

California State University Channel Islands
2013-14 Retention, Tenure, and Promotion Schedule (SP 01-44)
Schedule D

This schedule is for tenured faculty seeking promotion under the old RTP policy.

	Promotion	
Deadline for Submission of Working Personnel Action Files to Office of Faculty Affairs ¹	9/27/13	
Level of Review (After each level of review, a candidate may respond. ²)	Review Begins	Written Recommendation to Faculty Member
Program Personnel Committee ³	9/30/13	11/4/13
Associate Vice President or Appropriate Administrator	11/14/13	12/13/13
University RTP Committee	1/16/14	2/28/14
Provost	3/10/14	4/18/14
President	4/28/14	6/1/14

¹ The Collective Bargaining Agreement states, “A specific deadline...shall be established by campus policy at which time the Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion of material after the date of this declaration must have the approval of a peer review committee designated by the campus [CSU Channel Islands’ University Reappointment, Tenure and Promotion Committee], and shall be limited to items that became accessible after this declaration.” (15.12 (b))

² 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)

³ Program RTP Committees will be elected pursuant to 15.38: “The probationary and tenured faculty unit employees of the department or equivalent unit shall elect a peer review committee of tenured faculty unit employees for the purpose of reviewing and recommending faculty unit employees who are being considered for retention, award of tenure, and promotion....When there are insufficient eligible members to serve on the peer committee, the department shall elect members from a related academic discipline(s). At the request of a department, the President may agree to permit faculty participating in the Faculty Early Retirement Program to run for election for membership on any level peer review committee. However, these committees may not be comprised solely of faculty participating in the Faculty Early Retirement Program.” Program RTP Committees may consist of 3 members or 5 members, all of whom must be full Professors.