

Academic Policy File
San Diego State University-Imperial Valley Campus

MISSION

The mission of San Diego State University, Imperial Valley is to provide research-oriented, high-quality education for undergraduate and graduate students in the Imperial Valley, and to contribute to the solution of problems through critical thinking, excellence, and distinction in teaching, research, and service. The university strives to impart an appreciation and broad understanding of the human and environmental experience throughout the world and the ages. This education extends to diverse cultural legacies and accomplishments in many areas, such as the arts and technology; the advancement of human thought including philosophy and science; the development of economic, political, and social and educational institutions; and the physical and biological evolution of humans and their environment. As part of the San Diego State University, San Diego State University, Imperial Valley pursues its mission through its many diverse divisions and interdisciplinary programs in the arts, teacher education, the humanities, the sciences, professional studies, and the social and behavioral sciences.

Campus Administration and Divisions

Administration

The campus administration includes Dean, Associate Dean for Academic Affairs, Assistant Dean for Student Affairs, Director of Business Services, and the Development and Community Affairs Officer.

Academic Divisions

- 1.0 The Division of Arts and Sciences includes programs in English, history, mathematics, psychology, social science, and Spanish as well as all general education courses.

- 2.0 The Division of Education includes single-subject, multiple-subjects, and special education credential programs and masters' programs in education. The Division of Education also includes a program in liberal studies.
- 3.0 The Division of Professional Studies includes programs in criminal justice, public administration, nursing, and social work.
- 4.0 Other programs on the IV Campus are offered by departments on the San Diego campus. Examples have included nursing and social work. The corresponding faculty and curricula fall under the department administrative structure in San Diego. IV Campus faculty often facilitate these programs but remain members of their respective divisions on the IV Campus.

Academic Division Chairs

- 1.0 Division chairs serve at the pleasure of the Dean. They perform duties and carry out responsibilities assigned by the Dean. Most chairs will continue their faculty activities as time allows and will eventually return to a full-time assignment of teaching, research, and service.
- 2.0 Chairs are normally selected from tenured or probationary faculty members recommended to the Dean via election by full-time faculty in the division.
- 3.0 If the faculty recommendation is unacceptable, the division may request an explanation and either submit another recommendation or request reconsideration of the original recommendation. Ordinarily, the Dean and the division should reach agreement. However, if no agreement is reached, the Dean, after deliberation and consultation with the faculty in the division, shall name the division chair.
- 4.0 Division chairs serve three-year terms.

Faculty Council

- 1.0 The Faculty Council acts as the primary representative body for faculty governance on the campus.
- 2.0 All full-time faculty members serve as voting members unless otherwise constrained by the University Policy File or in this IV Campus Policy File.

Communication between the Faculty and Dean's Office

- 1.0 The Dean and Associate Dean should acknowledge having received faculty emails in a timely manner, preferably within one day of receipt.
- 2.0 Faculty should copy their emails to the Dean and his Administrative Assistant.

Faculty

Assigned Time for Research

- 1.0 Full-time tenured faculty may earn assigned time for research if they maintain an active research program.
- 2.0 Procedure and Criteria for Applications for Assigned Time for Research:
 - 2.1 Evidence of professional growth activity shall span the previous five years and the entire professional record for that period shall be considered.
 - 2.2 Because they must still meet promotion requirements, associate professors shall have special consideration in allocation of assigned time for research. This special consideration will last up to five years after which an associate professor will no longer be eligible for special consideration in the allocation of assigned time.

