A. General Structure

1.0 Administration, Departments, Programs

1.1 The College shall be administered by the Dean, who shall be assisted by an Associate Dean, an Assistant Dean, and other management and staff.

1.2 The fundamental academic divisions of the College shall be disciplinary departments and interdisciplinary programs. Departments shall be administered by chairs, and programs shall be administered by directors. Chairs and directors shall report to the Dean.

1.21 Faculty shall be appointed to departments for the purposes of personnel evaluation and action.

1.22 Faculty may be assigned to interdisciplinary programs.

1.3 Chairs of departments and programs shall be appointed in accordance with University policy concerning eligibility, length of appointment, procedure for appointment, temporary appointment, and removal.

2.0 Committees

2.1 There shall be seven standing committees in the College: the CAL Council of Chairs and Directors, the Curriculum Committee, the Academic Personnel Committee, the CAL Policy and Planning Committee, the Research Committee, the Professional Leaves Committee, and the International Programs Committee.

2.2 The internal organization of each committee, including the election of the chair, shall be within the jurisdiction of the committee itself consistent with this document, the University Policy File, and regulations of The California State University.

2.3 With the approval of the President in accordance with the Collective Bargaining Agreement (CBA) between The California State University and the Unit 3 collective bargaining agent, a faculty member in the Faculty Early Retirement Program (FERP) shall be deemed eligible to serve on governance committees, including peer review, provided that the faculty member’s assignments are normally completed during the period of full- or part-time employment.

2.4 A quorum shall be required for actions by standing committees and other committees within the College. Unless stipulated by a committee, a quorum shall be not less than a simple majority of the committee.

3.0 This document shall be amended by a majority vote of the tenured and probationary faculty of the College.

3.1 Proposed amendments shall be presented by a majority vote of the Council of Chairs.

3.2 Interpretations shall be made by a majority vote of the Council of Chairs.
B. CAL Council of Chairs and Directors

1.0 Purposes

1.1 To serve as a forum for discussion between the administration and the departments and programs of the College and to act on this information as appropriate to the purposes and goals of the College.

1.2 To recommend College policy to the Dean or faculty.

1.3 To select members of the following standing committees from among the faculty members willing to serve who have been nominated by their respective departments: Curriculum Committee, Research Committee, and International Programs Committee.

1.4 To appoint members of the College’s ad hoc committees from among the faculty members willing to serve who have been nominated by their respective departments.

1.5 To distribute the opportunity for service to the College equitably among departments by maintaining the rotation of representation on standing committees so that each department may be represented on each committee not less than once in three years.

1.6 To oversee elections within the College.

2.0 Organization

2.1 The council shall comprise the chairs of the departments of the college and chairs or directors of programs with majors within the college. Each chair or director shall have one vote.

2.2 Directors of programs without majors may participate on the council as nonvoting members.

3.0 Procedures

3.1 The council shall determine its working procedures and internal organization in consultation with the Dean. When the Dean convenes the council, the Dean shall chair the council.

3.2 Meetings shall be held at least once each month of the academic year.

3.3 The council shall annually elect from its members a chair who may convene and chair the council.

C. Curriculum Committee

1.0 Purposes

1.1 To assess the academic offerings of the College in light of the needs and interests of the students of San Diego State University and to make recommendations to appropriate bodies for changes in organization or programs that shall better equip the College to fulfill its responsibilities to the students.

1.2 To review and pass upon proposals for curricular changes that originate within
the departments or interdisciplinary programs of the College. The review shall include an assessment of the effect the proposed changes on the overall program of the College.

1.3 To cooperate with the various departments and interdisciplinary programs in developing programs that shall provide the best possible education within the College. The departments and programs, however, shall be the primary agents to decide how best to educate students in their majors or minors.

1.4 To assess the needs for new programs that cut across or transcend departmental disciplines and to recommend establishing courses and otherwise implementing such programs when they are determined to be advisable.

1.5 After appropriate consultation with affected departments and programs, to recommend priorities when requests for new programs or courses whether from departments, programs, or other entities are such that implementation would require more funds than available.

