



- 42 a. Periodic evaluation for both full-time and part-time temporary faculty  
43 appointed for three years is mandatory and shall take place each year  
44 beginning no later than 6 weeks prior to the end of the appointment year  
45 following the procedure established below.  
46 b. The temporary librarian submits the WPAF no later than 6 weeks prior to the  
47 end of each year of the appointment. If circumstances require an extension, the  
48 evaluator shall notify the dean prior to the end of the appointment year. The  
49 dean will define the revised schedule.  
50

51 B. Responsibility for evaluation:

- 52 1. Periodic evaluations for a part-time or full-time temporary librarian **appointed**  
53 **for one semester or less** shall be at the discretion of the Dean or the program  
54 coordinator who works directly with the temporary librarian. If the temporary  
55 librarian works directly with more than one program coordinator and/or if the  
56 temporary librarian is serving as an interim program coordinator, the Library  
57 dean gathers input from each program coordinator working directly with the  
58 temporary librarian and serves as the evaluator. The temporary librarian may  
59 request that an evaluation be performed if one is not scheduled (CBA 15.23). If an  
60 evaluation takes place the Dean shall write a summary letter.  
61 2. A temporary librarian who has worked for two semesters or longer shall submit a  
62 Working Personnel Action File (WPAF; CBA 15.21-15.24) to the Library  
63 Administrative Office, as outlined below, no later than six weeks prior to the end  
64 of each year of the appointment. The WPAF will be reviewed by a peer review  
65 committee. The Library dean is the appropriate administrator for administrative  
66 level review.  
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68 C. Evaluations may be mailed to a temporary librarian for review and signature(s). A  
69 meeting to discuss the evaluation may be requested by the temporary librarian within  
70 thirty days but is not required.  
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72 D. The dean shall ensure that the relevant evaluation process is in place for each  
73 temporary library faculty member. Before a contract is issued for subsequent  
74 reappointment, the dean shall consult the program coordinator(s) who worked directly  
75 with the temporary librarian and the Personnel Action File (PAF).  
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77 **III. Procedure**

78 A. At the time of appointment, the dean's office will provide temporary librarians with a  
79 copy of this policy and Forms A-B, along with the relevant evaluation calendar and  
80 the retention, tenure and promotion policy for library faculty. The Coordinator will  
81 also work with the temporary librarian and communicate the requirements of this  
82 policy.  
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84 **B. Temporary librarians with an appointment of one semester or less**

- 85 1. If the evaluator or the Dean deems that an evaluation should be done, or if the  
86 temporary librarian requests an evaluation, each program coordinator who works  
87 directly with the temporary librarian will complete a Form A and return it to the  
88 dean's office.

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2. Peer input may be requested by the temporary librarian, by the program coordinator conducting the evaluation, or by the program coordinators providing input for an evaluation (when the temporary librarian works directly with more than one program coordinator). When provided, peer input to the evaluation shall also be documented on Form A and returned to the dean's office.
  3. Regardless of whether the temporary librarian works directly with one or more program coordinator(s) and/or if the temporary librarian serves as an interim program coordinator, the dean will provide the temporary librarian with two copies of all Forms, one to sign and one to retain. The dean will ensure that the original forms are placed in the temporary librarian's PAF.

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**C. Temporary librarians with an appointment longer than one semester, but less than three years AND for those with 3 year contracts.**

