



EXECUTIVE COMMITTEE

23-24 BEC 5

Tuesday, September 5, 2023

TO: The Academic Senate
FROM: Executive Committee (ExCom)
SUBJECT: 23-24 BEC 5: 2023-24 Administrative Review Schedule
PURPOSE: Action by the Executive Committee and President; information to the Academic Senate
REQUEST: That the Executive Committee and University President approve the attached 2023-2024 Administrative Review Schedule and forward the document to the Academic Senate as information. Once approved, the review schedule will be posted to the Academic Senate's Policies and Documents page.

BACKGROUND INFORMATION:

As in previous years, it is the Executive Committee and Academic Senate's responsibility to review the schedule and confirm its accuracy.

The following is stated on the administrative review document:

Per [15-16 FAC 1](#) (Article III.A), "Review [...] shall be undertaken by the faculty during the fourth academic year of the officer's incumbency, not including up to one year as acting administrator, and during every fifth academic year thereafter."

In 2021-2022, UARC completed the following reviews, which addressed much of the backlog in reviews created by the pandemic.

- Jake Hornsby, AVP of ITS/CIO
- Suzanne Espinoza, VP of Student Affairs
- Rafael Hernandez, AVP of Academic Resources and Planning
- Winifred Kwofie, AVP Facilities Development
- John Wenzler, Dean of Library

In 2022-23, UARC reviews were suspended after the President, Senate Chair, and FDEC members received complaints about the process being discriminatory. The President reported

the complaint against the UARC/Senate to the CSU Chancellor's Office for their review and guidance, only to be told that such complaints need to be filed by the complainant themselves.

During 2022-23, Senate passed [22-23 FAC 15 Updates to Appointment Table for Hiring Administrative Officers](#), but it was not signed off on by President Sandeen. Similarly, a past effort by the Senate to revise this policy ([16-17 FAC 9](#)) has been unsuccessful, as it was not approved by President Morishita.

Although 5 administrative officers had originally been scheduled to be reviewed last year (see [22-23 BEC 4: 2022-2023 Administrative Review Schedule](#)), the names of 2 administrators have been removed from the list - Andre Johnson (AVP, Human Resources and Payroll Services) will be retiring soon, and Brian Cook (AVP, University Extension) has left the university.

It is recommended that review of the 3 administrators listed below be further delayed until 2024-25. In the meantime, during 2023-24:

1. ExCom charges FAC to work on major revisions to [15-16 FAC 1](#) Policies and Procedures Governing Faculty Participation in Appointment and Review of Administrative Officers of California State University, East Bay (see [23-24 BEC 6](#)).
2. ExCom recommends that faculty members (and staff and students) be allowed to give input, where relevant, to be considered in the annual performance reviews of administrators and the functioning of their units.

PROPOSED REVIEW SCHEDULE FOR 2024-2025

- Maureen Pasag, AVP Financial Services Department
[postponed in 21-22 due to backlog]
- Martin Castillo, AVP, Student Life
- Wendy Ng, Dean, CLASS

TO BE SHARED WITH SENATE AS AN INFORMATION ITEM

[Administrative Review Schedule Schedule 2023-24 Update](#)