

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

SUBJECT: Establishment of Department Review Committees for Evaluation of Tenured Faculty.

1.0 PURPOSE

To establish procedures for the establishment of department personnel committees dealing with evaluation of tenured faculty.

2.0 ORGANIZATION AFFECTED

Departments in academic affairs.

3.0 REFERENCES

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

4.0 POLICY

- 4.1 All tenured faculty who are not being reviewed for promotion must be evaluated at least once every five years by a department committee, the department chair and the Dean (or other appropriate administrator).
- 4.2 All elections for departmental committees to evaluate tenured faculty must follow the rules and regulations set forth in the Faculty Handbook and the Agreement between CSU and CFA.
- 4.3 Each faculty member is responsible for recognizing whether he or she is eligible to serve on a departmental committees to evaluate tenured faculty. The department chair 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.
- 4.4 Only tenured faculty who are on duty in the quarter that the reviews are held are allowed to serve on the committees to evaluate tenured faculty. Additionally, only faculty who are not themselves scheduled for review are eligible to serve on the committee to review tenured faculty.
- 4.5 Probationary, FERP, and Temporary faculty may NOT serve on a department committee evaluating tenured faculty.

5.0 DEFINITIONS

- 5.1 Probationary faculty: A faculty member who has been appointed to a full-time appointment on this campus and is serving a period of probation prior to being considered for tenure.
- 5.2 Tenured faculty: A full-time faculty member who has been awarded tenure on this campus.
- 5.3 FERP faculty: A faculty member 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.
- 5.4 Temporary faculty: A faculty member who is serving in a temporary appointment for a specified period of time.
 - 5.4.1 Full-time Temporary faculty: A faculty member who has been hired on a full-time (45-WTU per academic year) unconditional contract for a specified period of time, typically 1 to 5 years. The contract may or may not include the proviso that it is renewable for some further specified period of time. Most full-time temporary faculty are hired with the title Lecturer.
 - 5.4.2 Part-time Temporary faculty: A faculty member who has been hired on a conditional contract; that is, a contract conditioned on budget, course availability and enrollment considerations. Most part-time faculty are hired with the title Lecturer.
- 5.5 College Year – The college year consists of four consecutive quarters, beginning with the Summer Quarter, and including the subsequent Fall, Winter and Spring Quarters.
- 5.6 Academic Year – A three quarter period usually defined as the Fall, Winter and Spring Quarters. But, for some faculty, their “Academic Year” may consist of other patterns such as Summer, Fall and Winter Quarters, or the Summer, Fall and Spring Quarters.

6.0 RESPONSIBILITIES

- 6.1 The Department chair shall:
 - 6.1.1 Develop a ballot of faculty in the department eligible to serve on the department's committees.
 - 6.1.2 If there are fewer than twice the number of faculty eligible to serve on any department committee than there are positions to be filled, ask for

nominations of faculty in related disciplines from all probationary and tenured faculty and from on-duty FERP faculty in the department. Assess willingness to serve of the candidates recommended from outside the department.

- 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.
- 6.2 Probationary faculty members shall:
 - 6.2.1 Be allowed to nominate faculty from related disciplines if there are insufficient faculty from within the department to form a slate.
 - 6.2.2 Vote for the makeup of all committees at the department level.
- 6.3 Tenured faculty members shall:
 - 6.3.1 Be placed on the ballot(s) on the department committee, if eligible.
 - 6.3.2 Serve on the committee(s), if elected.
 - 6.3.3 Be allowed to nominate faculty from related disciplines if there are insufficient faculty from within the department to form a slate.
 - 6.3.4 Vote for the makeup of all committees at the department level.
- 6.4 FERP Faculty
 - 6.4.1 If on duty, that term, be allowed to nominate faculty from related disciplines if there are insufficient faculty from within the department to form a slate.
 - 6.4.2 If on duty that term, vote for the makeup of all committees at the department level.
- 6.5 Temporary faculty, whether full- or part-time, may not participate in the selection of faculty to serve on the evaluation committees, nor may they serve on such a committee.

7.0 PROCEDURES

- 7.1 The department chair determines from a review of the departmental ARTP document the number of faculty that must be on the ballot for the department committee to evaluate tenured faculty. 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 department chair determines the names of tenured faculty in the department eligible for service on the committee.
- 7.3 If there is an insufficient number of names on the ballot, the department chair issues a call for additional names for the ballot to each of the probationary and tenured faculty members in the department, including those FERP faculty on duty that term. The department chair also is eligible to recommend names. When names are received, the chair or designee determines if the faculty from outside the department are willing to be on the ballot.
- 7.4 When there are a sufficient number of names on the ballot, the department chair issues a ballot for each of the committees to be elected to each of the probationary and tenured faculty members in the department, including those FERP faculty on duty that term and sets a time for return of ballots.
- 7.5 Results of the election are announced to the faculty of the department.