



SAN DIEGO STATE  
UNIVERSITY

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UNIVERSITY SENATE

POLICY FILE

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## **Table of Contents**

### **UNIVERSITY POLICIES: Faculty**

- Academic Freedom
- Academic Responsibilities
- Appointment at Another Campus
- Awards
- Endowed Chairs
- Grievance
- SDSU-IV Campus
- Leaves, Difference-in-Pay
- Leaves of Absence without Pay
- Leaves of Absence with Pay
- Leaves, Sabbatical
- Leaves, Sick
- Personnel Files
- Political Tests for Employment
- Probationary Faculty, Appointment of
- Probationary Faculty, Periodic Evaluation of
- Professional Activities, External
- Professional Responsibilities
- Reappointment, Tenure, and Promotion: Criteria (Excluding Library Faculty and Student Affairs Faculty)
- Reappointment, Tenure, and Promotion: Procedures
- Reappointment, Tenure, and Promotion of Librarians: Criteria
- Reappointment, Tenure and Promotion of Student Affairs Faculty: Criteria
- Retention and Development
- Retirement and Emeritus Status
- Royalties from Instructional Materials
- Substitutability
- Temporary Faculty Appointments
- Temporary Faculty, Periodic Evaluation of
- Temporary Faculty: Range Elevation
- Tenure-Track Planning
- Tenured Faculty, Periodic Evaluation of
- Titles and Appointments
- Vacancy Announcements
- Voting Eligibility in Departments, Schools, and Colleges
- Workload
- Work Year

## UNIVERSITY POLICIES: Faculty

### Academic Freedom

San Diego State University is committed to academic freedom as a core value that underlies its mission of teaching, scholarship and creative activity, and service to the public, our University, and the larger scholarly community. Academic freedom, whether reflected in formal research and publication, teaching, creative activity, or in the exploration of new ideas, benefits the campus community and the world at large and should be defended by faculty, instructional staff, and students.

San Diego State University recognizes that the faculty, working within a system of shared governance, possesses the unique ability to apply professional judgments about the quality of the various kinds of scholarship and teaching undertaken by colleagues. In making these judgments, the faculty relies on a variety of review systems, such as department reviews, editorial boards of scholarly journals, panels constituted to review proposals for funded research, periodic reviews, and student evaluations of teaching.

San Diego State University also seeks to develop in its students a sense of thoughtful independence. To do so, we recognize that students, faculty, and instructional staff must be free within the classroom and through scholarly research, creative activity, and community service to explore the widest possible range of viewpoints. However, San Diego State University also endorses the following portion of the American Council on Education's Statement on Academic Rights and Responsibilities: "The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merit of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession."

The development of the sort of thoughtful intelligence that facilitates the generation of new knowledge carries with it a set of responsibilities that apply to faculty, instructional staff, and students alike. These responsibilities are based on shared values such as integrity, fairness, professional and social responsibility, equality of opportunity, confidentiality, honesty and openness, respect for self and others, and freedom and safety. The professional responsibilities of the faculty, instructional staff and the students in carrying out this ideal, as well as procedures to seek redress of grievances, are set forth elsewhere in the University Policy File.

The Senate resolves and reaffirms that SDSU's commitment to the protection of academic freedom, recognizes that academic freedom extends to faculty participation in institutional governance, including faculty statements on university operation and administration; and that the rights and protections of the SDSU Academic Freedom Policy include faculty scholarship, teaching, creative activity, speech and service that faculty engage in while employed at SDSU; and that these protected activities are not subject to "employee-speech" limitations, restrictions and/or sanctions.

### Academic Responsibilities

- 1.0 Audiovisual Materials<sup>1</sup>
  - 1.1 Instructors shall ensure that audiovisual materials used in or for a course are significantly related to the announced structure and purpose of the course. An instructor shall advise the audience of materials that may be deemed offensive.
  - 1.2 Audiovisual materials, whatever their source (rental, purchase, private collection, guest lecture), shall be legally acquired and shall include captioning whenever possible.
- 2.0 Course Syllabi: The syllabus for each course shall describe the course's purpose, scope, and student learning outcomes. In addition, each syllabus shall include office hours and contact information for the instructor, refer to the current procedure for accommodating students with disabilities (refer to Student Disability Services), and describe the course design, required materials, schedule, and grading policies, which may vary by section. A syllabus shall not bind the instructor to specific details, and the instructor shall retain the right to adjust the course design. Major departures from the syllabus, however, especially

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<sup>1</sup> Approved April 2017

with regard to student learning outcomes, major assignment due dates and exam dates, and grading policies, shall be made only for compelling reasons.

- 2.1 Instructors shall provide students with access to their course syllabus at or before the first class meeting. In addition, instructors shall post their syllabus on the official and available course site of the SDSU BlackBoard learning management system as well as any other course web site routinely accessed by the course students. Any major changes to the course syllabus shall be announced in class, communicated to all students electronically, and incorporated into an updated and posted version of the syllabus.
- 2.2 Departments shall, by the end of the semester, upload their course syllabi in an accessible electronic format to the SDSU Syllabus Collection. Faculty may elect to complete and provide to their department a completed course information template (available from the SDSU Syllabus Collection) in lieu of the official course syllabus.
- 3.0 In order to facilitate universal access to instructional materials:
  - 3.1 Instructors shall endeavor to order textbooks, course readers, and other required instructional materials on or before the deadline established by the campus bookstore, and definitely no later than six weeks in advance of the beginning of the academic term.
  - 3.2 Whenever possible, departments and schools shall endeavor to order textbooks for classes without assigned instructors on or before the deadline established by the campus bookstore, and at least six weeks in advance of the beginning of the academic term.
- 4.0 Faculty Office Hours: Each faculty member shall hold regularly scheduled office hours and shall post a schedule of those hours and their contact information at their office location and within their syllabus.
- 5.0 Academic misconduct: Instructors shall not provide students with unethical academic assistance, including but not limited to: providing or arranging for the provision of (a) preferential instructor assistance; (b) fraudulent academic credit or false transcripts regarding an individual's academic record; and (c) an academic exception that results in a grade change, academic credit, or fulfillment of a graduation requirement when such an exception is not available to all students.
- 6.0 For additional discussion of faculty responsibilities related to student academic dishonesty, see University Policies: Codes, Faculty-Student Relations.

### **Appointment at Another Campus**

- 1.0 A faculty employee may apply for appointment at another California State University campus in his or her field of expertise.
- 2.0 A faculty employee shall not be involuntarily appointed at another campus within The California State University.

### **Awards**

- 1.0 San Diego State University Senate Excellence in Teaching Award
  - 1.1 This award, originally from the Board of Trustees of The California State University and Colleges, shall recognize excellence in teaching. Faculty members shall be selected for the contributions made to their students, to their academic disciplines, and to their campus communities. The awardee will be recognized by the title "Senate Distinguished Professor."
  - 1.2 Procedure and Criteria for Nomination
    - 1.21 Nominations shall be called for by the Faculty Honors and Awards Committee no later than the beginning of the first week of October.
    - 1.22 Nominations may be received from students, faculty members, administrators, alumni, and other members of the community.
    - 1.23 Each fall each Dean shall nominate one distinguished tenured, probationary, or FERP faculty member from their respective College unit. From this slate of candidates one

nominee shall be selected by the University Honors and Awards Committee and honored by the university.

1.3 Criteria for Award

- 1.31 Portfolio: Each nomination should present a teaching portfolio that supports the excellence of the candidate. Such a portfolio should include items such as: recommendation letter(s), summaries of student evaluations, and evidence of awards, content expertise, instructional design and/or delivery, mentoring, student accomplishments, and commitment to improving pedagogical practice.
- 1.32 Criteria: A nominee shall have a record of superlative teaching, affecting students in significant ways consistent with the highest objectives of the University.
  - 1.321 Neither professional achievement through research or creative scholarship nor service to the campus and community shall substitute for this basic requirement.
  - 1.322 The nominee's professional accomplishments, services to the campus and the larger community shall be evaluated for their quality and their contributions to the nominee's teaching.
  - 1.323 A significant part of each nominee's accomplishment shall have been established while a faculty member of The California State University.

1.4 Procedure for Award: All nominees shall be honored at an awards ceremony during the Spring Semester. The recipient of the Senate Award shall present a public lecture as part of the awards ceremony.

2.0 Alumni Award for Outstanding Faculty Contributions to the University

- 2.1 Faculty shall be so honored and shall receive monetary awards from the San Diego State University Alumni Association.
- 2.2 Criteria: The Faculty Honors and Awards Committee shall recommend faculty members who have contributed the most to the university or on behalf of the University to the community, the state, the nation, or the world of scholarship in such categories as outstanding teaching, distinguished scholarship or professional activity, or other exceptional service.
- 2.3 Procedure
  - 2.31 Each spring the Faculty Honors and Awards Committee shall recommend one tenured, probationary, or FERP faculty member from each college for an Alumni Award for the following academic year. The committee may choose not to recommend an award in a college. The SDSU-IV Campus and the Library shall be considered as colleges.
  - 2.32 Nominations shall be called for the by the Office of Faculty Advancement and the Faculty Honors and Awards Committee during the first week of the spring semester. Nominations may be received from students, faculty members, administrators, alumni, and other members of the community. Each nomination shall include (a) a completed nomination form available from the Office of Faculty Advancement and (b) no more than four pages of justification. Nominations shall be submitted to the appropriate dean's office in accordance with the schedule established by Faculty Advancement.
  - 2.33 Each dean shall appoint and confer with a faculty committee designed to review nominations for the award. The dean shall provide the committee with copies of nominations.
  - 2.34 The college committees shall obtain curricula vitae and supporting documentation of nominees. Each college committee shall submit at least three unranked nominations with written rationales for the committee's choices that convey the values of each candidate's contribution. Colleges with fewer than 50 tenured, probationary, and FERP faculty may submit two unranked nominations.

- 2.35 Each dean shall forward these recommendations and supporting materials to the Faculty Honors and Awards Committee via the Office of Faculty Advancement.
  - 2.36 The Faculty Honors and Awards Committee shall recommend nominees to the President, who shall select the recipients. Deans shall submit to the Office of Faculty Advancement précis of the recipients' accomplishments.
- 3.0 San Diego State University Diversity Excellence Award
- 3.1 This award shall recognize faculty with an exemplary commitment to diversity and inclusion in the areas of teaching, service, and/or research. Each spring no more than three faculty members shall be honored at the annual SDSU Diversity Awards ceremony. Faculty members shall be selected for their commitment to the university's shared vision of diversity and social justice, specifically in the areas of contributions made to their students, to their academic disciplines, and to their campus communities.
  - 3.2 Procedure and Criteria for Nomination
    - 3.21 Nominations shall be called for by the Faculty Honors and Awards Committee in conjunction with the Chief Diversity Officer and the Chair of the Committee on Diversity, Equity and Outreach.
    - 3.22 Nominations may be received from students, faculty members, administrators, alumni, and other members of the community.
    - 3.23 A nominee shall have a record of outstanding performance in one or more of the following areas: Student engagement, inclusive curriculum, commitment to social justice, cross-cultural understanding, diverse community service, and research.
    - 3.24 Each nomination may be supported by evidence that includes any or all of the following:
      - (a) a curriculum vitae containing detailed lists of the nominee's achievements as a teacher, as a member of the profession, and as a member of the campus community, and
      - (b) descriptive and evaluative written statements by present and/or former students, by colleagues in the nominee's academic discipline, by campus administrators, and by others who are qualified to comment upon the nominee's contributions. Such written statements should include a brief paragraph identifying the writer and the writer's qualifications for nominating the candidate.
    - 3.25 The nominee's professional accomplishments shall be evaluated for their quality and their contributions to diversity and social justice. The nominee's teaching and service to the campus and larger community shall be evaluated for their relevance in developing student cultural competence, supporting the attraction and retention of diverse students, and for their overall significance.
    - 3.26 Each college is encouraged to submit at least one and no more than three nominations to the Awards Committee.
    - 3.27 From the nominations received, the Awards Committee shall select at least one.
    - 3.28 All recipients shall be honored at the SDSU Diversity Awards ceremony each spring.

