

CALIFORNIA STATE UNIVERSITY, EAST BAY
FACULTY AFFAIRS COMMITTEE

DRAFT Minutes of the Meeting of November 16, 2011

Present: Eileen Barrett (chair), Jeanette Bicais, Linda Dobb (ex officio), Liz Ginno (quarter secretary), Scott Hopkins, Ching-Lih Jan, Dave Larson, Danika LeDuc, Tony Lima
Absent: Mitch Craig
Guest: Mike Mahoney

1. Approval of the agenda

M/S/ (Lima/Ginno).

Danika moved to add "Statement of Professional Ethics" document in regards to making accommodations to students in athletics and the performing arts - under New Business as 6 (renumber Old Business to 5).

Motion and amended agenda passed.

2. Approval of the November 9th minutes

M/S/ (LeDuc/Bicais). Scott corrected, under item 3, the line:

Linda recommended that the subcommittee also look at the CSUMB policy.

Minutes as amended approved.

3. Report of the Chair

Mitch Craig could not attend today.

Eileen has asked Tamra to convene the Lecturer's Subcommittee to discuss policies on Faculty Office Hours and Range Elevation.

4. Report of the Presidential Appointee -- None.

5. Old Business

a) RTP Policy and Procedures document, Report from Chair and Presidential Appointee

Item 4: Section 4.0 -

M/S/P (Bicais/Larson) to use "departments are strongly encouraged to establish and maintain their own Guidelines ..." in the first sentence.

M/S/P (LeDuc/Bicais) to approve the wording:

The guidelines will be developed by the departmental faculty and approved by the College Dean in consultation with his/her council of chairs. To be considered in the retention, tenure, and promotion process, these guidelines must be approved by a majority vote of all regular faculty in the department and by the College Dean. Such Guidelines, with a dated record of the department vote and the Dean's approval, shall be kept on file in the offices of the College Dean and the Provost and Vice President of Academic Affairs.

Item 5:

M/S/P (LeDuc/Bicais) to approve the wording for 3.8.3:

The candidate shall have the right to respond to the decision at the Department, College, or University level and to add a letter of rebuttal to his or her WPAF in accordance with provisions of Section 10.2.4 and 11.2.7 of this document.

M/S/P (LeDuc/Ginno) to approve 10.2.5 add section a) and edit b) and c):

a. The candidate may provide a letter and/or request a meeting in response to any recommendation from the committee within ten (10) calendar days after the date of the receipt of the letter.

b. The candidate may request reconsideration, may submit a rebuttal letter, and is entitled to meet with the Committee to discuss the recommendation. The request for reconsideration and submission of the rebuttal letter and/or request for a meeting with the Committee to discuss the recommendation must be made within ten (10) calendar days after the date of receipt of the letter of recommendation.

c. If a meeting is requested, the meeting will be held as soon as possible, but normally not later than ten (10) calendar days after the Committee has received the request from the candidate. A rebuttal letter shall be read by the members of the Department Committee. If a meeting has been held and/or a rebuttal letter submitted, the Committee shall send, as soon as possible, a memorandum containing its subsequent recommendations to the Department Chair. This memorandum shall be forwarded to be placed in the candidate's WPAF, with a copy to the candidate.

Make similar changes to 10.2.6 (Chair) 11.2.7 (College Committee), 11.2.8 (Dean).

M/S/P (LeDuc/Larson) to approve 8.1:

The Associate Professor must have completed the Doctorate, or the normal terminal degree, or, in exceptional cases, the equivalent thereof, to be eligible for promotion to Professor. The Associate Professor will typically be a faculty member who has already demonstrated at this University or at another college or university a consistent record of excellent teaching, the ability to make sustained scholarly contributions, a commitment to university service, and a commitment to community service. Evaluations will be based on a candidate's achievement since his or her last promotion. The general criterion for this promotional step is, therefore, whether the accomplishments of the Associate Professor are meritorious. Promotion to Full Professor is not automatic.

M/S/P (LeDuc/Hopkins) to approve the editing of the whole RTP document to indicate throughout the document that "days" means "calendar days" not academic days in conformity with the CBA, Article 15.

b) Policy on Emeritus/a Status

Eileen, Dave & Ching-lih will work on new wording and bring back to the committee at a future meeting.

c) Policy on Administrative Review

Eileen, Linda & Mike will work together to prepare for discussion for a future meeting. Mike mentioned that it definitely needs a lot of work as titles and roles keep changing. Linda recommended that we have one group each year to review administrators. Maybe a committee of 10 that break up the workload between committee members.

6. "Statement of Professional Ethics" document in regards to faculty making accommodations to students in athletics and the performing arts. Current policy is:

<http://www20.csueastbay.edu/faculty/senate/files/documents/ethics.pdf>.

Danika, who has been teaching large classes since she arrived, 5 years ago, noticed that since we moved from Level x NCAA, performance students, and faculty are asked to make accommodations for these students. Her understanding was that the student needed to bring written schedule/letter indicating their schedule for the quarter. She noticed that while some coaches are good about providing information and she can easily make accommodations; but the onus goes to the student when faculty/coaches do not provide the necessary information for them. A colleague was only given less than one week before a student was able to tell them that they had to be gone for a whole week during which there was an exam. When s/he called the faculty in charge of the sport/performance, that professor screamed/behaved unprofessionally about the issue and slammed the phone.

Policy needs to be made/revised? Dave reported that athletics have a "Missed Class Time" policy and form that the department faculty need to be filled out and signed by them and given to each affected student who also needs to

sign. The onus is on the student to communicate the needed accommodation to each of their instructors. Linda remarked that we need such a policy for all departments and advertise/referred to all appropriate departments.

7. Adjournment
M/S/P (Jan/LeDuc) at 3:50pm.

The FAC web page is <http://www20.csueastbay.edu/faculty/senate/committees/fac/index.html>