California State University
College of Education
Policy Manual

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1.0 PURPOSE AND RESPONSIBILITIES OF THE COLLEGE OF EDUCATION

1.1 Mission Statement

As we strive to meet the educational challenges of our community, we continue to work with our practitioner, colleagues and students to develop responsive systems of educational leadership and challenging learning environments. We seek to maximize the opportunities for all to achieve their full potential. We embrace the diversity of the community we serve; building on its strengths, while addressing its needs. We draw upon interdisciplinary traditions to seek new solutions in an environment of constant educational renewal.

Our students learn in a community-based environment developed through partnerships with the public schools and other agencies. They apply their skills and knowledge using a variety of academic disciplines and community resources. They are prepared to provide for the needs of the people in a diverse society. Our faculty and students collaborate to develop a genuine community of scholars dedicated to ensuring access to the full range of opportunity afforded by this society. Programs use a multidisciplinary approach to reflect more completely the broad diversity within our society. Program faculty teach each student cohort the appropriate counseling, administrative, developmental and instructional skills necessary to respond to the professional challenges now and in the future.

Our College is dedicated to providing the intellectual leadership and energy necessary to analyze and adapt, where appropriate, schools and community services in a time of increasingly rapid societal changes. Our collaborative efforts aim at a process for this restructuring that is responsive to the dynamic society in which our students move.

Diversity, community and collaboration are the values that mark the vision behind all of our educator preparation program.

1.2 Purposes

Pursuant to this, the specific purpose and responsibilities of the College—its functions—are to provide the following:

1.2.1 Courses of instruction that deal with the educative process for many perspectives, that engage the many aspects of the process—whether psychological or philosophical, whether curriculum or method of instruction, whether for the young or the adult, and that include some value for the general education program for any student.

1.2.2 Programs of courses and field experience that lead to basic California teaching credentials and to specialist credentials for specific educational services at all public school levels.
1.2.3 Programs that lead to credentials for educational administrators and counselors; to the practice of career, vocational rehabilitation, and other counseling positions.

1.2.4 In all professional instruction an emphasis on depth and thoroughness of study, on the contexts of performances much as the skills, on development of student resources and independence of learning, and on the values that profession serves.

1.2.5 In conjunction with professional preparation programs or separately, graduate programs that lead to the Master of Arts in Education with many specializations and to the Master of Science in Counseling.

1.2.6 In-service instruction for educational professionals as well as pre-service either as this is inherent in M.A. and specialist programs or as it requires separate provision.

1.2.7 Topical courses, programs, and other experiences in response to public need and for which the College is an appropriate agency.

1.2.8 A place and a faculty for the assignment of public and private grants for research and innovation germane to the purpose of the College.

1.2.9 Cooperation with other Colleges and departments in interdisciplinary instruction and curriculum development.

1.2.10 Instruction that serves the need of other professions for educational theory and process, as the ministry, nursing, law enforcement, research, and the military.

1.2.11 Liaison and cooperation with adjacent agencies of schooling, government, and social welfare and serve the public interest.

1.2.12 In all of these functions, a climate of reason, humaneness, and scholarship; a concern for feelings as well as information and actions, a dedication to innovation, experimentation, and social action and reform as these are indicated and appropriate to the nature of the College.
2.0 BASIC ORGANIZATIONAL DESIGN

2.1 Governance

The College of Education is governed according to the statutes applying to the California State University and College System, the rules of California State University, Sacramento, and by its own policies and procedures. Thus the organizational and administrative structure of the College is designed to facilitate the development and implementation of a College program to achieve its tasks. All groupings of staff, centers of activity, and offices are established as operational means of assuring the integrity of the College as a sub-unit of the University, which has assumed the responsibility for the professional development of educators.

The College of Education subscribes to the pattern of departmental administration outlined in the *CSUS University Manual* (Policy File Number UMD03150, describing duties and roles of department chairs) and in terms of the policies, responsibilities, and procedures adopted by the College.

The duties to be performed by the office of the Dean of the College of Education are derived from the regulations outlined by the University’s Office of Faculty and Staff Affairs, and from the responsibilities assigned to it by the College.

2.2 Departments of the College of Education

The current faculty groupings – Counselor Education; Educational Administration and Policy Studies; Special Education, Rehabilitation & School Psychology; Teacher Education; and Bilingual/Multicultural Education – have been formed to promote and encourage the planning and designing of certain aspects of the College’s program. There is not a one-to-one correspondence among tasks and departmental groupings. Rather, each of these groups contributes to the achievement in a somewhat unique manner. No department can do its work effectively without interdepartmental cooperation at both the planning and implementation levels.

2.3 College Organizational Characteristics

The College’s organizational structure, adopted on November 20, 1980, and revised on December 17, 1999, shares the following elements:

2.3.1 The primary faculty identification is with a program.

2.3.1.1 The College’s desired goal of realizing a program focus, which has been repeatedly stated in organization and reorganization documents since 1973, is achievable under this plan. Each department will elect a chairperson to facilitate the development and implementation of approved curriculum.
2.3.1.2 Faculty is strongly encouraged to develop and participate in areas other than those to which they were appointed, based on background and experience.

2.3.2 The primary administrative unit is the department.

2.3.2.1 Request for departmental administrative unit allocations shall be made to Central Administrative through the office of the Dean. Department chairs will receive units of release time allocated by the Dean, according to the departments’ FTES and FTEF.

2.3.2.2 Departments will be equally represented on decision-recommending College committees.

2.3.2.3 ARTP recommendations will be initiated within each department.

2.3.3 College organization reflects equality of departments and integrity of Program areas.

2.3.3.1 All graduate and basic credential programs will have a common core.

2.3.3.2 All faculty will enjoy the option of teaching in the common core.

2.3.3.3 Program area integrity will be strengthened by department graduate coordinators and the basic credential coordinator.

2.3.3.4 All requests for faculty positions will be presented to the Dean from departments.

2.3.3.5 Non-academic staff will be assigned according to department, College, and University needs; and every effort will be exerted to achieve workload equity.

2.4 Instructional Support Time

2.4.1 Assigned Time Units

All assigned time unit requests shall be made by and through individual departments to the University through the Dean. Requests should be made following departmental deliberations to determine areas of need and in accordance with University policies and procedures.
2.5 Committee Structure

2.5.1 There shall be six major standing committees of the College of Education: Academic Affairs, Advisory Council, Faculty/Staff Affairs, Professional Development & Community/Student Affairs, Secondary Evaluation Committee, and Technology Advisory Committee. The specific functions of those committees will be enumerated as policy evolves and adopted.

2.5.2 All standing faculty committees in the College of Education shall be composed of elected members and alternates with the exception of the Technology Advisory Committee which shall include the College ITC as an ex-officio member. Each department shall elect representatives to the standing committees, and in the case of the Technology Advisory Committee, two staff members shall be elected at large.

2.5.3 College-wide elections shall be held for College of Education representatives to University-wide committees. Those elections will be coordinated by the Office of the Dean.

2.5.4 Members of the Secondary Evaluation Committee and representatives of the College of Education to the Faculty Senate may also serve on other standing committees.

2.5.6 Channels of Communication – Policy Decisions

Within one week following committee action on a policy recommendation, the committee chair shall send copies to the Advisory Council.

The Advisory Council (see Section 2.7) shall review the recommendation at its next scheduled meeting. The purpose of the review is to provide opportunity to check the recommendation(s) for consistency with existing policies and the work of other committees. The Advisory Council will, upon review, either refer the recommendation back to committee for further consideration, or place the policy recommendation on the agenda of the next College Meeting for formal action.

Policy recommendations from committees to the College will be voted upon and either accepted as stated, referred back to the appropriate committee for revision, or rejected.
2.5.6.1 Each standing committee shall maintain a record of all committee actions, which shall be regularly submitted to the Office of the Dean.

2.6 Standing Committees: Academic Affairs Committee

2.6.1 The Academic Affairs Committee is one of the standing committees of the College of Education. Its purpose is to:

2.6.1.1 Recommended policy on academic matters of the College of Education.

2.6.1.2 Review all new programs and courses of the College of Education, and recommend or deny adoption.

2.6.1.3 Develop procedures that ensure College-wide representation in the process of initiating, revising, adopting or deleting programs, or courses.

2.6.1.4 Review existing programs on request of the Dean of the College or the Advisory Council and make recommendations to the Advisory Council.

