



## **Updating University Handbook Appendix to Reflect Change from Quarters to Semesters - Handbook Change**

**RES 232433**

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the Appendix of the *University Handbook* to update any reference to the quarter system to reflect our current semester system (deletions in ~~striketrough~~, additions in **bold underline**) as specified below. Other changes reflect alterations that have already been made in the 'student complaint and grievance procedures' under Academic Programs.

### **APPENDIX C: CONSTITUTION OF THE ACADEMIC SENATE**

#### **Article 5 Term of Service and Recall**

##### **Section 4** Replacement

Should the Academic Senate Executive Committee determine that an Academic Senator should be replaced because of recall or resignation, or ~~three quarters~~ **two semesters** leave, a replacement shall be elected by the same constituency that elected the Senator, to serve out the remainder of the term.

### **APPENDIX D: STUDENT COMPLAINT AND GRIEVANCE PROCEDURES**

#### **Article 1 Definitions**

##### **Section 1**

B. 4) **Arbitrary or** capricious evaluation: For **arbitrary or** capricious evaluation to be present, the faculty, academic administrator, or staff professional must have changed the standards of evaluation during the ~~quarter~~ **semester without notification**. ~~Since changes in evaluation standards can and do occur during a quarter~~ The change must have occurred abruptly and ~~or~~ without apparent **justified** reason (e.g., ~~two days after the mid-term examination and without prior discussion, the faculty member declares there will be a series of short quizzes~~). Finally, for **arbitrary or** capricious evaluation to be present, the Grievant has to show that the change had a direct, singular, and adverse impact on the Grievant's student record.

#### **Article 2 General Provisions**

##### **Section 4**

The Ombudsman may be consulted by the Grievant at the earliest opportunity. Deadlines may be extended at the request of the Ombudsman to the relevant School Dean or the Academic Vice President (e.g., if the Grievant is in a course of the respondent the following ~~quarter~~ **semester**, an extension may be granted).

### **Article 3 Complaint Procedures**

#### **Section 2**

The student shall first address the complaint to the concerned faculty, academic administrator, or staff professional most directly responsible for the alleged action(s) and/or decision(s) resulting in the complaint. Complaints shall be initiated within one ~~quarter~~ **semester**, excluding summer, of the incident giving rise to the complaint. If the complaint cannot be resolved by the student and faculty, academic administrator, or staff professional, the student should meet with the Department Chairperson/Director to discuss their complaint.

#### **Section 4**

If the complaint is still unresolved after this point, the student may then, and only then, file a written grievance as outlined in Article 4. In no case should the informal resolution of a complaint take longer than one ~~quarter~~ **semester** (excluding summer) and formal grievances must be initiated within ~~two quarters~~ **one semester** of the incident giving rise to the grievance.

### **Article 4 Grievance Procedures**

#### **Section 1**

Before a student may invoke the grievance procedures specified herein, they shall first exhaust all complaint procedures as outlined in Article 3. In no case should the informal resolution of a complaint take longer than one ~~quarter~~ **semester** (excluding summer) and formal grievances must be initiated within ~~two quarters~~ **one semester** of the incident giving rise to the grievance.

### **Article 5 Grievance Review Board**

#### **Section 5**

Any board member, other than the Presiding Officer, may be permanently replaced with an alternate during the academic year:

- B. If a student- are no longer enrolled full-time or if placed on academic probation in any ~~quarter~~ **semester** during the academic year of service.

### **APPENDIX G: CONTENTS AND ORGANIZATION OF THE RTP FILE (WPAF)**

In each of the following sections, each document must have a unique identifying code that is also displayed on the Master Index. When a section contains materials from ~~quarter-to-quarter~~ **semester-to-**

**semester** and/or year-to-year, the materials shall be organized chronologically, preferably “reverse chronology,” with most recent materials toward the front of the respective section.

D. Assignments Sheet

1) Faculty shall list all courses taught, ~~quarter-by-quarter~~ **semester-by-semester**, since the last RTP review on the Assignments Sheet. In addition, faculty shall list all assigned time (including number of units for each reassigned activity), ~~quarter-by-quarter~~ **semester-by-semester**, since the last RTP review.

I. Documentation of Teaching or Performance

3) Specific Suggestions for Organizing Teaching Materials

b) All course files for a given ~~quarter~~ **semester** should be grouped together and labeled/coded in some fashion so that reviewers can easily discern ~~quarter-by-quarter~~ **semester-by-semester** teaching.

**RATIONALE:** The word “quarter” appears nineteen times in the 2024 version of the Appendix of the *University Handbook* even though the campus switched to the semester system in Fall 2016. Changes in the grievance policy were made to match with the current student grievance procedures on the Academic Programs page.

**Distribution List:**

- President
- Provost and VP for Academic Affairs
- Department Chairs
- General Faculty

---

Approved by the Academic Senate: April 25, 2024  
Sent to the President: May 9, 2024  
President Approved: May 16, 2024