

### **Academic Policy Committee Report**

APC has completed development of policies on Online Instruction and Administrative Course Drop, and forwarded both policies to the Senate Executive Committee for consideration and discussion. APC is now working on CLEP and Advanced Placement policies. Future APC business includes development of policies on the following topics: Program Discontinuation; Executive Order 1037 – Grading; Executive Order 1038 - Minimum Requirements for Probation and Disqualification; Catalog Rights; and Triple Majors.

### **University Curriculum Committee**

1. We started the review of the Child and Adolescence Development program, a first set of questions was send to the originators.
2. We continued to review several course changes for the Human Development program.
3. We discussed changes to the P-Form template and the P-Form itself which would guarantee more time for the library and IITS to sign and comment on P-Form proposals.
4. We worked on several course proposals, changes, and deletions.

For current information (minutes) about the UCC meetings see  
<http://www2.csusm.edu/cwis/ohansen/UCC.html>

## NEAC Recommendations to the Academic Senate

<b>Committee</b>	<b>Seat</b>	<b>Term</b>	<b>Name(s)</b>
Faculty Center Advisory Council	CoAS-Hum/FA	08-10	Sylvia Rolle Risetto



# COLLEGE OF ARTS & SCIENCES EVALUATION OF TEMPORARY FACULTY UNIT 3 EMPLOYEES

- 1  
2 Definition: A policy for the evaluation of temporary faculty within the College of Arts & Sciences.  
3  
4 Authority: CSU/CFA Unit 3 Collective Bargaining Agreement  
5  
6 Scope: Temporary Unit 3 employees within the College of Arts & Sciences.  
7

## 8 I. General elements

- 9  
10 A. The purpose of this policy is to provide procedures for periodic and performance review of  
11 temporary faculty. This policy follows the procedures for periodic evaluation in accordance with  
12 the Collective Bargaining Agreement (CBA<sup>1</sup>). Within fourteen (14) days<sup>2</sup> of the beginning of the  
13 semester,<sup>3</sup> the Dean/Associate Dean's<sup>4</sup> office will provide all temporary faculty Unit 3<sup>5</sup> members  
14 in the College of Arts and Sciences with a copy of this Policy.  
15  
16 B. The California State University (CSU) Unit 3 collective bargaining agreement distinguishes  
17 among three types of Temporary Faculty Unit 3 Employees:  
18  
19 1. Part- or full-time appointment for one semester or less;  
20 2. Part-time appointments for two or more semesters;  
21 3. Full-time appointments for two or more semesters;  
22

23 The evaluation process for each category of appointment will be discussed separately in this  
24 document.  
25

- 26 C. Temporary faculty who work for more than one department or program<sup>6</sup> shall be evaluated by  
27 each department.  
28  
29 D. All temporary faculty shall submit a working personnel action file (WPAF) to the Department  
30 Chair according to the timelines for the type of appointment. Failure to submit a WPAF, or  
31 submitting an incomplete WPAF, will be reflected in the evaluation. If the WPAF is submitted  
32 according to established timelines and no evaluation takes place, performance of the temporary  
33 faculty is assumed to be satisfactory. In such cases, temporary faculty may request to be  
34 evaluated by the appropriate administrator.  
35  
36 E. The WPAF shall include the following as appropriate to the terms of the appointment:  
37  
38 1. A current curriculum vita;  
39 2. Copies of all prior periodic evaluations and performance reviews;  
40 3. A list of courses taught each semester in the evaluation period;  
41 4. A syllabus for each course taught in the evaluation period;  
42 5. A representative sample of examinations and assignment materials for each course;  
43 6. Student evaluations for each course in which student evaluations were conducted, including

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

<sup>2</sup> Throughout this Policy, the term "days" shall signify calendar days.

<sup>3</sup> 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/](http://www.csusm.edu/faculty_affairs/)) to view the current contract.

<sup>4</sup> Hereafter referred to as the Dean.

<sup>5</sup> Hereafter referred to as temporary faculty.

<sup>6</sup> Hereafter referred to as department.

