

**AGENDA**  
 Executive Committee Meeting  
 CSUSM Academic Senate  
 Wednesday ~ February 26, 2014 ~ Kellogg 5207  
 \*\*\*Note earlier start time: 11:30 a.m.\*\*\*

- I. Approval of agenda
- II. Approval of minutes of 02/19/2014 meeting
- III. Chair's report, [Vivienne Bennett](#)      [OSU Bullying policy/E.O. 1089](#)  
     Referrals:    FAC    Review RTP standards for Social Work  
                   APC    Centers & Institutes policy revision  
                   NEAC   Directors as eligible faculty  
                   APC    EL Roles & Responsibilities policy revision
- IV. Vice chair's report, [Laurie Stowell](#)
- V. Provost's report, Graham Oberem    *unable to attend*
- VI. Discussion items
  - A. FAC/NEAC Update from Lecturer Inclusion Task Force
  - B. LATAAC Proposed revised charge    *attached*
  - C. UCC Flow chart re opposition & new curricular form language    *attached*
  - D. Addressing UCC's workload/creating Graduate Studies Program & Policies Committee
  - E. BLP Self-support delivery of existing programs    *attached*
  - F. FAC Post-tenure review policy revision    *attached*
  - G. NEAC Election rules revision    *attached*
  - H. NEAC Changes to APC's membership    *attached*
  - I. FAC Sabbatical leave policy
  - J. FAC CEHHS RTP policy revision    *attached*
  - K. NEAC Unfilled seats
  - L. APC Graduate probation, disqualification & reinstatement policy revision    *attached*
  - M. Senate chair & vice chair terms
- VII. Special presentation  
     Institutional learning outcomes, Eisenbach/Meulemans      ***Time certain 1:40 pm***
- VIII. EC members' concerns & announcements

<b>Coming soon to EC &amp; Senate</b>		
<b>EC</b>	Mid-March: WASC/Assessment update	
<b>Senate</b>	3/5 Graduation Initiative update	4/9 Palliative Care presentation

*Next meeting: March 5, 11:30-12:50 p.m. ~ Commons 206*

1 **LATAC: Draft of proposed revision to Constitutional charge**  
2 (requires vote by the faculty)

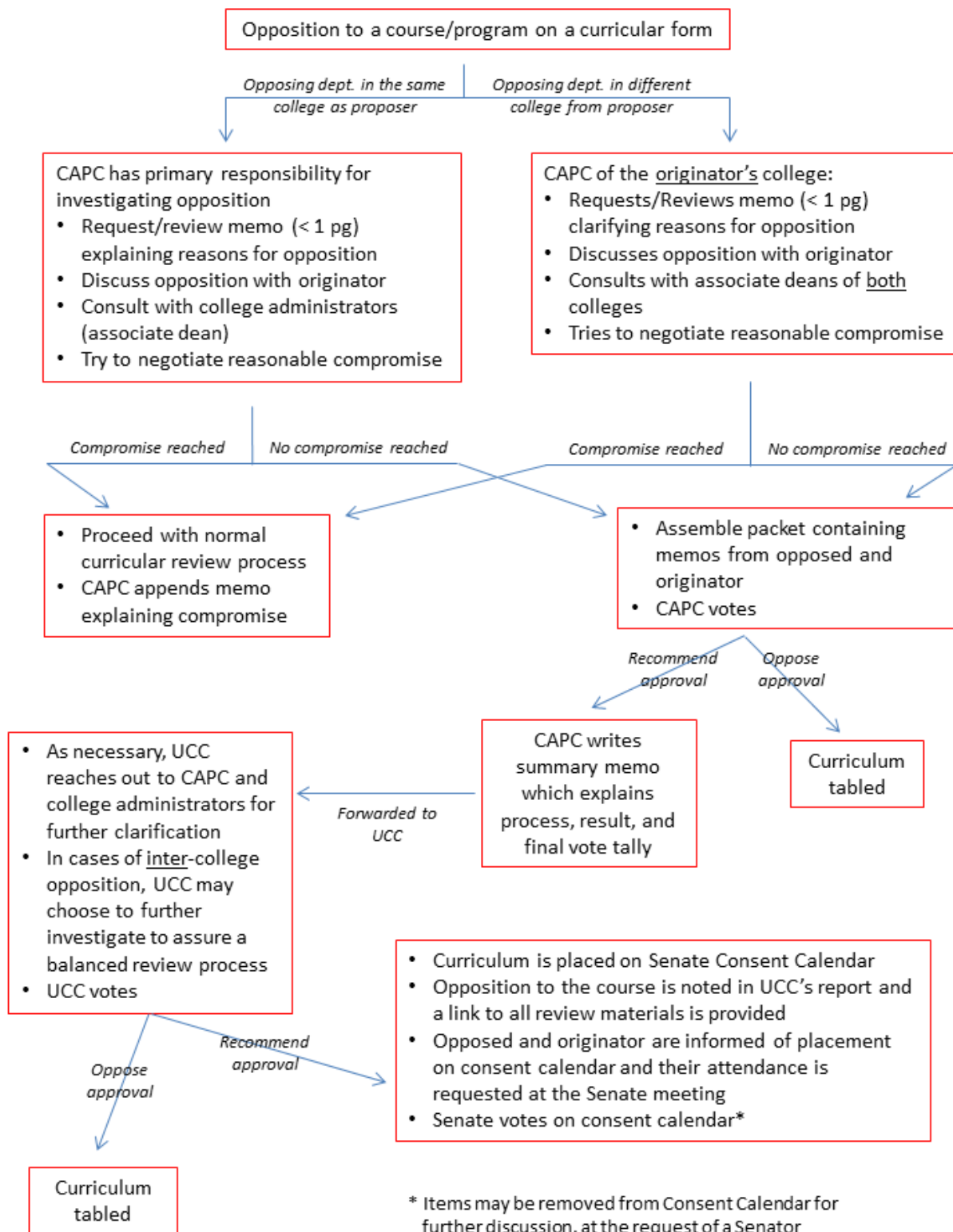
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4 *Draft revised charge, Technology Policy and Advisory Committee:*

5  
6 The responsibilities of the Technology Policy and Advisory Committee shall include: 1)  
7 Coordinating with other standing and special committees in formulating, reviewing, and  
8 recommending all policies and procedures related to the academic uses of information  
9 technology. 2) Advising the Academic Senate and other members of the university  
10 community involved in planning, development, implementation, and application of  
11 technology campus-wide. Examples may include, but are not limited to issues that emerge  
12 from the use of technology to support teaching and learning, research, faculty professional  
13 development, online instruction, accessibility, copyright, software licensing, the generation  
14 and use of electronic databases, email, systems and servers, networks and network  
15 security, the campus wireless environment, and emerging technologies. 3) Preparing an  
16 annual report on technology issues, problems, online instruction at CSUSM, and relevant  
17 emerging technologies and trends. This report may be based on, among other sources, a  
18 survey of faculty, information from Academic Programs, and college and campus strategic  
19 planning documents. 4) Assisting in the communication and collaboration between, and  
20 among, various constituencies and communities of technology users.

