

Questions from the Executive Committee of the Academic Senate
&
Responses from Parking Services

#1. Have the pros and cons been explored with respect to annual passes to ensure that everyone parking in the staff lot qualifies? If yes, what are the cons?

Parking Services is a self-support program and it derives no state funds for capital outlay or operational costs. All costs of operation, debt service, maintenance and construction are paid from the revenues generated by user fees. Parking has explored this option; however, it has been cost prohibitive. Since 1992 to current the total number of permits has slowly increased placing us in a better position to order based on volume rather than paying per permit.

Another factor to consider should we look at an annual permit is the increase workload at the Parking Administration front counter with one full-time staff and student assistants to service hundreds of customers.

On yet another note is the destruction of unused permits and the reconciliation procedures that are mandated via the system-wide auditors. Parking Services has not reported large numbers of destroyed permits because of conservative purchasing practices.

I will be glad to add this to the next Functional Lead Focus Group session as a discussion item, and I'll contact the 22 other CSUs and a few of the regional UCs to ask about their procedures with respect to annual parking permits. Additionally, I will ask vendors to provide us some costs based on our existing numbers and projected growth numbers.

It is important to continue to explore all suggestions from our constituents and to continue to provide the best customer service in all areas of Parking Services.

#2. What is the ratio between faculty/staff permits sold to spots?

Parking Response:

- Long Term permits sold for Fall 2004 = 700.
- Total number of F/S designated parking spaces = 463.
- Plus general parking spaces located in lots B, C, J, L, N, O, X, Y, Z, and SMACC.

#3. How many passes have been sold to students with >6 units?

Parking Response: Parking Services does not track/log/reconcile based on number of units. Parking Services utilizes parking-related screens.

#4. What are the plans for increasing faculty/staff spaces specifically to meet the growth next year?

Parking Response: As you recall the process to designate the Spring 2004 60+ F/S spaces in Parking Lot N required four (4) of our top University administrators to contact the Chancellors Office on behalf of Cal State San Marcos to obtain approval.

At this time Parking Services is planning to add 129 General parking spaces in Lot H (next to the Business Building) in late Fall 2005, and 1200 to 1400 General parking spaces in Lot F (adjacent to the existing Faculty/Staff Lot E) in early 2006.

With these upcoming general parking lots, Parking Services will not be requesting designated F/S spaces.

#5. What is done on other campuses to accommodate faculty who have to come and go from the campus, e.g. to evaluate student teachers, during the day?

Parking Response: As of 11/24/04 CSUSM Parking Services had only received the following sister-campus responses. Question was faxed and e-mailed to all 22 campuses on 11/08/04.

- Stanislaus – No parking arrangement.
- Dominguez Hills – No parking arrangement.
- Chico – No parking arrangement.
- Fresno – No parking arrangement.
- Bakersfield – No parking arrangement.

#6. We heard that there is a number we can call as we circle the lots to see where spots are available at peak times. Has this program begun, and what is the number?

Parking Response: The Parking telephone numbers are: Parking Information Booth 760-750-**7502**. Booth hours of operation are Monday through Friday 6:30AM to 7:00PM, and Parking Administration 760-750-**7500**. Administration hours of operation are Monday through Friday 8:00AM to 5:00PM.

Parking Field Staff have been counting vacant spaces during the hours of 9:00AM to 2:00PM Monday through Friday since 08/30/04.

This service is available to all parking users—students, faculty, and staff customers. This service started on August 30th.

