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Policy for Reappointment, Tenure, and Promotion Procedures

1.0 Policy Purpose

- 1.1** This policy shall be in compliance with regulations and procedures of the California State University and the current Unit 3 (faculty) collective bargaining agreement pertaining to Reappointment, Tenure, and Promotion (RTP).
- 1.2** California State University, Dominguez Hills (CSUDH) strives to select, reappoint, and retain Faculty who demonstrate particular competence in their field, an enthusiasm for the art of teaching and/or professional practice (librarians and counselors), commitment to research, scholarship and/or creative activities, engagement in service to the University and community, and support for the mission, vision, and core values of the University. In selecting and reappointing Faculty, CSUDH weighs all the components that contribute to the well-being of its Faculty, its Colleges and Departments, its students, and the spirit of shared inquiry. Faculty RTP reviews shall be conducted in the spirit of this shared mission and values and in compliance with the regulations and procedures of the California State University and the current Unit 3 (faculty) Collective Bargaining Agreement. The goal of the RTP process—consisting generally of an evaluation of the Working Personnel Action File (WPAF) and Personnel Action File (PAF) is to provide timely, accurate feedback that promotes the self-reflection, growth, and success of the probationary faculty member under review. Reviews shall consider evidence of the faculty member’s primary duties which may include teaching and/or professional practice (librarianship and counseling), research, scholarship, and/or creative activities, and service in accordance with the approved Department and/or College/Unit RTP criteria.
- 1.3** The faculty member shall be reviewed under the RTP criteria that were in effect at the time of the faculty member’s hire, unless the faculty member elects to be reviewed under criteria adopted subsequent to the Faculty member’s appointment date. In the latter case, the individual Faculty member must indicate in writing as part of the WPAF or SIF. Unless otherwise provided herein, all RTP reviews shall adhere to the following:

2.0 Terms and Definitions

2.1 The Full Review

2.1.1 A Full Review refers to the performance evaluation of tenure-track faculty required for Reappointment, Tenure, and/or Promotion. A Full Review consists of evaluation of the Working Personnel Action File which includes the Supplementary Information Form, current curriculum vitae, and supporting evidence of primary duties (that may include teaching and/or professional practice [librarianship and counseling], research, scholarship, and/or creative activities, and service), and the Personnel Action File.

2.2 Abbreviated Review

2.2.1 An Abbreviated Review refers to the periodic evaluation of probationary faculty who are not subject to a Full Review. An Abbreviated Review consists of evaluation of a WPAF consisting of the Professional Plan, curriculum vitae, and, in years three, four, and/or five, a Brief Written Report, and the Personnel Action File.

2.3 Professional Plan

2.3.1 The Professional Plan (not to exceed five pages) shall address what the faculty member expects to accomplish in the areas of teaching and/or professional practice (librarianship and counseling); research, scholarship, and/or creative activities; and service in order to earn tenure. The faculty member's Professional Plan, initially submitted for the first probationary year Abbreviated Review, shall be submitted each year with subsequent updates, revisions or modifications as needed. The Professional Plan should align with department/unit RTP criteria and should outline the faculty member's projected path to tenure. The Professional Plan is developmental and should be revised in subsequent abbreviated and full reviews.

2.4 Brief Written Report

2.4.1 The Brief Written Report (five to ten pages) as part of a year three, four, and/or five Abbreviated Review summarizes in narrative form the faculty member's accomplishments in teaching and/or professional practice (librarianship and counseling); research, scholarship, and/or creative activities; and service, and highlights the evidence in a faculty member's curriculum vitae since the last Full Review in a concise format. The Brief Written Report does not require accompanying evidence to be submitted.

2.5 Supplementary Information Form

2.5.1 The Supplementary Information Form (SIF, also known as "the narrative", normally limited to ten to fifteen single-spaced pages) details in narrative form the faculty members' accomplishments in their primary duties which may include teaching and/or professional practice (librarianship and

counseling), research, scholarship, and/or creative activities, and service and highlights the evidence in faculty members' curriculum vitae and Working Personnel Action File since the last Full Review for Reappointment and since their date of hire at CSUDH for Tenure and Promotion to Associate Rank. For Promotion to Full Rank, the SIF should address accomplishments and highlight evidence since tenure and promotion to Associate Rank or, in cases of probationary faculty hired at the Associate Rank, since the date of hire. The SIF requires accompanying evidence in the Working Personnel Action File.

2.6 Working Personnel Action File

2.6.1 The Working Personnel Action File (WPAF) is defined as the file specifically generated for use in given evaluation cycle, including required forms and documents for periodic Abbreviated Reviews and Full performance Reviews. For Abbreviated Reviews, the WPAF includes the Professional Plan, Brief Written Report (for year 3 and beyond), and a current curriculum vitae (CV). For Full Reviews, the WPAF will consist of Supplementary Information Form (SIF), a current curriculum vitae (CV), an index of the contents of the WPAF, and evidence that supports information in the SIF and CV.

2.7 Personnel Action File

2.7.1 The Personnel Action File (PAF) is defined as the official personnel file for employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty member. The CSUDH Office of Faculty Affairs and Development houses and maintains tenure-track faculty PAFs. PAFs, as well as WPAFs, shall be reviewed for the evaluation of faculty members for Reappointment, Tenure, and/or Promotion.

3.0 Procedures

3.1 First Probationary Appointment

3.1.1 The initial probationary appointment of a full-time tenure-track faculty member shall be for a period of two years. In the first year, the faculty member shall develop a written Professional Plan that includes teaching and/or professional practice (librarianship and counseling), scholarship or creative activity, and service which will serve, along with a submitted CV, as the first year WPAF. The Professional Plan and any subsequent revisions shall be reviewed and evaluated by the Department Reappointment, Tenure, and Promotion (RTP) Committee and, if applicable, the Department Chair. The evaluation(s) with commentary regarding the sufficiency of the Professional Plan shall be submitted to the College Dean to determine whether the Professional Plan indicates a likelihood of appropriate advancement toward a positive tenure decision. The Professional Plan and evaluations shall be

forwarded to Faculty Affairs and Development to be placed in the PAF of the faculty member.

