

Academic Senate Executive Committee

Agenda 26 Oct 2010

- I. Call to Order
- II. Approval of Minutes: Executive Committee, 29 Sep 2010 / 19 Oct 2010
- III. Report by Chair
- IV. Report by Vice-Chair
- V. Announcements
- VI. Standing items:
 - a. Policies
 - i. Policy on Policies – Open (Being reviewed by Executive Committee)
 - ii. Review of Academic Administrative Employees – Open (John M. to revise.)
 - iii. Appointment of Academic Administrators – Open (John M. to revise.)
 - iv. 526 RTP – Closed
 - b. Faculty Handbook – Open (Draft under review)
- VII. Informational items
 - a. Faculty enrichment funds – Provost
 - b. MSTEM interim approval
- VIII. Old business
 - a. Faculty Development Committee Election – Julie Chisholm / Bill Schmid
 - b. Committee staffing – Bill Schmid
 - c. One cruise update – Provost
 - d. Faculty retreat - Chair
 - e. Senate Reorganization - Chair
- IX. New business
 - a. Honorary degree – Provost
 - b. IRB Training – Tony Snell
 - c. Proposed policy on student workload
 - d. Proposed policy on preserving the learning environment
 - e. Other issues of interest to the committee?

X. Adjournment

Executive Committee Meeting Schedule

Tuesday, November 9, 1100-1220

Tuesday, November 23, 1100-1220

Senate Meeting Schedule

Tuesday November 16, 1100-1220

Tuesday December 7, 1100-1220

B. Bolin minutes

Senate Executive Committee Meeting
October 26, 2010

Present: Browne, Schmid, Jakubowski, Bolin, Snell
Absent: Cartee, Chisholm, Massey

- I. Call to Order
- II. Approval of Minutes: 29 Sep 2010 Minutes: Browne retains his vote in the committee. 19 Oct 2010: Strike the ranking of International Maritime Academy.
- III. Chair's Report:
 - a. Discussions are being held to have a second Captain's Hour on Thursday. Chair will be inviting the Registrar to come and speak at the next general senate meeting.
 - b. Campus Construction Projects are in the works. The Bookstore will move the Racquetball Courts this Summer. The new Dining Hall will move to the current Bookstore Site starting the Fall.
- IV. Vice-Chair's Report:
 - a. Two faculty have expressed interest in serving on the Environmental Health & Safety Committee. The Senate Exec Comm recommended the we offer the position first to Steven Runyon and if he declines, then to Mike Strange.
 - b. Professional Leave Committee is still not completely staff according to Lloyd Kitazono. Not all Departments are being represented. Vice Chair will send out another email calling for service.
 - c. Will provide a document to the Provost outlining purpose and membership all Senate committees.
- V. Announcement: None
- VI. Standing Items:
 - a. Policies
 - i. Policy on Policies: Open
 - ii. Review of Academic Administrative Employees: A current draft was presented by J. Massey
 - iii. Appointment of Academic Administrators: A current draft was presented by J. Massey
 - iv. Policy 526 RTP: Closed, Accepted by President
 - b. Faculty Handbook: L. Kitazono continues to work on the draft.
- VII. Informational Items
 - a. Faculty Enrichment Funds: Provost reports that the Society of Port Engineers and the Class of 1965 provided \$5000. According to Tom Dunworth half of the fund will be available to faculty development.
 - i. Provost suggested the Browne invited Tom Dunworth to the next General Senate Meeting to talk about the CMA Foundation
 - b. MSTEM: WASC has granted interim approval
 - c. Web Redesign. Provost stated that next week key groups get to test drive the new campus website. (Pres., V.P., Department Chairs, Senate Exec.) Please evaluate and provide comments. It is expected for the site to go live 11/15
- VIII. Old Business
 - a. Faculty Development Committee - Chisholm and Schmid will conduct the election after the Department Chair elections have concluded.
 - b. Committee Staffing: Schmid is working to ensure all committees are staffed.
 - c. One Cruise Update:
 - i. Provost recommended the Pres. create a committee to explore the ramifications of 1 cruise: curriculum impact, academic calendar, staffing, berthing, financial impact on students and Academy
 - ii. 2 cruises in 2011 - 1 cruise in 2012
 - d. Faculty Retreat:
 - i. Chair: Should we have one? Committee: Yes.
 - ii. What should we talk about?

