

CALIFORNIA STATE COLLEGE, BAKERSFIELD
Office of the Vice President
FACULTY INFORMATION BULLETIN
1 September 1985

RPT/PERIODIC REVIEW CALENDARS 1984/85

The calendars for RPT and periodic reviews are published at this time to allow faculty sufficient time to prepare their files. Attached as Appendices A and B are the revised review procedures for each of the three cycles - Post-Tenure, Retention, Promotion and Tenure, and Temporary Faculty. The procedures will also be published in the revised Handbook.

SCHEDULE FOR TENURED FACULTY MEMBERS

1 October 1984, Monday, 9:00am

Last opportunity for insertion of material in Working Personnel Action File by anyone other than faculty member; files are available to all faculty being evaluated. Any material to be added to a file after this time by anyone other than evaluating committees and administrators and the faculty member involved is to be given to the appropriate dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

8 October 1984, Monday, 9:00am

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File. Folders made available to department committee (new committee elected for this purpose).

26 October 1984, Friday, 5:00pm

Completion of work by departmental committees. Copies of evaluations to faculty. Files sent to school deans.

9 November 1984, Friday, 5:00pm

Completion of evaluation by deans. Copies of evaluations to faculty.

12-28 November 1984

Meetings - Faculty, Committee Chair, Dean

SCHEDULE FOR FIRST AND SECOND YEAR FACULTY MEMBERS
REQUIRING LETTERS BY 15 FEBRUARY 1985

17 December 1984, Monday, 8:00am

Last opportunity for insertion of material in Working Personnel Action File by anyone other than faculty member; files are available to all faculty being evaluated. Any material to be added to a file after this time by anyone other than evaluating committees and administrators and the faculty member involved is to be given to the appropriate dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

2 January 1985, Wednesday, 9:00am

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File. Folders made available to department committee and to department chair.

9 January 1985, Wednesday, 5:00pm

Completion of work by departmental committees and chairs. Copies of recommendations to faculty.

Files for first year faculty (retention only) sent to Vice President.

Files for second year faculty sent to school deans.

16 January 1985, Wednesday, 5:00pm

Deadline for appeals (first year faculty) and rebuttals. If appealed, Vice President makes file available to College Review Committee.

18 January 1985, Friday, 5:00pm

Completion of evaluation by deans. Files sent to Vice President and College Review Committee.

1 February 1985, Friday, 5:00pm

Completion of evaluation by Vice President and College Review Committee. Files made available to President.

**SCHEDULE FOR FACULTY MEMBERS
REQUIRING LETTERS BY 1 JUNE 1984**

28 January 1985, Monday, 9:00am

Last opportunity for insertion of material in Working Personnel Action File by anyone other than faculty member; files are available to all faculty being evaluated. Any material to be added to a file after this time by anyone other than evaluating committees, and administrators and the faculty member involved is to be given to the appropriate dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

11 February 1985, Monday, 9:00am

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File. Folders made available to department committee and to department chair.

8 March 1985, Friday, 5:00pm

Completion of work by departmental committees and chairs. Copies of recommendations to faculty.

Files for third year faculty (retention only) sent to Vice President.

Files for all other faculty sent to school deans.

15 March 1985, Friday, 5:00pm

Deadline for appeals (third year faculty) and rebuttals. If appealed, Vice President makes file available to College Review Committee.

5 April 1985, Friday, 5:00pm

Completion of evaluation by deans. Files sent to Vice President and College Review Committee.

3 May 1985, Friday, 5:00pm

Completion of evaluation by Vice President and College Review Committee. Files made available to President.

SCHEDULE FOR ACADEMIC YEAR LECTURERS

18 March 1985, Monday, 9:00am

Last opportunity for insertion of material in Working Personnel Action File by anyone other than faculty member; files are available to faculty being evaluated. Any material to be added to a file after this time by anyone other than evaluating committees and administrators and the faculty member involved is to be given to the appropriate dean who will make a copy immediately available to the faculty member and hold it for five days before inserting it into the file, unless the faculty member indicates in writing prior to that time that he/she wishes it inserted earlier.

