

**AGENDA**  
Executive Committee Meeting  
CSUSM Academic Senate  
Wednesday, February 24, 2016, 12-1:50 pm  
Provost's Conference Room, KEL 5207

- I. **Approval of Agenda**
- II. **Approval of Minutes – EC Minutes of 2/10/16 and 2/17/16**
- III. **Chair's Report, [Deborah Kristan](#)**  
Referrals (none)
- IV. **Vice Chair's Report, [Michael McDuffie](#)**
- V. **Secretary's Report, [Laurie Stowell](#)**
- VI. **Provost's Report, [Graham Oberem](#)**
- VII. **Vice Provost's Report, [Kamel Haddad](#)**
- VIII. **Discussion Items**
  - A. **Senate Officers: Election Rules and Procedures Document** (attachment) **Page 2**
  - B. **Senate Officers: 2016/2017 EC/Senate Meeting Schedule – Revision** (attachment) **Page 8**
  - C. **CFA: DRAFT – CSUSM Resolution in Support of CFA's Call for a Strike** (attachment) **Page 9**
  - D. **SAC: Student Course Grade Appeal Policy** (attachment) **Page 10**
  - E. **FAC: Harry E. Brakebill Distinguished Professor Award Procedure Document (FAC 217-02)** (attachment) **Page 27**
- IX. **EC Members' Concerns & Announcements**

*Next meeting: March 2, 2016, 12:00-1:00 p.m., Library Reading Room ~ KEL 5400*

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3 **ACADEMIC SENATE**

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5 **ELECTION RULES AND PROCEDURES**

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8 **For Elections of: Academic Senate**  
9 **Senate Officers**  
10 **Academic Senate Standing Committee Members**  
11 **Senate Parliamentarian**  
12 **Statewide Academic Senators**  
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16 **I. PREPARATION OF ELECTION BALLOTS**  
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18 A. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide  
19 an Election Announcement to all eligible faculty (as defined by the Constitution and Bylaws).  
20

- 21 1. The Election Announcement shall include a listing of the continuing Senators and continuing  
22 Academic Senate Standing Committee members, as well as a listing of all vacant seats on the  
23 Academic Senate, Academic Senate Standing Committees, and some university committees.  
24 2. The Election Announcement shall solicit self-nomination by interested faculty for vacant  
25 seats on the Academic Senate and Academic Senate Standing Committees.  
26 3. Faculty eligibility for specific committee seats shall be described in the Election  
27 Announcement.  
28 4. Faculty members are not expected to provide university-level service to the Academic Senate  
29 during their first year as a tenure-line faculty member.  
30

31 B. NEAC shall use the responses to prepare a sample ballot.  
32

- 33 1. The sample ballot shall be provided to eligible faculty at least two weeks before the date of  
34 election with a deadline clearly stated for all nomination petitions and requests for deletions  
35 (to be submitted in writing).  
36 2. If, after NEAC has circulated the sample ballot, faculty members wish to nominate  
37 themselves for vacant positions, such nominations must be submitted to NEAC.  
38 3. For persons wishing to change their candidacy from either at-large or  
39 College/School/Library/SSP-AR (hereinafter referred to as “academic unit”) representative,  
40 the request for such a change must be submitted to NEAC.  
41 4. If the request for a name deletion or a move between unit and at-large representative creates a  
42 vacancy on the ballot for that position, the eligible faculty represented by that position shall  
43 be notified of the vacancy.  
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## II. GENERAL PROCEDURES FOR ELECTIONS

- A. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to the Academic Senate Office. Elections will be held annually in the spring, except in the case of Statewide Academic Senator elections, which need not be held unless a term is expiring. The election process will be timed to ensure that Senators are seated prior to the penultimate Senate meeting of the spring semester.
  - 1. The date of election shall be the date the poll closes.
  - 2. Polls shall be open for one week unless otherwise stated.
- B. Eligible faculty shall be permitted to vote for one candidate for each vacant position. Write-in votes and abstentions shall be allowed.
- C. Election shall be by plurality of votes cast.
  - 1. NEAC shall certify the election results.
  - 2. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.
- D. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.
- E. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result.
  - 1. Challenges must be submitted in writing to the chair of NEAC and must specify the nature of the challenge.
  - 2. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed.
  - 3. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.
- F. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc committee member may be subjected to recall by a petition to the Executive Committee of the Senate.
  - 1. The recall may be initiated by any eligible faculty member.
  - 2. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present the petition to the Executive Committee.
  - 3. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election.
  - 4. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the recall.

- 95 5. The vacancy thus created shall be filled under the election procedure set forth in these rules  
96 within thirty calendar days of the removal.  
97

98 III. PROCEDURES FOR ACADEMIC SENATE ELECTIONS  
99

100 A. Election and balloting for Senate seats shall be by academic unit.  
101

- 102 1. The Senate shall be representative of the full-time faculty.  
103 2. The number of Senators from each academic unit shall be determined by NEAC each spring,  
104 prior to spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of  
105 the University Faculty and the Academic Senate.  
106 3. Based on the response to the Election Announcement, NEAC shall conduct an election in  
107 accordance with these Rules.  
108 4. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats  
109 allocated to the academic unit (e.g., if an academic unit may elect six representatives, the  
110 ballot will read "Vote for up to six persons").  
111 5. Any business that must be addressed before the academic year ends will be conducted by the  
112 extant Academic Senate and Executive Committee.  
113

114 B. NEAC shall be responsible for filling vacancies on the Academic Senate.  
115

- 116 1. Subsequent to the spring election, NEAC will interpret those seats that remain unfilled as  
117 "Vacant." Vacant seats shall be filled by implementing the previous rule.  
118 2. When a senator notifies NEAC of his or her inability to serve, NEAC shall issue a call for a  
119 volunteer replacement to serve during the vacancy.  
120

121 IV. PROCEDURES FOR ELECTION OF SENATE OFFICERS  
122

123 A. Nominees for Vice Chair or Secretary of the Senate must be eligible faculty who either have  
124 been a voting member of the Senate or who have served in any capacity on a Senate Standing  
125 Committee for two of the past five years. Nominees for Chair and Vice Chair must be tenured at  
126 the time of nomination.  
127

128 B. Each spring, NEAC will distribute a Call for Senate Officers to full-time (tenure line and  
129 temporary) faculty.  
130

- 131 1. The Call will request that nominations for secretary and chair-elect of the Senate be sent to  
132 the Senate Office.  
133 2. The Call will request that faculty obtain permission of nominees prior to submitting their  
134 names.  
135

136 C. A sample ballot will be provided, and faculty will have one week to review and respond. Faculty  
137 may make additional nominations or may request that their name be removed from the ballot.  
138

139 D. The Official Ballot for the Election of Senate Officers will be provided to the current Senate  
140 members and Senators will have one week to vote.  
141

- 142 E. Senate Officers will be announced at the penultimate Senate meeting of the spring semester.
- 143
- 144 F. In the event that the chair becomes unable to serve, the vice chair/chair elect shall assume the
- 145 position of chair.
- 146
- 147 G. In the event that the vice-chair becomes unable to serve, NEAC shall conduct an election for vice
- 148 chair/chair elect.
- 149

