

Minutes

of the Academic Senate Meeting
March 27, 2019

- PRESENT: Alex, Chan, Coburn, Davidov-Pardo, Duran, Quezada, Fisk, Forrester, Gonzalez, Hargis, Huh, Ibrahim, Jia, Kumar, Lloyd, Nelson, Osborn, Pacleb, Polet, Puthoff, Quinn, Sadaghiani, Shen, Shih, Singh, Small, Speak, Sung, Urey, Von Glahn, Wachs, Welke
- PROXIES: Senator Von Glahn for Senator Flores, Senator Davidov-Pardo for Senator Merlino, Senator Hargis for Senator Ortenberg, Senator Small for Senator Salik
- NOT PRESENT: Donahue, Husain, Milburn
- GUESTS: S. Dixon, L. Dopson, S. Eskandari, K. Forward, S. Garver, H. Gilli-Elwey, T. Gomez, M. Hood, I. Levine, L. Massa, S. Oldak, Jeff Passe, B. Quillian, L. Roosa Millar, L. Rotunni, M. Sancho-Madriz, C. Santiago-Gonzalez,

1. [Academic Senate Minutes – February 27, 2019](#)

The February 27, 2019 Academic Senate Meeting minutes are located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/03.27.19/academic_senate_minutes_02.27.19_posted.pdf.

M/s/p to adopt February 27, 2019 Academic Senate Meeting minutes.

2. [Information Items](#)

a. [Chair's Report](#)

Chair Shen stated that thanks to the hard working Senators and committee members there are a lot of reports on the agenda. She reminded everyone that there is only one more regular Academic Senate Meeting this academic year, April 24, 2019. All of the first readings on the agenda should get their second readings at the April meeting.

The last meeting of the academic year, May 8, 2019, is a short meeting in order to accommodate the Emeritus Reception and therefore there are usually no reports presented. The meeting consists of seating new senators, recognizing retiring senators, electing the Executive Committee, voting to confer degrees and honoring emeritus faculty. If there are any first readings at the April meeting, the second readings will probably get scheduled for the summer meeting or the first meeting of fall 2019.

b. [President's Report](#)

No President's Report presented.

c. [Provost's Report](#)

The Provost's Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/03.27.19/provosts_report_to_academic_senate_2019-03-27.pdf.

Provost Alva shared that the campus has heard back from the WASC Senior College and University Commission (WSCUC) regional accreditation body and there were many commendations, statements of affirmation, and support for the excellent work happening on campus. On February 12, 2019 there was an off-site review, which is a structured telephone conversation to give feedback on areas of improvement or lines of inquiry. Lines of inquiry can be two things: opportunity to fill in the gaps of the report or areas where there is momentum and they want to know how the campus will institutionalize that work. According to the Provost, the lines of inquiry become the agreed-to topics of discourse when the team arrives in October 2019. The team's visit will be structured around the lines of inquiry. The Cal Poly Pomona WSCUC team will be working with all the campus stakeholders to prepare for the October visit. The campus visit is on October 21 – 23, 2019. The five themes identified are:

- Student Success
- Assessment and Program Review
 - This is an area identified in previous letters and interim reports. Need to discuss direct assessment of student learning. The team is going to want to make sure that all the good work done during semester conversion is institutionalized.
- Integrative Approaches to Continuous Improvement
 - The team wants to make sure there is a strategy to link all the plans discussed in the report; the university strategic plan, the academic master plan, the campus master plan, the enrollment plan, etc. They want to make sure there is a strategy that all plans inform each other and that campus decisions are made based on these plans.
- Faculty: Profile and Professional Development
 - They are interested in the tenure density model and the continued support for professional development of faculty.
- Long-term Integrative Planning

Incoming fall 2019 freshmen are the first cohort impacted by the Graduation Initiative 2025 goals. The campus is working very diligently on ensuring their success coming in and through the completion of their degrees. By 2025 there must be zero equity gap, meaning that there must be no difference between underrepresented minorities and all others and no difference between financially challenged students (Pell-eligible) and all others. The following chart represents the university goals for the Graduation Initiative 2025:

Metric	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024	2025 Goal
Freshman 6-Year Graduation	🕒	→	→	→	→	→	73.0%
Gap – Underrepresented Minority	🕒	→	→	→	→	→	0.0%
Gap – Pell-eligible	🕒	→	→	→	→	→	0.0%
Freshman 4-Year Graduation			🕒	→	→	→	38.0%
Transfer 4-Year Graduation			🕒	→	→	→	85.0%
Transfer 2-Year Graduation					🕒	→	29.0%

The Provost described some changes to the student outcomes expected by the end of the first year at Cal Poly Pomona:

- Academic Outcomes
 - By the end of the freshman year, students will complete 30 semester units that count toward their degree, 15 units each semester.
 - Students are expected to complete GE math and English and the critical lower-division course(s) in their academic roadmap.
 - CPP Connect is a data analytics tool that will be used to determine which courses are essential to student success and which courses are high risk.
 - Students should be in good academic standing.
 - Looking at methods of infusing information literacy into the freshman year.

Provost Alva introduced Billy Chat, an artificial intelligence robot available to fall 2019 freshmen and transfer students in May 2019. Billy Chat is an application that students will be able to ask questions of and get answers. If Billy Chat cannot answer a specific question, a person will answer the question and then that question and answer will become part of the repository for Billy Chat.

CPP Connect is a new tool that was introduced in January 2019. Currently CPP Connect is available to college staff advisors, the Bronco Advising Center, and the Learning Resource Center. The tool allows advisors to communicate to students via email, text or an appointment, and all communication is captured in notes in the tool. The goal is to eventually roll the tool out to faculty advisors and other campus partners.

Provost Alva shared that for summer 2019 there will be an effort to help students get the classes they need for graduation using funding from the Kellogg Endowment. Eligible students will receive funding for up to eight (8) units, including mandatory educational support fees. The Provost stated that there will be a robust summer offering targeting students that can finish their degree by removing financial barriers and offering scholarships for those eligible. An email has been sent to 2,877 student within eight (8) semester units of graduating to invite them to apply to the tuition scholarship program. This program is available to all students, not just those who are offered financial aid.

There was a question asked about what type of courses would be offered in the summer. The Provost responded that courses that the students need will be identified and, if there is enough demand for a course, the administration will pursue offering the course with the affected college. This offer will not be made available for supervisory courses.

Dr. Gomez, Associate Vice President for Student Success, stated that students that fall within the eight (8) semester unit threshold have been identified but because of the problems with the Degree Progress Reports (DPRs) some may have been missed. She invited faculty to identify students who they think may fall into this category and the Bronco Advising Center will look to see if they qualify.

A question was asked if the eight (8) unit threshold was a strict requirement or if students who are 12 units from graduation can apply. Dr. Gomez responded that students who have 12 or less units to degree can apply, but they will consider those with eight (8) and below first and then if there is funding available the threshold can be raised to consider students above eight (8) units to graduation.

There was a concern about privacy with the note taking aspect of CPP Connect. Dr. Gomez stated that care has to be taken when entering student information into CPP Connect. Therefore

those who are given access to the tool will have to take new FERPA training. This training has been rolled out to all of the staff advisors who have access to CPP Connect. Faculty training will be scheduled. There are different levels of access in CPP Connect, e.g., tutors will have access to enter notes but not to read notes. The Provost added that under a Public Information Request students can request to have their notes shared with them so everyone needs to be mindful of that and be judicious and professional.

A comment was made that fall 2019 scheduling started well before incoming freshman and transfer student numbers are known and this makes it difficult to determine which courses and sections will be considered bottleneck classes. This becomes a problem because the need for classes and instructors is not known when the scheduling is taking place. Dr. Eskandari, Associate Provost, responded that they will be working with all departments for the incoming freshmen cohort to ensure that there are the appropriate number of seats for the class schedules by looking at the program roadmaps and the number of students admitted to the program.

d. Vice Chair's Report

Vice Chair Nelson reported.

NEW REFERRALS: (6)

AA-011-189	Graduate Student Full-time and Part-time Status
AP-017-189	New Emphasis in Lodging in the BS in Hospitality Management
AP-018-189	New Emphasis in Food and Beverage in the BS in Hospitality Management
AP-019-189	New Emphasis in Events and Meetings in the BS in Hospitality Management
AP-020-189	Structure of Blended Programs
EP-003-189	Constitution Change: Change Requirement of President's Response from 30 to 45 days

SENATE REPORTS FORWARDED TO PRESIDENT: (1)

AS-2814-189-FA	Policy 1329 Modification for Course Evaluation for Periods Shorter than Semesters
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PRESIDENT RESPONSES TO SENATE REPORTS: (4)

AS-2809-189-FA	Update of Policy on Assigned Time for Exceptional Levels of Service to Students - APPROVED
AS-2811-189-AA	Revision to Honors Policy - APPROVED
AS-2812-189-AP	Update to Definitions and Guidelines for Degree Programs for the Semester Model - APPROVED
AS-2813-189-AP	Graduate Studies - Institutional Learning Outcomes – APPROVED

Vice Chair Nelson mentioned that she and Chair Shen are meeting with Associate Provost Eskandari regularly to discuss any outstanding reports requiring responses.

e. [CSU Academic Senate Report](#)

The CSU Academic Senate Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/03.27.19/ascsu_report_03.27.19.pdf.

Senator Speak reported that the CSU Academic Senate Plenary met since the last Academic Senate meeting. There is talk of competing resolutions to accept or reject the GE Task Force Report, but the report was not meant to be “accepted” or “rejected”. The existence of two resolutions, one to accept the report, and one to reject the report, only reinforces that misunderstanding. The report, according to the GE Task Force, is a “draft set of ideas about

general education presented to the ASCSU to serve as a launching point for thoughtful discussion, debate, and revision". He went on to say that no one wants to refuse to acknowledge that the GE Task Force worked and created a report. Similarly, no one is willing to accept the GE Task Force Report as a set of recommendations that the ASCSU will pass along to the Chancellor's Office. In many ways it is a "non-question" as to which one of the resolutions will be adopted by the ASCSU. An attempt will be made to combine both resolutions into a single resolution that acknowledges the report and then passes the report to the standing committees of the ASCSU. The important thing to note is that the ASCSU has not taken any stand on the issues that are inherent in the report itself and so it is very important for each campus to respond to the report individually. Senator Speak stated that Cal Poly Pomona tasked the GE Committee with creating a coherent response based on feedback from the town hall meeting and the on-line survey responses.

The Fiscal and Government Affairs Committee (FGA) reviewed 72 pieces of legislation to identify a small number of pieces of legislation on which the ASCSU would take positions, and even a smaller number of bills that would take priority. The following are priority bills for the ASCSU:

- Higher Education Facilities Bond Act of 2020 (SB 14) is an \$8 million bond for new facilities and facility improvements. The money will be split evenly between UCs and CSUs. There is a competing bond bill that asks for the establishment of three (3) new campuses. The ASCSU supports the former and not the latter.
- Occupational Therapy Doctorate Program would be made available on a couple of CSU campuses.
- AB-1460, California State University: Graduation Requirement: Ethnic Studies, which would require the CSUs to provide courses in ethnic studies on each campus. Ethnic studies would be a graduation requirement if the bill passes. The ASCSU opposes this bill because the legislature should not be writing curriculum. The opposition has nothing to do with ethnic studies. Senator Speak stated emphatically that it is clear that campuses need to do better regarding cultural awareness but the ASCSU is taking the position to keep the legislature out of curricular development.

It was asked how likely AB-1460 is to pass. Senator Speak responded that this bill was brought forth last year and voted down and it has not changed significantly since that vote. Senator Pacleb from Ethnic and Women's Studies (EWS) stated that AB-1460 was amended on March 21, 2109. Senator Speak responded that the amendments were made subsequent to the plenary meeting and explained that the recommendation could be changed if changes are made to the legislation. Senator Pacleb added that she has met with Senator Speak and the EWS Chair, Sandy Dixon, about the needs of Ethnic and Women's Studies at Cal Poly Pomona. She added that it troubles her to hear that the ASCSU opposed this legislation, but she also understands the need for curriculum to remain within the purview of faculty. Her hope is to come up with a solution that ensures that students graduating have a strong understanding of the situations of the world, of inequalities and where they come from, the history of inequalities that continue, and at the same time protects the faculty's rights.

CSU Senator Urey added that there are different levels of recommendations that the FGA Committee brings forward to the ASCSU from "opposed" to "support", and degrees in between. This particular piece of legislation went through numerous votes with different articulations of "opposed unless changed" with numerous conversations and she ensured Senator Pacleb that her views were represented in those conversations.

Senator Alex asked about the response when the legislators are told that curricular concerns and content should be the purview of the faculty. Senator Speak stated that Assembly Member Weber was a faculty member at San Diego State so she understands faculty rights, but she

constantly introduces bills of this type. He stated that it is not that the legislature does not think that faculty can't do their jobs and even he is conflicted over this matter but, even if it seems reasonable for the legislator to make curricular decisions in this case, it opens the door to legislators making curricular changes anytime they can make a persuasive argument.

Sandy Dixon, Interim Chair, Ethnic and Women's Studies Department, stated that she would like this body to support ethnic studies not only at the local level but also at the Chancellor's Office level.

f. Budget Report

The Budget Report is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/03.27.19/budgetreport_march2019.pdf.

Senator Lloyd reported that the committee met on March 6, 2019 with Provost Alva and Associate Provost Eskandari, who provided a very thorough review of the statewide budget, an overview of the multiyear budget planning process and the 2018-19 Academic Affairs budget.

The information presented to the Budget Committee is on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/03.27.19/provost-visit-to-academic-senate-budget-committee---2019-03-06_revised.pdf.

Some key points in the presentation are:

- The CSU Board of Trustees (BOT) requested a \$547 million increase in 2019-2020 CSU budget.
- Governor's proposed budget includes \$300 million increase in base funding and \$262 million one-time funding. This is not yet approved. Next step is the May revise, which comes out approximately May 15, 2019.
 - Proposed increase is contingent on no tuition increase, 2% enrollment growth, and improved time to degree.
- Cal Poly Pomona is working on a multi-year budget process in hopes of stabilizing funding to provide more accurate planning. Marginal cost of instruction budgeting model replaced by an "all sources" approach based on essential needs and priorities.
- 2018-19 Academic Affairs Budget = \$135 million General Fund Budget
 - 60% for faculty salaries
 - 20% for staff and MPP salaries
 - 20% operating
- Efforts to increase tenure density and faculty diversity
 - Current = 54.6%
 - Goal = 67.7% (same tenure density as in fall 2008)
 - Plan is a 2% net increase per year
 - 2018-19 commitment = \$6.1 million for hiring and support for new faculty

Senator Lloyd invited everyone to participate in the 3rd annual Town and Gown Bike Ride on Friday, April 19th from 11:00am to 2:00pm.

g. CFA Report

Dr. Weiqing Xie, CFA Pomona Chapter President, reported.