5 April 1985, Friday, 9:00am

End of period in which faculty member has access to file and opportunity to insert material in the Working Personnel Action File. Folders made available to department committee (same committee as elected for second RPT cycle).

19 April 1985, Friday, 5:00pm

Completion of work by departmental committees. Copies of evaluations to faculty. Files sent to school deans.

3 May 1985, Friday, 5:00pm

Completion of evaluation by deans. Copies of evaluations to faculty.

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Attachments: Appendix A - Periodic Evaluation Procedures
Appendix B - Retention, Promotion and Tenure Procedures
including Policies and Procedures for Ranking

FACULTY AFFAIRS COMMITTEE

RECOMMENDATIONS ON PERIODIC EVALUATION PROCEDURES

(2/1/84)

Introduction

Recommendations on periodic evaluation procedures for faculty are presented below. Suggestions for renumbering several CSB Handbook sections and timelines for the various review processes are also given.

Handbook Description

3XX The procedures for periodic evaluation of faculty unit employees as described below are in accord with Article 15 of the Agreement between the CSU and the CFA, 1983-1986.

3XX.2 (15.18) Periodic evaluations of faculty unit employees are required for temporary faculty, probationary faculty, and tenured faculty unit employees who are not subject to a Performance Review.

3XX.3 (15.19) Periodic evaluation procedures shall be approved by the President after considerations of recommendations from the appropriate faculty committee(s). Such procedures shall include, but not be limited to, student evaluations of teaching performance, peer review(s) and administrative review(s).

3XX.4 (15.20) The result of each stage of the periodic evaluation process shall be a written recommendation(s). Such recommendation(s) with written rationale shall be placed in the Personnel Action File of the faculty unit employee pursuant to Article 11, Personnel Files.

Temporary Faculty Unit Employees

3XX.5 Full-and part-time temporary unit employees appointed for an entire academic year shall be subject to periodic evaluations. Such evaluations shall include student evaluations (SOCI) of teaching performance, evaluations by the department peer review committee elected to serve during the second RPT cycle, and evaluation by the appropriate dean. The evaluation process shall normally be conducted during the spring quarter.

3XX.6 (15.23) A temporary faculty unit employee appointed for two quarters or less may be evaluated at the discretion of the President or upon the request of the department or equivalent unit.

Probationary Faculty Unit Employees

3XX.7 Periodic evaluation procedures for probationary faculty unit employees are the same as those described in section 308.

Tenured Faculty Unit Employees

- 3XX.8 For the purpose of maintaining and improving a tenured faculty unit employee's effectiveness, tenured faculty unit employees shall be subject to periodic evaluations at intervals of no greater than five (5) years. An early review may be requested by a faculty member subject to approval by the appropriate dean.
- 3XX.9 In order to complete the phasing in of this review process, faculty shall be selected for review according to the amount of time that has passed since their last review; that is, those professors for whom the longest time has passed since their last evaluation shall be the first to be reviewed. In the event that more faculty are eligible by this calculation than it is desired to review at that time, those most senior in age shall go first. On the average, twenty percent (20%) of the eligible faculty shall be reviewed each year.
- 3XX.10 The evaluation process shall normally be conducted during the fall quarter, prior to the beginning of the evaluation process for the first RPT cycle.
- 3XX.11 Faculty who are undergoing reviews in a cycle shall not serve on any review committee in that cycle. Persons shall be ineligible to sit in review of their own cases or that of a spouse or close relative.
- 3XX.12 The criteria for evaluation of instructional faculty shall be determined by each department provided that, as a minimum, the criteria include faculty instructional performance, scholarship, and currency in the field appropriate to university education.
- 3XX.13 The probationary and tenured members of the department shall elect a department peer review committee for the purpose of post-tenure evaluation. The committee shall consist of no fewer than three (3) full-time tenured faculty unit employees. The committee shall elect its own chair, who participates in the discussion. The committee evaluation and file shall be forwarded to the appropriate dean.
- 3XX.14 (15.30) A tenured faculty unit employee shall be provided a copy of the peer committee report of his/her periodic evaluation. The peer review committee chair and the appropriate dean shall meet with the tenured faculty unit employee to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement.
- 3XX.15 (15.31) A copy of the peer committee's summary report shall be placed in the tenured faculty unit employee's Personnel Action File.

