



California State University, Chico
Office of Academic Personnel
Campus Zip 024

M E M O R A N D U M

DATE: August 31, 2018

TO: The Academic Campus Community

FROM: Evanne O'Donnell
Interim Associate Vice Provost for Academic Personnel

SUBJECT: Changes to the FPPP 2018-2019 – Corrected 8/31/18

After a careful review of the 2017-2018 FPPP by the FASP Committee, the recommendation of the Academic Senate, and the approval of the President, the following revisions have been made to the FPPP for 2018-2019. Items removed are ~~struck out~~, items added are in red. The document can be found in its entirety at <http://www.csuchico.edu/oapl/fppp/index.shtml>.

FPPP Section	Revision	Affected Parties
DEFINITIONS		
	<p>DEPARTMENT/UNIT STANDARDS: Department guidelines, policies and procedures that contain the Department's faculty unit employee evaluation criteria and procedures and are approved by the Provost.</p> <p>REPRIMAND: An oral and/or written reprimand issued to a faculty unit employee by the appropriate administrator. A written reprimand must be clearly identified in the document as a "letter of reprimand."</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee
4.0 PERSONNEL COMMITTEES		
4.0.4	See other sections below for College Faculty Leaves Committees, Hiring Search Committees, and Committees that conduct <i>periodic evaluations</i> of tenured faculty.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee
4.1.6	No tenured faculty member being considered for promotion may	

	<p>serve on a promotion or tenure review committee.</p> <p>No faculty member may serve on a committee if he/she is the subject of a <i>periodic evaluation</i> or a <i>performance review</i> that year.</p>	
5.0	HIRING	
<p>5.1.3.g 5.1.3.h 5.1.3.i 5.1.3.j 5.1.3.m</p> <p>5.1.3.s</p>	<p>Department <u>Hiring</u> Committee was changed to read, Department Search Committee, in each of these sections.</p> <p>Upon conclusion of the recruitment process, regardless of whether a successful hire is made, documentation of the recruitment process shall be sent to the office of the Associate Vice President for Faculty Affairs, and kept for a period of three years in accordance with the Recruitment Document Retention Procedures posted on the Academic Personnel website.</p>	<ul style="list-style-type: none"> • Personnel Committee • Chair
8.0	EVALUATION OF FACULTY	
<p>8.1.2.d</p> <p>8.1.2.e d</p> <p>8.1.4.g</p> <p>8.1.4.g.1</p>	<p>Material may be removed from the WPAF only with the approval of the College Personnel Committee. If material is removed after the Department Personnel Committee has issued its report, the Committee shall review, evaluate, and comment upon the impact of the removal on its assessment and recommendation. Only after this has been done may consideration at subsequent levels of evaluation take place.</p> <p>See Section 7 for additional details regarding the PAF and WPAF.</p> <p>For faculty at the rank of Professor or equivalent, SET results shall be retained for five years. SET results that have been removed from faculty files the PAF shall be returned yearly to the faculty member at the beginning of the following academic year, but after the deadline for all <i>grievance</i> activity.</p> <p>For <i>probationary</i> faculty who are promoted before they are tenured, SET results that were available for consideration during promotion deliberations shall be removed from faculty files the PAF after tenure is awarded. Those materials that were available for consideration after promotion but prior to tenure deliberations shall be retained for consideration during the next promotion deliberations. SET results that have been removed from faculty files the PAF shall be returned to the faculty member at the beginning of the next academic year.</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee

8.1.4.g.2	For all other faculty, SET results shall be removed from faculty files the PAF after promotion or appointment at a higher rank, with the exception of a faculty member moving from <i>temporary</i> to tenure-track status (see 10.4.4.a). SET results that have been removed from faculty files the PAF shall be returned to the faculty member at the beginning of the next academic year.	
10.0 EVALUATION OF TENURE TRACK (PROBATIONARY) FACULTY		
10.1.4	<i>Probationary</i> faculty are subject to two different types of performance evaluations. The first, called <i>periodic evaluation</i> , focuses on providing the <i>probationary</i> faculty member with important developmental feedback, both positive and negative, with the goal of maintaining and/or improving performance. The ultimate goals of excellence and a successful tenure/promotion decision are to be kept firmly in mind by all involved with the process. The second type of performance evaluation is called the <i>performance review</i> , wherein a critical assessment of the faculty member's performance is conducted and the probability of a successful tenure/promotion decision is estimated. Formal <i>ratings</i> of performance in each area of review are used, and a decision is made whether or not to retain the faculty member.	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee
10.4.5.e	Candidates for promotion to the rank of Associate Professor and full Professor should have demonstrated both achievement and potential for growth in each of the areas of evaluation, and in addition, candidates for promotion to Professor must also clearly demonstrate substantial professional recognition at and/or beyond the University itself. All recommending bodies must clearly identify those activities and achievements which demonstrate fulfillment of this requirement.	
10.4.5.f	Any level of evaluation may rank order candidates for promotion being reviewed at that level.	
10.4.5.gf	When promotion and tenure decisions are being made for a candidate in the same cycle, the <i>reports</i> and <i>recommendations</i> for both transactions shall be contained in the same WPAF.	
10.5	<u>Evaluation of Probationary Faculty - Outcomes: Granting of Early Accelerated Tenure or Promotion</u>	
10.5.2	Consideration of tenure before the beginning of the sixth consecutive fulltime <i>probationary</i> year shall be regarded as consideration of " early accelerated tenure or promotion." A decision on tenure before the sixth year is necessarily based on less evidence of performance within rank than tenure granted on a normal timeline. For this reason, decisions for accelerated tenure will require that faculty meet a higher standard than they would for tenure granted on a normal timeline. This higher standard is defined in 10.5.3, and is the definition of an "exceptional record" for accelerated tenure.	