1. Temporary librarians shall submit a working personnel action file (WPAF) to the dean's office no later than 6 weeks prior to the end of each year of the appointment.
2. The WPAF shall include the following:
  - a. An updated Curriculum Vitae
  - b. Library Assignment of Responsibility (successive documents to show progression, as appropriate) (Library RTP VII.D).
  - c. Statement of up to five (5) pages describing program activities and a narrative of work accomplished during the term of appointment.
  - d. Evidence of fulfillment of job requirements and work accomplished (this may include statistical evidence of work performed, examples of completed work, discussion of successful projects, other letters that include evaluation of work accomplished, examples of libref emails, logs of live reference, Unit 3 peer evaluations/Form A).
  - e. Evidence of teaching performance including student evaluations (syllabi, sample assignments, exams) for those with teaching duties. Temporary faculty unit employees who instruct must include written student evaluations each semester, in accordance with university policies and procedures (CBA 15). The official CSUSM student evaluation form must be used for all semester-long courses. Class presentations other than full semester courses should also be evaluated using the standard library instructional evaluation form.
  - f. Evidence of productive collaboration with colleagues (CBA 21.B).
  - g. All previous personnel reviews (Library RTP VII.H).
3. The temporary librarian shall request Form A from all program coordinators with whom he/she works directly. Each Form A generated as part of the evaluation shall be given to the dean's office to be included in the PAF.
  - a. The dean's office will provide a copy of all completed Forms to the temporary librarian.
  - b. The temporary librarian may respond to the Form(s) in a memo submitted to the dean's office within 7 days.
  - c. The dean's office will add this response memo to the PAF and provide copies to the signatory(ies) of the Form(s).

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4. The WPAF will be evaluated by the elected Peer Review Committee.
  5. After reviewing the WPAF, the Peer Review Committee will complete and sign Form B. The PRC will submit Form B to the dean's office for inclusion in the WPAF. The dean's office will give a copy of Form B to the temporary librarian.
  6. Within seven calendar days of receiving the copy of Form B, the temporary librarian may request a meeting with the Peer Review Committee to discuss the evaluation and/or may submit a written response to the evaluation for inclusion in the WPAF. The dean's office will provide copies of the written response to each member of the Peer Review Committee.
  7. After reviewing the WPAF, the dean will meet with the temporary faculty member to discuss the evaluation. The dean will provide a summary memo for the WPAF and the PAF.
  8. Copies of all Forms, a copy of the PRC memo, a copy of the dean's memo and any response submitted to the WPAF by the temporary librarian will be filed in the temporary librarian's PAF in the Library Administrative Office.
  9. The PAF remains in the Library Office. The WPAF will be returned to the temporary faculty unit employee once the evaluation process is complete.

#### 155 **IV. Forms to be used for evaluation of temporary faculty unit employees**

156  
157 Form A: "Program Coordinator and Peer Input for the Evaluation of Temporary Library  
158 Faculty Form A" -shall be used for all temporary faculty evaluations

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160 Form B: "Peer Review Committee Evaluation: Performance Evaluation for Temporary  
161 Library Faculty Form B"- shall be used for evaluations of temporary librarians  
162 with two or more semester appointments in addition to Form A.

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**Input for the Evaluation  
of Temporary Library Faculty**

**Form A**

Coordinator                      Peer    (*circle one*)

Temporary library faculty employee: \_\_\_\_\_

I. Please comment on this librarian's job performance.

II. Summarizing comments:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

I have been provided a copy and have read the evaluation.

Temporary library faculty employee: \_\_\_\_\_ Date \_\_\_\_\_

*Temporary faculty unit employees may respond within 7 days following the receipt of the recommendation (CBA 15)*

201 **Peer Review Committee Evaluation:**  
202 **Performance Evaluation for Temporary Library Faculty**

203 **Form B**

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206 Temporary library faculty employee: \_\_\_\_\_  
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209 I. Evaluation of Professional Performance  
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220 II. Overall assessment  
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227 III. Recommendation concerning retention \_\_\_\_\_  
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229 PRC member \_\_\_\_\_ Date \_\_\_\_\_  
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231 PRC member \_\_\_\_\_ Date \_\_\_\_\_  
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233 PRC member \_\_\_\_\_ Date \_\_\_\_\_  
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\_\_\_\_\_

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236 I have been provided a copy and have read the evaluation.  
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238 Temporary library faculty employee: \_\_\_\_\_ Date \_\_\_\_\_  
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Temporary faculty unit employees may respond within 7 days following the receipt of the 242 recommendation (CBA 15).
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NEAC Recommendations  
October 6, 2004

