



**Date:** November 14, 2022

**To:** Kris Bezdecny, Chair  
Academic Senate

**From:** Heidi Riggio, Chair  
Faculty Policy Committee

**Copies:** D. Fazzi, E. Porter, R. Roquemore, V. Salcido

**Subject:** **Proposed Policy Modification for Chapter VI (Personnel and Professional Policies) of the Faculty Handbook: FPC 22-1.4: *Appointments***

In Spring and Fall 2022, the Faculty Policy Committee (FPC) considered the issue of credit toward tenure in its modification of the policy on Evaluation of Permanent Instructional Faculty, modifying that policy so that teaching and professional achievements accomplished during years credited toward tenure are considered in evaluations for retention, tenure, and promotion. FPC modified this policy on *Appointments* to correspond with that previous modification. In addition, an addition to the Collective Bargaining Agreement (Article 12) from recent bargaining indicates that Lecturer faculty who receive an offer of tenure-track employment at another college or university may request review for a probationary tenure-track position in their Department at Cal State LA (only when there is no current search for a faculty member in the Lecturer’s discipline or specialty). We added language to indicate this at the end of the *Appointments* policy.

FPC deliberated about FPC 22-1.2 at its meetings of October 10, October 17, October 24, and October 31, 2022, and voted unanimously to approve the modification on October 31, 2022.

The following points summarize the proposed changes to the policy:

- Line 15: The words “Collective Bargaining” are added to modify the word “Agreement.”
- Lines 19-20: Language is added to refer to the separate policy on Personnel Committees for election of the Department Appointments Committee.
- Line 45: Language is added to indicate that any years credited toward tenure will be included in official appointment notifications by the President.
- Lines 46-48: Language is added to indicate that accomplishments earned in years credited toward tenure shall be included in Personnel Accomplishments Reports (PARs) and Working Personnel Action Files (WPAFs) submitted for evaluation for retention, tenure, and promotion.
- Line 72: The phrase “based on the proportion of assignment” is added to clarify the composition of the Department Appointments committee in the case of a joint appointment.
- Lines 92-102: Language is added to correspond with new language added to the Contract which indicates that Lecturer faculty who receive an offer of tenure-track employment at another college or university may request review for a probationary tenure-track

position in their Department at Cal State LA (only when there is no current search for a faculty member in the Lecturer's discipline or specialty).

# 1 Appointments

2 (Senate: 1/4/72, 1/12/81, 2/26/85, 2/4/92, 7/16/03, 5/31/16; President: 1/13/72, 1/26/81, 3/22/85, 3/11/92,  
3 4/6/04, 10/3/16; Editorial Amendment: 9/00, 8/01)

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5 Governing Documents: Article 12 of the Collective Bargaining Agreement between the California State  
6 University and the California Faculty Association, Education Code section 89535, and the Chancellor's  
7 Executive Order 158.

8  
9 Vacancy announcements shall be developed by the academic department or equivalent administrative  
10 unit (herein department) with the approval of the appropriate administrator and shall be widely  
11 disseminated.

12 Written information concerning personnel policies and procedures is given to each faculty member prior  
13 to the time of appointment.

14 Probationary appointments are normally made at the assistant professor or equivalent rank in accordance  
15 with provisions of the COLLECTIVE BARGAINING Agreement.

16 Recommendations regarding probationary appointments shall originate at the department. Probationary  
17 appointment procedures shall include the following:

- 18 a. Each department unit shall elect an appointments committee of tenured employees for the purpose  
19 of reviewing and recommending individuals for probationary appointments (SEE THE POLICY ON  
20 PERSONNEL COMMITTEES).  
21 b. Each department appointments committee recommendation report shall be approved by a simple  
22 majority of the committee casting a vote. An abstention shall count as a negative vote.  
23 c. The department appointments committee will forward its recommendation of one or more candidates  
24 to the college dean. If the recommendation is not accepted by the dean, the appointments  
25 committee will be so informed and given the reasons for such action. The appointments committee  
26 then will either continue to review potential candidates and make further recommendations or abort  
27 the search.

28 The President may appoint a faculty member at a higher rank on the determination of merit consistent  
29 with the foregoing provisions.

30 The appointment of new probationary faculty members is based upon procedures paralleling and  
31 anticipating those explained below in connection with retention, tenure, and promotion. Except for special  
32 cases, such as a faculty member employed specifically for one year only (normally as a replacement for a  
33 faculty member on leave), each newly appointed probationary faculty member is assumed to be a  
34 candidate for retention, tenure, and promotion in due course. Hence professional qualifications and  
35 performance are scrutinized according to criteria uniform for all faculty members.

