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**Date:** February 18, 2020

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

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

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

**Subject:** **Proposed Policy Modification for Chapter VI (Section B) of the *Faculty Handbook* FPC 18-9.5: 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. We also added language about Article 11 in the Contract which governs placement of materials into the Personnel Action File (PAF). In addition, an amendment was made to the Statement of Student Rights and Responsibilities in Fall 2019 to clearly indicate students' rights to input into academic personnel processes.

After consideration by the Senate, the policy was returned to FPC, with the concern that students need reminding of their right to input in academic personnel processes. FPC discussed the policy again at its meetings of February 10 and February 17, 2020, and voted to modify the policy further by including a statement that the University will communicate to students their right to input in academic personnel processes each term through formal University communication channels. Requiring the University to remind students prevents the appearance of solicitation of such letters if students are reminded by individual faculty or Department Chairs. In addition, FPC voted to formally request that University Student Policy Committee (SPC) ensure that the Statement of Student Rights and Responsibilities (which includes students' right to input on academic personnel processes) is included in the Golden Eagle Handbook. A memo from FPC to SPC with this request was sent to SPC on February 17, 2020.

FPC voted to approve the policy modification FPC 18-9.5: Student Input in Academic Personnel Processes on February 17, 2020.

The following points summarize the proposed changes to the policy:

Line 4: We replaced "the University" with Cal State LA.

- Lines 4-5: We modified this sentence to indicate that students have a right to submit written and signed statements regarding their instructors at any time.
- Lines 6-7: We include a statement that says the University shall directly communicate this right to students each academic term through formal University communication channels.
- Line 9: We emphasize that students may critique faculty on their personal experiences with the instructor's performance of assigned duties.
- Lines 11-12: We indicate that students shall submit such written statements to the Department or Dean's office.
- Lines 12-13: We emphasize that anonymously written or unsigned materials will not be considered.
- Lines 13-16: We add language referring to Article 11 in the Contract which governs Personnel Files.
- Lines 17-29: We deleted language governing public announcement of candidates for retention, tenure, and promotion and solicitation of written statements from students.
- Lines 30-32: We deleted language indicating that faculty members may remind students of their right to input in academic personnel processes as the University has that responsibility.
- Lines 33-36: We deleted language about placement of such materials in the PAF as this information is provided in lines 13-16 with reference to Article 11.
- Lines 37-40: We deleted language about students providing oral testimony to RTP committees, as the input of students no longer surrounds periods of RTP evaluations.
- Lines 41-42: 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 45-46: 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 47-48: We deleted these sentences as contradictory to the modified lines 41-43.
- Lines 49-52: We deleted this language as not informative and as redundant with language in lines 41-43.
- Line 53: 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 41-43.

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. THE UNIVERSITY SHALL DIRECTLY INFORM STUDENTS OF THIS RIGHT  
7 EACH ACADEMIC TERM THROUGH FORMAL UNIVERSITY COMMUNICATION CHANNELS. These  
8 statements shall be limited to the students' own experience with faculty members' under  
9 consideration regarding category A, instructional performance OF ASSIGNED DUTIES (including  
10 academic advisement and instructionally related activities). Only signed statements will be  
11 considered valid. STUDENTS SHALL SUBMIT SUCH WRITTEN AND SIGNED STATEMENTS TO THE  
12 DEPARTMENT OFFICE OR THE COLLEGE DEAN'S OFFICE. ANONYMOUSLY WRITTEN OR  
13 UNSIGNED MATERIALS WILL NOT BE CONSIDERED. INCLUSION OF SUCH STATEMENTS IN THE  
14 PERSONNEL ACTION FILE IS GOVERNED BY ARTICLE 11 OF THE COLLECTIVE BARGAINING  
15 AGREEMENT BETWEEN THE CALIFORNIA STATE UNIVERSITY AND THE CALIFORNIA FACULTY  
16 ASSOCIATION.

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

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

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

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

37 The department/division/school committee may request students who have submitted  
38 statements to meet with its members for purposes of clarification. The students who are

39 invited to meet with the department/division/school committee will be notified that the faculty  
40 member has the right to be present following the rules of oral testimony.

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

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

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