

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE**

DATE: November 4, 2009
TO: Faculty Affairs Committee
FROM: Academic Senate Executive Committee
SUBJECT: Academic Senate Referral

1. CLASSIFICATION: **FA-004-910**
2. TITLE OF REFERRAL: **University Manual: Editorial Changes to Existing Faculty-Related Policies**
3. BACKGROUND: See attached referral request form. Additional background provided by the EC: None
4. RECOMMENDED RESOURCES: See attached referral request form and supporting documentation. 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: **February 17, 2010**

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
ACADEMIC SENATE
REFERRAL REQUEST FORM**

Date: November 2, 2009

Names and titles of proponents: Executive Committee

KEYWORDS: University Manual, Faculty, RTP, Department Chair
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TITLE OF REFERRAL: University Manual: Editorial Changes to Existing Faculty-related Policies

BACKGROUND: The following policies (see recommended resources) were identified by Hassan Halati as needing editorial changes. These policies were identified as part of the University Manual project in Summer 2009. The Executive Committee would like the Faculty Affairs Committee to examine each of these policies to ensure they reflect current policy for inclusion into the online version of the University Manual. Please make sure that the format of the recommended policy and any change made is consistent with the format for the new UM (see Hassan Halati).

RECOMMENDED RESOURCES: Hassan Halati, Claudia Pinter-Lucke, and the following policies:

- Policy NO: 1316; Appointment of Acting Department Chair for Summer Quarter**
- Policy NO: 1307; Appointment to Academic-Administrative Positions Covered by the MPP**
- Policy NO: 1398; Compensation from Sources Other than University**
- Policy NO: 1306; Academic Department Chair Appointment**
- Policy NO: 1331; Evaluation of Academic Administrators**
- Policy NO: 1313; Faculty Return Rights**
- Policy NO: 1351; Faculty Rights and Responsibilities When a Student Grieves**
- Policy NO: 1382; Off-cycle Difference-in-Pay Leave Request Procedure**
- Policy NO: 1314; Probationary Appointments**
- Policy NO: 1377; Professional Leave Request Procedure (Sabbatical and Difference-in-Pay)**
- Policy NO: 1391; Recognition of Retirement**
- Policy NO: 1328; Reappointment, Tenure, and Promotion Policy and Procedures**
- Policy NO: 1392; Separation for Lack of Funds or Lack of Work**
- Policy NO: 1416; Taping of Lectures**

Is there a deadline by when this referral needs to be considered by the Academic Senate? No Yes, by _____.