



Academic Senate Meeting – Fall 2025

Thursday, November 6, 2025

Agenda

10:00 AM – 11:30 AM

Location: Dezember Leadership and Development Center, Room 409-411

Zoom Link: <https://csub.zoom.us/j/84669370314?pwd=gmLoywwMxQR4k7G0hUhv25vs0N8xr8.1>

Senate Members: Chair M. Danforth, Vice-Chair D. Solano, CSU Senator C. Lam, CSU Senator N. Michieka, AH Senator T. Tsantsoulas, AH Senator M. Naser (F2025 alt. D. Stockwell), BPA Senator D. Wu, BPA Senator S. Sarma, NSME Senator L. Kirstein, NSME Senator A. Stokes, SSE Senator Z. Zenko, SSE Senator S. Roberts, AV Senator K. Holloway, At-Large Senator H. He, At-Large Senator A. Grombly, At-Large Senator A. Hays, At-Large Senator A. Lauer, At-Large Senator T. Salisbury, At-Large Senator R. Dugan, Lecturer Electorate Senator D. Horn, Senator H. Gonzalez – Staff Representative, Senator A. Reyes – ASI President, VP AA & Provost D. Thien, Senator J. Dong – Dean Representative, and Senate Analyst K. Van Grinsven.

Guests: President Harper and GE Director E. Montoya.

- I. Call to Order and Tejon Tribal Land Acknowledgement
- II. Approval of Minutes
 - a. October 9, 2025 (handout)
 - b. October 23, 2025 (deferred)
- III. Announcements and Information
 - a. President's Report – V. Harper (**Time Certain: 10:10 AM**) (handout)
 - b. GE Director – E. Montoya (**Time Certain: 10:20 AM**)
 - i. 2024-2025 GECCo Report (handout)
 - c. Elections and Appointments – D. Solano (handout)
- IV. Approval of Agenda (**Time Certain: 10:05 AM**)
- V. Reports
 - a. ASI Report – Senator Reyes (handout)
 - b. Provost's Report – D. Thien
 - c. ASCSU Report – Senators Lam and Michieka (deferred)
 - d. Staff Report – Senator Gonzalez (handout)
 - e. Committee Reports:
 - i. Executive Committee – Vice-Chair Solano (handout)
 - ii. Standing Committees:

1. Academic Affairs Committee (AAC) – Senator Tsantsoulas (handout)
 2. Academic Support and Student Services Committee (AS&SS) – Senator Kirstein (handout)
 3. Budget and Planning Committee (BPC) – Senator Grombly (handout)
 4. Faculty Affairs Committee (FAC) – Senator Zenko (handout)
- f. CFA Report – Senator Salisbury; D. Solis, CFA Bakersfield Vice-President

VI. Resolutions **(Time Certain: 10:30 AM)**

- a. Consent Agenda: No items.
- b. Old Business:
 - i. RES 252606 – Call for a CSU Chancellor’s Office Investigation Regarding Recent Incidents in Athletics – EC (handout)
 - ii. RES 252604 – Minor Policy Changes – AAC (handout)
- c. New Business:
 - i. RES 252611 – Minor in Applied Mathematics – AAC and BPC (handout)
 - ii. RES 252612 – Concentration in Nonprofit Management in MPA Degree – AAC and BPC (handout)
 - iii. RES 252613 – Concentration in Healthcare Administration in MPA Degree – AAC and BPC (handout)
 - iv. RES 252609- Clarifying ASCSU Lecturer Electorate Procedures – FAC (handout)
 - v. RES 252610- Unit RTP and PTR Composition- Handbook Change- FAC (handout)
 - vi. RES 252608- Sabbatical Rubric and Feedback- Handbook Change- FAC (handout)

VII. Open Forum **(Time Certain: 11:15 AM)**

VIII. Adjournment



MEMORANDUM

DATE: November 5, 2025

TO: Dr. Melissa Danforth, Chair
Academic Senate

FROM: Vernon B. Harper Jr., Ph.D.
President

SUBJECT: President's Report – November 6, 2025

President's Report – November 6, 2025

President Harper intends to discuss the following with the Academic Senate on Thursday, November 6, 2025.

- President's recent attendance at HACU's 39th Annual Conference
- CSUB/OpenAI Collaboration
- Greater Bakersfield Chamber of Commerce – Incoming Chair
- Recent CSUB Foundation Board Meeting – Quarter 1
- Senate Invitation to President's Home

c: Katherine Van Grinsven

General Education Presentation

1 | CSU GE (effective Fall 2025)

- In **Spring 2025**, the **Academic Senate** approved **GECCo's** recommendations to align **CSUB's lower-division GE** with the new **CSU GE policy (CSU GE)**.
- **Lower-division GE units** went from **39 units (GE Breadth)** to **34 units (CSU GE)**.
- The primary structural changes included:
 - **Removal of Area E (SELF)** and **reduction in Area C** from **3** to **2** courses
 - **Area 5 (5A, 5B, 5C)** changed from **6 units** to **7 units**

2 | New Lower-Division GE Structure

- **Area 1:** English Composition (1A) — 3 units (*Prior: A2*)
Critical Thinking (1B) — 3 units (*Prior: A3*)
Oral Communication (1C) — 3 units (*Prior: A1*)
- **Area 2:** Math. Concepts & Quant. Reas. — 3 units (*Prior: B4*)
- **Area 3:** Arts & Humanities — 6 units (*Prior: C; 9 units*)
- **Area 4:** Social & Behavioral Sci. — 6 units (*Prior: D*)
- **Area 5:** Phys. & Biol. Sci. — 7 units (*Prior: B; 6 units*)
- **Area 6:** Ethnic Studies — 3 units (*Prior: F*)
- **Total Lower-Division GE Units: 34**

3 | Area 5 (7 units)

- GE Breadth: **5A + 5B with embedded 5C = 3 + 3 = 6 units**
- CSU GE: **5A + 5B (+ 5C) = 3 + 3 + 1 = 7 units**
- Department approaches:
 - **Biology, Geology, Physics continue embedded labs (5C)**
 - **Chemistry → 3-unit 5A + 1-unit 5C lab**
 - **Geology developed stand-alone 5C (e.g., GEOL 1049)**
- **All 5C labs require a 5A or 5B (pre/co-req)**

4 | Implementing GE Updates

- **Worked with Enrollment Systems and Academic Programs** to verify GE requirements for all majors.
- **Collaborated with Advising Center coordinators** to update **GE advising sheets** to best convey both **GE patterns**.
- Revised the **GE Compendium** to reflect the **new GE structure**.

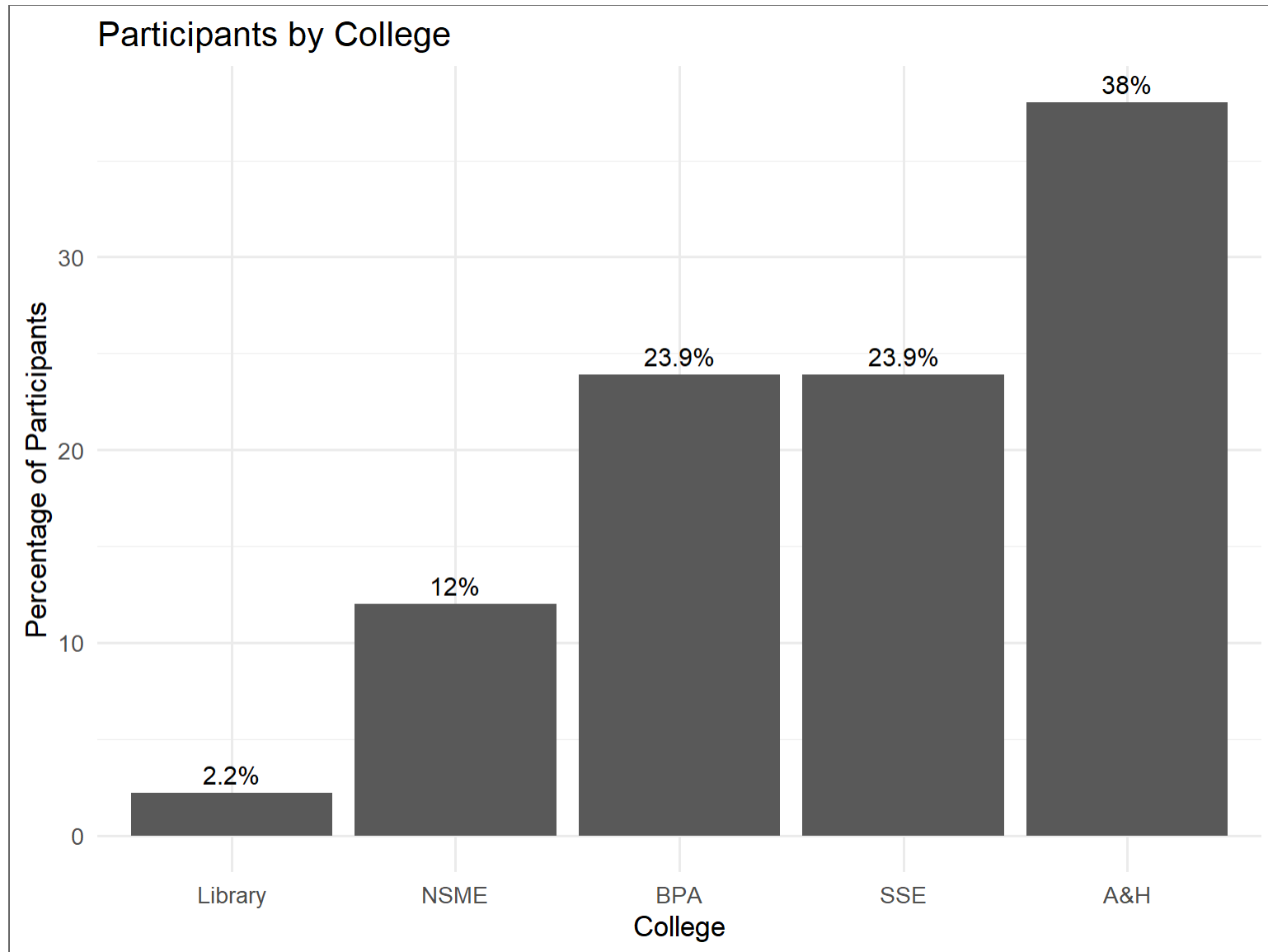
5 | Overview of GE Learning Communities (LCs)

The LCs offer faculty a collaborative **professional development** space to explore GE-aligned pedagogy and respond to emerging instructional challenges.

Shared Elements:

- Inclusive pedagogy & student belonging
- Assignment and strategy redesign
- Addressing AI-related learning challenges
- Cross-disciplinary, facilitator-led meetings

6 | Learning Communities



7 | Impact of LCs on the University

- **Curricular alignment:** Strengthens delivery of **foundational GE skills**
- **Instructional innovation:** New and redesigned assignments support active learning
- **Student success:** Improvements in **belonging, confidence, engagement**
- **Faculty community:** Ongoing **collaboration** across the colleges



Date: May 6, 2025

From: Dr. Eduardo L. Montoya, Faculty Director of GE

To: The Academic Senate

Subject: General Education Curriculum Committee (GECCo) Report

This report summarizes the activities of the General Education Curriculum Committee (GECCo) for the 2024–2025 academic year (AY). GECCo is a faculty-led committee composed of eight voting members (two elected from each college), supported by a non-voting faculty director, non-voting liaisons from Academic Programs, and a non-voting student representative. Charged by the Academic Senate, GECCo is responsible for managing the General Education (GE) program and has worked diligently throughout the academic year to review and recertify GE courses, oversee GE learning outcomes, and ensure that our GE structure aligns with California State University (CSU) system requirements, in addition to fulfilling other responsibilities.

