


**Date:** August 30, 2024

**To:** College Deans  
Chairs of College and Department Personnel Committees with Second-Year Probationary Faculty Members  
Chairs and Program Directors of Departments with Second-Year Probationary Faculty Members  
Second-Year Probationary Faculty Members Under Review

**From:** Christina von Mayrhauser   
Interim Associate Vice President, Faculty Affairs

**Subject:** Calendar and Procedures for Personnel Considerations of Second-Year Probationary Faculty Members

This year, twenty-four (24) faculty members who will be serving their second year of probationary service during the 2024-25 academic year will need to be reviewed in the coming months. The review procedures for these faculty members are summarized in Appendix A (attached to this letter). More detailed information on the procedures is contained in Sections 630-638 of the *CSUN Administrative Manual*. Appendix B provides a sample resume and the calendar of pertinent dates for the review of second-year faculty can be found in Appendix C.

Regarding Personnel Files, the relevant portion of the *Administrative Manual* is found in Section 606. The individual faculty member should be reminded that he or she has the responsibility for preparing the electronic Professional Information File (ePIF) with assistance from the Department Chair or other faculty mentors. The *Faculty Collective Bargaining Agreement* section on Personnel Files (Article 11) contains provisions that affect CSUN practices concerning Personnel Action Files (PAF). I encourage you to review in particular provisions 11.4, 11.5 and 11.7 before you begin the review process. Keep in mind that the *Faculty Collective Bargaining Agreement* dictates that the Personnel Action File must include an index of the faculty member's supporting materials (ePIF).

The Department Chair or Department Personnel Committee (DPC) will inform the faculty member of the deadline date by which the Professional Information File must be submitted. (Section 612.5.2.b.). Department Chairs and Department Personnel Committees are strongly encouraged to begin the review and deliberations on retention, tenure, and promotion for 2nd year candidates by September 30, 2024 or earlier which should allow sufficient time for review of the Professional Information File by the Department Chair and Department Personnel Committee prior to their deadline of October 18, 2024. As a reminder, written evaluations and recommendations must be emailed to faculty members ten (10) days before they are placed in the Personnel Action File.

Department Chairs and Department Personnel Committees must submit their recommendations to each candidate by October 18, 2024 and they must forward all recommendations to the Dean and College Personnel Committee via Interfolio ten (10) days later. In each case, the recommendation will be that the faculty member should be reappointed for another probationary year in 2025-26, or that the faculty member should be terminated at the conclusion of the 2024-25 academic year.

Helpful FAQs on the ePIF and on the review process can be found on the Personnel Planning & Review Committee website: <https://www.csun.edu/personnel-planning-review-committee/guidelines> and on the Faculty Affairs eRTP webpage: <https://www.csun.edu/faculty-affairs/ertp>.

Paperless RTP Review Process:

Like last year, the review process this year will be entirely paperless. Please note the following:

- Individual virtual files for each faculty member (called “cases”) are now available to deans’ offices and to individual faculty members through Interfolio. Faculty may begin uploading ePIFs at any time.
- Faculty will upload their ePIFs along with a copy of the appropriate Departmental and/or College Personnel Procedures to Interfolio. Departments may set their own deadline for this upload in order to allow sufficient time for their department chair and Department Personnel Committee review.
- Deans offices will send reviewing agencies a link to the ePAF, an electronic version of the materials that have been scanned and uploaded to OnBase. Reviewers will receive an email from [no-reply-onbase@csun.edu](mailto:no-reply-onbase@csun.edu). This email will include a link to Box with access to the candidates' ePAF materials which will be available for 50 days.
- Individual and committee reviewers will access candidates' ePIF in Interfolio and the ePAF in Box. After deliberation, DPC and CPC Chairs will then enter their committee vote tally into Interfolio; note that we no longer use the hard copy college grids for reporting recommendations. Committee Chairs, Department Chairs and Deans will upload their decision letters to Interfolio by the deadlines in the attached calendar after giving the candidate ten (10) days to respond. Note that the deadline dates are programmed into the system and reviewers will no longer have access to upload their letters after the deadline.
- Faculty rebuttals, if any, will need to be included with the corresponding decision letter which is uploaded directly into Interfolio by the reviewing body.

Training materials for reviewers is available on the Faculty Affairs eRTP webpage. The Faculty Affairs Office is available to support faculty being reviewed and the reviewing bodies as needed.

If you have questions on any of these matters, please contact me at ext. 2962 or via e-mail at [Christina.Von.Mayrhauser@csun.edu](mailto:Christina.Von.Mayrhauser@csun.edu).

