

**California State University Channel Islands
2017-2018 Retention, Tenure, and Promotion Schedule (under SP 15-15)
Schedule B1**

This schedule is for the periodic review of all 1st or 2nd (with 1-year service credit) or 3rd (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 1st, 2nd and 3rd year probationary faculty in their first year of appointment	
Deadline for Submission of Portfolio to Faculty Affairs	9/22/17		
Level of Review <small>(After each level of review, a candidate may respond.¹)</small>	Review Begins	Written Evaluation to Faculty Member	
Program Personnel Committee	9/25/17	10/13/17	
Dean or Appropriate Administrator	10/27/17	11/27/17	

Numbered notes follow schedule B2

California State University Channel Islands
2017-18 Retention, Tenure, and Promotion Schedule (under SP 15-15)
Schedule B2

This schedule is for the retention review of all 1st or 2nd (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 2nd year of an initial 2-year probationary appointment (i.e., all 1st and 2nd year probationary faculty whose current appointment ends at the end of this academic year).

	Reappointment 1st and 2nd year probationary faculty	
Deadline for Submission of Portfolio to Faculty Affairs	9/22/17	
Level of Review (After each level of review, a candidate may respond. ¹)	Review Begins	Written Recommendation to Faculty Member
Program Personnel Committee	9/25/17	10/13/17
Chair (if not on the Program Personnel Committee)	10/23/17	11/3/17
Dean	11/3/17 if no chair review or	
	11/13/17	12/1/17
(University RTP Committee: No review unless special conditions met) ²	12/11/17	12/22/17
(Provost: No review unless special conditions met) ³		
President	1/16/18	2/14/18

Numbered Notes are on the back of this page.

¹ 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)

² 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 15-15 section M.5))

³ “[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 15-15 section M.7))