

CSUSM Academic Senate Meeting Schedule 2009/10

Academic Senate

(Unless otherwise noted, meetings are held in COM 206, begin at 1 p.m., and run until approximately 2:50 p.m.)

Fall 2009

August 27	Convocation (Time/Location TBD) New Senator Orientation: 2:15 – 3:30 p.m. – UH 440
September 2	Senate Meeting
October 7	Senate Meeting
November 4	Senate Meeting
December 2	Senate Meeting

Spring 2010

January 14	Spring Assembly: 9 – 10:30 a.m. – ARTS 240
February 3	Senate Meeting
March 3	Senate Meeting
April 7	Senate Meeting
April 21	Senate Meeting
May 5	Joint Senate Meeting (with newly elected 10/11 Senators)

Executive Committee

(Except as noted, the EC meets from 12 - 2 p.m. in KEL 5207. On Senate meeting days, the EC meets from 12 – 12:50 p.m. in COM 206.)

Fall 2009

August 25	Planning Meeting: 11:30 a.m. – 3:30 p.m. – KEL 3010
August 26	
September 2, 9, 16, 23, 30	
October 7, 14, 21, 28	
November 4, 18	
December 2	

Spring 2010

January 20, 27	
February 3, 10, 17, 24	
March 3, 10, 17, 24	<i>(Spring Break is March 29 – April 3)</i>
April 7, 14, 21, 28	
May 5	

All members of the 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.

Online Instruction Policy

Definition The Online Instruction policy defines online, hybrid, and web-facilitated courses, and delineates student, faculty, and university responsibilities with regard to online instruction.

Authority The President of the University

Scope All CSUSM online and hybrid credit-bearing courses, course sections, and degree programs.

I. Definitions*

Online Course - A course where most or all of the content is delivered online. Typically has no face-to-face meetings.

Hybrid Course (Blended) – A course that blends online and face-to-face delivery. Substantial proportion of the content is delivered online, typically uses online discussions, and typically has a reduced number of face-to-face meetings.

Web-Facilitated Course – A course that uses web-based technology to facilitate what is essentially a face-to-face course. May use a course management system or web pages to post the syllabus and assignments.

II. Preamble

Technology is changing quickly and influencing the development of new models of teaching and learning. At the same time, these new technologies are playing an increasingly important role in society. The purpose of this policy is to provide continuity in the quality and climate of the educational environment as we move to incorporate online instruction into the mainstream of instruction at California State University San Marcos. This policy shall apply to all credit-bearing courses, course sections, and degree programs offered partially (hybrid) or fully online by California State University San Marcos.

III. Principles for Online Instruction

A. Student Support and Information

1. All course sections that are offered solely or partially through online instruction shall provide the opportunity for appropriate and timely interactions between faculty and students and among students.
2. Students have the right to know the modes of delivery, including any on-campus meeting requirements, and technological requirements of each course section, program and degree offered by the University. Students will have access to this information before enrolling in a course section or program.

* Definitions are from I. E. Allen and J. Seaman, *Staying the Course Online Education in the United States, 2008*. The Sloan Consortium, p. 8.

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3. Criteria for student success in online and hybrid course sections and programs will be as rigorous and comprehensive as those used in classroom-based course sections, and these criteria will be clearly communicated to students.
 4. Students enrolled in online or hybrid course sections are subject to the same academic regulations applicable to students enrolled in any CSUSM course section. Academic standards regarding cheating, plagiarism, and appropriate behavior will be clearly communicated to students in online and hybrid course sections and programs. [For example, see Academic Honesty Policy.]
 5. Students taking online course sections have the same basic privileges as other CSUSM students. Each student enrolled in an online course section or program shall be informed of available instructional support, student services/advisers, library resources, and support services for students with disabilities.
 6. Technical support consistent with that available to all other CSUSM students shall be made available to students in online course sections and programs.
 7. In accordance with the CSU Accessible Technology Initiative, accessible design will be incorporated into the creation of all new course sections with online components (web facilitated, hybrid or online) by fall term 2012. Existing online course content will be made accessible as online materials are redesigned or modified or when a student with a disability enrolls in the course.

