CALIFORNIA STATE UNIVERSITY, HAYWARD
FACULTY AFFAIRS COMMITTEE

Approved as presented

Minutes of the Meeting of November 7, 2001

Members present: Eileen Barrett (Chair), Dee Andrews, Kathy Hann, Jane Lopus, Gary McBride, Scott Stine

Members absent: Judy Clarence, Julie Glass, Michael Hedrick, Steve Williams

1. Approval of the Agenda. M/S/P 6-0

2. Approval of the Minutes of October 17, 2001. M/S/P as corrected, 6-0.
   Corrections:
   Item 5 Old Business
   c. Nominations for Subcommittee on Lecturer Policy and Procedures
      Scott Stine will serve on this subcommittee rather than Dee Andrews.
   d. Membership of the Subcommittee for the Selection of Outstanding Professor
      Scott Stine is the ALSS and FAC representative on this subcommittee.
   e. PTR Policy and Procedures
      Dee Andrews will serve on this subcommittee rather than Scott Stine.

3. Report of the Chair
   Chair Barrett reported that Don Sawyer declined the nomination to serve on the Subcommittee on Lecturer Policy and Procedures. Gary McBride agreed to serve in his place.

   A lecturer from Chemistry (Mark Karplus) has expressed interest in starting an award for the outstanding lecturer of the year. This item was referred to the Subcommittee on Lecturer Policy and Procedures.

   Dee Andrews reported the following from ExCom:
   Justin Petit, a student from the History Department, will serve as the student representative on the Subcommittee for the Selection of Outstanding Professor.

   FAC recommendations on non-grade related student complaints were approved by the Senate but not approved by President Rees. They were amended by ExCom and were not referred back to FAC. President Rees also did not approve the FAC item on the Lecturer Compensation Policy. This item was held over for further discussion by ExCom.

4. Report of the Director of Faculty Development
   Chair Barrett reported the following for Julie Glass:
   The Lecturer Reception is scheduled for Thursday, November 15th, from 3-5 at the University Club. The Untenured Faculty Reception is scheduled for Wednesday, December 5th, from 2-4 in UU 311. Lecturers and untenured faculty should RSVP to 4722 or jroberts@csuhayward.edu.

   Mentors are sought for thirty new faculty members. Volunteers should contact Julie Glass at 2829
or jglass@csuhayward.edu.
5. **Old Business**

a. **Religious Holidays.** Judy Clarence provided a draft *Policy on Observance of Religious Holidays*. The committee reviewed the draft and recommends removing the second sentence in the last paragraph. Also, Gary McBride will re-write the second paragraph in accordance with the Education code. His suggestions will be discussed at the next meeting. The committee also discussed the problem of beginning a quarter on a religious holiday and the burden it places on students to inform professors. It was agreed that this should be addressed as a calendar issue, and Chair Barrett will look into this.

b. **Faculty Service Award.** A draft of a memo to be sent to the Academic Senate on the Sue Schaefer Faculty Service Award was discussed. Sue Schaefer provided comments on the criteria for the award. The criteria and guidelines were amended.

MSP (6-0) to send the draft, as amended, to the Academic Senate.

c. **Promotion, Tenure and Retention Policy and Procedures.** Two problems in the PTR document were discussed.

It was suggested that the conflict between 3.5.1 and 3.5.2 could be resolved by changing the second sentence in 3.5.1 to read "During this period those eligible may not serve at more than one level simultaneously." For greater clarity only, the second sentence of 3.5.2 was also revised to read as follows: *All* those eligible may not serve on promotion and tenure committees for more than two departments simultaneously.

It was suggested that the conflict between the CBA and PTR 4.2 could be resolved by amending 4.2 to read "Ordinarily a probationary faculty member will be eligible to apply for promotion when he or she has (a) served five (5) years, or, (b) reached the maximum salary for probationary faculty, or, (c) met any of the other criteria established as sufficient by the current CBA. An associate professor shall ordinarily be eligible to apply for promotion when he or she has (a) served four (4) years, or (b) reached the maximum salary for associate faculty, or, (c) met any other criteria established as sufficient by the CBA."

Because some FAC members had to leave to teach classes and there was no longer a quorum, it was decided that members would vote on the recommended changes by email.

d. **FERPERS - definition for Emeriti status.** Held over until next meeting.

6. **New Business**

a. **Recommendations from the 2000-01 Faculty Diversity and Equity Committee Annual Report.** Dee Andrews summarized the issues included in the report. She will draft a response from FAC to be discussed at the next meeting.

7. **Adjournment**

Respectfully submitted,
Jane Lopus, Acting Secretary