



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

M E M O R A N D U M

DATE: August 22, 2019

TO: The Academic Campus Community

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

SUBJECT: Changes to the FPPP 2019-2020

After a careful review of the 2018-2019 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 2019-2020. 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>RATING: The outcome of the process by which candidates for promotion are graded at all <i>levels of evaluation</i> in the categories of Instruction, Professional Growth and Achievement, and Other Service that contributes to the Strategic Plans and Goals of the Department/Unit, College, University, and to the Community. Recognized <i>ratings</i> are “inadequate,” “adequate,” “effective,” and “superior.” The use of hyphenated <i>ratings</i> (e.g., “effective-to-superior”) is NOT permissible.</p> <p>APPOINTMENT: The date the faculty unit employee begins their employment at CSU, Chico.</p> <p>CHAIR: For the purposes of this document, <i>Chair</i> also refers to Directors, Program Coordinators, or other designations that operate and are recognized as Chair equivalents.</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee
INTRODUCTION		
	<p>The people of California have bestowed a public trust on the California State University to promote and maintain a system of advanced education</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs

	<p>dedicated to excellence in instruction and research, creative activity, and public service. These common goals unite us as we order our relationships with each other to promote systems integrity, transparency, academic freedom and shared governance at all levels. Together, we are dedicated to furthering the university's mission by providing for a faculty of high quality, committing to professional growth and development, due process, and retention, tenure, and promotion.</p> <p>These policies and procedures define processes for the effective and fair hiring, development, evaluation, retention and promotion of a high quality faculty. These policies and procedures are designed to preserve their cooperation, departmental expertise and subject matter competency, which are the strengths of our institution.</p> <p>These policies and procedures are intended to provide processes for the effective and fair hiring, development, evaluation, and retention of a high quality faculty, capable and willing to help the university achieve its goals, including the delivery of high quality education.</p> <p>This FPPP is intended to be used in conjunction with the collective bargaining agreement (CBA), which the reader is urged to consult. Further, Personnel decisions may be affected by federal and state laws, CSU System regulations, and other University policies.</p> <p>If there should be any conflict between the provisions of this document and the CBA, CSU policy or state or federal law, the higher-level regulations shall apply. The FPPP should be considered on par with campus Executive Memoranda (EMs).</p> <p>For current information on other documents and policies that may affect personnel actions, contact the Associate Vice President for the Office of Academic Personnel</p>	<ul style="list-style-type: none"> • Personnel Committee
5.0	HIRING	
5.1.3.t	<p>If a candidate is approved for appointment, a letter offering employment is to be prepared by the appropriate Dean, carefully explaining the terms of the appointment. This letter contains the various terms of appointment that have been recommended and approved. The letter must contain standardized paragraphs prepared by the Provost or designee that explain to probationary appointees that they are subject to annual personnel evaluations or reviews, and that no oral or written statement issued during the appointment process should be interpreted as promise of future promotion, retention, or tenure. If a prospective faculty member is offered a probationary appointment that includes service credit toward probation and any other credited evidence of prior professional development, the offer letter should fully apprise the prospective candidate of the implications of such an appointment.</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee

<p>5.1.3.u</p> <p>5.1.3.u.1</p> <p>5.1.3.u.2</p> <p>5.1.3.u.3</p> <p>5.1.3.u.4</p> <p>5.1.3.u.5</p>	<p>Once a candidate has accepted an offer, the appropriate Dean will send an academic appointment form (AAF) appointment letter. As much as possible, AAFs appointment letters shall follow a standardized format, and include must contain in their bodies or, as appropriate, as attachments/enclosures:</p> <p>an assignment to a specific academic department or equivalent; and</p> <p>the start date of employment; and</p> <p>the granting of any service credit, including the specific year(s) and credited evidence of prior professional development; and</p> <p>the granting of any other credited evidence of prior professional development; and</p> <p>other details as specified in CBA Article 12.2.</p>	
8.0	EVALUATION OF FACULTY	
<p>8.0.1</p> <p>8.1.3.e.4</p>	<p>In order to develop and advance faculty of the highest quality, this system of evaluation is designed to cultivate faculty improvement and growth in furtherance of the mission of the University. These processes are also intended to guide faculty retention, tenure, and promotion in order to maintain and expand the intellectual skills and understanding required by humanity to meet the challenges of the future and to professionally disseminate these insights to our students, our disciplines, and each other.</p> <p>The need to develop and promote the highest quality of faculty These needs shall take precedence over considerations of individual seniority, except in those instances where consideration of seniority is required by law, the CBA, or system-wide policy. In other words, except as required elsewhere, promotion is based on individual performance, not on years of seniority.</p> <p>Other Service that contributes to the Strategic Plans and Goals of the Department/Unit, College, and Contributions to the University, and Community (also referred to as “Service”).</p> <p>Other materials that would help evaluators assess the candidate’s performance and Other Service that contributes to the Strategic Plans and Goals of the Department/Unit, College and University and to the Community should be included. When compiling these materials, the candidate should keep in mind that the reviewers will assess the quality as well as the quantity of activities; therefore, this section of the dossier should provide reviewers with the information necessary to make accurate judgments about such quality and quantity.</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee

	<p>Contribution to Strategic Plans and Goals of the Department, College, the Academic Plan of Academic Affairs, and University. While the material in the above described dossier sections will address much of a candidate's performance relative to strategic plans and goals, the candidate should make sure that any additional evidence regarding performance towards these goals is included in the dossier. The candidate may wish to consider adding a statement that guides reviewers to the evidence in the dossier that relates to strategic plans and goals. Such activities or achievements may include, but are not limited to, innovations in diversity, sustainability, service learning, civic engagement, and service to the North State.</p>	
9.0	EVALUATION OF TEMPORARY FACULTY	
9.1.2.c.2	<p>Evaluation of performance related to any other work assignment(s), besides teaching, as applicable. As there is no common basis for evaluating non-teaching work assignments, non-teaching assignments will be specified in the appointment letter along with clear expectations for satisfactory performance of these assignments. The candidate must provide supporting evidence of achievement related to non-teaching work-, which may include advising; research; scholarship; creative activity; service to the University, profession, and to the community; or other professional responsibilities (See CBA article 12).</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee
9.1.2.c.4	<p>Evaluation of any other activities or achievements related to the individual's work assignment(s) that provide a positive contribution contribute to the Strategic Plans and Goals of the Department/Unit, College and University as well as the Community. Such activities or achievements may include, but are not limited to, innovations in diversity, sustainability, service learning, and civic engagement, and service to the North State.</p>	
9.1.3.d	<p>The <i>report</i> shall acknowledge other activities by the faculty member, not part of his/her work assignments(s), which result in a positive contributions to the Strategic Plans and Goals of the Department/Unit, College and University as well as to the Community.</p>	
10.0	EVALUATION OF TENURE TRACK (PROBATIONARY) FACULTY	
10.1.2	<p>Four Three areas of evaluation must be considered at all review <i>levels</i> in making <i>recommendations</i> on <i>retention</i>, tenure, and promotion (RTP): Instruction; Professional Growth and Achievement; and Other Service that contributes to the Strategic Plans and Goals of the Department/Unit, College, and University and to the Community. (a.k.a. "Service"); and Contributions to Strategic Plans and Goals of the Department/Unit, College, and University (which may include service activities).</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Personnel Committee

