRC-DPRC~~ should be given the opportunity to provide evaluative statements and such statements shall be written and signed (CBA 15.24).

- 6.4.4. Full-time and part-time instructional lecturers and temporary librarians that hold a three-year appointment with a 12.12 or 12.13 entitlement must be evaluated at minimum in the third year of their three-year appointment. The temporary faculty member may be evaluated more frequently at the request of the temporary faculty member or dean (CBA 15.26).

- Year 3: Three-Stage Periodic Evaluation (Cumulative)

- 6.4.5. Part-time instructional lecturers and temporary librarians must be evaluated at least by the department chair/head and dean. Tenured faculty members should be given the opportunity to provide evaluative statements and such statements shall be written and signed (CBA 15.24). Department and college personnel policies may require evaluation by a ~~department PRC-DPRC~~ in addition to the department chair/head and dean levels of review.

- Year 3: Three-Stage Periodic Evaluation (Cumulative)

- 6.4.6. Lecturers eligible for range elevation must undergo at least a Three-Stage Periodic Evaluation. A Four-Stage Lecturer Range Elevation is permissible. Colleges must specify in their personnel policy documents which evaluation process they use for lecturer range elevation.



University Faculty Personnel Policies

7. Personnel Action Eligibility and Criteria

7.1. Summary

- 7.1.1. This chapter covers the eligibility for faculty personnel actions, which consist of retention, promotion, tenure for tenure-track faculty, and range elevation for lecturer faculty. This chapter includes general principles according to which the colleges, library, and departments would specify the criteria warranting personnel actions. These criteria also guide the processes of periodic evaluations, including cumulative evaluations of lecturers for reappointment. Colleges and departments would expand greatly on these policies with their own criteria mindful of how the diversity of disciplines within the college manifest the teacher/scholar model. The library and other non-instructional faculty units would expand on these policies with their own criteria appropriate to the professional responsibilities of their faculty.
- 7.1.2. Policy in chapter 7 established by Academic Senate Resolution AS-893-20.

7.2. Retention, Promotion and Tenure of Tenure-Track Faculty

- 7.2.1. The quality of faculty performance is the most important element to consider in evaluating individual achievement. The degree of evidence will vary in accordance with the academic position being sought by the applicant.
- 7.2.2. Recommendations for retention, promotion, and tenure of instructional faculty are based on the exhibition of merit and ability in each of the following areas:
- Teaching performance
 - Professional ~~development~~ growth and achievement
 - Service
 - Other factors of consideration
- 7.2.2.1. Teaching effectiveness is the primary and essential criterion for the evaluation of tenure-line instructional faculty, however it alone is not sufficient for retention, promotion, and tenure.
- 7.2.2.2. 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.
- 7.2.3. Recommendations for retention, promotion, and tenure of library and non-instructional faculty are based on the exhibition of merit and ability in each of the following areas:
- Professional performance
 - Professional ~~development~~ growth and achievement
 - Service
 - Other factors of consideration
- 7.2.3.1. Professional performance is the primary and essential criterion for the evaluation of tenure-line librarian and non-instructional faculty, however it alone is not sufficient for retention, promotion, and tenure.
- 7.2.3.2. The granting of tenure requires stronger evidence of worthiness than retention, and promotion to Librarian requires a more rigorous application of criteria than promotion to Associate Librarian.

7.2.4. Recommendations for retention, promotion, and tenure of faculty may also include criteria set by colleges. Departments may also have additional criteria established in their approved personnel policy documents.

7.2.5. Teaching Performance of Instructional Faculty

7.2.5.1. In formulating recommendations for the retention, promotion, and tenure of teaching faculty, evaluators will place primary emphasis on success in instruction.

7.2.5.2. Evaluators shall consider such factors as the applicant'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 an instructor.

7.2.5.3. In their personnel policy documents colleges shall specify how these factors enter into the evaluation of teaching. Colleges and departments may include additional factors in their personnel policies.

7.2.5.4. Evaluators shall consider results of the formal student evaluation in formulating recommendations based on teaching performance.

7.2.6. Professional Performance of Librarians and Non-instructional Faculty

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

7.2.6.2. For librarian faculty, evaluators shall consider 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 supervisory and/or administrative abilities.

7.2.6.3. In their personnel policy documents the library shall specify how these factors enter into the evaluation of professional performance. The library may include additional factors in its personnel policies.

7.2.6.4. Evaluation of non-instructional faculty shall consider professional performance appropriate to the position of the faculty under evaluation.

7.2.7. Professional Growth and ~~Scholarly~~ Achievement

7.2.7.1. In formulating recommendations on the retention, promotion, and tenure of faculty, evaluators shall place emphasis on the professional growth and ~~scholarly~~ achievement of the applicant.

7.2.7.2. Evaluators shall consider such factors as the applicant'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, external validation, and peer review of scholarly and creative activities.

7.2.7.3. In their personnel policy documents colleges and the library shall specify how these factors enter into the evaluation of professional growth and ~~scholarly~~ achievement. Colleges and departments, and the library may include additional factors in their personnel policies.

University Faculty Personnel Policies

7.2.8. Service

- 7.2.8.1. In formulating recommendations on the retention, promotion, and tenure of faculty, evaluators shall place emphasis on the service the applicant performs in relation to the university and the community.
- 7.2.8.2. Evaluators shall consider such factors as the applicant's participation in academic advisement; placement follow-up; co-curricular activities; membership of department, college, the Academic Senate and its committees, and University committees; individual assignments; systemwide assignments; and, service in community affairs directly related to the applicant's teaching and/or research areas as distinguished from those contributions to more generalized community activities.
- 7.2.8.3. In their personnel policy documents colleges and the library shall specify how these factors enter into the evaluation of service. Colleges and departments, and the library may include additional factors in their personnel policies.

7.2.9. Other factors of consideration

- 7.2.9.1. In formulating recommendations on the retention, promotion, and tenure of faculty, evaluators shall place emphasis on collegiality (working collaboratively and productively with colleagues and participation in traditional academic functions); initiative; cooperativeness; and dependability.
- 7.2.9.2. In their personnel policy documents colleges and the library shall specify how these factors enter into the evaluation of other factors of consideration. Colleges and departments, and the library may include additional factors in their personnel policies.

7.3. Retention Eligibility

- 7.3.1. Performance reviews for the purpose of retention shall be in accordance with Articles 13 and 15 of the CBA.
- 7.3.2. It is the responsibility of applicants to provide sufficient evidence that they have fulfilled the criteria for retention.
- 7.3.3. 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).
- 7.3.4. Evaluation of probationary faculty involves a comprehensive assessment of performance during the entire probationary period with retention seen as leading to tenure.
- 7.3.5. Faculty who have not demonstrated the potential to achieve tenure should not be retained.
- 7.3.6. In the event of a non-retention decision, a probationary faculty employee who has served a minimum of three years of probation (including any credit for prior service) will be extended a terminal year of employment with no further appointment rights.

