

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
ACADEMIC AFFAIRS DIVISION
FACULTY RELATED OPERATING PROCEDURES

SUBJECT: Establishment of College Retention, Tenure, and Promotion Committees

1.0 PURPOSE

To establish procedures for the establishment of College personnel committees, dealing with retention, tenure, and promotion of tenure-track faculty.

2.0 ORGANIZATION AFFECTED

Colleges and the University Library.

3.0 REFERENCES AND RELATED PROCEDURES

3.1 References. Agreement between CSU and CFA and all amendments; Faculty Handbook; College and Departmental Standardized ARTP documents.

3.2 Related Procedures: Establishment of department retention, tenure and promotion committees.

4.0 POLICY

4.1 All elections for College retention, tenure, and promotion committees must follow the rules and regulations set forth in the Faculty Handbook and the Agreement between CSU and CFA.

4.2 Each faculty member is responsible for recognizing whether he or she is eligible to serve on a College retention, tenure, and promotion committee. The Dean has ultimate responsibility for assuring that only faculty who are eligible to serve are on the ballot and that only faculty who are eligible to vote are allowed to vote.

4.3 Only full-time tenured faculty may serve on RTP evaluation committees.

4.4 Both tenured and probationary faculty may nominate and vote for those to serve on RTP evaluation committees, but probationary faculty may not serve on them.

4.5 Temporary faculty may not nominate nor vote for those to be on RTP committees, nor may they serve on them.

- 4.6 FERP faculty may nominate and vote for those to serve on RTP evaluation committees during on-duty quarters, but may not serve on them.

5.0 DEFINITIONS

- 5.1 Probationary faculty. A full-time faculty member who has received a tenure-track appointment on this campus and is serving a period of probation prior to being considered for tenure.
- 5.2 Tenured faculty. A faculty member who has been awarded tenure on this campus.
- 5.3 Temporary faculty (full or part-time). A faculty member who is serving in a temporary appointment for a specified period of time. Temporary faculty in the Colleges usually carry the title of Lecturer.
- 5.4 FERP Faculty: A faculty member who has been awarded tenure on this Campus, subsequently retired and chose to participate, and is participating in the Faculty Early Retirement Program (FERP), and hence is working no more than half time.

6.0 RESPONSIBILITIES

- 6.1 The Dean (or equivalent) shall:

- 6.1.1 Determine the names of those faculty in the College eligible for service on the committee.

6.1.1.1 To be eligible, a faculty member must be tenured and, if serving on a promotion committee, must have reached the rank for which he or she is considering others, AND

6.1.1.2 To be eligible, a faculty member must NOT be serving on a department level committee dealing with the same level of review, must NOT be participating in the FERP program, must NOT be a member of the Management Personnel Plan and must NOT be a candidate for promotion.

6.1.1.3 Temporary faculty may not nominate for nor serve on RTP committees, nor may they vote on the membership.

- 6.1.2 Develop a ballot of faculty in the College eligible to serve on each of the College's committees consisting of at least twice the number of nominees as there are positions to be filled.

- 6.1.3 Distribute the ballot to those individuals who are eligible to vote in the election. Set reasonable deadline for return of ballots.
- 6.1.4 Announce the election results and arrange a time for the first meeting(s) of the committees.
- 6.2 Probationary faculty members shall:
 - 6.2.1 Vote for the makeup of all retention, tenure, and promotion committees at the College level.
- 6.3 Tenured faculty members in the College shall:
 - 6.3.1 Be placed on the ballot(s) for the College committee(s), if eligible.
 - 6.3.2 Serve on the committee(s), if elected.
 - 6.3.3 Vote for the makeup of all retention, tenure, and promotion committees at the College level.
- 6.4 FERP faculty shall:
 - 6.4.1 During on-duty quarters, vote for the makeup of all retention, tenure, and promotion committees at the College level.

7.0 PROCEDURES

- 7.1 The Dean (or equivalent) determines from a review of the College ARTP document the number of faculty that must be on the ballot for each College retention, tenure, and promotion committee. There must be at least twice as many names on the ballot as the sum of the number of members and alternates.
- 7.2 The Dean (or equivalent) determines the names of those faculty in the College eligible for service on the committee(s).
 - 7.2.1 To be eligible, a faculty member must be tenured and, if serving on a promotion committee, must have reached the rank for which he or she is considering others AND
 - 7.2.2 To be eligible, a faculty member must NOT be serving on a department level committee dealing with the same level of review, must NOT be participating in the FERP program, must NOT be a member of the Management Personnel Plan and must NOT be a candidate for promotion.

- 7.2.3 Temporary faculty may not nominate for, nor serve on, RTP committees, nor may they vote on the membership.
- 7.3 When there are a sufficient number of names on the ballot, the Dean (or equivalent) issues a ballot for each of the committees to be elected to each of the probationary and tenured faculty members in the department, including on-duty FERP participants, and sets a time for return of ballots.
- 7.4 The Dean (or equivalent) announces the results of the election to the faculty of the College and sets the first meeting(s) of the committee(s).