## 150 V. PROCEDURES FOR ELECTION OF STANDING COMMITTEES

- 151
- 152 A. Standing Committee membership is of two types: academic unit representatives and at-large
- 153 representatives.
- 154
- 155 B. The members of the various committees serve staggered two-year terms.
- 156
- 157 C. Specific academic unit representatives shall be elected by eligible faculty within that unit. At-
- 158 large representatives shall be elected by all eligible faculty.
- 159
- 160 D. Elections for Promotion and Tenure Committee (PTC)
- 161
- 162 1. Only tenured full professors may serve on the PTC.
- 163 2. Elections for PTC seats must be contested (at least two candidates per seat).
- 164 3. If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a
- 165 call for nominees within the first two weeks of the subsequent semester (fall semester).
- 166 NEAC will conduct an election once a minimum of two candidates per seat is secured. This
- 167 special election does not require a sample ballot.
- 168
- 169 E. A person may be elected to serve on no more than two committees.
- 170
- 171 F. No person shall be elected chair of more than one standing committee.
- 172
- 173 G. After election results have been announced, each current committee chair shall convene a
- 174 meeting of current committee members and new committee members to (a) review the year-end
- 175 committee report and (b) elect a committee chair for the next academic year from among the
- 176 members of the committee who are ranked at associate level or above.
- 177
- 178 1. Each current committee chair shall notify the Academic Senate Office of their committee's
- 179 newly elected chair.
- 180 2. The newly elected chairs (with the exception of the PTC) and the newly elected Academic
- 181 Senate Officers will constitute part of the Executive Committee for the following academic
- 182 year.
- 183
- 184 H. The terms of those standing committee members whose terms are expiring shall end on the last
- 185 day of the spring semester; however, they may be called upon to respond to urgent matters
- 186 during the summer following their term's expiration.
- 187

- 188 1. Any business that must be addressed before the academic year ends will be conducted by the  
189 extant standing committees.  
190 2. Newly elected members' terms begin with the start of the fall semester; however, they may  
191 be called upon to respond to urgent matters during the summer prior to their term's  
192 commencement.

193  
194 I. Vacancies

- 195  
196 1. When vacancies arise on Standing Committees due to a faculty member being on leave or  
197 due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to  
198 serve for the duration of that faculty member's absence.  
199  
200 a. NEAC will review the volunteers and make recommendations for Senate confirmation.  
201 b. PTC vacancies may not be filled through NEAC's recommendation process. These seats  
202 may only be filled by an election, in accordance with item V.C. above.  
203  
204 2. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as  
205 "Vacant". Vacant seats shall be filled by implementing the previous rule, with the exception  
206 of PTC vacancies. These may only be filled by an election, in accordance with item V.C.  
207 above.  
208

209 VI. PROCEDURES FOR SELECTION OF SENATE PARLIAMENTARIAN

- 210  
211 A. NEAC shall distribute a call for Parliamentarian no later than one week after the announcement  
212 of the spring election results.  
213  
214 B. NEAC will forward the list of nominees to the Executive Committee (EC), which will select the  
215 Parliamentarian by the last EC meeting of the academic year.  
216  
217 C. Should no nominees come forward by the end of the academic year, the incoming Senate Chair  
218 shall appoint a member from the Senate to act as interim Parliamentarian until NEAC is able to  
219 solicit nominees and the EC takes action. The interim Parliamentarian shall be a non-voting  
220 member while acting as Parliamentarian.  
221

222 VII. PROCEDURES FOR ELECTION OF STATEWIDE ACADEMIC SENATE  
223 REPRESENTATIVES

- 224  
225 A. CSUSM has two statewide academic senators (this number is determined by the statewide  
226 Academic Senate) who serve staggered three-year terms.  
227  
228 B. When necessary, NEAC shall put out a call for candidates to fill the position of the senator  
229 whose term is expiring.  
230  
231 C. The statewide academic senator shall be elected during NEAC's annual spring Senate election  
232 process.  
233  
234 1. Election and balloting for statewide academic senators shall be by all eligible faculty.

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237

2. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired are eligible to run again.

## CSUSM ACADEMIC SENATE MEETING SCHEDULE 2016/17

### Academic Senate

Unless otherwise noted, meetings are held in KEL5400 (Reading Room), begin at ~~12:30~~ p.m., and run until approximately ~~2:50~~ 2:20 p.m.

#### Fall 2016

|             |   |
|-------------|---|
| August 25   | Convocation: 9 - 11 a.m. (Location TBD) |
| August 30   | New Senator Orientation 10-11 a.m.      |
| September 7 | Senate Meeting                          |
| October 5   | Senate Meeting                          |
| November 2  | Senate Meeting                          |
| December 7  | Senate Meeting                          |

#### Spring 2017

|            |  |
|------------|--|
| January 19 | Spring Assembly: 9 – 10:30 a.m. (Continental Breakfast 8:30-9:00 a.m.) |
| February 1 | Senate Meeting   |
| March 1    | Senate Meeting   |
| April 5    | Senate Meeting   |
| April 19   | Senate Meeting   |
| May 3      | Joint Senate Meeting (with newly elected 16/17 Senators)               |

All members of the CSUSM faculty are encouraged to join us. *Only current, elected Senators may vote.*

Because the Senate is not a governing board, meetings of the Academic Senate are not subject to the Brown Act. The decision to allow press/public into an Academic Senate meeting may be made by the Senate.

### Executive Committee

Except as noted, the EC meets from ~~12-1:50~~ 11:30-1:20 pm in KEL 5207 and on Senate days, from ~~12-12:50~~ 11:30-12:20 pm in KEL 5400 (Reading Room).

#### Fall 2016

|                         |  |
|-------------------------|--|
| August 24               | (Committee Chair Orientation 10-11 am/ EC Retreat 11 am – 3:00 pm) |
| September 7, 14, 21, 28 |  |
| October 5, 12, 19, 26   |  |
| November 2, 9, 16, 30   |  |
| December 7, 14          |  |

#### Spring 2017

|                       |                               |
|-----------------------|-------------------------------|
| January 25            |                               |
| February 1, 8, 15, 22 |                               |
| March 1, 8, 15, 29    | (Spring Break is March 20-25) |
| April 5, 12, 19, 26   |                               |
| May 3                 |                               |

1 **CSUSM Senate Resolution in Support of CFA’s Call for a Strike**

2 **- Draft**

3  
4 **WHEREAS** the AAUP *Principles on Academic Freedom and Tenure* state that the  
5 academy should offer Faculty “a sufficient degree of economic security to make  
6 the profession attractive to men and women of ability,”

7  
8 WHEREAS Faculty are essential for carrying out the core mission of the CSU,  
9 which is to provide quality education for our students,

10  
11 **WHEREAS** there has not been a significant general salary increase for CSU Faculty  
12 since 2004, a promised 11% salary increase for CSU Faculty in 2006 was cancelled,  
13 and a 9.3% furlough pay cut was instituted in 2009,

14  
15 **WHEREAS** the average CSU full-time equivalent Faculty salary system-wide is under  
16 \$50,000 a year,

17  
18 **WHEREAS** in 2015 the CSU received an budget increase from the state of \$216  
19 million in addition to its regular \$5 billion operating budget, more than enough to  
20 fund CFA’s bargaining proposal of a 5% raise, without increasing student fees,

21  
22 **WHEREAS** more than 30 state legislators have sent letters to CSU Chancellor  
23 White calling on him to come to a timely agreement that fairly compensates the  
24 Faculty,

25  
26 WHEREAS the Associated Students, Inc., of California State University San  
27 Marcos has already passed a resolution in support of CFA’s call for a strike,

28  
29 **BE IT RESOLVED** that the Academic Senate of Cal State San Marcos supports  
30 CFA’s call for a strike to take place on all 23 CSU campuses on April 13-15 and  
31 18-19, if at the conclusion of the fact-finding process the Administration fails to  
32 come to an agreement with CFA on Faculty salary.