2.0 Organization

2.1 The Committee shall comprise seven faculty members. Every effort shall be made to ensure equitable representation of departments across the College.

2.2 Elected representatives shall serve staggered two-year terms to provide representation of other departments.

2.3 One undergraduate and one graduate student from the College shall be invited to serve as voting members of the committee. Their method of selection and term of office shall be determined by the CAL College Council.

2.4 The Dean or designee may be an ex officio nonvoting member of the committee.

2.5 The committee may establish subcommittees. Subcommittees shall be chaired by members of the Curriculum Committee, but may include others who are not members of the committee. In acting upon the reports and recommendations of the subcommittees, only the members of the committee shall vote.

3.0 Procedures

3.1 The committee shall choose a chair from its members and may determine its working procedure and internal organization.

3.2 Procedures shall include the establishment of deadlines to submit new course proposals or changes in existing curricula. Before the proposals or changes are considered by the committee, information listing the proposed courses by name, proposal type, and general education location (if any) shall be sent to the department chairs and program directors, who may respond to the committee with written objections before the committee considers the proposals or changes.

D. Academic Personnel Committee

1.0 Purposes

1.1 To review and recommend the reappointment and tenure of probationary faculty.
1.2 To review and recommend the members of the College who are candidates for promotion.

1.3 To review department guidelines and procedures for reappointment, tenure, and promotion.

1.4 To review other personnel matters at the request of faculty, departments, or the Dean.

2.0 Organization

2.1 The committee shall consist of one member from each department of the college elected annually by a majority vote of the probationary and tenured faculty unit employees of each department. If a department has three or fewer faculty eligible to serve on the Personnel Committee, that department may elect not to participate that year or may elect another member of the college faculty to represent them. Such a decision shall be approved by a majority vote of the probationary and tenured faculty unit employees in that department.

2.2 Tenured faculty employees who are senior in rank to all candidates for reappointment, tenure, or promotion that year shall be eligible to serve on the committee.

2.3 Election of the committee for the next academic year shall take place no later than May 8 of the preceding academic year.

2.4 Members of the committee are ineligible to serve on department committees that review candidates for reappointment, tenure, or promotion or on the University Promotions and Tenure Review Panel.

3.0 Procedures

3.1 Procedures shall be consistent with the University Policy File.

3.2 The committee shall select its own chair and determine its working procedure and internal organization consistent with the above direction and the College’s personnel procedures. The elected chair shall receive assigned time for the fall semester.

3.3 The Dean shall convene the CAL Personnel Committee for the next academic year not later than the last day of the preceding spring semester. The agenda of this meeting shall include (a) election of the committee chair for the next academic year, (b) discussion of the confidentiality of the committee’s proceedings, (c) establishment of tentative dates for meetings to discuss and vote on candidates for reappointment, tenure, and promotion during the next academic year. Final meeting dates shall be set by the Dean to assure completion of all meetings and letters in time to comply with deadlines established by the Office of Faculty Affairs.

3.4 At any of its meetings, the committee may discuss current problems and University regulations not covered by existing procedures and criteria. The committee or any faculty member may recommend revisions in the committee’s organization or procedure. Such revisions will be submitted to referendum as specified in I, Elections Procedures 1.0.
E. CAL Policy and Planning Committee

1.0 The CAL Policy and Planning Committee shall deliberate and recommend academic policy and planning for the college. The Dean shall provide the committee with access to all budget and resource allocation information for the college. The Dean will normally consult with this committee in advance of deadlines for decisions and shall make decisions only after this consultation.

