

HUMBOLDT STATE UNIVERSITY

University Senate Written Reports, Annual Report for AY 2018/2019 Standing Committees, Statewide Senators and Ex-officio Members

Academic Policies Committee:

Submitted by Kerri Malloy, APC Chair

Committee Membership:

Michael Goodman, Kayla Begay, Ramesh Adhikari, Heather Madar, Michael Le, Kathy Thornhill, Cheryl Johnson, Clint Rebik, Paola Valdovinos, Kerri Malloy

April 23

Continued discussion on the Field Trip Policy and Field Tribe Guidelines and Procedures. The Committee determine that due the complexities involved with risk management that forwarding the drafts to appropriate units on campus for review and recommendations was the prudent course of action. Anticipate bringing this policy forward in AY 2019/20.

April 8

Reviewed changes to the Field Trip policy to bring into compliance with Executive Order 1062 (effective August 23, 2011) submitted by the Office of the Vice Provost.

Met with the Faculty Affairs Committee to review the draft Advising Policy.

Academic Honesty Policy is undergoing further review to ensure that meets the requirements set out in the March 29, 2019 revisions to EO 1098. The revisions to EO 1098 may require a series of policies to be revised. At this time still determining which policies will need to be revised.

March 26

Reviewed requested edits and changes to the Academic Honesty and Integrity Policy by legal counsel.

Aligning the grievance procedure to EO 1098.

Initial discussion on the Classroom Disruptive Behavior Policy and requested revisions from the Office of Student Rights and Responsibilities.

APC received comments from Associated Students on the draft Advising policy (below) and forwarded those on to Faculty Affairs.

- Specify somewhere in the policy how an Advisor gets picked—A question was brought up; do these professors sign up to be advisors too?
- Non full-track Professors- Some Professors are too busy with other students and they disregard their advising job at extent is this okay?
- All advisors to agree on the same basic general ed advising- some are not doing that right and therefore causing students to take the wrong classes.

- Require advisors to have extra hours outside of their advising times/advising seasons so students that work and/or don't have the chance have a *required opportunity to still get their needs met and not be rushed into it.
- Some programs place advisors based on the concentration the student has chosen, making it easier to maneuver and have someone help them with their career. Some students feel more connected to other professors than their advisors and others have ended getting their resources from those professors. Is there any way we can encourage students to seek out for these professors and choose an advisor a student feels more connection/ support with?
- How can we make these students feel more safe and comfortable with their advisor? Would placing them with who is best fit for them based on their career pathway create a more sense of comfort?

--And would this also bring in a holistic advising to the table? Meaning an advisor that knows what is best for you or checks in with the student while at the same time setting boundaries.

February 26

- Draft of Advising Policy has been forwarded to Faculty Affairs. Comments from A.S. should come in the week of March 11.
- The Policy on Changes in Major and Policy on Second Majors will be taken up on the University Senate's March 11 meeting.
- The Academic Honesty and Integrity Policy has been returned to the committee with comments from legal counsel. APC will review and revise as appropriate.

February 11

- APC reviewed recommendations on the draft advising policy from the Academic Career and Advising Center.
 - Draft will be forwarded to Faculty Affairs for review and consideration.
- The Office of Student Rights and Responsibilities has requested updates to the Classroom Disruptive Behavior Policy. APC will continue work on this.

January 29

- APC will be forwarding revisions to the Policy on Changes in Major and Policy on Second Majors.
 - These revisions are requested by the Registrar's Office as a result of the movement from paper major contracts to digital contracts within PeopleSoft.
- The Dean of Students has requested an update to the Disruptive Classroom Behavior Policy.
- APC met with Kathy Thornhill and Dan Saveliff to review the draft policy from the view point of professional advisors.
 - Kathy and Dan will be providing additional input and recommendation for the February 11 APC meeting.

Current Committee Priorities:

Advising Policy (finalizing and sending to FAC)

Classroom Disruptive Behavior Policy

August 29

- Review and discussion of policies that will be worked during the semester
 - Classroom Disruptive Behavior Policy
 - Advising Policy
- Committee has forwarded the Academic Honesty and Integrity Policy to the University Senate.

