

A Few Updates for Chairs  
September 2014  
Chairs Academy

1. Contract updates can be found at:  
[http://www.calstate.edu/LaborRel/Contracts\\_HTML/contracts.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/contracts.shtml)
2. Many events and deadlines at the start of the year:
  - September 18: Back-to-the-Bay (10 a.m. in VBT)
  - September 22: University Fall Convocation (9 a.m. University Theatre)
  - October 7: Fall Faculty Reception
  - Election of committees for tenure and promotion
  - October 1 is the deadline for turning in dossiers for tenure and/or promotion
  - Review with each faculty member the procedures for evaluation
  - New this year: requests for instructional equipment
3. Staying out of trouble? Stay in contact with your Associate Dean and Dean. Our office works closely with the Associate Deans on grievances and other contractual matters. If you don't know the answer, don't be afraid to ask your Associate Dean (who will consult with the Dean), how your department/college will handle the matter. Not all Colleges handle all matters the same.
4. Important documents to know: -RTP document, link found on the Academic Senate websites; <http://www.calfac.org/lecturers-handbook>
5. A Plea for Careful Consideration:
  - review conscientiously the Personnel Action Files (PAFs) maintained by Gina Traversa in the Provost's Office; please call Sarah Knudsen at 5-3712 for an appointment
  - Create a grid: names of lecturers on one side; courses you teach across the top. Ask all tenure track and tenured faculty (or your departmental personnel committee) to review your pool of lecturers and determine who is qualified to teach which courses. Please do this each year.