

CSU Chico Retention, Tenure & Promotion 2018/2019

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RTP Basics / General Info.

- RTP Deadline Calendar (handout)
- If Dept Chairs are part of the Dept Personnel committee, the Dept Chair deadline on the RTP calendar is used.
- All faculty are evaluated on CBA/FPPP criteria, along with their Department Standards and/or temporary faculty evaluation criteria, peer reviews, and SET's.
- Each DEPARTMENT/UNIT must specify the standards by which it will evaluate performance for retention, tenure, and promotion (FPPP 5.0.1). These must be used by all levels of review when evaluating performance.
- PAF vs Dossier vs WPAF (see definitions section of FPPP)

Tenure Track Faculty

	Standard 6 Yr Cycle No Service Credit	1 Yr Service Credit	2 Yrs Service Credit
Probationary Yr 1	Periodic Evaluation	Service Credit Yr 1	Service Credit Yr 1
Probationary Yr 2	Performance Review	Periodic Evaluation (Review Process begins)	Service Credit Yr 2
Probationary Yr 3	Periodic Evaluation	Performance Review	Periodic Evaluation (Review process begins)
Probationary Yr 4	Performance Review	Periodic Evaluation	Performance Review
Probationary Yr 5	Periodic Evaluation	Performance Review	Periodic Evaluation
Probationary Yr 6	Performance Review for Tenure and/or Promotion	Performance Review for Tenure and/or Promotion	Performance Review for Tenure and/or Promotion

Tenure Track Faculty (cont)

- Service Credit (FPPP 5.1.4)

Faculty appointed to a probationary position may be given up to 2 years service credit for prior service at a comparable institution.

- Once service credit is granted, probationary years cannot be restored.
- For the purpose of calculating the probationary period, a year of service commences with the first fall term of appointment (FPPP 10.1.1).
- Positives and Negatives about Service Credit (explain)

File Closure & Late Add Material

- **File Closure**

The Department/Unit personnel committee will inform and assist the candidate in building an appropriate set of evidence prior to the file closure, however it is ultimately the responsibility of the candidate (FPPP 8.1.1.b. & 8.1.1.b.1.).

- The Department/Unit personnel committee may insert material resulting from its meeting with the candidate (FPPP 8.1.2.b, 1 & 2).

- **Late Add Material to WPAF**

After the WPAF is closed (per RTP calendar), additional material may be inserted only under the following circumstances:

- Insertion of any other material after the WPAF is closed must have the approval of the College Personnel Committee, and shall be limited to items that became accessible only after the date of closure. (FPPP 8.1.2.c. Form available on the OAPL website.)
- Material inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation and comment before consideration at subsequent levels of review. (CBA 15.12.b.)
- The intent of this language is to provide for the relatively rare possibility that a candidate receives notice after the closing date that, for example, a paper has been accepted for publication and/or any other **significant** event has occurred which may impact the recommendation. The crucial point here is that the material became available only after the file closure.

Period of Review

- **Retention**: The period since the faculty members' date of hire or previous PERFORMANCE REVIEW, whichever is more recent.
 - A faculty member's first PERFORMANCE REVIEW will include work that is part of a service credit year or years. Work completed after the offer of appointment but prior to employment falls within the period to be considered for performance review (FPPP 10.1.11).
- **Tenure**: In consideration of tenure, the period of review shall be the entire probationary period (including years of prior service credit, if any). Consideration shall be given to the development and continuity of the candidate's total performance during the review period. Where prior credits have been granted, these credits plus performance rendered since being appointed to the faculty at California State University, Chico shall, together, constitute the data base for the tenure review. Work completed after the offer of appointment but prior to employment falls within the period of review for the awarding of tenure (FPPP 10.4.4.a).
- **Promotion**: In consideration of promotion, the period of review shall be the period since appointment to a tenure track position or since closure of the WPAF prior to promotion to the current rank, whichever is more recent. Only evidence of the faculty member's record of performance during the review period shall be taken into consideration. Work completed after the offer of appointment but prior to employment falls within the period of review for initial promotion. Work performed during any service credit years similarly falls within the period of review for initial promotion (FPPP 10.4.5.a)

Periodic Evaluation

PERIODIC EVALUATION

- A PERIODIC EVALUATION is:
 - primarily developmental in nature;
 - focuses on providing the faculty member with important development feedback, both positive and negative, with the goal of maintaining and/or improving performance (FPPP 10.1.4).
 - it shall consider the faculty member's past performance and future plans in the areas of teaching effectiveness, professional growth and service to the University (FPPP 10.2.1).
- Does NOT contain formal recommendations regarding future employment, retention, tenure, or promotion.
- Does *not* include a summary evaluation/ranking in the areas of instruction, professional growth, and other contributions to the university and community (Superior, Effective, Adequate, Inadequate).
- **Probationary** faculty: A PERIODIC EVALUATION will cover the period since the faculty member's date of hire, previous PERIODIC EVALUATION, or previous PERFORMANCE REVIEW, whichever is more recent (FPPP 10.1.11).

