

California State University, Long Beach

POLICY STATEMENT

February 5, 1985

Number: 85-04

File: Tenure

The following policy was recommended by the Academic Senate in its meeting of October 18, 1984, and received the concurrence of the President on January 27, 1985.

SUBJECT: REVISED UNIVERSITY POLICY FOR RETENTION, TENURE, AND PROMOTION

General Provisions

Inherent in the Retention, Tenure, and Promotion (RTP) process is the principle that a faculty member at California State University, Long Beach must strive constantly for excellence and continuing professional growth. The rigor of evaluation shall be commensurate with the academic status and/or rank to be awarded.

All recommendations concerning RTP should clearly separate and emphasize performance and achievements of candidates since attaining probationary status at CSULB. For promotion, the recommendation should clearly separate and emphasize performance and achievement since the last promotion although contributions of continuing academic merit prior to the last promotion should be considered.

The evaluation of faculty members for RTP purposes is primarily the responsibility of the faculty committees at the departmental or equivalent levels because scholars in a particular discipline have competence for judging the work of their colleagues in accordance with adopted criteria and standards.

The terms "Retention," "Tenure," and "Promotion," as used in this document, are defined as follows: Retention includes reappointments which do not confer Tenure. Tenure is the reappointment which confers to the faculty member the right to continued permanent employment at CSULB. Promotion refers to advancement in academic rank.

RTP Documents

Each school, or equivalent, shall adopt an RTP document which shall outline the procedures and criteria for the RTP process to be used by all parties (peer committees and administrators) in accordance with the Memorandum of Understanding between the Board of Trustees and the exclusive employee representative, the regulations of The California State University system, and with the RTP Policies of CSULB included in this document.

Schools, or equivalent, are urged to develop additional criteria which amplify and enhance those established by the Trustees and those included in this document. The School RTP Document shall be adopted by the faculty of the school by a majority of the votes cast on a secret ballot. RTP documents adopted by each school shall be forwarded to the Vice President for Faculty and Staff Relations for final approval after consultation with the University Academic Personnel Committee.

All questions of interpretation of the School RTP Document shall be referred to the Vice President for Faculty and Staff Relations who, in turn, will consult with the University Academic Personnel Committee before making a decision. Decisions may be appealed to the Academic Senate and its recommendations will be forwarded to the President.

Evaluation Criteria for RTP

The evaluation criteria used by each School RTP Committee and by each Department RTP Committee within a school shall be clearly stated in the School RTP Document along with a school-adopted weighting system for RTP criteria. The relative values of the criteria may be defined in word or numerical descriptors. Evaluation criteria shall include the following, listed in decreasing order of emphasis:

A. Teaching Effectiveness

Teaching effectiveness shall be identified as the primary and essential standard for RTP purposes, but shall not in itself serve as a sufficient criterion for recommending the retention, tenure, and/or promotion of a faculty member employee. The evaluation of teaching effectiveness must include both peer evaluation and an analysis of student input. Peer evaluation of teaching effectiveness shall be based upon an analysis of academic and professional achievements, currency in the subjects taught, teaching skills, and maintenance of academic standards.

B. Scholarly, Professional, and Creative Activities

The criteria for evaluating scholarly, professional, and creative activities adopted by schools shall clearly define the meaning of each kind of activity relative to the special missions of the school. Instructionally-related research (the category of research specifically authorized for the CSU in the Master Plan for Higher Education) shall be weighted at least as heavily as any other type of research at all levels of evaluation.

C. University and Community Service

Standards for evaluating university and community service adopted by each school shall emphasize meaningful participation of the faculty member in university governance in terms of service on various departmental, school, and university committees and councils and in terms of community contributions substantially related to a given

faculty member's discipline as distinguished from those contributions deriving from other more generalized community activities.

School Promotion Recommendation Process

The following system of recommendation and selection shall be applied at the school level for promotion consideration.

- A. A candidate for promotion shall be placed in one of three possible categories:
 - 1. Outstanding
 - 2. Qualified and recommended for promotion
 - 3. Not recommended at this time
- B. Each school shall place in the first category no more than ten percent of the candidates technically eligible for promotion for a given rank for a given year. In any case, each school will be allowed at least one.

Amendments

The faculty of CSULB, voting by secret mail ballot (with pro and con arguments attached), may amend this document. Amendments may be proposed either by:

- A. direct faculty action via petition from ten percent (10%) of the faculty to the Chair of the Academic Senate, or
- B. by action of the Academic Senate.

Proposed amendments shall be submitted to discussion at a public hearing for the faculty called within fifteen (15) instructional days following their receipt and shall be distributed in writing by the Chair of the Academic Senate to the faculty at least five (5) instructional days before the public hearing. Amendments to this document shall become effective when they have received a favorable vote of a majority of the faculty voting in a secret mail ballot conducted by the Academic Senate within twenty (20) instructional days of the public hearing and they have the concurrence of the University President.

This Policy Statement supersedes PS 79-19.

EFFECTIVE: Fall 1985

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