10.5.3	<p>To qualify for accelerated tenure or promotion the candidate must: (1) be rated Superior as defined in 10.3.4 in all three categories of evaluation: Instruction, Professional Growth and Achievement, Other Contributions to the University and Community; <i>and</i> (2) demonstrate the likelihood that this high level of performance will continue; <i>and</i> (3) have worked a minimum of one academic year under the conditions similar to their department’s typical full time assignment.</p>	
10.5.34	<p>Any faculty member wishing to apply for early accelerated tenure or promotion must make a request in writing to the Department Chair and the Dean. In the request, the candidate should offer a brief description of how they meet the criteria (see above in 10.5.3) for eligibility for accelerated tenure or promotion. This request shall be included in the candidate’s Personnel Action File and in the candidate’s Dossier prior to closure of each. The Department Personnel Committee may recommend that a faculty member request an early tenure review.</p>	
10.5.45	<p>Inasmuch as consideration of early accelerated tenure or promotion is not the normal pattern, each level of review must address in its reports whether the candidate's file meets the definition of exceptional record (see above in 10.5.3). a recommendation for early tenure must be accompanied by its justification as a special case. Definitions of “special case” and the criteria by which it is to be determined shall be developed by each Department within its personnel policies, and be approved by the Dean and Provost. As outlined in the FPPP 10.2.8, the faculty member under review has the right to submit a response or rebuttal at every level of review.</p>	
10.5.56	<p>Prior to the forwarding of a candidate’s file to the President, the candidate may withdraw his/her application for early accelerated tenure without prejudice. All relevant personnel reports (Department/Unit, Chair, College Dean, Provost) from that cycle will be expunged from the candidate’s records (WPAF and PAF).</p>	
10.5.67	<p>Consideration of promotion which would occur earlier than provided for above may be initiated by written request of the would-be candidate or by action of the <i>Department/Unit</i> committee. To be promoted, such candidates must meet the criteria for an “exceptional record” (see above in 10.5.2 and 10.5.3). Candidates for promotion without tenure must be similarly regarded as having an “exceptional record.” Definitions of exceptional merit and the criteria by which it is to be determined shall be developed by each Department/Unit and approved by the Dean and Provost.</p>	
10.5.78	<p>Prior to the final decision, the candidate may withdraw his/her application for promotion without prejudice. All relevant personnel reports (Department/Unit, Chair, College Dean, Provost) from that cycle will be expunged from the candidate’s records (WPAF and PAF).</p>	

11.0	EVALUATION OF TENURED FACULTY	
11.1.2	<p>Promotion of Tenured Faculty will follow the provisions under 10.3, Evaluation of Probationary Faculty – Performance Review Process. Candidates for promotion to full Professor should have demonstrated both achievement and potential for growth in each of the areas of evaluation. In addition, Candidates for promotion to Professor must also clearly demonstrate substantial professional recognition at and/or beyond the University itself. All recommending bodies must clearly identify those activities and achievements which demonstrate fulfillment of this requirement.</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee
11.1.3	<p>To qualify for accelerated promotion to full professor the candidate must: (1) be ranked Superior in all three categories of evaluation: Instruction, Professional Growth and Achievement, Other Contributions to the University and Community; <i>and</i> (2) have exceeded the expectations of Superior in all three categories of evaluation; <i>and</i> (3) demonstrate the likelihood that their exceptional performance will continue, <i>and</i> (4) clearly demonstrate substantial professional recognition at and beyond the University itself. Inasmuch as consideration of accelerated promotion to full professor is not the normal pattern, a recommendation for accelerated promotion must be accompanied by its justification as an exceptional record at each level of review.</p>	
11.1.4	<p>A tenured faculty member wishing to apply for accelerated promotion to full professor must make a request in writing to the Department Chair and the Dean. In the request, the candidate shall offer a brief description of how they meet the criteria (see above in 11.1.3) for eligibility for accelerated promotion. This request shall be included in the candidate’s Personnel Action File and in the candidate’s Dossier prior to closure of each.</p>	
11.1.5	<p>Prior to the final decision, the candidate may withdraw his/her application for promotion without prejudice. All relevant personnel reports (Department/Unit, Chair, College Dean, Provost) from that cycle will be expunged from the candidate’s records (WPAF and PAF).</p>	
13.0	LEAVING FROM AND RETURNING TO THE UNIVERSITY	
13.1.4.c.1	<p>An application for a Leave of Absence without Pay shall be submitted by the applicant to the Department Chair. Application forms are available in the appropriate College Office and on the Academic Personnel website. The application for any given term must be submitted 30 days before classes begin for the semester in which leave is being requested. The President may waive the required notice period.</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs