Marcia Woolf

Hi Marcy,
Thank you for your e-mail. Rather than formally provide a resolution, I'd like to request that the parking lot H be converted to Faculty/Staff only parking lot because we don't have enough parking spaces and students are wasting their times by coming to lot H and not finding any space since the lot is ususally crowded. Thanks. Eun

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_____

Hi Eun,

On behalf of the officers, I'm seeking more specific information about your request to add "Convert Parking Lot H to Faculty & Staff Parking" to yesterday's Senate agenda. It would be helpful for the EC to know more about the issue, since they may have time to begin to address it between now and the next Senate meeting. For your information, the EC is currently discussing the faculty parking situation in general.

It would be most helpful if you would provide a resolution for the EC's consideration (a sample is attached). If you would provide this to me prior to 11 a.m. Monday, February 6, we will try to agendize it for next week's EC meeting.

Thank you, Eun.

Marcia

Marcia Woolf
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http://www.csusm.edu/academic_senate/

<< File: Resolution Admin Raises.doc >>

<div align="center">

CSU San Marcos
Policy on the Evaluation of
Temporary Counselor Faculty (SSP-ARs)

</div>

I.   General Elements

A.   The purpose of this policy is to provide periodic and performance evaluations; these are taken into consideration in subsequent hiring decisions. This policy must be distributed to all temporary faculty unit employees within 14 days of the start of work (Collective Bargaining Agreement [CBA] 12.2), along with the relevant evaluation calendar and the RTP policy for SSP-ARs (if appropriate) by the unit Director.

B.   In this policy, if the employee works for more than one unit, or if the employee serves as an interim Director of a unit, the appropriate Associate Vice President for Student Affairs will serve in the roles described as those of the 'unit Director'.

C.   The appropriate Associate Vice President for Student Affairs is responsible for ensuring that the relevant evaluation process is in place for each temporary SSP-AR. Before a contract is issued for subsequent reappointment, the appropriate Associate Vice President for Student Affairs shall consult the unit Director(s) who worked directly with the employee, as well as the employee's Personnel Action File (PAF).

D.   For SSP-AR employees, the Custodian of the Files (PAFs) is the office of the Vice President of Student Affairs.

E.   Evaluations may be mailed to the employee for review and signature(s). A meeting to discuss the evaluation may be requested by the employee or the appropriate administrator, but is not required.

II.   Terms of appointments

A.   The California State University (CSU) Unit 3 collective bargaining agreement distinguishes among various temporary faculty unit employee appointments. There are two different evaluation review periods possible for temporary SSP-ARs

1.   **An appointment of one semester or less:** Evaluations of temporary SSP-ARs appointed for one semester or less are optional and shall be at the discretion of the unit Director. (It is highly recommended that the unit Director conduct an evaluation for future employment considerations.) The employee may, however, request that an evaluation be performed (CBA 15.23).

2.   **An appointment of more than one semester:** Periodic and performance evaluation for both full- and part-time temporary SSP-AR employees appointed for more than one semester is mandatory and must be done in accordance with the University's specific evaluation procedures for tenure track faculty (see CSUSM Retention, Tenure and Promotion policy; CBA 15.21, 15.22) and may include the opportunity for peer input. Temporary SSP-ARs shall be formally evaluated following the second semester of employment, regardless of a break in service, and then annually.

