



**SAN DIEGO STATE
UNIVERSITY**

**College of Professional
Studies and Fine Arts**

Linking College • Community • Career

Policy File

Revised December 2007

COLLEGE OF PROFESSIONAL STUDIES AND FINE ARTS

POLICY FILE
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COLLEGE OF PROFESSIONAL STUDIES AND FINE ARTS

POLICY FILE

(Ratified June 17, 1996) REVISED December 6, 2007

I. PERSONNEL PROCEDURES

1.0 POLICIES AND PROCEDURES FOR PERSONNEL DECISIONS: GENERAL

- 1.1 In this Personnel Procedures section, personnel decisions shall be defined as decisions regarding reappointment, tenure, and promotion. The document also addresses policies and procedures for post-tenure review, review and categorization of applications for performance salary step increases, and review of department chairs and school directors.
 - 1.11 Nothing stated herein supersedes policies outlined in the Agreement between the Board of Trustees of the CSU and the CFA in effect and the current SDSU Policy File.
- 1.2 The College shall establish and maintain a Peer Review Committee and a separate Performance Salary Step Increase Review Committee that operate under procedures as outlined in this document or referred to in 1.11 above.
- 1.3 Each department/school in the College shall have its own peer review (personnel) committee.
 - 1.31 Each department/school shall have at least three members on its peer review (personnel) committee.
 - 1.32 The department/school committee shall nominate and elect acting members following established department/school election procedures.
 - 1.33 When a department/school does not have a sufficient number of faculty members with the appropriate qualifications to make personnel recommendations and/or decisions, the College Peer Review Committee shall assist this department/school in finding additional qualified members.
 - 1.33.1 The College will maintain a list of full professors from all departments and schools in the CPSFA who are not currently serving on department/school, College, or University peer review committees. Any department/school which does not have the required number of members to make personnel recommendations will be given the list of full professors from other units in the College who are eligible to serve as acting members.

2.0 POLICIES AND PROCEDURES FOR REAPPOINTMENT, PROMOTION AND TENURE

2.1 Duties of College Peer Review Committee

- 2.11 For Promotion and/or Tenure cases, the Committee shall consult in person with the department/school peer review (personnel) committee or its representatives whenever it considers making a recommendation different from the department or school.

2.2 Composition of College Peer Review Committee

- 2.21 The College Peer Review Committee shall be composed of one full-time tenured faculty employed on a continuing appointment with the academic rank of Full Professor from each department and school within the College. Faculty members promoted to Full Professor with the new rank effective at the beginning of the next school year shall be eligible for election upon the announcement of promotion.

(Rev. 5/4/93)

- 2.22 Each department and school will elect a faculty member from its department/school to serve on the College Peer Review Committee. The electorate shall comprise all probationary and tenured members of each department/school's faculty.

(Rev. 5/4/93)

- 2.23 The Committee shall have one "external" member from outside the College in accord with the Agreement between the Board of Trustees of the CSU and the CFA in effect and the current SDSU Policy File.

- 2.24 No member of the College faculty who has line administrative responsibilities shall be eligible to serve on the College Peer Review Committee, including the Dean of the College, Associate and Assistant Deans.

- 2.25 The Committee shall elect a chair for the upcoming academic year at the last meeting of the spring semester.

2.3 Term of Membership on College Peer Review Committee

- 2.31 Committee members shall serve three years. Terms shall be staggered to maintain continuity on the Committee.

2.4 Election of College Peer Review Committee Members

- 2.41 Each department/school in the College, with the exception of any department/school that already has a faculty member on the Committee for the following academic year, shall elect one tenured Full-Professor as a member of the Committee.

(Rev. 5/4/93)

- 2.42 Each department/school that is eligible to elect a Committee member shall complete its election in the spring semester for the following academic year.

(Rev. 5/4/93)

2.5 Criteria to be used by College Peer Review Committee

2.51 Effectiveness of Teaching

The primary qualification for reappointment, tenure, or promotion is excellence in teaching. Teaching effectiveness is measured by command of the subject, skill in organizing and presenting material with force, logic, insight and sensitivity to diverse student populations, intellectual integrity, critical thinking, and integration of professional growth. Teaching performance shall be evaluated by various methods (such as peer reviews and student evaluations of instruction) applied in appropriate teaching situations (e.g., classroom teaching, public lectures, seminars, studio or laboratory teaching situations). Effectiveness of teaching is also measured by honors and distinctions received for excellence in teaching, development or acquisition of instructionally related materials, involvement of students in research, scholarship, or creative activities, curriculum development and student recruitment and retention.

(Rev. S II-E-1 9/10/92)

The following items may provide evidence of teaching effectiveness:

- A. Student evaluations of instructional performance (numerical evaluations and written comments derived from the course evaluation process at the end of the semester).
- B. Course grades.
- C. Peer evaluation of classroom performance (by classroom visitation) and appropriateness of course materials.
- D. Student letters (unsolicited).
- E. Availability of instructor to students.
- F. Development of new courses, or new curricular techniques.
- G. Honors and/or distinctions received for teaching excellence.
- H. Nature of courses taught.
- I. Thesis committee/special study assignments.
- J. Faculty peer evaluation of currency in the field of expertise.
- K. Professional evaluation of teaching and currency in the field.
- L. Professional experience that enhances teaching effectiveness.