- 3.0 Evidence of professional growth may include scholarly publications, presentation of scholarly papers, awards and honors received, research grants, active participation in professional organizations, participation in seminars and institutes, research and development activity, participation in conference development, creative activities or performances appropriate to one's area, and pertinent travels and studies.
- 4.0 Evidence of externally reviewed professional growth activities (primarily publications in refereed journals, scholarly books and monographs, book chapters, and proceedings articles) shall receive the greatest weight in assigned time allocation decisions. Other research activity (e.g., presentations at conferences, book reviews, research grants, newspaper articles, work in progress, textbooks or workbooks, and articles and books under review) shall generally carry less weight.
- 5.0 Annually by March 1, each faculty member who is requesting assigned time shall submit to the Dean, via the Division Chair, a listing of the work completed during the assigned time period, along with a description of the scholarly quality and value of this work.
- 6.0 Along with submission of the description of work completed during the previous assigned time period on March 1, each faculty member will also submit a one-page plan of activity for the upcoming assigned time period.
- 7.0 The Dean, in consultation with the Associate Dean and the Division Chair shall evaluate the evidence to determine each faculty member's assigned time status for the following academic year and shall communicate this information to each faculty member by April 1.
- 8.0 The IV Campus Administration shall provide a list of faculty assigned time units for research and all other purposes for the current and upcoming academic year, to the IV Campus Academic Policy and Planning (AP&P) Committee, within the first week of April each year. The AP&P Committee shall share the list with the faculty at large.

Committee Assignments

- 1.0 All tenured and probationary faculty shall serve on two active University and/or Campus committees per academic year.

Determination of Campus Faculty Hiring Priorities

- 1.0 The priorities for faculty hires each year shall originate in the divisions. Each division will develop the rationale and justification for its hiring priorities and create a list of its faculty hiring recommendations.
- 2.0 The recommendations developed by each division are forwarded to both the Dean and the Academic Policy and Planning Committee. The committee will review these recommendations and shall, after consultation with the divisions, formulate its own list of faculty hiring priorities.
- 3.0 The committee shall then submit its faculty hiring recommendations to the Dean who shall, after consultation with the divisions and the Academic Policy and Planning Committee, develop a list of campus faculty hiring priorities.

Lecturer Evaluations

- 1.0 The teaching effectiveness of full- and part-time lecturer faculty with teaching duties will be evaluated annually.
- 2.0 The Division Chair may designate a tenured faculty member to conduct the review.
- 3.0 Evaluations will include, at a minimum, a review of student evaluations of teaching performance and of class syllabi by the chair of the corresponding division or the Division Chair's designee. The evaluation may include observations of teaching performance at the discretion of the Division Chair or at the request of the lecturer.
- 4.0 Periodic evaluations are required of full-time and part-time lecturers being considered for 3 year contracts. The process requires a review (letter/memo) from three levels in the college: (a) Personnel Committee; (b) Division Chair; and (c) Dean.
- 5.0 There are two types of lecturer cumulative evaluations for three-year contracts: (1) the initial six-year cumulative evaluation, which is based upon six years of teaching evaluations, syllabi, annual evaluation letters, and other materials; and, (2) the subsequent three-year

cumulative evaluation, which is based upon three years of similar materials. The guidelines, checklist, sample evaluation letters, and other materials for these two types of evaluations can be found on the Faculty Advancement website.

Periodic Review of Tenured Faculty on SDSU Imperial Valley

- 1.0 Tenured faculty shall undergo a periodic evaluation at intervals of no greater than five (5) years since last performance review or periodic evaluation in accordance with the University Policy File and the Collective Bargaining Agreement. A change in appointment status may also alter the frequency of the evaluation (Consult your College RTP Representative).

- 2.0 Reviewees include tenured faculty, including SSPARs, Pre-Retirement Reduction in Time Base, and Reduced Worktime Program participants. FERP faculty are not required to be evaluated.

- 3.0 Periodic evaluation of tenured faculty with joint appointments shall be conducted by a peer review committee comprising:
 - 3.1 An Imperial Valley campus tenured faculty member selected by SDSU-IV Personnel Committee. This member shall serve as Chair of the peer review committee.

 - 3.2 A tenured faculty member from the San Diego Campus department in which the evaluated faculty member has an appointment. This faculty member shall be selected in accordance with department procedures for selection or appointment of faculty to committees.