Lobby Day is scheduled for April 30, 2019. CFA local chapter critical action team is scheduled to visit Assembly District 41 on Friday, March 29, 2019 and Assembly District 52 on Friday, April 5,

2019.

h. ASI Report

No report given.

i. Staff Report

Senator Gonzalez reported that Outstanding Stall Nominations are due by April 12, 2019. The [nomination forms](https://www.cpp.edu/~staffcouncil/documents/docs/2019-os-nomination-form.pdf) are located on the Staff Council website at <https://www.cpp.edu/~staffcouncil/documents/docs/2019-os-nomination-form.pdf>. The Outstanding Department of the Year nominations are also due on April 12, 2019. All departments in the university are eligible. The [nomination forms](https://www.cpp.edu/~staffcouncil/documents/docs/2019-outstanding-department.pdf) are located on the Staff Council website at <https://www.cpp.edu/~staffcouncil/documents/docs/2019-outstanding-department.pdf>.

She also mentioned that the Spring Boutique will be May 2, 2019 in the University Quad.

j. WSCUC Report

Dr. Massa, Associate Vice President of Academic Programs, noted that Provost Alva shared the lines of inquiry that will be used to prepare the campus for the WSCUC visit in October 2019 and reported that while the team will have a very structured agenda with a small group of participants, there will be several opportunities for larger group sessions. There will be an open session for faculty to attend and Dr. Massa asked for participation to help answer questions and to speak to any issues. The other opportunity will be the closing session on October 23, 2019 where the WSCUC team will share their commendations and recommendations.

Dr. Massa has sent out a message to the WSCUC Steering Committee requesting volunteers to help start to plan the campus visit. The campus team will be developing ad campaigns to make sure everyone is aware of the visit and its importance.

3. New Business

a. Chair/Vice Chair Nominations

Senator Puthoff, Chair of the Elections and Procedures Committee, informed the body that among those duly elected members of the Academic Senate, a Chair and Vice Chair shall be elected by the Senate membership. According to Article III, Section 9 of the Constitution, the nomination period for the Chair and Vice Chair shall commence at the first regularly scheduled March meeting of the Academic Senate (today). Nominations will be accepted in writing until 5:00 p.m. on the second Wednesday following the first March Academic Senate meeting (April 10, 2019). The election of the Chair and Vice Chair will take place at the first regularly scheduled Academic Senate meeting in April, April 24, 2019.

The nominations were opened for Chair.

Vice Chair Nelson was nominated for Chair. No other nominations were received from the floor.

Senator Puthoff opened the nominations for Vice Chair.

Senator Fisk was nominated for Vice Chair.

Senator Puthoff accepted the nominations and reminded the body that nominations will be accepted in writing to senate@cpp.edu until 5:00 p.m. on April 10, 2019.

b. [Resolution Regarding Shared Governance and Curriculum in the California State University System](#)

The Resolution *Regarding Shared Governance and Curriculum in the California State University System* is located on the Academic Senate website at https://www.cpp.edu/~senate/documents/packets/2018-19/03.27.19/regarding_shared_governance_and_curriculum_in_the_csu.pdf.

Chair Shen went over the differences between a referral and a resolution.

A referral can be proposed by any member of the campus community. The Executive Committee (EC) works with the proposer to refine the referral, then a standing committee is assigned to work on it. It comes back to the Academic Senate as a report. The recommendations in the report can be refined between the first and second readings and is adopted by the Academic Senate. The report then goes to the President for final approval. This year the Academic Senate had one occasion where it was unable to reach a consensus and the recommendation was voted down. In this situation the cycle is complete and there is nothing to forward to the President.

The main difference between a referral and a resolution is that the resolution is not policy and skips the presidential approval step.

Chair Shen read the resolution that was authored by several senators.

- WHEREAS, Faculty are experts in their respective disciplines and best qualified to design the curriculum that achieves critical learning objectives; and
- WHEREAS, Curricular issues – those matters on which the faculty share of shared governance ought to be at its apogee – are rarely subject to exigent time pressure that, in other areas, might justify an expedited deliberation process; and
- WHEREAS, Faculty, staff, and administrators on individual CSU campuses work most closely with their students and employers in their respective industries and are positioned to know about the unique opportunities and resources of their own campuses and programs, as well as the needs of their students and communities; and
- WHEREAS, Efforts by the Office of the Chancellor to “create clarity” and “equity in CSU GE Breadth requirements” have only created wasteful and expensive demands on campuses and are unlikely to achieve any meaningful improvements in student success; and
- WHEREAS, Campuses are being asked to comply with interpretations of Executive Orders that are significantly more restrictive than the Executive Orders; therefore, be it
- RESOLVED, That we respectfully ask that the Chancellor work with campuses in ways that demonstrate the principles of shared governance, and defer to the strengths and abilities of each campus’ faculty and administrators to respond to the variety of demands being put on the system in ways that are most effective for our students and communities; and be it further
- RESOLVED, That a copy of this resolution be placed in the archives of the Academic Senate,

and copies be sent to the President of Cal Poly Pomona, CSU Chancellor, CSU Board of Trustees, Academic Senate of the CSU, CSU Campus Senate Chairs, California Faculty Association (CFA) Statewide President, CFA Cal Poly Pomona Chapter President, California State Student Association, ASI President of Cal Poly Pomona, the Governor of California, and the California State Legislature.

Senator Hargis provided context for the resolution. Because the Cal Poly Pomona Academic Senate has been asked to vote on policies coming from the Chancellor's Office, namely EO 1100 and potential future policies on General Education, the Executive Committee thought it would be a good idea to pass a resolution that stated that directs concerns at the Chancellor's Office and not at the administration on this campus, who have shown a great deal of respect for shared governance. Senator Hargis thanked Provost Alva, who proposed the original area C changes that took into account the faculty's concerns about breadth. She stated that both the President and the Provost advocated for those changes at the Chancellor's Office to no avail.

Senator Speak added that GE Area C is the clearest example of the importance of a campus controlling curricular issues. This campus went with a single voice, faculty and administration, to the Chancellor's Office with our interpretation of EO1100 and the Chancellor's Office vehemently did not agree with this interpretation. Senator Speak stated that it is important to pass this resolution to make a statement that curricular matters are the purview of the campus and that the Chancellor's Office should respect this position.

There was concern that the wording of the resolution was not strong enough to accurately voice the concern regarding this issue or specific enough regarding the principles of shared governance. Chair Shen stated that she welcomed suggestions about rewording the resolution. There were no suggestions to change the wording.

There was a request to clarify what exactly the resolution means. Senator Hargis explained that the authors intended to emphasize the campus's displeasure with EO 1100R and our concern with adopting GE-005-189, General Education Area C Requirements, which will achieve what the Chancellor is pushing on the CSUs. Chair Shen added that in the case of silence the Chancellor will continuing acting in a manner that is contrary to shared governance and this resolution voices our concern to the Chancellor.

Senator Speak commented that the campus can make the choices that the Chancellor might contemplate harder, or easier. Campuses, by law, have responsibility to participate in the creation of curriculum. On one level, this resolution does not have a direct impact but enough actions like this, across the system, make it harder for the Chancellor to do what he did with EO 1100-R. It is important for this body to exercise its ability to respond to such actions.

*M/s to adopt the resolution **Regarding Shared Governance and Curriculum in the California State University System.***

*The motion to adopt the resolution **Regarding Shared Governance and Curriculum in the California State University System** passed unanimously.*

4. Academic Senate Committee Reports – Time Certain 3:45 p.m.

M/s/p to delay time certain for committee reports until after all informational reports and new business items are completed.

a. [GE-005-189, General Education Area C Requirements – SECOND READING](#)

The second reading report for GE-005-189, General Education Area C Requirements, is located

on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge005189sr.pdf>.

Senator Ibrahim, Chair of the GE Committee, presented the report.

M/s to adopt GE-005-189, General Education Area C Requirements.

Recommendation:

Having stated our objections, we accept, under protest, the following alterations to our GE policy: we will remove any sub classification of GE Sub-Area C2, which will now contain all courses covering the disciplines of Literature, Language, Philosophy, and Civilization. We also accept that, in accordance with the Chancellor's Office interpretation EO 1100-Revised, native students will be required to take 12 units:

- 3 units from a course in Sub-Area C1 (Visual and Performing Arts),
- 3 units from a course in Sub-Area C2 (Literature, Modern Languages, Philosophy and Civilization),
- 3 additional units from either C1 or C2
- 3 units Upper division synthesis course in Sub-Area C3.

We therefore, under protest, and with the above reservations, recommend that the Academic Senate approval of GE-005-189, making the required changes to Area C in our GE policy.

Discussion:

Senator Ibrahim stated that being mindful of the resolution that was just passed, this particular report is required to bring the GE Area C requirements in compliance with interpretation of the Chancellor's Office for EO 1100-R. Both Provost Alva and President Coley communicated the concerns to the Chancellor's Office and to Chancellor White himself. Senator Ibrahim, on behalf of the GE Committee, expressed appreciation to both the Provost and the President for advocating on behalf of the GE Committee, the Academic Senate, and the University. Senator Ibrahim expressed the GE Committee's belief that the Chancellor's interpretation of EO 1100-R negatively impacts students by encouraging them to be narrow in their choices and thereby lessening their exposure to diverse disciplines, which is contrary to the spirit of GE. He stated that under protest the GE Committee does recommend adoption of GE-005-189, General Education Area C Requirements.

A comment was made that if the body has no authority to say *no* to this change, then the body has no authority to say *yes* and recommended that senators *abstain* from voting.

A comment was made that there is the option to *abstain* since this is an extraordinary report because the body has to vote on a recommendation on a curricular matter where there is basically no choice.

Chair Shen clarified that if the body votes *no* on this report nothing happens and the campus will be forced into compliance by the Chancellor's Office, but if the body votes *yes* the recommendation with the reservations described in the report is forwarded to the President and the campus will have a voice.

Senator Quinn commented that this was a very difficult issue for the GE Committee and motioned vote by secret ballot. The motion was seconded.

The motion to vote by secret ballot was passed unanimously.

Point of order, proxies cannot vote in a secret ballot. Senator Fisk clarified, after consulting with Robert's Rules of Order, that since this is an item that requires a majority vote, an *abstention* has the effect of a negative vote.

Senator Lloyd noted that the report concludes under protest and that the changes to GE will be made regardless of this vote, suggests that a *yes* vote moves this report forward and allows the concerns to be heard.

It was asked if there are other things that can be done to make it clear to the Chancellor's Office that this body is very displeased with this situation. For example, the Faculty Senate at CSU Northridge passed a resolution of no confidence in Chancellor White. Chair Shen stated that the resolution that was just passed will be sent to the Chancellor along with the Board of Trustees and the Governor of California.

Provost Alva added that the resolution contains a clear statement of resistance and opposition regarding the changes to GE. She emphasized that the campus is part of a larger system that has a single policy for GE and within that policy campuses have discretion as to which courses meet the learning objectives within the specific GE categories. But, because the campus is in a system of 23 campuses, Cal Poly Pomona is expected to adhere to the system policy. She believed that the campus came together in good faith and adopted a policy that the Chancellor's Office said did not adhere to the system policy. She advised that voting *no* or *abstaining* on this issue, this body will be sending something to President Coley that she is obligated to send it back to the Academic Senate because she cannot accept that the campus will not be in compliance with the system policy, or worse, she will be forced to move ahead with the changes to GE without input from the Academic Senate. Provost Alva stated that the relationship between administration and the faculty is more important than not passing this report and recommended voting *yes*. Chair Shen clarified that if the body does not adopt this report, nothing is forwarded to the President, and President Coley will be obligated to implement the system changes.

Senator Puthoff had a question about the numerical effect of casting an abstention vote. It is his understanding that an abstention is neither a *yes* nor a *no*; it only changes the threshold of obtaining a majority. Senator Fisk, Academic Senate Parliamentarian, clarified that according to Robert's Rules an abstention is not a negative vote, but it has the impact of a negative vote. She also stated that the vote cannot occur while there is an on-going discussion.

Chair Shen called for the secret ballot since the discussion had ended.

The secret ballot votes were as follows:

- YES 24
- NO 2
- Abstain 3
- Invalid 1

The motion to adopt GE-005-189, General Education Area C Requirements passed.

b. [GE-002-189, TH 4250A - Community Based Theatre Activity – SECOND READING](#)

The second reading report for GE-002-189, Community Based Theatre Activity is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge002189sr.pdf>.

c. [GE-003-189, TH 4250 - Community Based Theatre – SECOND READING](#)

The second reading report for GE-003-189, Community Based Theatre is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge003189sr.pdf>.

Senator Ibrahim presented the reports for GE-002-189, Community Based Theatre Activity, and GE-003-189, Community Based Theatre.

M/s to adopt GE-002-189, Community Based Theatre Activity, and GE-003-189, Community Based Theatre.

Recommendation:

The GE Committee recommends approval of both the lecture and activity components of TH 4250 – Community Based Theatre for GE Area D4.

The motion to adopt GE-002-189, Community Based Theatre Activity, and GE-003-189, Community Based Theatre passed unanimously.

d. [GE-004-189, PSY2230 - Positive Psychology: The Science of the Good Life– SECOND READING](#)

The second reading report for GE-004-189, PSY2230 – Positive Psychology: The Science of the Good, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge004189sr.pdf>.

Senator Ibrahim presented the report.

M/s to adopt GE-004-189, PSY2230 – Positive Psychology: The Science of the Good Life.

Recommendation:

The GE Committee recommends approval of GE-004-189, PSY 2230-Positive Psychology: The Science of the Good Life.

The motion to adopt GE-004-189, PSY2230 – Positive Psychology: The Science of the Good Life passed unanimously.

e. [GE-008-189, GSC 1010 – Planet Earth: A Citizen’s Guide \(GE Area E\)\(MODIFY\) – SECOND READING](#)

The second reading report for GE-008-189, GSC 1010 – Planet Earth: A Citizen’s Guide, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge008189sr.pdf>.

f. [GE-009-189, GSC 1010A – Planet Earth: A Citizen’s Guide Activity \(GE Area E\)\(MODIFY\) – SECOND READING](#)

The second reading report for GE-009-189, GSC 1010 – Planet Earth: A Citizen’s Guide Activity, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge009189sr.pdf>.

Senator Ibrahim presented the reports for GE-008-189 and GE-009-189.

M/s to adopt GE-008-189, GSC 1010 – Planet Earth: A Citizen’s Guide (GE Area E), and GE-009-189, GSC 1010 – Planet Earth: A Citizen’s Guide Activity (GE Area E).

Recommendation:

The GE Committee recommends approval of both the lecture and activity components of GSC 1010 – Planet Earth: A Citizen’s Guide for GE Area E.

The motion to adopt GE-008-189, GSC 1010 – Planet Earth: A Citizen’s Guide (GE Area E), and GE-009-189, GSC 1010 – Planet Earth: A Citizen’s Guide Activity (GE Area E) passed unanimously.