2.52 Professional Growth

Continuous growth in research, scholarship and/or creative activity is essential to the teaching effectiveness of all faculty members, to their own professional stature, and to the stature of the University. In considering candidates for reappointment, promotion, and/or tenure in the College of Professional Studies and Fine Arts, the criteria for professional growth vary to a degree since the departments range from traditional publishing-oriented areas (for example

Journalism, Public Administration, Speech Communication) to the more performance-oriented areas (for example Art, Drama, Music).

(Rev. S II-E-1 9/10/92)

The set of externally reviewed professional growth activities normally encompasses the following areas in the order of their priority:

- A. Articles published or accepted for publication in refereed academic and professional journals that selectively publish articles. Exhibited or performed creative works that are refereed, juried, or by invitation. Examples of such works are gallery exhibitions, theatrical performances, concert performances, works of visual art, design for exhibition or performance, works of choreography, films, compositions, orchestrations, libretti, scores, scripts, and plays.
- B. Scholarly books, textbooks, or monographs published.
- C. Book chapters.
- D. Presentations at professional conventions or conferences at the international, national, state, or regional level.
- E. Awarded grants or contracts.
- F. Articles published or accepted in other than refereed journals, exhibited or performed creative work that are not refereed, juried, or invited by invitation.
- G. Awarded fellowships.
- H. Professional journal editorships, review of journal manuscripts or textbooks appropriate to the discipline involved.
- I. Service to professional discipline-associated organizations.
- J. Curricula organized or written for schools or agencies.
- K. Presentation of seminars or colloquia.

2.53 Service to the University

Every faculty member shall assume responsibility for participating in activities that apply the faculty member's professional expertise to the benefit of the University and community such as, student outreach and retention, department, College and University committees, student mentoring, offices in University associated or relevant community organizations, educational lectures and seminars for community groups. When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the University and this performance is appropriately documented over a significant length of time, then such service for the University shall have more than the usual bearing on reappointment, promotion and/or tenure decisions. However, the primary criterion is teaching, and professional growth must be an important consideration.

(Rev. S II-E-1 9/10/92)

The following activities provide evidence of service to the University:

- A. Membership on departmental committees.
- B. Department assignments (for example, advising, direction of internships, direction of graduate teaching assistants, coordination of graduate program).
- C. Contribution to the recognition of the departments/school within the academic community and among professionals in the field.
- D. Membership on College committees.
- E. Membership on University committees.
- F. Contributions toward the cultural and artistic environment of the total University.
- G. Consultation with other segments of the University.
- H. Participation in interdisciplinary programs.
- I. Participation in the continued development of the University (for example, recruitment of students).
- J. Consultation for community agencies.
- K. Speeches/workshops for the community.
- L. Fund raising.

3.0 PROCEDURES AND CRITERIA FOR EVALUATION OF TEMPORARY FACULTY

- 3.1 Each department/school shall develop procedures and criteria for periodic performance appraisals of temporary faculty. Department/school policy shall clearly indicate the selection process for the peer review committee; committees are to be comprised of tenured faculty.

[S II-0-3, 1.0] [MOU 15.2, 15.18]

- 3.11 Department/school evaluation procedures shall clearly indicate the criteria to be used. Student evaluations of teaching effectiveness must be considered. Department/schools may include additional criteria such as peer reviews, course syllabi, course exams, in-class observations, and self-evaluations. Other criteria may be considered, but should be explicitly stated, such as, attendance at professional meetings, learning new skills related to their teaching assignment, service and professional growth accomplishments.
- 3.12 Each department/school shall file with the Office of the College Dean and the Office of Academic Affairs a copy of its current procedures and criteria for periodic performance appraisals of temporary faculty.
- 3.2 Each new temporary faculty unit employee shall be provided with evaluation criteria and procedures in effect at the time of initial appointment. The temporary faculty employee shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process.

3.3 An evaluation each spring semester is required for all full-time and part-time temporary faculty who have been hired for both semesters of an academic year prior to the making of temporary hiring decisions for the following fall semester or academic year.
[S II-0-3, 1.0]

3.31 Full-time temporary faculty unit employees appointed for two or more semesters, regardless of a break in service, shall be evaluated in accordance with department/school procedures and criteria for periodic evaluation procedures. This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a committee of the department/school, and evaluations by department chairs/school directors.
[S II-0-3, 1.2] [MOU 15.21]

3.32 Part-time temporary faculty unit employees appointed for two or more semesters, regardless of a break in service, shall be evaluated in accordance with department/school procedures and criteria for periodic evaluation procedures. Such evaluations shall include student evaluations of teaching performance for those with teaching duties, evaluations by department chairs/school directors, and an opportunity for peer input from the department/school.
[S II-0-3, 1.3] [MOU 15.22]

3.4 A temporary faculty unit employee appointed for one semester shall be evaluated at the discretion of the department chair/school director, the appropriate administrator, or the department/school or equivalent unit. The employee may request that an evaluation be performed.
[S II-0-3, 2.0] [MOU 15.23]

3.5 The evaluated faculty shall be provided with a copy of the periodic evaluation by the department/school evaluation committee and the appropriate administrator using the five-day filing date notice procedure. Evaluations shall contain the signatures of the appropriate administrator(s) and the department/school evaluation committee chair.
[S II-0-3, 3.0]

3.6 A written record of periodic evaluation shall be placed in the temporary faculty units employee's Personnel Action File. The temporary faculty employee shall be provided a copy of the written record of the evaluation.
[S II-0-3, 4.0] [MOU 15.24]
(CPSFA/Rev 4/19/96)

4.0 POLICIES AND PROCEDURES FOR EVALUATION ON TENURED FACULTY (POST-TENURE REVIEW)

4.1 A tenured faculty member shall be subject to periodic performance evaluations at intervals no greater than five (5) years. Such evaluations shall be conducted by a peer review (personnel) committee of the department/school and the Dean or Dean's designee.