## COLLEGE OF ARTS & SCIENCES EVALUATION OF TEMPORARY FACULTY UNIT 3 EMPLOYEES

- 44 all University-prepared numerical analyses and all student comments. When student  
45 evaluations for the current semester are not available at the time the Working Personnel  
46 Action File (WPAF) is submitted, the Dean or the Department Chair shall add them to the  
47 WPAF as soon as they are received;
- 48 7. Additional material required by the Department (e.g. classroom observations). Temporary  
49 faculty should be advised in writing of additional Department standards for the WPAF  
50 contents by the Department Chair/Program Director<sup>7</sup> within fourteen (14) days after the first  
51 day of instruction of the academic term. Once the evaluation process has begun there shall  
52 be no changes in criteria and procedures;
- 53 8. Evidence of scholarly/creative activity and/or service if appropriate to the terms of  
54 appointment;
- 55 9. Other material deemed pertinent to a teaching evaluation by the temporary faculty, e.g. peer  
56 input, reflective statement on teaching experiences, evidence of innovative pedagogy,  
57 curriculum development, teaching awards, students supervised (independent study, etc.),  
58 student advising or mentoring;
- 59 10. Mailing address to which a copy of the candidate's evaluation may be sent.  
60

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

- 63
- 64 F. Temporary faculty who teach must provide students the opportunity to fill out the official  
65 CSUSM student evaluations in their classes, each semester, in accordance with the Departmental  
66 policy established in terms of the CBA.  
67
- 68 G. Any party to the evaluation may request peer input (Form B), which can come from either  
69 tenured or non-tenured faculty. In the case of a classroom observation, temporary faculty shall  
70 be given a minimum of five days written notice prior to the classroom visit. After the visit, there  
71 shall be consultation about the classroom observation between the temporary faculty member and  
72 the visitor. (CBA 15.14)  
73
- 74 H. Any party to the evaluation may request an external review. In the case of a request for an  
75 external review, see Appendix C of the University RTP policy for responsibilities and timetable.  
76
- 77 I. Each semester, the Dean's office shall provide to each Department Chair, within ten (10) days of  
78 the start of the semester, a list of the names of all temporary faculty who will be evaluated in  
79 his/her department at the end of that semester. It shall be the responsibility of the Department  
80 Chair to notify the Dean within 10 days of the receipt of the list of any changes to the list.  
81
- 82 J. Any academic department shall have the right to establish its own written policy on the  
83 evaluation of temporary faculty employees. Such policy shall establish guidelines for the  
84 evaluation of temporary faculty that are consistent with the CBA and meet or exceed the  
85 minimum requirements of the College of Arts and Sciences policy. Any such policy shall be  
86 reviewed by College Faculty Development Committee and the University Faculty Affairs  
87 Committee to ensure compliance with the CBA and CoAS policies before adoption.  
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<sup>7</sup> Hereafter referred to as the Department Chair.

