



**The Unit RTP and PTR Committee Composition Process  
and Related Handbook Changes**

**RES 252610**

FAC

**RESOLVED:** That the Handbook sections in this resolution replace or amend sections 305.4.1, 305.6.1, 305.6.2, 305.6.3, 305.6.4, 306.3.

**RESOLVED:** The following changes be made to the University Handbook (additions in underline, deletions in ~~strikethrough~~).

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**305.4.1 General Provisions**

- a. Performance reviews are required of faculty for purposes of retention, the award of tenure, and promotion. All probationary faculty, except faculty who are awarded credit towards tenure, will undergo performance reviews in years 1, 2, 3, 5 and 6 of their probationary period. Faculty who are awarded credit towards tenure are reviewed every year.
- b. At any level of the 3rd year review, a request for a full 4<sup>th</sup>-year review may be made as part of that process for a full review during the 4th year may be made, as part of that review. The probationary faculty member may ask for a full review during the 4th year. Details of temporary faculty review are found in 306.2.
- c. The P&VPAA annually establishes timelines for the performance reviews, after considering recommendations from relevant faculty committees. The timelines shall specify the dates by which the Working Personnel Action File (WPAF) file is to be ready for review and the dates by which each level of review is to have completed its work. All Unit Committee performance and periodic reviews (RTP, PTR, and lecturer reviews) shall have, at minimum, 28 calendar days from the deadline for files to be made available to the Unit Committee until the Unit Committee review deadline.
- d. Performance reviews occur throughout the academic year:
  1. Fall review of 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> year probationary faculty, 4<sup>th</sup> year faculty if requested according to the provisions of 305.4.1b or if required (faculty with credit toward tenure), post-tenure and tenured faculty requesting consideration for promotion; and
  2. Spring review of 1<sup>st</sup> year probationary faculty and temporary faculty. These reviews are conducted by the Unit Review Committee and the Dean.

- e. Unit performance review criteria shall be used at each level of review for each faculty.
- f. ~~All eligible tenured faculty are obligated to serve on peer review committees, if elected.~~
- g. Faculty shall not sit in review of their own cases, or that of a close relative or domestic partner.
- h. ~~Faculty who are undergoing review in a given academic year shall not serve on any review committee in that academic year, with the exception of those undergoing PTR not requesting promotion.~~
- i. All deliberations and recommendations pursuant to this section shall be confidential.

Only the affected faculty, peer review committee members, appropriate administrators, and the President shall have access to the performance review documents.

Any faculty member undergoing review who believes that they have a compelling issue that may affect an objective review, may confer with the Provost's office and/or a member of CFA's Faculty Rights Committee for support and guidance in ensuring a fair review process.

**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 weeks before the beginning of a review cycle, a list of members of the Unit RTP Committee.~~

~~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 from among its tenured members for the purposes of evaluating and recommending faculty for retention, the award of tenure, and/or promotion. 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. If elected, eligible tenured members not in the FERP are obligated to serve. 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.~~
- 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.
  - 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.

### **305.6.1 Election and Composition of the Unit RTP Committee**

The academic deans will be responsible for ensuring that departments are in compliance with this section. 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. Candidate Definition**

For purposes of this section, each faculty member submitting a Working Personnel Action File (WPAF) for review shall be referred to as the *candidate*. Candidates may refer to temporary or probationary faculty seeking retention, or faculty eligible for tenure and/or promotion.

#### **B. Candidate-Specific Reviews**

A Unit RTP Committee shall conduct a distinct review for each candidate. Although the Unit RTP Committee is elected as a standing committee for the review cycle, committee membership shall vary on a candidate-specific basis as necessary to address eligibility requirements, rank requirements, conflicts of interest, or candidate-appointed members.

The following considerations necessitate this practice:

- I. **Conflicts of Interest:** Faculty members with a conflict of interest may be excluded from participation in a specific candidate's review without affecting the review of other candidates.
- II. **Candidate-Appointed Members:** Each candidate may appoint one additional eligible member. This appointment is candidate-specific and applies only to the review of the appointing candidate.
- III. **Rank Requirements and Promotion Considerations:** Members must hold a higher rank than the candidate (except probationary faculty at the top rank). That is, Professors shall review Associate Professors for promotion decisions, and both Professors and Associate Professors may review Assistant Professors and Temporary Faculty (i.e., lecturers) for retention, tenure, and/or promotion. Eligibility may differ by candidate.

Further, faculty candidates being considered for promotion are ineligible to review other candidates for *tenure and promotion* decisions. However, they may

serve in the review of other candidates for *retention* decisions. Eligibility may differ by candidate.

- IV. **Chair Restrictions:** A Unit Chair may review a candidate, if elected to the Unit Committee, unless they choose to submit a separate chair evaluation of that candidate. Eligibility is determined on a per-candidate basis.
- V. **Appeal Rights:** If the University Review Committee determines that a candidate's committee membership was improperly constituted, only that candidate's committee membership must be reconstituted for purposes of that candidate's review.
- VI. **Professional Expectations:** Deliberations, votes, and minority reports are to be based solely on the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and Unit RTP Criteria. Maintaining candidate-specific deliberations ensures focused evaluations.

**C. Submission of Committee Membership Lists**

The Department Chair shall submit to the college dean and the candidate under review a list of Unit RTP Committee members for their review no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The unit committee shall determine a chair from among the elected or appointed members.

**D. Eligibility to Serve**

- I. All tenured faculty within a unit are eligible to serve on a Unit RTP Committee, with the following exceptions.
  - 1. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit RTP Committee.
  - 2. Faculty shall not serve on a Unit RTP Committee in a cycle in which they are on sabbatical.
  - 3. Faculty participating in the Faculty Early Retirement Program must obtain Presidential permission to run for election for membership to the committee. At the request of the department, the President may agree to permit faculty participating in the Faculty Early Retirement

Program to run for election for membership. However, the Unit RTP Committee may not be comprised solely of faculty participating in the Faculty Early Retirement Program.

- II. Tenured faculty are eligible to serve on multiple Unit RTP Committees.
- III. Eligible faculty are obligated to serve, if elected by the majority of probationary and tenured faculty from within the unit. Units shall strive to distribute service on Unit RTP Committees equitably across eligible faculty and should avoid disproportionate service burdens that fall on a small number of individuals.
- IV. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees. In all cases, committee assignments must avoid conflicts of interest: no faculty member may participate in the evaluation of a faculty member who is simultaneously evaluating them.
- V. For any given candidate's review, the Unit Chair may not serve on the Unit RTP Committee if they provide a separate chair evaluation of that candidate. Additionally, reciprocal service between the Unit Chair and any faculty member they evaluate—or who evaluates the Chair—is prohibited in order to preserve the integrity and independence of the review process. Independence must be maintained within each review cycle.
- VI. The Associate Vice President for Faculty Affairs may determine that other faculty are ineligible to serve.

**E. Rank Requirements and Promotion Considerations**

Members must hold a higher rank than the candidate (except probationary faculty at the top rank). That is, Professors shall review Associate Professors for promotion decisions, and both Professors and Associate Professors may review Assistant Professors and Temporary Faculty (i.e., lecturers) for retention, tenure, and/or promotion.

