



Academic Senate: Executive Committee

Agenda

TUESDAY, SEPTEMBER 10, 2024

10:00 A.M. – 11:30 A.M.

Location: BDC 134- BPA Conference Room

Zoom link: Update LINK!

Members: M. Danforth (Chair), D. Solano (Vice-Chair), J. Rodriguez (Interim Provost), A. Hegde, C. Lam, N. Michieka, J. Deal, T. Tsantsoulas, D. Wu, Z. Zenko and K. Van-Grinsven (Senate Analyst).

Guests: none.

1. Call to Order
2. Announcements and Information
 - a. President to attend EC meetings: October 8 and February 11
3. Approval of Agenda (Time Certain: 10:05 AM)
4. Approval of EC Minutes
 - a. August 27, 2024 (handout)
5. Continued Items
 - a. AS Referral Log (handout)
 - i. AAC (J. Deal)
 1. Referral Drafts in progress (see 8/27/24 Minutes):
 - a. 2023-2024 #29 Proposal of New Minors - Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies – AAC (handout)
 - b. 2023-2024 #35 Administering SOClS – AAC and FAC (handout)
 - ii. AS&SS (T. Tsantsoulas)
 - iii. BPC (D. Wu)
 1. Referral Draft in progress (see 8/27/24 Minutes):
 - a. 2023-2024 #04 Time Blocks and Space Utilization – BPC (handout)
 - iv. FAC (Z. Zenko)
 1. Referral Drafts in progress (see 8/27/24 Minutes):

- a. 2023-2024 #35 Administering SOCs – AAC and FAC (handout)
 - 2. Reconsideration of the role and committee structure for CPR (handout) – FAC
 - 3. Grants and Publication and Faculty Review (handout) – FAC
 - v. Standing Committees Composition – EC
 - 1. Clarify Handbook language about staff positions being non-MPP staff.
- b. Interim Provost Update (J. Rodriguez)

6. New Discussion Items **(Time Certain: 10:45 AM)**

- a. Elections and Appointments (D. Solano)
 - i. HIPs Taskforce
 - ii. New Taskforces (handout)
 - 1. Criteria for Proposing New Schools Taskforce
 - 2. Scholarship and Creative Activities Taskforce
 - iii. Upcoming calls for interest (handout)
 - iv. Review of committees' activity
- b. RES 232431 Search and Screening Procedures for Administrators (handout) – EC discussion
- c. Handbook and Bylaw – Updating Schools to Colleges
- d. Department Formation follow-up (HOLD: Checking with Academic Programs)
- e. AS&SS Composition: Associate Dean of Undergraduate and Graduate Studies is not actually listed in the bylaws as an ex-officio member of AS&SS, although that has been the practice for many years.
- f. AI Initiative (HOLD for more information)
- g. Dual enrollment (including AB 359) (Hold?)
- h. Director of Assessment position - Handbook
 - i. Reference in Handbook: Page 11, third last line, 105.2 and page 70, second last line in the bullet a, 305.6.1.
- i. RTP: Lecturers working across different departments/ RTP process. (HOLD for more info 8/27/24)
- j. Expanding SSD Hours - AS&SS (HOLD for more info 8/27/24)
- k. Catalog Deadline – revisit deadline of December 1 (EC Minutes 5/7/2024, HOLD)
- l. Resolution on CCC baccalaureate degrees [AB 927, SB 895] – EC (HOLD Spring 2024)
- m. Strategic Plan Group data gathering instrument(s) follow-up – BPC (HOLD 3/18/2024)

7. Agenda Items for Senate Meeting

Academic Senate Meeting – Fall 2024

Thursday, September 12, 2024

Agenda

10:00 AM. – 11:30 AM

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

Zoom Link:

Senate Members: Chair M. Danforth (excused), Vice-Chair D. Solano, Senator A. Hedge (excused), Senator C. Lam, Senator N. Michieka, Senator T. Tsantsoulas, Senator M. Naser, Senator D. Wu, Senator S. Sarma, Senator L. Kirstein, Senator A. Stokes, Senator Z. Zenko, Senator S. Roberts, Senator K. Holloway (virtual), Senator H. He, Senator A. Grombly (alt. Jing Wang), Senator E. Correa, Senator J. Deal, Senator T. Salisbury, Senator A. Rodriguez, Senator J. Cornelison, Senator E. Pruitt (excused), Interim Provost J. Rodriguez, Senator J. Dong and Senate Analyst K. Van Grinsven.

Guests:

- A. Call to Order
- B. Approval of Minutes
 - a. August 29, 2024 (handout)
- C. Announcements and Information
 - a. President's Report – V. Harper **(Time Certain: 10:10 AM)**. (deferred?)
 - b. Elections and Appointment – D. Solano
- D. Approval of Agenda **(Time Certain: 10:05 AM)**.
- E. Reports
 - a. Interim Provost's Report – J. Rodriguez
 - b. ASCSU Report – Senators Lam and Michieka (deferred?)
 - c. Committee Reports:
 - i. ASI Report – Senator Pruitt (deferred?)
 - ii. Executive Committee – Vice-Chair Solano
 - iii. Academic Affairs Committee (AAC) (handout) – Senator Deal
 - iv. Academic Support and Student Services Committee (AS&SS) (handout) – Senator Tsantsoulas
 - v. Budget and Planning Committee (BPC) (handout) – Senator Wu
 - vi. Faculty Affairs Committee (FAC) (handout) – Senator Zenko
 - vii. Staff Report – Senator Cornelison
- F. Resolutions **(Time Certain: 10:35 AM)**
 - a. Consent Agenda
 - b. New Business
 - 1. RES242501 Evaluation of Academic Administrators – Handbook Changes- FAC (handout)