**Endowed Chairs**

- 1.0 Named gift endowments from private sources may be established for endowed chairs and professorships. Faculty support endowments are important to the university because they help ensure that San Diego State University is able to recruit and retain extraordinary teachers and researchers. Endowment funds may support faculty professional development and research activities, provide faculty salary support or a combination of both, depending upon the needs of the program and/or the wishes of the donor. The President must approve faculty positions bearing the name of an individual(s) or organization(s) in recognition of a significant faculty support endowment gift.
- 2.0 Establishing Endowed Faculty Positions

- 2.1 Endowed faculty positions shall be consistent with the mission and goals of the university. No department or school shall be required to accept a gift of an endowed chair.
- 2.2 Endowed positions may be fully or partially funded by private support. Endowed faculty positions will be established only after the necessary funding has been obtained. Named faculty positions can be created through endowment gifts and/or annual contributions. The use of annual gifts to support a named faculty position is only permitted when there is a legally enforceable written pledge to provide direct support to a named position. Funding for all endowed positions shall be administered through the Campanile Foundation.
- 2.3 Endowed positions that result from a gift agreement shall conform to the conditions of the gift.
- 2.4 The President shall establish categories that represent the following types of endowed faculty positions:
  - 2.41 Positions that bring to the university internationally recognized faculty who will have a transformational impact on the University and whose research and teaching will provide students with an exceptional opportunity for study. The highest level of academic recognition at SDSU, awarded to the most distinguished scholars in their field to enhance their scholarly efforts and research.
  - 2.42 Positions that bring to the university nationally recognized faculty who will have a transformational impact on a program, department, or college, and whose research and teaching will provide students with an exceptional opportunity for study. Awarded to the most eminent scholars in their field to enhance their scholarly efforts and research.
  - 2.43 Positions intended to retain and attract outstanding faculty who are clearly leaders in their disciplines and whose contributions to a program, department, or college are critical to its ongoing success. Awarded to outstanding faculty to both reward and enhance scholarly efforts.
  - 2.44 Positions providing a naming opportunity for the donor and enabling the university to recognize and reward the most productive faculty or attract and retain less experienced faculty destined to achieve prominence in their field.
  - 2.45 Other faculty support endowments may include fellowships and awards for research and/or teaching.
- 3.0 Appointment of Faculty to Endowed Positions
  - 3.1 Nominations for candidates for endowed chairs and professorships shall originate in the department or school using the normal appointment processes involving the unit personnel committee, shall be recommended by the college dean, and shall be forwarded along with the necessary documentation to the Provost for recommendation to the President before an offer is made. Nominations may be for either internal or external candidates.
  - 3.3 It is the expectation that holders of endowed chair fulfill the expectations of the position. In cases where this ceases to apply, on recommendation of the department, the dean and the Provost to the President, the President may revoke the title of the endowed chair. In such cases the faculty member shall retain professorship status under normal pay and workload if tenured.
- 4.0 Chaired professors shall be so designated in official correspondence and in university catalogs, bulletins, and publications.
- 5.0 Appointment as a chaired professor shall not in itself imply tenure other than as granted by normal university procedures.

**Grievance**

Faculty employees or groups of employees who allege that they have been directly wronged by a violation, misapplication, or misinterpretation of a term or provision of the Collective Bargaining Agreement (CBA) may seek resolution of disputes in accordance with the provisions and procedures stated in the Collective Bargaining Agreement (CBA).

## **SDSU-IV Campus**

- 1.0 Faculty Appointment and Assignment: As of April 17, 1990, faculty appointed with duties at the SDSU-IV Campus (IVC) shall be appointed in San Diego campus departments or schools and the IVC. By virtue of their department or school appointment, IVC faculty shall have the rights and privileges of membership in a San Diego campus department or school and those of the faculty at the IVC, including seniority by date of tenure-track appointment and eligibility to serve on department or school or IVC committees. These faculty shall also be liable to the same department or school criteria and standards for personnel actions, namely: appointment, reappointment, promotion, tenure, and post-tenure review.
  - 1.1 In applying department or school criteria and standards for personnel actions, units shall weigh accordingly the distinctive requirements of IVC assignments, even as they consider varying obligations and accomplishments among their faculty assigned to the San Diego campus.
  - 1.2 Those recommended by departments or schools and approved by the President shall be granted department or school seniority by the date of their original tenure-track appointments to San Diego State University.
  - 1.3 Tenure-track faculty appointed to a department or school on the San Diego campus may apply before January 1 of any year for an appointment at the IVC. The request shall be addressed to the Faculty Council at the IVC, which shall forward its recommendation to the President or designee.
- 2.0 Personnel Action Procedures
  - 2.1 The Dean of the IVC shall request appointments and reappointments of IVC faculty.
  - 2.2 Personnel actions for IVC faculty appointed in San Diego campus departments or schools shall be initiated in the relevant San Diego campus units but shall be directed to the IVC Peer Review Committee and Dean and shall follow normal channels; they shall not be directed to San Diego campus colleges or deans.
  - 2.3 Personnel actions for faculty appointed only at the IVC shall be initiated by duly constituted IVC faculty committees, shall be directed to the IVC Dean, and shall follow normal channels; they shall not be directed to San Diego campus departments or schools, colleges, or deans.
  - 2.4 Assisted by IVC faculty, San Diego campus departments or schools shall be responsible for peer evaluation of teaching effectiveness at the IVC. The IVC shall be responsible for student evaluation of IVC teaching effectiveness.
  - 2.5 San Diego campus departments or schools may delegate to the IVC the appointment, reappointment, and peer evaluation of temporary faculty.
- 3.0 Instructional Assignments
  - 3.1 IVC faculty may apply to teach wholly or partially at the San Diego campus. This application shall require presidential approval upon receipt of approval of the IVC Dean and the San Diego campus department or school and college according to their criteria and procedures.
  - 3.2 IVC and San Diego campus faculty shall be encouraged to request intercampus teaching for which there shall be compensation such as reassigned time for travel or for instructionally related research.

## **Leaves, Difference-in-Pay**

- 1.0 A difference-in-pay leave shall be for purposes beneficial to San Diego State University.
- 2.0 A full-time faculty employee, including temporary, shall be eligible for a difference-in-pay leave who has served full time for six years preceding the leave. A faculty unit employee shall be eligible for a subsequent difference-in-pay leave who has served full time for three years after the last sabbatical leave or difference-in-pay leave. The President may determine that previous service within The California State University shall be counted toward difference-in-pay eligibility.
  - 2.1 Up to one year of a professional leave of absence without pay may be counted as service for a difference-in-pay leave. The faculty employee's department or school shall certify that the activity

engaged in during the leave without pay was of sufficient worth and relevance to one's service as a faculty member. Upon certification, the unit may request that the leave count as service. This request shall be granted upon endorsement by the college dean and approval by the Provost

- 2.2 An eligible faculty employee may apply for a leave by submitting a proposal to the department chair or school director. The application shall include a statement of the purpose of the difference-in-pay leave, a description of the proposed project and the CSU resources necessary to carry it out, and a statement of the time requested.
- 2.3 A difference-in-pay leave may be approved for one or more semesters or months as appropriate to the appointment.
- 2.4 The salary for a difference-in-pay leave faculty employee shall be the difference between the employee's salary and the salary at the rank of Instructor, Step 1. The salary for a difference-in-pay leave for a librarian employee shall be the difference between the employee's salary and the minimum salary of the lowest comparable time-base Librarian rank.
- 3.0 Department or school committees composed of tenured faculty members elected by the probationary and tenured faculty shall review difference-in-pay leave requests. The committees shall consider questions related to the quality of the proposed difference-in-pay leave. The department or school committee shall "not recommend" for difference-in-pay leave an applicant whose proposal it judges not worthy. If so, the applicant shall be allowed to alter the proposal to meet the unit's criteria. Department or school recommendations shall be forwarded to the dean of the college. The unit shall provide a statement to the dean of the college regarding the possible effect on the curriculum and the operation of the unit if the faculty employee is granted a difference-in-pay leave.
- 4.0 The college committee shall recommend regarding applications, taking into account department or school recommendations. The committee may also "not recommend" applicants for difference-in-pay leaves if it judges the proposal not worthy. These applicants may appeal this decision and may revise their proposals for final submission to the committee. The committee shall forward the recommendations to the dean of the college.
- 5.0 The dean shall recommend, taking into account the quality of the proposal and the college committee's recommendations. The dean may also "not recommend" an applicant for difference-in-pay leave if the proposal is not deemed worthy. Such applicants shall be informed in writing of the reasons for non-recommendation. The dean of the college shall consider department or school recommendations, the college's program needs, and college's budget implications. The dean shall forward the recommendations to the Provost.
- 6.0 The Provost shall consider the recommendations by the department or school committee and by the college and dean of the college, campus program needs, and campus budget implications. The Provost shall respond in writing to the applicant, including the reasons for approval or denial. A copy of this response shall be provided to the affected unit. If a difference-in-pay leave is granted, the response shall include the conditions of such a leave.
- 7.0 Final approval of a difference-in-pay leave shall not be granted until the applicant has filed with the President a suitable bond, an accepted statement of assets, or a promissory note that is at least equal to the amount of salary paid during the leave. The suitable bond, accepted statement of assets, or promissory note shall indemnify the State of California against loss if the employee fails to render the required service at San Diego State University following return from the difference-in-pay leave.
- 8.0 The Office of Faculty Advancement shall specify any deadlines relating to the leave procedures and shall specify the requirements of written reports of faculty employees accepting difference-in-pay leaves.
- 9.0 Privileges and Responsibilities
  - 9.1 Having completed a leave, the faculty employee shall submit a written report to the Provost, dean, and department chair or school director before the following October 15. Each college shall maintain a file of accepted proposals and written reports from persons granted difference-in-pay leaves.

- 9.2 A faculty employee on difference-in-pay leave shall be considered in work status and shall receive the same health, dental, and appropriate fringe benefits otherwise provided by The California State University.
- 9.3 A faculty employee on difference-in-pay leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.
- 9.4 A faculty employee on difference-in-pay leave shall not accept additional or outside employment without prior approval of the President.
- 9.5 A faculty employee shall render services to San Diego State University upon return from a difference-in-pay leave at the rate of one term of service for each term of leave.

**Leaves of Absence without Pay**

- 1.0 In the best interest of the university, a leave without pay may be granted to a faculty employee in accordance with the provisions and procedures stated in the Collective Bargaining Agreement (CBA).
- 2.0 Pursuant to the Collective Bargaining Agreement (CBA), the President may grant personal leaves of absence without pay and shall determine whether such a leave constitutes a break in service. A personal leave of absence without pay may be for the purposes of unpaid sick leave, outside employment, maternity/paternity/parental leave, or other personal purposes.
- 3.0 Professional leaves of absence without pay may be granted by the President (see CBA for provisions and procedures). A professional leave of absence may be for the purposes of research, advanced study, other forms of professional development, and other purposes of benefit to the university.

**Leaves of Absence with Pay**

Pursuant to the Collective Bargaining Agreement (CBA), a faculty employee may request a leave of absence with pay for bereavement, jury duty, voting, serving as a court-subpoenaed witness, fulfilling military requirements, maternity/paternity or a personal emergency.

**Leaves, Sabbatical**

- 1.0 A sabbatical leave shall be for purposes beneficial to San Diego State University.
- 2.0 A full-time faculty employee, including temporary, shall be eligible for sabbatical leave who has served full time for six years in the preceding seven years and at least six years after a previous sabbatical leave or difference-in-pay leave. Credit granted toward the completion of the probationary period for service elsewhere shall also apply toward fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.
  - 2.1 Up to one year of a professional leave of absence without pay may be counted as service for sabbatical leave. The faculty employee's department or school shall certify that the activity engaged in during the leave without pay was of sufficient worth and relevance to one's service as a faculty member. Upon certification, the unit may request that the leave count as service. The request shall be granted upon endorsement by the college dean and approval by the Provost. Leaves counted as service toward either tenure or a salary increment shall automatically count as service for a sabbatical leave.
  - 2.2 An eligible faculty member may apply for a sabbatical leave by submitting a proposal to the department chair or school director.
  - 2.3 The application shall include a statement of the purpose of the sabbatical, a description of the proposed project and the CSU resources necessary to carry it out, and a statement of the time requested, which shall not exceed one year.
  - 2.4 Sabbatical leaves for a faculty member or an academic year counselor may be for one semester at full salary or two semesters at one-half of full salary.

