



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	8/30/2023
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-004-234
Title of Referral:	Review of Policy 1315 Visiting Faculty Appointment
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: None. 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.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	2/7/2024

1.Name

Keith Forward and Casandra Horner

2.Email

kmforward@cpp.edu; clhorner@cpp.edu

3.Title of Referral

Review of Policy 1315 Visiting Faculty Appointment

4.Names and Titles of proponents

Keith Forward, Interim AVP Academic Programs and Associate Professor
Casandra Horner, Administrative Support Coordinator

5.Keywords

Policy, 1315, appointment,visiting, faculty, teaching

6.Is there a deadline by when this referral needs to be considered by the Academic Senate?

Yes

7.Deadline Date

1/31/2024

8.Justification for deadline

To ensure that the Academic Manual reflect approved policies.

9.Background

This referral is requesting a review of [Policy 1315](#). According to Policy 1315, visiting faculty appointments are full-time appointments for up to one academic year. Individuals appointed into this classification shall not be eligible for a subsequent appointment in this classification. The appointment shall be made by the President after consideration of the recommendation of the tenured faculty of the department. The hiring of visiting faculty shall not result in the displacement or time base reduction of an incumbent

Temporary Faculty Unit Employee. Appointment of individuals to visiting faculty positions shall be processed as follows: Recommendation of the full-time faculty (including full-time lecturers) to the college dean for approval and forwarded to the Provost for approval and appointment.

Currently, Policy 1315 exists in the California Faculty Association CFA/CSU Collective Bargaining Agreement under Article 12.32. The Policy is currently visible on the Academic Manual. There is no record of Policy 1315 being adopted by the Academic Senate or approved by the President. No prior Academic Senate report is available for review.

10. Recommended Resources

Article 12.32

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Documents/unit3-cfa/article12.pdf>

Jill Hargis, Interim AVP Faculty Affairs
CFA Pomona Chapter President
CFA Pomona Faculty Rights Committee
College Deans
Department Chairs

11. Attachments

University Manual Presentation (2009/2010)



University Manual
Project_senate Presen