2. RES242502 Discontinuation of Agricultural Business Concentration in BSBA – AAC
(handout)

c. Old Business

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

H. Faculty Recognition

I. Adjournment

8. Open Forum Items

9. Adjournment

2024-2025 Academic Senate: Referral and Resolution Log

| Date | Referral | Status | Committee/s Charged | Action | Resolution | Handbook/Bylaws | Approved | Sent to | Approved |
|----------------------------------|---|---------------|---------------------|--|---|-----------------|----------|-----------|--|
| 9/3/2024 | 2024-2025 #01 Proposal for New Concentration_BS in Biochemistry_ACS Certified | Referral sent | AAC | Whether to approve the proposal for a new concentration in —BS in Biochemistry certified by the American Chemical Society. Carry over referral: 2023-2024 #20 Proposal for emphasis in Biochemistry B.S. | | | | | |
| 9/3/2024 | 2024-2025 #02 Proposal to Discontinue AGBS Concentration in BSBA | Referral sent | AAC | Whether to approve the proposal to discontinue the Agricultural Business concentration in the BS in Business Administration program. | RES 242502- Discontinuation of AGBS Concentration in BSBA (<i>first reading</i>) | | | | |
| 9/3/2024 | 2024-2025 #04 Cal-GETC Changes | Referral sent | AAC | | | | | | |
| 9/3/2024 | 2024-2025 #03 Proposal for New Degree- Bachelor of Music | Referral sent | AAC and BPC | Review the proposal for the New Degree - Bachelor of Music, Music Teacher Preparation Concentration Carry over referral: 2023-2024 #23 New Degree Program Proposal- Bachelor of Music in Music Education; RES 232416 Drafted- not passed. | | | | | |
| 9/4/2024 | 2024-2025 #09 Need for Academic Testing Center | Referral sent | AS&SS and BPC | Whether there is a need for the campus to have an Academic Testing Center to assist with proctoring exams and perhaps full-fledge entrance testing. Consider resources needed and what the structure might be to meet the needs of faculty and students. Carry over referral: 2023-2024 #31 Need for an Academic Testing Center | | | | | |
| 9/3/2024 | 2024-2025 #08 Faculty Hiring Prioritization- Position Control | Referral sent | BPC | Discuss the administration's commitment to the hiring of tenured and tenure-track faculty to match the growth trends of student enrollments and the demographic make up of the student population, and to match or exceed growth in administrative positions (MPPs). Carry over referral: 2023-2024 #36 Faculty Hiring Prioritization- Position Control | | | | | |
| 9/3/2024 | 2024-2025 #05 Faculty Director Performance Reviews | Referral sent | FAC | Review and address the Faculty Director performance review process; including which centers and positions need to be reviewed, review committee formation and composition, consideration of Faculty Board Committees to develop their own criteria. Carry over referral: 2023-2024 #08 GECCo Review and Appointment (2022-2023 #22 Carry over) Carry over referral: 2023-2024 #27 Faculty Director Performance Reviews - Handbook Change | | Handbook Change | | | |
| 9/3/2024 | 2024-2025 #06 Sixth-year Lecturer Review - Handbook Change | Referral sent | FAC | Purpose and outcome(s) of the Sixth-year Lecturer Review, etc <i>Carry over referral 2021-2022 #41 Sixth-year Lecturer Review - Handbook Change</i> Carry over referral: 2023-2024 #03 Sixth-year Lecturer Review - Handbook Change | | Handbook Change | | | |
| 9/3/2024 | 2024-2025 #07 Evaluation of Academic Administrators- Handbook Change | Referral sent | FAC | Review and consider changes to the Handbook 311 Evaluation of Academic Administrators: include the Chief Diversity Officer, review Academic Administrator titles to ensure they are consistent with current title; Review procedures to clarify review process and consistency of the role fo the review committees. | RES 242501 - Evaluation of Academic Administrators (<i>first reading 9/12/24</i>) | Handbook Change | | | |
| Not drafted yet 9/04/2024 | | | | | | | | | |
| | 2024-2025 #XX | | AAC and BPC | <i>Whether to approve the proposal for new minors in Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies</i> Carry over referral: 2023-2024 #29 Proposal of New Minors- Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies | | | | | |
| | 2024-2025 #XX | | AAC, BPC, and FAC | AAC: Discuss SOCI process and timelines, taking in to consideration the efficacy and fairness of student evaluations, time frame for distribution and student evaluation scores, provision of SOCI quantitative scores and qualitative comments, development of a system to identify and flag biased, discriminatory, or prejudiced responses, explore feasibility of automatically excluding students with multiple occurrences of such responses. FAC: Impact of the above items on RTP. <i>Update: AAC sent memorandum for inclusion in Senate packet 3/21/2024.</i> <i>BPC to be included in the referral - academic calendar will need to be updated for both paper and online SOCI windows.</i> Carry over referral: 2023-2024 #35 Administering SOCIs | | | | | |
| | 2024-2025 #XX | | BPC | The need to reconsider Time Blocks for classes. <i>Update: Memo received 05/03/2023; carry over referral 2022-2023 #01 Time Blocks and Space Utilization</i> Carry over referral: 2023-2024 #04 Time Blocks and Space Utilization | | | | | |
| | | | FAC and BPC | Whether to add use of search firms, add language regarding exceptions, and add an option for university to retreat. <i>Carry over referral 2022-2023 #31 Academic Administrators Search & Screening -Handbook Change</i> | RES 232431 Search and Screening Procedures for Administrators- Handbook Change | Handbook 309 | 5/9/2024 | 5/23/2024 | Not approved; Memo sent by President 7/18/24 |
| | HOLD for EC Discussion | | | NOTE: Referral 2023-2024 #11 Academic Administrators Search & Screening- Handbook Change. RES 232431 Passed in Senate; not approved by President. | | | | | |



Dr. Aaron Hegde
Chair CSUB Academic Senate
California State University, Bakersfield
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2023-2024 REFERRAL #29

Proposal for New Minors in Ethnic Studies, Feminist Studies, and Queer Ethnic Studies

FROM: Aaron Hegde, Academic Senate Chair
TO: Danielle Solano, Academic Affairs Committee Chair
DATE: February 7, 2024
cc: Katherine Van Grinsven, Academic Senate Administrative Analyst

A handwritten signature in black ink, appearing to read "Aaron Hegde".

At its meeting on February 5, the Academic Senate Executive Committee requested that the Academic Affairs Committee (AAC) review the proposed three new minors from the Department of Ethnic Studies. The three new minors proposed are: Ethnic Studies, Feminist Studies, and Queer Ethnic Studies.

During your discussion, please consider:

- rationale as presented in the attached proposal
- impact on students in the program

Please take up this matter with your committee and get back to me with your recommendation. If your recommendation requires Senate action, please prepare a resolution and the rationale for the resolution.

Thank you

Attachments: (1) RE_New minors proposals-Ethnic Studies, Feminist Ethnic Studies, and Queer Ethnic Studies.pdf, (2) 2024-2025 Catalog Submitted Draft 12-4-2023.doc.



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2023-2024 REFERRAL #35

Administration of SOCI

FROM: Aaron Hegde, Academic Senate Chair 
TO: Danielle Solano, Academic Affairs Committee Chair 
Maureen Rush, Faculty Affairs Committee Chair
DATE: March 11, 2024
cc: Katherine Van Grinsven, Academic Senate Administrative Analyst

At their meeting on March 5, 2024, the Academic Senate Executive Committee requested that the Academic Affairs Committee discuss the SOCI process and timelines. During your discussions, please consider:

- The efficacy and fairness of student evaluations
- Time frame for distribution and evaluation of SOCI
- Correlations between grades and student evaluation scores
- The provision of SOCI quantitative scores and qualitative comments.
- The development of a system to identify and flag biased, discriminatory, or prejudiced responses within evaluations
- Explore the feasibility of automatically excluding students with multiple occurrences of such responses
- Other CSU policies and procedures for SOCI

The Academic Senate Executive Committee also requested that the Faculty Affairs Committee discuss the following as it relates to SOCI:

- Impact of the above items on RTP

Please take up this matter with your committees and get back to me with your recommendations. If your recommendation requires Senate action, please prepare a resolution and the rationale for the resolution. Thank you.



ACADEMIC SENATE
CSU BAKERSFIELD

To: Aaron Hegde, Academic Senate Chair

From: Danielle Solano, Academic Affairs Committee Chair

CC: Academic Affairs Committee
Katherine Van Grinsven, Academic Senate Administrative Analyst

RE: Referral 2023-2024 #35 Administering SOCI's

At their meeting on March 14th, the Academic Affairs Committee (AAC) decided to recommend the following procedures regarding SOCI's:

1. The window for SOCI's should be the same whether online or physical.
2. SOCI's be completed before finals week.
3. Faculty should receive the directions on how to access online SOCI's via Canvas so they can pass this information on to their students (ideally, a link to SOCI's would be provided in the Canvas course).
4. Quantitative (rankings) and qualitative data (comments) for online SOCI's should be linked as they currently are for physical SOCI's.
5. Averages for quantitative data (rankings) should be provided both for individual questions as well as overall.

