

July 27, 2010

COLLEGE PROVOSTS
DEANS
DEPARTMENT and PROGRAM CHAIRS
UCO/LICK DIRECTOR

Dear Colleagues:

RE: Rescission of Guidelines for Delinquent Narrative Evaluations (CAPM 006.000) and Updates to Academic Personnel Policies and Materials Related to Narrative Evaluations and Timeliness Requirements

As you know, last spring quarter the Academic Senate voted to make undergraduate narrative evaluations instructor-optional as of September 1, 2010 ("instructor" includes all faculty titles, both Senate and non-Senate). One of the results of this amendment to Senate Regulation 9.2 is that narrative evaluation timeliness will no longer be required, which makes CAPM 006.000 obsolete. Therefore, it will be rescinded, and beginning with 2010-11 cases, academic personnel review files will not need to address narrative evaluation timeliness or completion.

Additionally, all references to narrative evaluations requirements will be removed from campus academic personnel policies; document inventories and checklists to assure fairness; offer, appointment, and advancement letters; leave applications forms; and training materials. I encourage you and your staff, and other campus colleagues to review and update written and web-based materials accordingly.

Sincerely,



David S. Kliger
Campus Provost and
Executive Vice Chancellor

cc: Chancellor Blumenthal
University Registrar Hunt-Carter
Assistant Vice Chancellor Peterson
APO Analysts
Academic Senate Office
Administrative Records
Assistants to College Provosts
Center for Teaching and Learning
Divisional Academic Personnel Coordinators
Department and Program Managers
Labor Relations