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41 Sources:

42 [http://www.calfac.org/sites/main/files/file-attachments/on\\_csu\\_exec\\_pay\\_july\\_2015.pdf](http://www.calfac.org/sites/main/files/file-attachments/on_csu_exec_pay_july_2015.pdf)

43 <https://academeblog.org/2016/02/18/support-growing-for-potential-cfa-strike/>

44 <http://www.aaup.org/report/1940-statement-principles-academic-freedom-and-tenure>

1 **SAC: Student Course Grade Appeals Policy (SAC 216-02) – Revision**

2  
3 *Rationale:*

4  
5 *On February 16, 2015, the Secretary of the Academic Senate submitted to the CSUSM President*  
6 *and Provost a Senate-approved revised Student Course Grade Appeals Policy (SAC 216-02) for*  
7 *administrative review and approval. The revisions addressed the areas of electronic submission*  
8 *of student appeals, including a more clearly defined process that students must follow to submit*  
9 *an appeal. In the course of administrative review and questions regarding clarification of some*  
10 *parts of the policy document, the Senate Office noted that SAC had not removed wording which*  
11 *outlined the previous process for submission of documents; specifically, the policy still stated*  
12 *that hard copies should be mailed to the Senate Office for distribution. This rendered the*  
13 *updated policy inaccurate, and it was determined by the Senate Officers that it would be*  
14 *returned to SAC for proper editing/updating.*

15  
16 *The changes to this document reflect the appeal process for students which have been followed*  
17 *for, now, the third academic year. Changes are highlighted in yellow, below. Strikethroughs*  
18 *(highlighted in grey) are areas which should have been deleted with last year’s iteration of this*  
19 *document. Additionally, updated forms are provided to support the accuracy of student*  
20 *submissions. This updated policy document, including related forms, reflects the proper steps*  
21 *for the appeal process, as confirmed by the Chair of the Student Grade Appeal Committee, and*  
22 *the Academic Senate Office.*

23  
24  
25 **Definition:** Provides a means for students to seek redress of complaints regarding grades.

26  
27 **Authority:** California State University San Marcos Faculty Ethics Policy, and Executive  
28 Order 1037.

29  
30 **Scope:** The purpose of the Student Course Grade Appeals Policy and Procedures shall be  
31 to enable students to seek redress of complaints about course grade(s) (hereafter  
32 referred to as "grade appeal"). A grade appeal arises when circumstances prevent  
33 assignment of an earned course grade or cause an assigned course grade to be  
34 questioned by a student. This procedure shall also be available for the resolution  
35 of grade appeals alleging inappropriate application to the student of any other  
36 rules or policies of California State University San Marcos. The burden of proof  
37 shall rest on the student seeking redress.

38  
39  
40 **I. Preamble**

41 The California State University San Marcos Student Course Grade Appeal Policy  
42 acknowledges the rights of students and faculty as expressed in "Joint Statement of  
43 Rights and Freedoms of Students" drafted by the American Association of University  
44 Professors, the United States National Student Association, the Association of American

45 Colleges, the National Association of Student Personnel Administrators, and National  
46 Association of Women Deans and Counselors in 1967, and the rights of all members of  
47 the campus as outlined in the California State University San Marcos Faculty Ethics  
48 policy, Executive Order 1037 states that "faculty have the sole right and responsibility to  
49 provide careful evaluation and timely assignment of appropriate grades" and that, "in the  
50 absence of compelling reasons, such as instructor or clerical error, prejudice or  
51 capriciousness, the grade assigned by the instructor of record is to be considered final" (p.  
52 7).

## 53 II. Purpose

54 The purpose of the Student Course Grade Appeal Policy and Procedures shall be to  
55 enable students to seek redress of complaints about a course grade (hereafter referred to  
56 as "grade appeal). A grade appeal arises when circumstances prevent assignment of an  
57 earned grade or cause an assigned grade to be questioned by a student. This procedure  
58 shall also be available for the resolution of grade appeals alleging inappropriate  
59 application to the student of any other rules or policies of California State University San  
60 Marcos.

## 61 III. Terms and Definitions

62 Throughout this document, the words, "shall," "will," and "must" refer to mandatory  
63 (required) actions. The words, "may" and "should" refer to discretionary actions (i.e.,  
64 recommended or voluntary, but not required). The word "dean" refers to the dean or  
65 his/her designee (referring to the dean of the college in which the student is filing an  
66 appeal). The word "principals" refers to the student appellant and the instructor  
67 respondent.

## 68 IV. Jurisdiction

69 This policy applies solely to students' appeals of assigned course grade. Separate  
70 grievance policies and procedures have been established for discrimination and  
71 harassment grievances. Students wishing to initiate a grievance against an administrator,  
72 faculty or staff member because of discrimination on the basis of sex, race, color,  
73 national origin, age, disability, veteran status, religion, or sexual orientation are advised  
74 to obtain written instructions on the filing of such grievances from the Office of Human  
75 Resources and Equal Opportunity or the Office of the Dean of Students.

76 Separate policies and guidelines also exist for complaints involving Greek social service  
77 organizations or individual members of a Greek Organization. These policies and  
78 guidelines may be found in the Greek Handbook available in the Office of Student Life  
79 and Leadership.

## 80 V. Membership

### 81 A. Committee Structure

82 Membership of the Student Grade Appeals Committee (SGAC) shall consist of:

- 83 • Three students (two undergraduate, one graduate) to be named under  
84 procedures established by the Associated Students Incorporated (ASI).  
85 Student members serving on this committee must be regular students in good  
86 standing, have at least junior status, and have a minimum of 30 units  
87 completed at CSUSM. Student alternates will be named as needed; see section  
88 V.E.
- 89 • Four faculty members and four faculty member alternates selected by the  
90 Academic Senate. All faculty members of the committee and all faculty  
91 alternates must hold tenured appointments.

92 The Chair shall be elected yearly from the faculty membership of the committee.

93 B. Chair's Duties

94 The Chair is non-voting except in cases of a tied vote. The Chair shall be the  
95 administrative officer of the committee. The duties of the office shall include  
96 arranging for appropriate times and places of committee meetings and hearings;  
97 informing committee members of the committee's standing meeting time and  
98 place, and the time and place of any hearings; informing in writing all interested  
99 parties of the times and places of committee meetings or hearings which they are  
100 requested to attend and supplying them with a statement of the grade appeal;  
101 informing all other interested parties that an appeal is pending; securing and  
102 distributing to the committee written material appropriate for its consideration;  
103 arranging for the recording of committee proceedings; maintaining committee  
104 records; and informing in writing all interested parties of the recommendations of  
105 the committee.

