

POST TENURE PERIODIC EVALUATION
Periodic Evaluation of Tenured Unit 3 Faculty Employees

PROCEDURE

Implementation Date: 05/01/00

Revised:

I. Introduction

The purpose of Post Tenure Periodic Evaluation (PTPE) is to provide periodic feedback to faculty members¹ on their effectiveness in all areas considered for retention, tenure, and promotion in order to maintain and improve faculty performance. PTPE should be seen as an important part of a faculty member's professional growth, which provides faculty members with a regular opportunity to assess and revise their professional development plans and goals.

II. Required Review Intervals

- A. Faculty unit employees not being considered for promotion are subject to review every five years following the awarding of tenure.
- B. Faculty on sabbatical or leave of absence during the scheduled year of review shall undergo PTPE upon return to campus.
- C. Faculty who are participating in the Faculty Early Retirement Program (FERP) shall maintain their five-year review cycle.

III. Procedure and Timeline

- A. A peer review committee (PRC) of the department or equivalent unit and the Dean/Director of the College/Library/unit shall conduct the PTPE.
- B. PTPE Report -- Faculty undergoing a fifth-year PTPE shall submit a PTPE report. The PTPE report shall address the faculty member's work in all areas considered for retention, tenure, and promotion for the years under review. For faculty with teaching responsibilities, the PTPE report will cover the areas of Teaching, Research/Creative Activity, and Service. For librarians, the PTPE report will cover the areas of Professional ~~Performance and Growth (including Leadership)~~, Research/Creative Activity, and Service. For SSP-ARs, the PTPE report will cover the areas of Professional Performance, Professional Development, and Service.
 - 1. In recognition that PTPE may serve different functions at various points in a faculty member's career, the PTPE report may take one of three possible forms. The faculty member under review shall determine the form best suited for the particular PTPE review. The forms are as follow:
 - a. A complete curriculum vitae (in the format recommended for the WPAF²) and up to a three-page narrative highlighting the faculty

¹ The term "faculty member" refers to instructional faculty, librarians, and SSP-ARs.

² A template for a complete CV may be found in the RTP Handbook produced by the Faculty Center.

- 42 member's accomplishments since the last review. The complete CV
 43 shall contain sections on Teaching (for teaching faculty) or
 44 Professional Performance/Professional Development (for non-
 45 teaching faculty), Research/ Creative Activity (if appropriate), and
 46 Service.
- 47
- 48 b. Five annual reports and up to a three-page narrative highlighting the
 49 faculty member's accomplishments since the last review. Each
 50 annual report shall contain sections on Teaching (for teaching faculty)
 51 or Professional Performance/Professional Development (for non-
 52 teaching faculty), Research/ Creative Activity (if appropriate), and
 53 Service.
- 54
- 55 c. A five to seven page narrative highlighting the faculty member's
 56 accomplishments in Teaching (for teaching faculty) or Professional
 57 Performance/Professional Development (for non-teaching faculty),
 58 Research/ Creative Activity (if appropriate), and Service.
- 59
- 60 2. All teaching faculty shall include consideration of student evaluations of
 61 teaching ~~submit a representative sample of the courses taught during the~~
 62 ~~period under review as partial~~ evidence of teaching effectiveness. ~~This~~
 63 ~~evidence may take the form of~~ This consideration may take various forms; for
 64 example, a description of student evaluations may be included in the
 65 narrative, or a page from the summary statistics provided with the student
 66 evaluations of instruction obtained for each of the chosen classes, or a single
 67 table summarizing item statistics for all courses to be highlighted in the
 68 review may be included with the PTPE.
- 69
- 70 3. Any reviewer may request of the candidate additional information on their
 71 PTPE report.
- 72
- 73 4. Upon the request of the PRC and/or the Dean/Director, faculty shall be
 74 prepared to provide evidence of accomplishments listed in the annual reports.
- 75
- 76 C. The faculty member shall submit a copy of the PTPE report to the office of the
 77 Dean/Director of the College/Library/unit. ~~The PTPE is reviewed by:~~
- 78
- 79 D.4- The PTPE is reviewed by the unit's duly elected Peer Review Committee (PRC)³
 80 who will write a PRC report.
- 81
- 82 1. ~~a.~~ In the event that a PRC member is undergoing review, the unit may elect a
 83 replacement committee member for that individual's Post Tenure Periodic
 84 Evaluation.
- 85
- 86 2. ~~b.~~ If any faculty members undergoing PTPE review are Full Professors, a PRC
 87 of peers (i.e., Full Professors) shall be elected if the unit's PRC is not
 88 composed of such.

³ Please refer to the appropriate college/library/SSP-AR document for PRC election instructions.

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 90 E. ~~2.~~ The Dean/Director, ~~who will also review the PTPE and the PRC report, and write a~~
 91 summary report.
 92
 93 F. The faculty member shall be provided a copy of the PRC and Dean/Director reports.
 94
 95 G. The PRC chair and the Dean shall meet with the faculty member, upon completion of
 96 his or her evaluation to discuss strengths and weaknesses. If necessary, a plan for
 97 improvement will be developed that shall include periodic status reports.
 98
 99 H. The faculty member may submit a written response to the PTPE assessment.
 100
 101 I. A copy of the PRC's report, the Dean's/Director's summary report, the improvement
 102 plan (if any), and the faculty member's response (if any) shall be placed in the faculty
 103 member's Personnel Action File.
 104
 105 J. Academic units shall define the appropriate level of performance in each of the areas
 106 covered by the PTPE report.
 107
 108 K. PTPE Calendar
 109
 110 March 1: Fifth-year PTPE reports due
 111 April 1 PRC report due to faculty member
 112 May 1 Dean's/Director's summary due
 113

114 **IV. ~~Criteria for Evaluation~~**

- 115
 116 ~~A. Academic units shall define the appropriate level of performance in each of the areas~~
 117 ~~covered by the PTPE report.~~
 118
 119 ~~B. If any area is determined to be unacceptable or deficient, the PRC chair and~~
 120 ~~Dean/Director shall assist the faculty member in creating a professional development~~
 121 ~~plan for improvement. The faculty member shall give a quarterly status report to~~
 122 ~~his/her unit head with specific attention given to improvement in the area(s) where~~
 123 ~~they were deemed deficient until such time as the faculty member meets the criteria~~
 124 ~~of the academic unit.~~

Does Academic Senate need to approve departmental RTP policies?

V. PRINCIPLES FOR THE REVIEW PROCESS

A. General principles

1. *Faculty shall be evaluated in accordance with the Unit 3 CBA as well as standards approved for their Departments or equivalent units (when such standards exist), standards approved by their College/Library/SSP,AR, and in accordance with this policy. Such standards shall be reviewed and recommended by the Faculty Affairs Committee to the Academic Senate for approval. In case of conflict between the Department and College/Library/SSP,AR standards, the College/Library/SSP,AR standards shall prevail. The policies and procedures in this document are subject to Board of Trustees policies, Title 5 of the California Administrative Code, California Education Code, the Unit 3 CBA, and other applicable State and Federal laws.*

V. B.4. Departmental Standards

- a. A Department or equivalent unit may develop standards for the evaluation of faculty members of that Department or equivalent unit.
- b. Department or equivalent unit standards shall not conflict with law or University policy. In no case shall Department standards require lower levels of performance than those required by law or University policy.
- c. Written Department or equivalent unit standards shall address:
 - 1) Those activities, which fall under the categories of Teaching Performance, Scholarly and Creative Activity, and Service;
 - 2) A description of standards used to judge the quality of performance;
 - 3) The criteria employed in making recommendations for retention, tenure, and promotion.
- d. *The Dean/Director of the College/Library/SSP,AR shall review the Department standards for conformity to College/Library/SSP,AR standards. If the Dean approves, she/he will forward the Department standards to the Faculty Affairs Committee for conformance with the standards and practices of the University. The President has final approval of all Department standards. Departments or equivalent units shall follow this approval process each time they wish to change their standards.*