2.6.2 The procedure of the Academic Affairs Committee are:

2.6.2.1 Membership (See Section 2.5.2)

2.6.2.2 Regular monthly meeting will be scheduled throughout the academic year with additional special meetings being called by the Chair of the Committee as the need arises. All meeting announcements will be written and distributed to the College.

2.6.2.3 Meetings will convene if half of the membership is present. When a quorum is unavailable, the meeting is adjourned.

2.6.2.4 Majority vote of the members present is needed for passing a motion.

2.6.2.5 At the first regular meeting of each year, convened by the Associate Dean, a Chair will be elected by majority vote. The new Chair will assume responsibilities immediately.

The Chair’s responsibilities include:
• Convening and announcing regular and special meetings of the AAC.
• Preparing agendas for meetings.
• Distributing the background materials for agenda items to committee members prior to meetings.
• Recording and distributing minutes of the meeting to the College.
• Submitting records of all actions taken by the Committee to the Advisory Council.

2.6.3 Policy on Academic Matters

The Academic Affairs Committee recommends policy on academic matters to the College of Education, and acts to adopt or revise all academic courses and programs upon initiation by department.

2.6.3.1 Common Core of Course Objectives

Develop, maintain, and publish a graduate core of course objective for all multi-section courses, in addition to the individual instructor’s objectives.

2.6.3.2 Program Offerings

Review and recommend adoption (with needed revisions, ext.) of descriptions of all programs offered in the College of Education, as initiated by departments.

2.6.3.3 Program and/or Course Criteria

Ensure compliance with all criteria established by the University’s Curriculum Committee. Establish, revise, and recommend for adoption, criteria specific to courses and/or programs within the College of Education. Proposals may be initiated by departments and brought to the AAC for action.
2.6.4 New Courses, Experimental, and Extension Courses

The Academic Affairs Committee shall review all new courses of the College of Education.

2.6.4.1 New Permanent Courses

New course requests shall be submitted in the (1) the University’s Academic Course Proposal format (found in the Academic Affairs Blue Book), and (2) the Course Initiation Format approved by the AAC. These forms shall hereafter be referred to as the Course Proposal form, which shall include both. (See Appendix B)

2.6.4.1.1 Proposal for new courses shall be initiated in departments.

2.6.4.1.2 Once approved by the department chair, proposals will be forwarded to AAC on the Course Proposal Form.

2.6.4.1.3 The AAC will consider each proposal that is submitted in its entirety. If approved, proposals will be forwarded to Advisory Council. If denied, proposals will be returned to departments for revisions.

2.6.4.1.4 Following approval by the Advisory Council, course proposals will be forwarded to the University’s Academic Affairs Office.

2.6.4.2 Experimental Courses

2.6.4.2.1 Proposals for experimental courses (numbered ED_196_) shall be initiated in departments.

2.6.4.2.2 Proposals approved by the department chair will be forward to the Office of the Dean for inclusion on the Advisory Council’s Consent Calendar.

2.6.4.2.3 Following approval by the Advisory Council, experimental course proposals will be forwarded to the University’s Academic Affairs Office.
2.6.4.2.4 After a experimental course has been offered twice and before the department offers it again, a Course Proposal form to request assignment of a permanent course number and addition of the course to the regular course offering, together with a history of its enrolments, shall be submitted to the Academic Affairs Committee, which will review and recommend appropriate action to the Advisory Council.

2.6.4.2.5 Following approval by the Advisory Council to assign a permanent number, the course proposal will be forward to the University’s Academic Affairs Office.

2.6.4.3 Extension Courses

2.6.4.3.1 Proposals for extension courses will be initiated by faculty within departments and submitted to the Office of Regional & Continuing Education.

2.6.4.3.2 The Office of Regional & Continuing Education will complete the required Course Proposal forms (for first-time offerings), and the Academic Credit Activity forms, and return proposals to department for approval.

2.6.4.3.3 Departments will forward approved Course Proposals and Academic Credit Activity forms to the Office of the Dean for signature and inclusion on the Advisory Council’s Consent Calendar.

2.6.4.3.4 Approved courses will then be submitted to the Office of Regional & Continuing Education for implementation.

2.6.4.3.5 If a proposed course is to be taught by a regular full-time College faculty member, the initiating faculty will submit to his/her department the Course Proposal form. If the proposed course is to be taught by an instructor who is not a regular, full-time
College faculty member, the initiating instructor will submit a Course Proposal form and a copy of his/her vita to the sponsoring department.

2.6.4.3.6 Any potential overlap with another department’s territory must result in consultation with that department before securing the signature of the initiating department’s chairperson. The preceding (see Section 2.6.4.2 through 2.6.4.3 inclusive) procedure for Experimental and Extension courses will then apply.

2.6.4.3.7 The Course Proposal/Academic Credit Activity forms will be maintained in the Dean’s Office where it may be reviewed by any member of the College prior to its consideration by the Advisory Council.

2.6.4.3.8 These procedures are not intended to override or supersede any provisions for review or acceptance by the University’s Office of Regional & Continuing Education; however, they should occur prior to any submission of a course proposal to that Office.

2.6.5 Initiating Revising, Adopting, or Deleting Programs

All proposals for initiation, revision, adoption or deletion of programs in the College of Education must be reviewed by AAC. Off-campus programs adhere to the current policies and procedures for on-campus courses.

2.6.5.1 The following procedures shall be followed for the initiation, revision, adoption, or deletion of programs.

2.6.5.1.1 The desired action may be proposed by an individual or department.
2.6.5.1.2 The proposal will be discussed at a department meeting.

2.6.5.1.3 A recommendation on proposal will be made by majority vote of the department.

2.6.5.1.4 A written proposal will be forwarded with the department’s recommendation to the Academic Affairs Committee. The format of the written proposal to the Academic Affairs Committee should show adherence to the criteria for program initiation, revision, adoption, or deletion as appropriate.

2.6.5.1.5 The Academic Affairs Committee will make a decision on the proposal based upon approved criteria.

   a. If approved: Committee will forward the proposal to the Advisory Council for implementation.
   b. If disapproved: The AAC will refer the proposal back to the initiating department for further consideration and, if necessary, recommend revision. The proposal may be re-submitted to AAC after revisions. The initiators may appeal this decision to the Advisory Council and to the College.

2.6.5.1.6 Following approval by the Advisory Council, program proposals will be forwarded to the University Academic Affairs Office for University approval.

2.6.5.2 Proposals for the initiation and adoption of new programs or program revisions shall also meet the following criteria:

2.6.5.2.1 New programs or program revisions shall utilize existing courses, staff, and facilities within the College and University where any of these are appropriate to program objectives and accessible to students who will enroll in the program. In the event that staff and/or facilities need to be
added or redirected in use, projections should show the following:

a. Sufficient FTE or other initial and continuing staff budgetary support so that existing programs will not lose necessary support.

b. Staffing and facility use that conforms to existing budgetary formulas or a means to provide the variant formulas required.

c. The source of initial and/or continuing funds for added facilities.

d. No negative impact on existing programs for the redirected use of staff or facilities, unless the program affected warrants such an impact in terms of lessened societal need and/or educational efficiency.

2.6.5.2.2 Other criteria may be applied to program proposals where their unique character warrants it. If other criteria are used, all parties to the proposal must be notified prior to consideration.

2.6.6 Program Review

The Academic Affairs Committee will accept requests for review of existing programs from the Dean of the College of Education or the Advisory Council and make recommendations to the Advisory Council.

2.6.6.1 The procedure for review and approval/disapproval of present programs will be as follows:

2.6.6.1.1 A present program is defined as a catalog-listed or otherwise officially designated group of courses that has a specified educational function together with the faculty, staff, and student activities necessarily related to them.

2.6.6.1.2 Present programs shall be reviewed and evaluated by the Academic Affairs Committee.

2.6.6.1.3 The request will be communicated in writing and will include:

a. Name and description of program.

b. A copy of all written documents pertaining to the program.
c. Purpose and objectives of the review.

d. Suggested date of completion.

2.6.6.2 Each program review and evaluation shall be conducted by a subcommittee having a member of the Academic Affairs Committee not involved in the program as its chairperson, with two faculty. One member of the subcommittee shall be from the program to be reviewed. The process and criteria for review and evaluation will be determined by the stated objectives for the review and will be formulated by the subcommittee.

2.6.6.3 Decisions by AAC may be appealed to the Advisory Council. The matter will be referred to the Advisory Council, and their decision will close the matter.