September 12

- Update on the Academic Honesty and Integrity Policy prior to the second reading before the University Senate.
- Started review the of the draft Advising Policy.
 - APC will work those portions the policy that do not address workload. Those areas have been referred to the Faculty Affairs Committee.
 - Discussion on HSU Catalog language regarding advising and its connection to the draft policy.
 - Review and discussion on advising goals to ensure that they are assessable.
 - Discussion on academic probation advising and notification of students and advisors.
 - Committee will continue work via a shared document.

September 26

- Continued work on the Advising Policy with a timeline to present to SenEx by the end of October.
- Revised advising outcomes in the draft policy provided to the Committee.
 - Students with the assistance of their adviser will develop an educational plan based on a major program, considering the students' abilities, interests, goals, and values.
 - Students will be supported students in achieving their academic, professional, and post-baccalaureate goals using academic, extracurricular and relevant personal information.
 - Students will be able independently navigate campus and local resources.
- Revised Academic Integrity and Honesty Policy will be forwarded to SenEx for its next meeting.

October 10

- Continued work on the draft advising policy.
- Discussion on how relationships between students and faculty advisers develop.
- Assignment of advisers to incoming freshmen and transfer students.
- Responsibilities of advisers and students in the advising process.

October 24

- Meeting cancelled due a lack of a quorum.

November 7

- The committee is meeting virtually to review the draft of the advising policy that will be forwarded to SenEx.
- Members of APC met with the Office of Student Rights and Responsibilities to gain an understanding of how policies are recommended by the Senate and approved the President are implemented.

Appointments and Elections Committee:

Submitted by Julie Alderson, AEC Chair

The Appointments and Elections Committee, with the invaluable support of Senate Administrative Support Coordinator Mary Watson, facilitated a wide variety of appointments and elections over the course of the 2018/19 academic year. For complete results, please see the AEC website [here](#).

We end the year with an additional opening for the CBC:

CONSTITUTION AND BYLAWS COMMITTEE

- Faculty Member, 2 year term

Please refer to [Senate Bylaws](#), Section 11.6 for committee description.

Any Senators interested in serving on the CBC should contact Mary Watson.

Faculty Affairs Committee:

Submitted by Monty Mola, FAC Chair

Members: Renee Bird, Laura Hahn, Abeer Hasan, Cheryl Johnson, Monty Mola, Kirby Moss, Marissa O'Neill, Mark Wilson and George Wrenn

COMPLETED BUSINESS 2018-19 (reverse chronological)

Early Grade Release for Students Who Have Completed Their Course Evaluations

In spring 2018, FAC met with the Registrar's Office staff to determine the feasibility of tying the grade release date of the student to the completion of their course evaluations. The reason for this resolution was to boost response rates on course evaluations. The Registrar's office staff noted that this procedure was already in place at several of our sister campuses and should be able to be implemented without a large investment (<20 hours of IT support). This process is to be in place for the fall 2019 term and Faculty Affairs will present a report on its efficacy during the fall 2020 term.

FAC generated a report on student response rates over the period as we transitioned from paper to electronic evaluations. The results were predictably depressing.

Voting Membership of the University Senate

FAC initiated discussion on who should have voting rights on the University Senate. Initially this was a broad discussion, but with help from the Chair of the CBC we narrowed our issue to making both Union

representatives (CFA Chapter President and Labor Council Representative) voting members. Prior to franchisement, these two positions were the only members of the Senate, except the University President, who were not allowed to vote on issues. Now all members of the University Senate, except the President as they make the final decision on , has a vote.

Though this issue was raised in FAC, ultimately it was the CBC who wrote the resolution as it referred to a change in the Senate bylaws.

Appendix J Revisions

FAC completed revisions on three sections of Appendix J. The revised sections were:

- Section IX: *Assessment of the Areas of Performance for RTP*. The revised language of this section recognize and encourage faculty to create inclusive and equitable learning environments for our diverse student body.
- Section II: *Definitions of Terms and Abbreviations*. This section was revised in order to include many of the terms used in the newly revised Section IX.
- Section XI: *Amendments*. This section was amended to clarify that only faculty members of the University Senate may vote on proposed revisions to Appendix J during the Senate portion of the amendment process. This change was made so that the practices of the University Senate matched its own Constitution.

These revisions of Appendix J represent the majority of the workload of the FAC over the course of this academic year.

Appendix K Revisions

FAC member Dr. Laura Hahn brought issues associated with our current version of the *Guidelines and Policies for Review and Range Elevation for Unit 3 Temporary Employees/Lecturer Faculty*, to the attention of the committee during the spring 2019 term. These issues include: policy out of compliance with current CBA, over complicated and burdensome preparation of a file for the candidates, and overly burdensome and complicated evaluation/review process. Dr. Hahn provided a draft policy and preparation guide to FAC. The committee made additional revisions resulting in a vastly simplified process that decreases the workload for both the candidates and the reviewers. We note that criteria for eligibility should be negotiated during the bargaining for our next CBA as the current language still makes range elevation nearly impossible for most lecturer faculty.

Addition of the Senate Chair to the President's Cabinet

This resolution was tabled by the Senate Executive committee. Its purpose was to add a member to the President's Cabinet who's been here more than 3 years and has a faculty voice in this decision making body. It was agreed that the new president should have some say in who is on their Cabinet and that faculty should give them the opportunity to display a commitment to shared governance before we impose it on them.

ONGOING BUSINESS (reverse chronological)

International Faculty Support

In October and November of 2017, Mola reached out to various UCs to learn how they support international faculty who face immigration and green card issues. He found that UC departments provide support with paperwork and identify attorneys who can assist with immigration issues. Mola reviewed options for fee support, which the University could provide through departmental trusts,

Sponsored Programs, or formal contract language. Mola also met with Alison Kleaver, the University's Counsel, to review options. Ms. Cleaver made clear that the CSU will not assume the "risk" of supporting resident status for international faculty, and that the UC and CSU systems "assume very different types of risk".

Advising Policy

FAC had many (many) discussions on an Advising Policy this year. We began with a draft advising policy submitted to SenEx during the summer. This draft began the discussion. Eventually it was agreed upon that Academic Policies (APC) would draft a policy that would then be handed to FAC to evaluate and modify on issues of workload and assessment. APC delivered their draft policy to FAC in March and we have made little progress in rectifying the draft policy with reasonable workload expectations for faculty. This process has been frustrating as resources such as training and professional development for faculty advisors, which is sorely needed, will not be rolled out until there is a policy in place. This seems ridiculous as the work of training faculty advisors must occur with or without a policy.

At the end of the spring term, members of FAC began drafting language for a faculty specific section of the advising policy as the rolls of professional advisors and faculty advisors are different and should be addressed separately. We assume this will be a priority of next year's committee.

Early tenure

Both the UFPC and the Committee on Departmental Standards and Criteria for RTP, have requested that the FAC create policy regarding early tenure. This policy would require a revision to Appendix J.

Faculty workload

The Committee on Departmental Standards and Criteria for RTP requested that FAC define what constitutes the tenure line faculty workload. In particular, there is a request to define what falls within collateral duties, what is service to the University, and how should mentoring of graduate students be counted for RTP. There are several models available within the CSU to which we might base a similar policy.

Lecturer rights

Lecturer voting rights were discussed briefly by FAC in spring 2018. The issue persists that voting rights for lecturers vary greatly across departments and a policy to address this inconsistency is likely necessary. In addition, during the approval of the Appendix K revision, numerous other issues for lecturers arose, including: Emeritus status (use of email and library privileges upon retirement), regular and sincere evaluation, respect for and appreciation of the service, scholarship and teaching done by our lecturers, compensation for service and professional development.

Other Ongoing Business

Other issues brought to FAC's attention in 2017-18 or otherwise outstanding include:

- Faculty Handbook clean-up. The Faculty Handbook contains references to numerous non-existent positions. This project will be overseen by the CBC next year with input from FAC.
- Limiting Senate voting on curricular issues to faculty. This concern was brought to Faculty Affairs' attention in 2016-17.
- Faculty Awards: This issue comes up annually. No reason to not have it come up again.
- Class and Classroom Scheduling. Concerns about scheduling have been expressed sporadically since the implementation of the Schedule25 system. Policy on how rooms are scheduled and who has

priority to certain rooms should be reviewed. Recent administrative memos regarding room use should be evaluated and policies on room use should go before the Senate.

