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CALIF. STATE COLLEGE  
BAKERSFIELD

CALIFORNIA STATE COLLEGE, BAKERSFIELD  
Office of the Vice President

FACULTY INFORMATION BULLETIN  
28 May 1979

1. SEPTEMBER FACULTY MEETINGS. Faculty are due to return on 4 September 1979. The meeting for new faculty is scheduled for 3:00PM on Tuesday, 4 September 1979 in DDH/GJ102. The first regular faculty meeting will be on Friday, 7 September 1979 at 10:00AM in DDH/GJ102.
2. RPT CALENDAR FOR 1979-80. The RPT calendar for 1979-80 is published at this time in order to provide sufficient advance notice to faculty who may be on leave next year so that they and others will have ample opportunity to activate their files. Faculty who are on leave have the responsibility of notifying the chair of their unit committee of their intentions. If there are problems with the calendars, please notify this office immediately so that adjustments can be made before 9 June 1979.

SCHEDULE FOR FACULTY MEMBERS  
REQUIRING LETTERS BY  
15 December 1979

18 September 1979, Tuesday, 5:00PM	Advertise and activate student consultation panels.
28 September 1979, Friday, 5:00PM	Last opportunity for insertion of "original files" material (including student panel evaluations) in folders by anyone other than faculty members; folders made available to all faculty being evaluated. Any material to be added to a folder after this time by anyone other than evaluating committees and administrators and the faculty member involved is to be given to the appropriate dean, who will make a copy immediately available to the faculty member and hold it for three days before inserting it in the folder, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

4 October, Thursday, 5:00PM End of period in which faculty member has access to file and opportunity to insert "original file" material in folder.

5 October, Friday, 8:00AM Folders made available to unit committees.

12 October, Friday, 5:00PM Completion of work by unit committees. Folders made available to school committees.

19 October, Friday, 5:00PM Completion of work by school review committees. Folders sent to Vice President.

24 October, Wednesday, 5:00PM Completion of evaluation by Vice President. Files to College Review Committee.

31 October, Wednesday, 5:00PM Last opportunity for faculty or staff to request judgemental review by Faculty College Review Committee.

19 November, Monday, 5:00PM Completion of work by Faculty College Review Committee; folders made available to President.

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SCHEDULE FOR FACULTY MEMBERS  
REQUIRING LETTERS BY  
1 March 1980

7 January 1980, Monday, 5:00PM Advertise and activate student consultation panel.

16 January, Wednesday, 5:00PM Last opportunity for insertion of "original file" material (including student panel evaluations) in folders by anyone other than faculty members; folders made available to all faculty being evaluated. Any material to be added to a folder after this time by anyone other than evaluating committees and

administrators and the faculty member himself is to be given to the appropriate dean, who will make a copy immediately available to the faculty member and hold it for three days before inserting it in the folder, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

21 January, Monday, 5:00PM

End of period during which faculty member has access to file and opportunity to insert "original files" material in folder.

22 January, Tuesday, 8:00AM

Folders made available to unit committees.

28 January, Monday, Noon

Completion of work by unit committees. Folders made available to school committees.

1 February, Friday, 5:00PM

Completion of work by school review committees. Folders sent to Vice President.

4 February, Monday, Noon

Completion of evaluation by Vice President. Files sent to College Review Committee.

7 February, Thursday, Noon

Last opportunity for faculty or staff to request judgemental review by Faculty College Review Committee.

11 February, Monday, 5:00PM

Completion of work by Faculty College Review Committee; folders made available to President.

SCHEDULE FOR FACULTY MEMBERS  
REQUIRING LETTERS BY  
1 June 1980

4 February, Monday, 5:00PM

Advertise and activate student  
student consultation panel.

19 February, Tuesday, Noon

Last opportunity for insertion of  
"original file" material in  
folders by anyone other than  
faculty members; folders made  
available to all faculty being  
evaluated. Any material to be  
added to a folder after this time  
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be given to the appropriate dean,  
who will make a copy immediately  
available to the faculty member  
and hold it for three days before  
inserting it in the folder,  
unless the faculty member indicates  
in writing prior to that time that  
he/she wishes it inserted earlier.  
Preparation of folders by dean's  
office personnel should be  
completed by this date.