Faculty candidates being considered for promotion are ineligible to review other candidates for *tenure and promotion* decisions. However, they may serve in the review of other candidates for *retention* decisions. Eligibility may differ by candidate.

## **F. Committee Size and Composition**

- I. The Unit RTP Committee shall conduct a separate review for each candidate under review.
- II. A Unit RTP Committee shall consist of no fewer than three (3) and no more than five (5) full-time tenured faculty, elected by the probationary and tenured faculty of the unit. Units may determine, through approval by the majority of probationary and tenured faculty, their Unit RTP Criteria, or departmental bylaws, whether the committee shall be composed of three, four, or five elected members, but the chosen size must be applied consistently to all candidates within a given review cycle.
- III. Units shall elect alternate members from within the unit or, when necessary, from outside the unit at the same time as the Unit RTP Committee. Alternates shall be called upon to serve only when an elected member is ineligible to participate in a specific candidate's review. Alternates possess the same authority, rights, and responsibilities as elected committee members for the duration of their service.
  1. Alternates shall be activated automatically when an elected member is ineligible to participate in a specific candidate's review (e.g., due to conflict of interest, rank requirements, chair restrictions, inability to serve, or other eligibility issues as determined in accordance with this Handbook).
  2. If multiple alternates are available to fill one position, the alternate shall be selected by random assignment from among the eligible alternates using a transparent, pre-established procedure.
- IV. If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches three (3) members.
  1. If a unit has an insufficient number of eligible faculty of appropriate rank to constitute the Unit RTP Committee and alternates in a given review cycle, the unit shall seek volunteers to serve, subject to approval by a majority vote of the probationary and tenured faculty of the unit. Volunteers shall be sought first from within the college and, if a sufficient number cannot be obtained, then from appropriate disciplines outside the college.

2. Outside members shall have the same authority, rights, and responsibilities as all committee members.

#### **G. Nomination and Election Process**

- I. Each Unit RTP Committee shall have three (3) to five (5) elected members. Service on the committee is determined by election by the probationary and tenured faculty of the unit.
- II. All eligible tenured faculty shall appear on the ballot for election to the Unit RTP Committee. Service on the Unit RTP Committee is a core professional responsibility associated with peer review, and faculty are expected to participate in elections and committee service as needed to ensure that review responsibilities are shared broadly and do not fall disproportionately on a small number of individuals.
- III. All probationary and tenured faculty in the unit are expected to participate in the vote on committee membership.
  1. If more eligible faculty members express interest than available seats, the election shall be conducted by secret ballot. The candidates receiving the highest number of votes shall fill the available seats.
  2. The Unit RTP Committee and elected alternates shall be elected once per review cycle. Elections shall not be repeated on a per-candidate basis. Candidate-specific eligibility determinations shall not require additional elections.
  3. The election shall be coordinated by an administrative support coordinator or the Dean's office.
- IV. The candidate may recommend, for their individual review, a Unit RTP Committee Chair selected from among the elected or appointed members participating in that candidate's review. The Unit RTP Committee shall determine the Chair from among the elected or appointed members eligible to participate in that review. A faculty member may decline to serve as Chair for a candidate's review if doing so would result in an unreasonable concentration of Chair responsibilities within a review cycle.

## H. **Candidate-Appointed Member**

- I. At their discretion, and for unstated reasons, a candidate may appoint one (1) additional eligible faculty member from within the unit, the college, or a related discipline outside of the college. This appointment is optional and not required.
- II. This appointment increases the membership participating in the candidate's review by one (1), up to a maximum of six (6) total participating members for that review.
- III. The appointed member shall serve as a voting member only for the review of the appointing candidate.
- IV. A faculty member may decline appointment only if they are the sole tenured faculty member eligible to serve for that candidate's review. All other eligible faculty members are expected to accept appointment. Faculty candidates are encouraged to consult with a potential appointee prior to making an appointment.

## I. **Reconstitution of Committee Membership**

If a candidate believes that the membership participating in their Unit RTP review was improperly constituted, they may appeal to the Chair of the University Review Committee (URC). Appeals must be submitted to the URC within ten (10) calendar days of notification of committee membership. If the URC determines that the membership participating in the candidate's review was formed inappropriately, it shall direct the unit to reconstitute the committee membership for purposes of that candidate's review in accordance with correct procedures.

If a unit is unable to amicably establish appropriate committee membership for a candidate's review in accordance with these guidelines, the University Review Committee (URC) shall determine the membership participating in that review. The URC may appoint eligible faculty members to serve as necessary to ensure the review is properly constituted. Faculty shall be obligated to serve if appointed by the URC

### ~~305.6.2 — Term of Service on the Unit RTP Committee~~

~~The term of service on a unit RTP committee shall be for one (1) RTP cycle of the review process. There are three RTP cycles during each academic year:~~

- Fall review of second-year probationary faculty;
- Fall review of 3rd through 6th-year probationary faculty and tenured faculty requesting consideration for promotion; and
- Spring review of first-year probationary faculty and temporary faculty. Refer to <https://www.csub.edu/facultyaffairs/RTP/index.html>

### **305.6.2 Term of Service on the Unit RTP Committee**

- I. The term of service on a Unit RTP Committee is one (1) review cycle.
- II. There are three review Unit RTP cycles each academic year:
  1. **Fall 1:** Review of second-year probationary faculty.
  2. **Fall 2:** Review of third- through sixth-year probationary faculty, and of tenured faculty requesting promotion.
  3. **Spring:** Review of first-year probationary faculty and temporary faculty.
- III. Faculty may serve on multiple Unit RTP Committees within a given review cycle.

### **305.6.3 Evaluation and Recommendation by the Unit Committee**

While faculty and students may contribute to the deliberations concerning a faculty, only unit RTP committee members shall participate in forming the written performance evaluation and recommendation.

- A. The views expressed by individual members of the unit RTP committee during the committee's deliberations shall be confidential.
- B. It is a professional expectation that each Unit RTP Committee member:
  - I. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit RTP Criteria.
  - II. Signs the PAF and WPAF access sheet.
  - III. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit RTP Criteria.
  - IV. Maintains fairness, impartiality, and confidentiality throughout the review process.
- C. The unit RTP committee shall prepare a written evaluation and recommendation based on information in the PAF and WPAF. The evaluation shall address the criteria within the relevant unit RTP criteria document and clearly state whether expectations have been met within each area. When a committee determines expectations are not met in any area, the committee shall provide an explanation for this determination and shall clearly specify what improvements, achievements, or evidence would be required to meet the relevant unit criteria. The evaluation and recommendation shall be approved by a simple majority of the full committee. An abstention shall count as a negative vote.

- D. All committee members shall sign the unit RTP committee evaluation and recommendation as an indication of their participation in the evaluation process. Unit committee members shall make every reasonable effort to deliberate and arrive at consensus. Any member of the unit committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).
- E. The WPAF (RTP file), including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.
- F. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
- G. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).

#### **305.6.4 Evaluation and Recommendation by Unit Chair**

The Unit Chair may make a separate written evaluation and recommendation as part of the performance review. If the Unit Chair submits a separate evaluation, they shall not participate in the Unit RTP Committee's review of that candidate. The separate chair evaluation shall be based solely on the materials presented in the PAF and WPAF. If such is the case, the chair shall not serve as a member of the Unit RTP Committee.

#### **~~306.3 Post-Tenure Review~~**

- ~~a.—For the purpose of maintaining and improving a tenured faculty's effectiveness, tenured faculty shall be subject to periodic performance reviews at intervals of no greater than five (5) years.~~
- ~~b.—Each unit shall determine explicate criteria for post-tenure review of faculty (including Associate Professors, Associate Librarians, or Associate Counselors) provided that, at minimum, the criteria include faculty teaching performance, scholarship, service (as appropriate to their appointment), and currency in the field appropriate to university-level expertise. Those units that do not specify criteria for evaluation shall follow the campus criteria used for retention, tenure, and promotion reviews.~~
- ~~c.—A performance review for the purposes of promotion shall serve as the post-tenure periodic review.~~
- ~~d.—Subject to approval by the appropriate dean, a faculty member may request an early review.~~
- ~~e.—The PTR evaluation process shall be initiated by the Provost's Office by notifying faculty who are scheduled for post-tenure review. PTR Review shall be conducted during the fall semester.~~
- ~~f.—The probationary and tenured members of the unit shall elect a post-tenure review committee to carry out the periodic review. The committee shall consist of no fewer than three (3) full-time tenured faculty of equal or higher rank than the individual being evaluated. 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 committee up to a total number of 3 members. The outside member(s) shall have the same responsibilities as all such committee members.~~

- ~~g.—At the candidate’s discretion, for unstated reasons, the candidate may request a specific eligible member from within or outside the department 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 PTR 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.~~
- ~~h.—The unit PTR committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.~~
- ~~i.—The committee evaluation and file shall be forwarded to the appropriate dean.~~
- ~~j.—The unit chair may submit an evaluation as part of the post-tenure review, but then shall be ineligible to serve on the unit committee. The unit chair review shall be conducted independently and in parallel with the unit committee review.~~
- ~~k.—Faculty who are undergoing post-tenure reviews shall not serve on any post-tenure review committee during that academic year.~~
- ~~t.—A copy of each level’s evaluation shall be sent to the faculty member who may comment on it in writing using the rebuttal process.~~
- ~~m.—The school dean shall prepare a summary of the evaluations prepared during the periodic review. The school dean and the unit committee review chair shall meet with the faculty to discuss the evaluations and the summary. The faculty may submit a response to the written summary.~~
- ~~n.—The written summary and the evaluations shall be placed in the faculty member’s Personnel Action File (PAF) that is kept in the appropriate Dean’s office.~~

~~(Revised 2023-2024)~~

### **306.3 Post-Tenure Review and Post-Tenure Review Committees**

The academic deans will be responsible for ensuring that departments are in compliance with this section. 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 PTR Committee so that it can reevaluate the file(s).

#### **A. Purpose and Frequency**

Post-tenure review (PTR) is conducted to maintain and enhance tenured faculty

effectiveness. Reviews occur at intervals of no more 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.

- I. Post-tenure review committees are responsible for evaluating tenured faculty candidates who are undergoing post-tenure review *without promotion.*
- II. Promotion of tenured faculty shall ordinarily occur at the beginning of the sixth year after appointment to their current rank or classification.
  1. If a candidate is requesting promotion, including early promotion, then they shall submit their WPAF to a Unit for review by a Unit RTP Committee; the Unit RTP Committee shall evaluate candidate's requesting promotion in accordance with the Unit RTP Criteria.
- III. For purposes of this section, each tenured faculty member submitting a Working Personnel Action File (WPAF) for post-tenure review shall be referred to as the *candidate.*

## **B. Candidate-Specific Reviews**

A Unit Post-Tenure Review (PTR) Committee shall conduct a distinct review for each tenured faculty member undergoing post-tenure review.

Although the Unit PTR Committee is elected as a standing committee for the review cycle, committee membership shall vary on a candidate-specific basis as necessary to address eligibility requirements, rank requirements, conflicts of interest, or candidate-appointed members.

The rationale for candidate-specific participation mirrors that of Unit RTP reviews and includes the need to preserve independence of evaluation, avoid conflicts of interest, ensure appropriate rank, accommodate candidate-requested members, maintain clear appeal rights, and ensure that deliberations remain focused on a single faculty member's file.

As with Unit RTP Committees, units shall make every reasonable and professional effort to distribute PTR review participation equitably among eligible faculty so that review responsibilities are shared broadly, and no individual faculty member is required to assume a disproportionate share of PTR review service.

### **C. Criteria**

Criteria for Post-Tenure Review shall be in accordance with Handbook sections 305.4.2.4 and 305.4.2.5.

### **D. Timing and Initiation**

- I. The Provost's Office shall notify faculty scheduled for review during the fall semester of the academic year prior to when the review will take place. Notification shall clearly indicate whether faculty are eligible for promotion consideration, in which case a Unit RTP Committee will conduct the review for promotion consideration.
- II. PTR reviews shall be conducted during the fall semester.
- III. A review for promotion shall satisfy the five-year PTR requirement.
- IV. With college dean approval, faculty may request an early review.

### **E. Submission of Committee Membership Lists**

The Department Chair shall submit to the college dean and the candidate under review a list of Unit PTR Committee members for their review no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The unit committee shall determine a chair from among the elected or appointed members.

### **F. Eligibility to Serve and Rank Requirements**

- I. Members of the Unit PTR Committee must hold an equal or higher rank than the candidate under consideration.
- II. All tenured faculty of appropriate rank within a unit are eligible to serve on a Unit PTR Committee, with the following exceptions.
  1. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit PTR Committee.
  2. Faculty shall not serve on a Unit PTR Committee in a cycle in which they are on sabbatical.

3. Faculty participating in the Faculty Early Retirement Program must obtain Presidential permission to run for election for membership to the committee. At the request of the department, the President may agree to permit faculty participating in the Faculty Early Retirement Program to run for election for membership. However, the Unit PTR Committee may not be comprised solely of faculty participating in the Faculty Early Retirement Program.
- III. Tenured faculty are eligible to serve on multiple Unit PTR Committees.
  - IV. Eligible faculty are obligated to serve, if elected by the majority of probationary and tenured faculty from within the unit. Units shall strive to distribute service on Unit PTR Committees equitably across eligible faculty and should avoid disproportionate service burdens that fall on a small number of individuals.
    - I. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees. In all cases, committee assignments must avoid conflicts of interest: no faculty member may participate in the evaluation of a faculty member who is simultaneously evaluating them.
    - II. For any given candidate's review, the Unit Chair may not serve on the Unit PTR Committee if they provide a separate chair evaluation of that candidate. Additionally, reciprocal service between the Unit Chair and any faculty member they evaluate—or who evaluates the Chair—is prohibited in order to preserve the integrity and independence of the review process. Independence must be maintained within each review cycle.
  - V. The Associate Vice President for Academic Affairs may determine that other faculty are ineligible to serve.

#### **G. Committee Size and Composition**

- I. The Unit Post-Tenure Review (PTR) Committee shall conduct a separate review for each tenured faculty member under review.
- II. A Unit PTR Committee shall consist of no fewer than three (3) and no more than five (5) full-time tenured faculty, elected by the probationary and tenured faculty of the unit. Units may determine, through approval by the majority of probationary and tenured faculty, their Unit PTR Criteria, or departmental bylaws, whether the committee shall be composed of three,

four, or five elected members, but the chosen size must be applied consistently to all PTR candidates within a given review cycle.

