

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
ACADEMIC SENATE

**RTP Evaluation Letters - Handbook Change**

RES 222335

FAC

**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**

**305.6.3 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. The unit RTP committee shall prepare a written evaluation and recommendation based ~~primarily~~ on information in the RTP file **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 an area, an explanation for this evaluation shall be provided.** The evaluation and recommendation shall be approved by a simple majority of the committee. An abstention shall count as a negative vote.
- c. All committee members shall sign the unit RTP committee evaluation and recommendation. 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).
- d. The RTP file, including evaluations and recommendations from the unit committee and from the unit chair (if provided), shall be forwarded to the dean.

**305.6.4 Evaluation and Recommendation by Unit Chair**

The chair may make a separate written evaluation and recommendation as part of the performance review. If such is the case, the chair shall not serve as a member of the unit RTP committee.

**305.7 Evaluation and Recommendation by the Dean**

The RTP file, containing the evaluation and recommendation of the unit RTP committee, and unit chair, if the latter provided a separate review, shall be forwarded to the dean for review. The dean shall prepare a separate written evaluation and recommendation based ~~primarily~~ on information in the RTP file **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 the dean determines expectations are not met in an area, an explanation for this evaluation shall be provided.** The RTP file, containing the dean's evaluation and recommendation, shall be forwarded to the University Review Committee (URC).

**RATIONALE:** These changes are to ensure RTP evaluation letters from unit committees and deans address unit RTP criteria and are consistent across campus.

Approved by the Academic Senate May 4, 2023

Sent to the President May 17, 2023

Approved by the President May 22, 2023

**Distribution List:**

President

Provost

AVP Faculty Affairs

VP Student Affairs

School Deans

Antelope Valley Dean

Library Dean

Department Chairs

General Faculty