- g. [GE-011-189, IGE 1200 – Authority and Faith: Late Ancient and Medieval Worlds \(GE Sub-Areas A2 and C2\) \(MODIFY\) – SECOND READING](#)

The second reading report for GE-011-189, IGE 1200 – Authority and Faith: Late Ancient and Medieval Worlds (GE Sub-Areas A2 and C2) is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge011189sr.pdf>.

- h. [GE-012-189, IGE 2100 – Empires, States, and Peoples: Cultural Contact and Exchange \(GE Sub-areas C1 and C2\) \(MODIFY\) – SECOND READING](#)

The second reading report for GE-012-189, IGE 2100 – Empires, States, and Peoples: Cultural Contact and Exchange (GE Sub-areas C1 and C2) is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge012189sr.pdf>.

- i. [GE-013-189, IGE 2300 – Ways of Doing: Culture, Society, and the Sciences \(GE Sub-areas D1 and D3\)\(MODIFY\) – SECOND READING](#)

The second reading report for GE-013-189, IGE 2300 – Ways of Doing: Culture, Society, and the Sciences (GE Sub-areas D1 and D3) is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge013189sr.pdf>.

- j. [GE-014-189, IGE 3100 – Interdisciplinary Perspectives: Capstone Seminar \(GE Sub-area C3 and Synthesis D4\)\(MODIFY\) – SECOND READING](#)

The second reading report for GE-014-189, IGE 3100 – Interdisciplinary Perspectives: Capstone Seminar (GE Sub-area C3 and Synthesis D4) is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge014189sr.pdf>.

Senator Ibrahim presented reports GE-011-189, GE-012-189, GE-013-189, and GE-014-189.

M/s to adopt the following reports:

- GE-011-189, IGE 1200 – Authority and Faith: Late Ancient and Medieval Worlds (GE Sub-Areas A2 and C2)
- GE-012-189, IGE 2100 – Empires, States, and Peoples: Cultural Contact and Exchange (GE Sub-areas C1 and C2)
- GE-013-189, IGE 2300 – Ways of Doing: Culture, Society, and the Sciences (GE Sub-areas D1 and D3)
- GE-014-189, IGE 3100 – Interdisciplinary Perspectives: Capstone Seminar (GE Sub-area C3 and Synthesis D4)

Recommendation:

The GE Committee recommends approval of the following courses:

- IGE 1200 – Authority and Faith: Late Ancient and Medieval Worlds (GE Sub-Areas A2 and C2)
- IGE 2100 – Empires, States, and Peoples: Cultural Contact and Exchange (GE Sub-areas C1 and C2)
- IGE 2300 – Ways of Doing: Culture, Society, and the Sciences (GE Sub-areas D1 and D3)
- IGE 3100 – Interdisciplinary Perspectives: Capstone Seminar (GE Sub-area C3 and Synthesis D4)

Discussion:

All of the courses have been previously approved for their specific GE areas. All of the courses are part of an Interdisciplinary General Education (IGE) sequence and have been previously approved for their GE areas and the only changes are the pre-requisites. The changes do not affect the courses or their suitability for the designated sub-area.

The motion to adopt GE-011-189 through GE-014-189 was approved unanimously.

k. [GE-015-189, LIB 1500 – Information Literacy for the Digital Age \(GE Area E\)\(MODIFY\) – SECOND READING](#)

The second reading report for GE-015-189, LIB 1500 – Information Literacy for the Digital Age, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ge015189sr.pdf>.

Senator Ibrahim presented the report.

M/s to adopt GE-015-189, LIB 1500 – Information Literacy for the Digital Age.

Recommendation:

The GE Committee recommends approval of LIB 1500 – Information Literacy for the Digital Age for GE Area E.

Discussion:

This course is already approved for GE Area E. The library introduced some changes in the course title, instruction mode, course description, materials, schedule, and learning outcomes. The GE Committee's opinion is that this course has been greatly improved.

The motion to adopt GE-015-189, LIB 1500 – Information Literacy for the Digital Age, was approved unanimously.

l. AA-007-189, Lengths of Add and Drop Periods in the Semester Calendar – **SECOND READING**

Senator Wachs presented the report but there was some confusion about if the correct report was posted on the Academic Senate website.

M/s to table AA-007-189, Lengths of Add and Drop Periods in the Semester Calendar, to the next Academic Senate Meeting on April 24, 2019.

The motion to table AA-007-189 was approved.

m. [AP-004-189, BS/MS Chemistry 2017-18 Program Review – SECOND READING](#)

The second reading report for AP-004-189, BS/MS Chemistry 2017-18 Program Review, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap004189sr.pdf>.

Senator Small, Chair of the Academic Programs Committee, presented the report.

M/s to adopt AP-004-189, BS/MS Chemistry 2017-18 Program Review.

Recommendation:

The Academic Programs Committee commends the Department of Chemistry and Biochemistry on their work, both in the operation of their programs and in the preparation of a thorough and thoughtful review that highlights important issues.

Discussion:

Senator Small stated that there have been no comments received since the first reading of AP-004-189, BS/MS Chemistry 2017-18 Program Review.

There was a clarification that this program review is for both the BS and MS in Chemistry.

The motion to adopt AP-004-189, BS/MS Chemistry 2017-18 Program Review, passed unanimously.

n. [AP-006-189, MS Systems Engineering Program Review – SECOND READING](#)

The second reading report for AP-006-189, MS Systems Engineering Program Review is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap006189sr.pdf>.

Senator Small presented the report.

M/s to adopt AP-006-189, MS Systems Engineering Program Review.

Recommendation:

The Academic Programs Committee commends Industrial and Manufacturing Engineering Department on their work of preparing a thorough and thoughtful review and developing improvement plans accordingly.

Discussion:

This program has been running as a pilot program through Extended University and as such there were areas identified that need improvement. The suggested improvements will feed into the development of the permanent program. Senator Small commented that the committee has received no comments to the report since the first reading.

The motion to adopt AP-006-189, MS Systems Engineering Program Review, passed unanimously.

o. [AP-010-189, Systems Engineering, M.S. \(Converting Pilot Program to Regular Program Status\) – FIRST READING](#)

The first reading report for AP-010-189, Systems Engineering, M.S. (Converting Pilot Program to Regular Program Status), is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap010189fr.pdf>.

Senator Small presented the report.

M/s to receive and file AP-010-189, Systems Engineering, M.S. (Converting Pilot Program to Regular Program Status).

Senator Small motioned to waive the first reading of AP-010-189 because this is a new program and there a deadline to send new programs to the Chancellor's Office for approval.

M/s to waive the first reading of AP-010-189, Systems Engineering, M.S. (Converting Pilot Program to Regular Program Status).

The motion to waive the first reading passed with one (1) abstention.

M/s to adopt AP-010-189, Systems Engineering, M.S. (Converting Pilot Program to Regular Program Status).

Recommendation:

The Academic Programs Committee recommends approval of the MS in Systems Engineering.

Discussion:

This is the upgrade of the M.S. in Systems Engineering from a pilot program to a regular self-support program. This program was put through campus wide consultation and there was no negative feedback. The department incorporated suggestions from the program review (see AP-006-189) into the self-support program.

Senator Alex inquired if the Budget Committee reviewed any fiscal implications since this is a new program. Senator Small responded that this is an existing program changing its status from a pilot program to self-support so the Budget Committee was not involved.

The motion to adopt AP-010-189, Systems Engineering, M.S. (Converting Pilot Program to Regular Program Status) passed with two (2) abstentions.

p. [AP-002-189, Master Programs: Use of Culminating Experience Units – FIRST READING](#)

The first reading report for AP-002-189, Master Programs: Use of Culminating Experience Units, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap002189fr.pdf>.

Senator Small presented the report.

M/s to receive and file AP-002-189, Master Programs: Use of Culminating Experience Units.

Recommendation:

The Academic Programs Committee recommends that in the University Catalog, Graduate Studies Section, under the “General Requirements” heading between 9. and 10., a sentence be added in the Graduate Studies Section that reads: “Culminating Experience units cannot be used to substitute for Core nor Elective units”.

Discussion:

This referral was generated for students who are working on a project or a thesis that took longer than initially anticipated and end up enrolling in directed research/thesis courses for more semesters than originally planned, thus accumulating extra culminating experience units. There have been attempts to use these extra culminating experience units in lieu of other elective units. This referral disallows using extra culminating experience units for other elective units based on the fact that thesis research differs from elective courses.

The second reading of AP-002-189, Master Programs: Use of Culminating Experience Units, is scheduled for April 24, 2019.

q. [AP-015-189, Discontinue Educational Multimedia Design Option in MA in Education – FIRST READING](#)

The first reading report of AP-015-189, Discontinue Educational Multimedia Design Option in MA in Education, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ap015189fr.pdf>.

Senator Small presented the report.

M/s to receive and file AP-015-189, Discontinue Educational Multimedia Design Option in MA in Education.

Recommendation:

The Academic Programs Committee recommends that the Educational Multimedia Design program be discontinued, with admission to the program being halted immediately but in order to support current and returning inactive students, formal course offerings continuing through the end of Spring Semester 2022, and students completing their MA projects not later than Spring 2023.

Discussion:

This program is being discontinued due to lack of resources and funding. The Education Department has a plan to transition all students out of the program. The necessary courses will be offered for the next three years and the department will have faculty available to supervise students for one additional year. The plan gives students four (4) years to get through this program.

The second reading of AP-015-189, Discontinue Educational Multimedia Design Option in MA in Education, is scheduled for April 24, 2019.

r. [FA-007-189, Modifications of Policies 1328 and 1330 for Electronic Workflow Implementation – FIRST READING](#)

The first reading report for FA-007-189, Modifications of Policies 1328 and 1330 for Electronic Workflow Implementation, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/fa007189fr.pdf>.

Senator Von Glahn, Chair of the Faculty Affairs Committee, presented the report.

M/s to receive and file FA-007-189, Modifications of Policies 1328 and 1330 for Electronic Workflow Implementation.

Recommendation:

The FAC recommends adopting these changes to policy 1328 and to the RTP evaluation form 1330.

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1328**

**REAPPOINTMENT, TENURE, AND PROMOTION POLICY AND
PROCEDURES**

This policy is intended to be a guide for the conduct of all reappointment, tenure, and promotion (RTP) matters. Every effort has been made to ensure compliance with the current Unit 3 (Faculty) Collective Bargaining Agreement (CBA). However, this policy should not be considered as a substitute for those parts of the Agreement that affect RTP matters. Direct references to the 2014 - 2020 CBA are cited parenthetically by Agreement section (e.g., CBA 15.7). The term COLLEGE in this document means college, library, or Counseling and Psychological Services (CAPS).

The Faculty Evaluation policy of the University Manual provides the official university policy on performance evaluations. The Student Evaluation of Teaching policy of the University Manual provides official university policy on student evaluation of teaching and each department has a Department RTP Document that defines criteria and expectations for RTP actions. All official policy documents should be consistent with one another. In any case of inconsistency, the CBA takes first precedence, the University Manual second precedence, and the approved Department RTP Document third precedence.

1.0 GENERAL PRINCIPLES

1.1 The President (or designee) of the university makes final decisions in matters of reappointment, tenure, and promotion. Because the faculty's judgment is central to matters of educational policy, the President normally accepts faculty recommendations in these matters, except in rare instances and for compelling reasons. When the President notifies RTP candidates of final decisions, he/she does so in writing and provides specific reasons for approval or denial of the candidate's requested RTP actions. These reasons shall be based solely on approved department RTP criteria. In order to provide the best advice on this matter to the President, the faculty will proceed with the instruments and by the steps outlined below.

1.2 Reappointment, tenure, and promotion policy is one of the most delicate matters in a university community. A system must be provided within the restrictions of the imposed legal framework that will assure that excellence will be rewarded and that every competent and responsible faculty member will have some reasonable hope of advancement. The correct conduct of RTP procedures provides the assurance that every RTP candidate will be fairly evaluated and that the integrity of the evaluation process is maintained to the highest degree. The following procedures are designed to achieve these goals by allowing the faculty the greatest possible participation in the process of recommendation for reappointment, tenure, and promotion. THE PRIMARY RESPONSIBILITY FOR THE ACHIEVEMENT OF THESE GOALS LIES WITH THE FACULTY.

1.3 The provisions of this policy apply only to probationary and tenured faculty unit employees as defined by the CBA (2.13) and to academic rank administrators holding teaching return rights who would otherwise be eligible for tenure or promotion.

1.4 Personnel recommendations or decisions relating to reappointment, tenure, or promotion shall be based on the Personnel Action File (PAF). (CBA 15.12c)

1.5 Prior to the beginning of the review process, the faculty member subject to review (“the candidate”) shall be responsible for the identification of supplementary materials **that** he/she wishes to be considered for review, such as a teaching portfolio and publications, and for the submission of such materials as may be accessible to him/her, as well as materials required by campus policy. (CBA 15.12a) An index of all supplementary materials shall be provided by the candidate in his/her RTP package. Letters received by the Department RTP Committee (“DRTPC”) from students, external reviewers, faculty, and administrators in response to the publicizing of the upcoming RTP action shall also be included, as well as the candidate’s responses to such letters. **The contents of the RTP package shall be compiled and reviewed in electronic format beginning academic year 2019-2020.**

Evaluating committees and administrators shall be responsible for identifying and providing materials relating to evaluation required by campus policy but not accessible to the candidate. Any such materials shall be placed in the candidate’s RTP package. (CBA 15.12a) The RTP package is the working PAF for the purposes of RTP evaluation and consists of the Faculty Performance Review Form and accompanying materials. However, evaluating committees and administrators should consult the full PAF for additional relevant materials.

1.6 A specific deadline shall be established by campus policy at which time the RTP package is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion or deletion of materials other than responses and/or rebuttals to official evaluations after the date of this declaration must have the approval of the University RTP Committee (“URTPC”) and shall be limited to items that became accessible after this declaration. Materials inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation, and comment before consideration at subsequent levels of review. If, during the review process, **the absence of required evaluation documents is discovered, the RTP package shall be returned to the level at which the requisite documentation should have been provided.** Such materials shall be provided in a timely manner. (CBA15.12b)

1.7 **The candidate shall provide an electronic signature before the submission of the RTP package. The candidate will acknowledge with an electronic signature all material that is added or revised**

by the candidate or an evaluating body. The purpose of this provision is to ensure that the candidate is completely aware of the content of the RTP package at all times.

1.8 All student evaluations for the period of review shall be included in the RTP package according to the current Unit 3 Collective Bargaining Agreement (CBA 15.15), and procedures determined by departments, and in accordance with policy on Student Evaluation of Teaching.

1.9 All peer evaluations for the period of review shall be included in the RTP package according to the guidelines in Section 3.3 below.

1.10 Deliberations on reappointment, tenure, and promotion shall be confidential. Access to materials and recommendations pertaining to the candidate shall be limited to the RTP candidate, DRTPC and URTPC members, the department chair (in the case where the chair makes a separate evaluation), appropriate administrators, appropriate support staff, and the President. In the event where the College RTP Committee ("CRTPC"), has been called to deliberate on an action, these materials and recommendations shall also be made available to the said committees.

