

California State University
Northridge

Some Policies Chairs Should Know

**CSUN Department Chair Retreat
August 17, 2009**

Index

Student Matters:

1. Conferral of Degree upon Completion of Degree Requirements (Change to Title 5, July 21, 2009).....	1
2. New and Existing Financial Aid Policies (Summer 2009).....	2
3. Revisions to Undergraduate Policy on Withdrawals (Approved May 21, 2009)	3
4. Revisions to Undergraduate Policy on Repeating Courses (Approved May 21, 2009)	5
5. Petition/Appeal Process for Honors at Graduation Policy (Approved November 5, 2008).....	6
6. Repeating Course for Third or Subsequent Time Policy (Approved November 5, 2008)	7
7. Timely Adoption of Textbooks/Instructional Materials for Accessibility (Approved February 28, 2008).....	8
8. Reinstatement after Third Disqualification (Approved February 25, 2008)	9
9. Criterion for Continued Enrollment of Readmitted Previously Disqualified Students (Approved February 25, 2008).....	10
10. Policy on Graduating-Senior Registration Priority (Approved June 30, 2005).....	11
11. Missed Classes Due to Participation in University-Approved Activities (Approved February 25, 2005).....	12
12. Revised Policy on Retention of Student Work (Approved February 25, 2005).....	13
13. Written Syllabi for All Undergraduate Courses (Modified 2003).....	14
14. Policy on Written Syllabi for All Graduate Courses (Approved February 2, 2006).....	15
15. Students With Disabilities in the Classroom: A Guide for Faculty	16

Personnel Matters:

16. 2009-10 Academic Year Calendar of Personnel Procedures (Approved July 7, 2009)	18
17. Sabbatical and Difference-in-Pay Leave (Modified May 21, 2009).....	22
18. Training for Equity and Diversity Representatives on Search Committees for Full-Time Faculty (Modified February 18, 2009).....	24
19. Periodic Review of Tenured Faculty – Post-tenure Review (Approved May 6, 2008).....	25
20. Grant-Related/Specially Funded Instructional Faculty (Approved May 6, 2008).....	27
21. Revision of Exception Clause Policy (Approved December 8, 2006).....	31
22. Revision of Class Visit Policy (Approved February 22, 2007).....	32
23. Revised Policy on Periodic Review of College & Department Personnel Procedures (Approved June 23, 2005) .	33
24. Clarification of Policy on Lecturers’ Role in Elections of Search and Screen Committees for Deans, Associate Deans and Department Chairs (Approved April 22, 2005).....	35
25. Graduate Assistants and Teaching Associates (March 23, 2005).....	36
26. PIFs the size of sandstone blocks (May 20, 2005: A plea from the Provost).....	37

Other Matters:

27. Revision of Policy on Certificates (Approved May 25, 2009).....	38
28. Additional New Undergraduate Policies and Procedures (Plus a Few Oldies but Goodies).....	43

Appendix:

Important Student Forms.....	Appendix
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Policy Index: All policies passed by Standing Committees, Faculty Senate and Approved by the President are available from the Faculty Senate Office (OV10 or call Heidi Wolfbauer at x3263). A Policy Index file containing the titles of all CSUN policies that have gone through this process can be downloaded from www.csun.edu/senate/policies/senate_policy_index.pdf. Copies of any policy can be requested from the Senate Office.

COMMITTEE ON EDUCATIONAL POLICY

Proposed Title 5 Revision: California Code of Regulations - Conferral of Degree upon Completion of Degree Requirements (REP 07-09-03)

RESOLVED, by the Board of Trustees of the California State University, acting under the authority prescribed herein and pursuant to Section 89030.1 of the Education Code, that Title 5 is amended to add Section 40411 as follows:

Title 5, California Code of Regulations
Division 5 -- Board of Trustees of the California State Universities
Chapter 1 -- California State University
Subchapter 2 – Educational Program
Article 5 – General Requirements for Graduation

§ 40411. Conferral of Degree upon Completion of Degree Requirements.

The president of each campus may preclude any student from enrolling in any additional state-supported courses when that student has met all necessary requirements for a degree, and may take the actions necessary to confer the degree. 1

NOTE: Authority cited: Section 89030, Education Code. Reference: Section 89030, Education Code.

NEW AND EXISTING FINANCIAL AID POLICIES

The Financial Aid and Scholarship Department looks forward to working with you to provide the support needed to enroll, retain and graduate students. Federal, State and Institutional aid exists to provide support to students who are matriculated in a degree or certificate program and who are making satisfactory academic progress towards their academic goal. Students should consider their enrollment decisions carefully. Students who enroll full-time will receive the maximum aid possible. However, full-time enrollment may not be appropriate or possible for a student, based on family, medical, employment or other conditions. Students who enroll full-time to get maximum aid, but then need to withdraw or reduce enrollment may have immediate and/or future negative consequences. To remain eligible for aid **students must complete the units they enroll in and must finish their academic program within a reasonable and defined time frame.**

Enrollment: Financial Aid is awarded based on projected full-time enrollment. Students who enroll in less than half-time will automatically have their awards adjusted prior to payment based on actual enrollment. Some awards can be adjusted for less than full-time enrollment, while others will be canceled. Students with financial aid awards can consult with the Financial Aid Department to check on the impact of their planned enrollment to the financial aid they have been awarded. **Students should not enroll in classes to qualify for maximum aid**, if the classes are not required to complete their educational program for graduation. Such action can result in the loss of financial aid in the future due to the Satisfactory Academic Progress requirements for financial aid.

Withdrawals: Medical and non-medical withdrawals can cause a student to lose current and/or future financial aid. Prior to withdrawing completely from a term, **a student receiving financial aid should consult with the financial aid department** on possible consequences. The Satisfactory Academic Progress policy takes into account all units attempted, even those from which the student withdrew (officially or unofficially).

Satisfactory Academic Progress: The complete policy and appeal procedures can be found at www.csun.edu/finaid. Progress is measured in units completed versus units attempted (at CSUN only), total units attempted (including transfer institutions), and willingness to complete their academic program (as measured by enrollment appropriate to academic program, repeated withdrawals, etc.). The updated policy which goes into effect for the 2009-10 academic year and recently approved by President Koester, reduces the maximum units attempted cap for undergraduate students to 150. **Undergraduates who attempt more than 150 units without finishing their degree will not be eligible for further aid.**

Although the pass rate of 70% remains in effect for all students (including credential and graduate level), the conditions for undergraduate appeals have been limited by the updated policy. Undergraduates who have completed less than 55% of their units attempted at Northridge will not be allowed to appeal, unless the completion rate failure is due to medical withdrawal(s). Students who complete between 55% and 65% of their units attempted may be allowed to appeal if they meet certain conditions. Students who complete between 65% and 70% of their units attempted will be approved for a one year probationary period.

Financial Distress: If students report they are unable perform adequately in their academic work or who want to withdraw because they now need to work more hours because of a change in financial circumstances, please refer them to the Financial Aid and Scholarship Department to meet with a financial aid counselor. We cannot help all students, but we may be able to reconsider their aid based on recent job loss or other extreme circumstances. Many times we may only be able to offer low-cost, federally-insured loans and students will need to be willing to accept them in order to reduce working hours or address other financial issues. However, many students have not yet applied for aid and may find themselves eligible for grants.

Undergraduate Policy on Withdrawals

(Approved May 21, 2009)

Withdrawal (W): The symbol “W” indicates that the student was permitted to drop the course after the twentieth day of instruction with the approval of the instructor and appropriate campus officials. It carries no connotation of quality of student performance and is not used in the calculation of grade point average.

Withdrawals During the First 20 Days of Instruction: Students wishing to completely withdraw from the University prior to or during the first 20 days of instruction may do on SOLAR by accessing System Registration. University Cash Services will automatically process (and mail) checks based on withdrawal information. New and returning students who completely withdraw from the University prior to the 20th day of instruction are not considered continuing students and must reapply to attend any subsequent semester. Those students who are continuing from the previous semester will automatically be placed on a Leave of Absence if they meet the criteria. (See Leave of Absence under Categories of Enrollment for further information.)

Withdrawals After the 20th day of Instruction: Students who must withdraw after the twentieth day of instruction and prior to the last three weeks of instruction for reasons clearly beyond their control, and who can justify serious and compelling circumstances, may withdraw without academic penalty by securing the approval of the instructor and the appropriate campus officials, as designated in the current Schedule of Classes. If approved, the Grade of “W” will be assigned for withdrawals after the twentieth day of instruction. Students completely withdrawing after the 20th day of instruction will be considered continuing students for the next semester. Under no circumstances does nonattendance nor the stopping of payment of a check constitute a withdrawal from the University.