Name	Committee	Representing Term	
Betsy Read	Search - VP External Affairs	At-large	n/a
Patty Seleski	Search - VP External Affairs	At-large	n/a
Kent Bolton	Search – Director, University Budget Office	At-large	n/a
Kathleen Watson	Search – Director, University Budget Office	At-large	n/a
Al Schwartz	Search – Director of Admissions	At-large	n/a
Spence McWilliams	Search – Director of Admissions	At-large	n/a
Betsy Read	Search – Dean of Extended Education	At-large	n/a
Janet Powell	Search – Dean of Extended Education	At-large	n/a
Don Barrett	Search – Dean of Extended Education	At-large	n/a
Al Schwartz	Search – Dir. of Financial Aid & Scholarship	At-large	n/a
Jackie Trischman	Search – Dir. of Financial Aid & Scholarship	At-large	n/a
Mohammad Oskoorouchi	Academic Planning Committee (APC)	CoBA	04-06
Beverlee Anderson	Faculty Affairs Committee (FAC)	CoBA	04-05
Anne Elsbree	AS Senator	CoE	04-06
Carlos von Son	General Education Committee (GEC)	CoAS- Hum/FA	04-06
Glenn Brodowsky	NEAC	CoBA	04-06
Mtafiti Imara	AS Senator	CoAS	04-06
Elisa Grant-Vallone	Faculty Advising Role Advisory Committee (Ad Hoc)	At-large	
Maureen Fitzpatrick	AS Task Force on Pedagogical Impact	CoAS	

Todd Meyers; Joanne Pederson	AS Task Force on Pedagogical Impact	Adjunct	
Marisol Clark-Ibanez	Student Fee Advisory Committee	At-large	04-06
Ben Cherry	University Computing and Telecommunications Committee (UCTC)	CoBA	04-06
Lorna Zorman	UCTC	CoAS	04-06
Jasamin Rostam-Kolayi	Student Grade Appeals Committee	At-large	04-05
Zhiwei Xiao	Student Grade Appeals Committee	At-large	04-06
Toni Hood	Student Grade Appeals Committee	At-large	04-06
Jill Weigt	Student Grade Appeals Committee (alternate)	At-large	04-06
Tejinder Neelon	Student Grade Appeals Committee (alternate)	At-large	04-06
Pat Stall	Student Grade Appeals Committee (alternate)	At-large	04-05
Carlos von Son	University Global Affairs Committee	CoAS	04-06
Ofer Meilich	University Global Affairs Committee	CoBA	04-06
Jackie Borin	University Global Affairs Committee	Library	04-06
Zee Cline	Student Union Advisory Board	At-large	04-06
John Halcon	Advisory Council for Extended Studies	CoE	04-05
Jeffrey Charles	Advisory Council for Extended Studies	CoAS	04-05



**UCC Course Program Change Proposals**

<b>Curric. &amp; Sched. No.</b>	<b>Course Prefix</b>	<b>Course Number</b>	<b>New Course # and/or Prefix</b>	<b>Course/Program Title</b>	<b>Form(s)</b>	<b>Type Action</b>	<b>Proposal Originator</b>	<b>Rec'd by Curr. &amp; Sched.</b>	<b>C&amp;S Sent to Senate</b>	<b>AS Sent to UCC</b>	<b>UCC Action</b>	<b>Action Date</b>
2	BIOL	181	175	Anatomy & Physiology I	C	New	Deborah Kristan	4/13/04	4/13/04	4/13/04	Approved	9/27/04
3	BIOL	182	176	Anatomy and Physiology II	C	New	Deborah Kristan	4/13/04	4/13/04	4/13/04	Approved	9/27/04
22	CS	303	403	Social and Organizational Impacts of Computing	C-2	Change	Rika Yoshii	4/23/04	9/13/04	9/13/04	Approved	9/27/04
25	CS	543	443	Database Management Systems	C-2	Change	R.L. Boehning	6/22/04	9/13/04	9/13/04	Approved	9/20/04
30	ECON	301		Consumers and Exchange	C-2	Change	Robert Rider	6/22/04	9/13/04	9/13/04	Approved	9/20/04
31	ECON	303		Production and Exchange	C-2	Change	Robert Brown	6/22/04	9/13/04	9/13/04	Approved	9/20/04
33	ECON	411		Public Choice	C-2	Change	Roger Arnold	6/22/04	9/13/04	9/13/04	Approved	9/20/04
34	ECON	417		Property, Transactions Costs and Information	C-2	Change	Robert Rider	6/22/04	9/13/04	9/13/04	Approved	9/20/04
38	HIST	338	338A	Modern U.S. Indian Policy	C-2	Change	E.A. Schwartz	6/22/04	9/13/04	9/13/04	Approved	9/20/04
56	MATH	51		Entry Level Mathematics	C-2	Change	Amber Puha	6/22/04	9/13/04	9/13/04	Approved	9/20/04
58	MATH	132		Survey of Calculus	C-2	Change	Marshall Whittlesay	4/23/04	9/13/04	9/13/04	Approved	9/20/04
94	PSCI	495A-F		Internship	C-2	Change	Cynthia Metoyer	4/23/04	9/13/04	9/13/04	Approved	9/27/04
95	PSCI	498A-C		Independent Study	C-2	Change	Cynthia Metoyer	4/23/04	9/13/04	9/13/04	Approved	9/27/04
96	PSCI	499A-C		Independent Research	C-2	Change	Cynthia Metoyer	4/23/04	9/13/04	9/13/04	Approved	9/27/04
99	VSAR	406		Installation Art	C	New	Judit Hersko	4/23/04	9/13/04	9/13/04	Approved	9/27/04

