CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
POLICY MANUAL

Division of Academic Affairs
Approved By: Academic Senate

Policy Number: SP 21-XX
Effective Date: Fall 2022

University Retention, Tenure, and Promotion Policy

SUPERSEDES: SP 17-08

DRAFTED BY: 2021-22 Faculty Affairs Committee: Elizabeth Blackwood, Stephen Clark, Lydia Dixon, Jacob Jenkins, Lorna Profant, Bryan Tomlin

Accountability: Division of Academic Affairs, Division of Student Affairs (for Counselor faculty)

Applicability: All CSUCI faculty and administrators involved in the Retention, Tenure, and Promotion process.

Background: During the 2019-2020 academic year, the Faculty Affairs Committee (FAC) received from the University Retention, Tenure, and Promotion Committee (URTPC) a request to clarify the role of Program Chairs in the retention, tenure, and promotion process (RTP), and during the 2020-2021 academic year, the URTPC presented to the Academic Senate additional suggestions for improvement of RTP policy. This revised version of the policy is the product of the FAC's effort to address the issues identified by the URTPC along with others that the FAC has encountered in its own review of SP 17-08, which has been in effect since the fall of 2018.

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DEFINITIONS

Collective Bargaining Agreement (CBA): The Collective Bargaining Agreement (i.e., "the Contract") between the California Faculty Association and the California State University

CSU Channel Islands: California State University Channel Islands (also referred to as "CSUCI" or "the University")

Evaluation: A narrative assessment by the reviewer(s) (e.g., Program Chair, Program Personnel Committee, Dean, University RTP Committee, Provost, or Vice President of Student Affairs) of the faculty member's performance in the areas of Teaching and/or Professional Activities; Scholarly and Creative Activities; and Service, followed by the corresponding descriptor as detailed in Section C

General Personnel Standards (GPS): The set of guidelines that define the requirements for retention, tenure, and promotion to be used when an academic program has not yet created their own Program Personnel Standards (PPS)

Professional Development Plan (PDP): The document developed by a faculty member that outlines how they will achieve the requirements outlined in the PPS or the GPS, if no PPS has been created in their program

Personnel Action File (PAF): The one official file containing employment records and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee (i.e., information provided by faculty unit employees, students, external reviewers, and administrators)

Portfolio: All the materials submitted by a faculty unit employee when undergoing RTP review, as described in Section K

Program Personnel Committee (PPC): A committee created for the review of a faculty member who is applying for retention, tenure, and/or promotion

Program Personnel Standards (PPS): A set of guidelines developed by a program area that define the requirements for retention, tenure, and/or promotion

Recommendation: A statement by the reviewer(s) (e.g., Program Chair, Program Personnel Committee, Dean, University RTP Committee, Provost, or Vice President of Student Affairs) in favor of or in opposition to the retention, tenure, and/or promotion of a faculty member, to be included at the conclusion of the evaluation

Retention, Tenure, and Promotion (RTP): The contractual process by which a faculty member is retained, tenured, and/or promoted

Service Credit: One or two years of credit toward eligibility for tenure and/or promotion based on employment history (including service at the rank of lecturer at CSUCI), as negotiated by faculty as a condition of their initial appointment at CSUCI

University Retention, Tenure, and Promotion Committee (URTPC): A committee with representation from each of the University's major disciplinary areas (see Section D) that is elected by the faculty for the purposes of University-wide evaluation and recommendation of a faculty member for retention, tenure, and/or promotion. The URTPC also reviews proposed PPS, or revisions thereto, and recommends approval, disapproval, or amendments to the Provost (VPSA for Counselor faculty).

Weighted Teaching Unit (WTU): The weighting system used by the California State University to determine the appropriate teaching credit for instructional assignments. According to the CBA, a full load of teaching, scholarly and creative activities, and service is considered to be 15 WTUs per semester.

Working Personnel Action File (WPAF): The file used for review of a faculty member during a given period of review. The file includes the PAF and all information provided by the employee

being reviewed (i.e., "the Portfolio," see section K). The WPAF also includes all faculty unit and administrator evaluations and recommendations, as well as all rebuttal statements and responses submitted during a given period of review.

Policy Text:

A. RETENTION, TENURE, AND PROMOTION AND THE UNIVERSITY MISSION

1. California State University Channel Islands is committed to providing high-quality, student-centered instructional programs to all constituencies. Excellent faculty members, dedicated to continued intellectual and professional growth, are essential to fulfilling our commitment. All elements and standards of faculty performance review recognize and reflect the following elements of the University Mission:

    a. placing students at the center of the educational experience

    b. providing undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches

    c. emphasizing experiential and service-learning

    d. graduating students with multicultural and international perspectives

2. Retention, tenure, and/or promotion of a faculty member shall always be determined on the basis of demonstrated competence and professional performance, and never on the basis of beliefs or on any basis that constitutes an infringement of academic freedom.

B. APPLICATION OF THIS DOCUMENT

1. This document establishes the policy for retention, promotion, and granting of tenure for probationary faculty, and the promotion of tenured faculty at CSU Channel Islands. This policy is governed by the Unit 3 Collective Bargaining Agreement (CBA).

2. The policies in this document apply to teaching, counseling, and library faculty.
3. At CSU Channel Islands, all phases of the RTP process support faculty growth and development and also serve as the formal means of performance review. To further growth and development, it is important both to the University and to the faculty member that each faculty member establish a plan to meet program and University standards, as reflected in this document and the faculty member's PPS (or GPS in the absence of approved PPS).
4. The policies and procedures of this document are subject to CSU Board of Trustees policies; the California Administrative Code, Title 5; California Education Code; the Unit 3 Collective Bargaining Agreement (CBA); and other applicable State and Federal laws.
5. Throughout this document, the word "shall" indicates mandatory action; the word "may" indicates permitted action.
6. This document shall apply to all tenured and probationary faculty subject to RTP review whose appointments begin in AY 2023-2024. Faculty subject to RTP review who were appointed prior to AY 2023-2024 may elect to be governed by this document; absent such election, they shall be evaluated according to the policy in effect at the time of their appointment.