49   B.   Temporary SSP-AR faculty possessing six or more years of prior consecutive service at
50 CSUSM shall be offered a three-year temporary appointment (CBA 12.12). For purposes of
51 determining eligibility for this appointment, one year of service will be considered employment of at
52 least four continuous months during a single calendar year. In other words, to qualify for a three-year
53 appointment, the employee must have been employed within Student Affairs for at least four
54 consecutive months within each of the prior six calendar years.
55
56 **III.   Procedures**
57
58   A.   At the time of appointment, the unit Director's office will provide temporary SSP-ARs
59 with a copy of this policy, along with the relevant evaluation calendar and the retention, tenure and
60 promotion policy for Student Affairs Counselor Faculty. The Temporary SSP-AR employee should be
61 advised of any additional program or department standards for WPAF contents within 14 days of this
62 appointment.
63
64   B.   **Temporary SSP-ARs with an appointment of one semester or less**
65
66   1.   If an evaluation is to be done, each unit Director that works directly with the
67 employee will complete an evaluation of the employee (using Form A), addressing each of the major
68 areas of responsibility from the employee's job description.
69
70   2.   Peer input may be requested by the employee and/or by the unit Director(s) who
71 work directly with the employee. In such cases, appropriate selected peers will be asked by the unit
72 Director(s) to submit their evaluations of the employee's performance in any of the areas of
73 responsibility with which they are familiar (using Form B).
74
75   3.   The unit Director(s) will submit two copies of the evaluation (including peer
76 input where applicable) to the employee. The employee will sign both copies and keep one. The other
77 will be sent by the unit Director(s) to the Student Affairs office for placement in the employee's
78 personnel file.
79
80   C.   **Temporary SSP-ARs with an appointment of more than one semester**
81
82   1.   The employee shall submit a Working Personnel Action File (WPAF; CBA
83 15.8, 15.12) to the unit Director. The WPAF shall be submitted no later than six weeks prior to the last
84 day of classes of the second semester of the appointment. If circumstances require an extension, the
85 Senior Director/Dean shall be notified and will define the revised schedule.
86
87   2.   Peer input may be requested by the employee and/or by the unit Director(s) who
88 work directly with the employee. In such cases, appropriate selected peers will be asked by the unit
89 Director(s) to submit their evaluations of the employee's performance in any of the areas of
90 responsibility with which they are familiar (using Form B).
91
92   3.   The WPAF shall include:
93   a.   A copy of the employee's job description(s).
94
95   b.   A narrative (no more than five pages) describing work accomplished in
96 each of the major areas of responsibility during the term of the evaluation.
97

98   c.   Evidence of fulfillment of job requirements and work accomplished.
99
100   d.   A copy of each previous evaluation as a CSUSM faculty unit employee
101   (including any employee responses/rebuttals).
102
103   4.   The WPAF will be evaluated by a Peer Review Committee (PRC, elected
104   according to the guidelines specified in the Student Affairs RTP policy for SSP-ARs). The PRC
105   evaluation (Form C) will be submitted, signed by all members, to the unit Director's office. The unit
106   Director will give a copy of the PRC evaluation to the employee. The PRC will have two weeks to
107   complete its evaluation.
108
109   5.   Within seven calendar days of receiving the PRC evaluation, the employee may
110   request a meeting with the PRC to discuss the evaluation and/or may submit a written response to the
111   evaluation for inclusion in the WPAF. The unit Director's office will provide copies of the written
112   response to each member of the PRC.
113
114   6.   Within two weeks after receiving the PRC evaluation and the employee's
115   response (if any), the unit Director will meet with the employee to discuss the evaluation. The unit
116   Director will provide an evaluation memo (including Form A) for the WPAF.
117
118   7.   Within seven calendar days of receiving the unit Director's evaluation, the
119   employee may submit a written response to that evaluation for inclusion in the WPAF.
120
121   8.   Copies of all evaluations and responses will be filed in the employee's PAF.
122
123   9.   The WPAF will be returned to the employee once the evaluation process is
124   complete.
125
126   **IV.   Forms to be used for evaluation of temporary SSP-ARs**
127
128   Form A: Unit Director Evaluation
129   Form B: Peer Inputto the Evaluation
130   Form C: PRC Evaluation

131
132
             Form A
           Unit Director Evaluation

133
134 Name: Evaluation Period:

135
136
137 **Professional Performance**

138
139
140
141 **Clinical Service Provision**

142
143
144
145 **Clinical Supervision**

146
147
148
149 **Education & Outreach**

150
151
152
153 **Professional Development**

154
155
156
157 **Service to the Unit, Division, University & Community**

158
159
160
161 **Recommendations for Continued Development**

162
163
164
165
166 _____ _____ _____
167 Rater's Name/ Position   Signature Date

168
169
170 I have been provided a copy and have read the evaluation. Evaluations are taken into consideration for
171 subsequent appointments.