Withdrawals During the Last Three Weeks of the Semester: Withdrawals are not permitted during the final three weeks of instruction or thereafter except in cases such as accident or serious illness where the cause of the withdrawal is clearly beyond the student’s control and the assignment of an incomplete is not practical. Ordinarily it is expected that withdrawals during this period will be complete withdrawals from the University except in circumstances where sufficient work has been completed in one or more of the courses to permit an evaluation of coursework and an assignment of a grade. Students may obtain forms and procedural information at the Office of Admissions and Records.

Medical Withdrawal: Students seeking complete medical withdrawals may complete the necessary forms at the Student Health Center. Upon receipt of verifying information from a student’s personal physician, the Director of the Health Center will evaluate the case. A medical withdrawal usually constitutes complete withdrawal from the University for the academic period in question.

In cases where medical evidence and the specific physical demands and environment of the classes overwhelmingly support withdrawal from only a portion of a student’s program of study, partial withdrawals will be permitted prior to the final three weeks of the instruction, except in cases of accident or serious illness. A request for a partial medical withdrawal for undergraduate students and a partial medical withdrawal Health Provider Report must be completed and submitted to the office of Undergraduate Studies. These forms are available at

www.csun.edu/forms. Partial medical withdrawals will be granted solely for established medical purposes prior to a student taking final exams.

Withdrawals due to illness in the family will be granted only if the attending physician stipulates that the student is the primary caregiver for the family member. Withdrawals due to illness in the family should be requested on late change in academic schedule for undergraduate students at www.csun.edu/anr/forms and submitted according to directions on the form.

Additional Withdrawal Rules

1. Undergraduate students may withdraw from no more than 18 semester units of CSU Northridge courses. This 18 semester unit limit does not apply to the first 20 days of each semester when withdrawals from courses are permitted without restriction or penalty.
2. Medical withdrawals, whether partial or complete, do not count toward the maximum 18.
3. The maximum of 18 semester units applies only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.
4. This policy applies only to baccalaureate units, i.e., those that count toward the degree.
5. All other CSU Northridge current policies related to withdrawals remain the same, except as stated in items 1-4, above.

Undergraduate Policy on Repeating Courses

(Approved May 21, 2009)

The University recognizes that undergraduate students may need to repeat one or more courses in order to fulfill degree requirements and/or enhance previously acquired skills. However, students should seek academic advisement before deciding to repeat any course. Students should be aware that other institutions (e.g., medical schools, graduate programs, law schools) might not recognize this repeat policy and may use “forgiven” grades in recalculating grade point averages. The following rules apply:

1. A maximum of 16 semester units of CSU Northridge coursework in which a student earned less than a C grade may be repeated for the purpose of excluding grades (grade forgiveness) from the computation of the student’s overall GPA. Only the first 16 semester units are eligible for grade forgiveness.
2. An additional 12 semester units of coursework may be repeated for grade averaging, i.e. both the original grade and the repeat shall be calculated into the student’s total GPA.
3. Students cannot improve grades of courses taken at CSUN by repeating them at another institution. Students cannot improve grades of courses taken at another institution by repeating them at CSUN.
4. The stated limits (16 units for grade forgiveness and 12 units for grade averaging) apply only to units completed at CSU Northridge. The limits apply to all courses taken at CSUN, whether a student is matriculated or enrolled through self-support such as Extended Learning.
5. Registration in repeated courses is limited to the Nonrestrictive and Late Registration periods and is prohibited during the Registration-by-Appointment period.* (see note below)
6. Undergraduate students may take an individual course no more than three times. Only one repeat per course is permitted for improving the grade, with the higher of the two grades counted in the student’s GPA. If a student enrolls in a course for a third time, the units attempted and any grade points earned will be averaged with all other grades earned for the course (except ones that were awarded grade forgiveness). On the third enrollment in a course, permission of the associate dean of the college of the student’s major (or the Director of Undergraduate Studies if the student is Undecided) is necessary.
7. Subsequent enrollment must be on the same basis of grading as the first.
8. Grade forgiveness is not applicable in courses for which the original grade was the result of a finding of academic dishonesty.
9. This policy does not pertain to repeats in courses such as Music Ensembles and Independent Study where the curriculum allows, permits or requires repeats.
10. This policy applies only to baccalaureate units, i.e., those that count toward the degree.

*In Fall 09, no student may enroll in any course *for the purpose of repeating* until the first day of classes. Such repeating students will need to get permission of the instructor to enroll. SOLAR will block a student’s ability to repeat enrollment in a course until the first day of classes.

Petition/Appeal Process for Honors at Graduation Policy
(Approved November 5, 2008)

All petitions for waiver of any of the established requirements for graduation with honors shall be sent to the department of the student's major for recommendation, and then forwarded to the Associate Vice President of Undergraduate Studies for final approval. No action will be taken by Undergraduate Studies without a positive recommendation from the chair of the student's major department in keeping with departmental policies and procedures, as appropriate.

Repeating Course for Third or Subsequent Time Policy
(Approved November 5, 2008)

On the third or subsequent enrollment in a course, permission of the associate dean of the college of the student's major (or the Director of Undergraduate Studies if the student is Undecided) is necessary.

Timely Adoption of Textbooks/Instructional Materials for Accessibility (Approved February 28, 2008)

It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability. As part of that policy all CSUN faculty shall, whenever possible, submit their textbooks and/or instructional materials requests by a University deadline established by Academic Affairs that is to be included in the University calendar and that is not less than (8) weeks prior to the beginning of the semester.*

*Academic Affairs interprets the recommended Senate Policy as follows:

Faculty members must submit book orders and other instructional materials orders no later than eight weeks before the beginning of the semester; and departments must submit orders for sections that do not yet have instructors assigned to them no later than eight weeks before the beginning of the semester.

This policy does not apply, however, to instructional web sites, links from those web sites, and supplementary materials that are attached to them. See the other policy at <http://www.csun.edu/accessibility> for details. In brief, all new instructional web sites must be compliant by fall 2008, with older sites updated for accessibility as they are used publicly. The appropriate administrator can allow alternative ways of meeting this requirement if indeed compliance is excessively challenging or burdensome.

“Whenever possible” cannot be invoked willy-nilly to get around compliance with applicable law, or with the practical requirement to submit textbook and other instructional materials orders at least 8 weeks prior to the beginning of the semester for all instructors and for all scheduled sections not yet staffed.

“Whenever possible” is not to be interpreted or implemented as a matter of convenience, department or faculty preference, or department or faculty past practice. For instance, one cannot invoke travel, work schedule, or academic freedom to support a claim that it is not possible to comply. A sudden cancellation of a preferred textbook, an unanticipated illness, and/or other circumstances completely outside the control of an individual faculty member or department may constitute such grounds, subject to review and agreement by the dean based on the specific circumstances. In the case of disagreement, the dean will submit that judgment and relevant explanation to the department chair.

Reinstatement after Third Disqualification

(Approved February 25, 2008)

Students who receive a third disqualification may reapply to the University after a minimum waiting period of five years. Students must provide evidence that demonstrates acquired skills or achievements that support a successful return to the University. Students reinstated to the University must meet each semester all criteria established by the University for continued enrollment of readmitted previously disqualified students until both their cumulative total GPA and CSUN GPA return to 2.0. Those who fail to do so will receive a *final disqualification* and will be given no further opportunities for readmission.

**Criterion for Continued Enrollment of Readmitted
Previously Disqualified Students**
(Approved February 25, 2008)

Students who have been academically disqualified, but who are readmitted to the University under terms of probation with an Academic Performance Agreement are allowed to continue to enroll in subsequent semesters only if they earn a GPA of 2.00 or higher each semester until both their cumulative total GPA and CSUN GPA return to 2.0.

Policy on Graduating-Senior Registration Priority
(Approved June 30, 2005)

A student who receives graduating-senior registration priority twice and who does not graduate will not receive graduating-senior registration priority a third time and will return to senior registration priority status. This policy will take effect one year after approval by the Senate and the President.

Policy on Missed Classes Due to Participation in University-Approved Activities
(Approved February 25, 2005)

When representing the university in official curriculum-related, university-approved activities requires a student to miss classes, faculty are expected to provide, within reason, opportunity to make up any work or exams that are missed.

To be eligible for such accommodation, the student is obligated to provide the instructor of the class with written documentation signed by the faculty, staff member or administrator supervising the activity, giving specific information concerning the activity, its location, and the dates and times when class attendance is not possible. This documentation must be submitted to the instructor during the first week of the semester or as soon as the information becomes known.

Instructors may set limits on the number of classes that may be missed for which special accommodation to make up missed work will be allowed. The process for making up missed class work is the prerogative of the instructor and shall be communicated to the affected students during the first week of classes or as soon as the need for accommodation becomes known.

