

CALIFORNIA STATE UNIVERSITY, HAYWARD

DESIGNATION CODE: 04-05 FAC 2 **amended**  
DATE SUBMITTED: October 29, 2004

TO: The Academic Senate  
FROM: Vincenzo Traversa, Chair, Faculty Affairs Committee (FAC)  
SUBJECT: Proposed Changes to the Administrative Review Schedule and the Appointment and Review Document

**ACTION**

REQUESTED: That the Academic Senate approve **a)** the addition of three administrative positions (Director of Marketing Communications, Director of the Student Center for Academic Achievement, and Assistant Vice President, Institutional Research and Assessment) to the Administrative Review Schedule and **b)** approve the indicated changes to the Policies and Procedures Governing Faculty Participation In Appointment and Review Of Administrative Officers and Department Chairs of The California State University, Hayward; effective Fall, 2005

**BACKGROUND**

INFORMATION: FAC discussed the charges contained in the memorandum from the Chair of September 29, 2004, concerning the above subject, and it submits the following recommendations for possible modifications to Section II.A of the University Appointment and Review Document.

- a. FAC recommends the addition of the Director of Marketing Communications (05-06), the Director of the Student Center for Academic Achievement (05-06), and the Assistant Vice President, Institutional Research and Assessment (07-08) to the regular cycle of administrative review.
- b. Concerning the size of administrative review committees, FAC recommends as follows:
  1. ~~Group 1 (III.B.1.)~~ To reduce the number of faculty reviewing this group from 5 to 3. The revised text reads “... ~~five~~ three tenured regular members of the College Faculties or Library, excluding deans and directors, no more than two one of whom shall be from the same college ...”
  2. Group 2 (III.B.2.) To revise the committee membership to read: “...three tenured regular members of the College Faculties or Library, excluding deans and directors, no more than one of whom shall be from the same any college ...”
  3. Group 3 (III.B.3.) To revise the committee membership to read “...three tenured regular members of the College Faculties or Library, excluding deans and directors, no more than one of whom shall be from the same any college ...”
  4. Group 4 (III.B.4.) To change the wording of III.B.4 as follows: “...two to four tenured regular members of the College Faculty, excluding deans, from different departments, and one tenured regular member of the faculty of another College or the Library, excluding deans and directors. The number of committee members will be determined at the discretion of each College. Committee members from College Faculty shall be elected by the procedures of faculty elections in the College ...”

### III. REVIEW COMMITTEES: MEMBERSHIP AND PROCEDURES

#### A. Officers to be Reviewed

#### B. Membership

The membership of committees reviewing the performance of University- and College-level administrative officers shall be as stated below (for items 1-4 below, the phrases "excluding deans, directors, vice presidents" include associates and assistants as well):

1. for Provost and Vice President, Academic Affairs; Vice President, University Advancement; Vice President, Administration and Business Affairs; and Associate Vice Presidents and those designated in Paragraph II.A.4.: five three five tenured regular members of the College Faculties or Library, excluding deans and directors, no more than two one two of whom shall be from the same college, elected by the ordinary procedures of University at-large elections. In addition, the President may appoint, at his or her discretion, an additional member of the University Faculty or a person from another CSU campus. Committees shall solicit input from faculty, administrators, staff and students.
2. for Vice President, Student Affairs: three tenured regular members of the College Faculties or Library, excluding deans and directors no more than one of whom shall be from the same any college, elected by the ordinary procedures of University at-large elections; two representatives of the Student Affairs Electorate elected by the procedures ordinarily used to elect Student Affairs members of the Academic Senate; and one student selected by the Associated Students. In addition, the President may appoint, at his or her discretion, an additional member of the University Faculty or a person from another CSU campus. Committees shall solicit input from faculty, administrators, staff and students.
3. for University Librarian: the University Librarian and Associate University Librarian shall be reviewed at the same time by the same committee. This review committee shall consist of three tenured regular members of the College Faculties, excluding deans and directors no more than one of whom shall be from the same any college, elected by the ordinary procedures of University at-large elections; and two tenured librarians elected by the procedures ordinarily used to elect Library members of the Academic Senate. In addition, the President may appoint, at his or her discretion, an additional member of the University Faculty or a person from another CSU campus. Committees shall solicit input from faculty, administrators, staff and students.
4. for College Deans: the College Dean and Associate Dean(s) of that College shall be reviewed at the same time by the same committee. This review committee shall consist of two to four tenured regular members of the College Faculty, excluding deans, from different departments, and one tenured regular member of the faculty of another College or the Library, excluding deans and directors. The number of committee members will be determined at the discretion of each College. Committee members from College Faculty ~~The four~~ shall be elected by the procedures of faculty elections in the College. The one from another College or the Library shall be selected by the Executive Committee of the Academic Senate from a list of all eligible faculty provided by the Provost and Vice President for Academic Affairs. In addition, the President may appoint, at his or her discretion, an additional member of the University Faculty or a person from another CSU campus. Committees shall solicit input from faculty, administrators, staff and students.