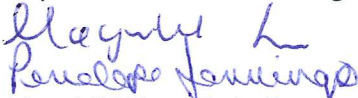


Memorandum

Date: October 9, 2012

To: Department Chairs and Program Coordinators

From: 
Magnhild Lien, Chair, Personnel Planning and Review Committee
Penelope Jennings, Associate Vice President, Faculty Affairs

Subject: Changes in Section 600

At its September 19, 2012 meeting, the Personnel Planning and Review Committee (PP&R) approved changes in three sections of Section 600 of the *Administrative Manual* to be in compliance with the recently ratified Collective Bargaining Agreement between the CSU and the California Faculty Association (CFA). On October 4, 2012, the Executive Committee of the Faculty Senate reviewed the changes and concurred with the recommendation of the Faculty Senate President that they be deemed editorial changes. Since these changes were made to be in compliance with the Faculty Contract, they go into effect immediately.

The first change concerns review of tenured Associate Professors, Associate Librarians, and Student Services Professionals II - Academic Related for early promotion in rank. Under the previous Faculty Contract, they could be reviewed for early promotion ("prior to having served five (5) years in the same rank/classification") only with a positive recommendation at the department level. Consistent with changes in Article 14.4 of the Faculty Contract, the review process now may proceed even if there is a negative recommendation at the department level. Section 643.1.1.d. has been revised as follows:

Associate Professors, Associate Librarians, and Student Services Professional II, Academic-Related may, upon application, ~~and with a positive recommendation from the Personnel Committee or Chair of their Department or equivalent unit,~~ be considered ~~at the College level~~ for promotion prior to having served five (5) years in the same rank/classification. Only tenured faculty or those selected for the simultaneous award of tenure shall be considered for promotion to the rank of Professor or Librarian. Faculty who are candidates for promotion before the normal period must demonstrate that they have fulfilled, in a period of time shorter than that required for normal promotion consideration, all of the criteria cited in Section 632 for advancement to the next rank.

The second change relates to review of tenured faculty ("post tenure review"). Under the former Faculty Contract, all tenured faculty unit employees were required to be reviewed at least once every five years. This included tenured faculty in the Faculty Early Retirement Program (FERP). Under the new Faculty Contract, "Participants in the Faculty Early Retirement Program (FERP) shall not be required to

undergo evaluation unless an evaluation is requested by the FERP participant or the appropriate administrator.” Thus, Section 645.3 of the *Administrative Manual* has been revised as follows:

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. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator.

The third change concerns review of sabbatical leave applications at the department level. The current Section 672.2.4 allows the Department Personnel Committee “to delegate responsibility for evaluating the sabbatical applications to the Department Chair.” This provision, however, conflicts with Article 27.5 of the Faculty Contract which states that “A Professional Leave Committee composed of tenured faculty unit employees shall review sabbatical applications.” Thus, Section 672.2.4 of the *Administrative Manual* has been revised as follows to comply with the Faculty Contract:

The Department Personnel Committee shall review all sabbatical applications and provide a written evaluation of each proposal. The written evaluation shall relate specifically to each of the criteria cited in Section 672.2.7.b. Departments may establish specific guidelines for evaluating sabbatical leave proposals; any such guidelines shall be forwarded to the College Personnel Committee and the Personnel Planning and Review Committee for approval. The Department Chair shall provide a statement to the College Dean and College Personnel Committee regarding the possible effect on the curriculum and the operation of the Department should the employee be granted a sabbatical. The probationary and tenured members of the Department may choose to elect a Professional Leave Committee to act in lieu of the Department Personnel Committee for purposes of evaluating the sabbatical applications, ~~or they may choose to delegate responsibility for evaluating the sabbatical applications to the Department Chair.~~ All sabbatical applications, accompanied by the written evaluations from the Department level, shall be forwarded to the College Personnel Committee no later than the deadline date set forth in the Academic Year Calendar of Personnel Procedures located at the end of this Manual. Copies of the specific evaluation shall be provided to the applicant.

The online version of Section 600 has been revised to reflect these changes. Please forward this memorandum to all faculty in your department, including especially members of department personnel committees, professional leave committees, and post-tenure review committees.

Copy: College Deans