C. GENERAL STANDARDS FOR RETENTION, TENURE, AND PROMOTION

1. Each faculty member is expected to make suitable contributions to the University in three areas: Teaching and/or Professional Activities; Scholarly and Creative Activities; and Service. Retention, tenure, and/or promotion (RTP) require that achievement be demonstrated in each of the aforementioned areas.

2. For retention (reappointment) reviews, the levels of achievement attained by faculty in the aforementioned performance areas shall be indicated by using one of the following descriptors:
    a. On track to meet or exceed Program Personnel Standards

b. Not yet on track to meet Program Personnel Standards

3. For tenure and/or promotion reviews, the levels of achievement attained by faculty in the aforementioned performance areas shall be indicated by using one of the following descriptors:
   a. Meets or exceeds Program Personnel Standards
   b. Does not meet Program Personnel Standards

4. For retention reviews, ratings shall be assigned keeping in mind the faculty member's current year in the review process, as well as their overall growth and development in the progression toward tenure and/or promotion. Therefore, standards applied by reviewers shall be in line with reasonable expectations for probationary faculty growth, development, and achievement along their entire path toward tenure and/or promotion.

D. UNIVERSITY RETENTION, TENURE, AND PROMOTION COMMITTEE

1. The University Retention, Tenure, and Promotion Committee (URTPC) shall be composed of seven, tenured Full Professors who serve on rotating two-year terms.

2. The URTPC shall include representation by faculty from each of the major disciplinary areas within the University as outlined below:
   a. Arts and Humanities (1)
   b. Math and Sciences (1)
   c. Behavioral and Social Sciences (1)
   d. Business and Economics (1)
   e. Library and Counseling (1)
   f. Education (1)
   g. At-Large Member (1)

3. All eligible faculty shall be considered for election to the URTPC and shall serve, if

elected, with the following exceptions:

a. A faculty member who is on an approved leave of absence

b. A faculty member who is participating in the Faculty Early Retirement Program

c. A faculty member with health problems that have been documented by a physician

d. A faculty member who will be on sabbatical during the upcoming academic year

e. A faculty member with less than one year of service at CSU Channel Islands

f. Upon completion of four total years of service on the URTPC, faculty members may choose to exempt themselves from any or all of the next four URTPC election cycles. To qualify for this exemption, the four total years of service on the URTPC are not required to be served consecutively. In order to be exempted, the faculty member shall notify FASE before the election is scheduled. If a faculty member does not provide notification in advance of the election, the faculty member's name shall be placed on the ballot, and, if elected, they shall serve for an additional two-year term.

g. If there is only one eligible faculty member available to represent their disciplinary area as listed above, that individual may opt out of serving on the URTPC, and if so, the position in question reverts to an at-large position for the next two-year term. However, given the unique nature of Library and Counselor faculty duties, if there is only one Full Librarian or Full Counselor faculty member eligible to serve after all exceptions above have been applied, the Full Librarian or Full Counselor faculty member in question shall serve on the URTPC.

4. If a member of the URTPC has a conflict of interest or believes that they cannot provide an unbiased recommendation regarding a candidate, the faculty member in question shall contact FASE with a request to be recused from committee deliberations on the candidate in question. The administrator in charge of FASE shall decide whether to grant the request. If the request is granted, the recused URTPC

member shall not participate in the deliberations on the candidate in question, nor sign the corresponding evaluation and recommendation, but shall participate in review of other candidates.

5. The election process for the URTPC shall be conducted by the Academic Senate, with the list of eligible faculty to be provided by FASE.

6. Before the end of the spring semester, all tenured and probationary faculty shall be invited to vote for the following academic year's URTPC from the list of eligible faculty in the disciplinary areas listed above.

7. In accord with the CBA stipulation that faculty unit employees shall not serve simultaneously on more than one level of peer review, PPC members and Program Chairs shall not serve on the URTPC.

E. PROGRAM PERSONNEL COMMITTEES (SEE ALSO SECTION S BELOW, RESPONSIBILITIES OF THE PROGRAM PERSONNEL COMMITTEE)

The Program Personnel Committee (PPC) shall be constituted as follows, in accord with Article 15 of the Collective Bargaining Agreement (CBA):

1. At the outset of each academic year (or according to the timeline in program bylaws), the probationary and tenured faculty of each program or equivalent unit shall elect a single three- or five-member Program Personnel Committee (PPC) of tenured faculty for the purpose of evaluating and recommending faculty who are being considered for retention, tenure, and/or promotion.

2. In accord with the CBA, all PPC members shall have a higher rank/classification than all faculty being considered for promotion in a given year. Therefore, if program faculty members are under consideration for promotion to Full Professor, all PPC members shall hold the rank of Full Professor.

3. When there are insufficient eligible program faculty to constitute the PPC according to CBA requirements, the PPC shall include faculty from (a) related academic discipline(s).

4. In accord with the CBA stipulation that faculty unit employees shall not serve simultaneously on more than one level of peer review, faculty members already elected to the URTPC are ineligible to serve on the PPC.

5. In accord with the CBA, faculty unit employees being considered for promotion are ineligible for service on PPCs.

6. At the request of a program, the President may agree to permit faculty participating in the Faculty Early Retirement Program (FERP) to stand for election to membership on a PPC. However, the PPC shall not be composed solely of faculty participating in the FERP.

7. A Memorandum of Understanding shall determine PPC membership for joint-appointment faculty and shall also specify the PPS to be used for review of joint-appointment faculty. The Memorandum of Understanding shall comply with the CBA language on constitution of PPCs for faculty holding joint appointments (see article 15).

F. APPOINTMENT

Appointments of tenure-track faculty are of two kinds:

1. Appointment as probationary (tenure-track) faculty:

   a. Appointment to probationary status implies that a faculty member will earn tenure and/or promotion if their performance demonstrates levels of achievement as described in this document and those of their approved Program Personnel Standards (or General Personnel Standards in the absence of approved PPS).

b. Normally, a probationary (tenure-track) faculty member is given a two-year initial appointment upon hire.

c. Probationary faculty with a two-year initial appointment shall undergo RTP reviews before they are reappointed to a third, fourth, fifth, and sixth probationary year, and for the granting of tenure and/or promotion.

d. Per the CBA, probationary faculty are normally eligible for tenure and promotion after six (6) years of full-time probationary service (and service credit).

