POLICIES AND PROCEDURES FOR
FACULTY APPOINTMENT, RETENTION, TENURE AND PROMOTION

CHARTER COLLEGE OF EDUCATION
2010-2012

(Should the wording of the standardized portions of this document conflict or appear to conflict
with the wording of the relevant policies in the Unit 3 Collective Bargaining Agreement or with the
FACULTY HANDBOOK, the Agreement and the HANDBOOK take precedence.)

APPROVAL:

(1) By College FAC
Committee Chair

(2) By College RTP Committee
Committee Chair

(3) By College Dean
College Dean

(4) By University FPC
Committee Chair

(5) By Provost
Provost/VPAA

(6) By President
President

Date
6/2/10
9/22/10
7/27/10
9/28/10
9/29/10
7-14-11
Policies and Procedures for
Faculty Appointment, Retention, Tenure and Promotion

Charter College of Education
For the period from 2010-2012

Consultation

Only full-time tenured faculty* and the College deans** will participate in deliberations and make recommendations relating to appointment, retention, tenure, or promotion of faculty. All those making these recommendations accept the responsibility for making positive efforts to comply with the letter and spirit of the non-discrimination policies of the university, and will consider information from faculty members and other sources, including, but not limited to, signed statements from students and results of student opinion surveys.

Review of Personnel Policies and Procedures

Each College*** shall establish a formal system of evaluating its faculty that shall include methods of collecting information about, and criteria for evaluation of, the faculty member's performance in Category A, Educational Performance; Category B, Professional Achievement; and Category C, all other Contributions to the University.

College evaluation procedures must be submitted to the Faculty Policy Committee after each new Agreement**** is signed. New regulations during the period shall normally be submitted, as addenda, to the Faculty Policy Committee for approval prior to the end of the fifth week of the spring quarter.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 1-2, 1-3, etc.) (If NONE, so indicate.)

None.

*The term "faculty" or "faculty member" shall be understood to refer to faculty unit employee.
** The term “department” shall be understood to refer to the academic unit within a college, such as department, division, or school.
***The term "College dean" shall be understood as also referring to the appropriate unit administrator, in those units other than the colleges that regularly employ Unit 3 personnel.
****The term "College" shall be understood to also refer to the Library- Counselors unit and all other units that regularly employ Unit 3 personnel.
*****The term "Agreement" shall be understood as referring to the Memorandum of Understanding or the Unit 3 Collective Bargaining Agreement.
Recruitment and Appointment of Probationary and Tenured Faculty

Recruitment of faculty shall be based on explicit long-term (3-5 years) plans. Colleges shall require departments to comply with the university rule that departments normally may not have more than 25 percent of faculty with their highest degree from any single institution.

Each College should strive to maintain a ratio of full-time to part-time faculty sufficient to insure that activities requiring full-time faculty are adequately staffed.

Probationary appointments are normally made at the assistant professor or equivalent librarian rank. The President may appoint a faculty member at a higher rank on the determination of merit consistent with department and College recommendations. Each new faculty member shall be provided in writing with evaluation criteria and procedures in effect at the time of his/her initial appointment within 14 days of the beginning of the first quarter of their appointment. In addition, pursuant to the Agreement, the faculty members shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process.

Colleges shall have access to, and shall be guided in their deliberations by, the written criteria of departments for evaluating applicants as reviewed and approved by the Dean. These criteria must be consistent with those specified in the official position announcement approved by the Dean and the Associate VPAA. These criteria shall distinguish between required and desirable qualities, and shall include, but not be limited to, instructional potential or ability, training, professional potential or achievement, research ability, and quality of recommendations. All applicants must be judged by the same criteria.

Each department shall develop a list(s) of specific questions that will be asked of all candidates for a particular position at the telephone interview stage (if used)* and at the required on-campus interview. The list(s) of questions must be reviewed and approved by the Dean prior to the interview.

No probationary appointments will be made without a personal interview by a qualified representative of the University. A personal interview is considered desirable as a condition of any faculty appointment and Colleges are expected to adhere to this guideline except where special conditions (e.g., summer quarter staffing problems) interfere. Budgetary restrictions on out-of-state travel and interview money will not be considered a "special condition" in this sense. Recruitment funds available to the university will be expended for interview purposes in preference to the payment of moving expenses for new faculty.

After considering the recommendation of the department or equivalent and the appropriate administrator, appointments of faculty members shall be made by the President. No faculty member shall be deemed appointed in the absence of an official written notification from the President or designee which shall include: beginning and
ending dates of the appointment, classification/rank, number of units, status, assigned department/unit or other employment conditions.

*The decision to conduct or not to conduct telephone interviews will be made with the Dean in consultation with the appointment committee chair or Department Chair.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 2-2, 2-3, etc.) (If NONE, so indicate.)

None
Confidentiality of Personnel Deliberations

Except as otherwise provided by systemwide policy, the deliberations of personnel committees having to do with appointment, reappointment, retention, tenure, evaluation and promotion shall be strictly confidential. The results of such deliberations shall be made known only to those to whom a committee is required to report by current University, College, or department personnel policies and procedures, and then only by the committee member(s) formally charged with that responsibility. The principle of confidentiality shall be observed by all committee members as well as by all other participants in the process. Failure to preserve the confidentiality of personnel deliberations shall be presumed to be grounds for a charge of unprofessional conduct. In the event that the confidentiality of personnel deliberations is allegedly violated, the President may authorize such public statements as appropriate.

