

**CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE**

Minutes of November 4, 2009

Members Present: Dee Andrews (Chair), Dennis Chester, Linda Dobb (Presidential Appointee), Doug Highsmith, David Larson, John Lovell, Xinjian Lu, Julia Norton, Lynn Paringer, Craig Wilson

Meeting called to order at 2:10.

1. Approval of the agenda, as amended (addition of item 7.g., Interpretation of PTR/RTP Document: two items) (M/S/P)
2. Approval of the minutes, as amended (change second 7.c. to 7.d.) (M/S/P)
3. Report of the Chair (Dee Andrews)
The Chair
 - a. Consulted with the Provost's Office regarding the disposition of student evaluations: where, how long, and in what format they should be stored; and in regard to currency of the administrative review document, that is, which positions have been added and which eliminated;
 - b. Consulted with Vincenzo Traversa, former chair of the PTR Committee, re: New Business items e and f;
 - c. Requested a student representative for the Outstanding Professor Committee;
 - d. Is waiting for referrals under items 7.a. and 7.e.
4. Report of the Presidential Appointee. No report.
5. Review of the Committee Policies and Procedures

The Committee made changes to update the document (e.g., replace Hayward with East Bay, Schools with Colleges, PTR with RTP). The most substantial change was to delete the section on and other references to selection of the "Distinguished Visiting Professor."

6. Old Business
 - a. Faculty Office Hours: The Committee agreed to revisions to establish office hours for online instructors (M/S/P).
 - b. Administrative Review Document: Clarification/revision of Article V, Sections B & C: Acting Chairs. To be taken up upon receipt of the new charge requested from the Academic Senate Chair.
 - c. Policy on Student Evaluations of Courses, incorporating updated referral regarding evaluation of online teaching. No action taken.
 - d. Election of FAC Subcommittees members. No action taken.

7. New Business

- a. Review of Emeritus Faculty Policy. No action taken.
- b. Suspension of Professional Achievement Guidelines in 09-10 RTP Evaluations.
The Committee agreed to suspend for 2009-2010 the provision for “guidelines for professional achievement” in the introduction to section 4.0 of the RTP document (M/S/P).
- c. New Policy for RTP Professional Achievement Guidelines. No action taken.
- d. Clarifications regarding revised RTP document. No action taken.
- e. Review of Post-Tenure Review Timeline. To be taken up upon receipt of the new charge requested from the Academic Senate Chair.
- f. Review of Administrative Review Document for Currency. No action taken.
- g. Interpretation of PTR/RTP Document: two items.

Item #1 is to consider a possible conflict with section 38.24 of the CBA regarding service of tenured associate professors on retention committees. It is possible for a newly-tenured faculty member to “leap frog” over reviewing faculty with regard to seniority. Because seniority begins at the point of appointment to a tenure-track position, a reviewed faculty member could gain seniority over a reviewer if the reviewer had been appointed to a tenure-track position after the reviewed colleague. This is most likely to occur when a reviewer has received early tenure. Such a case could represent a conflict of interest in times when seniority may determine who may be “laid off.” The committee agreed to add the following statement to section 3.6.3 in the RTP document:

Faculty interprets section 3.2 to permit associate professors to serve on retention committees. Retention committee members are urged to be aware of potential conflicts of interest re: seniority. The RTP subcommittee will return to this issue this year. (M/S/P)

Item #2, related to item #1, is a clarification of the phrase “the appropriate committee” in 13.3 (“Procedures” in the old PTR document). Under the old PTR document, the FAC interprets the phrase “the appropriate committee” to refer to the regularly-elected home department PTR committee, the college committee, or the University committee. This interpretation is being forwarded to the Associate Provost. (M/S/P)

8. Adjournment: The committee adjourned at 3:40.

Minutes respectfully submitted by Craig Wilson.