**COLLEGE OF ARTS & SCIENCES EVALUATION OF TEMPORARY FACULTY UNIT 3  
EMPLOYEES**

- 90 **II. Evaluation Process for temporary faculty with part - or full-time appointments for one semester or**  
91 **less**  
92
- 93 A. Evaluation of all temporary faculty appointed for one semester or less is required at the end of the  
94 semester of appointment.  
95
- 96 B. The Department Chair shall notify temporary faculty that they should submit their WPAF no later  
97 than the Monday of the fifteenth week of the semester of appointment. Such notification shall be  
98 provided to the temporary faculty employee in writing within twenty-eight (28) days of the start  
99 of the semester. If circumstances require it, the temporary faculty member may request an  
100 extension from the Department Chair.  
101
- 102 C. The evaluation (Form A) shall be completed and signed by the Department Chair within thirty  
103 (30) days after the completion of the semester of appointment. If circumstances require an  
104 extension, the evaluator shall notify the Dean, prior to the end of the semester of appointment,  
105 who will, in turn, notify the affected temporary faculty.  
106
- 107 D. Within seven (7) days of the submission deadline, the Department Chair shall review the WPAF  
108 for completeness and shall notify the temporary faculty member in the event that she/he needs to  
109 add required and additional documentation. If the temporary faculty fails to submit the required  
110 materials within ten (10) days, the Department Chair shall have the right to add the materials to  
111 the file. With approval of the Department Chair, the temporary faculty may also add items that  
112 were unavailable at the time the WPAF was submitted, such as a response to student evaluations.  
113
- 114 E. Temporary faculty will be provided with copies of their evaluation(s) and will sign and return the  
115 evaluation form(s), and retain a copy. The Department Chair may arrange a meeting with the  
116 temporary faculty to review the evaluation. In the case where the Department Chair does not  
117 arrange a meeting to review the evaluation, the temporary faculty may request a meeting with the  
118 Department Chair within ten (10) calendar days of receiving the evaluation, to discuss the  
119 evaluation.  
120
- 121 F. In addition, regardless of whether a temporary faculty meets with the Department Chair, a  
122 temporary faculty member may submit a written rebuttal or response to the evaluation for  
123 inclusion in the Personnel Action File (PAF). The faculty member's response must be submitted  
124 within ten (10) days of receiving the evaluation. The response should be filed at the office of the  
125 Dean, who will sign and provide a copy to the Department Chair. The Department Chair may  
126 respond to a temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal.  
127 No formal, written response to a temporary faculty's rebuttal is required.
- 128 G. After all signatures have been obtained, the Department Chair will send the original evaluation  
129 form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.  
130
- 131 **III. Evaluation process for temporary faculty with part-time appointments for two or more semesters**  
132
- 133 A. All Temporary Faculty with part-time appointments for two or more semesters, except those with  
134 three-year appointments, shall be evaluated annually at the end of the spring semester. If the end  
135 of the appointment is not at the end of the spring semester, the faculty member may be evaluated  
136 additionally at the end of the appointment, at the discretion of the Department Chair or upon the  
137 request of the temporary faculty member. The review period, in all cases, shall include all  
138 semesters of the appointment.  
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### COLLEGE OF ARTS & SCIENCES EVALUATION OF TEMPORARY FACULTY UNIT 3 EMPLOYEES

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- B. All Temporary Faculty with three-year part-time appointments shall be evaluated at the end of the second year of appointment. The review period will include all semesters of the first two years of appointment. At the request of the Dean or the Department Chair, evaluations of all temporary faculty with three-year appointments in a given department may be conducted more frequently. Any temporary faculty member with a three-year appointment may request that his/her evaluations be conducted more frequently.
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- C. The Department Chair shall notify the temporary faculty that they should submit their WPAF no later than the Monday of the fifteenth week of the semester in which the evaluation is due. Such notification shall be provided to the temporary faculty in writing within twenty-eight (28) days of the start of the semester. If circumstances require it, the temporary faculty may request an extension from the Department Chair.
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- D. Within seven (7) days of the submission deadline, the Department Chair shall review the WPAF for completeness and shall notify the temporary faculty member in the event that she/he needs to add required and additional documentation. If the temporary faculty fails to submit the required materials within ten (10) days, the Department Chair shall have the right to add the materials to the file. With approval of the Department Chair, the temporary faculty may also add items that were unavailable at the time the WPAF was submitted, such as a response to student evaluations.
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- E. The evaluation (Form A) shall be completed and signed within thirty (30) days after the completion of the semester of appointment. If circumstances require an extension, the evaluator shall notify the Dean prior to the end of the term of appointment who will, in turn, notify the affected temporary faculty.
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- F. Temporary faculty will be provided copies of their evaluation(s) and will sign the evaluation form(s) and retain a copy. The Department Chair may arrange a meeting with the temporary faculty to review the evaluation. In the case where the Department Chair does not arrange a meeting to review the evaluation, temporary faculty may request a meeting with the Department Chair within ten calendar days of receiving the evaluation, to discuss the evaluation.
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- G. In addition, regardless of whether a temporary faculty member meets with the Department Chair, a temporary faculty may submit a written rebuttal or response to the evaluation for inclusion in the Personnel Action File (PAF). The faculty member's response must be submitted within ten (10) days of receiving the evaluation. The response should be filed at the office of the Dean, who will sign and provide a copy to the Department Chair. The Department Chair may respond to a temporary faculty's written rebuttal within ten (10) days of receipt of the rebuttal. No formal, written response to a temporary faculty's rebuttal is required.
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- H. After all signatures have been obtained, the Department Chair will send the original evaluation form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.