 - 3.3 A tenured faculty member selected by the evaluated faculty member. This faculty member may be from either campus of San Diego State University.

- 4.0 Periodic evaluation of tenured faculty without joint appointments shall be conducted by a peer review committee comprising:

- 4.1 Two Imperial Valley Campus tenured faculty members selected by the Imperial Valley Campus Personnel Committee. One shall serve as chair of the peer review committee.
- 4.2 A tenured faculty member selected by the evaluated faculty member. This faculty member may be from either campus of San Diego State University.
- 5.0 Prior to November 1 of the academic year in which the evaluation is to occur, the faculty member to be evaluated shall be notified of the evaluation. The review takes place in spring semester.
- 6.0 Materials reviewee should submit include a Candidate Statement, updated Curriculum Vitae, all Prior Years' Teaching Evaluations, all Prior Years' Periodic Evaluations, and all Performance Reviews (if applicable), Peer Observation, and an Annotated Bibliography per SDSU specifications.
- 7.0 All other elements in the review process shall be in accord with the University Policy File.

Reappointment, Tenure, and Promotion

- 1.0 Applications for reappointment, tenure, and promotion (RTP) along with the Working Personnel Actions Files (WPAF) will be submitted via Interfolio to the Office for Faculty Advancement in San Diego for distribution to departments.
- 2.0 Faculty will list both the IV campus averages and San Diego department averages as comparison values for the student evaluations of their courses.
- 3.0 RTP applications are validated and reviewed by the department committee. The subsequent reviews are, in series: the Department Chair; the IV Campus Personnel Committee; the Dean of the IV Campus; and, in cases of tenure, promotion, or potential termination, the University RTP Panel and the Provost.
- 4.0 Review Process
 - 4.1 Levels of Review

- 4.1.1 Peer recommendation on personnel decisions shall originate at the lowest organizational level, usually the division or school.
- 4.1.2 There shall be three levels of review for reappointment, tenure, and promotion: department or school, college (SDSU-IV Personnel Committee), and university. The department or school peer review committee and department chair or school director shall constitute the department level. The SDSU-IV Personnel Committee and Dean shall constitute the college level. The University Promotion and Tenure Review Panel shall constitute the university level, with the final decision being made by the President or designee on behalf of the university.
- 4.1.3 The Office of Faculty Advancement shall announce a schedule including dates by which members of the department or school peer review committee, the college peer review committee (SDSU-IV Personnel Committee), and the University Promotion and Tenure Review Panel shall be elected.
- 4.1.4 Each evaluating committee or administrator shall review the WPAF and send its recommendation to the faculty employee according to the published time lines.
- 4.1.5 At all levels of review, the reviewing committee or individual shall use proper letter of recommendation format including a response/rebuttal date and copy notations. Before recommendations are forwarded to a subsequent review level, faculty employees shall be given a copy of the recommendation and the written reasons therein. A faculty employee may rebut or respond in writing or may request a meeting to discuss the recommendation within ten days following receipt of the recommendation. A faculty employee submitting a response or rebuttal must include a completed response/rebuttal form. Attachments are not allowed. Only the faculty employee is allowed to submit a response or rebuttal. Departments/schools and colleges shall have procedures in place for processing responses/rebuttals. A copy of the response or rebuttal shall accompany the PDS and shall be sent to the previous levels of review. Evaluation timelines shall not be extended to accommodate the rebuttal process.

- 4.1.6 A request for external review of materials submitted by a faculty member may be initiated at any level of review by any party to the review. Such a request shall document (a) the special circumstances that necessitate an external reviewer and (b) the nature of materials needing the evaluation of an external reviewer. The President shall approve the request with the concurrence of the faculty member. At the department, school, or college (SDSU-IV Personnel Committee) level, the President's designee shall be the Dean. At the level of the university Promotions and Tenure Review Panel or of the President, the Associate Vice President for Academic Affairs - Faculty Advancement shall be the President's designee.