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B. Faculty Support, Rights and Responsibilities

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 3. In accordance with the provisions of the CSU/CFA Collective Bargaining Agreement, faculty shall have the same control and ownership of the substantive and intellectual content of their online course-related materials that faculty have with respect to their face-to-face courses.
 4. Faculty shall follow the guidelines established by the CSU San Marcos Policy on Fair Use of Copyrighted Works for Education and Research.
 5. Faculty teaching a fully online course section will use the Student Evaluation of Instruction Form for Online Courses.
 6. Because online instruction involves the use of technologies and teaching methods that require specialized training, the University shall offer training and support to faculty.

- 98 7. Any faculty member who teaches online shall have the opportunity to receive training
99 in online instruction and is responsible for making use of university-offered resources
100 and training. Ideally, development of course materials to offer a new online course
101 should begin a semester in advance.
- 102
- 103 8. Each time a new or existing course section will be taught online, the instructor will
104 contact Academic Technology Services within IITS to ensure that the course will be
105 linked in the online course index and to allow time for technical support.
- 106
- 107
- 108 9. In accordance with the CSU Accessible Technology Initiative, accessible design will be
109 incorporated into the creation of all new course sections with online components (web
110 facilitated, hybrid or online) by fall term 2012. Existing online course content will be
111 made accessible as online materials are redesigned or modified or when a student with a
112 disability enrolls in the course.
- 113
- 114 10. All online and hybrid courses listed in the Class Schedule shall normally be hosted on
115 California State University servers or other servers approved by the Dean of IITS and
116 Chief Information Officer.
- 117
- 118 11. Any course section that uses online instruction shall indicate so in the course syllabus. In
119 addition to information specified in the Syllabus Guidelines, the following information is
120 recommended to be included in course syllabi for online and hybrid course sections:
- 121
- 122 a. Prerequisite technical competencies
- 123
- 124 b. Contact information for technical assistance
- 125
- 126 ~~c. Guidelines for appropriate communication (Netiquette)~~
- 127
- 128 d. Course requirements for participation
- 129
- 130 ~~e. Schedule of assignment and posting deadlines (dates and times)~~
- 131
- 132 f. Instructor contact information
- 133
- 134 g. On-campus meeting requirements, if applicable
- 135
- 136 12. Faculty have a right to know, and department chairs and program directors have the
137 responsibility to inform faculty, of the modes of delivery, including any on-campus
138 meeting requirements, and technological requirements of relevant course sections,
139 programs, or degrees offered by the department or the program. Faculty shall have access
140 to this information before being assigned any course.
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142 **IV. Approval of Online Courses and Degree Programs**

143 **A. New Online Degree Programs**

144 New online degree programs or program modifications (including majors, minors, options,
145 certificates and subject matter preparation programs) shall be reviewed in accordance with
146 the usual Program Proposal process. Any department or program in which at least 50% of the
147
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149 instruction is offered online shall be required to meet Western Association of Schools and
150 Colleges (WASC) substantive change requirements. [See <http://www.wascweb.org>]
151

152 **B. New Online Courses**
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154 New online courses are approved through the regular curriculum review process, following
155 the same process as any new course.
156

157 **C. Converting Existing Courses or Sections to an Online Format**
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159 In the case of existing courses, approval for the use of online instruction is within the
160 purview of the department and/or program subject to the principles set forth in this Policy.
161

162 **D. Compliance of Existing Online Courses and Sections**
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164 Extant courses or sections that fit the definition of an online or hybrid course shall not be
165 offered after spring term 2012 if they do not comply with this policy and have not received
166 the appropriate approvals required by this policy. Each college dean shall be responsible for
167 ensuring compliance.
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Note to Senators: APC Online Instruction Policy Updates

All changes are underlined.

1. *Grammatical errors were fixed*
2. *Items 7 in the Faculty Section was changed to clarify the faculty rights in getting proper training and time to create online courses.*
3. *Item 8 in the Faculty Section was changed to clarify why IITS needs to be contacted each time an online course is offered.*
4. *Item 11 in the Faculty Section was changed to list recommendations, not requirements. Only essential items are now listed.*

Resolution Honoring the Service of Dr. Isabel “Chabe” Schon

WHEREAS, The success of California State University San Marcos represents the hard work of talented and dedicated professionals; and

WHEREAS, Some of the most talented and dedicated among those individuals are Founding Faculty; and

WHEREAS, Dr. Isabel Schon opened and directed the Barahona Center for the Study of Books in Spanish for Children and Adolescents—a valued and award-winning resource for scholars, teachers and librarians around the world; and

