TO: The Executive Committee
FROM: Semester Conversion Directors (SCD)
SUBJECT: 15-16 ASCD 8: FAC Policy or Procedures documents that require revisions for semester conversion that merit careful consideration.

ACTION REQUESTED:
That the following seven policy documents, including two BC documents, be referred to the Faculty Affairs Committee for revisions required to update from quarter to semester calendar that merit committee consideration.

BACKGROUND:
During the summer and fall quarters (AY15-16) faculty members (Eileen Barrett, Liz Ginno, and Cesar Maloles) on the Administrative Support Subcommittee of the Semester Conversion Steering Committee worked with Interim AVP Donna Wiley to review documents that require changes for our conversion from quarters to semesters. After consulting with Senate Chair Michael Hedrick, we worked with Sophie Rollins from the Senate Office, who helped us identify policy documents that required editing or substantive changes for the semester calendar. In the course of our review, we also discovered certain areas in the policy and procedures documents that merit updates which are not directly related to semester conversion.

In the opinion of the working group, the 7 documents below require changes that merit committee consideration.

**APPOINTMENT AND REVIEW OF DEPARTMENT CHAIRS POLICY AND PROCEDURES**, 12-13 FAC 12
The document refers to quarters throughout in terms of the length of a chair’s service and the review of the chair. We have made recommendations for the committee to review.

Although not directly related to semester conversion, we note that Article 1, Section 1, 2: needs language so that the Library can elect eligible faculty from departments in a different college.

**THE CONSTITUTION AND BYLAWS OF THE UNIVERSITY FACULTY**, 13-14 BC 4
We recommend minor changes to dates throughout the document.

Although not directly related to semester conversion, we recommend updating terminology regarding affirmative action. In ARTICLE XIII, SECTION 2: Diversity & Equity Liaison Officer (DELO), D.1 Refers to “Affirmative Action.” We recommend consulting with the DELO and University Diversity Officer to identify appropriate language.
**FACULTY OFFICE HOUR POLICY, 11-12 FAC 3**
In addition to minor changes of quarter to semester, we recommend that 4 units be changed to 3 units in the following sentence: "part-time faculty will maintain the equivalent of one office hour per week for every four (4) WTUs of their teaching load with a minimum of one hour and a maximum of three hours per week."). The committee added the phrase “regardless of assignment” to the first sentence of the second paragraph.

**INTERPRETATION OF RIGHTS OF FACULTY WITH FERP AND PRTB ASSIGNMENTS TO PARTICIPATE IN ELECTIONS AND TO SERVE ON COMMITTEES, 09-10, FAC 6**
We recommend editing the document to read "FERPing and PRTB faculty serving on RTP and/or faculty search committees shall be available for committee consultation in Fall or Spring Semesters." Currently the document says “inclusive of all quarters.”

**POLICY ON PERIODIC EVALUATION OF TEMPORARY FACULTY (not coaches), 08-09 FAC 6**
The policy needs careful review because it refers to temporary faculty appointments in terms of quarterly appointments.

We recommend the committee consider the language in the San Jose State policy on this topic as a model for necessary changes. See San Jose State, S10-7, Policy Recommendation, Appointment and Evaluation Policy for Temporary Faculty. [www.sjsu.edu/senate/docs/S10-7.pdf](http://www.sjsu.edu/senate/docs/S10-7.pdf)

**PROCEDURES FOR EVALUATION OF TENURED FACULTY, 12-13 FAC 4**
We recommend changes to the quarter timeline.

Although not directly related to semester conversion, we note that section 5.1 can be deleted because faculty are required to have evaluations of all their courses.

**RETENTION, TENURE, AND PROMOTION POLICY AND PROCEDURES, 12-13 FAC 2**
We recommend revisiting the language in 12.1.1 from "in the Winter quarter" to “at the end of fall semester.” We also recommend changes to the timeline that will require consultation with the President but that will ensure that our policy continues to follow recommendations from AAUP about informing faculty about their retention status in a timely manner. See AAUP [http://www(aaup.org/report/nonreappointment-full-time-renewable-term-appointments)](http://www.aaup.org/report/nonreappointment-full-time-renewable-term-appointments)