

POLICY STATEMENT APPROVED

AS - 76-7.

TEACHING SERVICE AREASPolicies Concerning Teaching Service Areas

1. A Teaching Service Area is a recognized subject matter field or a specialized curriculum which is designated by the President of the University, in accordance with approved procedures, as a legitimate and distinct curriculum subdivision appropriate to the overall educational program of the campus.

The term "Teaching Service Area," which in most cases parallels academic disciplines, has significance in the CSUC system because of its use in that section of Title 5 of the California Administrative Code which deals with layoff procedures. Specifically, Section 43201(b) states: "Layoff of academic employees shall be by teaching service area within a campus."
2. Teaching Service Area designations normally should be identical to the existing academic departments unless other specific designations are made by the President of the University in accordance with approved procedures.
3. All faculty members employed on or before March 1976 are to be automatically assigned to the Teaching Service Area which is associated with the academic department in which the individual's personnel recommendations are presently maintained.
4. All faculty appointments made subsequent to approval of these policies shall, in the letter of appointment, designate the Teaching Service Area or Teaching Service Areas to which the faculty member is assigned.
5. Every five years, or sooner as determined by the President, the University shall engage in a thorough review of Teaching Service Area designations and assignment of individual faculty to Teaching Service Areas in accordance with approved policies and procedures. Departments may initiate reviews at other times, provided such reviews are recommended by the appropriate School Dean and approved by the President.
6. Every faculty member shall be assigned at least one Teaching Service Area based on individual competencies. Faculty members may be assigned to more than one Teaching Service Area in accordance with approved procedures. When multiple Teaching Service Areas are assigned to a faculty member, one of these shall be declared primary and the other(s) secondary. A request for designation of a secondary Teaching Service Area, or for the designation of a new primary Teaching Service Area, may be initiated either by the faculty member or the University. Except in the case where Teaching Service Area categories are redefined as a result of a University-wide review, such a change may be made only with the faculty member's consent. Initial assignments of redefined Teaching Service Areas shall be made by the President after consultation and in accordance with approved procedures. An individual shall normally be assigned to the academic department within which her/his primary Teaching Service Area falls, and shall normally receive teaching assignments in that Teaching Service Area unless (1) he/she is invited to teach, and consents to the assignment, in a secondary Teaching Service Area outside this department, (2) he/she is assigned to teach in a secondary Teaching Service Area within her/his department, (3) he/she is officially notified of impending layoff, in which case he/she may elect assignment in one or more of her/his secondary Teaching Service Areas even if such assignment may displace a tenured faculty member with less seniority who holds tenure in the Teaching Service Area as a Primary Teaching Service Area. Unless her or his own position is jeopardized by layoff, an individual may not be assigned to a secondary Teaching Service Area if such an assignment will force displacement of another faculty member teaching in her or his primary Teaching Service Area.
7. Pursuant to department procedures, a Department Chairperson--Scheduling Coordinator or Scheduling Committee--may assign a faculty member to teach within any Teaching Service Area associated with the department if, in the opinion of the Chairperson, such a teaching assignment is in the best interest of the total departmental program and the assignment is in accord with Section 4 of the Faculty Handbook, Academic Policies and Procedures. Teaching within Teaching Service Areas outside the faculty member's department, even though the faculty member is not officially assigned to such a Teaching Service Area, is permissible upon the consent of the faculty member. However, mere teaching within a Teaching Service Area does not provide the faculty member with any claim for assignment to that Teaching Service Area except as specifically provided for in Title 5 of the California Administrative Code. (Section 43205(b)(1).)

Procedures for Designating Teaching Service Areas

1. Procedures for Recommending Changes in Existing Teaching Service Area Designations.
 - a. For departments to divide single departmental Teaching Service Areas into two or more departmental Teaching Service Areas there shall be:
 - (1) Program review by department.
 - (2) Determination of new Teaching Service Area titles within departments.
 - (a) A majority vote of all regular full-time faculty shall be required.
 - (b) The recommendation shall be forwarded by the Chairperson to the School Dean along with programmatic justification for recommended change.