WHEREAS, Dr. Schon has published more than 25 books and 400 articles and chapters about bilingual or translated books, and books about Latinos for children; and

WHEREAS, In our efforts to build a great institution, we wish to take time to adequately acknowledge, thank, and honor those among our colleagues who, in the ordinary course of their work make extraordinary contributions to our university; now, therefore, be it

RESOLVED, That the Academic Senate of California State University San Marcos acknowledges the exceptional contributions of Dr. Isabel Schon to this institution, both in her role as Founding Faculty and Director of the Barahona Center for the Study of Books in Spanish for Children and Adolescents, and also through her service on university-level committees and initiatives; and be it further

RESOLVED, That the Academic Senate expresses its gratitude not only for two decades of Dr. Schon’s service, but also for her passion and advocacy for literature in Spanish for and about young people; and be it further

RESOLVED, That the Academic Senate of California State University San Marcos acknowledges that due to her contributions, Dr. Isabel Schon leaves Cal State San Marcos a stronger institution than the one she co-founded; and be it further

RESOLVED, That the Academic Senate honors the exemplary work of our colleague Dr. Isabel Schon.

CoAS Policy on the Evaluation of Temporary Faculty Unit 3 Employees

Definition: A policy for the evaluation of temporary faculty within the College of Arts & Sciences.

Authority: CSU/CFA Unit 3 Collective Bargaining Agreement

Scope: Temporary Unit 3 employees within the College of Arts & Sciences.

I. General elements

A. The purpose of this policy is to provide procedures for periodic and performance review of temporary faculty. This policy follows the procedures for periodic evaluation in accordance with the Collective Bargaining Agreement (CBA¹). Within fourteen (14) days² of the beginning of the semester,³ the Dean/Associate Dean's⁴ office will provide all temporary faculty Unit 3⁵ members in the College of Arts and Sciences with a copy of this Policy.

B. The California State University (CSU) Unit 3 collective bargaining agreement distinguishes among three types of Temporary Faculty Unit 3 Employees:

1. Part- or full-time appointment for one (1) semester or less;
2. Part-time appointments for two (2) or more semesters;
3. Full-time appointments for two (2) or more semesters;

The evaluation process for each category of appointment will be discussed separately in this document.

C. Temporary faculty who work for more than one (1) department or program⁶ shall be evaluated by each department.

D. All temporary faculty shall submit a working personnel action file (WPAF) to the Department Chair according to the timelines for the type of appointment. Failure to submit a WPAF, or submitting an incomplete WPAF, will be reflected in the evaluation. If the WPAF is submitted according to established timelines and no evaluation takes place, performance of the temporary faculty is assumed to be satisfactory. In such cases, temporary faculty may request to be evaluated by the appropriate administrator.

E. Electronic submission for part or all elements of the WPAF is acceptable. The department should inform faculty of any preferences.

F. The WPAF shall include the following as appropriate to the terms of the appointment:

1. A current curriculum vita;
2. Copies of all prior periodic evaluations and performance reviews;
3. A list of courses taught each semester in the evaluation period;

¹ The evaluation of temporary faculty is governed by Article 15 of the Collective Bargaining Agreement.

² Throughout this Policy, the term "days" shall signify calendar days.

³ The appointment of temporary faculty is governed by Article 12 of the Collective Bargaining Agreement. Please refer to the Faculty Affairs web site, then go to Academic Resources (http://www.csusm.edu/faculty_affairs/) to view the current contract.

⁴ Hereafter referred to as the Dean.

⁵ Hereafter referred to as temporary faculty.

⁶ Hereafter referred to as department.

4. A syllabus for each course taught in the evaluation period;
5. A representative sample of examinations and assignment materials for each course;
6. Student evaluations for each section of each course in which student evaluations were conducted, including all University-prepared numerical analyses and all student comments. When student evaluations for the current semester are not available at the time the Working Personnel Action File (WPAF) is submitted, the Dean or the Department Chair shall add them to the WPAF as soon as they are received;
7. Additional material required by the Department (e.g. classroom observations). Temporary faculty should be advised in writing of additional Department standards for the WPAF contents by the Department Chair/Program Director⁷ within fourteen (14) days after the first day of instruction of the academic term. Once the evaluation process has begun there shall be no changes in criteria and procedures;
8. Evidence of scholarly/creative activity and/or service if appropriate to the terms of appointment;
9. Other material deemed pertinent to a teaching evaluation by the temporary faculty, e.g. peer input, reflective statement on teaching experiences, evidence of innovative pedagogy, curriculum development, teaching awards, students supervised (independent study, etc.), student advising or mentoring;
10. Mailing address to which a copy of the candidate's evaluation may be sent.