- 2.5 Sabbatical leaves for a librarian or 12-month counselor shall be for four months at full salary or eight months at one-half of full salary.
- 2.6 A sabbatical of two semesters may be implemented within two consecutive years, subject to the recommendation of the department or school and dean and approval of the Provost.
- 2.7 Those whose projects and applications for leaves of one semester at full salary are approved but whose ranking is not high enough to make it probable that they will receive such a leave may request that their applications be changed to a difference-in-pay leave.
- 3.0 Each college may allow department or school committees of tenured faculty to rank the applications submitted by probationary and tenured faculty. A faculty unit employee applying for a sabbatical shall not serve on these committees.
  - 3.1 If a department or school review committee makes a recommendation, the unit's chair or director may make an independent recommendation.
  - 3.2 The department or school committee shall "not recommend" for sabbatical leave an applicant whose proposal it judges not worthy. If so, the applicant shall be allowed to alter the proposal to meet the unit's criteria. Proposals specifically to advance an eligible faculty employee's candidacy for a degree shall not be acceptable. Applicants should discuss their proposals with their department chair or school director before submission.
  - 3.3 All applications and department or school rankings for sabbatical leaves shall be forwarded by the unit's chair or director to the dean.
  - 3.4 The department or school shall provide a statement to the dean of the college regarding the possible effect on the curriculum and the operation of the department or school if the applicant is granted a sabbatical.
- 4.0 The probationary and tenured faculty members of each college shall elect a college committee of tenured faculty by methods determined by the college faculty. The committee shall rank according to quality the applications from the college, taking into consideration department or school recommendations. The college committees may also "not recommend" applicants for sabbatical leaves if they judge the proposals not worthy. The department or school shall provide a statement to the dean of the college regarding the possible effect on the curriculum and the operation of the department or school if the applicant is granted a sabbatical. The college committee shall forward the recommendations and rankings to the dean of the college.
- 5.0 The dean shall rank the applications from the college, taking into account the quality of the proposed sabbatical project, the college committee's recommendations, and the college's program needs. The dean also may "not recommend" an applicant for sabbatical leave if the proposal is not deemed worthy. These applicants shall be informed in writing of the reasons for non-recommendation. The dean of the college shall forward the recommendations and rankings and non-recommendations to the Provost.
- 6.0 The Provost shall consider the recommendations from the college and the dean and shall approve or deny each request. The Provost shall respond in writing to each applicant, including the reasons for approval or denial. If a sabbatical leave is granted, the response shall include any conditions of the leave. A copy of the response shall be provided to the affected department or school and to the college committee.
- 7.0 Final approval of a sabbatical leave shall not be granted until the applicant has filed with the President a suitable bond, an accepted statement of assets, or a promissory note for an amount at least equal to the salary paid during the leave. The suitable bond, accepted statement of assets, or promissory note shall indemnify the State of California against loss in the event the employee fails to render the required service to San Diego State University following return of the employee from the sabbatical leave.
- 8.0 The Office of Faculty Advancement shall specify the requirements of written reports of faculty members accepting sabbatical leaves, determine the number of one semester at full salary sabbaticals required each year to comply with the Collective Bargaining Agreement (CBA), and establish and publish yearly deadlines.

- 8.1 If anyone granted a leave withdraws the request before actually taking the leave, the additional leaves available shall be granted in continuing rank order from the priority list within the college.
  - 8.2 A sabbatical of two semesters may be implemented within two consecutive years, subject to the recommendation of the department or school and dean and the approval of the Provost.
- 9.0 Privileges and Responsibilities
- 9.1 Having completed a sabbatical leave, the faculty employee shall submit a written report to the Provost, dean, and department chair or school director before the following October 15. Each college shall maintain a file of accepted proposals and of written reports from faculty granted sabbatical leaves.
  - 9.2 A faculty employee on sabbatical leave shall not accept additional or outside employment without prior approval of the President.
  - 9.3 A faculty employee on sabbatical leave shall be considered in work status and shall receive the same health, dental, and appropriate fringe benefits otherwise provided by The California State University.
  - 9.4 A faculty employee on sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.
  - 9.5 A faculty employee shall render services to San Diego State University upon return from a sabbatical leave at the rate of one term of service for each term of leave.

**Leaves, Sick**

Pursuant to the Collective Bargaining Agreement (CBA), a faculty employee may request that an absence be charged to sick leave.

**Personnel Files**

- 1.0 For the fair evaluation of colleagues, for good personnel practices, and in compliance with the Collective Bargaining Agreement (CBA), faculty members shall have access to records that pertain to them.
- 2.0 Official Personnel Action File
  - 2.1 The official Personnel Action File (PAF) for, probationary, and tenured faculty employees shall be located in the Office of Faculty Advancement; the custodian for the PAF shall be the Associate Vice President for Academic Affairs / Faculty Advancement. The official PAF for part-time and full-time temporary faculty employees shall be located in the department or school office; the custodian shall be the department chair or school director.
  - 2.2 The PAF shall contain the information upon which personnel actions regarding a faculty employee shall be based. Information used to make personnel recommendations or revisions shall be written, signed, and placed in the PAF.
  - 2.3 Material identified by source may be placed in the PAF. Identification shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the material. Information submitted by the faculty employee and by academic administrators may include statements and opinions about the qualifications and work of the faculty member provided by other persons identified by name.
  - 2.4 A copy of materials to be placed in the PAF shall be provided to the faculty employee five days prior to such placement except for temporary suspension or discipline, wherein the employee shall receive copies of materials being forwarded to the PAF. The five-day delay in filing may be implemented in the Office of Faculty Advancement, the college, or the department or school. After five days, the custodian shall place the material in the PAF. This provision shall not apply to material placed in the file created for periodic evaluations or performance reviews as part of the faculty evaluation process.

- 2.5 A faculty employee shall have the right of access to the material in his or her PAF, exclusive of pre-employment materials. The employee shall have access to pre-employment materials when the materials are used in personnel actions.
  - 2.6 A faculty employee may request an appointment for the purpose of inspecting his or her PAF. Such appointment(s) shall be scheduled promptly during normal business hours. The manner of inspection shall be subject to reasonable conditions. The employee may have another person accompany him or her to inspect the PAF.
  - 2.7 Within 14 days following receipt of a faculty employee's written request, the Associate Vice President for Academic Affairs / Faculty Advancement shall provide a copy of requested materials. The employee may be required to bear the cost of duplicating such materials.
  - 2.8 The PAF shall contain an access log for each faculty employee. Access to the PAF shall be for the purpose of official business only. All instances of access shall appear on the log.
  - 2.9 Requests by faculty employees to correct or delete materials in the PAF shall be sent to the custodian of the file with copies to the dean and faculty committee if appropriate. Probationary and tenured faculty employees shall appeal the denial of a request to the Provost within seven days of the denial. The Provost shall respond to the appeal within 21 days after receipt of the appeal. Part-time and full-time temporary faculty employees shall appeal the denial of a request to the Associate Vice President for Academic Affairs / Faculty Advancement within seven days of the denial. The Associate Vice President shall respond to the appeal within 21 days after receipt of the appeal.
- 3.0 Other Faculty Employee Files
- 3.1 The PAF shall indicate the location of other records kept on campus to which the faculty employee has access. These records and their location shall include personnel and payroll files and college and department or school duplicate records.
  - 3.2 Colleges and departments or schools may maintain copies of material contained in the PAF in other working files for convenience. Only the official PAF may be used as the basis of personnel actions.
  - 3.3 Working files maintained in colleges and departments or schools that contain duplicates of material in the PAF shall be secured and access to them limited to appropriate administrators (deans and chairs or directors) and administrative support staff.
  - 3.4 Pre-employment applicant files shall be kept in the department or school in a separate location from other working files until the end of the faculty employee's probationary period.
  - 3.5 Grievance records shall be kept in a file separate from the grievant's PAF. The Office of Faculty Advancement shall manage faculty employee grievances and shall maintain grievance records.
- 4.0 Working Personnel Action File
- 4.1 The Working Personnel Action File (WPAF) shall be defined as that file specifically generated for use in an evaluation cycle.
    - 4.11 The WPAF shall include (a) required forms and documents, (b) information specifically provided by the employee being evaluated, (c) information provided by faculty members, students, and academic administrators, (d) faculty and administrative evaluation recommendations from the current cycle, and (e) all rebuttal statements and responses.
    - 4.12 Materials for evaluation submitted by a faculty employee to the WPAF shall be deemed incorporated by reference in the PAF but may not be physically placed in the file. An index of those materials shall be prepared by the employee at the beginning of the cycle and shall be submitted with the materials.
  - 4.2 The WPAF shall be forwarded from the department or school to the dean and shall contain rebuttals and responses to rebuttals made within the department or school. Chairs or directors shall

ensure that faculty employees are provided copies of the materials collected or prepared by the department or school and placed in the WPAF.

- 4.3 The dean shall ensure that faculty employees are provided with copies of the materials added to the WPAF by the college.
  - 4.4 The WPAF shall be declared closed on a date determined by the Office of Faculty Advancement and the Senate Committee on Faculty Affairs. Insertion of material after the date of this declaration shall have the approval of the University Promotions and Tenure Review Panel. Material to be added shall be limited to items that become accessible after the closing date of the file. This material shall be returned to the initial evaluation committee for review, evaluation, and comment before consideration at subsequent stages of review. If during the review process the absence of required evaluation documents is discovered, the WPAF shall be returned to the level at which the requisite documentation should have been provided. These materials shall be provided in a timely manner.
  - 4.5 The WPAF shall be incorporated into the PAF after final action has been taken. The WPAF shall no longer exist after the personnel action for which it was created has been concluded.
  - 4.6 Departments and schools are responsible for validating the WPAF before it is released for evaluation. Validation insures that files are complete and accurate, and that items included in the WPAF exist and are properly identified. The designee for the validation process shall be the department or school peer review committee or the department chair or school director.
- 5.0 Written Student Evaluation of Teaching Effectiveness
- 5.1 All course sections taught by faculty employees shall be evaluated by students unless consultation with a college has resulted in an agreement by the dean of the college and the college peer review committee to evaluate fewer sections. In cases where student evaluations are not required for all course sections, sections chosen for evaluation shall be representative of the faculty unit employee's teaching assignment, and shall be jointly determined in consultation between the faculty unit employee being evaluated and his/her department chair or program director. In the event of disagreement, each party shall select 50% of the course sections to be evaluated. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File. Results of evaluations may be stored in electronic format and incorporated by extension into the Personnel Action File provided that individuals involved in evaluations and personnel recommendations or decisions are provided secure access for these purposes.
    - 5.11 For the purpose of clarity and comparability across campus, responses to all quantitative items shall be rated from 1 to 5, with 1 the lowest (worst) and 5 the highest (best). These numbers shall correspond to the following descriptors, in the following order: 1=Poor, 2=Below Average, 3=Average, 4=Good, 5=Excellent. Responses of "not applicable" or "does not apply" shall be placed at the end.
    - 5.12 Each form shall contain three common questions that together constitute universal reference points or common ground across the university's faculty evaluation process. The following common questions shall be the first questions on each form:
      - Rate the instructor's overall organization and presentation of the course material.
      - Rate the instructor's focus on the student learning outcomes listed in the syllabus.
      - Rate the instructor's teaching overall.In addition to these quantitative items, each form shall contain at least two open-ended, qualitative items prompting students to provide written comments. The common open-ended questions shall be:
      - What were the instructor's strengths?
      - In what ways might the instructor improve this course?

- 5.13 Any additional evaluative items shall be limited in number—no more than 10 additional quantitative items and no more than one additional qualitative item. Additional items shall emphasize criteria that are credibly evaluated by students (such as clarity of instruction, usefulness and timeliness of feedback on assignments and exams, perceived fairness, punctuality and reliability, ability to stimulate student interest, ability to communicate one’s subject matter or expertise, and problem-solving ability), rather than criteria that students are not particularly well qualified to judge (such as the instructor’s knowledge of the subject matter or teaching methodology).
  - 5.14 If included on the form, demographic items (such as class standing, major, and so forth) and student self-evaluative items (such as hours spent on the class) should be listed last and clearly distinguished from instructor evaluation items.
  - 5.15 The evaluation results report shall contain a composite mean of the three common questions as well as an overall average of all quantitative items.
  - 5.16 Student evaluations collected as part of the regular student evaluation process shall be anonymous and identified only by course number.
  - 5.17 Student communications or evaluations provided outside of the regular evaluation process shall be identified by name in order to be included in the Personnel Action File.
  - 5.18 The results of student evaluation of instruction shall be an important element of the evaluation of instruction but not the sole indicator of instructional quality.
  - 5.19 The results of student evaluations of teaching effectiveness for temporary faculty employees shall be included in their periodic evaluations as required.
  - 5.20 The results of student evaluations of teaching effectiveness for probationary and tenured faculty employees shall be part of the WPAF as required.
- 6.0 When classroom visits are utilized as part of the evaluation process, the faculty member shall be provided a notice of at least 5 days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class (es).

**Political Tests for Employment**

No one shall be denied employment at San Diego State University on the basis of a political test, whether of belief or association. Fitness to be a member of the faculty shall be determined by professional qualifications judged by one’s peers and by one’s conduct, not by one’s lawful political associations. The university acknowledges but protests the requirement that United States citizens sign an oath of allegiance.