106 C. Service of Alternates

107 Alternates shall be called upon as necessary to fill permanent or temporary  
108 vacancies (see section V. E., "Vacancies."). Alternates shall serve on the  
109 committee as full voting members for grade appeal grievances.

110 D. Terms of Service and Continuation

111 The term of service on the SGAC shall run from June 1 to May 31. All committee  
112 members/alternates shall serve two-year staggered terms, from June to May. All  
113 student members shall serve one-year terms. Committee members may serve  
114 consecutive terms of service.

115 The members who begin hearing an appeal shall continue as a panel for that  
116 appeal until it reaches resolution, unless a member is unable to continue or is no  
117 longer eligible to serve. In the event that a particular grade appeal extends beyond

118 May 31, the members hearing that particular grade appeal shall continue with that  
119 appeal until the committee's decision is rendered.

120 E. Vacancies

121  
122 1. Permanent vacancies  
123 When a permanent vacancy on the committee occurs mid-term, the Chair  
124 of the committee shall request a replacement by one of the faculty  
125 alternates or, in the case of students, through an appointment made by  
126 ASI. The replacement shall have full voting rights for the remaining term  
127 of office of the original committee member.  
128

129 2. Temporary vacancies  
130 If a member of the committee is from the same immediate department or  
131 program or has a close personal relationship with the student making the  
132 appeal, that member shall not participate in the appeal process for that  
133 specific grade appeal. (That is, the member must recuse him/herself.)  
134 When, for good cause, a committee member cannot consider a particular  
135 grade appeal, or if the committee identifies a conflict of interest, an  
136 alternate, with full voting rights, shall be appointed to serve in his/her  
137 place for the specific grievance. In addition, a student appellant shall have  
138 the right to have one member of the committee replaced with an alternate  
139 member for any reason within two academic days prior to the committee's  
140 first review of the appeal. An alternate faculty member shall be selected  
141 by the Chair of the committee. An alternate student member shall be  
142 appointed by ASI.  
143

144 F. Quorum and Voting

145 The quorum (which must include at least one student member) for holding  
146 meetings and making grade appeal recommendations shall be a majority of the  
147 seated members of the SGAC. A majority of members in attendance, including at  
148 least two faculty members, is required to make a grade appeal recommendation.  
149 Only members of the committee who have reviewed the documents submitted and  
150 heard all testimony elicited during the hearing on a grade appeal may vote on the  
151 grade appeal.  
152

153 G. Confidentiality

154  
155 To protect all parties involved, all participants shall maintain confidentiality to the  
156 maximum extent possible at every level of the appeal process. A breach of  
157 confidentiality is a breach of ethics, code of conduct, and FERPA.  
158

159 No member of the committee shall discuss personal and/or pertinent information  
160 relating to a specific grade appeal with any persons who are non-committee  
161 members except at the request of the committee as part of the hearing processes  
162 defined in this document. This shall not preclude notification of proper authorities

163 by the Student Grade Appeal Committee in the event that the committee perceives  
164 the safety of any person or property to be in jeopardy.

165  
166 No member of the committee shall discuss personal and/or pertinent information  
167 relating to a specific grievance with any of the principals throughout the course of  
168 the investigation and following the recommendation of the committee except at  
169 the request of the committee and/or at a hearing.

170  
171 Communication Guidelines: All documentation and recommendations relating to  
172 individual grade appeals shall be marked and handled "confidential," and are only  
173 for the use of those directly involved in the grade appeal (interested parties). All  
174 records relevant to an individual grade appeal shall be stored in perpetuity  
175 electronically via Moodle Container. Members of the committee shall not discuss  
176 the facts of any grade appeal through electronic mail, such discussion must occur  
177 when the SGAC convenes. Notifications and other procedural correspondence  
178 may be conducted electronically.

179  
180 VI. Grade Appeal Process

181  
182 Students who wish to avail themselves of the grade appeal process may obtain  
183 information and assistance from the Office of the Dean of Students, from the Associated  
184 Students, Inc., or their faculty advisor (as applicable).

185  
186 These consultants may assist with:

- 187 • Defining the basis of the appeal using the criteria specified in this procedure;
- 188 • Explaining the options available to the student for resolving the grade dispute;
- 189 • Suggesting steps toward informal resolution;
- 190 • Completing the grade appeal form process (advice and critique) and compiling  
191 supporting documentation.

192 Consultants are expressly prohibited from writing students' grade appeals or supporting  
193 documentation.

194 The grade appeal process has two parts: the Informal Resolution Process (described in  
195 VI. B. below); and the Formal Grade Appeal (described in VI. C. below). In cases where  
196 the Informal Process does not result in a resolution of the dispute, a series of documents  
197 need to be submitted for the Formal Grade Appeal. Both the informal and formal  
198 processes must be completed by the deadlines below.

199 A. Informal and Formal Resolution Process Deadline

200 The deadline for completing both the informal and formal appeal processes shall  
201 be as follows:  
202

| <b>For courses taken during:</b>    | <b>Deadline for completion:</b> |
|-------------------------------------|---------------------------------|
| Previous fall semester              | March 15                        |
| Previous spring and summer semester | October 15                      |

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B. Informal Resolution Process

A good faith effort to settle a dispute must be made before filing a formal grade appeal. **Even after a formal appeal is filed, efforts to resolve the dispute by informal means should continue.** The SGAC Chair may facilitate the resumption of the informal appeal.

In order to seek resolution before the formal grade appeal filing deadline, students should begin the informal resolution process as soon as possible. Any grade appeal policy and procedure of a college or department is considered part of the informal process, and falls within the time restrictions as discussed in Step 1 through Step 3, below.

Step 1: The student must consult with the faculty member(s) involved to try to reach an agreement. If the faculty member does not respond or if the student is unable to reach agreement in a reasonable length of time, keeping in mind the filing deadline, then the student shall proceed to step 2.

Step 2: The student shall consult with the person at the next level of supervision if Step 1 does not result in a satisfactory agreement. (e.g., department chair or program director). If the parties do not respond or reach agreement in a reasonable length of time, the student shall proceed to step 3.

Step 3: The process shall continue at the level of dean, or the administrative director of equivalent rank. If the dean does not respond or an agreement is not reached and the student wishes to pursue the appeal process, the student shall file a formal grade appeal.

NOTE: Grade appeals involving administrators who have served as the instructor for the course should be directed to the SGAC after Step 1.

C. Formal Process

The Formal Process shall be filed on-line via the Student Grade Appeal Committee (SGAC) secured website.

Students filing grade appeals should contact the Academic Senate Coordinator at academicsenateoffice@csusm.edu for access to the SGAC secured website.

