

**DEPARTMENT OF DESIGN  
POLICIES AND PROCEDURES FOR APPOINTMENT, PERFORMANCE REVIEW  
AND PERIODIC EVALUATION  
Revised 2/3/13**

The Department of Design commits itself to policies of a affirmative action and non-discrimination and will make every feasible effort to comply with Executive Orders 1246, 11375 and 4. The ultimate affirmative action goal is the attainment of a faculty, staff and student population reflecting the sexual and ethnic balance of the college service area. To attain this goal, priority will be given to recruiting applicants from underrepresented groups.

**I. ARTP Committee**

- A. The Department of Design shall elect an Appointment, Retention, Tenure, and Promotion Committee composed of four members and one alternate member. All members must be tenured full-time faculty. One committee member shall be a full professor who will serve a 1-year term; the three remaining faculty and the alternate shall each serve two-year terms. When possible, each degree program (Graphics, Interior Design and Photography) will be represented by a minimum of 1 committee member. The ARTP Committee will elect their own chair.
- B. In the event there is an insufficient number of full-time tenured faculty available to serve on the ARTP Committee, the department may request permission, from the President, for a faculty participating in the Faculty Early Retirement Program (FERP) to run for election for membership on the committee. However, the committee may not be comprised solely of FERP faculty. FERP faculty may engage in these deliberations and make recommendations during the semester or semesters of their employment, but not otherwise. (M.O.U 15.38)
- C. If there are five or fewer eligible tenured faculty in the department (four members and one alternate), then they all shall serve on the Department ARTP Committee. If there is an insufficient number of tenured faculty in a department, then the tenured and probationary faculty in the department shall nominate a sufficient number of tenured faculty from related academic disciplines to serve as remaining members of the committee.
- D. In years that candidates from the Department are undergoing Post Tenure Review, are applying for promotion to Full Professor, or they are being reviewed for tenure at the rank of Full Professor, the Department shall elect a separate Full Professor Tenure/Promotion Review Committee consisting of three tenured full-

time faculty at equal or higher rank for the purpose of reviewing only those candidates. The department chair shall not serve on nor meet with the Full Professor Tenure/Promotion Review Committee but shall conduct an independent evaluation and submit a separate evaluation report. (UARTP 9.06 sec.4).

- E. The ARTP Committee shall establish deadlines related to the ARTP process and ensure that all persons involved in the process are notified in a timely manner.

## **II. Full-Time Probationary Faculty Appointments**

- A. Academic preparation: Every feasible effort will be made to recruit faculty with the doctorate, its equivalent, or the appropriate terminal degree for the field from which candidates are being recruited. Appointment of candidates without appropriate degree may be made; recommendation for tenure and/or promotion of such candidates will be contingent upon attainment of the appropriate degree.
- B. Recruitment and Selection procedures
  1. The Faculty Search Committee shall consist of four members, one of whom is an alternate. A minimum of three of the committee members must be tenured faculty and not more than one probationary tenure-track faculty may serve. When possible, at least two of the members shall come from the same subject area as that stated in the advertised position.
  2. FERP faculty may be elected to serve if they are employed both fall and spring semesters. One semester FERP faculty cannot serve, unless the search process is completed in the semester of service. FERP faculty are eligible to vote to elect the search committee during their teaching semester.
  3. Faculty on sabbatical or difference-in-pay leave may serve if they are willing and available both semesters.
  4. In order to assure itself that it is providing equality of treatment and equal employment opportunity to all applicants, the department shall elect from among its tenured and probationary faculty, an affirmative action/equal opportunity representative (AA/EOR) to serve as a voting member of its search committees. They may elect the same AA/EOR to several search committees or a different member to each of several positions. (UARTP sec. D.)

5. In addition to his or her duties as a voting member of a search committee, the AA/EOP, based on training and advice from Human Resources and University Counsel, shall advise the department about recruiting practices that conform to applicable laws and regulations governing affirmative action, nondiscrimination, and equal employment opportunity. (UARTP sec. D.)
6. The AA/EOR may serve as a chair of a search committee provided the search committee elects him or her to serve in that capacity. The department chair shall be ineligible to serve as an affirmative action/equal opportunity representative. (UARTP sec. D.)
7. All applications must include: a letter of application, a resume, twenty images of their work (35mm slides, prints or CD ROM) official transcripts of all college and university work and three letters of recommendation or names of three people who may be solicited for recommendations.
8. All applicants shall be screened by the Search Committee to determine if they meet the criteria for appointment. This shall include: degrees earned in relevant disciplines, relevant teaching experience, relevant professional experience, recommendations or other documents including student and peer evaluations of teaching performance (UARTP Section 5.03 B).
9. The University ARTP policies and procedures governing the salary recommendation will be followed (5.03). Length of appointment shall be determined by policies set forth in the M.O.U for Unit 3 section 12.3-12.10.B.