## COLLEGE OF ARTS & SCIENCES EVALUATION OF TEMPORARY FACULTY UNIT 3 EMPLOYEES

- 183 **IV. Evaluation process for temporary faculty with full-time appointments<sup>8</sup> for two or more semesters**  
184  
185 A. All Temporary Faculty with full-time appointments of two or more semesters must be evaluated  
186 by a Peer Review Committee (PRC) elected in accordance with the College of Arts and Sciences  
187 Policy on the Election of Peer Review Committees<sup>9</sup>.  
188  
189 B. All Temporary Faculty with -time appointments for two or more semesters, except those with  
190 three-year appointments, shall be evaluated annually at the end of the spring semester. If the end  
191 of the appointment is not at the end of the spring semester, the faculty member may be evaluated  
192 additionally at the end of the appointment, at the discretion of the Department Chair or upon the  
193 request of the temporary faculty member. The review period, in all cases, shall include all  
194 semesters of the appointment.  
195  
196 C. All Temporary Faculty with three-year -time appointments shall be evaluated at the end of the  
197 second year of appointment. The review period will include all semesters of the first two years of  
198 appointment. At the request of the Dean or the Department Chair, evaluations of all temporary  
199 faculty with three-year appointments in a given department may be conducted more frequently.  
200 A PRC may recommend more frequent evaluations to the Dean or Department Chair. Any  
201 temporary faculty with a three-year appointment may request that his/her evaluations be  
202 conducted more frequently.  
203  
204 D. Each year, the Dean shall publish a timetable for the review of full-time temporary faculty. This  
205 calendar shall be published no later than the Monday of the fifteenth (15<sup>th</sup>) week of the fall  
206 semester and shall include a due date for the WPAF of no earlier than the Monday of the third  
207 week of the spring semester.  
208  
209 E. Temporary faculty shall be responsible for the organization and comprehensiveness of the WPAF  
210 and its submission in adherence to the college timetable. The Dean's office shall receive the  
211 initial file, and date and stamp the initial page of the file and each subsequent incoming piece of  
212 documentation.  
213  
214 F. During the time specified for this activity, the members of the PRC shall review the file for  
215 completeness. Within seven days of the submission deadline, the PRC chair shall notify the Dean  
216 in writing outlining any material that is lacking. Within two working days of the end of the  
217 review for completeness, the Dean's office shall notify the temporary faculty that she/he needs to  
218 add required and additional documentation requested by the PRC chair. If the temporary faculty  
219 member fails to submit the required materials and a reviewing party submits the materials, the  
220 Dean's office will notify the temporary faculty of materials that are added to the file. Given the  
221 time-line of the student evaluation process, the student evaluations for the spring semester will  
222 not be included in the WPAF during the PRC review but will be included in the WPAF prior to  
223 the Dean level of review. With approval of the PRC, the temporary faculty may add items that  
224 were unavailable at the time the WPAF was submitted, such as a response to student evaluations.  
225  
226 G. Consistent with the college timetable, the PRC shall review and evaluate the WPAF of each  
227 temporary faculty undergoing review. The PRC's evaluation shall be based on the contents of the  
228 WPAF. The PRC shall submit a signed copy of Form C to the Dean by the deadline specified in  
229 the college timetable. The Dean will place a copy of Form C in the WPAF and the temporary

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

<sup>9</sup> 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.



