Course Identification (C-ID) Numbering System Process for Removing Course Outline of Record Evaluator (CORE)

Approved May 11, 2016 C-ID Advisory Committee

I. Overview

While, Course Outline of Record Evaluators (COREs) are recruited from the field and vetted by the respective Academic Senates, C-ID has found some instances where a reviewer's work or lack thereof necessitates that the CORE no longer be assigned courses to review or that they be removed from the review process all together. This document outlines the criteria process that C-ID will apply in these instances.

II. Criteria for Removal

A CORE will be considered for removal from the review process when any of the following criteria are met:

- The CORE has been assigned courses that are not reviewed within three months.

- The CORE fails to respond to emails or requests to complete reviews from either C-ID or the Primary Reviewer within four weeks.

- The CORE consistently, and after retraining on review, returns inappropriate determinations that do not adhere to the review policies established by C-ID.

III. Removal Process

The C-ID Curriculum Director and Program Manager will initiate the following process for removing a CORE when any of the above criteria are met and the Primary Reviewer submits a written request for removing the reviewer:

- C-D Program Manager will confirm with the Primary that the criteria for removal have been met.

- The CORE will be contacted in writing to inform them that C-ID is initiating the removal process, outlining the specific rationale for removal.

- The CORE may provide a written response if he/she wishes to contest the removal.

- The C-ID Curriculum Director and C-ID Program Manager will confer with the Primary Reviewer.

- The CORE will be notified of the final decision.

- The C-ID Program Manager will suspend the COREs C-ID website access and work with the Primary Reviewer to reassign any outstanding reviews to new reviewers.

- The C-ID Program Manager will notify the respective Academic Senate of the removal.

- If a CSU reviewer is removed, C-ID will contact the CSU Chancellor's Office representative responsible for coordinating faculty reviewer recruitment and appointment.