1 D. The WPAF, when submitted by the Candidate, shall contain:
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- 4 1. A current curriculum vitae.
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- 6 2. A reflective statement for each section: Teaching, Research/Creative Activity, and Service. (See
7 II.D.7. above.)
- 8 3. Evidence of teaching success (for all faculty unit members who teach) and equivalent professional
9 performance based on primary duties assigned in the job description (for non-teaching faculty).¹
 - 10 a. The reflective statement on teaching.
 - 11 b. Student evaluations from courses taught, in compliance with the CBA. University-
12 prepared numerical summaries and all comment sheets of course evaluations shall be
13 included for each course submitted.
 - 14 c. Selected items representing teaching, such as:
 - 15 • Peer evaluation
 - 16 • Self-evaluation
 - 17 • Videotape of class session
 - 18 • Instructional materials (e.g., syllabi, lesson plans, lecture notes, multimedia
19 presentations, course assignments)
 - 20 • Product of your teaching/Evidence of student learning (e.g., completed student
21 assignment, paper, thesis, exam, project, performance)
 - Teaching award, fellowship or honor
 - Other relevant items chosen by the faculty member
- 22 4. Evidence of success in research and creative activity (for teaching faculty and librarians) and
23 continuing education/professional development (for SSP ARs).
 - 24 a. The reflective statement on research and creative activity.
 - 25 b. Selected items representing research and creative activity, such as:
 - 26 • Publications
 - 27 • Publications in press or under review (with documentation)
 - 28 • Creative performances (dance, music performance art, theatre), exhibits, videos,
29 slides, recordings, CD-ROMS, multimedia, performance texts, installations,
30 photographs, musical scores, directing or choreography, curating, producing
 - 31 • Presentations at professional meetings
 - 32 • Funded grants
 - 33 • Research/creative activity in progress
 - 34 • Instructional material development
 - 35 • Applied research/scholarship
 - 36 • Invited address
 - 37 • Research/creative activity award, fellowship or honor
 - 38 • Editing of a journal, book, or monograph
 - 39 • Unpublished research
 - 40 • Unpresented/unperformed creative activity
 - 41 • Unfunded grant proposal
 - 42 • Refereeing of a book, journal article, monograph, conference paper
 - 43 • Other relevant items chosen by the faculty member

¹ Non-teaching faculty include librarians and SSP ARs.

- 47 5. Evidence of success in service.
- 48 a. The reflective statement on service.
- 49 b. Selected items representing service to the campus, system, community, discipline, and/or
- 50 profession, such as:
- 51 • Committee activity
- 52 • Consultantship to community organizations
- 53 • Advising a student group
- 54 • Mentoring of faculty and/or students
- 55 • Office held and participation in professional organizations
- 56 • Service award, fellowship or honor
- 57 • Editing of a journal, book, or monograph
- 58 • Refereeing of a book, journal article, monograph, conference
- 59 • Other relevant items chosen by the faculty member
- 60 ~~6. All personnel reviews since hire or since the last time promotion and/or tenure was granted, including~~
- 61 ~~any rebuttals and/or responses. These include periodic reviews; retention, tenure and promotion~~
- 62 ~~reviews; and five year post tenure reviews.~~
- 63 6. For faculty applying for tenure (or tenure and promotion), all personnel reviews since hire. For
- 64 faculty applying for promotion after the award of tenure (or tenure and promotion), all personnel
- 65 reviews beginning with the tenure (or tenure and promotion) review. Personnel reviews (including
- 66 recommendations, rebuttals, and responses) are defined as periodic reviews; retention, tenure and
- 67 promotion reviews; and five-year post-tenure reviews.
- 68 7. Department/Unit/College/Library/SSP,AR standards for retention, tenure and promotion.
- 69 8. A complete index of the material contained in the WPAF.

70 III. REVIEW PROCESS SCHEDULE

71 A. Tenure and Promotion to the Rank of Associate Professor/Associate Librarian/SSP II AR.

- 72 1. All probationary (nontenured) faculty members shall undergo annual review. The normal review
- 73 process schedule depends on the probationary status of the Candidate. If the Candidate's initial
- 74 appointment is on the tenure track at the rank of Assistant Professor , Senior Assistant Librarian
- 75 (which normally requires a doctorate or other appropriate terminal degree), or SSP I AR without
- 76 credit for prior years of service, the review process schedule is as follows:

77 First, third, and fifth years: PRC level and Dean/Director review

78 Second and fourth years: PRC, Dean/Director and President review

79 Sixth year: Mandatory review for promotion and tenure by Department Chair², Peer Review

80 Committee, Dean, and Promotion and Tenure Committee with a recommendation to the

81 President

- 82 2. Tenure-track probationary faculty may be given credit for a maximum of two years of service at
- 83 another institution. The amount of credit allowed shall be stipulated at the time of employment
- 84 and documented in a letter to the faculty member. This letter should be included in the file. If
- 85 one or two years of credit are given, the review process begins with the first year level review.
- 86 The mandatory promotion and tenure decision is shortened by the number of service credit years
- 87 given. (13.4)
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²In cases when the Department Chair elects to make separate recommendations on the Candidates in her/his Department.