In those cases where a participant in the process is asked to appear before a review committee, participate in a contract or faculty status grievance proceeding, or is required to give testimony during litigation, the principle of confidentiality is waived to the extent required by law.

In the event that any participant perceives serious violations of university regulations in confidential committee procedures, that person is relieved of the requirement of confidentiality in order to report that concern to the Committee on Academic Freedom and Professional Ethics for the purpose of obtaining advice, or to those to whom the committee is required to report, for whatever action may be deemed appropriate.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 3-2, 3-3, etc.) (If NONE, so indicate.)

None.
Personnel Action Files

The evaluation of the faculty member for retention, tenure, and promotion, is based upon materials in the two-part personnel action file, which includes the permanent personnel action file (PPAF) and the working personnel action file (WPAF). It is the responsibility of the University to maintain the PPAF and of the faculty member to have appropriate information in the WPAF before the published date of closure so a complete personnel action file is available to reviewers. A faculty member under review for retention, tenure, or promotion shall include in his or her WPAF a personnel information form describing his or her accomplishments and performance since he or she was last reviewed and an updated resume using a format consistent with College practice.

In addition, faculty not subject to retention, tenure, or promotion review are invited annually to record accomplishments and contributions to the University in a letter or on the personnel information form provided by the College and filed in the office of the College dean, with a copy submitted to the department chair. Failure to respond to this invitation shall not in itself be deemed prejudicial.

Like the statement annually invited of the faculty member, the department Personnel Information Report form shall be placed in the faculty member's Permanent Personnel Action File. The entire file shall be made available to members of appropriate College personnel committees. A specific deadline before the recommendation is made at the first level of evaluation shall be established by campus policy at which time the Working Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion of material after the date of this declaration must have the approval of a peer review committee designated by the College and shall be limited to items that are deemed significant and that became accessible after this declaration. Material inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation and comment before consideration at subsequent levels of review. If, during the review process, the absence of required evaluation documents is discovered, the Personnel File shall be returned to the level at which the requisite documentation should have been provided. Such materials shall be provided in a timely manner.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 4-2, 4-3, etc.) (If NONE, so indicate.)

None.
Individualized Professional Plans

Each faculty member shall have the discretion to develop, in collaboration with his/her chair and the appropriate department/division personnel committee, an individualized professional plan. Such plans shall specify the candidate's goals and objectives and may alter the balance or focus of performance among Categories A, B, and C for a specified period of time. All individualized professional plans must be approved by the faculty member, chair, College dean, and the Provost and Vice President for Academic Affairs and are to be developed in consultation with a departmental peer committee. In cases where such plans are submitted, they will be taken into account by each reviewing body or officer.

Each unit should consider whether it wants to present any specific guidelines for how Individual Professional Plans should be structured, when they should be done, and how the consultation/collaboration process at the department/division level will work. Spelling out the structure and process is not required in this document, but the matter should at least be considered by the unit.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 5-2, 5-3, etc.) (If NONE, so indicate.)

None.
Organization of College Personnel Committees (ARTP)

The College shall establish annually, by a majority of those faculty members voting, one (1) personnel committee. All tenured and probationary members of the College shall be eligible to vote in these elections, including FERP faculty. Retention and tenure committees may have staggered two or three-year terms if approved as College policy.

Each committee shall be composed of five (5) or more tenured faculty members at associate professor or professor rank, nominated and elected by College faculty members at large. At the request of the department/college, the President may agree that a faculty unit employee participating in the Faculty Early Retirement Program may also engage in deliberations and make recommendations regarding deliberations. However, faculty committees established for this purpose may not be comprised solely of faculty participating in the Faculty Early Retirement Program. Faculty members under consideration for promotion are ineligible for service on a promotion or tenure committee. However, tenured faculty evaluated under five year review are eligible to serve. Each personnel committee shall elect a Chair from among its elected members.

No member of a College promotion committee may participate in the evaluation of anyone who holds a rank equal to or higher than the member's rank. A committee member must be replaced by an elected alternate and may not be present when the committee is deliberating or voting on candidates from his or her department.

No department shall have more than one (1) member on a College personnel committee unless the number of departments in the College is fewer than the number of persons on the committee, in which case no department shall have more than two (2) members. Any variance from this system necessitated by the small size of the College or other relevant factor must be approved by the Faculty Policy Committee.

When a regularly elected member of a College personnel committee is to be absent from a substantial part of the committee's deliberations, an alternate will replace the member and will continue through the completion of all committee deliberations of that cycle.

In Colleges and departments in which a single review committee handles all retention, tenure, promotion cases, a faculty member may serve on only one level of review (either department or College). In Colleges and departments with separate personnel committees, a faculty member who serves on a committee at one level for promotion (e.g., from assistant professor to associate professor) may serve on a committee at the other level for promotion (e.g., from associate professor to professor).

