

Not Discussed - suggested revisions have been incorporated into addendum per Ron Fritzsche as reported in Faculty Affairs report at 4/24/01 meeting

(#16-00/01-FA)

**Resolution Regarding Appointment of Probationary Faculty  
(#16-00/01-FA)**

WHEREAS, The current procedures for appointment of probationary faculty include the use of a document known as the *Addendum* (see attachment); and

WHEREAS, The *Addendum* describes working conditions; and

WHEREAS, The *Addendum* is a legally binding part of the appointment letter for probationary faculty; and

WHEREAS, There are inconsistencies between Appendix J (Section VIII, Areas of Performance for RTP) and the *Addendum*, as evidenced by the following quotation from the *Addendum*:

Reappointment and tenure evaluations are based on the judgment of effectiveness in the classroom, contributions to the discipline of the faculty member and value to the instructional program and the University. These criteria are also applicable to the consideration for promotion to Associate Professor.

and

WHEREAS, The *Addendum* demands a degree of flexibility in faculty workload assignment that is inconsistent with excellent teaching as evidenced by the following quotation from the *Addendum*:

As indicated in the vacancy announcement, the individual appointed to this position must be able to teach a broad range of courses to diverse students. As a result, assignments may require you to teach in broad disciplinary, or inter-disciplinary programs outside of your immediate areas of specialization. In the event that programmatic need necessitates such diversification in your teaching assignment the annual review process will include evaluation of your effectiveness in this area.

therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommend that the first sentence in the second paragraph of the Reappointment, Tenure and Promotion section of the *Addendum* be revised to reflect the standards for evaluation for reappointment, tenure and promotion as established in Appendix J (Section VIII, Areas of Performance for RTP) by substituting the following language:

Reappointment, tenure and promotion decisions are based on evaluations of teaching/librarian effectiveness and performance in three collateral areas: scholarship and creative activities; service to the university and profession; and service to the community. The most important of these specific criteria for determining academic competence shall be teaching/librarian effectiveness. The three areas other than teaching/librarian effectiveness shall be considered equally in weight and compensatory in combination.

and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that the last sentence in the second paragraph of the Reappointment, Tenure and Promotion section of the *Addendum* be revised to reflect a more reasonable standard of flexibility for probationary faculty by substituting the following language:

In the event that programmatic need necessitates such diversification in your teaching assignment, the University will make reasonable efforts to match your new assignment to your particular talents and preparation, and will provide reasonable faculty development opportunities to prepare you for the new assignment. The annual review process will take into account the newness of your assignment, but will include evaluation of your teaching effectiveness in this area.

and be it further

RESOLVED: That the Academic Senate of Humboldt State University request that the President, via the Office for Faculty Personnel Services or the Office for Academic Affairs as appropriate, inform the Academic Senate of the status of the implementation of this recommendation by September 15, 2001.

**HUMBOLDT STATE UNIVERSITY  
ACADEMIC AFFAIRS**

***THIS DOCUMENT IS AN ADDENDUM TO THE LETTER OF APPOINTMENT FOR PROBATIONARY FACULTY. SIGNING THE ATTACHED LETTER OF APPOINTMENT SIGNIFIES THAT THIS DOCUMENT HAS BEEN READ AND UNDERSTOOD BY THE APPOINTEE.***

**EMPLOYMENT ELIGIBILITY** This offer is contingent upon verification of your employment eligibility. Pursuant to the provisions of the Immigration Reform and Control Act of 1986, within three (3) business days of the date your employment begins, you must present original documents that establish both your identity and employment eligibility. Enclosed is a list of the documents which you may present. If you have questions or anticipate any difficulty in providing documents, please contact our Human Resources Office at (707) 826-3626.

**SUBMISSION OF OFFICIAL TRANSCRIPTS** This offer is contingent upon verification of your academic preparation. If you have not already done so as part of the recruitment process, you must forward official transcripts to the University within 30 days from the date of your acceptance of the official offer from the Vice President for Academic Affairs. Official transcripts should be forwarded to your College Dean/University Librarian. These documents will be placed in your official personnel file.

**APPLICABLE REGULATIONS AFFECTING CONDITIONS OF EMPLOYMENT** The Trustees of the California State University (CSU) recognize the California Faculty Association (CFA) as the sole and exclusive representative of the bargaining unit (Unit 3) as defined in the Collective Bargaining Agreement between the CSU and the CFA. This agreement, along with the Higher Education Employer-Employee Relations Act (HEERA), Title 5 of the California Code of Regulations, California State University policy, Humboldt State University policy, and other applicable state and federal regulations govern conditions of employment.

**WORKLOAD** The annual full-time assignment for faculty employees shall normally average fifteen (15) Weighted Teaching Units per term. The assignment shall normally be composed of twelve (12) Weighted Teaching Units for instruction and three (3) Weighted Teaching Units for instruction-related responsibilities per term. Should you have questions about specific teaching assignments or other matters related to this position, please contact your Department Chair.

**REAPPOINTMENT, TENURE AND PROMOTION** The Collective Bargaining Agreement between the California State University and the California Faculty Association stipulates that probationary faculty are normally considered for promotion at the same time that they are considered for tenure, and, further, that the normal period of probation is six years of full time probationary service, including credited service. Reappointment and tenure considerations are based on annual reviews of evaluations by colleagues, administrators and students. Appropriate faculty committees and administrators conduct these annual reviews in accordance with the Collective Bargaining Agreement.

Reappointment and tenure evaluations are based on the judgment of effectiveness in the classroom, contributions to the discipline of the faculty member and value to the instructional program and to the University. These criteria are also applicable to the consideration for promotion to Associate Professor. As indicated in the vacancy announcement, the individual appointed to this position must be able to teach a broad range of courses to diverse students. As a result, assignments may require you to teach in broad disciplinary, or inter-disciplinary programs outside of your immediate areas of specialization. In the event that programmatic need necessitates such diversification in your teaching assignment the annual review process will include evaluation of your effectiveness in this area.

In addition to other pertinent information, further details regarding reappointment, tenure and promotion may be found in The Collective Bargaining Agreement and in Appendix J of the HSU Faculty Handbook.