

**COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION**

**DATE:** March 24, 2017  
**TO:** Adam Swenson, Faculty President  
**FROM:** Personnel Planning and Review Committee  
**BY:** Sheila K. Grant, Committee Chair  
Daisy Lemus, Executive Secretary

**Name of proposed policy: Section 637 (Decision of the President)**

At its meeting on December 14, 2016 the PP&R Committee adopted a policy recommendation by passing the following motion:

**MSP:** That Section 637 in the *Administrative Manual* be revised to clarify that PP&R should receive a copy of the Provost's decision letter when it handles an appeal, as required by the Collective Bargaining Agreement.

**Current policy or catalog copy:****637 Decision of the President.**

- 637.1 The decision of the President on retention, tenure, and promotion is final with respect to personnel actions on this campus.
- 637.2 The President shall notify faculty in writing of the decision on retention, tenure, and promotion. Such written notification shall include the reasons for the decision. In addition to the faculty member, all recommending agencies will receive a copy of the President's notification.
- 637.3 A copy of the notification shall become part of the faculty member's Personnel Action File and shall be the official view of the University.

**Proposed policy or catalog copy (with changes):****637 Decision of the President.**

- 637.1 The decision of the President on retention, tenure, and promotion is final with respect to personnel actions on this campus.
- 637.2 The President shall notify faculty in writing of the decision on retention, tenure, and promotion. Such written notification shall include the reasons for the decision. In

addition to the faculty member, all recommending agencies (including PP&R when an appeal was filed) will receive a copy of the President's notification.

637.3 A copy of the notification shall become part of the faculty member's Personnel Action File and shall be the official view of the University.

**Proposed policy or catalog copy (clean copy):**

**637 Decision of the President.**

637.1 The decision of the President on retention, tenure, and promotion is final with respect to personnel actions on this campus.

637.2 The President shall notify faculty in writing of the decision on retention, tenure, and promotion. Such written notification shall include the reasons for the decision. In addition to the faculty member, all recommending agencies (including PP&R when an appeal was filed) will receive a copy of the President's notification.

637.3 A copy of the notification shall become part of the faculty member's Personnel Action File and shall be the official view of the University.

**Summary of Supporting Reasons**

The change to Section 637 is necessary for our campus policy to be consistent with the CSU-CFA Collective Bargaining Agreement (CBA). Previously, PP&R did not receive a copy of the decision letter when it handled appeals. The CBA states:

**Article 15. (Evaluation)**

15.48 The President shall issue a decision regarding retention, award of tenure, or promotion. Such a decision shall be in writing and shall include the reasons for the decision. A copy of the decision shall be provided to the affected faculty unit employee and all levels of review. A copy of the decision shall be placed in the faculty unit employee's Personnel Action File.