



## CALIFORNIA STATE UNIVERSITY, SACRAMENTO

FACULTY SENATE

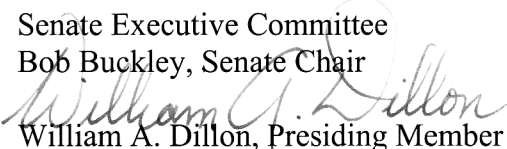
California State University, Sacramento  
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Sacramento California 95819-6036

### MEMORANDUM

FEB 10 2004

February 6, 2004

Faculty Senate Received  
413

To: Senate Executive Committee  
Via: Bob Buckley, Senate Chair  
From:   
William A. Dillon, Presiding Member  
University ARTP Committee  
Subj: Amendment of the University ARTP Policy

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The University ARTP Committee recommends amendment of the University ARTP policy as specified in the attached document.

These amendments express the language of the changes to the M.O.U. recently agreed to by the CSU and the C.F.A. Each of them is to be located in the UARTP policy where the corresponding and as yet unamended M.O.U. language appears.

The President has approved in principle the participation of FERP faculty in performance reviews for RTP purposes and has invited these amendments to the University ARTP policy to allow the departments the choice that they authorize.

The amendments to Sections 9.01 and 9.08 of University ARTP policy each contain a sentence of campus language following the citation to the pertinent M.O.U. section. This language is at the discretion of the Senate. It reminds the reader of each section that FERP faculty may participate in performance reviews during their full- or part-time employment in a department but not when they are "off" for a semester. This campus language is consistent with Section 29 of the M.O.U. about the FERP program, a section not otherwise quoted in University ARTP policy.

The Committee hopes that the Executive Committee will place these amendments on the consent calendar for adoption at the Senate's next meeting.

The University ARTP Committee requests that its Chair be present to discuss these amendments with the Executive Committee.

WAD/cj  
Enclosure

cc: D. Wagner, Vice President, Office of Human Resources  
S. Orman, Associate Vice President, Office of Human Resources

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## 5.02 Probationary Appointments (See also Section 5.05 I. below)

- A. "Probationary appointments are normally made at the assistant professor or equivalent librarian rank. The President may appoint an employee at a higher rank on the determination of merit consistent with provision 12.22~~3~~4." (M.O.U. 12.23~~4~~4) (Please see Section 6.06 B. Probationary Appointments, of this document.)

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## 5.03 Temporary Appointments

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### C. Temporary Faculty Range Elevation

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4. "At least thirty (30) days prior to the commencement of the annual campus range elevation process, the campus shall notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation. In that notification the campus shall inform the lecturers that receipt of a previous FMI may affect their eligibility for range elevation. The parties agree that failure to notify an eligible lecturer shall not be cause for automatic granting of a range elevation."

The parties further agree that lecturers not notified may be eligible for range elevation pursuant to 12.17 and, if eligible, lecturers may apply for a range elevation." (M.O.U. 12.18)

45. "Criteria for range elevation for temporary faculty (excluding coaches) shall be appropriate to lecturer work assignments." (M.O.U. 12.48~~19~~19)
56. "Denial of range elevations shall be subject to the peer review process pursuant to provision 10.11 (of the M.O.U.) except that the peer panel's decision shall be final." (M.O.U. 12.49~~20~~20)
67. "On each campus the pool for funding successful lecturer range elevation appeals is limited to 4 steps per each 50 lecturer faculty eligible for range elevation." (M.O.U. 12.20~~21~~21)

## 6.04 Temporary Appointments

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- d. Have performed their work in a satisfactory manner." (M.O.U. 12.29~~30~~30a)
6. "If new or additional work is still available, incumbent temporary faculty who meet

all criteria in (subsection 5 a-d) above except that they do not hold a three-year appointment shall next be offered the work." (M.O.U. 12.2930b)

