



**Date:** October 14, 2019

**To:** Veena Prabhu,  
Chair, Academic Senate

**From:** Heidi Riggio, Chair  
Faculty Policy Committee

**Copies:** N. McQueen, J. Lazo-Uy, R. Roquemore, V. Salcido, J. Dennis

**Subject:** **Proposed Policy Modification for Chapter VI (Section B) of the *Faculty Handbook* FPC 18-9.2: Student Input in Academic Personnel Processes**

Faculty Policy Committee (FPC) considered the policy on Student Input in Academic Personnel Processes in Spring 2019 and during Fall 2019. We specifically addressed the policy in terms of the current Cal State LA practice of posting announcements seeking feedback from students about faculty currently being evaluated for retention, tenure, and promotion. A review of practices at other CSUs revealed that Cal State LA is the only CSU to engage in this practice. Further, the current policy limits when students can submit such written statements (surrounding RTP periods); and allows students to be called for oral testimony to RTP committees. FPC modified the policy so that the rights of students to submit written and signed statements are emphasized, so that it is consistent with the Contract, and so that no limits or conditions are placed on such submissions by students except that they be signed. The policy is shorter and clearer with regard to student input into academic personnel processes.

FPC voted to approve the policy modification FPC 18-9.2: Student Input in Academic Personnel Processes on October 7, 2019. FPC will also submit a memo to University Student Policy Committee to ensure that students’ right to comment on academic personnel is included in the Student Handbook.

The following points summarize the proposed changes to the policy:

- Line 4: We replaced “the University” with Cal State LA.
- Lines 4-6: We modified this sentence to indicate that students have a right to submit written and signed statements regarding their instructors at any time.
- Lines 6-8: We emphasize that students may critique faculty on their personal experiences with the instructor’s performance of assigned duties.
- Lines 9-10: We indicate that students shall submit such written statements to the Department or Dean’s office.
- Line 11: We emphasize that anonymously written or unsigned materials will not be considered.

- Lines 11-14: We add language referring to Article 11 in the Contract which governs Personnel Files.
- Lines 15-38: We deleted language governing public announcement of candidates for retention, tenure, and promotion and solicitation of written statements from students.
- Lines 39-41: We modified this language to make a direct statement that faculty shall not solicit performance appraisals from students for themselves or any other faculty member.
- Lines 41-45: We modified this language to clearly indicate that faculty may request anonymous and voluntary statements from current students for the purpose of improving a course.
- Lines 45-46: We deleted this sentence as not informative and as redundant with procedures outlined earlier in the policy (lines 9-11).
- Lines 47-50: We deleted these sentences as redundant with the modified lines 39-41.
- Lines 51-52: We modified this language to make a direct statement that faculty shall not confront or retaliate against students who submit negative performance appraisals and to match the language in lines 39-41.

1 Student Input in Academic Personnel Processes

2 (Senate: 2/15/77, 2/5/85, 10/17/90, 2/15/94; President: 2/23/77, 2/11/85, 11/9/90, 3/11/94;  
3 Editorial Amendment: 8/01)

4 Students at CAL STATE LA the University shall be given HAVE the RIGHT opportunity annually to  
5 submit written and signed statements regarding THEIR INSTRUCTORS all faculty being evaluated  
6 by personnel committees. These statements shall be limited to the students' own experience  
7 with faculty members' under consideration regarding category A, instructional performance OF  
8 ASSIGNED DUTIES (including academic advisement and instructionally related activities). Only  
9 signed statements will be considered valid. STUDENTS SHALL SUBMIT SUCH WRITTEN AND  
10 SIGNED STATEMENTS TO THE DEPARTMENT OFFICE OR THE COLLEGE DEAN'S OFFICE.  
11 ANONYMOUSLY WRITTEN OR UNSIGNED MATERIALS WILL NOT BE CONSIDERED. INCLUSION OF  
12 SUCH STATEMENTS IN THE PERSONNEL ACTION FILE IS GOVERNED BY ARTICLE 11 OF THE  
13 COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CALIFORNIA STATE UNIVERSITY AND THE  
14 CALIFORNIA FACULTY ASSOCIATION.

15 Department/division chairs or school directors shall inform students of all candidates being  
16 evaluated no later than one month prior to the closing of the candidates' personnel files. The  
17 announcement shall be posted prominently outside the department/division/school office. This  
18 announcement may also be distributed to students by any other means deemed appropriate by  
19 the department/division chair or school director.

20 The announcement shall include the candidate's name, and a statement that information is  
21 sought on instructional performance (including academic advisement and instructionally  
22 related activities), in the form of written statements signed by students addressed to the  
23 department/division chair or school director The announcements should inform students that  
24 their written statements will be placed in the faculty member's personnel file and will be  
25 available to the faculty member and to others with legal access to the file. The announcement  
26 shall also include the deadline for submission of written statements. That deadline will be no  
27 later than eight calendar days prior to the closing of the faculty member's personnel file.

28 Upon request of the department/division chair or school director, or appropriate committee,  
29 faculty members may remind students that they have the right to participate in the academic  
30 personnel process by submitting written, signed statements.

31 Written statements received from students in response to the posted announcement will be  
32 transmitted by the department/division chair or school director to the dean for placement in  
33 the faculty member's personnel file. A copy of the written statements will be placed in the  
34 faculty member's mailbox at least five calendar days before they are placed in the file.

35 The department/division/school committee may request students who have submitted  
36 statements to meet with its members for purposes of clarification. The students who are  
37 invited to meet with the department/division/school committee will be notified that the faculty  
38 member has the right to be present following the rules of oral testimony.

39 It is unprofessional conduct for a f Faculty memberS to SHALL NOT SOLICIT request  
40 PERFORMANCE APPRAISALS FOR THEMSELVES OR ANOTHER FACULTY MEMBER from ANY  
41 students. currently enrolled in his/her classes, positive written and signed performance  
42 appraisals of himself/herself or of another faculty member. This does not preclude a faculty  
43 member from requesting anonymous, voluntary statements from students CURRENTLY  
44 ENROLLED IN A CLASS during the semester SOLELY for the purpose of improving the THAT  
45 course. Students who express to a faculty member an appreciation of a course should be  
46 informed of the appropriate procedures for expressing these views.

47 It is unprofessional conduct for a faculty member to actively seek negative performance  
48 appraisals of other faculty members from any students. Students who express negative  
49 opinions of another faculty member should be informed of the appropriate procedures for  
50 expressing these views.

51 It is unprofessional conduct for a f Faculty memberS to SHALL NOT to confront or retaliate  
52 against students who have submitted negative performance appraisals.