4.2 For this evaluation, department/schools shall develop procedures and criteria for periodic performance appraisals of its tenured faculty that are consistent with I. 1.11 above.

4.21 A written report of the committee's evaluation shall be submitted simultaneously to the faculty member under review and the Dean.

4.22 Department chair/school director shall write a separate evaluation which goes simultaneously to the faculty member under review and the Dean.

5.0 POLICIES AND PROCEDURES FOR REVIEW OF DEPARTMENT CHAIRS AND SCHOOL DIRECTORS

5.1 Department chairs and school directors shall be subject to a performance evaluation in the fall semester of the third year of their appointment. Following this initial evaluation, chairs/directors shall be subject to a periodic performance evaluation at intervals no greater than four years.

5.2 Each department/school shall establish procedures to elect a committee of at least three people to conduct a review and/or a referendum of the chair/director . The committee's membership is limited to tenured and tenure-track faculty.

5.3 Two years following a performance evaluation of the chair/director only a referendum on the chair/director is mandatory.

5.31 The referendum on the chair/director shall be in the form of a secret ballot by the tenured and tenure-track faculty.

5.32 The referendum vote shall be an indication of the faculty's approval or disapproval of the performance of the chair/director since that person's appointment or most recent review.

5.33 Information about the number of faculty voting to approve and disapprove of the chair/director shall be submitted to the Dean.

5.4 A performance evaluation of the chair/director consisting of a review and referendum shall be conducted every four years following the last evaluative review. Recommendations about the chair/director are optional.

5.41 The criteria for evaluating the chair/director should include effectiveness in:

- A. Personnel processes and procedures (faculty, staff, and students).
- B. Resource management (equipment, facilities, budget).
- C. Communication skills.
- D. Program planning and curriculum.
- E. Community interaction and development (e.g., alumni, development, fund raising).
- F. General leadership.

5.42 The chair/director may provide the committee with information relevant to the evaluation criteria (e.g., description of accomplishments).

5.43 In conducting the evaluation, the committee shall solicit information and opinions from all tenured and tenure-track faculty. Information and opinions from other appropriate individuals or groups may also be solicited (e.g., part-time and temporary lecturers, teaching associates, graduation assistants, graduate

students, undergraduate students, staff, colleagues, college department chairs and school directors, campus administrators, community members).

- 5.44 The process of the evaluation shall occur as follows:
- A. Information, as per 5.42 and 5.43 above, will be obtained by the review committee.
 - B. The review committee shall prepare a written draft of their report to be presented to the chair/director.
 - C. The chair/director may respond to the committee's draft of the evaluation report by providing additional facts and interpretations.
 - D. The review committee shall prepare a written final report for submission to the College Dean. The committee and the chair/director are also encouraged to meet with one another to discuss their perceptions of the chair's/director's effectiveness.
 - E. The chair/director may respond in writing to the final evaluation report. Such response, if any, shall be submitted to the Dean along with the written evaluation report.

5.5 Recommendations about the chair/director are optional.

5.51 Recommendations should address possible future actions or decisions that might be considered.

5.52 Recommendations, if any, shall be submitted to the Dean along with the evaluation report as described above.

(Rev. 4/19/96)

6.0 REVIEW OF DEPARTMENT/SCHOOL PERSONNEL POLICIES

(4/19/96)

6.1 Each department/school shall notify the College Academic Policy and Planning Committee in writing of any changes made to the department's/school's personnel policies and procedures documents, and shall provide the Committee with a copy of those changes.

6.2 The College Peer Review Committee shall conduct an annual review of department/school policies and procedures for reappointment, promotion, and tenure. Its findings shall be reported to the College Academic Policy and Planning Committee.

6.3 The College Academic Policy and Planning Committee shall conduct a regular review of department/school personnel policies and procedures documents to ensure that these are in accord with College and University policies. Its recommendations shall be forwarded to the College Dean.

7.0 RATIFICATION OF AND AMENDMENT TO THE COLLEGE PERSONNEL PROCEDURES

7.1 Ratification of the College Personnel Procedures document shall be by the electorate of the College eligible to vote in Senate elections. A majority of those voting is sufficient to ratify the written procedures.

- 7.2 Amendments necessary to conform to the Agreement between the Board of Trustees of the CSU and the CFA and the SDSU Policy File will be routinely executed by the College Academic Policy and Planning Committee.
- 7.3 Modifications not covered by these two documents will be submitted by the College Academic Policy and Planning Committee to the faculty eligible to vote in Senate elections.

II. EVALUATION OF TEACHING EFFECTIVENESS POLICIES AND PROCEDURES

- 1.0 Student evaluations of all courses shall be conducted each semester.
- 2.0 Each department/school in the College shall develop procedures by which the department/school peer review (personnel) committee shall organize, initiate and conduct peer evaluations of teaching performance each academic year for faculty still subject to the reappointment, promotion and tenure process.

III. COLLEGE COMMITTEES

1.0 ACADEMIC POLICY AND PLANNING COMMITTEE

1.1 Membership

The Committee shall consist of one full-time tenure-track or tenured faculty member from each department or school (excluding ROTC departments), one full-time permanent staff member plus the College Dean or designee (ex officio). The Committee elects its own Chair.