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22  
23 *LATAC's current charge (from the Academic Senate Bylaws: Article 6.9.1)*

24  
25 **Library and Academic Technology Advisory Committee Duties:**

26  
27 The committee shall be charged with advising, as necessary, the Dean of the Library and  
28 the Dean of (IITS) on matters related to the Library and to academic technology. The  
29 committee shall have the authority to draft policies falling under the jurisdiction of the  
30 Academic Senate as they relate to library and academic technology issues. The committee  
31 will inform the University community about library and academic technology policies,  
32 financial standing, library collections and services, academic technology and services, and  
33 media issues. The committee will also serve as a channel of communication for expressing  
34 faculty, staff, and student needs and expectations to the Library and IITS. In pursuit of these  
35 duties, the committee may create ad hoc subcommittees.



1 **UCC: Revision to C and P forms**

2

3 *New language for C, C-2, P-2 forms:*

4 Responses (oppose/support) to requests to evaluate a curricular form must be returned to the  
5 originator or the College Curriculum Committee no later than ten faculty working days after the request  
6 is received. If there is opposition to a piece of curriculum, attach a rationale/explanation of no more  
7 than one page. The written explanation will be taken into consideration by the College Curriculum  
8 Committee during review of the proposal and the committee may ask for more input if needed. Lack of  
9 response within the review period will be considered an expression of support.

10

11 *New language for P forms:*

12 Responses (oppose/support) to requests to evaluate a P-form must be returned to the originator or the  
13 College Curriculum Committee no later than 15 faculty working days after the request is received. If  
14 there is opposition to a piece of curriculum, attach a rationale/explanation of no more than one page.  
15 The written explanation will be taken into consideration by the College Curriculum Committee during  
16 review of the proposal and the committee may ask for more input if needed. Lack of response within the  
17 review period will be considered an expression of support.

1 **BLP: Policy & Procedures for Expanding Existing Programs to Self-Support Delivery**  
2 **at CSUSM at Temecula or other Off-Site Physical Locations**  
3

4 **Rationale:** CSU policy does not allow existing state-support programs to be “supplanted” via Extended  
5 Learning offerings; however, CSU campuses can offer existing state-supported programs on off-campus  
6 sites where —“i. the courses or program is designed primarily for career enrichment or retraining  
7 (Education Code § 89708)]; ii. the location of the courses or program offerings is removed from  
8 permanent, state-supported campus facilities; [or, iii.] the client group for the courses or program  
9 receives educational or other services at a cost beyond what could be reasonably provided under state  
10 support” (Executive Order 1047, at <http://www.calstate.edu/eo/EO-1047.html>).<sup>1</sup>  
11

12 CSUSM’s policy on “Extended Learning’s Roles and Responsibilities” was signed by President Haynes on  
13 June 27, 2012. This policy indicates that CSUSM’s existing for-credit programs can be offered via  
14 Extended Learning if “approved by the Dean (or designee) of the College offering the programs, the Dean  
15 of Extended Learning (or designee), the CSUSM Academic Senate (via a policy to be developed by the  
16 BLP), and the President (or designee).” This document is intended to establish standards and procedures  
17 by which such a program expansion will be considered by the Academic Senate, once they are proposed  
18 by faculty from within a program.<sup>2</sup>  
19

20 Procedures:

- 21 1. Proposals to expand existing stateside programs to include self-support delivery shall be generated  
22 by faculty within those programs. Faculty generating proposals shall work closely with the Dean of  
23 Extended Learning (or his/her designee) to fill out all required paperwork. This paperwork shall  
24 include any documentation required by the Chancellor’s Office as well as CSUSM’s approved  
25 template (“Off-Site EL Delivery” template, below).  
26 2. Proposals shall be considered for approval by the Academic Senate after review by the  
27 a. appropriate College-level planning committee;  
28 b. appropriate College Dean;  
29 c. BLP.  
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31 **Template for Program Expansions to Self-Support at CSUSM at Temecula**  
32 **or other Off-Site Physical Locations**<sup>3</sup>  
33

34 **1. Program Identification**

- 35 a. Name, title, and rank of the individual(s) primarily responsible for drafting this proposal.  
36 b. Term and academic year of self-support program launch (e.g. Fall 2007).  
37 c. Identify the off-site location (i.e., CSUSM at Temecula, etc.)  
38 d. Please identify the unit that will have primary responsibility for offering the self-support  
39 program and all CSUSM programs or Departments that will provide courses to offer the self-  
40 support degree or certificate.  
41 e. partnership with a community college)?

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<sup>1</sup> The Chancellor’s Office makes the determination with regard to whether a program has met the requirements set forth in EO 1047.

<sup>2</sup> This policy refers only to off-site program delivery; the launching of self-support online versions of existing programs will need to be addressed in a separate policy, yet to be developed.

<sup>3</sup> This template is derived from CSUSM’s “P-form.”

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**2. Student Demand**

- a. What evidence ~~can be provided~~exists to demonstrate ~~of~~ the need to expand the program to a self-support offering at an off-site location?
- b. Community participation, if any, in the planning process. This may include prospective employers of graduates.
- c. What issues of access [VB1] (i.e., geographic, socioeconomic, scheduling flexibility, etc.) were considered when planning to expand this program to an off-site self-support offering?
- d. The expected number of majors in the year of initiation and three years and five years thereafter.<sup>4</sup> What impact on the existing campus stateside and EL programs is anticipated [VB2] (both for the program wishing to expand and other existing programs on campus)?

