

25 copies

San José State University

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Academic Senate

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ACADEMIC COUNCIL POLICY RECOMMENDATION #S74-17

At its meeting of May 20, 1974, the Academic Council passed the following changes in Academic Council Policy #S73-22, "Personnel Policies and Procedures for Academic Employees" as presented by Mr. C. Porter, Chairman, Professional Standards Committee.

RETENTION, TENURE, PROMOTION PROCEDURES: PROPOSED CHANGES

II. Procedures for Recruitment, Retention, Tenure and Promotion.

A. Policies Governing All Personnel Committees.

1. Only tenured faculty members may participate in deliberations or vote on personnel recommendations. All tenured faculty members of a department constitute the official body for making initial personnel recommendations (with the exception noted under "D. Promotions"). However, the tenured faculty members of a department may delegate their responsibility to a committee and may decide whether they wish to establish separate committees for recruitment, retention and tenure, and promotion recommendations or to give one or more committees the responsibility for personnel decisions. *Such departmental committees shall consist of a least five tenured faculty members for retention, tenure, and promotion deliberations and at least three for recruitment deliberations.*

2. Departmental personnel committees shall consist of at least five tenured faculty members in addition to the department chairman. Recruitment committees may consist of only three tenured faculty members in addition to the department chairman. However, in departments with less than five tenured faculty members of the appropriate rank, personnel committees may consist of only three tenured faculty members in addition to the department chairman.

3. Members of the committees shall be elected by procedures developed by each department or school. Administrators holding full-time positions outside the department or involved in making personnel recommendations at the school or university levels shall not participate in departmental personnel actions.

4. In departments with insufficient tenured faculty members, the Dean of the School shall appoint additional tenured faculty members to serve on departmental personnel committees as needed. In schools with insufficient tenured faculty members, the Academic Vice President shall appoint the necessary additional tenured faculty members.

5. The personnel recommendations of small schools containing no departments shall be considered initial recommendations and shall be forwarded to the Dean of the Faculty at the same time that departmental recommendations are forwarded to school committees. The Academic Vice President shall appoint a special committee to perform the function of the school review committee.

6. All personnel materials, proceedings, and recommendations are confidential, except that positive final decisions may be announced.

D. Promotions.

4. University Promotions Committee: In consultation with the school deans, the President shall appoint an administrative committee to review recommendations on promotions and report to the President. The committee shall consist of one tenured full professor from each school with more than 25 FTE/F. Department Chairmen and persons serving on the School Promotions Committee may not serve on the University Committee.

ACTION BY UNIVERSITY PRESIDENT:

Approved
John W. Bumsel
7-26-74

Copies sent to:

AVP
All Deans

(retyped -- 7-24-74)