

Academic Policy File

San Diego State University-Imperial Valley Campus

Campus Administration and Divisions

Administration

The campus administration includes Dean, Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, and Director of Business Services, and Development and Community Affairs Officer.

Academic Divisions

- 1.0 The Division of Arts and Sciences includes programs in English, history, liberal studies, mathematics, psychology, social science, and Spanish as well as all general education courses.
- 2.0 The Division of Education includes single-subject, multiple-subjects, and special education credential programs and masters' programs in education.
- 3.0 The Division of Professional Studies includes programs in criminal justice, public administration, nursing, and social work.
- 4.0 Other programs on the IV Campus are offered by departments on the San Diego campus. Examples have included nursing, public administration, and social work. The corresponding faculty and curricula fall under the department administrative structure in San Diego. IV Campus faculty often facilitate these programs but remain members of their respective divisions on the IV Campus.

Academic Division Chairs

- 1.0 Division chairs serve at the pleasure of the dean. They perform duties and carry out responsibilities assigned by the dean. Most chairs will continue their faculty activities as time allows and will eventually return to a full-time assignment of teaching, research, and service.
- 2.0 Chairs are normally selected from tenured or probationary faculty members recommended to the dean via election by full-time faculty in the division.
- 3.0 If the faculty recommendation is unacceptable, the division may request an explanation and either submit another recommendation or request reconsideration of the original recommendation. Ordinarily, the dean and the division should reach agreement. However, if no agreement is reached, the dean, after deliberation and consultation with the faculty in the division, shall name the division chair.

- 4.0 Division chairs serve three-year terms.

Faculty Council

- 1.0 The Faculty Council acts as the primary representative body for faculty governance on the campus.
- 2.0 All full-time faculty members serve as voting members unless otherwise constrained by the University Policy File or in this IV Campus Policy File.

Communication Between the Faculty and Dean's Office

- 1.0 The Dean and Associate Dean should acknowledge having received faculty emails in a timely manner, preferably within one day of receipt
- 2.0 Faculty should copy their emails to the Dean and his Administrative Assistant.

Faculty

Assigned Time for Research

- 1.0 Full-time tenured faculty may earn assigned time for research if they maintain an active research program.
- 2.1 Procedure and Criteria for Applications for Assigned Time for Research
- 2.2 Evidence of professional growth activity shall span the previous five years and the entire professional record for that period shall be considered.
- 2.3 Because they must still meet promotion requirements, associate professors shall have special consideration in allocation of assigned time for research. This special consideration will last up to five years after which an associate professor will no longer be eligible for special consideration in the allocation of assigned time.
- 2.4 Evidence of professional growth may include scholarly publications, presentation of scholarly papers, awards and honors received, research grants, active participation in professional organizations, participation in seminars and institutes, research and development activity, participation in conference development, creative activities or performances appropriate to one's area, and pertinent travels and studies.
- 2.5 Evidence of externally reviewed professional growth activities (primarily

publications in refereed journals, scholarly books and monographs, book chapters, and proceedings articles) shall receive the greatest weight in assigned time allocation decisions. Other research activity (e.g., presentations at conferences, book reviews, research grants, newspaper articles, work in progress, textbooks or workbooks, and articles and books under review) shall generally carry less weight.

- 2.6 Annually by March 1, each faculty member who is requesting assigned time shall submit to the Dean, via the Division Chair, a listing of the work completed during the assigned time period, along with a description of the scholarly quality and value of this work.
- 2.7 Along with submission of the description of work completed during the previous assigned time period on March 1, each faculty member will also submit a one-page plan of activity for the upcoming assigned time period.
- 2.8 The Dean, in consultation with the Associate Dean and the Division Chair shall evaluate the evidence to determine each faculty member's assigned time status for the following academic year and shall communicate this information to each faculty member by April 1.
- 3.0 The IV Campus Administration shall provide a list of faculty assigned time units for research and all other purposes, for the current and upcoming academic year, to the IV Campus Academic Policy and Planning Committee, within the first week of April each year. The AP&P Committee shall share the list with the faculty at large.

Committee Assignments

- 1.0 All tenured and probationary faculty shall serve on two active University and/or Campus committees per academic year.