Campus Committees

Academic Policy and Planning Committee

- 1.0 The Campus Academic Policy and Planning (AP&P) Committee shall deliberate on and recommend academic policy and planning for the campus. The committee shall conduct both long-range and short-range planning. The Dean shall consult with this committee in advance of deadlines for decisions and shall make decisions only after this consultation. The committee shall have access to all budget and resource allocation information and to other information available to and from departments and programs relevant to policy and planning.
- 2.0 The AP&P committee shall be charged with:
 - 2.1 Keeping policy and planning under continuous review and formulating and recommending the priorities among departments and programs in order to arrive at quality programs.
 - 2.2 The committee shall review and make recommendations on proposals for reinstating pre-existing academic programs. Review and approval of pre-existing academic programs shall follow the following protocol:
 - 2.2.1 Proposals for pre-existing academic programs shall begin at the Division level. Division Chairs and faculty in the academic discipline shall review and make a recommendation to approve or reject a proposal. Approved proposals shall move on to the next level of review by the Academic Policy and Planning Committee (AP&P).

- 2.2.2 AP&P review of pre-existing academic programs: The AP&P committee shall review and make a recommendation to approve or reject a proposal for a pre-existing academic program. Approved proposals shall move on to the next level of review by the Faculty Council.
 - 2.2.3 Faculty Council review of pre-existing academic programs: The Faculty Council shall review and make a recommendation to approve or reject a proposal for a pre-existing academic program. Approved proposals shall move on to the next level of review by the Dean.
 - 2.2.4 Dean's review of pre-existing academic programs. The Dean shall review and approve or reject proposals for pre-existing programs. The Dean's decision represents the final level of review for proposals for pre-existing academic programs. Proposals approved by the Dean shall be implemented at the SDSU-IV campus.
- 2.3 The committee shall review and make recommendations on proposals for new academic programs. Review and approval of new academic programs shall follow the following protocol:
- 2.3.1 Proposals for new academic programs shall begin at the Division level. Division Chairs and faculty in the academic discipline shall review and make a recommendation to approve or reject a proposal. Approved proposals shall move on to the next level of review by the SDSU-IV Curriculum Committee.
 - 2.3.2 SDSU-IV Curriculum Committee review of new academic programs: The SDSU-IV Curriculum Committee shall review and make a recommendation to approve or reject a proposal for a new academic program. Approved proposals shall move on to the next level of review by the AP&P Committee.
 - 2.3.3 AP&P review of new academic programs: The AP&P Committee shall review and make a recommendation to approve or reject a proposal for a new academic program. Approved proposals shall move on to the next level of review by the Faculty Council.

- 2.3.4 Faculty Council review of new academic programs: The Faculty Council shall review and make a recommendation to approve or reject a proposal for a new academic program. Approved proposals shall move on to the next level of review by the Dean.
- 2.3.5 Dean's review of new academic programs: The Dean shall review and make a recommendation to approve or reject a proposal for a new academic program. Approved proposals shall move on to the next level of review on the San Diego Campus.
- 2.3.6 San Diego Campus review of new academic programs: Approved proposals for new academic programs at the SDSU-IV campus shall undergo a final review process required by the SDSU Senate and conducted by review committees on the San Diego Campus.
- 2.4 Facilitating communication between university policy sources (e.g., Senate, administration, Chancellor's Office) and faculty members of the campus at large.
- 2.5 Helping to coordinate Divisions,' and programs' responses to policy actions taken by the Senate, the administration, or the Chancellor's Office.
- 3.0 The AP&P committee shall be comprised of five elected members and the Dean or designee as a non-voting, ex-officio member. The elected members shall serve staggered three-year terms and shall be eligible for reelection. The members shall elect the Chair of the committee.
- 4.0 Any revisions to the Policy File shall be drafted by the AP&P Committee, then brought before the Faculty Council for approval. The Chair of AP&P will forward, copying all AP&P members, the revision to the Webmaster for addition to the electronic version of the Policy File.