1.11 Faculty Representatives

- 1.11.1 Representatives from each department/school are elected by all full-time tenure-track and tenured faculty members of that department or school.
- 1.11.2 Elected members must be tenure-track or tenured full-time faculty.
- 1.11.3 Members serve three-year staggered terms and are eligible for re-election.

1.12 Staff Representative

- 1.12.1 Election shall be conducted in the Spring Semester in which a representative must be elected.
- 1.12.2 The electorate shall comprise all permanent staff members of the College.
- 1.12.3 Staff eligible for election must be a full-time permanent staff member of the College. The staff representative serves a three-year term and may be elected for a subsequent term.
- 1.12.4 A request for nominations shall be sent to all electorate, who may submit only one name for nomination and must indicate the nominee agrees to serve a three year term.
- 1.12.5 All eligible staff members who receive as many as three nominations shall have their name placed on the election ballot, unless the staff member requests their name be withdrawn. Once the nominating

procedure has been completed, the only candidates eligible for election are those declared nominated by the AP&P Committee.

- 1.12.6 The sequence of nominee names on the election ballot shall be random as determined by lot. The electorate may vote for only one nominee. The candidate receiving a majority of the votes cast on this election ballot shall be declared the staff representative. In cases of a tie for most votes a run-off ballot will be provided to the electorate and the candidate receiving a majority of the votes on this ballot shall be declared elected.

(10/2/95)

1.2 Functions

- 1.21 The College Academic Policy and Planning Committee is charged with the following tasks:

- A. To serve as a faculty advisory committee to the Dean of the College.
- B. To consider short-term and long-term College policy, procedure, and planning issues.
- C. To review department/school personnel policy documents as needed.

- 1.22 The College Academic Policy and Planning Committee conducts all college-wide elections for: College Representative to University Promotions and Tenure Review Panel, and the College's Nominee for Temporary Faculty Senator. Elections for the Peer Review Committee are completed first, then the elections for the other two committees takes place simultaneously. By April 1, Academic Policy and Planning Committee will notify each department/school, whose representative's term on a college-wide committee has expired, the need to elect a representative. All committee elections are completed by the end of April. Where applicable, the outgoing committee elects its Chair for the next academic year. Full-time tenure track and tenured faculty may vote in college-wide elections.

(Rev. 12/06/07)

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2.0 CURRICULUM COMMITTEE

2.1 Membership

The Committee consists of one representative from each department or school in the College (including the ROTC departments), plus the College Dean or designee (ex officio). Departments/schools are urged to select the Department Chair/School Director or Chair of the department/school Curriculum Committee to serve as the department/school representative on the College Curriculum Committee. Each department/school forwards the name of its representative to the College Dean by the end of the second week of classes in the Fall. Members serve a renewable two-year term on the Committee. The Chair is elected by the Committee.

2.2 Functions

The College Curriculum Committee processes all curriculum proposals generated by the College, as well as matters related to General Education.

3.0 PERSONNEL COMMITTEE

3.1 Membership

The Committee consists of one representative from each department or school (excluding ROTC departments). Representatives from each department/school are elected by all full-time tenure-track and tenured faculty members of that department or school. Members serve two-year terms. An alternative member shall be elected at the time of the department/school election, to serve in the eventuality of illness, sabbatical leave, disqualification by conflict of interest (e.g., having an application in for review), etc. The names of the department/school representatives and alternates shall be forwarded to the College Dean by the end of the second week of classes in the fall. Members serve two year terms and may be re-elected. The Chair is elected by the members of the Committee.

3.2 Functions

The College Personnel Committee reviews: Faculty Sabbatical Leave applications; University Grant Program applications, and Outstanding Faculty Member nominations.
(Rev. 12/06/07)

4.0 PEER REVIEW COMMITTEE

4.1 Membership

The Committee consists of one member from each department/school within the College, plus an outside member from another college. Members from departments/schools in the College serve three-year staggered terms. Elected members must be tenured full-time full-professors. In accordance with University policy, the outside member is elected annually. The Committee elects its own Chair.
(Rev. 4/12/93)

4.2 The College Peer Review Committee reviews faculty applications for reappointment, promotion and/or tenure.

IV. UNIVERSITY-WIDE ELECTIONS

1.0 COLLEGE REPRESENTATIVE TO UNIVERSITY PROMOTIONS AND TENURE REVIEW PANEL

- 1.1 Election shall be conducted in the spring semester in which a representative must be elected.
- 1.2 The electorate shall comprise all probationary and tenured members of the faculty.
- 1.3 Faculty eligible for election must hold the rank of full professor with tenure. The College current representative may be elected for a subsequent term.
- 1.4 The election for College representative shall be conducted in three steps as indicated below.
 - 1.41 A request for nominations shall be sent to all electorate. Each member of the electorate can submit only one name for nomination and must indicate the nominee agrees to serve a two year term. If an eligible faculty member receives as many as three nominations, the name of this individual shall be placed on the ballot for the next step of the election, unless the faculty member requests that his or her name be withdrawn. Once the nominating procedure has been completed, the only candidates eligible for election are those declared nominated by the AP&P Committee.
 - 1.42 The second step shall provide the electorate with a ballot which lists all the nominees nominated in accord with Section 1.41. The sequence of nominee names shall be random as determined by lot. The electorate may vote for only one nominee. Any candidate receiving a simple majority of the votes cast in this election shall be declared elected. If no candidate receives a majority of votes cast, the two nominees receiving the most votes will be declared candidates and their names shall be placed on the final election ballot. In cases of ties for most votes additional candidates shall be included on the election ballot.
 - 1.43 A final election ballot shall be provided to the electorate which lists the candidates selected in accord with Section 1.42. The sequence of candidates names shall be random as determined by lot. The electorate may vote for only one candidate. Any candidate receiving a simple majority of the votes cast in this election shall be declared elected.
 - 1.44 An additional ballot shall be used to break ties. Only the names of those candidates who are tied for most votes cast will appear in the run-off ballot required to break the tie.