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RETENTION, PROMOTION, AND TENURE

As stated in the Preamble to the Agreement between the Trustees of the California State University and the California Faculty Association 1983-86, it is the policy of those parties to recognize the intent of Section 3561(b) of the Higher Education Employer-Employee Relations Act (HEERA) that faculty be consulted on academic personnel matters. The procedures currently used by this campus for such consultation are in accord with the Agreement and are described in this part of the Handbook. It is to be noted that the President, in making personnel decisions with advice from the various levels of review, assesses the institutionally relevant strengths of the individuals involved: their demonstrated and projectable capacities as teachers, scholars, and participants in the college community to assist in the fulfillment of the college's current and projected needs. The following sections of the Handbook are intended to assure that faculty and administrative recommendations to the President follow from well-defined procedures that permit full discussion and fair evaluation. It is intended that all steps in the process by which recommendations are arrived at will be free of arbitrariness, and that all evidence relevant to the criteria discussed in Section 308.5 below will be taken into account by those making recommendations to the President.

308.

PROBATIONARY PERIOD

308.1.1 The term probationary faculty unit employee refers to a (13.1) full-time faculty unit employee appointed with probationary status and serving a period of probation.

308.1.2 A probationary period is a period of service, prior to (13.2) the granting or denial of tenure, credited to a faculty unit employee who has received a probationary appointment.

308.1.3 The normal period of probation shall be six (6) years (13.3) of credited service or full-time probationary service. Any deviation from the normal six (6) year probationary period shall be the decision of the President following his/her consideration of recommendations from the department or equivalent unit and appropriate administrator(s). This provision shall not affect the probationary period of faculty unit employees appointed prior to October 1, 1983.

308.1.4 The President, upon recommendation by the affected (13.4) department or equivalent unit, may grant to a faculty unit employee at the time of initial appointment to

probationary status up to two (2) years service credit for probation based on previous service at a postsecondary education institution, previous full-time CSU employment, or comparable experience.

308.1.5 (13.5) The timelines for evaluation of probationary faculty unit employees shall be announced by the President after consideration of recommendations, if any, of the appropriate faculty committee(s).

308.1.6 (13.6) A year of service for a faculty unit employee in an academic year position is two (2) consecutive semesters or three (3) consecutive quarters of employment within an academic year. A year of service for a faculty unit employee in a twelve (12) month position is any consecutive twelve (12) months of full-time employment. A year of service for a faculty unit employee in a ten (10) month position is ten (10) months of full-time employment within a twelve (12) month period of time. The (10) months of required service for each (12) month period shall be determined by the President upon appointment of the faculty unit member.

308.1.7 (13.7) A faculty unit employee's probationary period may be extended by the President for an additional year when such faculty unit employee is on Worker's Compensation, Industrial Disability Leave, Nonindustrial Disability Leave, leave without pay, or paid sick leave for more than one (1) semester or two (2) consecutive terms.

308.1.8 (13.8) A faculty unit employee application for Worker's Compensation, Industrial Disability Leave, or Nonindustrial Disability Leave shall not affect determinations regarding the award of tenure.

308.1.9 (13.9) A probationary faculty unit employee shall be subject to a Performance Review pursuant to Section 308.5, Evaluation, for the purpose of retention.

308.1.10 (13.10) The President shall review and consider the Performance Review recommendations and relevant material and make a final decision on retention.

308.1.11 (13.11) The President shall notify a probationary faculty unit employee who has served fewer than two (2) years of probation of the final decision on retention no later than February 15.

308.1.12 (13.12) The President shall notify a probationary faculty unit employee who has served more than two (2) years of probation of a final decision on retention, appointment with tenure, or a terminal year appointment no later than June 1. Official notification to a probationary faculty unit employee of a terminal year appointment shall indicate that the faculty unit employee has no

further appointment rights. Terminal year appointments shall be limited to probationary faculty unit employees who have served a minimum of three (3) years of probation.

