

HUMBOLDT STATE UNIVERSITY  
ACADEMIC SENATE

**Resolution to Extend the Timeline for Appendix J Criteria and Standards Ad Hoc  
Committee to Review Departmental Documents**

#14-07/08-FA – April 15, 2008

RESOLVED: That the Academic Senate of Humboldt State University recommends that Section IX.A.1.d and e of Appendix J be revised as follows:

- d) Departments/units shall, beginning Fall 2007 through Spring 2009, submit criteria and standards to be vetted by an ad hoc university review committee. The committee shall be comprised of two probationary or tenured faculty from each college (appointed by the Senate Appointments Committee in consultation with the UFPC) and the college deans (or designees).
- e) Beginning in 2009/2010, departmental/unit criteria and standards will be subject to approval by the College/Library Dean, the UFPC, and the Provost.
  - i. If a department/unit disagrees with the assessment of its criteria and standards provided at any subsequent level of review, the department/unit may request that the next higher level of review investigate. In the case of the UFPC/Provost, the request to investigate shall be submitted to the General Faculty President and the University President or designee for consultation and disposition. In the event that the University President's recommendation differs from that of the General Faculty President, the University President shall give reasons that are specific to the individual department/unit and sufficient to persuade any reasonable, disinterested person that the General Faculty President's recommendation should be overruled.

RESOLVED: That the Academic Senate of Humboldt State University recommends that if approved, the changes to Appendix J, be put to a vote of the general faculty in spring 2008.

*RATIONALE: The Ad Hoc Review Committee for Appendix J Criteria and Standards has requested an extension of their timeline. To date, the committee has received and reviewed 19 departmental documents representing less than half of the total in need of review. In addition, the committee is trying to provide helpful feedback to departments. Extending the committee's timeline into fall semester will allow time for the committee to provide feedback to departments, for departments to respond to the feedback, and for additional departments to submit criteria for review.*

PASSED UNANIMOUSLY – APRIL 15, 2008

## **Merry Schellinger**

---

**From:** Rollin Richmond [rollinr@humboldt.edu]  
**Sent:** Friday, May 02, 2008 1:02 PM  
**To:** Ken Ayoob  
**Cc:** Merry Schellinger; Mark Larson; Bob Snyder  
**Subject:** Re: Response to Senate Resolution #14

Ken: Thank you for this information and background. I appreciate your and the Ad Hoc Committee's leadership in helping the Senate to improve the process of developing departmental RTP expectations.

Mark and Merry: If you are going to publish my comments to you on this resolution, you might consider also adding Ken's comments below if he is willing.

Thanks to all, Rollin

On May 2, 2008, at 11:19 AM, Ken Ayoob wrote:

Hello Rollin. I read your response to the various Academic Senate resolutions. I thought it would be useful to give you some further background on resolution #14 which was initiated not by the Senate, but by the Ad Hoc Committee on RTP, for which I am convener. Currently, all but 6 departments have turned in their documents although they actually had the option of waiting. In my view, the Senate did the right thing and the departments have done their job, but the process needs work. The resolution to extend the deadline came about as a result of the RTP Ad Hoc Committee (all 3 academic deans plus two faculty from each college) asking first the Faculty Affairs Committee and then the Senate Executive Committee to expand our charge so that in addition to vetting the department proposals, we could also take on the task of making clear definitions and guidelines for departments in creating their documents. We did this because there was so much variance in the first 18 departmental standards we reviewed and also because all of them had problems of one kind or another. The Ad Hoc Committee also wanted to take on the task of doing a better job of clarifying Appendix J expectations for Teaching Effectiveness into a comprehensive rubric. The Senate agreed and also felt that since our work was expanded, the deadline needed to be extended in order for all of the departments to be reviewed. In the end, this will result in a much stronger process with both better clarity and better documents, that will allow administrators, faculty, and personnel committees to make better decisions. Let me know if you have any questions.