2. Appointment as tenured faculty:

Tenured faculty at the Associate Professor, Associate Librarian, or Associate Counselor rank are subject to RTP review when they apply for promotion, normally during their fifth year of service at rank.

G. SERVICE CREDIT: CREDIT FOR PRIOR EXPERIENCE

1. Accomplishments during years for which service credit is granted shall never be sufficient in and of themselves for the granting of retention, tenure, and/or promotion.
2. A faculty member hired with service credit may include accomplishments prior to their employment at CSU Channel Islands in their Portfolio for RTP review for the purposes of demonstrating overall growth and development.
3. Per the CBA, a maximum of two years of service credit may be awarded at the time of initial appointment.

H. PROFESSIONAL DEVELOPMENT PLAN

1. The Professional Development Plan (PDP) is the faculty member's agenda for achieving the professional growth necessary to qualify for retention, tenure and/or promotion. The plan shall be submitted before the start of the second semester of the faculty member's initial appointment, except for faculty hired at the rank of tenured Full Professor.
2. The PDP shall be reviewed and approved by the end of the faculty member's first full academic year of appointment.
3. The PDP shall describe the activities that the faculty member plans to undertake and the goals they plan to achieve in order to merit the granting of tenure and/or promotion, eventually to Full Professor. While more focus and specificity shall be given to planning for the first two years, the plan shall address the entire period prior to applying for tenure and/or promotion.
4. The purpose of the PDP is to give a faculty member at CSUCI the opportunity to specifically address how, given their background, experience, and interests, they would meet University and program requirements for tenure and/or promotion, and to receive feedback on the plan from the PPC, the program Chair (if not on the PPC), and the Dean (or appropriate administrator for Counselor faculty).
5. The PDP is a planning document; it is not a formal agreement or contract. PDP statements for Teaching (Professional Activities for Librarians and Counselors); Scholarly and Creative Activities; and Service shall not exceed (500) words each. These statements shall describe the faculty member's professional goals, areas of interest, resource requirements and expected accomplishments in each of the three areas in order to meet the Program Personnel Standards for tenure and/or promotion.
6. The approved PDP shall be included in the faculty member's Portfolio that is submitted when applying for retention, tenure, and/or promotion. For tenured faculty, the PDP shall be included in the Portfolio when the faculty member applies for promotion.
7. The PDP shall be reviewed by the PPC, the Program Chair (if not on the PPC), and the Dean (or appropriate administrator for Counselors), each of whom shall

provide written feedback according to the timetable determined by FASE (the Division of Student Affairs for Counselors), but prior to the end of the faculty member's first full year of service.

a. In the event that the PPC, Program Chair, or Dean (or equivalent administrator) does not approve the PDP, the faculty member shall revise and resubmit it within two weeks.

b. After re-submittal, if the PPC, Program Chair, or Dean (or equivalent administrator) makes further suggestions for modifications, the faculty member shall, within two weeks, submit a revised PDP.

c. Revision of the PDP in subsequent years is not normally necessary, but if a faculty member's focus deviates substantially from the PDP during the probationary period, an explanation regarding this deviation shall be provided in the narrative of the appropriate section of the Portfolio when undergoing RTP review.

I. PROGRAM PERSONNEL STANDARDS

1. For all RTP actions, performance shall meet established University and Program Personnel Standards (PPS) in order for a positive decision to be made.

2. All PPS shall include explicit expectations that candidates and reviewers shall incorporate both the PPS and the relevant university RTP policy in their deliberations.

3. Program Personnel Standards, developed by program faculty, shall be submitted to the URTPC, which is elected by the CSU Channel Islands tenure track faculty as a whole, and approved by the Provost (VPSA for Counselor faculty). Each program's PPS shall become effective upon approval by the URTPC and the Provost.

4. PPS shall be reviewed by the URTPC and the Provost (VPSA for Counselor faculty) on a rotating, five-year basis, unless otherwise requested by Program Personnel Committees or by the President or the President's designee.

5. Each program shall state in its PPS the appropriate indicators of professional growth and accomplishment for its faculty in the areas of Teaching (Professional Activities for Librarian and Counselor faculty); Scholarly and Creative Activities; and Service.

6. Teaching (for teaching faculty): All PPSs shall incorporate indicators of professional growth and accomplishment in the area of Teaching, as appropriate to the discipline. At a minimum, said indicators shall include peer observations of teaching and student responses to instruction (e.g., Student Ratings of Teaching or SRTs). PPS shall also indicate the relative weight of student responses to instruction and peer observations in relation to other indicators of professional growth and accomplishment in the area of Teaching.

    a. Each program shall indicate in its PPS how teaching for CSUCI's Extended University (i.e., "non-stateside" teaching) shall be considered when evaluating faculty contributions in the area of Teaching and/or Professional Activities for the purposes of retention, tenure, and/or promotion.

    b. Without prior approval from the appropriate administrator, teaching and professional activities undertaken at institutions other than CSUCI after commencing employment at CSUCI shall not be considered part of a faculty members' accomplishments in the area of Teaching and/or Professional Activities for the purposes of retention, tenure, and/or promotion.

7. Professional Activities (for Library and Counselor faculty): PPS for Library and

Counselor faculty shall incorporate indicators of professional growth and accomplishment in the area of Professional Activities as appropriate to their disciplines. Peer observations shall be one such indicator.

8. Scholarly and Creative Activities: As appropriate to its discipline(s), each program shall clearly indicate the appropriate editorial standards for faculty scholarship and creative work (e.g., peer reviewed, editorially reviewed, etc.) to be considered acceptable indicators of professional growth and accomplishment. PPS shall also indicate the relative weight of different editorial standards and authorship roles (e.g., sole author, lead author, co-author, etc.) for determining the professional growth and accomplishment of faculty in the area of Scholarly and Creative Activities.