For the purposes of this policy, if a question arises as to which events meet the definition of “*official curriculum-related, university-approved activities*” the determination shall be made by the Associate Vice President for Undergraduate Studies.

Absence from class for official curriculum-related, university-approved activities does not relieve students from responsibility for any part of the course work required during the period of absence.

University sponsors of these activities have an obligation to respect the importance of regular class attendance for successful academic performance and to minimize the number of such absences. Instructional faculty have an obligation to respect the importance of such student participation, and to assist student participants in meeting their academic obligations.

Revised Policy on Retention of Student Work
(Approved February 25, 2005)

A. Document Retention Timeframes:

Faculty shall retain the final examination and other materials, including materials in an electronic form, which contribute to the student's final grade, and which are not returned to the student or otherwise not made available in class to the student, in accordance with the following timeframes:

1. *Spring Semester*: Materials from the spring semester will be retained until the end of the first week of the following spring semester.
2. *Summer Term*: Materials from the summer term will be retained until the end of the first week of the following spring semester.
3. *Fall Semester*: Materials from the fall semester will be retained until the end of the first week of the following fall semester.
4. *Winter Intersession*: Materials from the winter intersession will be retained until the end of the first week of the following fall semester.

When a faculty member has received notice as to the filing of an academic grievance or grade appeal from the Office of the Vice President for Student Affairs, all related course materials, including materials in an electronic form, shall be retained until the case is resolved.

- B. Student's Responsibility: It is the student's responsibility to pick up from the faculty materials that have been made available to students in class.
- C. Departing Faculty: Departments are encouraged to collect from departing faculty all materials as specified above, including materials in an electronic form, which contribute to the student's final grade and retain such materials for a period consistent with the time frames provided above.

WRITTEN SYLLABI FOR ALL UNDERGRADUATE COURSES

(Approved 5/8/01; modified 3/25/03)

To better inform students about the requirements, content and methodology of the university's undergraduate curricula, all faculty teaching undergraduate courses will distribute a written syllabus to each student in the course and/or post it on-line no later than the second week of classes.

The syllabus should contain the following information:

- Course objective(s).
- A brief list or summary of topics or projects covered.
- Course requirements and methods of evaluation.
- Grading criteria including whether or not the plus/minus system will be used.
- Contact information (instructor's name, office hours, office location, and campus phone number).
- For a General Education course, the syllabus should describe how it meets the currently approved goals of the General Education section in which it resides.
- For an upper-division General Education course, the syllabus should include a statement that informs students that the course is an upper-division General Education course and that it requires completion of writing assignments totaling a minimum of 2,500 words.

Policy on Written Syllabi for All Graduate Courses
(Approved 2/2/06)

To better inform students about the requirements, content and methodology of the university's graduate curricula, all faculty teaching graduate courses will distribute a written syllabus to each student in the course and or/post it online no later than the second week of classes. The syllabus should contain at least the following information.

- Course objective(s)
- A brief list or summary of topics or projects covered
- Course requirements and methods of evaluation
- Grading criteria including whether or not the plus/minus system will be used
- Contact information (instructor's name, office hours, office location, and campus phone number)

Students With Disabilities in the Classroom A Guide for Faculty

The Rehabilitation Act of 1973, Section 504 as amended, and the regulations adopted thereafter, as well as the **1990 Americans with Disabilities Act** provide that:

...no qualified handicapped person shall, on the basis of handicap, be excluded from participation, be denied the benefits of, or otherwise be subject to discrimination under any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular or other postsecondary education program or activity ...

A qualified handicapped person is defined as:

... a handicapped person who meets the academic and technical standards requisite to admission or participation in the ... education program or activity ...

The University is strongly committed to maintaining an environment that guarantees students with disabilities full access to its educational programs, activities and facilities.

Under the regulations, we are required to make modifications to our academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student. Such accommodation is commonly referred to as a "reasonable accommodation." Some examples are, but are not limited to:

- use of interpreters in class
- identifying notetakers
- relocating classes to accessible rooms
- providing extended time on tests
- providing alternative testing arrangements
- allowing the use of service animals
- allowing the use of assistive devices and or auxiliary aids, including tape recorder
- providing alternative text (Braille, large print, electronic text, audio text)
- selecting captioned media (films, videos, web pages, electronically generated presentations)
- developing and utilizing accessible websites

Determination of Accommodation

Faculty responsibilities are encompassed in the University's obligations to federal mandates. **Faculty are not responsible for determining what is and is not a reasonable accommodation for the student.** The National Center on Deafness (NCOD) and the Center on Disabilities (CoD) office have been designated by the Chancellor to prescribe reasonable accommodation for all students who have been certified as having disabilities in the areas served by their office – including learning disabilities or psychological disabilities. These offices have sole responsibility for verifying documentation and determining reasonable accommodations.

Responsibility for Providing the Accommodation

Faculty are not solely responsible for the full provision of an accommodation. NCOD or CoD offices serve as resources for students and faculty alike and will coordinate most of the more common accommodations needed, including providing interpreters or alternate format for print material.

Confidentiality

The University is in compliance with the Federal Educational Right to Privacy Act (FERPA) ensuring the confidentiality of all student records, as well as similar provisions in both the Americans with Disabilities Act and Section 504 of the Rehabilitation Act requiring that confidentiality be maintained. With written permission from the student, counselors at either Center on Disabilities or the National Center on Deafness may discuss accommodations that have been approved for the student, but may not discuss the specifics of the diagnosis. Faculty discussions with a student about accommodations must respect that student's right to privacy. This means such discussions must not be held in the hearing of other students.

Institutional Standards

The University is not required to change the fundamental nature of programs to meet the needs of persons with disabilities. Students with disabilities must meet the institution's academic standards, and the stipulated accommodations are designed to help students meet such standards. While reasonable accommodations may include alterations in classroom pedagogy that do not impact the fundamental nature of an academic program, faculty are not required to alter academic standards.

Examinations

A student presenting a proctor form is registered with the Center on Disabilities, and the documented disability has been verified. The specific accommodation(s) the student is eligible to receive are listed in Section 2 of this document. While CoD prefers that you allow the student to take the exam in their proctoring area, you may choose to proctor the exam yourself. **As long as you are providing the listed accommodations, the decision to proctor the exam yourself or send the student to the CoD is yours to make.** CoD administers tests in accordance with the directions contained on this form. Once the form is signed, it becomes an agreement between you and the listed student. You may choose to give additional accommodations. Any testing guidelines you give to all students must also be given to students taking proctored exams. For example, if you allow students to use a calculator in class, a student taking a proctored exam in the CoD testing area must also be allowed to use a calculator.

** For further information, call Jodi Johnson, Associate Director at 2684.*

2009-10 ACADEMIC YEAR CALENDAR OF PERSONNEL PROCEDURES
(Approved July 7, 2009)

The following are deadline dates.

Note: All recommending agencies are reminded that Article 11.4 of the Faculty Bargaining Agreement requires that any material to be placed in a Personnel Action File must be provided to the affected faculty member at least five days prior to such placement.

Article 15.5 of the Faculty Bargaining Agreement is also relevant and is quoted in its entirety as follows:

At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) 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 all previous levels of review. This section shall not require that evaluation time lines be extended.

The approved calendar sets forth dates by which actions must be taken by Personnel Committees, Department Chairs, and Deans, often with a specified deadline date "or earlier." Please note that Departments and Colleges may establish earlier deadlines for the dates when they begin deliberations on retention, tenure, and promotion, for the dates that recommendations must be made available to the candidates, or for other personnel matters.

For reappointment for the 2010-11 academic year, if all recommendations for a faculty member in the third year or the fifth year of probation are positive, then reappointment is determined at the time the College-level recommendations are placed in the Personnel Action File.

1. **August 24 (Mon)** - The Provost and Vice President for Academic Affairs, via @csun, shall announce promotions effective at the beginning of the 2009-10 academic year.
2. **September 9 (Wed)** - First meeting of the Personnel Planning and Review Committee.
3. **September 11 (Fri) or earlier** - Election of College Personnel Committees for the 2009-10 academic year with selection of chairs as soon as possible thereafter.
4. **September 25 (Fri) or earlier** - Election of Department Personnel Committees for the 2009-10 academic year.
5. **September 25 (Fri)** - Last day for submission of applications for sabbatical leave for the 2010-11 academic year.