- III. Units shall elect alternate members from within the unit or, when necessary, from outside the unit at the same time as the Unit PTR Committee. Alternates shall be called upon to serve only when an elected member is ineligible to participate in a specific candidate's review. Alternates possess the same authority, rights, and responsibilities as elected committee members for the duration of their service.
  1. Alternates shall be activated automatically when an elected member is ineligible to participate in a specific candidate's review (e.g., due to conflict of interest, rank requirements, chair restrictions, inability to serve, or other eligibility issues as determined in accordance with this Handbook).
  2. If multiple alternates are available to fill one position, the alternate shall be selected by random assignment from among the eligible alternates using a transparent, pre-established procedure.
  
- IV. If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches three (3) members.
  1. If a unit has an insufficient number of eligible faculty of appropriate rank to constitute the Unit PTR Committee and alternates in a given review cycle, the unit shall seek volunteers to serve, subject to approval by a majority vote of the probationary and tenured faculty of the unit. Volunteers shall be sought first from within the college and, if a sufficient number cannot be obtained, then from appropriate disciplines outside the college.
  2. Outside members shall have the same authority, rights, and responsibilities as all committee members.

## **H. Nomination and Election Process**

- I. Each Unit PTR Committee shall have three (3) to five (5) elected members. Service on the committee is determined by election by the probationary and

tenured faculty of the unit.

- II. All eligible tenured faculty shall appear on the ballot for election to the Unit PTR Committee. Service on the Unit PTR Committee is a core professional responsibility associated with peer review, and faculty are expected to participate in elections and committee service as needed to ensure that review responsibilities are shared broadly and do not fall disproportionately on a small number of individuals.
  
- III. All probationary and tenured faculty in the unit are expected to participate in the vote on committee membership.
  1. If more eligible faculty members express interest than available seats, the election shall be conducted by secret ballot. The candidates receiving the highest number of votes shall fill the available seats.
  
  2. The Unit PTR Committee and elected alternates shall be elected once per review cycle. Elections shall not be repeated on a per-candidate basis. Candidate-specific eligibility determinations shall not require additional elections.
  
  3. The election shall be coordinated by an administrative support coordinator or the Dean's office.
  
- IV. The candidate may recommend, for their individual review, a Unit PTR Committee Chair selected from among the elected or appointed members participating in that candidate's review. The Unit PTR Committee shall determine the Chair from among the elected or appointed members eligible to participate in that review. A faculty member may decline to serve as Chair for a candidate's review if doing so would result in an unreasonable concentration of Chair responsibilities within a review cycle.

**I. Candidate-Appointed Member**

At their discretion, and for unstated reasons, a candidate may request one (1) additional eligible faculty member from within the unit, the college, or a related discipline outside of the college. This request is optional and not required. This request increases the membership participating in the candidate's review by one (1), up to a maximum of six (6) total participating members for that review. The requested member shall serve as a voting member only for the review of the requesting faculty member. A faculty member may decline a request only if they are the sole tenured faculty member

eligible to serve for that candidate's review. All other eligible faculty members are expected to accept such requests. Faculty candidates are encouraged to consult with a potential requested member prior to making a request.

**J. Reconstitution of Committee**

If a candidate believes that the membership participating in their Unit PTR review was improperly constituted, they may appeal to the Chair of the University Review Committee (URC). Appeals must be submitted to the URC within ten (10) calendar days of notification of committee membership. If the URC determines that the membership participating in the candidate's review was formed inappropriately, it shall direct the unit to reconstitute the committee membership for purposes of that candidate's review in accordance with correct procedures.

If a unit is unable to amicably establish appropriate committee membership for a candidate's review in accordance with these guidelines, the University Review Committee (URC) shall determine the membership participating in that review. The URC may appoint eligible faculty members to serve as necessary to ensure the review is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

**K. Reports and Minority Opinions**

- I. It is a professional expectation that each Unit PTR Committee member:
  1. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
  2. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
  3. Maintains fairness, impartiality, and confidentiality throughout the review process.
- II. Unit committee members shall make every reasonable effort to deliberate and arrive at consensus. Any committee member who disagrees with the majority recommendation may submit a minority report.
- III. If minority reports are submitted, a cover sheet signed by all committee members shall be included to certify that all members have reviewed the minority report(s).

- IV. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
  - V. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).
  - VI. The Dean shall prepare a written summary of evaluations and meet with the faculty member, accompanied by the PTR Committee Chair, to discuss the findings.
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**RATIONALE:**

This resolution revises University Handbook Sections 305.4.1, 305.6.1, 305.6.2, 305.6.3, 305.6.4, 306.3, in response to Academic Senate referrals from 2024–2026 (including Referrals 2024–2025 #34, 2025–2026 #05, and 2025–2026 #25). Those referrals and subsequent discussions identified concerns regarding election procedures, committee formation, voting eligibility, eligibility conflicts, and alignment with the Collective Bargaining Agreement (CBA; especially Article 15). The purpose of the resolution is to address those concerns, improve contractual alignment, and clarify procedures governing retention, tenure, promotion (RTP), and post-tenure review (PTR).

During the development of the resolution, faculty feedback highlighted the need to reduce unnecessary procedural burden, particularly the requirement for repeated elections, and to clarify whether committees or reviews were intended to be candidate-specific. In response, the revised language establishes Unit RTP and PTR Committees as standing committees elected once per review cycle, while making clear that reviews (rather than committees) are candidate-specific. Eligibility to participate in a given review varies only as required by rank requirements, conflicts of interest, chair restrictions, or candidate-appointed or candidate-requested additional members.

Articles 15.41 and 15.43 specify that faculty participating in the Faculty Early Retirement Program (FERP) and faculty unit employees

who are being considered for promotion are ineligible to serve on promotion or tenure peer review committees. These contractual limitations necessarily affect the pool of eligible faculty in a given review cycle and may vary from candidate to candidate.

The resolution is also intended to balance long-standing differences in practice between small and large units. In smaller units, it is common and often unavoidable for all eligible faculty to participate in the review of every WPAF due to limited faculty numbers. In larger units, by contrast, committee service has historically involved larger committees, overlapping memberships, or greater discretion regarding who serves in a given cycle. These variations have contributed to inconsistent practices across units and, in some cases, confusion or disputes regarding elections, eligibility, and service expectations. The Faculty Affairs Committee's intent is not to impose uniform outcomes across units of different sizes, but to standardize core procedures and expectations in a way that accommodates structural differences while reducing ambiguity and the likelihood of grievances arising from inconsistent or unclear practices.

The revised structure reduces the number of required elections by relying on a single election per review cycle, supplemented by elected alternates and clearly defined eligibility rules. This approach promotes continuity, stability, and administrative efficiency while preserving flexibility to address candidate-specific eligibility considerations. The inclusion of alternates is intended to minimize the need for repeated or ad hoc elections while recognizing that eligibility to serve may vary across candidates due to rank requirements, conflicts of interest, chair restrictions, or other case-specific factors. Ineligibility to participate in the review of one candidate does not preclude a faculty member from being elected to the Unit Committee or from participating in the review of other candidates. Instead, candidate review participation and deliberation is determined on a candidate-by-candidate basis, allowing units to maintain a consistent elected committee while ensuring that each individual review is conducted by a properly constituted and eligible group of peers.