2.0 Purpose

2.1 To review the annual budget of the College of Arts and Letters.

2.2 To advise the Dean on matters pertaining to college budget and resource planning.

2.3 To develop and review periodically a statement of specific priorities for the college.

2.4 To review the overall academic program and structure of the college and to recommend reorganization.

2.5 To develop criteria and guidelines for the implementation of its recommendations.

2.6 To solicit from and disseminate to the college faculty budget and resource planning information.

2.7 To review the procedures for assigned time.

2.8 To report formal actions of the committee to the CAL Council of Chairs and Directors.

2.9 To advise the Dean on priorities for new tenure track faculty positions.

2.10 To advise the Dean on procedures concerning departmental budgeting.

2.11 To facilitate and coordinate communication about academic planning and policy between the University administration and Senate and the college faculty.

2.12 To cooperate with and report its activities and problems annually to the Senate Committee on Academic Policy and Planning.

3.0 Organization

3.1 The committee shall comprise seven elected faculty members, one staff member appointed by the Dean, and the Dean or designee as an ex officio member. The seven faculty members shall be nominated by the CAL Council of Chairs and Directors and elected each year during the Spring semester by vote of the probationary and tenured faculty members of the College. The elected members shall serve staggered three-year terms and shall be eligible for re-election. At the first meeting of the committee following implementation of this section, the members shall by lot select two elected members to serve one-year terms, two members to serve two-year terms, and three members to serve three-year terms. The members shall elect the chair of the committee.
F. Research Committee

1.0 Purposes

1.1 To review and rank applications by CAL faculty for funding from the University Grants Program.

1.2 To review and recommend the allocation of research funding administered within the College.

1.3 To review and recommend other research applications, upon request from the Dean.

2.0 Organization

2.1 The committee shall comprise seven tenured or probationary faculty members selected by the CAL Council of Chairs and Directors during the Spring semester.

2.2 Members of the committee shall serve staggered two-year terms.

2.3 The Dean or designee shall serve as an ex officio nonvoting member of the committee.

G. Professional Leaves Committee

1.0 Purposes

1.1 To review, recommend, and rank sabbatical leave applications forwarded to the College by departments. The ranking and recommendations shall be based on the merits of the proposals. The committee shall also make recommendations on difference-in-pay leaves.

2.0 Organization

2.1 The committee shall comprise six tenured faculty members elected by the tenured and probationary faculty members of the College.

2.2 Elected committee members shall serve staggered two-year terms to assure balanced representation of faculty members with expertise in the humanities, languages, and social sciences. Candidates for election to the committee shall be nominated by the CAL Council of Chairs and Directors, which shall take steps to assure balanced representation on the committee. Two persons from the same department shall not serve simultaneously as members of the Committee.

2.3 The Dean or designee shall be an ex officio nonvoting member of the committee.

3.0 Procedures for Sabbatical Leaves

3.1 An eligible faculty member may apply for a sabbatical leave by submitting a timely proposal to the department chair.

3.2 The sabbatical application shall include a statement of the purpose of the sabbatical, a concise description of the proposed project and the CSU resources necessary to carry it out, and a statement of the time requested, which shall not exceed one year. A complete listing of all professional publications, internal and external research grants, and the dates of previous professional leaves must
be included with the application.

3.3 Type A leave shall be for one semester at full pay. Type B leave shall be for two semesters at one-half full salary.

3.4 Each department shall choose a committee of tenured faculty members to review and rank applications for sabbatical leaves and to review applications for difference-in-pay leaves submitted by faculty members in that department. The department chair may serve as a member of the departmental committee. A faculty member applying for a professional leave may not serve on a department or college committee. If there are fewer than three tenured faculty members eligible to serve on a department committee, the department shall elect one or more members from another department in the college. The committee shall write a brief memo, addressed to the College Professional Leaves Committee, explaining its recommendations and rankings in terms of disciplinary standards.

3.5 A department chair who is not a member of the department committee shall review sabbatical applications in the department and may make an independent recommendation. If the chair disagrees with the recommendations or ranking of the department committee, the chair shall write a memo, addressed to the College Professional Leaves Committee, explaining the reasons for disagreement with the department committee.

3.6 All department recommendations and rankings must be delivered to the college office in time to be included with sabbatical applications to be reviewed by the College Professional Leaves Committee.