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, 6-2, 6-3, etc.) (If None, so indicate.)

None.
Composition of College Personnel Committees (ARTP)

Committee Title and Responsibilities: College Retention, Tenure, and Promotion (RTP) Committee

Responsibilities: The College RTP Committee shall be concerned with retention, tenure, and promotion of faculty members of all ranks (i.e. assistant, associate, and full professor). The charge to the committee is: 1) To review personnel files of those candidates eligible for reappointment, tenure, and promotion; 2) To review the annual evaluations and recommendations of eligible candidates that have been written by the department personnel committee and the chairperson as appropriate; and 3) To report the committee's recommendations to the candidate and to the Dean.

Membership and election procedure: Number of Members: Nine (9) tenured full professors shall be regular voting members (three from each of the three divisions).

Election Procedures: Nominees for the RTP Committee shall be arranged alphabetically, by Division, on a ballot by the Sub-committee of the Faculty and Staff Committee, and the ballots submitted to the faculty for vote. In the situation where there is no eligible tenured full professor available, the Division may elect a tenured full professor from outside its division/college in a related discipline. The single-transferable-ballot system will be used to rank each acceptable nominee in each Division. Within the list of nominees for each Division, the three (3) nominees receiving the highest number of votes will be elected as the regular members. The nominees in each Division receiving the fourth, fifth and sixth highest number of votes will be elected alternates. In using the single-transferable-vote, if more than one ballot is required, the number of candidates on the subsequent ballot would be reduced on the basis of those most frequently mentioned to two times the number of persons remaining to be elected, regular and alternates. Ballots shall be preserved during the life of the Committee and shall be used to replace regular members of the Committee and alternates as needed.

Alternates and Selection Procedures: The Division/College is responsible for electing its own alternates. In the situation where there is no eligible tenured full professor available, the Division/College may elect a tenured full professor from outside of the Division/College in a related discipline to serve as its alternate representative.

Alternates in the fourth, fifth and sixth position may not serve on both Division and College level RTP. The person in the fourth position as an alternate for each Division on the College RTP Committee may serve only on the College RTP Committee. The persons in the fifth and sixth positions as alternates to the College RTP Committee shall be eligible to serve on Division RTP committees, but if the persons in those positions are called to duty for the College RTP Committee, they may not serve on the Division committees.
Quorum: A quorum will be defined as five (5) members out of the six (6) who take part in the recommendations on retention, tenure and promotion. At least five members must be present to take part in decisions on retention, tenure and promotion. Members do not deliberate on candidates from their own division.

Term of Office:
The Division/College will elect its representative for a one year term. A representative may be reelected for one consecutive term. An exception to these term limits will be made when a Division does not have a sufficient number of full professors from which to elect new representatives.

Elections shall take place in the Spring quarter and elected members will assume their responsibilities at the beginning of the following Fall quarter. The election results will be forwarded to the Dean of the Charter College of Education by the end of May.

All tenured and probationary members of the College shall be eligible to vote in their respective Division/College elections, including FERP faculty.
Committee Procedures

The College RTP committee is responsible for evaluating the materials submitted by the candidate and the recommendations forwarded by the department/division and for making a recommendation concerning retention, tenure and promotion to the College Dean. The committee shall review the individualized professional plans of those faculty being evaluated who have chosen to prepare such plans and shall take such plans into account in evaluating the faculty member's performance. The committee's responsibility is to evaluate whether the College's criteria and the recommendations from previous years have been met. Recommendations for future growth in relation to the College criteria should be included in the recommendation. If deficiencies are found, the committee is responsible for making recommendations for improvement.

The College RTP Committee will decide at its first meeting whether the Dean will be invited to attend meetings of the committee, unless the College has established a specific policy. If so, the policy should be stated below.

Motions relating to committee recommendations shall be placed in the affirmative. The College RTP committee shall act by a simple majority vote of the membership of the committee with an abstention counting as a negative vote. The College committee will give the faculty member a copy of the recommendation which shall state in writing the reasons for that recommendation. The faculty member shall have the right, within ten (10) calendar days after the receipt of the recommendation, to respond in writing and/or request a meeting be held to discuss the recommendation. The faculty member's written response, if any, shall be placed in the Permanent Personnel Action file.

The College RTP committee recommends personnel actions to the Dean. The Dean is responsible for evaluating the material submitted by the candidate and the recommendations of the department/division committee, the department/division chair, and the College committee. The Dean shall review the individualized professional plans of the faculty being evaluated who have chosen to prepare such plans and shall take such plans into account in evaluating the faculty member's performance. If deficiencies are found, the Dean is responsible for making recommendations for improvement. The Dean or equivalent shall then make a recommendation to the Provost and Vice President for Academic Affairs or equivalent. (See Levels of Review Section 15)

The Dean will give the faculty member a copy of his or her recommendation which shall state in writing the reasons for that recommendation. The faculty member shall have the right, within ten (10) calendar days after the receipt of the recommendation, to respond in writing and/or request a meeting be held to discuss the recommendation. The written recommendation and the faculty member’s written response, if any, shall be placed in the Permanent Personnel Action file prior to forwarding to the Provost and Vice President for Academic Affairs.