**The complete grade appeal requires submission of:**

**Step 1: the “Agreement to follow the Student Grade Appeal Policy”, and the “Acknowledgement and Release” statement,**

**Step 2: the “Informal Resolution Process Log and Supporting Documentation”,**

**Step 3: the “Formal Grade Appeal Form”,**

**Step 4: “Supporting Documentation to the Formal Grade Appeal Form”.**

249 Items (1) to (4) must be uploaded to the designated places in the SGAC secured  
250 website: templates of the required forms are attached to this policy. For a detailed  
251 overview of the online submission process, please see Appendix A.  
252

253 1. Basic Guidelines for Grade Appeals

- 254 a. The SGAC presumes that the grade assigned is correct. It is the  
255 responsibility of the student appealing an assigned grade to  
256 demonstrate otherwise. (See CSU Exec Order 1037, p.9)
- 257 b. Students may only appeal grade assignments on the following bases:
- 258 ▪ An instructor refuses to (or cannot) assign a grade;
  - 259 ▪ The instructor is not available to review possible computational error;
  - 260 ▪ The student believes the grade assigned is inequitable or capricious,  
261 unreflective of course performance, or inconsistent with other grade  
262 assignments in the course.
- 263 c. The SGAC shall only recommend grade changes when a  
264 preponderance of the evidence supports the student's claim that the  
265 grade was improperly assigned, based on appeal grounds listed in  
266 paragraph (b), above.
- 267 d. The burden of proof shall lie with the student.  
268

269 2. ~~How to File~~

270 ~~Where informal resolution fails, the student may file a formal grade~~  
271 ~~appeal in writing to the Student Grade Appeals Committee (SGAC),~~  
272 ~~stating the specific allegations and the desired remedy, accompanied by~~  
273 ~~available documentary evidence. The grade appeal must be submitted by~~  
274 ~~completing the (1) Informal Process Log, (2) Student Grade Appeal Form, and~~  
275 ~~(3) Documentary Evidence (Appendix A) and uploading them via the~~  
276 ~~specific link at the SGAC secured website. Students may obtain a formal~~  
277 ~~grade appeal form at the following locations:~~

- 278 • ~~Office of Associated Students Incorporated~~
- 279 • ~~Office of the Dean of Students~~

280  
281 2. How to File

282 Where informal resolution fails, the student may file a formal grade  
283 appeal electronically using the SGAC website, stating the specific  
284 allegations and the desired remedy, accompanied by available  
285 documentary evidence (described in VI. C. above).  
286

287 3. Filing Deadline

288 All parts of the grade appeal must be uploaded to the SGAC secured  
289 website no later than March 15 for the prior fall session or October 15  
290 for the prior Spring/Summer session. In the event of extenuating  
291 circumstances, the Provost or designee shall be able to waive the  
292 deadline.  
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4. Withdrawal and Termination of Formal Process  
A student has the right to withdraw his/her grade appeal at any stage of the proceedings, in which case the proceedings shall terminate immediately. Efforts to resolve the dispute by informal means may continue throughout the formal process. ~~Written notification by the appellant to the Student Grade Appeals Committee is required to terminate the proceedings.~~

~~The Student Grade Appeals Committee address is:~~

~~Student Grade Appeals Committee  
c/o Academic Senate Office  
California State University San Marcos  
San Marcos, CA 92096-0001~~

5. Preliminary Screening  
~~Students are required to submit the log for informal process by uploading it via the specific link at the SGAC secured website.~~

Upon receipt of the uploaded written grade appeal, the Chair of the Student Grade Appeals Committee will review the grade appeal to determine if:

- The Student Grade Appeals Committee has jurisdiction (See section "Purpose" and "Jurisdiction" page 1.); and
- The filing deadline has been met; and
- The informal process, steps 1 through 3, has been completed.

If any of the three above conditions have not been met, the Chair of the Student Grade Appeals Committee shall respond in writing within seven (7) calendar days to the complainant stating which condition(s) has not been met and terminating the appeal.

If the above conditions have been met, the Chair shall send written notice of receipt of a grade appeal within seven (7) calendar days to all parties involved in the informal process. The Chair shall also provide the instructor (the person responsible for assigning the student's grade) with a complete copy of documents submitted by the student, and request that the instructor provide a written response and relevant documentation, including the course syllabus and grade roster, to the committee within ten (10) calendar days.

338 If the instructor identified in the appeal cannot be contacted through  
339 reasonable efforts because he/she is no longer in residence or is on leave  
340 or vacation, the committee shall provide an additional notification  
341 period not exceeding one semester. If the instructor cannot be  
342 contacted by the end of one semester it is the responsibility of other  
343 qualified faculty to review the grade (CSU Executive Order 1037, p.5).  
344 Executive Order 1037 specifies that "Qualified faculty" means one or  
345 more persons with academic training comparable to the instructor of  
346 record who are presently on the faculty at California State University  
347 San Marcos. Typically, this is the department or program chair.  
348

349 6. Consideration of Grade Appeals

350 Upon review of documentation from the instructor and the student, the  
351 committee Chair shall establish and distribute to the principals a  
352 timeline for resolution of the appeal. If additional information is  
353 needed, the committee shall use appropriate means to collect relevant  
354 data. Any party within the University community who is contacted by  
355 the Student Grade Appeals Committee Chair for information relevant to  
356 a specific appeal shall cooperate and provide full disclosure of  
357 information. This may include, but is not limited to, requesting that the  
358 instructor(s) provide academic records such as grade roster, graded  
359 materials in his/her possession and other documents such as syllabi and  
360 assignments that may be pertinent to the appeal.  
361

362 The SGAC may establish and consult with a panel of 2-3 faculty  
363 members knowledgeable about grading practices, teaching strategies, or  
364 classroom management. This panel of experts shall include at least one  
365 individual from the general academic discipline or area of the course in  
366 which the disputed grade(s) occurred.

- 367 a. The SGAC shall select the panel from a pool of faculty willing to  
368 serve as consultants, submitted by the chairs, program directors,  
369 or center directors of appropriate academic units.
- 370 b. The panel shall not include a faculty member objected to by  
371 either the student or faculty member involved in the dispute.  
372 Either the student or faculty member may ask for the  
373 replacement of no more than two members of the panel. Such a  
374 request must be made in writing and within no more than seven  
375 (7) calendar days of the notification by SGAC.
- 376 c. The SGAC shall make its recommendation in the grade appeal  
377 based on information received during its fact-finding, including  
378 information provided by the panel of faculty.  
379

380 7. Hearing Process

381 The committee shall attempt to make its recommendation on the basis of  
382 the documentation provided by the student, the instructor, and any other  
383 parties from whom it has requested information. If, by a majority vote,

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the committee determines a need for a hearing, the hearing process will proceed as follows:

- The committee shall determine who will be involved in the hearing process.
- The committee may seek advice from a "panel of experts" from the appropriate area as noted above.
- The committee may invite persons having information related to the grade appeal to testify in the hearing.
- The committee Chair shall reserve the appropriate facility and notify all parties involved of the hearing date(s) and location.

The hearing shall be conducted according to the following standards:

- The hearing is a fact-finding/information gathering proceeding, not a judicial process.
- There shall be no confrontation or cross-examination of witnesses by instructor and the student.
- Only the committee and those currently providing information shall be present during that portion of the hearing.
- The Chair shall preside at the hearing.
- Only the committee members, including the Chair, shall ask questions.

All hearings will be audio- or audio and video-recorded. Recordings will be available for review by the student, the instructor, and committee members in a specially supervised place. Recordings of hearings shall only be copied for Student Grade Appeal Committee record-keeping purposes.

Once all information has been received, including information obtained through hearings, the committee will issue a recommendation.