1. WASC visit
 2. Academic Master Plan
 3. 3 School Plan
 4. 1 Cruise
- iii. When and where should we have it?: Gaia January 5, 2010
 - e. Senate Reorganization - tabled to next meeting
- IX. New Business
- a. Honorary Degree: Faculty have been asked to nominate to the Chancellor a recipient of an honorary degree
 - i. Schmid: What are the criteria?
 1. Provost: Spelled out by the Chancellor. Faculty are to take initiative.
 2. Provost: Recommends Richard West
 - ii. Bolin: Who and why we should nominate?
 - iii. Browne: Solicit suggestions from faculty via email.
 - b. IRB Training: Snell: committee had their first meeting. Members need training. Asked if there were funds for members to use CITI Training? Browne suggested the free training through the federal department of Health and Human Services.
 - c. Proposed policy on student workload - tabled to next meeting
 - d. Proposed policy on preserving the learning environment - tabled to next meeting
- X. Adjournment: Meeting adjourned at 12:37

Minutes respectfully submitted by Ben Bolin

**ACADEMIC SENATE****POLICY NO. XXX**

ISSUE DATE: REVISION DATE:	POLICY: RECRUITMENT AND APPOINTMENT OF ACADEMIC ADMINISTRATIVE EMPLOYEES
REFERENCE:	
APPROVED: _____ President, California Maritime Academy	
SUBMITTED: _____ Chair, Academic Senate	

PREAMBLE:

The primary purpose of this policy is to ensure that highly qualified, talented and capable individuals are recruited and appointed to positions as academic administrators at the California Maritime Academy (CMA). The faculty of the Academy bears a significant role in that process. Academic administrators are those administrators who supervise faculty, have significant influence over curricular and other academic issues, hold an academic appointment, and/or who have the potential for exercising retreat rights to a faculty position. In order to contribute to the institution's efforts towards building the best possible administrative team, faculty shall have meaningful input to the establishment of qualifications, composition of the search committee and evaluation of candidates for appointment and subsequent recommendation to the appropriate administrator.

I. General Policy

The policy below describes the means by which the faculty of the California Maritime Academy, through the Academic Senate, in accordance with established principles and

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practices of shared governance, will be engaged in the recruitment and appointment of Academic Administrators.

Final decisions concerning the selection, appointment, and reappointment of individuals serving as academic administrators shall be made by the President or his/her designee.

II. Diversity Goals

The policy of the California Maritime Academy is to provide equal opportunity for all qualified applicants in all aspects of Academy employment. The Academic Senate is committed to both a philosophy and process of hiring that is responsive to the diverse nature of the community and state that it serves.

CMA's goal is to achieve a work force that reasonably approximates the relative number of qualified men, women, ethnic minorities, and individuals with disabilities available to the Academy through its recruitment efforts. All solicitations of applications for employment opportunities within the Academy will be conducted so as to engage the broadest diversity of prospective employees. The President may extend the search, either geographically or temporally, if the pool of candidates does not appear to help the institution reach this goal.

III. Conflict of Interest

No Academy employee may initiate or participate in institutional decisions that may confer a direct benefit (such as appointment, retention, promotion, leave of absence, etc.) to a member of his or her immediate family, blood relative, or person with whom he or she has an economic, sexual and / or romantic involvement, if the employee's conduct could reasonably be perceived as having occurred within a state of compromised objectivity.

IV. Appointment of Academic Administrative Employees

A. Granting of Tenure

All appointments to academic administrative positions are made by the President. Appointees serve at the pleasure of the President and are subject to periodic review. Tenure in an academic discipline may be granted by the President to an academic administrator at the time of, or subsequent to, appointment. Academic administrative employees may also be required to serve a probationary period before the granting of tenure.

The President may grant tenure only after an evaluation of the individual's qualifications and recommendation to grant tenure by the tenured faculty of the appropriate department or program.

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B. Concurrent Academic Appointment

Each employee whose initial appointment at CMA is to an academic administrative assignment may be appointed, concurrently, as a probationary member of the faculty within an existing academic department.

