

SAN JOSÉ STATE UNIVERSITY ACADEMIC SENATE

2023/2024

Agenda

February 26, 2024/2:00 to

5:00 pm In Person

ENGR 285/287

- I. Call to Order and Roll Call:**
- II. Land Acknowledgement:**
- III. Approval of Minutes:**
 - A. Approval of the Senate Minutes of February 5, 2024**
- IV. Communications and Questions:**
 - A. From the Chair of the Senate
 - B. From the President of the University
- V. Executive Committee Report:**
 - A. Minutes of the Executive Committee:
Executive Committee Minutes of January 29, 2024
Executive Committee Minutes of February 12, 2024
 - B. Consent Calendar:
Consent Calendar of 2/26/2024
 - C. Executive Committee Action Items: **None**
- VI. Unfinished Business: *none***
- VII. Policy Committee and University Library Board Action Items (In rotation):**
 - A. Organization and Government Committee (O&G):
 - B. Instruction and Student Affairs Committee (I&SA):
 - C. Professional Standards Committee (PS):
AS 1861, Amendment A to University Policy F17-3, Selection and Review of Department Chairs and Directors (Final Reading)
 - D. University Library Board (ULB):
 - E. Curriculum and Research Committee (C&R):
- VIII. Special Committee Reports:**
Special Report on the Student Fairness Committee by Mahima Agumbe Suresh, Chair; and by Ombudsperson, Feyon Lau, Time Certain: 3:30 p.m.

IX. New Business: none

X. State of the University Announcements:

- A. Associated Students President
- B. Vice President for Administration and Finance
- C. Provost
- D. Vice President for Student Affairs
- E. Chief Diversity Officer
- F. CSU Statewide Representative(s)

XI. Adjournment

2024-2025 Academic Senate Minutes
February 5, 2024

I. Call to Order and Roll Call

Vice Chair Hart confirmed the quorum and the meeting was called to order at 2:00 p.m. There were 49 Senators present.

Ex Officio: Present: Curry, Multani, Sasikumar, Van Selst, Rodan Absent: McKee	HHS Representatives: Present: Baur, Chang, Sen Absent: None
Administrative Representatives: Present: Del Casino, Faas, Teniente-Matson, Fuentes- Martin Absent: Dukes	COB Representatives: Present: Chen, Vogel Absent: None
Deans / AVPs: Present: d'Alarcao, Kaufman, Meth, Shillington Absent: None	EDUC Representatives: Present: Mathur Absent: Munoz-Munoz
Students: Present: Brown, Gambarin, Guzman, Doshi, Lacson Absent: Mejia	ENGR Representatives: Present: Sullivan-Green, Wong, Kao Absent: None
Alumni Representative: Absent: Vacant	H&A Representatives: Present: Sabalius, Frazier, Han, Kataoka, Lee, Riley Absent: None
Emeritus Representative: Present: Jochim Absent: None	SCI Representatives: Present: French, Heindl, Shaffer, Muller Absent: None
Honorary Representative: Present: Peter, Lessow-Hurley Absent: Buzanski	SOS Representatives: Present: Hart, Raman, Haverfield, Pinnell Absent: None
General Unit Representatives: Present: Flandez, Johnson, Masegian, Pendyala, Velarde Absent: None	

II. Land Acknowledgement:

Senator Heindl read the land acknowledgement.

III. Approval of Academic Senate Minutes:

A. Approval of Senate Minutes of December 4, 2023 (unanimous approval)

IV. Communications and Questions

A. From the Chair of the Senate:

Chair Sasikumar's update featured the following:

- The Vice Chair has confirmed quorum.
- Welcome to three new Senators, Senators Dukes, Fuentes-Martin, Vogel. Welcome back to Senators Meniketti, and Riley.
- Changes in the Office of the Senate include a new temporary employee, Grace Barbieri; she is a former student of Chair Sasikumar. The Senate Newsletter is being published regularly.
- Important Dates: Senate Retreat (02/16), petitions for senate seats due (02/16). Please encourage your colleagues to run. Nominating Petitions were sent out two weeks ago. Chair Sasikumar will be running for a second year today.
- From the Vice Chair: The Vice Chair announced the retreat would be on 2/16/24 via zoom from 10 a.m. to noon. I had intended it to be a hybrid event, but I've had some injuries limiting my ability to get around. There won't be any gift baskets this year. You will get a notepad and pen mailed to you after the event if you attend.
- The Senate will sponsor training by a parliamentarian based out of Seattle. It will be information that is immediately applicable to those of us in the Senate. This will be on March 22, 2024. Vice Chair Hart will send confirmation. If spots are available after senators have signed up, the training will be open to SJSU faculty and staff as well.
- (Nina Chuang, Former AS President and Senator, gave a brief update on events on the Day of Remembrance on May 19, 2024. This will be the 82nd anniversary of EO 9066 which incarcerated Japanese Americans across the nation. Over 2,487 Japanese Americans were processed for incarceration here at SJSU.
- (Nina Chuang) SJ Day of Remembrance in Japantown will be on February 18, 2024. The theme will be youth activism. The 2nd day of remembrance will be on February 19, 2024 with events at the Hammer Theater, including a film showing and a panel. We will soon kick off fundraising for the mural that is to be erected on campus.
- We have been meeting and put out a call for artists for our mural. The Chair promised that when this information is available, it will be circulated to the Senators so that they can contribute to the fund if they wish.

B. From the President:

President Teniente-Matson's update included the following: The President's cabinet has 5 priorities this year. One of these is leading the campus to a balanced/sustained budget, while working with the BAC. As you may recall last spring the state of California had a surplus. SJSU had a budget of about \$37 million.

I asked the BAC for recommendations on creating a structurally sound budget. Last year, the BAC recommended about \$23 million in budget adjustments. Coming into this budget year in the fall, we took a budget reduction of \$20 million. This left about a \$14.7 million shortfall in our budget. I asked the BAC to reconvene and provide me with a long-term fiscally sustainable three-year budget. The BAC provided me with their recommendations on 12/22/23.

There is a deficit to the governor's budget of about \$38 billion depending on what article you read or channel you watch, there is some disagreement with that number. However, we are going to go with this number as it's what the governor himself provided us. The governor indicated he was very committed to the compact; however, he said he will be deferring the funding for 2024/2025 until 2025/2026. Our current challenge for the campus is still the \$14.7 million shortfall. Also, an additional increase of \$12 million in increases related to salaries across all bargaining units. This brings our budget shortfall to about \$26 million.

On January 23, 2024, I sent a memo back to the BAC on what steps we would be taking to address their recommendations as well as any other things that could come forward. In this memo I say that we are implementing a soft hiring freeze. This applies to all hires, except for instructional faculty. We are asking our department heads and administrators to take a look at what expenditures they can cut and to only proceed with essential expenditures. The reason for this is to grow our end of the year contributions and create a surplus in essence. That will go towards the shortfall and reduce the amount of the internal loan. I'm asking that everyone ensure any state events that are paid for with Tower Funds are properly reimbursed to the state accounts. As we come to year-end, I want to remind everyone we are borrowing from ourselves internally from other funds to cover our shortfall in our operating budget. This is why I'm asking for a reduction of current operating fund budgets. The Provost and VPAF will be hosting a budget town hall in the spring. We want to be sure that we don't slow down our efforts in recruitment, retention, and enrollment. We heard from many people about the changes we made to our commitment to RSCA and Faculty/Staff Professional Development. We will have a line where we pay back funds to the CSU Reserves in 2025/26.