Candidate-specific eligibility determinations no longer require additional elections, and remedies for improperly constituted participation are limited to the affected review. These changes are intended to reduce administrative burden while preserving the integrity of peer review and the professional meaning of elections.

The resolution also aligns post-tenure review procedures with the revised RTP framework, restoring consistency across review processes and clarifying eligibility, election, appeal, and evaluation standards. In addition, previously omitted Handbook language concerning review of the Personnel Action File (PAF) and Working Personnel Action File (WPAF), confidentiality, voting, minority reports, rebuttals, and procedural timelines is restored and clarified.

Overall, the revisions are intended to address the identified referrals, reflect faculty feedback, reduce procedural complexity, and provide clearer, contract-aligned guidance for faculty evaluation processes.

**Distribution List:**

President  
Provost and VP for Academic Affairs  
AVP for Faculty Affairs  
University Review Committee  
College Deans  
Dean of Libraries  
Department Chairs  
General Faculty

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Approved by the Academic Senate: February 12, 2026

Sent to the President: February 27, 2026

President Approved: March 12, 2026



**The Unit RTP and PTR Committee Composition Process  
and Related Handbook Changes**

**RES 252610**

FAC

**RESOLVED:** That the Handbook sections in this resolution replace or amend sections 305.4.1, 305.6.1, 305.6.2, 305.6.3, 305.6.4, 306.3.

**RESOLVED:** The following changes be made to the University Handbook (additions in underline, deletions in ~~striketrough~~).

**\*CLEAN VERSION\***

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**305.4.1 General Provisions**

- a. Performance reviews are required of faculty for purposes of retention, the award of tenure, and promotion. All probationary faculty, except faculty who are awarded credit towards tenure, will undergo performance reviews in years 1, 2, 3, 5 and 6 of their probationary period. Faculty who are awarded credit towards tenure are reviewed every year.
- b. At any level of the 3<sup>rd</sup> year review, a request for a full 4<sup>th</sup>-year review may be made as part of that. The probationary faculty member may ask for a full review during the 4<sup>th</sup> year. Details of temporary faculty review are found in 306.2.
- c. The P&VPAA annually establishes timelines for the performance reviews, after considering recommendations from relevant faculty committees. The timelines shall specify the dates by which the Working Personnel Action File (WPAF) file is to be ready for review and the dates by which each level of review is to have completed its work. All Unit Committee performance and periodic reviews (RTP, PTR, and lecturer reviews) shall have, at minimum, 28 calendar days from the deadline for files to be made available to the Unit Committee until the Unit Committee review deadline.
- d. Performance reviews occur throughout the academic year:
  1. Fall review of 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 6<sup>th</sup> year probationary faculty, 4<sup>th</sup> year faculty if requested according to the provisions of 305.4.1b or if required (faculty with credit toward tenure), post-tenure and tenured faculty requesting consideration for promotion; and

2. Spring review of 1<sup>st</sup> year probationary faculty and temporary faculty. These reviews are conducted by the Unit Review Committee and the Dean.
- e. Unit performance review criteria shall be used at each level of review for each faculty.
- f. Faculty shall not sit in review of their own cases, or that of a close relative or domestic partner.
- g. All deliberations and recommendations pursuant to this section shall be confidential.

Only the affected faculty, peer review committee members, appropriate administrators, and the President shall have access to the performance review documents.

Any faculty member undergoing review who believes that they have a compelling issue that may affect an objective review, may confer with the Provost's office and/or a member of CFA's Faculty Rights Committee for support and guidance in ensuring a fair review process.

### **305.6.1 Election and Composition of the Unit RTP Committee**

The academic deans will be responsible for ensuring that departments are in compliance with this section. 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. Candidate Definition**

For purposes of this section, each faculty member submitting a Working Personnel Action File (WPAF) for review shall be referred to as the *candidate*. Candidates may refer to temporary or probationary faculty seeking retention, or faculty eligible for tenure and/or promotion.

#### **B. Candidate-Specific Reviews**

A Unit RTP Committee shall conduct a distinct review for each candidate. Although the Unit RTP Committee is elected as a standing committee for the review cycle, committee membership shall vary on a candidate-specific basis as necessary to address eligibility requirements, rank requirements, conflicts of interest, or candidate-appointed members.

The following considerations necessitate this practice:

- I. **Conflicts of Interest:** Faculty members with a conflict of interest may be excluded from participation in a specific candidate's review without affecting the review of other candidates.
- II. **Candidate-Appointed Members:** Each candidate may appoint one additional eligible member. This appointment is candidate-specific and applies only to the review of the appointing candidate.
- III. **Rank Requirements and Promotion Considerations:** Members must hold a higher rank than the candidate (except probationary faculty at the top rank). That is, Professors shall review Associate Professors for promotion decisions, and both Professors and Associate Professors may review Assistant Professors and Temporary Faculty (i.e., lecturers) for retention, tenure, and/or promotion. Eligibility may differ by candidate.

Further, faculty candidates being considered for promotion are ineligible to review other candidates for *tenure and promotion* decisions. However, they may serve in the review of other candidates for *retention* decisions. Eligibility may differ by candidate.

- IV. **Chair Restrictions:** A Unit Chair may review a candidate, if elected to the Unit Committee, unless they choose to submit a separate chair evaluation of that candidate. Eligibility is determined on a per-candidate basis.
- V. **Appeal Rights:** If the University Review Committee determines that a candidate's committee membership was improperly constituted, only that candidate's committee membership must be reconstituted for purposes of that candidate's review.
- VI. **Professional Expectations:** Deliberations, votes, and minority reports are to be based solely on the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and Unit RTP Criteria. Maintaining candidate-specific deliberations ensures focused evaluations.

#### C. **Submission of Committee Membership Lists**

The Department Chair shall submit to the college dean and the candidate under review a list of Unit RTP Committee members for their review no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The unit committee shall determine a chair from among the elected or appointed members.

#### **D. Eligibility to Serve**

- I. All tenured faculty within a unit are eligible to serve on a Unit RTP Committee, with the following exceptions.
  1. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit RTP Committee.
  2. Faculty shall not serve on a Unit RTP Committee in a cycle in which they are on sabbatical.
  3. Faculty participating in the Faculty Early Retirement Program must obtain Presidential permission to run for election for membership to the committee. At the request of the department, the President may agree to permit faculty participating in the Faculty Early Retirement Program to run for election for membership. However, the Unit RTP Committee may not be comprised solely of faculty participating in the Faculty Early Retirement Program.
- II. Tenured faculty are eligible to serve on multiple Unit RTP Committees.
- III. Eligible faculty are obligated to serve, if elected by the majority of probationary and tenured faculty from within the unit. Units shall strive to distribute service on Unit RTP Committees equitably across eligible faculty and should avoid disproportionate service burdens that fall on a small number of individuals.
- IV. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees. In all cases, committee assignments must avoid conflicts of interest: no faculty member may participate in the evaluation of a faculty member who is simultaneously evaluating them.
- V. For any given candidate's review, the Unit Chair may not serve on the Unit RTP Committee if they provide a separate chair evaluation of that candidate. Additionally, reciprocal service between the Unit Chair and any faculty member they evaluate—or who evaluates the Chair—is prohibited in order to preserve the integrity and independence of the review process. Independence must be maintained within each review cycle.