8. Recommendation

The SGAC shall recommend one of two courses of action. Either

- The original grade was properly assigned and should therefore remain on the student's record, or
- The original grade was improperly assigned, and the student's work should therefore be reevaluated, and the assigned grade should be changed.

The SGAC recommendation shall go to the instructor of record, the student, the instructor's Department Chair or Program Director, the Dean of the college offering the course, the Provost, and the Office of Enrollment Services if a grade change is recommended. The recommendation will be transmitted within ten (10) calendar days of the completion of the committee's information gathering procedures and deliberations.

428 If a grade change is recommended, the instructor of record shall notify the  
429 Student Grade Appeals Committee of the course of action taken within  
430 fourteen (14) calendar days.

431  
432 CSU Executive Order 1037, p. 8, specifies that: "If the instructor of  
433 record does not assign a grade, or if he/she does not change an assigned  
434 grade when the necessity to do so has been established by appropriate  
435 campus procedure... (i.e., SGAC recommendation), it is the responsibility  
436 of other qualified faculty to do so."

437  
438 Executive Order 1037 further specifies that "Qualified faculty" means one  
439 or more persons with academic training comparable to the instructor of  
440 record who are presently on the faculty at California State University San  
441 Marcos. The qualified faculty (typically the department or program chair)  
442 shall notify the SGAC of the course of action taken within fourteen (14)  
443 calendar days after receiving the SGAC's request.

444  
445 9. Appeal of Violations of Procedure

446 The only possible further action after the SGAC reached its  
447 recommendations is allegation of violation of procedure. Either the student  
448 or the instructor may appeal the procedure by which a decision of the  
449 SGAC was reached.

450  
451 The sole basis for such an appeal shall be that the SGAC so substantially  
452 departed from the guidelines and procedures set forth herein as to have  
453 seriously prejudiced the outcome of the case. It is recognized that a  
454 procedurally perfect process is impossible to achieve and therefore not  
455 required to satisfy due process. It must be shown that the violation has had  
456 an actual and not merely a speculative adverse effect on the final decision  
457 of the grade appeal.

458  
459 Such an appeal should be submitted to the Provost or the Provost's  
460 designee within fourteen (14) days of the SGAC's official  
461 recommendations. The Provost or the Provost's designee shall reply within  
462 fourteen (14) days of the appeal.

463  
464 The Provost or the Provost's designee may:

- 465 • Reject the appeal (In this case, the decision of the SGAC shall be final);
- 466 or
- 467 • Direct the SGAC to reconsider the case, correcting the prior error, and submit a
- 468 report.

469  
470 VII. Annual Reports

471 The SGAC Chair shall report to the President of California State University San Marcos  
472 and Academic Senate by September 1 the number and disposition of cases heard the  
473 previous academic year (see CSU Exec Order 1037, p.9).

475  
476 **Formal Notice of Student Grade Appeal**  
477

478 **Instructions**

479 Before completing this form, please take the time to carefully read the Student Grade Appeal  
480 Policy and Procedure; paying particular attention to the basic guidelines for grade appeals  
481 (Section V.B.1.b). Filing of Formal Process requires the following 3 documents (please save each  
482 document as a separate file. i.e. you should have a total of 3 files ready to be uploaded to the SGAC  
483 secured website).

- 484  
485 (1) Informal Resolution Log\*  
486 (2) Formal Grade Appeal Form \*  
487 (3) Supporting Documentation.

488  
489 \*An electronic version of the template can be downloaded from the SGAC secured website.

490  
491 **Note:**

- 492 • Access to (2) and (3) are prohibited until the SGAC chair has reviewed and confirmed that  
493 the Informal Process has been completed.  
494 • Students should notify the SGAC chair via e-mail once the Informal Resolution Log has  
495 been submitted to the SGAC secured website.

496  
497 After reading the policy and procedures, complete this form as thoroughly as possible. You  
498 may request assistance to complete the above 3 documents from the Office of the Dean of  
499 Students.

500  
501 Confidentiality will be maintained in accordance with Student Grade Appeals Policy and  
502 Procedures, "Confidentiality," Section IV.G.

503  
504 Once you have completed this form, place in a sealed envelope and send it to:

505  
506 Student Grade Appeals Committee  
507 C/O Office of the Academic Senate  
508 California State University, San Marcos  
509 San Marcos, CA 92096-0001

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518 **UPDATED FORMS - Senate First Reading**

519  
520 Appendix A

521  
522 California State University, San Marcos

523  
524 **Overview of the Formal Submission Process of a Student Grade Appeal Case**

525  
526  
527 All items are to be submitted via the secure Moodle container of the Student Grade Appeal  
528 Committee (SGAC) (accessible via the [community.csusm.edu](http://community.csusm.edu) page). Please contact the  
529 Academic Senate Coordinator at [academicsenateoffice@csusm.edu](mailto:academicsenateoffice@csusm.edu) to be granted access to the  
530 Moodle container.

531  
532 Please take the time to carefully read the Student Grade Appeal Policy and Procedure.

533  
534 To submit a case, there are four (4) steps to be followed in the Moodle Container. Detailed  
535 instructions about each step are provided in the Moodle container (click on the links provided in  
536 the Moodle container for each step). Templates of the required forms are posted in the Moodle  
537 container and attached below.

538  
539 Overview:

- 540
- 541 1. Step 1: Complete the **Agreement to Follow the Student Grade Appeal Policy** and the  
542 **Acknowledgement and Release** statement. Note: access to step 2 is prohibited until  
543 Agreement is completed in step 1.
  - 544 2. Step 2: Submission of **Informal Resolution Process Log and Supporting**  
545 **Documentation** (e.g., email communications)\*. Note: access to step 3 is prohibited until  
546 step 2 is completed and verified.
  - 547 3. Step 3: Submission of **Formal Grade Appeal Form**.
  - 548 4. Step 4: Submission of **Supporting Documentation** to the Formal Grade Appeal Form.
- 549  
550

551 \*According to the current Student Grade Appeal Policy, in order for the Student Grade Appeal  
552 Committee to accept an appeal case from a student, the student must demonstrate that they have  
553 **completed the informal grade appeal process** with the instructor, department chair, and dean.  
554 Failure to contact all three people (instructor, department chair, and dean) is considered  
555 “Informal Process Incomplete” and the case will not be considered.

556 You are required to provide evidence for completion of the informal grade appeal process by  
557 submitting the Informal Resolution Log in step 2.