2.6.7 Graduate Core

The Graduation Core will include 3 units in the program area, and 6 units in common to the degree program (either the Master of Arts [M.A] or the Master of Science [M.S.] across departments).

2.6.7.1 The Graduate Core Committee an ad hoc sub-committee of the Academic Affairs Committee will be composed of all interested faculty, including those currently teaching graduate core courses. The Associate Dean will serve as an ex-officio member of the committee.

2.6.7.2 The Graduate Core Committee will announce meeting dates/times and encourage all interested faculty to attend meetings.

2.6.7.3 The committee will review and recommend common courses content and requirements and will:

- Promote faculty cooperation to improve instruction.
- Review and recommend course description

The Graduate Core Committee will recommend addition to, and/or modifications of, these criteria.

2.6.7.4 All recommendations of the Committee will be forwarded to the Academic Affairs Committee which will forward the recommendation to the College faculty, via the Advisory Council, for College-wide vote.

2.6.7.5 Faculty to teach the core will be selected by the Associate Dean, based on faculty requests or assignment. The Associate Dean will:
a. announce teaching vacancies publicly and well in advance of selection;
b. select faculty who meet the following criteria:
   • agree to incorporate the common content and course requirement
   • have significant graduate training in the subject area
   • had recency or experience in the subject area, and/or
   • had retraining in the subject area;
c. full-time tenure-track faculty will receive highest priority for selection;
d. employ the same criteria and conditions in the selection of faculty to teach during summer sessions.

2.6.7.6 The Office of the Associate Dean will facilitate the administration of the class evaluation form. Evaluations will be administered in the least-biased manner possible:

   a. by individuals other than those teaching the class:
   b. by individuals who have received common preparation and give common instructions to students;
   c. while the instructor is absent from the classroom;
   d. and returned to the Associate Dean, who will summarize the student evaluations by class and report the general quality of evaluations to the Chairs and departments.

2.6.7.7 The Associate Dean will perform all other administrative tasks related to core courses, including:

   a. the determination of courses equivalency in consultation with faculty currently teaching related core courses; and
   b. the determination of any other curricular matter related to core courses in consultation with the faculty teaching the core course or the Graduate Core Curriculum Committee.

2.7 Standing Committees: Advisory Council

2.7.1 Membership

The membership shall consist of the following persons:

2.7.1.1 Voting:
• 1 staff selected at-large or 1 staff alternate
• department chairs

• 1 faculty member elected by each department who is, when feasible, from a curriculum area which differs from that of the department chair and is regularly available to attend meetings, or 1 alternate from each department.
• The Dean as Chair

2.7.1.2 Non-Voting

• Standing Committee Chairs
• ESSC Coordinator

2.7.1.3 Alternates will vote only when the regular representative is absent.

2.7.1.4 Members shall serve two-year terms, which shall be staggered

2.7.1.5 Should a member not be able to complete her/his term, a replacement shall be elected to complete the remainder of the unexpired term.

2.7.2 The Advisory Council shall be the principal expediting body of the College of Education, subject to the approval of the College through its role and responsibility in policy generation and adoption.

2.7.2.1 Matters internal to the College of Education can be brought to the Advisory Council through standing committees, independent faculty members, department chairpersons, students, staff, and the Dean. Matters external to the College of Education should be presented to the dean for inclusion on the Advisory Council’s agenda.

2.7.3 The Advisory Council receives, reviews, and refers, with or without a recommendation, (items) relative to fund allocations, faculty positions, staff support, and other matters.

2.7.3.1 The Advisory Council shall determine the uses of the funds available from the Foundation budget, using the following criteria:

a. Activities that will yield the greatest benefit to the entire College of Education.

b. Activities that will yield the greatest long-term benefit to the greatest number of faculty in the College of Education.

2.7.4 Priority lists regarding equipment requests will be submitted to the Dean. Any reconciliation of priorities will be resolved by the Advisory Council.
2.7.5 The Advisory Council shall recommend allocation of released time for faculty to explore opportunities for obtaining funds and to help persons obtain grants. Information concerning these items will also be distributed to all faculty members.

2.7.6 Advisory Council Decisions

Advisory Council decisions are final except policy decisions which are referred to the faculty of the College. Requests for reconsideration of referral to the College should be addressed in writing to a member or the Advisory Council.

2.7.7 Channels of Communication

See Sections 2.5.6

2.7.8 Professional Growth and Development

The Advisory Council shall make a concerted effort to obtain the funds necessary for the professional growth and development of the faculty through workshops, retreats, guest speakers, consultants, and other means.

2.7.9 Recruitment Funds

The allocation of funds to departments for recruitment purposes will be made by the Dean in consultation with Advisory Council, on the basis of department needs.

2.8 Standing Committees: Faculty/Staff Affairs Committee

2.8.1 Purpose and Functions

The purpose and functions of the Faculty/Staff Affairs Committee (FSAC) shall be to consider and develop policies and procedures which affect ARTP and the working conditions (including assignment of office space [see Section 3.8]) of the faculty and staff not specifically determined by (or reserved to) the University. FSAC ensures representation of staff in relevant academic matters specific to the College of Education.

2.8.2 Membership

See Sections 2.5.2

2.8.3 Channels of Communication

See Sections 2.5.6

2.8.4 ARTP
The Faculty/Staff Affairs Committee will review criteria applied to the ARTP process and will develop recommendations for change, if needed, and as allowed by the UARTP (*CSUS University Manual*, Policy File Number UMU18050). All Committee policy recommendation must be forwarded to the Advisory Council and to College of Education faculty for consideration and approval.

2.8.5 Office Space/Clerical Support for Faculty On Leave

Faculty on University-approved paid leave-of-absence may be required to relinquish use of their desks, should needs arise during their absence. Such needs may be justified by the appointment of tenure-track or part-time faculty during that time. Upon the faculty member’s return, every effort will be made to reassign the desk space to the returning faculty member. Other privileges and services will be available in accordance with University policy.

2.8.5.1 Faculty on unpaid leave may request the same privileges and services as faculty on paid leave. Written request and justification must be submitted to the Associate Dean who shall exercise his or her discretion.

2.9 Standing Committees: Professional Development & Community/Student Affairs

2.9.1 Purpose and Functions

The purpose and functions of the Professional Development and Community/Student Affairs Committee shall be to address professional development for College of Education faculty, review and award designated student scholarships, facilitate interaction with College of Education Alumni chapter, and review and award out-of-state travel funds to faculty. Review of the Dean and Associate Dean of the College of Education shall be carried out in accordance with University policy (*CSUS University Manual*, Policy File Number UMP14025).

2.9.2 Membership

See Section 2.5.2

2.9.3 The Professional Development & Community/Student Affairs Committee (PDCSA) will plan and review:

a. College-wide retreats
b. College-wide conferences
c. College-wide seminars
d. community conferences
e. combined College programs, (i.e. Interdisciplinary Studies/Education Projects)
f. social and professional activities with Education Alumni Chapter
g. student scholarship applications  
h. out-of–state travel fund requests

2.9.3.1 Out-of-State Travel Funds

Utilize funds to encourage faculty to participate in regional and state professional organizations.

2.9.3.1.1 The PDCSA will recommend allocation of out-of-state travel funds based on the amount available, requests submitted by individual faculty members, and

a. Level of appointment of individual applicants;  
b. recency and purpose of last trip.

2.9.3.1.2 The (PDCSA) forward its recommendations to the Advisory Council for final approval.

2.9.3.2 In-State Travel Funds

2.9.4 Student Scholarships

The Office of the Associate Dean will publish deadlines and requirements for student scholarships; distribute applications; and receive completed applications. The PDCSA Committee will consider applications for scholarship funds, after they have been reviewed for completion and forwarded to the PDCSA by the Office of the Associate Dean.

2.10 Standing Committees: Secondary Evaluation Committee

2.10.1 The definition of primary level or secondary level evaluation shall be department evaluation or units designated by established College procedure and consistent with University policy and the Faculty Unit 3 Agreement (MOU).

