



**California State University, Chico  
Office of Faculty Affairs  
Campus Zip 024**

---

**M E M O R A N D U M**

---

DATE: September 21, 2015

TO: The Academic Campus Community

FROM: Judy Bordin  
Acting Associate Vice President for Faculty Affairs

SUBJECT: Changes to the FPPP 2015-2016

---

After a careful review of the 2014-2015 CBA by the FASP Committee, the recommendation of the Academic Senate, and the approval of the President, the following revisions have been made to the FPPP for 2015-2016. Items removed are ~~struck out~~, items added are in **red**. The document can be found in its entirety at <http://www.csuchico.edu/faaf/fppp/index.shtml>.

In addition to these Senate approved changes, the 2015-2016 FPPP has been reorganized and renumbered. Please see the *Special Note Accompanying the FPPP*, immediately following the cover page of the FPPP document.

The Office of Faculty Affairs extends our sincere appreciation to all members of the University community who contributed to the completion of this challenging project.

FPPP Section	Revision	Affected Parties
	<b>Definitions</b>	
	<del>E Range (also designated as 1) corresponds to Assistant Rank</del> A Range (also designated as 2) corresponds to Instructor Rank B Range (also designated as 3) corresponds to Assistant Professor Rank C Range (also designated as 4) corresponds to Associate Professor Rank D Range (also designated as 5) corresponds to Professor Rank	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>
	<b>Assignments – Office Hours</b>	
1.1.5 <i>Formerly 1.1.e</i>	<del>A full-time faculty member with a 12-unit (or more) teaching load shall be available for consultation in his/her office for an aggregate time of five hours per week. Such office hours shall be scheduled at times and on days when affected students are normally in attendance.</del>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> </ul>

	<p><del>This provision shall be applied pro-rata for faculty with less than a 12-unit teaching load.</del></p> <p>Office hours provide an opportunity for students and instructors to interact for professional conversation, mentoring and the appreciation of fields of inquiry. Office hours enrich the academic life of faculty, students and members of the community. Office hour requirements discussed in this section do not alter any advising related obligations.</p> <p>All faculty members are required to schedule a minimum of 20 minutes of office hours per week for each weighted teaching unit (WTU) applied to instruction. The maximum number of required office hours is four hours (240 minutes) per week for instructional assignments of 12 WTUs or more, although faculty members may schedule more. Office hours will be held in the instructor’s campus office or a designated location on campus during times when the university normally schedules classes and when the instructor is not scheduled to be in class. For students unable to meet during these scheduled office hours, instructional faculty will provide reasonable opportunity for consultation.</p> <p>If an instructor is teaching a class to students in remote locations or a class that is substantially online, online or remote office hours are permitted with the approval of the <i>Appropriate Administrator</i>. In order to best promote the objectives of a course, the instructor determines the format of online office hours. For online students desiring to meet face-to-face, instructional faculty will provide reasonable opportunity for consultation.</p> <p>Each instructor will include in the syllabus a schedule of all office hours including locations, days, times, and formats and also note the opportunity for consultation outside of scheduled office hours. Office hours will be posted on each instructor’s office door and be available in each department office.</p> <p>Faculty must schedule additional hours to meet with advisees if they do not have sufficient instructional office hours to accommodate their advising assignments. Summer and intersession faculty should consult the <i>Appropriate Administrator</i> for guidance about holding the appropriate amount of office hours to provide reasonable accommodation for student consultation.</p>	
<b>Personnel Committees – Composition of Committees</b>		
4.1.7 <i>Formerly 5.0.i</i>	Faculty elected to serve on a <i>Personnel Committee</i> shall so serve unless unable to do so because of <b>unforeseen extraordinary circumstances</b> <del>illness or an authorized leave of absence</del> during the time the committee	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> </ul>