- Excess Enrollment. Hopefully there will be closure on this issue next year.
- New Faculty/Staff Housing. FAC wishes to work with other units on campus to help new faculty and staff find housing and improve the onboarding process.

Constitution and Bylaws Committee:

Submitted by Mike Le, CBC Chair

Prepared on behalf of the Constitutions and Bylaws Committee by the CBC Chair

I. Committee Membership

- a) Michael Le, Staff Senator, Chair (2017-2019)
- b) Jeff Abel, Faculty and Parliamentarian (2018-2020)
- c) Joice Chang, Faculty (2018-2020)
- d) Leena Dallasheh, Faculty (2017-2019)
- e) Joseph McDonald, Student (2018-2019)
- f) Mary Watson, Non-MPP Staff (2018-2020)

II. Summary of 2018-2019 Committee work

The CBC was tasked with correcting conflicting language in the University Senate Constitution, University Senate Bylaws, and the General Faculty Constitution. All three documents are Appendices of the Faculty Handbook. The faculty handbook currently consists of 218 pages as well as references to several CSU executive orders and to HSU policies, procedures, and guidelines. Additional resources include faculty CBA, staff CBA, staff orientation binder, Staff Council governing documents, Associated Students governing documents, HSU Catalog, and the Standard Code of Parliamentary Procedure. Several issues were discovered in the Faculty Handbook including, but not limited to conflicting information, missing or lost appendices, administrative changes resulting in shared governance issues, outdated items, and misspelled words. CBC's work on this matter is detailed in section IV of this report.

Overarching questions that need to be answered:

- A. What is the process and who has the authority to edit Faculty handbook.
- B. What authority does the handbook have given that Section 112 of the handbook clearly states that the faculty handbook itself is not policy. Items found in Sections 100-900 should be treated as descriptions of information, policies, and procedures of use to the members of the faculty as a reference document.

III. Comments from the CBC Chair Michael Le

As best as I can tell, it has been many years since the Faculty Handbook has been properly maintained. No one person/office/department/committee is at fault for this, nor can a single person/office/department/committee fix all the issues. There have been breaks in historical and institutional knowledge that have lead the faculty handbook to become a "mythical Frankenstein document." Parts are updated and amended without care to the rest of the handbook. While much of the institution may continue to operate without noticing, there are people in our community whose work is made more difficult by the lack of coherence. Updating and correcting the handbook is in my opinion, paramount to HSU's efficient and effective operation.

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Summary of Initial CBC Understanding

The Faculty Handbook has long been viewed a guiding document on how HSU is governed. CBC undertook the task of compiling this document ([CBC Report on the Faculty Handbook](#)) as a starting place for what we know about the faculty handbook and possible issues. A close examination revealed outdated, conflicting, and ambiguous information. This document in conjunction with the [Faculty Handbook Overview worksheet](#) was discuss in Senate Executive Committee on March 26, 2019.

What's clear at this point is that

- The faculty handbook is in need of revision.
- HSU has serious issues regarding policy and governing documents.
- The workload to check and revise these documents is extensive and spans several offices, committees, and departments.
- No one person/office/department/committee is at fault for issues, nor can a single person/office/department/committee fix all the issues.
- The Faculty Handbook ignores governing documents by the Staff Council and Associated Students, yet hints at their existence.