## Voter Registration Resolution

Whereas; Associated Students, Inc. (ASI) is the official recognized voice of students at Cal State University San Marcos; and

Whereas; the 1998 Higher Education Act requires that higher education institutions "make a good faith effort to distribute a mail voter registration form, requested, and received from the State, to each student enrolled in a degree or certificate program and physically in attendance at the institution, and to make such forms widely available to students at the institution;" and

Whereas; the University President has delegated authority to the Vice President of Student Affairs, in conjunction with Associated Students, Inc. to hold responsibility for the distribution of voter registration; and

Whereas, ASI is committed to working on the institutionalization of voter registration within the university community in order to allow ASI to focus on educating student voters in a non-partisan manner and turning them out to vote; and

Whereas; the mission of the California State University is "To prepare significant numbers of educated, responsible people to contribute to California's schools, economy, culture, and future; To prepare students for an international, multi-cultural society; and To provide public services that enrich the university and its communities;" and

Whereas; California State University San Marcos "grounds its mission in the public trust" and "sustained enrichment of the intellectual, civic, economic, and cultural life of our region and state;" and

Whereas; less than half of eligible citizens between the ages of 18-24 voted in the 2000 presidential election, compared with 70% of older citizens; and

Whereas; an engaged citizenry is essential to the success of the democratic process in the City of San Marcos, the State of California, and The United States; and

Whereas; collaboration between Students, Faculty, and Administration, is necessary for a significant voter registration drive and the encouraged participation of students in the electoral process at Cal State University San Marcos; therefore be it;

RESOLVED that the Academic Senate of Cal State University San Marcos in conjunction with ASI and Student Affairs encourage all faculty to promote civic engagement by; allowing non-partisan voter registration of students in their classrooms, encouraging and promoting attendance at voter awareness events and make a good faith attempt to spend a few moments of class time to relate the importance of voting to the subject matter in each class.

- 1 5. If any stage of a Performance Review has not been completed according to the RTP  
2 Timetable, the WPAF shall be automatically transferred to the next level of review or  
3 appropriate administrator and the Candidate shall be so notified. (15.41)  
4  
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6 A. Election and Composition of the Peer Review Committee (PRC)  
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- 8 1. The Department or appropriate academic unit is responsible for determining the size and  
9 election conditions of the PRC. The Department Chair shall ensure that there is an  
10 election of a PRC. Where no Department Chair exists, the department or appropriate  
11 faculty governance unit will ensure that there is an election of a PRC. (See IV.B.1. and 2.  
12 above.)  
13
- 14 2. The PRC shall be composed of at least three full-time tenured faculty elected by tenure-  
15 track faculty in the Candidate's department (or equivalent), with the chair elected by the  
16 committee. That is, if there are enough eligible faculty members in a department or  
17 program, members of the Peer Review Committee are elected from these areas. ~~If not, the~~  
18 ~~Peer Review Committee may be elected from among all eligible faculty members~~  
19 ~~throughout the university (15.35). If not, the department or program shall elect Peer~~  
20 ~~Review Committee members from eligible university faculty in related academic~~  
21 ~~disciplines (15.35).~~ The PRC shall elect its own chair.  
22
- 23 3. In the case of a faculty member with a joint appointment, the Peer Review Committee  
24 shall include when possible representatives from both areas with a majority of members  
25 on the committee elected from the Department or program holding the majority of the  
26 faculty member's appointment.  
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- 28 4. Peer Review Committee members must have higher rank/classification than those being  
29 considered for promotion.  
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- 31 5. Candidates for promotion are ineligible for service on promotion or tenure Peer Review  
32 Committees.  
33
- 34 6. Each College/Library/SSP,AR shall adopt procedures for electing a Peer Review  
35 Committee from the eligible faculty. These procedures must follow the guidelines of the  
36 CBA. (15.35).  
37