Academic Senate


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2023-2024 REFERRAL #04

Time Blocks and Space Utilization

FROM: Aaron Hegde, Academic Senate Chair 
TO: Di Wu, Budget and Planning Committee Chair
DATE: September 6, 2023
cc: Katherine Van Grinsven, Academic Senate Administrative Analyst

At their meeting on August 31, 2023, the Academic Senate Executive Committee requested that the Budget and Planning Committee (BPC) continue with their discussion regarding the carry-over referral 2022-2023 01 Time Blocks and Space Utilization.

Please take up this matter with your committee and get back to me with your recommendation. If your recommendation requires Senate action, please prepare a resolution and the rationale for the resolution. Thank you.

Attachments:

- (1) 2022-2023 01 Time Blocks and Space Utilization_ BPC
- (2) A&H Schedule Revision Proposal
- (3) BPC MEMO Referral 01 Time Blocks and Space Utilization

Topic: Reconsideration of the role and committee structure for CPR

From: [Aaron Hegde](#)
To: [Melissa Danforth](#); [Katherine Van Grinsven](#)
Subject: Re: Alicia Rodriguez- Committee on Professional Responsibility
Date: Tuesday, January 30, 2024 1:48:01 PM

Hi, Melissa and Katie.

For now, we can leave things as they are, especially since we do not know for sure if Alicia will stay in her current position or return to faculty. The CPR only meets when there are issues. As you pointed out Melissa, there is one other level now, the Faculty Ombuds. In the case we do need to form the committee, we can reach out to their respective schools and see if someone else can fill in. Going forward, let's reconsider the role for CPR. Katie, would you please put that on the next EC agenda?

Aaron

DR. S. AARON HEGDE, PHD

Chair, Academic Senate
Professor, Economics
Director, ERM Program
Executive Director, Grimm Family Center for AGBS

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CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

From: Melissa Danforth <mdanforth@csub.edu>
Date: Friday, January 26, 2024 at 12:19 PM
To: Katherine Van Grinsven <kvan-grinsven@csub.edu>, Aaron Hegde <shegde@csub.edu>
Subject: RE: Alicia Rodriguez- Committee on Professional Responsibility

Hi Katie,

Relatedly, JJ is the Faculty Ombuds and is the other 2022-2024 position on the committee.

But we really don't have time in the schedule right now for a special election call. That would bring out maximum call cycle time to over 15 weeks (minimum is well under 15 weeks, but we don't know how many calls will need second calls and elections.

Also, I think that committee structure needs to be rethought now that there is a Faculty Ombuds position. Maybe we can put it on the Exec agenda to refer out to FAC.

Melissa

From: Katherine Van Grinsven <kvan-grinsven@csub.edu>
Sent: Friday, January 26, 2024 12:14 PM
To: Melissa Danforth <mdanforth@csub.edu>; Aaron Hegde <shegde@csub.edu>
Subject: Alicia Rodriguez- Committee on Professional Responsibility

Hi,

I'm so sorry. I missed that Alicia Rodriguez was also on the Committee on Professional Responsibility (CPR), term 2022-2024. I am not sure if we want to issue a call for interest now, or wait for the elected committees call? Here is the current roster:

| Members of the Committee on Professional Responsibility are elected with special attention to the high ethical and professional regard in which their colleagues hold them. All committee members are full-time tenured faculty, with the school representatives elected by the faculty of their respective schools, for overlapping two-year terms; the At-Large committee member is elected by the General Faculty for a two-year term. The Academic Senate Chair convenes a meeting to establish procedures, and the committee elects a chair at the first meeting. Handbook 303.8.1 At the last meeting each year of the Academic Senate, the CPR shall submit an annual summary report of its activities. Information that identifies individuals or departments shall not be included in the report. Handbook 303.8.4.2 | | | |
|---|------------------|---|-----------|
| | Name | Department | Term |
| 1 A&H Faculty Member | Alicia Rodriguez | History | 2022-2024 |
| 1 BPA Faculty Member | Jing Wang | Accounting & Finance | 2023-2025 |
| 1 NSME Faculty Member | Yize Li | Physics & Engineering | 2023-2025 |
| 1 SSE Faculty Member | Jianjun Wang | Advanced Educational Studies -Special Educ. | 2022-2024 |
| 1 At-Large Faculty Member | Anna Jacobsen | Biology | 2023-2025 |
| ADMINISTRATIVE CONTACT: | Aaron Hegde | Chair of the Academic Senate | 2022-2024 |

Katie

—
KATHERINE VAN GRINSVEN
Senate Analyst
Office of the Academic Senate
Direct Line: (661) 654-3128
Office: BDC A 252

From: [Aron Hegde](#)
To: [Brandon Pratt](#); [Maureen Rush](#); [Katherine Van Grinsven](#); [Melissa Danforth](#)
Subject: Re: Senate referral
Date: Monday, April 15, 2024 4:33:59 PM
Attachments: [image001.jpg](#)

Hi, Brandon

Thanks for the email. This is something that the senate might consider. However, since we only have a couple of meetings left, we will not be able to get to this issue during this academic year. I have copied the Chair-Elect Melissa Danforth on this email. It would be up to her and the next EC to decide if this is something the senate would take up next academic year.

Aaron

DR. S. AARON HEGDE, PHD

Chair, Academic Senate
Professor, Economics
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From: Brandon Pratt <rpratt@csub.edu>

Date: Monday, April 15, 2024 at 4:22 PM

To: Aaron Hegde <shegde@csub.edu>, Maureen Rush <mrush@csub.edu>, Katherine Van Grinsven <kvan-grinsven@csub.edu>

Subject: Senate referral

Hi colleagues,

A committee I serve on (Faculty for Research, Scholarship, and Creative Activity) have discussed two issues that are outlined in the attached senate referral. We think that these are important issues and request that the senate consider them. Feel free to reach out with any questions regarding this referral.

Best,

March 21, 2024

RE: Grants and publication as part of faculty review

Dear Dr. Hegde and members of the Academic Senate Executive Committee,

The Faculty Advisory Committee for Research, Scholarship, and Creative Activity (FAC-4-RSCA) is dedicated to 1) elevate awareness and appreciation of faculty research, scholarship and creative activities; 2) develop new policies and programs that provide more incentives that encourage and support faculty grant writing while enhancing existing successful programs; 3) minimize institutional hurdles associated with submission and management of grants, particularly those activities that unnecessarily encroach on faculty time; 4) improve communication between faculty and grant office personnel; and 5) recognize and promote the importance of grants and research, scholarship and creative activities in providing formative, high-impact, and meaningful student activities and providing student support.

As part of our on-going efforts to support faculty and research on our campus, we have identified two areas of potential interest/concern related to the evaluation of scholarly and creative activities during faculty review (305.4.2.8). We ask that the senate consider the following items (example language included below to illustrate potential ways these items could be addressed):

- 1) External grants are often rigorously peer-reviewed, have low award/acceptance rates, and are vital in the support of scholarship, and also often support student activities and experiences. We request that these be specifically mentioned as potentially acceptable activity within the handbook as part of scholarly and creative activities. As an example, this could include something like the following: “In most, but not all, disciplines, this shall be through peer-reviewed publications and/or efforts to secure externally funded grants that support scholarly and creative activities”.
- 2) The prevalence of predatory, for-profit, vanity, and self-publish options has increased over time, and contributes to the epidemic of misinformation and disinformation. As an academic institution, we are responsible for recognizing and supporting peer-reviewed scholarly products and entities, and to safeguard state funding, support, and faculty time from being spent on outlets driven by self-interest and profit.¹ Units should be encouraged to develop policies that identify and avoid these outlets when evaluating scholarly or creative activities. We have examined RTP documents of CSUB departments and find that many contain language that appears aimed at addressing this issue. Having clear language in the handbook could be valuable to highlighting this issue and providing some guidance.