7.4. Promotion Eligibility

- 7.4.1. Promotion eligibility shall be governed by the terms of Article 14 of the CBA.
- 7.4.2. Promotion in rank is not automatic and is granted only in recognition of teaching competency or effectiveness as a librarian, professional growth and scholarly achievement, 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.

- 7.4.3. Applicants for promotion to the academic rank of Professor or Librarian must be tenured or concurrently be granted tenure.
- 7.4.4. 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:
- The applicant is tenured or the applicant is also eligible for and applying for normal tenure.
 - The applicant has completed at least the equivalent of four years in their academic rank at Cal Poly.
- 7.4.5. An application for promotion to Associate Professor or Associate Librarian is considered “early” if one of the following conditions holds:
- The applicant is a probationary faculty employee who is not in their sixth probationary year and is not eligible for normal tenure.
 - The applicant is a tenured faculty employee and has not satisfied the equivalent service requirements of at least four years in their academic rank at Cal Poly.
- 7.4.6. 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 applicant and validated by evaluators.
- 7.4.7. 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.

7.5. Tenure Eligibility

- 7.5.1. Tenure eligibility shall be governed by the terms of Article 13 of the CBA.
- 7.5.2. Applicants 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 by tenured faculty in the appropriate department. Possession of the doctorate or other designated terminal degree from an accredited institution is required for tenure.
- 7.5.3. Normal tenure is for applicants who have accrued credit for six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).
- 7.5.4. Early tenure is for applicants who have not yet achieved credit for six academic years of full-time probationary service (including any credit for prior service granted at the time of appointment).

7.6. Tenure Criteria

- 7.6.1. Tenure represents the University’s long-term commitment to a faculty employee 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 educational purpose of the institution, is deemed worthy of this important commitment. Tenure means the right of a faculty employee to continue at Cal Poly unless voluntarily terminated, terminated for cause, or laid off by factors governed by CBA 38.



University Faculty Personnel Policies

- 7.6.2. Tenure decisions are considered more critical to the University than promotion decisions.
- 7.6.3. An applicant who does not have the potential for promotion to Associate Professor and Professor should not be granted tenure.
- 7.6.4. Retention is not a guarantee of tenure.
- 7.6.5. Tenure is not a guarantee of promotion.
- 7.6.6. Early promotion is not a guarantee of tenure.
- 7.6.7. An applicant for tenure must at least fully meet the requirements of their assignment and be making a valuable contribution to the university according to department, college or library criteria for tenure in each of the following performance areas:
 - For instructional faculty: teaching, professional growth and scholarshipachievement, service, and other factors of consideration.
 - For librarian faculty: professional performance, professional growth and scholarshipachievement, service, and other factors of consideration.
- 7.6.8. An applicant for early tenure must meet department, college, or library criteria for normal tenure and provide evidence of exceptional performance in each of the following performance areas:
 - For instructional faculty: teaching, professional growth and scholarshipachievement, service, and other factors of consideration.
 - For librarian faculty: professional performance, professional growth and scholarshipachievement, service, and other factors of consideration.
- 7.6.9. An applicant for early tenure should, at a minimum, receive a favorable majority vote from the department peer review committee.

7.7. Lecturer Range Elevation Eligibility and Criteria

- 7.7.1. Policies for lecturer range elevation are governed by CBA 12, and the memoAM-20161115 "Amendments to the Range Elevation Procedures 2016." Cal Poly requirements about colleges and faculty units establishing their own lecturer range elevation criteria were established by AS-538-00/FAC, which is superseded by UFPP.
- 7.7.2. Colleges and faculty units shall establish range elevation criteria for temporary lecturer faculty. Faculty, including temporary lecturer faculty, shall formulate such policies.
- 7.7.3. The university shall notify lecturer faculty in a timely manner of their eligibility to be considered for range elevation.
- 7.7.4. Temporary lecturer faculty members shall submit requests to be elevated to a higher range according to the university timeline accompanying the notification of eligibility. Faculty members shall document the reasons for which they believe that they should be elevated in the materials submitted in their WPAF according to their college or faculty unit criteria for lecturer range elevation.

7.8. Counseling Faculty Eligibility and Criteria

- 7.8.1. Eligibility and criteria for counseling faculty with classification of Student Services Professional-Academic Related (SSPAR) shall be modeled after eligibility and criteria for lecturer faculty, and stated in their faculty unit policy document.

8. Evaluation of Teaching and Professional Services

8.1. Summary

- 8.1.1. This chapter includes general requirements and guiding principles for how the evaluation of teaching for instructional faculty and professional services for other faculty should be conducted by evaluating bodies. University level policies for conducting student evaluation of instruction are also included in this section. Colleges and departments would expand on these requirements presented in this chapter and apply its principles to offer concrete guidance and clear expectations for how teaching would be evaluated. Library, counseling services and athletics would do likewise for the evaluation of their relevant professional services.

8.2. Observation of instruction

- 8.2.1. Policy in 8.2 established by AS-920-21.
- 8.2.2. As part of faculty evaluation processes faculty subject to evaluation shall have their instruction of their students observed by evaluators including department peer review committee (DPRC) members and/or department chairs/heads.
- 8.2.3. Observation of classes is an unobtrusive observation of the instructional environment for the class, which may include any of the following:
- Classrooms, laboratories, studios or any location where classes are normally scheduled.
 - Online meetings of the class.
 - The current state of online instructional materials as students would encounter them.
- 8.2.4. Course materials rendered into items included in a faculty member's Working Personnel Action File (WPAF) are not equivalent to the instructional environment. Such materials in the WPAF should be carefully reviewed by evaluators, but such review is not an alternative to observation of the instructional environment.
- 8.2.5. Per CBA 15.14, class observation requires at least five (5) calendar-day notice of observation coordinated between candidate and evaluator.
- 8.2.6. Observation of synchronous virtual distance learning conducted in regularly scheduled virtual class sessions may be conducted by attendance of the evaluator of the virtual class session, or, if mutually agreeable between the instructor and evaluator, by the viewing of a recording of a virtual class session.
- 8.2.7. Observation of Asynchronous Online Instruction**
- 8.2.7.1. Observation of asynchronous online instruction should be conducted within a predetermined timeframe established by consultation between the instructor and the evaluator.
- 8.2.7.2. The evaluator should observe the current instructional environment as students would see it. Evaluators should be granted access to the instructional environment in a mode equivalent to the way students encounter the class and not as the instructor encounters the instructional environment.
- 8.2.7.3. The instructor may provide the evaluator a guided tour of the instructional environment, and this guided tour may be prerecorded and made available to multiple evaluators. The instructor may grant the evaluator limited access to the online environment of the course so the evaluator may see how students encounter the course on a given occasion for accessing the online instructional environment (e.g. granting the evaluator "observer" status in the learning



University Faculty Personnel Policies

management system for a mutually agreeable period sufficient for the observation).