At all levels of review (i.e., the College RTP committee, and the College Dean) the faculty member may request and will then be provided with the opportunity to discuss the
recommendation with the recommending party. This provision shall not require that time
lines be altered.

A request for an external review of materials submitted by a faculty member may be
initiated at any level of review by any party to the review. Such a request shall document
(1) the special circumstances which necessitate an off campus reviewer, and (2) the nature
of the materials needing the evaluation of external reviewer. The request must be
approved by the President (or designated appropriate administrator) with the concurrence
of the faculty member. While the faculty member and/or the committee may recommend
the outside evaluator, the final selection decision is the responsibility of the President or
designated appropriate administrator.

A specific deadline before the recommendation is made at the first level of evaluation
shall be established by campus policy at which time the personnel action file is declared
complete with respect to documentation of performance for the purpose of evaluation.
Insertion of material after the established deadline date prior to the first level of review
must have the approval of a peer review committee designated by the College and shall be
limited to items that are deemed significant and that became accessible after this
declaration. Material inserted in this fashion shall be returned to the initial evaluation
committee for review, evaluation and comment before consideration at subsequent levels
of review. If, during the review process, the absence of required evaluation documents is
discovered, the Personnel Action File shall be returned to the level at which the requisite
documentation should have been provided. Such materials shall be provided in a timely
manner.

Information about policies and procedures after files leave the College are available in
Articles 12, 13 and 15 of the Agreement and in the Faculty Handbook. Copies of all
further recommendations and decisions shall be placed in the Permanent Personnel Action
file.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 8-3, 8-4, etc.) (If NONE, so indicate.)

The Dean of the Charter College of Education convenes an organizational meeting of the College Committee
to review the charge of the Committee and pertinent guidelines. Although the Dean is not a member of the
Committee and does not attend meetings, the Committee may invite the Dean to attend a meeting at its
discretion.
Review of Faculty Holding Joint Appointments and of Faculty Active in Interdisciplinary Programs

The periodic or performance review for individuals holding a joint appointment in more than one (1) academic department or equivalent unit shall be conducted by each department in which the individual holds an appointment or, in accordance with campus procedures, may be conducted by a committee with representatives from each department in which the individual holds an appointment.

If the two departments are within one College, the College shall decide which method is to be employed. If the two departments are in different Colleges, then the two Colleges shall each propose a method, and if these differ, the provost shall decide.

When a faculty member with an appointment in a specific department devotes all or part of his or her efforts to instruction in, or participates in, the development and administration of an interdisciplinary academic degree or certificate program, that faculty member may request a performance evaluation. In that case, the coordinator of the interdisciplinary program shall provide a written evaluation of the contribution of the faculty member to that program for the faculty member’s personnel file. A department committee shall consider this evaluation as part of the evidence upon which its recommendation is based.

Coordinators of such interdisciplinary programs shall be evaluated annually by the committee and the dean. The committee shall consist of at least three (3) tenured faculty who are currently involved in the program and shall be established according to the rules stated in the Faculty Handbook under "Personnel Committees." There shall be an opportunity for written input by all faculty involved in the program. Specific procedures for evaluation shall be developed by the coordinating committee of the program subject to the approval of the College in which the program is housed.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES ADDRESSING THE REVIEW OF FACULTY WITH JOINT APPOINTMENTS, AND ANY OTHER RELEVANTS POLICIES OR PROCEDURES, IF ANY:
(Number additional pages, if needed, as 9-2, 9-3, etc.) (If NONE, so indicate.)

None.
Basis for Evaluation (Retention, Tenure, and Promotion) of Probationary and Tenured Faculty

The purpose of the University's retention, tenure, and promotion policy is to maintain and enhance the high quality of the Cal State L.A. faculty by establishing criteria for fair, thorough, and objective evaluation of individual faculty members. Appraisals focus on the quality and effectiveness of educational performance, professional achievement, and other contributions to the university by the faculty member under review.

The evaluation of the faculty member for retention and tenure, and, where eligible, for promotion, is based upon a comprehensive review of the individual's qualities, achievements, and promise during the year or years preceding the evaluation, as documented in the PPAF and WPAF. Attention shall be given to forming a general "profile" or comprehensive estimate of the faculty member's performance and special professional interests and accomplishments. The faculty member shall file annually an updated resume using a format consistent with College practice, in addition to the yearly personnel information form. Throughout the process of evaluation, in all categories, emphasis shall be placed on the quality and effectiveness, and not only on the quantity, of performance. It is expected that the candidate under review, the appropriate committees, and administrators involved in the process will address the quality and effectiveness of the work done in all areas of review.

This review is cumulative in the sense that the progress or growth of the faculty member beyond the first year is a factor in evaluation, and it is comparative in the sense that the faculty member is evaluated against the quality and effectiveness of performance of colleagues, taking into account the broad range of activities in which different faculty engage.

Faculty members are evaluated on the basis of their performance in the following categories: A) educational performance; B) professional achievement; C) contributions to the university. Of the three categories, category A normally shall have the greatest weight. To receive favorable recommendation for tenure and promotion at least satisfactory performance must be demonstrated in all three categories. In the case of a faculty member who is appointed or elected to a non-teaching position, consideration shall be given to performance in that assignment.

