



**PROBATIONARY FACULTY:  
RETENTION, TENURE, PROMOTION  
WORKSHOP**

Presented by the Faculty  
Affairs Office  
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# OUR ASSUMPTION AS A UNIVERSITY

Hiring our tenure track colleagues is some of the most important work we do in the CSU. We want to see our colleagues succeed.

“Appointment to probationary status implies that a faculty member will eventually be granted tenure if his or her performance demonstrates levels of achievement as described in this document and those of his or her approved Program Personnel Standards” (SP 15-15).

Non-retention and tenure denials in the California State University system was under 2% in 2013-2014, the most recent year for which we have data (1.4%, or 26 denials out of 1,923 probationary faculty).

# KEY DOCUMENTS GUIDE OUR PROCESS

1) Collective Bargaining Agreement : This is the agreement between CFA and the CO and governs employment of Unit 3, Faculty, employees. Current contract ends 6/30/18.

<http://www.csuci.edu/academics/faculty/facultyaffairs/cba.htm> -- especially Articles 13, 14, 15

2) CSUCI RTP Policy: SP 15-15:

<http://www.csuci.edu/academics/faculty/facultyaffairs/rtp.htm>

3) Program Personnel Standards (including General Personnel Standards for programs without a PPS)

# TIME FRAME: RTP MATH

Probationary Year: years in place at CSUCI on tenure track plus service credit (if granted at time of appointment)

- Example: Hired effective 2017-2018 with no service credit = 1st probationary year in 2017-2018
- Example: Hired effective 2017-2018 with 1 year service credit = 2nd probationary year in 2017-2018
- Example: Hired effective 2017-2018 with 2 years service credit = 3rd probationary year in 2017-2018
- The maximum service credit per the CBA is two years granted to those who have had *time in rank* at a comparable institution

# PROBATIONARY FACULTY ARE REVIEWED YEARLY

- First year of service = a periodic review with an abbreviated portfolio as specified in Section L.3. of the policy:
  - Approved Program Personnel Standards (or General Personnel Standards if there is no approved PPS)
  - A current c.v.;
  - One peer observation of classroom teaching; and
  - Copies of current syllabi for courses underway
- In subsequent years, follow directions for (L) Working Personnel Action File [Portfolio]
- <http://www.csuci.edu/academics/faculty/facultyaffairs/rtp.htm>

The annual performance review results in retention; in the 6th probationary year, you must be considered for tenure

# PROFESSIONAL DEVELOPMENT PLAN

Purpose: to give a faculty member at CI the opportunity to address specifically how, given her or his background, experience, and interests, s/he would meet the university's and program requirements for tenure and/or promotion, and to receive feedback from the program and Dean (or appropriate administrator for librarians and counselors) on the plan.

It is intended to be a constructive learning process; it is not a formal agreement or contract. The plan is required and will be prepared, reviewed, and approved by the end of the faculty member's first year of appointment. It describes the activities and intended outcomes that the faculty member expects to achieve during the period of review for tenure and/or promotion eventually to full professor.

- More focus and specificity is given to planning for the first two years, but the plan needs to address the entire period of review.

## PDP (CONT.)

The PDP consists of three 500 word narratives: on teaching (professional activities for non-teaching librarians and counselors), on scholarly and creative activities, and on service.

- These narratives shall describe the faculty member's professional goals, areas of interest, resources required and accomplishments s/he expects to achieve in each of the three areas evaluated in order to meet the program standards for tenure and/or promotion.

It is reviewed by the PPC, the Chair, the Dean, and once approved, no subsequent revision is necessary.

# THE PDP FOLLOWS THE CRITERIA FOR REVIEW DURING PROBATION

1) Teaching and/or Professional Activities

2) Scholarly and Creative Activities

3) Service Activities

5 point scale:

- 5 Significantly Exceeds Standards of Achievement
- 4 Exceeds Standards of Achievement
- 3 Meets Standards of Achievement
- 2 Does Not Meet All Standards of Achievement
- 1 Does Not Meet Minimum Standards of Achievement



# CRITERIA FOR RETENTION:

The goal of the RTP process is to assist faculty in developing productive careers and therefore qualify for tenure after their probationary employment.

For retention during the probationary period, a faculty member is required to demonstrate progress toward tenure such that a positive tenure decision is likely.

Retention requires that the faculty member receive at least two “3—Meets Standards of Achievement” evaluations, one of which must be in Teaching [Professional Activities for Librarians]

## CRITERIA FOR TENURE:

Tenure requires that performance in two of the three review areas be rated as “4 - Exceeds Standards of Achievement”:

- One “4” must be in the category of Teaching (Professional Activities for Librarian faculty)
- The other category (Service or Scholarship) must be rated at least at “3 -- Meets Standards of Achievement”

# TENURE

The normal timeline under CBA: candidate is reviewed for tenure in 6th probationary year;

If granted, tenure is effective at beginning of 7th year of service;

Promotion review is normally made at time of application for tenure; however,

Tenure and promotion decisions are separate decisions.