	is active. The College Dean may release a committee member from the committee at the request of that member. A committee member who fails to carry out the related duties in a professional manner may be subject to disciplinary action.	<ul style="list-style-type: none"> <li>• Personnel Committees</li> </ul>
<b>Hiring – Tenure Track (Probationary) Faculty</b>		
5.1.3.v Formerly 6.1.c.17	<b>No later than the start of the third week of the Fall semester,</b> tThe Department Chair shall discuss with the new faculty member the need to maintain a <i>dossier</i> , the kinds of materials to be included in it, the importance of the <i>dossier</i> in the RTP process, and the RTP process in general.	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>
<b>University Appointment Standards for Lecturer Ranges</b>		
5.2.5 Formerly 6.2.d.1	<del><i>Range— L (1)</i></del> <del>Educational Standard: Baccalaureate. Responsibilities: The individual will assist with the teaching of a course, but will usually not have complete responsibility for a course. Faculty members in this <i>range</i> typically teach laboratory and activity sections, which include student contact and may also include grading and evaluation of student work</del>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>
<b>Evaluation of Faculty -- Evidence</b>		
8.1.1.b Formerly 8.1.a (various)	The <b>chair of the</b> Department <i>Personnel Committee</i> has the primary responsibility to see that the WPAF includes all materials necessary for its <del>Committees and Chair to make</del> responsible <i>recommendations</i> and decisions <b>by each level of review</b> , as such <i>recommendations</i> and decisions must be based exclusively upon those materials (see below).	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>
8.1.1.e Formerly 8.1.a.3	Per CBA Article 15.14, “When classroom visits are utilized as part of the evaluation of a faculty unit employee under this Article, the individual faculty unit employee being evaluated shall be provided a notice of at least five (5) days that a classroom visit, <b>online observation, and/or review of online content is</b> to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es) regarding the classes to be visited and the scheduling of such visits.” The notice shall be provided to the candidate in writing	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>
<b>Evaluation of Faculty – Evidence – Teaching Effectiveness – On-Line Courses</b>		
8.1.4.h Formerly 8.1.a.3	When classroom visits are utilized as part of the evaluation of a faculty unit employee under 2012-2014 CBA Article 15.14, the individual faculty unit employee being evaluated shall be provided a written notice of at least five (5) days that a classroom visit, <b>online observation, and/or review of online content is to take place.</b> There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es). The evaluation of online portions of a course should take place with the candidate present to give a narrative of online material. <b>The scope of such evaluations shall be reasonably equivalent to the scope of one classroom visit.</b> In certain circumstances, when suggested by the evaluatee and agreed to by the evaluator, limited	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>

	temporary instructor-granted course access can be given at the discretion of the evaluatee. The requirements to provide written notice and consultation apply to evaluation of online portions of a course.	
	<b>Evaluation of Probationary Faculty – Outcomes: Granting of Early Tenure or Promotion</b>	
10.5.3 <i>Formerly 8.4.b.3.a.2</i>	<del>Any faculty member wishing to apply for early tenure must make a request in writing to the Department Chair and the Dean. Consideration of early tenure may be requested in writing by any faculty member wishing to be so considered. The faculty committee may initiate early tenure consideration at the Department/Unit level. The Department Personnel Committee may recommend that a faculty member request an early tenure review.</del>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>
10.5.4 <i>Formerly 8.4.b.3.a.3</i>	Inasmuch as consideration of early tenure is not the normal pattern, a <i>recommendation</i> for early tenure must be accompanied by its justification as a special case. <b>Definitions of “special case” and the criteria by which it is to be determined shall be developed by each Department within its personnel policies, and be approved by the Dean and Provost.</b>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>
	<b>Evaluation of Tenured Faculty – Additional Evaluations of Tenured Faculty</b>	
11.3.2 <i>NEW addition For what was formerly 8.5.c.</i>	<del>Tenured faculty who otherwise are not due for a <i>periodic evaluation or performance review</i> in any year, may request a <i>periodic evaluation</i>. Such a request, with a justification, shall be in writing to the Dean. Upon approval by the Dean, a <i>periodic evaluation</i> shall be conducted</del>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> <li>• Chairs</li> <li>• Personnel Committees</li> </ul>
	<b>Faculty Code of Ethics – Personal Relationships</b>	
Appendix II <i>Formerly Appendix III</i>	<p>(Please see current policies about Discrimination, Harassment and Retaliation at EM 15-012 {pending meet and confer with the CFA} and EO 1096).</p> <p><del>Faculty-student personal relationships are ethical insofar as they do not hinder the student's academic progress or create a situation in which a student is favored on grounds other than academic performance. In teaching situations, faculty must avoid even the appearance of a conflict of interest.</del></p> <p><del>Because romantic or sexual relationships between teacher and student are fraught with dangers of exploitation or favoritism, we avoid such relationships. For those same reasons, faculty members also avoid romantic relationships with any individuals over whom they have any academic, professional, or supervisory power.</del></p> <p><b>The integrity of the faculty-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the faculty member who, in turn, bears authority and</b></p>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Deans</li> </ul>

	<p>accountability as mentor, advisor, educator and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The professional relationship between faculty member and student must be protected from influences and activities that can interfere with discovery and learning consistent with the goals and ideals of the University.</p> <p>Because romantic or sexual relationships between faculty member and student contradict these principles, we strongly discourage and avoid such relationships. Faculty-student personal relationships of any kind should not hinder the student's academic progress or create a situation in which a student is advantaged or disadvantaged on grounds other than academic performance. Faculty must avoid even the appearance of a conflict of interest.</p>	
--	---	--