4.0 Procedures of College Professional Leaves Committee

4.1 The Professional Leaves Committee shall meet for initial review of proposals forwarded by departments. The committee shall recommend those that it considers meritorious. In arriving at its recommendations, the committee shall consider the following:

4.11 Clarity of the proposal, including its specificity and discussion of procedures and methodology.

4.12 Significance of the project, including (a) its originality or creativity, (b) its importance to the applicant’s field or to the academic community, (c) its relationship to courses taught by the applicant and to the curricula of the department, and (d) its expected results (e.g., scholarly monograph, articles in professional journals, book chapters, body of data, increased expertise).

4.13 Feasibility, including: (a) the probability of achieving the stated objectives during the leave, (b) past professional performance (based on committee review of the listing of professional achievements included with the application, and (c) work completed on the project to date.

4.14 Department recommendations and rankings of proposals. In cases in which the committee feels it cannot follow the recommendations and rankings of the departments, the college committee may invite members of the department sabbatical committee and/or the department chair to discuss proposals from the department.
4.2 The college committee may also “not recommend” applicants for sabbatical leave if it considers a proposal not meritorious. Applicants whose proposals are not recommended shall be given a timely opportunity to appeal this decision and to revise their proposals for final submission to the committee.

4.3 The committee shall then meet to consider appeals and to rank recommended applications for Type A and B sabbaticals. In arriving at its rankings, the committee shall consider the factors listed above in secs. 4.11 through 4.14. The applicants shall be notified of the committee’s final recommendations and rankings; those not recommended shall be given an explanation of the committee’s decision.

4.4 The committee shall forward its rankings and recommendations to the Dean, who shall forward to the Office of Faculty Affairs the committee’s rankings and recommendations along with the Dean’s own rankings and recommendations. The Dean may also “not recommend” an applicant for sabbatical leave if the proposal is deemed not meritorious.

4.5 The applicants shall be notified of the Dean’s final rankings and recommendations; those not recommended shall be given an explanation of the Dean’s decisions.

4.6 Those whose projects and applications for Type A or Type B leaves are recommended but whose ranking is not high enough to receive such a leave may request that their applications be changed to a difference-in-pay leave.

4.7 The procedures for recommending and ranking sabbatical leave proposals shall comply with the section on Sabbatical Leaves in the University Policy File.

5.0 Procedures for Difference-in-Pay Leaves

5.1 Recommendations concerning difference-in-pay leaves (Type C) shall be made by department committees and forwarded to the college. The college committee shall consider the recommendations forwarded to the college by the departments.

5.2 Both the department committees and the college committee shall follow the procedures in secs. 3 and 4 above, except that proposals for difference-in-pay leaves shall not be ranked.

5.3 The procedures for recommending difference-in-pay leaves shall comply with the section on Difference-in-Pay Leaves in the University Policy File.

6.0 After deliberations on the applications are concluded, the committee may consider and recommend changes in procedure or factors to be considered for the following year’s deliberations.

H. International Programs

1.0. Purposes

1.1 To advise the Dean and Council of Chairs on developing and operating international programs, including study abroad programs.

1.2 To advise and assist CAL faculty members interested in developing or expanding study-abroad programs and to provide liaison with the Office of
International Programs as needed.

1.3 To promote and encourage participation by CAL students in study-abroad programs and to work with the SDSU International Student Center and CSU International Programs to facilitate involvement in international programs.

1.4 To facilitate operation of study-abroad programs by providing liaison between CAL faculty members and the travel-study office of the College of Extended Studies.

1.5 To work with the Office of Financial Aid to assist students participating in study-abroad programs and to make recommendations on allocation of travel-study scholarships for CAL students as needed.

2.0 Organization

2.1 The committee shall consist of seven faculty members: three elected by the Council of Chairs for two-year renewable terms, one appointed by the Dean, and the chair, directors or designees of the International Business (IB), International Security and Conflict Resolution (ISCOR), and Comparative International Studies (CINTS) programs.