## COLLEGE OF ARTS & SCIENCES EVALUATION OF TEMPORARY FACULTY UNIT 3 EMPLOYEES

- 230 faculty employee will be provided with copies of the PRC evaluation(s) and will sign the  
231 evaluation form(s) and retain a copy. The PRC may arrange a meeting with the temporary faculty  
232 member to review the evaluation. In the case where the PRC does not arrange a meeting to  
233 review the evaluation, temporary faculty may request a meeting with the PRC within ten calendar  
234 days of receiving the evaluation, to discuss the evaluation.  
235
- 236 H. In addition, regardless of whether a temporary faculty meets with the PRC, a temporary faculty  
237 member may submit a written rebuttal or response to the evaluation for inclusion in the PAF. The  
238 faculty member's response must be submitted within ten days of receiving the evaluation. The  
239 response should be filed at the office of the Dean, who will sign and provide a copy to the PRC.  
240 The PRC may respond to a temporary faculty member's written rebuttal within ten days of receipt  
241 of the rebuttal. No formal, written response to a temporary faculty member's rebuttal is required.  
242
- 243 I. Consistent with the college timetable, the Dean shall review and evaluate the WPAF of each  
244 temporary faculty member undergoing review and will complete Form D by the deadline  
245 specified in the college timetable. A copy of the Dean's evaluation will be provided to the  
246 temporary faculty member. The Dean may arrange a meeting with the temporary faculty member  
247 to review the evaluation. In the case where the Dean does not arrange a meeting to review the  
248 evaluation, temporary faculty may request a meeting with the Dean within ten calendar days of  
249 receiving the evaluation, to discuss the evaluation.  
250
- 251 J. In addition, regardless of whether a temporary faculty meets with the Dean, a full-time temporary  
252 faculty member may submit a written rebuttal or response to the evaluation for inclusion in the  
253 PAF. The faculty member's response must be submitted within ten days of receiving the  
254 evaluation. The response should be filed at the office of the Dean. The Dean may respond to a  
255 temporary faculty's written rebuttal within ten days of receipt of the rebuttal. No formal, written  
256 response to a temporary faculty member's rebuttal is required.  
257
- 258 K. If any stage of the evaluation is not completed by the specified time period then the evaluation  
259 will automatically move to the next level of review and the temporary faculty member shall be so  
260 notified.  
261
- 262 L. After all signatures have been obtained, the Department Chair will send the original evaluation  
263 form(s) to the Dean, who will sign, date, and place the evaluation in the temporary faculty's PAF.  
264
- 265 **V. Forms to be used for evaluation of temporary instructors**  
266
- 267 A. Form A: Department Chair Evaluation - required for the evaluation of all part-time Temporary  
268 Faculty Unit Employees.  
269
- 270 B. Form B: Peer Input to the Evaluation – optional for the evaluation of any Temporary Faculty  
271 Unit Employee.  
272
- 273 C. Form C: PRC Evaluation- required for the evaluation of all full-time Temporary Faculty Unit  
274 Employees.  
275
- 276 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:

\_\_\_\_\_  
Department Chair/Program Director

Date \_\_\_\_\_

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

Faculty member \_\_\_\_\_

Date \_\_\_\_\_

*Faculty members have ten (10) days to respond following the receipt of the evaluation, if they wish to do so.*

\_\_\_\_\_  
Dean/Associate Dean

Date \_\_\_\_\_

**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:

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

**FORM C**  
PRC EVALUATION (REQUIRED)  
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 \_\_\_\_\_

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

Faculty member \_\_\_\_\_

Date \_\_\_\_\_

*Note: 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 (REQUIRED)  
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

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

Faculty member \_\_\_\_\_ Date \_\_\_\_\_

*Faculty members have ten (10) days to respond following the receipt of the evaluation, if they wish to do so.*

## ADMINISTRATIVE COURSE DROP

1 **Definition** Administrative Course Drop is a procedure that offers instructors the option of  
2 making enrollment in a course contingent upon the student's attendance at  
3 specified class meetings and/or proof of having satisfied the Enrollment  
4 Requirements.

5  
6 **Authority**

7  
8 **Scope** All courses

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10 Students registered in a course but not present at the first class session, or who do not  
11 demonstrate participation during the add/drop period for online courses, will not be guaranteed a  
12 place in the class. Administrative Drop is a procedure that offers instructors the option of  
13 making enrollment in a course contingent upon the following:

- 14  
15 1) the student's attendance at specified class meetings, and/or  
16 2) proof of having satisfied the Enrollment Requirements.

17  
18 Instructors are not required to drop students for non-attendance or lack of Enrollment  
19 Requirements. Therefore, students should not assume that they will be automatically dropped  
20 for non-attendance, and should confirm their enrollment status before the add/drop deadline.  
21 Students absent from the first class meeting, or not participating in the online course, may be  
22 administratively dropped from the course at the instructor's request. In addition, instructors may  
23 stipulate that attendance/participation at other specified class meetings before the add/drop  
24 deadline is required for the students to remain enrolled in the course. These dates must be  
25 specified in the course syllabi. (For example, in some science laboratory courses, student  
26 attendance at safety instruction sessions is mandated by state law.) Students who are unable to  
27 attend the first class meeting, or class meetings where attendance/participation is required for  
28 enrollment, should make every effort to communicate their interest in remaining enrolled in the  
29 course; however, notification of the instructor may not be sufficient to ensure enrollment in the  
30 course. Students may be administratively dropped from courses for failure to attend first class  
31 meetings or other mandatory meetings, even when the instructor is given prior notification.  
32 Students who cannot provide evidence of having satisfied the Enrollment Requirements for the  
33 course may be administratively dropped from the course at the instructor's request.

