

Faculty Personnel Actions

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Introduction

- Retention, Tenure, Promotion Actions
- Candidates
- Faculty Peer Review Committee Members
- Department Heads/Chairs

Agenda

- Criteria
 - Retention
 - Promotion
 - Tenure
- Procedures
 - Retention
 - Promotion
 - Tenure
- Questions Welcomed Anytime

Vocabulary

- RPT: retention, promotion, tenure
- MOU: memorandum of understanding; collective bargaining agreement
- CFA: California Faculty Association
- CAM: Campus Administrative Manual
- CAP: Campus Administrative Policy
- PAF: personnel action file
- WPAF: working personnel action file

Vocabulary

- Unit 3: faculty collective bargaining unit
 - instructional faculty
 - probationary/tenure track
 - tenured
 - lecturers
 - librarians
 - counselors
 - coaches
- PRC: peer review committee (departmental or college)
- FORM 109: FACULTY EVALUATION FORM

RETENTION DECISIONS

- PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS
- NOTIFICATION
 - FEBRUARY 15TH
 - 1ST AND 2ND YEAR
 - JUNE 1ST
 - 3RD - 5TH YEAR
- TERMINAL NOTICE YEAR
 - 3RD YEAR AND BEYOND

VOCABULARY

- PERFORMANCE EVALUATION
 - RETENTION
 - PROMOTION
 - TENURE
- PERIODIC EVALUATION
 - OFTEN 1ST YEAR FACULTY
 - MULTIPLE YEAR APPOINTMENTS
 - POST TENURE REVIEW

CRITERIA

- University
- College
- Departmental

University Criteria

- Teaching Performance
- Professional Growth and Achievement
- Service to University and Community
- Other Factors:
 - Ability to relate with colleagues
 - Initiative
 - Cooperation
 - Dependability

Teaching Performance

- Competence in discipline
- Effective communication
- Teaching techniques
- Assessment of Student Learning
- Organization of course
- Course objectives
- Student Evaluations

Professional Growth and Achievement

- Original preparation
- Scholarly and creative achievements
- Professional organizations
- Publications
- Grants
- Professional registration, etc.
- Validation of scholarship by external peer review

Service to University and Community

- Academic advisement
- Co-curricular activities
- Community service related to teaching area
- Diversity related activities
- Committee Assignments
 - Department
 - College
 - University
 - CSU

PROCEDURES: CANDIDATES

- REVIEW CHECKLIST
- OBTAIN CRITERIA
- REVIEW PERSONNEL ACTION FILE
- PREPARE WORKING PERSONNEL ACTION FILE (WPAF)

WORKING PERSONNEL ACTION FILE (WPAF)

- INDEX MATERIALS
- RESUME (see back of checklists)
 - Background
 - Teaching Related Activities
 - Professional Growth & Development
 - Service

WORKING PERSONNEL ACTION FILE (WPAF)

- PROFESSIONAL DEVELOPMENT PLAN
- STUDENT EVALUATION SUMMARY
- EVIDENCE/DOCUMENTATION TO SUPPORT ACTION
- SEND XC: OF INDEX TO DEAN

Professional Development Plan

- During 1st probationary year work with Department Chair to formulate plan
- As a Teacher/Scholar describe goals and objectives to be pursued by time of tenure consideration
 - Keep teaching current and dynamic
 - Maintain currency in field
 - Substantive contributions to discipline
- Plan can be refined during probationary period

PERFORMANCE REVIEW DEADLINES for CANDIDATES

TO SUBMIT Working Personnel Action File (WPAF)

- OCTOBER 15TH : 2ND YEAR
- NOVEMBER 1ST : 3RD-6TH YEAR
- JANUARY 18TH : 1ST YEAR PERIODIC

PEER REVIEW COMMITTEES

- ELECTED BY PROBATIONARY AND TENURED FACULTY
- MUST BE TENURED AND FULL-TIME
- HIGHER RANK THAN PROMOTION CANDIDATES
- SERVE EITHER ON DEPARTMENT OR COLLEGE PRC