1.11 A request for external review of materials submitted by a faculty unit employee may be initiated at any level of review by any party to the review. Such a request shall document (1) the special circumstances which necessitate an outside reviewer, and (2) the nature of the materials needing the evaluation of an external reviewer. The request must be approved by the President with the concurrence of the faculty unit employee. (CBA 15.12d)

1.12 At all levels of review before recommendations are forwarded to the next review level, the candidate shall be given the recommendation, which shall state in writing the reasons for the recommendation. The candidate shall have the right to respond or submit a rebuttal statement or response in writing no later than ten (10) calendar days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the RTP package and also be provided to any previous levels of review. The candidate may request an opportunity to discuss the recommendation with the recommending group or individual, who shall honor such a request (see also 8.0). Such requests shall not require that RTP timelines, as specified in the current University Calendar for RTP Actions, be extended. (CBA 15.5)

Each RTP committee evaluation report and recommendation shall be approved by a simple majority of that committee. (CBA 15.45)

1.13 In the case of a difference of opinion concerning the interpretation of this document, the Executive Committee of the Academic Senate shall recommend an interpretation to the Vice President for Academic Affairs. Such recommendations shall relate to policy of a general nature and not to individual cases, which should be taken through the appeal procedure.

In each case the question, the interpretation, and subsequent response of the Vice President for Academic Affairs shall be written, distributed to all concerned, and kept on file in the Academic Senate and Academic Affairs offices.

1.14 RTP Forms, as revised annually, shall be the official Faculty Performance Review Form (i.e.,

"RTP package" or Working Personnel Action File).

- 1.15** If any stage of the RTP process has not been completed within the specified period of time, the candidate's RTP package shall be automatically transferred to the next level of review for evaluation and recommendation. In such cases, the candidate shall be so notified. (CBA 15.47)

In the unusual circumstance where an extension of a deadline is required due to circumstances beyond the individual's control (the individual may be the candidate, DRTPC chair, department chair, CRTPC chair, dean or URTPC chair) the individual shall appeal to the URTPC for an extension of the deadline. Following consultation with the Associate Vice President for Faculty Affairs, the URTPC chair shall respond to all parties. When the URTPC chair approves an extension, all parties shall be informed of the new deadline(s). Such an extension shall not result in the abrogation of the RTP candidate's rights as described in 1.12.

- 1.16** Prior to the final decisions, candidates for promotion may withdraw without prejudice from consideration at any level of review. (CBA 14.7) This provision also applies to candidates for early tenure.

1.17 Eligibility for RTP Activities

A. The Collective Bargaining Agreement (15.2) restricts membership on RTP committees to tenured, full-time faculty members and, if requested by the majority vote of probationary and tenured faculty members of the department and approved by the President, faculty participating in the Faculty Early Retirement Program (FERP). The RTP committees shall not be solely comprised of faculty participating in the FERP. The CBA permits (15.2) consideration of information from other faculty, students, and academic administrators. In addition to service on RTP committees there are a number of activities (electing RTP committees, adopting criteria, etc.) in which a wide participation of faculty is desirable.

1. Those eligible for RTP committee membership shall be full-time tenured faculty and, if requested by the majority vote of probationary and tenured faculty members of the department and approved by the President, faculty participating in FERP. This group is hereinafter called the "full-time tenured faculty and FERP faculty."
2. For participation in all other RTP activities those eligible shall be probationary and tenured faculty unit employees. This group is hereinafter called "the probationary and tenured faculty."
3. Under certain conditions, department chairs may make separate evaluations/recommendations. (CBA 15.21) (See Section 3.1)

B. Eligibility Constraints

1. No tenured faculty member may serve on more than one RTP committee level during any given RTP cycle. (CBA 15.42)
2. In promotion considerations, RTP committee members and the department chair must have a higher rank/classification than those being considered for promotion. Candidates being considered for promotion are ineligible for service on RTP committees dealing with

tenure or promotion. (CBA 15.43)

3. Faculty on Professional Leave-with-Pay (sabbatical and difference-in-pay) may participate in RTP activities subject to other provisions in this policy and to the stipulations in the Acceptance of Paid Professional Leave form.
4. Individuals who know in advance that they will, during one semester or more, be unavailable or ineligible should not be nominees for CRTPCs or the URTPC.

1.18 Department and higher level peer review committee(s) may rank-order faculty unit employees recommended for promotion. The end result of a promotion ranking shall serve as a recommendation to the President. (CBA 15.44)

2.0 DEPARTMENT RTP CRITERIA AND PROCEDURES

2.1 Department RTP criteria must be consistent with university-wide RTP criteria; specifically, they must recognize the primary importance of teaching and the maintenance of appropriate academic standards, must address accomplishments in the area of scholarly and creative activities, and must address accomplishments in the area of service to the university, the profession, and the community.

Department criteria also shall address the following circumstances: consideration of performance in the area of student advising/mentoring, peer evaluation of teaching performance, provision for the evaluation of faculty serving in administrative positions or performing administrative duties, provision for evaluation of faculty serving in positions of academic governance, and consideration of the activities of faculty temporarily on leave from teaching duties (such as sabbatical leave, fellowships, overseas teaching and administrative assignment for the university, and visiting professor/scholar at another institution).

Department evaluation of teaching performance will include a review of student evaluations and peer evaluations. This evaluation will also include a comparison of the candidate's student evaluations with his/her peer evaluations.

Explicit criteria must be elaborated for the following actions: reappointment, tenure, early tenure, promotion (by academic rank), and early promotion (by academic rank). Reappointment criteria should clearly address the necessity of progress toward satisfying the criteria for tenure; that is, they should establish a progressively more rigorous set of expectations during the probationary period. For all candidates who are not yet tenured, the DRTPC will evaluate the progress the candidate is making in satisfying the department's RTP criteria for tenure. Department procedures must clearly identify the composition of the DRTPC.

Adoption of the Department RTP Document, describing the criteria and procedures, shall be accomplished by a majority vote of the probationary and tenured faculty in that department. The department chair shall ensure that each faculty member has a copy of the approved Department RTP Document. RTP evaluations at all levels, including deans and other administrative levels, shall apply the approved department RTP criteria.

A. Modifications of the Department RTP Document shall be submitted simultaneously to the

CRTPC and to the dean no later than April 1, preceding the academic year that the criteria will be in effect, for review, comment, and forwarding, with recommendations, to the President via the Vice President for Academic Affairs. The CRTPC and the dean each will forward the document to the Vice President for Academic Affairs within sixty days (June 1), the CRTPC forwarding its comments via the dean. The CRTPC and the dean shall provide a copy of their recommendations to the chair of the RTP document revision committee. At each step of the process an effort should be made to resolve conflicts before forwarding. Should a conflict remain unresolved, the document shall be submitted to the URTPC before forwarding to the President. The URTPC shall review the document and forward its recommendations to the President via the Vice President for Academic Affairs. The URTPC shall provide a copy of its recommendations to the dean, CRTPC and the chair of the RTP document revision committee. The President shall provide a written statement of approval or disapproval with reasons within sixty days after receipt (August 1). Approved documents may be in effect for up to five years. The Department RTP Document will clearly state in a prominent way the academic years in which it is to be in effect.

- B. The review of department RTP criteria by the CRTPC and the dean may include a consideration of whether the proposed criteria are in the best interests of the department and of the college. No recommendation for changes in department RTP criteria by either the CRTPC or dean shall negate department RTP criteria that have been previously approved.
- C. The Department RTP Document will be reviewed at least once every five years by the department. The document may be reviewed more frequently on the request of the department or dean. If revisions are deemed necessary, they shall be presented to the department for ratification no later than March 1. Revisions to the Department RTP Document shall go through the same process as in Section 2.1.A., above, for review and approval.
- D. The department chair shall make available, no later than 14 days after the first day of fall semester instruction, to all RTP candidates and the DRTPC the Department RTP Document that the candidate is eligible to use. (Note that copies of these documents are available in the Faculty Affairs Office.) Once the evaluation process has begun, there shall be no changes in criteria and procedures used to evaluate the candidate during the evaluation process. **Faculty members teaching online are subject to all the rights and conditions set out in the evaluative process and applicable campus evaluation policies. The collection and use of online course quantitative data for evaluation purposes shall only occur when required in campus evaluation policies and procedures. (CBA 15.3)**

2.2 No department or college of the university can require a candidate to secure an additional degree to qualify for promotion to any rank when it is shown to the satisfaction of the URTPC and the Vice President for Academic Affairs that the candidate holds the terminal degree in the discipline in which that candidate regularly teaches at the university.

2.3 The University may stipulate in original employment letters a requirement that faculty members so appointed must obtain a terminal degree in their discipline, a license, or certification, before tenure and/or promotion will be granted. Such requirements may be made in addition to department RTP criteria.

2.4 Recommendations for promotion to associate professor and to professor may be made on a contingency basis provided that the contingency does not conflict with department RTP criteria

and that the contingency is met prior to the individual's anniversary date. If the contingency is not met, promotion eligibility will be deferred to the next evaluation cycle.

2.5 A probationary faculty unit employee shall not normally be promoted during probation. Probationary faculty unit employees shall not be promoted beyond the rank of Associate. A probationary faculty unit employee shall normally be considered for promotion at the same time he/she is considered for tenure. (CBA 14.2)

The promotion of a tenured faculty unit employee shall normally be effective the beginning of the sixth (6th) year after appointment to his/her current academic rank/classification. In such cases, the performance review for promotion shall take place during the year preceding the effective date of the promotion. This provision shall not apply if the faculty unit employee requests in writing that he/she not be considered. (CBA 14.3)

2.6 A candidate may, upon application and with a positive recommendation from his/her department or equivalent unit, be considered for early tenure. A positive recommendation from the department or equivalent unit is not required for consideration for early promotion. Requests for early tenure and/or promotion must be initiated by the candidate and follow the regular RTP procedures.

Requests for early actions shall not be considered unless the individual will have completed two years of full-time service in an academic rank position on this campus prior to the effective date of those actions.

Criteria for early actions shall place emphasis on teaching and shall require exceptional performance or extraordinary qualifications with regard to scholarly and creative activities, and service to the university and profession. DRTPC recommendations shall include material relating specifically to the approved department RTP criteria.

3.0 **DEPARTMENT RTP COMMITTEE**

3.1 Committee Structure and Function

A. The department RTP committee (DRTPC) shall consist of full-time tenured and FERP faculty members elected by probationary and tenured faculty. (See Section 1.17) The membership size for a DRTPC shall be: three (3) to seven (7) for departments with ten (10) or fewer faculty eligible to serve, five (5) to nine (9) for departments with eleven (11) to seventeen (17) faculty eligible to serve, seven (7) to fifteen (15) for departments with eighteen (18) or more faculty eligible to serve. The DRTPC shall always have an odd number of members.

B. The DRTPC chair shall be a full-time tenured faculty.

C. The structure, size, and procedures of the DRTPC shall be determined by the probationary and tenured faculty in the department within limits stipulated in this document.

D. Annual elections by secret ballot must be conducted by March 1 of the school year preceding the given RTP cycle, and election shall be by a majority vote of the probationary and tenured

faculty members of the department. The DRTPC's term of service shall not end until all matters pertaining to the DRTPC's recommendations have been concluded.

- E. The structure shall include whether the department chair will be a member of the DRTPC or write a separate statement. Non-tenured department chairs, or chairs who are candidates for an RTP action, are not eligible to be members of the DRTPC or to write separate recommendations.
- F. The department chair shall notify the dean of the composition of the DRTPC, including election results, immediately after its election.
- G. In promotion considerations, RTP committee members must have a higher rank/classification than those being considered for promotion. Candidates being considered for promotion are not eligible for service on promotion or tenure considerations. (CBA 15.43) In the event that the chair of the DRTPC does not have a higher rank/classification than one or more candidates being considered for promotion, those members of the DRTPC who do have a higher rank/classification shall choose an eligible member to handle the duties of the chair for these candidates.
- H. A department may use one or more subcommittees for dealing with different RTP actions.
- I. If too few faculty members are available to properly constitute a DRTPC for all or some aspects of a DRTPC's work, faculty members from outside the department shall be elected to supplement the DRTPC. Election of members outside the department members shall fully comply with all provisions under 3.1.D. above.
- J. In the case of inability to serve or procedural difficulties, the CRTPC shall recommend, after consultation with the DRTPC involved, a course of action to the Vice President for Academic Affairs.

The DRTPC chair shall be responsible for ensuring that the provisions of the Department RTP Document, this policy and the policy on Student Evaluation of Teaching in the University Manual, and Articles 14 and 15 of the CBA are carried out within the prescribed deadlines established by the university for completion of review at the department level. The DRTPC chair may not delegate his/her responsibilities (except when compliance with 3.1.G. is necessary). In the event that the chair relinquishes the position of chair, the DRTPC must choose a new chair as soon as possible.

3.2 Student Evaluation of Teaching

- A. Refer to the policy on Student Evaluation of Teaching in the University Manual for an explanation of the role and procedures for the use of students' evaluation of teaching in the RTP process.
- B. RTP procedures provide that RTP committees should consider information from students. Guidelines for student involvement in faculty personnel actions are stated in the policy on Student Evaluation of Teaching.

1. The probationary and tenured members of the department shall develop specific procedures and forms for the DRTPC to receive signed evaluative material, commentary, and substantiating documentation.
2. The plan shall include methods for publicizing (on department bulletin boards and other relevant locations, newsletters, etc.) names of DRTPC members to whom material is to be submitted, submission procedures, and, during an RTP cycle, the names of candidates for reappointment, tenure, or promotion. If a DRTPC is divided into subcommittees, that information shall be available. A DRTPC calendar shall be established and published at an early date in each cycle.
3. Information is to be submitted at any time during the academic year, with respect to RTP cycles. This implies the on-going existence of the DRTPC in some form.
4. Solicitation of recommendations from students, if done in such a way, and at such a time, that students feel pressured or threatened, is considered unprofessional.

3.3

Peer Evaluation of Teaching

- A. Department RTP procedures shall provide for the evaluation of teaching performance by peers. Specific procedures and forms for peer evaluation of teaching shall be included in the Department RTP Document.
- B. Peer evaluation of teaching shall include classroom visits and a review of course syllabus and related material. The individual faculty unit employee being evaluated shall be provided a notice of at least five (5) working days that a class room visit, online observation, and/or review of online content, is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es) regarding the classes to be visited and the scheduling of such visits. (CBA 15.14) Classroom visits shall be followed within two weeks by a written report. The report must be submitted to the faculty member and to the DRTPC chair. The candidate has the right to respond in writing to the peer evaluation within ten (10) calendar days of receiving the evaluation. It is the responsibility of the DRTPC chair to forward the peer evaluation, and the candidate's response (if any), to the dean/director for placement in the candidate's PAF.
- C. A minimum of two peer evaluations shall be conducted each academic year. Peer evaluations shall reflect, to the degree possible, the breadth of courses taught.
- D. Only peer evaluations conducted either prior to or during the period of review may be used for that period's deliberations. Exceptions may be allowed if the candidate does not have the minimum number of evaluations.
- E. The DRTPC is responsible for ensuring that the minimum number of peer evaluations is conducted and that a copy of each written evaluation is submitted to the faculty member within two weeks of the class visit.
- F. A candidate may request additional peer evaluations beyond those initiated by the DRTPC. Such requests are to be directed to the DRTPC chair.