We would be happy to meet with the EC or any relevant standing committee, most likely FAC, to further discuss these issues.

Sincerely,
FAC-4-RSCA

Brandon Pratt (interim chair), Brittney Beck (chair, currently on sabbatical), Eduardo Montoya, Elaine Correa, Heidi He, Joseph Florez, Maryann Parada, Nyakundi Michieka

¹ <https://www.nature.com/articles/d41586-019-03759-y>

Example language included below to illustrate potential ways these items could be addressed in the University Handbook. Following standard Academic Senate format, we have indicated our suggested additions in bold, underline text:

305.4.2.8 Evaluation of Scholarly or Creative Activity

Candidates for tenure or promotion shall demonstrate substantive and sustained contributions to knowledge in the discipline. Candidates for tenure **or promotion** shall demonstrate these contributions via works that have received favorable peer review from individuals outside of CSUB. **In most, but not all, disciplines, this shall be through peer-reviewed publications and/or externally funded grants that support scholarly and creative activities. Grants may also be relevant for other areas of evaluation, such as grants that may support instructional activities or community engagement and outreach, and units shall indicate the area of evaluation under which such grants are considered.**

In all instances, quality of work **and rigor of the external peer-review process** shall be considered the primary criterion for evaluating scholarly or creative activity. **Units shall limit the inclusion and consideration of scholarly or creative activity from predatory, for-profit, vanity, and self-publish outlets. Identification of acceptable outlets for scholarly and creative activity will likely be discipline- and field-specific. Units may consider inclusion of lists of field-specific acceptable publishers or journals or setting guidelines for the qualities of acceptable journals or publishers using such metrics as acceptance rates, adequate time-in-review for a substantive peer-review process, not-for-profit status, association with professional societies, impact factor, and/or limited publication costs and fees.**

Elections and Appointments: Charge and Structure for New Taskforces

Subject: Draft Taskforce descriptions

Hi Melissa,

Here's what I have for the calls for the new taskforces. Feel free to edit and/or forward to the rest of EC for feedback.

Criteria for Proposing New Schools Taskforce

RES 212212 renamed existing "schools" as "colleges" and stated that no new colleges or schools could be created until policies and procedures for their creation are developed. The Executive Committee of the Academic Senate is forming a task force with faculty across disciplines charged with developing policies and procedures for formation of new schools to report to the Senate by the end of Spring 2025. Structure: Four FT General Faculty (one from each standing committee) appointed by the EC, two FT General Faculty at-large appointed by the EC, one Dean representative, and one staff member. Candidates to make a brief statement why they want to be on the task force. See EC minutes 8/27/2024.

Scholarship and Creative Activities Taskforce

The Executive Committee of the Academic Senate is forming a task force with faculty across disciplines charged with addressing Weighted Teaching Units (WTUs) and how they are allocated for instructional activities but not scholarship and creative activities, despite the expectation that faculty engage in such activities for retention, tenure, and promotion. The task force should examine differences in support for scholarship and creative activities across different colleges within the university and make recommendations to address disparities in workload. Report to the Senate by the end of Spring 2025. Structure: FAC Chair, five tenured faculty (one from each college and one librarian) appointed by the EC, one CFA representative, and AVP Faculty Affairs. Candidates to make a brief statement why they want to be on the task force. See EC minutes 8/27/2024.

Thanks!

--Dani

Danielle Solano, Ph.D.
Professor, Department of Chemistry & Biochemistry
California State University, Bakersfield

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***Schedule an appointment with me on [Runner Connect](#) or [Acuity](#)

To: General Faculty

From: ORG- Academic Senate Office at academicsenateoffice@csub.edu

CC: Danielle Solano, Academic Senate Vice Chair and Elections Committee Chair
Katherine Van Grinsven, Academic Senate Analyst

Subject: Call for Interest: University-Wide Appointments – Term beginning 2024

This is a Call for Interest to various appointed positions. Some positions are unfilled or vacated from the 2023-2024 election cycle, and there are three new calls, two of which are for new taskforces.

Please provide a brief description of why you are interested and how you have suitable background for your selected committee(s).

At this time, please submit statements of interest for:

Student-centered Enterprises, Inc. (SEI) Board (unfilled from 2023-2024)

This is an auxiliary organization subject to the direction of the President or designee to operate a campus union facility at CSUB, a student body center for the benefit of the students, faculty, staff, and alumni in order to promote and assist the educational mission of the university. This committee meets every semester.

[https://www.csub.edu/studentunion/Student Union Board/index.html](https://www.csub.edu/studentunion/Student%20Union%20Board/index.html)

- One (1) Faculty Member appointed by the Academic Senate Executive Committee to replace or re-appoint Becky Larson, serve a one-year term, May 2024-2025.

Web Governance Committee (unfilled from 2023-2024)

The purpose of the WGC is to provide strategic direction for CSUB in regard to its web presence. To coordinate and support CSUB staff & faculty across the entire organization to create content that meets web standards including unity and clarity while achieving our overall CSUB and department/unit goals. We are committed to making decisions and recommendations based on real data from competitive audits, usability testing, analytics, campaign feedback, search engine results, and individual feedback. Meetings will be quarterly.

- One (1) Faculty Senate Member or designee as appointed by the Academic Senate Executive Committee to re-appoint or replace Nick Toothman to serve for a two-year term, May 2024-2026.

Exceptional Service Award Committee

The Exceptional Service Awards Committee meets in early Spring to review and evaluate applications received by the Senate Office under the provisions of CBA Article 20.37 "Assigned Time for Exceptional Levels of Service to Students" and following the process established in Senate RES 212237. The committee consists of two (2) members selected from the Senate Executive Committee and three (3) at-large faculty members appointed by the Senate Executive Committee.

Note: Faculty members applying for the Exceptional Service Award in Spring are not eligible to serve on this committee.

- Three (3) At-Large Faculty Members appointed by the Executive Committee to serve a one-year term, May 2024-2025.

High Impact Practice (HIP) Taskforce (ad hoc) (vacated from 2023-2024)

Function: Per RES 212212, the Academic Senate to form a task force with faculty across disciplines to be charged with determining the course learning outcomes and requirements which appear in both the master syllabus and each section syllabus in order for a course to carry a particular HIP designation. The Task Force has an advisory role to the DCLC and Curriculum Committees. Report to be submitted to the Senate by end of Spring 2024. Candidates to make a brief statement why they want to be on the HIP Task Force. Counselors and Librarians are eligible for the At-Large positions. See EC minutes 3/7/2023.

- One (1) FT General Faculty At-Large (Counselors and Librarians eligible) to replace Patsy Kraeger to serve a one-year term, May 2024-2025.

Criteria for Proposing New Schools Taskforce (ad hoc) (New Taskforce)

RES 212212 renamed existing "schools" as "colleges" and stated that no new colleges or schools could be created until policies and procedures for their creation are developed. The Executive Committee of the Academic Senate is forming a task force with faculty across disciplines charged with developing policies and procedures for formation of new schools to report to the Senate by the end of Spring 2025.

Structure: Four FT General Faculty (one from each standing committee) appointed by the EC, two FT General Faculty at-large appointed by the EC, one Dean representative, and one staff member. Candidates to make a brief statement why they want to be on the task force. See EC minutes 8/27/2024.

Two (2) At-Large Full-time General Faculty appointed by the Academic Senate Executive Committee to serve a one-year term, May 2024-2025.