34 For an Administrative Drop to occur, instructors must send the request to the Office of  
35 Registration and Records at least two working days before the end of the add/drop deadline.

36  
37 Where students have been administratively dropped from a course, and where the absence or  
38 inability to contact the instructor was caused by mitigating circumstances, students should appeal  
39 to the instructor to regain enrollment in a course prior to census. Students who have been  
40 administratively dropped from a course may be reinstated prior to census, upon consent of the  
41 instructor. The instructor will make the reinstatement request to the Office of Registration and  
42 Records. Once census has been reported to the Chancellor's Office, appeals for reinstatement  
43 will not be honored.

1 **Scope of the AA Restructure Task Force Charge**

2  
3 The initial charge of the AA task force on restructuring was interpreted broadly by the committee to include concerns  
4 about the location within Academic Affairs of ancillary units that were instruction-related but were not directly part of  
5 an existing college or school (e.g., Southwest Riverside County operations, the Faculty Center, Global Education, First  
6 Year Programs and many others). Our review found multiple inconsistencies between these unit's responsibilities  
7 and their levels of reporting authority within AA, but that these inconsistencies were often dictated by factors (e.g.,  
8 budget constraints, formal requirements from the Chancellor's office, workload exigencies) that were not amenable  
9 to change. The task force thus makes no recommendations regarding the protocols for organizing ancillary,  
10 instruction-related services within AA in order to focus on units that fit the definitions described below.

11  
12 **Definitions Used by the AA Restructure Task Force**

13  
14 The AA task force's recommendations on appropriate terminology for academic units took into consideration the  
15 factors associated with such terminology. Both within the university and to external bodies, terms such as 'college'  
16 and 'school' serve to indicate multiple organizational factors including: 1) the extent that the activities of the unit  
17 have been vetted by the faculty through the Senate or College governance processes, 2) the location of the unit  
18 within both faculty governance and administrative reporting (e.g., whether there are Senators from the unit and  
19 where the unit would fit in an AA organizational chart), 3) the evaluation obligations of the unit (e.g., to WASC), and  
20 4) the obligations of the unit within personnel actions (e.g., RTP). The task force also recognizes that the terms used  
21 to describe an academic unit have important public-relations impact on how the status of the unit is perceived by  
22 future students and users, employers, external accrediting organizations and the like. The task force feels that the  
23 organizational factors are of primary importance within the question of the structure of AA, but acknowledges the  
24 public-relations value of the 'school' terminology in its recommendations (below).

25  
26 University:

- 27  
28 1. A larger institution of higher learning that encompasses such academic entities as colleges and/or schools,  
29 institutes, and graduate and professional schools/programs.  
30  
31 2. It has an administrative structure (president/chancellor, provost, vice presidents, directors), support staff, teaching  
32 faculty, and governance.  
33  
34 3. A university will also have a research component involving faculty in contrast to some colleges (especially  
35 community colleges) that focus on teaching.

36  
37 College:

- 38  
39 1. A college is a sub-unit of a university, part of the organizational structure with its own distinct leadership and  
40 governance structure.  
41  
42 2. It consists of subgroups of related academic departments or programs offering degrees or credentials, organized  
43 for efficient resource usage and efficient and equitable governance.  
44  
45 3. Through its colleges, the university shall grant baccalaureate degrees, and masters degrees.

46  
47 School:

- 48  
49 1. A school is functionally the same as a college, with the difference being that a school is more specialized than a  
50 college in that it has a more distinct related cluster of degrees or a single degree. A school may focus on nursing or  
51 law but would not have as many degree offerings as a college of Natural Sciences, which may have Physics, Chemistry,  
52 Biology, Ecology, Earth Sciences, and others.  
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Academic Affairs Restructure Committee  
Principles for Changing the Organizational Structure of Academic Affairs

**Goal of Organizational Structure**

The goal of the organizational structure is to facilitate people performing their duties and responsibilities in an effective and efficient manner in achieving the overall mission of Academic Affairs.