Highlights from AY 2024-25

1. Senate Adoption of GECCo Recommendations for Cal-GETC Transition

- A key accomplishment for GECCo this year was finalizing recommendations to align CSUB's GE program with the new CSU GE policy, effective Fall 2025. These recommendations were unanimously endorsed by the Academic Senate, leading to the passage of Resolution 242503.
- This alignment involved careful analysis of curricular impacts, the design of a new lower-division GE structure, and two years of consultation with colleges and affected departments.

2. Course Review and Recertification

GECCo reviewed and acted on more than 20 course proposals this academic year, including new submissions, revisions, and resubmissions. The outcomes are summarized below:

- Approved Proposals: BIOL 4918 -- Approved; RS 3558 -- Revised and approved (GECCo revision); HIST 4548 -- Revised and approved (Director revision); RS 3608 -- Approved by GVAR and GECCo; PHIL 3338 --Revisions approved by GVAR and GECCo ; HIST 3408 -- Director revision submitted and approved; PSYC 4918 -- Approved; GEOL 1049, 1059, 1069 -- Approved; ENGR 4918 -- Approved; GEOL 4928

- Approved; CHEM 1109, 1119, 1129, 1139 – Approved; CHEM 1009, 1019, 1029, 1039 -- Approved; COMM 2038 -- Approved; COMM 3028 -- Approved
- Courses not approved: SCI 3219 -- Revision submitted. Awaiting a new revised proposal; MODL 2318 -- Being revised; HIST 3238; PH 3118 -- Revision submitted
- Some proposals required coordination with the GEAR Subcommittee for review of the GEAR components.
- A formal recertification process began for courses in two GE areas and is scheduled to be completed soon for:
 - Area A1: Oral Communication
 - Upper Division B
 - This is the second year of our recertification efforts, which will continue yearly.
- GECCo finalized and approved updated recertification criteria for both areas.

3. GE Compendium, Catalog Revision, and GE Curricular Consistency Review

- The GE Compendium underwent multiple revisions to reflect:
 - The updated GE program structure aligned with area-specific outcomes.
 - Clarification of reinforcement requirements for Oral Communication and Quantitative Reasoning.
 - Area 5C/B3 laboratory-specific outcomes (approved April 2025).
- GECCo collaborated with Dean Adams and Academic Programs to streamline GE catalog templates in preparation for the Fall 2025 transition.
- GECCo assisted with a comprehensive review of the GE elements within all undergraduate majors, evaluating their alignment with the revised GE policies effective Fall 2025 and recommending curricular adjustments as needed.

4. Learning Communities

GECCo continued its support for four Learning Community Facilitators (LCFs), who led interdisciplinary learning communities focused on equity-minded instruction and skill development in foundational GE areas.

- 2024-2025 LCFs:
 - Rebecca Penrose (Information Literacy): Research practices and the impact of AI
 - Kelly O'Bannon (Oral Communication): Belonging in a world of AI
 - Tim Burke (Quantitative Reasoning): Psychological principles and equity
 - Kim Flachmann (Written Communication): Literacy, academic integrity, and AI in the classroom
- Each LCF convened learning communities at least three times during the fall and spring semester.
- GECCo received activity reports and presentations from all four facilitators in November 2024 and January 2025.

5. Assessment and Coordination

- Dr. Zhenning Xu served as the GE Faculty Assessment Coordinator for 2024–25.
- Dr. Xu coordinated efforts to assess the following GE Program Learning Outcomes:
 - Quantitative Reasoning (1D)
 - Information Literacy (1E)

6. Guest Presentations and Campus Engagements

In addition to its regular business, GECCo hosted several time-certain visits and guest presentations that enriched committee discussion and planning:

- Charles Lam (August 30, 2024) – Presented highlights from this work as an LCF for FYS during 2023–24. This position was funded by the Puedes! grant.
- William Flores and Lena Taub (October 11, 2024) – Engaged GECCo in a discussion about MODL 2318.
- Kim Flachmann and Tim Burke (November 22, 2024) – Reported on Learning Community activities in Written Communication and Quantitative Reasoning
- Rebecca Penrose and Kelly O'Bannon (January 31, 2025) – Presented outcomes from their Learning Communities in Information Literacy and Oral Communication.
- Dr. Shaylyn Marks (April 25, 2025) – Shared ongoing research related to First-Year Seminar (FYS) pedagogy and student learning.

Looking Ahead:

- Provide ongoing support for the institutional transition to the new GE pattern, collaborating with programs, departments, and colleges to ensure consistent implementation and guidance.
- Maintain annual recertification processes for GE courses.
- Sustain ongoing coordination of GE assessment efforts in collaboration with the GE Faculty Assessment Coordinator.
- Continue support for interdisciplinary Learning Communities that advance equity-minded instruction and skill development in foundational GE areas.
- Maintain ongoing collaboration with advising and academic units to discuss and address GE-related matters, offering guidance or feedback on curricular or policy questions as appropriate and when requested.

For additional information or materials referenced in this report, please contact: Dr. Eduardo Montoya (emontoya2@csu.edu)



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Academic Senate: Elections & Appointments

November 6, 2025

Important Information & Reminders

- ❖ View the Senate Website for up-to-date information
- ❖ Let the Senate Office know if there are:
 - Vacancies that need to be filled
 - Errors with committee rosters
- ❖ If you do not receive emails regarding calls:
 - College Calls → Contact your College Election Chair & Admin Support
 - University-wide Calls → Contact the Senate Office (academicsenateoffice@csb.edu)



Academic Administrator Review Committee (AARC) for Rhonda Dawson, Associate Dean, EEGO

- A&H Position Reverted to At-Large: Chandra Commuri – Public Policy and Administration
- BPA Representative: Aaron Hegde – Economics
- NSME Position Reverted to At-Large: Gloria Dikeogu – Library
- SSE Position Reverted to At-Large: Zachary Zenko – Kinesiology
- At-Large Representative: Alice Hays – Teacher Education

Search Committee for the AVP of Academic Affairs & Dean of Academic Programs

- A&H Representative: Joseph Florez – Philosophy and Religious Studies
- BPA Representative: Di Wu – Finance/Accounting
- NSME Position Reverted to At-Large: Charles Lam – Mathematics
- SSE Position Reverted to At-Large: Gitika Commuri – Political Science
- Librarian Representative: Ying Zhong – Web Services Librarian
- Department Chair: Jeff Mofitt – Kinesiology

Updates on At-Large Elected Positions

General Education Curriculum Committee (GECCo)

- NSME Position Reverted to At-Large – Elected: Anne Boehning – Nursing

Institutional Research & Planning Assessment (IRPA) Advisory Committee

- SSE Position Reverted to At-Large – Elected: Pratigya Sigdya – Management/Marketing

Fall 2025 Calls for At-Large Appointed Positions

Calls close tomorrow at 5pm

- All-University Teacher Education Advisory Committee (TEAC) – Academic Senate Representative
- Taskforce to Develop Guidelines for Faculty Use of Artificial Intelligence
- Exceptional Service Award Committee

2025-26 College Election Committees

Arts and Humanities

- **Joel Haney (Chair)**
- Lena Taub
- Sean Wempe
- *Admin Support: Adrianna Hook*

Business and Public Administration

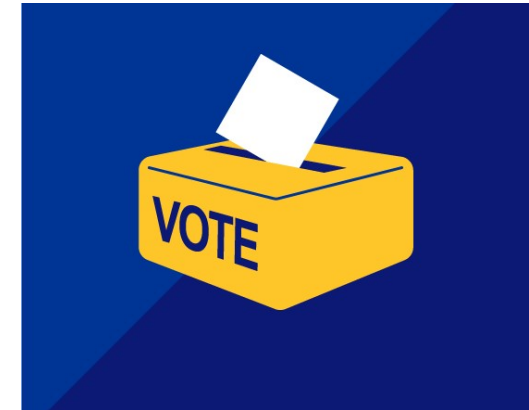
- **Richard Gearhart (Chair)**
- Mansik Hur
- Jinping Sun
- Dan Zhou
- *Admin Support: Maria Diaz*

Natural Sciences, Mathematics, and Engineering

- **Prosper Torsu (Chair)**
- Alberto Cruz
- Bilin Zeng
- *Admin Support: Maria Chavez*

Social Science and Education

- **Dirk Horn (Chair)**
- Yeunjoo Lee
- Dahna Stowe
- *Admin Support: Vanessa Mayorga*



AY 2025-2026 Academic Senate

Staff Report - Thursday, November 6, 2025

Bargaining Update

After dragging their feet for months on whether they would accept a \$144 million state loan for employee compensation, CSU management finally met with our CSUEU Bargaining Committee to present their offer: A one-time lump sum payment equal to 3% of employee's annual salary, most likely to be distributed early next year.

This is completely unacceptable to the workers whose many decades of service are being ignored and who continue to struggle day-to-day.

Reasons why the CSU offer is inadequate:

- + Taxes are withheld at the bonus rate, which in California is very high: 32% both federal and state, not including Social Security and Medicare taxes.
- + It is not pensionable.
- + It is not a wage increase, just a one-time payment.

CSUEU Bargaining Team met again with CSU for "re-opener" bargaining last Thursday. Here are the key takeaways:

- Management conceded that there is no obstacle to using the loan money for ongoing raises. They simply do not want to use the funds provided by the state in this manner.
- Our Bargaining Team is united that management's proposal for a one-time 3% bonus is insufficient. We deserve more.

SEIU Teach-in

Higher Ed workers across the nation are coming together to speak with one voice to protect the independence of our campuses and the rights of everyone who learns and works in higher education.

Join workers from other SEIU Higher Ed Locals for a Teach-in on Nov. 12 at 4 p.m. via Zoom. Learn more about what we can do to push back on attacks on our wages and benefits, free speech and access to affordable education for all.

To participate, register [here. \[click.ngpvan.com\]](https://www.click.ngpvan.com)

Get involved in the bargaining process

As we prepare to enter bargaining, it is critical that your voice is heard. Please provide direct input at <https://www.csueu.org/contract-suggestions>. If you would like to be involved in the discussions, please reach out to me at hgonzalez.csueu@outlook.com.

CSUB Strategic Plan Survey

CSUB is collecting information from Staff, Students, Faculty, and Community Members that will inform its Strategic Plan. It is important that they hear from staff directly, please take some time and [complete the survey](#).

Vice-Chair Report to the Academic Senate

Senate Executive Committee Meeting – October 28, 2025

In addition to the regular business of committee reports and approving the agenda, EC discussed the following:

- **Guidance on Lower-Division General Education Exceptions:** Chair Danforth shared new systemwide guidance on exceptions to CSU General Education Requirements, which reflects ASCSU recommendations for lower-division GE. Rather than approving general education modifications, campuses must now specify an individual course or courses. AAC will need to monitor this for new degree proposals.
- **Academic Master Plan Deadlines:** Items for the Academic Master Plan are not due until Friday, which prevents a full two-reading Senate cycle. Chair Danforth will consult with E. Adams about better aligning submission deadlines with the Senate calendar in future cycles.
- **Calendar Committee:** The Office of the Registrar has requested one week to process academically disqualified students. This delay is creating difficulties for the Calendar Committee. It was unclear why a full week is needed, and EC noted limited response and participation from Enrollment Management in both the Calendar Committee and AS&SS. EC will discuss with the provost at a future meeting.
- **Appointment of Acting MPPs:** EC discussed the lack of handbook guidance regarding the appointment of Acting MPPs. Referral to FAC.
- **Department Chair Term Limits:** Current handbook language recommends two three-year terms for department chairs, but enforcement of this policy is inconsistent and depends on the Dean. Referral to FAC.
- **Faculty Honors and Awards Committee (FHAC) Terms:** FHAC has encountered inconsistencies in committee terms. Terms should be two years and staggered to ensure continuity. Referral to FAC.
- **Inventory of AI and Automated Decision-Making Software:** A new state law requires CSU campuses to inventory automated decision-making systems. It was suggested that ATI-IM also participate. Referral to AS&SS. Subsequent discussion ensued, and EC expressed concern that ITS and ITS-related committees are not meeting regularly and that ITS may be allocating excessive time on non-essential public relations activities (e.g., “Bytes and Battles with the CIO”) rather than core operational work. EC decided to involve the provost in additional discussion regarding ITS at a future meeting.
- **Post-Tenure Review:** Several issues with post-tenure review were identified including the timeline of PTR and outdated deadlines that still reflect the quarter system. Additional discussion noted that clarification on when reviews should evaluate only the past year or the faculty member’s full body of work is needed. Additionally, some departments lack defined “exceptional” criteria, preventing early promotion. It was also suggested that a list be developed outlining the required elements of RTP criteria. After extensive discussion, EC determined that two referrals to FAC are needed: one to clarify the RTP timeline and related

handbook language, and a second to address exceptional criteria at different promotion levels and to develop a checklist of required RTP criteria components for units.

Senate Executive Committee Meeting – November 4, 2025

In addition to the regular business of approving the agenda, approving meeting minutes, and setting the agenda for the Senate meeting, EC discussed the following:

- **Meeting with ASI:** EC met with ASI President A. Reyes, ASI Vice-President M. Ramirez, and Executive Director of ASI M. Kwon regarding SB 104 (ASI and Shared Governance). Students expressed concern that their voices are not being heard, particularly regarding recent dining plan changes made without consultation. EC provided feedback to ASI on the resolution. ASI will forward a revised version to Senate for approval.
- **RES 252606:** EC briefly discussed RES 252606 (Call for a CSU Chancellor's Office Investigation Regarding Recent Incidents in Athletics) which is scheduled for second reading on Thursday, November 6 and made some edits to the rationale.
- **Academic Master Plan (AMP):** Items for the AMP were submitted so late that the document was only recently received and will not be ready for first reading at Thursday's Senate meeting, preventing a full two-reading cycle. Some discussion involved the BA in Anthropology being shown as suspended, but subsequent investigation showed this was due to a Word track-changes error. Other discussion items included whether to place the AMP on the consent agenda or move certain items to the summer AMP.
- **Academic Calendar:** The calendar is ready to go to BPC. Election dates are required to appear on the calendar, but the state has yet to post them, so they will be listed as "TBD" for now. Senate only recently assumed responsibility for the calendar, making it difficult to complete within one semester; therefore, it will not be ready for first reading on Thursday. Going forward, the Calendar Committee will meet in spring to finalize the calendar on time and allow for a full two-reading cycle next year. Some discussion on Diwali occurred, though it is unclear whether the CSU will adopt it as an observed holiday.
- **Faculty Communication and Software Solutions:** EC discussed the lack of a platform for informal faculty communication that once existed through the FirstClass discussion boards. Such a platform could support community building. Several existing tools (Slack, Microsoft Teams, Zoom Chat, etc.) were mentioned, but usage is fragmented and Slack is becoming cost-prohibitive. ITS is exploring options, but we need to ensure that faculty input regarding software solutions is considered, so Senate should make a recommendation. Referred to AS&SS.
- **Committee Rosters:** The Provost brought several appointments to EC for approval including:
 - Academic Administrator Review Committee (AARC) for Rhonda Dawson, Associate Dean, EEGO: Karlo Lopez and Emelia Reed
 - Academic Administrator Review Committee (AARC) for Dwayne Cantrell, AVP Enrollment Management: Isabel Sumaya and an ASI Representative TBD
 - Search Committee for the AVP of Academic Affairs & Dean of Academic Programs: Debi Cours and Deisy Mascarinas

Academic Affairs Committee (AAC)

Report to the Academic Senate

Thursday, October 30, 2025

The Academic Affairs Committee addressed Senate feedback on RES 252604 Minors Policy Changes, which had been sent back to committee during the second reading on the floor. We acknowledged that the proposed changes were more restrictive than the language in the initial resolution and made further modifications. Members were concerned with striking a balance between allowing for major cognate courses to double count with the minor and preserving the academic integrity of the minor course progression. The new policy language proposes up to 49% of lower division cognate courses may be double counted with the minor.

AAC welcomed faculty visitors from the department of Modern Languages and the department of Public Policy and Administration to answer questions about pending curricular proposals. We discussed REF #12: Proposal for New Concentration_MPA HCM, REF #13: Proposal for New Concentration_MPA NPM, and REF #10: Proposal for a New Minor in Medical Spanish. After periods of question and answer with the relevant program representative and committee discussion, AAC voted to put forth resolutions approving the new MPA concentrations in Healthcare Management and Non-Profit Management. We have asked the department of Modern Languages and Literatures to make revisions to their minor proposal and are prepared to discuss the revised proposal at a later date.

Academic Support & Student Services Committee (AS&SS)
Report to the Academic Senate

Thursday, October 30, 2025

Old Business

The committee continued its work on Referral #20 (Disqualification and Readmission Policies) and Referral #21 (Use of Informational Banner Space in Canvas). The Chair is preparing draft resolution language for both items, which will be reviewed by AS&SS at the next scheduled meeting prior to being forwarded to the Academic Affairs Committee for joint referral consideration. Data requested from Enrollment Management regarding disqualification and readmission patterns will inform the rationale and contextual background for these resolutions.

New Business

The committee discussed Referral #23 regarding the timing of the Post-Enrollment Requirements Checking (PERC) report. Members noted that the current timing of the report, which requires prerequisite review and notifications immediately before the start of each term, places a heavy workload on advisors and departments and may contribute to enrollment disruptions for students. The committee will continue evaluating options to support more efficient timing and communication.

The committee also introduced Referral #26, concerning the inventory of automated decision-making systems used in instructional and academic processes, in alignment with California AB 302. The committee identified relevant campus groups to engage in determining whether automated tools used for grading, proctoring, or academic decision-making fall within the scope of state reporting requirements.

Next Steps

- Finalize draft resolution language for Referral #20 and Referral #21 for AS&SS internal review
- Continue evaluating PERC timing considerations and gather comparative practices (Referral #23)
- Initiate outreach to ITS, Academic Integrity Committee, and ATI/Instructional Materials Committee regarding AB 302 requirements (Referral #26)

Respectfully submitted,
Leslie Kirstein, Chair
Academic Support & Student Services Committee

Report from the Budget and Planning Committee of the Academic Senate

The Budget and Planning Committee (BPC) met October 30, 2025. N. Hayes presented on the University Budget Book which, with exception of the ongoing financial audit of Athletics, is now available on the Budget Central website via the link at the bottom of the campus homepage.

The committee devoted the majority of their time to discussing draft resolutions for the following referrals before forwarding them to the Academic Affairs Committee:

- Referral #2025-2026 18 Special Review Committee for Anthropology
- Referral # 2025-2026 12 Proposal for New Concentration MPA HCM
- Referral #2025-2026 13 Proposal for New Concentration MPA NPM
- Referral #2025-2026 07 Proposal to Rename the Computer Science Information Security Concentration
- Referral #2025-2026 09 Proposal for New Minor in Applied Mathematics

The committee also began its review of the draft Academic Calendar for 26/27.

Report from the Faculty Affairs Committee of the Academic Senate\

October 30th, 2025

FAC approved the agenda and previewed several forthcoming referrals: (1) clarifying that early tenure/promotion requires unit-level “exceptional” criteria (and expectations for 5-year review cycles); and (2) timeline clean-ups to address year-of-promotion achievement accounting. With Senate meetings on Nov 6 and Dec 4 (and two consecutive FAC meetings around Thanksgiving), our goal is to bring three items for first reading on Nov 6 and, pending feedback, second reading by Dec 4.

FAC advanced three resolutions to first reading. (1) **Sabbatical Rubric & Feedback:** establishes a merit-based rubric (recognizing research, creative, and teaching/curricular projects equally), requires structured written feedback for all applicants, clarifies that chair signatures acknowledge routing (not approval), and sets tie-breakers (seniority → university impact → professional productivity → committee deliberation). Members requested a concise “Reviewer’s Guide” to calibrate scoring ranges. (2) **Lecturer Representative:** aligns eligibility with CBA lecturer classifications and a 0.6 time-base (18 WTUs/year), sets a two-year Senate term, and allows completion of the longer statewide ASCSU term if elected.

(3) **Unit RTP/PTR Composition & Procedures:** a major overhaul clarifying candidate-specific unit committees; eligibility (all tenured faculty except URC members/administrators; FERP/sabbatical may serve but are not obligated); higher-rank expectations; default nomination of eligible faculty (with a reasonable cap on concurrent service); and chair selection that honors candidate preference or defaults to committee choice. The draft mirrors RTP structure for PTR (timing, notifications), adds evaluation-by-chair language, empowers URC to resolve composition disputes, and removes outdated exclusions. New referrals placed on deck: First-Year Seminar (CSUB 1029) teaching assignments and priority; teaching modality decision-making; and updating the President’s cabinet section to match current structure.