2.10.2 General Composition, Membership, and Selection of the Secondary Evaluation Committee (SEC). The Secondary Evaluation Committee (SEC) of the College of Education is elected to perform certain specific tasks related to retention, tenure, and/or promotion. Decisions relative to those items are to be made in terms of the regulations outlined in the University ARTP Policy, the criteria, policies, and procedures approved by the faculty of the College of Education, and the MOU.
2.10.2.1 Membership and Structure

a. The Secondary Evaluation Committee (SEC) shall be structured in a bifurcated committee in which the first branch considers retention files for years 2, 3 and 5; and the second branch considers all tenure & promotion files plus retention files for year 4.
b. The membership of the SEC shall be twelve tenured faculty with eight members serving each branch. Four members will serve exclusively on the first branch, four members will serve exclusively on the second branch, and four members (the two co-chairs plus two others) will serve on both branches. The four common members must be tenured full professors. Of the twelve SEC members, six shall be at-large members elected at the department level. There shall also be three alternate members elected by a college-wide vote.
c. Participation in the first branch of SEC may consist of tenured association and/or tenured full professors, and participation in the second branch will consist of tenured full professors only.
d. SEC shall be led by two co-chairs in which each co-chair takes primary responsibility for one branch but may, if needed chair either or both branches. The two co-chair will be elected by the Committee as a whole from the four members in common to both branches.

2.10.2.2 Alternate Members

a. A pool of three alternate members shall be elected at-large for one year terms with at least two of the three alternates being tenured full professors.
b. If a department representative or at-large representative is unable to complete his or her term, then the department losing representation shall elect which alternate member will fill the vacancy.

2.10.2.3 Terms of Office

a. Six faculty shall be elected as at-large members of the SEC for two-year terms. This election shall take place prior to the department election of SEC members. Of these six at-large members, four shall be tenured full professors who shall constitute the members common to both branches; one
shall be a tenured associate or full professors who shall serve on the first branch; one shall be a tenured full professor who shall serve on the second branch. While elected by the faculty as a whole, each of the six at-large members must come from a different department when that is feasible. When that is not feasible, then no more than two at-large members should come from any one department.

b. Each department shall elect one faculty member for either a two or three-year term (the term length will be determined at the department level). While department representative may be either tenured associate or full professors, at least one department representative must be a full professor to bring the second branch of SEC to a full complement of eight members.

2.10.3 Voting and Membership Eligibility

Members of the Secondary Evaluation Committee are not eligible to participate in department level RTP deliberations. Peer review committee members must have a higher rank/classification than those being considered for retention, tenure, or promotion. (UARTP 9.08.N) Faculty unit employees being considered for promotion are ineligible for service on promotion or tenure peer review committee(s). (UARTP 9.08.N) Faculty members with close relatives being considered for promotion or tenure are ineligible for peer review committee(s). (UARTP 9.08.N) Department chairs shall not serve on SEC. SEC membership may include FERP faculty as described in the ratified and approved revisions to the Unit 3, Faculty Collective Bargaining agreement, Articles 15.2 and 15.35.

2.10.4 Nomination/Election Procedures

The election of department, at-large, and alternate members of the Secondary Evaluation Committee shall be held in Spring of the prior academic year. All at-large and department members shall be elected to specified open seats on the two branches of SEC by secret ballot of the faculty. Those individuals elected shall be elected by a majority of the faculty member voting.

2.10.5 Election and Duties of SEC Co-Chair

2.10.5.1 Election of SEC Co-Chair
After the election of the SEC, the Dean or Associate Dean shall convene the Committee for purposes of electing co-chairs and to conduct a review of its policies and procedures relative to retention, tenure, and/or promotion. The co-chair shall be elected annually by SEC from among the four tenured faculty who are members in common to the two branches of SEC. In conducting this election, consideration should be given to such matters as knowledge of SEC policies and experience as a SEC member.

2.10.5.2.1.1 Duties of the SEC Co-Chair

a. Convene the Committee and chair its meetings.

b. Prepare for SEC approval official minutes of SEC actions, written communications with administrators, department, and University committees and faculty. Only the co-chair shall be required to signify by personal signature that communication are true records of the SEC. The co-chair do not speak for the Committee; the Committee speaks for itself.

c. Obtain from the Dean’s office the Working Personnel Action files or candidates to be considered by SEC for retention/tenure/promotion and returns them to the Dean’s office immediately after the Committee has completed its actions.

d. Keep the official records of SEC minutes, agenda, ballots, and recommendations. The co-chair of SEC do not keep the individual Working Personnel Action files. These are returned to the Dean’s office at the conclusion of each action. Access to these records after each year’s consideration shall be governed by procedures established by the College and the University. Each request to access the files shall specify the reason.

e. Assume such other duties as agreed to by the co-chair and the Committee. This includes preparation of a brief annual report of the Committee’s activities which shall include a summary of all policy recommendations and recommendations, if any, for changes in the structure of assignment of the committee. Copies of the annual report will be submitted to FSAC Chair and all interested faculty prior to the close of the academic year.
2.10.6 Functions of SEC

a. The Secondary Evaluation Committee serves the following major functions:
b. Makes a substantive review of each recommendation submitted by each department relative to retention, tenure and/or promotion and determines whether the evidence supports the department recommendation. The SEC normally concurs with the department recommendation. If there are omissions of documentation, information or recommendation in the materials submitted for review, the materials may be returned for amplification. Such amplification shall be provided in a timely manner. Substantive evaluations and final recommendations require the participation of all elected Committee members or duly elected alternates.
c. Provides recommendations on matters of retention, tenure, and/or promotion based on evidence in the candidate’s Working Personnel Action File.
d. Ensures that each primary level evaluation and recommendation is the result of the proper application of approved department, College and University criteria, policies and procedures.
e. Ensures that the materials for evaluation submitted by the faculty unit employee shall be available for review by the President. The written evaluation recommendations and relevant documentation form each level of review shall be forwarded to the President.

2.10.6.1 Any response(s) or rebuttal statement(s) of the faculty unit employee submitted pursuant to this provision shall also be forwarded to the President. The President shall consider all materials, recommendations, rebuttal statements and responses submitted. (UARTP 9.01 .AA)

2.10.7 Restrictions on Functions of SEC

The Secondary Evaluation Committee shall not be involved in the following RTP matters:

a. Appointments of faculty members or administrators.
b. Reviews and/or recommendations of part-time temporary faculty.
c. Reviews and/or recommendations of faculty on joint appointments with departments outside the College of Education when the primary unit of affiliation is outside the College of Education.
2.10.8 Criteria and Relative Values Considered for Retention, Tenure and/or Promotion

2.10.8.1 The criterion weights for retention, tenure and/or promotion procedures are:

- Competent Teaching Performances – 55%
- Contributions to the Institution – 15%
- Scholarly or Creative Achievement – 15%
- Contributions to the Community – 15%

2.10.8.1.1 Competent Teaching Performance

Evidence shall include practicum/field-work and/or student teaching supervision; the coordination of projects and/or centers whose major task is professional training; and classroom teaching performance on an equal basis depending upon assigned tasks.

a. General evidence shall include the nature of teaching assignment (e.g., number of course preparations, frequency of teaching same preparation; level of courses – undergraduate vs. graduate, lower or upper division; required vs. elective courses; class size).

b. Specific evidence shall include but is not limited to:

- Input from the individual faculty member who is being considered for promotion, retention, and/or tenure. Such evidence shall include instructional materials, course outlines, teaching awards or honors, self-
• Input from professional colleagues both on and off-campus, such as letters of evaluation and recommendation regarding teaching performance, acknowledgement of teaching awards or honors, results of class visitations, opinions, and/or evaluation of peers.

• Input from students in terms of (a) the results of the application of standardized department/College procedures that provide student opinions and/or evaluations of the faculty member’s teaching performance, and (b) oral testimony, if any. (See Section 12.6.12)

• Other evidence deemed relevant by the department or unit.

2.10.8.1.2 Contribution to the Institution

Evidence shall include but is not limited to—

a. Contributions to the faculty member’s department such as membership on a departmental committee, chair of a departmental committee, special assignments, curriculum development, and student advising.
b. Contributions to the faculty member’s College such as membership on a College committee, chair of a College committee, special assignment, curriculum development, and student advising.

c. Contributions to the University such as a membership on University-wide committee, chair of a University-wide committee, special assignments, curriculum development, and student advising.

2.10.8.1.3 Scholarly or Creative Achievements. Evidence shall include but is not limited to—

a. Accomplishments in research and/or creative projects.

b. Publication of articles, books, reviews, and research papers consistent with the mission of the University.

c. Unpublished manuscripts.

d. Membership and appropriate participation in activities of professional organizations.

e. Presentation of professional lectures.

f. A statement describing the support, or lack of it (released time and/or funding) for the reported scholarly or creative achievements.

