

California State University Channel Islands
2024-2025 Retention, Tenure, and Promotion Schedule (under SP 17-08)
Schedule B

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

	Reappointment 2nd year probationary faculty	
Deadline for Submission of Portfolio to Faculty Affairs	Thurs. 9/12/24	
Level of Review (After each level of review, a candidate may respond. ¹)	Review Begins	Written Recommendation to Faculty Member
Program Personnel Committee	Mon. 9/16/24	Thurs. 10/3/24
Chair (if not on the Program Personnel Committee)	Mon. 10/14/24	Thurs. 10/24/24
Dean	Mon. 10/14/24 if no chair review or	
	Tues. 11/5/24	Wed. 11/27/24
(University RTP Committee: No review unless special conditions met) ²	Mon. 12/2/24	Thurs. 12/12/24
Provost	Thurs. 1/2/25	Wed. 2/5/25

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 of credit toward tenure, 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 are negative;
 - e. requested by faculty member under review or prior review level.
- (Retention, Tenure, & Promotion Policy (SP 17-08 section L.6))