A request for an external review of materials in one's personnel file may be made by any of the parties involved in the review.

Category A consists of two elements: 1) teaching performance and 2) related educational activities.

1) Teaching performance is defined as those activities by the faculty member that directly contribute to student learning. These teaching activities may extend beyond the classroom to include field or community settings or the use of technology. Effective teaching can include many pedagogical approaches, such as
lectures, individual and group exercises, inquiry-based learning, discussion sessions, and other techniques. It can also include a wide range of activities such as coordinating and supervising students in learning experiences; collaborating with students on research, performance, artistic, and other projects; mentoring students; professional counseling of students (by counseling faculty); tutoring students; and enabling student access to and use of information and knowledge resources. The evaluation of teaching performance shall include multiple measures. The basis of the evaluation shall be the quality and effectiveness of the performance.

2) Related educational activities are defined to include, but are not limited to academic advisement, curriculum/program development, programmatic assessment of learning outcomes, membership on thesis committees, the development and evaluation of comprehensive exams, and other academic support activities which enhance student retention and student achievement.

The evaluation of teaching performance is assessment of the quality and effectiveness of the efforts of faculty members that contribute to student learning. This evaluation must include

• A summary of the quantitative responses to the student opinion survey of instruction.

• Evaluation of teaching performance based upon an observation conducted at least once during each RTP evaluation cycle by the department/division chair, members of the department personnel committee, or by designees of the personnel committee. There must be written notice of not less than five university working days given to the faculty member indicating the date upon which the observation will be made and indicating who will conduct it. If the faculty member desires, he/she may recommend someone to conduct the observation. When observations are made for RTP purposes, reports are included in the faculty member’s permanent personnel action file.

• At least one other source of information, such as course syllabi, instructional materials, assessment methods, assignments (including field assignments), evidence of student work and accomplishments, and signed letters from students.

The evaluation of related educational activities is based upon such items as surveys of student opinions of advisement, student mentoring, tutoring, field activities, etc., written reports from the department/division chair, students, faculty, and/or other individuals with first hand knowledge of the faculty member’s activities; and other such documentation provided by the faculty member regarding participation in program assessment, curriculum development, and other related educational activities.

In the case of library and counseling faculty, the evaluation of Category A shall include measures of performance equivalent to the above and appropriate to each faculty member’s professional responsibilities.
Category B, professional achievement, is defined as performance of discipline-related activities.

Category C, contributions to the university is defined as all other contributions to the mission and governance of the university.

In evaluating the contributions in Categories B and C as to their relative merits, the quality and effectiveness, and not only the quantity of the contributions shall be the primary consideration.

Note: Deans and Colleges, and individual faculty members are encouraged to consult the lists of suggested Category B and C activities included in the University’s RTP policies and procedures in drawing up their own lists of appropriate suggested activities.

When a faculty member serving in an administrative position is nominated for, or must be considered for, promotion, retention, or tenure, the Colleges shall establish an ad hoc committee at the request of the faculty member being reviewed to develop a written evaluation of the administrative service by interviewing those administrators and faculty members who normally come into contact with the candidate. This committee shall develop a written report prior to the closure of the personnel file for the year. The report shall be placed in the candidate's personnel file.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 10-4, 10-5, etc.) (If NONE, so indicate.)

Guidelines for Preparation of the WPAF for Evaluation (Retention, Tenure, and Promotion) of Probationary and Tenured Faculty

A. Evidence in Support of Educational Performance.

A.1. Teaching Performance—Must include a summary of student evaluations, a peer review and one other method of evaluation (A.1.c—A.1.g).

A.1.a. Student ratings (i.e. overall rating on the item related to overall teaching effectiveness and/or mean ratings of all items). REQUIRED

A.1.b. Peer review. Faculty members conducting peer observations for RTP purposes shall address components of RTP categories (as applicable) in the letter they submit to the candidate’s RTP file (See Instructions to peer Reviewer). REQUIRED

CHOOSE AT LEAST ONE OF THE FOLLOWING TO COMPLETE THIS AREA:

A.1.c. Collaboration with professors and other colleagues to improve content, structure, and methods of courses (e.g., integrating areas of expertise into collaborative endeavors).

A.1.d. Improvement and/or development of courses and programs.
A.1.e. Innovation in content, structure, and methods of courses (e.g., use of technology, new knowledge bases).

A.1.f. Guidance of student research and scholarship (e.g., student theses, dissertations, research projects, serving as chair or committee member on a thesis or dissertation committee, actively involving students in faculty research and presentations, and evidence of student work for independent studies).

A.1.g. Unsolicited letters of appreciation from students.

A.2. Related Educational Activities—MUST INCLUDE AT LEAST ONE.

A.2.a. Evidence of currency in the field including attendance at conferences, workshops, seminars and lectures; clinical experiences; participation in public school classrooms.

A.2.b. Preparation of accreditation documents, e.g., NCATE, CCTC.

A.2.c. Preparation of program approval documents, e.g., course and program modifications and proposals.

A.2.d. Student advisement: accessibility to students, knowledgeable about programs and policies.