2.0 COLLEGE NOMINEE FOR TEMPORARY FACULTY SENATOR

- 2.1 Pursuant to Senate Policy (Section I-A-1, 4.22), College's Academic Policy and Planning Committee shall conduct in the spring semester of each academic year a College election for its temporary faculty nominee for election to the Senate. (4/7/96)
- 2.2 The electorate for temporary faculty shall comprise all full- or part-time temporary faculty members.
- 2.3 A nominating ballot will be distributed on which each member of the electorate shall be asked to nominate a candidate. A candidate must be a temporary, full- or part-time faculty member and is willing to serve in the Senate for twelve months. Temporary faculty currently serving as senators or alternates may be re-nominated and re-elected. If a nominee on the nominating ballot receives a number of votes amounting to a majority of the eligible electorate, he or she shall be declared elected. Once the nominating procedures have been completed, the only candidates eligible for election are those declared nominated by the Academic Planning and Policy Committee. (4/7/96)
- 2.4 A ballot which lists all of the candidates nominated in accord with Section 2.3 shall be provided to the electorate. The sequence of candidate names shall be random as determined by lot. The electorate may vote for only one candidate. Ballots shall be returned to the Dean's Office no later than one week following their distribution. The candidate receiving a majority of the ballots cast in this election shall be declared the College's nominee for campus wide Senate election for temporary faculty senator. In cases of a tie a run-off ballot will be provided to the electorate and the candidate receiving a majority of the votes on this ballot will be declared elected. (4/7/96)
- 2.5 The Academic Policy and Planning Committee shall submit the name of the College's elected nominee to the Secretary of the Senate in time for the spring semester senate elections. (4/7/96)

V. PROCEDURES AND CRITERIA FOR UNIVERSITY GRANT PROGRAM (UGP) AWARDS

1.0 DUTIES OF THE PERSONNEL COMMITTEE IN EVALUATION OF GRANT PROPOSALS

- 1.1 The College Personnel Committee shall evaluate proposals submitted by individual faculty members in the College, rank the proposals, and where necessary, recommend proposal funding levels. All proposals shall then be forwarded to the College Dean.
- 1.11 Personnel Committee may develop funding recommendations that include sequestering of research funds for new faculty.
- 1.12 There shall be no fixed amount of funds that need be allocated to a particular research category, i.e., mini-grants, summer fellowships, or semester leaves with pay.
- 1.2 If the College Dean disagrees with the recommended division of funds among the research categories or with rankings within the categories, the committee's and dean's recommendations shall go to the Vice President for Academic Affairs for final resolution.

- 1.3 To avoid unintended redundancies, the Personnel Committee shall interact with the Dean and department chairs/school directors to become aware of what other resources have been, or plan to be allocated to faculty submitting proposals.

2.0 COMPOSITION OF THE PERSONNEL COMMITTEE

- 2.1 A faculty representative from each department/school in the College elected by the full-time tenure-track and tenured faculty of each department/school, the College Dean or designee (ex officio), and a graduate student in good standing.
- 2.2 At the time of election of their representative to the Personnel Committee, each department/school shall elect a faculty member to serve as an alternate in situations where the department/school's representative cannot participate in Committee deliberations.
- 2.3 Committee members shall not have proposals before the Committee during their period of service, where such conflicts occur the elected alternate from the member's department/school will serve during the evaluation process.

3.0 ALLOCATION OF UGP GRANT FUNDS

- 3.1 All faculty in Unit 3 are eligible for funding. One application may be submitted each review cycle, and only one faculty member can be identified as the principal investigator on a proposed project.
- 3.2 UGP funds may be allocated to faculty up to a maximum award of \$10,000. The UGP funding period is 18 months. Awards will be announced annually in December.

REV 12/06/07

4.0 GUIDELINES TO BE FOLLOWED BY THE PERSONNEL COMMITTEE IN EVALUATING FACULTY PROPOSALS FOR THE UGP.

- 4.1 The proposal must address:
 - 4.11 The educational impact of the project on SDSU students and the nature of SDSU student involvement.
 - 4.12 A reasonable and realistic timetable and budget with all activities and expenditures completed by June 30 of the fiscal year of the award. Budgets shall reimburse students at the standard rate for graduate assistants, teaching assistants, and student assistants, and should list all costs at standard rates for travel, copying, etc.
- 4.2 Proposals shall be evaluated using the following general criteria:
 - 4.21 Priority will be given to quality proposals in new and emerging areas of research and creative activity. They may include but are not limited to:
 - A. Multiculturalism and educational enrichment of students from ethnic and culturally diverse backgrounds;
 - B. New technologies and their application in teaching, research and creative activity;
 - C. Projects with an international significance;