**3. Support Resources for Expanding Programs to a Self-Support Offering**

**Note:** The following items should be prepared in consultation with the campus administrators responsible for faculty staffing and instructional facilities allocation and planning. A statement from the responsible administrator(s) should be attached to the proposal assuring that such consultation has taken place.

- a. Anticipated impact on existing CSUSM campus resources, including faculty and staff resources. All affected departments offering courses in this program should be addressed here. How will the new self-support program be offered without negatively impacting the existing stateside offerings? Give particular attention to how existing tenure-track faculty resources will be deployed across the existing stateside program and the proposed new off-site program.
- b. Space and facilities that would be used in support of the proposed program expansion. The amount of additional lecture and/or laboratory space required to initiate and to sustain the program over the next five years. Indicate any additional special facilities that will be required.
- c. A report provided by the campus Library.<sup>5</sup> What additional library resources (including library instruction, library materials and staff/faculty support) will be needed to expand the program to include a self-support delivery model? Indicate the commitment of the campus either to purchase these resources or to borrow through interlibrary loan or the San Diego Circuit. Note: Student demand figures may be especially helpful in determining database expenses as well as necessary reference or other library faculty/staff support.
- d. How will existing academic technology, equipment, and other specialized materials be impacted by the program's expansion to include a self-support delivery?<sup>6</sup> What additional academic technology, equipment, staff support, or other specialized materials will be needed to implement the additional delivery model?

**4. Budget & Anticipated Revenues from Program Expansion**

Extended Learning shall provide a draft budget that outlines anticipated program costs, tuition and fees, and distribution of revenues.

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<sup>4</sup> Contact Academic Programs for assistance in estimating the number of majors and graduates.

<sup>5</sup> Contact the Library for this report.

<sup>6</sup> Contact Instructional and Information Technology Services (IITS) for a report addressing information technology and academic computing resources available to support the program. Programs currently possessing additional equipment and specialized material not addressed in the IITS report should include these here.

**Rationale:** FAC has approved changes to the FAC Policy “Post-Tenure Review Policy” (Approved by the Academic Senate 04/06/2005). Overall, the main change is to distinguish between post-tenure periodic evaluation for faculty who have the rank of Associate Professor and faculty with the rank of Full Professor.

As result of the detailed discussion, the following changes were also made:

The title of the document was changed to cohere with the CBA.
The rule stating that FERP faculty “...shall maintain their five-year review cycle” was removed because the rule has changed in the new CBA.
In appropriate instances, the “faculty” member is referred to as “Candidate,” which is the format of the updated University RTP document.
A line was added to encourage but not require that the Candidate submit the Periodic Evaluation of Tenured Faculty (PETF) electronically.
An established step in the process was made explicit in the document by adding the sentence: “The PRC will review the PETF and write a summary report.”

## I. Introduction

The purpose of ~~Post-Tenure~~ Periodic Evaluation [of Tenured Faculty](#) (PETF) is to provide periodic feedback to faculty members<sup>7</sup> on their effectiveness in all areas considered for retention, tenure, and promotion in order to maintain and improve faculty performance. ~~PTPE-PETF~~ should be seen as an important part of a faculty member's professional growth, ~~which provides faculty members with a regular opportunity to assess and revise their professional development plans and goals.~~ [PTPE-PETF may serve different functions at various points in a faculty member's career: for faculty aspiring to promotion to Full Professor, it will provide guidance and an assessment of strengths and weaknesses; for faculty who have achieved the rank of Full Professor it will provide ongoing, systematic opportunities to assess and revise their professional development plans and goals.](#)

## II. Required Review Intervals

- A. Faculty unit employees not being considered for promotion are subject to review every five years following the awarding of tenure.
- B. Faculty on sabbatical or leave of absence during the scheduled year of review shall undergo [PTPE-PETF](#) upon return to campus.
- C. Faculty who are participating in the Faculty Early Retirement Program (FERP) ~~shall maintain their five-year review cycle.~~ [shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator.](#)

## III. Procedure and Timeline

- A. A peer review committee (PRC) of the department or equivalent unit and the Dean/Director of the College/Library/unit shall conduct the [PTPE-PETF](#).

<sup>7</sup> The term “faculty member” refers to instructional faculty, librarians, and SSP-ARs.

38 B. ~~PTPE-PETF~~ Report – ~~The faculty member (Candidate)~~ undergoing a fifth-year ~~PTPE-PETF~~ shall  
39 submit a ~~PTPE-PETF~~ report. The ~~PTPE-PETF~~ report shall address the ~~faculty member~~  
40 ~~Candidate~~'s work in all areas considered for retention, tenure, and promotion for the years under  
41 review. For faculty with teaching responsibilities, the ~~PTPE-PETF~~ report will cover the areas of  
42 Teaching, Research/Creative Activity, and Service. For librarians, the ~~PTPE-PETF~~ report will  
43 cover the areas of Professional Performance, Research/Creative Activity, and Service. For SSP-  
44 ARs, the ~~PTPE-PETF~~ report will cover the areas of Professional Performance, Professional  
45 Development, and Service.

46  
47 a. ~~In recognition that PTPE may serve different functions at various points in a faculty~~  
48 ~~member's career, the PTPE report may take one of three possible forms. The faculty~~  
49 ~~member under review shall determine the form best suited for the particular PTPE~~  
50 ~~review. The forms are as follow:~~

51  
52 b. ~~A complete curriculum vitae (in the format recommended for the WPAF<sup>8</sup>) and up to a~~  
53 ~~three page narrative highlighting the faculty member's accomplishments since the last~~  
54 ~~review. The complete CV shall contain sections on Teaching (for instructional faculty)~~  
55 ~~or Professional Performance/Professional Development (for librarians and SSP ARs),~~  
56 ~~Research/ Creative Activity (if appropriate), and Service.~~

57  
58 c. ~~Five annual reports and up to a three page narrative highlighting the faculty member's~~  
59 ~~accomplishments since the last review. Each annual report shall contain sections on~~  
60 ~~Teaching (for instructional faculty) or Professional Performance/Professional~~  
61 ~~Development (for librarians and SSP ARs), Research/ Creative Activity (if appropriate),~~  
62 ~~and Service.~~