CVM:lv

Attachments:                   Appendix A (The Review Process)  
  Appendix B (Résumé Form)  
  Appendix C (Calendar)  
  List of second-year probationary faculty (to College Deans, Chairs of College  
  Personnel Committees, Chairs of Department Personnel  
  Committees, and Department Chairs)

## Appendix A: The Review Process

### CONSIDERATION AT THE DEPARTMENT LEVEL

1. Meeting Between the Faculty Member and the Department Personnel Committee.

Section 631.2 of the *Administrative Manual* states:

Prior to submitting its recommendation, the Department Committee will invite each faculty member under consideration to meet with the Committee to elaborate upon material in the Personnel Action File and the Professional Information File, or to answer questions that may exist.

2. Consultation Between Department Chair and Department Personnel Committee

Section 634.1 of the *Administrative Manual* states:

There will be consultation between the Department Personnel Committee and the Department Chair. Consultation from faculty and students will follow Section 613 Written Comments About Faculty.

3. Notification to the Faculty Member.

Sections 635.2.1 and 2 of the *Administrative Manual* state:

The Department Personnel Committee, the Department Chair, the College Personnel Committee, and the College Dean separately and in writing will provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation will include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also will include a specific recommendation on retention, tenure, and/or promotion. Each committee will provide only one recommendation for each personnel consideration. The written recommendation and evaluation will be in the form of a letter addressed to the candidate and such letter will not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency will include in its letter a statement that the faculty member has the right to place a written response to any written recommendation in the Personnel Action File (see 606.1.2.e.).
2. a. Notification

A copy of the written evaluation and recommendation will be sent to the faculty member's CSUN email address and otherwise made available upon request before being forwarded to a subsequent review level. The date of the email starts the ten (10) calendar day response period for the faculty member.

b. Response

Faculty members have the right to file a written rebuttal statement within 10 calendar days following the date the email notification was sent. The faculty member has the right to also request a meeting that will be held within the same 10 days, to discuss the recommendation, before the recommendations are placed in the PAF and are sent to each of the other recommending agencies.

Based on the written response or the requested meeting with the reviewing agency, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision will not extend the timelines. A copy of the response or rebuttal statement will be placed in the Personnel Action File and will also be sent to all previous levels of review.

**CONSIDERATION AT THE COLLEGE LEVEL**

1. Deliberations of the College Personnel Committee and the College Dean.

Between October 28 and November 26, 2024, the College Personnel Committee and the College Dean will review the Department recommendations and other relevant materials and each will arrive at a recommendation on retention or termination for each second-year probationary faculty member. The faculty member's Professional Information File, submitted for review at the College level, must be identical to the file reviewed at the Department level, unless the provisions permitting addition of materials have been fulfilled. (606.1.1.b.).

Material submitted after October 28, 2024, must have the approval of the College Personnel Committee and will be limited to items that became accessible to the candidate after the close of Department deliberations (such items may include publication acceptances, notices of awards, lecture invitations, or like materials). (Section 606.1.1.b.).

2. Notification to the Faculty Member.

No later than November 26, 2024, the College Personnel Committee and the College Dean, separately and in writing,

“[W]ill provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation will include a description of the candidate's performance which relates

specifically to each of the criteria cited in Section 632.2-632.6. The written evaluation also will include a specific recommendation...” (Section 635.2)

“A copy of the written evaluation and recommendation will be sent to the faculty member’s CSUN email address and otherwise made available upon request before being forwarded to a subsequent review level. The date of the email starts the ten (10) calendar day response period for the faculty member. (Section 635.2.2).”

3. Right to Appeal.

No later than December 16, 2024 the faculty member may, in writing, appeal a negative decision or committee judgment resulting from a tied vote made at the College level to the Personnel Planning and Review Committee.

**THE PROVOST AND VICE PRESIDENT’S DECISION**

1. The President has designated the Provost and Vice President for Academic Affairs to make final decisions on retention, tenure, and promotion.
2. Notification of the Provost and Vice President's Decision to the Faculty Member.

No later than February 7, 2025, the Provost and Vice President for Academic Affairs will notify second-year probationary faculty members that they are to be reappointed for another academic year or are to be terminated at the end of the 2024-25 academic year.

**Appendix B:**

**RÉSUMÉ**

(see also Section 632 of the CSUN Administrative Manual)

Date \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

**I. PROFESSIONAL PREPARATION.**

- A. List degrees, years of completion, and granting institutions
- B. Relevant experience
  - 1) Indicate all teaching experience (whether full-time or percent of part-time), showing rank(s), institution(s), and date(s) of service. If promoted at a prior institution show date of promotion. Indicate rank and date of appointment at CSUN.
  - 2) Other related employment or experience - indicate all experience relevant to teaching, librarianship, or counseling, including date of employment, employer, and nature of duties performed.