- 8.2.7.4. Other reasonable means of observing the online instructional environment may be negotiated by the instructor and evaluator.
- 8.2.8. Observation of classes taught in hybrid modalities may include observation of any number of the modalities of instruction.
- 8.2.9. Colleges shall specify in their personnel policy documents any further requirements or allowances about observation of teaching.

8.3. [Reserved] Guidance for Evaluation of Instruction

8.4. Student Evaluation of Instruction

- 8.4.1. Policy in 8.4.2 established by AS-759-13. Policy in 8.3.4 established by Administrative Memo AM-20130222. Policy and procedure in 8.4.4 established by AS-821-16. Formulations of policies in 8.4 approved by Academic Senate Consent 4/16/2019 with additional policies in 8.4.5 established by Academic Senate Resolution AS-898-20.

8.4.2. Student Evaluation Instruments

- 8.4.2.1. All student evaluation instruments must include the following two prompts with responses on an agreement scale:
 - “Overall, this instructor was educationally effective,”
 - “Overall, this course was educationally effective.”
- 8.4.2.2. All student evaluation instruments must include an opportunity for students to provide narrative comments. Student evaluation instruments may include additional prompts and opportunities for comments at the discretion of departments and colleges. All student evaluation instruments must be proposed by the department and approved by the college and the office of academic personnel.

8.4.3. General Criteria for Conducting Student Evaluations

- 8.4.3.1. The criteria for conducting student evaluations is established in CBA 15.15-15.19, which allows for Campus Presidents to exempt some courses from student evaluations. Administrative memo AM-20130222 establishes the exceptions for Cal Poly. This subchapter presents those exceptions.
- 8.4.3.2. Student evaluations are required for all classes taught by each faculty unit employee except for the following:
 - Courses with low enrollment (fewer than five students) such as individual senior projects and independent study.
 - Capstone senior project classes will be evaluated if there are more than 5 students enrolled.
 - Student evaluations will not be administered for individually supervised senior projects.
 - Cooperative Education courses that do not include direct instruction shall not be evaluated using the student evaluation process. Academic departments or the Career Services Office may use a survey to evaluate the students’ co-op experience, but this is not part of the student evaluation process.
 - Team-taught classes: In situations when classes are team-taught, the instructor of record shall conduct student evaluations. If there is more than

one instructor of record, then copies of the evaluation results shall be placed in each of the instructor's personnel files with a memo indicating that the course was team-taught. Faculty team teaching a course will have the opportunity to write narrative descriptions to accompany the student evaluation results for the team-taught course to add context to the results. Faculty who team-teach a course and believe that the results are not representative of their contributions to the course may request that the dean not include the results associated with this team-taught course in their PAF. After reviewing this request, the dean has the discretion to determine if the student evaluation results of the team-taught course shall be placed in the instructor's file.

8.4.4. Procedure for Conducting Student Evaluation of Instruction

- 8.4.4.1. Student evaluations of instruction occur during the last week of instruction as defined by the official academic calendar. The evaluation period opens the weekend immediately prior to the last week of instruction and closes at the end of the last day of the last week of instruction. The last week of instruction and final exam week are defined by the official academic calendar. This period may be adjusted on an ad hoc basis to accommodate for academic holidays.
- 8.4.4.2. For courses whose official final assessment is during the last week of instruction according to the academic calendar (e.g. labs or activities with their own final exam or assessment), their evaluation period may be the penultimate week of instruction according to the academic calendar. Requesting the earlier timeline for the evaluation of courses with early final assessments should occur by means of standard procedures of scheduling evaluations as determined by the office of Academic Personnel and communicated to the relevant college and/or program department staff.
- 8.4.4.3. Students shall receive notifications of the opening and closing of the evaluation period, and reminders at appropriate intervals during the evaluation period.
- 8.4.4.4. Faculty shall receive response rate reports for their evaluated courses during the evaluation period.
- 8.4.4.5. Faculty are encouraged to announce to their classes that the evaluation period is underway, and to address questions from students about the nature of the evaluation process clarifying the role of student evaluations in processes of faculty review.
- 8.4.4.6. Faculty may at their discretion reserve time in class for students to complete the evaluation on the student's own computer, phone or tablet. Faculty shall comply with any college level procedures about how to implement student evaluations in their classrooms. Whenever practical realities require faculty to remain in the classroom (e.g. lab safety requirements), completion of the evaluation outside of class time is preferable.

8.4.5. Student Evaluation Results

- 8.4.5.1. Placement of student evaluation results in Personnel Action Files is governed by CBA 11.1, 15.15, 15.17.
- 8.4.5.2. Results of student evaluations shall be stored in electronic format and incorporated by extension into the Personnel Action File. The dean is the custodian of the PAF and will provide secure access to this information.
- 8.4.5.3. Results of student evaluations consist of reports generated for each course evaluated, including a complete accounting of the quantitative responses and



University Faculty Personnel Policies

all the student comments from a given class section of a course. Policies about filing, storage, and disposition of student evaluation results concern only these reports of student evaluation results.

- 8.4.5.4. Colleges and departments may summarize or extract selected quantitative student evaluation data into other reports about the teaching history of a faculty member that the college or department may require to be included in the PAF. Any extraction of student evaluation data into other reports for the PAF must be defined in the college or department personnel policies.
- 8.4.5.5. Results of student evaluations shall only be retained in the PAF for the prior six complete academic years.
- 8.4.5.6. Results of student evaluations from classes taught earlier than the prior six complete academic years shall be removed from the PAF, following standard CSU procedures for legal document disposition. The removal of results of student evaluations from the PAF shall normally occur in summer.

8.5. [Reserved] Evaluation of Professional Services

9. Evaluation of Professional Development Growth and Achievement [RESERVED FOR FUTURE USE]

9.1. Summary

- 9.1.1. This chapter includes general requirements for how evaluation of professional ~~development~~growth and achievement should be conducted by evaluating bodies. The function of the professional development plan is the central concern of this chapter, both as constructed by the candidate and as assessed by evaluating bodies so as to guide the candidate towards the next personnel action.
- 9.1.2. [CITATION OF FOUNDATIONAL SENATE ACTION].