Determination of Campus Faculty Hiring Priorities

- 1.0 The priorities for faculty hires each year shall originate in the divisions. Each division will develop the rationale and justification for its hiring priorities and create a list of its faculty hiring recommendations.
- 2.0 The recommendations developed by each division are forwarded to both the Dean and the Academic Policy and Planning Committee. The committee will review these recommendations and shall, after consultation with the divisions, formulate its own list of faculty hiring priorities.
- 3.0 The committee shall then submit its faculty hiring recommendations to the Dean who shall, after consultation with the divisions and the Academic Policy and Planning Committee, develop a list of campus faculty hiring priorities.

Lecturer Evaluations

- 1.0 The teaching effectiveness of full- and part-time lecturer faculty with teaching duties will be evaluated annually.
- 2.0 The chair may designate a tenured faculty member to conduct the review.
- 3.0 Evaluations will include, at a minimum, a review of student evaluations of teaching performance and of class syllabi by the chair of the corresponding division or the chair's designee. The evaluation may include observations of teaching performance at the discretion of the division chair or at the request of the lecturer.
- 4.1 Periodic evaluations are required of full-time and part-time lecturers being considered for 3 year contracts. The process requires a review (letter/memo) from three levels in the college: (a) Personnel Committee; (b) Division Chair; and (c) Dean.
- 4.2 There are two types of lecturer cumulative evaluations for three-year contracts: (1) the initial six-year cumulative evaluation, which is based upon six years of teaching evaluations, syllabi, annual evaluation letters, and other materials; and, (2) the subsequent three-year cumulative evaluation, which is based upon three years of similar materials. The guidelines, checklist, sample evaluation letters, and other materials for these two types of evaluations can be found on the Faculty Affairs website at <http://fa.sdsu.edu/evaluations.html>

Periodic Review of Tenured Faculty on the Imperial Valley Campus

- 1.0 Tenured faculty shall undergo a post-tenure review at least every five years in accordance with the University Policy File and the Collective Bargaining Agreement.
- 2.1 Periodic evaluation of tenured faculty with joint appointments shall be conducted by a peer review committee comprising:
 - 2.2 An Imperial Valley Campus tenured faculty member selected by the Imperial Valley Campus Personnel Committee. This member shall serve as chair of the peer review committee.
 - 2.3 A tenured faculty member from the San Diego Campus department in which the evaluated faculty member has an appointment. This faculty member shall be selected in accordance with department procedures for selection or appointment of faculty to committees.
 - 2.4 A tenured faculty member selected by the evaluated faculty member. This faculty member may be from either campus of San Diego State University.
- 3.1 Periodic evaluation of tenured faculty without joint appointments shall be conducted

by a peer review committee comprising:

- 3.2 Two Imperial Valley Campus tenured faculty members selected by the Imperial Valley Campus Personnel Committee. One shall serve as chair of the peer review committee.
- 3.3 A tenured faculty member selected by the evaluated faculty member. This faculty member may be from either campus of San Diego State University.
- 4.0 Prior to November 1 of the academic year in which the evaluation is to occur, the faculty member to be evaluated shall be notified of the evaluation.
- 5.0 All other elements in the review process shall be in accord with the University Policy File

Reappointment, Tenure, and Promotion

- 1.0 Applications for reappointment, tenure, and promotion (RTP) along with the Working Personnel Actions Files (WPAF) will be submitted to the office of the Associate Dean for Academic Affairs on the IV Campus. The RTP representative for the campus, usually the associate dean's administrative assistant, will check the materials to ensure they adhere to the University's requirements and then forward the materials to the Office for Faculty Affairs in San Diego for distribution to departments.
- 2.0 The division chair will prepare a letter describing the context of the faculty assignment on the Imperial Valley Campus to others in the review process. The letter should be addressed to "RTP Chairs and Committee Members" with a copy to the candidate. The candidate will place the letter in a file entitled "IVC Division Head Letter of Assessment" just behind the Previous Letters of Review in the One-of-a-Kind file and include the location on the Index for the One-of-a-Kind file. The letter should be available to the candidate at least one day before the candidate turns in the WPAF.
- 3.0 The deadline for submission of RTP materials will typically be one week before the deadline for delivery to the departments on the San Diego Campus.
- 4.0 Faculty will list both the IV campus averages and San Diego department averages as comparison values for the student evaluations of their courses.
- 5.0 RTP applications are validated and reviewed by the department committee. The subsequent reviews are, in series, the department chair; the IV Campus Personnel Committee; the Dean of the IV Campus; and, in cases of tenure, promotion, or potential termination, the University RTP Panel and the Provost.