2.10.8.1.4 Contributions to the Community

Evidence shall include but is not limited to the following contributions (more emphasis shall be given to community contributions
directly related to the faculty member’s teaching service area or areas):

a. Office or directorship on a volunteer basis (national, state, local).

b. Volunteer or paid consultant.

c. Participation on committees of agencies or organizations (national, state, local).

d. Participation in the mass media.

e. Community honors and awards.

2.10.9 Additional Policies/Procedures Relative to Retention, Tenure and/or Promotion

2.10.9.1 Promotion

A probationary faculty unit employee shall not normally be promoted during probation. (UARTP 8.01.C) However, a faculty unit employee in the rank of instructor may be considered for promotion after completing one (1) year of service in rank. Probationary faculty unit employees shall not be promoted beyond the rank of Associate. (UARTP 8.01.C) A probationary faculty unit shall normally be considered for promotion at the time he/she is considered for tenure. Promotion of a tenured faculty unit employee shall normally be considered after he/she has (a) been granted four (4) MSAs under the salary schedule in effect prior to the effective date of this Agreement, eight (8) Service Salary Step Increases under the revised salary schedule, or a combination of both which does not exceed the total of eight (8) Service Salary Step Increases on the revised salary schedule, (b) has served for four (4) years in the same rank/classification, consistent with provision
14.10 if this Article. (UARTP 8.01.D) This provision shall not apply if a faculty unit employee requests in writing that he/she not be considered. (UARTP 8.01.D) In some circumstances, a faculty unit employee may, upon application and with a positive recommendation from his/her department or equivalent unit, be considered for promotion to professor from a step lower than the top step in the individual’s rank.

(UARTP 8.01.E)

2.10.9.1.1 Eligibility for Promotion Consideration

a. Promotion of a tenured faculty unit employee shall normally be considered after he/she has (a) been granted four (4) MSAs under the salary schedule in effect prior to the effective date of this Agreement, eight (8) Service Salary Step Increases under the revised salary schedule, or a combination of both which does not exceed the total of eight (8) Service Salary Step Increases on the revised salary schedule, (b) has served four (4) years in the same rank/classification, or (c) has reached the maximum salary for a given rank/classification, consistent with the provision 14.10 of this Article. This provision shall not apply if the faculty unit employee requests in writing he/she not be considered. (UARTP 8.01.D) The Working Personnel Action Files of all faculty members considered for
promotion shall be forwarded to the secondary level, whether or not promotion has been recommended.

b. Candidates who apply for promotion prior to having been granted four (4) Merit Salary Adjustments (MSAs) or reaching the maximum salary for a given rank shall demonstrate outstanding performance in teaching, which shall be given primary weight, and possess appropriate academic preparation. In addition, outstanding performance must be demonstrated in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly and creative achievement, contributions to the institution, and contributions to the community.

c. The President may reward tenure to a faculty unit employee before the normal six (6) year probationary period. (UARTP 5.06.D)

d. In the evaluation of academic personnel assigned to administrative duties, careful consideration shall be given to the quality of performance in the assigned responsibilities. Strong additional emphasis will be given to the individual’s contributions to the University. Such individuals must show evidence of teaching competence through previous
teaching experience. In no case will the reduced amount of teaching load for academic-administrative personnel be interpreted or evaluated to the disadvantage of the individual. Persons on reassignment shall be considered as if they were full-time, regular on-campus faculty for purposes of RTP procedures and other actions.

e. Faculty members on leave who are candidates for retention, tenure, and/or promotion shall be considered as carefully as if they were not on leave. They must ensure that their Working Personnel Action Files are up-to-date and should inform their department chairs of their current and projected activities which might have a bearing on retention, tenure and/or promotion.

f. Full-time temporary faculty unit employees shall be subject to periodic evaluation. Such evaluations shall include student evaluations of teaching performance, evaluation by peers from the department or equivalent unit, and evaluations by appropriate administrator. (UARTP 9.04.D)

g. The Personnel Action File shall be defined as the one (1) official personnel file for employment information and information that may be
relevant to personnel recommendations or personnel actions regarding a faculty unit employee. (UARTP 4.01.A)

h. The Working Personnel Action File is that portion of the Personnel Action File used during the time of periodic evaluation or performance review of a faculty unit employee. (UARTP 4.02.B)

i. For each faculty unit employee, the President shall designate an office in which the Personnel Action File shall be maintained and shall designate a custodian for the Personnel Action File. It is the intent of the CSU to maintain accurate and relevant Personnel Action Files. (UARTP 4.02A)

2.10.8 Working Personnel Action Files: Guidelines

2.10.10.1 The Working Personnel Action Files described below should be organized in either a loose-leaf or a clasp binder and sectioned by titled tabs.

2.10.10.2 The File should be labeled and entitled Working Personnel Action File for (name of applicant). It shall include the following information in indexed and tabbed sections:

a. Copies of original and current appointment letters.

b. Current resume.

c. Statement of professional preparation and experience (e.g., workload, courses taught, advising, past experience). This is not needed if included in the resume.
d. An index to materials itemized in numbers 2.10.10.2.e through 2.10.10.2.i below, this section.

e. Official correspondence relative to promotion, retention, and/or tenure from one’s department(s), the College’s SEC (when actions have occurred), and appropriate administrators.

f. The following areas, described in the current College Policy Manual, shall be referenced in a manner that will direct readers to the exact location in which supporting data for these areas may be reviewed:

- Summaries of data pertaining to competent teaching performance.
- Summaries of data pertaining to contributions to the institution.
- Summaries of data pertaining to scholarly or creative achievement.
- Summaries of data pertaining to contributions to the community.


g. Other materials as required by department or College policy.

h. Any other materials considered by the applicant to be pertinent.

i. All audio taped materials shall be reduced to writing by the person who requests placement of them into the file and shall be signed by the person providing the information.

2.10.10.3 Materials used in evaluations shall be limited to those developed during the following periods:

a. Retention through Tenure: Materials submitted/received since date of initial appointment to probationary status.

b. First Promotion: Materials submitted/received since date of initial appointment to probationary status.

c. Subsequent Promotions: Material submitted/received since dates the files closed immediately prior to the evaluation which resulted in the last promotion.
d. Periodic Reviews of Temporary Faculty:
Materials submitted or received since date of last evaluation.

e. Periodic Review of Tenured Faculty:
Materials submitted/received during previous five years.

2.10.10.4 Faculty members are encouraged to maintain and retain a duplicate copy of materials in their Personnel Action File and keep an index of all materials by date, and/or other mode of identification.

2.10.10.5 In order to protect the anonymity of persons who may have been involved in a group or joint grievance(s), candidate should scrutinize correspondence very carefully and excise names of other grievants.

2.10.10.6 A faculty unit employee shall have the right of access to all materials in his/her Personnel Action File, exclusive of pre-employment materials. (UARTP 4.05.A) A faculty unit employee shall have access to pre-employment materials in instances when such materials are used in personnel actions.

2.10.10.7 A faculty unit employee may request and appointment(s) for the purpose of inspecting his/her Personnel Action File. Such appointment(s) shall be scheduled promptly during normal business hours. The manner of inspection shall be subject to reasonable conditions. The faculty unit employee shall have the right to have another person of the employee’s choosing accompany him/her to inspect the Personnel Action File. (UARTP 4.05.B)

2.10.10.8 Following receipt of a faculty unit employee’s written request, the appropriate administrator shall, within fourteen (14) days of the request, provide a copy of all requested materials. The faculty unit employee may be required to bear the cost of duplicating such materials. (UARTP 4.05.C)

2.10.10.9 If after examination of the Personnel Action File, the faculty unit employee believes that any portion
of the file is not accurate, he/she may request in writing a correction of the materials or a deletion of a portion of the materials, or both. Such a request shall be addressed to the custodian of the file, with copies to the appropriate faculty committee, if a faculty committee and the appropriate administrator generated such materials. The request shall include a written statement by the faculty unit employee at to the corrections and/or deletion that he/she believes should be made, and the facts and reasons supporting such request. Such request shall become part of the Personnel Action File, except in those instances in which the disputed materials has been removed from the file. On this campus, “accurate” includes “relevant,” “timely,” and “complete.” (UARPT 4.05.D)

2.10.10.10 If the request is denied by the custodian of the file, not later than seven (7) days after the date of such a denial, the faculty unit employee shall have a right to submit the request to the President. Within twenty-one (21) days of such request to the President, the President shall provide to the faculty unit employee a written response. If the President grants the request, the record shall be corrected or the deletions made, and the faculty unit employee shall be sent a written statement to that effect. If the President denies the request, the response shall include the reason(s) for denial. (UARPT 4.05.E)

2.10.10.11 Any materials identified by sources may be placed in the Personnel Action File. Identification shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the materials. (UARTP 4.030B)

2.10.10.12 Each College has adopted a standardized procedure for obtaining student evaluations (see the following section), including the data collection system. Departments within the College of Education adhere to the procedures described in Section 2.10.10.13. These procedures must include, as a minimum, student evaluation of instructor’s performance in providing for student achievement of objectives. All of these procedures shall be
subject to the approval of the department RTP committee.