### **III. Periodic Evaluation of Temporary Faculty**

- A. Temporary faculty shall be evaluated annually by the Department Chair and at least one other tenured faculty member designated by the ARTP Committee. Competent teaching performance shall be given primary consideration in the evaluation process. The faculty members may provide any evidence they wish of teaching performance, to be added to syllabi and student evaluations. A copy of the written evaluation shall be given to the faculty member and another copy shall be placed in the faculty member's Personnel Action File.
- B. Appointment/evaluation of the domestic partner/fiancé/etc. of a permanent faculty member (tenured or tenure-track). In this situation, the permanent faculty member will not participate in the hiring or evaluation of any temporary faculty in his/her program. Furthermore, the permanent faculty member will not participate in scheduling classes in his/her program. Except for this requirement, standard departmental policy will be followed in the hiring and evaluation of all temporary faculty.
- C. Appointment/evaluation of the husband/wife of the Department Chair. In this situation, the Department Chair will not participate in the hiring or evaluation of any temporary faculty teaching in the same program as his/her wife/husband. The Chair's role in evaluating faculty in the program will be fulfilled by the Program Coordinator. Furthermore, Department Chair will transfer final responsibility for class scheduling in his/her program to the Program Coordinator. The Chair will continue to fulfill his/her role (e.g. hiring and evaluating of faculty, scheduling classes) for the other two programs, according to Departmental procedures.
- D. The Department's approved student evaluation instrument shall be administered by another faculty member in all classes taught by temporary faculty at an agreed upon class section. After grades have been assigned, a copy of the results of the evaluation shall be given to the instructor and another copy placed in the Personnel Action File.
- E. Temporary faculty unit employees holding three (3) year appointments pursuant to Article 12 shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the employee or the President. (M.O.U. 12.17, 2007).
- F. The normal periodic evaluation for three-year appointees will be during the second year of the three-year appointment. The Department Chair and at least one

other faculty member, designated by the ARTP Committee, shall evaluate those appointees.

- G. Temporary Range Elevation (M.O.U. 12.17 2010) “Temporary faculty range elevation” is a term employed in the M.O.U. to refer to the decision, informed at a minimum by an evaluation of teaching performance, to compensate a temporary faculty member at a rate of pay equal to the first step of the salary range immediately above the range within which he or she was compensated during a prior appointment.
- H. Those eligible for lecturer range elevation shall be limited to lecturers who have no more eligibility for salary increases pursuant to provision 12.10 in their current range, and have served five (5) years in their current range.
- I. 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.
- J. Criteria for range elevation for temporary faculty shall be appropriate to lecturer work assignments. (12.19 M.O.U) Competent teaching performance shall be given primary consideration in the evaluation process. The faculty members may provide any evidence they wish of teaching performance such as but not limited to, degrees earned in relevant disciplines, recommendations or other documents including an updated resume, course materials, syllabi, and students and/or peer evaluations of teaching.

### **III. ORGANIZATION AND GOVERNANCE (revised 2010)**

#### **A. Department Chair**

##### **1. Role**

The department chair is a teaching faculty member in the Department of Design, and as such has all the rights and responsibilities of a faculty member. In addition, the primary function of the chair is to carry out the business of the Department of Design. He/she is responsible for communicating the department's needs to the College of Arts and Letters or University. He/she is also responsible for communicating University and College policies and administrative procedures to the department faculty and staff.

##### **2. Responsibilities**

The department chair is responsible for discharging the following duties in accordance with the established policies and procedures of the department, school, University and CSU system.

- a. Supervise the recruiting of faculty and staff in accordance with the department's programmatic needs and in keeping with the mandate of Affirmative Action.
- b. Supervise the evaluation of department faculty and staff as required by departmental personnel procedures.
- c. Foster an environment in which faculty development is encouraged and supported within the goals and objectives of the department, school and University.
- d. Encourage currency and improvement in the quality of the department's curriculum.
- e. Coordinate departmental student advising efforts.
- f. Coordinate the departmental workload assignment of faculty and staff.

- g. Prepare and present the department's budget to school authorities as appropriate. The chair is responsible for administration of departmental resources.
- h. Ensure that the instructional schedules of the department are submitted as required and modified as needed.
- i. Coordinate work of departmental committees and serve on school or University committees.
- j. Ensure that a department process for dealing with student grievances is implemented in accordance with general University and system procedures.
- k. Facilitate the instructional support operations of the department to ensure effective use of clerical service, proper space allocations, adequate supplies, etc.
- l. Serves as ex-officio member of department committees
- m. Communicates University policies and procedures and M.O.U. for unit 3 faculty.
- n. Represents department within the school, University, community and state.
- o. Perform other duties as specified by the dean and/or other University administrators and carry out assigned duties in accordance with University policy.

The department chair should consult with the department faculty in making administrative decisions regarding such matters as workload, scheduling, curriculum, and budget. After careful consideration of faculty concerns and thoughts on administrative matters, and consultation with the school dean as needed, the department chair has the authority to make timely decisions to accomplish the administration of the department. Faculty have the right to appeal or request review of any administrative decisions affecting them.

The department chair should consult periodically with department faculty, other department chairs with whom he/she interacts, and the College dean regarding pertinent aspects of departmental administration.