4.0 **COLLEGE RTP COMMITTEE**

4.1 The college RTP committee (CRTPC) shall consist of three members with no more than one per department until all departments are represented and with a maximum of two per department. The CRTPC shall be elected by secret ballot by the end of the third week in April preceding the academic year in which it will serve. Those eligible to vote are probationary and tenured faculty members of the college. A majority of votes cast, by secret ballot, shall be required for election. Should a majority not be obtained among candidates from a department, a run-off election will be conducted between the two who have the largest number of votes. The results of the election shall be reported to the dean who shall arrange for the CRTPC to convene and elect its chair before the end of the spring term.

- A. When there is no CRTPC, all responsibilities as defined in this policy will default to the University RTP Committee (URTPC).
- B. Faculty members who serve on CRTPCs must be full time tenured and at full professor rank.
- C. The term of office for members of the CRTPC shall be two or three years. Terms shall be staggered for maximum continuity. The Academic Senate Elections and Procedures Committee will conduct the election. A constituency representative may stand for reelection after their current term expires.
- D. A member of the DRTPC is ineligible to serve simultaneously on the CRTPC.
- E. Candidates being considered for promotion are ineligible for service on promotion or tenure RTP committees. (CBA 15.43)
- F. The dean of the college may meet with the CRTPC, at its invitation, or at the dean's request.
- G. The CRTPC may not delegate any of its functions.
- H. In the case of procedural difficulties, the URTPC will recommend, after consultation with the department involved and the CRTPC, a course of action to the Vice President for Academic Affairs.
- I. If a CRTPC member is unable to serve for any reason, the replacement shall be elected by the Academic Senate through a special election.

5.0 **UNIVERSITY RTP COMMITTEE**

5.1 The university RTP committee (URTPC) shall consist of one faculty member from each college. Library, Counseling and Psychological Services (CAPS), Disability Resource Center (DRC), and other unit 3 non-instructional faculty members shall have joint representation by one faculty member.

- A. The URTPC shall assume the responsibilities of the CRTPC when it does not exist.
- B. Faculty who serve on the URTPC must be tenured and have the rank of professor, librarian, or counselor.
- C. The URTPC shall be elected before April 1 preceding the academic year in which it will serve. The Academic Senate Elections and Procedures Committee will conduct the election of the colleges' representatives to the URTPC. Those eligible to vote are the probationary and tenured faculty of the university. A majority of votes cast, by secret ballot, shall be required for election. Should a majority not be obtained among candidates from a college, a run-off election will be conducted between the two who received the largest number of votes. The results of the elections shall be reported to the Vice President for Academic Affairs, who shall arrange for the URTPC to convene and elect its chair before the end of the spring term. The Vice President for Academic Affairs will provide each URTPC member with a copy of this policy.
- D. Members shall serve terms of two or three years, and terms shall be staggered for maximum continuity. A constituency representative may stand for reelection after their current term expires.
- E. Members of the URTPC shall receive a minimum of three units of assigned time for each year of their term. The chair of the URTPC shall receive a minimum of six units of assigned time in the year of their term as chair.
- F. Members are ineligible to serve on department or College RTP Committees.
- G. If a URTPC member is unable to serve for any reason, a replacement member shall be elected by the Academic Senate through a special election.
- H. For the benefit of the candidate, the URTPC may invite the Vice President for Academic Affairs or other individuals deemed appropriate to meet and consult with the URTPC on the application of department RTP criteria. Questions regarding interpretation of procedures and policies shall also be referred to the Executive Committee of the Academic Senate for additional consultation and resolution.
- I. The integrity, confidentiality, and independence of the URTPC and its procedures are of paramount importance to all parties and shall be zealously protected.

5.2 The URTPC may select ad hoc committees from among its own members to gather information, formulate recommendations, and perform other actions it deems necessary.

6.0 LIBRARY, THE COLLINS COLLEGE, AND COUNSELING AND PSYCHOLOGICAL SERVICES DEPARTMENT

6.1 The RTP committees of these units shall perform all functions of the DRTPC. The committee shall be elected using the procedures of Section 3.1.

6.2 The appeal function of CRTPCs for these units shall be performed by the URTPC.

- 6.3 For RTP matters for counselors in the Counseling and Psychological Services (CAPS) department, the director of CAPS shall perform the duties of the dean.

7.0 **RTP PROCEDURES**

- 7.1 Criteria for reappointment decisions shall be the department RTP criteria that were in effect during the candidate's first academic year of probationary service on this campus.

- 7.2 Each candidate for tenure (including early tenure) may use either the department RTP criteria in effect during the candidate's first academic year of probationary service on this campus or the department RTP criteria in effect in the year the candidate requests action.

Each candidate for promotion (including early promotion) may use either the department RTP criteria in effect during the candidate's first academic year of probationary service on this campus or the department RTP criteria in effect in the year the candidate requests action.

If a candidate requests simultaneous consideration for both promotion and tenure, the candidate must select a single set of criteria.

- 7.3 The period covered by the self-evaluation (“period of review”) should be the time period that has passed since the last application was made for the same or a similar action. Reappointment evaluations are normally based on the previous year's performance; promotion evaluations are based on the period since the previous application for promotion or since original appointment; and tenure evaluations are based on the period since original appointment to the probationary position. The candidate may discuss achievements outside of the period of review, but only for the purpose of demonstrating consistency of performance. Thus, this discussion should be brief. The DRTPC shall consider relevant work done off-campus while the candidate was on professional leave of absence from Cal Poly Pomona. The DRTPC has access to, and should consider, previous evaluations and other materials in the Personnel Action File.

- 7.4 When the Vice President for Academic Affairs has made available the list of faculty members considered eligible for RTP consideration, the chair of the DRTPC shall verify the list with the dean. Initiation of recommendations for reappointment, tenure, and promotion shall come from the department level. Requests for action should start with a person desiring reappointment, tenure, or promotion. The DRTPC chair shall ask all candidates for reappointment, tenure, and promotion to state their case in writing to the DRTPC, using the standard university Faculty Performance Review Form (RTP Forms).

A. Each faculty member eligible for an RTP action shall notify the DRTPC chair in writing of intent to request an RTP action(s) or that no action will be requested. This notification shall take place during the first week of the fall term. The notification will be non-binding.

B. The Associate Vice President for Faculty Affairs will notify all those eligible for regular RTP consideration no later than the first day of the fall term.

C. Each candidate for consideration shall submit to the DRTPC a summary of their professional

accomplishments and a self-evaluation of performance using the standard Faculty Performance Review Form (RTP Forms). He/she will supplement it with other evidence to demonstrate that department RTP criteria have been met. In particular, candidates for reappointment must discuss their progress toward meeting department requirements for tenure. All candidates must discuss progress made on any recommendations for improvement given in the previous RTP cycle.

D. The DRTPC, after thorough deliberation, shall make its recommendations for or against reappointment, tenure, or promotion. The DRTPC members shall commit their reasons to writing on the appropriate page of the Faculty Performance Review Form covering both strengths and deficiencies, citing specific sections of the department RTP criteria and a summary of the evidence on which the recommendation is based. The DRTPC must also include a discussion of progress made on any recommendations for improvement given in the previous RTP cycle.

E. Before forwarding its recommendations, the DRTPC shall notify each candidate of its recommendation in his/her case. Such notification shall consist of a copy of the DRTPC's written statements that the candidate shall be asked to sign. If the candidate refuses to sign, the DRTPC chair shall document the fact that the candidate was apprised of the DRTPC's evaluation and recommendation and refused to sign. When the candidate is notified, he/she shall indicate his/her reaction to the DRTPC's evaluation and recommendations by checking the appropriate box, and by signing on the appropriate page of the Faculty Performance Review Form.

The candidate has ten (10) calendar days following receipt of the DRTPC's recommendation to appeal the DRTPC action to the CRTPC in accordance with the provisions of Section 8.1 of this policy. In addition to, or in lieu of a formal appeal to the CRTPC, the candidate may submit, within ten (10) calendar days, a response or rebuttal statement to the DRTPC's recommendation to be included in his/her RTP package.

F. The DRTPC shall forward to the CRTPC the files of only those candidates who have requested an appeal to the CRTPC. All other recommendations for action are to be forwarded to the dean, along with the written reasons for these actions in accordance with Section 7.4.D. above.

G. Any member of the DRTPC may file a supplementary report. Supplementary reports, if submitted, must accompany the recommendation in question and must have been made available to all members of the DRTPC and to the candidate.

H. If the department chair makes a separate recommendation, the candidate has ten (10) calendar days from the date of notification by the department chair to submit a response or rebuttal statement to the department chair for inclusion in his/her RTP package.

7.5

The CRTPC has three functions in RTP matters: (1) to monitor the operation of the RTP process in its college, (2) to hear appeals of department RTP actions, and (3) to serve, augmented by the dean as chair and voting member, as the body to rank candidates, if required.

If a candidate appeals to the CRTPC, the candidate's RTP package, supplemental reports, responses, rebuttals, appeal

documentation, and the relevant department RTP criteria shall be forwarded to the CRTPC.

A. Before forwarding its recommendation concerning a candidate's appeal, The CRTPC shall notify, in writing, the candidate and the candidate's DRTPC of its action within ten (10) calendar days of receipt of the appeal. After notifying the candidate, the CRTPC shall return the RTP package to the DRTPC.

B. The CRTPC chair shall be responsible for ensuring that the provisions of this policy and the policy on Student Evaluation of Teaching of the University Manual and **Article 15 of the CBA are carried out.** The chair of the CRPTC remains the only person who may add any items to the package following approval by the URTPC.

7.6

All documentation from the DRTPC and all documentation of those candidates who have appealed to the CRTPC shall be advanced to the dean. The dean's evaluation of all candidates shall be consistent with and shall not extend beyond the department's approved RTP criteria. The dean's recommendation should make appropriate references to department RTP criteria. Except when the URTPC has approved an extension, the dean shall provide the recommendation to the candidate by the deadline established in the current University Calendar for RTP Actions. If the recommendation is not completed by the deadline and an extension has not been approved, then the package shall automatically be transferred to the next level. Any late recommendation that has not been approved shall be removed from the package at the request of the candidate to the Vice President for Academic Affairs.

Before forwarding his/her recommendations to the URTPC, the dean shall notify each candidate, the appropriate DRTPC and the CRTPC, **including his/her written statements.** When the candidate is notified he/she shall indicate his/her reaction to the dean's evaluation and recommendation by acknowledging via the electronic platform.

The candidate has ten (10) calendar days following receipt of the dean's recommendation to appeal the action to the URTPC in accordance with Section 8.2 of this policy. In addition to, or in lieu of, a formal appeal to the URTPC, the candidate may submit a response or rebuttal statement to the dean's recommendation to be included in his/her RTP package.

7.7

This section constitutes the charge of the URTPC with respect to its role in the review of candidates in the RTP process.

The URTPC has five (5) functions in RTP processes: (1) Monitor the general operation of the RTP process, ensure compliance with the spirit and intent of this policy, the policy on Student Evaluation of Teaching, and the CBA and take appropriate remedial actions to protect the rights of the candidate. (2) Hear appeals of actions taken by the Library RTPC, by The Collins College of Hospitality Management RTPC, by the CAPS RTPC, and by any dean (consistent with 8.2). (3) Provide advice and assistance on RTP matters to candidates, chairs, deans, DRTPCs, and CRTPCs.

(4) Request and/or respond to requests to add new supporting material to an RTP package after the closing date. (5) Make its own recommendation on RTP requests made by candidates.

The URTPC shall receive all personnel RTP recommendations for action including: recommendations of the dean, recommendations from the department and CRTPCs, supplementary reports, and records of requests and meetings for reconsideration.

The URTPC shall consider all relevant documents, including those listed above, and make its own

recommendations for or against the RTP action requested by the candidate. The URTPC recommendations shall be based solely on the approved department RTP criteria. Recommendations not in concurrence with the RTP action requested by the candidate or not in concurrence with recommendations by the DRTPC, the department chair, the CRTPC, and/or the dean shall include explicit references to the approved department RTP criteria.

Before forwarding its written recommendation, the URTPC shall provide it to the DRTPC, the department chair, the dean, and the candidate of its recommendation. Within ten (10) calendar days from the date of the notification by the URTPC, the candidate may submit a written response or rebuttal statement to the URTPC. The candidate's response shall include a detailed written statement clarifying all alleged misapplication, misinterpretation, and/or procedural violations that are believed to have resulted in denial of the requested RTP action. The candidate's written response shall be included in his/her RTP package.

All candidates who have received a negative recommendation from the URTPC are entitled to a hearing with the URTPC. The request for a hearing must be submitted in writing to the URTPC within ten (10) calendar days after the receipt of the recommendations. The hearing shall be arranged before the URTPC with the concerned candidate. The candidate may invite the department chair or a member of the DRTPC to participate in the hearing and provide further evidence on behalf of the candidate.

The URTPC shall weigh the evidence and determine whether there has been a violation of procedure or misapplication of the department RTP criteria and notify the candidate accordingly. If the URTPC decides that there has been a violation of procedure or misapplication of criteria, it shall change its recommendation.

The URTPC shall forward its final recommendations to the Vice President for Academic Affairs and shall notify each candidate and the appropriate dean, CRTPC, and DRTPC. Notification shall consist of the URTPC's written final recommendations.

7.8 The Vice President for Academic Affairs shall review all documentation and prepare his/her recommendations of promotions. The Vice President for Academic Affairs shall forward his/her recommendations to the President.

7.9 Before decisions on promotion and tenure are announced, the President and the Vice President for Academic Affairs will meet with the URTPC to discuss those cases where there have been conflicting recommendations during the process, or where the proposed action is in conflict with the unanimous recommendations of the RTP committees involved.

8.0 APPEALS

8.1 Appeal of Department Recommendations

1. Only when a candidate believes the recommendation of the DRTPC to have been based upon a violation of department RTP procedures and/or upon a misapplication of department RTP criteria may he/she appeal as indicated below.