2.10.10.13 Written questionnaire evaluations shall be required for all faculty unit employees who teach. A minimum of two (2) classes annually for each faculty unit employee shall have such written student evaluations. Student evaluations shall be conducted in class representative of the faculty unit employee’s teaching assignment. (UAPRT 5.05.E.1.c.1) The results of these evaluations shall be placed in the faculty unit employee Personnel Action File. Students may, with the concurrence of the department and administrator, be provided an opportunity to consult with the department peer review committee. (UAPRT 5.05.E.2.c)

2.10.10.14 Oral student testimony before a primary RTP Committee may be summarized by the primary committee and signed by the primary committee chair.

2.10.10.15 Personnel recommendations or decisions relating to retention, tenure, promotion, termination, or any other personnel action shall be based primarily on material contained in the Personnel Action File. If a personnel recommendation or decision is based on reasons not contained in the Personnel Action File, the party making the recommendation or decision shall commit those reasons to writing and this signed written statement shall be placed in the Personnel Action File and provided to the faculty unit employee.

2.10.10.16 Consideration is limited to that which is relevant to established criteria. Decisions shall be based solely upon the candidate’s ability, qualifications, experience and fitness for the position as supported by information in the candidate’s personnel file without regard to race, handicap, age, sex or sexual orientation. Experience before hire shall not be given special consideration, except in consideration of early tenure.

2.10.10.17 Evidence is limited to that which was available to the department and College when they considered
the file. If new and substantive information is received which might alter the department recommendation, the file and evidence are referred back to the department for consideration. Review of recommendations of departments is made in light of department, College, and University policies and procedures. The basic question is: Do the evidence and argument advanced by the candidate support the recommendation?

2.10.10.18 A faculty unit employee shall have the right to submit additional material to his/her Personnel Action File. (UARPT 4.03.A) A faculty may add materials to his/her Personnel Action File at any time.

2.10.10.19 Any material identified by source may be placed in the Personnel Action File. Identification shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the materials. (UARTP 4.03.A) The custodian shall decide which materials submitted by persons other than the faculty unit employee will be accepted for placement in the file.

2.10.10.20 The faculty unit employee shall be provided with a copy of any materials to be placed in the Personnel Action File at least five (5) days prior to such placement. This provision shall not apply to materials referenced in the Temporary Suspension or Disciplinary Action Procedure Articles of the MOU. (UARTP 4.03.C)

2.10.10.21 During the time of periodic evaluation and performance review, the WPAF must be submitted by deadline established by the University and the College.

2.10.10.22 During the time of periodic evaluation and performance review of a faculty unit employee, the Working Personnel Action File, which includes all information, materials, recommendations, responses and rebuttals, shall be incorporated by reference into the Personnel Action File. (UARTP 4.03.G)
2.10.10.23 Materials for evaluation submitted by a faculty unit employee shall be deemed incorporated by reference in the Personnel Action File, but need not be physically placed in the file. An index of such materials shall be prepared by the faculty unit employee and submitted with the materials. Such an index shall be permanently placed in the Personnel Action File. Materials incorporated by reference in this manner shall be considered part of the Personnel Action File for the action set forth in the MOU. Indexed materials may be returned to the faculty unit employee. (UARTP 4.03H)

2.10.11 Primary and Secondary Committee Process (Retention and Tenure)

The following considerations shall be used by primary level (departmental) and secondary level (College) RTP committees in determining which candidates shall be recommended for retention and tenure:

2.10.11.1 Action by a department and the College of Education recommending retention or a probationary tenure-track faculty member for a second year normally will involve a periodic review unless an immediate and more substantial review is deemed appropriate in accordance with existing policy. This need not imply the probability of or desire for a recommendation for retention for the third year.

A recommendation by a department and the College for retention for the third, fourth, and fifth years shall involve substantial review each year.

2.10.11.2 After discussion of the merits of each candidate’s record, each eligible member of the primary level RTP committee shall vote to grant or deny retention and/or tenure. Each decision shall be made by a simple majority of the Committee. An abstention shall count as a negative vote. All substantive evaluations and final recommendations shall require the participation of all elected committee members or duly elected alternates. Participation shall include reviewing the Working Personnel Action
File of each candidate whose performance will be evaluated by the primary and secondary committee and attending each and every meeting of the committee at which substantive deliberation take place or final recommendations are made, or both. The candidate’s effectiveness in meeting the criterion requirements as evidenced by his/her file shall be the basis for these decisions.

2.10.11.3 After discussion of the merit of each candidate’s record and the department recommendations, each eligible member of the Secondary Evaluation Committee shall vote to concur or not concur. Each decision shall be made by a simple majority of the Committee. Substantive evaluations and final recommendations shall require participation as defined in section 12.7.2 of this document and elsewhere. The candidate’s effectiveness in meeting the criterion requirements as evidenced by his/her file shall be the basis for these decisions.

2.10.11.4 If any stage of a performance review(s) has not been completed within the specified period of time, the Performance Review(s) shall be automatically transferred to the next level of review or appropriate administrator for recommendation evaluation and the faculty unit employee shall be notified.

2.10.12 Primary Committee Process (Promotion)

Primary level committees, in determining which candidate shall be recommended for promotion, shall use the following process:

2.10.12.1 Each primary level RTP committee and department chair shall inform each candidate, in writing, of the committee’s/chair’s evaluation of the candidate performance and their recommendations regarding retention, tenure, and/or promotion within 7 days of the date they are made. The faculty member shall sign the file copy of this document indicating that it has been received and read, not necessarily agreed with. In the event of an adverse decision, the primary level RTP committee shall explain in writing the reasons for not recommending retention, tenure, and/or promotion.
2.10.12.2 At all levels of review, in periodic evaluation or Performance Review, before recommendations are forwarded to a subsequent review level, faculty unit employee shall be given a copy of the recommendation which shall state in writing the reasons for the recommendation. The faculty unit employee shall have the right to respond or submit a rebuttal statement or response in writing no later than seven (7) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to any previous levels of review. (UARTP 9.01.X) Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendation with the recommending party. This provision shall not require that the timelines be altered.

2.10.12.3 A candidate may request a hearing with the primary level RTP committee prior to the submission of the recommendation to the Secondary Evaluation Committee. Such request must be submitted in writing to the chairperson signing the statement within 7 days of the date of receipt of the committee’s recommendation. Upon receipt of such a request, the primary level RTP committee will schedule a meeting with the candidate to be held in no more than 10 working days. Candidates who still disagree with statements and recommendations forwarded from the primary RTP committee or the chair to the Secondary Evaluation Committee may submit to the department chair a written rebuttal for inclusion in his/her RTP file. Such rebuttal shall be included in the file.

2.10.13 Secondary Committee Process (Promotion)

The following process shall be used by the secondary level committee (SEC) in determining which candidate shall be recommended for promotion:

2.10.13.1 Departments shall submit separate letters to the SEC with respect to retention, tenure, and/or promotion on each candidates considered.
2.10.13.2 In reviewing College and department RTP policies, criteria, and procedures, SEC shall use University RTP guidelines.

2.10.13.3 SEC members shall individually study Working Personnel Action File or each faculty member being considered for retention, tenure and/or promotion and carefully review department recommendations and summaries. Member sign and date each file at the time it is reviewed.

2.10.13.4 SEC shall consult with department RTP committees to seek additional information, as it may deem necessary.

2.10.13.5 SEC discusses each case to determine that proper procedures have been followed and that the evidence and arguments support the department recommendation(s). If there are any questions, the file is referred back to the department for reconsideration of specific questions raised.

2.10.13.6 Each recommendation and action of the SEC shall be approved by a simple majority of the Committee. An abstention shall count as a negative vote. Substantive reviews and final recommendations shall require participation as defined in 12.7.2 and elsewhere. The Dean shall indicate in writing concurrence with SEC report or in the event the Dean does not concur with the report he/she shall specify in writing the reasons for his/her non-concurrence, based upon evidence in the candidate’s Working Personnel Action File.