- (3) The School Dean shall consult with the School Committee having an advisory role in curricular matters and shall forward her/his recommendation, along with that of the department, to the Associate Vice President for Academic Affairs--Academic Personnel. These recommendations shall be forwarded to the Vice President for Academic Affairs, along with programmatic justification, for recommended change.
 - (4) The Vice President for Academic Affairs shall forward her/his recommendation, along with previous recommendations, to the President.
 - (5) The President shall approve or disapprove proposed changes in Teaching Service Areas within departments.
 - b. For departments to establish a new Teaching Service Area which wholly includes two or more departments there shall be:
 - (1) Program review by departments involved.
 - (2) Determination of new Teaching Service Area titles to include two or more departments.
 - (a) A majority vote of all regular full-time faculty in each of the departments involved shall be required.
 - (b) The recommendation shall be forwarded by the appropriate Chairpersons to School Dean(s) along with programmatic justification for recommended change.
 - (3) The School Dean(s) shall consult with School Committee(s) having an advisory role in curricular matters and forward her/his recommendation(s), along with other recommendations, to the Associate Vice President for Academic Affairs--Academic Personnel. The recommendation shall be forwarded to the Vice President for Academic Affairs, along with programmatic justification for recommended change.
 - (4) The Vice President for Academic Affairs shall consult with the Planning and Educational Policy (PEP) Council and forward her/his recommendations to the President.
 - (5) The President shall approve or disapprove proposed changes in Teaching Service Areas which combine departments.
 - c. For establishment of new Teaching Service Areas which are interdisciplinary in nature there shall be:
 - (1) Determination of new interdepartmental Teaching Service Area titles
 - (a) shall be based on recommendation supported by a majority of the review committee;
 - (b) the recommendation shall be forwarded to the Vice President for Academic Affairs, along with programmatic justification for recommended change.
 - (2) The Vice President for Academic Affairs shall consult with the appropriate Deans and the PEP Council and forward her/his recommendation, along with previous recommendations, to the President.
 - (3) The President shall approve or disapprove establishment of new Teaching Service Area designations.
2. Procedures for Recommending the Assignment of Individual Faculty Members to Appropriate Teaching Service Area Designations.
- a. Assignment of individual faculty members to appropriate Teaching Service Area designations shall be based on professional competencies.
 - b. For departments which do not recommend changes in Teaching Service Area designations, or whose recommendations are denied by the President, individual faculty members shall be continued in their prior designations (that of department Teaching Service Area).
 - c. For approved new departmental Teaching Service Areas (i.e., subdivisions of existing departments):
 - (1) Assignment of individual faculty to Teaching Service Areas shall be recommended by the faculty of the department upon majority vote and forwarded to the Chairperson, who shall concur or offer alternative recommendation.
 - (a) Each individual faculty member shall be recommended for a primary Teaching Service Area and, if appropriate, one or more secondary Teaching Service Areas within the department.
 - (2) Recommendations from the department shall be forwarded by the Chairperson to the School Dean. The faculty member shall be informed of the departmental recommendation(s).
 - (3) The following procedures shall be used in appealing a Teaching Service Area assignment and decision.
 - (a) A faculty member who believes the departmental recommendation is inconsistent with her/his competencies may, within ten (10) working days of notification, request special consideration by a department's R&A or Personnel Committee (Faculty Affairs Committee), as appropriate.