2.2 The Dean or designee shall be an ex officio member of the Committee.

I. Elections Procedures

1.0 Elections and referenda shall be overseen by the Council of Chairs through the Office of the Dean. The Dean’s office shall inform chairs of impending vacancies requiring election for CAL committees and for the CAL representative to the University RTP Committee by April 1st of the academic year.

2.0 Annually by May 1 the Council of Chairs shall solicit nominations from the departments and shall elect the members of the standing committees for the succeeding academic year. The terms of service on standing committees shall commence with the fall semester.

3.0 Procedures for conducting elections to University positions shall be administered by the Senate Committee on Committees and Elections as set forth in the University Policy File.

4.0 Representative to the University Promotions and Tenure Review Panel: The Council of Chairs shall solicit nominations for the College’s representative to the Panel.

4.1 The College’s representative to the Panel shall be chosen by a vote of the eligible electorate as defined by the University Policy File and the Collective Bargaining Agreement (CBA) between the Board of Trustees of The California State University and the Unit 3 collective bargaining agent.

4.2 The slate of those eligible for election as the College’s representative shall comprise all faculty members who have served on the College’s Personnel Committee during the three academic years preceding the election. Faculty members eligible for election to the Panel shall be informed of their eligibility and asked to indicate whether or not they are willing to serve.

4.3 The candidate receiving a majority of the votes cast shall be declared elected as the College’s representative to the Panel.
4.4 Should no candidate receive a majority of the votes cast, a second election shall be presented to the eligible electorate of the College, in which the two candidates receiving the largest numbers of votes in the initial election shall be presented for election. The candidate subsequently receiving the greater number of votes shall be declared elected as the College’s representative to the Panel.

4.5 If the elected representative is unable to complete the term of office, the candidate receiving the second greatest number of votes at the last regularly scheduled election for the office shall be appointed to serve until the elected representative is again able to serve or until the expiration of the elected representative’s term, whichever shall occur first. If this candidate is unavailable, another election shall be held.

4.6 The College’s representative shall serve for a term of two years.

4.7 The election of the College’s representative shall be conducted according to the schedule and deadlines established by University Policy File.

J. Reappointment and Tenure Procedures

1.0 At the time determined by the Office of Faculty Affairs, each department shall forward for each candidate for reappointment or tenure a Working Personnel Action File (WPAF) with supporting data including:

1.1 A current Personnel Data Summary (PDS).

1.2 Department evidence of the measured teaching effectiveness of the eligible candidates in relation to all other department members: Evidence of teaching effectiveness shall include the results of student evaluations (candidate’s numerical summaries for each class, department overall averages and lower division and upper division averages, and qualitative comments) and may include peer evaluations and any other pertinent evidence of teaching performance.

1.3 If any of the five professional growth items in the one-of-a-kind file have yet to be published, then the most recent communication from the publisher or the journal editor indicating the item’s status shall be included.

1.4 Evidence that supports the quality of professional growth activities shall be provided by the candidate for validation.

1.41 The candidate’s descriptions of the five items under professional growth in the Personnel Data Summary (PDS) shall include a paragraph addressing the stature of the venue, journal or book editorial boards and/or reputation of journal or publisher in the field.

1.42 Materials supporting the acceptance rates of journals shall be provided for validation if quoted in the PDS; reviews of a candidate’s work shall be provided for validation if quoted in the PDS. Quotes from reviews shall accurately reflect the assessment of the work as presented in the review.

1.43 Supporting materials that show the number of citations for a published work or journal impact factors may be included in the PDS. If included, evidence regarding
those numbers shall be provided at validation.

1.44 A copy of the program page, letter, or other evidence indicating participation by the candidate at professional meetings shall also be produced at validation.

1.5 A copy of publications and papers listed in the Personnel Data Summary

1.6 An Index indicating each item in the Working Personnel Action File and the date of filing

1.7 Written recommendations from the department committee and department chair, if eligible.

2.0 At a time determined by the Office of Faculty Affairs, the department chair and the chair of the department committee shall inform each faculty member in writing of their decisions to recommend or not recommend for reappointment or tenure.