2. Within ten (10) calendar days after receiving notification of the DRTPC's recommendation, the candidate may submit his/her appeal to the CRTPC. The appeal shall consist of a written statement, with supporting evidence that addresses violation(s) of department procedures and/or misapplication(s) of department RTP criteria by the DRTPC.
3. The CRTPC, after receipt of all documentation on the candidate and from the DRTPC, shall weigh the evidence and shall arrange, upon request of the candidate, for a meeting with the CRTPC and the candidate.
 1. If the CRTPC determines that there has not been a violation or misapplication, the candidate and the DRTPC concerned shall be so informed.
 2. If the CRTPC determines that there has been a violation or misapplication, the CRTPC will notify the DRTPC of the nature of the violation.
 - a. If the DRTPC acknowledges the alleged error, it shall take the necessary steps to correct the violation or misapplication and shall forward to the CRTPC all pertinent data, including corrections in procedures involving criteria or changes in recommendations.
 - b. If the DRTPC alleges that no error exists, the CRTPC will forward its recommendation along with the DRTPC's recommendation to the URTPC via the dean.

8.2 Appeal of Dean's Recommendations

- A. Only when a candidate believes the recommendation of the dean to have been based on a violation of RTP procedures, or a misapplication of department RTP criteria, may he/she appeal as indicated in 8.2.B. below.
- B. Within ten (10) calendar days after receiving notification of the dean's recommendation, the candidate may submit his/her appeal to the URTPC. The appeal shall consist of a written statement that addresses violation(s) of RTP procedures and/or misapplication(s) of department RTP criteria by the dean.
- C. The URTPC, after receipt of all documentation on the candidate from the dean, shall weigh the evidence, and shall arrange, upon request of the candidate, for a hearing before the URTPC with the candidate, the dean, the chair of the CRTPC, and the chair of the DRTPC.
- D. The URTPC shall determine if there has been a violation of procedure or misapplication of department RTP criteria.
 1. If the URTPC determines that there has not been a violation of procedure or a misapplication of department RTP criteria, then the candidate, the dean, the CRTPC, and the DRTPC shall be so informed.
 2. If the URTPC determines that there has been a violation of procedure or misapplication of department RTP criteria, then the URTPC will notify the candidate, the Vice President

for Academic Affairs, the dean, the CRTPC, and the DRTPC.

- a. If an alleged error is acknowledged, the appropriate party shall take the necessary steps to correct it and shall forward all pertinent data, including corrections in procedure, criteria, or changes in recommendations to all persons who had been notified of the error.
- b. If the appropriate party alleges that no error exists, the URTPC will forward to the Vice President for Academic Affairs its recommendations (with copies to all persons who had been notified of the error) and all material relevant to the appeal, along with all other material originally received.

8.3 Appeals of grievance character shall follow the appropriate sections in Article 10 of the Collective Bargaining Agreement.

8.4 The Appeals Section 8.0 applies to all RTP recommendations.

9.0 **AMENDMENTS TO THIS POLICY**

9.1 Changes mandated by the Collective Bargaining Agreement shall be implemented by the Vice President for Academic Affairs or his/her designee with the concurrence of the URTPC.

9.2 Amendments other than those mandated by the collective bargaining agreement shall be made by the normal academic senate referral process.

CANDIDATE'S REPORT OF TEACHING AND RELATED DUTIES, PROFESSIONAL ACTIVITIES AND SERVICE TO THE UNIVERSITY AND COMMUNITY

In sections 1 through 5, please include information for the appropriate period of this evaluation only. These sections provide a brief summary of the contributions and accomplishments that should be discussed at greater length in the self-evaluation.

1. Course Assignments _____ Academic Year(s)

2. Assigned Related Duties:

Please list assignments and duties not directly connected with teaching; e.g., committee assignments, student activity involvement, and university service contributions. Please do not list such items as office hours, class preparation or grading papers and examinations.

3. Professional Activities:

Please list, for example, offices held in professional organizations, conferences, papers you presented, consulting activities, research efforts, editorial activities for professional journals, scholarly work in progress, achievements, recognitions, awards and honors. Include any activities that contributed to your professional growth.

4. Service to the Community:

Please list only those activities related to your professional career.

5. Other Noteworthy Activities:

CANDIDATE'S SELF-EVALUATION OF PERFORMANCE

Please address each of the items identified in your department's approved RTP criteria for the requested action, being as specific as possible. Indicate how you have met or exceeded each criterion (refer to department RTP criteria by number, if possible). In addition, candidates for reappointment must discuss their progress toward meeting department requirements for tenure. All candidates must discuss progress made on any recommendations for improvement given in the previous RTP cycle. Attach additional pages for the self-evaluation.

The following items should be included. It is suggested that you include these as Supplementary Documents.

1. Summary sheets for all student evaluations that were administered for you during the period of evaluation
2. A copy of the questions to which students responded for these evaluations
3. All peer evaluation reports for the period of evaluation
4. Signed letters from students, faculty, or administrators

Discussion:

The Faculty Affairs Committee updated Policy 1328 to accommodate an electronic workflow. The new language accommodates a general electronic process instead of specifically an Interfolio process.

The second reading report for FA-007-189, Modifications of Policies 1328 and 1330 for Electronic Workflow Implementation is scheduled for April 24, 2019.

- s. FA-008-189, Blackboard Ally Adoption and Use – **FIRST READING**

This report was withdrawn by the author.

- t. AA-005-189, Review of Policies for Evaluation of Faculty with Joint Appointments – **FIRST READING**

This report was withdrawn by the author.

- u. [AA-009-189, Academic Standing Policy Update – FIRST READING](#)

The first reading report for AA-009-189, Standing Policy Update, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/aa009189fr.pdf>.

Senator Wachs, Chair of the Academic Affairs Committee, presented the report.

M/s to receive and file AA-009-189, Standing Policy Update.

Recommendation:

The committee recommends that we update our academic standing policy: The Academic Senate recommends approval of the following revisions to Policy No. 1430 and Policy No. 1431 and to accordingly update these policies, and include the date of revision, in the online University Manual:

Recommended Policy (*Black font is AS 2462-145/AA which supersedes Policy No. 1431 and contains significant overlap with Policy No. 1430*). Policy 1430 below attempts to combine policies 1430, 1431 (based

on AS 2462-145/AA) and EO 1038 into a single policy for undergraduate students. Policy No. 1431 can then be designated for postbaccalaureate students.

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1430**

ACADEMIC STANDING - UNDERGRADUATE STUDENTS

1.0 Purpose

The purpose of this policy is to establish the criteria for assignment of Probationary and Disqualification academic standings to undergraduate students. The minimum requirements for academic probation and disqualification are established under Executive Order No. 1038, Sections 41300 and 41300.1 of Title 5 of the California Code of Regulations, and Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of the California State University.

1.0 Good Standing

An undergraduate student is considered to be in good standing when a cumulative grade point average of 2.0 (C) for all university level work attempted and for all such work attempted at Cal Poly Pomona is earned.

If a student's GPA remains below 2.0 for more than two consecutive semesters, the student will not be certified for veteran educational benefits until the academic status of the student is restored to good standing.

2.0 Early Warning

All undergraduate students with a Cal Poly GPA of less than 2.2 will have an advising hold placed systematically on their record. The students will not be able to register until they have cleared this hold with their major department.

3.0 Academic Probation

An undergraduate student shall be placed on academic probation if at any time the cumulative grade point average in all college work attempted or cumulative grade point average for work attempted at Cal Poly Pomona falls below 2.0. The student shall be advised of probation status promptly.

The first time an undergraduate student's cumulative grade point average in either work attempted at Cal Poly Pomona or for all college level work attempted falls below 2.0 the student shall be assigned Probation with Contract status (PWC).

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted, and the Cal Poly Pomona cumulative grade point average is 2.0 or higher.

After the first occurrence of the GPA falling below 2.0, students may be academically disqualified as detailed in section 5.0 of this policy without first being put on probation.

4.0 Academic Disqualification

Students can fall into Disqualification in two ways:

- 1). If students do not meet the term GPA of 2.0 or higher at the end of any term following their first PwC status, while they remain in PwC status.
- 2) If, after a first PwC status, students successfully raise their CPP and Overall GPA above the PwC threshold, but then their GPA falls below the threshold in a subsequent term.

All academically disqualified students shall be notified of their disqualification before the beginning of the semester following the assignment of that academic standing. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The disqualification notification shall advise the student that the disqualification is to be effective immediately*. Failure to notify students does not create the right of a student to continue enrollment. Students will not be allowed to attend the semester following academic disqualification.

Students who do not attend two semesters consecutively in one calendar year are considered to have broken continuous enrollment status.

Students have the right to appeal their eligibility to enroll by completing the Disqualification Appeal Student Information Sheet available in the Registrar's Office.

Only in extraordinary circumstances, will appeals be considered. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification. Students who are disqualified at the end of the spring semester shall have until the end of the following fall semester to appeal.

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar's Office after approval by the student's major department chair and the college dean. After reinstatement, students must maintain a grade point average of 2.0 or better each subsequent semester, and may take no more than 13 units until the overall and Cal Poly Pomona grade point average is 2.0 or better.

5.0 Administrative-Academic Probation

An undergraduate student may be placed on administrative-academic probation for any of the following reasons:

- a) Withdrawal from more than two-thirds of a program of study in two successive semester or in any three semesters. A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to Administrative Academic probation for such withdrawal.
- b) Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 semester units of No Credit, when such failure appears to be due to circumstances within the control of the student.
- c) Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, which is routine for all students or a defined group of students (example: failure to

complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program) .

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

6.0 Administrative-Academic Disqualification

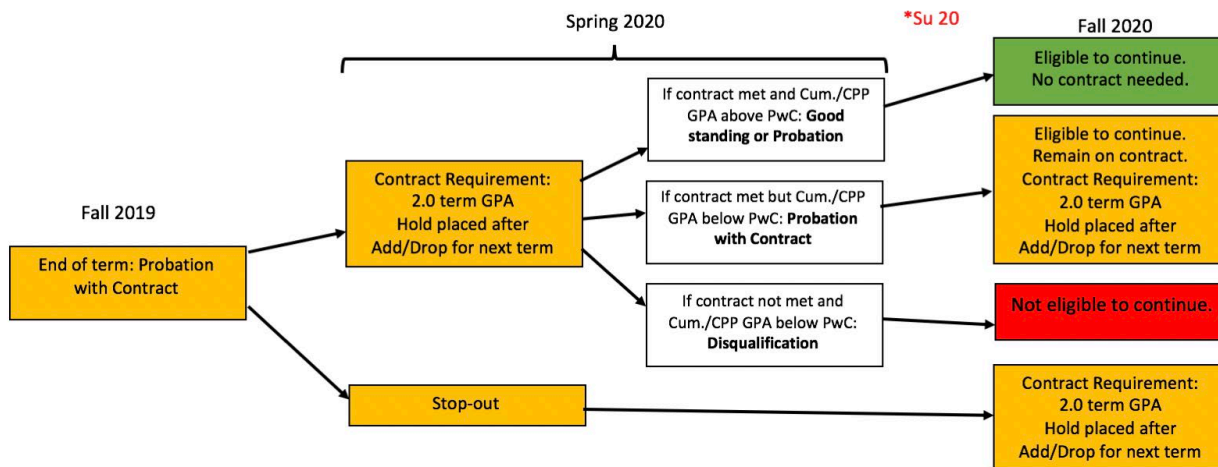
A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

- a) The conditions for removal of administrative-academic probation are not met within the period specified.
- b) The student becomes subject to academic probation while on administrative academic probation.
- c) The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

When a student has been placed on administrative-academic disqualification he/she shall receive written notification including an explanation of the basis for the action.

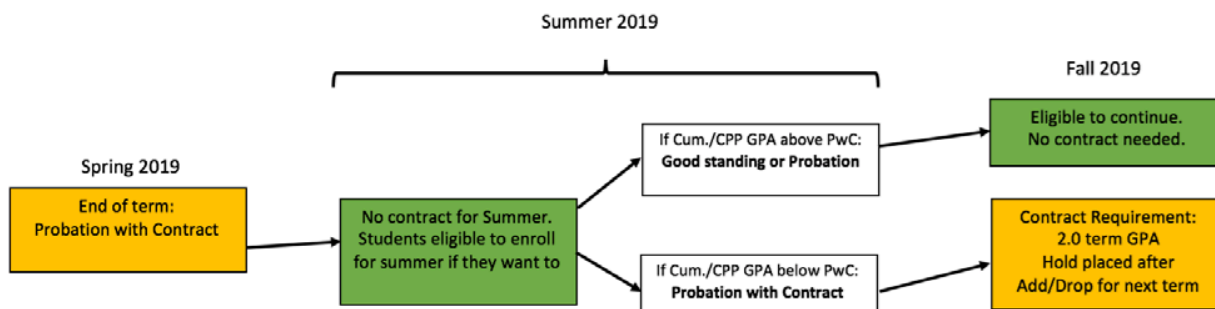
In addition, the Office of Academic Programs may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Example:

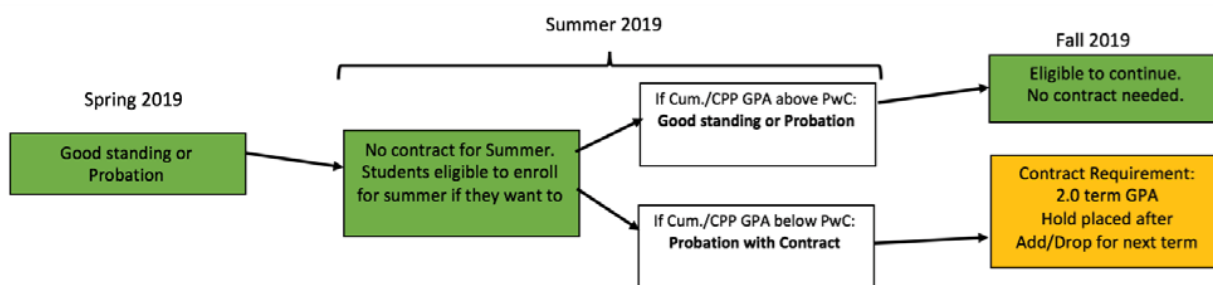


***Process proposal for summer terms**

- Summer terms will not count towards the outcome of the DQ contract, unless their grades during Summer moves them to probation or good standing.



- However, if students become disqualified for the first time during Summer, they will be on contract the subsequent term:



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1431**

ACADEMIC STANDING - POSTBACCALAUREATE STUDENTS

1.0 Purpose

The purpose of this policy is to establish the criteria for assignment of probationary and disqualification academic standings to postbaccalaureate students. The minimum requirements for academic probation and disqualification are established under Executive Order No. 1038, Sections 41300 and 41300.1 of Title 5 of the California Code of Regulations, and Chapter III, Sections 1 and 2 of the Standing Orders of the Board of Trustees of the California State University. Probation and disqualification criteria of post-baccalaureate and graduate students may not be less than those established for undergraduate students.

2.0 Academic Probation

A postbaccalaureate student shall be placed on academic probation (PwC) if at any time the cumulative grade point average in all postbaccalaureate level course work attempted or cumulative grade point average for postbaccalaureate course work attempted at Cal Poly Pomona falls below 3.0. The student shall be promptly notified in writing of their probation status.