308.2 **TENURE**

(13.13)

The term "tenure" refers to the right of a faculty unit employee awarded tenure at a campus to continued permanent employment at the campus as a faculty unit employee except when such employment is voluntarily terminated or terminated by the Employer pursuant to this Agreement or law.

308.2.1 A probationary faculty unit employee is subject to a Performance Review for the purpose of award of tenure, pursuant to the Performance Review provision in Section 308.5, Evaluation.

308.2.2 (13.15) The President shall review the Performance Review recommendations and relevant material and make a final decision as to the award or denial of tenure.

308.2.3 (13.16) The President shall officially notify the probationary faculty unit employee of the final decision on the award or denial of tenure no later than June 1. The lack of official notice shall not result in the award of tenure. If tenure is denied, the President shall notify the faculty unit employee by June 1 of a subsequent probationary appointment or a terminal year appointment. Terminal year appointments shall be limited to probationary faculty unit employees who have served a minimum of three (3) years. Official notification to a faculty unit employee of the denial of tenure shall include the statement that he/she has no further reemployment rights unless granted an additional probationary year.

308.2.4 (13.17) The President may award tenure to a faculty unit employee before the normal six (6) year probationary period.

308.2.5 (13.18) Tenure shall be effective at the beginning of the academic year succeeding the year in which tenure is awarded.

308.3 **PROMOTION**

308.3.1 (14.1) Promotion shall be the advancement of a probationary or tenured faculty unit employee who holds academic or librarian rank to a higher academic or librarian rank.

308.3.2 (14.2) A probationary faculty unit employee shall not normally be promoted during probation. However, a faculty unit employee in the rank of instructor or librarian

equivalent may be considered for promotion after completing one (1) year of service in rank. Probationary faculty unit employees shall not be promoted beyond the rank of Associate. A probationary faculty unit employee shall normally be considered for promotion at the same time he/she is considered for tenure.

308.3.3
(14.3) Promotion of a tenured faculty unit employee shall normally be considered when he/she has reached the highest step of his/her rank as shown on the appropriate salary schedule in Appendix C of the Agreement. This provision shall not apply if the faculty unit employee request in writing that he/she not be considered.

308.3.4
(14.4) In some circumstances, a faculty unit employee may, upon application and with a positive recommendation from his/her department or equivalent unit, be considered for promotion to professor or librarian equivalent from a step lower than the top step in the individual's rank.

308.3.5
(14.5) Timelines for the promotion process shall be announced by the President after consideration of the recommendations, if any, of the appropriate faculty committee(s). Promotion applications shall not normally be accepted after the announced timeline for applications.

308.3.6
(14.6) Faculty unit employees shall be subject to a Performance Review for the purposes of promotion, pursuant to Section 308.5, Evaluation.

308.3.7
(14.7) Prior to the final decision, candidates for promotion may withdraw without prejudice from consideration at any level of review.

308.3.8
(14.8) The President shall review and consider the Performance Review recommendations, relevant material and information, and the availability of funds for promotion. The President shall make a final decision on promotion.

308.3.9
(14.9) The President shall notify the faculty unit employee in writing of the final decision on the promotion no later than June 15. Such response shall include the reasons for approval or denial and shall indicate the effective date of the promotion, if any.

308.4 PERSONNEL ACTION FILES

(11.1) The Personnel Action File shall be defined as the one (1) official personnel file for employment information

and information that may be relevant to personnel recommendations of personnel actions regarding a faculty unit employee. All material to be considered by committees and administrators evaluating faculty unit employees shall be assembled in Working Personnel Action Files. This material may include information from faculty members of the department and the school and from any other appropriate source including, but not limited to, students.

308.4.1 For each faculty unit employee, the President shall
(11.1) designate an office in which the Personnel Action File shall be maintained and shall designate a custodian for the Personnel Action File. It is the intent of CSB to maintain accurate and relevant Personnel Action Files.

308.4.2 A faculty unit employee shall have the right to submit
(11.2) additional material to his/her Personnel Action File and shall have the right to submit a written rebuttal to any material in his/her Personnel Action File.

