September 9, 1981

MEMO TO:     Department Chairs and Heads of
             Equivalent First Level of Review

FROM:        Gail Fullerton
             President

SUBJECT:     Review of the Instructional
             Performance of Tenured Faculty

A reminder if I may: the review(s) of the instructional performance of tenured
faculty required by Board of Trustee policy should begin this year. As you
will recall, the Board requires that each faculty member be reviewed at
least once every five years. The Board's clear intent is that the reviews be
accomplished according to a schedule that spreads them roughly equally
over the full five-year cycle.

Although there is no rigid requirement, especially this first year, that depart-
ments review one-fifth of their faculty, those that have their policy and
procedures in place may be able to accomplish a "normal" cycle; others
should do what they reasonably can to approach what will become for them
a "normal" cycle. Please bear in mind, however, that although we will
proceed cautiously, preferring to develop intelligent, manageable policy and
procedure rather than to rush pell-mell into reviews, we must accomplish the
full cycle of reviews within the five year period required by Trustee policy,
and we should not attempt to do so by reviewing everyone during the last year
of that five-year period.

GF:dn

cc:    Academic Vice President
       Assoc. Academic Vice President/Faculty Affairs
       School Deans
       Chair, Academic Senate

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES