

II. DEFINITIONS OF TERMS AND ABBREVIATIONS

A. In the policies and procedures prescribed by this document, "is" is informative, "shall" is mandatory, "may" is permissive, "should" is conditional, and "will" is intentional.

B. The following terms, important to understanding Appendix J, are herein defined.

1. Administrator – an employee serving in a position designated as management or supervisory in accordance with HEERA. 2.1

2. Candidate – a faculty unit employee being evaluated for retention, tenure, or promotion.

3. CFA – The California Faculty Association or the exclusive representative or the union. 2.7

4. Day – a calendar day. 2.11

5. Department – the faculty unit employees within an academic department, library, or other equivalent administrative unit. 2.12

6. Diversity - Diversity includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from one another. Diversity can be broadly defined to include all aspects of human difference, including but not limited to, age, ability/disability, race, ethnicity, gender, gender expression and identity, language heritage, learning style, national origin, sexual orientation, religion, socio-economic status, status as a veteran, and world-view.

7. Equity - Recognizing the historical and systemic disparities in opportunities and outcomes and providing the resources necessary to address those disparities (The Education Trust-West, 2017). Equity is about showing results that lead to change.

8. Equity-Mindedness - The Center for Urban Education at the University of Southern California (USC) refers to "Equity-Minded" as a perspective or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes. These practitioners are willing to take personal and institutional responsibility for the success of their students and critically reassess their practices. It also requires that practitioners be race-conscious and aware of the social and historical context of exclusionary practices in American Higher Education.

9. Faculty Unit Employee – a bargaining unit member who is subject to retention, tenure or promotion.

10. Inclusion - Inclusion is the act of creating environments in which any individual or group can feel welcomed, respected, supported, and valued.

11. Initiating Unit Personnel Committee (IUPC) – the academic department personnel committee, the library faculty personnel committee or the counseling faculty personnel committee.

12. Minoritized - used instead of "minority" to signify the social construction of underrepresentation and subordination in U.S. social institutions, including colleges and universities. Persons are not born into a minority status nor are they minoritized in every social milieu (e.g., their families, racially homogeneous friendship groups, or places of religious worship). Instead, they are rendered minorities in particular situations and institutional environments that sustain an overrepresentation of whiteness (Harper. S. R. (2013)).

13. Periodic Evaluation – the evaluative process of a faculty unit employee which is normally required for probationary faculty who are not subject to a Performance Review. 15.20b, 15.30-15.33

14. Performance Review – the evaluative process required for retention, tenure, or promotion for faculty unit employees who are not subject to a periodic evaluation. 15.37-15.39
15. Personnel Action File (PAF) – the one official personnel file containing employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee. Campus medical and police records are not a part of the PAF. 2.17, 11.17
16. President – the chief executive officer of HSU or his/her designee. 2.18
17. Probationary Period – the period of service, prior to the granting or denial of tenure, credited to a faculty unit employee who has received a probationary appointment. 13.2
18. Professional Development Plan (PDP) – a document that describes a program of professional development in each of the areas of performance for RTP.
19. Promotion – the advancement of a probationary or tenured faculty unit employee who holds academic or librarian rank to a higher academic or librarian rank, or advancement of a Counselor Faculty Unit Employee to a higher classification. 14.1
20. Personnel Data Sheet (PDS) – the HSU summary form used by the candidate to present basic data on qualifications in the retention, tenure and promotion process.
21. Racial Equity - Equity work at Humboldt State University (HSU) recognizes the historical and systemic disparities in opportunities and outcomes and provides resources necessary to rectify those disparities. Racial equity at HSU will be achieved when one's racial identity no longer predicts, in a statistical sense, how one fares. Racial equity is one part of racial justice and works to eliminate policies, attitudes, and cultural messages that reinforce differential outcomes by race.
22. Retention – authorization to continue in probationary status for another year.
23. "RTP" – retention, tenure, and/or promotion.
24. Tenure – the right to continued permanent employment at the campus as a faculty unit employee except when such employment is voluntarily terminated or is terminated by the Employer pursuant to this agreement or law.
25. "UFPC" – University Faculty Personnel Committee.
26. Working Personnel Action File (WPAF) – that portion of the Personnel Action File used during the performance review of a faculty unit employee. 2.17 and Article 11