- (b) In the event the matter is not satisfactorily resolved at the department level within ten (10) working days of notification, the faculty member may request special consideration at the Dean's level.
 - (c) The School Dean shall review departmental recommendations, shall insure special consideration in all cases where it is requested, including the appellant's written statement, consult with the School R&A or Personnel Committee (Faculty Affairs Committee), as appropriate, and within ten (10) working days forward her/his recommendation along with all other recommendations to the Associate Vice President for Academic Affairs--Academic Personnel.
 - (d) The faculty member shall be informed of the Dean's and the School's recommendations.
 - (e) A faculty member who believes the Dean's recommendation is inconsistent with her/his competencies may, within ten (10) working days, appeal the recommendation to the Associate Vice President for Academic Affairs--Academic Personnel.
 - (f) The Associate Vice President for Academic Affairs--Academic Personnel shall consider all appeals and shall, within ten (10) working days, notify the appellant of the Associate Vice President's recommendation.
 - (g) All persons and parties concerned are strongly urged to make good faith efforts to informally resolve disputes relative to TSA matters, but if a satisfactory adjustment does not result, the person(s) concerned have the right to seek relief pursuant to CSUC system-wide grievance procedures.
- (4) The Associate Vice President for Academic Affairs--Academic Personnel shall recommend assignment of individual faculty members to Teaching Service Areas to the President.
- (5) The President shall determine the appropriate assignment of Teaching Service Area(s) for each faculty member and shall notify the faculty member and appropriate administrators of the decision.
- (6) A faculty member shall be informed in writing of all recommendations and decisions at every level of consideration. Determinations relative to assignment of an individual faculty member's Teaching Service Area should concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail.
- d. For approval of assignment of faculty to new Teaching Service Areas which wholly encompass two or more departments:
- (1) All faculty who are in departments which are subsumed into a new Teaching Service Area shall automatically be assigned to the new Teaching Service Area by action of the President.
- e. For approval of assignment of individual faculty members to additional secondary Teaching Service Areas or a new primary Teaching Service Area:
- (1) Normally, changes in the assignment of individual faculty member's primary or secondary Teaching Service Areas shall occur during the periodic University-wide review. However, in the event a faculty member requests the assignment of a new secondary Teaching Service Area or a change in her/his primary Teaching Service Area, the following procedures shall be followed:
 - (a) Faculty members who desire to be assigned to a secondary Teaching Service Area shall prepare a written request and justification and shall submit the request to the Chairperson of the department with which the desired Teaching Service Area is associated. Upon receipt of such a request the Chairperson shall consult with the department (which will be considering this individual) and the full-time tenure track faculty of the primary Teaching Service Area. A favorable recommendation from the full-time tenure track faculty shall require a majority vote. The Department Chairperson and the department faculty shall forward their independent recommendations and the results of the full-time tenure track faculty vote to the appropriate School Dean, who shall review the request, consult with School R&A or Personnel Committee (Faculty Affairs Committee), as appropriate, and forward their independent recommendations to the Associate Vice President for Academic Affairs--Academic Personnel. The Associate Vice President for Academic Affairs--Academic Personnel shall forward her/his own recommendation to the President of the University with a copy to the affected faculty member who may appeal to the President an adverse recommendation. The President of the University shall make the final decision and notify the faculty member and appropriate administrators of her/his decision.
 - (b) A faculty member shall be informed in writing of all recommendations and decisions at every level of consideration. Determinations relative to assignment of individual faculty members of a new secondary TSA or a change in her/his primary TSA should concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail.
 - (c) Faculty members who desire to be assigned to a new primary Teaching Service Area shall follow the procedures described above. Upon approval of the assignment to a new primary Teaching Service Area by the President, the faculty member's previous primary Teaching Service Area shall be considered a secondary Teaching Service Area for the faculty member.

- f. For approval of assignment of individual faculty to newly designated interdisciplinary Teaching Service Areas:

Individual faculty members who desire to be assigned to a new interdisciplinary Teaching Service Area shall make a formal request for such assignment as a secondary Teaching Service Area to the Associate Vice President for Academic Affairs--Academic Personnel.

- (1) The request shall include a current resume depicting specific evidence of education, experience and scholarship associated with competency in the new Teaching Service Area.
- (2) The Associate Vice President for Academic Affairs--Academic Personnel shall consult with the Vice President for Academic Affairs, appropriate Department Chairperson(s), School Deans, and established interdisciplinary program committees before recommending to the President approval or denial of the request.
- (3) The President shall act to approve or disapprove the faculty member's request for assignment to an interdisciplinary Teaching Service Area as a secondary Teaching Service Area.