University Faculty Personnel Policies

10. Evaluation of Service [RESERVED FOR FUTURE USE]

10.1. Summary

- 10.1.1. This chapter includes general requirements for how the evaluation of service should be conducted by evaluating bodies. Colleges and departments should augment the university expectations to establish expectations about service appropriate to various faculty assignments and ranks.
- 10.1.2. [CITATION OF FOUNDATIONAL SENATE ACTION].

11. Governance

11.1. Summary

11.1.1. This chapter sets university level expectations for the definition of academic program governance at the college and department levels. This chapter will include definitions of department leadership as “chairs” or “heads” and university level requirements for defining any changes between those models of department leadership. This chapter also includes university-level policies concerning departmental recommendations to deans for the appointment of department chairs and heads, and about the appointment of associate deans. Colleges and departments would provide more specific policies and procedures in accord with university-level policies. Colleges and departments would also include in their documents any further policies about their governance, including committees within the college and department.

11.2. [Reserved] Guiding Principles

11.3. [Reserved] College Governance

11.4. Department Governance

11.4.1. Department Leadership

- 11.4.1.1. Policy in 11.4.1 established by AS-934-22 and revised by AS-940-22.
- 11.4.1.2. Department chairs and heads are faculty who have administrative functions as part of their assignment. Department chairs and heads serve at the pleasure of the dean. Appointment of chairs and heads are made by the dean after consultation with the faculty, the provost, and the president. Consultation with the faculty includes the departmental selection processes contained in 11.4.2.
- 11.4.1.3. In exceptional cases MPP administrators may be appointed as chairs or heads on an acting or interim basis. Also, department chairs and heads may be appointed to MPP positions on an interim basis. Acting and interim chair and head appointments are covered further in 11.4.2.
- 11.4.1.4. Department chairs receive three-year renewable appointments. The definite term of chair appointments allows for a rotation of department leadership providing new leadership, fresh ideas, shorter term action plans, and the opportunity for more faculty to rotate through this leadership role.
- 11.4.1.5. Department heads receive appointments over an indefinite period, providing long-term continuity of leadership within their department and college.
- 11.4.1.6. Deans determine whether a department chair or department head appointment best suits the needs of the department and college.
- 11.4.1.7. Department chairs and heads may have academic year appointments, ~~or~~ 12-month appointments. The nature of the appointment depends on the nature of their duties in the academic year and during summer, as determined by the dean, and are compensated accordingly.
- 11.4.1.8. The responsibilities and priorities of department chairs and heads will vary across colleges, departments, and individuals. Departments have varying models of how the responsibilities listed below will be accomplished. Although there are many items listed among responsibilities of department chairs and heads, some of these items may be delegated to other faculty and staff depending on the size of the department, organizational structure, support

University Faculty Personnel Policies

staff and the fraction of the assignment of department chairs or heads that is dedicated to administrative duties. The college deans will help the department chairs and heads understand the prioritization of these duties in conjunction with the college and department's vision and goals.

- 11.4.1.9. Academic Personnel maintains a document describing in detail the responsibilities and priorities of department chairs and heads, including the following areas of management and leadership for the department:

- Administration of department affairs
- Budget development and administration
- Department personnel
- Academic programs and curriculum
- Student engagement and success
- Advocacy for the department's interests
- Community engagement and development activities

- 11.4.1.10. Department chairs and heads are subject to annual administrative review. This administrative review is wholly distinct from faculty evaluations that are covered in UFPP 4-6. The administrative review of department chairs and heads is conducted by the dean.

11.4.2. Departmental Role in the Selection Process for Chairs and Heads

- 11.4.2.1. Policy in 11.4.2 established by AS-940-22 and AM-20171030, editorially revised in AM-20180208.

- 11.4.2.2. Processes conducted within a department for selection of candidates for department chairs and heads are advisory, providing recommendations from the department faculty to the dean, and shall be specified in department or college faculty personnel policy documents. Departments may recommend to the dean one or more candidates for chair or head.

- 11.4.2.3. The departmental practice for selecting candidates for department chairs or heads shall involve voting among the department faculty incorporating the voting requirements outlined below. These voting requirements represent a minimum; departments may modify their department chair or head recommendation policies through the joint governance process approved by the dean.

- 11.4.2.3.1. All 12.12 (3-year) lecturers, including counselors and librarians, with an appointment in the academic term of the vote will be eligible to participate in the vote to recommend a department chair or head, with a full vote in their department voting process. Nothing in the balloting process will differentiate the three-year lecturers' vote from tenured and tenure-track faculty votes for department chair or head recommendations.

- 11.4.2.3.2. All other lecturers will be granted an advisory vote. These advisory votes will be differentiated and summarized separately from the votes of the 12.12 (3-year) lecturers, tenured faculty, and tenure-track faculty.

- 11.4.2.3.3. Lecturers shall be notified regarding the department voting process in the same manner as all tenured and tenure-track faculty.

- 11.4.2.3.4. Lecturers eligible to cast a vote or an advisory vote shall be afforded the same opportunity as tenured and tenure-track faculty to attend

regularly scheduled department meetings when department chair or head recommendation balloting is scheduled.

- 11.4.2.4. The results of all departmental voting shall be included in the department's basis for recommendations of suitable candidates from the department to the dean.
- 11.4.2.5. An acting chair or head may be appointed from faculty within the department, from faculty not in the affected department, or from administrators. Acting chairs and heads are intended to serve for short periods when the current chair or head is unable to serve (e.g. while on sabbatical or leave). Standardly, acting chair appointments are for periods shorter than one year when the current chair is expected to return. Since appointments of acting chairs and heads can be time sensitive and may occur on occasions when it is not feasible to consult with the affected department ahead of the appointment, deans may use their discretion about whether or not to consult with department faculty in appointment of an acting chair or head.
- 11.4.2.6. An interim chair or head may be appointed from faculty within the department, from faculty not in the affected department, or from administrators. Interim chairs and heads are intended to serve until the dean makes a standard appointment of a department chair or head (as covered in 11.4.1). The initial appointment of an interim chair or head shall be for a defined period no longer than one year, and renewed as needed. Since initial appointments of interim chairs and heads can be time sensitive and may occur on occasions when it is not feasible to consult with the affected department ahead of the appointment, deans may use their discretion about whether or not to consult with department faculty in the initial appointment of an interim chair or head. When an extension of an interim appointment is necessary, the dean shall solicit feedback from all department faculty, including all lecturers with an appointment in the academic term when the feedback is collected, for use in the dean's decision about the interim chair or head reappointment.
- 11.4.2.7. In exceptional cases the college may undergo a standard faculty recruitment to hire a department chair or head. In addition to all the normal aspects of a faculty recruitment, the chair of the search committee shall solicit feedback from all lecturers with an appointment in the academic term of the search; these lecturers will be granted a full advisory vote, which will be presented to the faculty search committee. This advisory vote shall be included in the basis for recommendations of suitable candidates from the search committee to the dean. The result of a successful search for a new faculty member to serve as chair or head shall be a standard chair or head appointment as covered in 11.4.1.