6. **October 1 (Thurs) or earlier** - Faculty on leave without pay for Fall Semester 2009 only shall notify the Provost and Vice President for Academic Affairs of intention to return to duty for Spring Semester 2010.
7. **October 9 (Fri) or earlier** - Departments forward all sabbatical leave applications, accompanied by written evaluations, to College Personnel Committees.
8. **October 30 (Fri) or earlier** - Department Chairs and Department Personnel Committees shall make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letter is forwarded.
9. **November 9 (Mon) or earlier** - Department Chairs shall forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on retention of second-year probationary faculty members. The Dean shall transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.
10. **November 13 (Fri) or earlier** - College Personnel Committees shall forward recommendations on sabbatical leave applications to the College Dean.
11. **November 13 (Fri) or earlier** - Each Department shall submit to the College Personnel Committee for approval any revisions to its personnel procedures for the following academic year.
12. **November 25 (Wed) or earlier** - College Deans shall forward recommendations on sabbatical leave applications to the President.
13. **December 4 (Fri) or earlier** - The Dean and College Personnel Committee shall make available to the candidates their recommendations on retention of second-year probationary faculty members. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letter is forwarded.
14. **December 14 (Mon) or earlier** - College Deans shall forward to the Provost and Vice President for Academic Affairs all recommendations on the retention of second-year probationary faculty members.
15. **December 18 (Fri) or earlier** - Second-year probationary faculty members not recommended for retention may file an appeal with the Personnel Planning and Review Committee.
16. **December 21 (Mon) or earlier** - Each College Personnel Committee shall submit, with its Chair's and its Dean's signature, to the Personnel Planning and Review Committee any revisions to college or departmental procedures approved for the following academic year.

17. **January 4 (Mon) or earlier** - Second-year probationary faculty members who have filed an appeal must submit to the Office of Faculty Affairs all materials supporting their appeals to the Personnel Planning and Review Committee.
18. **January 11 (Mon) or earlier** - The President shall notify each sabbatical leave applicant of the decision on her/his proposal.
19. **January 19 (Tues) or earlier** - Department Personnel Committees begin deliberations on retention, tenure, and promotion on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2010.
20. **January 29 (Fri) or earlier** - The Chair of the Personnel Planning and Review Committee shall make available to second-year probationary faculty appellants the Committee's recommendation on promotion, retention, and tenure appeals.
21. **January 29 (Fri) or earlier** - Department Chairs and Department Personnel Committees shall make available to the candidates their recommendations on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2010. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letter is forwarded.
22. **February 8 (Mon) or earlier** - Department Chairs shall forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2010. The Dean shall transmit the Department recommendations (including the results of final balloting) to the Chair of the College Personnel Committee.
23. **February 10 (Wed) or earlier** - The Provost and Vice President for Academic Affairs shall meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.
24. **February 15 (Mon) or earlier** - The Provost and Vice President for Academic Affairs shall notify second-year probationary faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2009-10 academic year.
25. **March 5 (Fri) or earlier** - The Dean and College Personnel Committee shall make available to the candidates their recommendations on promotion and on those faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2010. Copies of the letters are not forwarded to the other recommending agencies until 10 calendar days after the original letter is forwarded.

26. **March 15 (Mon) or earlier** - The Chair of the College Personnel Committee shall transmit the recommendations of the College Personnel Committee (including the results of final balloting) to the Dean. The Dean of each College shall forward to the Provost and Vice President for Academic Affairs all recommendations on promotion and on those probationary faculty to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2010.
27. **March 22 (Mon) or earlier** - Faculty members not recommended for promotion, tenure, or retention may file an appeal with the Personnel Planning and Review Committee.
28. **March 29 (Mon) or earlier** - Department Chairs, Department Personnel Committee Chairs, College Committee Chairs, or Deans notify Faculty Affairs of emeritus faculty nominations.
29. **March 29 (Mon) or earlier** - Faculty members who have filed an appeal must submit to the Office of Faculty Affairs all material supporting their appeal to the Personnel Planning and Review Committee.
30. **April 1 (Thurs) or earlier** - Faculty on leave without pay for the Spring Semester 2010 or the 2009-10 academic year shall notify the Provost and Vice President for Academic Affairs of their intention to return to duty at the start of Fall Semester 2010.

Note: Spring Break April 5 – 10

31. **May 3 (Mon) or earlier** - The Chair of the Personnel Planning and Review Committee shall make available to appellants the Committee's recommendation on promotion, retention, and tenure appeals.
32. **May 19 (Wed) or earlier** - The Provost and Vice President for Academic Affairs shall meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases.
33. **June 1 (Tues) or earlier** - The Provost and Vice President for Academic Affairs shall formally notify those faculty to be promoted effective for the 2010-11 academic year. Also, the Provost and Vice President for Academic Affairs will notify probationary faculty who have served more than two years whether the subsequent academic year is an additional probationary year or a first year of tenure or a terminal notice year.
34. **June 11 (Fri) or earlier** - Faculty on leave without pay for 2009-10 and who wish to apply for leave without pay for 2010-11 shall submit their requests to the Provost and Vice President for Academic Affairs.

**Section 672 of the Administrative Manual:
Sabbatical and Difference-in-Pay Leaves**
(Approved May 21, 2009)

672.2. Sabbatical Procedures

672.2.6 The College Personnel Committee shall review all sabbatical applications. It should be the policy of the College Personnel Committee to recommend every applicant who is legally entitled to a leave and to rank these applicants by taking into consideration the evaluative criteria as specified in 672.2.7.b The probationary and tenured faculty members of the College may choose to elect a Professional Leave Committee to act in lieu of the College Personnel Committee for purposes of evaluating the sabbatical applications.

As a result of this review, the College Personnel Committee will place a proposal into one of four possible groups:

- a. Those that are judged by the College Personnel Committee to be outstanding;
- b. Those that are judged by the College Personnel Committee to be meritorious;
- c. Those that are judged by the College Personnel Committee to be outstanding or to be meritorious, but because of severe curriculum hardship created in the Departments – as indicated by the Department Chair's statement – granting of leave is inadvisable;
- d. Those that the College Personnel Committee judges cannot be recommended for funding at this time.

Of the four categories, it is the intention of this policy that the first category, those projects judged to be outstanding, be reserved for those proposals which, by virtue of some feature or features of extraordinary value or promise, warrant that the proposal be approved for funding regardless of equity, defined as accrued service since the establishment of initial eligibility for sabbatical leave. It is anticipated that, in any given year, not all proposals recommended for funding by the College Personnel Committee will be in the outstanding category.

The College Personnel Committee shall recommend to the President that all proposals for projects placed in the second category, those judged to be meritorious, be ranked in order of accrued service since their last sabbatical (no other ranking shall be produced, except that ties of length since last sabbatical shall be broken by length of full-time service at CSUN; if a tie still exists, the applicant to be recommended shall be determined by lot and forwarded to the President with a recommendation that sabbaticals be awarded in order of ranking until available funds are exhausted). All proposals placed

in the third category shall be forwarded to the President with the indication that they are outstanding or meritorious but because of hardship to the University granting of leave is inadvisable. All proposals placed in the fourth category shall be forwarded to the President without a recommendation for funding.

The College Personnel Committee shall provide the President with a written statement of the reasons for recommending or not recommending funding of each proposal, including a justification for recommending outstanding projects for funding irrespective of accrued service. A copy of the recommendation shall be provided to the applicant. In conveying its recommendations to the President, the College Personnel Committee shall include the Departmental statements and responses by applicants to the recommendations. The College Personnel Committee shall not submit more sabbatical leave applications ranked as outstanding than the total number of sabbatical leaves allocated to that College under Section 672.2.1.

Section 620 of the Administrative Manual:
Recruitment, Selection, Appointment, and Evaluation
**“Training for Equity and Diversity Representatives on Search Committees for
Full-Time Faculty”**
(Approved February 18, 2009)

620 Recruitment, Selection, Appointment, and Evaluation

620.1 General Policy

620.2 Affirmative Action

California State University, Northridge is committed. . .

1. Each Department committee. . .
2. Each College’s Personnel Committee. . .
3. All Department and College search and screen committee Equity and Diversity Representatives shall receive special training from the Director of Equity and Diversity. The Equity and Diversity Representative or designee from the search committee is required to participate in a hiring workshop on the hiring process as jointly offered by the Director of the Office of Equity and Diversity, the Faculty Senate Educational Equity Committee, and the Associate Vice President for Faculty Affairs. All other committee members are encouraged to attend. Those members who attend the workshop are responsible for disseminating this information to every committee member who did not attend. The entire search committee is responsible for ensuring that the search has been conducted in compliance with the provisions of the *Manual of Procedures for Search and Screen Committees for Full-Time Faculty Positions*.