The first time a postbaccalaureate student's cumulative grade point average in either postbaccalaureate course work attempted at Cal Poly Pomona or for all postbaccalaureate course work attempted overall falls below 3.0 he/she shall be placed on academic probation, even in circumstances where his/her GPA falls below the disqualification thresholds as described under section 3.0 of this policy.

A postbaccalaureate student shall be removed from academic probation when the cumulative grade point average in all postbaccalaureate course work attempted overall, and the Cal Poly Pomona cumulative grade point average is 3.0 or higher. The student shall be provided with any additional conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

After the first occurrence of the GPA falling below 3.0, postbaccalaureate students may be academically disqualified without first being put on probation.

3.0 Academic Disqualification

A postbaccalaureate student is subject to Academic Disqualification if at any time:

Students can fall into Disqualification in two ways:

- 1). If students do not meet the term GPA of 3.0 or higher at the end of any term following their first PwC status, while they remain in PwC status.

- 2) If, after a first PwC status, students successfully raise their CPP and Overall GPA above the PwC threshold, but then their GPA falls below the threshold in a subsequent term.

All academically disqualified postbaccalaureate students shall be notified of their disqualification before the beginning of the semester following the assignment of that academic standing. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The disqualification notification shall advise the student that the disqualification is to be

effective immediately*. Failure to notify students does not create the right of a student to continue enrollment. Students will not be allowed to attend the semester following academic disqualification.

Students who do not attend two semesters consecutively in one calendar year are considered to have broken continuous enrollment status.

Students have the right to appeal their eligibility to enroll by completing the Disqualification Appeal Student Information Sheet available in the Registrar's Office.

Only in extraordinary circumstances, will appeals be considered. A successful appeal request is considered a reinstatement. However, no reinstatement petition or advising contract is required. Students may not appeal a second disqualification. Students who are disqualified at the end of the spring semester shall have until the end of the following fall semester to appeal.

Upon initial disqualification, students may request consideration for reinstatement only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. The Petition for Academic Reinstatement must be filed in the Registrar's Office after approval by the student's major department chair and the college dean. After reinstatement, students must maintain a grade point average of 2.0 or better each subsequent semester, and may take no more than 13 units until the overall and Cal Poly Pomona grade point average is 2.0 or better.

All Academically Disqualified postbaccalaureate students shall be notified of their disqualification before the beginning of the semester following the assignment of that academic standing. Students disqualified at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. The disqualification notification shall advise the student that the disqualification is to be effective immediately. The disqualification notification shall include any conditions which, if met, will result in permission to continue in enrollment. Failure to notify students does not create the right of a student to continue enrollment.

Postbaccalaureate and graduate students will normally be ineligible for reinstatement or readmission after a disqualification. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or readmission after a disqualification.

4.0 Administrative-Academic Disqualification

A postbaccalaureate student may be placed on administrative-academic probation for any of the following reasons:

- a) Withdrawal from more than two-thirds of a program of study in two successive semester or in any three semester. A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to Administrative Academic probation for such withdrawal.
- b) Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 semester units of No Credit, when such failure appears to be due to circumstances within the control of the student.
- c) Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, which is routine for all students or a defined group of students (example: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a

specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program) .

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

5.0 Administrative-Academic Disqualification

A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

- a) The conditions for removal of administrative-academic probation are not met within the period specified.
- b) The student becomes subject to academic probation while on administrative academic probation.
- c) The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

When a student has been placed on administrative-academic disqualification he/she shall receive written notification including an explanation of the basis for the action.

In addition, the Office of Academic Programs may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the specified date.

Discussion:

These updates to the disqualification policies are designed to reduce the paperwork and the burden on department chairs and not disqualify students so quickly. The primary change is that when a student is put on probation, if a student's semester GPA is above a 2.0 but their overall GPA is still under a 2.0, they stay on probation and are not placed on academic disqualification. In the past if a student could not get their overall GPA over 2.0, they could go into academic disqualification much quicker.

The second reading of AP-009-189, Academic Standing Policy Update, is scheduled for April 24, 2019.

v. [EP-002-189, Update of the Academic Senate Constitution and Bylaws – FIRST READING](#)

The first reading report for EP-002-189, Update of the Academic Senate Constitution and Bylaws, is located on the Academic Senate website at <http://academic.cpp.edu/senate/docs/ep002189fr.pdf>.

Senator Puthoff, Chair of the Elections and Procedures Committee, presented the report.

Recommendation:

The Elections and Procedure Committee recommends the changes detailed in the report and

incorporated in the attached bylaws.

POLICY 122

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

BYLAWS

ACADEMIC SENATE

ARTICLE I

Authority and Constraints

Section 1 The Academic Senate shall be governed by its Constitution and Bylaws, provided that nothing in the Constitution and Bylaws exceeds its power and authority as determined by regulations established by the President of the University, the Trustees or the Chancellor of the California State University (CSU), or the laws of the State of California.

ARTICLE II

Officers

Upon resignation, any Senate Officer or Executive Committee member shall be replaced by majority vote of the Academic Senate at the next regularly scheduled Senate meeting.

Section 1 The Chair shall:

- Preside at all meetings of the Executive Committee, Academic Senate, and general meetings of the faculty as called for under Article VII, Sections 3, 4, and 5.
- Exercise the option to vote as any other member of the Academic Senate when the vote is by secret ballot. In all other cases, the Chair can vote whenever their vote will affect the result – that is the Chair can vote either to break or cause a tie; or the Chair can vote either to cause or block the attainment of the necessary two-thirds.
- Establish and publicize times and places of all Executive Committee, Academic Senate, and general constituent meetings.
- Be the alternative representative to the California State University Academic Senate, as provided in Article XI.
- Act as liaison between the Academic Senate and all other agencies having business with the Academic Senate.
- Assume the duties of the Chair at the beginning of the Summer Term after election.
- See that all members of the Academic Senate and its committees receive copies of all documents and materials needed to discharge their duties including those required by laws.
- If the Chair chooses to enter a debate, the Chair shall pass the gavel to the Vice Chair. The Vice Chair shall retain the gavel for the duration of the Chair's comments on

that topic.

Select a Parliamentarian whose duties begin when the Chair's duties begin.

Inform recently elected senators of their duties prior to attending their first regularly scheduled meeting.

The Senate may vote to include the immediate past chair as a voting member of the Executive Committee, provided that the immediate past chair is a member of the Senate.

Section 2

The Vice Chair shall:

(A) Assume the role of the Chair when relinquished by the Chair.

Act as liaison between the Executive Committee and all ad hoc and standing committees of the Academic Senate, having complete charge of the referral process and being responsible for reporting to the Executive Committee the current status of work assigned to committees.

Be responsible for publicizing information relating to the work of the Academic Senate.

Assume the duties of the Vice Chair at the beginning of the Summer Term after election.

Section 3

The Recording Secretary shall:

(A) Record minutes of all Executive Committee and Academic Senate meetings and be responsible for distribution (including the Web) of the minutes to all constituents.

Prepare the agenda for all Executive Committee and Academic Senate meetings.

Supervise the preparation of reports from committees of the Academic Senate, ensuring that proper form is used, sufficient copies are printed, and reports are properly distributed.

These duties may be assigned to a support staff member.

Section 4

The Parliamentarian shall:

(A) At the request of the Chair of the Academic Senate or any senator, offer advice concerning parliamentary procedure.

Act as an Ambassador at Large, assuming such duties in the judgment of the Chair of the Academic Senate would facilitate and expedite the work of any committee of the Academic Senate.

ARTICLE III Executive Committee

Section 1

The Executive Committee shall have the authority to act for the Academic Senate, except that in addressing the Chancellor, the Trustees, or other appropriate bodies on matters of policy it shall distinguish whether it is expressing the position of the Academic Senate or the position of the Executive Committee alone. This authority should be

exercised only when a situation arises requiring resolution before the next regular meeting of the Academic Senate is feasible, and it shall require a 2/3 majority vote of the entire membership of the Executive Committee before such executive actions are authorized. In any case, the Committee shall report such action to the Academic Senate at the first meeting of the Senate following the action.

Section 2

The Executive Committee of the Academic Senate shall:

(A) Designate the time and place of all regular meetings of the Academic Senate.

When petitioned, as outlined in Article VII, Section 3, 4 and 5 call general meetings of the electorate and emergency meetings of the Academic Senate.

Provide agendas for all meetings of the Academic Senate and general meetings of the electorate, and distribute one week prior to the meeting all reports, recommendations, and other such materials which will be discussed.

Screen all problem referrals. Problem referrals which do not merit investigation or which are outside the jurisdiction of the Academic Senate shall be returned to the originator, with explanation of the judgment and advice of recourse provided by Article VI, Section 1.F. In addition, the Executive Committee shall report all rejected referrals to the Academic Senate.

Delegate to appropriate committees all referred matters which in the judgment of the Executive Committee merit investigation and assign due dates for reports and recommendations.

Ensure that all matters considered by the Academic Senate or its committees are within the jurisdiction of the Academic Senate.

Ensure that reports from committees are in acceptable form and respond appropriately to the charge given the committee prior to presentation to the Academic Senate.

Sit as an appellate committee to hear arguments from a Senate constituent who can show cause that an issue before one of the standing committees has not been adequately resolved in the recommendations it is making to the Senate.

Ensure that all members of the electorate are informed of matters concerning the University and the work of the Academic Senate.

Provide appointments to all ad hoc and standing committees.

Ensure that an annual report of the work of the Academic Senate is prepared and distributed to all interested parties.

Maintain the archives of the Academic Senate.

Review all correspondence from the Academic Senate and all correspondence addressed to the Academic Senate.

Upon notification from the Elections and Procedures Committee that only one candidate has been duly nominated for each position in Senate or committee elections, declare that the nomination period will be held open for five additional instruction

days. Upon further notification from the Elections and Procedures Committee that only one candidate has been duly nominated after this extended period, declare that the individual has been elected.

Assume their duties at the beginning of the Summer Term after election.

Article IV Standing Committees

- Section 1
- (A) The standing committees of the Academic Senate shall be the Academic Affairs Committee, Academic Programs Committee, Budget Committee, Elections and Procedures Committee, Faculty Affairs Committee, and the General Education Committee. There will also be a Student/Faculty Liaison Officer.
 - (B) Committees are responsible to the Academic Senate. All questions, from whatever source, concerning the work of standing committees on problem referrals shall be directed to the Executive Committee.

Section 2 Committee Appointments

- (A) The chairs and members of the standing committees shall be appointed by the Executive Committee and shall serve a one-year term.

Committee chairs must be senators. Each senator shall serve as a committee chair when appointed.

Each standing committee shall be composed of not fewer than two senators, and such other Academic Senate constituents as would expedite the work. Committee size is limited to no more than three percent of those constituents; e.g., if the University has 800 University constituents, standing committee size is limited to no more than twenty-four members.

All standing committees shall, in addition to their senator appointees, be constituted of members proportionate to their representation on the Academic Senate. Each University constituency will be given the opportunity to have at least one representative on each standing committee. If there is no action on the part of the constituencies to fill vacant seats within 30 days after notification of the vacancy then those seats will be considered as at-large seats and filled by members of other constituencies as determined appropriate by the Executive Committee. The at-large member will serve until the next Senate election.

No senator may serve on more than one standing committee except under extraordinary circumstances as determined by the Executive Committee.

A committee, whenever possible, shall have some members who have served previously, and may have student representatives.

Vacancies on standing committees are to be filled in the manner prescribed for regular appointment.

Administrative representatives (non-voting) shall be appointed to standing committees based on the business and responsibilities of the committee. These appointments shall be approved by the Executive Committee.

Section 3

Responsibilities of Standing Committees

(A) The Academic Affairs Committee shall:

Ensure that faculty morale is high.

Ensure the best working conditions.

Maintain academic freedom.

Ensure that the academic calendar including the Graduation Ceremonies Schedule serves the best interests of the University.

Ensure teaching excellence.

Promote excellence in the utilization of class time by considering such factors as class size, class schedules of faculty members, and released time for performance of related academic functions.

Promote the highest standards in grading, and granting of student scholarships.

Promote the highest standards in student honors and student honor societies.

The Academic Programs Committee shall be responsible for all non-General-Education matters such as, but not limited to:

(1) Program reviews.

New course and/or program proposals.

The Academic Masterplan.

The Elections and Procedures Committee shall:

(1) Conduct all referenda and all elections of Academic Senate members, officers of the Academic Senate, representatives to the CSU Academic Senate, and other representatives according to the requirements of the Constitution and Bylaws of the Academic Senate.

Serve as a board of qualifications by ensuring that all nominees for Academic Senate and CSU Academic Senate seats are duly qualified. Only Academic Senate candidates that have been nominated may appear on the ballot in a given election. There shall be no provision for write-in candidates. The nomination consists of the signatures of no less than five (5) of the candidate's would-be constituents.

Certify the results of elections to the Academic Senate and CSU Academic Senate. Election shall be by a plurality of votes cast. If ties should result, they shall be resolved through a second election among the candidates who are tied. If after this second election a tie still exists, it shall be resolved by recourse to a random or pseudorandom number generation scheme.

In the event of a dispute about the qualifications of a candidate or the outcome of an election or referendum, conduct an investigation under the direction of the Executive Committee in accordance with the Bylaws, Article VII.

Periodically review the Academic Senate Constitution and Bylaws.

Apportion Academic Senate seats among the colleges, schools, and areas according to procedure described below.

The populations of the various constitutionally defined categories (tenure-track faculty and full-time lecturers, librarians, student-services professionals) and subcategories (colleges/schools) will be the fall-term full-time equivalent faculty (FTEF) values of the year of reapportionment of the N Academic Senate seats.

One (1) seat is to be allocated to each of the librarian and student-services-professionals categories.

The total FTEFs, minus the library and student-services values, are divided by the number of remaining Academic Senate seats to be apportioned to the tenure-track and full-time-lecturer category (= $N - 2$); this is the FTEF/seat value R for this category:

$$R = \frac{\text{total FTEF} - \text{FTEF for library/student services}}{N - 2}.$$

The FTEF values of the individual subcategories are divided by R to determine the seat entitlement for that subcategory; this is recorded as a whole number of seats m along with a fractional number of seats r , rounded to the nearest one-hundredth of a seat:

$$\begin{aligned} \text{seats for subcategory } i &= \frac{\text{FTEF for subcategory } i}{R} \\ &= m_i \text{ whole seats} + [r_i]_{0.01} \text{ remainder seats.} \end{aligned}$$

Each subcategory is assigned their whole seats. This leaves

$$n = N - 2 - \sum_i m_i$$

seats left to apportion. These n seats are assigned, one each, to the n subcategories with the largest remainder seat values r .

The three-year apportionment cycle shall continue from that established in the academic year 1994-1995.

The Faculty Affairs Committee shall:

- (1) Ensure that the Retention, Tenure, and Promotion (RTP) procedure is standardized and every effort is made to retain highly qualified faculty members.

Ensure that the hiring and evaluation procedures for lecturers are standardized.

Ensure that recruitment procedures are standardized and that every effort is made to hire highly qualified faculty members.