It is the intent of this policy that the evaluation considers all materials submitted. The WPAF will be returned to the faculty member once the evaluation process is complete.

- F. Temporary faculty who teach must provide students the opportunity to fill out the official CSUSM student evaluations in their classes, each semester, in accordance with the Departmental policy established in terms of the CBA.
- G. Any party to the evaluation may request peer input (Form B), which can come from either tenured or non-tenured faculty. In the case of a classroom observation, temporary faculty shall be given a minimum of five (5) days written notice prior to ~~the a~~ classroom visit. After the visit, there shall be consultation about the classroom observation between the temporary faculty member and the visitor. Written confirmation that consultation has taken place shall be provided to the Department Chair within ten (10) days of the classroom visit. (CBA 15.14)
- H. Any party to the evaluation may request an external review. In the case of a request for an external review, see Appendix C of the University RTP policy for responsibilities and timetable.
- I. Each semester, the Dean's office shall provide to each Department Chair, within ten (10) days of the start of the semester, a list of the names of all temporary faculty who will be evaluated in his/her department at the end of that semester. It shall be the responsibility of the Department Chair to notify the Dean within ten (10) days of the receipt of the list of any changes to the list.
- J. Any academic department shall have the right to establish its own written policy on the evaluation of temporary faculty employees. Such policy shall establish guidelines for the evaluation of temporary faculty that are consistent with the CBA and meet or exceed the minimum requirements of the College of Arts and Sciences policy. Any such policy shall be reviewed by College Faculty Development Committee and the University Faculty Affairs Committee to ensure compliance with the CBA and CoAS policies before adoption.

⁷ Hereafter referred to as the Department Chair.

95 | **II. Evaluation Process for temporary faculty with part - or full-time appointments for one (1) semester**
96 | **or less**

- 97 |
98 | A. Evaluation of all temporary faculty appointed for one (1) semester or less is required at the end of
99 | the semester of appointment.
- 100 |
101 | B. The Department Chair shall notify temporary faculty that they should submit their WPAF no later
102 | than the Monday of the fifteenth week of the semester of appointment. Such notification shall be
103 | provided to the temporary faculty employee in writing within twenty-eight (28) days of the start
104 | of the semester. If circumstances require it, the temporary faculty member may request an
105 | extension from the Department Chair.
- 106 |
107 | C. The evaluation (Form A) shall be completed and signed by the Department Chair within thirty
108 | (30) days after the completion of the semester of appointment. If circumstances require an
109 | extension, the evaluator shall notify the Dean, prior to the end of the semester of appointment,
110 | who will, in turn, notify the affected temporary faculty.
- 111 |
112 | D. Within seven (7) days of the submission deadline, the Department Chair shall review the WPAF
113 | for completeness and shall notify the temporary faculty member in the event that she/he needs to
114 | add required and additional documentation. If the temporary faculty fails to submit the required
115 | materials within ten (10) days, the Department Chair shall have the right to add the materials to
116 | the file. With approval of the Department Chair, the temporary faculty may also add items that
117 | were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
- 118 |
119 | E. Temporary faculty will be provided with copies of their evaluation(s) and will sign and return the
120 | evaluation form(s), and retain a copy. The Department Chair may arrange a meeting with the
121 | temporary faculty to review the evaluation. In the case where the Department Chair does not
122 | arrange a meeting to review the evaluation, the temporary faculty may request a meeting with the
123 | Department Chair within ten (10) calendar days of receiving the evaluation, to discuss the
124 | evaluation.
- 125 |
126 | F. In addition, regardless of whether a temporary faculty meets with the Department Chair, a
127 | temporary faculty member may submit a written rebuttal or response to the evaluation for
128 | inclusion in the Personnel Action File (PAF). The faculty member's response must be submitted
129 | within ten (10) days of receiving the evaluation. The response should be filed at the office of the
130 | Dean, who will sign and provide a copy to the Department Chair. The Department Chair may
131 | respond to a temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal.
132 | No formal, written response to a temporary faculty's rebuttal is required.
- 133 |
134 | G. After all signatures have been obtained, the Department Chair will send the original evaluation
135 | form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.

