

TO: Academic Senators

Following procedures approved by the Academic Senate Executive Committee on November 8, 2016 with regards to revisions to University Faculty Personnel Policies documents, the attached revisions of the current University Faculty Personnel Action document for placements in the Appendix of the new University Faculty Personnel Policies documents will appear as a consent agenda item on the May 4, 2021 Senate agenda.

Every senator is expected to review the documents.

Issues, concerns, and questions regarding this curriculum proposal should be directed to Ken Brown, chair of the Academic Senate Faculty Affairs Committee. If the concern is strong enough, any senator may request an item be removed from the consent agenda by Tuesday, April 27, 2021.

Items removed from the Academic Senate consent agenda will be placed on the Academic Senate agenda as business items

If you have any questions, please contact Ken Brown, Chair Faculty Affairs Committee.

University Faculty Personnel Policies Consent Agenda Revision

The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, Academic Affairs, and a student representative. FAC employs a streamlined process for Academic Senate approval of personnel policies which allows the Senate Executive Committee to place non-controversial updates to personnel policies on the Senate consent agenda.

In the recently approved policies on Sabbatical and Difference in Pay Leaves (UFPP 12.4, established by AS-908-21), one important policy was omitted from 12.4.10.3, though it was explained in the report for those new policies: the inclusion of the impact interviews with leave candidates had on the rank ordering of candidates that professional leave committees present to the dean. This action revises 12.4.10.3 to include that omitted policy.

Summary of Chapter 12.4.10.3

Explanatory text from report on UFPP 12.4: "When a PLC interviews its applicants, the committee must report to the dean the impact of the interviews on the rank ordering of leave applicants."

Policy text approved in AS-908-21:

12.4.10.3. 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 reasons for recommending denial of an application, and this report should be forwarded to the dean or appropriate administrator along with the leave applications.

The intent of FAC to include the requirement of professional leave committees reporting the impact of interviews on rank orderings of candidates for leaves to the dean is now reflected in the following revised text:

12.4.10.3. 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, and this. This report ~~should~~ shall be forwarded to the dean or appropriate administrator along with the leave applications.

Impact on Existing Policy

This revision of 12.4.10.3 only applies to colleges, the library, and counseling services insofar as they elect to require their professional leave committees to interview applicants. Those faculty units who elect not to include interviews in their professional leave committee procedures are not affected by this change.

**University Faculty Personnel Policies
Consent Agenda Revision**

Implementation

The establishment of UFPP by the Academic Senate would oblige the Colleges and Library to restructure their faculty personnel policy documents into the same chapter division as UFPP. When a chapter of UFPP is approved by the Academic Senate and ratified by the President, the Colleges and the Library will now have a focused area of new or revised policy that they must consult and, if necessary, use to revise their documents accordingly.

UFPP 12.4 supersedes all other policies on sabbatical and difference in pay leaves as of Fall 2021 and this revision would be part of the new policies. Faculty units electing to include interviews in their leave approval processes need to include this policy in their leave policies for Fall 2021.