- VI. The Associate Vice President for Faculty Affairs may determine that other faculty are ineligible to serve.

**E. Rank Requirements and Promotion Considerations**

Members must hold a higher rank than the candidate (except probationary faculty at the top rank). That is, Professors shall review Associate Professors for promotion decisions, and both Professors and Associate Professors may review Assistant Professors and Temporary Faculty (i.e., lecturers) for retention, tenure, and/or promotion.

Faculty candidates being considered for promotion are ineligible to review other candidates for *tenure and promotion* decisions. However, they may serve in the review of other candidates for *retention* decisions. Eligibility may differ by candidate.

**F. Committee Size and Composition**

- I. The Unit RTP Committee shall conduct a separate review for each candidate under review.
- II. A Unit RTP Committee shall consist of no fewer than three (3) and no more than five (5) full-time tenured faculty, elected by the probationary and tenured faculty of the unit. Units may determine, through approval by the majority of probationary and tenured faculty, their Unit RTP Criteria, or departmental bylaws, whether the committee shall be composed of three, four, or five elected members, but the chosen size must be applied consistently to all candidates within a given review cycle.
- III. Units shall elect alternate members from within the unit or, when necessary, from outside the unit at the same time as the Unit RTP Committee. Alternates shall be called upon to serve only when an elected member is ineligible to participate in a specific candidate's review. Alternates possess the same authority, rights, and responsibilities as elected committee members for the duration of their service.
  1. Alternates shall be activated automatically when an elected member is ineligible to participate in a specific candidate's review (e.g., due to conflict of interest, rank requirements, chair restrictions, inability to serve, or other eligibility issues as determined in accordance with this Handbook).

2. If multiple alternates are available to fill one position, the alternate shall be selected by random assignment from among the eligible alternates using a transparent, pre-established procedure.
- IV. If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches three (3) members.
1. If a unit has an insufficient number of eligible faculty of appropriate rank to constitute the Unit RTP Committee and alternates in a given review cycle, the unit shall seek volunteers to serve, subject to approval by a majority vote of the probationary and tenured faculty of the unit. Volunteers shall be sought first from within the college and, if a sufficient number cannot be obtained, then from appropriate disciplines outside the college.
  2. Outside members shall have the same authority, rights, and responsibilities as all committee members.

#### **G. Nomination and Election Process**

- I. Each Unit RTP Committee shall have three (3) to five (5) elected members. Service on the committee is determined by election by the probationary and tenured faculty of the unit.
- II. All eligible tenured faculty shall appear on the ballot for election to the Unit RTP Committee. Service on the Unit RTP Committee is a core professional responsibility associated with peer review, and faculty are expected to participate in elections and committee service as needed to ensure that review responsibilities are shared broadly and do not fall disproportionately on a small number of individuals.
- III. All probationary and tenured faculty in the unit are expected to participate in the vote on committee membership.
  1. If more eligible faculty members express interest than available seats, the election shall be conducted by secret ballot. The candidates receiving the highest number of votes shall fill the available seats.
  2. The Unit RTP Committee and elected alternates shall be elected once per review cycle. Elections shall not be repeated on a per-candidate

basis. Candidate-specific eligibility determinations shall not require additional elections.

3. The election shall be coordinated by an administrative support coordinator or the Dean's office.
- IV. The candidate may recommend, for their individual review, a Unit RTP Committee Chair selected from among the elected or appointed members participating in that candidate's review. The Unit RTP Committee shall determine the Chair from among the elected or appointed members eligible to participate in that review. A faculty member may decline to serve as Chair for a candidate's review if doing so would result in an unreasonable concentration of Chair responsibilities within a review cycle.

#### **H. Candidate-Appointed Member**

- I. At their discretion, and for unstated reasons, a candidate may appoint one (1) additional eligible faculty member from within the unit, the college, or a related discipline outside of the college. This appointment is optional and not required.
- II. This appointment increases the membership participating in the candidate's review by one (1), up to a maximum of six (6) total participating members for that review.
- III. The appointed member shall serve as a voting member only for the review of the appointing candidate.
- IV. A faculty member may decline appointment only if they are the sole tenured faculty member eligible to serve for that candidate's review. All other eligible faculty members are expected to accept appointment. Faculty candidates are encouraged to consult with a potential appointee prior to making an appointment.

#### **I. Reconstitution of Committee Membership**

If a candidate believes that the membership participating in their Unit RTP review was improperly constituted, they may appeal to the Chair of the University Review Committee (URC). Appeals must be submitted to the URC within ten (10) calendar days of notification of committee membership. If the URC determines that the membership participating in the candidate's review was formed inappropriately, it

shall direct the unit to reconstitute the committee membership for purposes of that candidate's review in accordance with correct procedures.

If a unit is unable to amicably establish appropriate committee membership for a candidate's review in accordance with these guidelines, the University Review Committee (URC) shall determine the membership participating in that review. The URC may appoint eligible faculty members to serve as necessary to ensure the review is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

### **305.6.2 Term of Service on the Unit RTP Committee**

- I. The term of service on a Unit RTP Committee is one (1) review cycle.
- II. There are three review Unit RTP cycles each academic year:
  1. **Fall 1:** Review of second-year probationary faculty.
  2. **Fall 2:** Review of third- through sixth-year probationary faculty, and of tenured faculty requesting promotion.
  3. **Spring:** Review of first-year probationary faculty and temporary faculty.
- III. Faculty may serve on multiple Unit RTP Committees within a given review cycle.

### **305.6.3 Evaluation and Recommendation by the Unit Committee**

While faculty and students may contribute to the deliberations concerning a faculty, only unit RTP committee members shall participate in forming the written performance evaluation and recommendation.

- A. The views expressed by individual members of the unit RTP committee during the committee's deliberations shall be confidential.
- B. It is a professional expectation that each Unit RTP Committee member:
  - I. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit RTP Criteria.
  - II. Signs the PAF and WPAF access sheet.
  - III. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit RTP Criteria.
  - IV. Maintains fairness, impartiality, and confidentiality throughout the review process.
- C. The unit RTP committee shall prepare a written evaluation and recommendation based on information in the PAF and WPAF. The evaluation shall address the criteria within the relevant unit RTP criteria document and clearly state whether expectations have been met within each area. When a committee determines expectations are not met in any area, the committee shall provide an explanation for this determination and shall

clearly specify what improvements, achievements, or evidence would be required to meet the relevant unit criteria. The evaluation and recommendation shall be approved by a simple majority of the full committee. An abstention shall count as a negative vote.

- D. All committee members shall sign the unit RTP committee evaluation and recommendation as an indication of their participation in the evaluation process. Unit committee members shall make every reasonable effort to deliberate and arrive at consensus. Any member of the unit committee may submit a minority report. If any minority reports are submitted, a cover sheet signed by all committee members shall be included to indicate that they have reviewed the minority report(s).
- E. The WPAF (RTP file), including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.
- F. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
- G. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).