- D. Interdisciplinary programs involving two or more departments or schools.
- 4.22 Impact on the faculty member's scholarship, through supporting the faculty member's competence in the subject area.
- 4.23 Project's which have the potential to attract extramural funding.
- 4.24 Recognition of affirmative action goals and the needs of untenured faculty.
- 4.3 The Personnel Committee will not rank nor recommend funding for:
 - A. Writing grant proposals in and of themselves, although research involving grant development may be supported;
 - B. Proposals for the purchase or rental of equipment available through existing campus resources;
 - C. Proposals involving subjects for which application has not been made for approval by the Human Subjects Committee;
 - D. Joint proposals, however, two or more faculty may submit individual proposals and indicate that the proposal is related to that submitted by another faculty member.
- 4.4 UGP proposals must conform to the requirements of the College of Professional Studies and Fine Arts application form and meet all guidelines for submission. Applications containing an abstract exceeding 150 words and/or a project description exceeding 6 pages (excluding vendor quotation) will not be reviewed by the personnel committee.

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VI. SABBATICAL RECOMMENDATION GUIDELINES

- 1.0 The University approves and grants only a limited number of sabbatical leaves each year. Therefore, the following guidelines shall be used by the Personnel Committee in evaluating sabbatical proposals and making recommendations for sabbatical leaves:
 - 1.1 A comprehensive description of the proposed Activity /Project as described in the application form developed by Faculty Affairs. The description shall include an explanation of the RESULTING BENEFITS of the sabbatical, specifying the impact on faculty member's teaching/scholarship through supporting the faculty member's competence in the subject area.
 - 1.3 Evidence of collaboration and support from outside colleagues and institutions (e.g. letters of intent, invitations, etc.), which should be attached where appropriate.
 - 1.4 An explanation of why the proposed project requires time off from teaching.

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VII. ASSIGNED TIME REQUEST POLICY

1.0 ACADEMIC ASSIGNMENT

- 1.1 CSU faculty members are responsible, contractually and by State law, for 30 units of assignment per academic year. Six units of that assignment per academic year (normally 3 units each semester) include the following types of activities:

Committee memberships
Routine student advising
Office Hours
Attendance at faculty meetings

- 1.2 Normally, PSFA faculty members have teaching responsibility for the remaining 12 units per semester. However, PSFA faculty may request assigned time for a portion of the 12 units in the areas of teaching and/or research/creative activity.

2.0 REQUESTING ASSIGNED TIME FOR TEACHING AND RESEARCH/CREATIVE ACTIVITY

- 2.1 In order to request assigned time, a faculty member must submit a detailed plan proposing assigned time activities for the upcoming academic year. The proposal should also include the number of units requested for completing the planned activities, as well as a justification for why release from teaching is warranted. The activities should be in the areas of teaching, service and/or research/creative activity.
- 2.2 Requests for assigned time for teaching or research/creative activity will be submitted to the Chairs and Directors, for information and coordination, who will then forward the requests to the Dean for approval, modification or disapproval.
- 2.3 Proposed plans for the upcoming Academic Year must be submitted by the first day of classes in the Spring Semester. If a faculty member does not submit a proposed plan, a 12-unit teaching load per semester will be assigned.
- 2.4 Upon request, the Dean will provide reasons for denial of any assigned time proposal. Any faculty member whose proposal for assigned time has been denied may make one written appeal to the Dean within five working days of the receipt of the notification of denial. After reviewing the appeal, the Dean will make a final decision on the proposal.

3.0 ASSIGNED TIME FOR TEACHING AND SERVICE

- 3.1 Chairs and Directors will make requests for assigned time for teaching and service on behalf of their Department/Schools. The Dean will consider these Department/School requests and make assigned time allocations to the appropriate Chairs and Directors who may allocate these resources among the faculty members in their Departments/Schools most able to provide the needed services.
- 3.2 A faculty member may accrue assigned time units for engaging in certain department or school-approved activities but may not accrue enough units from these activities to warrant assigned time until the activities have been carried out over several semesters. This process is called "banking."

- 3.3 Banking units can only span over a one year time frame. This translates to three consecutive semesters, including summer. For example, a faculty member who accrues units in fall and spring can not consider the work for the upcoming fall term without deleting units banked in the previous fall term.
- 3.4 Faculty are encouraged to coordinate their teaching, service, and banking requests with the Chair and Director in advance of the proposal timeline to assure adequate consideration.

4.0 MODIFICATIONS TO APPROVED ASSIGNED TIME

- 4.1 If a modification does not involve a change in the number of units requested, then the Chair/Director may consider the request. In unusual situations or extenuating circumstances where the requested modification involves a change in the number of requested units, a proposal to modify a plan is necessary.
- 4.2 A plan modification should be submitted by the faculty member at least one month prior to the start of the semester to his or her Chair or Director, who will forward the request to the Dean for consideration.
- 4.3 After a semester has begun, assigned time may be administratively adjusted or assigned to meet Faculty Assignment by Department (FAD) requirements provided it does not change the approved workloads of the affected faculty members.

5.0 DOCUMENTATION

- 5.1 Faculty members are responsible for reporting in detail on activities each semester for which they were granted assigned time. These reports will constitute a primary basis for evaluating future assigned time requests.
- 5.2 A report must be submitted with documentation to Chairs/Directors no later than the last day of classes each semester for which assigned time was granted. Additionally, the faculty member should include this documentation with the request for assigned time that is submitted to the Dean.
- 5.3 Each Department/School will provide a report template to faculty members receiving assigned time in any given semester.

