

# **New Chair Orientation**



## **Retention, Tenure and Promotion**

*Friday, August 16, 2019*

# Probationary Faculty Reviewers

**Department Chair:** Performs peer classroom observations and reviews the materials presented by candidates for retention, promotion and tenure.

**Department Personnel Committee:** Consists of three, five, or seven tenured faculty at the rank of Full Professor, elected by the department. The committee performs peer classroom observations and reviews the materials presented by candidates for retention, promotion and tenure.

**College Personnel Committee:** Consists of three to seven tenured faculty at the rank of Full Professor, selected by the College. The committee reviews the materials presented by candidates for retention, promotion and tenure.

**Dean of the College:** Reviews the materials presented by candidates for retention, promotion and tenure.

**Provost:** Reviews the materials presented by candidates for retention, promotion and tenure.

# Review Schedule

<b>Year of Review*</b>	<b>Type of Review</b>	<b>Highest Level of Review</b>
1 <sup>st</sup> year	No Review	N/A
2 <sup>nd</sup> year Review	Retention	Provost
3 <sup>rd</sup> year Review	Retention	Dean**
4 <sup>th</sup> Year Review	Retention	Provost
5 <sup>th</sup> Year Review	Retention	Dean**
6 <sup>th</sup> Year Review	Promotion to Associate Professor and Tenure	Provost
7 <sup>th</sup> Year	No Review – Promotion/ Tenure Become Effective	N/A

\*The award of service credit will speed up the timeline by the number of years awarded.

\*\*If there is a negative recommendation from a review agent, then the Provost will conduct the highest level review.

# Key Resources

- **Unit 3 Collective Bargaining Agreement:**

<https://www2.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/unit3-cfa.aspx> (Articles 10, 13, 14 and 15)

- **Administrative Manual, Section 600:**

[https://www.csun.edu/sites/default/files/SEC600\\_1819\\_final%2010.17.18.pdf](https://www.csun.edu/sites/default/files/SEC600_1819_final%2010.17.18.pdf)

- **College and Department Personnel Policies and Procedures:**

<https://www.csun.edu/faculty-affairs/policies>

- **Calendar of Personnel Procedures:**

<https://www.csun.edu/faculty-affairs/calendar/index.html>

- **FAQ's About Retention, Promotion and Tenure:**

[https://www.csun.edu/sites/default/files/RTP\\_FAQs.pdf](https://www.csun.edu/sites/default/files/RTP_FAQs.pdf)

# Key Support Files

- **Professional Information File (PIF):**

[https://www.csun.edu/sites/default/files/SEC600\\_1819\\_final%2010.17.18.pdf](https://www.csun.edu/sites/default/files/SEC600_1819_final%2010.17.18.pdf)

(Section 606.1.1)

The PIF is maintained and stored by the Retention, Tenure and Promotion (RTP) candidate. It serves as a portfolio documenting an RTP candidate's professional activities relevant to retention, tenure and promotion at CSUN.

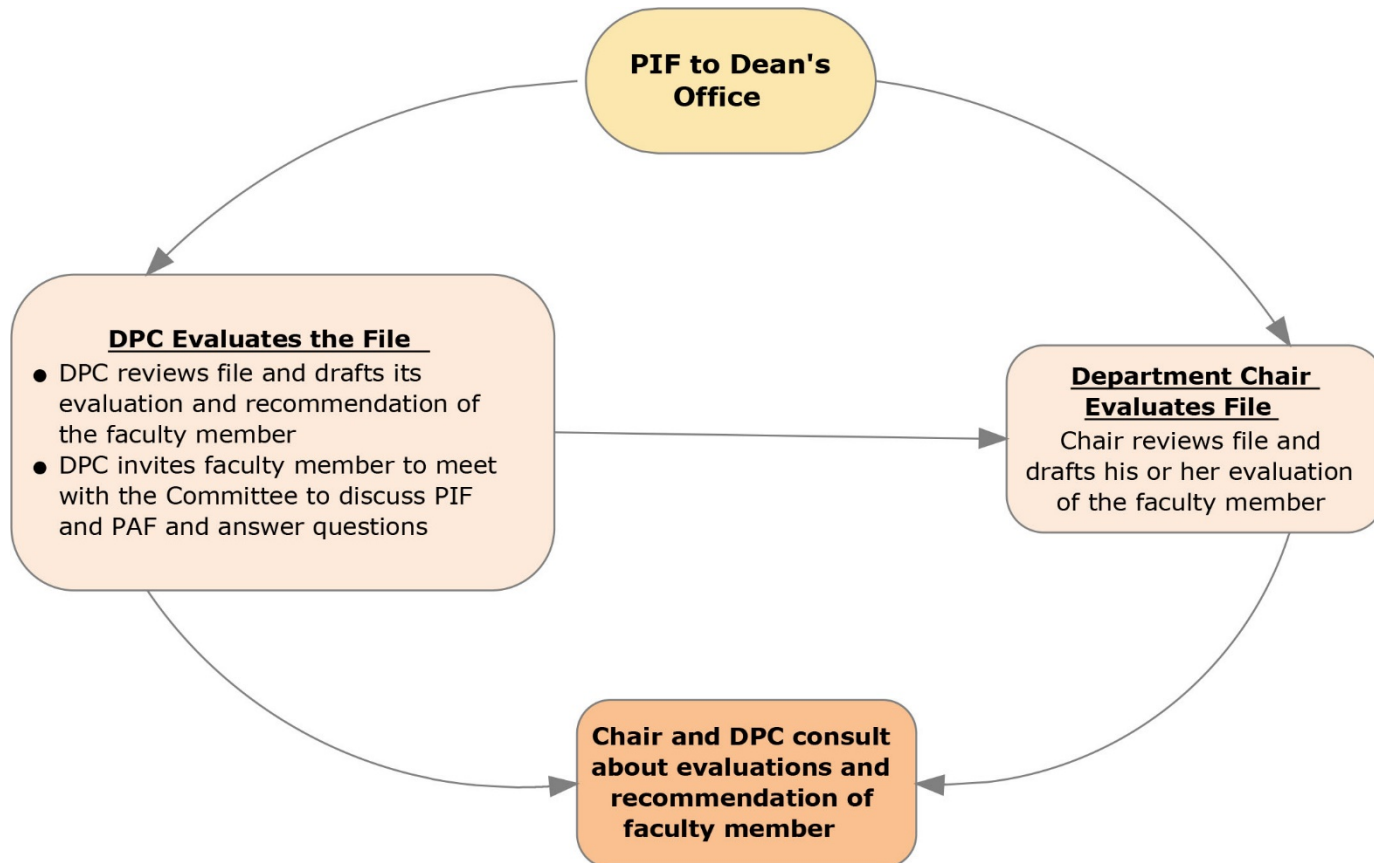
- **Personnel Action File (PAF):**

[https://www.csun.edu/sites/default/files/SEC600\\_1819\\_final%2010.17.18.pdf](https://www.csun.edu/sites/default/files/SEC600_1819_final%2010.17.18.pdf)

(Section 606.1.2)

The PAF is maintained by and stored in the office of the Dean of the College. It is the official personnel file for a faculty member that is reviewed for all personnel actions, including retention, tenure, promotion, and service salary adjustments.

# Review and Decision Flow



# Department Chair Duties

- Key in Creating Supportive Department Culture;
- Important role in Faculty Performance, Satisfaction, Recruitment, and Retention;
- One of Most Difficult Roles in the University;
- Straddle the line between:
  - Colleague and Supervisor;
  - Faculty and Administrator.

# Department Chair RTP Do's

## 1. Mentor faculty on the RTP Process

- PIF Organization;
- PIF Contents;
- Important Materials;
- Encourage Mentoring.

## 2. Follow Department and College Personnel Procedures Closely (including Section 600)

- Base Evaluation on Policies and Procedures;
- Apply Accurately to Maintain Transparency;
- Candidates Option to Elect Newer Procedures.



# Department Chair RTP Do's

## **3. Ensure that:**

- Peer-Class Visit Reports are conducted;
- Student Evaluations are administered;
- Both are included in the PAF.

## **4. Conduct a review that is:**

- Thorough;
- Fair;
- Unbiased.

# Department Chair RTP Do's

## 5. Write Accurate and Balanced RTP Letter:

- Based on PIF/PAF;
- Verify Peer-Review;
- Verify Claims are True;
- “Suggested Resources and Processes Pertaining to Publication Review in RTP;”
- Include Areas for Growth.

Sample Statement on Teaching Effectiveness – “The evidence clearly indicates that you are an effective instructor and that you serve our students well, with both student and peer evaluations attesting to the excellent quality of your instruction. While there is no minimum number of courses required for promotion, I do not believe that it is possible to demonstrate growth appropriate to advancement in rank in only two years. I therefore find that you have not yet met the criteria for teaching effectiveness as set forth in 632.3 of the *Administrative Manual, Section 600.*”

# Department Chair RTP Don'ts

## 1. Avoid Unbalanced RTP Review

- Carefully read and evaluate scholarly contributions;
- Do Not List Information Incorrectly in RTP Letter.

## 2. Avoid Disparaging Faculty

## 3. Avoid Overly Positive RTP Review

- Avoid an Anemic RTP Review;
- Avoid Giving Candidate False Sense of Security.

# Department Chair RTP Don'ts

## 4. Early Promotion: Typically No Support, e.g.:

- Early to Full in 2nd Year at rank of associate professor;
- Early to Associate in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Years at rank of assistant professor;
- Early to Associate in Year 5.

### Sample Sentences:

- “You have generally received positive comments about your teaching from your students and your colleagues...”
- “Students express concerns.... (be specific).”
- “Peers note the need to improve ... (be specific).”
- “I note, however, that although these publications demonstrate a pattern of research productivity, they do not meet the criteria for tenure and promotion that is articulated in XXXX Department Personnel Procedures (and/or College Personnel Procedures).”

# Department Chair RTP Don'ts

## 5. Do Not Fail to Check and Verify that:

- Scholarly contributions genuinely exist and underwent peer-review process;
- Participation on committees (i.e., attendance and active participation).