25 February, Monday, Noon

End of period during which faculty  
member has access to file and  
opportunity to insert "original  
file" material in folder.

25 February, Monday, Noon

Folders made available to unit  
committee.

14 March, Friday, 5:00PM

Completion of work by unit  
committees. Folders made  
available to school committees.  
(Note: Last day of classes is  
13 March and spring vacation is  
19-25 March).

10 April, Thursday, 5:00PM

Completion of work by school  
committees. Folders sent to  
Vice President.

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REQUIRING LETTERS BY  
1 June 1980

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19 February, Tuesday, Noon

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folders by anyone other than  
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(Note: Last day of classes is  
13 March and spring vacation is  
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10 April, Thursday, 5:00PM

Completion of work by school  
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Vice President.

16 April, Wednesday, 5:00PM	Completion of evaluation by Vice President. Folders made available to College Review Committee.
23 April, Wednesday, 5:00PM	Last opportunity for faculty to request judgemental review by Faculty College Review Committee.
6 May, Tuesday, 5:00PM	Completion of work by College Review Committee. Promotion folders made available to College Ranking Committee.
9 May, Friday, 5:00PM	Completion of work by College Ranking Committee. Folders sent to President.

The tightest schedule is that for first year faculty who are reviewed during the winter quarter. This is not, however, apt to be a particularly heavy load. Since the faculty requiring letters by 1 June 1980 are the most numerous and the process most time-consuming, the activation of the student panel has been placed well into the winter quarter. The successful operation of all review processes depends in large measure on having the student review panels ready to go at as early a date as feasible. It is hoped that the panels can be activated in sufficient time to advertise in The Runner on the Thursdays following the activation dates.

\* \* \* \* \*

#### INSTRUCTIONS FOR THE RPT PROCESS

1. Note specifically all relevant material in the College Handbook: Section 308 throughout, including Subsections 1 through 10.
2. Each dean will be responsible for preparing the folders of personnel within his area. Any material that seems irrelevant is to be removed from the folder, placed in a large envelope, and returned to the faculty member involved, who will be entitled to reinsert it if he feels it is significant.

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2. Each dean will be responsible for preparing the folders of personnel within his area. Any material that seems irrelevant is to be removed from the folder, placed in a large envelope, and returned to the faculty member involved, who will be entitled to reinsert it if he feels it is significant.

3. After the folder has been cleansed of irrelevant material, the remaining materials should be arranged in logical order, normally chronologically. The items in each folder should be numbered and identified in a table of contents placed just inside the front of the folder. This table of contents is to be augmented whenever additional items are added, with the date and initiator of such additions indicated on the materials and in the table of contents. In addition, there should be included a brief history of the person being reviewed, including the date, rank, step, and area of initial appointment, at the head of the first page of the index to each folder. Leaves of absence and other special activities and appointments should be included in this summary. Included also with this brief history should be a listing, prepared by the faculty, of all courses taught at CSB and the quarter and year in which they were taught.
4. RPT folders should include some analysis of teaching ability in addition to the SOCI's.
5. Please note that folders remain in the custody of the appropriate dean's office until completion of work by school committees and will be returned to them after the President's evaluation.
6. RPT evaluation beginning in September is for second year probationary faculty requiring letters by 15 December 1979. The evaluation beginning in January 1980 is for first year faculty requiring letters by 1 March 1980 and that beginning in February is for all faculty requiring letters by 1 June 1980.
7. Lecturers are evaluated with faculty requiring letters by 1 June 1980. Procedures for those anticipating possible change to tenure track positions includes normal review by the unit committee and the dean only.
8. Since the deadline for insertion of "original files" in the individual's folder antedates the receipt of winter SOCI's, those faculty needing evaluation letters by 1 June 1980 may, with the approval of the appropriate dean, have their winter SOCI's inserted in their folders with the understanding that, since the course grades for the winter term will not be available, the faculty member concerned will not have access to that material. Winter SOCI's will only be added with the approval of the faculty member concerned and the dean of his/her school.

3. ACADEMIC CALENDARS FOR 1979-80 and 1980-81.

Since the two-year catalog is not yet in print, the academic calendars for subject years follows for your information. There is some feeling that the academic advising and pre-registration period in the spring terms should be a week later than that given. If the reaction to this change is favorable, the galleys of the catalog can be modified accordingly.