2.10.13.7 SEC recommendations and actions, with supporting reasons, are sent to the Dean.

2.10.13.8 The Dean shall make his/her recommendations and reasons known to the membership of the Secondary Committee, to the department RTP committee and the affected candidate(s) prior to submission to the President. Should the recommendations of the Dean and those of the Secondary Evaluation Committee differ, the Committee shall take the initiative to confer with the Dean.
2.10.13.9 If the Dean concurs or does not concur with SEC recommendations, the Dean gives written notice to the candidate and SEC of his/her position based upon the evidence in the candidate’s Working Personnel Action File.

2.10.13.10 The Dean shall share with each faculty member who has been considered for change of status and recommendations and report(s) he/she has sent to the President relating to that individual with supporting reasons.

2.10.14 Faculty Rights to Reasons and Appeals

2.10.14.1 SEC does not serve as an appeals body to the decisions of departments. Appeals shall be made directly to a department per department policy. All appeals and department replies become part of the candidate’s Working Personnel Action File.

2.10.14.2 All discussions are in confidence, privileged only to SEC members and faculty grievance and disciplinary actions committees. All votes are by secret ballot. All questions relative to SEC deliberations and actions should be addressed in writing to and answered by the Committee as a whole through the chair.

2.10.14.3 Deliberations pursuant to this Article shall be confidential. (UARTP 9.01.V) Recommendations pursuant to this Article shall be confidential except that the affected faculty unit employee, the appropriate administrator, the President and the peer review committee members in a Performance Review or a periodic evaluation shall have access to written recommendations. (UARTP 9.01.W)

2.10.14.4 To restate, all personnel considerations of specific individuals relating to matters of retention, and/or promotion made by and personnel committee shall be, in whole and in part, confidential; that is, shall not be discussed, either by members of the committee or by those consulted, with other than
those privileged to have such information. Faculty grievance and disciplinary action committees are privileged to have such information.

2.11 Standing Committees: Technology Advisory Committee

2.11.1 Purpose: To establish a representative body with the College to serve as an advisory and coordinating body to address key information technology policy challenges that face the College of Education. The primary areas of responsibility are encompassed in four major functions: (1) policy, (2) infrastructure, (3) standards, and (4) strategic planning.

2.11.2 Membership

The membership shall consist of the following persons:

2.11.2.1 Voting:

- staff selected at large
- 1 representative from the IT department
- 1 faculty member and 1 alternate from each department

2.11.2.2 Non-Voting

- College ITC as ex-officio member

2.11.2.3 Alternates will vote only when the regular representative is absent.
2.11.2.4 Member shall serve a two-year term, which shall be staggered.

2.11.2.5 Should a member not be able to complete his/her term, a replacement shall be elected to complete the remainder of the unexpired term.

1.0 ADMINISTRATION

3.1 Patterns of Departmental Administration

See Section 2.2

3.2 Office of the Dean

See Section 2.2

3.3 The Office of the Dean of the College of Education will facilitate the development and implementation of policies that are congruent with, and contribute to, the attainment of the goals of the College of Education.

3.4 The Office of the Dean of the College of Education will encourage the development and implementation of policies that are congruent with, and contribute to, the attainment of the goals of the College of Education.

3.5 The Office of the Dean of the College of Education will provide for optimal involvement of faculty, staff, and students in the decision-making processes.

3.5.1 Each department chair shall involve respective faculty in decisions related to department utilization of faculty positions, fund allocations, and clerical support.

3.5.1.1 The Dean shall assure open communication and involvement of faculty in committee, Advisory Council, and department matters.

3.5.2 Channels of Communication

See Section 2.5.6
3.6 Informal Solution of Grievances

3.6.1 The Dean shall assume, as a primary task, the mediation of conflicts in the College of Education.

3.6.2 Faculty and staff of the College of Education who have grievances should attempt to solve the problem on an informal basis and prior to initiating a request for a formal grievance proceeding. *(See Collective Bargaining Agreement, Article 10)*

3.6.3 Informal solution in the College of Education should include:

3.6.3.1 An attempt to satisfactorily solve the problem with the appropriate department chair or supervisor.

3.6.3.2 An attempt to satisfactorily solve the problem with the Dean of the College.

3.7 Faculty Leaves of Absence

3.7.1 When requesting a leave of absence other than sick leave, a faculty member will submit the request in writing to the department chair so that a qualified replacement may be secured. The faculty member will be responsible for professional commitment until such time as he/she is relieved by his/her replacement. *(sick leave is defined in Article 24 of the Collective Bargaining Agreement)*.

3.7.2 Office Space and Clerical Support for Faculty on Leave

Departments will determine and arrange for clerical services to be available to faculty while on leave. Office space will be defined as the use of a desk in the faculty member’s office, that will remain available unless needed by the assignment of part-time or full-time faculty during the faculty member’s absence *(See Section 2.8.6)*.

3.8 Assignments of Office Space

Office space available to the College of Education shall be considered as a common pool, rather than assigned in blocks to departments.

3.8.1 First priority for office space shall be given to the needs of full-time faculty, with part-time faculty being assigned space only after the needs of full-time faculty have been fully considered and met.

3.8.2 In the Spring semester of each academic year, the Associate Dean shall ask the chair of each department to submit requests for change of private offices. All requests will be considered by the Faculty/Staff Affairs Committee. *(See Section 2.8)*.
3.8.3 The Associate Dean, in consultation with the Dean, shall determine assignments to single offices when requested using the following criteria (listed in general order of priority):

a. Deans and department chairs.
b. Faculty members with special instructional assignments such as coordinating, or confidential advising demanding unusual privacy.
c. Faculty members with professional responsibility for program associated with instruction; i.e., accreditation reports, program development, projects, etc…
d. Faculty members with ongoing, on-campus research programs, institutes, etc., directly related to the instructional programs.

3.8.4 Office requests will be submitted in writing to the Associate Dean for decision. Proposed moves will be made in consultation.

3.9 Retreat Rights for Associate Dean

One of the criteria for the Associate Dean is that he/she be a faculty member of the College of Education with retreat rights in the College of Education.

2.0 Faculty Recruitment, Staffing, and Maintenance

4.1 Priorities in Faculty Recruitment

4.1.1 “Add staff” committees shall be formed in each department with interdepartmental representation, the method of constituting these committees to be left to each department. Interdepartmental representation of views is the intent of this policy.

4.1.2 The College of Education shall place its highest priority on the employment, recruitment, and utilization of qualified members of minority groups. The ethnic composition of the present staff is not adequate to the existing needs of students. Until this can be corrected, present staff members are urged to enlist the assistance of members of minority groups now serving on the faculty and within the community.

4.1.3 The Advisory Council, after hearing recommendations from the departments, shall establish priorities for recruitment of qualified faculty.

4.2 Assignment of Rank to New Faculty Members

4.2.1 The Dean, based on recommendations from departments, will forward the College’s decisions in the selection of faculty and the determination of entry rank and step to Provost.

4.3 Orientation of New Faculty

4.3.1 Orientation should include information on the community, College of Education, the University, and the California State University and Colleges structure.
4.3.2 The University Office of Faculty and Staff Affairs shall arrange for the orientation of new faculty members. New faculty will be afforded mentor faculty members to assist with orientation.

4.4 Information Regarding University Procedures and Credential and Degree Requirements

4.4.1 The chair of each department shall provide a loose-leaf manual for faculty members to assist them in advising students.

4.5 Student Participation in Recruitment and Selection of Faculty

4.5.1 Each department shall provide for student involvement in the recruitment and selection of faculty. A written statement for implementing this policy shall be on file in the Dean’s office.

4.6 Extension Faculty

4.6.1 Standards for appointment of regular faculty shall be applied in the selection of extension faculty. (CSUS University Manual, Policy File Number 00450)

Selection of extension faculty is the responsibility of each department concerned.

4.7 Initial Employment

4.7.1 Initial employment for lectures and tenure track faculty will normally be at the instructor-assistant professor level.

The College of Education restricts itself to asking for exceptions to this policy only if the following conditions are met.

4.7.1.1 The justification is based on the candidate’s preparation and experience to do the task required.

4.7.1.2 The justification shows that the exception meets affirmative action guidelines.

4.7.1.3 The petition of the department making the request is considered by the Dean in consultation with the Provost, who must issue his/her approval, before the position announcement is published.

