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IMPROVING COMMUNICATION IN THE PROCESS OF EVALUATING FACULTY FOR REAPPOINTMENT, TENURE, AND PROMOTION

1.0. REFERENCE

This policy shall be in compliance with regulations and procedures of the California State University and the current Unit 3 (faculty) collective bargaining agreement.

2.0 POLICY

- 2.1 Newly appointed faculty employees shall receive a copy of department scholarship standards within 14 days of the effective date of appointment.
- 2.2 The office of Faculty Affairs and Development shall post on its website the membership of each elected Department RTP committee, each College RTP committee, and the University RTP committee by the end of the second week of each Fall semester.
- 2.3 Deans shall maintain documentation of election results of RTP committees.
- 2.4 The office of Faculty Affairs and Development is responsible for distributing letters of RTP review to candidates.

3.0 PURPOSE

- 3.1 Reappointment, tenure, and promotion processes are clearly defined and must be followed in order to preserve the integrity of the process, the validity of RTP decisions, and the legitimacy of faculty rank.
- 3.2 Collective Bargaining Agreement provisions regarding the reappointment, tenure, and promotion process must be followed as specified, including 1) the mandate that evaluation criteria and procedures be provided to faculty employees no later than 14 days after the start of instruction and 2) the mandate that peer-review committees (i.e., Department RTP Committees, College RTP Committees, and the University RTP Committee) are to be formulated by an election in which all probationary and tenured faculty members (within the affected unit) participate.
- 3.3 Guidelines in the Faculty Handbook specify that RTP review committees are to be elected in the spring semester for the following academic year, which permits posting of the election results by the end of the second week of the fall semester.

- 3.4 Having the distribution of letters of review take place via a centralized location – the office of Faculty Affairs and Development – is the most effective means of ensuring that all letters are provided to those under review.

Approved: Ramon S. Torrecilha Date: 5-23-12