63  
64 1. ~~A five to seven page narrative highlighting the faculty member's~~  
65 ~~accomplishments in Teaching (for instructional faculty) or Professional~~  
66 ~~Performance/Professional Development (for librarians and SSP ARs), Research/~~  
67 ~~Creative Activity (if appropriate), and Service.~~

68  
69 2. ~~All teaching faculty shall include consideration of student evaluations of teaching~~  
70 ~~as partial evidence of teaching effectiveness. This consideration may take~~  
71 ~~various forms; for example, a description of student evaluations may be included~~  
72 ~~in the narrative, or a page from the summary statistics provided with the student~~  
73 ~~evaluations of instruction obtained for each of the chosen classes, or a single~~  
74 ~~table summarizing item statistics for all courses to be highlighted in the review~~  
75 ~~may be included with the PTPE.~~

76  
77 3. ~~Any reviewer may request of the candidate additional information on their PTPE~~  
78 ~~report.~~

79  
80 4. ~~Upon the request of the PRC and/or the Dean/Director, faculty shall be prepared~~  
81 ~~to provide evidence of accomplishments listed in the annual reports.~~

82  
83 1. The PETF report shall consist of a comprehensive curriculum vitae (in the format  
84 recommended for the WPAF) and a narrative of between 1,250-1,750 words (five-to-  
85 seven pages) highlighting the Candidate's accomplishments during the period covered in  
86 the PETF review. The CV shall contain sections on Teaching (for instructional faculty)

<sup>8</sup> Please refer to the RTP Handbook produced by the Faculty Center.



87 | or Professional Performance/Professional Development (for librarians and SSP-ARs),  
88 | Research/Creative Activity (for instructional faculty), and Service.

89 |  
90 | 2. All teaching faculty shall include consideration of student evaluations of teaching as  
91 | partial evidence of teaching effectiveness. This consideration may take various forms; for  
92 | example, a description of student evaluations may be included in the narrative, or a page  
93 | from the summary statistics provided with the student evaluations of instruction obtained  
94 | for each of the chosen classes, or a single table summarizing item statistics for all courses  
95 | to be highlighted in the review may be included in the PETF report.

96 |  
97 | 3. Any reviewer may request of the Candidate additional information related to the PETF  
98 | report.

99 |  
100 | 4. Upon the request of the PRC and/or the Dean/Director, faculty shall provide evidence of  
101 | accomplishments listed in the PETF materials submitted.

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103 | C. The ~~faculty member~~ Candidate shall submit a copy of the PTPE PETF report to the office of the  
104 | Dean/Director of the College/Library/unit. The PETF may be submitted electronically

105 |  
106 | D. The PRC will review the PETF and write a summary report

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108 | E. The Dean/Director-will review the Candidate's PTPE PETF and the PRC summary report, and  
109 | write a summary report.

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111 | F. The ~~faculty member~~ Candidate shall be provided a copy of the PRC and Dean/Director summary  
112 | reports.

113 |  
114 | G. The PRC chair and the Dean shall meet with the ~~faculty member~~ Candidate, upon completion of  
115 | his or her evaluation to discuss strengths and weaknesses. If necessary, a plan for improvement  
116 | will be developed that shall include periodic status reports.

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118 | H. The ~~faculty member~~ Candidate may submit a written response to the PTPE PETF assessment.

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120 | I. A copy of the PRC's summary report, the Dean's/Director's summary report, the improvement  
121 | plan (if any), and the faculty member's response (if any) shall be placed in the faculty member's  
122 | Personnel Action File.

123 |  
124 | J. Academic units may develop guidelines for the appropriate level of performance in each of the  
125 | areas covered by the PTPE PETF report.

126 |  
127 | K. PTPE PETF Calendar

128 | March 1: Fifth-year PTPE reports due

129 | April 1: PRC summary report due to faculty member

130 | May 1: Dean/Director's summary report due

131 | End of semester: Meeting with Candidate, PRC chair and Dean completed

1 **NEAC: Election Rules revision**

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3 *Rationale: The Election Rules make reference to COAS, which needs to be referred to as CHABSS. In*  
4 *addition, a few extra spaces have been removed and a few commas added.*

5  
6 **ACADEMIC SENATE**

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8 **ELECTION RULES AND PROCEDURES**

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10  
11 **For Elections of:** **Academic Senate**  
12 **Senate Officers**  
13 **Academic Senate Standing Committee Members**  
14 **Senate Parliamentarian**  
15 **Statewide Academic Senators**

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17 **I. PREPARATION OF ELECTION BALLOTS**

- 18  
19 A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide an  
20 Election Announcement to all eligible faculty (as defined by the Constitution and Bylaws).  
21  
22 1. The Election Announcement shall include a listing of the continuing Senators and continuing  
23 Academic Senate Standing Committee members, as well as a listing of all vacant seats on the  
24 Academic Senate, Academic Senate Standing Committees, and some university committees.  
25 2. The Election Announcement shall solicit self-nomination by interested faculty for vacant seats on  
26 the Academic Senate and Academic Senate Standing Committees.  
27 3. Faculty eligibility for specific committee seats shall be described in the Election Announcement.  
28 4. Faculty members are not expected to provide university-level service to the Academic Senate  
29 during their first year as a tenure-line faculty member.  
30  
31 B. NEAC shall use the responses to prepare a sample ballot.  
32  
33 1. The sample ballot shall be provided to eligible faculty at least two weeks before the date of  
34 election with a deadline clearly stated for all nomination petitions and requests for deletions (to  
35 be submitted in writing).  
36 2. If, after NEAC has circulated the sample ballot, faculty members wish to nominate themselves for  
37 vacant positions, such nominations must be submitted to NEAC.  
38 3. For persons wishing to change their candidacy from either at-large or  
39 College/School/Library/SSP-AR (hereinafter referred to as “academic unit”) representative, the  
40 request for such a change must be submitted to NEAC.  
41 4. If the request for a name deletion or a move between –unit and at-large representative creates a  
42 vacancy on the ballot for that position, the eligible faculty represented by that position shall be  
43 notified of the vacancy.  
44

45 **II. GENERAL PROCEDURES FOR ELECTIONS**

- 46  
47 A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and  
48 Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office.  
49 Elections will be held annually in the spring, except in the case of Statewide Academic Senator  
50 elections, which need not be held unless a term is expiring. The election process will be timed to  
51 ensure that Senators are seated prior to the penultimate Senate meeting of the spring semester.

