

Adopted: December 3, 2019

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

**AS-884-19**

**RESOLUTION ON UNIVERSITY FACULTY PERSONNEL POLICIES  
SUBCHAPTER 11.5: ASSOCIATE DEAN APPOINTMENTS**

**Impact on Existing Policy: This resolution recommends to the President that Cal Poly enact the attached policy as a new university-level policy directing colleges to formulate more detailed policies on associate dean appointments. It augments, but remains distinct from AS-659-07 Resolution on Searches for Academic Campus Administrators.<sup>i</sup>**

- 1 WHEREAS, New university academic personnel policies are established by shared  
2 governance and included in “University Faculty Personnel Policies”  
3 (UFPP); and  
4
- 5 WHEREAS, Dean and Provost searches include consultation with faculty  
6 according to principles of shared governance; and  
7
- 8 WHEREAS, Associate deans perform academic functions on behalf of deans, such  
9 as serving as the highest level of faculty evaluation for lecturer faculty,  
10 and make other vital decisions of significant interest to faculty and  
11 staff; and  
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- 13 WHEREAS, Cal Poly has no policies specifically on academic associate dean  
14 appointments; therefore be it  
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- 16 RESOLVED: The policy included in the report “Proposal for University Faculty  
17 Personnel Policies: SUBCHAPTER 11.5 Associate Dean Appointments”  
18 be included in UFPP, and be it further  
19
- 20 RESOLVED: Colleges and the Library revise their personnel policy documents by  
21 Fall 2020 to include the nature of consultation with faculty and staff in  
22 their associate dean appointments and place those policies in chapter  
23 11 (Governance) of their personnel policy documents.

Proposed by: Academic Senate Faculty Affairs Committee  
Date: November 5, 2019

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<sup>i</sup> (1) Describe how this resolution impacts existing policy on educational matters that affect the faculty. Examples include curricula, academic personnel policies, and academic standards.  
(2) Indicate if this resolution supersedes or rescinds current resolutions.  
(3) If there is no impact on existing policy, please indicate NONE.

**Proposal for University Faculty Personnel Policies:  
SUBCHAPTER 11.5 Associate Dean Appointments**

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 specifies the nature of consultation with faculty affected by proposed changes and provides a clear accounting of which policy documents have been superseded by the proposed change. FAC has used this process to construct a new University Faculty Personnel Policies (UFPP) document and is now employing the same process to revise or create new personnel policies and place them in UFPP on an as-needed basis.

FAC recommends Cal Poly adopt a policy requiring colleges to develop and implement a consultative process with faculty and staff for associate dean appointments. FAC has solicited feedback on this proposed policy from the colleges, library, and counseling services, and will take that feedback into account as this proposed policy advances through the Senate process.

What follows is a summary of the proposed policy, an account of its impact on existing policy, and implementation.

This policy would go into effect by means of shared governance with the Academic Senate recommending to the President that the attached policy be adopted. As it affects appointments by means of the Management Personnel Program (MPP), which is outside the scope of faculty policy, the Senate's action is advisory to the President. The President may choose to implement the policy the Senate recommends, and if so, the attached policy would enter UFPP by that endorsement from the President.

**Summary of SUBCHAPTER 11.5 Associate Dean Appointments**

This proposed policy requires colleges and the library to utilize some sort of consultative process with faculty and staff in the appointment of associate deans. It also requires colleges and the library to specify the nature of this consultative process in their respective personnel policy documents.

**Impact on Existing Policy**

Associate dean appointments are governed by CSU policy and state law about the Management Personnel Program (MPP). This new policy would establish a further requirement of some sort of consultative process with faculty and staff, to be defined by the colleges, in the appointment of associate deans. This is a policy about policy in that it requires colleges and the library to formulate such policy for their own application. It makes no further specification about how such college and library policies shall be formulated, but leaves that to the colleges and library to sort out for themselves.

The Academic Senate previously approved a resolution on MPP search processes (AS-659-07 - Resolution on Searches for Academic Campus Administrators). The resolution primarily addressed recruitment for MPP positions involving search processes rather than appointment of associate deans

**Proposal for University Faculty Personnel Policies:  
SUBCHAPTER 11.5 Associate Dean Appointments**

from within the current faculty. This resolution was advisory, and President Baker acknowledged it as such.

**Implementation**

This policy would go into effect upon ratification by the President with a very near-term timeline for the colleges to formulate their policies about all subsequent associate dean positions, at the longest by Fall of the next academic year.

**What follows is the proposed new policy, as a subchapter of UFPP Chapter 11: Governance...**

**11.5. Associate Dean Appointments**

- 11.5.1. [CITATION OF FOUNDATIONAL SENATE ACTION]
- 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.



OFFICE OF THE PRESIDENT

## MEMORANDUM

**To:** Dustin Stegner  
Chair, Academic Senate

**Date:** January 13, 2020

**From:** Jeffery D. Armstrong  
President

**Copies:** Mary Pedersen  
Al Liddicoat  
Kathryn Rummell  
Ken Brown  
Amy Fleischer  
Andy Thulin  
Christine Theodoropoulos  
Dean Wendt  
Philip Williams

**Subject:** Response to AS-884-19 Resolution on University Faculty Personnel Policies  
Subchapter 11.5: Associate Dean Appointments

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This memo acknowledges my support of the above-entitled Academic Senate resolution. Colleges as well as the library are encouraged to revise their personnel policy documents to align with Subchapter 6 of the University Faculty Personnel Policies (UFPP) as outlined in this resolution and supporting documentation.

Please express my appreciation to the Academic Senate members and the Academic Senate Faculty Affairs Committee for their attention to this important matter.