

November 2, 2023

LORI KLETZER, Campus Provost and Executive Vice Chancellor  
Chancellor's Office

**Re: Proposed Revision to CAPM 100.500 and Establishment of New CAPM 103.500**

Dear Lori,

The Academic Senate has reviewed the proposed revision to CAPM 100.500 and establishment of new CAPM 103.500. The Committee on Academic Personnel (CAP); Committee on Educational Policy (CEP); Committee on Diversity, Equity and Inclusion (CODEI); Committee on Rules, Jurisdiction and Elections (CRJE); and Graduate Council (GC) have responded.

Senate committees commend these changes for encouraging open and competitive recruitments, and for moving toward clarity and transparency while removing ambiguities in the existing process. Committees found Exemption J to be a particularly welcome addition, with benefits for recent Ph.D.s and the programs that would like to hire them for summer teaching positions. That said, several committees had some difficulty assessing the totality of revisions and the Senate kindly requests that a redline version be provided before the revisions to policy are finalized. From what was ascertainable, the Senate did have some concerns, which we hope you will take into account when deciding how to proceed.

Regarding Exemption J, we agree that, although many recent Ph.D. graduates "...have experience as a Graduate Student Instructor and/or Teaching Assistant" (as written in the draft), this is not always the case, particularly for a single course that would be offered in the summer following graduation. Some recent graduates could have little or no experience with the course to be taught. At present, there is no requirement for there to be a Faculty Mentor and Co-instructor to assist and guide an Exemption J hire, as is typically required for a Graduate Student Instructor (GSI). The Senate encourages that the policy be revised to require designation, by the program offering the course, of a Faculty Mentor and Co-Instructor, who would work with the Exemption J hire to prepare and deliver the course, assess how the class is going and make adjustments, and develop recommendations for future offerings based on results. There could be some flexibility in the role of the Faculty Mentor and Co-instructor, depending on the experience and readiness of the Exemption J hire, but the default would be to provide support and advice as needed to assure a good experience for all involved. Therefore, we encourage the administration to consider modifying the proposed policy to ensure that recent Ph.D. graduates who are placed in these summer teaching roles have the mentorship and/or experience they need to succeed.

We would also like to share our concerns about Waiver I and its category of "Other." In our reading, it creates a potential catchall category of waiver that could effectively undermine the careful framing of the other waivers, with potential implications for equity and fair hiring. We recommend clarifying why this waiver is necessary where exercised.

We are concerned that the change from the current Exemption F, which is often used to hire recently graduated undergraduate students for short-term appointments, is proposed to be moved to Waiver C. This change requires a more substantial review and approval process, and we wonder if the time delay could prevent these appointments from happening in a timely way. Will this change present a delay in the process, and if so, at what stage is this likely to occur?

Lastly, the Senate notes that early career lecturers in summer session (Section III.J) should have similar limits to lecturers in summer session (Section III.F. Lecturer in Summer Session).

Thank you for your thoughtful attention to these CAPM 105.000 revisions and to the proposed CAPM 103.500. Aside from the above clarifications and areas of concern that we hope you will consider, we look forward to these changes, and thank you for the opportunity to review.

Sincerely,  
*Isl*  
Patty Gallagher,  
Chair  
Academic Senate

cc: Herbie Lee, Vice Provost Academic Affairs  
Grace McClintock, Assistant Vice Provost of Academic Personnel  
Maureen Callanan, Co-Chair, Committee on Academic Personnel  
Susan Gillman, Co-Chair, Committee on Academic Personnel  
David Cuthbert, Chair, Committee on Educational Policy  
Gabriela Arredondo, Chair, Committee on Diversity, Equity and Inclusion  
Eleonora Pasotti, Chair, Committee on Rules, Jurisdiction and Elections  
Andrew Fisher, Chair, Graduate Council  
Matthew Mednick, Executive Director, Academic Senate