Document	Title	Creator	Digital Modified	What	Issues	Owner
100	General Information	Taylor M. Baker	3/9/2016	Informational		OAA
200	Principles of Administration	Taylor M. Baker	3/9/2016	Informational		OAA
300	The System of Instruction	Taylor M. Baker	3/9/2016	Informational		OAA
400	The General Faculty and the University Senate	Merry Schellinger	3/9/2016	Informational		OAA
500	Faculty Membership	Administrator	3/9/2016	Informational		OAA
600	Enrollment Management and Student Affairs	Administrator	3/9/2016	Informational		OAA
700	Administrative and Academic Positions and Areas of Responsibility	kkn7001	9/8/2016	Informational		OAA
800	Committees, Councils, Associations and Boards	Merry Schellinger	8/21/2018	Informational		OAA
900	Services and Procedures	Merry Schellinger	3/11/2016	Informational		OAA
A	The Role of the Faculty in the Accrediting of Colleges and Universities	Administrator	7/29/2008	?	Possibly wrong document	
B	Statement on Government of Colleges and Universities	KKN7001	4/7/2006	?	Possibly wrong document	
C	Humboldt State University Administrative Organizational Chart	Mary Hackett	8/14/2017	Informational	Outdated	
D	The Mission and Goals of Humboldt State University	KKN7001	4/7/2006	Informational	Outdated	
E	Constitution of the General Faculty of Humboldt State University (Updated March 2016)	Claire Knox	3/11/2016	Governing document	Conflicts	Senate/Faculty
F	University Senate Constitution	Claire Knox	November 2018	Governing document	Conflicts	Senate/CBC
	University Senate Bylaws and Rules of Procedure	Claire Knox	October 2017	Governing document	Conflicts	Senate/CBC
G	Integrated Curriculum Committee Constitution	Merry Phillips	12/6/2013	Governing document	Outdated	ICC/Senate
	Integrated Curriculum Committee Workflow Diagram	Tera Mar	6/14/2012	Governing document	Outdated	ICC/Senate
H	Student Discipline	KKN7001	4/7/2006	Informational	Outdated	
	Missing					
J	Faculty Personnel Policies and Procedures for Retention, Tenure, and Promotion	Thomas Koesterer	6/24/2016	{Personnel Policies}	Unapproved Changes	FAC/Senate, GF, & APS
K	Guidelines and Policies for Review and Range Elevation for Unit 3 Temporary Employees	Merry Schellinger	6/16/2008	VPAA 99-01	Outdated	University Policy
L	Liability of State University Employees	kkn7001	4/7/2006	?		
M	Personnel Policies and Procedures for Coaches	kkn7001	9/6/2017	{Personnel Policies}		
	Missing					
	Missing					
P	Academic Freedom and Tenure	kkn7001	4/7/2006	?		
	Missing					
R	Grievance Policy and Procedures for Students Filing Complaints Other than Discrimination...	kkn7001	4/7/2006	UML 00-01	Outdated	University Policy
	Missing					
	Missing					
U	Statement of Professional Responsibility	Merry Phillips	3/21/2013	?	Naming Conflict	FAC/Senate
W	Travel Policy for Academic Personnel	kkn7001	4/7/2006	{Travel Policy}	Outdated	

Faculty Handbook - <https://aavp.humboldt.edu/faculty-handbook>

Section 112 of the faculty handbook makes it clear that the handbook itself is not policy. Items found in Sections 100-900 should be treated as descriptions of information, policies, and procedures of use to the members of the faculty as a reference document.

112

FACULTY HANDBOOK

The Faculty Handbook is a digest of information, policies and procedures of use to the members of the faculty as a reference document in combination with the [CBA](#). Policy revisions are stated after approval of the President who ordinarily utilizes the consultative process in determining their applicability. In certain instances, policy statements are included because of Trustee and/or Chancellor's Office requirements or changes to the CBA.

The Faculty Handbook is maintained and issued by the [Office of Academic Affairs](#).

Since the handbook is a document which may be changed at any time by the OAA without the oversight of the University Senate or General Faculty, it follows then that the appendices would be stand-alone policy and governing documents. This would explain why various documents include information about how to amend them (e.g., Appendix J, University Senate Constitution, etc.).

A possible complication or clarification is that in late May 2019 after the end of Senate meetings it was discovered that there was text on the Senate website (<https://senate.humboldt.edu/faculty>) attempting to clarify ownership of the Faculty Handbook. It's unclear who wrote this information and what authority it has over the handbook as it only appears on the bottom of a webpage and not in the actual handbook. The text states:

Faculty Handbook - The HSU Faculty Handbook contains general information, policies and procedures for the campus. The Handbook is maintained by the Office of Academic Affairs and periodically updated by the appropriate offices on campus. The University Senate Office is responsible for Sections 400, 800, 900 and Appendices A, B, E, F, J, P, and U. The Office shares responsibility for Section 500 and Appendices K, M, and W. If you have questions or corrections to any of the sections, please let the Office know.