136 |
137 | **III. Evaluation process for temporary faculty with part-time appointments for two or more semesters**
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- 139 | A. All Temporary Faculty with part-time appointments for two (2) or more semesters, except those
140 | with 3-year appointments, shall be evaluated annually at the end of the spring semester. If the
141 | end of the appointment is not at the end of the spring semester, the faculty member may be
142 | evaluated additionally at the end of the appointment, at the discretion of the Department Chair or
143 | upon the request of the temporary faculty member. The review period, in all cases, shall include
144 | all semesters of the appointment.
- 145 |
146 | B. All Temporary Faculty with 3-year part-time appointments shall be evaluated at the end of the
147 | second year of appointment. The review period will include all semesters of the first two (2)

148 years of appointment. At the request of the Dean or the Department Chair, evaluations of all
149 temporary faculty with 3-year appointments in a given department may be conducted more
150 frequently. Any temporary faculty member with a 3-year appointment may request that his/her
151 evaluations be conducted more frequently.
152

- 153 C. The Department Chair shall notify the temporary faculty that they should submit their WPAF no
154 later than the Monday of the fifteenth week of the semester in which the evaluation is due. Such
155 notification shall be provided to the temporary faculty in writing within twenty-eight (28) days
156 of the start of the semester. If circumstances require it, the temporary faculty may request an
157 extension from the Department Chair.
158
- 159 D. Within seven (7) days of the submission deadline, the Department Chair shall review the WPAF
160 for completeness and shall notify the temporary faculty member in the event that she/he needs to
161 add required and additional documentation. If the temporary faculty fails to submit the required
162 materials within ten (10) days, the Department Chair shall have the right to add the materials to
163 the file. With approval of the Department Chair, the temporary faculty may also add items that
164 were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
165
- 166 E. The evaluation (Form A) shall be completed and signed within thirty (30) days after the
167 completion of the semester of appointment. If circumstances require an extension, the evaluator
168 shall notify the Dean prior to the end of the term of appointment who will, in turn, notify the
169 affected temporary faculty.
170
- 171 F. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation
172 form(s) and retain a copy. The Department Chair may arrange a meeting with the temporary
173 faculty to review the evaluation. In the case where the Department Chair does not arrange a
174 meeting to review the evaluation, temporary faculty may request a meeting with the Department
175 Chair within ten (10) calendar days of receiving the evaluation, to discuss the evaluation.
176
- 177 G. In addition, regardless of whether a temporary faculty member meets with the Department Chair,
178 a temporary faculty may submit a written rebuttal or response to the evaluation for inclusion in
179 the Personnel Action File (PAF). The faculty member's response must be submitted within ten
180 (10) days of receiving the evaluation. The response should be filed at the office of the Dean, who
181 will sign and provide a copy to the Department Chair. The Department Chair may respond to a
182 temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal. No formal,
183 written response to a temporary faculty's rebuttal is required.
184
- 185 H. After all signatures have been obtained, the Department Chair will send the original evaluation
186 form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.
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188 **IV. Evaluation process for temporary faculty with full-time appointments⁸ for two or more semesters**
189

- 190 A. All Temporary Faculty with full-time appointments of two (2) or more semesters must be
191 evaluated by a Peer Review Committee (PRC) elected in accordance with the College of Arts and
192 Sciences Policy on the Election of Peer Review Committees⁹.
193
- 194 B. All Temporary Faculty with full-time appointments for two (2) or more semesters, except those
195 with 3-year appointments, shall be evaluated annually at the end of the spring semester. If the
196 end of the appointment is not at the end of the spring semester, the faculty member may be

⁸ A full-time two-semester appointment is 30 WTUs. The temporary faculty's entitlement may be less than full-time.

⁹ According to the CoAS PRC election policy, the Department Chair or his/her designee shall be a member of the PRC of each full-time temporary faculty employee.

