



# CALIFORNIA STATE UNIVERSITY, CHICO

## COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES

### Personnel Policies and Procedures

The following are the basic guidelines and procedures of the College of Behavioral & Social Sciences Personnel Committee for retention, tenure, and promotion actions of faculty in the college. Faculty who are hired as temporary (full-time and part-time) faculty should specifically read the applicable sections in the CSU, Chico Faculty Personnel Policies and Procedures (FPPP).

#### I. ROLE OF THE COLLEGE PERSONNEL COMMITTEE

- A. To provide a required level of review.
- B. To provide a review looking globally for fairness in the process at the previous levels of review.
- C. To determine if a given department has followed established University and department procedures.
- D. To ensure previous levels have addressed strengths and weaknesses from previous review cycles.
- E. To produce a summary report as to where there were consistencies or differences with previous levels of review which include additive rather than repetitive discussions.
- F. To provide written feedback to the departments identifying areas of concern with respect to their department guidelines and procedures.

#### II. COMPOSITION OF PERSONNEL COMMITTEES

- A. College Personnel Committee
  1. The college personnel committee will be a nine-person committee to be elected within their individual departments from tenured full professor nominees from the departments of Anthropology, Child Development, Economics, Geography and Planning, Health and Community Services, Political Science, Psychology, Social Work and Sociology. The dean may agree that faculty participating in the Faculty Early Retirement Program (FERP) in a department may also serve on the committee if the FERP faculty member is employed during the entire portion of the academic year for which that committee is responsible.

2. Members shall be elected for staggered three-year terms. If a committee member needs a replacement during their three-year term, their replacement will serve for the full academic year.

#### B. Department Personnel Committees

1. Department personnel committees shall be elected and organized in conformance with the guidelines set forth in the FPPP.

#### C. Membership on Other Personnel Committees

1. In addition to serving on their own department personnel committee, tenured faculty members may serve on only one additional department personnel committee in the College of Behavioral and Social Sciences.
2. No faculty member may serve at two Levels of Review for a given candidate in a particular personnel cycle.

### III. PROCEDURES

- A. A chair and secretary shall be selected by a procedure which is acceptable to the membership of the committee.
- B. The secretary shall take minutes that indicate time, place, date of meeting, members present and any action taken. No minutes on details of the committee's discussion or deliberations shall be taken.
- C. A quorum shall consist of seven members of the committee.
- D. It is understood that a quorum of the committee acting upon RTP recommendations made by the committee will consist of at least seven members of the committee who have reviewed the file of, and attended discussions relating to, a candidate for retention, tenure and/or promotion.
- E. Committee members shall read carefully and thoroughly the files of all candidates under consideration by the committee and shall attend all meetings and deliberations of the committee. If a committee member is absent from a meeting, he/she shall either be replaced on the committee or the absent committee member is responsible to contact the other committee members to review the deliberations that were missed.
- F. All minority votes and abstentions shall require written justification.
- G. No deliberations or decisions of the committee will be discussed outside of the committee meeting. No committee member shall discuss its report or take any actions when people who are not members of the personnel committee are present.
- H. The secretary shall note comments and concerns throughout the review cycle, concerns related to department guidelines and procedures and consult with the Chair to produce a letter to be submitted to the Dean and departments regarding these concerns.

I. The College Personnel Committee shall first determine whether or not the Reports it has received have been adequately prepared. The committee shall also determine whether or not clarification or additional information is needed from prior levels of review. If either or both are so, all communications with prior levels of review shall be in writing and be available to all committee members.

**IV. AREAS OF ASSESSMENT:** The committee will consider the following fields of activity for each candidate for retention, tenure, and promotion.

Each candidate shall be evaluated and rated noting strengths and weaknesses, on criteria A, B, and C using the following adjectives: Inadequate, Adequate, Effective, or Superior. Criteria D will be evaluated noted strengths and weaknesses and will not receive a rating.

A. Instruction. Effective teaching is the first, minimum, and indispensable requirement for retention, tenure, or promotion.

B. Professional Growth and Achievement. Both growth and achievement must be evaluated.

C. Other Contributions to the University and Community.

D. Contribution to Strategic Plans and Goals of the Department/Unit, College, and University. Evaluations and recommendation with respect to each faculty member under review will state whether the candidate has demonstrated an ability to conform to university, college and department plans, and whether the candidate's performance generally facilitates the university's, college's, and department's abilities to meet their goals.

NOTE: Departments wishing to establish criteria in addition to "A" through "D" should add them as subheads under the above fields of activity.