



Faculty Affairs

MEMORANDUM

DATE: August 3, 2012
TO: Deans and Department Chairs
FROM: Michael Caldwell, Associate Vice President Faculty Affairs *Michael Caldwell*
SUBJECT: Interim Policy Changes for APM 301, APM 304, APM 325, APM 332, APM 399

The Academic Senate's Personnel Committee proposed a number of changes to five existing policies in the Academic Policy Manual (APM). In June, the Expanded Executive Committee of the Academic Senate provisionally approved these changes as Interim policies, subject to further study and possible revision by the full Senate. Complete texts of these five Interim policies can be found on the Faculty Affairs web site. However, for your convenience, I am summarizing the specific changes.

APM 301: Interim Policy and Procedures for the Appointment of Tenure Track Faculty Including the Award of Service Credit

The only changes can be found on page 4 of the document, in section V.2.a. These changes reflect new language adopted in APM 304 (see below) regarding the need to define the "terminal degree" or equivalents. Language is also included to stipulate under what (limited) conditions tenure track appointments may be made for candidates who are ABD ("all but dissertation"). This policy is "interim" in the truest sense, as it still needs extensive editing and revision in order to have it accurately reflect current campus-wide practices.

APM 304: Interim Policy on Terminal Degrees

The first change is language that underscores the *rare* exceptions that may be allowed for appointing someone to a tenured or tenure-track position without either a doctorate or terminal degree. The second change is the inclusion of a requirement for vacancy announcements (and any public information regarding a recruitment) to specify the terminal degree required for a position and to also specify any other degrees that would be considered "acceptable equivalents" by the department. The important change from current practice is *specificity*: search committees may no longer use the generic phrase "terminal degree required." This will be particularly significant for those departments where there may be ongoing discussions regarding which specific degree is "terminal" for that specific search. The revised language should also focus attention on those disciplines where potential "acceptable equivalent" degrees may exist. The final change to this policy is the removal of prior language that permitted hiring ABD candidates as Lecturers, then later converting them (upon completion of the doctorate) to tenure-track appointments. The revised language now only permits the hiring of ABD candidates (as probationary faculty) under very restricted conditions.

APM 325: Interim Policy on Retention and Tenure

The only changes are minor. To reflect the Senate's recent adoption of terminology derived from the Unit 3 Collective Bargaining Agreement, the former "Open Personnel File" (OPF) is now re-named the "Personnel Action File" (PAF), and the former "RTP File" is now re-named the "Working Personnel Action File" (WPAF). Finally, the office formerly known as *Academic Personnel Services* is now re-named the *Office of Faculty Affairs*.

APM 332: Interim Policy on Range Elevation for Temporary Faculty

Overall, the intent of the changes to this policy was to make the criteria employed in assessing Lecturers for a potential range elevation "appropriate to the specific work assignment." The prior policy language tended to view all Lecturers (including temporary faculty in non-instructional assignments) as the same, and thus imposed a rather standard, generalized set of criteria on them. Particularly problematic were "absolute" requirements regarding possession of a terminal degree, research/scholarship/creative activity, and service—without any regard as to the specific work assignment for which the person was actually hired.

The revised language specifies two broad criteria for temporary faculty in instructional assignments: teaching effectiveness and currency within the discipline (i.e., subject matter competence). Borrowing language from some other CSU campuses, the revised policy also provides a rubric for assessing teaching effectiveness, and lists examples of evidence a candidate might use to demonstrate disciplinary currency. Similarly, the revised language specifies two broad criteria for temporary faculty in non-instructional assignments: facilitation of student success and currency within the discipline. The revised policy again provides a rubric for assessing the facilitation of student success and lists examples of evidence a candidate might use to demonstrate disciplinary currency.

Finally, the revised language also reflects the adoption of PAF/WPAF as found in APM 325 (above).

APM 399: Interim Policy on Emerita and Emeritus Status

The most significant change to this policy is the adoption of a minimum standard of ten years of service in order to be eligible for the award of emerita/emeritus status. The revised policy also limits this honorary status to faculty and *academic* administrators (i.e., those holding concurrent faculty appointments or recognized via policy as holding membership in the Academic Assembly). Finally, there are some minor clarifications regarding actual titles that may be conferred and the potential privileges attached to the honorary status.

Please feel free to contact me if you have any questions regarding these revisions after you have the opportunity to review the complete texts of these policies.