Campus Committees

Academic Policy and Planning Committee

- 1.0 The Campus Academic Policy and Planning Committee shall deliberate on and recommend academic policy and planning for the campus. The committee shall conduct both long-range and short-range planning. Normally, the dean shall consult with this committee in advance of deadlines for decisions and shall make decisions only after this consultation. The committee shall have access to all budget and resource allocation information and to other information available to and from departments and programs relevant to policy and planning.
- 2.1 This committee shall be charged with
- 2.2 Keeping policy and planning under continuous review and formulating and recommending the priorities among departments and programs in order to arrive at quality programs,
- 2.3 Facilitating communication between university policy sources (e.g., Senate, administration, Chancellor's Office) and faculty members of the campus at large,
- 2.4 Helping to coordinate divisions,' and programs,' schools,' and programs' responses to policy actions taken by the Senate, the administration, Chancellor's Office,
- 2.5 Cooperating with the Committee on Academic Policy and Planning, and
- 2.6 By each February 1 reporting its activities and problems to the Committee on Academic Policy and Planning.
- 3.0 The committee shall be comprise of five elected members and the Dean or designee as a non-voting, ex-officio member. The elected members shall serve staggered three-year terms and shall be eligible for reelection. The members shall elect the chair of the committee.
- 4.0 Any new policies/revisions to the Policy File shall be drafted by the Academic Policy and Planning Committee, then brought before the Faculty Council for approval. The Chair of AP&P will forward, copying all AP&P members, the new policy/revision to the Webmaster for addition to the electronic version of the Policy File.

Campus Fee Advisory Board Committee

- 1.1 The Committee ensures that campus fee changes are made in keeping with California State University Executive Order 740 and Trustees' policy on establishing campus fees.
- 1.2 The Committee advises the Dean on the dollar amount, purpose, and distribution of the revenue of campus fees. It reviews the reasonableness of fees and seeks consultation from those responsible for administering fees under review.
- 1.3 The Committee advises the Dean on the reasonableness of any campus fee proposals, whether the deletion, adjustment, or reclassification of current fees or the creation of new fees. In unusual or extreme circumstances, the Chair may

advise the Dean without previous consultation with the Committee but shall subsequently report to the committee.

- 2.0 Membership: The Dean or designee, the Assistant Dean for Student Affairs (chair), one Faculty member, one senator, the Director of Business Services, one staff member; seven students, including the Associated Students President or designee. Student members shall constitute a majority. Membership constituted annually.

Commencement Committee

- 1.0 The Committee plans and carries out the tasks that ensure the commencement ceremony runs as smoothly as possible. Each committee member or sub-group is assigned a list of tasks to complete such as: Program, script, list of graduates, letters to graduates, academic regalia, bulletin announcement, volunteers, seating arrangements, platform party, processional/recessional and other assignments (see attached). The Committee also decides on Commencement speaker, review of special cases involving student participation in graduation, logistics, and safety issues. Every year, the commencement committee reviews prior ceremonies where areas for improvement are recommended and changes implemented to ensure another successful ceremony.
- 2.0 Membership: One staff member from each department is assigned to serve on the committee every year. A staff member is selected by the Dean every year as well to serve as chairperson or two as co-chairs. Membership constituted annually.

Committee on Diversity and Equity

- 1.0 The Committee on Diversity and Equity organizes events that promote awareness in the campus and wider community of issues pertaining to groups--e.g., ethnic, gender and political--that have not yet gained equal representation in mainstream society.
- 2.0 Membership: Faculty and staff volunteers as well as a student representative. Membership constituted annually. Chair elected by committee.

Cultural Arts Board

- 1.0 The Committee promotes, supports, and expands cultural activities and helps integrate them into the lives of our campus and community. The Cultural Arts Board is responsible for coordinating cultural events on campus.
- 2.0 Membership: Faculty and staff volunteers. Membership constituted annually. Chair elected by committee.

Curriculum Committee

1.0

2.0 Membership: One faculty volunteer from each division. Membership constituted annually. Chair elected by committee.

Education Admissions and Retention Committee

1.0 The Committee is charged with reviewing and making decisions with regards to (a) application to the credential programs, (b) applications to the masters programs, (c) university and/or division GPA petitions, (d) all appeals related to the Division of Education, (e) policies and procedures with respect to the admission/matriculation/exit of division candidates, and (f) student progress to meet credential program requirements, e.g. maintaining minimum required GPA or professional dispositions. In addition, committee members screen and interview all applicants to the programs offered by the Division of Education.

2.0 Membership: Voting committee members include: all tenured and/or tenure-track faculty members of the Division of Education; one Student Affairs Representative; one faculty member from another division on the IV Campus; and any other voting member as approved by the majority of the committee. Nonvoting members include: Division Credential Analyst; Division Administrative Coordinator; and any other member as approved by the majority of the committee.

International Programs Committee

1.0 Committee is responsible for strategic planning of international programs and opportunities on campus and to review the applications for scholarships.

2.0 Membership: The International Programs Coordinator and at least three faculty volunteers. The Committee elects a chair from among the faculty members.

IV College/SDSU-IV Campus Liaison Committee

1.0 The Committee facilitates coordination of the curricula at the two institutions and acts more generally to eliminate obstacles to the transfer into SDSU-IV.

2.0 Meetings are held once per year, typically in the fall semester. The site alternates between institutions.

- 3.0 Membership: The Dean or designee, Assistant Dean for Student Affairs, academic advisors, faculty volunteers, and one student. A corresponding group represents Imperial Valley College.

Personnel Committee

- 1.0 The Personnel Committee represents the faculty in making and forwarding recommendations regarding faculty reappointment, tenure, and/or promotion; periodic evaluations; post-tenure review; and sabbaticals.
- 2.0 Membership:
- 3.0 Five full-time tenured faculty members, elected by the tenure-track faculty at the first meeting of the fall semester.
- 4.0 In promotion considerations, peer review committee members shall have higher ranks than those being considered for promotion. Faculty being considered for promotion shall be ineligible for service on promotion or tenure review committees.

Research, Grants & Publications Committee

- 1.0 The Committee reviews faculty proposals for internal support opportunities for creative and scholarly activities available through the University Grants Program which combines funding opportunities in the Faculty Development Program, Research, Scholarship, and Creative Activity, and the Faculty Grant-In-Aid programs.
- 2.0 Membership: Three faculty volunteers. Membership constituted annually. Chair elected by committee.

Web Page Committee

- 1.0 The Committee reviews and recommends changes in the campus website as needed.
- 2.0 Membership: Faculty and staff volunteers. Membership constituted annually. Chair elected by committee.

Writing Preparatory Committee

- 1.0 The Committee seeks to improve student expository writing skills in matters of punctuation, grammar, and word usage. The Committee's recommendations are intended to integrate existing writing development processes across the campus liberal

arts curriculum and to extend them throughout students' entire undergraduate tenure.

- 2.0 Membership: Faculty volunteers. Membership constituted annually. Chair elected by committee.

Campus Organizations

Faculty Lecture Series

- 1.0 The Faculty Lecture Series serves as a public discussion forum for the research especially, but not exclusively work in progress of faculty from Imperial Valley Campus, and other institutions before their colleagues and the community at large.
- 2.0 The Series is coordinated by two faculty volunteers, one to plan and organize the lectures, including the publicity, and another to moderate the lectures.

Language Institute

- 1.0 The Language Institute promotes the study of languages, linguistics, translation and interpretation among students, faculty, staff and the community at large. As such, the Institute has been instrumental in establishing cooperative exchange agreement between SDSU and other universities; the teaching of experimental courses in Chinese, French, and Portuguese on campus; the development of travel study programs in Brazil, Spain and Mexico; as well as student participation in professional associations such as the American Association of Teachers of Spanish and Portuguese, the California Court Interpreters Association. Conferences, lectures and other events of a multilingual nature on campus are regularly interpreted through the services of the Language Institute.
- 2.0 The projects and activities of the Language Institute are coordinated by its director, a faculty member appointed on a continuous basis by the campus dean.

Revised January 24, 2017