Periodic Evaluation

PERIODIC EVALUATION – Temporary Faculty FPPP 9.0

- **Temporary Faculty:** Evaluations shall be conducted in either the fall or spring semester and reports shall be concluded with copies delivered to the faculty member and to the PERSONNEL ACTION FILE, on or before the Friday immediately preceding final exams (FPPP 9.1.1.b).
- Due to entitlement issues, it is important the evaluation process be completed prior to appointment/reappointment decisions for the next academic year. Evaluation period should cover the period since the faculty member's date of hire or previous PERIODIC EVALUATION, whichever is more recent.
- Each TEMPORARY faculty member neither eligible for nor currently holding a three-year appointment will undergo an annual review for the initial two personnel cycles of his/her appointment, followed by bi-annual reviews. (FPPP will be changing in 2019/2020 in order to be consistent with the CBA.)
- Reviews will also take place take place in 6th year, preceding a new 3 Year Appt and in the 3rd year of a 3 Year Appt.
- Criteria for Evaluation of Temporary Faculty differs from those of probationary or tenured faculty, see FPPP 9.1.2.
- The department personnel committee prepares the evaluation for **temporary faculty**. The department chair, if not part of the committee, either concurs or does not concur with the department evaluation. If the chair concurs, he/she can sign off on the document; if he/she does not concur, they write a report of their own. The same goes for the dean.
- **PERIODIC EVALUATION** reports for probationary and temporary faculty go to the department committee, department chair, and college dean. Responses and rebuttals remain with the reports and become part of the file.

Periodic Evaluations of Temporary Faculty

FPPP 9.0/9.1 Evaluation of Temporary Faculty

- Applies to part-time and fifteen-unit base faculty
- A part-time temporary faculty is one with less than a 1.0 assignment (ex: .20, .40, .80 timebase)
- A fifteen-unit base faculty is one with a 1.0 teaching assignment
- Full-Time vs Part-Time Faculty (as referenced in CBA 15.23 – 15.34)

Performance Review

PERFORMANCE REVIEW FPPP 10.2

- A PERFORMANCE REVIEW:
 - Is required when a probationary faculty member is a candidate for **retention, tenure, or promotion** to a higher rank. The result is a formal report containing a recommendation regarding retention, tenure, or promotion.
 - Covers the period since the faculty member's date of hire or previous PERFORMANCE REVIEW, whichever is more recent. A faculty member's first PERFORMANCE REVIEW will include work that is part of a service credit year or years. Work completed after the offer of appointment (offer letter) but prior to employment (effective start date) falls within the period to be considered for PERFORMANCE REVIEW (FPPP 10.1.11).
 - The nature of the review is evaluative, PERFORMANCE REVIEW REPORTS must also contain developmental feedback for each candidate, to help the candidate improve performance in each area reviewed, focusing on the candidate's eventual success at the University and in the professional field. (FPPP 10.3.2)
 - While the feedback should guide the candidate's progression towards further retention, tenure, and/or promotion, it will not normally establish firm goals for the candidate's future performance. (FPPP 10.3.2)
 - If a REPORT makes it clear that specific goals are to be met, the developmental feedback may be used as a basis for evaluation in future years' REPORTS. The purpose is to help the candidate meet what should already be reasonably clear goals for success in the RTP process (FPPP 10.3.2).

Performance Review

PERFORMANCE REVIEW (Cont)

- PERFORMANCE REVIEWS conducted in the faculty member's fourth year (including service credit) or in the fifth year, if a PERIODIC EVALUATION was done in the fourth year, will provide the faculty member with an assessment of the person's prospect for tenure, given the member's entire record and evidence of ongoing performance. (FPPP 10.3.7)
- PERFORMANCE REVIEWS cover the areas of Instruction, Professional Growth and Achievement, and Other Contributions to the University and Community and each includes a Summary Evaluation (Superior, Effective, Adequate, Inadequate; hyphenated Summary Evaluations ARE NOT permissible). Definitions of ratings are in FPPP 10.3.4.
- Temporary Faculty (Lecturers) do not receive PERFORMANCE REVIEWS.
- The PERFORMANCE REVIEW process begins in early fall and ends in May.

Periodic Evaluation of Tenured Faculty for Promotion

- FPPP 11.1 -- Periodic Reviews for Promotion

Tenured faculty (1) not eligible for an SSI or (2) having served four years at the same rank normally will be reviewed annually for promotion unless the individual requests in writing that the review not take place in a particular academic year. (FPPP 11.1.1 & CBA 14.3.)

Periodic Evaluations of Tenured Faculty

- **a.k.a. 5 Year Review; Tenured Review; Post Tenure Review (FPPP 11.2)**
- For the purpose of maintaining and improving a tenured faculty member's effectiveness, tenured faculty shall be subject to PERIODIC EVALUATION at intervals no greater than five years.
 - Focus of this review should be on providing developmental feedback and encouragement to maintain a positive level of performance.
 - Where necessary, the review will include corrective feedback (FPPP 11.2.1.a).
- This policy shall apply to faculty at the rank of Professor (or equivalent) and faculty in ranks below that of Professor (or equivalent) who have not undergone PERFORMANCE REVIEW for four years (FPPP 11.2.1.b).
- Faculty participating in the Faculty Early Retirement Program (FERP) are not required to undergo post tenure evaluation unless an evaluation is requested by the FERP participant or the appropriate administrator (FPPP 11.2.1.c)

Related Questions & Other Things to Watch Out For

- What do I need to look out for in Accelerated Tenure and/or Promotion cases?
 - FPPP 10.5 & 11.1; CBA 14.4
- How do I consider bad/negative information in the PAF?
- Who can be on a review committee and/or perform classroom evaluations?
 - CBA 15.2,15.14, 15.28, 15.41, 15.43 FPPP 8.1.4.h.

The End

For Questions, contact Your Dept Chair

Your Dept Personnel Committee

Evanne or Karen

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