



## RTP and PTR Committees - Handbook Change

RES 232406

FAC

**RESOLVED:** That the Academic Senate recommend revisions to the University Handbook language regarding the composition of RTP and PTR committees (deletions in ~~striketrough~~, additions in **bold underline**) as specified below.

### 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. 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 ~~department~~ **unit** ~~who is jointly acceptable to other members of the RTP Committee~~ **to serve as an additional member of the committee. This member serves in addition to the three or more faculty elected by the unit.** ~~All other criteria for membership on the committee must be met.~~ 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 ~~his/her~~ **their** review.

- ~~xi.~~ A The 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.
- ~~dii.~~ When reviewing a faculty holding a formal joint appointment, one or ~~more~~ **two** members selected by and from the secondary unit RTP committee shall augment the designated unit RTP committee.
- ~~eiii.~~ ~~When reviewing a faculty without a formal joint appointment but one who does a portion of his/her teaching outside the unit, the probationary and tenured faculty of the unit may augment the unit RTP committee with one or more members from the outside peer review committee.~~
- ~~fd.~~ 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.
- ~~ge.~~ 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.
- ~~hf.~~ 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.
- ~~ig.~~ Faculty may serve on the review committee of more than one unit during a given RTP cycle.
- ~~jh.~~ Faculty members undergoing post-tenure review may serve on RTP committees unless they are requesting promotion during that academic year.
- ~~ki.~~ 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.**
- ~~lj.~~ 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.
- ~~mk.~~ The unit RTP committee shall elect its own chair, who participates in the evaluation and votes on the recommendation.

### 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. *(Revised July 15, 2021)*

- 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. ~~By October 31, the department chair shall notify those faculty who are scheduled for post-tenure review that they should prepare a Working Personnel Action File (WPAF) by the designated deadline.~~ **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. ~~prior to the beginning of the evaluation process for the first performance review cycle. Compensation for librarians eligible for difference in pay leaves shall be the difference performance review cycle.~~
- 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. ~~The committee shall elect its own chair, who participates in the discussion. The committee evaluation and file shall be forwarded to the appropriate dean.~~ **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.** gj. 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.**
- hk. Faculty who are undergoing post-tenure reviews shall not serve on any post-tenure review committee during that academic year.

- i. 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**. ~~Such comment shall be included in the WPAF.~~
- j. 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.
- k. 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. ~~Post-tenure review materials shall be kept in the PAF until a second post-tenure review is completed. Materials relevant to the first review shall then be removed from the file.~~

**RATIONALE:** The composition of the unit review committees is a key component of the faculty review process. The proposed changes align language and processes between the RTP and PTR processes. Additionally, these changes clarify the process for the election and appointment of members from outside of units to serve on unit committees.

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President Approved: November 28, 2023