CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE

DATE: October 19, 2011

TO: Faculty Affairs Committee

FROM: Academic Senate Executive Committee

SUBJECT: Academic Senate Referral

1. CLASSIFICATION: FA-008-112

2. TITLE: Representation of CAPS on URTPC

3. BACKGROUND: Currently, Appendix 16 stipulates that the University Reappointment, Tenure and Promotion Committee (URTPC) “shall consist of one faculty member from each college. Library, Counseling and Psychological Services (CAPS), and Disability Resource Center (DRC) and other unit 3 non-instructional faculty members shall have joint representation by one faculty member.”

It is our understanding that in the past, the Library, CAPS, DRC and other unit 3 non-instructional faculty were jointly represented by one faculty on the URTPC due to the small number of tenured faculty within these departments.

Until two years ago, CAPS had less than four tenured faculty in our department. Currently, CAPS has 5 tenured faculty and 3 tenure-track faculty. A search is under way to add another tenure-track faculty counselor this academic year. We are requesting that Appendix 16 be changed to allow CAPS to have its own representative on the URTPC given our increase in faculty. We believe that CAPS would make a valuable contribution to the URTPC and bring perspective regarding non-instructional faculty department RTP policy and procedures.

Request that Appendix 16 (Renewal, Tenure and Promotion and Procedures), Section 5.1 be changed that the composition of the URTPC is increased to include a representative for CAPS.

4. RECOMMENDED RESOURCES: Appendix 16 (Renewal, Tenure and Promotion and Procedures), Section 5.1; all Unit 3 non-instructional faculty members; David C. Herzog, Psy.D., M. Green, URTPC, CFA

   [Additional resources recommended by the EC: ]
For the Committee's Report on this referral, please list in separate sections, the resources recommended and resources actually consulted. If a resource was not consulted, briefly state why.

5. REVIEW AND RECOMMEND: Review and recommend as appropriate.

6. DATE REQUIRED FOR PRESENTING COMMITTEE REPORT TO EXECUTIVE COMMITTEE: 11/30/11
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE
REFERRAL REQUEST FORM

Please provide all information requested in this form. Incomplete referrals will be returned. Referrals must be submitted in electronic form to: senate@csupomona.edu

Date: 10/10/11

Names and titles of proponents:

Counseling and Psychological Services Tenured and Tenure-Track Faculty:

David C. Herzog, Psy.D., SSP AR-III
Dao Q. Nguyen, Ph.D., SSP AR-III
Genevieve C. Crean, DMFT., SSP AR-III
Steve L. Okiyama, Ph.D., SSP AR-III
Craig A. Muir, Ph.D., SSP AR-III
Nicole A. Ruzek, Ph.D., SSP AR-II
Lideth Ortega-Villalobos, Ph.D. SSP AR-II
Diane R. Shelton, Psy.D. SSP AR-II

KEYWORDS: (list at least 3 keywords to facilitate referral access through database)
URTPC Committee

TITLE OF REFERRAL:

Request that Appendix 16 (Renewal, Tenure and Promotion and Procedures), Section 5.1 be changed that the composition of the URTPC is increased to include a representative for CAPS.

BACKGROUND: (Provide background on the need for this referral and how it will benefit the University. Clearly state the expected outcome(s) or action(s) requested)

Currently, Appendix 16 stipulates that the University Reappointment, Tenure and Promotion Committee (URTPC) “shall consist of one faculty member from each college. Library, Counseling and Psychological Services (CAPS), and Disability Resource Center (DRC) and other unit 3 non-instructional faculty members shall have joint representation by one faculty member.”

It is our understanding that in the past, the Library, CAPS, DRC and other unit 3 non-instructional faculty were jointly represented by one faculty on the URTPC due to the small number of tenured faculty within these departments.
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RECOMMENDED RESOURCES: (Provide a list of persons and documents that could be consulted for additional information on this topic)

Appendix 16 (Renewal, Tenure and Promotion and Procedures), Section 5.1

David C. Herzog, Psy.D., SSP AR-III

The Executive Committee (EC) forwards the referrals to a standing committee that researches the proposal, contacts resources, and submits a report. The EC reviews the report, forwards it to the Senate or returns it to the standing committee for additional information, clarification, or review. After the EC accepts the report it is placed on the agenda of the next Academic Senate meeting for a first reading and a month later for a second reading where voting takes place. The referral is then sent to the President for approval. Depending on the topic the process may take from 1 to 3 quarters. A motion to waive the first reading, if approved by the Senate, would reduce the wait time by one month.

Is there a deadline by when this referral needs to be considered by the Academic Senate? ___No   X Yes, by   November 2011   (date). Justification for deadline:

CAPS would want to be represented on the next University Renewal, Tenure and Promotion Committee if the Senate allows the requested change in Appendix 16. In order to do so, faculty must be nominated this winter quarter thus the request for expedited review and a waiver of the first reading.