9. Service: All PPSs shall incorporate indicators of professional growth and accomplishment in the area of Service, as appropriate to the discipline. PPS shall delineate the relative importance of service contributions to the program, the university, the discipline, and the community. Each program shall indicate in its PPS that the evaluation of faculty contributions in the area of Service shall consider any extraordinary compensation provided in exchange for performing said service (e.g., reassigned time beyond the standard three units provided to all faculty) when determining the faculty member's professional growth and accomplishment in the area of Service.

10. Student Research Engagement: Each program shall indicate in its PPS the area(s) of professional contribution under which engagement with student research may be considered for RTP purposes and how such engagement shall be evaluated. Each discrete activity of student research engagement referenced by faculty members in their portfolio shall be considered under only one category of professional contributions: Teaching (Professional Activities for Librarian and Counselor faculty); Scholarly and Creative Activities; or Service.

11. In the event that a faculty member's program area lacks its own PPS, the General

Personnel Standards (GPS) shall serve as the guide for preparation and review of the candidate's Portfolio. It is strongly suggested that a candidate in such a situation obtain advice from FASE, from a faculty mentor, and/or from their Program Chair when compiling the Portfolio.

12. If the faculty member's PPS changes during the interval between initial appointment to a tenure-track position at CSU Channel Islands and the time of application for retention, tenure, and/or promotion, the faculty member may choose to be reviewed using the new PPS or the PPS in effect at the time of appointment.

J. PERIOD OF REVIEW

1. For reappointment, the period of review is the period since the last submission of the Portfolio for reappointment. Reappointment reviews shall be conducted keeping in mind the faculty member's overall growth and development in the progression toward tenure and/or promotion.

2. Faculty whose appointments begin in a fall semester shall submit a PDP (see Section H) and arrange for at least one peer observation (see Section K) before the start of their first spring semester, as indicated in the RTP calendar published by FASE. Peer observations shall be submitted by observers directly to FASE.

3. Faculty whose appointments begin in a spring semester shall submit a PDP and arrange for at least one peer observation before the start of their second spring semester as probationary faculty. Peer observations shall be submitted by observers directly to FASE.

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

5. For tenure, the period of review is the entire probationary period, including years for which service credit is granted. For example, if a probationary faculty member received one year of service credit at the time of hire, they would begin at CSU Channel Islands in their second probationary year.

6. For promotion, the period of review is the time spent in rank, including accomplishments during time spent at the same rank at other four-year or graduate degree-granting institutions. For promotion of tenured faculty, the period of review is the time since tenure was granted.

K. THE PORTFOLIO

1. The Portfolio consists of all materials submitted by a faculty unit employee for purposes of review for retention, tenure, and/or promotion, as well as various required forms. The combined Portfolio and Personnel Action File (PAF) form the Working Personnel Action File (WPAF) and shall be considered as a whole during retention, tenure, and promotion reviews. Evaluations, recommendations, and rebuttals, if any, are added at the various levels of review.

2. The Portfolio shall be compiled and submitted by the faculty member to be reviewed using the online platform indicated by FASE. It is the responsibility of the faculty member to ensure that the Portfolio is current and complete before it is submitted.

3. All faculty members undergoing RTP review shall submit their portfolio in digital format using the online platform indicated by FASE.

4. Materials may be added to the Portfolio until the submission deadline, at which time the Portfolio shall be declared complete.

5. After the submission deadline, materials may only be added by the faculty member with the permission of the URTPC. Materials added after the submission deadline shall

only be considered by levels of review that have not already been completed. Late submissions shall not be accepted in any year other than the third year or the sixth year. For faculty hired with service credit, late submissions shall not be accepted in any year other than the fourth or sixth year at rank.

6. Materials included in the portfolio may reflect all work undertaken during the entire time in rank at CSUCI, and at prior institutions for faculty hired with service credit.

7. The Portfolio shall consist of a main body and an appendix. The main body of the Portfolio shall include the following items in the following order:

GENERAL

a. The approved PPS (or GPS in the absence of approved PPS).
b. The approved PDP.
c. The faculty member's current curriculum vitae covering their entire academic and professional employment history.
d. For teaching faculty, a list of the faculty member's assigned 15 Weighted Teaching Units (WTUs) for each semester at the current rank. The list shall include WTUs for teaching, along with WTUs for reassigned time or approved leave, which shall be listed with their corresponding purpose.

TEACHING

a. A narrative self-assessment of activities and accomplishments in Teaching in reference to the applicable University standards as stated in this document and program standards as stated in the PPS, not to exceed 1000 words.
b. Narratives shall be cumulative, reflecting the faculty member's entire time at the current rank.
c. For one-year review periods, narratives shall highlight activities and accomplishments since the prior submission of the portfolio, in the context of the

faculty member's overall growth and development at the current rank.

d. A list of all classes (by semester) taught at the current rank with any relevant details such as modality, new preparations, and class size.
e. For teaching faculty, including Librarians, a minimum of one peer observation of teaching from each probationary year under review. All peer observations shall be provided by a tenured Associate or Full Professor at CSU Channel Islands holding a rank higher than that of the faculty member being observed.
f. There is no need to include Student Ratings of Teaching printouts as these are included by FASE in the Personnel Action File.

PROFESSIONAL ACTIVITIES (For Librarians and Counselors only)

a. A narrative self-assessment of activities and accomplishments in Professional Activities in reference to the applicable University standards as stated in this document and program standards as stated in the PPS, not to exceed 1000 words.
b. Narratives shall be cumulative, reflecting the faculty member's entire time at the current rank.
c. For one-year review periods, narratives shall highlight activities and accomplishments since the prior submission of the portfolio, in the context of the faculty member's overall growth and development at the current rank.
d. A list of primary professional activities at the current rank, along with any relevant details.
e. A minimum of one peer observation for each probationary year.

SCHOLARLY AND CREATIVE ACTIVITIES

a. A narrative self-assessment of activities and accomplishments in Scholarly and Creative Activities in reference to the applicable University standards as stated in this document and program standards as stated in the PPS, not to exceed 1000 words.
b. Narratives shall be cumulative, reflecting the faculty member's entire time at the current rank.

c. For one-year review periods, narratives shall highlight activities and accomplishments since the prior submission of the portfolio, in the context of the faculty member's overall growth and development at the current rank.