Scholarship and Creative Activities Taskforce (ad hoc) (New Taskforce)

The Executive Committee of the Academic Senate is forming a task force with faculty across disciplines charged with addressing Weighted Teaching Units (WTUs) and how they are allocated for instructional activities but not scholarship and creative activities, despite the expectation that faculty engage in such activities for retention, tenure, and promotion. The task force should examine differences in support for scholarship and creative activities across different colleges within the university and make recommendations to address disparities in workload. Report to the Senate by the end of Spring 2025.

Structure: FAC Chair, five tenured faculty (one from each college and one librarian) appointed by the EC, one CFA representative, and AVP Faculty Affairs. Candidates to make a brief statement why they want to be on the task force. See EC minutes 8/27/2024.

One (1) tenured Faculty Member from each of the four colleges appointed by the Academic Senate Executive Committee to serve a one-year term, May 2024-2025.

Please specify your interest to Senate Analyst, Katie Van Grinsven at academicsenateoffice@csu.edu by **Friday, September 13, 2024, 5:00 PM.**

***NOTE:** Indicate the committee in the subject line of your email. Provide a brief description of why you are interested and how you have a suitable background for the committee(s) you specify. Thank you!



MEMORANDUM

DATE: July 18, 2024

TO: Dr. Melissa Danforth, Chair
Academic Senate

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

SUBJECT: RES 232431 Search and Screening Procedures for Administrators – Handbook Change

I acknowledge receipt of RES 232431: “Search and Screening Procedures for Administrators-Handbook Change” and thank the Faculty Affairs Committee, Budget and Planning Committee, and members of the Academic Senate for their timely and thoughtful input on this important issue.

I have directed Interim Provost Rodríguez to re-engage the Academic Senate to create a resolution that satisfies shared governance amenable to both faculty and administration.

Thank you for your leadership and work on this important resolution. I look forward to the results in the fall.

c: James Rodríguez, Interim Provost and Vice President for Academic Affairs
Deborah Boschini, Associate Vice President for Faculty Affairs
Heath Niemeyer, Interim Vice President for University Advancement
Thom Davis, Vice President for Business and Administrative Services
Thomas Wallace, Vice President for Student Affairs
Alicia Rodriguez, Interim Dean Arts and Humanities
Deborah Cours, Dean Business and Public Administration
Jane Dong, Dean Natural Sciences, Mathematics and Engineering
Luis Vega, Interim Dean Social Sciences and Education
Elizabeth Adams, Dean CSUB Antelope Valley and Interim Associate Vice President for
Academic Affairs and Dean Academic Programs
Sandra Bozarth, Dean Library
Kristen Watson, Interim Dean Extended Education and Global Outreach
Department Chairs
General Faculty

Office of the President

California State University, Bakersfield
9001 Stockdale Hwy. • Bakersfield, CA 93311



Search and Screening Procedures for Administrators - Handbook Change

RES 232431

FAC and BPC

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

309 Search and Screening Procedures for Administrators

309.1 General Policy

Although the President or his/her designee is the appointing officer for all administrative positions, the principles of shared governance dictate that faculty, staff, students and administrators shall also be involved in the selection process where appropriate. As the faculty have primary responsibility for the educational mission and functions of the University, faculty members shall play a major role in search and screening for academic administrators.

A major responsibility of the University in recruitment and retention of administrators is to secure the most qualified individuals. Therefore, appointments to administrative positions shall be based on ability and fitness for the position as set out in the criteria for selection and the stated roles and responsibilities of the office. Appointments shall conform to policies of the CSU Board of Trustees.

In cases involving the selection of academic administrators who have the potential for exercising retreat rights to a faculty position, faculty will play a central role in establishing qualifications for the position, in the screening of candidates for appointment, and in formulating the recommendations submitted to the appropriate administrator. Committees established for the purpose of screening candidates for academic administrative appointments shall have a majority of faculty members. In other cases, where the function of the administrator is mainly advisory to the President or does not include academic policy decisions, the faculty's role in the search shall reflect the extent of legitimate faculty interest in the position.

In recognition of the principles of shared governance as well as their importance to the university, both staff and students shall participate in the selection of all administrators where appropriate. Representation on Search and Screening Committees shall be determined by the relationship of the office or position to staff and student activities.

In case a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.

309.2 Policies on Diversity

The hiring practices of the University shall be in compliance with the policies of the CSU Board of Trustees and all applicable EEO/AA/ADA legislation. University policy dictates that the search and screening process shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability or veteran's status. The University recognizes its moral and legal obligations to strive for a composition of personnel that accurately reflects the profile of ethnic minorities and gender in the labor force from which it draws. To meet these obligations, the University will aggressively seek applications from ethnic minorities and women where their representation is below the standards of the labor force. The Diversity Officer of the University provides basic information, advice and counsel for all Search and Screening Committees.

309.3 Responsibilities of the Search and Screening Committee

The responsibilities of each Search and Screening Committee, in cooperation with the appointing officer, include formulating criteria for selection appropriate to the stated roles and responsibilities of the position, developing a position announcement, recruiting and screening candidates, and recommending to the appointing officer only qualified and acceptable candidates. The committee, in cooperation with the appointing officer, establishes a calendar, with milestones, for accomplishing its responsibilities.

It is also the responsibility of the committee to keep complete and accurate records of the selection and recommendation process. **This may include requesting documentation and records from the search**

firm. Upon the discharge of the committee, the chair shall forward these records to the appropriate administrative officer for retention pursuant to university policy.

In all cases the chair shall act in consultation with the search and screening committee.

In case a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.

309.4 Confidentiality of Search and Screening Committee Activities

Each Search and Screening Committee, in cooperation with the appointing officer, has the responsibility to protect the integrity of the search and screening process. All committee deliberations and consultations shall remain confidential. Violations of this confidentiality shall be considered a breach of professional ethics. Except for matters of direct consultation, attendance at all meetings of the committee shall be restricted to official members of the committee. No persons outside the formal membership of the committee shall be present when deliberations are in progress. Appropriate safeguards shall be taken to ensure the confidentiality of all committee records.

The chair of the committee may, through a written invitation, invite the appointing officer or member of the search firm to their deliberations at their discretion. In any search, after consulting with the search committee and obtaining a written approval from the committee, the appointing officers may also be permitted to:

- A. **promote the position to potential candidates or/and answer questions raised by the potential candidates before a time when the search committee starts to review candidates.**
- B. **speak with the recommended candidates before scheduled campus visits take place.**

In case a search firm is hired to assist in the search and screening process, please refer to 309.12 for additional guidance.

309.5 Composition of the Search and Screening Committees Administrators

Search and screening committees for positions concerning faculty and academic matters shall consist of the membership outlined below. Faculty shall make up a majority of the total membership of the search committee for the following positions: Provost and Vice President for Academic Affairs, Associate/Assistant Vice President for Faculty Affairs, Associate Vice President for Academic Programs/Dean of Undergraduate and Graduate Studies, all Academic Deans, and Associate/Assistant Academic Vice Presidents. *(Revised 7-02-20)*

The appointing officer shall assure the selection of the Search and Screening Committees as follows:

- A. For university-wide positions: five full-time tenured faculty members one from each school and one at-large (drawn from the General Faculty including librarians, counselors, and coaches). For individual school, Library or Antelope Valley Dean positions: four full-time tenured faculty members drawn from and elected by the affected constituency. *(Revised 7-02-20)*
- B. One administrator appointed by the appointing officer in consultation with the Cabinet.
- C. One student selected by the Executive Committee of Associated Students, Inc.
- D. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.
- E. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate maintaining the majority faculty membership. The appointments shall be made to assure representation of the entire university.
- F. The search committee shall elect its chair. In the case of cabinet level positions, the President in consultation with the search committee will appoint the chair.

The search and screening committees for other administrative positions (excluding assistant or associated deans) shall be as follows: *(Revised 7-02-20)*

- a. One full-time tenured faculty member, representative of and elected by the affected constituency. *(Revised 7-02-20)*
- b. One administrator appointed by the appointing officer in consultation with the Cabinet.
- c. One student selected by the Executive Committee of Associated Students, Inc.
- d. One staff member jointly selected by the appointing officer and the Executive Committee of the Academic Senate.

- e. Additional members may be added, when appropriate by the Appointing Officer and the Executive Committee of the Academic Senate. The appointments shall be made to assure representation of the entire university.

309.6 Roles and Procedures of the Search and Screening Committees

- a. **The appointing officer or their designee shall call for the necessary elections and appointments to form the Search and Screening Committee as soon as possible following the announcement of a vacancy.**
- b. The appointing officer or his/her **their** designee shall convene the first session of the Search and Screening Committee to discuss the agreed upon roles and responsibilities of the position, the qualifications needed in a nominee/applicant for the position, and the criteria for selection. The committee, in consultation with the appointing officer, shall establish a calendar, with milestones, for the completion of its work.
- c. At the beginning of the process, the Diversity Officer of the University shall meet with the committee to discuss issues, strategies, and procedures to be implemented during the search and screening process that will help meet the moral and legal obligations of the University in achieving diversity among its administrators.
- d. The committee shall elect its chair.
- e. A majority of the committee members shall constitute a quorum; **no meeting shall take place unless a quorum is achieved.** ~~although~~ Every effort shall be made to have attendance of all committee members at each meeting. **Faculty availability shall be prioritized.**
- f. Except for matters of direct consultation, attendance at meetings of the committee shall be restricted to members of the committee. No one outside the committee shall be present when deliberations are in progress. **The chair of the committee may, through a written invitation, invite the appointing officer or member of the search firm to their deliberations at their discretion.**
- g. The Search and Screening Committee, in consultation with the appointing officer, shall prepare a vacancy announcement and position descriptions that are widely distributed. The committee shall determine and prioritize the qualifications required for the position commensurate with the roles and responsibilities of the position.
- h. The Search and Screening Committee shall establish appropriate procedures for receiving applications/nominations, acknowledging receipt of all materials, reviewing all materials received, **reference checks**, and performing background checks. **A search firm may be utilized to complete these tasks upon written authorization of the chair. In any case, all application materials will be made available to the Search and Screen Committee.**
- i. Upon completion of the review of the applicants, the committee shall recommend those candidates who should be brought to campus for interviews. **The appointing officers and**

representatives of a search firm may be allowed to contact candidates by written authorization of the chair.

- j. For retreat rights and potential tenure purposes, candidates shall be interviewed by the academic department in which they are seeking retreat rights, at which time the department will forward to the Search and Screening Committee a recommendation assessing the candidate's potential for the reward of tenure. A negative recommendation from the department regarding a particular applicant is to be considered a right of refusal to accept the candidate in that department.
- k. Any recommendation for tenure upon appointment would normally be restricted to those applicants who have been, or are currently, tenured by an accredited academic institution of higher education. Applicants without such a record shall be evaluated for tenure according to criteria jointly established by the appropriate department, the dean, and the P&VPAA.
- l. Opportunity shall be provided for all members of the university community (including, but not limited to, faculty, staff, students, alumni, and other "friends" of the university) to meet candidates during interviews.
- m. After completion of interviews, the Search and Screening Committee shall seek out and consider the observations and opinions of all those individuals who had an opportunity to meet with the candidates before making its final recommendations.
- n. The committee shall forward to the appointing officer and President a list of all acceptable candidates. The committee shall provide in writing a detailed rationale for its recommendations. Under normal circumstances at least three candidates shall be recommended to the appointing officer and President. The appointing officer and President shall meet with the members of the committee to discuss their evaluations of the recommended candidates.
- o. If none of the candidates recommended by the committee accepts the position offer, the appointing officer and President shall meet with the committee to determine whether any acceptable candidates remain in the applicant pool. If the committee, in consultation with the appointing officer and President, determine there are no further acceptable candidates, the search process shall begin anew.
- p. All records, deliberations, and consultations throughout the search and screening process shall remain strictly confidential.

309.7 Appointment of Interim Non-Academic University-Wide Officers

- a. This policy shall apply to the interim appointments of the VPBAS, VPSA, and VPUA. New positions that are similar in nature shall also be subject to this policy.
- b. When a vacancy in one of these positions occurs, the President shall confer with the Executive Committee of the Academic Senate, to determine if there is sufficient time for

recruitment, the appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.

- c. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.8 Appointment of Interim Provost and Vice-President for Academic Affairs

- a. When a vacancy occurs, the President shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.9 Appointment of other Interim University-Wide Academic Administrators

- A. This policy shall apply to the interim appointments of other academic administrators whose responsibilities include making academic policy decisions that affect the entire university which includes the Assistant Vice President for GRASP, the Associate Vice President for Academic Programs, the Associate Vice President for CSU Bakersfield Antelope Valley (*Revised 06-28-18 Name Change*), the Associate Vice President for Faculty Affairs, the Dean of Academic Programs, and the Dean of the Division of Extended Education and Global Outreach (*Revised 07-10-17 Name Change*). New positions that are similar in nature shall also be subject to this policy.
- B. When a vacancy occurs, the P&VPAA shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, an interim appointment shall be made. Such appointments will be made after consultation with the Executive Committee of the Senate and members of the representative units affected by the appointments.
- C. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.10 Appointment of Interim School Deans

- a. When a vacancy occurs in a school dean's position, the Provost and Vice President for Academic Affairs shall confer with the Executive Committee of the Academic Senate to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim dean will be made by the Provost & Vice President for Academic Affairs. Such appointments will be made after consultation with the Executive Committee of the Senate, Department Chairs, members of the school, and appropriate advising committees.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.11 Appointment of Interim School Associate Deans

- a. When a vacancy occurs in an associate school dean's position, the Dean shall confer with Department Chair to determine if there is sufficient time for recruitment and appointment of a replacement. If there is insufficient time to find a replacement before the office is vacated, the appointment of an interim Associate Dean will be made by the Provost upon recommendation of the Dean. Such appointments will be made only after the Dean has consulted with the Department Chairs, members of the school, and appropriate advising committees.
- b. Interim appointments are intended to be temporary, and should not exceed 18 months. These appointments may be renewed after following the above procedures.

309.12 Additional Guidance When a Search Firm is Hired to Assist in the Search and Screening Process for Administrators

When a search firm is hired to assist in the search and hiring process:

- a. **this search firm shall be distributed a copy of University Handbook Section 309 prior to being hired.**
- b. **hiring of a search firm may only occur following constitution of the search and screening committee and requires authorization of the appointing officer and written approval by the chair of the committee, in consultation with the search and screening committee. The written approval will detail which responsibilities may be delegated to/shared with the search firm.**
- c. **the search committee is given a copy of the contract with the search firm contract detailing the delineated responsibilities of the search firm.**

- d. with approval from the search and screening committee, the search firm may be permitted to assist in recruiting applicants, scheduling interviews, and completing tasks outlined in 309.6gh.
- e. after obtaining a written approval from the committee, members of this search firm may be allowed to be present in search committee meetings, as outlined in 309.6ef.