**Probationary Faculty, Appointment of**

- 1.0 Recommendations regarding probationary appointments shall originate at the department or school. Probationary appointment procedures shall include the following:
  - 1.1 Each department or school shall elect a search committee of at least three tenured or probationary faculty employees for the purpose of reviewing and recommending candidates for probationary appointments.
  - 1.2 Each department or school search committee recommendation report shall be approved by a simple majority of the membership of the committee. An abstention shall count as a negative vote.
- 2.0 Recommendations and decisions concerning appointment shall be based on (a) demonstrated potential for professional competence and (b) a willingness to accept professional responsibilities in developing teaching effectiveness, professional growth, and service to the community and in achieving and maintaining high standards of professional conduct.
- 3.0 The department or school shall recommend for appointment to full-time positions only those candidates who by virtue of their qualifications can be expected to meet reappointment, tenure, and promotion criteria. The department or school may recommend appointment with tenure at the rank of Associate or Professor.

- 4.0 The initial department or school review of a candidate for appointment at the rank of Professor shall be conducted with utmost care and diligence, whether or not the candidate is also being considered for an administrative office. The unit shall not recommend the appointment unless it can document clear advantage to the university in hiring the candidate at this rank. The criteria shall normally be those for promotion to Professor, namely: a cumulative record of excellence in teaching, professional growth and service.
- 5.0 When a person is appointed to the faculty with both instructional and non-instructional responsibilities, the criteria for the evaluation of teaching, professional growth, and service for reappointment and tenure decisions shall be stipulated in the letter of appointment. The criteria shall be established jointly by the department or school and the dean of the college to which the faculty employee is appointed, and shall be approved by the Associate Vice President for Academic Affairs / Faculty Advancement and the Provost. In appointments at the rank of Professor, the provisions of sec. 4.0 also shall apply.
- 6.0 When a person is appointed to the faculty with stipulations that will prevail in later decisions on reappointment, retention, and tenure, the stipulations shall be made to him or her in writing before formal acceptance of the appointment. Dates and times shall be stated; however, no stipulations shall be made that will circumvent established rules and procedures.
- 7.0 Upon the request of a majority of the full time tenured and probationary faculty members of the department or school, the search committee may be asked to reconsider its recommendations.
- 8.0 The department or school appointment committees shall encourage information from non-tenured faculty and from students.
- 9.0 Persons appointed to academic positions at San Diego State University or its auxiliaries shall be judged on their merits. Immediate family members of faculty members (professors, administrators, and librarians) may be considered for academic positions (teaching, administrative, and library). Faculty employees shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families.
- 10.0 After considering the recommendations of the department or school and the dean of the college, the President shall appoint faculty employees. No faculty employee shall be deemed appointed in the absence of an official written notification from the President or designee.
- 11.0 Official notification to a faculty employee of an appointment shall include the beginning and ending dates of appointment, classification, time base, salary, rank, employee status, assigned department or school, and other conditions of employment.
- 12.0 Initial probationary appointments and subsequent probationary appointments may be for a period of one or more years.
- 12.1 Probationary appointments shall normally be made at the Assistant Professor or Senior Assistant Librarian rank. The President may appoint a faculty employee at a higher rank on the determination of merit consistent with the provisions of sec. 4.0.
- 12.2 The President, upon recommendation of the affected department or school, may grant to a faculty employee at the time of initial appointment to probationary status up to two years' service credit for probation based upon (a) previous service at a postsecondary education institution, (b) previous full-time CSU employment, or (c) comparable experience.

#### **Probationary Faculty, Periodic Evaluation of**

- 1.0 A probationary faculty employee shall receive either a periodic evaluation or a performance review during each year of probation but shall not receive both in the same academic year.
- 1.1 To be considered for reappointment, promotion, or tenure in an academic year, a faculty employee shall undergo a performance review in that academic year.
- 1.2 Each school or department shall develop procedures and criteria for periodic evaluations of probationary faculty.

- 2.0 Probationary faculty shall normally receive a periodic evaluation in the first year of a two-year appointment or in the first and second years of a three-year appointment.
- 3.0 For those with teaching responsibilities, procedures shall include at least the consideration of student evaluations of teaching performance.
- 4.0 The probationary faculty employee shall be provided a copy of the written record of the periodic evaluation, and a written record of a periodic evaluation shall be placed in the employee's Personnel Action File.

**Professional Activities, External**

- 1.0 San Diego State University shall generally support appropriate consulting and other external professional activities by its professional personnel but it shall not permit such activities that interfere with university duties. Activities that may enhance professional experience and complement campus activities in general should not exceed the equivalent of a 20 percent overload (i.e., one three-unit class).
- 2.0 Conditions and Criteria
  - 2.1 The university policy on outside professional activities shall apply to full-time faculty, academic administrators, or professional staff.
  - 2.2 Full-time professional employees shall devote primary effort to their regular university responsibilities, including teaching, research, administration, and university-related community service. They should not undertake professional activities that would interfere with the effective performance of regular university responsibilities and duties.
  - 2.3 Faculty members shall determine the allocation of their time with due regard for the full, proper, and effective performance of regularly assigned university duties. Consulting and other external professional activities should not exceed the equivalent of 20 percent overload. This shall not apply to activities performed while on leave without pay, during the regularly scheduled holidays, or in recess periods. However, it shall apply to faculty members while employed full time by the university during a summer session.
  - 2.4 A member of the faculty, administration, or professional staff shall not accept (a) employment as a consultant or (b) regular and continuing external employment that will conflict with or oppose the interests of the university. One shall not accept consultancies on specific projects wherein the parent company or organization is soliciting business relationships with the university; nor shall one perform services for organizations bidding against the university for contracts or grants. San Diego State University endorses the statement On Preventing Conflicts of Interest in Government-Sponsored Research at Universities (1964), which identifies potential hazards in consulting relationships and should be referred to in evaluating individual consulting activities.
  - 2.5 A teaching or research appointment at another educational institution is an appropriate professional activity when justified by professional returns to the faculty member and the university. When, however, a conflict of interest may arise, the faculty member shall contact the department chair or school director regarding the appropriateness of the proposed teaching or research activity at another institution.
  - 2.6 University resources, personnel, and students shall not be used for outside professional activities without prior approval and a formal agreement, including reimbursement procedures.
  - 2.7 Faculty, administrators, and professional staff shall not be designated as "consultants" when providing professional services on grants and contracts administered by the San Diego State University Research Foundation. This limitation shall conform to Internal Revenue Service rulings that an established employee relationship shall preclude the possibility of a coincident consultant relationship. Such work may be performed, however, as an overload by a person designated as a "Research Associate" subject to the limitations of the Collective Bargaining Agreement (CBA).
  - 2.8 Upon written request directed to a full-time Unit 3 faculty employee by the appropriate administrator, the employee shall provide a written statement of the amount and approximate distribution of time devoted to continuous outside employment during the academic term to which

he or she has been appointed. Such requests may be made when the appropriate administrator has determined that such information is necessary to ascertain compliance with the following provision: Outside employment shall not conflict with normal work assignments or satisfactory performance of the duties of the faculty unit employee.

- 2.9 The employee shall not convey any endorsement by the university of his or her consulting and other professional activities. Consulting agreements should stipulate that the University is not a party to the agreement or in any way responsible or liable for the performance or results of the activity. The name of the university and official university stationery shall not be used for external consultancies so to suggest that the activity is part of the employee's regular university duties.
- 2.10 No employees shall enter into any outside consulting agreement that conflicts with the university's policy on patents and copyrights.

### **Professional Responsibilities<sup>2</sup>**

- 1.0 This statement of professional responsibilities shall serve as a guide to responsible performance that is consistent with the highest ideals of the academic profession. It is not intended to serve primarily as a reference for disciplinary action. Ordinarily, departures from responsible professional behavior should be corrected by calling the matter to the attention of the person involved and handled within the individual's academic unit. If a breach of professional responsibility is alleged that cannot be, or is not, adequately handled informally within the basic academic unit, the matter should be taken up at the next institutional level. Nothing in this statement shall be construed in such a way as to interfere with or restrict faculty members' exercise of their academic freedom or basic constitutional rights, including but not restricted to, political activity, freedom of speech, and right to privacy.
- 2.0 The faculty of San Diego State University shall subscribe to the Statement on Professional Ethics (2009) by the American Association of University Professors (<http://www.aaup.org/>).
- 3.0 Faculty Colleagues: When there is reason to believe that a faculty colleague has violated standards of professional behavior, professors should take the initiative to inquire about or to protest against apparently unethical conduct. Potential risks should not diminish the obligation of professors to pursue what they believe to be well-founded concerns of professional wrongdoing by other members of the faculty.
- 4.0 Plagiarism
  - 4.1 Plagiarism shall be a serious offense in the academic community, reflecting on the integrity of the perpetrator. Due to degrees of plagiarism, from the inadvertent misplacement of a footnote to the fraudulent use of another's work to secure personal advancement, a faculty member engaged in cooperative research with fellow faculty members or with students shall scrupulously ensure that each person's contributions are fully acknowledged and that students are fully aware of the gravity of plagiarism.
  - 4.2 For due process, a charge of plagiarism shall not be considered in deliberations for promotion or tenure until such a charge be proven by the disciplinary action process, as defined by the Collective Bargaining Agreement (CBA).
  - 4.3 Wherein the above procedures warrant a formal investigation of charges of plagiarism, the disciplinary procedures of the Collective Bargaining Agreement (CBA) shall be followed.
  - 4.4 After charges of plagiarism have been resolved through the disciplinary procedures of the Collective Bargaining Agreement (CBA), the charges shall not be introduced in future personnel deliberations. New information related to past charges shall be subject to the provisions of the Collective Bargaining Agreement (CBA).
- 5.0 Public Assembly: Faculty-sponsored meetings, assemblies, and public, on-campus activities, shall be conducted so as to respect the rights and prerogatives of the members of the academic community. Public address (sound amplification) systems shall be used only if their use does not interfere with classes, study,

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<sup>2</sup> Approved April 2017

and other scheduled university activities. Use of such equipment for outdoor faculty-sponsored events held on campus during university hours shall be approved in advance by Student Life and Leadership.

- 6.0 Additional Areas of Ethical Responsibility: Faculty and other members of the academic community should refer to university administrative policies that provide annual or multi-year assurances to various federal and state agencies concerning ethical responsibilities of faculty and other members of the academic profession when engaging in research activities at the university.
- 7.0 As members of San Diego State University, professors and other academic professionals shall:
  - a. Request a leave of absence or resign their academic position when acute conflicts between the claims of politics, social action, economic interest, and conscience, on the one hand, and expectations of students, colleagues and institution, on the other, preclude the fulfillment of substantial academic obligations.
  - b. Use the university logo only in an appropriate manner (see current policy set by the Department of Marketing and Communications).
  - c. Not engage in sexual relationships with students currently enrolled in their courses or under their supervision

### **Reappointment, Tenure, and Promotion: Criteria (Excluding Library Faculty and Student Affairs Faculty)**

- 1.0 The State of California Master Plan for Higher Education designates teaching as the California State University's primary responsibility and recognizes research, scholarship, and creative activity and service as essential to meeting our responsibilities to our students and to the public interest. Accordingly, San Diego State University faculty shall be committed to excellence in teaching and shall conduct research, scholarship, and creative activity because of their intrinsic worth to society, because they may bring additional resources to the campus, and because they enhance and contribute to excellence in teaching. Active participation in service to the university, the profession, and the broader community as public scholars shall be integral to faculty duties because it ensures responsiveness to the needs of our students, to other constituents of the university, and to the public that is served.
- 2.0 Because the university provides access to underrepresented groups as well as traditional groups, the faculty shall be responsive to diverse student populations and needs through teaching, scholarship, research, and service.
- 3.0 Probationary and tenured faculty shall be evaluated on their achievements and contributions in (a) teaching, (b) research, scholarship, and creative activities, and (c) service activities to the university, the profession, and the community that enhance the mission of the university. In presenting one's work to peer review committees, each candidate shall write a narrative summarizing and, when appropriate, integrating work in these three areas; and explaining how this work contributes to the candidate's continuous development as a member of the faculty. Excellence in teaching shall not substitute for weakness in professional growth, nor shall excellence in professional growth substitute for weakness in teaching.
  - 3.1 Teaching Effectiveness: The primary qualification for reappointment, tenure, or promotion shall be a demonstration of continuing excellence in teaching. Criteria for evaluating teaching effectiveness may include: command of the subject and currency in the field; skill in organizing and presenting material in ways that engage and motivate diverse student populations to participate in their own learning; ability to foster critical thinking; integration of professional growth into the curriculum; reflection upon and adjustment of teaching strategies in response to assessment of student learning; and use of innovative or creative pedagogies. Evidence for evaluating teaching effectiveness shall include student evaluations of instruction applied in appropriate teaching situations (e.g., classroom teaching, public lectures, seminars, studio, or laboratory teaching). Evidence also may include: peer evaluations of teaching; creative course syllabi with clearly-stated learning outcomes; honors and distinctions received for excellence in teaching; textbooks; development of instructionally related materials; use of new technologies in teaching and learning; involving and mentoring students in research, scholarship, or creative activities; significant contributions to curriculum development; and contributions to student recruitment, advising, mentoring, and retention. Where appropriate, faculty are encouraged to contextualize all evidence within a continuing process of reflection and adjustment intended to promote a learner-centered and evidence-based approach to teaching effectiveness.