VIII. MENTORING OF TENURE-TRACK FACULTY

- 1.0 The College strongly supports the mentoring of probationary faculty. The suggested activities listed below are intended to promote their successful careers as faculty members at San Diego State University.
- 2.0 **INFORMATION RESOURCE PACKET**
Information Resource Packets have been deemed important to provide to incoming tenure-track faculty. The purpose of the packet is to have one location where a majority of valuable information is provided to faculty. Each department or school will assemble a new faculty resource packet that is specific to their academic area and will contain information in the following areas:

- 2.1 Administrative tasks: these tasks typically occur during the initial stages of appointment and should be addressed in the document.
 - 2.1.1 These tasks will include, but not be limited to the following: key issue, obtaining faculty red ID cards, parking, Smart classroom training, copying and other similar items.
 - 2.2 Campus services: to include, but not be limited to: library services and department library contact, SDSU bookstore, Center for Teaching and Learning, Instructional Technology Services (Faculty room, blackboard, presentation support, technology in teaching), Senate, Faculty Affairs, and Foundation.
 - 2.3 Internal grants. Departments/schools should provide examples of successfully funded RSCA, FDP, and Grant-in-aid internal grants. Providing information on where to locate criteria and deadlines should also be included in this section.
 - 2.4 Assigned Time. Document department/school specific guidelines, forms and information concerning annual PSFA assigned time requests. Examples of successfully supported assigned time might be included as well as deadlines.
 - 2.5 Resource Lists that provide websites, documents, faculty expertise, or deadlines that are deemed important by each department/school.
- 3.0 RETENTION, TENURE & PROMOTION SUPPORT
In order to support faculty in the Retention, Tenure & Promotion (RTP) process the following items will be provided.
- 3.1 Each department/school will update or develop a policy file on the process of retention, tenure and promotion based upon their specific criteria and expectations. Department/school policies will complement and support the university and college RTP policies. Each faculty member in the department/school should receive a copy of the policy. The policy should include the following components:
 - 3.1.1 Clear statement about what constitutes documentation & evidence in each of the three areas (teaching, professional growth, service).
 - 3.1.2 General hierarchy of acceptable items in each area. For example in professional growth the importance of books, peer reviewed articles, presentations, conferences, productions, exhibits, etc.
 - 3.2 Development of a timeline and checklists of tasks for probationary faculty along the path to tenure. (See section 4.0 of this policy)
 - 3.3 The college will provide an annual RTP workshop for their tenure-track faculty. This workshop will be held on multiple days and times to assure participation of all tenure-track faculty. Components of the workshop should include, but not be limited to the following:
 - 3.3.1 Examples of recent appropriate associate and full professor “One of a Kind” Files will be available for tenure-track faculty to view. This will provide a greater understanding of the file structure and components.
 - 3.3.2 Specific examples of filing suggestions for gathering information in each of the three categories and criteria for a successful candidates’ statement.
 - 3.3.3 Information from faculty affairs will be available.

- 3.3.4 College Peer Review committee members will be present to address questions of tenure-track faculty. When possible a recently tenured faculty member should be included in this workshop to provide an additional perspective on the process.
- 3.3.5 The process of validation will be described and suggestions for how tenure-track faculty can best organize for validation.

4.0 SOCIAL PROCESS

Social networks and functions help integrate tenure-track faculty more fully into their departments and insure their future success. Departments are strongly encouraged to pay greater attention to social process that may include, but are not limited to, the following:

- 4.1 Group meetings between the Chair or Director and the tenure-track faculty where the tenure-track faculty may ask questions and share concerns. These meetings should be held at least once or twice per semester.
- 4.2 Informal social gatherings throughout the year where tenure-track faculty may interact with tenured faculty.
- 4.3 Professional development meetings among tenure-track faculty. Tenure-track faculty should be encouraged to meet regularly (monthly or biweekly) to share ideas, read drafts of one another's work, and offer suggestions for publication or other evidence of professional development. Tenured faculty could attend these meetings to lend their expertise and insure that tenure-track faculty are acquiring the resources necessary to demonstrate professional growth.
- 4.4 Regular meetings of tenure-track faculty where tenured faculty are asked to share their expertise about a particular topic of interest to the tenure-track faculty. For example, a member of the University RTP committee might be asked to share their insights in regard to preparing files. These meetings would act as "mentoring circles" where one tenured faculty member could share their expertise with all of the tenure-track faculty at one time.
- 4.5 Regular colloquia or brown bag lectures where faculty members share their current research/creativity projects with one another.
- 4.6 One annual retreat or department colloquium where faculty make short presentations on their current professional development projects. This information will encourage active research/creativity as well as collaboration among faculty members.
- 4.7 Biannual breakfasts sponsored by the Dean's office for tenure-track faculty to gauge the progress of the tenure-track faculty and to hear their concerns. Near the beginning of the academic year, the Dean's office should also host an early-evening gathering for all tenure-track faculty in the College so that they have the opportunity to meet and socialize with one another informally.

5.0 THE MENTORING PROCESS

In general, the mentoring process is meant to assist faculty members in the pursuit of tenure and promotion, as well as a successful career at San Diego State University. The mentoring process is flexible depending on the needs and expertise of faculty seeking tenure and promotion. The process should reflect the culture and professional standards within varying disciplines.