197 evaluated additionally at the end of the appointment, at the discretion of the Department Chair or
198 upon the request of the temporary faculty member. The review period, in all cases, shall include
199 all semesters of the appointment.
200

- 201 C. All Temporary Faculty with 3-year -time appointments shall be evaluated at the end of the second
202 year of appointment. The review period will include all semesters of the first two (2) years of
203 appointment. At the request of the Dean or the Department Chair, evaluations of a temporary
204 faculty with 3-year appointments in a given department may be conducted more frequently. A
205 PRC may recommend more frequent evaluations to the Dean or Department Chair. Any
206 temporary faculty with a 3-year appointment may request that his/her evaluations be conducted
207 more frequently.
208
- 209 D. Each year, the Dean shall publish a timetable for the review of full-time temporary faculty. This
210 calendar shall be published no later than the Monday of the fifteenth week of the fall semester
211 and shall include a due date for the WPAF of no earlier than the Monday of the third week of the
212 spring semester.
213
- 214 E. Temporary faculty shall be responsible for the organization and comprehensiveness of the WPAF
215 and its submission in adherence to the college timetable. The Dean's office shall receive the
216 initial file, and date and stamp the initial page of the file and each subsequent incoming piece of
217 documentation.
218
- 219 F. During the time specified for this activity, the members of the PRC shall review the file for
220 completeness. Within seven (7) days of the submission deadline, the PRC chair shall notify the
221 Dean in writing outlining any material that is lacking. Within two (2) working days of the end of
222 the review for completeness, the Dean's office shall notify the temporary faculty that she/he
223 needs to add required and additional documentation requested by the PRC chair. If the temporary
224 faculty member fails to submit the required materials and a reviewing party submits the materials,
225 the Dean's office will notify the temporary faculty of materials that are added to the file. Given
226 the time-line of the student evaluation process, the student evaluations for the spring semester
227 will not be included in the WPAF during the PRC review but will be included in the WPAF prior
228 to the Dean level of review. With approval of the PRC, the temporary faculty may add items that
229 were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
230
- 231 G. Consistent with the college timetable, the PRC shall review and evaluate the WPAF of each
232 temporary faculty undergoing review. The PRC's evaluation shall be based on the contents of the
233 WPAF. The PRC shall submit a signed copy of Form C to the Dean by the deadline specified in
234 the college timetable. The Dean will place a copy of Form C in the WPAF and the temporary
235 faculty employee will be provided with copies of the PRC evaluation(s) and will sign the
236 evaluation form(s) and retain a copy. The PRC may arrange a meeting with the temporary faculty
237 member to review the evaluation. In the case where the PRC does not arrange a meeting to
238 review the evaluation, temporary faculty may request a meeting with the PRC within ten (10)
239 calendar days of receiving the evaluation, to discuss the evaluation.
240
- 241 H. In addition, regardless of whether a temporary faculty meets with the PRC, a temporary faculty
242 member may submit a written rebuttal or response to the evaluation for inclusion in the PAF. The
243 faculty member's response must be submitted within ten (10) days of receiving the evaluation.
244 The response should be filed at the office of the Dean, who will sign and provide a copy to the
245 PRC. The PRC may respond to a temporary faculty member's written rebuttal within ten (10)
246 days of receipt of the rebuttal. No formal, written response to a temporary faculty member's
247 rebuttal is required.
248
- 249 I. Consistent with the college timetable, the Dean shall review and evaluate the WPAF of each

250 temporary faculty member undergoing review and will complete Form D by the deadline
251 specified in the college timetable. A copy of the Dean's evaluation will be provided to the
252 | temporary faculty member and the PRC. The Dean may arrange a meeting with the temporary
253 | faculty member to review the evaluation. In the case where the Dean does not arrange a meeting
254 | to review the evaluation, temporary faculty may request a meeting with the Dean within ten (10)
255 | calendar days of receiving the evaluation, to discuss the evaluation.
256

257 J. In addition, regardless of whether a temporary faculty meets with the Dean, a full-time temporary
258 | faculty member may submit a written rebuttal or response to the evaluation for inclusion in the
259 | PAF. The faculty member's response must be submitted within ten (10) days of receiving the
260 | evaluation. The response should be filed at the office of the Dean. The Dean may respond to a
261 | temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal. No formal,
262 | written response to a temporary faculty member's rebuttal is required.
263

264 K. If any stage of the evaluation is not completed by the specified time period then the evaluation
265 | will automatically move to the next level of review and the temporary faculty member shall be so
266 | notified.
267

268 L. After all signatures have been obtained, the Department Chair will send the original evaluation
269 | form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.
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271 **V. Forms to be used for evaluation of temporary instructors**
272

273 A. Form A: Department Chair Evaluation - required for the evaluation of all part-time Temporary
274 | Faculty Unit Employees.
275