11.4.3. Changes in Department Leadership Models

- 11.4.3.1. Policy in 11.4.3 established by AS-935-22, superseding AS-801-15.
- 11.4.3.2. The dean has discretion over the type of department chair or head appointments appropriate for the college and department.
- 11.4.3.3. Changes in department leadership models shall involve a consultative process with department faculty and staff.
- 11.4.3.4. Colleges shall specify in their personnel policy documents the process for implementing such a change in departmental leadership.

University Faculty Personnel Policies

11.5. Associate Dean Appointments

- 11.5.1. Policy in 11.5 established by Academic Senate Resolution AS-884-19.
- 11.5.2. Appointment of associate deans is governed by the MPP (Management Personnel Program) policies of the CSU and state law.
- 11.5.3. The appointment of associate deans in the colleges or library shall involve a consultative process with faculty and staff.
- 11.5.4. Colleges and the library shall specify in their personnel policy documents the nature of the consultation with faculty and staff for standard appointments of associate deans.

12. Workload

12.1. Summary

- 12.1.1. This chapter includes policies covering various aspects of faculty workload, including office hours, assigned time for exceptional service to students, and sabbatical and difference in pay leaves.

12.2. Office Hours

- 12.2.1. Policy in 12.2 established by AS-886-20~~and~~, revised by AS-~~829929~~-22, and AS-1014-26. This policy supersedes the previous university policy on office hours originally in CAM 370.2.
- 12.2.2. Cal Poly's Educational Mission: "Cal Poly is committed to excellence in teaching and learning. In all disciplines, we seek to provide a student-centered, learner-focused education, facilitated by a low student-teacher ratio in classes conducted primarily by full-time, regular faculty. The cornerstone of our educational philosophy is our commitment to Learn by Doing whereby classroom instruction is complemented by practical, hands-on learning in the laboratory, the studio, and the field." (Cal Poly Catalog)
- 12.2.3. Each faculty member must schedule and conduct office hours each week for consultation with students. One-on-one, direct, personal engagement between students and their instructors and faculty advisors in regularly scheduled office hours is a vital means of contributing to the student-centered mission of Cal Poly.
- 12.2.4. Asynchronous communication (e.g. email) with students and ad hoc appointments to meet with students are expected normal instructional duties distinct from scheduled office hours. While scheduled office hours may be conducted by appointments, the normal instructional duty of holding ad hoc appointments with students and engaging in normal asynchronous communication with students is not a replacement for the duty of holding scheduled office hours.
- 12.2.5. An office hour is one credit hour (i.e. 50 minutes) of regularly scheduled time for faculty to be available to meet on regularly scheduled days and times.
- 12.2.6. Faculty with instructional assignments shall hold scheduled office hours scaled to their instructional assignments. Scheduled office hours should be held during the days and times when classes are normally scheduled, distributed across days and at times suited to the needs of students. During final exam week office hours may be rescheduled as necessary, and should be suited to the needs of the students served in the instructional assignment.
- 12.2.7. Colleges that assign duties warranting the holding of office hours shall include office hour policies in their personnel policies documents.
- 12.2.8. Scheduled instructional office hours**
- 12.2.8.1. Minimum required weekly office hour scheduling shall be scaled to instructional assignments as follows:

Instructional WTU	Office Hours	Credit Hour Minutes
1 to 3 WTU	1	50
4 to 6 WTU	2	100
7 to 9 WTU	3	150
More than 9 WTU	4	200

University Faculty Personnel Policies

- 12.2.8.2. Faculty receiving assigned time for teaching large format classes shall schedule office hours according to the total WTU for the instructional assignment and assigned time related to that course.

~~12.2.8.3. Tenure-line faculty whose instructional assignments have been reduced to zero WTU but who are involved in research or other projects involving supervision of students shall hold a minimum of one regularly scheduled in-person office hour.~~

~~12.2.8.4.~~ 12.2.8.3. If colleges or departments have any further provisions about the scheduling of office hours, those provisions shall be defined in their personnel policy document.

12.2.9. Scheduled advising office hours

- 12.2.9.1. Assigned time for advising duties may have an amount of office hours defined as part of the advising function. Any advising office hours attached to assigned time shall be determined by the instructional unit that issues the assigned time and specified in the assignment. Office hours for advising duties earning assigned time contribute to the total office hour obligation of the faculty member.

- 12.2.9.2. Department chair and head responsibilities shall include the requirements for the scheduling of advising office hours required for their assignment. Colleges shall determine the minimum office hours required for department chairs and heads.

12.2.10. Mode of office hours

- 12.2.10.1. The mode of scheduled office hours should meet the needs of students for the instructional or advising function that requires the scheduling of the office hours.
- 12.2.10.2. Acceptable modes of holding scheduled office hours include office hours held in-person or held synchronously online using technology readily available to the campus community and generally available to the students served by the office hours (e.g. Zoom).
- 12.2.10.3. Scheduled office hours held in-person should be in the faculty member's office or some other definite and regular location.
- 12.2.10.4. Colleges and departments shall specify in their office hour policies any general allowances or requirements for alternate locations or synchronous online modes of conducting office hours.

12.2.11. Notification

- 12.2.11.1. Office hours shall be posted by the beginning of the second week of instruction in faculty listings on department websites. Colleges and instructional units can determine additional ways for posting office hours that conspicuously and conveniently inform the university community of when and where office hours shall be conducted, such as common boards at department offices, on placards near faculty offices, or other online directories.
- 12.2.11.2. If the university adopts a standard online directory generally accessible to the university community that is capable of presenting faculty schedules, then office hours should be posted in such an online directory.
- 12.2.11.3. Faculty should notify enrolled students and department administrators and administrative support staff of any need to cancel, reschedule, or relocate

office hours in a timely manner appropriate to the needs of the students served by those office hours.

12.2.12. Exceptions

- 12.2.12.1. Exceptions to the policies about the scheduling of instructional and advising office hours should coordinate the needs of the instructor and the students given the nature of the instructional or advising assignment.
- 12.2.12.2. Exceptions require department chair/head and college dean approval.
- 12.2.12.3. Exceptions should be temporary and specific.
- 12.2.12.4. Exceptions that extend beyond a specific instructor's temporary needs should be treated as a basis for revisiting the college or department office hour policies.
- 12.2.12.5. Colleges and departments with standing needs that deviate from university policy should treat those needs as a basis for asking the Academic Senate Faculty Affairs Committee to revisit university level office hour policies.

