

**Resolution on Revision to Range Elevation for Temporary Faculty
04-06/07-FA (revised) – October 10, 2006**

RESOLVED: That the Academic Senate of Humboldt State University recommends the following addition to the review process described in Section IV.B of Appendix K of the HSU Faculty Handbook (“Guidelines for Review and Range Elevation for Unit 3 Temporary Employees”):

3. The College Dean shall evaluate and forward written recommendations to the Vice President for Academic Affairs who shall forward a written recommendation to the President.

And further recommends that subsequent sections under IV.B be re-numbered to reflect this addition; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that since this is not a change to current evaluation criteria and procedures used to evaluate temporary faculty, but rather a statement of current and past practice, this addition is a correction and clarification to our “Guidelines for Review and Range Elevation for Unit 3 Temporary Employees,” and should therefore be immediately acted upon.

***RATIONALE:** Past practice has included the College Dean in the administrative evaluation of temporary faculty who apply for range elevation. This past practice is evident in all previous and current Personnel Action Date memoranda in which the College Dean is included as an administrative level reviewer. This revision to Appendix K codifies the campus’ existing practice and corrects an oversight in the policy statement. This correction has been vetted by the HSU California Faculty Association representatives at the September 25, 2006 Joint Labor Management Committee.*

CBA Article 15.6 (Evaluation) states that Administrative Level Reviews shall be conducted by the appropriate administrators. The College Dean is the appropriate administrator to review applications for temporary faculty range elevation.

PASSED UNANIMOUSLY – October 10, 2006

Proposed addition to Appendix K, "Guidelines and Policies for Review and Range Elevation for Unit 3 Temporary Employees" (HSU Faculty Handbook, 2006-2007)

IV. REVIEW PROCESS

A. Function: The function of the review process is to make recommendations to the President for range elevation of temporary personnel in Unit 3.

B. Process

1. The review process will use existing personnel committees as outlined in Appendix J. The IUPC will forward its recommendation to the college committee. The college committees will forward their recommendations to the University Faculty Personnel Committee and the UFPC will make a recommendation to the President. Faculty units that do not have the equivalent of a college personnel committee will forward their recommendations directly to the UFPC.

2. The REP file shall be incorporated by reference into the Unit 3 temporary employee's PAF. Issues related to the PAF custodian, and access, additions and corrections to the PAF, shall be handled as outlined in Appendix J, V.A-D.

3. The College Dean shall evaluate and forward written recommendations to the Vice President for Academic Affairs who shall forward a written recommendation to the President.

43. The President will consult with the UFPC before making a final decision on any candidate. The President shall use reasoned judgment in support of any decision he/she makes regarding a recommendation from the UFPC. In the event that the President overturns a recommendation of the UFPC, the President shall give reasons that are specific for the individual case and sufficient to persuade any reasonable, disinterested person that the UFPC's recommendation should be overturned.

Merry Schellinger

From: Rollin Richmond [rollinr@humboldt.edu]
Sent: Tuesday, October 17, 2006 5:55 AM
To: Saeed Mortazavi
Cc: Merry Schellinger; Patty Lindley; Mary Greta
Subject: Response to Senate Resolutions

Dear Saeed:

Thank you for your memorandum of October 11, 2006 informing me that the Senate has passed three resolutions. My decisions on each of these items is summarized below.

HSU Honorary Degree Policy (#02-06/07-EX) - I approve this recommendation.

Support of Proposition 1D (#03-06/07-EX) - I heartily approve this recommendation. I recommend that the members of the Senate work to ensure that their colleagues, friends and neighbors are educated about the importance of this proposition for our local K-12 schools and Humboldt State University. I have attached a document that provides a summary of the significance of this proposition for HSU.

Revision to Range Elevation for Temporary Faculty - I approve this recommendation.

Please extend my thanks to the Senate for its action on these resolutions. Rollin

Rollin C. Richmond, President
Humboldt State University
Phone: 707-826-3311
E-mail: rollinr@humboldt.edu
Cell: 707-599-6699

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