5.0 Student Involvement
5.1 The College of Education welcomes and encourages the participation of students enrolled in its programs. Each department shall make concerted efforts to involve students on committees. “The student has the right to an effective and representative role in recommending University policies…Students are also guaranteed the opportunity to participate in revisions and improvements of curricula through service on curriculum committees.” (CSUS University Manual, Policy File Number UMS16500)

5.1.1 Each department will formally request student input and feedback in program and course review. Students will also be asked to provide input to department faculty in the course of planning for future program changes and enhancements.

5.1.2 Procedures by which students may participate will be developed by departments, either as a matter of internal departmental policy, or on a case-by-case basis.

5.1.3 In matters involving the review of program and planning for future changes and enhancements, departments will actively seek the input of both current and former students.

5.2 Student Grievances

The College of Education will adhere to the policies and procedures for student grievances defined in the CSUS University Manual, Policy File Number UMS16500. Further, departments are responsible for establishing and communicating procedures for the receipt of complaints from students.

5.2.1 At the departmental level, complaints are to be handled on an informal basis, and according to department-defined procedure. These procedures shall be on file in the department and College, as well as in the office of the Dean of Student Affairs. Generally, the student should make every effort to resolve a problem or dispute arising from advisement, admission, course work, etc., by meeting and conferring with the faculty member(s) concerned.

5.2.2 If the student and professor fail to resolve the problem in question, the student may then arrange a meeting with the chair of the department in which the course is offered. Should the student be unable to achieve satisfaction at this point, according to the CSUS University Manual, the student may appeal to the College of Education.

5.2.3 If the student finds no satisfaction after pursuing the first two steps, he/she may then file a formal grievance statement with the Office of the Associate Dean. The statement will be reviewed, and the Associate Dean will engage in fact-finding to determine the concerns raised.

5.2.4 If no informal solution is determined through the Office of the Associate Dean, the student is entitled to a hearing, as delineated in the CSUS University Manual,
Policy File Number UMS16500. The statement will be reviewed by the Associate Dean, and forwarded to the Professional Development & Community/Student Affairs Committee. At this time, the following procedures will be followed:

5.2.4.1 the PDCSA Chair will appoint an Ad Hoc Grievance Committee which shall be composed of three faculty members from the College of Education but outside of the concerned department, and two students currently enrolled in course work in the College of Education;

5.2.4.2 the ad hoc committee will meet to review and discuss the grievance, and to hear elaboration of the issue from the grievant and from any faculty in question;

5.2.4.3 the committee will then meet privately to deliberate and develop its finds, to be released in written form;

5.2.4.4 the final formal recommendation issued by the Ad Hoc Grievance Committee will be distributed to the following:
   a. the student in question
   b. the faculty member of concern
   c. the chair of PDCSA
   d. the department chair
   e. the Dean and Associate Dean of the College of Education

5.2.5 If, after a hearing and decision following Sections 5.2.2-5.2.4, inclusive, the student feels there was not fairness in the procedure, the student shall have the right to appeal the decision to the office of the Academic Vice President. (CSUS University Manual, Policy File Number UMS16500)

5.2.6 Decisions made at the University level shall be considered final, and matters resolved.

3.0 Summer Session Teaching
3.1 Full-time faculty of the College of Education may teach a maximum of 1.3 units per week (CSUS Chancellor’s Office Policy, FSA #8220). This translates into a maximum of 8-units teaching load per six-week session or 4-units per three-week sessions. Any requested deviations from the policy must be made in writing from the appropriate department chair and approved by the College of Education Dean or a designee thereof. Approval of teaching requests will follow a 3-step procedure:

3.1.1 Departments will develop and approve scheduling and assignments for all courses offered within their purview. It is recommended that departments assign all interested tenure-track faculty (beginning with their most junior tenure-track faculty) to a 3-unit load prior to assigning anyone to six units, etc. This procedure will be followed until all tenure-track faculty interested are assigned to the maximum amount of workload units allowed.

3.1.2 Following the assignment of tenure-track faculty, qualified nontenure-track full-time and part-time faculty will be assigned to teach any remaining departmental courses. University, College of Education and department procedures governing the selection of nontenure-track full-time and part-time instructors will be followed.

3.1.3 Department chairs will then submit their schedules and all faculty assignments to the Summer Session Coordinator (See Section 7.2) for final approval.

3.2 The Dean of the College of Education will appoint a Summer Session Coordinator, with the advice and consent of the Advisory Council, no later than the beginning of the Fall semester preceding the next summer session. The Summer Session Coordinator shall adhere to the policies articulated in sections 7.3 and following.

3.3 Faculty pay for summer sessions are based on the below provision:

3.3.1 A faculty member gets credit for any overage in one class taught by her/him to any class or student teaching supervision shy full-enrollment taught by that same instructor in the same summer session, funds permitting.

3.3.2 A course is held open if there are at least five students registered in it. If there is less than five, the course instructor will be notified and asked to determine if he/she wishes to have the class canceled. This agreement does not apply to student teaching, special problems, supervision, or M.A. advising. In accordance with Article 21.9 of the Collective Bargaining Agreement, the decision to cancel a class should be rendered prior to the second class meeting. Authority to cancel a class must be made collaboratively between the instructor of record and the Dean of Regional and Continuing Education or a designated representative (Summer Session Coordinator, College of Education).
3.3.3 Special problems and M.A. units will be paid per student unit earned as per the CSUS Summer Session Salary Schedule.

3.3.4 Variable-unit courses (such as 1-2) may be credited toward faculty pay up to the highest unit depending upon enrollment.

3.3.5 Assistant professors will receive increases in pay for one course with an enrollment of at least ten students, up to full pay, funds permitting. Should an assistant professor teach more than one course in which student enrollment is at least ten but less than the number required to earn full pay, the pay increase will be made for the class with the greater enrollment. This proviso will not be implemented for summer courses. Faculty will be paid on a separate CSUS School of Education Seminar Salary Schedule. For seminars alone, assistant professors will receive increases in pay for one course with an enrollment of at least fifteen students, up to full pay, funds permitting.

3.3.6 Associate professors will receive increases in pay for one course with an enrollment of at least fifteen students, up to full pay, funds permitting. Should an associate professor teach more than one course in which student enrollment is at least fifteen students but less than a number required to earn full pay, the pay increase will be made for the class with the greater enrollment. Faculty will be paid on a separate CSUS School of Education Seminar Salary Schedule. For seminars alone, assistant professors will receive increases in pay for one course with an enrollment of at least fifteen students, up to full pay, funds permitting.

3.3.7 Full professors will receive increases in pay for one course with an enrollment of at least twenty students, up to full pay, funds permitting. Should a full professor teach more than one course in which student enrollment is at least twenty but less than the number required to earn full pay, the pay increase will be made for the class with the greater enrollment. Faculty will be paid on a separate CSUS School of Education Seminar Salary Schedule. For seminar alone, assistant professors will receive increases in pay for one course with an enrollment of at least fifteen students, up to full pay, funds permitting.

3.3.8 Enrollment above the number needed for full pay in an academic course occurring in one summer session may not be applied to enrollment in another summer session.

3.3.9 “Funds permitting” decisions will be made by the Summer Session Coordinator in consultation with the Dean of Education and the Department Chairs.
3.3.10 Faculty supervising students enrolled in summer session field placements will not receive mileage reimbursement for their travel.

3.4 Special Proviso for Summer Session
3.4.1 Workshops are to be scheduled to begin no later than the first four weeks of the six-week session and the first two weeks of the post-session.

3.4.2 Faculty will maintain summer office hours for the purpose of advising. Faculty will meet for just one hour per day, when scheduled to be on campus for teaching.

3.4.3 Variable unit courses should be offered for academic purposes only; department will refrain from a proliferation of these courses.

7.0 Voting

7.1 Early Part-time Retirement Faculty
Faculty members going into early part-time retirement shall be accorded full voting rights.

7.2 Faculty Voting Rights
Full-time faculty, including those on leave shall be eligible to vote. Those part-time faculty members teaching nine (9) or more units in the College of Education shall be eligible to vote only on matters delineated in the MOU.

7.3 One-Person, One-Vote Principle
- A tenure-track faculty member may vote only once and only in his/her home department in the selection of:
  - Primary RTP Committee members
  - Representatives and alternates to College of Education standing committees
  - Faculty Senate representatives
  - The department chair
  - Program Area Coordinator

7.4 Staff Voting Rights
The staff member of the Advisory Council shall be accorded full voting rights at College of Education meetings.