Campus Fee Advisory Board Committee (Inactive)

- 1.0 1.0The Committee ensures that campus fee changes are made in keeping with California State University Executive Order 740 and Trustees' policy on establishing campus fees.

- 2.0 The Committee advises the Dean on the dollar amount, purpose, and distribution of the revenue of campus fees. It reviews the reasonableness of fees and seeks consultation from those responsible for administering fees under review.
- 3.0 The Committee advises the Dean on the reasonableness of any campus fee proposals, whether the deletion, adjustment, or reclassification of current fees or the creation of new fees. In unusual or extreme circumstances, the Chair may advise the Dean without previous consultation with the Committee but shall subsequently report to the committee.
- 4.0 Membership: The Dean or designee, the Assistant Dean for Student Affairs (Chair), one Faculty member, one senator, the Director of Business Services, one staff member; seven students, including the Associated Students President or designee. Student members shall constitute a majority. Membership constituted annually.

Commencement Committee

- 1.0 The Committee plans and carries out the tasks that ensure the commencement ceremony runs as smoothly as possible. Each committee member or sub-group is assigned a list of tasks to complete such as: Program, script, list of graduates, letters to graduates, academic regalia, bulletin announcement, volunteers, seating arrangements, platform party, processional/recessional and other assignments (see attached). The Committee also decides on Commencement speaker, review of special cases involving student participation in graduation, logistics, and safety issues. Every year, the commencement committee reviews prior ceremonies where areas for improvement are recommended and changes implemented to ensure another successful ceremony.
- 2.0 Membership: One staff member from each department is assigned to serve on the committee every year. A staff member is selected by the Dean every year as well to serve as chairperson or two as co-chairs. Membership constituted annually.

Committee on Diversity and Equity (Inactive)

- 1.0 The Committee on Diversity and Equity organizes events that promote awareness in the campus and wider community of issues pertaining to groups--e.g., ethnic, gender and political--that have not yet gained equal representation in mainstream society.
- 2.0 Membership: Faculty and staff volunteers as well as a student representative. Membership constituted annually. Chair elected by committee.

Cultural Arts Board (Inactive)

- 1.0 The Committee promotes, supports, and expands cultural activities and helps integrate them into the lives of our campus and community. The Cultural Arts Board is responsible for coordinating cultural events on campus.
- 2.0 Membership: Faculty and staff volunteers. Membership constituted annually. Chair elected by committee.

Curriculum Committee (Inactive)

- 1.0 Membership: One faculty volunteer from each division. Membership constituted annually. Chair elected by committee.
- 2.0 The Committee shall review all undergraduate and graduate curricula proposals to include additions, deletions, and changes in curricula.
- 3.0 A person, department, Dean, or college curriculum committee may request the Committee to review a decision on a curriculum proposal. The Committee may agree to review the matter and inform all interested parties of the decision to review and of the date set for the review, or the Committee may decide not to review and promptly inform the appellant of its decision.

Education Admissions and Retention Committee

- 1.0 The Committee is charged with reviewing and making decisions with regards to (a) application to the credential programs, (b) applications to the masters programs, (c) university and/or division GPA petitions, (d) all appeals related to the Division of Education, (e) policies and procedures with respect to the admission/matriculation/exit of division candidates, and (f) student progress to meet credential program requirements,
- 2.0 e.g. maintaining minimum required GPA or professional dispositions. In addition, committee members screen and interview all applicants to the programs offered by the Division of Education.

- 3.0 Membership: Voting committee members include: all tenured and/or tenure-track faculty members of the Division of Education; one Student Affairs Representative; one faculty member from another division on the IV Campus; and any other voting member as approved by the majority of the committee. Non-voting members include: Division Credential Analyst; Division Administrative Coordinator; and any other member as approved by the majority of the committee.

International Programs Committee (Inactive)

- 1.0 Committee is responsible for strategic planning of international programs and opportunities on campus and to review the applications for scholarships.

