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**Up-to-Date Resume Requirements for Future Faculty  
Personnel Actions**

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Effective with the start of the 1985-86 academic year, all processes that involve personnel actions respecting a faculty member should include an up-to-date professional resume. This particularly refers to reappointment, tenure and promotion reviews.

In this year's reviews, I was not always able to find evidence in the personnel files to substantiate claims either of faculty or those who had participated in a review of their accomplishments. Example: Associate Professor Doe is claimed to "have published extensively," but there is no list of publications.

I would like all personnel actions coming to me for review, effective July 1, 1985, to include a current professional resume which should include the following: (1) all postsecondary education with precise indication of the discipline(s) in which all advanced degrees are held (with dates); (2) all relevant professional employment (in reverse chronological order) with indications of other activity for any period in which professional employment was not held (such as military service); (3) a list of all publications in the reverse order of their appearance (separated into books, articles, chapters in books, and government or other reports but not including self-issued publications respecting which there has been no review other than the author's own appraisal); (4) a list (in reverse chronological order) of papers presented at professional meetings as well as other panels chaired, organized or participated in; (5) a list of papers or publications in progress (with anticipated completion dates); (6) a list of courses taught by the faculty member at CSUDH or elsewhere; (7) the names of three or more off-campus individuals, in the case of faculty up for tenure or promotion, who are familiar with his/her professional contributions; (8) consultancies to corporations, government agencies, or other institutions; and (9) any other information relevant to the personnel action under consideration.

The object of this requirement, standard in personnel review processes on almost all campuses, is to permit the faculty member to include in a single summary document key information relevant to his/her personnel action.

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<sup>1</sup> Faculty members at all ranks are to submit student evaluations for one course per quarter [**now, semester—two courses per year**] in accordance with procedures developed by the Academic Senate and approved by the President (dated 11/17/79). Compliance with this requirement is mandatory; the required student evaluations must be in the Faculty Professional Personnel File for the individual to be considered for a subsequent appointment. (Per PM 77-30 dated 9/13/77. See sections on Perceived Teaching Effectiveness Procedures and Student's Rights and Responsibilities in Relation to PTE...Ed.)

<sup>2</sup> See footnote on previous page.

<sup>[1]</sup> The term "appropriate administrator" shall be defined as follows: for instructional faculty, the dean of the college/school; for librarians, the Dean of the University Library; for all counselors, student service professionals-academic related and those coaches who do not have departmental appointments within Academic Affairs, the Vice President for Student Affairs.

<sup>[2]</sup> In cases where there is no department, the following are recognized as "units" for purposes of forming a review committee: College of Arts and Sciences, School of Education, School of Health, School of Management, University Library, and Student Affairs. Student Affairs will be the "unit" for all counselors, student service professionals-academic related, and those coaches who do not have departmental appointments within Academic Affairs. Within his/her "unit," the appropriate administrator may designate a program that grants a degree(s) as a department for purposes of forming a review committee.

<sup>[3]</sup> For purposes of consultation by the President, "academic administrators" may include, but shall not be limited to, instructional deans; the Dean of the University Library; the Vice President for Academic Affairs; the Academic Affairs Associate Vice Presidents; and the Vice President for Student Affairs.