Section 645 of the Administrative Manual:
Periodic Review of Tenured Faculty
(Approved May 6, 2008)

645 **Periodic Review of Tenured Faculty**

- 645.1 The Collective Bargaining Agreement Between the CSU and CFA, Unit 3-Faculty (May 15, 2007 – June 30, 2010) mandates that there be periodic evaluation of tenured faculty. The purpose of Section 645 is to outline campus processes for implementation of the mandated periodic evaluation. Should the provisions related to periodic evaluation of tenured faculty be removed from this or future Faculty Contracts, these provisions shall become null and void.
- 645.2 The purpose of periodic evaluation of tenured faculty (“post tenure review”) is to facilitate continued faculty development and improvement.
- 645.3 Each tenured faculty unit employee shall be reviewed at least once every five years. A performance review for promotion shall be considered to be such review in calculating the five-year intervals. Tenured faculty unit employees shall not be reviewed while on sabbatical leave or leave of absence.
- 645.4 The Peer Review Committee of the Department or equivalent unit and the College Dean, separately and in writing, shall provide a review. The Peer Review Committee shall be comprised of tenured faculty unit employees at the rank of Professor or equivalent. Where there are insufficient department faculty to form a Peer Review Committee, tenured faculty at the rank of Professor from related academic disciplines may serve.
1. The Department Peer Review Committee shall provide a written report of the evaluation to the faculty member under review ten (10) calendar days before it is sent to the College Dean and placed in the faculty member’s Personnel Action File.
 2. The faculty member may request a meeting with the committee to discuss the report. The meeting shall be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in his or her Personnel Action File.
 3. The Chair of the Department Peer Review Committee, or designee, and the College Dean shall meet with the tenured faculty unit employee under review to discuss his or her strengths and weaknesses along with suggestions, if any, for improvement.

4. The College Dean shall provide a written report of his or her evaluation to the faculty member under review ten (10) days before it is placed in the faculty member's Personnel Action File and sent to the Department Chair and Chair of the Department Peer Review Committee.
 5. The faculty member may request a meeting with the College Dean to discuss the report. The meeting is to be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in his or her Personnel Action File.
- 645.5 Tenured faculty unit employees shall be reviewed based on their actual work assignments only. For those faculty members with teaching responsibilities, consideration shall include student evaluations of teaching performance.
- 645.6 Departments may establish additional policies and criteria consistent with The criteria described in this section.
1. Department criteria for review of tenured faculty shall be reviewed and approved by the tenured and probationary faculty in the Department. The criteria shall be submitted to the College Dean for review and approval and to the Personnel Planning and Review Committee for final review and approval for consistency with Section 645 and the Faculty Collective Bargaining Agreement. PP&R may designate the Chair of PP&R to review the criteria and approve on behalf of PP&R.
 2. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. Procedures not forwarded and approved by the Personnel Planning and Review Committee at the five-year limit will be considered obsolete, and Department criteria, policies, and procedures will revert to Section 600.

Section 652 of the Administrative Manual:
Grant-Related/Specially-Funded Instructional Faculty Appointments
(Approved May 6, 2008)

652 Grant-Related/Specially-Funded Instructional Faculty Appointments

652.1 Preamble

The purpose of the Grant-Related/Specially-Funded Instructional Faculty (GRIF) classification policy is to establish the means by which instructional faculty engaged in substantial grant activity can be granted a GRIF classification. GRIF appointments allow California State University, Northridge (CSUN) to recognize outstanding research contributions through the use of non-state resources to supplement or augment salary during the period of the GRIF appointment.

652.2 Definition

The Grant-Related/Specially-Funded Instructional Faculty (GRIF) member serves as a California State University Northridge instructional faculty member. GRIF members may be appointed to a non-permanent academic year or a 12-month GRIF classification. The classification can be used for grant-funded faculty assignments as well as faculty assignments funded by gifts and bequests or by Foundation allocations. The GRIF classifications provide for additional salary at a range specified by the Faculty Collective Bargaining Agreement.

652.3 Eligibility

1. In order to be considered for a GRIF appointment, the faculty member must meet the following criteria:
 - a. The faculty member must be primarily responsible for annual grant and contract awards exceeding \$500,000 in 2008 constant dollars (per faculty member in the case of co-Principal Investigators (“co-PIs”)) in volume, administer multiple awards, and supervise multiple staff.
 - b. The faculty member’s grant and contract funds must buy out a minimum of 40% of the faculty member’s 1.0 time base appointment during the academic year. In the case of co-PIs, the grant and contract funds must buy out a minimum of 40% of each faculty member’s 1.0 time base appointment during the academic year.
 - c. Non-state funds must be identified to cover the GRIF salary differential percentage (including related benefits) to be added to the General Fund portion of the GRIF position. The source of non-state funds cannot be a direct charge to the grant.

- d. The faculty member's grant and contract activity must clearly be related to the faculty member's regular University responsibilities and must make a substantial contribution to CSUN's mission and vision.
- e. The faculty member must be involved in the instructional program through classroom/laboratory teaching and/or mentoring students in training, research, or creative activities.
- f. The faculty member appointed to a GRIF classification shall demonstrate exceptional professional merit in scholarship and teaching as evidenced by regional or national stature in his or her discipline with a continuous record of recognized leadership and significant achievement in creative or scholarly work.
- g. Generally, an individual appointed to the GRIF classification shall have the responsibility as a Project Director and/or Principal Investigator.
- h. Faculty members who have been awarded a sabbatical or difference-in-pay leave are not eligible for GRIF appointments for the duration of the sabbatical or difference-in-pay leave.

2. Duration

- a. Appointment to a GRIF classification automatically expires at the end of the period stated and does not establish a right to a subsequent GRIF appointment. Faculty seeking an additional or renewed GRIF appointment must re-apply through the same process as first-time applicants.
- b. Since a GRIF appointment is contingent on the availability of adequate funding from grants, gifts, or other non-state funds, should the funding not be available, the GRIF appointment will terminate.

652.4 Application Process

- 1. No later than March 1 of the year before the GRIF appointment is requested, the faculty member submits a letter to the Dean, copied to the Department Chair, requesting a GRIF appointment. The eligible faculty member must specify in writing the GRIF additional salary differential percentage requested. The Dean is responsible for obtaining written confirmation from the Office of Graduate Studies, Research, and International Programs that the faculty member has sufficient external support to cover all costs. This includes identification of the source(s) of external funds from which the GRIF differential will be paid.

2. The application is reviewed by the Department Chair who submits a recommendation, no later than March 15, copied to the applicant, which includes a review of the criteria listed in Section 652.3.1.d. through g. and a recommendation for approval or denial of the GRIF appointment.
3. The application and recommendation from the Department Chair is reviewed by the College Dean. The Dean submits a letter of recommendation, no later than April 1, to the Provost and Vice President for Academic Affairs, copied to the applicant, that confirms the identified sources of funding and, if the College Dean supports the appointment, he or she specifies the recommended GRIF salary differential.
4. The Provost and Vice President for Academic Affairs reviews the application letter and recommendations from the Department and College-level reviewers and approves or denies the GRIF appointment and if approved, specifies the amount of the GRIF salary differential. The Provost's decision to approve or deny a GRIF appointment is final. The Provost communicates his or her decision to the applicant by letter, no later than April 15, with copies to the College Dean and Department Chair.

652.5 Terms of Appointment

1. Appointments to this classification are not permanent and shall be made only for one academic year (for academic year instructional faculty) or one 12-month period (for 12-month instructional faculty).
2. Appointees to these classifications shall receive compensation comprising the base salary of their normal faculty appointment plus a salary augmentation within the range specified for GRIF by the Faculty Collective Bargaining Agreement above such base salary. The letter of appointment from the Provost shall state the amount of the differential salary.
 - a. Changes in compensation during the course of a GRIF appointment shall be limited to any general salary increase, service salary increase, promotion as determined by the campus retention, tenure, and promotion process or any other contractual compensation adjustment granted to the faculty member during this time.
 - b. When the appointment to a GRIF position is concluded, the faculty member shall revert back to the salary classification of his or her prior faculty position with any intervening salary adjustments.
 - c. In addition to responsibilities as a GRIF faculty member, the GRIF faculty member shall also have normal Departmental, College, and University service responsibilities expected of all other faculty in their regular appointments.

- d. No tenure or salary rights attach to either GRIF classification separate from the tenure rights and salary normally accruing from regular full-time faculty appointment. Appointment to either classification does not constitute a promotion nor does termination of a GRIF appointment without renewal constitute a demotion.
- e. GRIF appointments shall begin on the first day of the Fall semester for both academic year and 12-month appointments. The end date for academic year appointments shall be the last day of the following Spring semester. The end date for 12-month appointments shall be the day prior to the first day of the following Fall semester.
- f. There is no automatic renewal of a GRIF appointment.
- g. The CSU and the California Faculty Association have agreed that the CSU will not employ systemwide more than one hundred (100) faculty members in the GRIF classifications at any one point in time.

652.6 Review of Policy

This policy shall be assessed in five years from its effective date to determine its utility and effectiveness. The policy may be assessed before that time if changes in the Faculty Collective Bargaining Agreement mandate campus changes.