2025-2026 Academic Senate: Referral and Resolution Log

Updated: November 3, 2025

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
9/11/2025	N/A	Complete	EC	Rename the Faculty Leadership and Service Award to "Jacquelyn Kegley Faculty Leadership and Service Award" in recognition of Dr. Kegley's decades of service to and leadership at CSUB, including her role in the creation of CSUB's Academic Senate and service as CSUB Senate Chair.	RES 252601 Renaming of the Leadership and Service Award	Handbook 308.3.2	9/25/2025	10/6/2025	10/15/2025
9/23/2025	N/A	Complete	EC	AB 1400 of 2025 Opposition; Academic Senate of CSUB requests that the Governor of California veto Assembly Bill 1400 of 2025 Community colleges; Baccalaureate Degree in Nursing Pilot Program.	RES 252602 Assembly Bill 1400 of 2025 Opposition	-	9/25/2025	10/6/2025	10/15/2025
10/7/2025	N/A	Complete	EC	RES 252605 Reaffirming Shared Governance and the University Handbook as Policy	RES 252605 Reaffirming Shared Governance and the University Handbook as Policy	Handbook	10/23/2025	10/31/2025	
10/21/2025	N/A	Complete	EC	Commendation for CSUB CAMP and HEP Programs	RES 252607 Commendation for CSUB CAMP and HEP Programs	-	10/23/2025	10/31/2025	
11/3/2025	2025-2026 29 Academic Calendar, Fall 2026 - Summer 2027	Draft in-progress	BPC	Approval of Academic Calendar, Fall 2026, Winter session, Spring 2027 and Summer 2027		-			
11/3/2025	2025-2026 30 Academic Master Plan 2026-27 through 2035-36	Draft in-progress	AAC and BPC	Academic Master Plan; 2026-27 through 2035-36		-			
9/2/2025	2025-2026 02 Academic Degree Policies	RES 252604 IP	AAC	Review the academic policies about double majors and double counting courses. Consider: Timeline for declaring a double major, double counting courses between the major and the minor, and double counting courses between both majors for a double major. Carry-over referral: 2024-2025 #37 Academic Degree Policies	RES 252603 Double Major Policy Changes RES 252604 Minor Policy Changes (2nd reading scheduled 11/4/2025)	-	RES 2552603 approved 10/23/2025	10/31/2025	
10/7/2025	N/A	RES 252606 IP	EC	RES 252606 Call for a CSU Chancellor's Office Investigation Regarding Recent Incidents in Athletics	RES 252606 Call for a CSU Chancellor's Office Investigation Regarding Recent Incidents in Athletics (2nd reading scheduled 11/4/2025)	-			
9/16/2025	2025-2026 17 Sabbatical Application Process	RES 252608 IP	FAC	Review the handbook guidelines on sabbatical applications. During your discussion, please consider: potential revisions to Sections 307.2 and 307.3 of the University Handbook; consistency with the Collective Bargaining Agreement for Unit 3; whether an application rubric should be developed.	RES 252608 Sabbatical Rubric and Feedback (1st reading scheduled 11/4/2025)	Handbook 307.2, 307.3			
9/2/2025	2025-2026 01 Clarify ASCSU Lecturer Electorate Procedures	RES 252609 IP	FAC	Clarify ASCSU Lecturer Electorate Procedures. During your discussion, please consider the following: whether non-tenure track, non-teaching faculty can be eligible; what term the elected representative serves on CSUB Academic Senate; encoding the nomination and election procedures in CSUB Senate Bylaws or University Handbook. Carry-over referral: 2024-2025 #26 Clarify ASCSU Lecturer Electorate Procedures	RES 252609 Clarifying ASCSU Lecturer Electorate Procedures (1st reading scheduled 11/4/2025)	-			
9/2/2025	2025-2026 05 Unit RTP Committees	RES 252610 IP	FAC	For FAC to review the University Handbook sections related to Unit RTP Committees. Handbook 305.6.1, 301.6.4 Revised Referral 2024-2025 #34 Unit RTP Committees and PAF Content; drafted RES 242557 (not approved by Senate)	RES 252610 Unit RTP and PTR Composition (1st reading scheduled 11/4/2025)	Handbook 305.6.1, 301.6.4			
9/4/2025	2025-2026 09 Proposal for New Minor in Applied Mathematics	RES 252611 IP	AAC and BPC	Review the proposal for New Minor in Applied Mathematics.	RES 252611 Minor in Applied Mathematics (1st reading scheduled 11/6/25)	-			
9/15/2025	2025-2026 12 Proposal for New Concentration HCM_ Healthcare Administration	RES 252612 IP	AAC and BPC	Review and approve the proposal for a New Concentration in Healthcare Administration (HCM) in the Master of Public Administration (MPA) degree.	RES 252612 Concentration in Nonprofit Management in MPA Degree (1st reading scheduled 11/6/25)	-			
9/15/2025	2025-2026 13 Proposal for New Concentration NPM_Nonprofit Management	RES 252613 IP	AAC and BPC	Review and approve the proposal for a New Concentration in Nonprofit Management (NPM) in the Master of Public Administration (MPA) degree.	RES 252613 Concentration in Healthcare Administration in MPA Degree (1st reading scheduled 11/6/25)	-			
9/2/2025	2025-2026 03 Academic Policies and Academic Advising in SASEM	Sent to subcommittee/s	AAC and AS&SS	To discuss shared governance with respect to the academic policies and advising housed in the Division of Strategic Enrollment Management Expanded Carry-over of: 2024-2025 #31 Academic Policies House in the Registrar's Office and 2024-2025 #25 Academic Advising Structure and Report; RES 242518 Academic Advising Structure as an Academic Endeavor		-			
9/2/2025	2025-2026 04 Time Blocks	Sent to subcommittee/s	BPC	The need to reconsider Time Blocks for classes. During discussion, consider how to address meeting patterns that are not visualized in RES 1314059, whether the 50 minutes M/W/F time blocks are sufficient for pedagogical reasons, overlap between current time blocks of different types, effects of time blocks on space utilization. Carry-over referral: 2023-2024 #04 and 2024-2025 #10 Time Blocks		-			
9/4/2025	2025-2026 06 Proposal to Elevate the Concentration of Computer Information Systems (CIS) to a Degree Program	Sent to subcommittee/s	AAC and BPC	Review the proposal to elevate the Computer Science Computer Information Systems (CIS) Concentration to a new Degree Program.		-			
9/4/2025	2025-2026 07 Proposal to Rename the Computer Science Information Security Concentration	Sent to subcommittee/s	AAC and BPC	Review the proposal to rename the Computer Science Information Security Concentration to Computer Science Cybersecurity Concentration.		-			
9/4/2025	2025-2026 08 Proposal to Change the MS in Computer Science from Self-support to Stateside Support	Sent to subcommittee/s	AAC and BPC	Review the proposal to Change the MS in Computer Science from Self-support to Stateside Support.		-			
9/15/2025	2025-2026 10 Proposal for New Minor in Medical Spanish	Sent to subcommittee/s	AAC and BPC	Review and approve the proposal for a New Minor in Medical Spanish; Department of Modern Languages and Literatures.		-			

2025-2026 Academic Senate: Referral and Resolution Log

Updated: November 3, 2025

Date	Referral	Status	Committee/s Charged	Action	Resolution	Handbook/Bylaws Change	Approved by Senate	Sent to President	Approved by President
9/15/2025	2025-2026 11 Proposal for New Minor in Creative Writing	Sent to subcommittee/s	AAC and BPC	Review and approve the proposal for a New Minor in Creative Writing; Department of English.		-			
9/15/2025	2025-2026 15 Proposal for New Minor, HD-CAFS, Early Childhood Development (ECD)	Sent to subcommittee/s	AAC and BPC	Review and approve the proposal for 2025-2026 15, Proposal for New Minor in Early Childhood Development; Department of Human Development and Child, Adolescent and Family Studies (HD-CAFS).		-			
9/16/2025	2025-2026 16 Catalog Language Inconsistency with Title V	Sent to subcommittee/s	AAC	Review the inconsistencies between CSUB Academic Catalog language and Title V requirements with respect to inner-division units required for RS degree completion.		-			
9/17/2025	2025-2026 18 Special Review Committee for Anthropology	Sent to subcommittee/s	AAC and BPC	Review and address the recommendations provided by the Special Review Committee for Anthropology with respect to the proposed discontinuation of the Anthropology MA and BA programs.		-			
9/29/2025	2025-2026 19 Teaching Modality	Sent to subcommittee/s	AAC and FAC	Review and discuss section 203 "Instructional Policy" of the University Handbook, particularly the sub-sections related to course modality and online and hybrid courses. Section 303.1 also has references to online teaching.		Handbook 203 and 303.1			
9/29/2025	2025-2026 20 Disqualification and Readmission Policies	Sent to subcommittee/s	AAC and AS&SS	Review and discuss the policies related to academic disqualification and readmission to the university.		-			
9/29/2025	2025-2026 21 Policy on Use of Informational Banner Space in Canvas	Sent to subcommittee/s	AS&SS	Discuss developing a policy on what information can be posted to the banner space on Canvas.		-			
10/7/2025	2025-2026 22 President's Cabinet Structure and Officers of the University- Handbook Changes	Sent to subcommittee/s	FAC	Update section 103.2.3 and 104 of the University Handbook to be consistent with the current structure of the President's Cabinet, President's direct reports, and other officers of the University.		Handbook 103.2.3 and 104			
10/14/2025	2025-2026 23 PERC Timing Concerns	Sent to subcommittee/s	AAC and AS&SS	Investigate the timing of the Post-Enrollment Requirements Checking (PERC) report generation.		-			
10/14/2025	2025-2026 24 First-Year Seminar (CSUB 1029) Concerns	Sent to subcommittee/s	AAC and FAC	Investigate concerns related to the curricular content and oversight of First-Year Seminar (CSUB 1029) and the assignment of instructors for CSUB 1029.		-			
10/29/2025	2025-2026 25 Inconsistency with Previous Handbook Changes to Unit Committee Evaluations	Sent to subcommittee/s	FAC	FAC to review the two resolutions from 2022-2023 related to section 305.6.3 Evaluation and Recommendation by the Unit Committee of the University Handbook. During your discussion, please consider the following: Any language from RES 222309 that may have been accidentally excluded from RES 222335 and will need to be incorporated in the handbook; Incorporating recommendations from this referral with recommendations for referral 2025-2026 05 Unit RTP Committees.		Handbook 305.6.3			
10/29/2025	2025-2026 26 Inventory of Automated Decision-making Software for the Classroom	Sent to subcommittee/s	AS&SS	Inventory of AI and other automated software; A new state law requires CSU campuses to inventory automated decision-making systems. It was suggested that ATI-IM also participate		-			
10/29/2025	2025-2026 27 Handbook Policies on Acting and Interim MPPs	Sent to subcommittee/s	FAC	FAC to review the University Handbook sections, 309.7 through 309.11, regarding appointments of interim administrators. During your discussion, please consider the following: Whether language should be added to define the title "Acting" and provide guidelines for appointing and length of term; Whether the consultation processes for interim appointments should be clarified with respect to entities that are consulted prior to appointment and renewal.		Handbook 309.7 through 309.11			
10/29/2025	2025-2026 28 Term Limits for Department Chairs and Program Directors	Sent to subcommittee/s	FAC	FAC to review the term limit language in section 312.3 Selection and Appointment Procedures of the University Handbook, specifically relating to department chairs, program chairs, and program directors.		Handbook 312.3			
11/3/2025	2025-2026 31 Clarify Handbook Language Related to Faculty Reviews	Sent to subcommittee/s	FAC	FAC to review the Handbook language pertaining to timelines for Post-Tenure Review (PTR) and WPAF length for all faculty reviews. During your discussion, please consider the following: The language in Handbook section 305.4.2.10 "RTP File" related to expected contents and maximum length for the following times of reviews... Multiple timeline issues with Handbook section 305.3.3 "Promotion of		Handbook 305.3.3 and 305.4.2.10			
11/3/2025	2025-2026 32 Clarification of Unit Criteria for Faculty Review	Sent to subcommittee/s	FAC	FAC to review the Handbook language related to Unit RTP, PTR and PEF Criteria. During your discussion, please consider the following: The following Handbook sections related to Unit Criteria, including any changes made in RES 252610 "Unit RTP and PTR Composition": 305.4.2.4 "Unit RTP Criteria," 306.2.2 "Criteria for Periodic Evaluation of Faculty," 306.3 "Post-Tenure Review," "Definition of "exceptional" for Early Promotion at different ranks (i.e. Assistant to Associate and Associate to Full), Developing a checklist of required criteria elements to assist units in revising their Unit Criteria		Handbook			
9/15/2025	2025-2026 14 Proposal for Public Personnel Services Credential	Sent to subcommittee/s	AAC and BPC	Review and approve the proposal for a Pupil Personnel Services Credential in Advanced Educational Studies.		-			
		Waiting for Taskforce report; HOLD	FAC	Purpose and outcome(s) of the Sixth-year Lecturer Review, etc. Carry over referral 2021-2022 #41, 2023-2024 #03 and 2024-2025 #06 Update: Task Force for Periodic Evaluation created; Chair says report should be done early November 2025		Handbook			
		Waiting for Taskforce report; HOLD		Criteria for the creation of schools; waiting for task force report (end of Fall 2025). Update: Yangsuk Ko (chair) estimates report to be done by last meeting of Fall 2025; December 8, 2025		Handbook			



Call for a CSU Chancellor's Office Investigation Regarding Recent Incidents in Athletics

RES 252606

EC

- RESOLVED:** That the Academic Senate of California State University, Bakersfield calls for a CSU Chancellor's Office Investigation into the sequence of events surrounding recent incidents within the Department of Athletics;
- RESOLVED:** that the investigation shall focus on due process and fact-finding and the verification of a complete and accurate timeline of events, including administrative response, related to the recent incidents in Athletics and associated personnel within the past twelve months;
- RESOLVED:** that the investigation shall include, but not be limited to, determining when the University President and other administrators became aware of potential criminal activity, whether University policies were followed, and whether adequate and timely reporting of incidents occurred;
- RESOLVED:** that, to the extent legally and ethically possible and permissible, findings of the investigation shall be transparent and publicly reported to ensure institutional accountability and restore trust in the integrity of University governance and Athletics oversight.
- RATIONALE:** Accurate, verifiable information is essential for the Academic Senate and the University community to make fully informed decisions regarding accountability and institutional integrity. ~~Comprehensive and accurate~~ ~~incomplete or inaccurate~~ information ~~undermines~~ increases confidence in leadership and the shared governance process. Incomplete or inaccurate information creates an environment where rumors and speculation can flourish.