3.0 A candidate may submit a rebuttal to the department committee’s or the department chair’s recommendations. This rebuttal (a) shall be in writing, (b) shall contain the candidate’s reasons for submitting the rebuttal, and (c) shall be received within seven days following receipt of the recommendation. This section shall not require that evaluation time lines be extended.

4.0 At an early meeting of the College committee, the agenda shall include (a) a discussion of the confidentiality of the committee proceedings, (b) a discussion of current problems or University regulations not covered by existing procedures and criteria, and (c) the establishment of dates by which reappointment and tenure proceedings shall be implemented and on which additional meetings shall be scheduled.

5.0 At a time determined by the College committee, the committee shall review the data for all faculty members under consideration. At this time the committee shall have in hand not only departments’ and chairs’ recommendations but also any objections by candidates.

5.1 The committee shall recommend for tenure all qualified candidates. It shall inform all candidates in writing of its recommendation with reasons and rebuttal routes.

5.2 The committee shall consider a candidate’s total qualifications.

5.3 Recommendations shall require a simple majority vote of the entire membership of the committee. There shall be no proxies.

6.0 Candidates for reappointment shall be presented for discussion in an order determined by the committee.

6.1 If a majority of the committee recommends reappointment, the candidate shall be recommended for an additional probationary year. If a majority of the committee recommends against reappointment, the candidate shall be recommended for termination or for a terminal year in accordance with University policy.

6.2 After voting has concluded on all candidates, arguments shall be heard for the reconsideration of candidates, and a re-vote may be taken.

7.0 Candidates for tenure shall be presented for discussion in an order determined by committee members.
7.1 If a majority of the committee recommends against tenure, the committee shall then vote to decide whether the candidate should be recommended for termination or for an additional probationary year, provided an additional probationary year can be recommended.

7.2 After voting has concluded on all candidates, arguments shall be heard for the reconsideration of candidates.

8.0 When considering a recommendation different from a department committee’s, the College committee may proceed only after submitting to the department committee notification in writing including the candidate’s name, the tentative recommendation by the College committee, and the area of concern if the tentative recommendation by the College committee is negative. The College committee shall offer to meet with the department committee before making a final recommendation. The recommendation that results after consideration of the meeting with the department committee shall be forwarded to the Dean.

9.0 At a time determined by the College committee and in accordance with University deadlines, the committee shall convey its written recommendations to the candidates for reappointment or tenure. Within seven days, the candidate may submit a written rebuttal or may request a meeting with the College committee. After any such meeting, or after weighing any written rebuttals, the College Committee may amend its recommendation.

K. Promotions Procedures

1.0 Annually by September 15, department chairs shall provide the following to faculty eligible for promotion, including faculty on leave: (a) copies of the University Personnel Data Summary (PDS) form, (b) department promotions criteria and procedures, (c) other specific instructions for preparing the Working Personnel Action File (WPAF) or for using department staff resources for typing and duplicating materials for promotion.

2.0 An eligible faculty member on leave shall be notified in writing by the department chair and shall be sent a copy of the items listed in 1.0.

3.0 By the date set by the Office of Faculty Affairs, the department shall forward to the College Personnel Committee through the Office of the Dean a Working Personnel Action File for each candidate with supporting data including:

3.1 A current Personnel Data Summary.

3.2 Department evidence of the measured teaching effectiveness of the eligible candidates in relation to the other department members: Evidence of teaching effectiveness shall include the results of student evaluations (candidate’s numerical summaries for each class, department overall averages and lower division and upper division averages, and qualitative comments), and may include explicit peer evaluations based on the instruments suggested in University Policy File and any other pertinent evidence of teaching performance.

3.3 A copy of any letter of acceptance of publications, honors, or awards received: In accordance with University policies additional materials of this kind may be added to the file.
3.4 Evidence that supports the quality of professional growth activities shall be provided by the candidate for validation.