3.2 Second Probationary Year

3.2.1 The faculty member shall submit a WPAF with supporting evidence, SIF, an index, and updated CV for the second-year full performance review. A review of the file shall be conducted by the applicable levels of review which may include Department RTP Committee, Department Chair if applicable, College RTP Committee if applicable, College Dean, and Provost and Vice President for Academic Affairs. Library and Counseling faculty review committees shall review files at the same time as the College RTP Committees. In cases of disagreement between previous levels of review, the University RTP Committee will then review the file. The file shall then be forwarded to the President for action. The President or designee may award a subsequent two-year appointment, a one-year appointment, or decline to award a further probationary appointment.

3.3 Third Probationary Year

3.3.1 If awarded a two-year appointment in the previous year's full review, faculty members shall submit a Brief Written Report summarizing progress in their activities since the prior review, an updated CV, and modifications of the Professional Plan they submitted in their first year Abbreviated Review. An Abbreviated Review shall be conducted by the applicable levels of review which may include Department RTP Committee, Department Chair, and the College Dean; it shall be forwarded to Faculty Affairs and Development to be placed in the WPAF of the faculty member.

3.3.2 If a faculty member was awarded a one-year appointment in the previous year's full review, the faculty member shall submit a WPAF with supporting evidence, SIF, an index, and updated CV for the third-year full performance review. A review of the file shall be conducted by the applicable levels of review which may include Department RTP Committee, Department Chair if applicable, College RTP Committee, College Dean, Provost and Vice President for Academic Affairs. Library and Counseling faculty review committees shall review files at the same time as the College RTP Committees. In cases of disagreement between previous levels of review, the University RTP Committee will then review the file. The file shall then be forwarded to the President for action. The President or designee may award a two-year appointment, a one-year appointment, or decline to award a further probationary appointment.

3.4 Fourth Probationary Year

- 3.4.1** Faculty members who received a two-year reappointment in their first full review or a one-year reappointment in year three shall submit a WPAF with supporting evidence, SIF, an index, and updated CV for the fourth-year full performance review; such WPAFs shall include supporting evidence of the faculty member's activities since their last full performance review. A full review of the file shall be conducted by the applicable levels of review which may include Department RTP Committee, Department Chair, College RTP Committee, College Dean, and Provost and Vice President for Academic Affairs. Library and Counseling faculty review committees shall review files at the same time as the College RTP Committees. In cases of disagreement between previous levels of review, the University RTP Committee will then review the file. The file shall then be forwarded to the President for action. The President or designee may award a two-year appointment, a one-year appointment, or decline to award a further probationary appointment.
- 3.4.2** If awarded a two-year appointment in a third-year full review, faculty members shall submit a Brief Written Report summarizing progress in their activities since the prior review, an updated CV, and modifications of the Professional Plan they submitted in their first year Abbreviated Review. An Abbreviated Review shall be conducted by the applicable levels of review which may include Department RTP Committee, Department Chair, and the College Dean; it shall be forwarded to the Office of Faculty Affairs and Development to be placed in the WPAF of the faculty member.

3.5 Fifth Probationary Year

- 3.5.1** If awarded a two-year appointment during the fourth-year full performance review, faculty members shall submit a Brief Written Report summarizing progress in their activities since the prior review, an updated CV, and modifications of the Professional Plan they submitted in their first year Abbreviated Review. An Abbreviated Review shall be conducted by the Department RTP Committee, Department Chair (if applicable), and the College Dean; it shall be forwarded to Faculty Affairs and Development to be placed in the WPAF of the faculty member.
- 3.5.2** Faculty members who received a two-year reappointment in year three or a one-year reappointment in year four shall submit a WPAF with supporting evidence, SIF, an index, and updated CV for the fourth-year full performance review; such WPAFs shall include supporting evidence of the faculty members' activities since their last full performance review. A full review of the file shall be

conducted by the applicable levels of review which may include Department RTP Committee, Department Chair, College RTP Committee, College Dean, and Provost and Vice President for Academic Affairs. Library and Counseling faculty review committees shall review files at the same time as the College RTP Committees. In cases of disagreement between previous levels of review, the University RTP Committee will then review the file. The file shall then be forwarded to the President for action. The President or designee may award a one-year appointment or decline to award a further probationary appointment.

3.6 Sixth Probationary Year

3.6.1 The faculty member shall submit a WPAF with supporting evidence, SIF, an index, and updated CV for the sixth-year performance review for tenure and promotion. The WPAF shall provide supporting evidence of the member's activities since the last full performance review. The SIF shall address activities since the beginning of the faculty member's probationary appointment necessary to demonstrate completion of the Professional Plan and overall development of the faculty member; however, previously submitted evidence, documented on the index, is not required. A full review of the file shall be conducted by the applicable levels of review which may include Department RTP committee, Department Chair or equivalent, College RTP Committee, College Dean, Provost and Vice President for Academic Affairs, and (in cases of disagreement between levels of review or upon timely written request of the faculty member) the University RTP Committee. Library and Counseling faculty review committees shall review files at the same time as the College RTP Committees. Thereafter the file shall be forwarded to the President for the final action or decision. The recommendations shall be reviewed by the President or designee, who shall make the final decision on reappointment, tenure, and promotion.

Approved: Dr. Michael E. Spagna, Provost and Vice President for Academic Affairs

Date: June 23, 2021