RATIONALE: The requested changes address faculty concerns with the use of search firms during the search and screening of administration positions. These changes outline the roles and responsibilities of different entities involved within this process and protect faculty rights and the role of campus committees and representatives.

Distribution List:

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

Approved by the Academic Senate: May 9, 2024
Sent to the President: May 23, 2024
President Approved: Not approved; July 18, 2024

Academic Affairs Committee (AAC)

Report to the Academic Senate

Thursday, September 5, 2024

The following referrals were introduced:

- 2024-2025 04 Cal-GETC Changes
- 2024-2025 02 Proposal to Discontinue Agricultural Business (AGBS) Concentration in the BS in Business Administration Program (BSBA)
- 2024-2025 03 New Degree Program- Bachelor of Music

In addition, the Committee received a new referral (Proposal for New Concentration - B.S. in Biochemistry - ACS Certified). The Committee deferred discussion of that proposal and the Bachelor of Music proposal until the next meeting. The GE director (Eduardo Montoya) provided an overview of the Cal-GETC requirements and the recommendations from GECCo to meet those requirements. Since there are new members on AAC, we decided to give them an opportunity to review the Cal-GETC material in more detail. We also discussed the importance of completing the Cal-GETC changes before the next catalog deadline

The Committee approved the proposal to discontinue the Concentration in Agricultural Business in the BSBA degree after a brief discussion and answer period. The AAC Chair was to draft a resolution and email it to the committee members to receive feedback before submitting it to the Senate Office. Finally, the Committee chose a vice-chair – Dr. Michael Szolowicz.

Report from the Faculty Affairs Committee of the Academic Senate

September 12th, 2024

In their September 5th meeting, the FAC met and established as Vice Chair of the committee and noted that alternates were needed for when committee members are unavailable. We also discussed timing of reports and resolutions.

The FAC selected a representative for the taskforce to develop criteria for proposing new schools and discussed referrals 2024-2025 06 (Sixth-Year Lecturer Review), 2024-2025-05 (Faculty Director Performance Review), and 2024-2025 08 (Faculty Hiring Prioritization-Position Control). These discussions are to be continued.

The FAC discussed referral 2024-2025 07 (Evaluation of Academic Administrators) and drafted and voted in favor of Resolution **2425XX**.

The proposed resolution adds several positions to the administrative review list, changes the term school to college, and includes additional details to clarify procedures regarding the administrator's self-study, the committee's role in reviewing the self-study and associated supporting documentation, and the committee's role in building a confidential survey to collect feedback from constituents.



Evaluation of Academic Administrators

RES 242501

FAC

RESOLVED: That the Academic Senate recommend revisions to the University Handbook language regarding the evaluation of academic administrators. (Deletions in ~~strikethrough~~, additions in **bold underline**.)

RATIONALE: To meet current needs of the University, the Chief Diversity shall be added to the administrators to be reviewed at regular intervals. The University recently elevated schools to Colleges and school-formation criteria are not yet developed. These changes also address practices related to soliciting feedback from constituents, including using modern technology such as survey software to collect data.

311.1 General Guidelines

Each academic administrator shall be evaluated according to these procedures at three-year intervals. The President will initiate the review process for the Provost, **Chief Diversity Officer, Vice President and Chief Financial Officer, Business and Administrative Services, Vice President for Student Affairs, and Vice President for University Advancement**, and the Provost's office will initiate the review process for all academic administrators. In August of each academic year, the Provost's office will send to the Executive Committee of the Senate a schedule of which administrators will undergo review in the current academic year and the next academic year. The President or Provost may, if they believe it is appropriate, call for an evaluation of an individual before a scheduled evaluation.

The Academic Administrator Review Committee (AARC) is formed in the Spring of the administrator's second year, and the review process begins in the Fall of the third year. The supervisor for each administrator undergoing is responsible for providing the criteria for evaluation to the administrator and to the AARC.

311.2 Academic Administrators

The following positions shall be subject to this policy:

- Provost and Vice President for Academic Affairs (P&VPAA)
- **Chief Diversity Officer**
- **Vice President for Student Affairs**
- **Vice President and Chief Financial Officer, Business and Administrative Services**

- **Vice President for University Advancement**
- AVP Academic Affairs/Dean of Academic Programs
- AVP Enrollment Management
- AVP Faculty Affairs
- AVP Grants, Research, and Sponsored Programs (GRaSP)
- AVP Institutional Research, Planning, and Assessment (IRPA)
- Dean, ~~School~~ **College** of Arts and Humanities
- Dean, ~~School~~ **College** of Business and Public Administration
- Dean, ~~School~~ **College** of Natural Sciences, Mathematics & Engineering
- Dean, ~~School~~ **College** of Social Sciences and Education
- Dean, University Library
- Dean, Division of Extended Education and Global Outreach (EEGO) *(revised 07-10-17)*
- Dean, California State University, Bakersfield Antelope Valley *(Revised Name Change 6-28-18)*
(Section Revised 12-01-16, XX-XX-23)

311.3 Review Committee Membership

For review of the P&VPAA, **Chief Diversity Officer, Vice President for Student Affairs, Vice President and Chief Financial Officer, Business and Administrative Services, Vice President for University Advancement**, Academic Affairs/Dean of Academic Programs, AVP Enrollment Management, AVP Faculty Affairs, AVP GRaSP, AVP IRPA, and Dean of EEGO, the review committee shall be as follows:

- A. The faculty of each ~~school~~ **college** shall elect one tenured faculty;
- B. The President or Provost shall select a member of the Provost Council; and *(Revised 12-01-16)*
- C. The President Provost shall choose a sixth member of the committee.

For review of the Dean of Arts and Humanities, Dean of Business and Public Administration, Dean of Natural Sciences, Mathematics & Engineering, Dean of Social Sciences and Education, Dean of University Library, and Dean of the CSU Bakersfield Antelope Valley, *(Revised Name Change 06-28-18)* the review committee shall consist of five members. *(Revised 12-01-16)*

- A. The faculty of the **college** ~~school~~-dean being reviewed, or the librarians in the case of the Dean of University Library, shall elect three (3) tenured faculty members or librarians. In the case of the Antelope Valley Campus Dean, an election shall be held to select three (3) representatives from the faculty, staff, and librarians who are at the Dean of the Antelope Valley Campus. *(Revised 12-01-16)*
- B. The P&VPAA shall select a **college** ~~school~~-dean; and
- C. The P&VPAA shall choose the fifth member of the committee.

Any prospective committee member with an active grievance (or other legal proceeding) against the specific Administrator under review at the time of review is not eligible for election or selection and cannot serve on the review committee.

The administrator under review may request that the supervisor of the review dissolve the review committee if one of its members is ineligible due to an active grievance (or other legal proceeding) against them, and the Senate will initiate a new election. *(Added June 28, 2018)*

311.4 Review Procedures

The procedures for review committees of academic officers are as follows:

A. The President and P&VPAA shall maintain a schedule showing the year in which the regular review of each administrative officer is due, and shall complete the committee selection and initiate the review process prior to the end of the academic year preceding the actual academic year the review takes place. A schedule for an evaluation should then be constructed with April 1 as the target date for completion of the process. *(Revised 12-01-16)*

B. At the time of initial appointment and immediately following each review, the supervisor will review with the administrator being evaluated the areas (i.e., academic leadership, program development, management, diversity initiatives, etc.) in which his or her performance will be assessed. In all cases, the areas to be evaluated will include:

- 1) The individual's effectiveness in commanding respect as an academic administrator and, if appropriate, as a scholar;
- 2) The individual's effectiveness in creating an educational environment conducive to excellence in teaching, scholarship, and mutual respect;
- 3) The individual's effectiveness in fulfilling their assigned role in achieving the mission and goals of CSUB.