3.41 The candidate’s descriptions of the five items under professional growth in the Personnel Data Summary (PDS) shall include a paragraph addressing the stature of the venue, journal or book editorial boards and/or reputation of journal or publisher in the field.

3.42 Materials supporting the acceptance rates of journals shall be provided for validation if quoted in the PDS; reviews of a candidate’s work shall be provided for validation if quoted in the PDS. Quotes from reviews shall accurately reflect the assessment of the work as presented in the review.

3.43 Supporting materials that show the number of citations for a published work or journal impact factors may be included in the PDS. If included, evidence regarding those numbers shall be provided at validation.

3.44 A copy of the program page, letter, or other evidence indicating participation by the candidate at professional meetings shall also be produced at validation.

3.5 A copy of publications and papers listed in the Personnel Data Summary.

3.6 An Index indicating each item in the Working Personnel Action File and the date of filing

3.7 Written recommendations from the department committee and department chair, if eligible.

4.0 At a time determined by the Office of Faculty Affairs, the department personnel committee shall inform in writing faculty not recommended for promotion, including the reasons for the decision.

5.0 A candidate may submit a rebuttal to the department committee’s recommendation. This rebuttal (a) shall be in writing, (b) shall contain the candidate’s reasons for submitting the rebuttal, and (c) shall be received within seven days following receipt of the recommendation. This section shall not require that evaluation time lines be extended.

6.0 At an early meeting of the College committee, the agenda shall include (a) a discussion of the confidentiality of the committee proceedings, (b) a discussion of current problems or University regulations not covered by existing procedures and criteria, and (c) the establishment of dates by which promotion procedures shall be implemented and on which additional meetings shall be scheduled.

7.0 At a time determined by the College committee, the committee shall review the data for all faculty members under consideration. At this time the committee shall have in hand not only department recommendations but also the objections by candidates.

7.1 The committee shall recommend only those candidates it deems meritorious for promotion.

7.2 Standards for promotion to the rank of Professor shall be higher than the standards for promotion to Associate Professor.

7.3 The entire professional record of the candidate shall be considered.
Recommendations require a simple majority of the entire membership of the committee. There shall be no proxies.

The candidates shall be presented in an order determined by the committee.

Following discussion, each member of the committee shall list the eligible candidates by two categories: recommended for promotion and not recommended for promotion.

These lists shall be correlated, and all the candidates with majority support for promotion shall constitute a provisional recommended list.

Candidates receiving less than majority support shall then be reviewed alphabetically and subjected to a second vote. Candidates who receive majority support shall now be moved to the provisional recommended list. The remainder shall constitute a provisional non-recommended list.

If in the resulting list the College committee, (a) has rejected a candidate recommended by a department or (b) has added the name of a candidate not recommended by a department, the College committee may proceed only after submitting to that committee notification in writing including the candidate’s name, the tentative recommendation by the College committee is negative. The College committee shall offer to meet with the department committee before making a final recommendation. Motions to add or delete candidates shall require a majority of the committee. The list that results after consideration of the meeting with the department committee shall be forwarded to the Dean.

At a time determined by the College committee and in accordance with University deadlines, unless otherwise required by the University, the committee shall convey its written recommendations to the candidates. The committee shall also convey in writing to the candidates not recommended for promotion the reasons for its decision. The candidates shall be informed of the available rebuttal routes.

Periodic Evaluation of Tenured Faculty

In accordance with the Collective Bargaining Agreement (CBA) between the Trustees of The California State University and the Unit 3 collective bargaining agent, tenured faculty (including FERP participants) shall be subject to periodic performance evaluations at least every five years.

For those with teaching responsibilities, consideration shall include student evaluations of teaching performance.

The periodic evaluations shall be conducted by department peer review committees and the department chair. The Dean, however, may serve in lieu of the department chair (a) when the chair is undergoing review, or (b) if the faculty member undergoing review so requests.