A.2.e. Preparation of collaborative courses and/or programs.

A.2.f. Evidence of use of student outcomes and authentic assessment practices.

A.2.g. Evidence of student achievement (e.g., mentorship that results in students’ entry in doctoral or pre-doctoral programs, receiving awards, national board certification, site leadership).

B. Evidence in Support of Professional Achievements

Evaluation of professional achievements will be concentrated across a number of different indicators from at least one category: B1 (publications) B2 (college and community-based projects), OR B3 (grants), plus AT LEAST ONE OTHER category (B1—B5).

Note: The categories described in sections B1-B5 are not to be considered in hierarchical order.

B.1. Publications. Academic and scholarly contributions to the faculty member's profession and field, that are externally evaluated and published or formally accepted for publication, such as research, critical essays and analyses, and theoretical speculations.

B.1.a. Publication (or in press) of books that influence educational theory, policy, practices, and/or procedures.

B.1.b. Publication (or in press) of chapters in scholarly books or textbooks that influence educational theory, policy, practices and/or procedures.
B.1.c. Publication (or in press) of articles in refereed or other influential professional journals.

B.1.d. Development and dissemination of original teaching or testing materials that are adopted for professional and/or instructional use outside the faculty member's department/division/school.

B.1.e. Reports of research or evaluation projects/results that influence theory, policy, and/or practice.

B.1.f. Other influential publications (e.g., training manuals, book reviews, monographs, conference proceedings, newsletters, original, integrative, or applicative material in non-print formats such as video, computer software, and the like).

B.2. Development and implementation of substantial College and Community-based Projects related to the Charter College of Education mission and dissemination of results/outcomes to the broader educational community.

B.2.a. Development, implementation, and dissemination of innovative educational models.

B.2.b. Development, implementation, and dissemination of model school projects in community-based organizations.

B.2.c. Development, implementation, and dissemination of innovative uses of technology in instructional settings.

B.2.d. Development, implementation, and dissemination of professional development models.

B.3. Grants that support the candidate's professional achievement or bring resources to the Charter College of Education and the University, and help implement its mission.

B.3.a. Externally funded grants (e.g., Federal, State, Corporate and School district).

B.3.b. Grant reports that sustain funding.

B.4. Presentations to Scholarly and Professional Audiences (other than those included in category B.2).

B.4.a. Keynote addresses at international, national, regional, state, or local conferences or meetings.

B.4.b. Accepted presentations of research from call for papers at international and national conferences.

B.4.c. Accepted presentations of research from calls for papers at regional, state, or local conferences.

B.4.d. Invited presentations of research at international, national, regional, state, or local conferences.
B.4.e. Symposium and panel coordination, presentation, or participation as discussant; development and presentation of training sessions or workshops for professional organizations.

B.4.f. Presentations or in-service training to other educational groups (e.g., CCOE faculty/staff, community organizations, etc.).

B.5. Other Contributions to Professional Achievement

B.5.a. Significant special appointments such as visiting professorships, lectureships, or consultant assignments in other academic, scholarly, professional, or governmental institutions.

B.5.b. Serving as editor of a refereed publication or journal.

B.5.c. Professional Consultant Activities (e.g., advisory committees, public and private schools, private industry, publishing companies). Candidate must address in detail the scope, impact on and relevance to CCOE duties.

B.5.d. Participation in activities of scholarly or professional societies beyond mere membership, such as elected office, committee membership, and serving as member of review panel and/or editorial board or other practice that utilizes the faculty member's academic expertise in a manner that results in an advancement of the field.

B.5.e. Internally funded grants (e.g. minigrants, creative leave grants, etc. from CSULA).

B.5.f. Honors, Special Awards, Scholarships and Fellowships.

C. Evidence in Support of Other Contributions to the University, College and Division

Note: The level of activity of the committee, time committed, and influence should be considered more important than the number. Balanced participation is urged in all levels of committee work.

C.1. Committees: University, College and Division. REQUIRED

C.1.a. Serve as a member of the Academic Senate

C.1.b. Serve as member of System-wide, university, college, or division standing or ad-hoc committee.

C.1.c. Serve as chair of committee.

C.1.d. Serve as member of School as a Whole (SAW), by attending, actively participating in meetings and the work of the SAW, and documenting active participation.

C.1.e. Participation in an off-campus collaborative effort.
C.2. Other Contributions to the University, College, and Division.
SUPPLEMENTAL

C.2.a. Administrative Responsibilities.

C.2.b. Represent the University on Professional committees and commissions.

C.2.c. Community Service (e.g., service on committees for public schools, colleges, or universities; philanthropic organizations and non-profit organizations; services on accreditation agencies).

C.2.d. Development and participation in collaborative models and projects.

C.2.e. Coordination of conferences or other professional meetings
Review for Retention and Tenure

Faculty who are given a 2-year initial probationary appointment shall not be evaluated by a College committee in the first year. Otherwise, faculty are reviewed annually for retention, and are reviewed for tenure during their sixth year, unless they request specifically in writing to be reviewed for tenure early. For the purposes of calculating the probationary period, a year of service commences with the first fall term of employment. The deadline for requests for consideration of early tenure and the deadline for closure of the personnel files are published annually in the Personnel Actions Calendar.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 11-2, 11-3, etc.) (If NONE, so indicate.)

