

**California State University Channel Islands**  
**2014-2015 Retention, Tenure, and Promotion Schedule (under SP 10-10)**  
**Schedule B1**

**This schedule is for the periodic review of all 1<sup>st</sup> or 2<sup>nd</sup> (with 1-year service credit) or 3<sup>rd</sup> (with 2 years service credit) year probationary faculty in their first year of service at Channel Islands with a 2-year probationary appointment.**

**Periodic reviews are evaluations only; because these faculty have 2-year appointments, these evaluations do not include a recommendation for retention.**

	Periodic review 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year probationary faculty in their first year of appointment	
Deadline for Submission of Portfolio to Program Chair	9/26/14	
Level of Review  (After each level of review, a candidate may respond. <sup>1)</sup> )	Review Begins	Written Evaluation to Faculty Member
Program Personnel Committee	9/29/14	10/20/14
Associate Vice President or Appropriate Administrator	10/31/14	12/1/14

Numbered notes follow schedule B2

**California State University Channel Islands**  
**2014-15 Retention, Tenure, and Promotion Schedule (under 10-10)**  
**Schedule B2**

**This schedule is for the retention review of all 1<sup>st</sup> or 2<sup>nd</sup> (with 1-year service credit) year probationary faculty in their first year of service at Channel Islands with a 1-year probationary appointment, or in their 2<sup>nd</sup> year of an initial 2-year probationary appointment (i.e., all 1<sup>st</sup> and 2<sup>nd</sup> year probationary faculty whose current appointment ends at the end of this academic year).**

	<b>Reappointment 1<sup>st</sup> and 2<sup>nd</sup> year probationary faculty</b>	
Deadline for Submission of <b>Portfolio to Program Chair</b>	9/26/14	
Level of Review  (After each level of review, a candidate may respond. <sup>1)</sup> )	Review Begins	Written Recommendation to Faculty Member
Program Personnel Committee	9/29/14	10/10/14
Chair (if not on the Program Personnel Committee)	10/20/14	10/27/14
AVP	10/20/14 <b>if no chair review</b> or	
	11/7/14	11/21/14
(University RTP Committee: No review unless special conditions met) <sup>2</sup>	12/5/14	12/19/14
(Provost: No review unless special conditions met) <sup>3</sup>		
President	1/19/15	2/15/15

Numbered Notes are on the back of this page.

<sup>1</sup> The Collective Bargaining Agreement states, “At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reason therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. This shall not require that evaluation timelines be extended.” (15.5)

<sup>2</sup> The University RTP Committee shall review all tenure and promotion files. The University RTP Committee shall review retention files only if one or more of the following conditions apply:

- a. In the faculty member’s third probationary year unless the faculty member was hired with one or two years service credit, in which case the faculty member’s fourth probationary year;
- b. requested by the President;
- c. lack of agreement (retention vs. non-retention) among prior levels;
- d. all prior recommendations for retention negative;
- e. requested by faculty member under review or prior review level.

(Retention, Tenure, & Promotion Policy (SP 10-10 section M.5))

<sup>3</sup> “[T]he Vice President for Academic Affairs...shall review retention files only if one or more of the following conditions apply:

- a. requested by President
- b. requested by faculty member under review
- c. requested by University RTP Committee”

(Retention, Tenure, & Promotion Policy (SP 10-10 section M.7))