CBC Comments:

Suggest rewriting Section 112 to reflect more accurately how policies are revised and how revisions are communicated to faculty, as well as the fact that OAA's authorization to change the handbook is purely administrative. The various divisions and depts authorized to change policy are responsible for making sure amendments are added to the handbook, and that communications about updates are distributed as appropriate (such as an Information Item on a Senate agenda).

Library Manual

We're not sure what this document is and whether it still exists, but it's referenced in the [VPAA 04-02](#), specifically "Library Manual, Appendix A, Specific Performance Criteria for Evaluating Librarians..."

Appendixes

A. Appendix. A - The Role of the Faculty in the Accrediting of Colleges and Universities

- a. Authored by Administrator
- b. Last Modified on 7/29/2008
- c. Is not a policy or governing document. It's a 1968 statement approved by the Association's Committee on Accrediting of Colleges and Universities.
- d. Possible Issues:
 - i. [UML 01-04 Workplace Violence Prevention Program](#) refers to a Zero Tolerance for [Campus Violence policy \(Appendix A\)](#) and established a [Crisis Consultation Team \(Appendix B\)](#). Neither title matches the current configuration of the Faculty Handbook.

B. Appendix. B - American Association of University Professors American Council on Education Association of Governing Boards of Universities and Colleges

- a. Authored by KKN7001
- b. Last Modified on 4/7/2006
- c. Is not policy or governing document. It's a statement from the American Association of University Professors, the American Council on Education (ACE), and the Association of Governing Boards of Universities and Colleges (AGB).
- d. Possible Issues:
 - i. [UML 01-04 Workplace Violence Prevention Program](#) refers to a Zero Tolerance for [Campus Violence policy \(Appendix A\)](#) and established a [Crisis Consultation Team \(Appendix B\)](#). Neither title matches the current configuration of the Faculty Handbook.
 - ii. The HSU Policy Website officially list UML 01-04 [Appendix B as the Humboldt State University Crisis Consultation Team](#).
- e. Comments from CBC
 - i. We suggest researching past versions of the faculty handbook for UML 01-04 or associated appendices

C. Appendix. C - Humboldt State University Administrative Organizational Chart

- a. Authored by Mary Hackett
- b. Last Modified on 8/14/2017
- c. Is not policy or governing document.
- d. Possible Issues
 - i. Outdated, new chart is dated 09-05-2018:
https://president.humboldt.edu/sites/default/files/hsu_organization_chart_draft_9-5-18-1.pdf

D. Appendix. D - The Mission and Goals of Humboldt State University

- a. Authored by KKN7001

- b. Last Modified on 4/7/2006
- c. Is not policy or governing document, but references Executive Memorandum P91-1.
- d. Possible Issues
 - i. This document is not consistent with the current [Mission, Vision, and Values](#).

E. Appendix. E - Constitution of the General Faculty of Humboldt State University (Updated March 2016)

- a. Authored by Claire Knox
- b. Last Modified on 3/11/2016
- c. Governing document the General Faculty of Humboldt State University
- d. Possible Issues
 - i. This document has conflicts with the University Senate Constitution & University Senate Bylaws. It's unclear which documents take precedence.
 - 1. Conflicts summary:
 - a. Vacated Elected Seats
 - i. Appx E, Section 4.72: *...The General Faculty Executive committee shall recommend appointments to serve until the next regular election. The President of the General Faculty/Chair of the Senate shall convene a meeting of the Faculty Senators (Faculty Session) to confirm by vote the recommended appointments. Any portion of the term remaining at the time of the next general election shall be filled by vote during that election as prescribed in 8.0.*
 - ii. Appx Fp2, Section 12.43: *Any vacancy which may occur between regular elections among elected senators to the University Senate shall be filled by a special election. Any person so elected shall represent the appropriate academic unit and shall serve the remainder of the vacated term.*
 - ii. Amendments to this Constitution may be proposed to the General Faculty President/University Senate Chair by any member of the General Faculty. If the Chair of CBC is a staff member, it's unclear how to initiate an amendment.