- 2.0 Membership: The International Programs Coordinator and at least three faculty volunteers. The Committee elects a chair from among the faculty members.

IV College/SDSU-IV Campus Liaison Committee (Inactive)

- 1.0 The Committee facilitates coordination of the curricula at the two institutions and acts more generally to eliminate obstacles to the transfer into SDSU-IV.

- 2.0 Meetings are held once per year, typically in the fall semester. The site alternates between institutions.

- 3.0 Membership: The Dean or designee, Assistant Dean for Student Affairs, academic advisors, faculty volunteers, and one student. A corresponding group represents Imperial Valley College.

Personnel Committee

- 1.0 The Personnel Committee represents the faculty in making and forwarding recommendations regarding faculty reappointment, tenure, and/or promotion; periodic evaluations; post-tenure review; and sabbaticals.
- 2.0 Membership:
- 3.0 Five full-time tenured faculty members, elected by the tenure-track faculty at the first meeting of the fall semester.
- 4.0 In promotion considerations, peer review committee members shall have higher ranks than those being considered for promotion. Faculty being considered for promotion shall be ineligible for service on promotion or tenure review committees.

Research, Grants & Publications Committee

- 1.0 The Committee reviews faculty proposals for internal support opportunities for creative and scholarly activities available through the University Grants Program which combines funding opportunities in the Faculty Development Program, Research, Scholarship, and Creative Activity, and the Faculty Grant-In-Aid programs.
- 2.0 Membership: Three faculty volunteers. Membership constituted annually. Chair elected by committee.

Web Page Committee (Inactive)

- 1.0 The Committee reviews and recommends changes in the campus website as needed.
- 2.0 Membership: Faculty and staff volunteers. Membership constituted annually. Chair elected by committee.

Writing Preparatory Committee (Inactive)

- 1.0 1.0 The Committee seeks to improve student expository writing skills in matters of punctuation, grammar, and word usage. The Committee's recommendations are intended to integrate existing writing development processes across the campus liberal arts curriculum and to extend them throughout students' entire undergraduate tenure.
- 1.1
- 2.0 Membership: Faculty volunteers. Membership constituted annually. Chair elected by committee.

Campus Organizations

Faculty Lecture Series (Inactive)

- 1.0 The Faculty Lecture Series serves as a public discussion forum for the research especially, but not exclusively work in progress of faculty from Imperial Valley Campus, and other institutions before their colleagues and the community at large.
- 2.0 The Series is coordinated by two faculty volunteers, one to plan and organize the lectures, including the publicity, and another to moderate the lectures.

SDSU-IV Borderlands Institute

- 1.0 The SDSU-IV Borderlands Institute promotes border-related scholarship and activities relevant to the Imperial, Mexicali, and Yuma valleys. The Institute fosters the University's role as an active participant in the trans-border community, sponsors academic conferences and public lectures, hosts visiting scholars, and coordinates cultural exchange programs with Mexican Institutions.
- 2.0 The projects and activities of the SDSU-IV Borderlands Institute are coordinated by its Director.

SDSU-IV Sustainable Energy Center (SEC)

- 1.0 The San Diego State University Sustainable Energy Center, (SEC) located in the heart of California's Imperial Valley, promotes excellence in renewable energy research, education, and training. Through its emphasis on synergistic public and private sector partnerships, the Center fosters cutting-edge renewable energy research, provides academic and professional education relevant to California's energy future, and contributes to the social and economic development of Imperial County.

Center for Individual and Professional Skills Development

- 1.0 The Center for Individual and Professional Skills Development offers community-based programs in the Imperial and Mexicali Valleys. The Center offers English as a second language (ESL) courses in the local community, and a teacher training program in Mexico. The Center also coordinates annual conferences, including the Bi-National Conference on Educations, and the Bi-National Youth Leadership Conference.
- 2.0 The projects and activities of the Center for Individual and Professional Skills Development are coordinated by its director.

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