**Faculty Affairs Committee**

**Minutes**

Thursday, November 2, 2023

10:00 –11:30 AM

**Attending:** Mónica Ayuso, Kristen Gallant, Debbie Boschini, Anna Jacobsen, Maureen Rush, J.T. Chen, Sumita Sarma, Zachary Zenko.

**I. Call to order**

**II. Volunteer to Take Minutes**

Anna volunteered.

**III. Approval of Minutes from October 19, 2023**

Mónica first, Sumita second, approved by committee.

**IV. Announcements**

A. Resolution on Bylaws Change Section IV – passed the Academic Senate.

B. Resolution on Three-Year Lecturers and PTR Committee - passed the Academic Senate

C. Two more Senate meetings for semester – committee decided to focus on “old business” items to try to get them to through the senate before the close of semester.

**V. Approval of Agenda**

Zack first, J.T. second, approved by committee.

**VI. Old Business**

**A. 2023-24 Referral #17: Option to Retreat Policy – Handbook Change.**

We have comments from 1st reading to address and these were distributed to committee to review. Debbie provided some additional context and information on the CSU-wide policy.

Edits made to the proposed 309.6 language to reflect that the decision has to be made by the tenured faculty of the unit. Other faculty may be consulted as part of the process.

Minor edit to the policy to clarify that the candidate will meet with the Academic Department and not only the tenured faculty as part of the process.

**B. 2023-2024 #22 Evaluation of Academic Administrators - Handbook change**

The main issue that the committee needs to address is who initiates the administrative review process as described in University Handbook section 311. Committee recommends that this process be initiated by the Provost’s office to ensure that this process occurs regularly and on-time. The exception to this is the review of the provost which will be initiated by the president. This was clarified with proposed new language to section 311.1 that will be developed into a resolution.

The criteria that are used to evaluate administrators shall be based on each administrator’s ‘management personnel evaluation plan.’ Based on this the final sentence of the language of 311.1 was altered to acknowledge that criteria are already established and are not decided during the review process.

Small updates were made to the list of administrators that fall under this category to reflect current university structure. (311.2)

The committee reviewed the committee composition (311.3) and inserted the new language proposed from 311.2 into this section.

Changes were made in section 311.4 on review procedures to maintain consistency with the above changes. Language was clarified (in A and G) to include a review deadline by April 1 for the committee review, for the provost evaluation by April 15, and final review level (the President) the deadline should be May 1.

**VII. Adjourn** – 11:30 AM