7. "Following the procedure described in subsections (5) and (6) above, if new or additional work is still available for assignment to temporary employees in the department, said work may be offered to qualified temporary faculty or applicants who have not previously worked in the department." (M.O.U. 12.2930c)

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#### 6.06 Probationary Appointments

- A. "Initial probationary appointments and subsequent probationary appointments may be for a period of one (1) or more years. Initial probationary appointments commencing at a time other than the beginning of the academic year (i.e., winter or spring quarter or spring semester) shall last until the end of the succeeding academic year." (M.O.U. 12.242)
- B. "Recommendations regarding probationary appointments shall originate at the department or equivalent unit. Probationary appointment procedures shall include the following:" (M.O.U. 12.223)
  1. "Each department or equivalent unit shall elect a peer review committee of tenured employees for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the president and upon request of the department these peer review committees may also include probationary employees." (M.O.U. 12.223a)

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3. "Each departmental peer review committee recommendation report shall be approved by a simple majority of the membership of that committee." (M.O.U. 12.223b)

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#### 6.09 Appointment at Another Campus

- A. "An employee may apply for appointment at another campus in his/her field of expertise." (M.O.U. 12.245)
- B. "An employee shall not be involuntarily appointed at another campus within the CSU." (M.O.U. 12.256)

#### 6.10 Vacancy Announcements

- A. "Vacancy announcements of probationary positions shall be widely disseminated. Employees shall be informed of the location where all vacancy announcements for tenure track positions from all campuses may be examined." (M.O.U. 12.267)

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- C. "Vacancy announcements of temporary employee positions shall be available on the campus where such vacancies may exist. Employees and the CFA shall be notified of the location where such vacancy announcements may be examined." (M.O.U. 12.278)

- D. "The department or equivalent unit shall normally develop vacancy announcements. Such announcements shall be subject to approval by the appropriate administrator." (M.O.U. 12.289)

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## 9.00 EVALUATION

### 9.01 In General

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- E. "Faculty unit employees, students, academic administrators, and the President may contribute information to the evaluation of a faculty unit employee. Information submitted by the faculty unit employee and by academic administrators may include statements and opinions about the qualifications and work of the employee provided by other persons identified by name. Only tenured full-time faculty unit employees and academic administrators may engage in deliberations and make recommendations to the President regarding evaluation of a faculty unit employee. At the request of the department, the President may agree that faculty participating in the Faculty Early Retirement Program may also engage in deliberations and make recommendations regarding the evaluation of a faculty unit employee. However, faculty committees established for this purpose may not be comprised solely of faculty participating in the Faculty Early Retirement Program." (M.O.U. 15.2) Faculty participating in the Faculty Early Retirement Program may engage in these deliberations and make recommendations during the semester or semesters of their employment but not otherwise.

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### 9.08 Recommendation Process for Performance Review

- A. "The probationary and tenured faculty unit employees of the department or equivalent unit shall elect a peer review committee of tenured full-time faculty unit employees for the purpose of reviewing and recommending faculty unit employees who are being considered for retention, award of tenure, and promotion. Probationary and tenured faculty unit employees shall elect tenured full-time faculty unit employees to

serve on higher level peer review committee(s). When there are insufficient eligible members to serve on the peer committee, the department shall elect members from a related academic discipline(s). At the request of the department, the President may agree to include faculty participating in the Faculty Early Retirement Program on these committees. However, these committees may not be comprised solely of faculty participating in the Faculty Early Retirement Program." (M.O.U. 15.35) Faculty participating in the Faculty Early Retirement Program may engage in these deliberations and make recommendations during the semester or semesters of their employment but not otherwise.

- B. Primary unit peer review committees shall include no fewer than three (3) elected members. ~~Participants in the Faculty Early Retirement Program shall not be eligible to serve on peer review committees constituted for the purpose of Performance Reviews in accordance with provisions of M.O.U. Articles 15.35—15.43 (see M.O.U. Article 29.17).~~

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