- 3.2 Professional Growth: A consistent pattern of continuous growth in research, scholarship, or creative activity that is relevant to the discipline or field of study shall be essential to the teaching effectiveness of faculty members, to the body knowledge of the profession, and to the mission and stature of the university. Criteria for evaluating professional growth shall include: significant and sustained contributions of high quality to the field; a well developed, coherent, and focused research plan or artistic vision; originality of thought and creativity; a demonstrated capacity for independent intellectual progress; and innovative contributions to the body of knowledge. Evidence for evaluating professional growth, as identified and defined in department or school and college guidelines, shall comprise: externally reviewed professional growth activities including, as a primary and necessary element, refereed publications of merit (which may include contributions to the scholarship of teaching and learning), or juried or curated exhibitions and performances. In appropriate disciplines, extramural grant funding may be required to support research, but grant funding is not in and of itself sufficient for tenure and/or promotion. Additional evidence of research, scholarship, and creative activity that supports the primary evidence above may include: presentation of scholarly papers; non-refereed or invited publications, exhibitions, and performances; translation and annotated editions; awards, grants, and honors received; journal or book editing; and leadership of and participation in seminars, workshops, institutes, and competitions. Quality of the evidence may be identified in several ways, appropriate to the various disciplines, and may include: published or unpublished reviews of a candidate's work; external reviews; number of citations for a published work; journal impact factors; acceptance rates; stature of journal or book editorial boards; and/or reputation of journal or publisher in the field. The candidate shall delineate his or her role/contribution in all scholarly works.
- 3.3 Service to the university, the profession, and the community: Service is essential to the excellence of the university. Evidence of service may include appropriately documented activities that apply the faculty member's professional expertise to the benefit of the university and community, such as: student outreach and retention; service to the department or school, college, and university; refereeing or judging for professional journals, grant agencies, and artistic panels; significant committee work; student mentoring; active participation in professional associations; offices in university-associated or relevant community organizations; appropriate governmental boards or commissions; educational lectures; advancement of public or private support for the university; and seminars for community groups. Appropriate service activities are expected for candidates at all levels but shall not replace the requirement for excellence in teaching and professional growth. In rare cases, however, when a tenured candidate distinguishes herself or himself in performing such duties to the significant benefit of the university and/or beyond, and when this performance is appropriately documented over a significant length of time, such service for the university shall have more than the usual bearing on promotion decisions.
- 4.0 Standards for promotion to the rank of Professor shall be demonstrated by a cumulative record of excellence in teaching effectiveness, professional growth, and service beyond that which is required for promotion to Associate Professor. Candidates for promotion to Professor must demonstrate superior contributions to teaching effectiveness, such as devising and/or adopting innovative and effective teaching tools, approaches and curricula, engaging in substantive program assessment, serving on university or professional curriculum committees, and/or receiving recognition for teaching excellence. Candidates for promotion to Professor also shall provide evidence of a strong and coherent program of continuous professional growth that demonstrates their expertise in a particular field or area and impact of their work upon the body of knowledge. A higher level of service and participation in shared governance is expected and more weight shall be given to them for promotion to the rank of Professor.
- 5.0 Departments or schools and colleges shall provide guidelines specifying how university criteria shall be applied to and interpreted in disciplines within a department, school or college. These guidelines shall not contradict or be inconsistent with the university criteria. In the event of conflict between university criteria and any department, school or college guidelines, or procedures, the university criteria shall govern.
- 6.0 The entire professional record of the candidate shall be considered, including accomplishments prior to appointment at this university. Work developed or sustained while serving at this university shall be essential to the award of tenure and/or promotion.

- 7.0 Achievements shall be supported by evidence as specified above. Candidates may list all achievements in a curriculum vitae. Candidates shall present in their Personnel Data Summary (PDS) a limited listing and discussion of no more than five of their important achievements in each of the three categories.

### **Reappointment, Tenure, and Promotion: Procedures**

#### 1.0 Definitions and Eligibility

##### 1.1 Personnel Decisions

- 1.11 Personnel decisions shall include decisions regarding appointment, reappointment, tenure, and promotion.
- 1.12 Faculty participation shall be in accord with Title 5 of the California Code of Regulations, the Collective Bargaining Agreement (CBA), and university policy. University policy shall not contradict or be inconsistent with the Collective Bargaining Agreement. In the event of conflict between any university, college, or department/school policy and the Collective Bargaining Agreement. The Collective Bargaining Agreement shall govern.
- 1.13 Faculty employees, students, academic administrators, and the President may contribute information to the evaluation of a faculty employee. Only tenured faculty employees and academic department administrators shall engage in deliberations and make recommendations to the President (or designee) regarding the evaluation of a faculty employee.

##### 1.2 Probationary Period

- 1.21 The normal probationary period shall be six years of full-time probationary service. Probationary faculty may request consideration for tenure earlier than the sixth year if the faculty employee believes he or she has satisfied the criteria for tenure.
- 1.22 The President or designee may award tenure to a faculty employee before the normal six-year probationary period.
- 1.23 A first- or second-year probationary academic employee may be terminated with proper notice at the end of that academic year. Terminal year appointments shall be limited to probationary faculty who have served a minimum of three years of probation.
- 1.24 When the President or designee determines that credit toward tenure or tenure at San Diego State University shall be granted, the candidate's letter of appointment shall specify status with regard to tenure or credit toward tenure. In calculating the probationary period, a year of service shall commence with the first fall semester of the appointment.
- 1.25 A probationary faculty employee shall normally be considered for promotion when considered for tenure.

##### 1.4 Promotion

- 1.41 A tenured faculty employee shall normally be considered for promotion after having served four years in the same rank or classification, although upon application, a faculty employee may be considered for promotion to professor, librarian equivalent, or SSPAR Level III before serving this full period.
- 1.42 The list of faculty employees eligible to be considered for promotion shall be prepared by the Associate Vice President for Academic Affairs / Faculty Advancement and shall be distributed by June 15 annually to each college office. Each faculty member shall also receive notification of eligibility in their campus mail box. Questions concerning a faculty employee's eligibility for promotion shall be directed to the Associate Vice President for Academic Affairs / Faculty Advancement.
- 1.43 Other tenured faculty employees whose names do not appear on the promotion eligibility list shall be considered for promotion by submitting a Working Personnel Action File

(PDS and One-of-a-Kind file) to the department or school peer review committee no later than the date established by the Office of Faculty Advancement.

- 1.44 The Associate Vice President for Academic Affairs / Faculty Advancement shall report by October 15 the statistical results of the promotion procedures for the two previous years. This report shall be sent to all personnel on the Executive Committee distribution list, its availability announced to the campus, and it shall be made available in all department or school and college offices. This report shall list by college (a) the number of eligibles, (b) the number of eligibles not considered, (c) the number of applicants not on the eligibility list, (d) the number of faculty recommended by the department and school committees, (e) the number of faculty recommended for simultaneous promotion and tenure by the department and school committees, (f) the number of faculty recommended by the college committees, (g) the number of faculty recommended by the University Promotions and Tenure Review Panel, (h) the number of faculty recommended by department chairs, school directors, deans, the University Promotions and Tenure Review Panel, and the Provost, and (i) the number of promotions awarded. This report shall also include the number of faculty currently eligible for promotions.

## 2.0 Criteria and Responsibilities

- 2.1 Recommendation and decisions concerning reappointment and tenure shall be based on demonstrated performance and acceptance of professional responsibilities. The responsibilities of a faculty member shall include (a) effectiveness of teaching, (b) professional growth, and (c) service to the university, profession and the community. Furthermore, the faculty member shall accept the high standards of professional conduct in these three categories. The results of student evaluations of instruction shall be important in evaluating instruction but not the sole indicator of instructional quality.
- 2.2 The department or school shall use the probationary period for evaluation of the new faculty member. Each probationary faculty employee shall be evaluated annually according to procedures determined by the tenured members of the unit in accordance with the established criteria. The chair or director shall promptly inform the faculty member in writing regarding strengths, weaknesses, and prospects for a future career in the unit as indicated by the evaluation.
- 2.3 All tenured and probationary faculty members of the department or school or of the college may recommend procedures and criteria, subject to limitations.
- 2.4 Department or school personnel documents shall respond at least to the following points:
  - 2.41 The documents shall specify the type of data to be gathered and the method(s) of gathering data and shall provide for the inclusion of the data with the final report.
  - 2.42 The documents shall provide clear standards by which faculty members may measure their performance in (a) teaching effectiveness, (b) professional growth, and (c) service.
  - 2.43 The documents shall specify how evaluation of faculty members is to be achieved (vis., who does the evaluation, what procedures are used to evaluate, where the evaluation is reported).
  - 2.44 The documents shall indicate the actual relative weights that are to be assigned to teaching effectiveness, professional growth, and university service, and of the various ways in which these may be evidenced.
  - 2.45 The documents shall specify guidelines regarding procedures or criteria detailed by university and college regulations. These shall be clearly referenced and may be included verbatim. These guidelines shall not contradict or be inconsistent with the university criteria. In the event of conflict between university criteria and any department, school, or college guidelines, criteria, or procedures, the university criteria shall govern.
- 2.5 Evaluation criteria and procedures shall be made available to the faculty member no later than 14 days after the first day of instruction of the academic term and to the evaluation committee and the

academic administrators before the formal evaluation begins. Once the evaluation has begun, there shall be no changes in evaluation criteria or procedures.

- 2.6 Written copies of the current procedures and criteria shall be filed with the Office of Faculty Advancement and shall be available to the University Promotions and Tenure Review Panel. The department chair or school director shall make available the current procedures and criteria to any faculty member.

### 3.0 Working Personnel Action File

- 3.1 Faculty employees are responsible for preparing a Working Personnel Action File (WPAF) consisting of a Personnel Data Summary (PDS) and a One-of-a-Kind file. The WPAF format for the current evaluation cycle must be used. An index of the One-of-a-Kind file is required. The WPAF shall be submitted to the department or school peer review committee no later than the date established by the Office of Faculty Advancement. Evaluating committees and administrators shall be responsible for identifying and providing materials relating to evaluation not provided by the faculty employee.
- 3.2 Personnel Action Files shall be declared closed on a date determined by the Office of Faculty Advancement but no sooner than 10 working days after the deadline for submission. The department or school shall inform the faculty member of this requirement.
- 3.3 Nonsubmission of these forms by a faculty member eligible for promotion shall be considered a withdrawal from the process.
- 3.4 Departments, schools, and colleges shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Academic Affairs / Faculty Advancement. Peer review committees and faculty may annually forward requests for revision of the PDS format to the Associate Vice President for Academic Affairs / Faculty Advancement or to the Committee on Faculty Affairs.
- 3.5 The supporting documentation considered by a department or school peer review committee and forwarded to the college committee shall include (a) one copy of all verbatim student comments for the six most recent semesters in which each candidate taught (fewer than six semesters may be provided if the candidate has been on campus for fewer than six semesters), (b) peer evaluations of teaching available, (c) one copy of all tangible evidence of teaching, professional growth, and service specified in the PDS, and (d) previous letters of review by committees and administrators.
- 3.6 At the conclusion of the reappointment, tenure, and promotion process, the One-of-a-Kind file shall be returned to the candidate. A copy of the PDS and of all recommendations shall be placed in the official personnel file.

### 4.0 Review Process

#### 4.1 Levels of Review

- 4.11 Peer recommendation on personnel decisions shall originate with the lowest organization level, usually the department or school.
- 4.12 There shall be three levels of review for reappointment, tenure, and promotion: department or school, college, and university. The department or school peer review committee and department chair or school director shall constitute the department level. The college committee and dean shall constitute the college level. The University Promotion and Tenure Review Panel shall constitute the university level, with the final decision being made by the President or designee on behalf of the university.
- 4.13 The Office of Faculty Advancement shall announce a schedule including dates by which members of the department or school peer review committee, the college peer review committee, and the University Promotion and Tenure Review Panel shall be elected.
- 4.14 Each evaluating committee or administrator shall review the WPAF and send its recommendation to the faculty employee according to the published time lines.