5.1 Participation

- 5.1.1 Participation in the SDSU mentorship program will enhance one's opportunity for promotion and tenure, but successful promotion and tenure is the responsibility of individual candidates being mentored.
 - 5.1.2 Mentorship implies a partnership. Mentees must seek out information and the mentor must be proactive addressing the teaching, professional growth and service concerns of faculty being mentored.
 - 5.1.3 The mentorship process is directed by one faculty person (the mentor) to guide the person seeking promotion (the mentee). They should meet each semester for discussion and evaluation. (see section 4.4) Additional tenured faculty will occasionally participate in this process, as determined necessary.
 - 5.1.4 Any tenured faculty member may fulfill the role of mentor for the Department or School, including the Chair or Director. There may be more than one mentor for a Department or School.
- 5.2 Mentor Compensation
- 5.2.1 Schools and departments will compensate mentors by providing services and supply (S&S) monies to support their professorship.
 - 5.2.2 Specific levels of support will be reviewed and established annually by the Dean's Office.
- 5.3 Procedure
- 5.3.1 The Chair or Director will contact incoming faculty prior to arriving on campus about New Faculty Orientation and the internal grant process at SDSU. All new faculty should attend the orientation.
 - 5.3.2 The mentor is responsible for documenting to the Chair or Director that all of the action items on the following checklist are discussed with the mentee.
 - 5.3.3 The mentor and mentee should meet 2-4 times per semester for 1-2 hour sessions. At least one meeting should be in a casual, informal setting. It may be helpful for the mentor to keep a record of what was covered at each meeting with the mentee.
- 5.4 Suggested Meeting Topics and Schedule
- 5.4.1 Discussion topics for the 1st semester of appointment
 - 5.4.1.1 Teaching methods – including syllabus for courses taught each semester
 - 5.4.1.2 The department or school information resource packet for new faculty
 - 5.4.1.3 The department or school policy manual
 - 5.4.1.4 Class experiences
 - 5.4.1.5 Research/creative activity agenda and long-range professional growth plans
 - 5.4.1.6 Current research/creative activity and professional growth projects
 - 5.4.1.7 Teaching resources on campus
 - 5.4.1.8 Appropriate service in the department
 - 5.4.1.9 Grant applications
 - 5.4.1.10 Department governance
 - 5.4.1.11 Teachings schedules and assignments of teaching loads with-in the department.
 - 5.4.2 Discussion topics for the 2nd semester of appointment

- 5.4.2.1 Everything listed in the previous semester
- 5.4.2.2 Course evaluations - written comments and statistical information
- 5.4.2.3 Determine if other teaching assistance is needed and make recommendations
- 5.4.2.4 Attend College & University RTP workshop
- 5.4.2.5 Review all grant applications, journal submission, etc., and discuss strategies for enhancing the research/creative activity
- 5.4.2.6 Identify other faculty members that might assist the mentee in research/creative activity agenda and long-range professional growth plans
- 5.4.2.7 Identify other faculty members going through the RTP process for peer assistance
- 5.4.2.8 Progress of the research/creative activity agenda and professional growth
- 5.4.2.9 Appropriate service in the department, college, and university
- 5.4.2.10 Review Candidate's Statement
- 5.4.2.11 Review RTP materials and documentation process
- 5.4.2.12 Discuss opportunities for involvement in development activities
- 5.4.3 Discussion topics for the 3rd semester of appointment
 - 5.4.3.1 Everything listed in the previous semesters
 - 5.4.3.2 Review documentation of research/creative activity agenda and professional growth projects successfully completed
 - 5.4.3.3 Review a sample of a successful RTP document – including the One of a Kind file
 - 5.4.3.4 Identify other faculty members with research/creative activity and professional growth possibly relating to the needs of the candidate
 - 5.4.3.5 If desired, discuss recent meetings with the Chair or Director
- 5.4.4 Discussion topics for the 4th semester of appointment
 - 5.4.4.1 Everything listed in the previous semesters
 - 5.4.4.2 Create and or review the Candidate's Statement to be included in RTP file in the coming years
 - 5.4.4.3 Service in the department, college and university
 - 5.4.4.4 DS and one of a kind file assembly
 - 5.4.4.5 Research / creative activity agenda to in relation to department / school RTP policy
 - 5.4.4.6 Review opportunities for involvement in development activities
- 5.4.5 Discussion topics for the 5th & 6th semester of appointment
 - 5.4.5.1 Everything listed in the previous semesters
 - 5.4.5.2 Develop plan for strengthening the RTP documents for the coming year.
 - 5.4.5.3 Repeat this process until the candidate achieves Tenure or completes the 6th year of the appointment.

6.0 DEPARTMENT/SCHOOL/COLLEGE ACCOUNTABILITY

- 3.1 The following items are to be submitted to the Dean's Office by August 1st of each academic year.

- 3.1.1 Information Resource Packet
 - 3.1.2 Department/School Retention, Tenure and Promotion policy document
 - 3.1.3 Timeline and checklist of tasks for probationary faculty
- 3.2 The College will submit to the Chairs and Directors a list of dates of the Retention, Tenure and Promotion workshops and breakfasts for probationary faculty by the first day of each semester.
- 3.3 Reports on the activities suggested in Section 3.0 undertaken by the Departments/Schools will be due to the Dean on the last day of the semester.
- 3.4 As soon as a contract is signed with a new faculty member the Department/School will assign that new faculty member a mentor.
- 3.5 The College will conduct an annual spring mentor training workshop.
- 3.6 Mentor will submit to the Chair or Director a dated checklist of completed mentoring activities by the end of each semester.