

**California State University Channel Islands
2017-18 Retention, Tenure, and Promotion Schedule SP 15-15
Schedules C1, C2, C3**

This schedule is for all faculty beyond their second probationary year under SP 15-15.

	C1) Reappointment 3rd prob. year (hired w/ 1 year service credit*), 4th year prob. year (hired w/o service credit) 5th prob. year		C2) Reappointment: 3rd probationary year (hired without service credit); 4th probationary year faculty (hired with 1 or 2 years of service credit)		C3) Tenure and Promotion¹	
Deadline for Submission of Portfolio to Faculty Affairs²	9/22/17		9/22/17		9/22/17	
Level of Review (After each level of review, a faculty member may respond. ³)	Review Begins	Written Recommendation to Faculty Member	Review Begins	Written Recommendation to Faculty Member	Review Begins	Written Recommendation to Faculty Member
Program Personnel Committee	9/25/17	10/20/17	9/25/17	10/20/17	9/25/17	10/20/17
Chair (if not on the committee)	10/30/17	11/17/17	10/30/17	11/17/17	10/30/17	11/17/17
Dean or Appropriate Administrator	12/1/17	1/16/18	12/1/17	1/16/18	12/1/17	1/16/18
University RTP Committee	No review unless special conditions are met ⁴		2/5/18	3/9/18	2/5/18	3/9/18
Provost & Vice President for Academic Affairs	No review unless special conditions are met ⁵		No review unless special conditions are met ⁵		3/16/18	4/16/18
President	4/27/18	5/30/18	4/27/18	5/30/18	4/27/18	5/30/18

Numbered notes are on the back of this page.

*only for faculty in this category subject to a retention review; for those undergoing a periodic review because they have a 2-year initial probationary appointment, see Schedule B1.

¹ Evaluations for tenure and promotion are made separately.

² 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’ Program Personnel Committee], and shall be limited to items that became accessible after this declaration.” (15.12 (b))

³ 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)

⁴“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))

⁵ “[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))