172
173 _____ _____ _____
174 SSP-AR   Signature   Date

175
176
177 *Faculty members have seven days to respond following receipt of the evaluation, if they wish to do so.*

178
179
180 _____ _____ _____
181 AVP   Signature   Date

182

Form B
Peer Input to the Evaluation (Optional)

Name: Evaluation Period:

Professional Performance

Clinical Service Provision

Clinical Supervision

Education & Outreach

Professional Development

Service to the Unit, Division, University & Community

Recommendations for Continued Development

_____   _____   _____
Peer Evaluator   Signature   Date

Form C
PRC Evaluation (Required)

Name: Evaluation Period:

Professional Performance

Clinical Service Provision

Clinical Supervision

Education & Outreach

Professional Development

Service to the Unit, Division, University & Community

Recommendations for Continued Development

_____   _____   _____
PRC Member   Signature   Date

_____   _____   _____
PRC Member   Signature   Date

_____   _____   _____
PRC Member   Signature   Date

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

_____   _____   _____
SSP-AR   Signature   Date

Note: Faculty members have seven days to respond following the receipt of the recommendation, if they wish to do so.

_____   _____   _____
AVP   Signature   Date

From:	Patty Seleski
Sent:	Thursday, February 02, 2006 12:01 PM
To:	Marcia Woolf
Subject:	RE: Senate: University Hour

I had wanted to move that the Senate request that the university begin collection of information regarding the implementation of university hour now so that when the ultimate evaluation is conducted that we have ongoing information about impacts sufficient to allow us to weigh costs (negative impacts) and benefits (positive impacts).   At the last Dean/Dept. Chair meeting in COAS chairs were talking about the difficulty of scheduling classes and faculty (we should collect data about this to see if these problems go away over the two years before final assessment as people get better at scheduling or if they are persistent) and it would be interesting/important to keep track of how Tracey Richardson's job of scheduling classrooms is affected, as well as students' ability to find the courses they need when the schedule is finally released.

While I'm betting that this is all pretty chaotic the first time around, my intent here is not to sink university hour (even though I am opposed to it). I'm trying to see both that the university does a thorough evaluation at the end and that we keep track of impacts to see which persist and which go away.

Matt Ceppi talked to me after the meeting and he, apparently, has already been asked to start thinking about monitoring impacts. I think a brief statement from the senate to the president that we are in favor of ongoing data collection around university hour that starts now would be positively received.

Patty Seleski
Professor and Department Chair
Department of History
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333 S. Twin Oaks Valley Road
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_____
From: Marcia Woolf
Sent: Thursday, February 02, 2006 11:03 AM
To: Patty Seleski
Subject: Senate: University Hour

Hi Patty,

On behalf of the officers, I'm seeking more specific information about your request to add "Assessment of University Hour" to yesterday's Senate agenda. It would be helpful for the EC to know what the issue is, since they may have time to begin to address it between now and the next Senate meeting. It would be most helpful if you would provide a resolution for the EC's consideration. If you would provide this to me prior to 11 a.m. Monday, February 6, we will try to agendize it for next week's EC meeting.

Thank you, Patty.

Marcia

CSUSM Academic Senate Meeting Schedule 2006/07

Academic Senate
(Regular meetings begin at 1 p.m. and run until approximately 2:50 p.m.)

Fall 2006

August 23	Convocation (a.m.) & New Senator Orientation (2:15 - 3:30 p.m.)
September 6	Senate Meeting
October 4	Senate Meeting
November 1	Senate Meeting
December 6	Senate Meeting

Spring 2007

January 18	Spring Assembly (9 – 10:30 a.m.)
(no January meeting)	
February 7	Senate Meeting
March 7	Senate Meeting
April 4	Senate Meeting
April 18	Senate Meeting
May 2	Joint Senate Meeting

Executive Committee
(Regular meetings are held from 12 - 2 p.m., or until 12:50 p.m. when preceding a Senate meeting.)

Fall 2006

August 22 Retreat (11:30 a.m. – 3:30 p.m.)
August 30
September 6, 13, 20, 27
October 4, 11, 18, 25
November 1, 8, 15, 29
December 6

Spring 2007

January 24, 31
February 7, 14, 21, 28
March 7, 14, 21 *(Spring Break is March 26 – 31)*
April 4, 11, 18, 25
May 2

Unless otherwise noted, the Academic Senate Meetings are held in Commons 206. All CSUSM faculty are encouraged to join us. *Only elected Senators may vote.*

Because the Senate is not a governing board, meetings of the Academic Senate are not subject to the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.

Approved by the Senate Executive Committee on ___