38 B. Responsibilities of the Peer Review Committee (PRC)  
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- 40 1. The PRC shall review the WPAF for completeness. Within seven days of the submission  
41 deadline the PRC shall:  
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  - 43 a. Submit a letter to the Custodian of the File outlining material that is lacking. If no  
44 WPAF has been submitted, the PRC shall submit a letter to the Custodian of the File  
45 within the same deadline indicating that the WPAF is lacking.  
46
  - 47 b. Add any existing material, required or additional, missing from the WPAF that the  
48 Candidate has not added via the COF (15.12).  
49
- 50 2. The PRC shall determine whether to request external review of the WPAF. In the case of  
51 an external review request, see Appendix C for responsibilities and timeline.  
52
- 53 3. Consistent with the CBA, the Department/College/Library/SSP,AR RTP  
54 standards/documents and the RTP Timetable:  
55

1                                   **Arts and Lectures at Cal State San Marcos**  
2   **Guiding Principles**  
3   **A&L Committee 2004 – 2005**

4  
5  
6 The following guidelines have been adopted by the Arts and Lectures Committee pending formal  
7 endorsements by the President, Academic Senate and ASI.

8  
9 **Arts and Lectures seeks to *invoke, provoke, and support learning for our students and the***  
10 **community.**

11  
12 **Invoke: to create desire, bring forth**

- 13 • Arts and Lectures provides diverse offerings of artistic, cultural, and scholarly events all  
14 based on input and proposals of students, faculty, staff, administration, alumni, and  
15 community members.
- 16 • Arts and Lectures events are designed to enhance, enrich, and expand the learning  
17 opportunities of Cal State San Marcos students and our community.
- 18 • Arts and Lectures provides a forum for learning that falls outside the realm of campus  
19 expertise and taps into the wisdom and talent of guest lecturers, artists, and performers
- 20 • Arts and Lectures brings the community onto campus to engage in artistic, cultural and  
21 scholarly activities, discussions, and debates.

22  
23 **Provoke: To stir up, to stimulate, to challenge**

- 24 • Arts and Lectures provides a venue that stimulates discussion and debate on important,  
25 relevant, political, historical, scientific, and cultural issues.
- 26 • Arts and Lectures introduces new and varied perspectives and provides access to events that  
27 might not otherwise have been offered to our students and community.
- 28 • Arts and Lectures provokes thoughtful and critical reflection through its offerings and  
29 subsequent forums for continuing discussion in classrooms, student associations, clubs,  
30 centers, etc.

31  
32 **Support: sustain, aid in learning, create a foundation**

- 33 • Arts and Lectures supports the University’s instructional goals of intellectual engagement,  
34 learning, teaching, discovery, and application of knowledge
- 35 • Arts and Lectures reinforces the University’s mission to expand access to an excellent  
36 education
- 37 • Arts and Lectures mirrors the university statement on values including innovation, creativity,  
38 openness to change, flexibility, responsiveness, and future focus.
- 39 • Arts and Lectures builds community by bringing diverse groups of people together and  
40 diverse perspectives to light

41  
42  
43 The opinions and content expressed through the Arts and Lectures series represent the  
44 viewpoints of the presenters alone and are not an endorsement of any campus entity or  
45 individual.