36 No probationary appointments will be made without a personal interview by a qualified representative of  
37 the University. A personal interview is considered desirable as a condition of any faculty appointment and  
38 colleges are expected to adhere to this guideline except where special conditions (e.g., summer term  
39 staffing problems) interfere. Budgetary restrictions on out-of-state travel and interview money will not be  
40 considered a "special condition" in this sense.

41 After considering the recommendation of the department committee and the appropriate administrator,  
42 appointments of faculty members shall be made by the President. No faculty member shall be deemed  
43 appointed in the absence of an official written notification from the President which shall include:  
44 beginning and ending dates of the appointment, classification/rank, number of units, status, assigned

45 department, ANY YEARS CREDITED TOWARD TENURE, and other employment conditions.  
46 ACCOMPLISHMENTS EARNED IN YEARS CREDITED TOWARD TENURE SHALL BE INCLUDED IN  
47 ANY PERSONNEL ACCOMPLISHMENTS REPORT (PAR) AND WORKING PERSONNEL ACTION FILE  
48 (WPAF) SUBMITTED FOR EVALUATION FOR RETENTION, TENURE, AND PROMOTION.

49 In evaluating candidates for appointment to the faculty, emphasis is put on promise for developing a  
50 successful career at Cal State LA. Candidates for appointment at the rank of associate or full professor,  
51 or other equivalent rank, must demonstrate considerable achievements.  
52

53 Faculty members may apply for an appointment at another campus in their field of expertise; however, no  
54 faculty member shall be involuntarily appointed at another campus within the CSU. No individual may be  
55 appointed to an academic position who previously had been dismissed for cause, either from a position in  
56 The California State University pursuant to the Education Code, section 89535, or from any other  
57 institution of higher education. Any proposal to appoint such individuals shall be submitted to the Office of  
58 the Chancellor, Division of Faculty and Staff Relations, together with supporting documentation. The  
59 matter will be reviewed and the campus involved will be advised of the determination in each case.  
60 (Chancellor's Executive Order 158).  
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### 62 **Joint Appointments**

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64 An initial appointment may be made jointly in more than one academic unit. The president shall  
65 determine the proportion of assignment in each department for individuals holding joint appointments.  
66 The president may change the proportions of each assignment during the duration of the joint  
67 appointment. Faculty members with joint appointments shall be considered full-time faculty members in  
68 each department in which they hold an appointment.  
69

70 For joint appointments, the appointments committee shall be composed of a proportional number of  
71 tenured faculty representatives from each of the departments within which the joint appointment is held,  
72 BASED ON THE PROPORTION OF ASSIGNMENT.  
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74 Any member of the tenured or tenure-track faculty may request a joint appointment with another  
75 department. New joint appointments of existing faculty shall be made by the president or designee  
76 following appropriate consultation with the appropriate administrator(s) and faculty of the departments  
77 involved. Faculty members who receive joint appointments will be informed of the proportion of the  
78 appointment assigned to each department and the department that is assigned as the primary  
79 department.  
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81 A faculty member with a joint appointment in two or more departments may subsequently request a full-  
82 time appointment in one or more of those departments.

### 83 **Temporary Appointments**

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85 The chief factors weighed in evaluating qualifications for appointment of temporary faculty are  
86 instructional ability and currency in the field. Temporary appointments may be for one or more terms or  
87 years. Their official notifications shall indicate an automatic expiration at the end of the stated period.  
88 Such appointments do not establish consideration for subsequent appointments or any further  
89 appointment rights. Recommendations for reappointment of temporary faculty originate with  
90 department/division chair or school director after consultation with an elected peer review committee  
91 composed of tenured faculty members in that department.  
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### 92 **ADDITIONAL APPOINTMENTS**

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94 TEMPORARY UNIT EMPLOYEES WHO HAVE RECEIVED AN OFFER OF TENURE-TRACK  
95 EMPLOYMENT AT ANOTHER COLLEGE OR UNIVERSITY MAY REQUEST TO BE CONSIDERED  
96 FOR A PROBATIONARY TENURE-TRACK POSITION IN THEIR RESPECTIVE DEPARTMENT AT CAL  
97 STATE LA WHERE THERE IS NO CURRENT TENURE-LINE RECRUITMENT FOR WHICH THE

98 FACULTY MEMBER IS QUALIFIED. A DEPARTMENTAL PEER REVIEW COMMITTEE MAY REVIEW  
99 THE REQUEST AND MAKE A RECOMMENDATION. SUCH RECOMMENDATION(S) SHALL BE  
100 DIRECTED TO THE PRESIDENT OR THEIR DESIGNEE FOR REVIEW, CONSIDERATION, AND  
101 RESPONSE. THE DECISION OF THE PRESIDENT OR DESIGNEE SHALL NOT BE SUBJECT TO  
102 ARTICLE 10 (GRIEVANCE PROCEDURES) OF THE COLLECTIVE BARGAINING AGREEMENT.