SERVICE

a. A narrative self-assessment of activities and accomplishments in Service in reference to the applicable University standards as stated in this document and program standards as stated in the PPS, not to exceed 1000 words.
b. Narratives shall be cumulative, reflecting the faculty member's entire time at the current rank.
c. For one-year review periods, narratives shall highlight activities and accomplishments since the prior submission of the portfolio, in the context of the faculty member's overall growth and development at the current rank.

5. The appendix of the Portfolio shall include the following items:

a. For teaching faculty, syllabi for all courses taught at the current rank. When teaching multiple sections of the same course, only one syllabus from each course is required, unless significant changes were implemented.
b. Supporting materials directly relevant to the accomplishments described in the self-assessment narratives (e.g., copies of scholarly or creative work, external letters of support, and any other specific documentation of accomplishments as required by the approved PPS or GPS). See addendum to Appendix A for further details and terminology to describe stages of publication.
c. Optional item for teaching faculty: evidence of teaching effectiveness (may include evidence of assessment of teaching practices and student learning outcomes). Some examples could include key assignments, supplemental teaching materials, unsolicited student feedback, other evidence of student success beyond graduation, and successful IRA applications related to course SLOs.

d. If applicable, evidence of cultural taxation, invisible labor, or other forms of hidden service not readily visible in traditional categories of evaluation.

L. REVIEW PROCESS AND LEVELS

The review of the Working Personnel Action File (WPAF) takes place at various levels in the following order, with a letter generated at each review level:

1. The Program Personnel Committee (PPC), which consists of three or five tenured faculty members shall review all files for retention, tenure and promotion.
2. The Program Chair, if not on the PPC, shall provide an additional review of all files for retention, tenure and promotion. Reviews by the PPC and Program Chair shall be conducted simultaneously according to the calendar distributed by the office of Faculty Affairs, Success and Equity (FASE).
3. The Dean shall review all files for retention, tenure, and promotion.
4. The University Retention, Tenure, and Promotion Committee (URTPC) shall review all files for tenure and promotion.
5. The URTPC shall also review files for retention only if one or more of the following conditions apply:
    a. it is the faculty member's third probationary year at rank, if hired without service credit
    b. it is the faculty member's fourth probationary year at rank, if hired with one or two years of service credit
    c. there is a lack of agreement in the recommendations (i.e., retention vs. non-retention) among prior levels of review
    d. all prior recommendations for retention are negative
    e. it is requested by the faculty member under review
    f. it is requested by a prior review level

g. it is requested by the President (or designee)

6. The Provost (VPSA for Counselor faculty) shall review all files for tenure and promotion.

7. The Provost (VPSA for Counselor faculty) shall also review files for retention only if one or more of the following conditions apply:
   a. it is the faculty member's third probationary year at rank, if hired without service credit
   b. it is the faculty member's fourth probationary year at rank, if hired with one or two years of service credit
   c. there is a lack of agreement in the recommendations (i.e., retention vs. non-retention) among prior levels of review
   d. all prior recommendations for retention are negative
   e. it is requested by the faculty member under review
   f. it is requested by a prior review level
   g. it is requested by the President (or designee)

8. The President (or designee) shall review all files for tenure and promotion.

9. The Working Personnel Action File (WPAF) shall be reviewed according to the following schedules:

a. Review schedule for probationary faculty hired without service credit:

Year 1[1]	Year 2	Year 3	Year 4	Year 5	Year 6
PPC	PPC	PPC	PPC	PPC	PPC
Chair*	Chair*	Chair*	Chair*	Chair*	Chair*
Dean	Dean	Dean	Dean	Dean	Dean
		URTPC			URTPC
		Provost			Provost
					President

**Chair submits their own evaluation and recommendation if not serving on PPC.*

b. Review schedule for probationary faculty appointed with one year of service credit:

Year 1 at CI Year 2 at Rank	Year 2 at CI Year 3 at Rank	Year 3 at CI Year 4 at Rank	Year 4 at CI Year 5 at Rank	Year 5 at CI Year 6 at Rank
PPC	PPC	PPC	PPC	PPC
Chair*	Chair*	Chair*	Chair*	Chair*
Dean	Dean	Dean	Dean	Dean
		URTPC		URTPC
		Provost		Provost
				President

**Chair submits their own evaluation and recommendation if not serving on PPC*

[1] Tenured and probationary faculty in their first year of service at CSUCI are not subject to RTP review but shall submit their PDP for approval before the start of the second semester of the faculty member's appointment at their current rank.

c. Review schedule for probationary faculty appointed with two years of service credit:

Year 1 at CI **Year 3 at Rank**	**Year 2 at CI** **Year 4 at Rank**	**Year 3 at CI** **Year 5 at Rank**	**Year 4 at CI** **Year 6 at Rank**
PPC	PPC	PPC	PPC
Chair*	Chair*	Chair*	Chair*
Dean	Dean	Dean	Dean
	URTPC		URTPC
	Provost		Provost
			President

**Chair submits their own evaluation and recommendation if not serving on PPC.*

10. Materials required for the Working Personnel Action File (WPAF) shall include the following:

Year at CI	**Materials required for review of probationary faculty hired without service credit**
1	PDP (see section H) and a minimum of one peer observation
2-6	Portfolio (see section K)

Year at CI	**Materials required for review of probationary faculty hired with one year of service credit**
1	PDP (see section H) and a minimum of one peer observation
2-5	Portfolio (see section K)

Year at CI	Materials required for review of probationary faculty hired with two years of service credit
1	PDP (see section H) and a minimum of one peer observation
2-4	Portfolio (see section K)

M. ELIGIBILITY TO PARTICIPATE IN THE RTP REVIEW PROCESS

1. To be eligible to participate in the RTP review process, all PPC and URTPC members, Program Chairs, and administrators (i.e., Deans, Provost, and President) shall complete the anti-bias/equity training offered by FASE and the Director of Faculty Development prior to serving. Training shall be required of all aforementioned participants at least once for every two years of service in the RTP review process.

