



Office of the President • One Washington Square • San Jose, California 95192-0002 • 408/277-3456

1 November 1984

PD 84-03

TO: All Managers and Supervisors  
San Jose State University

FROM: Gail Fullerton  
President

A handwritten signature in cursive script that reads 'Gail Fullerton'.

SUBJECT: Presidential Directive 84-03

In accordance with Executive Order 446, the following procedure shall be utilized by an employee of San Jose State University who is a member of the Public Employees Retirement System or the State Teachers Retirement System and who is not represented by an exclusive representative under the Higher Education Employer-Employee Relations Act who requests reconsideration of personnel actions concerning promotion, retention, evaluation, assignment, reassignment, and hours of work. It is the policy of San Jose State University to encourage discussion and seek resolution of such requests.

This procedure provides for two stages of review, except for individuals reporting directly to the President. Each review consists of a meeting between the employee and an administrator designated by the President. All meetings and responses herein should be provided in a timely fashion.

The first stage of review shall be initiated within 30 calendar days of the decision giving rise to the request by a written request from the employee to his or her immediate supervisor seeking to arrange an appointment. The supervisor and employee shall meet to discuss the matter.

Should the matter remain unresolved, the employee may, within 15 calendar days after the first meeting, request reconsideration at a second stage of review by the President or designee. Such a request shall be made in writing and describe the nature of the reconsideration request and the results of the first stage meeting. The President or designee and the employee shall meet to discuss the request. The decision of the President or designee shall be final and binding.

GF:lvh

cc: Chancellor W. Ann Reynolds  
Vice Chancellor Caesar Naples  
Associate General Counsel Bruce M. Richardson