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1. The date of election shall be the date the poll closes.
  2. Polls shall be open for one week unless otherwise stated.
- B. Eligible faculty shall be permitted to vote for one candidate for each vacant position. Write-in votes and abstentions shall be allowed.
- C. Election shall be by plurality of votes cast.
1. NEAC shall certify the election results.
  2. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.
- D. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.
- E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result.
1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the challenge.
  2. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed.
  3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.
- F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc committee member may be subjected to recall by a petition to the Executive Committee of the Senate.
1. The recall may be initiated by any eligible faculty member.
  2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present the petition to the Executive Committee.
  3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election.
  4. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the recall.
  5. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty calendar days of the removal.

92 III. PROCEDURES FOR ACADEMIC SENATE ELECTIONS

93  
94 A. Election and balloting for Senate seats shall be by academic unit.

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1. The Senate shall be representative of the full-time faculty.
  2. The number of Senators from each academic unit shall be determined by NEAC each spring, prior to spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
  3. Based on the response to the Election Announcement, NEAC shall conduct an election in accordance with these Rules.

- 102 4. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats  
103 allocated to the academic unit (e.g., if an academic unit may elect six representatives, the ballot  
104 will read "Vote for up to six persons").  
105 5. Any business that must be addressed before the academic year ends will be conducted by the  
106 extant Academic Senate and Executive Committee.  
107

108 B. NEAC shall be responsible for filling vacancies on the Academic Senate.  
109

- 110 1. Subsequent to the spring election, NEAC will interpret those seats that remain unfilled as  
111 "Vacant." Vacant seats shall be filled by implementing the previous rule.  
112 | 2. -When a senator notifies NEAC of his or her inability to serve, NEAC shall issue a call for a  
113 volunteer replacement to serve during the vacancy.  
114

115 IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS  
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117 A. Nominees for officers of the Senate must be either current voting members of the Senate or eligible  
118 faculty who have served on the Senate in any capacity for two of the past three years. Nominees for  
119 Chair Elect must be tenured at the time of nomination.  
120

121 | B. Each spring, NEAC will distribute a Call for Senate Officers to full-time (tenure line and temporary)  
122 faculty.  
123

- 124 1. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the  
125 Senate Office.  
126 2. The Call will request that faculty obtain permission of nominees prior to submitting their names.  
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128 C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty may  
129 make additional nominations or may request that their name be removed from the ballot.  
130

131 D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members  
132 and Senators will have one week to vote.  
133

134 E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.  
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136 F. In the event that the chair becomes unable to serve, the vice chair/chair elect shall assume the position  
137 of chair.  
138

139 G. In the event that the vice-chair becomes unable to serve, NEAC shall conduct an election for vice  
140 chair/chair elect.  
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142 V. PROCEDURES FOR ELECTION OF STANDING COMMITTEES  
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144 | A. Standing Committee membership is of two types: -academic unit representatives and at-large  
145 representatives.  
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147 B. The members of the various committees serve staggered two-year terms.  
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149 C. Specific academic unit representatives shall be elected by eligible faculty within that unit (or, in the  
150 | case of ~~CHABSS~~~~AS~~ seats on the General Education Committee (GEC) and the Promotion and  
151 Tenure Committee (PTC), by college division). At-large representatives shall be elected by all  
152 eligible faculty.

- 153  
154 D. Elections for Promotion and Tenure Committee (PTC)  
155  
156 1. Only tenured full professors may serve on the PTC.  
157 2. Elections for PTC seats must be contested (at least two candidates per seat).  
158 3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call  
159 for nominees within the first two weeks of the subsequent semester (fall semester). NEAC will  
160 conduct an election once a minimum of two candidates per seat is secured. This special election  
161 does not require a sample ballot.  
162  
163 E. A person may be elected to serve on no more than two committees.  
164  
165 F. No person shall be elected chair of more than one standing committee.  
166  
167 G. After election results have been announced, each current committee chair shall convene a meeting of  
168 current committee members and new committee members to (a) review the year-end committee report  
169 and (b) elect a committee chair for the next academic year from among the members of the committee  
170 who are ranked at associate level or above.  
171  
172 1. Each current committee chair shall notify the Academic Senate Office of their committee's newly  
173 elected chair.  
174 2. The newly elected chairs (with the exception of the PTC) and the newly elected Academic Senate  
175 Officers will constitute part of the Executive Committee for the following academic year.  
176  
177 H. The terms of those standing committee members whose terms are expiring shall end on the last day of  
178 the spring semester; however, they may be called upon to respond to urgent matters during the  
179 summer following their term's expiration.  
180  
181 1. Any business that must be addressed before the academic year ends will be conducted by the  
182 extant standing committees.  
183 2. Newly elected members' terms begin with the start of the fall semester; however, they may be  
184 called upon to respond to urgent matters during the summer prior to their term's commencement.  
185  
186 I. Vacancies  
187  
188 1. When vacancies arise on Standing Committees due to a faculty member being on leave or due to  
189 a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for  
190 the duration of that faculty member's absence.  
191  
192 a. NEAC will review the volunteers and make recommendations for Senate confirmation.  
193 b. PTC vacancies may not be filled through NEAC's recommendation process. These seats may  
194 only be filled by an election, in accordance with item V.C. above.  
195  
196 2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as  
197 "Vacant". Vacant seats shall be filled by implementing the previous rule, with the exception of  
198 PTC vacancies. These may only be filled by an election, in accordance with item V.C. above.  
199  
200 VI. PROCEDURES FOR SELECTION OF SENATE PARLIAMENTARIAN  
201  
202 A. NEAC shall distribute a call for Parliamentarian no later than one week after the announcement of the  
203 spring election results.