A Chancellor's Office investigation—free from internal influence—is necessary to establish a clear, factual record of what occurred, when it occurred, and who was informed. Administrators and personnel who failed to fulfill their duties must be held accountable; however, such actions must not be rushed or driven by speculation, rumor, or bias. Only a thorough, impartial investigation can ensure fairness, transparency, and the restoration of trust in University processes.

Distribution List:

CSUB President
Provost and VP Academic Affairs
Campus Faculty
Campus Staff
Campus Students
CSU Board of Trustees
Chancellor Garcia
The Academic Senate of the California State University

Approved by the Academic Senate:

Sent to the President:

President Approved:



Minors Policy Changes

RES 252604

AAC

RESOLVED: That the following changes be made to the Minors section of the Academic Policies published in the Academic Catalog (additions in **bold underline**, deletions in ~~striketrough~~; a clean copy follows).

Academic Catalog / Policies & Procedures / Academic Policies / Undergraduate / Academic Affairs and Academic Programs / Undergraduate Majors and Minors

Minors

CSUB offers four different types of minors: a traditional minor from a single discipline, a thematic minor, an interdisciplinary minor, and a special minor. Regardless of type, minors require a minimum of 12 semester units, at least 6 of which must be upper division units. The 12 units (normally four 3-unit courses) used in a minor cannot be drawn from those used to satisfy the major requirements. However, in the case of majors requiring extensive lower division cognates (e.g., Business Administration), students may count one of the ~~lower division~~ cognate courses ~~may be applied toward the minor~~, as one of the four required in the minor. **students may double count lower division units not to exceed 49% up to 25% of the required units toward a minor, regardless of whether these are upper- or lower-division courses.**

Students, whether pursuing either a Bachelor of Arts or Bachelor of Science degree, are able to complete one or more minors and have them displayed on their diploma and transcript. Students should contact the academic department or faculty coordinator responsible for the minor. The department or faculty coordinator must approve the minor and, at the time of graduation, certify completion of the minor to the Office of the Registrar.

RATIONALE:

The requested changes address concerns about inequities for students in a major with a large number of lower division cognate courses and The changes recognize that student learning of the required material has occurred within these lower division lower division cognates. ~~The revised policy also recognizes that some students may enter with dual enrollment credits and that students in high-unit majors often complete upper-division coursework applicable to minor requirements. Allowing up to 4925% of lower division minor units to be shared, whether upper- or lower-division, promotes flexibility while upholding academic rigor and equity across programs.~~

[Clean Copy of latest revisions]

Academic Catalog / Policies & Procedures / Academic Policies / Undergraduate / Academic Affairs and Academic Programs / Undergraduate Majors and Minors

Minors

CSUB offers four different types of minors: a traditional minor from a single discipline, a thematic minor, an interdisciplinary minor, and a special minor. Regardless of type, minors require a minimum of 12 semester units, at least 6 of which must be upper division units. The 12 units (normally four 3-unit courses) used in a minor cannot be drawn from those used to satisfy the major requirements. However, in the case of majors requiring extensive cognates (e.g., Business Administration), students may double count lower division units not to exceed 49% of the required units toward a minor.

Students, whether pursuing either a Bachelor of Arts or Bachelor of Science degree, are able to complete one or more minors and have them displayed on their diploma and transcript. Students should contact the academic department or faculty coordinator responsible for the minor. The department or faculty coordinator must approve the minor and, at the time of graduation, certify completion of the minor to the Office of the Registrar.

RATIONALE:

The requested changes address concerns about inequities for students in a major with a large number of lower division cognate courses and recognize that student learning of the required material has occurred within these lower division cognates.

Allowing up to 49% of lower division minor units to be shared promotes flexibility while upholding academic rigor and equity across programs.

Distribution List:

President
Provost and VP for Academic Affairs
VP Student Affairs
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
College Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended University and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:



Minor in Applied Mathematics

RES 252611

AAC, BPC

RESOLVED: That the Academic Senate approves the proposed new minor in Applied Mathematics.

RATIONALE: The minor in Applied Mathematics offers students a minor pathway in mathematics that does not require MATH 3000. The existing program resources are sufficient to support this new minor pathway.

Attachment: 2025-2026 09_Proposal for New Minor in Applied Mathematics

Distribution List:

President
Provost and VP for Academic Affairs
VP for Student Affairs and Strategic Enrollment Management
AVP for Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
College Deans
Associate Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended Education and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:



Concentration in Nonprofit Management in MPA Degree

RES 252612

AAC, BPC

RESOLVED: That the Academic Senate approves the proposed new Nonprofit Management Concentration in the Master of Public Administration degree program.

RATIONALE: The new concentration formally recognizes longstanding student interest in a specialization in Nonprofit Management within the Master of Public Administration degree program. The Department of Public Policy and Administration already offers the necessary courses to support this area of study. Creating the new concentration in Nonprofit Management will allow students to publicize their specialized graduate study and will enhance their standing and job-market desirability. The existing program resources are sufficient to support this new concentration.

Attachment: 2025-2026 12_Proposal for New Concentration_MPA_HCM

Distribution List:

President
Provost and VP for Academic Affairs
VP for Student Affairs and Strategic Enrollment Management
AVP for Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
College Deans
Associate Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended Education and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:
Sent to the President:
President Approved:



Concentration in Healthcare Administration in MPA Degree

RES 252613

AAC, BPC

RESOLVED: That the Academic Senate approves the proposed new concentration in Healthcare Administration in the Master of Public Administration degree program.

RATIONALE: The new concentration formally recognizes longstanding student interest in a specialization in healthcare administration within the Master of Public Administration degree program. The Department of Public Policy and Administration already offers the necessary courses to support this area of study. Creating the new concentration in Healthcare Administration will allow students to publicize their specialized graduate study and will enhance their standing and job-market desirability. The existing program resources are sufficient to support this new concentration.

Attachment: 2025-2026 13_Proposal for New Concentration_MPA_NPM

Distribution List:

President
Provost and VP for Academic Affairs
VP for Student Affairs and Strategic Enrollment Management
AVP for Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
College Deans
Associate Deans
Dean of Libraries
Dean of Antelope Valley
Dean of Extended Education and Global Outreach
Department Chairs
General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:



Clarifying ASCSU Lecture Electorate Procedures

RES 252609

FAC

- RESOLVED:** That lecturer faculty shall be eligible to serve as a Lecturer Representative to the ASCSU if they are full-time or part-time with a time-base entitlement of at least 0.6 (e.g., 18 WTUs for the academic year) and are classified as lecturer employees under the Collective Bargaining Agreement (CBA). Eligible classifications currently include Unit 3 employees serving in temporary appointments for a specified period of time in the following classifications: **0357, 0360, 0361, 0364, 0365, 0393, 0557, 0560, 0564, 2158, 2308, 2358, 2359, 2369, and 2458**; and be it further
- RESOLVED:** That the Elections Committee of the Academic Senate shall ensure that Lecturer Representatives are eligible and elected by lecturer faculty. All full- and part-time lecturers are eligible to participate in the voting and election process; and be it further
- RESOLVED:** That the term of service for the Lecturer Representative to the ASCSU shall be consistent with that of Senate Representatives from each college, as specified in the Academic Senate Bylaws: “Senators shall serve for a term of two years (with the exception of the representatives to the Academic Senate CSU who are elected for three-year terms), with terms so arranged that one-half of the Academic Senate shall be elected each year”; and be it further
- RESOLVED:** That if the Lecturer Representative is subsequently elected to serve as the campus representative to the statewide Academic Senate of the California State University (ASCSU), they shall serve out the remainder of their statewide term, even if it extends beyond their local two-year Senate term.

RATIONALE:

The purpose of this resolution is to clarify eligibility and term of service for the Lecturer Representative to the Academic Senate of the California State University (ASCSU).

First, this resolution reaffirms the eligibility criteria established in RES 242515, ensuring that lecturer faculty with at least a 0.6 time-base entitlement are eligible to serve and that all full- and part-time lecturers may participate in the election process.

Second, this resolution explicitly clarifies “lecturer faculty”, which is aligned with the definition of “lecturer” in the Collective Bargaining Agreement. Listing these classifications ensures transparency and consistency across campus and avoids the inadvertent exclusion of qualified Unit 3 employees who hold lecturer status.

Finally, the resolution aligns the term of service for the Lecturer Representative with the standard two-year term for campus Senate Representatives, while acknowledging that election to the statewide ASCSU carries a distinct three-year term. This clarification ensures continuity of representation and avoids confusion regarding overlapping or extended service obligations.

Distribution List: (update as needed)

President
Provost and VP for Academic Affairs
College Deans
Associate Deans
Department Chairs
General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:



The Unit RTP and PTR Committee Composition Process and Related Handbook Changes

RES 252610

FAC

RESOLVED: That the Handbook sections in this resolution replace sections 305.6.1, 305.6.2, 305.6.3, 305.6.4, 306.3.

RESOLVED: The following changes be made to the University Handbook (additions in bold underline, deletions in strikethrough).

~~305.6.1 Election and Composition of the Unit RTP Committee~~ *(revised 2023-2024).*

~~The academic deans will be responsible for ensuring that departments are in compliance with this section. To ensure that the unit committee is appropriately constituted, the department will submit to the dean, at least three weeks before the beginning of a review cycle, a list of members of the Unit RTP Committee.~~

~~If a unit committee is inappropriately constituted, the review(s) performed by that committee is (are) null and void. The review level that discovers the violation will notify the department that it must reconstitute the Unit RTP Committee so that it can reevaluate the file(s).~~

- ~~a. The probationary and tenured faculty of each unit shall elect a committee from among its tenured members for the purposes of evaluating and recommending faculty for retention, the award of tenure, and/or promotion. Tenured faculty enrolled in the Faculty Early Retirement Program (FERP) are eligible to serve, in accordance with their FERP contracts but may decline such service. If elected, eligible tenured members not in the FERP are obligated to serve. Faculty serving as President of the CFA, Director of the Teaching and Learning Center, or Director of Assessment are not eligible to serve on a Unit RTP Committee.~~
- ~~b. At the candidate's discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the unit to serve as an additional member of the committee. This member serves in addition to the three or more~~

- faculty elected by the unit. The requested member shall serve as a voting member of the unit RTP committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.
- c. ~~A faculty with a formal joint appointment shall have, at the time of appointment, designated the unit to conduct their review.~~
 - i. ~~A faculty with a formal joint appointment shall have the right to participate in the elections of both the unit RTP committee of the designated unit and that of the other unit.~~
 - ii. ~~When reviewing a faculty holding a formal joint appointment, one or two members selected by and from the secondary unit RTP committee shall augment the designated unit RTP committee.~~
 - d. ~~The unit RTP committee shall consist of no fewer than three (3) full-time tenured faculty. If a unit has fewer than three members qualified to serve on the committee, all eligible members from the unit are expected to serve on the committee. The probationary and tenured faculty shall elect one or more eligible committee members from other units to fill the remaining positions on the unit committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.~~
 - e. ~~With respect to librarians and counselors, the word "unit" as used in this section of the Handbook refers to the library and the counseling center, respectively, as the administrative unit for the election of a unit RTP committee.~~
 - f. ~~Except in cases of probationary faculty already at the top rank (professor or equivalent), in promotion and tenure considerations, members of the unit RTP committee must have a higher rank than those being considered for promotion or tenure.~~
 - g. ~~Faculty may serve on the review committee of more than one unit during a given RTP cycle.~~
 - h. ~~Faculty members undergoing post-tenure review may serve on RTP committees unless they are requesting promotion during that academic year.~~
 - i. ~~A unit chair submitting a separate evaluation and recommendation shall not serve on the unit RTP committee. The unit chair review shall be conducted independently and in parallel with the unit committee review.~~
 - j. ~~A faculty serving as a dean (including assistant or associate dean) or as a member of the University Review Committee (URC) shall not serve on any unit RTP committee.~~

- k. ~~The unit RTP committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.~~

305.6.1 Election and Composition of the Unit RTP Committee

A. Candidate Definition

For purposes of this section, each faculty member submitting a Working Personnel Action File (WPAF) for review shall be referred to as the *candidate*. Candidates may refer to temporary or probationary faculty seeking retention, or faculty eligible for tenure and/or promotion.