12.3. Assigned Time for Exceptional Levels of Service to Students

- 12.3.1. Policy in 12.3 established by Academic Senate Consent 2/9/2021, and revised by AS-961-23.
- 12.3.2. Pursuant to CBA 20.37 and in support of California Polytechnic State University San Luis Obispo (Cal Poly's) Mission and Strategic Plan, exceptional service awards are intended to recognize faculty who have a demonstrated commitment to working on issues faced by our diverse student population.

12.3.3. Exceptional Student Service Committee (ESSC)

- 12.3.3.1. Each academic college shall be a constituency and shall have a representative on the Exceptional Student Service Committee (ESSC). The Academic Senate chair may assign the functions of the ESSC to a standing Academic Senate committee. When a standing committee takes on the ESSC function, that committee shall adhere to the criteria for ATESS independent of any other charges or mission of that committee.
- 12.3.3.2. The committees serving the functions of the ESSC shall include one faculty member from each constituency defined above appointed by the Academic Senate Executive Committee, a student appointed by the Associated Students, Inc., and an ex officio non-voting administrative member appointed by the provost or designee.
- 12.3.3.3. Faculty on a committee serving the functions of ESSC who apply for assigned time under ATESS shall recuse themselves from all work involved in ESSC and shall not attend any meetings concerning ESSC work, nor participate in any discussions about ESSC work. The Academic Senate Executive Committee may appoint another faculty member from the recused faculty member's constituency to serve the role of the recused member in relation to the functions of ESSC.
- 12.3.3.4. The functions of ESSC shall be:
 - Evaluate faculty applications for assigned time for exceptional levels of service to students.
 - Make recommendations based on those evaluations to the provost.
 - Periodically review and, if needed, make recommendations for changes in this policy to the Faculty Affairs Committee (FAC).

12.3.4. Eligibility and Restrictions



University Faculty Personnel Policies

- 12.3.4.1. All Unit 3 faculty employees are eligible to submit a proposal to request assigned time for exceptional levels of service to students.
- 12.3.4.2. Faculty who have previously received assigned time under this program will be eligible to apply for another assigned time award.
- 12.3.4.3. In order to support new or currently unfunded activities, rather than to enhance existing support for ongoing activities, faculty members already receiving other sources of assigned time or compensation for the same activities on the list of Supported Activities below shall not be eligible for support from this program for that very same activity.
- 12.3.4.4. Assigned time shall be used for course release during the academic year (and not in summer). As per 20.37, the course release shall be utilized during the academic year in which the activity is performed, though it may be used in any term of that academic year.
- 12.3.5. Timeline for Application Process**
 - 12.3.5.1. Application for assigned time shall be for activities in the subsequent academic year. A timeline for the application process shall be announced in the notification sent to faculty upon the opening of the application period.
 - 12.3.5.2. The applicant's department chair/head shall submit the application materials to the applicant's dean, who then shall submit the applications to the ESSC. The ESSC reviews applications and submits its recommendations to the provost in time for applicants to be notified of the status of their applications.
- 12.3.6. Application Materials**
 - 12.3.6.1. The distribution of application materials concerning assigned time for exceptional levels of service to students should target department chairs/heads, program directors and students to encourage applications from faculty they view as having taken on extraordinary burdens in the related categories of service to students in relation to the aims of the program as stated in UFPP 12.3.3.
 - 12.3.6.2. An application for assigned time to support exceptional levels of service to students shall include the following:
 - Description of the nature of the exceptional service being provided to students and how it goes significantly beyond the normal expectations of the faculty member's assignment.
 - Account of direct benefits to students and the student beneficiaries of the exceptional service being provided.
 - Description of other assigned time or compensation for exceptional service during the current academic year and expected for the subsequent academic year.
 - Justification of how the WTUs requested correlate work effort with course release.
 - Account of previous success in comparable service.
 - The faculty applicant's current curriculum vitae (CV), highlighting relevant prior service activities similar to those for which assigned time is being sought;
 - A statement from the department chair or head about the merit of the proposal in relation to the faculty member's assignment, verification that no other source of assigned time or compensation has been

provided for the same general activity, an account of the appropriateness of the requested assigned time for course release for the applicant; and

- The college dean's recommendation.

12.3.6.3. Incomplete applications will not be reviewed.

12.3.7. Supported Activities

12.3.7.1. This assigned time is for service to students in relation to the department, college, university, or community that goes significantly beyond the normal expectations of a faculty member's assignment. The following activities may be supported:

- Student mentoring, advising, and outreach that goes significantly beyond the normal expectations of a faculty member's assignment;
- Activities that support underserved, first-generation, and/or underrepresented students, including those caused by cultural taxation;
- Curricular redesign intended to improve student access and success;
- Other extraordinary forms of service to students beyond the normal expectations of a faculty member's assignment.

12.3.8. Review Criteria

12.3.8.1. The ESSC assesses applications based upon application materials including the narrative description of how the proposed service meets the following criteria:

- A clear delineation of how the service to the students goes beyond the normal expectations of the applicant's assignment;
- Justification for how the amount of assigned time requested correlates the service activity with the requested WTU;
- Demonstrated ability to be successful in accomplishing project goals and previous work in this area.

12.3.9. Recommendations

12.3.9.1. The ESSC shall rate each proposal based on the established criteria and rank order the proposals by total rubric score.

12.3.9.2. The ESSC shall submit its evaluations and the application materials to the provost who shall make the final determination regarding the approval or denial of the proposals.

12.3.10. Information Provided to Applicants

12.3.10.1. The provost will forward their approval or denial of assigned time, and the basis for the denial of assigned time, to the applicant.

12.3.11. Appeals

12.3.11.1. Within 10 days following receipt of the provost's decision, applicants may appeal a denial of assigned time to the associate vice-provost for academic personnel. Appeals will be forwarded to the Faculty Affairs Committee for consideration. The FAC will consider the appeal at their next scheduled business meeting and will respond to the appellant in writing with a copy to the provost. Decisions of the FAC shall be final and binding and are not subject to the grievance procedures specified in Article 10 of the CBA.

12.3.12. Effective Dates

12.3.12.1. The policies and procedures in this document are an implementation of Article 20, section 37 of the CBA, and dependent upon any successor CBA to include additional awards in future years.

University Faculty Personnel Policies

- 12.3.12.2. Academic Personnel shall maintain an updated calendar for the operations of the ESSC and the awarding of this assigned time for each academic year it is in effect.

