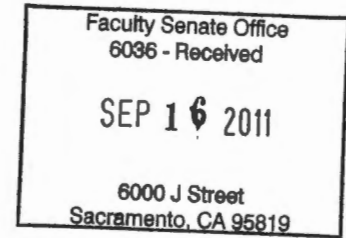





California State University, Sacramento
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MEMORANDUM

September 6, 2011

To: Ernie Hills, Chair
Department of Music

From: Joseph F. Sheley 
Provost and Vice President
for Academic Affairs

Subject: Approval of ARTP Procedures

Based on the recommendation of the University ARTP Committee as reflected in the July 29, 2011 memorandum from Professor William Dillon, I am pleased to give unconditional approval to revisions made to the ARTP document for the Music department.

As a condition of the approval of the unit's ARTP document, the University requires that each unit transmit a clean, corrected copy of its document to the Office of Human Resources (Del Norte Hall 3002 C, campus zip 6032) before any reliance may be placed on that document by the unit in the conduct of its ARTP business. In this case, transmittal of a clean copy before the end of the Fall semester will satisfy this condition.

In a case where I have set additional conditions on my approval of a unit's document, the unit must submit its document to Human Resources in a format that enables the reader to compare the clean copy to the copy originally submitted to the UARTP Committee for review. Your cooperation in this matter will enable Human Resources to assure the University that the clean copy of the unit's document complies in every respect with the M.O.U. and the University ARTP Policy and can therefore be relied on, as written.

JFS:ls

c: W. Dillon
E. Inch
K. Porter
A. Sheppard ✓

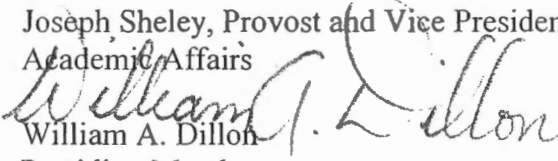
California State University, Sacramento
University ARTP Committee

MEMORANDUM

MEMORANDUM

July 29, 2011

To: Joseph Sheley, Provost and Vice President
Academic Affairs

From: 
William A. Dillon
Presiding Member
University ARTP Committee

Subj: Electronic Submission of Student Evaluations

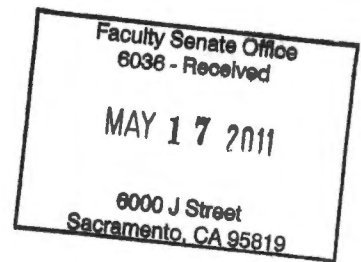
The University ARTP Committee recommends unconditional approval of the amendment of several unit documents pertaining to the subject of this memorandum.

The units whose amendments are recommended are as follows: Music, English; Electrical and Electronic Engineering; Civil Engineering; Mechanical Engineering; CBA-Marketing Area; CBA-Decision Sciences Area; CBA-Accounting and Information Systems Area; CBA-Management Area; Recreation, Parks and Tourism Administration; and Kinesiology and Health Sciences.

The Committee finds each amendment consistent with recently adopted University policy about electronic submissions. Kent Porter, Associate Vice President for Human Resources concurs in this recommendation.

WAD/cj
Enclosure

cc: D. Wagner, Vice President, Office of Human Resources
K. Porter, Associate Vice President, Office of Human Resources
A. Sheppard, Chair, Faculty Senate



Revisions (additions) submitted May 17, 2011 are highlighted in yellow.

Department of Music
Policies and Procedures Appointment, Retention, Tenure, Promotion

CRITERIA, POLICIES, AND PROCEDURES FOR APPOINTMENT, RETENTION, TENURE, AND PROMOTION OF FULL-TIME FACULTY

RETENTION, TENURE, AND PROMOTION CRITERIA

A. The criteria used for the evaluation of tenure-track faculty are those described in the College ARTP Policies and Procedures as follows:

1. Evidence of Competent Teaching (60%)
 - a. Results of standardized student evaluations. Student evaluations may be conducted in electronic form.
 - b. Faculty Workload Report (ASFWRK)
 - c. Signed statements or letters from peers, colleagues, and/or students regarding teaching effectiveness, and/or performance of other position duties, acknowledgement of teaching awards or honors, etc.
 - d. Input from the faculty member under review, such as the nature of the assignment(s), instructional materials, course outlines, syllabi, teaching awards, self-motivation of performance, and any other pertinent information

POLICIES AND PROCEDURES FOR APPOINTMENT AND EVALUATION OF PART-TIME TEMPORARY FACULTY

EVALUATION

A. Part-time temporary faculty shall be evaluated on an annual basis in separate evaluations by the Department Chair and at least one other faculty member designated by the Primary Committee.

B. The evaluation of part-time temporary faculty is an evaluation of performance only, based on evidence of Teaching Effectiveness.

1. Teaching Effectiveness
 - a. Results of standardized student evaluations of all classes. Student evaluations may be conducted in electronic form.
 - b. Signed statements or letters from peers, colleagues, and/or students regarding teaching effectiveness, and/or performance of other

position duties, acknowledgments of teaching awards or honors, etc.
c. Input from the part-time temporary faculty member under review, such as the nature of assignment(s), instructional materials, course outlines, syllabi, teaching awards, role-model performances, self evaluation of performance, and any other pertinent information