- 204  
205 | B. NEAC will forward the list of nominees to the Executive Committee (EC) which will select the  
206 | Parliamentarian by the last EC meeting of the academic year.  
207  
208 | C. Should no nominees come forward by the end of the academic year, the incoming Senate Chair shall  
209 | appoint a member from the Senate to act as interim Parliamentarian until NEAC is able to solicit  
210 | nominees and the EC takes action. The interim Parliamentarian shall be a non-voting member while  
211 | acting as Parliamentarian.  
212

213 | VII. ——— PROCEDURES FOR ELECTION OF STATEWIDE ACADEMIC SENATE  
214 | REPRESENTATIVES  
215

- 216 | A. CSUSM has two statewide academic senators (this number is determined by the statewide Academic  
217 | Senate) who serve staggered three-year terms.  
218  
219 | B. When necessary, NEAC shall put out a call for candidates to fill the position of the senator whose  
220 | term is expiring.  
221  
222 | C. The statewide academic senator shall be elected during NEAC's annual spring Senate election  
223 | process.  
224  
225 | 1. Election and balloting for statewide academic senators shall be by all eligible faculty.  
226  
227 | 2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have  
228 | expired are eligible to run again.

1                   **NEAC: Recommended Constitutional Changes to the Academic Policy**  
2   **Committee's (APC's) description**

3  
4     **Rationale:** *The Academic Policy Committee has requested that they have a second student non-voting*  
5     *member on the committee and NEAC recommends that these changes be put into effect.*

6  
7   Article 6.5: Academic Policy Committee

8     The Academic Policy Committee shall consist of voting faculty members drawn from the eligible faculty.  
9     The eligible faculty of each college-level unit shall elect a representative from the eligible faculty of that  
10    college-level unit to serve as a member of the committee. One additional faculty member shall be elected  
11    by the eligible faculty to represent the faculty at large. The membership of the Academic Policy  
12    Committee shall also include as non-voting members the Associate Vice President for Academic Programs,  
13    the Dean of Graduate Studies & Associate Vice President for Research, the Associate Vice President for  
14    Enrollment Management Services, the Dean of Extended Learning or designee, and the Project and  
15    Degree Audit Coordinator. ~~Two~~ One student representatives appointed by the Associated Students  
16    Incorporated shall also be a non-voting member of this committee.

1                                   **FAC: CEHHS - Retention, Tenure, and Promotion Standards**

2  
3   ***Rationale:** FAC approved the following changes to the CEHHS RTP Document. The changes*  
4 *update the document with correct program names and accrediting bodies.*

5  
6   **Definition:**     Standards governing RTP process for faculty in the College of Education, Health,  
7                                   and Human Services (CøEHHS).

8   **Authority:**     The collective bargaining agreement between The California State University and  
9                                   the California Faculty Association

10 **Scope:**         Eligible CøEHHS faculty at California State University San Marcos.

11  
12 **Procedure**

13 **I. CEHHS RTP STANDARDS**

14 **A. Preamble**

15 1. This document sets forth general standards and criteria for retention, tenure, and promotion of  
16 full-time faculty in the School of Education (SoE), School of Nursing (SoN), Human  
17 Development Department (HD), and Kinesiology Department (KINE), Speech-Language  
18 Pathology Department (SLP) and Social Work Department (SW) as six ~~as four~~ distinct units  
19 within the College of Education, Health, and Human Services.

20 2. The provisions of this document are to be implemented in conformity with University RTP  
21 Policies and Procedures; the CSU Collective Bargaining Agreement (CBA), Articles 13, 14, 15;  
22 and the University Policy on Ethical Conduct.

23 3. The College is guided also by the standards of the ~~National Council for Accreditation of~~  
24 ~~Teacher Education (NCATE)~~ Council for the Accreditation of Educator Preparation (CAEP),  
25 American Speech Language Hearing Association (ASHA), and the national accrediting agency  
26 for schools, colleges, and departments of education and California Commission on Teacher  
27 Credentialing (CCTC). The College is ~~additionally~~ also guided by the standards for the SoN by  
28 the Board of Registered Nursing, the American Association of Colleges of Nursing (AACN), and  
29 the Commission on Collegiate Nursing Education (CCNE). The college is additionally guided by  
30 the standards for Social Work by the Council on Social Work Education (CSWE).

31 **B. Definitions of Terms and Abbreviations**

32 1. The CEHHS uses the same definitions, terms, and abbreviations as defined in the University  
33 RTP document. For clarity, the use of "is" is informative, "shall" is mandatory, "may" is  
34 permissive, "should" is conditional, and "will" is intentional.

35 2. A “standard” is a reference point or formalized expectation against which progress can be  
36 measured for retention, tenure, and promotion.

37 3. Faculty have a right to clearly articulated performance expectations. Departmental and School  
38 RTP Standards provide consistency in guiding tenure-track faculty in the preparation of their  
39 working personnel action files (WPAFs).

40 4. Departmental, and School RTP Standards educate others outside of the discipline, including  
41 deans, university committees, and the provost, with respect to the practice and standards of a  
42 particular department/discipline/field.

43 5. Departments and Schools must respect the intellectual freedom of their faculty by avoiding  
44 standards that are too prescriptive. Department and School standards should be as brief as  
45 possible with emphasis on the unique nature of the department.



46 6. All College, Department, and School RTP Standards shall conform to the CBA and  
47 University and School RTP documents. The SoE, SoN, HD, KINE, [SLP and SW](#) RTP Standards  
48 documents shall contain the elements of School/ Department RTP standards described in RTP  
49 documents for each unit and shall not repeat the CBA, or University RTP document, or include  
50 School-specific advice.

51 7. All College, Department, or School RTP Standards must be approved by a simple majority of  
52 all tenure-track faculty within a Department or School and then be approved by  
53 College/School/Department/ Library and the Academic Senate before any use in RTP decisions.

54  
55 **II. ELEMENTS OF THE SoE, SoN, HD, KINE, [SLP and SW](#) RTP DOCUMENTS**

56 **A. Introduction and Guiding Principles**

57 1. All standards and criteria reflect the University and School/Department Mission and Vision  
58 Statements and advance the goals embodied in those statements.

59 2. The performance areas that shall be evaluated include scholarly teaching, scholarly  
60 research/creative activities, and scholarly service. While there will be diversity in the  
61 contributions of faculty members to the University, the School/Department affirms the university  
62 requirement of sustained high quality performance and encourages flexibility in the relative  
63 emphasis placed on each performance area. Candidates must submit a curriculum vita (CV) and  
64 narrative statements describing the summary of teaching, research/creative activity, and service  
65 for the review period. The faculty members must meet the minimum standards in each of the  
66 three areas.