12.3.13. Assigned Time Budget and Reporting

- 12.3.13.1. There is no CSU allocation provided to support assigned time. Campuses are required to self-fund the assigned time allocations based on the number of full-time equivalent students at each campus. At Cal Poly, the assigned time will be funded by the provost.
- 12.3.13.2. As per CBA 20.37 Cal Poly shall expend all assigned time allocated under this program, and Cal Poly shall provide an accounting of assigned time expended for this program for the prior fiscal year by ~~no later than November 1~~ the date set in the CBA of the subsequent year to the ESSC, the FAC, the Academic Senate, campus CFA president, and the CSU.
- 12.3.13.3. All assigned time allocations must be expended in the academic year per restrictions specified in UFPP 12.3. For accounting purposes, costs of assigned time shall be calculated based on the minimum salary for an assistant professor. Awards from appeals shall not exceed 10% of the annual budget for assigned time and shall be funded in the subsequent academic year. During the last year of the Collective Bargaining Agreement, appeals must be funded from the funds for that year, including any rollover from previous years.

12.4. Sabbatical and Difference in Pay Leaves

- 12.4.1. Policy in 12.4 established by Academic Senate Resolution AS-908-21, with revisions approved by Academic Senate Consent 5/4/2021 and Academic Senate Consent 11/29/2022 item C.
- 12.4.2. Sabbatical and difference-in-pay leaves are intended to provide a benefit to the university through research, scholarly and creative activity, instructional improvement, or faculty retraining.
- 12.4.3. Deans or appropriate administrators are responsible for notifying eligible faculty and advising them of the application deadline.

12.4.4. Sabbatical Leave Eligibility

- 12.4.4.1. Full-time faculty unit employees, except coaches, are eligible to take an approved sabbatical leave after completing six academic years of full-time service within the past seven years, or at least six years after a previous sabbatical or difference-in-pay leave. Service credit granted towards the completion of the probationary period for tenure-track faculty shall also apply towards fulfilling the eligibility requirement for a sabbatical.
- 12.4.4.2. Eligible academic year faculty unit employees may apply for a sabbatical leave of one ~~quarter~~ (1) semester in length at full pay, ~~or two quarters at 75% pay, or three quarters~~ (2) semesters at 50% pay. ~~(CBA 27.11).~~
- 12.4.4.3. Applications for ~~three-quarter~~ two (2) semester sabbatical leaves shall meet the criteria set forth in CBA 27.5-27.8, including consideration of the quality of the proposal, effect on the curriculum and the operation of the department, other campus program needs, and campus and college budget implications.

12.4.5. Difference-in-Pay Leave Eligibility

- 12.4.5.1. The initial eligibility requirement for a difference-in-pay (DIP) leave is the same as for sabbatical leaves (six years of full-time service within the past seven years).

- 12.4.5.2. For a subsequent DIP leave, faculty unit employees become eligible after serving full-time for three academic years following the last sabbatical or DIP leave.

12.4.6. Faculty Classifications During Leave Periods

- 12.4.6.1. Current 12-month faculty who are granted leave with pay may remain in 12-month status for the duration of the approved leave. Eligible 12-month faculty unit employees may apply for a sabbatical leave of ~~3~~four (4) months in length at full pay, ~~6 months at 75% pay~~, or ~~9~~eight (8) months at 50% pay. (CBA 27.11). The start date of a sabbatical leave for a 12-month faculty employee with instructional responsibilities shall coincide with the start date of the appropriate academic term. (CBA 27.12).

- 12.4.6.2. Per CBA 27.13 and 31.27, while on sabbatical or difference in pay leave during an appointment as department chair/head the faculty employee shall not receive the department chair/head salary increase. Faculty employees serving as academic year department chair/head (class code 2482) shall be assigned to academic year instructional faculty classification (class code 2360) for the duration of the sabbatical or difference in pay leave. Faculty employees serving as 12-month department chair/head (class code 2481) shall be assigned to 12-month instructional faculty classification (class code 2361) for the duration of the sabbatical or difference in pay leave. An acting chair/head shall be appointed for the duration of the leave period.

- 12.4.6.3. Grant-related instructional faculty (GRIF) must be converted to instructional faculty classifications for the duration of leave.

- 12.4.7. Sabbatical and DIP leave applications must include clearly stated outcomes that benefit the university or CSU. It is critically important that those involved in reviewing leave applications recommend approval only of those applications that satisfy departmental, college and university criteria and meet the requirements of Articles 27.5-27.7 and 28.7-28.9 of the CBA.

- 12.4.8. Colleges, the library, and counseling services shall formalize sabbatical and difference in pay leave policies and procedures consistent with those in UFPP. Any refinement of the relevant criteria for sabbatical and DIP leaves, in conformity with the general principles stated in UFPP 12.4.2., shall be included in the college, library, or counseling services personnel policies document. Any enhancements to the policies, procedures, and responsibilities in a college, the library, or counseling services shall be included in its personnel policies document.

12.4.9. Department Leave Committee (DLC)

- 12.4.9.1. As per CBA 28.7, difference in pay leave requires review by a Department Leave Committee (DLC). DLC members shall be elected by tenured and probationary faculty from that department. Faculty members eligible for membership are tenured, and not applying for a leave with pay. The DLC shall review all DIP leave applications and make a recommendation based on the quality of the leave proposal. The recommendation of the DLC is included in the application sent to the department chair/head.

- 12.4.9.2. Departments may choose to have their DLC review applications for sabbaticals. If so, the composition of the committee and its responsibilities are the same as for review of DIP leave applications. Departments choosing to have the DLC review sabbatical applications shall specify this process in their personnel policies.



University Faculty Personnel Policies

- 12.4.9.3. Departments shall configure their DLC so that their representative to their college's Professional Leave Committee (PLC) is not reviewing leave cases within the department.

12.4.10. Department Chair/Head Recommendations

- 12.4.10.1. Department chairs/heads shall state in a candidate's application whether the department has adequate resources to replace faculty members, and whether such a leave, if approved, would cause undue hardship to offer the department's program(s), and how the department will meet their teaching and other needs, as per CBA 27.6.
- 12.4.10.2. If an applicant is the current department chair/head, the appropriate associate dean shall make the equivalent recommendation.

