

Second Reading Item
April 25, 2012
California State University Dominguez Hills
Academic Senate Resolution

**Resolution on Improving Communication in the Process of Evaluating Faculty for
Retention, Tenure & Promotion**

Exec 12-02
MSP 04/25/12

RESOLVED: That the Academic Senate of California State University, Dominguez Hills (ASCSUDH) urge the university's administration to assure that Retention, Tenure, and Promotion (RTP) policy is adhered to at all levels, particularly regarding 1) the provision of evaluation criteria to faculty employees no later than 14 days after the start of instruction upon hire and 2) the election of Department RTP Committees as mandated by the Collective Bargaining Agreement (CBA); and be it further

RESOLVED: That the ASCSUDH request that the Office of Faculty Affairs annually 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 fall term and that the Office of Faculty Affairs work with the Deans to maintain documentation of those committees' formulation by election; and be it further

RESOLVED: That the ASCSUDH request that the Office of Faculty Affairs re-implement its past practice of being responsible for distributing to candidates their letters of review, at all levels (Department, Chair, Dean, College, University).

Rationale: Retention, 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. Collective Bargaining Agreement provisions regarding the Retention, 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 (CBA Article 15). Guidelines in the Faculty Handbook specify that RTP review committees are to be elected in the spring term for the following academic year, which permits posting of the election results by the end of the second week of the fall term.

Having the distribution of letters of review take place via a centralized locale – the Office of Faculty Affairs – is the most effective means of ensuring that all letters are provided to those under review. Since reviewers shift from year to year, the institution should bear responsibility for ensuring that letters are provided to those under review. This bypasses the problem of reviewers failing to provide letters due to lack of knowledge of an expectation to do so.