If a tenured faculty member’s work is primarily extra departmental (e.g., director or co-director of a center), a peer review committee shall be appointed by the Dean or the Dean’s designee. Three or more faculty shall serve on the committee. The Dean or Dean’s designee shall conduct the second evaluation.
M. Procedures for Hiring Temporary Faculty

1.0 Temporary, that is, non-probationary, faculty shall be hired according to procedures in the Collective Bargaining Agreement (CBA) between the Trustees of The California State University and the Unit 3 collective bargaining agent.

2.0 In accordance with the Collective Bargaining Agreement (CBA) between the Trustees of the California State University and the Unit 3 collective bargaining agent, temporary faculty shall receive periodic evaluations.

3.0. For those with teaching responsibilities, the evaluation shall include student evaluations of teaching performance.

4.0 The periodic evaluations shall be conducted by the department and the department chair in accordance with the CBA.

5.0 If a temporary faculty member’s work is primarily extra departmental (e.g., the director or co-director of a center), a peer review committee shall be appointed by the Dean or the Dean’s designee. Three or more faculty shall serve on the committee. The Dean or Dean’s designee shall conduct the second evaluation.

N. Research Assigned Time (Code 22b)

1.0 Probationary faculty members shall receive assigned time for research and without review of their research assigned time status.

2.0 Tenured faculty members, including those in the Faculty Early Retirement Program (FERP), shall be subject to the following guidelines pertaining to their research assigned time status (code 22b):

2.1 Evidence of professional growth activity shall span the previous five years. The entire professional record for the period examined shall be considered.

2.2 Evidence of professional growth may include (a) publications of merit, (b) presentation of scholarly papers, (c) awards, grants, and honors received, (d) active participation in professional organizations, (e) participation in seminars and institutes, (f) research and development activity, (g) creative activities or performances appropriate to one’s area; and (h) pertinent travel and study.

2.3 Evidence of externally reviewed professional growth activities (primarily publications in refereed journals, proceedings articles, books, and book chapters) shall receive the greatest weight in the decision regarding research assigned time. Other research activity (e.g., presentations at conferences, book reviews, research grants, newspaper articles, work in progress, articles and books submitted) shall generally carry less weight.

3.0 Annually by May 1, departments shall submit to the Dean a report on faculty members subject that year to post-tenure review. The report shall include:

3.1 An assessment of each tenured faculty member’s research activities over the previous five years, including a list of authored journal articles, proceedings articles, books, or book chapters verified by the department.

3.2 An evaluation of the relative importance to the discipline of each research outlet (e.g., books, journal articles, papers in proceedings).

3.3 A department recommendation regarding the code 22b research assigned time
status of each faculty member.

4.0 The Dean shall evaluate the evidence to determine each faculty member’s code 22b research assigned time status and shall communicate this information to each faculty member by June 15. The decision shall apply to the faculty member’s research assigned time status beginning the following spring semester.

O. Student Evaluation of Faculty

1.0 Every class shall be evaluated every semester by its students, subject to the exception in 4.0 below.

2.0 Evaluations shall be used primarily to aid instructors in improving their courses and their teaching and secondarily as one of many means to indicate the success of a course or instructor.

3.0 The department shall determine its evaluation instrument, which shall include certain items in common with all departments. The rating scale for all instruments shall be 1 at the negative end and 5 at the positive end.

4.0 Before student evaluations are conducted, the chair of the department may consent to an instructor’s request that one class be exempted from the evaluation process.

P. Online Courses

1.0 Faculty (Tenured, Tenure-track, Lecturer) offering a new online course, or proposing to change the modality of an existing course to become online, or who has not taught a given course in an online modality shall

   1.1 Complete training that adheres to the standards and requirements of the “Universal Design for Learning” at San Diego State University prior to offering courses in these modalities.

   1.2 Submit requested materials (cf., CAL Online Class Form available at the Dean’s Office upon request) to the College’s Curriculum Committee for review. In case of

      1.21 a new course proposal, these materials shall be submitted in addition to a regular course proposal.

      1.22 a course proposed for online modality, only the additional materials shall be submitted.

1.3 Hold synchronous as well as asynchronous office hours.