2. Faculty unit employees being reviewed for tenure and/or promotion are ineligible to serve in the RTP review process of faculty being considered for tenure and/or promotion.

3. Faculty unit employees and administrators serving in the RTP review process of faculty being considered for tenure and/or promotion shall hold a higher rank than the faculty whom they are reviewing. Consequently, some PPCs may have to be exclusively comprised of Full Professors (or equivalent).

4. Per the CBA, faculty unit employees shall not serve simultaneously at more than one level of review (e.g., faculty unit employees shall not simultaneously serve on the PPC and URTPC, nor shall they simultaneously serve on the PPC or URTPC and also submit their own separate evaluation as Program Chair).

N. REQUIREMENTS FOR RETENTION

1. The goal of the RTP process is to assist faculty members in developing productive careers in order to qualify for tenure and/or promotion at the conclusion of their probationary employment. To be retained during the probationary period, faculty members are required to demonstrate progress toward tenure and/or promotion such that a positive decision is likely at the end of the probationary period.

2. The decision to retain a probationary faculty member is an affirmation that sufficient progress is being made toward tenure and/or promotion according to the faculty member's PPS and the approved PDP.

3. As indicated in PPS (or GPS in the absence of approved PPS), probationary faculty members are required to show appropriate growth, development, and achievement in each of the three areas of assessment. Moreover, when weaknesses have been identified in earlier periods of review, probationary faculty members are expected to address these weaknesses explicitly and show appropriate improvement.

4. The granting of retention requires that faculty members receive at least one evaluation rating of "On track to meet or exceed Program Personnel Standards" from the highest level of review (i.e., Dean or Provost/VPSA, depending on year of review).

5. Evaluation ratings achieved during retention reviews shall not imply that similar evaluation ratings will be achieved when applying for tenure and/or promotion. In other words, each RTP evaluation rating is not necessarily predictive of future ratings.

6. For retention reviews, ratings shall be assigned keeping in mind the faculty member's current year in the review process, as well as their overall growth and development in the progression toward tenure and/or promotion. Therefore, standards applied by reviewers shall be in line with reasonable expectations for

probationary faculty growth, development, and achievement along their entire path toward tenure and/or promotion.

7. The decision to grant retention shall be based solely on review of the faculty member's performance as documented by the evidence contained within their WPAF.

O. REQUIREMENTS FOR TENURE

1. The granting of tenure is the most significant personnel action that the University takes as it represents an affirmation that the probationary faculty member will be an asset to the University over their entire career. Therefore, a positive tenure decision requires that the probationary faculty member has displayed a level of growth, development, and achievement that meets the expectations stated in this document and the PPS (or GPS in the absence of approved PPS).

2. The granting of tenure requires that the faculty member receive ratings of "Meets or exceeds Program Personnel Standards" in all areas of evaluation (Teaching and/or Professional Activities; Scholarly and Creative Activities; and Service) from the highest level of review.

3. Evaluation ratings achieved during retention reviews shall not imply that similar ratings will be achieved when applying for tenure and/or promotion. In other words, each RTP evaluation is not necessarily predictive of future ratings.

4. The granting of tenure before the normal six (6) years of full-time probationary service and credited service (as specified in the CBA) is rare, but may be considered under exceptional circumstances. The awarding of early tenure is reserved for faculty members whose accomplishments have markedly exceeded the PPS (or GPS in the absence of approved PPS) for the granting of tenure in all three areas of evaluation: Teaching and/or Professional Activities; Scholarly and Creative Activities; and

Service.

5. Applications for tenure submitted more than one year early shall not be accepted.

6. The length and breadth of the applicant's entire record—including, when appropriate, service at the rank of Lecturer at CSUCI—shall be considered so as to determine the likelihood that prior patterns of achievement and contribution will be sustained if early tenure is granted.

7. The decision to grant tenure shall be based solely on a review of the faculty member's performance as documented by the evidence contained in the WPAF.

P. REQUIREMENTS FOR PROMOTION

1. The granting of promotion to Associate Professor and Professor (or their equivalents) requires that the faculty member receive ratings of "Meets or Exceeds Program Personnel Standards" in all areas of evaluation (Teaching and/or Professional Activities; Scholarly and Creative Activities; and Service) from the highest level of review.

2. Evaluation ratings achieved in retention reviews shall not imply that similar ratings will be achieved when applying for tenure and/or promotion. In other words, each RTP evaluation rating is not necessarily predictive of future evaluation ratings.

3. Because the professoriate entails continual growth and development, the University expects that tenured faculty will continue to strive for excellence in all three areas of evaluation, and that successful faculty members will display accomplishments and continued growth throughout their careers. Therefore, the decision to grant promotion to the rank of Professor shall be based on a record that indicates sustained vitality and commitment to the standards described in this document and in the PPS (or GPS in the absence of approved PPS).

4. As stated in the CBA, probationary faculty shall normally be considered for promotion at the same time that they are considered for tenure. As with early tenure, the awarding of early promotion is reserved for faculty members whose accomplishments have markedly exceeded the PPS (or GPS in the absence of approved PPS) for the granting of tenure in all three areas of evaluation: Teaching and/or Professional Activities; Scholarly and Creative Activities; and Service. Applications for promotion submitted more than one year early shall not be accepted.

5. The length and breadth of the applicant's entire record—including, when appropriate, service at the rank of Lecturer at CSUCI—shall be considered so as to determine the likelihood that prior patterns of achievement and contribution will be sustained if early promotion is granted.

6. The decision to grant promotion shall be based solely on a review of the faculty member's performance as documented by the evidence contained in the WPAF.

Q. PROCEDURES FOR RTP EVALUATIONS, RECOMMENDATIONS, AND DECISIONS

1. At all levels, those responsible for evaluating faculty and recommending actions shall review each WPAF with clear and specific reference to the applicable personnel standards, which shall be the approved PPS (or GPS in the absence of approved PPS). Recommendations and evaluations at each level of review, as well as the final decision on retention, tenure, and/or promotion, shall be documented in writing.