276 B. Form B: Peer Input to the Evaluation – optional for the evaluation of any Temporary Faculty
277 | Unit Employee.
278

279 C. Form C: PRC Evaluation- required for the evaluation of all full-time Temporary Faculty Unit
280 | Employees.
281

282 D. Form D: Dean Evaluation- required for all full-time Temporary Faculty Unit Employees.

FORM A
PROGRAM DIRECTOR OR DEPARTMENT CHAIR EVALUATION
FOR ALL TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

_____ Date _____
Department Chair/Program Director

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

Faculty member _____ Date _____

Note: This form will be placed in the faculty member's PAF. Faculty members have ten (10) days to respond following the receipt of the evaluation, if they wish to do so.

_____ Date _____
Dean/Associate Dean

FORM B
PEER INPUT TO THE EVALUATION (OPTIONAL)
FOR
ALL TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Report on classes observed or material reviewed:

Peer evaluator _____

Date _____

NOTES: *This form will be placed in the faculty member's WPAF and PAF, and a copy will be sent to the temporary faculty employee. Faculty members have ten (10) days to respond following receipt of the form, if they wish to do so.*

~~1. This form must be turned in to the Department Chair within 5 days of a classroom observation and a copy must be provided to the temporary faculty member.~~

Information about peer coaching/peer mentoring is available in the Faculty Center.

FORM C
PRC EVALUATION
FOR
FULL-TIME TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

PRC member _____ Date _____

PRC member _____ Date _____

PRC member _____ Date _____

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

Faculty member _____ Date _____

| *Note: This form will be placed in the faculty member's PAF. Faculty members have ten (10) days to respond following the receipt of the recommendation, if they wish to do so.*

Dean/Associate Dean

Date _____

FORM D
DEAN/ASSOCIATE DEAN EVALUATION
FOR
FULL-TIME TEMPORARY FACULTY UNIT 3 EMPLOYEES

Temporary faculty Unit 3 employee: _____

Semester(s) / Year of Review: _____

Class(es) reviewed in this cycle: _____

I. Student evaluation of teaching:

II. Additional elements:

III. Overall Recommendation:

_____ Date _____
Dean/Associate Dean

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

Faculty member _____ Date _____

| Notes: This form will be placed in the faculty member's PAF. Faculty members have ten (10) days to respond following the receipt of the evaluation, if they wish to do so.

ACADEMIC SENATE

ELECTION RULES AND GUIDELINES

Rules for Elections of:

Academic Senate

Senate Officers

Academic Senate Standing Committees

Statewide Academic Senate

1. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide a Preference Form to all full time (tenure line and temporary) faculty. The Preference form shall include a listing of the continuing Senators and continuing Academic Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate and Academic Senate Standing Committees. The Preference Form shall solicit self-nomination by interested faculty for all vacant seats on the Academic Senate and Academic Senate Standing Committees. Faculty are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.
2. NEAC shall use the responses to prepare a ballot that includes at least two candidates for each vacant seat assuming there are enough eligible and willing faculty to achieve this.
3. A sample ballot shall be provided at least two weeks before the date of election with a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in writing).
4. If, after NEAC has circulated the sample ballot, faculty wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC. For persons wishing to change their candidacy from either at-large or College/School/Library representative, the request for such a change must also be submitted to NEAC.
5. If the request for a name deletion or a move between College/School/Library and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified through e-mail of the vacancy.
6. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to NEAC. The date of election shall be the date ballots are due.
7. Eligible faculty, in compliance with Article 3 of the Constitution and Bylaws of the University Faculty and the Academic Senate, shall be permitted to vote for one candidate for each vacant position. Election will be by plurality of votes cast. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.
8. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.
9. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result. Challenges must be submitted in writing to the chair of

NEAC and must specify the nature of the challenge. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.

10. 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. The recall may be initiated by any eligible faculty member. 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. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election. 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. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty calendar days of the removal.