None.
Eligibility Criteria for Tenure and Promotion

The appropriate terminal degree is required for consideration for tenure and promotion beyond the rank of assistant professor, senior assistant librarian, or counselor faculty SSP-AR II.

Any department having a position for which professional or vocational experience in lieu of a terminal degree is highly beneficial shall develop a written statement that will define the equivalence for that position. Such statements shall have been recommended by the appropriate department and College committees, the dean of the College, the Faculty Policy Committee, and approved by the Provost and Vice President for Academic Affairs and the President prior to advertisement of the position. A faculty member appointed to such a position shall be eligible for tenure and promotion under the criteria contained in that statement. That faculty member must be judged by the same qualitative standards as are other tenure and promotion candidates.

A faculty member, after 10 (ten) years of meritorious service, may be considered for promotion to the next higher rank, although technically not eligible for consideration for promotion under regular criteria (e.g., a terminal degree or equivalency). Those faculty members must be judged by the same qualitative standards as are other promotion candidates.

Each College shall state in writing, below, its procedure for determining that the faculty member's years of service are meritorious. Such procedure shall include provision for formal consultation with an appropriate College committee. Once declared eligible for promotion, the faculty member remains eligible for such consideration thereafter until promoted to the rank of professor.

The appropriate terminal degree(s) for the College is the doctorate.

The appropriate College committee to make recommendations on the in lieu statement is: The Division Retention, Tenure and Promotion Committee.

THE COLLEGE’S PROCEDURES FOR DETERMINING MERITORIOUS SERVICE / PROMOTION ELIGIBILITY AS NOTED ABOVE AND ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 12-2, 12-3, etc.)

A faculty member may consult formally with the Division Retention, Tenure and Promotion Committee, who will make the recommendation for the meritorious service promotion with its justification to the College Retention, Tenure and Promotion Committee. A candidate must have the terminal degree to be recommended for meritorious service.
Procedures for Nomination and Recommendation for Promotion

Department and College committees shall consider for promotion all faculty members (1) who are simultaneously being considered for tenure with the exception noted below or (2) who are tenured and have served four years in the same rank/classification.

If a faculty member has been hired without tenure, but at the rank of associate professor and has been granted 2 years credit toward tenure, then the sequence of events is that:

A) the person would be eligible for regular consideration for tenure during their 4th year of service, with tenure taking effect, if granted, at the beginning of the 5th year.
B) the person would not be eligible for regular consideration for promotion to professor until the beginning of their 5th year of service (that is, until 4 years of service have been completed at the rank of associate professor). If the person wishes to be considered for promotion at the same time as she/he is undergoing regular consideration for tenure (that is, during the 4th year of service), then such consideration for promotion shall be evaluated under the criteria for early consideration for promotion.

In some circumstances, a faculty member may, upon application and with a positive recommendation from his or her department or equivalent unit, be considered for promotion to Professor, Librarian or SSP-AR III prior to the equivalent of four years of service. Written requests also may be made by the department chair or colleagues. All such requests must be received by the College dean or equivalent at least two weeks before the date of the closure of the personnel files.

A successful candidate for early promotion must have a sustained outstanding record at Cal State Los Angeles in Category A, Educational Performance and Category B, Professional Achievement, and must have at least a satisfactory record in Category C, Contributions to the University.

Additional College Policies and Procedures, If Any:
(Number additional pages, if needed, as 13-2, 13-3, etc.) (If NONE, so indicate.)

None.
Oral Testimony by Persons Other Than the Candidate

Personnel recommendations relating to retention, tenure, and promotion shall be based on material contained in the faculty member's personnel file. Oral testimony may be used for purposes of clarification of material that is already in the personnel file. Whenever oral testimony is presented before a personnel committee, the candidate shall be present. College procedures for hearing and documenting oral testimony shall be set forth in College RTP documents. A summary of the oral testimony will be placed in the candidate's personnel file. The candidate must be shown the summary and shall be given the right to reply to any statement in the summary. Such a reply shall be attached to the oral testimony report.

The College policy should address the following information:

1. Who, if anyone, will routinely be invited to meet with the committee to provide oral testimony?

2. How will requests from persons not identified in #1 be handled?

3. Will a faculty member be allowed to bring someone with him or her when appearing before the committee?

4. How will oral testimony be recorded?

POLICIES AND PROCEDURES SPECIFICALLY ADDRESSING THE ABOVE FOUR (4) QUESTIONS, BY NUMBER, AND OTHER RELATED COLLEGE POLICIES AND PROCEDURES, IF ANY: (NUMBER ADDITIONAL PAGES, IF NEEDED, AS 14-2, 14-3, ETC.)

1. The faculty member is invited automatically to meet with the Committee but is not interviewed automatically unless the respondent has indicated a preference to be interviewed.

2. The Committee may consider a request to meet with it before the issuing of its draft recommendation but will be guided by matters of practicality in re-assembling the Committee and in meeting impending deadlines for Committee reports.

