

PERIODIC EVALUATION OF TENURED FACULTY

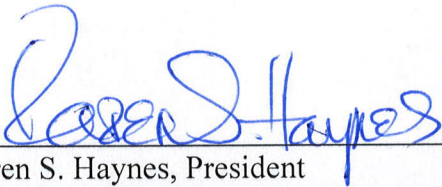
**POLICY
FAC 198-00**

Effective Date: 08/20/2014

Definition: A policy for the periodic post-tenure review of CSUSM faculty.

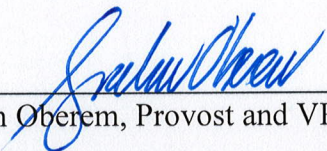
Authority: CSU Unit 3 Collective Bargaining Agreement

Scope: Tenured Unit 3 faculty



Karen S. Haynes, President

8/20/2014
Approval Date



Graham Oberem, Provost and VP for Academic Affairs

8/18/2014
Approval Date

Second Revision: 08/20/2014 (*revision includes change in the policy title, previously known as "Post-Tenure Review Policy"*)

First Revision: 05/13/2005

Implemented: 05/01/2000

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I. Introduction

The purpose of Periodic Evaluation of Tenured Faculty (PETF) 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 *in the interest of carrying out the university's mission.*

Periodic Evaluation of Tenured Faculty is an important part of the professional growth of the tenured faculty unit employee (professor, librarian, counselor) and may serve different needs at different points in the faculty member's career.

- For faculty aspiring to promotion to Full Professor/Librarian/SSPAR III, the PETF will provide feedback about maintaining and improving the faculty member's effectiveness and also feedback about strengths and weaknesses relevant to a future application for promotion to full professor.
- For faculty who have achieved the rank of Full Professor the PETF will provide feedback about maintaining and improving the faculty member's effectiveness.

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 PETF upon return to campus.
- C. Faculty who are participating in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator.

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 PETF.
- B. PETF Report -- Faculty undergoing a fifth-year PETF shall submit a PETF report. The PETF 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 PETF report will cover the areas of Teaching, Research/Creative Activity, and Service. For librarians, the PETF report will cover the areas of Professional Performance, Research/Creative Activity, and

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

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Service. For SSP-ARs, the PETF report will cover the areas of Professional Performance, Professional Development, and Service.

1. The PETF Report shall consist of:
 - A comprehensive curriculum vitae (in the format recommended for the WPAF). For instructional faculty, the CV shall contain sections on Teaching, Research/Creative Activity, and Service. For librarians and SSP-ARs, the CV shall contain a section of Professional Performance/Professional Development, Research/Creative Activity, and Service.
 - A narrative of 1,250-1,750 words (approximately 5-7 pages) highlighting the Candidate's accomplishments during the period covered in the PETF.
 - The Candidate should indicate their goals for the evaluation, including if they believe they may apply for promotion to full professor following the PETF.
 - All teaching faculty shall include consideration of student evaluations of teaching as partial evidence of teaching effectiveness. This consideration may take various forms; for example, a description of student evaluations may be included in the narrative, or a page from the summary statistics provided with the student evaluations of instruction obtained for each of the chosen classes, or a single table summarizing item statistics for all courses to be highlighted in the review may be included with the PETF.
 2. The Candidate shall submit a copy of the PETF report to the office of the Dean/Director of the College/Library/unit.
- C. Evaluation of the Candidate's Report
1. The PRC shall review the Candidate's report and write a summary report. If the Candidate has stated that they may apply for promotion to full professor following the PETF, the PRC shall provide feedback about strengths and weaknesses.
 2. The Dean/Director will review the Candidate's report and the PRC report, and write a summary report. If the Candidate has stated that they may apply for promotion to full professor following the PETF, the Dean/Director shall provide feedback about strengths and weaknesses.
 3. The Candidate member shall be provided a copy of the PRC and Dean/Director reports.
 4. The PRC chair and the Dean shall meet with the Candidate, upon completion of his or her evaluation to discuss strengths and weaknesses. If necessary, a

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plan for improvement will be developed that shall include periodic status reports.

5. The Candidate may submit a written response to the PETF assessment.
6. A copy of the PRC's report, the Dean's/Director's summary report, the improvement plan (if any), and the Candidate's response (if any) shall be placed in the Candidate's Personnel Action File.
7. Academic units may develop guidelines for the appropriate level of performance in each of the areas covered by the PETF report.
8. PETF Calendar

March 1:	Fifth-year PTPE reports due
April 1	PRC report due to faculty member
May 1	Dean/Director's summary due
End of semester	Meeting with PRC chair and Dean completed