

1 Student Input in Academic Personnel Processes

2 (Senate: 2/15/77, 2/5/85, 10/17/90, 2/15/94; President: 2/23/77, 2/11/85, 11/9/90, 3/11/94;
3 Editorial Amendment: 8/01)

4 Students at CAL STATE LA the University shall be given HAVE the RIGHT opportunity annually to
5 submit written and signed statements regarding THEIR INSTRUCTORS all faculty being evaluated
6 by personnel committees. THE UNIVERSITY SHALL DIRECTLY INFORM STUDENTS OF THIS RIGHT
7 EACH ACADEMIC TERM THROUGH FORMAL UNIVERSITY COMMUNICATION CHANNELS.
8 COLLEGES MAY ESTABLISH ADDITIONAL POLICY REGARDING HOW THIS RIGHT IS
9 COMMUNICATED TO STUDENTS WITHIN THEIR PROGRAMS.

10 These statements shall be limited to the students' own experience with faculty members' under
11 consideration regarding category A, instructional performance OF ASSIGNED DUTIES (including
12 academic advisement and instructionally related activities). Only signed statements will be
13 considered valid. STUDENTS SHALL SUBMIT SUCH WRITTEN AND SIGNED STATEMENTS TO THE
14 DEPARTMENT OFFICE OR THE COLLEGE DEAN'S OFFICE. ANONYMOUSLY WRITTEN OR
15 UNSIGNED MATERIALS WILL NOT BE CONSIDERED. INCLUSION OF SUCH STATEMENTS IN THE
16 PERSONNEL ACTION FILE IS GOVERNED BY ARTICLE 11 OF THE COLLECTIVE BARGAINING
17 AGREEMENT BETWEEN THE CALIFORNIA STATE UNIVERSITY AND THE CALIFORNIA FACULTY
18 ASSOCIATION.

19 Department/division chairs or school directors shall inform students of all candidates being
20 evaluated no later than one month prior to the closing of the candidates' personnel files. The
21 announcement shall be posted prominently outside the department/division/school office. This
22 announcement may also be distributed to students by any other means deemed appropriate by
23 the department/division chair or school director.

24 The announcement shall include the candidate's name, and a statement that information is
25 sought on instructional performance (including academic advisement and instructionally
26 related activities), in the form of written statements signed by students addressed to the
27 department/division chair or school director The announcements should inform students that
28 their written statements will be placed in the faculty member's personnel file and will be
29 available to the faculty member and to others with legal access to the file. The announcement
30 shall also include the deadline for submission of written statements. That deadline will be no
31 later than eight calendar days prior to the closing of the faculty member's personnel file.

32 Upon request of the department/division chair or school director, or appropriate committee,
33 faculty members may remind students that they have the right to participate in the academic
34 personnel process by submitting written, signed statements.

35 Written statements received from students in response to the posted announcement will be
36 transmitted by the department/division chair or school director to the dean for placement in
37 the faculty member's personnel file. A copy of the written statements will be placed in the
38 faculty member's mailbox at least five calendar days before they are placed in the file.

39 The department/division/school committee may request students who have submitted
40 statements to meet with its members for purposes of clarification. The students who are
41 invited to meet with the department/division/school committee will be notified that the faculty
42 member has the right to be present following the rules of oral testimony.

43 It is unprofessional conduct for a f Faculty memberS to SHALL NOT SOLICIT request
44 PERFORMANCE APPRAISALS FOR THEMSELVES OR ANY OTHER FACULTY MEMBER from ANY
45 students. currently enrolled in his/her classes, positive written and signed performance
46 appraisals of himself/herself or of another faculty member. This does not preclude a faculty
47 member from requesting anonymous, voluntary statements from students CURRENTLY
48 ENROLLED IN A CLASS during the semester SOLELY for the purpose of improving the THAT
49 course. Students who express to a faculty member an appreciation of a course should be
50 informed of the appropriate procedures for expressing these views. STUDENTS WHO EXPRESS
51 POSITIVE OR NEGATIVE OPINIONS OF A FACULTY MEMBER SHOULD BE INFORMED OF THE
52 APPROPRIATE PROCEDURES FOR EXPRESSING THESE VIEWS.

53 It is unprofessional conduct for a faculty member to actively seek negative performance
54 appraisals of other faculty members from any students. Students who express negative
55 opinions of another faculty member should be informed of the appropriate procedures for
56 expressing these views.

57 It is unprofessional conduct for a f Faculty memberS to SHALL NOT to confront or retaliate
58 against students who have submitted negative performance appraisals.

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4 Students at Cal State LA have the right to submit written and signed statements regarding their
5 instructors. The University shall directly inform students of this right each academic term
6 through formal university communication channels. Colleges may establish additional policy
7 regarding how this right is communicated to students within their programs.

8 These statements shall be limited to the students' own experience with faculty members'
9 performance of assigned duties. Students shall submit such written and signed statements to
10 the department office or the college dean's office. Anonymously written or unsigned materials
11 will not be considered. Inclusion of such statements in the personnel action file is governed by
12 Article 11 of the Collective Bargaining Agreement between the California State University and
13 the California Faculty Association.

14 Faculty members shall not solicit performance appraisals for themselves or any other faculty
15 member from any students. This does not preclude a faculty member from requesting
16 anonymous, voluntary statements from students currently enrolled in a class during the
17 semester solely for the purpose of improving that course. Students who express positive or
18 negative opinions of a faculty member should be informed of the appropriate procedures for
19 expressing these views.

20 Faculty members shall not confront or retaliate against students who have submitted negative
21 performance appraisals.