67 3. Items assessed in one area of performance shall not be duplicated in any other area of  
68 performance evaluation. Items shall be cross-referenced in the CV, narrative statements, and  
69 WPAF to demonstrate connections across all three documents. Candidates who integrate their  
70 teaching, research/creative activities, and/or service may explain how their work meets given  
71 standards/criteria for each area.

72 4. The School/ Department recognizes innovative and unusual contributions (e.g., supervising  
73 research, using particularly innovative or challenging types of pedagogy, writing or rewriting  
74 programs, grant writing, conference or community presentations, regional or national profile  
75 committee/commission membership, grant reviews, consultancy to community, curriculum  
76 development, assessment development, accreditation or other required report generation).

77 5. Retention, tenure, and promotion decisions are made on the basis of the evaluation of  
78 individual performance. Ultimate responsibility for understanding the standards, meeting the  
79 standards, and effectively communicating how they have met the standards rests with the  
80 candidate. In addition to this document, the candidate should refer to and follow the University  
81 RTP Policies and Procedures. Candidates should also note available opportunities that provide  
82 guidance on the WPAF and describe the responsibilities of the candidate in the review process  
83 (e.g., Provost's RTP meetings; Faculty Center Professional Development, and advice and  
84 counsel by tenured faculty.) Candidates are encouraged to avail themselves of such  
85 opportunities.

86 6. Candidates for retention will show effectiveness in each area of performance and demonstrate  
87 progress toward meeting the tenure requirements in the areas of scholarly teaching, scholarly  
88 research/creative activities, and scholarly service.

89 7. Candidates for the rank of associate professor require an established record of effectiveness in  
90 scholarly teaching, scholarly research/creative activities, and scholarly service to the School/  
91 Department and University.

92 8. Candidates for the rank of professor require, in addition to continued effectiveness, an  
93 established record of initiative and leadership in scholarly teaching, scholarly research/creative  
94 activities, and scholarly service to the School/ Department, University, community, and  
95 profession. Promotion to the rank of professor will be based on the record of the individual since  
96 promotion to the rank of associate professor.

97 9. The granting of tenure at any rank recognizes accomplishments and services performed by the  
98 candidate during the individual's career. The record must show sustained and continuous  
99 activities and accomplishments. The granting of tenure is an expression of confidence that the  
100 faculty member has both the commitment to and the potential for continued development and  
101 accomplishment throughout the individual's career. Tenure will be granted only to individuals  
102 whose record meets the standards required to earn promotion to the rank at which the tenure will  
103 be granted.

### 104 105 **III. GENERAL STANDARDS**

106 A. Retention: A positive recommendation for retention requires that the candidate's record  
107 clearly meets the articulated standards for the granting of a retention decision in each of the three  
108 areas: scholarly teaching, scholarly research/creative activities, and scholarly service.

109  
110 B. Tenure and/or Promotion: A positive recommendation for tenure or promotion requires that  
111 the candidate's record clearly meets the articulated standards for the granting of a  
112 tenure/promotion decision in each of the three areas: scholarly teaching, scholarly  
113 research/creative activities, and scholarly service.

114  
115 C. Early Tenure (prior to the 6th year in rank): This option for assistant professors is considered  
116 an exception. A positive recommendation for early tenure requires that the candidate's record  
117 clearly meets the articulated standards for the granting of a tenure/promotion decision in ALL  
118 areas. To be eligible for early tenure, a candidate must show a sustained record of successful  
119 experience at a university, and that experience must include at least one full year at California  
120 State University San Marcos prior to the year of review for tenure.

121  
122 D. Early Promotion (prior to the 6th year in rank): This option for associate professors is  
123 considered an exception. A positive recommendation for early promotion requires that the  
124 candidate's record clearly meets the articulated standards for the granting of a tenure/promotion  
125 decision in ALL areas. To be eligible for early promotion a candidate must show a record of  
126 successful experience at a university, and that experience must include at least one full year at  
127 California State University San Marcos prior to the year of review for promotion.

128  
129 E. Faculty who are hired at an advanced rank without tenure may apply for tenure after two years  
130 of service at CSUSM (i.e., in fall of their third year at CSUSM). A positive recommendation  
131 requires that the candidate's record at CSUSM clearly demonstrates a continued level of  
132 accomplishment in all areas and, together with the candidate's previous record, is consistent with  
133 the articulated standards for the granting of tenure at the faculty member's rank.

134  
135 F. Standards and criteria for Scholarly Teaching, Scholarly Research and Creative Activities, and  
136 Scholarly Service can be gleaned from the School/ Department Standards for each unit: SoE,  
137 | SoN, HD, and KINE, [SLP and SW](#).

1                                   **APC: Graduate probation, disqualification & reinstatement**  
2

3   **Rationale:** *This current campus policy is undergoing review and revision as a result of emerging issues in*  
4 *addressing graduate student academic probation cases. The current policy is not clear about specific*  
5 *terms and procedures for implementing academic probation and disqualification. The policy clarifies*  
6 *distinctions between academic and administrative probations and procedures for implementing*  
7 *administrative probation and disqualification based on CSU Education Code Title 5 Sections*  
8 *41300/41300.1 and CSU Chancellor’s Office Executive Order 1038. The draft revised policy has been*  
9 *reviewed by the CSUSM Academic Senate Academic Policies Committee (APC) and the CSUSM Graduate*  
10 *Studies Council (GSC).*

11  
12 **Definition:** It is the policy of California State University San Marcos to place graduate students on  
13 academic or administrative probation when their overall work is less than satisfactory, as  
14 reflected in a deficient cumulative grade point average, or other failure to make adequate  
15 academic progress. Graduate students are dismissed from the university through academic  
16 disqualification when the conditions needed to achieve good standing are not met in a timely  
17 fashion. Consideration for reinstatement is provided through a petition process.  
18

19 **Authority:** Executive Order 1038.  
20

21 **Scope:** Students admitted to Graduate Standing: Conditionally Classified; Post baccalaureate  
22 Standing; Classified; and Graduate Standing: Classified. Students admitted to Post  
23 baccalaureate Standing: Unclassified will be governed by the undergraduate policy on  
24 Academic Probation, Disqualification and Reinstatement.  
25