Some other items that came up with a survey from the BAC included the following. There were 900 responses. I'm putting

together 6 different work groups to look at a variety of additional recommendations that came forward such as: How we are organized internally, overlap of work, bureaucracy, and so on. There are 5 new committees looking at Academic Research and Innovation, Academic Affairs and Student Affairs, Finance, Administration and IT, Auxiliaries and Enterprise Funds, the Athletics Board is working to bring in an external firm as a consultant to assess SJSU's sponsorship of specific sports and its membership in sports divisions.

Q: IR is not on your org chart, are we not going to have a VPIR?

A: I think when you asked me this last month I told you we would not, but we are going to have a COS.

Q: What is the appropriate charge for the Athletics Board?

A: The charge is in University Policy F07-2. I was in a meeting with them and one thing we talked about was their charge. One of the things they are to look at is the offering of sports sponsorship, and given the budget this year, they need to look at if their charge is accurate.

Q: Have they been talked to about their budget?

A: Yes, I did talk to them about the recommendations from the BAC. In fact I put that in the charge letter.

V. Executive Committee Report:

A. Minutes of the Executive Committee:

EC Minutes of November 13, 2023. (No questions.)

EC Minutes of November 27, 2023. (No questions.)

B. Consent Calendar:

Consent calendar of February 5, 2024 (approved unanimously)

C. Executive Committee Action Items: None

VI. Unfinished Business: None

VII. Special Order of Business:

Re-Election of Senate Chair for an additional year (vote by acclamation – unanimous).

VIII. Policy Committee and University Library Board Action Items (In rotation)

A. Instruction and Student Affairs Committee (I&SA):

Senator Sullivan-Green presented ***AS 1865, Sense of the Senate Resolution, In Support of Blood Drives on Campus (Final Reading)***. ***(vote by acclamation – unanimous approval)***

B. Professional Standards Committee (PS): (No report).

C. University Library Board (ULB): (No report.)

D. Curriculum and Research Committee (C&R):

Senator Wong presented ***AS 1863, Policy Recommendation, Credit for Prior Learning (Final Reading)***. ***Senator Van Selst presented an amendment to line 198 to remove the word “fully”. The Senate voted and the amendment failed (0-41-4). The Senate voted and AS 1863 passed (45-0-1).***

E. Organization and Government Committee (O&G):

IX. Special Committee Reports: Report from the Committee on Senate Representation by the Co-Chairs, Janet Sundrud and Reiko Kataoka. This committee was formed by the Senate Management Resolution that passed in September 2023. Our work is still in the early stages. This report is just to share with you some of the ideas we have discussed and how we plan on approaching things. The clock is ticking. We only have two more months before we have to make our report. We would like to invite your input.

The membership that was chosen for the committee is off of SM-S23-1. There are faculty, staff, and students on the committee. The charge includes investigating current representation on the Senate, and input from the SJSU community. Based on these findings the committee will develop recommendations and prepare a report.

We are moving to biweekly meetings to meet our deadline of March 26, 2024 for the report. We also want to hear from staff members. We have already met with the CSUEU and they are supportive. We've reached out to University Personnel. One of our next steps is to identify a shared governance model. We have some resources on the definitions of shared governance that were given to us by the Accreditation Review Committee. We also asked questions from other CSU campuses.

Tasks and topics for future meetings include discussing the location for staff voices in the Senate. We are regularly evaluating the impact of staff voices on the Senate.

Q: I have a question about the goals. What is the role that is seen for the staff to play in the Senate?

A: As a staff member we are continuing the mission of the Senate.

Q: Will the committee consider Graduate Students and MPPs?

A: Yes. Also, on the role of the staff, there are many staff members that are experts, including Staff Affairs and Student Affairs. The committee will try to outreach to as many groups as possible. We will do outreach with management about support for the staff members.

X. New Business: None

XI. State of the University Announcements:

A. Vice President for Administration and Finance:

With the rain and bad weather, we've had some downed trees and some leaks, so be patient with us. The teams are out in force today.

Questions:

Q: Lots of the Southern California campuses and other campuses closed today due to the rain and downed trees, etc. I personally drove back from Southern California last night and there were a lot of downed trees and branches. Why didn't we close campus so our students weren't affected by that?

A: We have numerous discussions for any storms coming our way. Northern California wasn't as bad as the last storm. This time it was Southern California. Most of our faculty and staff live in the Bay area.

Q: In the Executive Committee Meeting Minutes in November 2023. VP Day mentioned that there was an increase in campus crime from 389 to 439. Is this a continuing trend, have you seen this post pandemic? How are police handling it?

A: During the pandemic, we had any number of burglaries because there weren't eyeballs here. No one to watch. Now everyone is back and we are seeing some upticks there.

Q: As of this morning there were still thousands of people that still don't have power.

A: Our power is still on the campus. We have our own Co-Gen plant and produce about 75% of our power. We have backup generators. We let people know when we make a decision about closures. We are always looking at this.

Q: While you know these things, a lot of people don't know that weather information.

A: The message we put out last week let people know and said if you have an issue contact your supervisor.

Q: What is the EVC charging rate?

A: We use an outside company for that. I'll look into it and get back to you.

Q: We addressed commuter students and on campus students, but we did not address students in the fraternity and sorority houses. We lost power for 12 hours. How are we supposed to get our homework done?

A: Dean Meth, Dean of the MLK Library, is in the back. Students can use the library. If you can't get your work done, talk to your faculty.

B. Vice President for Student Affairs: (by Interim VP Fuentes-Martin)

VP Fuentes-Martin commented that it was her first time being a Senator. She has been very busy so far. She also noted the interesting weather we have been having.

VP Fuentes-Martin was able to go to the open house for the Spartan Village on the Paseo, which is what they are calling the property we purchased downtown (formerly the Signia Hotel).

As for the Sense of the Senate on Blood Drives, Student Affairs and the Health Center are here to help and can coordinate anything with the Red Cross.

Two additional things that are happening include the launch of the Student Mental Health Strategic Plan and the Student Career Development Strategic Plan. These are both initiatives that have been started with goals to have metrics by the end of this coming year.

We have lots of opportunity in our cultural centers. We are partnering with the Office of Diversity, Equity, and Inclusion. It is an exciting opportunity.

We had Black History month events.

We have the Day of Remembrance coming up.

We are working on a policy on time, place, and manner procedures. This will be coming sometime in February.

I've had several meetings with my staff so they can get to know me and I can get to know them. We have worked on developing some divisional goals that relate to the strategic plan and learning outcomes.

My plan is to be here until July 2024 when a new VPSA takes over.

Questions:

Q: I know the Board of Academic Freedom gave some feedback on the time, place, and manner policy, but didn't get any feedback. Can you check on this?

A: I will follow-up on this.

Q: Regarding the Mental Health Strategic Plan, this is something we in psychological services just found out about. We would like to give input into this. We don't want it to go through and we aren't involved with it.

A: We will make sure we follow-up.

Q: When does the Spartan Speaker Series kickoff?

A: The Spartan Speaker Series kickoff is February 20, with Janelle James, and then on April 15, Stephanie Hsu.

Q: What are campuses doing to promote that abortions are available in the Health Center?

A: I know for a fact that the service is available in the Student Health Center. As well as the medication. I don't know how they promote it, but I will find out. It is a big building and they see over 1,000 students a day in different areas.

Q: New students may not know we offer this service?

A: I will follow-up and get some statistics.

C: In my entire time here I have not seen any information about the availability of abortions on campus.

C. Provost:

Enrollment Management moved over in November and I've been spending some time with them and the leadership. I just want to give you a quick update of where we are. We are doing really well for Spring 2024. We are trending north of 100% for the California enrollment, which in the system right now is a really good thing. The interesting thing is we are doing that with a slight downturn in headcount. We are down about 85 headcount students, but we are up spring over spring almost 400 FTES. That's partly due to average unit load increase. The other thing we started tracking this year is fall to spring enrollment, particularly for our first-time full time students. Because, one of the things we talk about on this campus is that when we go over a class of 4,000 students on this campus, we nose dive in success. Well that hasn't happened. Tracking fall to spring, since 2017, the highest fall to spring we have had is 96.2% for our first-time full time students and that was last year. That was 3,887 students. We are currently at 96.2% with 4,339 students. In 2017, the fall to spring finish was at 94.9%, so we are well more than a point ahead. In terms of real lives, that's 50 people. They are still here and that is exciting. Overall, fall to spring, we have had a 94% return. We are also getting back about 31% of students that took a semester off. There was a very active re-enrollment campaign. I'm proud of the fact that a lot of

new transfers and new first year students come in in the spring. We've done that with a tighter schedule as all of us know and not a lot of complaints up the food chain about classes not being available and so forth. I think some of the restructuring around advising has really helped with that fall to spring. There were of 50,000 appointments with over 18,500 students last year. There was a 7 point bump in underserved students that went to advising last year in terms of retention. Admissions will be going out to recruit first year students and I can tell you a lot of work has been done to open up more availability in some of our more impacted degree programs. We will be shooting for the largest class ever coming in. If it works out we will be north of 4,800. We have 4,500 right now. This will impact Area F so we are going to start conversations about that very soon. We don't have transfer numbers yet. Transfers still haven't rebounded though. We were a campus that had 4,450 transfers, and we are hovering north of 3,100. If everything holds, we've been given a slight enrollment bump. They did make a move to move base dollars around the system. They were moving 3% off campuses that were under-enrolled. While we didn't get 3%, we are getting something.

At the same time, we had a 15% fall over fall increase in enrollment in self-support PACE programs. That was partly SJSU Online and the growth of the Graduate program. The graduate program is quite strong right now spring over spring.

We still have a lot of faculty searches out right now. We are going to go into some of our impacted areas and probably add some searches.

The last update is on the RSCA program. I'm trying to get a final count and then those will go out. However, per the BAC it's going to be a slightly tighter program. It should be announced soon.

Questions:

Q: I'd like to know about the Ad Astra Tool and also why if you are sick, you cannot hold class online?

A: I do not know the answer to the second question, as that didn't come out of my office. The Ad Astra Tool is a class scheduling tool. We are trying to do a lot of scheduling to train people.

Q: Can I get an update on the NACADA Report?

A: We received our report and what I am trying to do right now is look at the report and do some summary. We have to have better communication and better learning outcomes. Then we need the training of all advisers, both staff and faculty to get more consistent advising in that. We will get that together for everyone and send it out in February 2024.

Q: How many courses have been cut?

A: As far as I can tell, spring-to-spring, we lost about 1.5% or 120 sections. Classes got larger. I will bring the details to the next meeting.

Q: Are there numbers on the International Students?

A: No, International Student Applications are still open.

Q: You spoke about RSCA, but do you know anything about the sabbaticals?

A: I do know about the sabbaticals. We have a lot of applications. There are way more than we have ever funded. I'm looking at all the numbers right now. I'm going to have to make some hard decisions.

Q: In one of the Executive Committee Meeting Minutes in November I think, it talked about up to 60 programs could be eliminated. Can you give us an idea what kind of representation would be on that?

A: The system office asked all the campuses to evaluate a list of what they call low conferring degrees. That was a new metric for the Academic Master Plan that came from the BOT. We had 60 programs on there of which we had 32 that had the wrong name, were already discontinued, or we don't know where they came from. That left 28 programs, some of which were brand new. For instance the women's studies programs were a concentration under sociology that became a major, so that kind of thing. We were asked to report and then say what we were going to do about it. What we did was say we have a normal program review cycle and that's when they will be reviewed and that is our action. We closed about 13 minors this year. Our program works pretty well.

Q: Did SJSU have a decline in enrollment? I know some of the programs are more successful than others and they had seats available. What about the funding for HonorsX?

A: No, SJSU online reached north of 480 students this spring. Last spring we had 200. We built a funding program to assist for three years. We should be up to 900 students next year. As to whether we could co-enroll, right now the EO says never the twain shall meet. We are trying to get this changed. We are changing the HonorsX program up to reduce its costs.

Q: How often is the course catalog updated?

A: We need to tighten that up. There is some curriculum showing up that isn't required. I think with the Ad Astra, this will help. It is not an uncommon program.

D. Chief Diversity Officer (CDO): (by Kristin Dukes, Chief Diversity Officer)

None

E. CSU Statewide Representative(s): None

F. Associated Students President: None

XII. Adjournment: The meeting adjourned at 5:00 p.m.

**Executive Committee of the Academic Senate
Minutes of the Meeting of January 29, 2024
Clark 551, 12:45 p.m. to 1:30 p.m.**

Present: Baur, Curry, Del Casino, Dukes, Faas, French, Fuentes-Martin, Kataoka, McKee, Multani, Sasikumar (Chair), Sullivan-Green, Teniente-Matson, Wong

Absent: Hart

Recorder: Wong

1. Chair Sasikumar called the meeting of the Executive Committee (the “Committee”) to order at 12 pm.
2. Welcome and brief report by the Chair
 - a. Senate General Election 2024-2025 was announced (3 days later than scheduled).
 - b. A new person (Grace Barbieri) has been hired to help the Senate office and will start on Monday. She will also assist the Special Committee on Senate Representation.
3. Approval of the minutes of November 27, 2023
 - a. The minutes have not been circulated and will get approval by email.
4. Consent Calendar
 - a. The 1/29 consent calendar was approved.
5. Introductions of new members by the President
 - a. The president introduced Dr. Kristin Dukes, the new Chief Diversity Officer, and Dr. Mari Fuentes-Martin, Interim Vice President for Student Affairs.
6. Budget issues–report by the President
 - a. Situation: Last Spring: California had a surplus; SJSU structural deficit was 37.5M; BAC recommended action: 23M. This Spring: CA has 38B deficit; 24/25 compact funding is honored but deferred to 25/26. SJSU has a 14.7M shortfall in addition to 12M salary increases (after taking the Governor’s compact funding into account). Revised 2023-2024 budget: a shortfall of 20.61M.

- b. Navigating the 2023-24 forecast: Soft hiring freeze, reduce expenditures, year-end borrow fund, general fund reimbursement
- c. Actions: Several working groups have been created or identified to provide recommendations by April 30 on
 - 1. AA / Research
 - 2. AA / SA
 - 3. Admin & Finance / IT
 - 4. Auxiliaries / Enterprises
 - 5. Athletics
 - 6. University Personnel
 - 1. UP: moved from Chief of Staff to Admin/Finance; Will bring in an external firm to evaluate the move

[Q]: What are we reviewing for Athletics and AA / Research?

[President]: research has overlaps with academic affairs. An external firm has been hired and will submit a report this month on Athletics. We need to determine which level of football we should play.

- d. Communication: Will have a new budget communication plan so the community can be engaged.
 - 1. Update the budget website
 - 2. Monthly budget update messages to campus
 - 3. Town hall meeting (March and June)
 - 4. Additional meetings with stakeholders (leadership groups of faculty, staff, and students)
 - e. Budget Advisory Committee Survey Result:
 - 1. ~900 responses
 - 2. 60% suggested reducing admin expenses
 - 3. 13% suggested reducing athletics expenses
7. Other Q&A and Discussions
- a. [Q]: Does the 12M additional expense due to the salary increase include the 5% GSI in July 2024?
 [A]: It only includes the 5% GSI retroactive to July 2023. GSI in July 2024 belongs to the 24/25 fiscal year.
 [Q]: How will the deferral of the compact funding affect the budget?
 [A]: The deferral of the compact funding will be covered by the system-wide reserve. This might impact the interest to be earned.
 - b. [Comment from a non-admin member]: The impact of salary increase on the budget is real but saving in the budget is meaningless if one cannot survive with the salary.
 - c. [Q]: Which personnel will be cut?
 [A]: It is a soft hiring freeze. Vacant positions will be reviewed at the Cabinet. No cut in instructional hiring as classes have started.
 - d. [Comment from a non-admin member]: Open faculty positions are difficult to fill with what we can pay.

- e. [President]: This might be an opportunity to regain the momentum and reset. [Provost]: We can do something different.
- f. [Provost]: The increase in student tuition will give 35% more revenue eventually. [CFO]: This can be offset if we keep increasing salaries. Therefore, we need to grow enrollment and sponsorship.
- g. [President]: VPSA search: has engaged with a consulting firm and posted the position already. Has talked to 3 faculty to serve on the committee already. Need to fill one more.
- h. [Provost]: The enrollment number is about 100.1% for Spring. Back to the pre-pandemic level. The percentage of returning students in Spring is 96.2%, the highest since 2017.
- i. [Comment and question from a non-admin member]: CADAA (California Dream Act application) is difficult to complete. Provost: Bringing in new tools with IT, allows the release of more aid.
- j. [Comment and question from a non-admin member]: Two undocumented student AB540 FAQ sessions on Jan. 29 and Mar. 17. The difficulty in CADAA might shrink that group. [Provost]: SSN can be used to pull data for FAFSA application but not CADAA. [same member] will put booths in school for undocumented students to complete the CADAA.

The meeting adjourned at 1:31 pm.

The minutes were taken by Committee member Hiu Yung Wong on January 29, 2024; reviewed and accepted by Senate Chair Karthika Sasikumar on February 6, 2024 and approved by the Senate Executive Committee on February 12, 2024.

Executive Committee Minutes

February 12, 2024

Clark 550, 12:00 p.m. to 1:30 p.m.

Present: Baur, French, Kataoka, McKee, Multani, Sasikumar (Chair), Sullivan-Green, Teniente-Matson, Wong, Dukes, Del Casino, Faas, Curry, Hart, Fuentes-Martin

Absent: McKee

Recorder: Eva Joice

1. The meeting agenda was approved (consent calendar of February 12, 2024, EC agenda of February 12, 2024).
2. AVP Kataoka thanked Senator Curry for her contributions to the Committee on Senate Representation. Senator Curry is stepping down.
3. The Senate Retreat is this Friday from 10 a.m. to Noon via zoom. It will follow the same format as last year. No minutes will be taken, but the Chair will prepare a summary afterwards.
4. Chair Sasikumar asked for suggestions for meeting rooms the Senate could use other than Engineering 285/287. President Teniente-Matson asked if we were getting the tech support that we needed. Chair Sasikumar noted that the wireless microphones drain after 3 hours. There were several suggestions such as using one wired microphone, and using Zoom.
5. The Executive Committee approved the Naming committee for a teaching lab in Duncan Hall. (13-0-0).
6. University Updates:
 - a. From the CDO:

The CDO introduced herself and said she had been the VP and Title IX Officer at Chatham University for the last 18 months in Pennsylvania. She was an Associate Professor of Psychology at Simons University. The CDO will be working on a toolkit update and unit action plans for diversity, equity, and inclusion. We need some clarity. The CDO is working on an

inclusive framework for the Strategic Plan for 2024. The CDO held the annual retreat last week. CDO Dukes is reviewing whether they have the correct job descriptions for employees in place. The CDO will be working on a comprehensive plan for religion on campus. She will bring in a consultant to evaluate.

Q: Does the rewriting of position descriptions include professors?

A: (Provost) This is done by the Office of Faculty Success.

The CCDEI would like to expand to have a representative from every college.

b. From the AS President:

AS has allocated \$90,000 for expanding campus life. AS is revamping the AS Board structure. The AS President has had meetings with downtown SJ leadership regularly. The cost of the evening discounted Lyft program has increased.

c. From the VPSA:

There are Field of Love Events. There are Business and STEM job fairs. The AVPs and Directors are working on the Strategic Plan. There are cuts to the budget every week.

Q: The hotel we acquired was 5 star, will it be more costly for students than other housing?

A: It will be moving from elegant, such as the removal of chandeliers to more regular student housing. We will move regular dorm housing into the rooms. The pricing will match CV2. The least expensive housing we have is in Joe West Hall. This housing will have discounting. We are pricing ourselves out of some students due to the cost of living. An orientation has been added. If a student applies for Higher Education Student Housing (HESH) Funding, it will be about \$1,000 for a regular bed.

7. The meeting adjourned at 1:30 p.m.

The minutes were edited by Chair Sasikumar on February 15, 2024. The minutes were approved by the Executive Committee on February 19, 2024.

SJSU 2023-2024	ACADEMIC SENATE							
02-26-2024	CONSENT CALENDAR							
2023-2024	COMMITTEE SEATS							

ADD TO VACANT SEATS								
COMMITTEE TYPE	COMMITTEE NAME	SEAT	SEAT TITLE	NAME	ZIP	PHONE	TERM ENDS	CONSENT CALENDAR
SPECIAL AGENCY	Budget Advisory	K	AS Controller or designee	Sarab Multani	0128	46244	2024	02/19
SPECIAL AGENCY	Senate Representation	C	Faculty at Large	Annette Nellen	0066	43508	2024	02/26

REMOVE FROM SEATS								
COMMITTEE TYPE	COMMITTEE NAME	SEAT	SEAT TITLE	NAME	ZIP	PHONE	TERM ENDS	CONSENT CAL
SPECIAL AGENCY	Budget Advisory	K	AS Controller or designee	Dhruv Varshney	0128	46241	2024	02/19
SPECIAL AGENCY	Senate Representation	C	Faculty at Large	Julia Curry	0118	45310	2024	02/12

1 San Jose State University
2 Academic Senate
3 Professional Standards Committee
4 February 26, 2024
5 Final Reading

AS 1861

6 **Policy Recommendation**
7 **Amendment A to University Policy F17-3 (Selection and**
8 **Review of Department Chairs and Directors)**

9 Legislative History: This proposal would amend the policy on Selection and Review of
10 Department Chairs and Directors

11 Rationale: In recent years, the increasing tendency of Department Chair Review
12 Committees to use surveys administered by the Office of Institutional Research and
13 Strategic Analytics has led to compression of the review schedule, in some cases
14 resulting in reviews that are not completed prior to the end of the current chair's term. In
15 consultation with the University Council of Chairs and Directors and the Deans,
16 Professional Standards has determined that the timely completion of the Chair's review
17 is important both for a Chair's decision about whether to seek an additional term, and
18 timely review of current Chairs is also important for department faculty when
19 considering the candidates for nomination to Department Chair. In consultation with the
20 Office of Institutional Research and Strategic Analytics as well as the UCCD and
21 Deans, the proposed amendment would expand (and more explicitly define) the
22 timeline for review of Department Chairs and nomination elections. In addition,
23 numerous clarifications have been incorporated to the policy, including more explicit
24 references to applicable sections of the CSU/CFA Collective Bargaining Agreement.

25 **Following feedback from the first reading in December 2023, the following modifications**
26 **were made: the timeline for election procedures was clarified by moving Section 3.4**
27 **(now 3.3) ahead of Section 3.3 (now 3.4). This change ensures that the candidates for**
28 **nomination will be identified before formation of the College Election Committee (which**
29 **must exclude the candidates for nomination).**

30 Resolved: That F17-3 (Selection and Review of Department Chairs and Directors) be
31 modified as follows:

32
33 Approved: February 19, 2024
34 Vote: 10-0-0
35 Present: Barrera, Chen, French, Kazemifar, Lacson, Pendyala, Pruthi,
36 Raman, Riley, Smith
37 Absent: None
38
39 Financial Impact: None anticipated
40 Workload Impact: None anticipated

University Policy

F17-3, University Policy, Selection and Review of Department Chairs and Directors

Legislative History:

On December 11, 2017, the Academic Senate approved the following policy recommendation presented by Senator Peter for the Professional Standards Committee. This replacement of S14-8 incorporates the voting procedures for nominating Department Chairs and Directors that were formerly only available in a separate policy. The need to consult two separate policies each time a department nominates a Chair has led to confusion and procedural errors in the past. In addition, the policy has been reformatted for easier use and numerous corrections and clarifications have been incorporated at the suggestion of the University Council of Chairs and Directors and the Deans. Among those changes is a reordering of the policy to align chronologically with the stages of a Chair's nomination, election, evaluation, and possible removal.

Rescinds: S14-8

Approved and signed by Mary A. Papazian President, San José State University on December 20, 2017.

UNIVERSITY POLICY

Selection and Review of Department Chairs and Directors

Resolved: That S14-8 be rescinded and replaced with the following policy, effective immediately for all new nominations and reviews.

Rationale: This revision began with a referral from Organization and Government regarding the consolidation of voting procedures for Chairs that became necessary as the Department Voting Rights policy was revised. Next, a version was vetted before UCCD last year which actively participated in crafting some of the changes. We additionally received two rounds of suggestions and amendments from the Deans—most of which were accepted and incorporated. This revision appeared for a first reading on March 13, 2017 and for a final reading on April 10, 2017, but was pulled from the April 10 meeting to allow time for additional consultation with the Provost. The Provost appeared before Professional Standards on September 25 and relayed two concerns. The committee has responded to both concerns and it is our understanding that the policy language is now considered acceptable.

75 *Following questions that occurred on the Senate floor at a final reading on*
76 *November 20, the policy was postponed to allow for revisions that would*
77 *clarify voting procedures for the various categories of faculty. This version*
78 *incorporates the “friendly” amendments that arose from the floor on*
79 *November 20 and adds provision 3.8 to clarify how different categories of*
80 *faculty vote. Much of this language is imported directly from the Voting Rights*
81 *Policy, but there is greater clarity for defining the voting procedures for joint*
82 *appointments and for FERP and PRTB faculty (Articles 29 and 30 of the*
83 *CSU/CFA Agreement.)*

84 *Approved: November 6, 2017*

85 *Vote: 10-0-0*

86 *Present: Chin, He, Marachi, Hamedi-Hagh, Kauppila, McKee, White, Peter,*
87 *Donahue, Kimbarow*

88 *Absent: none*

89 *Reapproved with amendments shown: December 6, 2017*

90 *Vote: 9-0-0 email vote*

91 *Present: Chin, He, Marachi, Hamedi-Hagh, Kauppila, McKee, White, Peter,*
92 *Kimbarow*

93 *Absent: Donahue*

94

95 *Financial Impact: No direct impacts. It is possible that this policy, by clarifying*
96 *process, could result in some savings.*

97 *Workload Impact: No direct impacts, although the clarification of methods for selection*
98 *and review of department chairs could potentially prevent some time*
99 *consuming failures of process.*

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POLICY RECOMMENDATION
Selection and Review of Department Chairs and Directors

1. INTRODUCTION

1.1. Preamble

Department Chairs are the leaders of communities of faculty as well as the most important stewards of the mission of the University at the local level. Their effectiveness depends upon the continual support of the faculty they represent. The selection of a Department Chair is therefore the most important collective decision of department faculty. This policy is designed to assure that Chairs are chosen and reviewed in a manner that assures their continual legitimacy and effectiveness as they carry out the numerous functions assigned to them by university policies and the Collective Bargaining Agreement.

1.2. Definitions

1.2.1. Throughout this policy, the term “Chair” refers both to Chairs of Departments and Directors of Schools, while the term “Department” refers both to Departments and to Schools.

1.2.2. Departments elect a “nominee” to be department Chair; the President appoints a nominee to become Chair. Hence department elections are a nomination process with the outcome of choosing a “Chair nominee” and are called “nomination elections.”

1.2.3. The terms “Professor” and “Associate Professor” are also understood to include the equivalent titles in faculty disciplines that use alternative names, such as librarians and counselors.

1.2.4. This policy uses the generic term “chair” to refer collectively to all categories of chairs regardless of the manner of nomination and appointment. When there is a need for greater differentiation, the policy will refer to “acting chair” and “interim chair” as defined later in the policy, and “regularly appointed chair” to refer to a chair who has been nominated by the department and appointed by the President for the standard four-year term.

2. QUALIFICATIONS

Chairs should preferably be Professors but may be Associates, and should have earned rank and tenure prior to the time their appointment to Chair would become effective. Exceptions should only be made in rare instances and for compelling reasons.

137 3. DEPARTMENT NOMINATING PROCESS

138 Every four years, the department faculty shall identify a nominee for Department
139 Chair by secret ballot vote following these procedures. These are also the
140 procedures for departments to recommend candidates for **the** role as acting
141 Chair (in section 10 below.)

142 3.1. **The Chair's job description should be developed by the Dean in consultation**
143 **with the Department, and include the fraction of assigned time to be provided to**
144 **the Chair.**

145 3.2 **Charging the Department.** Deans and departments should communicate
146 about ~~transitions the nomination process~~ as early as possible ~~to allow for a~~
147 ~~collegial and orderly process.~~ The Dean should attend a Department meeting at
148 the beginning of the nomination process (no later than the tenth week of the
149 current chair's final full semester) to ~~provide~~ present this policy, the Chair's job
150 description and fraction of assigned time, and to explain the process for
151 nominating a Chair. ~~The Chair's job description—which should include the~~
152 ~~fraction of assigned time to be provided to the Chair—should be developed by the~~
153 ~~Dean in consultation with the Department.~~

154 If following the charge, the Department proceeds immediately to a department
155 meeting as per section 3.3 below, then all persons who are not members of the
156 Department should depart at that time, unless specifically invited to remain by ~~the~~
157 a majority vote of the faculty present.

158 3.3. Department meeting. A meeting shall be held to begin the election of a
159 nominee to serve as Department Chair. The department may determine the
160 nature and medium of the meeting according to its own preferences, but the
161 meeting must be open to all faculty in the department and publicized a minimum
162 of one week in advance.

163 3.4. College Election Committee. The College will create a College Election
164 Committee that will consist of three individuals: 1) The Dean or the Dean's
165 designee, 2) a member of the College RTP committee (chosen by the committee
166 from a department other than the one holding the nomination election), and 3)
167 one tenured faculty member from the department (chosen by the department

168 tenured and tenure track faculty ~~from among those department faculty who are~~
169 ~~not candidates.~~) who will be excluded from candidacy for nomination to be
170 department chair. In departments with three or fewer tenured faculty members,
171 the department may choose a faculty member from another department within
172 the College to be the third member of their College Election Committee.

173 3.5. Responsibilities of the College Election Committee. The College Election
174 Committee ~~shall see that the department is informed of the requirements of this~~
175 ~~policy~~ (1) shall inform the department of this policy's requirements, (2) ~~(with the~~
176 ~~help of Faculty Affairs)~~ interpret and explain the policy to the department when
177 ~~questions arise,~~ shall count and certify the department's votes, (3) ~~and shall see~~
178 ~~that the results are delivered~~ deliver the results of the department's voting to the
179 President and to the Department in ~~the~~ all appropriate formats, and (4) shall ~~(with~~
180 ~~the assistance of Faculty Services)~~ interpret and explain this policy to the
181 department if any questions arise after the results are distributed.

182 ~~3.4. Charging the Department. The Dean (or, at the Dean's option, the College~~
183 ~~Election Committee) should attend a Department meeting at the beginning of the~~
184 ~~nomination process to provide this policy and the Chair's job description and~~
185 ~~fraction of assigned time, and to explain the process for nominating a Chair. If~~
186 ~~following the charge, the Department proceeds immediately to a department~~
187 ~~meeting as per the section below, then all persons who are not members of the~~
188 ~~Department should depart before deliberations begin, unless specifically invited~~
189 ~~to remain by the majority vote of the faculty present.~~

190 ~~3.5. Department meeting. A meeting shall be held to begin the election of a~~
191 ~~nominee to serve as Department Chair. The department may determine the~~
192 ~~nature and medium of the meeting according to its own preferences, but the~~
193 ~~meeting must be open to all faculty in the department and publicized a minimum~~
194 ~~of one week in advance.~~

195 3.6. Decision ~~on~~ to seek permission for an external search. The department may
196 decide at this stage, through normal voting procedures, to seek permission to
197 search for an external chair (as per section 4.1 below) instead of proceeding
198 immediately with a normal nominating election. ~~Should~~ If permission ~~be~~ is
199 denied, the department should proceed with the normal process to nominate a
200 department Chair.

201 3.7. Faculty may suggest names of any tenured or tenure-track faculty member¹
202 to appear on the ballot for the nominating election. All ~~N~~ominated persons shall
203 must accept or decline their nomination. All ~~C~~andidates will be given the

¹See CFA/CSU Agreement 20.30: Department chairs shall normally be selected from the list of tenured or probationary faculty employees recommended by the department for the assignment.

204 opportunity to make statements and **take answer** questions from department
205 faculty.

206 3.8. Voting for Chair Nominees.

207 3.8.1. Tenured and tenure track faculty members have **a one** full vote in the
208 department to which they are permanently assigned, but no vote in a
209 department to which they are temporarily assigned. Tenured and
210 tenure track faculty holding joint appointments shall vote only in the
211 department which holds the majority of their permanent assignment
212 or, if equal, in the department that is responsible for their tenure.
213 Tenured and tenure track faculty members on an approved leave
214 retain **their** voting rights.

215 3.8.2. Faculty participating in the Faculty Early Retirement Program
216 (FERP)²⁴ or the Pre-Retirement Reduction in Time Base Program
217 (PRTB)³² shall have a proportional vote equal to their annualized
218 time base (i.e, 1/2, 1/4) regardless of their academic assignment in a
219 given semester, through the last semester of their teaching
220 appointment.

221 3.8.3. Lecturers have departmental voting rights in proportion to their
222 assignment in a department. Proportional voting rights of lecturers
223 may fluctuate with fall and spring appointments. Lecturers on an
224 approved partial leave retain the proportional voting rights of their
225 teaching assignment. Those on full leave relinquish their voting
226 rights.

227 3.8.4. Faculty suspended under article 17 (Temporary Suspension) of the
228 CBA retain their voting rights.

229 3.8.5. Voting rights of any faculty member are suspended for any semester
230 in which the individual holds a full-time administrative (i.e. MPP) or
231 other full-time non-faculty position **within** the university.

232 3.8.6. Faculty on reassigned time engaged in administrative duties remain
233 Unit 3 faculty and retain their voting rights.

²¹See CFA/CSU Agreement Article 29. FERP employees are limited by contract to 50% of their previous time base.

³²See CFA/CSU Agreement Article 30. PRTB employees are reduced by contract to 2/3, 1/2, or 1/3 of their previous time base.

- 234 3.8.7. Visiting Professors or Interim or Acting Chairs from outside the
235 department ~~may do~~ not vote in a Chair nomination election.
- 236 3.8.8. Qualified faculty on approved leaves should be provided a means to
237 vote in a chair nomination election. However, no faculty member
238 may grant their vote by “proxy” ~~or other assignment~~ to another
239 individual.
- 240 3.98. The nominating election. Faculty ~~may then must~~ vote by secret ballot on all
241 candidates proposed and willing to serve. ~~Secret b~~Balloting must be
242 available for ~~a minimum of~~ 5 working days and provide the opportunity for
243 ~~individuals~~ to abstain.
- 244 3.-98.1. If there is ~~just only~~ one candidate, ~~secret~~ balloting must still occur,
245 with ~~a the~~ choices provided to “recommend” or “do not recommend” the
246 candidate.
- 247 3.-98.2. If there are two or more candidates, ~~secret~~ balloting will provide a
248 choice between the candidates and ~~a the~~ choice “do not recommend any of
249 ~~the~~ candidates.”
- 250 3.-98.3. If an election with three or more candidates fails to produce a
251 majority for any ~~one~~ candidate, there ~~shall must~~ be a second round of ~~secret~~
252 balloting between ~~these the~~ two candidates who received the most votes in
253 the first round.
- 254 3.409. Counting the votes. The college election committee will meet to count
255 votes. The candidates will be notified of the time and place of the count at
256 least one ~~business~~ day in advance, and each may send one observer (~~a~~
257 ~~person~~ other than themselves). The committee is responsible for an
258 accurate count and review of ~~all submitted~~ ballots. The committee ~~will~~
259 ~~must~~ assure that ~~the~~ balloting was secret, that ~~all~~ votes ~~are~~ entered in the
260 correct category, and that proper proportions are applied. The results shall
261 be certified (signed) by ~~each member of~~ the ~~college~~ election committee.
- 262 3.140. Forwarding the results of the nominating election. Only the name of a
263 candidate who receives a majority of votes cast by the tenured and
264 probationary faculty shall be recommended to the President via the
265 College Dean as the nominee of the department.³⁴ The names of
266 candidates who were not recommended by the department, together with
267 all vote totals, shall also be forwarded to the President to provide context
268 for the recommendation. This shall include a statement of ~~all votes~~, broken
269 down into two ~~groups categories~~ – votes by tenured/tenure track faculty
270 and ~~votes~~ by lecturers -- including the actual number of votes cast in each
271 category.

³⁴See CFA/CSU Agreement 20.30.

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273 3.1~~21~~. Distributing the results. The department voting results shall also be
274 distributed to the department's faculty ~~from the relevant department~~. If the
275 final vote total in either ~~group category~~ of votes ~~as described in paragraph~~
276 ~~3.10 (tenured and probationary, lecturers)~~ contains a fraction, it shall be
277 rounded to ~~help~~ preserve anonymity.

278 3.1~~32~~. Second round nomination elections. If a department is unable to nominate
279 a Chair by a majority vote of the eligible probationary and tenured faculty,
280 it may continue to try to ~~select~~ ~~obtain~~ a nominee by repeating the process
281 if ~~they department faculty~~ are willing and the Dean determines that there is
282 sufficient time. Otherwise the situation will be resolved via section 6
283 "Failure to Obtain..."

284 4. EXTERNAL SEARCHES

285 4.1. Request for an external search. ~~Department faculty may request an external~~
286 ~~search for department chair~~. An external search is a search in which
287 candidates from outside San José State University are invited to apply to be
288 hired as a tenured faculty member and as department Chair. ~~Department~~
289 ~~faculty may request an external search for department chair~~. Any department
290 request for an external search ~~should must take the form of~~ be supported by
291 a majority vote of the department's ~~eligible to vote faculty~~ (following ~~normal~~
292 ~~the~~ procedures for department voting rights ~~as outlined in University Policy~~
293 ~~S17-6~~). Such requests are not automatically granted.

294 4.2. Procedures for an external search. Successful completion of an external
295 search for a department Chair requires coordination of two separate tasks:
296 (1) the appointment of a new faculty member in accordance with the
297 appointment policy and (2) the recommendation to the President of a Chair
298 nominee in accordance with this policy. To expedite the successful
299 conclusion of such a search, departments may combine ~~some~~ procedures
300 that are common to both processes as outlined below. Departments should
301 determine which of these three alternatives they will use by majority vote
302 (following the normal procedures for department voting rights), and they
303 must do so prior to the start of a search. Whichever method the department
304 adopts, the recruitment committee must conform to the normal requirements
305 of the appointments policy.

306 4.2.1. Departments may designate all tenured and tenure track faculty as ~~a~~
307 ~~the~~ recruitment committee ~~"of the whole"~~ so that the appointment
308 recommendation and the nomination recommendation are
309 coterminous. When this method is chosen, the ~~recruitment~~ committee
310 ~~of the whole~~ must provide lecturers with the opportunity to provide
311 confidential feedback on the search prior to final recommendations. A

⁴⁵See CFA/CSU Agreement Article 15

312 department may only use this method when there are more tenured
313 faculty than probationary faculty. If it chooses this method, the normal
314 prohibition of faculty serving on a personnel committee evaluating
315 faculty of higher rank is suspended.

316 4.2.2. Departments may use separate processes for the appointment and for
317 the nomination functions associated with an external search for a
318 department Chair. Using this method, a smaller recruitment committee
319 makes a recommendation under the normal appointment policy. Then
320 the department as a whole votes to endorse or not to endorse the
321 recommendation of the recruitment committee. For each candidate, the
322 department's endorsement must specify whether or not that candidate
323 is acceptable as a Chair. If more than one candidate is acceptable,
324 then ~~the~~ department must rank them in order of preference. The
325 department's endorsement serves to nominate a candidate to be
326 Chair, but should be accompanied by the recruitment committee's
327 report to justify the appointment ~~of the candidate~~. In the event of
328 conflict between the recommendations of the recruitment committee
329 and the department's ~~endorsement of that recommendation~~, the
330 department makes the final ~~Chair~~ recommendation ~~as to who to~~
331 ~~nominate as its Chair~~, but may only ~~select a nominee~~ ~~nominate~~
332 from among those candidates deemed to be acceptable finalists by the
333 recruitment committee. When this method is chosen by a department,
334 time must be ~~budgeted to~~ ~~allowed for~~ these procedures to take place at
335 the conclusion of the ~~external~~ search.

336 4.2.3. Departments may choose to delegate their ~~prerogative right~~ to
337 nominate a Chair exclusively to their recruitment committee.

338 4.3. In conformity with the Appointments policy, an external nominee for Chair
339 shall be reviewed and must receive a favorable recommendation for tenure
340 from the appropriate personnel committee of the department before the
341 appointment can be completed.

342 5. APPOINTMENT

343 5.1. The President appoints and removes the Department Chair in consultation
344 with the Provost, College Dean, and department faculty. The term of the
345 ~~Department Chair~~ appointment is normally four years.

346 5.2. When a department follows the procedures of this policy to successfully elect
347 a Chair Nominee, the President shall -- except in rare instances and for
348 compelling reasons—appoint that individual to serve as Department Chair.

⁴⁵See CFA/CSU Agreement Article 15

349 5.3. ~~Technical Administrative~~ details concerning the appointment of a Chair
350 (appointment letters, salary adjustments, etc.) will be coordinated by the
351 Office of the Provost.

352 6. FAILURE TO OBTAIN CHAIR NOMINEES AS DESCRIBED IN SECTIONS 3
353 (Nominations), 8 (Reappointment), and 10 (Acting)

354 Departments may be unable to successfully conclude a normal nomination for
355 Department Chair. This could be the case in a department with no senior
356 leadership qualified to be Chair, or no willing candidates. If a department fails to
357 reach consensus (majority vote of the tenured and probationary faculty) following
358 a normal nomination process (Section 3), the Dean shall consult with the faculty
359 at a department meeting to determine the best course of action. This could be
360 either (1) the nomination of an interim or acting Chair, (2) initiation of an external
361 search, (3) extension of a prior interim appointment, or (4) the nomination of a
362 non-departmental interim Chair—as per the relevant sections of this policy.

363 6.1. External Search. An external search may be requested as per section 4 of
364 the policy, although such requests are not automatically granted.

365 6.2. Extended interim Chairs. If there has been a failure to reach consensus, and
366 an interim Chair is serving and was not a candidate for Chair, the interim
367 Chair's service may be extended by six months to allow time for the
368 department to find more permanent solutions. ~~Normally, a department should~~
369 ~~not have to operate under interim leadership for more than one year. The~~
370 ~~extension of an interim appointment beyond one year should be avoided if~~
371 ~~possible. If this occurs the Organization and Government Committee of the~~
372 ~~Academic Senate shall inquire into the reasons for the situation.~~

373 6.3 Non departmental interim Chairs. In extreme cases, and only when all of the
374 aforementioned measures fail, the President may appoint an SJSU faculty
375 member from outside the department to serve as interim Chair, after
376 consultation with the College Dean and department faculty. External
377 departmental interim Chairs are subject to all the normal limits provided in
378 section 9. Consultation with the department faculty is normally done by the
379 Provost and Dean soliciting advice at a department meeting.

380 ~~6.4. Extended interim Chairs. The extension of an interim appointment beyond~~
381 ~~one year should be avoided if possible. If this occurs the Organization and~~
382 ~~Government Committee of the Academic Senate shall inquire into the reasons for~~
383 ~~the situation.~~

384 7. REVIEW OF DEPARTMENT CHAIRS

385 7.1. Timing of Normal Review: The Dean shall initiate the formal review of each
386 Department Chair no earlier than during the Chair's sixth semester in office

⁴⁵See CFA/CSU Agreement Article 15

387 and no later than the beginning of the Chair's seventh semester in office
388 ~~during the fourth year of an incumbent's term~~, unless the incumbent states
389 that ~~he/she~~ they will not be a candidate to continue as Chair beyond the
390 fourth year.

391 7.2. Early Review: Department faculty may initiate a formal review of the
392 Department Chair by submitting a petition to the Dean, provided that at least
393 one academic year has passed since the Chair's appointment or previous
394 review. The petition shall state simply that "The undersigned faculty call for a
395 prompt review of our Department Chair." If the petition is signed by
396 department faculty totaling more than 50% of the ~~eligible to vote department~~
397 ~~faculty department electorate~~, the College Dean will initiate a formal review
398 of the Department Chair. The petition should preferably be delivered ~~early~~
399 ~~enough~~ to permit the review to be completed before the end of the current
400 semester, but an early review ~~must should always~~ be completed within 40
401 duty days from receipt of the ~~department's~~ petition. To determine if the
402 petition exceeds the 50% threshold, ~~all the~~ signatures of ~~both~~ tenure/tenure
403 track faculty and lecturers will be counted, with the signatures of lecturers
404 weighted according to the proportion of their appointment. The Dean will
405 announce ~~to the department~~ the number of signatures and whether the
406 petition exceeds the threshold, but will keep the petition itself and the signed
407 names confidential from the incumbent chair.

408 7.3. Appointment and Composition of Review Committee: ~~College Deans shall~~
409 ~~determine the timing of reviews of Department Chairs. Such review shall~~
410 ~~begin no earlier than during the Chair's sixth semester in office and no later~~
411 ~~than the beginning of the Chair's seventh semester in office. At the beginning~~
412 ~~of the fourth year of the Department Chair's term, u~~Under the direction of the
413 College Dean, the tenured and tenure-track department faculty shall elect
414 from its ranks a peer review committee to evaluate the Department Chair's
415 performance⁵⁴. ~~The members of the review committee are excluded from~~
416 ~~being the department's nominee for chair. In departments with insufficient~~
417 ~~tenured or tenure-track members to populate the review committee, the~~
418 ~~department may supplement the review committee with external faculty~~
419 ~~members~~. The review committee, in consultation with the College Dean, will
420 determine the procedures and scope of the review.

421 7.4. Criteria for Review: The review committee, in consultation with the College
422 Dean, shall specify the criteria for evaluating the incumbent's job
423 performance. The principal criteria shall be derived from the job description
424 that was provided to the Chair at the time of appointment ~~to Chair~~. The
425 incumbent shall be asked to examine the criteria developed and to make
426 such comments or suggestions as may seem advisable.

427 7.5. Procedures for Review: The review committee, in consultation with the
428 College Dean, shall develop procedures for conducting the review. The

⁴⁵See CFA/CSU Agreement Article 15

429 procedures shall be designed to secure appropriate information and
430 appraisals of performance from as many persons as may be feasible who
431 are knowledgeable of the incumbent's performance. If he/she so desires, the
432 incumbent shall be given an opportunity to provide the review committee with
433 a self-evaluation based upon the criteria developed by the committee. The
434 opinions and judgments received by review committees, the deliberations
435 and reports of such committees, and any accompanying materials, shall be
436 confidential.

437 Professional Standards, in consultation with the University Council of Chairs
438 and Directors, the Council of Deans, the Center for Faculty Development,
439 and Institutional Research and Strategic Analytics, will develop a set of
440 guidelines that may be used by departments to help develop procedures for
441 review.

442 7.6. Report of the Review Committee: At the conclusion of its evaluative
443 activities, the review committee shall prepare a written report embodying its
444 findings and conclusions. ~~The This~~ report ~~of the review committee~~ shall
445 include a statement of strengths found and improvements desired in the
446 incumbent's performance with respect to the evaluative criteria. All raw data
447 collected for review shall accompany, but not be part of, the review
448 committee's summary narrative. Before forwarding the final report to the
449 College Dean, the review committee shall:

450 7.6.1. Provide a draft copy of the narrative portion of the report to the
451 incumbent;

452 7.6.2. Provide the incumbent with an opportunity to meet with the review
453 committee in order to discuss the report;

454 7.6.3. Provide the incumbent with the opportunity to submit to the committee
455 a written statement which shall become part of the report to the
456 College Dean.

457 The review committee shall forward its final report to the College Dean ~~no~~
458 ~~later than the end of the Chair's seventh semester in office~~. The College
459 Dean will discuss the findings with the Department Chair ~~no later than in the~~
460 ~~first month of the Chair's final semester~~ and will report in general to the
461 department faculty. On completion, the final report from the review
462 committee, additional evaluation by the College Dean, and any response
463 from the Department Chair will be forwarded to the Provost.

464 7.7. Confidentiality. The ~~members of the~~ review committee, college dean, and
465 officers of the University shall hold in confidence data received by the review
466 committee, its report, and accompanying materials. ~~The members of the~~
467 ~~review committee shall sign a confidentiality statement.~~

468 8. REAPPOINTMENT OF A DEPARTMENT CHAIR

469 In order to serve one or more subsequent terms, the Department Chair must
470 proceed through the review process and regular nominating process.

471 9. SELECTION OF AN INTERIM CHAIR

472 An interim appointment occurs when a Department Chair's position has or will be
473 vacated and there is insufficient time or it is otherwise impractical to complete the
474 regular nomination process explained in Section I (Nominations). The interim
475 Chair serves only as long as required to complete the appointment of a regularly
476 appointed chair.

477 9.1. Appointment procedure. The President may make interim appointments after
478 consultation with the College Dean and department faculty, normally by
479 soliciting advice from as many faculty as possible at a department meeting
480 called for this purpose.

481 9.2. Interim Chair requirements. Interim appointments should normally be a
482 member of the department in which they will serve and they should be
483 tenured faculty members (see section 6 for exceptions.)

484 9.3. Transition to a regularly appointed Chair. While overseeing all the complex
485 tasks of the department, the interim Chair's ultimate responsibility is to
486 prepare the department for an orderly transition to a regularly appointed
487 Chair. The interim Chair should serve until a regularly appointed Chair takes
488 office, normally before the beginning of the next academic year when taking
489 office in the summer or Fall, or by the beginning of the following Spring
490 semester when taking office in the Spring. If the department cannot transition
491 to a regularly appointed Chair within one year, the situation should be
492 resolved under section 6 (Failure to Obtain) of this policy.

493 9.4. Technical details concerning the appointment of an interim Chair
494 (appointment letter, salary adjustments, etc.) will be coordinated by the
495 Office of the Provost.

496 10. SELECTION OF AN ACTING CHAIR

497 An acting appointment occurs when a Department Chair is on a temporary
498 absence (illness, vacation, or leave) but is expected to return within a year. If the
499 absence is less than one month, the Dean, in consultation (if possible) with the
500 continuing Chair may determine that there is no need for an acting Chair.
501 Otherwise, an acting Chair is appointed and serves only until the regularly
502 appointed Chair returns.

503 10.1. Planned need for acting Chair. When the short-term absence of a Chair can
504 be anticipated, the Department should nominate an Acting Chair using the
505 procedures outlined in section 3 (normal nomination.)

506 10.2. Sudden need for acting Chair. When there is insufficient time or it is
507 otherwise impractical to complete the regular nomination process explained
508 in section 3, an Acting Chair should be designated using the procedures
509 outlined in section 9 (interim.)

510 10.3. Limit on length of service. An Acting Chair should not serve more than one
511 full academic year, and possibly the summer before or after the academic
512 year. A Chair who is absent for more than one year should be replaced.

513 10.4. Technical details concerning the appointment of an acting Chair
514 (appointment letter, salary adjustments, etc.) will be coordinated by the
515 Office of the Provost.

516 11. REMOVAL OF DEPARTMENT CHAIR

517 In rare circumstances it may become necessary to remove a Department Chair prior
518 to the expiration of the four-year term. There are two possible situations in which a
519 Chair may be removed.

520 11.1. Administrative removal. The administrative removal of a Chair previously
521 recommended by the faculty of a department is a very serious matter, and
522 should only be undertaken for compelling reasons. A Chair will be given an
523 opportunity to meet with the Provost and Dean to defend their record prior to
524 removal. Following removal, the President or Provost should meet with the
525 Dean and the faculty assembled in a department meeting to announce the
526 action and solicit advice on the transition. Replacement of the Chair should be
527 initiated according to the procedures in sections 3 or 9 of this policy.

528 11.2 Faculty initiated removal. Faculty may not initiate the removal of their Chair
529 unless a formal review has been completed within the previous six months.
530 (They may initiate such a review as per 7.2 of this policy.) Following the
531 conclusion of any faculty-initiated early review, the department will vote to
532 determine if their Chair should be removed recalled. A removal recall vote will
533 follow the same procedures as a vote to recommend a Chair nominee as
534 described in section 3 of this policy, save only that it requires a vote of 2/3 of
535 the tenure/tenure track faculty to forward a recommendation to the President
536 that the Chair be removed, with the votes of lecturers also reported as per the
537 above procedures. If removed, replacement of the Chair should be initiated
538 according to the procedures in sections 3 or 9 of this policy.