2. The URTPC is authorized to interpret both this document and the PPS (or GPS in the absence of approved PPS) in cases of dispute.

3. Service in the RTP review process is part of the normal and reasonable duties of tenured faculty.

4. Lobbying or harassing evaluators in the performance of their duties in the RTP process

constitutes unprofessional conduct.

R. RIGHTS AND RESPONSIBILITIES OF FACULTY MEMBERS

1. It is the responsibility of all tenured and probationary faculty members to familiarize themselves with this University RTP Policy. FASE shall provide each newly hired faculty member a copy of this document at the time of initial appointment.
2. Faculty members are encouraged to seek the aid of their Program Chair, the Office of Faculty Development, and/or their PPC in understanding the University's personnel policies and in preparing their Portfolio.
3. Faculty members undergoing RTP review are responsible for the timely submission of their Portfolio in accord with the RTP schedules published by FASE, and for including all required elements as stated in this RTP Policy and their respective Program Personnel Standards.
4. The University recognizes the responsibility of senior faculty to act as mentors for faculty members who have not yet achieved full professorship and encourages faculty undergoing the RTP review process to seek out mentoring from senior faculty in their own or other disciplines.
5. In accord with the CBA, at all levels of RTP review, the faculty member 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. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and shall also be sent to all previous levels of review.

S. RESPONSIBILITIES OF PROGRAM PERSONNEL COMMITTEES

1. To add to the faculty member's WPAF a signed evaluation and recommendation based on review of the WPAF, in accord with the RTP schedules published by FASE. Given the binary nature of the descriptors used in the RTP scoring system, evaluations shall

specifically state how the faculty member has met or has not met expectations outlined in the relevant PPS.

2. To ensure that the written evaluation reflects the perspectives of the entire committee with regard to the faculty member's performance.

3. To approve, by simple majority vote, the evaluation and recommendation, which shall then be signed in alphabetical order by all committee members.

4. To meet with the faculty member under review about their evaluation and recommendation, if such a meeting is requested by the faculty member within ten (10) days following receipt of the evaluation and recommendation.

5. To review and provide written feedback on PDPs submitted by faculty members.

T. RESPONSIBILITIES OF PROGRAM CHAIRS

1. To ensure that all newly hired faculty members have received all documents relating to PPS and RTP policy and procedures.

2. To serve as a mentor for the faculty members in their program who are undergoing RTP review with regard to any questions that may arise in the compilation of the Portfolio or other requirements of the RTP process, such as observations of teaching/professional activities.

3. Given the Program Chair's unique vantage point within the program, the Program Chair, unless they are serving as a member of the PPC, shall add to the faculty member's WPAF a signed evaluation and recommendation based on review of the WPAF, in accord with the RTP schedules published by FASE. Given the binary nature of the descriptors used in the RTP scoring system, evaluations shall specifically state how the faculty member has met or has not met expectations outlined in the relevant PPS.

4. To meet with the faculty member under review regarding their evaluation and/or recommendation, if such a meeting is requested by the faculty member under review within ten (10) days following receipt of the evaluation and recommendation.

6. Program Chairs not holding a higher rank than faculty members who are undergoing review for retention, tenure and/or promotion shall recuse themselves from the RTP review process for the faculty members in question.

7. If a Program Chair is undergoing RTP review, they are ineligible to participate in the RTP review process either as a PPC member or as Program Chair.

8. In accord with the CBA stipulation that faculty unit employees not serve simultaneously on more than one level of review, Program Chairs shall not serve on the URTPC. However, given the unique nature of Librarian and Counselor faculty duties, if the only eligible faculty member is the Library Program Chair (or equivalent role for counselor faculty), the Chair shall forgo their Chair review and serve on the URTPC.

9. If the Program Chair is not serving on the PPC, the Program Chair shall review and provide written feedback on PDPs submitted by faculty members.

U. RESPONSIBILITIES OF DEANS

1. To add to the faculty member's WPAF a signed evaluation and recommendation based on review of the WPAF, in accord with the RTP schedules published by FASE. Given the binary nature of the descriptors used in the RTP scoring system, evaluations shall specifically state how the faculty member has met or has not met expectations outlined in the relevant PPS.

2. To meet with the faculty member under review regarding their evaluation and/or recommendation, if such a meeting is requested by the faculty member within ten (10)

days following receipt of the evaluation and recommendation.

3. Deans not holding a higher rank than faculty members who are undergoing RTP review shall recuse themselves from the RTP review process for the faculty member(s) in question.

4. Deans undergoing RTP review are ineligible to participate in the RTP review process.

5. To review and provide written feedback on PDPs submitted by faculty members.

V. RESPONSIBILITIES OF THE UNIVERSITY RETENTION, TENURE, AND PROMOTION COMMITTEE

1. To review and comment on proposed PPS, or revisions thereto, and recommend approval, disapproval, or amendments to the Provost (VPSA for Counselor faculty).

2. To review each WPAF of faculty applying for retention in their third probationary year at rank if hired without service credit.

3. To review each WPAF of faculty applying for retention in their fourth year at rank if hired with one or two years of service credit.

4. To add to the faculty member's WPAF a signed evaluation and recommendation based on review of the WPAF, in accord with the RTP schedules published by FASE. Given the binary nature of the descriptors used in the RTP scoring system, evaluations shall specifically state how the faculty member has met or has not met expectations outlined in the relevant PPS.

5. To approve, by simple majority vote, the evaluation and recommendation, which shall then be signed in alphabetical order by all committee members.

6. To meet with the faculty member under review regarding their evaluation and/or recommendation, if such a meeting is requested by the faculty member within ten (10) days following receipt of the evaluation and recommendation.

W. RESPONSIBILITIES OF THE PROVOST (or VPSA FOR COUNSELOR FACULTY)

1. To review each WPAF of faculty applying for tenure and/or promotion.

2. To review each WPAF of faculty applying for retention in their third probationary year at rank if hired without service credit.

3. To review each WPAF of faculty applying for retention in their fourth year at rank if hired with one or two years of service credit.

