



RETENTION, TENURE, PROMOTION WORKSHOP

Presented by the Faculty
Affairs Office
September 2017

KEY DOCUMENTS

Collective Bargaining Agreement :

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

CSUCI RTP Policy: SP 15-15:

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

Program Personnel Standards (including General Personnel Standards)

This presentation focuses on getting ready for a midterm and tenure/promotion performance review

OUR ASSUMPTION AS A UNIVERSITY

Hiring our tenure track colleagues is some of the most important work we do.

“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).

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 2016-2017 with 2 years service credit = 3rd probationary year in 2017-2018
- The maximum service credit is two years granted to those who have had time in rank at a comparable institution

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.

CRITERIA FOR REVIEW DURING PROBATION

- 1) Teaching and/or Professional Activities
- 2) Scholarly and Creative Activities
- 3) Service Activities

Evaluated on a 5 point scale based on Program Personnel Standards:

- 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”

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

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

Schedule B: periodic 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: Tenure and Promotion. Due: 9/22/17

PERIOD OF REVIEW FOR SCHEDULE 'C'

- For reappointment in the 3rd probationary year (or 4th 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

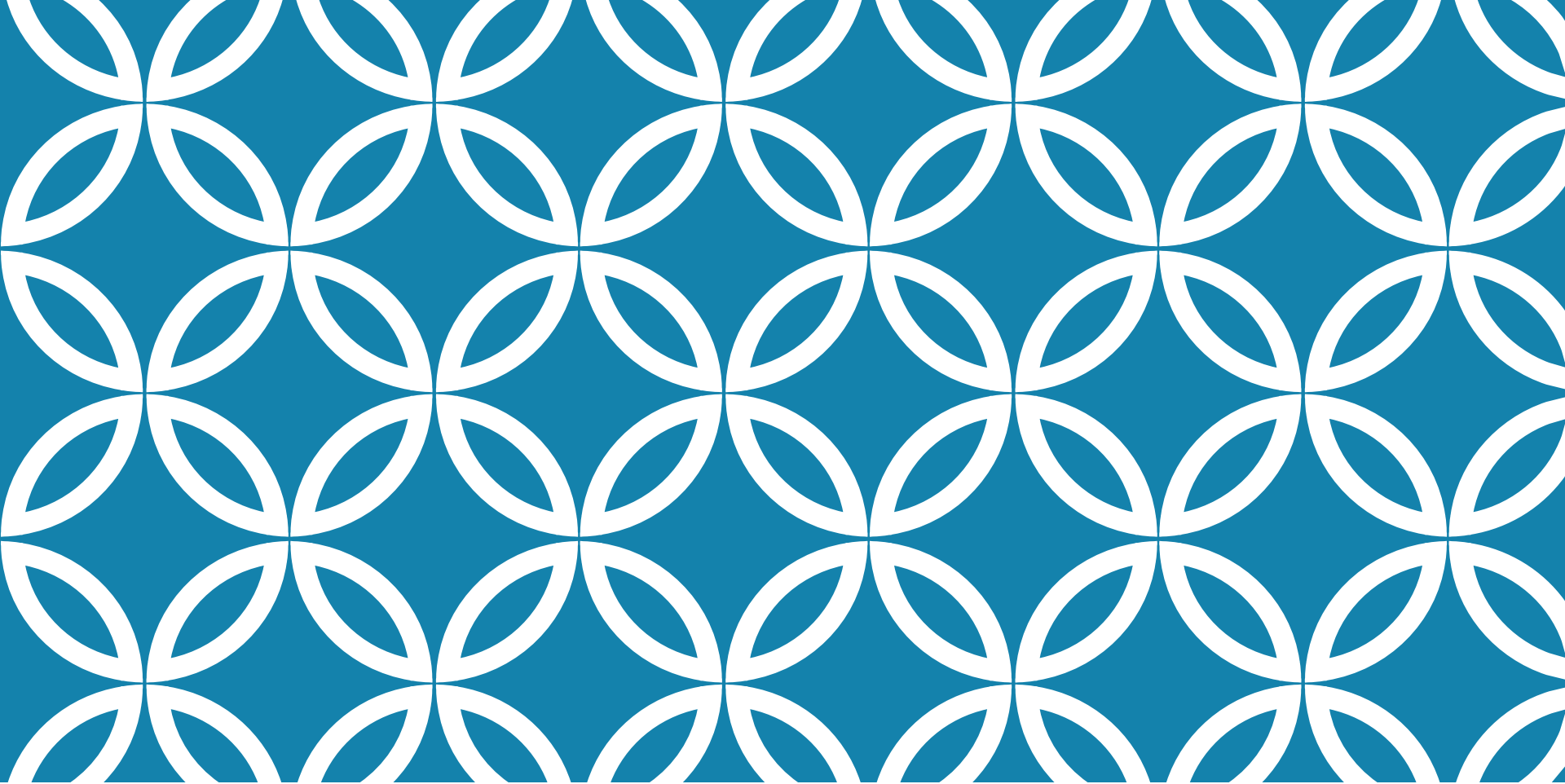
- Our current policy requires a physical file; however, SR 15-06 asks that the Faculty Affairs Committee, CFA and the Faculty Affairs Office to move to an electronic PAF in AY 2017-2018.
- Current norm is a single 3-ring binder with your name on the spine
- Make sure that your materials are well organized, 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?



POST TENURE REVIEW

All Tenured Faculty are reviewed every 5 years post-tenure, except in the following cases:

- The faculty member is seeking promotion consideration in the fifth year following the award of tenure (therefore seeking review)
- The faculty member has a Sabbatical or leave of absence in the fifth year since the last review. In this case, she shall undergo PTR in the academic year following their leave
- Faculty members who are participating in the Faculty Early Retirement Program (FERP) are not required to undergo PTR unless they, or the appropriate administrator, request it

POST TENURE REVIEW

Due 02/10/17

- C.V. containing sections on Teaching (for instructional faculty) or Professional Activities (for librarians and counselors), Scholarly and Creative Activities and Service
- Brief Narrative (up to five-pages) that highlights accomplishments since the last review
- For teaching faculty, consideration of student evaluations of teaching is required. Faculty undergoing review shall include the student evaluations of teaching reports for all courses evaluated since the last review
- Extensive documentation is not required for a PTR portfolio, however, upon the request of the PRC and/or the appropriate administrator, faculty undergoing PTR shall be required to provide additional information or evidence of accomplishments listed in any part of the PTR report

PEER REVIEW COMMITTEE

Three member committee comprised of the faculty member's Program Chair (unless the program chair is of lower rank than the faculty member under review) and two tenured faculty members of equal (or greater) rank to the faculty member being reviewed.

One of the two faculty members of the PRC should be from the faculty member's program or equivalent unit.

- The faculty member being reviewed may request a tenured faculty member from a different program to serve on the PRC.
- If there are not sufficient numbers of tenured faculty members in the same program, two tenured faculty members from a related discipline/s may be part of the PRC.

If a program chair is undergoing review, a program chair of another discipline should serve on the PRC

- The PRC shall choose a member to serve as the PRC chair.

SELECTION OF PRC

Five names of potential faculty PRC members submitted to the program chair by 01/27/17

- The program chair chooses two faculty from among the five potential PRC members to serve on the PRC
 - If the program chair is of lower rank than the faculty member undergoing PTR, the faculty member shall submit the names of two chairs from a different program to their program chair who shall then designate one to serve on the PRC.
 - The designated program chair shall then choose two PRC members as described above.