308.4.3 Any material identified by source may be placed in the
(11.3) Personnel Action File. A log shall be kept showing for each item in the file the date of insertion, the original source, and the person or authority responsible for adding that item to the file.

308.4.4 The faculty unit employee shall be provided with a copy
(11.4) of any material to be placed in the Personnel Action File at least five (5) days prior to such placement. This provision shall not apply to material referenced in matters of Temporary Suspension or Disciplinary Action as found in Articles 17 and 19 of the Agreement.

308.4.5 Materials for evaluation submitted by a faculty unit
(11.5) employee shall be deemed incorporated by reference in the Personnel Action File, but need not be physically placed in the file. An index of such materials shall be prepared by the faculty unit employee and submitted with the materials. Such an index shall be permanently placed in the Personnel Action File. Materials incorporated by reference in this manner shall be considered part of the Personnel Action File for actions of periodic evaluation and performance review. Indexed materials may be returned to the faculty unit employee.

308.4.6 During the time of periodic evaluation and performance
(11.6) review of a faculty unit employee, the Working Personnel Action File, which includes all information, materials, recommendations, responses and rebuttals, shall be incorporated by reference into the Personnel Action File.

308.4.6.1 Every effort will be made to make the file complete

before the start of the review process. It is the responsibility of persons being evaluated to ensure the completeness and accuracy of material which they have included in the file when the evaluation begins. Persons to be evaluated are entitled to inspect all material in their own folder prior to the start and following the completion of the evaluation process. During the evaluation process no material may be removed from the Working Personnel Action File, and if any material is added, a copy shall be sent to the faculty member. Reviewing authorities may disregard any added material which could have been included in the original file.

308.4.6.2 A copy of the evaluations and recommendations from each reviewing level shall be sent, no later than the time the file is forwarded, to the faculty member who may comment on it in writing. Such comment will be included in the file. Copies of published materials and other examples of scholarly accomplishment will be returned to the person being evaluated following each review cycle; however, a list of these shall be retained in the file. Removal of any other material will occur only on agreement between persons being evaluated and the appropriate administrator. Such removal shall be included in the log.

308.4.7 (11.7) A faculty unit employee shall have the right of access to all material in his/her Personnel Action File, exclusive of pre-employment materials. A faculty unit employee shall have access to pre-employment materials in instances when such materials are used in personnel actions.

308.4.8 (11.9) A faculty unit employee may request an appointment(s) for the purpose of inspecting his/her Personnel Action File. Such appointment(s) shall be scheduled promptly during normal business hours. The manner of inspection shall be subject to reasonable conditions. The faculty unit employee shall have the right to have another person of the employee's choosing accompany him/her to inspect the Personnel Action File.

308.4.9 (11.10) Following receipt of a faculty unit employee's written request, the appropriate administrator shall, within fourteen (14) days of the request, provide a copy of all requested materials. The faculty unit employee may be required to bear the cost of duplicating such materials.

308.4.10 (11.11) If, after examination of the Personnel Action File, the faculty unit employee believes that any portion of the file is not accurate, he/she may request in writing a correction of the material or a deletion of a portion of the material, or both. Such a request shall be

addressed to the custodian of the file, with copies to the appropriate faculty committee, if such material was generated by a faculty committee, and the appropriate administrator. The request shall include a written statement by the faculty unit employee as to the corrections and/or deletions that he/she believes should be made, and the facts and reasons supporting such request. Such request shall become part of the Personnel Action File, except in those instances in which the disputed material has been removed from the file. Such removal shall be entered in the log.

308.4.11 (11.12) If the request is denied by the custodian of the file, no later than seven (7) days after the date of such a denial, the faculty unit employee shall have a right to submit the request to the president. Within twenty-one (21) days of such request to the President, the president shall provide to the faculty unit employee a written response. If the President grants the request, the record shall be corrected or the deletions made, and the faculty unit employee shall be sent a written statement to that effect. If the President denies the request, the response shall include the reason(s) for denial.

308.4.12 (11.13) The Personnel Action File shall be held in confidence. Access to a faculty unit employee's Personnel Action File shall be limited only to persons with official business. The custodian shall log all instances of access to a Personnel Action File.