Ken

Dr. Kenneth P. Ayoob  
Interim Dean  
College of Arts, Humanities and Social Sciences  
Humboldt State University  
707-826-4492

---

Rollin C. Richmond, President  
Humboldt State University  
Phone: 707-826-3311  
Email: [rollinr@humboldt.edu](mailto:rollinr@humboldt.edu)

## Merry Schellinger

---

**From:** Rollin Richmond [rollinr@humboldt.edu]  
**Sent:** Wednesday, April 30, 2008 4:59 PM  
**To:** Mark Larson  
**Cc:** Merry Schellinger; Mary Greta; Patty Lindley; Carol Terry; Steve Butler; Ken Ayoob; Rob Gunsalus; Bob Snyder; Anna Kircher; Nancy Hurlbut; James Howard; Carl Coffey; Denice Helwig; Scott Paynton; Steve Smith  
**Subject:** Senate Emergency Items

This is in response to your memorandum of April 15, 2008, informing me of emergency items from the Senate. My responses are below. Rollin

**Resolution on HSU Budget Process (#11-07/08-EX):** I do not approve this resolution. The ad hoc Budget Review Task Force was composed of a strong group of faculty, staff and a student and contained several individuals familiar with the budgetary operations of the university and shared governance processes. The Senate was consulted about the membership of the task force. The report of the task force was written after broad consultation with a number of campus constituencies. My specific comments on the resolution are summarized below.

**UBC Composition -** The UBC is a campus-wide group charged to operate in the best interests of the campus as a whole, not specific units. The additional Senate recommendations will return us to a largely dysfunctional process that encourages inter-unit competition. The recent WASC review noted that HSU needs to develop a more centralized, decision-making budget process. Clearly the Senate should be consulted by the Provost and Deans on their appointments to the UBC, but an election of UBC faculty has not proven successful in the past as documented by the task force.

**UBC Process -** The task force provides a clear rationale for recommending a consensus-based process for determining its recommendations to the president. The Senate's recommendation has the potential to return the UBC to a former process that focused on the budgets of individual units rather than the best interests of the campus as a whole.

**UBC Training -** I agree that this should be done. The Senate should realize that this will require staff time and money to accomplish.

**UBC Role -** The role of the UBC is to help plan for the upcoming year's budget, not to manage current expenditures. That is the responsibility of the administrative leaders. I concur that division leaders should be accountable for the use of funds allocated to their units, and the current budget policy identifies this responsibility as an important part of the budgetary process. Our budget office provides the Executive Committee with monthly financial reports. These reports will be provided to the UBC. In addition, the university budget office will prepare a budget book each year that will be available to everyone at the university. While highly desirable, this will require staff time and money to implement.

**Office of Institutional Research -** HSU lacks a number of administrative offices, and institutional research is an important and badly needed one. While we can create this office from some existing personnel, it will be necessary to expand administrative personnel and reallocate university resources to fully implement this recommendation.

It is my intention to work with the Vice Presidents and the UBC to implement many of the recommendations of the task force. Should the Senate wish to reconsider its perspective on the the task force's report, I will be pleased to consider its views.

**Resolution to Extend the Timeline for Appendix J Criteria (#14-07/08-FA):** I approve the recommendation for a change in the deadline for departments and units to submit their criteria and standards. It is regrettable that this straightforward request has not been met by a majority of departments. I urge the Senate to work with its colleagues in the departments that have not met the deadline to make this a high priority for action since it affects the development of younger faculty who will determine the quality of the university in the future. I suggest the Senate draft a resolution that will provide a means for holding departments and units accountable for not meeting the revised timeline.

---

Rollin C. Richmond, President  
Humboldt State University  
Phone: 707-826-3311  
Email: [rollinr@humboldt.edu](mailto:rollinr@humboldt.edu)  
Cell: 707-599-6699

---

Humboldt State University: Learning to Make a Difference. Visit us on the Web at [www.humboldt.edu](http://www.humboldt.edu).