



## Standardizing the Unit RTP Committee Composition Process

RES 242527

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the University Handbook language regarding the Unit RTP Committee. (Deletions in ~~striketrough~~, additions in **bold underline**.)

**RATIONALE:** This resolution clarifies and standardizes the composition of unit RTP committees and procedures for constituting the unit RTP committees. It clarifies that all tenured faculty are eligible to serve on a Unit RTP Committee unless a determination of ineligibility has been made b the AVP for Faculty Affairs.

This resolution describes a three-step process for determining the number of Unit RTP Committees to be established, the Unit RTP Committee(s) that tenured faculty wish to serve on, and approval of Unit RTP Committee(s) membership by tenured and probationary faculty. As written, this ensures that all faculty who have earned tenure have the right to serve on a committee, subject to the approval of the majority of tenured and probationary faculty in a unit, and assuming that there is no determination of ineligibility (e.g., due to active or past grievance).

### 305.6 The Unit RTP Committee

#### 305.6.1 Election and Composition of the Unit RTP Committee *(revised 2023-2024)*.

The academic deans will be responsible for ensuring that departments are in compliance with this section. To ensure that the unit committee is appropriately constituted, the department will submit to the dean, at least ~~three~~ **two** weeks before the beginning of a review cycle, a list of members of the Unit RTP Committee. **"Candidate" in this section refers to faculty members submitting their working personnel action files and whom are under review for retention, the award of tenure, and/or promotion. Candidates may refer to tenure-track (probationary) faculty and faculty with temporary appointments (i.e., lecturers).**

If a unit committee is inappropriately constituted, the review(s) performed by that committee is (are) null and void. The review level that discovers the violation will notify the department that it must reconstitute the Unit RTP Committee so that it can reevaluate the file(s).

- a. The probationary and tenured faculty of each unit shall elect a committee **or committees** from among its **eligible** tenured members for the purposes of evaluating and recommending faculty for retention, the award of tenure, and/or promotion.

**i. Eligibility**

- i. Tenured faculty enrolled in the Faculty Early Retirement Program (FERP) are eligible to serve, in accordance with their FERP contracts but may decline such service.
- ii. If elected, eligible tenured members not in the FERP are obligated to serve.

**iii. All tenured faculty in a Unit are eligible to serve on a Unit RTP Committee unless Faculty serving as President of the CFA, Director of the Teaching and Learning Center, or Director of Assessment are not eligible to serve on a Unit RTP Committee. a determination of ineligibility has been made by the AVP for Faculty Affairs.**

1. **Any prospective Unit RTP Committee member involved in a current or past grievance involving one or more candidates under review may be determined to be ineligible. This determination shall be made by the AVP for Faculty Affairs and may be applied only to the case(s) of a specific candidate or specific candidates.**

**ii. The following election procedures shall take place for the formation of Unit RTP Committees.**

- i. **First, the probationary and tenured faculty in a unit shall determine how many Unit RTP Committees will be constituted for their unit. Although only one Unit RTP**

Committee will normally be formed per unit, units may consider additional factors and needs for multiple Unit RTP Committees (e.g., having one Unit RTP Committee per program or per subdiscipline). This decision shall be made by the tenured and probationary faculty within a unit.

1. If a unit establishes more than one Unit RTP Committee, then each candidate being reviewed shall recommend which Unit RTP Committee will perform their review. This decision shall be approved by the majority of probationary and tenured faculty within the unit.

ii. Second, the tenured faculty in the unit shall indicate which committee(s) they are interested in serving on. Tenured and eligible faculty shall serve on at least one Unit RTP Committee (unless they are a FERP faculty), subject to approval by the probationary and tenured faculty of the unit.

iii. Third, for each Unit RTP Committee, the probationary and tenured faculty of each unit shall complete a secret ballot for each eligible member of the Unit RTP Committee.

1. If a majority of probationary and tenured faculty vote in favor of a member, then they shall serve on the Unit RTP Committee.

2. If a majority of probationary and tenured faculty are not in favor of a member, then that eligible member shall not serve on the Unit RTP Committee.

b. At the candidate's discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the unit to serve as an additional member of the committee. This member serves in addition to the three or more-faculty elected by the unit. The requested member shall serve as a voting member of the unit RTP committee for the requesting faculty case only. Such members shall not participate in the review of any faculty except those who have requested their service.

c. A faculty with a formal joint appointment shall have, at the time of appointment, designated the unit to conduct their review.

- i. A faculty with a formal joint appointment shall have the right to participate in the elections of both the unit RTP committee of the designated unit and that of the other unit.
  - ii. When reviewing a faculty holding a formal joint appointment, one or two members selected by and from the secondary unit RTP committee shall augment the designated unit RTP committee.
- d. The unit RTP committee shall consist of no fewer than three (3) full-time tenured faculty. If a unit has fewer than three members qualified to serve on the committee, all eligible members from the unit are expected to serve on the committee. The probationary and tenured faculty shall elect one or more eligible committee members from other units to fill the remaining positions on the unit committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.
  - i. Probationary and tenured faculty within a unit shall nominate eligible committee members from other units. If the nominee accepts, nominees must be approved by the majority of probationary and tenured faculty in a unit with a vote.**
- e. With respect to librarians and counselors, the word “unit” as used in this section of the Handbook refers to the library and the counseling center, respectively, as the administrative unit for the election of a unit RTP committee.
- f. Except in cases of probationary faculty already at the top rank (professor or equivalent), in promotion and tenure considerations, members of the unit RTP committee must have a higher rank than those being considered for promotion or tenure.
- g. Faculty may serve on the review committee of more than one unit during a given RTP cycle.
- h. Faculty members undergoing post-tenure review may serve on RTP committees unless they are requesting promotion during that academic year.
- i. A unit chair submitting a separate evaluation and recommendation shall not serve on the unit RTP committee. The unit chair review shall be conducted independently and in parallel with the unit committee review.
- j. A faculty serving as a dean (including assistant or associate dean) or as a member of the University Review Committee (URC) shall not serve on any unit RTP committee.

k. The unit RTP committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.

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