<p>10.1.11</p>	<p><i>Periodic evaluations and performance reviews</i> will cover the period since the faculty member's date of appointment. hire, previous periodic evaluation, or previous performance review, whichever is more recent. <i>Performance reviews</i> will cover the period since the faculty member's date of hire or previous <i>performance review</i>, whichever is more recent. For summer or fall appointments, period of review will begin at the last academic day of spring semester in the academic year preceding the appointment. Spring appointments will begin on the date of appointment. All faculty member's' first evaluations and performance reviews will include work that is part of a service credit year or years and other granted credits. Work completed after the offer of appointment but prior to employment falls within the period to be considered for performance review.</p>	
<p>10.3.4-3</p>	<p>OTHER SERVICE THAT CONTRIBUTES TO THE STRATEGIC PLANS AND GOALS OF THE DEPARTMENT/UNIT, COLLEGE, AND UNIVERSITY AS WELL AS THE COMMUNITY CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY (SERVICE)</p> <p>As stated above, the third area of evaluation is Service that contributes to the Strategic Plans and Goals of the Department/Unit, College, and University and to the Community. In each written performance review report, the evaluator(s) shall state whether the candidate has demonstrated an ability to conform to University, College and Department/Unit plans, and whether the candidate's performance generally facilitates the University's, College's and Department's/Unit's abilities to meet their strategic goals.</p> <p>Superior The evidence demonstrates the candidate's consistently high level of involvement in activities listed in the Department/Unit standards, other sections of this FPPP, and the CBA. Where this area of evaluation refers to participation on committees and/or in the community, "superior" performance is evidenced by the candidate's assumption of key roles on significant University, College, and/or Department level committees and/or in the community, as well as the demonstration of consistent, on-going contributions to such activities committees.</p> <p>Effective The evidence demonstrates the candidate's consistent, on-going involvement in activities listed in the Department/Unit standards, other sections of this FPPP, and the CBA. Where this area of evaluation refers to participation on committees and/or in the community, "effective" performance is evidenced by the candidate's occasional assumption of key roles on significant University, College, and/or Department level committees and/or in the community, as well as the demonstration of consistent, on-going contributions to such activities committees.</p>	

	<p>Adequate The evidence demonstrates occasional involvement in activities listed in the Department/Unit standards, other sections of this FPPP, and the CBA. Whereas as this area of evaluation refers to participation on committees and/or in the community, “adequate” performance is evidenced by the candidate's infrequent assumption of key roles on University, College, and/or Department level committees and/or in the community while, nevertheless, maintaining regular participation in activities on committees at these levels</p> <p>Inadequate The evidence does not demonstrate an adequate level of involvement in activities listed in the Department/Unit standards, other sections of this FPPP, and the CBA. Where this area of evaluation refers to participation on committees and/or in the community, “inadequate” performance is evidenced by the candidate's lack of assumption of key roles on University, College, and/or Department level committees and/or in the community and only limited participation in activities on committees at these levels.</p> <p>10.3.5 As stated above, the fourth area of evaluation is Contribution to Strategic Plans and Goals of the Department/Unit, College, and University. In each written performance review report, the evaluator(s) shall state whether the candidate has demonstrated an ability to conform to University, College and Department/Unit plans, and whether the candidate's performance generally facilitates the University's, College's and Department's/Unit's abilities to meet their strategic goals.</p>	
10.4.3.c	<p>Probationary faculty should demonstrate the following: effective Instruction, the potential for future Professional Growth and Achievement, participation in Other Service that Contributes ions to the Strategic Plans and Goals of the Department/Unit, College, and University and to the Community. (a.k.a. “Service”), and competency and willingness to adjust to appropriate Strategic Plans and Goals of the Department/Unit, College, and University (which may include service activities).</p>	
10.4.4.a	<p>In consideration of tenure or promotion, the period of review shall be the entire <i>probationary</i> 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.</p>	

	<p>10.4.5.a 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.</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. In consideration of promotion, the period of review shall be the period since closure of the WPAF prior to promotion to the current rank. 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
16.0	COUNSELOR FACULTY	
16.6.4	<p>The Director of Counseling & Testing Student Health Services, or designee, makes a verbal offer of employment and the VPSA makes the formal written offer of employment.</p>	<ul style="list-style-type: none"> • Faculty • VPSA • Director • Personnel Committee
16.11.1	<p>Three areas must be considered in the RTP evaluation process for Counselor Faculty: Professional Performance; Professional Growth and Achievement; Other Service that Contributes to the Strategic Plans and Goals of the Department/Unit, College, and University and to the Community Contributions to the University and Community; and Contributions to Strategic Plans and Goals of the Department/Unit, Division, and University</p>	
17.0	CHAIR RESPONSIBILITIES, SELECTION, AND SUPPORT	
	<p>The following section has been added to the FPPP:</p> <p>17.0 <u>Chair responsibilities, selection, and support</u></p> <p>17.1. Responsibilities</p>	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Directors • Program Coordinators

	<p>17.1.1. Under the authority of their Dean, the department Chair leads, administers, and represents the department. The duties and responsibilities of the department chair include but are not limited to the following four categories:</p> <p>17.1.1.a. Academic Programs</p> <p>17.1.1.a.1. To assume the leadership in the development and direction of quality academic programs including assessment and program review.</p> <p>17.1.1.a.2. To work with the department faculty in academic program planning and review, and curriculum development, revision, and assessment.</p> <p>17.1.1.a.3. To prepare the class schedule in consultation with the department faculty or appropriate department committee.</p> <p>17.1.1.b. Students</p> <p>17.1.1.b.1. To oversee advising, provide information, sign documents and petitions, and facilitate resolution of administrative difficulties students may encounter.</p> <p>17.1.1.b.2. To promote department activities such as programs, competitions, awards, professional organizations, clubs, and to recruit potential majors/minors.</p> <p>17.1.1.b.3. To be available to receive student comments and suggestions about courses, instructors, and programs.</p> <p>17.1.1.b.4. To attempt resolution of complaints, differences, or grievances between students and faculty.</p> <p>17.1.1.c. Faculty</p> <p>17.1.1.c.1. To encourage collegial and full participation of all members of the department in recognition</p>	
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that governance of departments is a joint and cooperative endeavor.

17.1.1.c.2. To ensure that faculty personnel processes for hiring, evaluation, retention, tenure, or promotion, as well as other personnel matters, comply with CBA, FPPP, university, college, and departmental policies.

17.1.1.c.3. To recommend the appointment or reappointment of temporary faculty based upon department personnel committee recommendations in accordance with the Collective Bargaining Agreement.

17.1.1.c.4. To provide leadership at the department level in the implementation of the university's strategic priorities in accordance with the mission and vision of the university.

17.1.1.c.5. To encourage career success and promote and support the professional development of the faculty.

17.1.1.c.6. To establish and staff, in collaboration with the faculty, appropriate departmental committees.

17.1.1.c.7. To ensure faculty teaching assignments are in accordance with CBA, FPPP, college, and department policies.

17.1.1.d. Administrative Responsibilities

17.1.1.d.1. To convey pertinent information to, from and within the department. To present issues which have potential impact on the department. To invite and respond to comments and suggestions of faculty and staff.

17.1.1.d.2. To represent the department within the college, university, community, and profession.

17.1.1.d.3. To work with the college dean on the responsible management of resources, including the enrollment targets, allocation of

faculty positions, and all budget matters; to organize and supervise department expenditures and allocation of resources; to monitor departmental compliance with university goals, regulations, and deadlines.

17.1.1.d.4. To participate as appropriate in the recruitment, supervision, and evaluation of department staff.

17.1.1.e. **Additional Responsibilities**

A department may establish additional charges to the chair's duties and responsibilities specific to departmental needs.

17.2. Selection of Chair

17.2.1. Voter Eligibility

17.2.1.a.1. All faculty (including lecturers) are eligible to vote for the selection of the chair as provided for in the appropriate department, school, or unit governing documents.

17.2.2. Nomination and Criteria for Position

17.2.2.a. The department, school, or unit will develop the nomination process and criteria for the position as defined in the department, school, or unit constitution/policy manual/by-laws.

17.2.2.a.1. In the absence of a unit specific nomination process and criteria, the department, school, or unit will meet and select a nominating committee of three or more department, school, or unit members. The incumbent is not eligible for service on this committee.

17.2.2.a.2. The committee will review the department Chair position description and will consult with the department, school, or unit and the dean to establish criteria for the selection of candidates and term of office.

17.2.2.a.3. The committee will receive nominations and seek candidates for the position of department Chair.

17.2.2.a.4. Candidates may also be nominated by a petition signed by at least one-third of faculty eligible to vote in the current election of the department, school, or unit.

17.2.2.a.5. The committee will submit to the department, school, or unit the names of all candidates found acceptable in terms of the established criteria.

17.2.3. Election

17.2.3.a. Elections constitute a formal recommendation by departments to the President or designee. The department, school, or unit will develop the election process as defined in the department, school, or unit constitution/policy manual/by-laws.

17.2.3.a.1. In the absence of an established election process, the department will elect the Chair nominee by secret ballot; the process for the election is determined by the department, school, or unit; the nominee must receive a majority of the vote tally. Ballots will include the committee-submitted names and those nominated by petition.

17.2.4. Appointment

17.2.4.a. In units that do not have faculty assigned to them, the dean to which the unit is assigned is responsible for recruiting and appointing the Chair.

17.2.4.b. In units that do have faculty assigned to them, each department, school, or unit will specify the term of office for the department Chair prior to the appointment. The term will be no fewer than two years and no more than three years unless the term is specified in a hiring contract. Departments, schools, and units may establish term limits and

negotiate an equitable workload (e.g., time base, AY or twelve month appointment, summer salary, staff support, etc.) for the position based on the responsibilities and the size and scope of the unit.

17.2.4.c. The dean shall duly consider the recommended nominee and shall confer with the President, or designee. The dean also shall forward the recommendation from the department, school, or unit selection process to the President or designee.

17.2.4.d. If the nominee is found acceptable, the nominee will meet with the dean in order to review responsibilities and expectations for the position. The dean will forward the name of the nominee for Chair together with a written recommendation, including a statement of the conditions of appointment and compensation, to the Provost and Vice President for Academic Affairs.

17.2.4.e. If the nominee is found to be unacceptable, the department may make an alternate recommendation or conduct an interim selection (17.2.5).

17.2.4.f. Chairs may be hired from off-campus. The department, school, or unit will comply with the policies and procedures for faculty recruitment.

17.2.4.g. The appointment of department Chairs will be made by the Provost and Vice President for Academic Affairs as chief academic officer and President's designee.

17.2.4.h. The department Chairs will serve at the pleasure of the President or designee and may be removed at the behest of the President (CBA Section 20.32).

17.2.5. Interim Chair

17.2.5.a. If the department, school, or unit is unable to select a Chair by the date sixty days before the expiration of the current term, the incumbent department Chair will notify the dean.

17.2.5.b. In this event, the appointment will be made, in consultation with the dean, by the Provost and Vice President for Academic Affairs for a term not to exceed two years.

17.2.5.c. The Provost and Vice President for Academic Affairs, in consultation with department, school, or unit faculty and the dean, will appoint a department Chair in the event that a Chair is unable to serve (e.g., death, illness, or resignation) for a term not to exceed two years.

17.3. Support

17.3.1. Workload and stipend should be commensurate with the degree of administrative responsibilities and size and scope of the unit. Sufficient support will be provided to department chairs, directors, and program coordinators prior to and during the appointment. The Appendix lists examples of program support provided to department chairs, directors, and program coordinators.

17.4. Recall

17.4.1. Faculty may initiate an administrative recall action of the department chair by petition to the dean. The petition must be signed by eligible voters and equal to more than 50% percent of the total of votes eligible. Within three weeks of receipt of the petition, the dean will preside at a duly scheduled meeting of the department, school, or unit faculty to discuss the issues. The Dean may choose to resolve the matter after consultation with the department or call for a secret ballot from the department on the matter of recall. Two-thirds of the total of the votes cast will recommend a recall of the chair. The Dean shall provide a report to the Provost and Vice President for Academic Affairs from the Dean discussing issues and concerns in the meeting and the results of the balloting. The Provost and Vice President for Academic Affairs will make a decision.

APPENDICES		
Appendix IV	<p><u>Support Programs for Department Chairs, Directors, and Program Coordinators</u></p> <ul style="list-style-type: none"> • New chair, director, and program coordinator orientation program • Seminars/workshops to be offered throughout the academic year to include topics such as navigating the CBA and FPPP, negotiation, and budget • Serve as an associate chair, associate director, or associate program coordinator prior to appointment • Colleges to develop a mentor program • Annual professional development funds to each chair, director, or program coordinator • Additional professional development funds available in an annual grant program so chairs, directors, or program coordinators may attend more costly national or international trainings • An annual year-long leadership development program • Reward or recognition for chairs, directors or program coordinators • Other ideas that are developed at University Chair's Council and presented to the Provost and Vice President for Academic Affairs 	<ul style="list-style-type: none"> • Faculty • Deans • Chairs • Directors • Program Coordinators