308.4.13 (11.14) The Personnel Action File shall indicate the location of other records regarding a faculty unit employee kept on the campus to which the faculty unit employee has access in accordance with statute.

308.4.14 (11.15) Previous medical records and campus police records shall not be subject to this Article.

308.5 EVALUATION

308.5.1 All eligible tenured faculty unit employees are subject to serve on peer review committees. Persons shall be ineligible to sit in review of their own cases, or that of a spouse or close relative. Faculty that are undergoing review in the RPT cycle shall not serve on any review committee, including those of librarians, in that cycle.

308.5.2 **Performance Review**
The principal areas in which the performance of a faculty member shall be evaluated for the purposes of retention, promotion, or tenure are:

a. Teaching, success in which is the first and indispensable requirement for retention, promotion, and tenure;

b. Scholarly activity, including but not limited to research and publication;

c. Professionally related services to the college and to the community.

In evaluating a person's performance in categories a, b, and c, particular consideration shall be given to contributions to the innovative nature of the college, including contributions to interdisciplinary programs and to the General Studies Program.

308.5.3 Schools and departments or the equivalent units may interpret and further detail these areas, but may not alter their scope. Schools and departments or the equivalent units may also prescribe the procedures they will use to help them form judgments of the quality of a faculty member's performance in these areas. It is understood that different departments or equivalent units and schools may have different ways of evaluating the performance or estimating the promise of their members.

308.5.4 Evaluative criteria and procedures shall be made available to the faculty unit employee prior to the commencement of the evaluation process. There shall be no changes in criteria and procedures used to evaluate the faculty unit employee during the evaluation process.

308.5.5 Elapsed time or number of years in rank will not of itself constitute reason for or against promotion, and a faculty member's performance may be satisfactory in a given rank without necessarily warranting promotion to a higher rank.

308.5.6 Criteria for Evaluating Library Faculty Unit Employees. The principal criteria for evaluating the performance of library faculty unit employees of the college for purposes of retention, promotion, or tenure are:

- a. Most important, superior performance and discharge of the duties and responsibilities of the position currently held;
- b. Evidence of professional growth;
- c. Service to the college and to the community.

Evaluation of library faculty unit employees, who serve the normal six-year probationary period, shall also include consideration of demonstrable and projectable

contributions to the college in matters both directly related to specific job assignment and affecting broader aspects of the institution, which may include its innovative characteristics. Administrative areas may interpret, expand, and further specify these criteria.

Elapsed time or number of years in rank will not of itself constitute reason for or against promotion, and a staff member's performance may be satisfactory in a given rank without necessarily warranting promotion to a higher rank.

308.5.7 Personnel recommendations or decisions relating to retention, tenure, promotion, termination, or any other personnel action shall be based primarily on material contained in the Personnel Action File. If a personnel recommendation or decision is based on reasons not contained in the Personnel Action File, the party making the recommendation or decision shall commit those reasons to writing and this signed, written statement shall be placed in the Personnel Action File and provided to the faculty unit employee.

308.5.8 Deliberations pursuant to this section shall be confidential.

(15.13)

308.5.9 Recommendations pursuant to this section shall be confidential except that the affected faculty unit employee, the appropriate administrators, the President and the peer review committee members in a Performance Review shall have access to written recommendations.

(15.14)

308.5.10 If there are omissions of documentation, information or recommendations in the materials submitted for review, the materials may be returned for amplification. Such amplification shall be provided in a timely manner.

(15.15)

308.5.11 Evaluators at all levels may include in their reports comments on programmatic considerations which may affect the case of the person being evaluated.

308.5.12 Process For Student Evaluations of Teaching

(15.16) Written student questionnaire evaluations shall be required for all faculty unit employees who teach. A minimum of two (2) classes annually for each faculty unit employee shall have such written student evaluations. Student evaluation shall be conducted in classes representative of the faculty unit employee's teaching assignment. The results of these evaluations shall be placed in the faculty unit employee's Personnel Action File.

308.5.13 Students may, with the concurrence of the department and administrator, be provided an opportunity to consult with the department peer review committee.