4. To add to the faculty member's WPAF a signed evaluation and recommendation based on review of the WPAF, in accord with the RTP schedules published by FASE. Given the binary nature of the descriptors used in the RTP scoring system, evaluations shall specifically state how the faculty member has met or has not met expectations outlined in the relevant PPS.

5. To meet with the faculty member under review regarding their evaluation and/or recommendation, if such a meeting is requested by the faculty member within ten (10) days following receipt of the evaluation and recommendation.

6. To review, comment on, and subsequently approve or disapprove proposed Program Personnel Standards following receipt of PPS from the URTPC.

X. RESPONSIBILITIES OF THE PRESIDENT

1. To confer with the URTPC if the President is considering a decision on retention, tenure and/or promotion that is contrary to a majority vote of the URTPC.

2. To draft a signed letter regarding the President's final decision on the faculty member's tenure and/or promotion in accord with the RTP schedules published by FASE. Copies of such letters shall be provided to the faculty member, the Provost (VPSA for Counselor faculty), FASE (for placement in the faculty member's PAF), the Dean, and the Program Chair.

3. If tenure is denied, the President shall notify the faculty unit employee by June 1 of a subsequent probationary appointment or a terminal year appointment. Terminal year appointments shall be limited to probationary faculty unit employees who have served a minimum of three (3) years.

4. The President shall have the authority to delegate their RTP responsibilities as stipulated in this policy to another appropriate administrator as the President's designee.

Y. CONFIDENTIALITY

1. California Law (Civil Code, Section 1798) provides that no personal records of state employees may be disclosed to others except under certain specified conditions. It is the explicit object of this legislation to protect the privacy of employees. Anyone knowingly participating in unauthorized disclosures of information from personnel records is subject to both civil and criminal penalties. The fact that an employee has disclosed an item or information to others is not listed by the State as one of the specific conditions justifying the release of the file to others.

2. Every effort shall be made by everyone involved in the RTP process to safeguard the contents of WPAFs and access to them.

Appendix

Portfolio Checklist

for Tenured/Tenure-Track Faculty
(except for non-tenured faculty hired without service credit who are in their first year of service in service at CSU Channel Islands)

The following checklist is for the use of faculty in preparing their Portfolio. This checklist is **not** required to be submitted with the portfolio. All materials required in the Portfolio are also specified in Section K of this policy.

MAIN BODY OF PORTFOLIO

GENERAL

	Approved Program Personnel Standards (or GPS in the absence of approved PPS)
	Approved Professional Development Plan (PDP)
	Curriculum vitae covering the faculty member's entire academic and professional employment history
	For teaching faculty, a list of the faculty member's assigned 15 WTUs for each semester at the current rank. The list shall include WTUs for teaching, along with WTUs for reassigned time or approved leave, which shall be listed with their corresponding purpose.

TEACHING

	Narrative self-assessment highlighting accomplishments in Teaching (limited to 1000 words)
	List of all classes taught by semester at the current rank, along with any relevant details (e.g., modality, new preparations, class size, etc.)
	Peer observations: a minimum of one peer observation of teaching for each probationary year

PROFESSIONAL ACTIVITIES (For Librarians and Counselors only)

	Narrative self-assessment highlighting accomplishments in Professional Activities (limited to 1000 words)
	List of primary professional activities at the current rank, along with any relevant details
	Peer observations: a minimum of one peer observation for each probationary year

SCHOLARLY/CREATIVE ACTIVITIES

	Narrative self-assessment highlighting accomplishments in Scholarly/Creative activities (limited to 1000 words).

PROFESSIONAL, UNIVERSITY, AND COMMUNITY SERVICE

	Narrative self-assessment highlighting accomplishments in Service (limited to 1000 words)

APPENDIX OF PORTFOLIO

The appendix of the Portfolio shall include the following items:

	For teaching faculty, syllabi for all courses taught at the current rank. When teaching multiple sections of the same course, only one syllabus from each course is required, unless significant changes were implemented.
	Supporting materials directly relevant to the accomplishments described in the self-assessment narratives (e.g., copies of scholarly or creative work, external letters of support, and any other specific documentation of accomplishments as required by the approved PPS or GPS). See Addendum below for further details and terminology to describe stages of publication.
	Optional item for teaching faculty: evidence of teaching effectiveness (may include evidence of assessment of teaching practices and student learning outcomes). Some examples could include key assignments, supplemental teaching materials, unsolicited student feedback or evidence of student success.
	If applicable, evidence of cultural taxation, invisible labor, or other forms of hidden service load not readily visible in traditional categories of evaluation.

ADDENDUM: Documentation of Evidence of Scholarly and Creative Activities

Documentation of scholarly and creative work is required and shall be included in the appendix to the Portfolio. This documentation shall include:

1. Complete citations, in the style customary to the faculty member's discipline, for each of their published scholarly and creative works.
2. Evidence of each of the faculty member's published scholarly and creative works. For works presented in a medium other than print, the evidence may be in a form suitable for review as appropriate to the discipline.
3. Copies of letters of acceptance for works that are "in press" or otherwise in the process of publication.
4. If citing work in progress as evidence of scholarly and creative activities, documentation shall be provided for said works. This documentation may include copies of intramural and extramural grant proposals; grant award letters; abstracts of papers presented at professional meetings; papers under review for publication; copies of manuscripts in preparation; being a discussant of presented papers; etc.
5. Care shall be taken to distinguish work in progress from that already completed using terminology such as the following to clarify the stage of publication.

RTP terms related to the publication process:

1. Published: The scholarly or creative work has appeared in print and/or electronically, or has been exhibited/performed.
2. In Press: The scholarly or creative work is currently in the production process, with an expected publication/exhibition/performance date.
3. Accepted: The publisher has accepted the work without further revisions, but it has not yet been assigned a publication/exhibition/performance date.

4. Revise and Resubmit: The work has been through initial peer review and has been returned to the author for revision prior to a decision on publication/exhibition/performance.

5. Submitted: The publisher has provided written confirmation that the work has been received for initial review.

6. In Progress: A project is in development but has not yet been submitted to a publisher.