

RSO Review

The review considers the RSO's original goals, present functioning, future plans, and continuing development. The RSO is reviewed to ascertain whether it is functioning in a manner that justifies the space and support it receives. Its success in meeting previously established objectives and plans to meet new challenges also are examined. The effectiveness of the RSO Director likewise is reviewed at the same time as the RSO. Procedures for evaluating the RSO Director shall be in compliance with Academic Senate policy S00-122.

The review committee examines the materials provided to them about activities and accomplishments of the RSO, including annual reports covering the five-year period under review; interviews with the RSO Director, Advisory Committee members, associated faculty, the appropriate College Dean/s, and other individuals deemed pertinent to the review, including non-SFSU faculty and personnel; tours the RSO's physical facilities; and submits a report of its findings to the AVP (ORSP).

The report should speak to the positive as well as negative aspects of the committee's findings. Good work needs the reinforcement of recognition, but the committee may wish to recommend changes in organization and policy, or recommend disestablishment of the RSO if it no longer seems to be filling the needs or if it seems unable to maintain an adequate level of activity.

Justification for continuation of a RSO must be documented carefully. The review committees should consider and make specific recommendations on the following range of alternatives to the status quo: a change in funding from state or University resources; a change in other resources (such as space, etc); a change in the mission of the unit; a merger of the unit with one or more units on campus; discontinuance.

Directors of RSOs are normally appointed for five-year terms, the appointment period coinciding with the RSO's review period. Normally, directors are limited to ten years of continuous service. The review committee should look critically at the stewardship of the organization and comment on its quality. An evaluation, in the form of a written document, will be completed before the committee makes a recommendation for reappointment or termination of the Director.

RSO Profile

1. RSO Overview

A brief, concise statement detailing history of the RSO, its mission and scope, and its relationship with academic departments on the campus, achievements, and plans for the future.

2. Academic and Public Service

- a. SFSU faculty who were members of the RSO, including departments and dates of affiliations.
- b. Description of seminar, lecture, and conference programs.
- c. Listing of all publications that have appeared under the auspices of the RSO.

- d. Direct and indirect contributions of the RSO to graduate and undergraduate teaching programs at SFSU.
- e. Description of any university-industry activities.

3. Administration

- a. Directors, Acting Directors, and Associate Directors, including tenure of appointments.
- b. Members of Advisory Committees, including members' titles, committee positions, departments, and dates of membership.

4. Physical Facilities and Space Description of physical facilities housing the RSO, including the type of space (laboratories, seminar rooms, professional staff offices, administrative offices, assignable square footage, and location).

5. Financial Data

- a. All income received by the RSO for each fiscal year since it was last reviewed from: Federal and State grants and contracts; sources such as foundations and private gifts, and SFSU and CSU-derived funds.
- b. Expenditures for personnel in both FTE and dollars for each fiscal year since last review.
 - 1. Research and scholarly and creative activity personnel
 - 2. Graduate students
 - 3. Administrative staff by title