(15.17)

308.6 Department Committee Procedures

308.6.1 All periodic evaluations and Performance Reviews shall originate at the department or equivalent level. The probationary and tenured faculty of a department shall elect a department peer review committee for the purpose of reviewing and recommending faculty unit employees who are being considered for retention, award of tenure, and promotion. The committee shall consist of no fewer than three (3) full-time tenured faculty unit employees. The committee shall elect its own chair, who participates in the discussion and votes. No person serving on the College Review Committee may serve on any Department Committee.

308.6.2 (18.37) In promotion considerations, peer review committee members must have a higher rank than those being considered for promotion. Faculty unit employees being considered for promotion are ineligible for service on the committee for promotion or tenure peer review.

308.6.3 If a department has fewer than three members qualified to serve on the committee, the probationary and tenured faculty shall elect one or more committee members from other departments. The outside member or members shall be full-fledged members of the committee with the responsibilities of all such committee members.

308.6.4 The term of service on a Department Committee shall be for one (1) cycle of the RPT process.

308.6.5 Faculty unit employees may serve on more than one Department Committee during a given cycle.

308.6.6 Faculty unit employees and students may participate in the evaluation of a faculty unit employee. However, only tenured full-time faculty unit employees may engage in deliberations and make recommendations regarding the evaluation of a faculty unit employee.

308.6.7 The committee shall prepare an evaluation report and written recommendation(s) based primarily on information in the Working Personnel Action File. The evaluation and recommendation(s) shall be approved by a simple majority of that committee. An abstention shall count as a negative vote. Such recommendation(s) shall be placed in the employee's file. In addition, the Department Committee shall rank all candidates who ~~may be considered~~ for promotion.
~~for recommendations~~

308.6.8 Department chairs may make separate evaluations and recommendations.

308.6.9 With respect to library faculty unit employees, the word

"department" as used in this section of the handbook refers to the library as an administrative unit for the election of a department peer review committee.

308.6.10 The Library peer review committee will be composed of at least three tenured faculty unit employees who have been elected by all library faculty unit employees. The Library peer review committee will elect its own chair.

308.6.11 The Department Committee shall prepare an evaluation and make a recommendation based on a thorough examination of the information in the file of the person being evaluated. The evaluations, recommendations and ranking of the committee shall represent majority decisions by the committee and shall be signed by all members of the committee. Any member, including the chair, may submit an additional signed report which will also be included in the file.

308.6.12 The views expressed by individual members during the committee's deliberations shall be confidential. Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendations with the recommending party.

308.6.13 Files, evaluations, and recommendations from the Department Committee and from the Chair (if provided) shall be submitted in parallel to the Dean or to the Vice President for Academic Affairs, whoever is appropriate. If, however, a negative recommendation on promotion is made by the Department Committee, the file will not be submitted to a higher level unless a rebuttal or an appeal is filed by the faculty member being reviewed.

308.6.13.1 Unless an appeal to the College Review Committee is requested, files, evaluations, and recommendations on retention for first, third, and fifth year probationary faculty shall be submitted directly to the Vice President for review. Faculty may, within five working days after receiving the report of the Department Committee, file an appeal to the College Review Committee. If, however, the Department Committee recommends termination the file, evaluations, and recommendations shall be submitted to the Dean and to subsequent levels for a complete review.

308.6.13.2 Files, evaluations, on retention for second, fourth, and sixth year faculty and on tenure or promotion for all faculty shall be submitted to the Dean for review.

308.6.13.3 The library peer review committee shall forward all records and evaluations to the Library Director who is considered equivalent to the Dean for the purpose of performance reviews.

308.7 Dean
The Dean shall evaluate and make recommendations on appropriate faculty unit employees within the school who are being considered for retention, promotion or tenure. The Dean shall forward all files, evaluations, and recommendations to the Vice President and the College Review Committee.

308.8 **Interdepartmental and/or Interschool Retention, Promotion and Tenure Procedures**
Persons without a formal joint appointment, who have done a portion of their teaching in another department or interdisciplinary program, may have their unit committee include a tenured faculty member able to evaluate that extra-departmental teaching, chosen by agreement of the chairs of the two departments or program committees. Faculty members with a joint appointment shall select the department to conduct the review. Those academic units in which the faculty member teaches must be represented at the Department Committee meetings but only when such committee is reviewing that particular case.