B. Candidate-Specific Committees

A separate Unit RTP Committee shall be constituted for each candidate under review. If there are multiple candidates within a unit in a given review cycle, each candidate shall have a distinct committee. In practice, committee membership will overlap (i.e., one faculty member may serve on multiple Unit RTP Committees). Although each Unit RTP Committee is treated separately, they are not necessarily mutually exclusive in terms of membership. The following considerations necessitate this practice:

- I. **Conflicts of Interest:** Faculty members with a conflict of interest may be excluded from one committee without affecting the review of other candidates (see Handbook Section 301.4 and Appendix J).
- II. **Candidate-Appointed Members:** Each candidate may appoint one additional eligible member. This appointment is candidate-specific and requires distinct committee formation.
- III. **Rank Requirements:** Members must hold a higher rank than the candidate (except probationary faculty at the top rank). Eligibility may differ by candidate.
- IV. **Chair Restrictions:** A Unit Chair may not serve on a candidate's committee if submitting a separate chair evaluation. Eligibility is determined on a per-candidate basis.

- V. **Committee Size and Composition:** Minimum size and outside member requirements may vary depending on candidate appointments and availability.
- VI. **Appeal Rights:** If the University Review Committee determines that a committee was improperly constituted, only that candidate's committee must be reconstituted.
- VII. **Professional Expectations:** Deliberations, votes, and minority reports are to be based solely on the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and Unit RTP Criteria. Maintaining distinct committees ensures focused and equitable evaluations.
- VIII. **Workload Equity:** Forming candidate-specific committees distributes service obligations more equitably across tenured faculty, particularly in larger units. Because it is unfair to obligate one faculty member to serve on many committees while others serve on none, it is recommended that units determine how to equitably distribute service on Unit RTP committees.
- IX. **Shared Responsibility in Larger Units:** In departments with many tenured faculty, candidate-specific committees prevent the same individuals from serving on every review, thereby balancing workload.
- X. **Equity in Additional Member Influence:** The impact of a candidate-appointed member differs depending on committee size. In a three-member committee, one additional member represents 25% of the vote; in a seven-member committee, that same additional member represents only 12.5%. Forming candidate-specific committees provides consistency and fairness in representation across small and large units.

C. **Submission of Committee Membership Lists**

The Department Chair shall submit to the college dean and the candidate under review a list of Unit RTP Committees and their members no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The dean shall

request chair appointment from the candidate; if there is no preference, the unit committee shall determine a chair from among the elected or appointed members.

D. Eligibility to Serve

- I. All tenured faculty within a unit are eligible to serve on a Unit RTP Committee, with the exception of faculty on the University Review Committee (URC), who shall not serve on Unit RTP Committees.
- II. Tenured faculty are eligible to serve on multiple Unit RTP Committees.
- III. Faculty members in the Faculty Early Retirement Program (FERP) or on sabbatical may serve but are not required to do so.
- IV. Tenured faculty not in FERP and not on sabbatical are obligated to serve on at least one Unit RTP Committee, if elected by the majority of probationary and tenured faculty from within the unit (see Handbook Section 305.6.1.G: Nomination and Election Process).
- V. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees.
- VI. The Unit Chair may not serve on the Unit RTP Committee if they also submit a separate chair evaluation.
- VII. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit RTP Committee.
- VIII. For unstated reasons, the Associate Vice President for Faculty Affairs may determine that other faculty are ineligible to serve.

E. Rank Requirements

Except in cases where candidates are already at the top rank (Professor or equivalent),

members of the Unit RTP Committee must hold a higher rank than the candidate under consideration.

F. Composition

- I. A separate committee shall be constituted for each candidate under review. Membership of each committee shall be determined according to the eligibility and election procedures outlined in this Handbook.
- II. If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches three (3) members.
- III. Outside members shall have the same responsibilities and rights as all committee members.

G. Nomination and Election Process

- I. Each Unit RTP Committee shall have three (3) elected members.
- II. Any eligible faculty member may nominate themselves or be nominated by a candidate under review.
- III. All eligible faculty members who are not participating in the Faculty Early Retirement Program (FERP) shall nominate themselves to serve on at least four Unit RTP Committees per review cycle, unless the Unit requires fewer than four committees. In such cases, eligible faculty shall nominate themselves to serve on all Unit RTP Committees established for that cycle.
- IV. Faculty in FERP or on sabbatical are not obligated to nominate themselves or serve on a Unit RTP Committee, but may choose to serve (see University Handbook Section 305.6.1.D: Eligibility to Serve).
- V. All probationary and tenured faculty in the unit may vote on committee membership.

- VI. If more than three (3) eligible members express interest, the election shall be conducted by secret ballot.
1. One election shall be held per candidate.
 2. The three members with the most votes shall be elected to the Unit RTP Committee.
 3. The election shall be coordinated by an administrative support coordinator or the Dean's office.
- VII. The candidate shall be given the choice to select the Unit RTP Committee chair from among the elected or appointed members. If there is no preference, the unit committee shall determine a chair from among the elected or appointed members. However, if a faculty member is already serving as Chair on four or more committees during the same RTP cycle (see Handbook Section 305.6.2), they may decline to serve as Chair for additional committees.

H. Candidate-Appointed Member

- I. At their discretion, and for unstated reasons, a candidate may appoint one (1) additional eligible member from within the unit, college, or related discipline. This is optional, and not required. Members of the URC cannot be appointed.
- II. This appointment raises the committee membership to four (4).
- III. The appointed member shall serve as a voting member only for the case of the appointing candidate.
- IV. A faculty member may decline appointment if they are the only tenured faculty member available to serve on their unit RTP Committee. All other eligible faculty members are obligated to accept appointment. Faculty candidates should engage in consultation with the potential appointee before appointing them.

I. Conflict Resolution

If a candidate believes that their Unit RTP Committee was improperly constituted, they

may appeal to the Chair of the University Review Committee (URC). If the URC determines the committee was formed inappropriately, it shall direct the unit to reconstitute the committee following correct procedures.

If a Unit is unable to amicably establish a Unit RTP Committee in accordance with these guidelines, the University Review Committee (URC) shall determine the membership of the Unit RTP Committee. The URC may appoint eligible faculty members to serve as necessary to ensure the committee is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

~~305.6.2 Term of Service on the Unit RTP Committee~~

~~The term of service on a unit RTP committee shall be for one (1) RTP cycle of the review process. There are three RTP cycles during each academic year:~~

- ~~• Fall review of second-year probationary faculty;~~
- ~~• Fall review of 3rd through 6th-year probationary faculty and tenured faculty requesting consideration for promotion; and~~
- ~~• Spring review of first-year probationary faculty and temporary faculty. Refer to <https://www.csub.edu/facultyaffairs/RTP/index.html>~~

305.6.2 Term of Service on the Unit RTP Committee

- I. The term of service on a Unit RTP Committee is one (1) review cycle.
- II. There are three review Unit RTP cycles each academic year:
 1. **Fall 1:** Review of second-year probationary faculty.
 2. **Fall 2:** Review of third- through sixth-year probationary faculty, and of tenured faculty requesting promotion.
 3. **Spring:** Review of first-year probationary faculty and temporary faculty.
- III. Faculty may serve on multiple Unit RTP Committees within a given year.

305.6.3 Evaluation and Recommendation by the Unit Committee

While faculty and students may contribute to the deliberations concerning a faculty, only unit RTP committee members shall participate in forming the written performance evaluation and recommendation.

- A. The views expressed by individual members of the unit RTP committee during the committee's deliberations shall be confidential.
- B. It is a professional expectation that each Unit RTP Committee member:
 - I. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit RTP Criteria.
 - II. Signs the PAF and WPAF access sheet.
 - III. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit RTP Criteria (see University Handbook sections 305.4.2.4 and 305.4.2.5).
 - IV. Maintains fairness, impartiality, and confidentiality throughout the review process.
- C. The unit RTP committee shall prepare a written evaluation and recommendation based on information in the PAF and WPAF. The evaluation shall address the criteria within the relevant unit RTP criteria document and clearly state whether expectations have been met within each area. When a committee determines expectations are not met in an area, an explanation for this evaluation shall be provided. The evaluation and recommendation shall be approved by a simple majority of the full committee. An abstention shall count as a negative vote.
- D. All committee members shall sign the unit RTP committee evaluation and recommendation as an indication of their participation in the evaluation process. Any member of the unit committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).
- E. The RTP file, including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.
- F. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
- G. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).

305.6.4 Evaluation and Recommendation by Unit Chair

The chair may make a separate written evaluation and recommendation as part of the performance review. If such is the case, the chair shall not serve as a member of the candidate's unit RTP committee. The separate chair evaluation shall be based solely on the materials presented in the PAF and WPAF.

306.3 Post-Tenure Review

- ~~a. For the purpose of maintaining and improving a tenured faculty's effectiveness, tenured faculty shall be subject to periodic performance reviews at intervals of no greater than five (5) years.~~
- ~~b. Each unit shall determine explicate criteria for post-tenure review of faculty (including Associate Professors, Associate Librarians, or Associate Counselors) provided that, at minimum, the criteria include faculty teaching performance, scholarship, service (as appropriate to their appointment), and currency in the field appropriate to university-level expertise. Those units that do not specify criteria for evaluation shall follow the campus criteria used for retention, tenure, and promotion reviews.~~
- ~~c. A performance review for the purposes of promotion shall serve as the post-tenure periodic review.~~
- ~~d. Subject to approval by the appropriate dean, a faculty member may request an early review.~~
- ~~e. The PTR evaluation process shall be initiated by the Provost's Office by notifying faculty who are scheduled for post-tenure review. PTR Review shall be conducted during the fall semester.~~
- ~~f. The probationary and tenured members of the unit shall elect a post-tenure review committee to carry out the periodic review. The committee shall consist of no fewer than three (3) full-time tenured faculty of equal or higher rank than the individual being evaluated. If a unit has fewer than three members qualified to serve on the committee, all eligible members from the unit are expected to serve on the committee. The probationary and tenured faculty shall elect one or more eligible committee members from other units to fill the remaining positions on the committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.~~
- ~~g. At the candidate's discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the department to~~

~~serve as an additional member of the committee. This member serves in addition to the three or more faculty elected by the unit. The requested member shall serve as a voting member of the unit PTR committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.~~

- ~~h. The unit PTR committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.~~
 - ~~i. The committee evaluation and file shall be forwarded to the appropriate dean.~~
 - ~~j. The unit chair may submit an evaluation as part of the post-tenure review, but then shall be ineligible to serve on the unit committee. The unit chair review shall be conducted independently and in parallel with the unit committee review.~~
 - ~~k. Faculty who are undergoing post-tenure reviews shall not serve on any post-tenure review committee during that academic year.~~
 - ~~l. A copy of each level's evaluation shall be sent to the faculty member who may comment on it in writing using the rebuttal process.~~
 - ~~m. The school dean shall prepare a summary of the evaluations prepared during the periodic review. The school dean and the unit committee review chair shall meet with the faculty to discuss the evaluations and the summary. The faculty may submit a response to the written summary.~~
 - ~~n. The written summary and the evaluations shall be placed in the faculty member's Personnel Action File (PAF) that is kept in the appropriate Dean's office.~~
- (Revised 2023-2024)*

306.3 Post-Tenure Review

A. Purpose and Frequency

Post-tenure review (PTR) is conducted to maintain and enhance tenured faculty effectiveness. Reviews occur at intervals of no more than five (5) years.

- I. Post-tenure review committees are responsible for evaluating tenured faculty candidates who are undergoing post-tenure review *without promotion*.
- II. Promotion of tenured faculty shall ordinarily occur at the beginning of the sixth year after appointment to their current rank or classification.

1. If a candidate is requesting promotion, including early promotion, then they shall submit their WPAF to a Unit for review by a Unit RTP Committee; the Unit RTP Committee shall evaluate candidate's requesting promotion in accordance with the Unit RTP Criteria.
- III. For purposes of this section, each tenured faculty member submitting a Working Personnel Action File (WPAF) for post-tenure review shall be referred to as the candidate.

B. Candidate-Specific Committees

A separate Post-Tenure Review (PTR) Committee shall be constituted for each tenured faculty member under review. If multiple tenured faculty are scheduled for PTR within a unit during a given cycle, each shall have a distinct committee. In practice, committee membership will overlap (i.e., one faculty member may serve on multiple Unit PTR Committees). Although each Unit PTR Committee is treated separately, they are not necessarily mutually exclusive in terms of membership. The rationale mirrors that of RTP committees and includes conflicts of interest, candidate-appointed members, rank requirements, chair restrictions, committee size and composition, appeal rights, workload equity, shared responsibility, equity in additional member influence, and the need for professional expectations to remain focused on a single case (see University Handbook Section 305.6.1.B).

C. Criteria

Criteria for Post-Tenure Review shall be in accordance with Handbook sections 305.4.2.4 and 305.4.2.5.

D. Timing and Initiation

- I. The Provost's Office shall notify faculty scheduled for review during the fall semester of the academic year prior to when the review will take place. Notification shall clearly indicate whether faculty are eligible for promotion consideration, in which case a Unit RTP Committee will conduct the review for promotion consideration.
- II. PTR reviews shall be conducted during the fall semester.

- III. A review for promotion shall satisfy the five-year PTR requirement.
- IV. With college dean approval, faculty may request an early review.

E. Submission of Committee Membership Lists

The Department Chair shall submit to the college dean and the candidate under review a list of Unit PTR Committees and their members no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The dean shall request chair appointment from the candidate; if there is no preference, the unit committee shall determine a chair from among the elected or appointed members.

F. Eligibility to Serve and Rank Requirements

- I. The probationary and tenured faculty of each unit shall elect a PTR Committee consisting of no fewer than three (3) full-time tenured faculty. Except in cases where candidates are already at the top rank (Professor or equivalent), members of the Unit RTP Committee must hold a higher rank than the candidate under consideration.
- II. All tenured faculty of appropriate rank within a unit are eligible to serve on a Unit PTR Committee, with the exception of faculty on the University Review Committee (URC), who shall not serve on Unit PTR Committees.
- III. All eligible faculty members who are not participating in the Faculty Early Retirement Program (FERP) or on sabbatical shall nominate themselves to serve on at least four Unit Post-Tenure Review (PTR) Committees per review cycle, unless the Unit requires fewer than four committees. In such cases, eligible faculty shall nominate themselves to serve on all Unit PTR Committees established for that cycle. Faculty who are on FERP or sabbatical are not required to nominate themselves.
- IV. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees.

- V. The Unit Chair may not serve on the Unit PTR Committee if they also submit a separate chair evaluation.
- VI. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit Post-Tenure Review (PTR) Committee.
- VII. For unstated reasons, the Associate Vice President for Academic Affairs may determine that other faculty are ineligible to serve.

G. Composition

- I. A separate committee shall be constituted for each candidate under review. Membership of each committee shall be determined according to the eligibility and election procedures outlined in this Handbook.
- II. All probationary and tenured faculty in the unit may vote on committee membership.
- III. If fewer than three members are eligible, outside members shall be elected until the committee reaches three (3). If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches at least three (3). Outside members shall have the same responsibilities and rights as all committee members.
- IV. If more than three (3) eligible members express interest, the election shall be conducted by secret ballot.
 - 1. One election shall be held per candidate.
 - 2. The three members with the most votes shall be elected to the Unit PTR Committee.
 - 3. The election shall be coordinated by an administrative support coordinator or the Dean's office.

- V. The candidate shall be given the choice to select the Unit PTR Committee chair from among the elected or appointed members. If there is no preference, the unit committee shall determine a chair from among the elected or appointed members. However, if a faculty member is already serving as Chair on four or more personnel committees during the same PTR cycle, they may decline to serve as Chair for additional committees.

H. Candidate-Appointed Member

At their discretion, and for unstated reasons, candidates may appoint one (1) additional eligible member from within the unit, college, or related discipline, raising the total to four (4). This is optional, and not required. Members of the URC cannot be appointed. The appointed member shall serve as a voting member only for the case of the appointing candidate. A faculty member may decline appointment if they are the only tenured faculty member available to serve on their unit RTP Committee. All other eligible faculty members are obligated to accept appointment. Faculty candidates should engage in consultation with the potential appointee before appointing them.

I. Conflict Resolution

If a candidate believes that their Unit PTR Committee was improperly constituted, they may appeal to the Chair of the University Review Committee (URC). If the URC determines the committee was formed inappropriately, it shall direct the unit to reconstitute the committee following correct procedures.

If a Unit is unable to amicably establish a Unit PTR Committee in accordance with these guidelines, the University Review Committee (URC) shall determine the membership of the Unit PTR Committee. The URC may appoint eligible faculty members to serve as necessary to ensure the committee is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

J. Reports and Minority Opinions

- I. It is a professional expectation that each Unit PTR Committee member:

1. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
 2. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
 3. Maintains fairness, impartiality, and confidentiality throughout the review process.
- II. Any committee member who disagrees with the majority recommendation may submit a minority report.
 - III. If minority reports are submitted, a cover sheet signed by all committee members shall be included to certify that all members have reviewed the minority report(s).
 - IV. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
 - V. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).
 - VI. The Dean shall prepare a written summary of evaluations and meet with the faculty member, accompanied by the PTR Committee Chair, to discuss the findings.

RATIONALE:

This resolution makes comprehensive revisions to University Handbook Sections 305.6.1, 305.6.2, 305.6.3, 305.6.4, and 306.3 to clarify, modernize, and harmonize the processes governing faculty evaluation, promotion, tenure, and post-tenure review (PTR). The changes address several longstanding issues identified in three Academic Senate referrals spanning 2024–2026, which called for clearer election procedures, consistent expectations, and correction of omissions introduced by prior revisions.

Referrals 2024–2025 #34 and 2025–2026 #05 requested that the Faculty Affairs Committee review ambiguities in the election process for Unit RTP Committees. The FAC discussed:

- Whether all eligible faculty appear on ballots,
- Who is eligible to vote,
- How candidates may influence committee composition,
- The voting and composition process, and
- What to do when a committee cannot be amicably constituted

The revised language addresses these issues by establishing candidate-specific committees. Each faculty member under review (the “candidate”) will have a separate Unit RTP Committee constituted for their individual case. This ensures fairness, avoids conflicts of interest, and prevents the invalidation of multiple reviews when one committee is improperly formed. The new structure enables flexibility (since membership can overlap across candidates), while reinforcing accountability (each committee is formally constituted and documented separately).

The revisions also codify:

- Ballot transparency: All eligible tenured faculty must appear on ballots.

- Voting eligibility: All probationary and tenured faculty may vote in their unit's RTP elections.
- Candidate agency: Candidates may appoint one additional eligible faculty member to their own committee for unstated reasons, creating a limited but meaningful mechanism to ensure trust and fairness.
- Conflict resolution: The University Review Committee (URC) now serves as the arbiter if a unit cannot form a compliant committee, ensuring continuity and preventing procedural gridlock.

These provisions create consistency across colleges and departments and protect both candidates and evaluators from potential conflicts, procedural invalidations, and perceptions of inequity.

The new model introduces workload equity expectations, recognizing that in larger departments, some faculty may be disproportionately burdened by multiple committee assignments while others serve rarely or not at all. The revised language clarifies that:

- All eligible tenured faculty not in FERP or on sabbatical are expected to serve on at least one Unit RTP Committee, if elected.
- Service obligations should be distributed equitably across faculty members.
- Faculty on FERP or sabbatical may serve but are not required to.

This codifies a principle of shared governance with equitable service, balancing institutional needs with faculty workload fairness.

Section 306.3 (Post-Tenure Review) is revised to align with the new RTP framework. Like RTP, PTR now uses candidate-specific committees and applies identical eligibility, election, and conflict resolution rules. This ensures procedural consistency across all faculty review processes and reduces confusion.

PTR committees now:

- Follow the same rank and eligibility requirements as RTP committees.
- Allow people who are undergoing PTR to serve on other committees.
- Allow one candidate-appointed member.
- Use identical evaluation standards and confidentiality expectations.
- Utilize the same appeal process through the URC.

This harmonization corrects inconsistencies between RTP and PTR processes and simplifies policy administration for deans, faculty affairs staff, and reviewers.

Referral 2025–2026 #25 identified that language adopted in RES 222309 (The Personnel Action File and the Working Personnel Action File) was unintentionally excluded from the version that was created by RES 222335 (RTP Evaluation Letters)

This resolution reincorporates the omitted provisions by requiring:

- Each committee member to review the WPAF and sign the WPAF access sheet.
- All evaluations to be based solely on the materials contained in the PAF, WPAF, and approved Unit RTP Criteria.

This correction aligns University policy with the Collective Bargaining Agreement (CBA), which stipulates that personnel recommendations and decisions must be based on the Personnel Action File (CBA 15.12c).

To eliminate ambiguity, the revisions explicitly prohibit individuals serving in administrative roles—including deans, associate deans, assistant deans, MPPs, or members of the URC—from serving on Unit RTP or PTR Committees.

This maintains independence of review and avoids any perception of administrative influence over peer evaluations.

The revision also reinforces rank requirements: committee members must hold a higher academic rank than the candidate under review (except when the candidate is already at the top rank). This preserves hierarchical fairness

Language in 305.6.3 and 305.6.4 (Evaluation and Recommendation) codifies professional expectations of:

- Confidentiality in deliberations,
- Fairness and impartiality in evaluation,
- Majority vote rules (with abstentions counting as negative votes),
- Requirements to base evaluation on the contents of the PAF and WPAF,
- Requirements for minority reports and collective certification of their review, and
- Candidate rights to rebuttal and inclusion of responses in the official PAF.