- 4.15 At all levels of review, the reviewing committee or individual shall use proper letter of recommendation format including a response/rebuttal date and copy notations. Before recommendations are forwarded to a subsequent review level, faculty employees shall be given a copy of the recommendation and the written reasons therefore. A faculty employee may rebut or respond in writing or may request a meeting to discuss the recommendation within ten days following receipt of the recommendation. A faculty employee submitting a response or rebuttal must include a completed response/rebuttal form. Attachments are not allowed. Only the faculty employee is allowed to submit a response or rebuttal. Departments/schools and colleges shall have procedures in place for processing responses/rebuttals. A copy of the response or rebuttal shall accompany the PDS and shall be sent to the previous levels of review. Evaluation time lines shall not be extended to accommodate the rebuttal process.
- 4.16 A request for external review of materials submitted by a faculty member may be initiated at any level of review by any party to the review. Such a request shall document (a) the special circumstances that necessitate an external reviewer and (b) the nature of materials needing the evaluation of an external reviewer. The President shall approve the request with the concurrence of the faculty member. At the department, school, or college level, the President's designee shall be the dean. At the level of the university Promotions and Tenure Review Panel or of the President, the Associate Vice President for Academic Affairs / Faculty Advancement shall be the President's designee.
- 4.2 Formation and Composition of Peer Review Committees
- 4.21 For reappointment and tenure consideration, committee members must be tenured faculty employees of any rank.
- 4.22 In promotion considerations, peer review committee members shall have higher ranks than those being considered for promotion. Faculty employees being considered for promotion shall be ineligible for service on promotion or tenure review committees. An eligible faculty member who withdraws from promotion consideration may serve on a peer review committee.
- 4.23 Faculty members may serve on more than one committee as long as they do not review the same faculty employee at more than one level of peer review in one academic year.
- 4.24 A department chair or school director who makes a separate recommendation shall not participate as a member of the departmental peer review committee, but may serve as an external member of another department or college committee.
- 4.25 Members of a committee making personnel decisions shall regard all matters brought before the committee and all deliberations of the committee as confidential except as disclosure is permitted or required by other sections of the Policy File or by law.
- 4.3 Departments and Schools
- 4.31 The probationary and tenured faculty employees of the department or school shall elect a peer review committee of tenured faculty employees that shall operate in accordance with written procedures consistent with college procedures to review and recommend faculty employees being considered for retention, tenure, or promotion. Each peer review committee evaluation report and recommendation shall be approved by a simple majority of the committee members.
- 4.32 When there are insufficient eligible members to serve on the peer review committee, the department shall elect members from related academic disciplines.
- 4.33 Excluding those who sit on peer review committees or who are candidates for promotion, each department chair or school director shall submit an independent recommendation regarding candidates for promotion.
- 4.34 When the response/rebuttal date to the department or school peer review committee and department chair or school director has passed, the letters of recommendation, along with

the response/rebuttal and forms from the candidate shall be added to the PDS before the WPAF is forwarded to the college level of review. The WPAF shall be forwarded to the next level of review in a timely manner. The evaluation timelines shall not be extended to accommodate the rebuttal process. College committees shall examine each candidate's supporting documentation to ensure that departments and schools have forwarded the necessary materials.

- 4.35 Favorable and unfavorable recommendations for tenure or reappointment shall be fully justified according to established criteria. This justification shall include (a) copies of annual letters to the candidate pointing out the strengths, weaknesses, and prospects for a future career in the department or school, (b) evidence that department or school expectations were made clear to the candidate at the time of appointment, and (c) all other relevant supporting documentation.

#### 4.4 Colleges

- 4.41 Each college shall establish a peer review committee for reappointment, tenure, and promotions by vote of probationary and tenured faculty employees within the college.
- 4.42 If recommendations for reappointment are positive from all levels, the college level of review shall forward the recommendations directly to the President or designee who shall review and consider the materials submitted.
- 4.43 College peer review committees shall establish and operate under written procedures ratified by the electorate of the college eligible to vote in Senate elections. A majority of those voting shall ratify the written procedures.
- 4.44 The college committee considering a recommendation on promotion different from a department or school committee's may proceed only after submitting to that committee notification in writing including the candidate's name, the tentative recommendation by the college committee, and the area of concern if the tentative recommendation by the college committee is negative. The college committee should offer to meet with the department or school committee before making a final recommendation.
- 4.45 If any administrators other than the Deans are involved in the review and recommendation of candidates at the Dean level, their names shall also be included on the letter of recommendation.

#### 4.5 University

- 4.51 The University Promotions and Tenure Review Panel shall consist of one tenured faculty employee with the rank of Professor from each college. Members of the Panel shall serve two-year staggered terms. A term may be extended one year to assure sufficient overlap of membership. Each college shall establish procedures and criteria for electing one member, and the procedures shall include participation by probationary and tenured faculty employees. The elected member shall be chosen by a date established by the Office of Faculty Advancement. The Panel shall elect one of its members as chair. The chair shall be a voting member.
- 4.52 All recommendations regarding reappointment (except as specified in sec. 4.42) and tenure shall be reviewed by the University Promotions and Tenure Review Panel before the notification dates for probationary academic employees. Candidates for reappointment, tenure, and promotion shall be evaluated according to established criteria.
- 4.53 The University Promotions and Tenure Review Panel shall review WPAF's of all faculty employees who have received one or more negative recommendations for reappointment.
- 4.54 The Panel shall review all recommended promotions from each college to ensure equity throughout the university. Candidates who received all negative recommendations for promotion at the department and college level must write a letter of appeal to the Panel within seven days of receipt of the recommendation or the process stops and the WPAF is returned to the candidate.

- 4.55 The Panel shall make its recommendations based on individual merit by established criteria, together with the documentation and without regard for balancing among colleges. The Panel may recommend for promotion as many faculty members as it judges qualified.
- 4.56 When considering a recommendation on promotion different from a college committee's, the Panel may proceed only after submitting to that committee in writing including the candidate's name, the tentative recommendation by the Panel, and the area of concern if the tentative recommendation by the Panel is negative. The Panel should offer to meet with the college committee before making a final recommendation.
- 4.57 When the response/rebuttal date to the Panel has passed, the letters of recommendation, along with the response/rebuttal and forms from the candidate, shall be added to the PDS before the WPAF is forwarded to the President or designee for the final decision. The WPAF shall be forwarded in a timely manner to the next level of review. Evaluation time lines shall not be extended to accommodate the rebuttal process.
- 4.58 After the recommendation from the Panel is received, if the President's or designee's examination of the case leads to a preliminary decision different from the Panel's, the President or designee shall meet with the Panel to provide an opportunity for the Panel to inform the President or designee more fully of the evidence and considerations upon which its recommendation was based and to hear the President's or designee's response.

#### 5.0 Notification

- 5.1 Each faculty employee not promoted by the President or designee shall be informed by the President or designee of his or her reasons for non-recommendation.
- 5.2 The President or designee shall send the final decision to faculty employees according to the published timeline. Official notification to a probationary faculty employee of a terminal year appointment shall indicate that the faculty employee has no further appointment rights. Terminal year appointments shall be limited to probationary faculty who have served a minimum of three (3) years of probation. If tenure is awarded, it is effective at the beginning of the academic year succeeding the year in which tenure is awarded. The decision of the President or designee is final.
- 5.3 Probationary academic employees shall be notified in writing concerning decisions on reappointment, tenure, or termination according to the following schedule:
  - 5.31 No later than February 15 of the first and second full-time probationary year if the employee is to be (a) terminated at the end of that academic year or (b) reappointed to an additional probationary year. If the reappointment is for an additional probationary year and the probationary academic employee requests or is recommended for tenure, the tenure decision for this employee shall be made at the same time as the tenure decisions for third or subsequent year probationary academic employees.
  - 5.32 No later than June 1 of the third year or subsequent full-time probationary year if the employee is to be (a) reappointed to a terminal year, (b) reappointed to an additional probationary year, or (c) reappointed with tenure.
  - 5.33 After all recommendations are complete and the President or designee has arrived at a decision, the President or designee shall inform in writing no later than June 1 the eligible faculty employees selected for promotion. The President or designee also shall inform in writing no later than June 1 the candidates not selected for promotion.
- 5.4 Failure to notify a probationary faculty employee by the notice date shall not constitute automatic reappointment or tenure. Both reappointment and tenure shall come only from notification from the President of the university or designee. The employee who does not receive notification of the decision by the notice date shall request a decision from the President or designee.

## **Reappointment, Tenure, and Promotion of Librarians: Criteria**

- 1.0 The University Library at San Diego State University shall be the main intellectual resource that supports the university's teaching, research, and service. Library faculty shall be committed to excellence in library service. Professional research, scholarship, and creative activity that complement and strengthen library service shall be valued highly by the library faculty. Contribution to the mission of the University Library through active participation in service for San Diego State University shall be considered integral to the duties of library faculty.
- 2.0 In order to provide access to information for all clientele, librarians shall be sensitive and responsive to the university's diversity in culture, language, and ethnicity through their library service, scholarship, and research. Probationary and tenured librarians shall be evaluated (a) in achievements and contributions in library service, (b) in research, scholarship, and creative activities, and (c) in service activities for the university. In presenting one's work to peer review committees, each candidate shall write a narrative summarizing, and when appropriate, integrating, work in all three areas.
  - 2.1 **Effectiveness of Librarianship:** The primary qualification for reappointment, tenure, or promotion for library faculty shall be excellence in library service. Effectiveness of librarianship shall be measured by the expertise demonstrated in assigned areas of responsibility, including but not limited to the following: reference service or cataloging skills; knowledge of a subject and its bibliographical resources; library instructional abilities; knowledge and skill in utilizing automation or electronic media in libraries; effective managerial skills; insight and sensitivity to diverse student populations; intellectual integrity; critical thinking; and integration of professional growth. Effectiveness of librarianship shall be evaluated by peer observation supplemented by student evaluations or other forms of review, and evidence of effectiveness may include honors and distinctions received for excellence in librarianship, contributions to the campus instructional program, research assistance, and support of a diverse student population.
  - 2.2 **Professional Growth:** Continuous growth in librarianship, professional research, scholarship, or creative activity that complements and strengthens one's ability to carry out library service shall be essential to the effectiveness of library faculty employees, to their own professional stature, and the stature of the university. Evidence of this growth shall include publications of merit; presentation of professional papers; awards, grants, and honors received; active participation in professional organizations; participation in workshops and on panels; library applications research; creative activities that substantially improve or expand library service; and pertinent travel and study. Evidence of externally reviewed professional growth activities shall be required for promotion and tenure, for example: publication by professional societies or in other refereed sources, extramurally evaluated grants or awards, juried performances or exhibitions, reviews of works compiled or written by the candidate, recognition by professional societies through offices, awards, and invited presentations, and design and implementation of innovative services.
  - 2.3 **Service to the University and the Community:** Every library faculty employee shall assume responsibility for participating in activities that apply the employee's expertise to the benefit of the university and community, for example: student outreach and retention; department, library, and university committees; student mentoring, offices in university-associated or relevant community organizations, and library related lectures and seminars for community groups. When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the university and when this performance is appropriately documented over a significant length of time, such service for the university shall have more than the usual bearing on reappointment, tenure, and promotion decisions. However, the primary criterion shall be effectiveness of librarianship, and professional growth shall be an important consideration.
- 3.0 There shall be three tenure-track librarian ranks: Senior Assistant Librarian, Associate Librarian, and Librarian. A probationary library faculty member shall not be promoted beyond the rank of Associate Librarian. Standards for promotion shall be higher at each higher rank. Librarians being considered for promotion shall not serve on promotion or tenure committees. For promotion considerations, committee members shall have a higher rank or classification than those being considered.

- 4.0 Candidates may list all achievements in a curriculum vitae. Candidates shall present in their Personnel Data Summary (PDS) a limited listing and discussion of no more than five of their important achievements in each of the three categories and should support the achievements by documentation.
- 5.0 The entire professional record of the candidate shall be considered.
- 6.0 The University Library shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Academic Affairs / Faculty Advancement. Peer review committees and faculty may annually forward requests for revision of the PDS format to the Associate Vice President for Academic Affairs / Faculty Advancement or to the Committee on Faculty Affairs.
- 7.0 The supporting documentation considered by the Library peer review committee shall include (a) peer evaluations, (b) available student evaluations, (c) one copy of all tangible evidence of professional growth specified in the PDS, and (d) previous letters of review by committees and administrators.
- 8.0 At the conclusion of the reappointment, tenure, and promotion process, the supporting materials shall be returned to the candidate. A copy of the PDS shall be placed in the official personnel file.