F. Appendix. F - University Senate Constitution & University Senate Bylaws and Rules of Procedure

- a. Authored by Claire Knox
- b. Last Modified November 2018 and October 2017
- c. Governing documents approved by Senate
- d. Possible Issues
 - i. This document has conflicts with the Constitution of the General Faculty of HSU. It's unclear which documents take precedence.

- ii. The Staff Constitution and the AS Constitution are not included nor are they referenced directly.

G. Appendix. G - Integrated Curriculum Committee Constitution & Integrated Curriculum Committee Workflow Diagram

- a. Authored by Merry Phillips and Tera Mar
- b. Last Modified 12/6/2013 and 6/14/2012
- c. Governing documents approved by ICC with the assent/consent of the University Senate
- d. Possible Issues
 - i. It's unclear why the ICC has a separate Constitution from the Senate.
 - ii. Appears to be outdated and not updated with the passing of [16-17/18-ICC/GEAR](#) on March 27, 2018.
 - iii. Workflow diagram may be outdated. Who is the Director of Educational Effectiveness?

H. Appendix. H - Student Discipline

- a. Authored by KKN7001
- b. Last Modified on 4/7/2006
- c. Extracted from Title V, California Code of Regulations, Section 41301
- d. Possible Issues
 - i. [5 CCR § 41301. Standards for Student Conduct](#) no longer appears as cited by Appendix H - Student Discipline.

I. No appendix I

J. Appendix. J - Faculty Personnel Policies and Procedures for Retention, Tenure, and Promotion

- a. Authored by Thomas Koesterer
- b. Last Modified on 6/24/2016
- c. Unclear what this document is
- d. Possible Issues
 - i. There have been clerical changes to Appendix J for which there seems to be no Senate resolution proposing the change nor any GF vote approving the change. These include: altering the "Academic Senate" to "University Senate" and adding an exclusion to Article XI.B which restricted voting to tenure/tenure-track faculty. The latter change may have been attempting to codify the practice that was already in place: i.e. forwarding the proposed App J amendments only to tenure/track fac for voting.

From Mary Watson: "To figure out if there was ever a vote to change the language of Appx J, Section XI, I started by looking at all versions of Appx J I have in my archives. There was a revision in April of 2013, which includes a piece of bracketed text asserting that GF votes on amendments to Appx J will "excluding

non-tenure track faculty unit employees" but the version from 2012 doesn't include this language. The bracketed text was added at some point between May of 2012 and April of 2013, but the corresponding Election Documents from AY 12/13 make no mention of such an amendment, nor does the index of Senate actions for that year."

- ii. Does not have a policy number, despite having 'Personnel Policies and Procedures' in the title.
- e. Comments from CBC
 - i. We discussed going back to the faculty to "ratify" any of these past "clerical" changes. This is a complicated issue since one of the clauses that was changed affected who gets to propose amendments and another affected which subset of faculty gets to vote on them. In the absence of any formal interpretation request from the Senate, the recent precedent for amending App J should be followed (i.e. entire University Senate gets to propose, tenure/tenure-track faculty get to vote, Prez gets to approve).
 - ii. In consultation with FAC, CBC is discussing some of the following changes to the amendments section of App J:
 1. Stipulating that only a faculty session of the University Senate be allowed to vote on proposed App J amendments.
 2. Requiring any clerical or CBA mandated the change to be forwarded to the Senate as an information item.
 3. Changing the timeline requirements for the GF prez to notify the GF faculty of proposed amendments so that it fits in with the current timelines Senate uses to handle business (i.e., first reading, second reading).
 4. Adding a clause which requires mandatory ratification of the entire App J document every so many years.

K. Appendix. K - Guidelines and Policies for Review and Range Elevation for Unit 3 Temporary Employees

- a. Authored by Merry Schellinger
- b. Last Modified on 6/16/2008
- c. Policy VPAA 99-01 from April 2000
- d. Possible Issues
 - i. It does have a policy number, despite not being voted on by a group such as Appendix J.
 - ii. Document did not track edited dates; however, it appears to have been updated in 2008.
- e. Comments from CBC
 - i. CBC discussed concerns about amending Appendix K with FAC Chair Mola and Senator Malloy (acting in his capacity as Senate Lecturer Rep). Unlike Appendix J, Appendix K has no amendment clause governing the procedure for proposing

and approving amendments. Thus there was some question as to what the amendment procedure is, and whether such amendments need to be ratified by the faculty whom Appendix K affects.