Ensure that all evaluations of faculty are standardized and conducted in accordance with the collective bargaining agreement (CBA) and that every effort is made to retain highly qualified faculty members.

Ensure that working conditions not addressed in the CBA are maintained at a high level.

Ensure that the interests of continuing faculty are protected in the process of filling summer appointments.

Expedite faculty-administration relationships.

Maintain good relationships between faculty and the public.

The General Education Committee shall:

- (1) Oversee the implementation of Executive Order 1100 (revised) in all of its specified and applied dimensions.
- (2) Oversee the implementation of California State Polytechnic University, Pomona's American Cultural Perspectives requirement.

The Student/Faculty Liaison Officer shall be a senator, and is the Academic Senate representative to Associated Students, Inc. (ASI). The Liaison Officer is responsible for articulating Senate policy and sentiment in ASI proceedings, and ensuring that an open channel of communication between the Academic Senate and ASI exists.

Section 4

Meetings

(A) It is the policy of the Academic Senate that all Academic Senate committees conduct their proceeding in an open manner unless otherwise provided for in the Bylaws.

Committee meeting places and agendas will be posted in a public place. The Web is considered a public place.

The committees will meet on a regular basis on Wednesdays from 3 to 5 p.m. except at such time when the Academic Senate meets. A committee may also meet at such times that the committee believes is necessary to complete the committee's workload. Emergency Senate/committee meetings could be held by telephone or computer provided that at least one venue of the meeting is open to the public.

A quorum will consist of one quarter of the membership of the committee.

Standing committees may form such subcommittees as they deem necessary. These subcommittees will report to the parent committee. A standing committee may, via the Executive Committee, request that another of the Senate's committees act as one of its subcommittees for purposes of dealing with backlogged

referrals.

Section 5 Reports and Referrals

- (A) Within five working days after the last Academic Senate meeting of the academic year, standing committees shall file annual reports with the Vice Chair of the Academic Senate detailing the work presented, work completed and work under consideration by the committee during the year. Any referral(s) not under consideration by a Senate committee at this time will be deleted (“Sunset Clause”) from the referral backlog and its originator so informed.

Any referral dropped from consideration due to the Sunset Clause may be reintroduced in the next academic year either by its originator, an interested party, or the committee itself. The Executive Committee will consider the priority of all such referrals at the beginning of the academic year by assigning new due dates.

ARTICLE V
Senate Budget Committee

Section 1 The Budget Committee shall be a standing committee of the Academic Senate.

- (A) The Senate Budget Committee shall be responsible to the Academic Senate.

The provisions in the Bylaws governing meetings, referrals, investigations, and reporting shall apply to the Budget Committee.

Section 2 Membership and Terms of Service

- (A) The membership of the Senate Budget Committee shall be:

- (1) One faculty member from each Academic Senate constituency (college/school/area), appointed by the Executive Committee.

The staff representative to the Academic Senate or a staff member selected by the same process used to select the staff representative (Academic Senate Constitution, Article III, Section 6).

A student representative appointed by ASI.

Faculty members shall serve three-year staggered terms.

The chair of the committee will be appointed by the Senate Executive Committee and will serve as a representative to RMAC or its equivalent body

Section 3 Senate Budget Committee Responsibilities

- (A) The Committee shall be the deliberative body of the faculty on general fund budget and resource use as they affect the University including, but not limited to, the instructional budget, the academic support budget, the student support budget, the institutional support budget, the allocation of facilities and positions, as well as the allocation of new funds and special funds such as lottery funds.

The Committee shall be consulted and assist in the formulation of the policies, priorities,

and guidelines by which University resources are requested and allocated.

The Committee shall ensure that budget and financial reports are provided to the Academic Senate and made available to the campus community on an annual basis. The reports shall include, but are not limited to, salaries, release time, operating expenses, University Educational Trust, and lottery funds. The divisional reports shall also document all sources and uses of funds in addition to the annual increases and decreases.

The Committee shall bring reports and recommendations to the Academic Senate, as do all other standing committees.

The Committee chair shall make regular reports to the Executive Committee of the Academic Senate and to the faculty as a whole.

ARTICLE VI Ad Hoc Committees

Section 1

Ad hoc Committees shall be appointed by the Executive Committee and ratified by the Academic Senate. They shall consider problems which in the judgment of the Executive Committee are outside the purview of a standing committee. In making appointments to ad hoc committees, the Executive Committee shall be governed by the purpose of the ad hoc committee. In investigating problem referrals, ad hoc committees shall be governed by provisions of Article VII, Section 1.C.

ARTICLE VII Academic Senate Investigative Procedures

Section 1

The Academic Senate in its investigative capacity shall consider all legitimate problems referred to it and make appropriate recommendations.

(A) The originator of the problem referral, who may be a constituent, Academic Senate Committee, administrator or other person related to the University, shall submit in writing to the Executive Committee a statement indicating the nature of the problem referred and specifying precisely the policy, procedure, or practice to be investigated.

The Executive Committee shall:

(1) Place the referral on its agenda for consideration.

Screen the problem referral for jurisdiction and merit as provided in Article III, Section 2.D.

When the matter is within the jurisdiction of the Academic Senate and merits investigation:

(a) Provide additional information of which it is knowledgeable.

Indicate resource personnel or documents which would aid in problem investigation and solution.

Refer the problem to the appropriate committee, stipulating the due date

for the committee report and follow up to be sure a report is issued.

The designated committee shall:

- (1) Research the problem for background information utilizing all available resources.

Request the presence at its meeting of the originator and other such personnel whose presence would contribute to the solution of the problem. Input can also be provided in written form including Email.

Meet due dates established by the Executive Committee. When due dates cannot be met, committees shall request an extension at least one week prior to the established due date.

Present reports of their investigations in proper form, unsigned, to the Executive Committee.

Present minority reports when appropriate.

When new problems are encountered, present them as new problem referrals to the Executive Committee.

The Executive Committee shall:

- (1) Ensure that all aspects of problems are considered.

Ensure that recommendations are within the scope of the Constitution and Bylaws of the Academic Senate.

Determine whether Academic Senate action is required, and forward to the Academic Senate.

The Academic Senate shall receive, consider, and act on recommendations as appropriate.

The following recourse is provided when the Executive Committee screens out a problem referral as provided by Article III, Section 2.D. Within the rules for conduct of Academic Senate meetings (Article IX), the originator may appear before the Academic Senate and explain the problem referral. Upon majority vote, the Academic Senate shall assume the role of the Executive Committee as specified in Section 1.B. Failing majority vote, the problem referral shall be refused.

The Executive Committee shall review all Presidential responses to Academic Senate reports and take the following actions where appropriate:

- (1) If the President accepts the recommendations, the acceptance shall be reported to the Senate.

If the President modifies or rejects one or more recommendations, the Executive Committee shall determine if the modifications are significant and may

refer the report to the originating committee for further consideration.

On Presidential responses referred to committees by the Executive Committee, the committee shall consider the responses and make a report to the Senate as soon as possible. This report may recommend the original recommendations, may recommend the acceptance of the President's responses, or may make new recommendations.

Any report which is a reconsideration by a committee after the President has responded, and which recommends anything other than the acceptance of the President's responses, may be passed by the Senate only by a two-thirds affirmative vote of those Senators casting a vote.

ARTICLE VIII Calling of Meetings

- Section 1 The Academic Senate shall meet at least once each month while school is in session with the exception of the month of December, and at additional times when called by the Executive Committee. The Agenda will be posted on the Web at least five days before the meeting.
- Section 2 All meetings of the Academic Senate shall be open to all University-related personnel unless by a majority vote of the Academic Senate an executive session is called. When in executive session, only voting Academic Senate members may be present, except that the Senate may invite appropriate personnel as required to conduct executive session.
- Section 3 Emergency Senate meetings could be held by telephone or computer provided that at least one venue of the meeting is open to the public.
- Section 4 Emergency, special, and or Executive Sessions of the Academic Senate shall be called when a written petition is submitted to the Executive Committee, provided that the petition specifies the issue to be discussed, and is signed by at least:
- (A) Ten percent of the members of the Academic Senate, or
- Ten percent of the electorate
- If an emergency meeting is called, the first order of business shall be a simple majority vote that such emergency exists. This is not necessary for a special meeting, nor for Executive Session.
- The agenda and minutes for emergency meetings will be publicized as soon as possible.
- Section 5 Meetings of the electorate shall be called when a written petition is submitted to the Executive Committee, provided that the petition specifies the issue to be discussed, and:
- (A) When the issue to be discussed has not previously been acted on by the Academic Senate; the petition is signed by at least twenty-five percent of the electorate; and presented at least seven days in advance.
- When the issue to be discussed has previously been acted on by the Academic Senate, the petition is signed by at least:

- (1) Twenty-five percent of the electorate, or
Two-thirds of the voting members of the Academic Senate.

ARTICLE IX
Conduct of Meetings

- Section 1 Regular meetings of the Academic Senate shall be governed by the following rules.
- (A) Any number over one-half of the elected and seated senators shall constitute a quorum.
- Any member may be represented by proxy, provided that a signed assignment of proxy is submitted prior to the meeting and provided that the person to whom the proxy is given is a voting member of the Senate. The proxy holder may assign their own proxy and those they hold to a third member, unless those proxies have been designated by their makers as nontransferable. All proxies shall be listed in the minutes of Senate meetings.
- The agenda shall be approved by the Executive Committee seven days in advance. In case of emergency the Agenda may be amended, by a majority vote of the Executive Committee, until 48 hours in advance of the Academic Senate meeting. These emergency agenda items require a two-thirds vote of the Academic Senate to pass. The Agenda may be amended from the floor by a simple majority vote to delete action items, add or delete discussion items, and reorder the agenda. In the event that no action items are scheduled for a given Senate meeting, the Executive Committee may cancel said meeting.
- The agenda shall establish a time certain of 3:45 p.m. for consideration of committee reports.
- Committee reports shall be indicated on the agenda as First Reading or Second Reading. Voting shall occur in the Second Reading. During the First Reading of an item, only the following motions are appropriate:
- Waive first reading
 - Postpone indefinitely
 - Postpone definitely
 - Return to committee
 - Return with a special recommendation to committee
 - Limit debate
- The current edition of Robert's Rules of Order Newly Revised shall govern the proceedings and conduct of meetings, except where the Bylaws, Constitution, or the Laws of the State of California specify otherwise
- Whenever there is a plurality vote (more than two choices) in which no choice receives the necessary majority, there will be a runoff ballot between the two choices receiving the most votes.
- A secret ballot may be requested by any member without debate or vote.

Section 2 The Chair may grant any nonmember the privilege of addressing the Academic Senate.

Section 3 Emergency and special meetings of the Academic Senate and general meetings of the electorate shall be governed by the following special rules:

(A) Only topics specified in the petition shall be discussed.

The Academic Senate Chair shall preside.

ARTICLE X Duties and Responsibilities of Senators

Section 1 The membership and organization of the Academic Senate are defined in the Constitution (Policy 121), Article III. Senators represent the constituency (college/school/area) that elected them and are expected to consider the opinions and interests of the entire constituency, not just those of their own departments, when engaging in business of the Academic Senate. In addition, Academic Senators shall:

(A) Be informed about the business and issues before the Academic Senate.

Attend all meetings of the Academic Senate, or if unable to attend, to designate a proxy.
A Senator submitting a proxy shall be considered absent for the purpose of attendance.

Communicate regularly to their constituents the business and issues before the Academic Senate, receive feedback from their constituents on these matters, and to convey that feedback to the Academic Senate.

Maintain a collegial and objective bearing during debate in the Academic Senate.

(B) Uphold the tenets of shared governance.

Section 2 Attendance

(A) The Executive Committee shall remove from the Academic Senate any member with more than three consecutive absences from regularly scheduled monthly meetings of the full Academic Senate. Should a Senator be absent for the next regular monthly Academic Senate meeting after three unattended meetings, a special election will automatically be called to fill the balance of such Senator's term. The Executive Committee shall also remove from the Academic Senate any member with a total of 5 absences from regular senate meetings in an academic year.

The Executive Committee shall remove from the Academic Senate any member who will be absent for the next three consecutive regularly scheduled monthly meetings as a result of infirmity or loss of eligibility to serve. The Executive Committee shall remove any member taking a university-approved leave of more than one term. A special election will automatically be called to fill the balance of such Senator's term.

Attendance at Senate meetings scheduled during the summer months is optional. Missing any meeting during the summer will not count as an absence for the purpose of removing a Senator due to lack of attendance.

The Executive Committee may reassign or remove a member from a Senate Committee for lack of participation in the work of the committee at the recommendation of the Committee Chair.

ARTICLE XI Assigned Time

Section 1 Provision may be made so that members of the Academic Senate are allotted assigned time sufficient to permit the expeditious performance of their duties.

ARTICLE XII Academic Senate of the California State University

Section 1 California State Polytechnic University, Pomona shall be represented in the Academic Senate of the California State University by Academic Senators and one alternate, as provided in the Constitution and Bylaws of the Academic Senate of the California State University.

Section 2 Any member of the electorate of the Academic Senate is eligible for election to the Academic Senate of the California State University.

Section 3 The Academic Senate Chair shall serve as the alternate.

Section 4 Election of Academic Senators shall take place prior to May 1 of each year when terms of Academic Senators expire. Elections shall be supervised by the Elections and Procedures Committee and shall be by secret ballot, and shall be conducted in conformity with the Constitution and Bylaws of the Academic Senate of the California State University.

Section 5 In the event that an Academic Senator is unable to perform duties for more than one academic term, a new Academic Senator shall be elected to fill the unexpired term.

Section 6 Service on Academic Senate CSU committees may be accepted in lieu of service on campus Academic Senate committees.

ARTICLE XIII Amendment of Bylaws

Section 1 Proposed amendments to the Bylaws of the Academic Senate shall be submitted to the Executive Committee. The Executive Committee shall distribute them to senators at least ten instructional days before the meeting at which the proposed amendments will be voted on. A two-thirds vote of the Academic Senate is required for amendment of the Bylaws.

Discussion:

Senator Puthoff stated that the Academic Senate Bylaws were updated last year for the semester calendar, but there were multiple previous Academic Senate reports that had not been incorporated into the Bylaws document. The report goes into detail about why all the changes were made. All the changes were based on previous Academic Senate actions that have been adopted as policies and guide the Academic Senate's activities but had not made it into any documents. The Election and Procedures Committee has encoded all these policies into the

Bylaws.

Senator Puthoff prepared a [PowerPoint presentation](#) to go over the changes but time constraints prevented him from going over the presentation. The PowerPoint presentation is located on the Academic Senate website at <https://www.cpp.edu/~senate/documents/packets/2018-19/03.27.19/ep-report-senate-meeting-2019-03-27.pdf> and can be considered the “cliff notes” for all the changes.

The second reading report of EP-002-189, Update of Academic Senate Bylaws, is scheduled for April 24, 2019.

The March 27, 2019 Academic Senate Meeting adjourned at 5:10 p.m.