In setting up the review process, the supervisor will solicit advice from the administrator under review as to any additional areas that should be included in the evaluation and what constituencies should be sampled. In all cases, the appropriate faculty, librarians and staff shall be given the opportunity to participate in the evaluation. The supervisor will provide the review committee information regarding the additional areas where the administrator's performance is to be assessed and recommend constituencies to be sampled. The areas of assessment should not be changed once the supervisor has reviewed them with the administrator being evaluated unless the administrator and supervisor agree. Throughout the review process, all parties shall bear in mind that the purpose of the administrator review is developmental as well as evaluative, in keeping with the essential mission of the University.

C. The review committee shall request from the administrator under review a ~~concise~~ **thorough and detailed self-study**. The self-study will focus on areas to be evaluated, major accomplishments, problems and issues related to the responsibilities of the position (e.g. job description), future goals and plans, and personal professional development and accomplishments. **The self-study shall include evidence and documentation to support evidence of major accomplishments, and evidence of the administrator's roles and contributions. The review committee shall verify the claims of**

accomplishments made by the administrator. This self-study shall be completed and submitted to the review committee and the supervisor.

D. The review committee shall survey various performance appraisal systems to determine the appropriate guidelines and instruments for the evaluation process. The evaluation shall cover a three-year period; therefore, the guidelines and process should be constructed to reflect this time frame. The committee, in consultation with the supervisor and the person being reviewed, shall develop the specific format for the appraisal. (Revised 12-01-16)

E. In the case of evaluation of ~~School~~ **College** Associate Deans, during the third year, all ~~School~~ **College** Deans, including those in their final year of service as ~~School~~ **College** Associate Dean and those who are retiring, shall be reviewed by the ~~School~~ **College** faculty. The Dean shall meet with the faculty to discuss how they wish to proceed with the review. In preparation for the review, ~~School~~ **College** Associate Deans, may, at their own initiative, submit to the ~~School~~ **College** faculty and the Dean a brief self-evaluation of their performance for the period under review. In addition, the appropriate Dean shall offer the opportunity to all faculty of the ~~School~~ **College** to give individual, confidential advice, orally, or in writing. This review shall assess the ~~School~~ **College** Associate Dean's effectiveness based on the criteria established at the time of appointment. The review must occur during the fall semester of the third year. The written review of the ~~School~~ **College** Associate Dean should be submitted to the ~~School~~ **College** Dean by April first (1st) of that year. The Dean and the ~~School~~ **College** Associate Dean shall then meet to discuss the report by April 15th.

(Added 06-06-17)

F. The P&VPAA **administrator's supervisor**, in consultation with the review committee and administrator to be evaluated, shall determine the individuals and/or groups to be consulted. In all cases, the faculty concerned shall be given the opportunity to participate in the evaluation. **The review committee shall issue calls for feedback and comments multiple times in the review process and shall remind constituents that the process is confidential.** Individuals participating in the evaluation of administrators shall ~~enclose~~ **submit** their written comments on a **confidential survey that does not collect identifiable information (e.g., names, email addresses). This survey shall include quantitative and qualitative (i.e., open-ended) assessments, including questions about constituency type so that data can be disaggregated and reviewed by the committee. The review committee may work with IT to develop the survey and build processes for ensuring confidentiality and fairness (e.g., prevention of "ballot-box stuffing").** ~~in a sealed envelope, signed across the seal.~~ The ~~enclosed~~ comments will then be coded, **deidentified, and summarized** to ensure the person's confidentiality in the review process. Examination of the **deidentified and summarized** documents by the administrator under review may occur in the event of a protested personnel action. Comments will be collected, and the confidential coding maintained in the ~~office of the P&VPAA~~ **administrator's supervisor.**

G. **While conducting their review, the review committee may request a meeting with the administrator under review to request additional evidence, context, and documentation related to the self-study and the areas under review to be used in finalizing their final report.** The review

committee shall consolidate all evaluations and forward the final report, which will include the administrator's self-study, to the appropriate supervisor and the administrator being evaluated. In most cases, this shall be the P&VPAA who will review the evaluation, self-study, and any written response, discuss these with the administrator under review, and forward the package with appropriate comments/recommendations to the President with a copy to the administrator under review by April 15th. In cases where there is a supervisory level between the administrator under review and the P&VPAA, the evaluation shall pass through that level for comments and go forward to the P&VPAA. The supervisor's written comments and recommendations should include components related to future goals and plans in addition to the expected review and comments on the evaluation.

In the case of the P&VPAA, the same process as outlined above will be followed except that the review committee's report shall be forwarded directly to the President.

H. In all cases the final review level will be the President. The President ~~or~~ **and** the administrator under review **shall** ~~may elect to~~ have a meeting about the report. ~~In this case,~~ **The** President, P&VPAA, and ~~the~~ **any** administrator under review will meet before releasing a comprehensive, explanatory report to the campus by May 1st **of that year.**

In the event the administrator under review **does** not agree with any aspect of the evaluation, a written commentary may be submitted, and it shall accompany the report. The administrator under review shall have ten working days after receiving a copy of the final evaluation to prepare ~~his/her~~ **their** reaction and commentary. The administrator under review shall have complete access to all evaluation materials, with confidentiality of all reviewers **and respondents** being preserved. In the event of a protested personnel action, the coded comments may be assessed as required by current state law. In this event, ~~persons who had submitted written comments~~ **all constituents and potential respondents** will be notified of the action. Such individuals are protected from any form of reprisal, not only by the expectation of high ethical behavior from all University personnel, but by Executive Order No. 929 and California Government Code Section 8547.12.

HI. Provisions governing campus personnel files such as confidentiality, disclosure, and rebuttal shall apply to the evaluation process. The consolidated report and all data collected for this report will become a part of the personnel file and will reside in the office of the P&VPAA.

Distribution List: (update as needed)

- President
- Provost and VP for Academic Affairs
- VP Student Affairs
- AVP Academic Affairs and Dean of Academic Programs
- AVP Enrollment Management
- AVP Faculty Affairs
- AVP GRaSP

AVP IRPA
School Deans
Dean of Libraries
Dean of Antelope Valley
Dean of EEGO
Department Chairs
General Faculty

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



Discontinuation of Agricultural Business Concentration in BS in Business Administration Degree

RES 2425XX

AAC

RESOLVED: That the Agricultural Business Concentration in the BS in Business Administration (BSBA) Degree be discontinued.

RESOLVED: That all policies for program discontinuation be observed including providing a means for all currently active students to finish their plan of study.

RATIONALE: The Agricultural Business (AGBS) Concentration in the BSBA degree is no longer needed since students can now receive a degree in the AGBS major. Students in the BSBA program still have eleven other concentrations from which to choose. In addition, the AGBS Concentration has had low student demand since the AGBS major was introduced.

Attachments:

Proposal to discontinue AGBS Concentration in BSBA_24-25 AY Referral
Changes-To-Degree-Form-remove concentration AGBS-signed

Distribution List:

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VP Student Affairs
AVP Faculty Affairs
AVP Academic Affairs and Dean of Academic Programs
Director of Academic Operations
School 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: