

Second Reading Item
California State University Dominguez Hills
Academic Senate
Revision of Retention, Tenure and Promotion Procedures
FPC 11-02
MSP 4/6/11

Whereas tenure track faculty are initially appointed for one (or two) year terms of employment; and

Whereas such faculty members are presently required immediately upon employment to begin the performance review process requiring substantial time and effort in gathering and preparation of supporting documentation, and

Whereas considerable time and effort is required of RTP Committee members and Administrators who participate in the reviewing process, and

Whereas a fair and evidence-based recommendation for retention and promotion would be enhanced by a more efficient and flexible process for the performance review of tenure track faculty, and

Whereas the Faculty Handbook establishes the process for the review of tenure track faculty, and

Whereas modifying the performance review process may ease the workload of certain of the RTP Committee members and Administrators,

It is therefore recommended that the Vice President of Academic Affairs/Provost implement the following process and policy changes pertaining to the performance review process for tenure-track faculty:

Introduction:

A revision of the CSUDH performance review process for faculty seeking retention, tenure and promotion (RTP) is desirable to provide a process that is more efficient and flexible and, if possible, less time-consuming. The goal of the review process, consisting generally of an evaluation of the Working Personnel Action File (WPAF) and Supplemental Information Form (SIF) for tenure track probationary faculty, is to provide timely, accurate, and adequate feedback for faculty under review and to assess their progress toward tenure and promotion. Unless otherwise provided herein, all reviews shall adhere to the following:

- a. The WPAF and SIF are to be reviewed and evaluated pursuant to guidelines determined by the department or program to which the faculty member is assigned and in place at the time the faculty member is initially employed; and

b. A review shall evaluate strengths and weaknesses of the faculty member, focusing on teaching, scholarship and service, with specific recommendations, including recommendations for improvement, if necessary.

c. Any review other than a full review shall include the faculty member's Professional Plan (not to exceed five pages double-spaced) and a Brief Written Report (approximately 5 to 10 double-spaced pages) of the previous year's activities. Such report does not require the extensive supporting documentation as would be contained in an SIF. Faculty members are encouraged to provide copies of publications, but not works in progress.

Professional Plan: A Professional Plan shall address what the faculty member expects to accomplish in the areas of teaching, scholarship and service in order to gain tenure. The faculty member's Professional Plan, initially submitted for the first probationary year review, shall be submitted each year with subsequent updates, revisions or modifications as may be needed.

Brief Written Report: A Brief Written Report is to recap the accomplishments in teaching, scholarship and service since the last full review in a concise format and to supplement and highlight the evidence on a faculty member's curriculum vitae or resume.

d. In the case of a newly hired faculty member who is hired with credit towards tenure for prior service, the first review shall be a full review, and shall be treated as if it were the second year review as discussed below and should be scheduled in cycle VI. The next year's review and any final year review not already covered in a full SIF and WPAF before a tenure decision shall also be a full review.

First Probationary Appointment:

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, scholarship or creative activity, and service which will serve 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 Department Chair or equivalent¹. The evaluation document(s) with commentary regarding the sufficiency of the Plan shall be submitted to the College Dean to determine whether the Plan provides a likelihood of appropriate advancement toward a positive tenure decision. The Professional Plan and evaluations shall be forwarded to Academic Affairs Personnel Services to be placed in the WPAF of the faculty member.

¹ The phrase "Department Chair or equivalent" shall include a Unit 3 tenured program director, coordinator or other similarly designated person in those cases in which the reviewer is not a department chair *per se*. The review of the Department Chair or equivalent will be made separate from the Department RTP Committee unless such person is also a member of the Department RTP Committee.

Second Probationary Year:

The faculty member shall prepare a complete SIF and WPAF for the second year performance review. A full review of the file (constituting a review of the first year or two semesters of performance) shall be conducted by the Department RTP Committee, Department Chair or equivalent, College RTP Committee, College Dean, Vice President for Academic Affairs (Provost), and (in cases of disagreement between levels of review) the University RTP Committee. Thereafter, the file shall be forwarded to the President for action. The President or designee may decline to award a further probationary appointment, award a subsequent two-year appointment, or may (when deemed appropriate) award a one-year appointment.

Third Probationary Year:

For a faculty member awarded a two-year appointment during the previous year's review, the faculty member shall prepare a brief written report summarizing progress in their activities since the prior review and if necessary any modification of the Professional Plan. An abbreviated review of the file shall be conducted by the Department RTP Committee, Department Chair or equivalent and the College Dean, and shall be forwarded to Academic Affairs Personnel Services to be placed in the WPAF of the faculty member.

If a faculty member was awarded a one-year appointment during the second year review, the member shall prepare a complete SIF and WPAF for a third year performance review. A full review shall be conducted by the Department RTP Committee, Department Chair or equivalent, College RTP Committee, College Dean, Vice President for Academic Affairs (Provost), and (in cases of disagreement between levels of review) the University RTP Committee. Thereafter, the file shall be forwarded to the President for action. The President or designee may decline to award a further probationary appointment, or may (when deemed appropriate) award a one-year appointment.