Faculty may apply for tenure and promotion at any time. Applications before the times specified by the Collective Bargaining Agreement are considered early. Early tenure and promotion should be considered only in the case of an exceptionally strong record.

# PROMOTION

Tenured faculty are normally considered for promotion in their 5th year in rank; promotion becomes effective with start of the 6th year (i.e., a tenured Associate is eligible to apply for promotion to Professor during the 5th year in rank). Promotion to Associate Professor and to Professor require that Performance in two areas be rated as “4—Exceeds Standards of Achievement”

- One “4” must be in the category of Teaching (professional activities for non-teaching librarians and counselors)
- The other category (Service or Scholarship) must be rated as at least “3—Meets Standards of Achievement”

## RESPONSIBILITIES OF FACULTY MEMBERS

Faculty members should familiarize themselves with the University Retention, Tenure and Promotion policy (SP 15-15);

Faculty members are encouraged to confer with their program chairs, Faculty Development, Faculty Affairs, and/or their Program Personnel Committees as they prepare their portfolios;

Tenured faculty members have a responsibility to mentor newer colleagues who have not yet achieved tenure.

# THERE ARE SEVERAL RTP SCHEDULES

Everyone in their first year here is on Schedule A: for first year colleagues who need to develop a PDP (Professional Development Plan). Due: 1/19/18

Schedule B: periodic (annual) review for all first year and second year faculty whose current appointment ends with the current academic year. Due: 9/22/17

Schedule C: retention review for continuing probationary faculty with or without service credit from another institution. Due: 9/22/17

Schedule C includes ends with request for Tenure and Promotion. Due: 9/22/17

# PERIOD OF REVIEW

- For *reappointment*, the period of review is the period since the last submission of the portfolio.
- For reappointment in the 3<sup>rd</sup> probationary year (or 4<sup>th</sup> for faculty hired with one or two years of prior service credit), the period of review is the *entire probationary period*, including years for which service credit is granted. This is a mid-point review to flag any potential issues the candidate should address.
- For *tenure*, the period of review is the entire probationary period, including years for which service credit is granted.
- For *promotion*, the period of review is the time spent in rank, including accomplishments during time spent at that rank at other four-year or graduate-degree granting institutions.

# WORKING PERSONNEL ACTION FILE (PORTFOLIO)

The WPAF contains evidence of performance for the years under review, as well as various required forms.

- The portfolio/WPAF is compiled by the faculty member to be evaluated. It is the responsibility of the faculty member to be sure the portfolio is current and complete before it is submitted.
- Evaluations, recommendations, and rebuttals, if any, are added at the various levels of review.
- The portfolio is the basis for RTP evaluations, recommendations, and actions. The portfolio shall be in two parts—the main body and an appendix.



# CONTENTS OF PORTFOLIO (L.1)

- Reserved sections for evaluations and signature pages
- Checklist signed by the faculty member (see Appendix A)
- A table of contents of the portfolio
- A table of contents of the appendix
- A copy of the approved Program Personnel Standards (PPS) or General Personnel Standards (GPS), whichever is appropriate;
- Approved Professional Development Plans (PDP)
- Current c.v. that covers the faculty member's entire academic and professional employment history

# CONTENTS OF PORTFOLIO (CONT'D)

- Teaching assignments for period under review—list of classes with briefly described relevant information. For teaching faculty, evidence of teaching effectiveness may include evidence of assessment of teaching practices and student learning outcomes (optional)
- One peer review per year for teaching faculty
- Faculty under consideration for promotion should include at least two peer reviews of teaching. However, there is no standard for peer reviews of classroom teaching after tenure is granted.

# BRIEF NARRATIVES

- The narratives (not to exceed 1000 words each) provide a concise self-assessment of the candidate's accomplishments in the areas of performance in **1) Teaching (Professional Activities for non-teaching librarians and counselors), 2) Scholarly & Creative Activities, and 3) Service**
  - Must adhere to applicable university standards as stated in the RTP Policy and program standards as stated in the PPS
- Your task in the narratives is to explain exactly how your accomplishments in each of the three areas satisfies the requirements set out in your program PPS

# PORTFOLIO APPENDIX (L.2)

Copy of the table of contents (appendix)

Copies of syllabi for all courses taught during the period under review;

Supporting materials directly relevant to the presentation in the portfolio and limited to the period under review. These may include items such as: copies of books, articles, essays, electronic materials, creative work, and others. Any or all of these may be presented in an electronic format; and

Any other specific documentation of performance as required by the applicable personnel standards.