These standards are reinforced across RTP and PTR processes, ensuring uniformity and procedural justice. The revised sections establish clear procedural deadlines and administrative responsibilities:

- Department chairs must submit lists of all Unit RTP and PTR Committees to the college dean two weeks before each review cycle begins.
- Faculty Affairs will define the start of the review cycle as the date when committees gain access to WPAFs.

This creates a predictable, auditable timeline that helps ensure compliance and prevents review delays or invalidations caused by unclear or inconsistent administrative practices.

Over time, multiple resolutions (RES 222309, RES 222335, RES 242515, etc.) introduced overlapping or partially inconsistent revisions to Sections 305 and 306. The present resolution consolidates these disparate changes into a comprehensive, internally consistent policy that reflects the current best practices of faculty evaluation.

By revising Sections 305.6.1, 305.6.2, 305.6.3, 305.6.3, 306.3, this resolution:

- Corrects internal inconsistencies across units and committees,
- Clarifies expectations for both faculty and administrators,
- Improves Handbook organization and clarity,
- Incorporates previously approved but omitted language,
- Ensures alignment with the CBA and campus-level policy,
- And establishes a sustainable framework for equitable and fair evaluation

Distribution List:

President
Provost and VP for Academic Affairs
AVP for Faculty Affairs
University Review Committee
College Deans
Dean of Libraries
Department Chairs
General Faculty

Approved by the Academic Senate:



Establishing a Rubric for Sabbatical Applications

RES 252608

FAC

- RESOLVED:** The Academic Senate approves revisions to the University Handbook regarding Sabbatical Leave Applications. Deletions are in ~~striketrough~~, and additions are in **bold and underlined**.
- RESOLVED:** The Office of the Provost and Office of Faculty Affairs will ensure that sabbatical application materials are made available at least 30 days prior to the application deadline for sabbatical leave and difference-in-pay leave.
- RESOLVED:** Application materials shall include the Faculty Information Bulletin, Application Cover Form/Routing Sheet, Procedures for Preparation of the Application, Sabbatical Report Cover Sheet, and Rubric (Appendix A).
- RESOLVED:** A list of eligible faculty and their sabbatical award history, list of sabbatical and difference-in-pay leave awards, and sabbatical leave financial form shall also be made available on the Faculty Affairs webpage.
- RESOLVED:** The attached rubric (Appendix A) shall be available on the Faculty Affairs webpage and used to determine sabbatical awards. Future modifications to the rubric shall require Academic Senate resolution.
- RESOLVED:** The AVP for Faculty Affairs (or designee) shall work with the Faculty Honors and Awards Committee to keep application materials current and facilitate sabbatical review.

307.2 Procedures for Preparation of Sabbatical Leave Application

The applicant shall inform his/her **their** chair and ~~school~~-**college** dean of the application for sabbatical leave and the proposed dates of absence. The application for sabbatical leave shall be evaluated by the Honors and Awards Committee (FHAC) in accordance with the established criteria and must contain the following information:

- a. Proposed Project
 1. The proposed project shall be one or both of the following **categories. These categories shall be considered equally:**
 - a) A project of high quality and importance. This includes, but is not limited to, original research, a creative project, or the development of new academic skills;

- b) A study or travel of a kind and in an amount that will improve and update the applicant's professional capabilities. If the emphasis is a study, it must be related to the University's curriculum or to the applicant's professional development.
- 2. A clear and detailed explanation of the proposed project, including the nature, scope, and means of implementation.
- 3. The inclusive dates requested for the leave and, where appropriate, a timetable for the implementation of the proposal.
- 4. If relevant to project completion, the location(s) where the project will be conducted. If travel is part of the plan, its usefulness and necessity must be clearly presented.
- b. Professional Productivity and Preparation
 - 1. A current vita containing evidence, where appropriate, of relevant education or research in the field of the proposed project, publications, or other professional accomplishments in the field of specialization.
 - 2. Where appropriate, what preparatory work has been completed specifically for this project, such as background reading, development of techniques, personal contacts, and tentative facility arrangements.
- c. Benefits to the University (in at least one of the following):
 - 1. The tangible results to be expected from the project. These may be in the form of publication, creative presentations, participation in seminars, conferences, program or curricular development.
 - 2. Benefits of the proposed project to the applicant as a teacher and benefits to students.

307.3 The Role of the Faculty Honors and Awards Committee (FHAC)

The FHAC shall review all sabbatical leave proposals and make recommendations regarding the awarding of leaves to the P&VPAA.

The proposal shall involve one or more of the following: scholarly research, scholarly and creative activity, instructional improvement, or faculty retraining.

They shall consider the potential relevance of the proposal and the subsequent service of the faculty member at this University relative to institutional and departmental mission, goals, and obligations. Among the factors which may be considered are professional development and renewal, improvement of teaching skills, development of a new academic program, and enhancement of the reputation of the University which may result from the leave.

The FHAC shall evaluate the proposals using a two-step process: (1) distinguish meritorious from non-meritorious proposals. Those deemed non-meritorious shall not be ranked, but will be returned to the proposer with comments for the possibility of revision and consideration for the following year; (2) rank all remaining proposals only on merit, allowing no ties. In addition to the assessment of project's merit, the FHAC will also assess the following:

- a. The proposed project shall be one for which the applicant has:
 - 1. Acquired professional capabilities adequate to the task;
 - 2. Completed preparation and planning to undertake the project.
- b. Results of the sabbatical shall benefit the University by one or more of the following:
 - 1. ~~Advanced~~ **Advancement of** scholarship by such means as publication, presentation at conferences or meetings, public performance or exhibition;
 - 2. Improving curriculum, developing new course(s) or program(s);
 - 3. Improving teaching **effectiveness**;
 - 4. Renewing professional skills.

307.3.1 Rubric for Sabbatical Leave Application and Feedback

The FHAC shall apply the approved rubric when evaluating applications.

307.3.2.1 Feedback on Sabbatical Leave Application

All applicants, whether meritorious or non-meritorious, shall receive structured written feedback based on the rubric above. Feedback shall identify the number of applicants and the number of awards for the application cycle. This feedback shall identify strengths of the proposal and areas for improvement. Applicants not awarded a sabbatical may revise and resubmit in a subsequent year, with the benefit of this feedback for proposal strengthening. Revision in response to feedback shall not be assumed to result in automatic award of sabbatical application.

RATIONALE:

Sabbatical leave is one of the most important mechanisms available to faculty for professional development, renewal, scholarly productivity, and the advancement of teaching and learning at the University. To ensure that proposals are evaluated fairly and consistently, it is essential that clear, transparent criteria guide the Faculty Honors and Awards Committee (FHAC). The development of a rubric provides a standardized framework for evaluation designed to promote equity and consistency across disciplines, and to strengthen the integrity of the review process.

Providing written feedback to applicants enhances faculty development by identifying strengths and areas for improvement. This process will encourage faculty to submit stronger proposals in future cycles, increase the quality and impact of sabbatical projects, and expand the benefits to the University. The proposed revisions are therefore designed to enhance transparency, fairness, and continuous improvement in sabbatical leave procedures, in alignment with the University's commitment to faculty excellence.

Distribution List:

President
Provost and VP for Academic Affairs
Academic Senate
Faculty Honors and Awards Committee
College Deans
Dean of the Library
College Associate Deans
General Faculty

Approved by the Academic Senate:

Sent to the President:

President Approved:

Appendix A: Rubric

The FHAC shall apply the following rubric when evaluating applications (approved by Academic Senate on XX/XX/XX):

Rubric for Evaluating Sabbatical Applications

Category: Proposed Project

Subcategory	Description	Exemplary	Proficient	Developing
1.1 Originality & Innovation	How creative, distinctive, or novel the project is in concept or approach.	41–50: Project presents a unique, innovative idea or approach; advances the field meaningfully.	21–40: Sound idea but moderately conventional or lacks clear innovation.	0–20: Little originality or creative merit; unclear purpose.
1.2 Methods & Design	Clarity, rigor, and appropriateness of the project's design, methods, or creative process.	41–50: Methods are well-defined, rigorous, and align logically with goals.	21–40: Methods partially developed or missing key details.	0–20: Methods vague, incomplete, or infeasible.
1.3 Feasibility & Scope	Realistic scale, timeline, and potential for completion within constraints.	21–25: Clear, realistic plan; timeline and resources fully support success.	11–20: Mostly feasible but scope or time may be optimistic.	0–10: Unclear or unrealistic scope; feasibility in question.
1.4 Contribution & Impact	The scholarly, creative, or applied significance of the project.	21–25: Clear, meaningful contribution to the field or broader community.	11–20: Moderate contribution or potential impact not well articulated.	0–10: Limited or unclear contribution.

Category: Professional Productivity and Preparation

Subcategory	Description	Exemplary	Proficient	Developing
2.1 Prior Productivity	Evidence of previous scholarly, creative, or professional output.	33–40: Strong, consistent record of high-quality work (publications, performances, grants, etc.).	16–32: Some relevant productivity; output inconsistent or moderate.	0–15: Minimal record of productivity or engagement.
2.2 Preparatory Work	Steps taken to lay the groundwork for the proposed project.	25–30: Substantial preparatory work completed; shows readiness and planning.	15–24: Some preparatory effort evident but with gaps.	0–14: Little or no preparatory work evident.
2.3 Skills & Competencies	Applicant's background, experience, and expertise relevant to the project.	13–15: Clearly possesses all necessary skills and experience.	8–12: Adequate skills; may need additional training or support.	0–7: Lacks key competencies or background.
2.4 Career Development Potential	Likelihood that the project will enhance the applicant's career trajectory.	13–15: Project strongly supports professional growth and future advancement.	8–12: Some potential for development; link to long-term goals not fully clear.	0–7: Minimal or unclear connection to professional advancement.

Category: Benefits to the University

Subcategory	Description	Exemplary	Proficient	Developing
3.1 Benefits to Students	Impact on student learning, mentorship, or research engagement.	41–50: Clear, substantial, and measurable student benefits.	21–40: Some student benefits described; modest scope or clarity.	0–20: Minimal or unclear student impact.
3.2 Benefits to Curriculum or Teaching	Integration of project outcomes into courses, pedagogy, or academic programs.	33–40: Strong plan to enhance teaching or curriculum with project results.	16–32: Some potential integration; limited detail or scope.	0–15: No clear teaching or curricular benefit.
3.3 Benefits to Scholarship or Reputation	Advancement of the university's academic or public reputation.	33–40: Likely to elevate university profile through publications, presentations, or partnerships.	16–32: Some potential for visibility or recognition.	0–15: No clear link to university reputation.
3.4 Alignment with Institutional Mission or Priorities	Consistency with the university's strategic goals (e.g., sustainability, justice, innovation, diversity).	17–20: Clearly aligned with institutional priorities; demonstrates shared values.	9–16: Partial or indirect alignment.	0–8: No apparent alignment.

Tiebreaking Procedures

In the event of a **tie in total points**, awards will be prioritized according to the following tiebreakers, in order:

1. **Seniority:** Greater number of years since the applicant's last sabbatical award (or since hire, if no sabbatical has been previously taken).
2. **University Impact:** Higher combined score in *Category 3 — Benefits to the University*.
3. **Professional Productivity:** Higher combined score in *Category 2 — Professional Productivity & Preparation*.
4. **Committee Deliberation:** If a tie remains after applying the above criteria, the Sabbatical Review Committee may consider qualitative distinctions and make a final recommendation by consensus vote.