Fourth Probationary Year:

The faculty member shall prepare a complete SIF and WPAF for the fourth year performance review; such files shall provide complete supporting evidence of the member's activities covering the prior year and any prior year in which an abbreviated review was conducted. A full review of the file shall be conducted by the Department RTP Committee, Department Chair or equivalent, College RTP Committee, College Dean, Vice President for Academic Affairs (Provost), and (in cases of disagreement between levels of review) the University RTP Committee. Thereafter, the file shall be forwarded to the President for action. The President or designee may decline to award a further probationary appointment, award a subsequent two-year appointment, or may (when deemed appropriate) award a one-year appointment.

Fifth Probationary Year:

For a faculty member awarded a two-year appointment during the previous year's review, the faculty member shall prepare a brief written report summarizing progress in their activities during the prior year and if necessary any modification of the Professional Plan. An abbreviated review of the file shall be conducted by the Department RTP Committee,

Department Chair or equivalent, and the College Dean, and shall be forwarded to Academic Affairs Personnel Services to be placed in the WPAF of the faculty member.

If a faculty member was awarded a one-year appointment during the fourth year review, the member shall prepare a complete SIF and WPAF for a fifth year performance review. A full review shall be conducted by the Department RTP Committee, Department Chair or equivalent, College RTP Committee, College Dean, Vice President for Academic Affairs (Provost), and (in cases of disagreement between levels of review) the University RTP Committee. Thereafter, the file shall be forwarded to the President for action. The President or designee may decline to award a further probationary appointment, or may (when deemed appropriate) award a one-year appointment.

Sixth Probationary Year:

The faculty member shall prepare a complete SIF and WPAF for the sixth year performance review; such files shall provide complete supporting evidence of the member's activities covering the prior year and any prior year not already covered in a full SIF and WPAF. A full review of the file shall be conducted by the Department RTP committee, Department Chair or equivalent, College RTP Committee, College Dean, Vice President for Academic Affairs (Provost), and (in cases of disagreement between levels of review or upon timely written request of the faculty member) the University RTP Committee. 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 retention, tenure, and promotion.

This resolution is directed to the Vice President for Academic Affairs/Provost and if approved, such changes in process and policy will be effective and implemented for those tenure track faculty employed as of the beginning of the semester following the semester in which such approval occurs. Probationary faculty members who were appointed prior to the implementation of these guidelines may irrevocably elect to follow them by notifying in writing the Vice President of Academic Affairs. Nothing in this resolution is intended to revise, contravene or violate any provision of the Faculty Contract; however, implementation may require revision of the Faculty Handbook in certain respects. Nor is anything contained in this proposal intended to inhibit in any manner the ability of an administrator to address or deal with a faculty member who in any manner fails to properly perform the usual and customary duties imposed on faculty members pursuant to the employment agreement by which such person is appointed, the Faculty Contract, applicable ethical and professional standards. Librarians and Counselor Faculty are not to be effected by any changes to levels of review contained in this resolution.

Summary and effect of the proposal:

When implemented:

- (1) Initial appointment of tenure track faculty will be for two years.
- (2) In the first year of their appointment, the faculty member will prepare a professional plan in lieu of a performance review which is to be reviewed by the appropriate department RTP Committee, Department Chair or equivalent and College Dean. Any abbreviated review does not require the full documentation contained in the Supplementary Information File but does require the submission of a Professional Plan and any changes to such Plan.

(3) In the second year, the faculty member will have a full performance review as is presently the practice, except however, the College RTP Committee review will precede the College Dean review, as will be the case whenever such a Committee review is necessary. A faculty member who is progressing satisfactorily will generally be awarded a second two year appointment. However, in connection with the second year review, the recommendation, if not for two years may also be for a one year appointment, or none at all.

(4) For a faculty member awarded a second two year appointment, the performance review for the third year will be abbreviated, and limited to the Department RTP Committee, the Department Chair or equivalent and College Dean. But for those awarded a one year contract, a complete review will be required in the third year.

(6) In connection with a fourth year review, the faculty member will have a full review of their WPAF including the SIF and its documentation. The faculty member may be awarded another two year appointment or a one-year appointment, if any at all.

(7) If awarded a two year appointment, the fifth year review of the faculty member will be abbreviated. A faculty member who was appointed for one year in the fourth year review will have a full performance review.

(8) In the sixth year, tenure track faculty members will be subject to a full review.

The involvement of a College RTP Committee, a University RTP Committee as well as the Provost and President is eliminated from the process in the first, third and fifth year reviews for those proceeding satisfactorily. For those not proceeding satisfactorily, a full review may be required each year after the first.