GUIDELINES FOR ACADEMIC SENATE ELECTIONS

1. Election and balloting for Senate seats shall be by College/School/Library and Student Services Professionals - Academic Related (SSPs-AR).
2. The number of Senators from each College/School/Library/SSP-AR 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. In response to the Preference Forms submitted, NEAC shall conduct an election in accordance with these Rules.
4. The Senate shall be representative of the full-time faculty in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
5. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats allocated to the College/School/Library or SSPs-AR (e.g., if a College/School/Library/SSP-AR may elect six representatives, the ballot will read "Vote for up to six persons").
6. The final Senate meeting shall be a joint meeting of the extant Senators and the newly elected Senators. The terms of the extant Academic Senate and Executive Committee shall end on the last day of the Spring semester. Any business that must be addressed before the academic year ends will be conducted by the extant Academic Senate and Executive Committee.
7. When vacancies arise on the Senate due to a faculty member being on leave or due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the remainder of the term.
8. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant." Vacant seats shall be filled by implementing the previous rule.

GUIDELINES FOR ELECTION OF SENATE OFFICERS

1. NEAC will distribute a Call for Senate Officers to full time (tenure line and temporary) faculty by the end of the second week of March. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty who have served on the Senate in any capacity for two of the past three years. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate Office by the end of the third week of March. The Call will request that faculty obtain permission of nominees prior to submitting their names. Nominees for officers of the Senate shall be voting members of the Senate.
2. A sample ballot will be provided, and faculty will have one week to review and respond (end of the fourth week of March). Faculty may make additional nominations or may request that their name be removed from the ballot.
3. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members the first week of April, and will be due in the Senate office the beginning of the third week of April. Senators will have one week to vote.
4. Senate Officers will be announced at the second to last Senate meeting of the Spring semester.
5. In the event that the chair-elect cannot assume the position of chair, an election for chair will be held.

GUIDELINES FOR ELECTION OF STANDING COMMITTEES

1. Standing Committee membership is of two types: College/School/Library representatives and at-large representatives. The members of the various committees serve staggered two-year terms.
2. Election and balloting for College/School/Library representation shall be by College/School/Library, or, in the case of the General Education Committee (GEC) and the Promotion and Tenure Committee (PTC), by area; and for at-large representation, by the eligible faculty.
3. The Preference Form shall ask faculty to indicate which committees they would choose to serve on and whether they would choose to represent their College/School/Library or the faculty at-large. Additionally, faculty will be asked to indicate whether they would be willing to serve on more than one committee and to rank their preferences (i.e., #1, #2 with #1 being the most preferred).
4. Elections for Promotion and Tenure Committee member positions must be contested (at least two candidates per seat). If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an election for the uncontested seats once a minimum of two candidates per open Promotion and Tenure Committee seat is secured. This special election does not require a sample ballot.

5. A person may be elected to serve on no more than two committees.
6. After election results have been announced, each current committee chair shall convene a meeting of current committee members and new committee members to (a) review the year-end committee report and (b) elect a committee chair for the next academic year. Each current committee chair shall notify the Academic Senate Office of their committee's newly elected chair. The newly elected chairs (with the exception of the Promotion and Tenure Committee [PTC]) and the newly elected Academic Senate Officers will constitute the Executive Committee for the following academic year.
7. No person shall be elected chair of more than one standing committee.
8. The terms of the standing committee members rotating off the committees shall end on the last day of the Spring semester. Any business that must be addressed before the academic year ends will be conducted by the extant standing committees.
9. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of that faculty member's absence. Promotion and Tenure Committee vacancies may not be filled through NEAC recommendation. These may only be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing Committees.
10. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant". Vacant seats shall be filled by implementing the previous rule, with the exception of Promotion and Tenure Committee vacancies. These may only be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing Committees.

GUIDELINES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

1. Election and balloting for statewide academic senators shall be by all eligible faculty.
2. CSUSM has two statewide academic senators (number determined by the statewide academic senate) who serve staggered three-year terms. When appropriate, NEAC shall put out a call for candidates to fill the position of the senator whose term is expiring.
3. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired are eligible to run again.
4. The statewide academic senator shall be elected by March 1 of each election year.

1 **Policy on Required Earned Units to Enroll**
2 **in Upper-Division General Education Courses (UDGE)**
3

4 **Definition:** Specifies number of earned units required for students to enroll in UDGE
5 courses.

6
7 **Authority:** Executive Order 1033
8

9 **Scope:** All California State University, San Marcos (CSUSM) undergraduate
10 students, effective with the 2010 Spring semester.

11
12 **Policy**

13
14 In order to satisfy any UDGE requirement (BB, CC, DD) by taking an UDGE course, a
15 student must have earned at least 60 units towards their first bachelor's degree at CSUSM
16 prior to taking that course.