**APPENDIX C
EXTERNAL REVIEW PROCESS**

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- I. Initiation of a Request for External Review.
 - A. A request for an external review of materials submitted by a Candidate for retention, promotion, and/or tenure may be initiated at any level of review by any party to the review, including the Candidate. Such a request shall document (1) the special circumstances which necessitate an outside reviewer, and (2) the nature of the materials needing the evaluation of an external reviewer. The request must be approved by the President with the concurrence of the faculty unit employee. (15.12d)
 - ~~B. All parties except for the President requesting external review must do so at the beginning of the review cycle, during the time designated to review the file for completeness.~~
 - B. If any party of the review process, including the candidate, indicates that they want an external review, the COF shall administer the process as outlined in the CBA (Article 15.12d). The Custodian of the File shall administer the process.

- II. Procedure for Selection of External Reviewers
 - A. The faculty member being considered shall provide a list of five names of experts in the corresponding field of scholarly or creative inquiry. A brief description of the proposed evaluators' fields, institutional affiliations and professional records shall be included with the list.

 - B. The Peer Review Committee shall select the external reviewers. The PRC may accept the entire list of five names provided by the Candidate. Alternatively, the PRC may select only three of the names from the list of five. When it selects three names, the PRC also may choose to add up to two additional reviewers. Thus, the PRC shall select a minimum of three external reviewers provided by the Candidate and a maximum of two that it provides, forming a list of three to five external reviewers. When selecting reviewers other than those recommended by the Candidate, the PRC must justify that action in a written statement. Should the Candidate wish to challenge the choices, she/he may provide a written rebuttal. In such cases, the President shall decide on the final list of external reviewers.

 - C. Criteria for selection of external reviewers shall include the following. The reviewer must:
 - 1. Be active in the same specialized area of scholarly or creative work;
 - 2. Hold a professional affiliation approved by the chair and the peer review committee;
 - 3. Be at a rank greater than the faculty member, if affiliated with an academic institution; and
 - 4. Be neither a collaborator nor co-author of any publication or funded research proposal, nor a close friend.

 - C. It is the responsibility of the Peer Review Committee to determine that criteria for selection of external reviewers have been satisfied.

 - D. The COF is charged with managing the process of external review. The COF shall solicit external reviews, receive the documents, and place them in the WPAF. The COF shall request external reviewers to respond in time for the PRC review of the WPAF. When a solicited external review does not receive a timely response, the COF shall insert a letter into the file stating that the external reviewer did not respond by the requested time.

POST TENURE PERIODIC EVALUATION
Periodic Evaluation of Tenured Unit 3 Faculty Employees

PROCEDURE

Implementation Date: 05/01/00

Revised:

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2 **I. Introduction**
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4 The purpose of Post Tenure Periodic Evaluation (PTPE) is to provide periodic feedback to
5 faculty members¹ on their effectiveness in all areas considered for retention, tenure, and
6 promotion in order to maintain and improve faculty performance. PTPE should be seen as an
7 important part of a faculty member's professional growth, which provides faculty members
8 with a regular opportunity to assess and revise their professional development plans and
9 goals.

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11 **II. Required Review Intervals**
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- 13 A. Faculty unit employees not being considered for promotion are subject to review
14 every five years following the awarding of tenure.
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16 B. Faculty on sabbatical or leave of absence during the scheduled year of review shall
17 undergo PTPE upon return to campus.
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19 C. Faculty who are participating in the Faculty Early Retirement Program (FERP) shall
20 maintain their five-year review cycle.
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22 **III. Procedure and Timeline**
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- 24 A. A peer review committee (PRC) of the department or equivalent unit and the
25 Dean/Director of the College/Library/unit shall conduct the PTPE.
26
27 B. PTPE Report -- Faculty undergoing a fifth-year PTPE shall submit a PTPE report.
28 The PTPE report shall address the faculty member's work in all areas considered for
29 retention, tenure, and promotion for the years under review. For faculty with
30 teaching responsibilities, the PTPE report will cover the areas of Teaching,
31 Research/Creative Activity, and Service. For librarians, the PTPE report will cover
32 the areas of Professional Performance and Growth (including Leadership),
33 Research/Creative Activity, and Service. For SSP-ARs, the PTPE report will cover
34 the areas of Professional Performance, Professional Development, and Service.
35
36 1. In recognition that PTPE may serve different functions at various points in a
37 faculty member's career, the PTPE report may take one of three possible
38 forms. The faculty member under review shall determine the form best suited
39 for the particular PTPE review. The forms are as follow:
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¹ The term "faculty member" refers to instructional faculty, librarians, and SSP-ARs.

