

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**Performance Review Calendar - Handbook Change**

RES 222317

FAC & BPC

**RESOLVED:** That the Academic Senate recommend revisions to the *University Handbook* language regarding the performance review calendar (deletions in ~~strike through~~, additions in **bold underline**) as specified below:

**305 RETENTION, AWARD OF TENURE, AND PROMOTION**

**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. At any level of the 3rd year review a request 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.**
- b. 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 ~~RTP~~ **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.**
- c. ~~There are two RTP cycles during each academic year:~~

**c. 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 305.4.1a 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. (*Revised 6-28-2018*)

- d. Unit ~~RTP~~ **performance review** criteria shall be used at each level of review for each faculty.
- e. All eligible tenured faculty are obligated to serve on peer review committees, if elected.
- f. Faculty shall not sit in review of their own cases, or that of a close relative or domestic partner.
- g. Faculty who are undergoing review in a given ~~RTP cycle~~ **academic year** shall not serve on any review committee in that ~~cycle~~ **academic year, with the exception of those undergoing PTR not requesting promotion.**
- h. 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. *(Added 6-28-2018)*

### **305.6 The Unit RTP Committee**

#### **305.6.1**

- j. Faculty members undergoing post-tenure review may serve on RTP committees unless they are requesting promotion during that academic year.

**RATIONALE:** In the current performance review calendar, some types of reviews have very short periods (12-15 days) designated for the Unit Review Committee to its work. This resolution will provide the Unit Committees a reasonable and consistent amount of time for thorough reviews throughout the year.

The word "cycle" that seemed more workable when coordinated with three quarters, has since caused confusion under the semester system, especially when relating to a faculty member's eligibility to serve on committees when under review. We suggest removing the term "cycle" and establish a clear policy regarding faculty serving on unit committees.

Other changes made are to clean up the language so that it applies to all faculty reviews (including lecturer and post-tenure) rather than just probationary faculty undergoing the RTP process.

Approved by the Academic Senate March 30, 2023

Sent to the President April 14, 2023

Approved by the President April 17, 2023

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