**Signs When an Organizational Change Might be Needed**

- Decision making is dysfunctional due to differences in values and perspectives.
- Decision making is delayed. Decision-makers are over loaded and/or information is not reaching the right people.
- The current organization does not respond in an innovative manner to a changing environment.
- A different grouping would allow better synergy due to common interests, purposes, and values, creating an increase in cohesion in the unit.

**Principles to Consider When Changing the Organizational Structure (Creating, Merging, Splitting or Transferring Units)**

- Any change in the organizational structure needs to be consistent with the mission, vision, core values, and goals of Academic Affairs.
- The organizational change needs to be consistent with the Division's human, fiscal and physical resources. There must be sufficient fiscal resources to sustain the new unit(s) and the change should produce a net positive benefit for the entire division.
- The organizational change should result in a more effective and efficient decision making and operation in terms of effective communications, coordination and integration of efforts across and within units.
- The organizational change should provide for clear authority, responsibility and control/accountability.



## Academic Affairs Restructure: Process for Restructuring Academic Units

### Proposals

Proposals for the creation, merger, split, transfer or abolition of departments<sup>1</sup> or schools or colleges may be initiated by departments or schools or colleges, faculty members, or administrative officers of the university. The proposal is written justification based on the Academic Affairs Principles for Restructuring. The proposal shall address employment options, informed by the Memorandum of Understanding, for the affected tenured and probationary faculty and for permanent staff.

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### Create<sup>2</sup>

The appropriate administrator may hire an outside consultant to prepare the proposal when sufficient expertise in the subject matter is deficient internally.

Initiator ↗ To AALC ↘ To Provost  
↘ To Senate BLP → To Academic Senate ↗

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### Merge

Initiator → To Schools or Colleges affected → Faculty Vote<sup>3</sup> → To Deans affected  
To AALC ↘ To Provost  
To Senate BLP → To Academic Senate ↗

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### Split

Initiator → Faculty in splitting units vote → aggregate School or College vote recorded → To Dean  
↗ To AALC ↘ To Provost  
↘ To Senate BLP → To Academic Senate ↗

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### Transfer

Initiator → To Schools or Colleges affected → Faculty Vote → To Deans affected → To Provost

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<sup>1</sup> The creation, merger, split or transfer of a department within an existing school or college is handled internal to that entity.

<sup>2</sup> If the process requires a curriculum change, the proposal is sent to the University Curriculum Committee (UCC) concurrent with Budget and Long-Range Planning (BLP) review.

<sup>3</sup> For any change requiring a faculty vote, the faculty member's rationale accompanies their vote.

12/1/2008

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**Abolish**

Initiator<sup>4</sup> → Faculty in affected units vote → School or College faculty vote → To Dean

↗ To AALC

↘

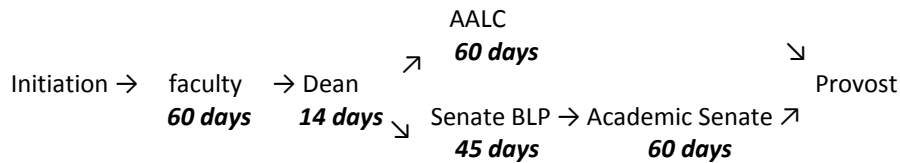
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↘ To Senate BLP → To Academic Senate ↗

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**Timeline**

The initiator may start the process at anytime during the Academic Year. The timeline clock stops temporarily during Winter break and Spring break. The clock resets between the last day of classes for Spring semester until the first day of classes Fall semester. In the event the Senate does not receive the proposal in time to have both a first and second reading, the timeline for Academic Senate starts at the beginning of the next Academic Year.

**Recommendation**

The Ad Hoc Program Review Committee (AHPRC) procedures referenced in footnote 4, includes the wording “ the AHPRC will take additional guidance from the CSU Policy on Discontinuance of Academic Degree Programs.” The CSU Policy requires each campus to have a Policy on Discontinuance of Academic Degree Programs, which CSUSM has not yet formulated. We recommend the campus develop this policy.

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<sup>4</sup> The Program Assessment Committee (PAC) of the Academic Senate may initiate the formation of an Ad Hoc Program Review Committee (AHPRC) when “the PAC finds that the Program Review report fails to document satisfactory program viability.” Thus the PAC may be the initiator, and the process outlined in Appendix C of the PAC policy on Program Review will be followed.