#### **305.6.4 Evaluation and Recommendation by Unit Chair**

The Unit Chair may make a separate written evaluation and recommendation as part of the performance review. If the Unit Chair submits a separate evaluation, they shall not participate in the Unit RTP Committee's review of that candidate. The separate chair evaluation shall be based solely on the materials presented in the PAF and WPAF.

#### **306.3 Post-Tenure Review and Post-Tenure Review Committees**

The academic deans will be responsible for ensuring that departments are in compliance with this section. 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 PTR Committee so that it can reevaluate the file(s).

##### **A. Purpose and Frequency**

Post-tenure review (PTR) is conducted to maintain and enhance tenured faculty effectiveness. Reviews occur at intervals of no more 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.

- I. Post-tenure review committees are responsible for evaluating tenured faculty candidates who are undergoing post-tenure review *without promotion*.

- II. Promotion of tenured faculty shall ordinarily occur at the beginning of the sixth year after appointment to their current rank or classification.
  1. If a candidate is requesting promotion, including early promotion, then they shall submit their WPAF to a Unit for review by a Unit RTP Committee; the Unit RTP Committee shall evaluate candidate's requesting promotion in accordance with the Unit RTP Criteria.
- III. For purposes of this section, each tenured faculty member submitting a Working Personnel Action File (WPAF) for post-tenure review shall be referred to as the *candidate*.

#### **B. Candidate-Specific Reviews**

A Unit Post-Tenure Review (PTR) Committee shall conduct a distinct review for each tenured faculty member undergoing post-tenure review.

Although the Unit PTR Committee is elected as a standing committee for the review cycle, committee membership shall vary on a candidate-specific basis as necessary to address eligibility requirements, rank requirements, conflicts of interest, or candidate-appointed members.

The rationale for candidate-specific participation mirrors that of Unit RTP reviews and includes the need to preserve independence of evaluation, avoid conflicts of interest, ensure appropriate rank, accommodate candidate-requested members, maintain clear appeal rights, and ensure that deliberations remain focused on a single faculty member's file.

As with Unit RTP Committees, units shall make every reasonable and professional effort to distribute PTR review participation equitably among eligible faculty so that review responsibilities are shared broadly, and no individual faculty member is required to assume a disproportionate share of PTR review service.

#### **C. Criteria**

Criteria for Post-Tenure Review shall be in accordance with Handbook sections 305.4.2.4 and 305.4.2.5.

#### **D. Timing and Initiation**

- I. The Provost's Office shall notify faculty scheduled for review during the fall semester of the academic year prior to when the review will take place. Notification shall clearly indicate whether faculty are eligible for promotion

consideration, in which case a Unit RTP Committee will conduct the review for promotion consideration.

- II. PTR reviews shall be conducted during the fall semester.
- III. A review for promotion shall satisfy the five-year PTR requirement.
- IV. With college dean approval, faculty may request an early review.

#### **E. Submission of Committee Membership Lists**

The Department Chair shall submit to the college dean and the candidate under review a list of Unit PTR Committee members for their review no later than two (2) weeks prior to the start of each review cycle, as defined by the Office of Faculty Affairs. The start date shall be defined as the date committees receive access to candidate files (WPAFs). The unit committee shall determine a chair from among the elected or appointed members.

#### **F. Eligibility to Serve and Rank Requirements**

- I. Members of the Unit PTR Committee must hold an equal or higher rank than the candidate under consideration.
- II. All tenured faculty of appropriate rank within a unit are eligible to serve on a Unit PTR Committee, with the following exceptions.
  1. Faculty serving in any administrative capacity, including as a dean, associate dean, assistant dean, or Management Personnel Plan (MPP) employee, as well as members of the University Review Committee (URC), may not serve on a Unit PTR Committee.
  2. Faculty shall not serve on a Unit PTR Committee in a cycle in which they are on sabbatical.
  3. Faculty participating in the Faculty Early Retirement Program must obtain Presidential permission to run for election for membership to the committee. At the request of the department, the President may agree to permit faculty participating in the Faculty Early Retirement Program to run for election for membership. However, the Unit PTR Committee may not be comprised solely of faculty participating in the Faculty Early Retirement Program.
- III. Tenured faculty are eligible to serve on multiple Unit PTR Committees.

- IV. Eligible faculty are obligated to serve, if elected by the majority of probationary and tenured faculty from within the unit. Units shall strive to distribute service on Unit PTR Committees equitably across eligible faculty and should avoid disproportionate service burdens that fall on a small number of individuals.
  - I. Faculty undergoing post-tenure review may serve on Unit RTP Committees and post-tenure review committees. In all cases, committee assignments must avoid conflicts of interest: no faculty member may participate in the evaluation of a faculty member who is simultaneously evaluating them.
  - II. For any given candidate's review, the Unit Chair may not serve on the Unit PTR Committee if they provide a separate chair evaluation of that candidate. Additionally, reciprocal service between the Unit Chair and any faculty member they evaluate—or who evaluates the Chair—is prohibited in order to preserve the integrity and independence of the review process. Independence must be maintained within each review cycle.
- V. The Associate Vice President for Academic Affairs may determine that other faculty are ineligible to serve.

#### **G. Committee Size and Composition**

- I. The Unit Post-Tenure Review (PTR) Committee shall conduct a separate review for each tenured faculty member under review.
- II. A Unit PTR Committee shall consist of no fewer than three (3) and no more than five (5) full-time tenured faculty, elected by the probationary and tenured faculty of the unit. Units may determine, through approval by the majority of probationary and tenured faculty, their Unit PTR Criteria, or departmental bylaws, whether the committee shall be composed of three, four, or five elected members, but the chosen size must be applied consistently to all PTR candidates within a given review cycle.
- III. Units shall elect alternate members from within the unit or, when necessary, from outside the unit at the same time as the Unit PTR Committee. Alternates shall be called upon to serve only when an elected member is ineligible to participate in a specific candidate's review. Alternates possess the same authority, rights, and responsibilities as elected committee members for the duration of their service.

1. Alternates shall be activated automatically when an elected member is ineligible to participate in a specific candidate's review (e.g., due to conflict of interest, rank requirements, chair restrictions, inability to serve, or other eligibility issues as determined in accordance with this Handbook).
  2. If multiple alternates are available to fill one position, the alternate shall be selected by random assignment from among the eligible alternates using a transparent, pre-established procedure.
- IV. If a unit has fewer than three eligible faculty, all eligible members of the unit must serve, and additional members shall be elected from other units until the committee reaches three (3) members.
1. If a unit has an insufficient number of eligible faculty of appropriate rank to constitute the Unit PTR Committee and alternates in a given review cycle, the unit shall seek volunteers to serve, subject to approval by a majority vote of the probationary and tenured faculty of the unit. Volunteers shall be sought first from within the college and, if a sufficient number cannot be obtained, then from appropriate disciplines outside the college.
  2. Outside members shall have the same authority, rights, and responsibilities as all committee members.

## **H. Nomination and Election Process**

- I. Each Unit PTR Committee shall have three (3) to five (5) elected members. Service on the committee is determined by election by the probationary and tenured faculty of the unit.
- II. All eligible tenured faculty shall appear on the ballot for election to the Unit PTR Committee. Service on the Unit PTR Committee is a core professional responsibility associated with peer review, and faculty are expected to participate in elections and committee service as needed to ensure that review responsibilities are shared broadly and do not fall disproportionately on a small number of individuals.