Section 632.4.6.b. of the Administrative Manual: “Exception Clause Policy”
(Approved 12/8/06)

The University requires publication or its equivalent. The College or Department may have additional publication requirements. Exceptions to these requirements shall be defined and justified by the candidate and evaluated by the recommending agencies in the Department and College. No exception shall be granted unless the candidate has demonstrated outstanding contributions to the field of study in other ways. The Personnel Planning and Review Committee will evaluate all candidates requesting consideration under this provision.

**Section 612.5.2.c.(2)(a) of the Administrative Manual:
Procedures for Evaluating Teaching Effectiveness - Class Visit Policy
(Approved February 22, 2007)**

612.5. Department Level

1. Composition and Eligibility.
2. Responsibilities.
 - a. The Department Committee . . .
 - b. The Department Committee . . .
 - c. Each Department shall have on record . . .
 - (1) Criteria for retention, . . .
 - (2) Procedures for evaluating teaching effectiveness.
 - (a) Class visits, not excluding online, distance learning, service-learning, and laboratory classes, shall be made at least once each academic year for all probationary faculty and faculty under consideration for promotion. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.

Revision of Policy on Periodic Review of College and Department Personnel Procedures
(Approved June 23, 2005)

Section 612.4.2.b.(5) of the *Administrative Manual* is revised as follows:

- (5) College criteria, policies, and procedures, even if unchanged, shall be reviewed in their entirety at least every five years to assure consistency with University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After College review, the procedures shall be submitted to PP&R for review and approval. Procedures not forwarded to, and approved by, PP&R at the five-year limit will be considered obsolete, and College criteria, policies and procedures will revert to Section 600. See Section 612.4.2.b. (6) for effective date for new or revised criteria.

Section 612.4.2.b. (6) is added as follows:

- (6) If a College elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level. An alternative effective date may be proposed by the College for approval by the Personnel Planning and Review Committee based on the appropriateness of the date to the change in criteria. However, any candidate under review may elect to be considered under the new criteria at an earlier time or under the old criteria for three years from the date the new criteria were approved at the University level. Candidates who elect to be considered under either of these alternative effective dates must notify the Department Chair and the Dean in writing, with a copy to the Personnel Action File, no later than the end of the second week of the academic year during which they are being reviewed.

Section 612.5.2. is revised as follows:

2. Responsibilities.
 - a. The Department Committee...
 - b. The Department Committee...
 - c. Each Department shall have on record in the College Dean's office its approved personnel procedures which shall include but not be limited to:
 - (1) Criteria for retention, tenure, and promotion. . . .
 - (2) Procedures for evaluating teaching effectiveness. . . .
 - d. Each Department Chair shall distribute a copy of approved procedures to all faculty members in the Department.
 - e. Unresolved differences between a College Committee and a Department Committee shall be referred to the Personnel Planning and Review Committee.

- f. Department criteria, policies and procedures, even if unchanged, shall be reviewed in their entirety every five years to assure consistency with College and University policies and procedures. This review shall begin no later than the fall of the fifth academic year. After Department review, the procedures shall be forwarded to the College Committee for review, and then be submitted to PP&R for review and approval. Procedures not forwarded to, and approved by, the College Committee and PP&R at the five-year limit will be considered obsolete, and Department criteria, policies and procedures will revert to Section 600. See Section 612.5.2.g. for effective date for new or revised criteria.

- g. If a Department elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level. An alternative effective date may be proposed by the Department for approval by the College Committee and the Personnel Planning and Review Committee based on the appropriateness of the date to the change in criteria. However, any candidate under review may elect to be considered under the new criteria at an earlier time or under the old criteria for three years from the date the new criteria were approved at the University level. Candidates who elect to be considered under either of these alternative effective dates must notify the Department Chair and the Dean in writing, with a copy to the Personnel Action File, no later than the end of the second week of the academic year during which they are being reviewed.

**Clarification of Policy on Lecturers' Role in Elections of Search and Screen
Committees for Deans, Associate Deans, and Department Chairs**
(Approved April 22, 2005)

Section 609 of the *Administrative Manual* is revised as follows:

609 Election Guidelines

609.1 General Considerations

These guidelines apply generally to department and college personnel committees, search and screen committees, and other relevant faculty committees. More explicit procedures may apply to committees described separately in this manual.

Faculty personnel elections mandated by Section 600 shall be conducted so as to assure confidentiality and to avoid conflict of interest or any possible improprieties.

609.2 Election Procedures

Departments and colleges shall observe the following guidelines when conducting faculty personnel elections or when establishing their own election procedures:

1. Setting reasonable timelines and clear deadlines.
2. Providing for faculty oversight in the preparation, distribution, and collection of ballots.
3. Clarifying voter eligibility and conditions for ballot validity.
4. Insuring voter confidentiality (e.g., use of double envelopes).
5. Specifying methods for counting votes, handling ties, and possible post-election storage and future use of ballots.
6. Where written college election procedures so specify, lecturers may vote for members of search and screen committees for deans and associate deans. In the absence of such specification, voting for committee members is restricted to full-time, tenure track faculty.
7. Where written department election procedures so specify, and subject to the limitations of Section 622.6.2.a.(2), lecturers may vote for members of search and screen committees for department chairs. In the absence of such specification, voting for committee members is restricted to full-time, tenure track faculty.

Graduate Assistants and Teaching Associates

The Graduate Assistant and Teaching Associate Employment policies provide that student employees may not be concurrently employed in non-student classifications (e.g. staff, lecturer, extended learning instructional faculty, special consultant).

Example:

We have been advised by the Chancellor's Office that GAs and TAs who teach during the Spring semester should not be reclassified as Summer Instructional Faculty and then reclassified as a GA/TA the following semester. They can teach during Summer Session and Intersession as Lecturers only after they have completed their GA/TA assignments and will no longer be classified as a GAs/TAs in future academic semesters.

Faculty Affairs

March 23, 2005

-----Original Message-----

From: harry hellenbrand [mailto:harry.hellenbrand@csun.edu]

Sent: Friday, May 20, 2005 9:58 PM

To: PROV.COUNCIL-L@csun.edu

Subject: some files runneth over

READ DOWN::

1. THE PAST TWO WEEKS I'VE READ FILES THE SIZE OF SANDSTONE BLOCKS. CHEOPS'S SLAVES HEFTED SMALLER ONES.

LET MY PEOPLE GO.

DO READ 11.7 BELOW . SHARE IT WITH YR CHAIRS. NOTE THAT IT ALLOWS FOR AN INDEX TO REFER TO ITEMS THAT ARE NOT PHYSICALLY IN THE PAF OR PIF; THE INDEX ITSELF REMAINS PERMANENTLY IN THE PAF. I'M NOT MAKING THIS UP. THIS IS IN THE MOU.

SANE PEOPLE--AND PEOPLE WITH JEWISH BICEPS-- HAVE INTERPRETED THIS TO LEAD TO THE FOLLOWING BEHAVIOR. ATTACH, SAY, AN ARTICLE OR A PYRAMID ONCE IN A REVIEW. INSCRIBE SAID OBJECT, BY TITLE, IN THE INDEX. HAVE THE OBJECT SCRUTINIZED BY REVIEWERS. THE NEXT YEAR, THAT OBJECT NEED NOT BE PHYSICALLY RE-INSERTED SINCE THE INDEX, PERMANENTLY IN THE PAF, STANDS FOR IT WHILE IT HAS BEEN REVIEWED IN A LETTER THAT NOW IS EVIDENCE IN THE PAF. AND PRESUMABLY THE VITA REFERS TO IT. IN A SUBSEQUENT YR OF PERFORMANCE REVIEW, THE OBJECT/PYRAMID CAN BE RE-INSERTED IN THE PIF, IF ONE WANTS.

WE CAN DEBATE THE NUANCES OF THIS WAY TO GO, BUT FRANKLY FILES SHOULD NOT WEIGH IN AT 50 LBS.

2. THE MOU DOES NOR FORBID LAMINATING, HERMETICALLY SEALING, OR VACUUM TUBING PAGES IN PLASTIC IN THE PIF. HOWEVER, I MUST CONFESS: I HAVE MANY KINKS AND FLAWS. FOR EXAMPLE, I BITE MY NAILS. THAT MEANS I NEED TO SPIT ON MY FINGERS TO GAIN TRACTION TO OPEN THESE PLASTICIZED WONDERS. OR I MUST UNBEND PAPER CLIPS AND STICK ENDS INTO NARROW SLOTS AND THEN PRY AND PULL. THIS REQUIRES MANUAL DEXTERITY AND PATIENCE. I HAVE THE FORMER BUT AM BEREFT OF THE LATTER. THE FIRST BEHAVIOR MEANS I CONTAMINATE THE FILE WITH SPITTLE; THE SECOND CAN LEAD TO SELF-STABBING (SEE PATIENCE, LACK THEREOF) AND BLEEDING. I HOPE YOU FIND THIS DISGUSTING. BECAUSE.....