CBC discussed and came to the unanimous conclusion that the Senate may propose and approve amendments to Appendix K and that there was no need to take those amendments to the affected faculty for a vote. We supported this conclusion by noting that Appendix K is a university policy that does not contain any separate clauses governing its amendment. Its amendment is subject to the procedure for general University policy revisions. Since the University Senate is tasked as the "University's primary policy recommending body", it is the purview of the Senate to propose, deliberate, revise and vote on any proposed amendments to Appendix K. Approved amendments would then go to the President for approval before they go into effect.

From a shared governance perspective, CBC noted the inconsistency in how App K is amended compared to App J. Namely that there is no mechanism for the faculty affected by App K to have a direct say (i.e. a vote) on revisions. However, lecturers do have representation on the Senate and can express their viewpoint through those representatives. If this mechanism of input is insufficient, and the Senate desires a more direct say in App K revisions, an amendment clause could be added to App K that is similar to what is in App J.

L. Appendix. L - Liability of State University Employees

- a. Authored by kkn7001
- b. Last Modified on 4/7/2006
- c. Unclear what this document is

M. Appendix. M - Personnel Policies and Procedures for Coaches (Updated September 5, 2017)

- a. Authored by kkn7001
- b. Last Modified on 9/6/2017
- c. Unclear what this document is
- d. Possible Issues
 - i. Does not have a policy number, despite being having 'Personnel Policies and Procedures' in the title.

N. No appendix N

O. No appendix O

P. Appendix. P - Academic Freedom and Tenure

- a. Authored by kkn7001
- b. Last Modified on 4/7/2006

- c. A 1940 Statement followed by interpretive comments as developed by representatives of the American Association of University Professors and the Association of American Colleges in 1969.
- d. Possible Issues
 - i. Discusses Academic Tenure, but uncertain why this document is included and whether it holds any authority.

Q. No appendix Q

R. Appendix. R - Grievance Policy and Procedures for Students Filing Complaints Other than Discrimination or Unprofessional Conduct Against Faculty, Staff and Administrators

- a. Authored by kkn7001
- b. Last Modified on 4/7/2006
- c. Issued Concurrently as UML 00-01 and as Appendix R of the Faculty Handbook May, 2000. Supersedes UNIVERSITY MANAGEMENT LETTER (UML) 96-07.
- d. Possible Issues
 - i. UML 00-01 was issued in May of 2000 and was not been updated when EO orders 970, 1043, 1073, or 1098 were issued. EO 1098 was revised on June 23, 2015, and superseded EO 1073 which was approved on April 6, 2012. EO 1073 superseded EO 970 (approved February 2, 2006) and 1043 (approved August 3, 2009).
 - ii. The word "Discrimination" is spelled wrong.

S. No appendix S

T. No appendix T

U. Appendix. U - Statement of Professional Responsibility (Updated March 2013)

- a. Authored by Merry Phillips
- b. Last Modified on 3/21/2013
- c. Document is titled HSU Policy on Professional Responsibility; however it does not have a policy number, is not listed a policy, and was not signed by the President. The 2012-2013 revision Passed by the University Senate ([Resolution #07-12/13-FAC](#)) and Approved by vote of the General Faculty (Feb. 18-22, 2013).
- d. Possible Issues
 - i. Doesn't reflect current policy naming conventions from the AY 16/17 Policy on Policies.

V. No appendix V

W. Appendix. W - Travel Policy for Academic Personnel

- a. Authored by kkn7001
- b. Last Modified on 4/7/2006

- c. Unclear what this document is
- d. Possible Issues
 - i. There appears to be a "[Pre-Authorization Travel Requirement](#)" policy without a number that simply says, "Please refer to the HSU travel website for current information: <http://www2.humboldt.edu/procurement/Travel>." [This website will tell you that](#), "It is the policy of Humboldt State University (HSU), Contracts & Procurement to follow the policies and procedures it has developed when processing Purchase Orders, Service Orders and Service Contracts, and other Department responsibilities."