1. The search committee for the academic administrative position to be filled shall notify the Academic Department within which a candidate could be assigned teaching responsibilities under a concurrent appointment. The department shall be provided with a copy of the candidate's application materials and afforded the opportunity to interview the candidate.
2. Interviews of candidates by academic departments, conducted in conjunction with concurrent appointment procedures, are for the purpose of assisting the department in its formulation of a recommendation to the President regarding only the probationary academic component of any concurrent academic appointment within that department.
3. A concurrent academic appointment shall accompany an initial academic administrative appointment, only if the relevant academic department has approved the concurrent probationary academic appointment of the academic administrator to the department.
4. Normally, the department or program shall respond within 10 working days of the request by the President.

C. Position Descriptions

The position description detailing the responsibilities of the post shall be prepared jointly by the administrator to whom the individual will report, and the Executive Committee of the Academic Senate. All position descriptions must be responsive to the California State University (CSU) position descriptions promulgated by the Chancellor's Office.

D. Definition of Academic Administrator

Academic Administrators at California Maritime Academy include:

1. Provost
2. Academic Dean
3. Library Dean
4. Athletics Director
5. Captain of the Training Ship (COTS)
6. Chief Engineer of the Training Ship
7. Any other administrator who supervises faculty, has significant influence over curricular or other academic issues, holds a concurrent academic appointment, or who has retreat rights into an academic department.

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E. Structure of Search Committees and Search Process

1. Structure of Search Committees

- a. When a vacancy for an academic administrator occurs, the President or his designee shall convene a search committee that includes but is not limited to the President or his designee, the Chair of the Academic Senate (or his/her designee), one additional faculty member appointed by the Executive Committee of the Academic Senate, and the President of the ASCMA (or his/her designee), and a member of the Unity Council. Ideally, the Search Committee should be comprised with a majority being faculty members. The President shall appoint a committee chair at its first meeting.
- b. Tenured members of the faculty should be given priority for appointment to search committees.
- c. If the academic administrative position to be filled involves supervision of an academic unit (for example, Library Dean, Captain of the Training Ship), committee appointment procedures should include representation by at least one faculty member assigned to that unit.
- d. The search committee shall decide if the search should be internal, external, or both. Normally, in order to generate the largest applicant pool, it is expected that searches will be external. If no consensus can be reached, the President shall determine the scope of the search.
- e. No candidate for the position should be a member of the search committee.

2. Search Process

- a. Search committees will review and evaluate applications based upon the criteria stated in the job description, and shall select those candidates to be invited for interviews and further review on campus.
- b. The President (or his/her designee), in consultation with the members of a duly convened search committee, will determine a campus visit and interview process, and will arrange an itinerary for each candidate. The appropriate administrative office will make travel arrangements for the candidates.
- c. Every effort will be made to conduct academic administrative searches while school is in session and the entire academic body is available. Ideally, candidates will be interviewed by:
 - i. The search committee
 - ii. The administrator to whom the candidate would report
 - iii. The President, Provost and/or Dean where appropriate
 - iv. The Executive Committee of the Academic Senate
 - v. The faculty of the department to which the candidate may be granted retreat rights

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- vi. Any faculty, at an open session
- d. When all interviews are complete, each interviewing constituency (except for the President and the administrator to whom the candidate would report) will prepare a report to the search committee for its review. The Search Committee may seek clarification on these reports by meeting with any of the above constituencies.
- e. The search committee shall prepare its own confidential evaluation of each candidate.
- f. The search committee will then make recommendations to the President (or his/her designee). The search committee may indicate its ranking or other comparative evaluation of candidates, unless specifically asked not to by the President.
- g. The President or designee may meet with the search committee for additional input and consultation.

F. Criteria for Selection

In making academic administrative recommendations and appointments, and in keeping with the position description, factors to be given consideration will include a candidate's:

1. Scholarship and academic preparation pertinent to the position
2. Evidence of a commitment to collaborative leadership, the collegial process and shared governance
3. Evidence of skill in teaching and teaching assessment
4. Overall suitability given the job description

G. Retention of Academic Rank

Currently employed academic employees who are appointed to academic administrative assignments shall retain their academic appointment within a given academic department and their academic rank.

H. Acting and Interim Appointments

Acting or interim appointments of academic administrators will be made after consultation with the Executive Committee of the Academic Senate. Such consultation will occur in closed session.

1. An "acting" appointment is a temporary appointment to fill a temporary vacancy due to absence, illness or other reason, when it is anticipated the permanent administrator will return to his or her duties.
2. If the appointment is to temporarily fill a true vacancy it is considered an "interim" appointment and consultation will include consideration of the timetable for instituting a search for a permanent replacement.