PLASTICIZATION IS NOT THE WAY TO GO.

MOU

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
POLICY ON CERTIFICATES
(Approved May 25, 2009)

The primary responsibility of the University is to provide educational experiences leading to a baccalaureate, master's or doctoral degree. It also provides education for professional licenses or credentials offered by off-campus authorities.

In addition, the University offers coursework which serves a more specialized purpose, but which is of significant value to individuals. To encourage the development of these programs, and to recognize the individuals who complete them, the University has approved the following policy governing the issuance of certificates. University and Advanced Professional Development certificates consist of formally constructed and approved areas of study designed to meet requirements for professional competence, expand access to specialized knowledge, and meet occupational needs for advanced interdisciplinary work. Certificates attest to the acquisition of specialized knowledge and skills in particular academic, professional or service areas.

I. Types of Certificates

The University authorizes the issuance of three types of certificates:

1. The University Certificate (Credit)
2. The Certificate in Advanced Professional Development (Non-credit)
3. The Certificate of Participation

All certificates bearing the name of the University shall be one of these three types. Furthermore, no member of the University faculty, administration, or staff other than those who are authorized, as outlined in this document, shall issue a certificate bearing the University name; or the name of any of the University's colleges, departments, units, or study centers; or the University seal; or the University logo.

Before considering the development of a certificate program, carefully review both this policy and the attached document, "Basic Principles for the Creation of Certificate Programs."

II. The University Certificate

Students may earn a University Certificate in recognition of satisfactory completion of a planned sequence of courses at the graduate or upper division undergraduate levels designed and approved in accordance with the following:

- A. University Certificate programs generally shall be designed for post-baccalaureate students.
- B. The program shall consist of at least 15 graduate or upper division semester units specified for the program.
- C. Any prerequisites for the courses in the program shall be clearly stated.
- D. No more than twenty-five percent of the units required for the program shall be transfer units. The program coordinator will evaluate all transfer units.

- E. Students may not earn more than four semester units (or the equivalent) in the program through internships or independent study.
- F. All credit courses in the program shall be graded in the traditional manner (e.g., A through F), except for those courses that are offered only on a Credit/No Credit basis.
- G. A University Certificate program shall not infringe upon existing degree or credential programs. A graduate degree program may have an embedded University Certificate(s).
- H. A student must complete the University Certificate program within five years after acceptance to the program or enrollment in courses credited to the program. Departments may make an exception to this rule if the student is pursuing a degree at Northridge in conjunction with the certificate program in question.
- I. Approval of the program's curriculum shall follow standard University curricular procedures. Approval by the graduate studies committee of the Faculty Senate and the provost and vice-president for academic affairs is required.
- J. The dean of the appropriate college will coordinate the approved program. In turn, the dean in consultation with the relevant chair(s) will designate a faculty member to take responsibility for implementing the program.
- K. As an additional step, the University Certificate programs that envision self-support funding should be planned by the relevant academic college and/or department in collaboration with The Tseng College of Extended Learning and must be approved for self-support financing by the dean of The Tseng College of Extended Learning.
- L. The provost and vice president for academic affairs or designee will review University Certificate programs every five years, or earlier, if necessary. The office of the provost will be responsible for tracking the creation of certificate programs, the review schedule for each, and the results of the program review so that the history of each certificate program and the outcome of reviews can be considered by subsequent review committees. The department chair or the dean of the college offering the program, the graduate studies committee, or the associate vice president of graduate studies, research and international programs, may identify a need for a University Certificate program review and/or recommend termination of a University Certificate program.
- If the graduate studies committee recommends termination of a University Certificate program, existing procedures for the termination of academic degree programs will be followed.
- M. All literature published and circulated in connection with the program shall have the prior approval of both the appropriate college dean, and the provost and vice president of academic affairs. Approved descriptions of programs may be included in the University catalog. When the certificate is issued, it may bear the seal of the University.

Admission to University Certificate Programs

University policies and requirements for admission to graduate study as established for graduate degree programs also apply to students pursuing a university certificate.

- New students applying for admission to University Certificate Programs must submit the Graduate/Postbaccalaureate Application for Admission to the university accompanied by prior degrees and scores on appropriate standardized tests.
- Continuing postbaccalaureate students must submit a request for a Change of Objective form to the Graduate Studies Office.
- Only students who meet Graduate Studies admission requirements for post-baccalaureate standing will be considered. This includes submission of acceptable TOEFL scores for international students.
- Upon recommendation of the certificate program faculty, successful applicants will be admitted to classified postbaccalaureate standing.

University Certificate Program Requirements

- A Certificate Program form must be filed with the Office of Graduate Studies no later than the student's second semester of study.
- Traditional letter grades are required in all courses taken except as noted above.
- Course credit must be earned through regular or extended learning enrollment at California State University, Northridge.
- No more than 9 units of the certificate program may be transferred for the completion of any other degree/program.
- Additional graduate-level units may be double counted toward a graduate degree with prior permission of the graduate program.

Application and Eligibility for Certificates

- An application for the award of a University Certificate must be filed no later than the first two weeks of the semester or term in which the program is to be completed.
- Candidates are eligible for the certificate when recommended by the faculty certificate coordinator and upon completion of the program within a 5-year period with a minimum grade point average of 3.0 (a "B" average) in the program coursework. Grades below a "C" and grades of "I", "RP/SP", or "RD" are not permitted toward the certificate.
- A completed University Certificate Program form must be filed with the Office of Graduate Studies after all coursework has been completed. Following review the form is returned to the certificate program coordinator for signature. The Graduate Studies office will update Solar so that the certificate appears on the student transcript.

Approval of New Certificate Programs

All new University certificate programs are reviewed under the prevailing processes required for new degree programs. Review and approval by the Graduate Studies Committee is required.

III. The Certificate In Advanced Professional Development

Students may earn The Tseng College of Extended Learning Program Certificate in Advanced Professional Development in recognition of satisfactory completion of a planned sequence of not-for-credit courses and workshops designed and approved in accordance with the following:

- A. The program shall consist of at least one hundred hours of instruction (or the equivalent) specified for the program.
- B. All requirements for the certificate program shall be clearly identified and announced.
- C. Courses in the program shall be graded in the traditional manner (e.g., A through F). Even though graded, these courses cannot be transferred to graduate and credential programs.
- D. A 2.5 minimum overall GPA is required in the certificate program for an Advanced Professional Development program. However, certificate programs may set higher standards.
- E. Criteria for assessment of satisfactory performance in the program must be stipulated at the time program approval is sought.
- F. A time limit not to exceed five years shall exist for completion of all certificate requirements. Programs may set shorter time limits for completion.
- G. Programs may be proposed by departments, colleges, institutes, centers, or by the dean of The Tseng College of Extended Learning. When programs contain a distinct departmental orientation, the dean of The Tseng College of Extended Learning will consult with the department and college concerned. All proposals shall be reviewed by The Tseng College of Extended Learning Committee prior to approval by the dean of The Tseng College of Extended Learning.
- H. The dean of The Tseng College of Extended Learning shall designate an appropriate individual as coordinator of an approved program.
- I. The office of the provost and vice president of academic affairs working with The Tseng College of Extended Learning will review all certificate programs every five years or earlier if necessary.
- J. All literature published and circulated in connection with the program shall have the prior approval of the dean of The Tseng College of Extended Learning. Descriptions of approved programs are not authorized for inclusion in the University catalog, but may be announced in brochures or schedules prepared by The Tseng College of Extended Learning. With the approval of the provost and vice president of academic affairs and the graduate studies committee, web site links to such programs may be inserted in the electronic University catalog.
- K. The Tseng College of Extended Learning shall develop and circulate procedures for processing applications for certificates and arranging for issuance.

IV. The Certificate of Participation

A Certificate of Participation may be awarded in recognition of any of a wide variety of educational experiences sponsored by some segment of the University. Such certificates are not meant to connote any specific level of competence and may not be designed or used for such purpose. The rules governing the issuance of such a certificate bearing the University's name or the name of any of its colleges, departments, units, or study centers, are as follows:

- A. The certificate shall not bear the University seal.
- B. Certificates shall not be awarded for completion of regular University credit courses individually or in clusters.
- C. All wording on the certificate should be such that there is no implication of any kind that the University by issuing this kind of certificate is attesting to any level of skills gained or educational achievement.
- D. Requests to issue a Certificate of Participation shall be reviewed and approved by the head of the relevant sponsoring unit (dean for academic units and relevant vice president for other administrative units).
- E. Approved Certificates of Participation apply only to the specific experience or time period approved.