12.4.11. Professional Leave Committees (PLC)

- 12.4.11.1. Each college, the library, and counseling services shall each convene their own Professional Leave Committees (PLC). As per CBA 27.5, PLC members shall be composed of tenured faculty who are not applying for a sabbatical or DIP leave.
- 12.4.11.2. The PLC shall review its leave applications to form recommendations to the dean or appropriate administrator based on the quality of the proposals. The colleges, the library, and counseling services may include PLC interviews of applicants as part of their formal application review process. Sabbatical leave applicants and DIP leave applicants may be separated in any college, library, or counseling services policies on inclusion of PLC interviews in their application review process.
- 12.4.11.3. The PLC shall rank order all recommended sabbatical leave applications, and separately rank order any DIP leave applications under the scope of its review. The PLC report shall clearly state to the dean or appropriate administrator the impact of the interviews on the rank ordering of leave applicants and the reasons for recommending denial of an application. This report shall be forwarded to the dean or appropriate administrator along with the leave applications.
- 12.4.11.4. College Professional Leave Committee (CPLC) members shall be elected from each department in the college. Tenured and probationary faculty in the department elect one departmental representative to the CPLC. The CPLC shall elect one of its members as chair of the CPLC. Colleges may include in their CPLC policies and procedures allowances that the CPLC also review DIP leave applications within the college. As per 12.4.9.3, when colleges have their CPLC review sabbatical and difference in pay leaves, the faculty involved in the departmental review of DIP leave applications shall not serve on the CPLC.
- 12.4.11.5. The Library PLC (LPLC) shall consist of at least two tenured faculty librarians elected by all faculty librarians. The LPLC shall review all sabbatical and DIP leave applications from library faculty.
- 12.4.11.6. The Counseling Services PLC (CSPLC) shall include at least two tenured SSP-AR counseling faculty or tenured faculty librarians. Counseling services policies shall determine the appropriate faculty to vote for CSPLC membership. The CSPLC shall review all sabbatical and DIP leave applications from counseling faculty.

12.4.12. Dean Recommendations

- 12.4.12.1. Deans shall review all sabbatical and DIP leave applications in their faculty units and make recommendations to the provost. The director of counseling services

University Faculty Personnel Policies

shall serve the equivalent role of dean for purposes related to sabbatical and DIP leaves.

- 12.4.12.2. Deans shall consider at least the following points when making recommendations for sabbatical and DIP leaves:

- Benefit of the leave to the university
- Merit of the proposal
- Recommendations of the prior levels of review
- Program needs
- Campus budget implications

- 12.4.12.3. Deans shall verify that post-leave reports have been completed for all previous sabbatical and DIP leaves prior to recommending approval.

- 12.4.12.4. Deans shall rank order all sabbatical leave applications that are being recommended ~~-(, including all one, two- and three-quarter~~two-semester sabbatical applications)~~-~~ in a single ranking. Deans shall separately rank order all DIP leave applications that are being recommended.

12.4.13. Provost Decision

- 12.4.13.1. The provost is the final level of administrative evaluation for sabbatical and DIP leave.

- 12.4.13.2. The provost shall review the candidate's materials and reports from all levels of evaluation.

- 12.4.13.3. The provost's letter to the candidate constitutes the final decision on sabbatical and DIP leave.

- 12.4.13.4. As per CBA 27.8 sabbatical leaves denied in the immediately prior year due to factors related to UFPP 12.4.10.1 shall not be denied based on those same factors.

- 12.4.14. A copy of the completed leave application form with all appropriate signatures and a copy of the leave abstract and detailed leave proposal shall be placed into the candidate's Personnel Action File (PAF).

- 12.4.15. Leave recipients shall submit a post-leave report to the college dean or appropriate administrator (with a copy to the department chair/head) within two months of their return from leave. The college dean or appropriate administrator is responsible for requesting and ensuring that the required post-leave report is obtained from each faculty member who took sabbatical or DIP leave upon the faculty member's return to teaching. Upon receipt, the post-leave report shall be filed in the faculty member's PAF.

- 12.4.16. Following the conclusion of faculty sabbatical or DIP leaves, the CBA articles 27 and 28 require recipients to return service to the CSU equivalent to the period of leave taken. Faculty who fail to return to Cal Poly employment will be required to repay the university for the amount of salary and benefits earned for the duration of their leave.

University Faculty Personnel Policies

13. Appendices

13.1. Administrative Memos

- 13.1.1. UFPP includes an appendix containing copies of various administrative memos relevant to policies in UFPP or subordinate policy documents. Administrative memos state or create policy by administrative action. ~~Gathering them when they are issued. Since policies in UFPP refer to various administrative memos as needed, gathering administrative memos~~ into an appendix provides ~~athe~~ convenience of a single location for policy memos cited in UFPP or in subordinate college, library, or department policy documents.
- 13.1.2. UFPP Appendix: Administrative Memos shall be contained in a document separate from UFPP, and accessible on the Academic Personnel website along with UFPP. ~~This Appendix is for reference purposes in relation to policy contained in UFPP and subordinate college/library/department FPP documents. That a memo is contained in UFPP Appendix: Administrative Memos is not an indication of whether the memo currently expresses university policy. Those interested in the current state of policy in relation to memos gathered in UFPP Appendix: Administrative Memos should consult UFPP searching for citations of the memo.~~
- 13.1.3. Administrative memos are sorted by date and assigned descriptive names typically drawn from their subject lines. To standardize citation of administrative memos, each is assigned a reference number in the following format: AM-YYYYMMDD. Any citation of administrative memos in UFPP or subordinate policy documents should use that reference standard.
- ~~13.1.4. FAC and Academic Personnel shall determine when an administrative memo be placed in the UFPP Appendix and do so as needed.~~
- ~~13.1.4. Adding administrative memos to UFPP Appendix: Administrative Memos shall be placed in this appendix by Academic Senate Consent or Academic Senate Resolution cited in a list, and the simple addition of the memos in UFPP.~~
- ~~13.1.5. Adding citations of administrative memos to in policy text in UFPP shall be regarded as wholly editorial revisions, and therefore needs need no further Academic Senate action.~~
- ~~13.1.6.~~ 13.1.5. List of administrative To keep the university up to date on administrative memos, FAC shall provide a written report to the Academic Senate when any memos are added to the UFPP Appendix: Administrative Memos.
 - ~~AM-19850222: AB85-2 Role and Definition of Professional Growth and Development~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
 - ~~AM-20050111: Faculty Post-Retirement Employment~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
 - ~~AM-20061117: Agreement for Summer Quarter Faculty Assignments~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
 - ~~AM-20130110: New Outside Employment Reporting Requirement for Unit 3 Employees~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
 - ~~AM-20130222: New Student Evaluation Requirement Effective Winter Quarter 2013~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~

- ~~AM-20130919: Self-Support Program Personnel Policies~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
- ~~AM-20161115: Amendments to the Range Elevation Procedures 2016~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
- ~~AM-20170530: Guidelines for Special Session Teaching~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
- ~~AM-20171030: Settlement on Lecturer Voting~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
- ~~AM-20171101: Employment of Non-Immigrants—Important updates~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
- ~~AM-20180208: Cal Poly Election Process for Internal Department Heads/Chairs~~
 - ◊ ~~AS-940-22~~
- ~~AM-20180919: Lecturer Range Elevation Eligibility Guidelines~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~
- ~~AM-20190208: Summer Term 2019 Faculty Eligibility~~
 - ◊ ~~Academic Senate Consent 4/21/2020~~

13.2. [Reserved] Glossary