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Attachments

## ACADEMIC CALENDAR 1979-80

### FALL QUARTER 1979

September 10	Orientation
September 11-12	Registration
September 13	Classes begin
September 20	Last day to add classes; last day of late registration; last day to change between audit and letter grading
September 21	Last day to apply for fall 1979 graduation
October 3	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and com- pelling reasons and require written approval by the dean or department chair
October 22-November 2	Academic advising and preregistration period for con- tinuing students
November 1	Last day to withdraw from classes for a serious and compelling reason
November 12	Holiday, Veterans Day
November 22-23	Holiday, Thanksgiving
November 26	Last day of classes
November 27-December 1	Examination period
December 3-January 1	Christmas vacation

### WINTER QUARTER 1980

January 2	Orientation of new students and registration
January 3	Classes begin
January 10	Last day to add classes; last day of late registration; last day to change between audit and letter grading
January 11	Last day to apply for winter 1980 graduation
January 23	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and com- pelling reasons and require written approval by the dean or department chair
February 7-21	Academic advising and preregistration for continuing students
February 18	Holiday, Washington's Birthday
February 21	Last day to withdraw from classes for a serious and compelling reason
March 13	Last day of classes (Monday class schedule)
March 14,15,17,18	Examination period
March 19-25	Spring vacation

### SPRING QUARTER 1980

March 26	Orientation of new students and registration
March 27	Classes begin
April 3	Last day to add classes; last day of late registration; last day to change between audit and letter grading
April 7	Last day to apply for graduation for June Commencement

Academic Calendar 1979-80

Page Two

April 16	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and require written approval by the dean or department chair
April 23-May 2	Academic advising and preregistration period for continuing students
May 15	Last day to withdraw from classes for a serious and compelling reason
May 26	Holiday, Memorial Day
June 5	Last day of classes (Monday class schedule)
June 6	Last day for completion of work by master's candidates to graduate at June Commencement
June 6,7,9,10	Examination period
June 14	Commencement
SUMMER 1980	
First Session	June 23-August 1 (June 27 last day to apply for summer session graduation)
Second Session	August 4-August 22

## ACADEMIC CALENDAR 1980-81

### FALL QUARTER 1980

September 15	Orientation
September 16-17	Registration
September 18	Classes begin
September 25	Last day to add classes; last day of late registration; last day to change between audit and letter grading
September 26	Last day to apply for fall 1980 graduation
October 8	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and require written approval by the dean or department chair
October 27-November 7	Academic advising and preregistration period for continuing students
November 6	Last day to withdraw from classes for a serious and compelling reason
November 11	Holiday, Veterans Day
November 27-28	Holiday, Thanksgiving
December 1	Last day of classes (Tuesday class schedule)
December 2-6	Examination period
December 8-January 2	Christmas vacation

### WINTER QUARTER 1981

January 5	Orientation of new students and registration
January 6	Classes begin
January 13	Last day to add classes; last day of late registration; last day to change between audit and letter grading
January 15	Last day to apply for winter 1981 graduation
January 26	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and require written approval by the dean or department chair
February 9-25	Academic advising and preregistration for continuing students
February 16	Holiday, Washington's Birthday
February 25	Last day to withdraw from classes for a serious and compelling reason
March 17	Last day of classes (Monday class schedule)
March 18-21	Examination period
March 23-27	Spring vacation

### SPRING QUARTER 1981

March 30	Orientation of new students and registration
March 31	Classes begin
April 7	Last day to add classes; last day of late registration; last day to change between audit and letter grading
April 10	Last day to apply for graduation for June Commencement

Academic Calendar 1980-81

Page Two

April 20	Last day to change between credit, no-credit and letter grading; last day to withdraw from classes without a "W" being recorded; withdrawals from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and require written approval by the dean or department chair
April 27-May 6	Academic advising and preregistration period for continuing students
May 19	Last day to withdraw from classes for a serious and compelling reason
May 25	Holiday, Memorial Day
June 9	Last day of classes (Monday class schedule)
June 10	Last day for completion of work by master's candidates to graduate at June Commencement
June 10-13	Examination period
June 13	Commencement
SUMMER 1981	
First Session	June 22 - July 31 (June 26 last day to apply for summer session graduation)
Second Session	August 3 - August 21