# TIPS ON PORTFOLIO PREPARATION

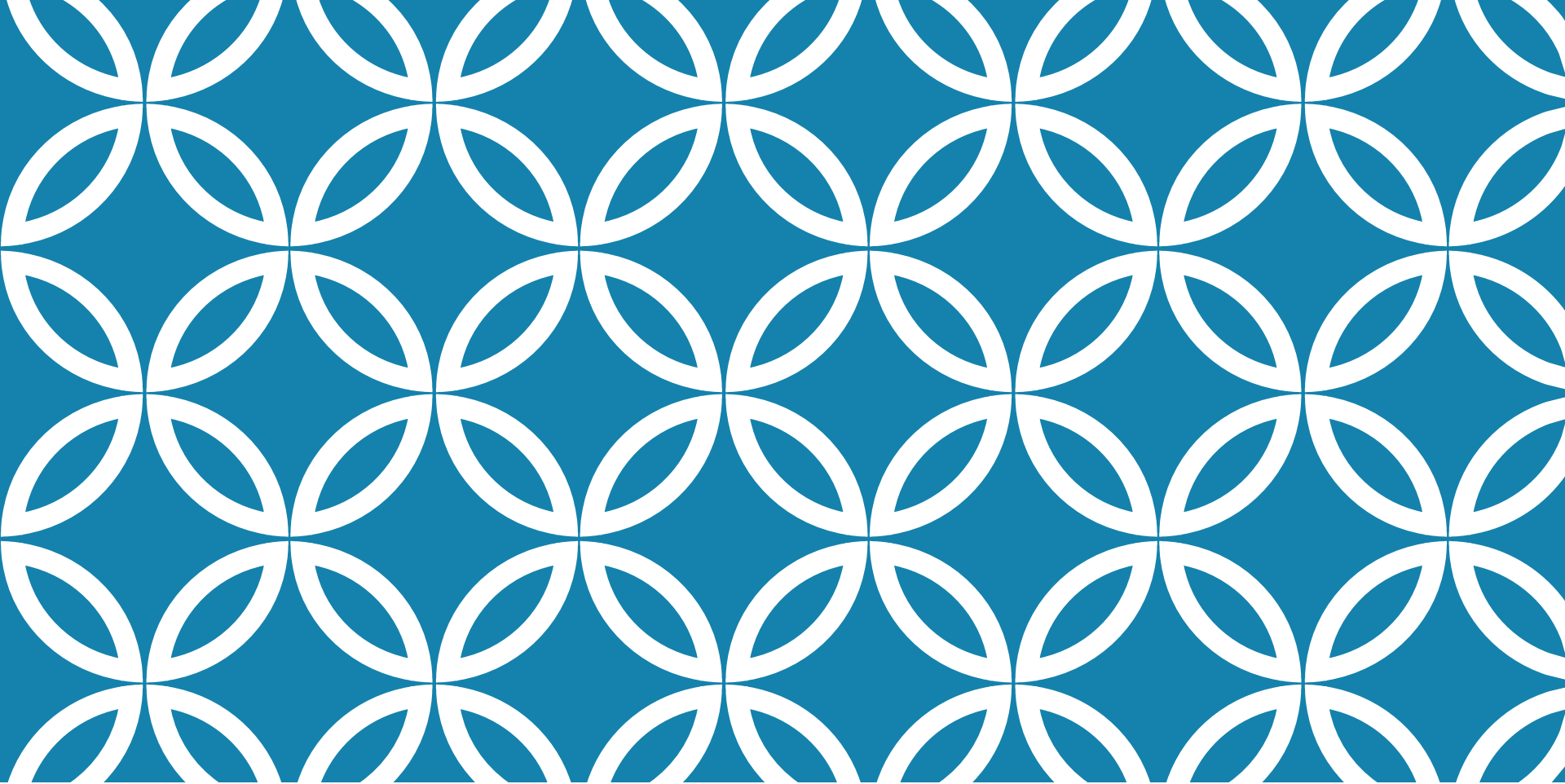
- Our current policy requires a physical file; however, SR 15-06 asks that the Faculty Affairs Committee, CFA and the Faculty Affairs Office to move to an electronic PAF in AY 2017-2018.
- Faculty180/Interfolio is the new online system for the RTP e-portfolio.
- Current norm is a single 3-ring binder with your name on the spine
- Make sure that your materials are well organized, and easy for the reviewers to find and read
- Don't put your CV and Tables of Contents in plastic page protectors. Those pages are removed from the Portfolio by Faculty Affairs staff, copied, and placed in your PAF (CBA 15.9).

# ADDING MATERIAL AFTER THE PORTFOLIO IS SUBMITTED

If material that documents a substantial change in the status of an activity documented in the portfolio becomes available after the portfolio is declared complete (for example, an article is accepted for publication or has appeared in press), it may be added with permission from the URTPC.

However, before consideration at subsequent levels of review, material added to the portfolio shall be returned for review, evaluation, and comment to the level at which it was initially evaluated.

No material may be added after 1/12/2018



**QUESTIONS?**