- III. All probationary and tenured faculty in the unit are expected to participate in the vote on committee membership.
  1. If more eligible faculty members express interest than available seats, the election shall be conducted by secret ballot. The candidates receiving the highest number of votes shall fill the available seats.
  2. The Unit PTR Committee and elected alternates shall be elected once per review cycle. Elections shall not be repeated on a per-candidate basis. Candidate-specific eligibility determinations shall not require additional elections.
  3. The election shall be coordinated by an administrative support coordinator or the Dean's office.
  
- IV. The candidate may recommend, for their individual review, a Unit PTR Committee Chair selected from among the elected or appointed members participating in that candidate's review. The Unit PTR Committee shall determine the Chair from among the elected or appointed members eligible to participate in that review. A faculty member may decline to serve as Chair for a candidate's review if doing so would result in an unreasonable concentration of Chair responsibilities within a review cycle.

**I. Candidate-Appointed Member**

At their discretion, and for unstated reasons, a candidate may request one (1) additional eligible faculty member from within the unit, the college, or a related discipline outside of the college. This request is optional and not required. This request increases the membership participating in the candidate's review by one (1), up to a maximum of six (6) total participating members for that review. The requested member shall serve as a voting member only for the review of the requesting faculty member. A faculty member may decline a request only if they are the sole tenured faculty member eligible to serve for that candidate's review. All other eligible faculty members are expected to accept such requests. Faculty candidates are encouraged to consult with a potential requested member prior to making a request.

**J. Reconstitution of Committee**

If a candidate believes that the membership participating in their Unit PTR review was improperly constituted, they may appeal to the Chair of the University Review Committee (URC). Appeals must be submitted to the URC within ten (10) calendar days of notification of committee membership. If the URC determines that the membership

participating in the candidate's review was formed inappropriately, it shall direct the unit to reconstitute the committee membership for purposes of that candidate's review in accordance with correct procedures.

If a unit is unable to amicably establish appropriate committee membership for a candidate's review in accordance with these guidelines, the University Review Committee (URC) shall determine the membership participating in that review. The URC may appoint eligible faculty members to serve as necessary to ensure the review is properly constituted. Faculty shall be obligated to serve if appointed by the URC.

#### **K. Reports and Minority Opinions**

- I. It is a professional expectation that each Unit PTR Committee member:
    1. Reviews the candidate's Personnel Action File (PAF), Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
    2. Bases their evaluation and votes solely on the materials presented in the Personnel Action File (PAF), the Working Personnel Action File (WPAF), and the approved Unit PTR Criteria.
    3. Maintains fairness, impartiality, and confidentiality throughout the review process.
  - II. Unit committee members shall make every reasonable effort to deliberate and arrive at consensus. Any committee member who disagrees with the majority recommendation may submit a minority report.
  - III. If minority reports are submitted, a cover sheet signed by all committee members shall be included to certify that all members have reviewed the minority report(s).
  - IV. Faculty candidates may submit written responses or rebuttals, in accordance with the Collective Bargaining Agreement.
  - V. All evaluations and any faculty response shall be placed in the candidate's Personnel Action File (PAF).
  - VI. The Dean shall prepare a written summary of evaluations and meet with the faculty member, accompanied by the PTR Committee Chair, to discuss the findings.
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**RATIONALE:**

This resolution revises University Handbook Sections 305.4.1, 305.6.1, 305.6.2, 305.6.3, 305.6.4, 306.3, in response to Academic Senate referrals from 2024–2026 (including Referrals 2024–2025 #34, 2025–2026 #05, and 2025–2026 #25). Those referrals and subsequent discussions identified concerns regarding election procedures, committee formation, voting eligibility, eligibility conflicts, and alignment with the Collective Bargaining Agreement (CBA; especially Article 15). The purpose of the resolution is to address those concerns, improve contractual alignment, and clarify procedures governing retention, tenure, promotion (RTP), and post-tenure review (PTR).

During the development of the resolution, faculty feedback highlighted the need to reduce unnecessary procedural burden, particularly the requirement for repeated elections, and to clarify whether committees or reviews were intended to be candidate-specific. In response, the revised language establishes Unit RTP and PTR Committees as standing committees elected once per review cycle, while making clear that reviews (rather than committees) are candidate-specific. Eligibility to participate in a given review varies only as required by rank requirements, conflicts of interest, chair restrictions, or candidate-appointed or candidate-requested additional members.

Articles 15.41 and 15.43 specify that faculty participating in the Faculty Early Retirement Program (FERP) and faculty unit employees who are being considered for promotion are ineligible to serve on promotion or tenure peer review committees. These contractual limitations necessarily affect the pool of eligible faculty in a given review cycle and may vary from candidate to candidate.

The resolution is also intended to balance long-standing differences in practice between small and large units. In smaller units, it is common and often unavoidable for all eligible faculty to participate in the review of every WPAF due to limited faculty numbers. In larger units, by contrast, committee service has historically involved larger committees, overlapping memberships, or greater discretion

regarding who serves in a given cycle. These variations have contributed to inconsistent practices across units and, in some cases, confusion or disputes regarding elections, eligibility, and service expectations. The Faculty Affairs Committee's intent is not to impose uniform outcomes across units of different sizes, but to standardize core procedures and expectations in a way that accommodates structural differences while reducing ambiguity and the likelihood of grievances arising from inconsistent or unclear practices.

The revised structure reduces the number of required elections by relying on a single election per review cycle, supplemented by elected alternates and clearly defined eligibility rules. This approach promotes continuity, stability, and administrative efficiency while preserving flexibility to address candidate-specific eligibility considerations. The inclusion of alternates is intended to minimize the need for repeated or ad hoc elections while recognizing that eligibility to serve may vary across candidates due to rank requirements, conflicts of interest, chair restrictions, or other case-specific factors. Ineligibility to participate in the review of one candidate does not preclude a faculty member from being elected to the Unit Committee or from participating in the review of other candidates. Instead, candidate review participation and deliberation is determined on a candidate-by-candidate basis, allowing units to maintain a consistent elected committee while ensuring that each individual review is conducted by a properly constituted and eligible group of peers.

Candidate-specific eligibility determinations no longer require additional elections, and remedies for improperly constituted participation are limited to the affected review. These changes are intended to reduce administrative burden while preserving the integrity of peer review and the professional meaning of elections.

The resolution also aligns post-tenure review procedures with the revised RTP framework, restoring consistency across review processes and clarifying eligibility, election, appeal, and evaluation standards. In addition, previously omitted Handbook language concerning review of the Personnel Action File (PAF) and Working

Personnel Action File (WPAF), confidentiality, voting, minority reports, rebuttals, and procedural timelines is restored and clarified.

Overall, the revisions are intended to address the identified referrals, reflect faculty feedback, reduce procedural complexity, and provide clearer, contract-aligned guidance for faculty evaluation processes.

**Distribution List:**

President  
Provost and VP for Academic Affairs  
AVP for Faculty Affairs  
University Review Committee  
College Deans  
Dean of Libraries  
Department Chairs  
General Faculty

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Approved by the Academic Senate: February 12, 2026

Sent to the President: February 26, 2026

President Approved: March 12, 2026