


## MEMORANDUM

**Date:** October 4, 2024

**To:** Department Chairs and Program Directors

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

**Subject:** Procedures for Evaluation of Tenured Faculty

During the current academic year, approximately 68 tenured faculty will be subject to review under the procedures for evaluation of tenured faculty, also referred to as Post-Tenure Review.

The following are specific categories of faculty who this may apply to:

**Included**

- Faculty who were evaluated during the Spring 2020 semester (at the end of their 5<sup>th</sup> review year) and are still teaching.
- Faculty promoted and/or tenured effective the 2020-21 academic year. Please note that reviews for promotion from Tenured Associate Professors to the rank of Full Professor fulfills this requirement.
- Faculty participating in the Pre-Retirement Reduction in Time Base Program are included and must be evaluated at least every fifth year.
- Department Chairs are also subject to review under these procedures in addition to whatever review may be made by the College Dean under Section 622.6.3 of the *Administrative Manual*.

**Excluded**

- Faculty who have been evaluated for promotion or retention within the past five years and faculty on a full-time leave during the current year are excluded.
- Faculty participating in the Faculty Early Retirement Program (FERP) are not required to be evaluated unless an evaluation is requested by the FERP participant or the Dean. Thus, names of FERP faculty are not included on the list.

**CBA Requirements**

The Collective Bargaining Agreement (CBA) specifies the following regarding the periodic evaluation of tenured faculty members:

- 15.35 For the purpose of maintaining and improving a tenured faculty unit employee's effectiveness, tenured faculty unit employees shall be subject to periodic performance evaluations at intervals of no greater than five (5) years. Participants 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. Such periodic evaluations shall be conducted by a peer review committee of the department or equivalent unit, and the appropriate administrator. For those with teaching responsibilities, consideration shall include student evaluations of teaching performance.
- 15.36 A tenured faculty unit employee shall be provided a copy of the peer committee report of his/her periodic evaluation. The peer review committee chair and the appropriate

administrator shall meet with the tenured faculty unit employee to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement.

- 15.37 A copy of the peer committee's and the appropriate administrator's summary reports shall be placed in the tenured faculty unit employee's Personnel Action File.

### **Process**

For purposes of implementing this policy, the appropriate administrator at this campus is the College Dean, who will meet with the peer review committee chair and the tenured faculty member "to discuss the employee's strengths and weaknesses along with suggestions, if any, for improvement." The College Dean should provide a written report to be placed in the tenured faculty member's Personnel Action File.

Section 645 of the *Administrative Manual* sets forth the University policy and procedures regarding review of tenured faculty. Departments with approved procedures for implementing the policy on evaluation of tenured faculty should review the procedures and provide a copy to faculty who are evaluated. Those plans vary in such areas as the manner of selecting the peer review committees and designation of appropriate evidence to be reviewed.

For departments that rely on Section 600, please be aware that the 2024-25 Administrative Manual includes an update to Section 645.4 indicating that the review is based upon materials submitted by the faculty member – a brief summary of the last five years of work and an updated CV – as well as their Personnel Action File.

Each Department Chair should take the following steps:

- Ensure all eligible faculty for post tenure reviews and those evaluating the faculty have and are familiar with the department personnel procedures. Contact our office if you have any questions.
- Take the necessary steps to initiate the reviews, including notifying any faculty in your Department that they are scheduled for an evaluation and that Section 645 or relevant department personnel procedures are being followed.

According to our records, the list provided to you consists of faculty in your Department who must be evaluated. If there is anyone on this list who should not be evaluated, please notify the Office of Faculty Affairs right away.

Per the Calendar of Personnel Procedures, **February 26, 2025** or earlier is the preferred deadline for submission of PTR review materials by PTR Candidates to the peer review committee. The Department Peer Review Committee is strongly encouraged to begin the PTR review at this time. College Deans should ensure that all scheduled evaluations for this year are completed and should provide written reports of their evaluation to the faculty members **no later than May 14, 2025**, and that the Office of Faculty Affairs is notified of all completed evaluations. Please email confirmation of these evaluations to Faculty Affairs ([faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu)).

CVM:lv

cc: Provost and Vice President for Academic Affairs  
College Deans