New Undergraduate Policies and Procedures (Plus a Few Oldies but Goodies)

Categories of Disqualification

New

Any student whose cumulative GPA is below a 1.0 will be disqualified immediately without first being placed on probation.

First Disqualification: *(Separate Category Eliminated – All Disqualified Students are Treated the Same. Effective at the end of Spring 2009 semester.)*

~~Students who receive a first disqualification have the opportunity to be automatically readmitted to the University if they elect to enroll in classes in the semester immediately following their disqualification (not including summer). Students who fail to earn a minimum 2.00 semester GPA will receive a second disqualification.~~

New

If you do not earn the appropriate cumulative GPA for your class standing, you will be disqualified at the end of the Spring 2009 semester. If you are disqualified, you will not be eligible to enroll at CSUN through the regular enrollment process for at least one semester. If you are disqualified, you will need to apply for readmission as a previously disqualified student.

Disqualified students can enroll in Open University through CSUN's Tseng College for up to 24 units, or can take up to 70 units at a community college. When you reapply, you will be expected to demonstrate your ability to succeed in University-level classes in order to gain readmission.

Second Disqualification:

Students who receive a second disqualification are not permitted to continue to enroll in CSUN courses through the regular enrollment process for at least one semester. They must reapply to the University and be Readmitted under an APA in order to be eligible to enroll in classes through the regular enrollment process. Readmitted students are subject to all of the regulations described above in the section entitled Readmitted under APA. Students who fail to earn a minimum 2.00 semester GPA will receive a third disqualification.

Third Disqualification:

Students who receive a third disqualification are not eligible to seek readmission to the University for a minimum of five years after the final day of the semester during which they received the third disqualification.

Students who are Readmitted under APA can enroll in a maximum of 13 units in a semester or summer term. To request additional units, students must complete the Extra Unit Authorization form and obtain the signatures of the Director of their College SSC/EOP satellite and the Director of Undergraduate Studies. *Because of class shortages during the 2009-2010 Academic Year, Extra Unit Authorizations will rarely be approved.*

Students in this status, whether they have one or two disqualifications must fulfill all of the following requirements until they reach Good Standing: 1) earn a minimum 2.00 semester GPA, 2) enroll in classes each semester and 3) have in place a signed APA that details the academic progress

that must be achieved to move the student toward completion of the baccalaureate degree within a designated period of time.

Academic Reinstatement to the University after a Third Disqualification

Five years from the final day of the semester during which the student received a third disqualification, the student may reapply to the University during the appropriate application filing period. The student must provide evidence that demonstrates acquired skills or achievements that support a successful return to the University. Reinstated students are Readmitted under an APA and are subject to all of the regulations that apply to students in this status. Students who fail to earn a minimum 2.00 semester GPA will receive a final disqualification and will be given no further opportunities for readmission.

Schedule Adjustments

Please see the Admissions and Records website for the latest procedures concerning [Change in Academic Schedule after Start of Classes \(Add and Drop\)](#)

Students are permitted to change their initial enrollment by following the University's Adjustment of Schedule procedure. Ordinarily a student may add, drop or change the basis of grading in SOLAR, sometimes using Permission Numbers, or later by filing a Late Change in Academic Schedule for Undergraduate Students form with the Associate Dean of the College offering the course or the Associate Dean of the student's major if courses in multiple Colleges are involved. Some basic information is provided below. For additional details concerning approvals required, time deadlines and fees, consult the current Schedule of Classes. Forms may be obtained on the CSUN website, www.csun.edu/anr/forms, or from Admissions and Records.

- **Adding:** The last day to add a class is the end of the third week of instruction. Students may add with the approval of the course instructor using a permission number.
- **Dropping:** Students are responsible for attending all courses in which they are registered. During the first two weeks of instruction, students may withdraw without penalty and without the course instructor's approval by accessing the Registration System. Non-attendance does not constitute withdrawal and will result in a failing grade.

During the 2009-2010 Academic Year, Associate Deans may be issuing Administrative Withdrawals for students who have not attended classes in order to create spaces for students wishing to add.

New

Undergraduate Policy on Withdrawals (Approved May 21, 2009)

Please see pages 3-4.

New

Complete Medical Withdrawals:

Students seeking complete medical withdrawals from the University may complete the necessary forms at the Student Health Center. Upon receipt of verifying information from a student's personal physician, the Director of the Student Health Center will evaluate the case. A medical withdrawal usually constitutes complete withdrawal from the university for the academic period in question. Requests for complete medical withdrawals should be submitted as soon as the medical condition impairs the student's ability to complete the coursework for which the student is registered.

Requests submitted during the final three weeks of instruction or thereafter, including requests for retroactive withdrawals, will not be permitted except in cases such as accident or newly occurring serious illness. In these cases, students should investigate whether instructors will permit Incompletes. Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered.

Partial Medical Withdrawals: In cases where medical evidence and the physical demands of a class overwhelmingly support withdrawal from only a portion of a student's program of study, partial medical withdrawals will be permitted when there is a clear link between the class and the medical condition. Requests solely seeking a reduced course load without specific and focused medical justification do not demonstrate the required link. Two forms, a Request for a Partial Medical Withdrawal for Undergraduate Students and a Health Provider Report, must be completed and submitted to the office of Undergraduate Studies. These forms are available at www.csun.edu/forms.

Requests submitted during the final three weeks of instruction or thereafter, including requests for retroactive withdrawals, will not be permitted except in cases such as accident or newly occurring serious illness. A partial medical withdrawal will not be granted if the student has taken final exams. In cases of severe illness, the student is advised to provide written permission for a representative or, if mentally incapacitated, a student's legal representative to request a withdrawal on his/her behalf. Petitions requesting retroactive withdrawals beyond one year after the conclusion of the semester for which the withdrawal is requested will not be considered.

Administrative Action on Prerequisites

Although it is the student's responsibility to drop classes, the University may withdraw a student, within the first three weeks, from a course if he or she fails to meet the prerequisite(s) or other requirements as indicated in the catalog. These prerequisites may include:

1. **Completion of prior coursework.**
 2. **Passing of qualifying examinations.**
 3. **Class year standing.**
 4. **Admission to, or special requirements of, special programs such as Honors or Credential.**
 5. **Completion of prior coursework with a required minimum credit.**
 6. **Consent of instructor.**
-

Such an Administrative Withdrawal may be initiated only by the Associate Dean of the College, upon recommendation from the instructor.

Attendance (Class Attendance)

Students are expected to attend all class meetings. Students who are absent from the first two meetings of a class that meets more than once a week, or from the first meeting of a class that meets once a week, lose the right to remain on the class roll UNLESS the instructor is notified that the absence is temporary. Students who have lost the right to remain in the class must FORMALLY WITHDRAW from the class, following university procedures and deadlines. Failure to formally withdraw from a class will result in the instructor assigning to the student a grade of "U" which, in computing a student's grade point average, counts as a grade of "F." If no instructor was assigned to the course, students who will be temporarily absent from the course must notify the Department Chair. *During the 2009-2011 Academic Year, Associate Deans may be issuing Administrative Withdrawals for students who fail to attend during the time periods listed above, in order to increase the number of students who wish to add classes while keeping enrollment within targets.*

Grading Symbols, Policies and Assistance

Administrative Grading Symbols

Incomplete (I):

The symbol "I" indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons, but that a substantial portion of the course requirement has been completed with a passing grade and that there is still a possibility of earning credit. The work that is incomplete normally should be of such a nature that it can be completed independently by the student for later evaluation by the instructor. An "Incomplete" shall not be assigned when a student would be required to attend a major portion of the class when it is next offered.

It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the “Incomplete.” A final grade is assigned when the agreed-upon work has been completed and evaluated. An “I” must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

Students who believe they meet the necessary conditions to be assigned an “Incomplete” should secure a “Request for a Grade of Incomplete” form from the CSUN homepage (www.csun.edu) by clicking on “Quicklinks,” then “Student Forms.”

Students should complete the form and submit it in person to the course instructor on or before the day of the Final Exam. The instructor should check all appropriate boxes in the “Instructor Information” section of the form and complete the information that describes the assignment(s) to be completed and the due date. If students fail to submit the “Request” by this deadline, they should receive the grade that they have earned for the entire course, including work completed and penalties for work not completed. No retroactive “Incomplete” grades are permitted. If the request for an “Incomplete” is granted, assign a grade of “Incomplete” on the SOLAR grade roster.

When the required work is completed, the instructor will fill out a “Correction of Grade or Removal of Incomplete” form and turn it in to the Department office.

Undergraduate Policy on Repeating Courses (Approved May 21, 2009)

Please see page 5.

Appendix