**II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS.**

Teaching effectiveness is a primary criterion for tenure as well as promotion to any rank. Evaluation of teaching effectiveness shall be based upon class visits by the Department Chair and the Department Personnel Committee or their designees, student evaluations of teaching effectiveness, course syllabi, and other sources of evidence of teaching effectiveness deemed appropriate by the Department. Librarians should provide evidence of effectiveness in librarianship and counselors (SSP-ARs) should provide evidence of effectiveness in counseling.

**III. CONTRIBUTIONS TO THE FIELD OF STUDY.**

- A. Scholarly creative activity (e.g., performances, exhibits, and creative work) beyond terminal degree. Please indicate dates of completion. (Back-up material in supporting file).
- B. Publications - Please indicate dates and complete bibliographic detail. (Back-up material in supporting file).
- C. Participation in professional organizations, institutes, etc. (Back-up material in supporting file, if available).
  - 1) Memberships in local, state, or national organizations, and offices held in such organizations.
  - 2) Attendance at professional meetings (since date of appointment or last promotion).
  - 3) Presentations of research or other participation before professional groups
- D. Pioneering work in profession (organizing professional group, promoting reforms, developing new fields, etc.).

**IV. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY.**

- A. Effective participation in faculty and student affairs at various levels - University, College, Department. (Include description of contributions in supporting file).
  - 1) Memberships in departmental committees
  - 2) Memberships in college committees
  - 3) Memberships in all-university committees or governing bodies
- B. Student Advisement and Counseling
- C. Community Service (Include description of contributions in supporting file).

This is a suggested form for you to follow. It is not expected that evidence will be listed in each and every category.

**Appendix C:**

**2024-25 ACADEMIC YEAR CALENDAR OF PERSONNEL ACTIONS  
AND PROCEDURES FOR SECOND-YEAR PROBATIONARY FACULTY MEMBERS**

**September 30 (Mon.) or earlier** – **Begin Department Level Review and Deliberation on 2nd Year Faculty RTP Candidates.** Last day for submission of Professional Information Files to Interfolio for 2nd year RTP candidates. Department Chairs and Department Personnel Committees are strongly encouraged to begin the review and deliberations on retention, tenure, and promotion for 2nd year candidates.

**October 18 (Fri.) or earlier** – **Department RTP Recommendations Due to 2nd-Year Candidates.** Department Chairs and Department Personnel Committees will make their recommendations on retention available to second-year probationary faculty candidates. Copies of the letters are not forwarded to the other recommending agencies until ten (10) calendar days after the original letters are made available to the candidates.

**October 28 (Mon.) or earlier** – **Department RTP Recommendations of 2nd-Year Faculty Due to Deans.** Department Chairs will forward their recommendations and those of their Department Personnel Committees on retention of second-year probationary candidates to the Dean of their College. The Dean will transmit the Department recommendations, including the results of final balloting, to the Chair of the College Personnel Committee.

**November 26 (Tues.) or earlier** – **Dean and College RTP Recommendations Due to 2nd-Year Candidates.** The Dean and College Personnel Committee will make available their recommendations on retention of second-year probationary faculty to the candidates. Copies of the letters are not forwarded to the other recommending agencies until ten (10) calendar days after the original letters are made available to the candidates.

**December 6 (Fri.) or earlier** – **All RTP Recommendations for 2nd-Year Candidates Due from Dean to Provost.** College Deans will forward all recommendations on the retention of second-year probationary faculty candidates to the Provost and Vice President for Academic Affairs.

**December 16 (Mon.) or earlier** – **Appeals from 2nd-Year RTP Candidates Due to PP&R.** Second-year probationary faculty members not recommended for retention by a College-level reviewing agency may file an appeal with the Personnel Planning and Review Committee. All materials supporting the appeal must be submitted to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.

**January 17 (Fri.) or earlier** – **PP&R Decision on 2nd-Year Candidate Appeals Due to Appellants.** The Chair of the Personnel Planning and Review Committee will make recommendation on retention, tenure, and promotion appeals available to second-year probationary faculty appellants.

**January 29 (Wed.) or earlier** – **Discussion of 2nd-Year RTP Candidates by Provost and PP&R.** The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving second-year probationary faculty members.

**February 7 (Fri.) or earlier** – **Provost Notifies 2nd-Year Candidates of RTP Decision.** The Provost and Vice President for Academic Affairs will notify second-year probationary faculty members that they are to be reappointed for another academic year, are to receive tenure, or are to be terminated at the end of the 2024-25 academic year.