PEER REVIEW COMMITTEES

- IF PROMOTION APPLICANT: INELIGIBLE ON PRC FOR PROMOTION/TENURE

PRC RECOMMENDATION

- MAJORITY OR MINORITY REPORT
- INDIVIDUAL RECOMMENDATIONS
- COMBINATION

PROCEDURES: PRC

- SIGN LOGS
- REVIEW PERSONNEL AND WORKING PERSONNEL ACTION FILES
- CLASSROOM VISITATION (5 DAY PRIOR NOTICE AND FOLLOW UP CONSULTATION)
- SEND RECOMMENDATIONS TO CANDIDATE 10 DAYS BEFORE NEXT LEVEL
- CONSIDER REBUTTAL STATEMENTS/RESPONSE FROM CANDIDATE, IF ANY
- MEET WITH CANDIDATE UPON REQUEST

CANDIDATE'S ACTIONS

- RECEIVE RECOMMENDATION 10 DAYS BEFORE SENDING TO NEXT LEVEL
- OPTIONS:
 - REBUTTAL STATEMENT
 - COPY TO PRIOR LEVELS OF REVIEW
 - REQUEST MEETING
 - BOTH
 - NO ACTION

DEPARTMENT CHAIR/HEAD

- FORM 109: FACULTY EVALUATION
- COMMENT ON STUDENT EVALUATIONS
 - Form 109, Section I
- MUST BE TENURED TO EVALUATE

DEPARTMENT CHAIRS/HEADS

- ATTEND PRC MEETINGS ONLY UPON INVITATION
- FOR TENURE, CANDIDATES MUST BE RATED AT LEVEL I OR II IN SECTION V OF FORM 109.

DEANS

- REVIEW
 - PERSONNEL/WORKING FILES
 - EVALUATIONS AND RECOMMENDATIONS
 - REBUTTAL STATEMENTS
- IF CONSULT WITH OTHERS: LIST NAMES
- SEPARATE RECOMMENDATION
- AFTER 10 DAY REBUTTAL PERIOD, SEND FILE TO VICE PRESIDENT

TENURE AND PROMOTION DECISIONS

- PROVOST
- NOTIFICATION
 - JUNE 1

GENERAL PROVISIONS TENURE

- 6 YEAR PROBATIONARY PERIOD
- RATED TOP TWO PERFORMANCE CATEGORIES
- RETENTION NOT GUARANTEE TENURE

GENERAL PROVISIONS

TENURE

- TENURE NOT GUARANTEE PROMOTION
- CANDIDATES MUST HAVE POTENTIAL FOR PROMOTION TO ASSOCIATE PROFESSOR/ PROFESSOR

GENERAL PROVISIONS TENURE AND PROMOTION

- NORMALLY CONCURRENT
- IN EXCEPTIONAL CASES, EARLY PROMOTION TO ASSOCIATE PROFESSOR PERMISSIBLE WHILE IN PROBATIONARY STATUS

GENERAL PROVISIONS PROMOTION

- PROMOTION
 - RANKING
 - VERBALLY
 - WRITTEN
- THOSE ELIGIBLE MUST DECLARE STATUS
- TENURE REQUIRED FOR PROMOTION TO PROFESSOR

EARLY PROMOTION

- GRANTED ONLY IN EXCEPTIONAL CASES
- CIRCUMSTANCES AND RECORD OF PERFORMANCES MUST BE FULLY DOCUMENTED

EARLY TENURE

- RATED OUTSTANDING IN ALL CRITERIA
- MORE RIGOROUS REVIEW THAN NORMAL TENURE

TIMETABLE

- SEE HANDOUTS
 - RETENTION: 1ST AND 2ND YEAR
 - RETENTION: 3RD - 5TH YEAR
 - TENURE: 6TH YEAR
 - PROMOTION

QUESTIONS?

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- WE WANT YOU TO SUCCEED