**Reappointment, Tenure and Promotion of Student Affairs Faculty: Criteria**

- 1.0 The primary mission of Counseling and Psychological Services (CPS) is to provide services to students and the university community that support and enhance the education of the whole person and nurture a healthy and productive learner-centered environment. Student Health Services (SHS) is an on-campus ambulatory medical and health promotion facility designed to provide the students with medical and preventive health care supportive of the educational mission of San Diego State University.
- 2.0 The SDSU learning community is extremely diverse. In order to work effectively on campus, CPS and SHS faculty must have demonstrable respect for diversity and an ability to work effectively from a cross cultural perspective with people from a wide range of backgrounds and value systems. Probationary and tenured counseling faculty shall be evaluated in a) counseling effectiveness (CPS) or programming effectiveness (SHS) b) professional growth, and c) service to the university and community.
  - 2.1 The primary qualification for reappointment, tenure, or promotion is excellence in counseling/programming. Evidence of counseling effectiveness (CPS) or programming effectiveness (SHS) may include knowledge and skill with a broad range of psychotherapeutic theories and interventions; integration of professional growth into the psychological or other services provided to students and the university community; knowledge and competence to work effectively with students from multicultural backgrounds; the ability to make discerning judgments regarding the full range of complex legal and ethical issues that relate to counseling/clinical work
 

Counseling effectiveness (CPS) or programming effectiveness (SHS) may be evaluated by various methods such as peer reviews, case presentations, case consultations, chart review, student evaluations of counseling, intern evaluations of supervision and training, program evaluation, and publications or presentations.
  - 2.2 Professional Growth: Evidence of growth in counseling skills, professional research, and scholarship that complements and strengthens one's ability to provide competent professional service is essential to the effectiveness of all Student Affairs Faculty members, to their own professional stature, and the stature of the University.
 

The forms of scholarship expected from Student Affairs Faculty could best be described as the scholarship of integration and the scholarship of application. More specifically, this is assimilating the knowledge acquired by study of a particular topic and translating said knowledge base to applied clinical or program settings. The scholarship of discovery in the form of refereed articles would not be expected to predominate amongst criteria to demonstrate Student Affairs Faculty professional growth.

Evidence of professional growth includes activities which substantially improve or expand counselors knowledge and counseling skills in providing psychological services to students and the university community and may include: attendance and/or scholarly presentations at

professional training institutes and workshops; developing curriculum for trainees, interns and/or peer educators; presentation of professional projects; publications of merit; awards and honors; grants and contracts; participation in workshops and panels; and active participation in professional organizations. It is expected that Student Affairs Faculty demonstrate that they have knowledge of current treatments and techniques.

- 2.3 Service to the University and Community: Every counseling faculty member shall assume responsibility for participating in activities that apply their expertise for the benefit of the University and community. Examples of valued service would include: efforts to improve student outreach and retention; service on department and University committees; holding offices in University-associated or relevant community organizations; offering counseling related lectures and seminars for community groups; consulting with community groups; and volunteering in community organizations.

When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the University, and this performance is appropriately documented over a significant length of time, then service to the University shall have more than the usual bearing on reappointment, tenure, and promotion decisions. However the primary criterion is effectiveness of counseling/programming with professional growth an important consideration.

- 3.0 There shall be three tenure track counselor ranks, SSPAR-I, SSPAR-II, and SSPAR-III. Standards for promotion shall be higher at each higher rank. Counseling faculty being considered for promotion shall not serve on promotion or tenure committees. For promotion considerations, committee members shall have a higher rank or classification than those being considered.
- 4.0 Candidates will submit a Personnel Data Summary (PDS) with no more than five examples of important achievements in each of these three areas (counseling or programming effectiveness, professional growth, and service to the university and community). Candidates will also submit a current curriculum vitae.
- 5.0 The entire professional record of the candidate shall be considered.
- 6.0 The counseling faculty shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Academic Affairs / Faculty Advancement or to the Committee on Faculty Affairs.
- 7.0 The supporting documentation considered by the Counseling Faculty peer review committee shall include (a) available student evaluations, if applicable (b) one copy of all tangible evidence of professional growth specified in the PDS, and (c) previous letters of review by committees and administrators.
- 8.0 At the conclusion of the reappointment, tenure, and promotion process, the supporting materials shall be returned to the candidate. A copy of the PDS shall be placed in the official personnel file.

### **Retention and Development**

- 1.0 The retention and development of faculty shall be a crucial call for actions by the university administration, by colleges, schools, and departments, and by faculty.
- 2.0 The university administration, colleges, schools, and departments shall provide appropriate material resources to foster and support retention and development.
- 2.1 Funding opportunities for retention and development shall be made available to faculty throughout the calendar year.
- 2.2 Sabbaticals, leaves, and research grants shall be recognized as essential for retention and development and supported accordingly.
- 2.3 Initiatives, programs, committees, presentations, and other efforts directed at retention and development shall be supported accordingly.
- 3.0 Colleges, schools, and departments shall establish and maintain programs to foster retention and development.

- 3.1 Colleges shall direct schools and departments to review regularly and, if necessary, to revise their Reappointment, Tenure, and Promotion (RTP) policies and to bring them to the attention of their faculty.
- 3.2 Schools and departments, through well designed mentoring programs, shall work with probationary and other faculty to clarify expectations in the RTP process and to provide meaningful assistance in the preparation of RTP materials.
- 3.3 Schools and departments, cooperating with colleges and with the university administration, shall work with faculty to make available assigned time to reduce teaching loads for research, scholarship, and creative activity so as to support retention and development.
- 3.4 Faculty shall recognize their responsibility (a) to utilize the resources and programs that the university has established to foster and support retention and development and (b) to strive to allocate time and effort to reach the university's expectations in teaching, professional growth, and service.

### **Retirement and Emeritus Status**

#### 1.0 Emeritus Status

- 1.1 Conferral of emeritus status represents an honor bestowed by the university in recognition of significant and distinguished service to the university by faculty from San Diego State University who may seek to continue their affiliation with and service to the institution.
- 1.2 Privileges: The privileges of emeritus status, as available and following normal procedures for allocation, shall include (a) library privileges accorded all regular faculty members, (b) computer access upon recommendation of the appropriate departmental unit (school, department, college), and (c) available office space upon the recommendation of the department or school.
- 1.3 Eligibility: Emeritus status is granted at a campus, and may be conferred at more than one campus or university system. Years of service at the campus or system level, either continuously or at different times, may be considered as evidence of merit. Emeritus status may be conferred only upon faculty who have: (a) provided significant or sustained contribution in promoting the mission of the university, or (b) held employment with the California State University (CSU) system and who are eligible to activate their annuities from the CSU system. Exceptional cases of nonservice retirements, those who resigned from SDSU, or lecturers, may be considered for recommendation to the Senate based on merit.
- 1.4 Nomination: The Faculty Honors and Awards Committee shall recommend to the Senate faculty members eligible for emeritus status.
  - 1.41 Each semester, the Committee shall receive from the President's Office (a) a list of tenured faculty members who have informed the President of their intention to retire, (b) their anticipated dates of retirement, and (c) their status with respect to service retirement.
  - 1.42 Nominations for emeritus status shall be submitted by the Dean of the college or head of major academic unit to the Faculty Honors and Awards Committee. Nominations for exceptional cases must be accompanied by a rationale for conferral of emeritus status.
  - 1.43 If eligible persons are omitted from emeritus status, they may within three years of the date of prior decision request of the Chair of the Senate consideration for emeritus status.
- 1.5 Emeritus status shall be granted by formal action of the Senate, viva voce, to a tenured member of the faculty upon service retirement. Emeritus status shall be granted under other conditions to recognize extraordinary service to the university by a majority vote of the Senate taken viva voce.
- 1.6 The names of emeritus faculty shall be listed in the back of the General Catalog and with department and school faculty in the body of the Catalog.

### **Royalties from Instructional Materials**

- 1.0 It shall be a conflict of interest and a violation of professional ethics for a faculty member, academic department or school, or segment thereof to accept or solicit payment of royalties or commissions for assigned course materials, other than those published for general (national or international) sale.
- 2.0 In exceptional cases, royalties or commissions may be justified by the university President with advice from an ad hoc five-member review committee appointed by the President to include representatives from the office of the Provost, the Senate, the University Library, and the Associated Students. Final disposition of cases shall be reported to the Senate.

### **Substitutability**

- 1.0 Substitutability shall be the ability of faculty employees to substitute the summer session for either the fall or spring semester.
  - 1.1 Departments and colleges shall notify their faculty of any special criteria pertaining to substitutability.
  - 1.2 Faculty shall apply to their department chair or school director, who shall forward the department's or school's recommendation to the dean of the college.
  - 1.3 A faculty member shall demonstrate how a summer assignment benefits students, the department or school, and the college.
  - 1.4 No faculty employee shall be required to substitute summer session for fall or spring semester.
- 2.0 The teaching, research, and service responsibilities and rights of faculty substituting a summer session shall be the same as responsibilities and rights in the fall or spring semester.
- 3.0 Personnel decisions shall follow the normal department or school procedures.
- 4.0 Faculty, chairs, directors, and deans shall consider how substitution might affect responsibilities for teaching, research, advising, committee work, and other forms of service.
- 5.0 The Committee on Academic Resources and Planning shall report annually to the Senate on the budgetary advisability of implementing substitutability during the academic year.

Decisions regarding substitutability shall support the academic goals and mission of the University.

### **Temporary Faculty Appointments**

- 1.0 Faculty may be appointed at the rank of Lecturer to temporary full-time or part-time positions.
- 2.0 The President, after considering the recommendations of the department or school and the dean of the college, shall appoint temporary faculty employees. No faculty employee shall be deemed appointed in the absence of an official written notification from the President or designee.
  - 2.1 Temporary appointments may be for a semester, parts of a year, or one or more years. Temporary appointees, both full- and part-time, shall not be probationary faculty and shall not earn permanence or credit toward tenure despite length of service unless appointed to probationary tenure-track.
  - 2.2 The official notification to a temporary faculty employee shall also indicate that appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any further appointment rights. No other notice shall be provided.
- 3.0 An appointment for a less than full-time temporary faculty employee may depend upon conditions established at the time of appointment relative to enrollment and budget considerations. If a class is canceled, the temporary faculty employee shall be paid for class hours taught. Classes may be canceled before the third class meeting. Full-time temporary faculty employees shall not be appointed conditionally.
- 4.0 Part-time faculty employees shall be appointed for fractions of a 15-unit base (e.g., those who teach a three-unit course shall be hired for 0.2 time). If, however, a part-time employee is assigned advising or

committee work, the percentage of time may be increased to reflect the additional assignment if the assignment is written into the statement of Terms and Conditions of Appointment under “Special Duties.”

#### 5.0 Searches and Pools

- 5.1 Each department or school shall maintain a list of temporary faculty employees who have been evaluated by the unit. If such an employee applies for a position in the unit or applies to the unit’s applicant pool, the employee’s previous periodic evaluations and application shall receive careful consideration.
- 5.2 If a department or school undertakes a search for a part time position, it must be in full conformity with Nondiscrimination and Equal Opportunity Employment requirements. This search should create a pool of qualified candidates from which part-time appointments shall be made. For each appointment, the qualifications of all persons in the pool shall be reviewed and the most qualified person available shall be appointed.
- 5.3 If a department or school conducts a nationwide search for a full time temporary faculty member, it shall be in compliance with Equal Employment Opportunity (EOE) guidelines.

#### 6.0 Renewed Appointments

- 6.1 Appointment of a temporary faculty employee in consecutive academic years to a similar assignment in the same department or school shall require the same as or higher salary placement than in the previous appointment.
- 6.2 All appointments and reappointments of temporary faculty shall follow the procedures and guidelines established by the Collective Bargaining Agreement (CBA) and subsequent interpretations.

#### 7.0 Subsequent Tenure-Track Appointments

- 7.1 A part-time or full-time temporary faculty employee may apply for an open tenure-track position. If the employee proves to be the most qualified applicant after a nationwide search in full compliance with Nondiscrimination and Equal Opportunity Employment requirements, that person may be appointed to the tenure-track position.
- 7.2 If a person who has served in a full-time temporary position is appointed to a tenure-track position, the department or school may recommend that up to two years of service in the full-time temporary position be counted as service toward tenure. However, the dean of the college or the Provost may reject the recommendation in favor of the six-year probationary period.

