

**College of Arts, Humanities, Behavioral and Social Sciences**  
**Faculty Development Committee, AY 2015-16**  
**Suggested Guidelines for PRC Election Procedures**

To update CHABSS Peer Review Committees (PRCs) election procedures, the College Faculty Development Committee would like to make the following recommendations for the periodic evaluation of probationary tenure track faculty and tenured faculty seeking promotion, tenured faculty undergoing periodic evaluation, and temporary faculty undergoing reviews involving Peer Review Committees (PRCs).<sup>1</sup>

I. Rationale for recommendations:

Due to different contractual requirements across different ranks and categories of faculty, departments and programs (hereafter “departments”) should conduct separate election processes for the seating of PRCs in each of three categories:

- a. PRCs for RTP Performance Evaluations and Periodic Reviews of probationary tenure track faculty and tenured faculty seeking promotion;
- b. PRCs for faculty undergoing Periodic Evaluation of Tenured Faculty (“PETF”) who are not seeking promotion;
- c. PRCs for temporary faculty whose reviews require a PRC.

II. PRCs for RTP Performance Evaluations and Periodic Reviews of probationary tenure track faculty and tenured faculty seeking promotion:

1. The Department Chair shall ensure that there is an election of a PRC. Where no Department Chair exists, the department or appropriate faculty governance unit will ensure that there is an election of a PRC. Faculty undergoing PRC review in a given year should be consulted regarding the composition of their PRCs before ballots are prepared by the Department Chair.
2. The PRC shall be composed of three full-time tenured faculty elected by tenure-track faculty in the Candidate’s department (or equivalent), with the chair elected by the PRC committee. That is, if there are enough eligible faculty members in a department, members of the Peer Review Committee are elected from these areas. If not, the department shall elect Peer Review Committee members from eligible university faculty in related academic disciplines. To the extent possible, each department should elect a common member for all of its tenure-track PRCs within an academic year.
3. PRCs for faculty with a joint appointment will be elected per MOU agreed to by the parties.
4. Peer Review Committee members must have higher rank/classification than those being considered for promotion.
5. Candidates for promotion are ineligible for service on promotion or tenure Peer Review Committees.
6. Departments should establish reasonable timelines for nominating and balloting periods, in order to ensure broad participation, and all processes should be conducted in such a manner

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<sup>1</sup> Election of PRCs for retention, tenure, and promotion are covered in other University and College documents. Temporary faculty whose reviews include PRCs are those undergoing review in the third year of a 3-year contract, those holding full-time contracts (whether 1-year or 3-year contracts), and lecturers who would be eligible in the following Academic Year for a 3-year contract.

as to ensure the confidentiality of all proceedings. These elections should be conducted in the semester before reviews begin.

### III. PRC election procedures for Periodic Evaluation of Tenured Faculty<sup>2</sup>:

1. Each department should elect one PRC for each tenured faculty member undergoing periodic evaluation of tenured faculty (PETF) in a given academic year.
2. Faculty undergoing PRC review should be consulted regarding the composition of their PRCs before ballots are prepared by the Department Chair. The Chair shall take the faculty member's input into account in preparing the PRC ballots for each faculty member.
3. The PRC shall be composed of three tenured faculty elected by tenure-track faculty in the Candidate's department (or equivalent), with the chair elected by the PRC committee.
4. The tenured faculty serving on PETF PRCs must hold a rank equivalent to or greater than that of the faculty unit employee undergoing evaluation. When eligible faculty in the department are insufficient, the department should elect members from a related academic discipline.
5. PRCs for faculty with a joint appointment will be elected per MOU agreed to by the parties.
6. Faculty participating in the Faculty Early Retirement Program (hereafter FERP) should be eligible to run for election for membership on a PETF PRC with the approval of the President, but no PRC should be comprised solely of faculty participating in the FERP.
7. There should be no requirement of "common members" on PETF PRCs.
8. Departments should establish reasonable timelines for nominating and balloting periods, in order to ensure broad participation and to ensure the completion of the election process in time to meet the review timelines established by the Office of the Dean and Office of Academic Affairs. All election processes should be conducted in such a manner as to ensure the confidentiality of all proceedings.

### IV. PRC election procedures for Temporary Faculty<sup>3</sup>:

1. The Department Chair shall ensure that there is an election of a PRC. Where no Department Chair exists, the department or appropriate faculty governance unit will ensure that there is an election of a PRC. The PRC shall be composed of three tenured faculty. All tenure-track and lecturer faculty members within a department are eligible to vote in these PRC elections, with each vote to be counted equally. The chair will be elected by the PRC committee. If there are not enough eligible faculty members in a department or program, the department or program shall elect Peer Review Committee members from eligible university faculty in related academic disciplines.
2. Faculty on leave during the semester of review should not be eligible to serve. FERP and PRTB faculty serving at least part-time on campus can serve on PRC committees if the faculty member is available during the entire cycle of the review for which the faculty member serves on a PRC.
3. Temporary faculty undergoing PRC review in a given year should be consulted regarding the composition of their PRCs before ballots are prepared by the Department Chair. The Department Chair shall take the lecturer's input into account in preparing the PRC ballots for each lecturer.

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<sup>2</sup> This document is consistent with CSUSM's policy, "Periodic Evaluation of Tenured Faculty" (2014), at <http://www.csusm.edu/policies/active/documents/Periodic%20Evaluation%20of%20Tenured%20Faculty%20Policy%20.html>

<sup>3</sup> This document is consistent with CSUSM's policy on lecturer evaluations (2013), at <http://www.csusm.edu/fa/lecturerresources/documentfiles/LecturerEvaluationProcedure.pdf>  
<http://www.csusm.edu/policies/active/documents/LecturerEvaluationPolicy.html>

4. Departments should establish reasonable timelines for nominating and balloting periods, in order to ensure broad participation, and all processes should be conducted in such a manner as to ensure the confidentiality of all proceedings. These elections should be conducted in the semester before reviews begin by Department Chairs, who inform the Dean's Office of the results of the elections in a timely manner.