

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

Minutes of November 18, 2009

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

On Furlough: Doug Highsmith

Meeting called to order at 2:10.

1. Approval of the agenda (M/S/P)
2. Approval of the minutes ((M/S/P)
3. Report of the Chair (Dee Andrews)
  - a. ExCom approved the Committee's recommendation to suspend for 2009-2010 the provision for "guidelines for professional achievement" in the introduction to section 4.0 of the RTP document.
  - b. The Chair will follow through on the two additional items from the last meeting (items g.1 and g.2).
  - c. The Chair circulated the Committee's revisions of the faculty office hours policy to include online instructors. The policy was circulated to the deans, who expressed no concerns. The policy will be forwarded to ExCom for action by the Academic Senate.
4. Report of the Presidential Appointee. No report.
5. Old Business
  - a. Administrative Review Document: Clarification of Article V, Sections B & C: Acting Chairs. Postponed until meeting on December 2, 2009. In preparation for addressing this item, Chair reminded members to bring hard copies of the Administrative Review Document to the next meeting.
  - b. Policy on Student Evaluations of Courses, incorporating updated referral regarding evaluation of online teaching. No action taken.
  - c. Election of FAC Subcommittee members. Special Subcommittee on Student Evaluations approved (M/S/P). All other subcommittees approved, pending email approval of CSCI faculty to be announced (M/S/P).
6. Old Business

- a. Review of Emeritus Faculty Policy. This policy states that “Upon retirement from California State University, Hayward, a tenured regular member of the faculty who has a minimum of twelve years of full-time service to the University shall be granted emeritus/emerita status.” (item #1 on Policy). The twelve-year requirement contrasts with the minimum of ten years required for retirement from the University. A faculty member who retires with less than twelve years of full-time service would be ineligible for emeritus faculty status because of this twelve year requirement. Revise minimal full-time service required for eligibility for emeritus faculty status to ten years (M/S/P). Amendments to the Emeritus Faculty Policy: Change “Hayward” to “East Bay,” “twelve” to “ten”, insert “and” between “identification” and “card” (item #4), replace “Laurels and Distinctions” with “Honors Convocation” (item #11), and add item #13: Emeritus Faculty participating in the Faculty Early Retirement Program should be considered to be emeriti for the purposes of participating in official emeriti elections and the filling of designated emeriti positions on committees during all quarters, including those when they are considered members of the regular faculty (M/S/P).
- b. New Policy for RTP Professional Achievement Guidelines. No action taken.
- c. Clarification regarding revised RTP document. No action taken.
- d. Review of Post-Tenure Review Timeline. No action taken.
- e. Review of Administrative Review Document for Currency. Chair provided updates on which positions have been added and which have been removed from the administrative structure of the University.

7. Adjournment: The Committee adjourned at 3:55.

Minutes respectfully submitted by Craig Wilson.