- 8.0 Persons appointed to academic positions at San Diego State University or its auxiliaries shall be judged on their merits. Immediate family members of faculty members (professors, administrators, and librarians) may be considered for academic positions (teaching, administrative, and library). Faculty employees shall neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families.

#### **Temporary Faculty, Periodic Evaluation of**

- 1.0 Temporary faculty who have been hired for both semesters of an academic year shall be evaluated in the spring semester. Each department or school shall develop procedures and criteria for periodic performance appraisals of temporary faculty. Evaluation criteria and procedures shall be made available to the temporary faculty member no later than 14 days after the first day of instruction of the academic term.
  - 1.1 Evaluation shall occur before temporary hiring decisions for the following fall semester are made.
  - 1.2 The evaluation of full-time temporary faculty employees with teaching duties shall include student evaluations of teaching performance, peer review by a department or school committee, and evaluations by administrators. The departmental review may also consist of a review of class syllabi, in-class observations, or other materials related to teaching effectiveness.
  - 1.3 The evaluation of part-time temporary faculty employees with teaching duties shall include student evaluations of teaching performance, evaluations by administrators or department chair or school director, and the opportunity for peer evaluation from the department or school.

- 1.4 When classroom visits are utilized as part of the evaluation process, the faculty member shall be provided a notice of at least 5 days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es).
- 2.0 Full-time and part-time temporary faculty employees appointed for one semester or session shall be evaluated at the discretion of the department chair or school director, the appropriate administrator, or the department or school. The employee may request that an evaluation be performed.
- 3.0 Faculty employees, students, academic administrators and the President may contribute information to the evaluation of a faculty employee. Only tenured faculty employees and academic department administrators shall engage in deliberations and make recommendations to the President (or designee) regarding the evaluation of a faculty employee.
- 4.0 The employee shall be provided with a copy of the periodic evaluation by the peer review committee chair. Evaluations shall be signed by the appropriate administrator(s) and the peer review committee chair.
- 5.0 A written record of periodic evaluation shall be placed in the employee's Personnel Action File, and a copy of the evaluation given to the employee.
- 6.0 Temporary faculty eligible for an initial three-year appointment or a successor three-year appointment shall undergo a cumulative periodic evaluation.
  - 6.1 This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department or equivalent unit and evaluations by appropriate administrators.
  - 6.2 The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development.
  - 6.3 For an initial three-year appointment, this periodic evaluation shall consider the employee's cumulative work performance during the six-year period as defined in Article 12.12 of the CBA. For a subsequent three-year appointment, this periodic evaluation shall consider the employee's cumulative work performance during the entire three-year appointment.
  - 6.4 An initial or subsequent three-year appointment shall be issued if the temporary faculty unit employee is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position.
  - 6.5 The determination of the appropriate administrator shall be based on the contents of the Personnel Action File and any materials generated for use in any given evaluation cycle pursuant to Article 15.8 of the CBA.
  - 6.6 Where the appropriate administrator determines that a temporary faculty unit employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action File.

**Temporary Faculty: Range Elevation**

- 1.0 Eligibility: Temporary faculty employees (excluding coaches) shall be eligible for range elevation if they (a) are not eligible for additional Salary Step Increases (SSIs) in their current range and (b) have been employed in their current range for at least five years.
- 2.0 Criteria: To be considered for range elevation an applicant
  - a. Shall present evidence of excellence in teaching or other assigned duties, and
  - b. Shall be allowed to present evidence of professional development or significant contributions to service in the department or school, college, university, or community.
- 3.0 The application shall consist of a memorandum including (a) the applicant's request, (b) a complete curriculum vitae, and (c) a summary of contributions to the university and community since initial appointment or last range elevation, whichever is more recent.

#### 4.0 Procedures

- 4.1 Annually the Office of Faculty Advancement shall publish a schedule of deadlines for application, review, and notification. At least thirty (30) days prior to the commencement of the annual campus range elevation process and no later than March 1, the college shall notify those lecturers who may be eligible for range elevation.
- 4.2 Applications shall be submitted to the department chair or school director; a copy shall be submitted to the dean. The chair or director shall obtain a recommendation from the unit, shall add a recommendation, and shall forward the application and both recommendations to the dean.
- 4.3 The dean shall provide written notification to the applicant of his or her recommendation. The Office of Faculty Advancement shall provide the official notification to the applicant.
- 4.4 Range elevation applications that are denied may be appealed to the Office of Faculty Advancement.

#### **Tenure-Track Planning**

- 1.0 The university shall adopt a specific planning goal to establish the proportion of probationary and tenured faculty to 75 percent of the total of the university's full-time equivalent faculty (FTEF) positions dedicated to probationary and tenured faculty and lecturers. Each college shall formally examine its philosophy, mission, and pedagogies in relation to this proportion.
- 2.0 To meet this goal the university shall need to (a) refill the tenure-track positions that become vacant through retirements, resignations, terminations, and deaths, and (b) strive to maintain the 75 to 25 percent proportion.
- 3.0 This tenure-track renewal initiative shall become the university's highest fiscal priority.
- 4.0 The allocation of tenure-track positions shall be tied to programmatic planning by departments, schools, programs, and colleges.
- 5.0 After appropriate consultation with the Tenure-Track Planning Committee, the Provost shall determine and communicate to the university a policy concerning allocation of new and vacated tenure-track positions.

#### **Tenured Faculty, Periodic Evaluation of**

- 1.0 Every five or fewer years, tenured faculty employees not subject to a performance review for promotion shall be evaluated according to department or school procedures and criteria.
- 2.0 The periodic evaluations shall be conducted by a peer review committee of the department or school and by the dean of the college or designee.
- 3.0 For employees with teaching responsibilities, the procedures shall include but should not be limited to consideration of student evaluations of teaching performance in at least two courses for each year of the evaluation period. The courses shall typify the employee's teaching responsibilities. In the event of disagreement regarding the selection of courses, the employee and department chair or school director shall each select 50 percent of the courses.
- 4.0 A tenured faculty employee shall be provided a copy of the peer committee report of the periodic evaluation. The peer review committee chair or the dean of the college or designee shall meet with the tenured faculty member to discuss strengths and weaknesses and to suggest any improvement. A copy of the peer committee's and the dean's or designee's reports shall be placed in the employee's Personnel Action File.

#### **Titles and Appointments**

- 1.0 Faculty Unit Employees
  - 1.1 SDSU recognizes that the titles and appointment rights of bargaining unit faculty employees shall be defined by the Collective Bargaining Agreement between the California State University and the California Faculty Association. Faculty unit employees include tenured and probationary

faculty, full-time and part-time temporary faculty, library faculty, counselor faculty and other Student Services Professionals Academically Related, and coaching faculty.

1.2 Nothing in this policy shall conflict or compete with the provisions set out in the Collective Bargaining Agreement.

## 2.0 Research and Clinical Faculty

2.1 Upon the recommendation of the department or school, the dean of the college may appoint an individual to one of the following positions: (a) Research Assistant Professor, (b) Research Associate Professor, (c) Research Professor, (d) Clinical Assistant Professor, (e) Clinical Associate Professor, and (f) Clinical Professor.

2.2 Research or clinical faculty shall be defined as positions entirely funded through grants and contracts.

2.3 Research and clinical faculty must meet typical appointment level standards at rank as determined by unit personnel committee.

2.4 Research and clinical faculty shall receive annual appointments, with no commitment to funding and renewal subject to unit approval.

2.5 Research and clinical faculty may be promoted through the ranks subject to an evaluation procedure defined by department or equivalent unit policy.

2.6 When research and clinical faculty teach, they shall do so as temporary faculty members subject to the appropriate provisions of the Collective Bargaining Agreement.

2.7 No title shall be bestowed or used in the absence of department or school approval or without a formal letter from the dean of the college.

## 3.0 Special Lecturer Titles

3.1 Upon the recommendation of the department or school, the dean of the college may confer upon a temporary faculty member one of the following titles: (a) Research Scholar, (b) Clinical Scholar, (c) Executive Scholar, (d) Creative Arts Scholar, (e) Distinguished Lecturer, or (f) \_\_\_\_\_ in Residence (e.g., Artist in Residence, Poet in Residence, etc.).

3.2 Departments, schools, and colleges shall develop policies to govern the bestowal of titles listed in 3.1.

3.3 Endowments may be raised for named lectureships.

3.4 No title shall be bestowed or used in the absence of department or school approval or without a formal letter from the dean of the college.

## 4.0 Distinguished Visiting Professor

Upon the recommendation of a department or school, a noted authority may be granted the honorary rank of Distinguished Visiting Professor for up to one year. The Distinguished Visiting Professor shall not have any official responsibilities but shall receive (a) an office, desk, and appertaining accoutrements, (b) library privileges, (c) suitable social amenities, (d) scholarly and technical assistance when possible, and (e) the usual faculty parking privileges.

## 5. Distinguished Professor

5.1 Recipients of the Albert W. Johnson University Research Lecture shall be named as a Distinguished Professor in their discipline.

5.2 Recipients of the Senate Distinguished Teaching Award shall be named as a Senate Distinguished Professor in their discipline.

## 6.0 Adjunct Faculty (Volunteer Appointments)

6.1 Adjunct faculty shall be appointed without remuneration to provide various professional services to the university, such as teaching classes, giving occasional lectures, counseling students,

supervising student research, and engaging in cooperative research with other faculty. Adjunct faculty appointments shall be made when the arrangement is of value to both the university and to the person appointed.

- 6.2 The faculty status granted with the adjunct appointment (a) shall officially affiliate the appointee with the university, (b) shall allow access to facilities as approved by the dean of the college making the appointment, (c) shall provide library privileges, (d) shall give the right to purchase faculty parking each semester or session, (e) shall provide Workers Compensation for injuries or illness related to university duties, and (f) shall provide job-related liability protection.
- 6.3 Adjunct appointments shall be made for one semester or one year and may be renewed indefinitely. To meet legal requirements, they shall be renewed formally; informal arrangements shall neither confer faculty status nor provide the protections listed in 6.2 above. The letter of appointment shall name the person to whom the adjunct faculty member reports and shall generally state the services that the adjunct faculty member will provide.
- 6.4 Upon the recommendation of the department or school, the dean of the college making the appointment may assign one of the following titles: (a) Adjunct Assistant Professor, (b) Adjunct Associate Professor, (c) Adjunct Professor.

### **Vacancy Announcements**

- 1.0 Announcements of vacant probationary faculty positions shall be widely disseminated and shall fully conform with Nondiscrimination and Equal Opportunity Employment requirements. The President shall inform employees where announcements of all campuses' vacant tenure-track positions may be examined.
- 2.0 Announcements of vacant temporary faculty positions shall be appropriately disseminated. Employees and the Unit 3 collective bargaining agent shall be notified where such vacancy announcements may be examined.
- 3.0 The department or equivalent unit shall normally develop vacancy announcements subject to approval by the Office of Faculty Advancement.

### **Voting Eligibility in Departments, Schools, and Colleges**

- 1.0 Unless other standards of voting eligibility on a specific matter have been approved by the Senate, voting on all matters that come before a department, school, or college shall be open to the full-time tenured and probationary faculty except as follows:
  - 1.1 The probationary and tenured faculty employees of the department or school shall elect a peer review committee of tenured faculty employees to review and recommend faculty employees who are being considered for reappointment, promotion, or tenure. The minimum number for a group making recommendations concerning appointment, reappointment, tenure, promotion, and reassignment shall be three. If a department or school is unable to constitute an eligible group of three, it shall elect eligible tenured faculty employees from the college.
  - 1.2 Faculty members not in residence shall not have voting privileges.
  - 1.3 Faculty members who have been notified by the President that they will not be reappointed shall have voting privileges.
  - 1.4 Faculty members holding joint appointments shall vote in the department in which they hold their majority appointment.
- 2.0 In non-employment matters, voting privileges of faculty other than full-time tenured and probationary faculty shall be determined by their departments, schools, or colleges.
- 3.0 Each department, school, and college shall file with both the office of the dean of the college and the Office of Faculty Advancement a current copy of its regulations governing voting eligibility.

**Workload**

The Collective Bargaining Agreement (CBA) shall state the various provisions that apply to the annual assignment of workload for full-time and part-time instructional faculty, library faculty, and coaching employees.

**Work Year**

The Collective Bargaining Agreement (CBA) shall provide the details on the number of workdays in an academic year, the work year of a full-time 10-month employee, and the work year of a full-time 12-month employee.