308.9 **College Review Committee**
The faculty college review committee shall consist of tenured faculty unit members with major teaching responsibilities and a librarian may serve if elected as the at-large member; they shall be elected to staggered two-year terms. Three members shall be elected from and by the School of Arts and Sciences, and one each from the Schools of Business and Public Administration and Education, and one member shall be elected at large. Librarians shall be eligible to serve as and shall participate in the election of the at-large member. The election of the College Review Committee members shall precede Department Committee elections. The Committee shall select its own chair, who participates in the discussion and votes. No person serving on this committee may serve on a department retention, promotion and tenure committee.

308.9.1 The committee reviews the procedures used at all prior levels of the evaluation, giving particular attention to the necessity that all relevant information was considered, that due process was followed, and that there was no arbitrary action. The College Review Committee shall perform procedural reviews for all faculty unit employees being considered for retention, tenure, or promotion, except for first, third, and fifth year probationary faculty not being considered for promotion.

308.9.2 In addition, the committee shall evaluate and make recommendations for all faculty who may be considered for tenure or promotion and for all faculty who have appealed the recommendation(s) or evaluation(s) of a previous level of review. An appeal shall be filed within five working days after receiving a copy of any evaluation and recommendation.

308.9.3 The faculty College Review Committee shall perform the same functions for librarians that it performs for faculty. When the at-large member is not a librarian, the committee shall be augmented by a tenured librarian elected by the librarians to sit on the committee in a non-voting, advisory capacity when librarian cases are under consideration.

308.9.4 In addition, the College Review Committee shall rank all candidates recommended for promotion.

308.9.5 Before submitting evaluations and recommendations to the President, the College Review Committee and the Vice President shall discuss their respective recommendations. The chair of the College Review Committee shall then forward to the President all records, evaluations and recommendations, including ranking of all faculty who are recommended for promotion in parallel with the Vice President.

308.10 Policies and Procedures for Rank Candidates for Promotion

- a. The faculty has the primary responsibility for ranking.
- b. At each level in the review process all candidates shall be ranked together. Ranking shall be in numerical order.
- c. The Department Committees and the College Review Committee shall rank whenever recommending more than one candidate for promotion. For each committee, the group to do the ranking shall consist of only those members who participated in every review at that level in which a recommendation for promotion was made. Each committee shall rank those, and only those, candidates which it has recommended for promotion.
- d. Ranking shall be entirely on the basis of merit as established in the College Handbook and interpreted by the school and department to which the faculty member being considered for promotion belongs.
- e. There will be no queuing nor will there be a system of quotas allocating a fixed number of promotions to each school.
- f. The Vice President shall make available to all faculty annually as a normal part of the spring RPT information an elaboration of the procedures for ranking for purposes of promotion.

308.11 Vice President for Academic Affairs

The Vice President shall evaluate and make recommendations for all faculty and library unit employees who are considered for retention, promotion, or tenure. For faculty unit employees, the evaluation and recommendation of the Vice President shall be based on section 308.5.2 of the handbook; for library faculty unit employees, section 308.5.6 of the handbook shall be used. Before submitting evaluations and recommendations to the President, the College Review Committee and the Vice President shall discuss their respective recommendations. The Vice President shall submit all evaluations and recommendations to the President in parallel with the College Review Committee.

308.12 (15.7) At all levels of review, in periodic evaluation or performance review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation which shall state in writing the reasons for the recommendations. The faculty unit employee shall have the right to respond or submit a rebuttal statement or response in writing no later than seven (7) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the working Personnel Action File and also be sent to any previous

levels of review. Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendation with the recommending party. This provision shall not require that the timelines be altered.

308.13 The President shall review the recommendations and such other materials forwarded by the College Review Committee and the Vice President as necessary to arrive at a decision. The President may return the materials to the appropriate reviewing level for amplification. The decision of the President will be reported in writing to that person concerned, and to the chairs of all the appropriate reviewing committees. The reasons for the decision shall be included in the report.