558  
559  
560

561 (Step 1) AGREEMENT to follow the Student Grade Appeal Policy, and  
562 ACKNOWLEDGEMENT AND RELEASE

563  
564 I have received and read the Student Grade Appeals Policy and Procedures and  
565 understand what I am required to do in the Formal Grade Appeals Procedures.  
566

567 Initials \_\_\_\_\_  
568

569 I hereby release to the Student Grade Appeals Committee all documents, including my  
570 academic records, which may be pertinent to the Committee's investigation.  
571

572 Initials \_\_\_\_\_  
573

574 I certify that, to the best of my knowledge, the information I have provided is accurate  
575 and the circumstances surrounding the problem are as I have described them.  
576

577  
578 \_\_\_\_\_  
579 Signature Date  
580  
581

582 (Step 2) INFORMAL RESOLUTION PROCESS LOG

583 Note: an electronic copy of this log is posted in the SGAC secured website. Students should  
584 download this template, fill it out, and upload the completed template at the specific link in the  
585 SGAC secured website.  
586

587 **INFORMAL RESOLUTION PROCESS LOG**

588 **Date of Submission** \_\_\_\_\_

589 **Your Name** \_\_\_\_\_

590 **Your Campus E-mail Address:** \_\_\_\_\_

591 **Your Phone Number** \_\_\_\_\_

592 **Your Mailing Address** \_\_\_\_\_  
593

594 **Semester:** \_\_\_\_\_

595 **Course Name** \_\_\_\_\_

596 **Course Number** \_\_\_\_\_

597 **Instructor Name** \_\_\_\_\_

598 **Note:** According to the current Student Grade Appeal Policy, in order for the Student Grade Appeal Committee  
599 (SGAC) to accept an appeal case from the students, *students have to demonstrate that they have completed the*  
600 *informal grade appeal process with the instructor, department chairman, and Dean.*

601 *Record of contact with (1) instructor, (2) department chair, and (3) Dean should be listed in the following log*  
 602 *table. Failure to contact all 3 of these people (instructor, department chair and dean) is considered as “informal*  
 603 *process incomplete,” and the case will be rejected.*

| Date | Name of the person you contacted | Title of the Person You Contacted (please indicate the department) | E-mail and phone number for the person you met | Conclusions from the meeting | Format of Communication (phone or E-mail)<br><br>Note: if E-mail, please attach scanned copy of the e-mail communications from all the persons you had contacted and submit all them as ONE SINGLE file |
|------|----------------------------------|--|--|------------------------------|---|
|      |                                  |  |  |                              |   |
|      |                                  |  |  |                              |   |
|      |                                  |  |  |                              |   |

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605

606 **(Step 3) FORMAL GRADE APPEAL FORM**

607 Note: an electronic copy of this form is posted at the SGAC secured website. Students should  
 608 download this template, fill it out and upload the filled template at the specific link in the SGAC  
 609 secured website.

610  
611 **Please type or print clearly**

612  
613 **STUDENT INFORMATION**

614

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home \_\_\_\_\_  
Phone: \_\_\_\_\_  
Expected \_\_\_\_\_  
Graduation: \_\_\_\_\_

Cell \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_

615  
616  
617

## COURSE INFORMATION

Course Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

618  
619

## BASIS FOR GRADE APPEAL

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Check all that apply and provide evidence and documentation for each basis checked.

- The instructor refuses to (or cannot) assign a grade
- The instructor is not available to review possible computational error.
- The grade assigned is:
  - A result of an instructor or clerical error
  - Inequitable or capricious
  - Unreflective of course performance
  - Inconsistent with other grade assignments in the course

628  
629

## NARRATIVE

630  
631  
632  
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634

Please provide a brief chronological description of the events and actions leading to the assignment of your grade. Please be sure to include the names of any individuals who may have relevant information. If the space provided here is insufficient, please append the entire narrative on separate page(s).

635  
636

## EXPLANATION OF THE APPEAL

637  
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643

For each box checked under "Basis for Appeal," please provide a brief explanation showing how the events and actions cited in your narrative compel a change in your grade. Explain each basis separately, even if this requires citing the same events more than once. If the space provided here is insufficient, please append the entire explanation on separate pages.

644  
645

## (Step 4) SUPPORTING DOCUMENTS/DOCUMENTARY EVIDENCE

- 646
- 647
- 648
- 649
- 650
- 651
- 652
- 653
- 654
- 655
- Please upload ONE Adobe pdf file that includes ALL of your supporting documents for your appeal case.
  - **Separate** each document by **inserting a cover page between each document.**
  - Examples of supporting documents may include one or more of the following items:
    - Syllabus
    - Graded assignments
    - Graded projects
    - Graded quizzes, tests and exams
    - Correspondence with your instructor or other individuals involved with your appeal.

656

657

*The following format must be used. Failure to follow the format will result in rejection of the case.*

658

659

Example of submitted file with 4 support documents:

**Note: remember to insert a cover page to separate each document.**

- 660
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- 662
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- 669
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- 671
- 672
- 673
- 674
- (1) Cover page with the title "Course Syllabus" [put actual syllabus here]
  - (2) Cover page with the title "Graded Assignments" [put all graded assignments here]
  - (3) Cover page with the title "Graded Projects" [put all graded project documentation here]
  - (4) Cover page with the title "Graded quizzes, tests and exams" [put all graded quizzes, tests and exams here]

1 **HARRY E. BRAKEBILL DISTINGUISHED PROFESSOR AWARD PROCEDURE**

2  
3 *Rationale: FAC was asked to make consistent who is eligible for the award and the award*  
4 *criteria. Currently the procedure states that all Unit 3 members are eligible to be nominated.*  
5 *Thanks to Adrienne, who assembled all of the documentation on the history of this award, we*  
6 *know that the Unit 3 language was written into the original Outstanding Professor Award and*  
7 *has carried over into every version of the procedure. However, the description of expectations*  
8 *for nominees makes it clear that only teaching faculty are the appropriate recipients of this*  
9 *award since they are the only Unit 3 employees who engage in all three areas that are*  
10 *considered: “The nominees are expected to have records of superlative teaching. Quality contributions*  
11 *in the areas of research, creative scholarship, and service to the campus and the community are also*  
12 *taken into consideration, but they shall not be a substitute for the basic requirement of excellence in*  
13 *teaching.”*

14  
15 *In addition, the past two Faculty Awards Selection Committees had several suggestions to clarify the*  
16 *award criteria, the process, and the timeline. Based on extensive discussion, FAC has made significant*  
17 *changes in the focus of the award.*

- 18 1. *The award criteria have been clarified to reduce the emphasis on teaching and make this an*  
19 *award for the “most well-rounded” of outstanding nominees. The current policy requires that*  
20 *research/scholarship/creative activity and service be evaluated in terms of how they contribute to*  
21 *teaching effectiveness. Since there is now a President’s award for teaching, we would like the*  
22 *Brakebill to become an award that honors someone who excels in all areas.*  
23 2. *We have changed the file submission from a binder to electronic. We have also clarified the*  
24 *number of letters of support that can be submitted and provided some specific guidelines to help*  
25 *make these letters stronger.*  
26 3. *We changed the due date for FASC’s recommendation from the second to the third week of*  
27 *October. This is so that the committee does not have to evaluate Wang and Brakebill files at the*  
28 *same time.*

29  
30 **Definition:** The process to be used to recognize one of our faculty members each year as the Harry E.  
31 Brakebill Distinguished Professor.

32  
33 **Authority:** President of the University.

34  
35 **Scope:** CSUSM Teaching Faculty.

36  
37  
38  
39 \_\_\_\_\_  
Karen S. Haynes, President

\_\_\_\_\_  
Approval Date

40  
41  
42  
43  
44 \_\_\_\_\_  
Graham Oberem, Provost & Vice President for  
45 Academic Affairs

\_\_\_\_\_  
Approval Date

46 Revision 3: / /2015  
47 Revision 2: 04/15/2014  
48 Revision 1: 07/25/2013  
49 Implemented: 11/06/2002

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**I. FACULTY AWARDS SELECTION COMMITTEE**

The Faculty Awards Selection Committee shall recommend a Brakebill recipient to the president. The Academic Senate shall conduct elections for this committee during its Spring election. The committee shall consist of one faculty representative from each College/Library, one part-time faculty representative, one at-large member from former recipients of the Brakebill Award, one student (recommended by ASI), and an administrator recommended by the provost. Members of the committee may not nominate candidates for the award.