26 **I. PROBATION**  
27

- 28 |    A.    A student will be placed on academic probation if, during any academic term, the  
29 |           student fails to maintain a the-cumulative grade point average (GPA) of at least  
30 |           3.0 in all units attempted course work in the master’s program subsequent to  
31 |           admission to the program-falls below 3.0.  
32 |  
33 |    B.    A student may also be placed on administrative-academic probation by the Dean of  
34 |           Graduate Studies for any of the following reasons:  
35 |  
36 |           1.       Withdrawal from all or a substantial portion of a program of studies in two  
37 |                    successive terms or in any three terms. (Note: A student whose withdrawal  
38 |                    is directly associated with a chronic or recurring medical condition or its  
39 |                    treatment is not to be subject to administrative probation for such  
40 |                    withdrawal).  
41 |           2.       Repeated failure to progress toward the stated degree objective or other  
42 |                    program objective, including that resulting from assignment of 15 units of  
43 |                    No Credit, when such failure appears to be due to circumstances within  
44 |                    the control of the student.  
45 |           3.       Failure to comply, after due notice, with an academic requirement or  
46 |                    regulation, as defined by campus policy, which is routine for all students  
47 |                    or a defined group of students (examples: failure to complete a required  
48 |                    examination, failure to complete a required practicum, failure to comply

with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

C. The student shall be advised of probation status promptly, and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed. Notification shall occur through one of the following actions, as appropriate:

1. Students whose GPA places them on academic probation shall be informed in writing by the department/program's graduate coordinator or designee prior to the beginning of the next term (with a copy provided to the Dean of Graduate Studies).
2. Students shall be placed on administrative-academic probation by the Dean of Graduate Studies, following consultation with the program/department. The probationary student shall be informed in writing by the graduate dean (with a copy provided to the department/program).

~~3.~~—The Dean of Graduate Studies shall inform Registration and Records when students have been placed on or removed from administrative-academic probationary status so that student records can be updated.

D. When a student is placed on academic or administrative-academic probation, s/he must work with the program coordinator to develop a plan for remediation, including a timeline for completion. In the case of administrative-academic probation, the remediation plan must be approved by the Dean of Graduate Studies, who will send a letter to the student documenting the plan.

E. A student cannot be advanced to candidacy or ~~continue in candidate status~~graduate if s/he is on either academic or administrative-academic probation.<sup>9</sup>

F.

## II. DISQUALIFICATION

A. A student who has been placed on administrative-academic probation may be disqualified from further attendance by the Dean of Graduate Studies if:

1. The conditions in the remediation plan (~~for removal of administrative-academic probation~~) are not met within the period specified; or
2. The student becomes subject to academic probation while on administrative-academic probation; or
3. The student becomes subject to administrative-academic probation for the

---

<sup>9</sup> Advancement to candidacy occurs when a master's program has approved a student to proceed toward completing the final requirements for the master's degree, e.g., final coursework, and culminating experience (thesis, project, or comprehensive exam).

93 same or similar reason for which he/she has been placed on  
94 administrative-academic probation previously, although not currently in  
95 such status.

96 4.

97 When such action is taken the student shall receive written notification including  
98 an explanation of the basis for the action.

99 5.

100 B. In addition, the Dean of Graduate Studies and an appropriate campus administrator, in  
101 consultation with the graduate program coordinator, may disqualify a student who  
102 at any time during enrollment has demonstrated behavior so contrary to the  
103 standards of the profession for which the student is preparing as to render him/her  
104 unfit for the profession. In such cases, disqualification will occur immediately  
105 upon notice to the student, which shall include an explanation of the basis for the  
106 action, and the campus may require the student to discontinue enrollment as of the  
107 date of the notification.

109 CB. Disqualification may be either from further registration in a particular program or  
110 from further enrollment at the campus, as determined by the Dean of Graduate  
111 Studies. A student disqualified for academic deficiency may not enroll in any  
112 regular session of the campus without permission from the appropriate campus  
113 authority, and may be denied admission to other educational programs operated or  
114 sponsored by the campus.

116 DC. In the event that a student fails the thesis/project defense, the student may repeat  
117 the thesis/project defense once. Failure at the second thesis/project defense will  
118 result in disqualification from a program. The thesis/project committee will  
119 specify the time period and/or conditions of the repeated defense.

121 ED. A student may repeat a comprehensive examination once. Failure of the second  
122 comprehensive examination results in disqualification from a program. The  
123 comprehensive exam committee will specify the time period and/or conditions of  
124 the repeated examination.

126 FE. Students who are disqualified at the end of an enrollment period should be  
127 notified by the Dean of Graduate Studies before the beginning of the next  
128 consecutive regular enrollment period. Students disqualified at the beginning of a  
129 summer enrollment break should be notified at least one month before the start of  
130 the fall term. In cases where a student ordinarily would be disqualified at the end  
131 of a term, save for the fact that it is not possible to make timely notification, the  
132 student may be advised that the disqualification is to be effective at the end of the  
133 next term. Such notification should include any conditions which, if met, would  
134 result in permission to continue in enrollment. Failure to notify students does not  
135 create the right of a student to continue enrollment.

### 137 III. REINSTATEMENT

138 If the student is disqualified, either academically or administratively, s/he may petition for  
139

140 reinstatement. Reinstatement must be based upon evidence that the causes of previous low  
141 achievement have been removed. Reinstatement will be approved only if the student is able to  
142 provide compelling evidence of her/his ability to complete the degree. If the candidate is  
143 disqualified a second time, reinstatement will normally not be considered.

144  
145 Master's students should submit a petition requesting reinstatement to the Dean of Graduate  
146 Studies. The petition, along with a recommendation from the student's graduate coordinator, and  
147 will be forwarded to the reinstatement subcommittee of the Graduate Studies Committee. The  
148 subcommittee will make recommendations to the Dean of Graduate Studies, who has final  
149 authority to approve reinstatement. The size of the reinstatement subcommittee may vary,  
150 depending on the volume of applications, but shall have one member representing each college at  
151 a minimum. The subcommittee must evaluate the probable impact of any medical condition on  
152 previous unsatisfactory performance. If the student is approved for reinstatement, the Dean of  
153 Graduate Studies will send a letter granting reinstatement that specifies the conditions and time  
154 frame for achieving good standing. Students must achieve good standing to advance to candidacy  
155 and to be eligible to graduate.

156  
157 Reinstatement for credential students is handled by a separate process in the College School of  
158 Education and is not governed by this document.

159