- 41 a. A complete curriculum vitae (in the format recommended for the
42 WPAF²) and up to a three-page narrative highlighting the faculty
43 member's accomplishments since the last review. The complete CV
44 shall contain sections on Teaching (for teaching faculty) or
45 Professional Performance/Professional Development (for non-
46 teaching faculty), Research/ Creative Activity (if appropriate), and
47 Service.
48
- 49 b. Five annual reports and up to a three-page narrative highlighting the
50 faculty member's accomplishments since the last review. Each
51 annual report shall contain sections on Teaching (for teaching faculty)
52 or Professional Performance/Professional Development (for non-
53 teaching faculty), Research/ Creative Activity (if appropriate), and
54 Service.
55
- 56 c. A five to seven page narrative highlighting the faculty member's
57 accomplishments in Teaching (for teaching faculty) or Professional
58 Performance/Professional Development (for non-teaching faculty),
59 Research/ Creative Activity (if appropriate), and Service.
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- 61 2. All teaching faculty shall submit a representative sample of the courses taught
62 during the period under review as evidence of teaching effectiveness. This
63 evidence may take the form of a page from the summary statistics provided
64 with the student evaluations of instruction obtained for each of the chosen
65 classes, or a single table summarizing item statistics for all courses to be
66 highlighted in the review.
67
- 68 3. Any reviewer may request of the candidate additional information on their
69 PTPE report.
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- 71 4. Upon the request of the PRC and/or the Dean/Director, faculty shall be
72 prepared to provide evidence of accomplishments listed in the annual
73 reports.
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- 75 D. The faculty member shall submit a copy of the PTPE Report to the office of the
76 Dean/Director of the College/Library/unit. The PTPE is reviewed by:
77
- 78 1. The unit's duly elected Peer Review Committee (PRC).
79 a. In the event that a PRC member is undergoing review, the unit may
80 elect a replacement committee member for that individual's Post
81 Tenure Periodic Evaluation.
82 b. If any faculty members undergoing PTPE review are Full Professors,
83 a PRC of peers (i.e., Full Professors) shall be elected if the unit's PRC
84 is not composed of such.
85
- 86 2. The Dean/Director, who will also review the PRC summary report.

² A template for a complete CV may be found in the RTP Handbook produced by the Faculty Center.

- 87 E. The faculty member shall be provided a copy of the PRC and Dean/Director
88 summary reports.
- 89
- 90 F. The PRC chair and the Dean shall meet with the faculty member, upon completion of
91 his or her evaluation to discuss strengths and weaknesses. If necessary, a plan for
92 improvement will be developed.
- 93
- 94 G. The faculty member may submit a written response to the PTPE assessment.
- 95
- 96 H. A copy of the Peer Review Committee's report, the Dean's/Director's summary
97 report, the improvement plan (if any), and the faculty member's response (if any)
98 shall be placed in the faculty member's Personnel Action File.
- 99
- 100 I. PTPE Calendar
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- 102 March 1: Fifth-year PTPE reports due
- 103 April 1 PRC report due to faculty member
- 104 May 1 Dean's/Director's summary due
- 105

106 **IV. Criteria for Evaluation**

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- 108 A. Academic units shall define the appropriate level of performance in each of the areas
109 covered by the PTPE report.
- 110
- 111 B. If any area is determined to be unacceptable or deficient, the PRC chair and
112 Dean/Director shall assist the faculty member in creating a professional development
113 plan for improvement. The faculty member shall give a quarterly status report to
114 his/her unit head with specific attention given to improvement in the area(s) where
115 they were deemed deficient until such time as the faculty member meets the criteria
116 of the academic unit.
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