

**California Polytechnic State University
San Luis Obispo**

**Faculty Personnel Policy Statement
College of Liberal Arts**

December 3, 1993

I. Introduction

This college statement of criteria and procedures for faculty personnel actions presents a unifying document under Title V, HEERA, CAM and the CSU/CFA Agreement. Department statements, reflecting specific concerns in differing disciplines, follow the essentials of these documents. If the agreement entered into pursuant to the Higher Education Employer-Employee Relations Act is in conflict with provisions in these criteria and procedures, the terms of the contract and not the provisions of these procedures and criteria shall govern.

II. General Procedures

Departmental statements may contain generally only those procedures which are more specific and restrictive than those of Title V, CAM, the CSU/CFA Agreement and this statement. But if additional review steps or procedures are included, the departmental statement should contain a preface to its procedural remarks outlining briefly all the steps and reviews with an indication of the manner in which the added steps integrate with the basic requirements.

The recommendations, favorable or unfavorable, of all review levels must be accompanied by justifying evidence for the personnel action contemplated (reappointment, tenure or promotion). There shall also be a statement of the manner in which the written justifications are composed and endorsed and by whom, e.g. whether there is to be a single report of the voting body signed by each member thereof (together with the right of dissenting individual or minority reports) or prepared and signed by each member. In all cases voting procedures are to be clearly delineated.

III. Original Appointment (See CSU/CFA Agreement, Article 12)

It is expected that the terminal degree required for faculty shall be stated by each department. If some unique qualification is an acceptable alternative to that terminal degree, some examples of what might constitute a unique qualification shall be included. In addition, preference in employment shall be given to those who provide evidence of potential

- a) Excellence in teaching

- b) Professional activity which keeps the candidate abreast of knowledge and developments within his/her professional field.

The present and future needs of a department should indicate the qualifications and experience which are being sought. Applicants for all positions - both temporary and permanent - should be recruited from the widest possible sources. Wherever possible, applicants being considered as a final candidate for permanent positions should be brought to the campus to meet with the department faculties and with such officials as may be appropriate. Where visits are not possible there should be a personal interview by at least one university official and the results of that interview be made available to the department faculty.

Any applicant being considered as a finalist for a position should receive information relative to the program of the department, policies, and procedures for personnel actions, the general nature of the teaching assignments and the prospects and criteria for future academic advancement.

IV. Reappointment

Academic Rank Faculty are subject to review and evaluation on a prescribed basis. CAM (Section 343) and the CSU/CFA Agreement (Article 15) outline the procedures for evaluation of probationary faculty members. Consideration of student evaluations shall be taken according to norms established in each department and in accordance with the guidelines established by the university. The status of a probationary faculty member is, in fact, probationary. In effect, the faculty member who is on probationary status has the obligation to demonstrate that he/she should be reemployed. If the appointee does not meet the qualifications and/or competencies which will result in an ultimate recommendation for tenure, he/she should be separated from the faculty as early as possible.

V. Promotion

The provisions of CAM 340-342 and the CSU/CFA Agreement (Articles 14 and 15) are relevant to promotion. Wherever the departmental criteria for promotion and tenure contain special alternatives to the recognized terminal degree for the discipline in question, those alternatives must be explicitly defined in the departmental statement.

VI. Tenure

1. Definition

A tenure status provides safeguards for a faculty member's academic freedom and economic security.

The tenure system creates a permanent relationship between the faculty member and the institution which can only be broken voluntarily by the faculty member, or for reasons described in CAM 344 or the CSU/CFA Agreement. In effect, the granting of tenure status is a formal recognition of a change in the burden of proof regarding reasons for retention. Explicitly, for the probationary faculty member, the burden of proof rests with the candidate to demonstrate that he/she should be reappointed. For the tenured faculty member, the burden of proof rests with the institution to provide compelling reasons why he/she should not be retained.

2. Eligibility

CAM 344.1A and the CSU/CFA Agreement (Article 13) state the time-in-service requirements for the awarding of tenure for those appointed to probationary ranks.

3. Qualifications

Faculty members assigned to a regular rank appointment must have tenure or be simultaneously awarded tenure before being promoted to Full Professor rank. Tenure should not be granted a faculty member who does not possess the potential of being recommended to the rank of Full Professor.

Procedures outlined in CAM (Section 344) and the CSU/CFA Agreement (Articles 13, 14 and 15) indicate the range of consultation required and the validation expected from the consulted group. The tenure decision is considered the most significant personnel decision an institution is called upon to make. It is a positive action in which all parties to the decision are called upon to demonstrate and exercise their best professional judgement.

VII. Layoff Procedures

While maintaining stability of employment is of importance to all components of the university - students, faculty and administration - if a lack of funds or lack of work dictates, steps must be taken in an equitable manner to meet the problem. First, layoffs may be avoided by using banked summer quarters or by reassignment to other areas where the individual has suitable qualifications. Second, if layoffs appear imminent and unavoidable, CAM 346.4 and the CSU/CFA Agreement (Article 38), standards and procedures will apply, together with such augmented criteria as may be developed by the department and approved by the university president.

Re-employment lists will be retained for permanent faculty as well as for probationary faculty. (CM 346.4)

Endorsed 2/9/93 by College Council following consultation in departments.

Endorsed by: Harry Sharp, Jr. Interim Dean 6/1/93

Approved: Robert D. Kobb, Vice President for Academic Affairs 8/30/93