**II. BRAKEBILL DISTINGUISHED PROFESSOR AWARD**

Although we recognize that there are many outstanding faculty members at California State University San Marcos (CSUSM), each year we would like to honor one of our faculty to highlight exceptional accomplishments. This Award is given to faculty on the basis of outstanding contributions to their students, to their academic disciplines, and to their campus communities through their teaching; research, scholarship, or creative activity; and service. ~~The nominees are expected to have records of superlative teaching. Quality contributions in the areas of research, creative activity, and service to the campus are also taken into consideration, but they shall not be a substitute for the basic requirement of excellence in teaching. The evaluation of a nominee's file shall focus on the transmission of the university values to students through evidence of excellent teaching practices and the impact of his/her teaching in positioning the University as a learner-centered institution.~~

- A. Who can be nominated?  
All ~~Unit 3 members~~ teaching faculty, who have been employed at CSUSM for at least five years, are eligible to be nominated for the Brakebill Award by colleagues, students, former students, alumni, and/or staff. Nominees shall acknowledge their willingness to participate by sending an acceptance letter to the Academic Senate Office. Members of the Selection Committee may not accept nominations for the award.
  
- B. How are faculty nominated?  
The individual nominating a ~~faculty member~~ professor must formally submit a letter that substantiates the nomination to the Senate Office. This letter shall indicate how the nominator knows the nominee, a statement of his/her qualifications as an outstanding ~~teacher~~ professor, and, if a student, courses he/she has taken from the nominee. The same individual(s) shall assist the nominee in obtaining the necessary letters of support. It is recognized that most faculty have excellent records at ~~Cal State San Marcos~~ CSUSM. However, the record of outstanding performance is often not well documented by the faculty members themselves. It is awkward for a faculty member to solicit such documentation on his/her own behalf. It is important that others in the campus community assist nominees in the development of a dossier that accurately represents the individual's performance and impact in teaching as well as the other areas of consideration. Individuals who are invited to submit letters of support should be aware that the dossier is open to the nominee who prepares it.
  
- C. What are the criteria on which nominees will be judged?  
Anticipating that several excellent faculty will be nominated, in its evaluation of files the committee will seek the nominee with the most well-rounded record. The evaluation of a nominee's file ~~shall will~~ focus on the evidence of: excellent teaching practices, ~~and the impact of his/her teaching in positioning the University as a learner-centered institution.~~

**Comment [MT1]:** Per expectations described in previous paragraph

**Comment [MT2]:** Without a sustained period of employment at CSUSM, faculty are not competitive for the award.

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achievements in research, scholarship, or creative activity, and high quality service to the university and community. Each of three these areas will be weighted equally. -The committee shall make its recommendation based solely on the materials submitted. ~~The file shall contain written statements from students (current and former), from faculty, and/or from members of the community which evidence excellence in teaching. A nominee's contributions to his/her academic discipline and the campus community shall be evaluated to ascertain their quality and the contribution of these activities to the nominee's teaching.~~

The file shall be collected in a small binder and organized according to the following:

1. ~~Nomination letter~~
2. ~~Complete curriculum vitae~~
3. ~~Written statements of support (each should identify the writer and describe the type of evidence used as a basis for judgment):~~
  - a. ~~Up to 5 statements from colleagues, administrators, and/or community members~~
  - b. ~~Up to 10 statements from present and former students~~
4. ~~Five pages (single spaced, single sided) of narrative of teaching philosophy, research activity and achievements as member of the campus and broader communities.~~
5. ~~Evidence of achievements as a teacher: One to four course packets that include syllabus, lesson plans, student evaluations with comment sheets, 1-2 other items of the nominee's choice.~~
6. ~~Evidence of achievements as a member of the profession (e.g., publications, funded grant proposals, research awards): One to three items.~~
7. ~~Evidence of achievements as a member of the campus and the broader communities (e.g., service awards, products of services provided): One to three items.~~

The file will include the following:

1. Complete curriculum vitae
2. No more than 16 written statements of support. (Each statement should identify the author, specifically address the Faculty Awards Selection Committee – Brakebill Distinguished Professor Award, and describe the types of evidence used as a basis for judgment.) These statements of support will consist of:
  - a. The nomination letter(s)
  - b. Statements from colleagues, administrators, and/or community members
  - c. Statements from present and former students
3. Five pages (single-spaced, single-sided) of narrative on teaching philosophy, research activity and achievements as member of the campus and broader community.
4. Up to 10 items comprised of the following:
  - a. Evidence of achievements as a teacher: (One to four course packets that include syllabus, lesson plans, student evaluations with comment sheets; other items of the nominee's choice).
  - b. Evidence of achievements in research, scholarship, or creative activity (e.g., publications, funded grant proposals, research awards)
  - c. Evidence of achievements as a member of the campus and the broader communities (e.g., service awards, products of services provided)

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151 | [File documents must be submitted electronically to the office of the Academic Senate.](#)  
152 | [Materials that cannot be filed electronically \(e.g., books, DVDs, artwork\) can be housed](#)  
153 | [at the office of the Academic Senate.](#)

155 | The office of the Academic Senate notifies all faculty nominated for [the](#) award and  
156 | provides detailed instructions. The Senate office will keep the identity of [the](#) nominees,  
157 | and all deliberations, confidential.

159 | D. How is the Brakebill award recipient honored?  
160 | The University shall provide funds to allow a substantial award and meaningful  
161 | recognition in honor of the Brakebill award recipient.

164 | **PROCEDURE**

166 | The following defines the process used at [Ca+California](#) State [University](#) San Marcos to recognize one of  
167 | our faculty each year as the Harry E. Brakebill Distinguished Professor.

168 | **Timetable**

171 | **Spring:** Call for candidates for the Faculty Awards Selection Committee. Committee selection shall be  
172 | part of the Academic Senate election process.

174 | **First week April:** Distribution of information on the Brakebill Awards, the timeline, and the nomination  
175 | process by the Academic Senate office.

177 | **Third Week May:** Last day to nominate for the Brakebill Award. Nominations due in Academic Senate  
178 | Office no later than the last day of the semester.

180 | **Third week May:** Selection Committee shall have met and elected its chair. Name of the chair shall be  
181 | forwarded to the Academic Senate Office no later than the last day of the semester.

183 | **First week June:** Acceptance letters due in Academic Senate Office from Brakebill nominees.

185 | **Summer:** Preparation of Brakebill dossiers.

187 | **Third week September:** Dossiers due in Academic Senate office. Selection Committee starts its review  
188 | process.

190 | ~~Second~~ **Third week October:** Recommendation for the Brakebill recipient due to the president.

192 | **Second week November:** President informs campus community of Brakebill recipient.

**Comment [MT3]:** To avoid having to evaluate Wang and Brakebill at exactly the same time.