### 3. Nomination

- a) As early as possible during the Fall semester of the academic year in which the department chair is to be nominated, the current department chair shall make an announcement at a faculty meeting that nominations for the position of department chair are open. Nominations shall be submitted to the Chair of the Budget and Curriculum Committee no later than two weeks from that day. Any faculty member eligible to vote may, with consent of nominee, submit a preliminary nomination for department chair. A written list of all nominees shall be submitted by the chair of the Budget and Curriculum Committee to all voting faculty members at least five (5) days prior to voting.
- b) Any full-time tenured or probationary faculty member who has been employed for at least one year is eligible for nomination for department chair for a three-year term. A person cannot serve more than six consecutive years as department chair exclusive of time served as acting chair.
- c) All full-time, tenured, tenure-track and temporary faculty eligible to vote, including those on FERP, vote by secret ballot. A simple majority of faculty votes is required for selecting a nominee from the department whose name will be submitted to the Dean. If on the final ballot, two nominees receive the same number of votes, both names will be submitted. Any qualified voting member who cannot be present at the meeting at which voting occurs should request an absentee ballot and submit it to the Department office by mail or FAX, or vote via telephone, or email prior to the stated voting day.

- d) If a vacancy occurs before a term expires, the above procedure will be used to determine who will serve until the end of the current term.
- e) Should there be no nominees for the position of department chair, the Budget and Curriculum Committee shall convene to formulate and propose alternate solutions to the faculty for a vote.
- f) The Budget and Curriculum Committee shall review the above procedures prior to each scheduled nomination.

#### 4. Vacancy

- a) **Resignation**  
The department chair has the right to return to a full-time teaching assignment by resigning his/her position as chair. Except in rare circumstances, resignations will conform to the academic year.
- b) **Removal**  
For serious and compelling reasons, and in accordance with departmental policies and procedures, a department may request that the incumbent chair be recalled through the following procedure:
  1. A written request containing the compelling reasons for recall of the incumbent chair, signed by at least  $\frac{1}{3}$  (rounded up to the nearest whole number) of those eligible to vote in chair-nominating elections, shall be submitted to the school dean. The incumbent chair will receive notification of the request together with a statement of reasons.
  2. The school dean will meet with signatories and the department chair to make every effort to reach an informal resolution of the recall request.
  3. If an informal resolution of the recall request fails, the dean shall conduct a meeting of those department faculty eligible to vote in chair nominating elections. A quorum of  $\frac{2}{3}$  of those eligible to vote must be present at the meeting whose purpose is ascertaining the will of the department regarding the recall request. The incumbent chair will have the opportunity to respond to the recall request at this meeting, either orally, in person, or in writing, to be read by the dean. A vote of

“confidence/no confidence” will be taken by written ballot at that meeting. A majority of all those eligible to vote in chair-nominating elections is required for a department recommendation of “no confidence”.

4. In the event of a ‘no confidence’ recommendation, the dean shall forward to the President via the Vice President for Academic Affairs:
  - the department’s vote and reason for the recall, expressed as a recommendation, and
  - the dean’s independent recommendations, including reasons, and
  - the incumbent chair’s response to the recall request, if any.

The incumbent chair will be notified of the department’s and dean’s recommendations.

5. The final decision will be made by the President. The decision, including reasons, will be transmitted to the department.
6. Under normal circumstances, a vote of “confidence/no confidence” can be held only once during an academic year.

- c) Upon receipt of compelling reasons, received in writing from sources other than department faculty, the President, having consulted with the department, may consider whether the effectiveness of the department is impaired by the continued incumbency of the chair. In these circumstances, the President shall confer with the incumbent chair, the department faculty, the dean and the Academic Vice President to discuss the advisability of and the reasons for removal. The final decision will be made by the President. The decision, including reasons, will be transmitted to the department.

5. Absence
6. Replacement

## B. Governance Structure

1. Each Department of Design full-time faculty member will serve on a Department committee as described below.
2. Each April all full-time faculty will be asked by the Chair to list in rank order preferences for serving on department committees in the

coming academic year. Preferences will be selected from the following list:

ARTP Primary Committee  
Budget and Curriculum Committee  
Assessment Committee  
Instructional Technology Committee  
Exhibition/Lecture/Spring Show

3. These preferences will be compiled by the Chair, and the compilation will be presented, as nominations, at the May faculty meeting at which time additional nominations may be made. The positions on committees will be ratified by faculty vote.
4. Voting Privileges
  - a) Full-time faculty who are on leave retain full voting privileges for all faculty meetings at which they are present and will be sent mail ballots for issues which are determined to have significant long-range impact for the Department, such as the nomination of a Department Chairperson. Faculty on leave will be included in the nomination and voting for Department Chair. ARTP matters are excluded from this provision by CSUS policy.
  - b) All full-time faculty have full voting privileges except as excluded by other policies, regardless of whether on a regular or a temporary appointment.
  - c) Once a part-time faculty member has taught three units or more for three years and has participated in Department affairs during that time, he/she will have full voting privileges in any subsequent semester that he/she is teaching three or more units.
  - d) Any part-time faculty member who regularly attends staff meetings and participates in committee meetings can vote on committee issues.