3. The faculty member may be allowed to bring one person when appearing before the Committee, but must notify the Committee in advance in writing identifying that person and indicate the purpose of the appearance. This individual must be a silent observer.

4. The Report of the Committee will state that oral testimony was given, will name the individual(s) who testified, and also provide a summary of testimony.
Levels Of Review

Levels of review for faculty serving in the first year of a two-year probationary appointment will be (1) a department review committee, (2) the department chair, if not a voting member of the department review committee and (3) the College dean. All other rules of retention committees apply.

For retention, tenure and promotion considerations, the levels of review for all other tenure-track faculty will be (1) a department review committee, (2) the department chair, if not a voting member of the department review committee, (3) a College review committee, (4) the College dean and (5) the appropriate vice president and (6) the President.

For full-time temporary faculty the levels of review will be (1) a department review committee, (2) the department chair, if not a voting member of the department review committee, and (3) the College dean.

For part-time temporary faculty the levels of review will be (1) a department review committee, and (2) the department chair (if the department chair is a voting member of the department review committee, the second level of review will be College dean.), and (3) at the option of the College, the College dean.*

For tenured faculty who are under consideration for five-year review the levels of review will be (1) a department review committee, (2) the department chair, if not a voting member of the department review committee, and the College dean.

For faculty units, such as those for librarians, counselors, and coaches, which are not formally organized as departments or are not part of a College, equivalents to department level review committee, department chair, College level review committee, and College dean, as well as the appropriate Vice President will be established and identified in the unit’s RTP procedures.

**APPROPRIATE EQUIVALENTS:**

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<th>DEPARTMENT CHAIR</th>
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<td>DEPARTMENT COMMITTEE</td>
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<td>COLLEGE DEAN</td>
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<td>VICE-PRESIDENT</td>
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At all levels of review, before recommendations are forwarded to a subsequent review level, the faculty member shall be given a copy of the recommendation and the written reasons therefor. The faculty member, within ten (10) calendar days following receipt of the recommendation, may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. A copy of the response or rebuttal statement shall accompany the personnel file. This section shall not require that evaluation timelines be extended.
College policy regarding the dean’s role in the review of part-time temporary faculty must be stated below.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(NUMBER ADDITIONAL PAGES, IF NEEDED, AS 15-2, 15-3, ETC.) (IF NONE, so indicate.)

The College Dean reviews part-time temporary faculty members when the Division Chair serves as a voting member of the Division RTP Committee.
Charter College of Education

Recruitment, Appointment, Evaluation and Range Elevation of Temporary Faculty

See department ARTP documents. Lecturers shall be appointed by established procedures.

Basis for Consideration for Range Elevation of Temporary (Lecturer) Faculty

Full- and part-time temporary faculty are normally hired to meet specific instructional needs at a rank consistent with their professional qualifications, such as highest academic degree earned, teaching or field experience, status in the discipline, publications, and so forth. Reappointment, salary advancement within rank, and merit awards for temporary faculty may be based on successful teaching performance alone. However, temporary faculty (full- or part-time) shall be considered eligible for review for range elevation if (1) they have no more service-based salary increase (SSI) eligibility and (2) have served five (5) years in their current range. Range elevation for temporary faculty must be based on evidence of appropriate professional development, professional accomplishments, and/or contributions to the university community, as well as on teaching performance. Specific criteria for range elevation will be established at the College and department levels. Consideration of range elevation for temporary faculty shall be utilized by the same department/division and College committees, and on the same annual cycle, as is used for the consideration of the promotion of tenure-track faculty. Denial of range elevation shall be subject to the peer review process mandated in the Agreement for consideration of faculty status disputes, except that the peer panel’s decision shall be final.

The College criteria to be used in evaluations for Range Elevation must be described below.

COLLEGE CRITERIA FOR RANGE ELEVATION AND RELATED ADDITIONAL DEPARTMENT/DIVISION POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 16-2, 16-3, etc.)

To be considered for range elevation, part-time and full-time temporary faculty must demonstrate:

1. Teaching performance at a level satisfactory to the Division, as shown by such measures as student opinion surveys, instructional materials, and peer evaluations of classroom performance. For those with non-teaching assignments, positive evaluations by supervisors must be shown.
2. At least one of the following indicators of appropriate professional development:
   A. Professional accomplishments at a level satisfactory to their Division as demonstrated by (but not restricted to) such activities as:
      • Professional products such as conference presentations, articles, books, curricula, technology innovations, etc.;
      • Attendance at local, regional, national, and international meetings of professional groups and/or associations;
      • Active membership in professional groups and/or associations;
      • Maintenance of current credential or licensure;
      • Continuation of professional practice outside the University;

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• Participation in successful grant writing or grant projects;
• Partnerships with pre-K–14 schools or colleges, and/or community agencies;
• Writing letters of recommendation and/or support.

B. Contributions to the University community at a level satisfactory to their Division, as demonstrated by (but not restricted to) such activities as:
• Participation in Program, Division, College or University committee;
• Participation in Program, Division, College or University Advisory committees
• Assistance in planning Program, Division, or College accreditation documents.

3. In addition, for elevation from Level C to Level D, an Ed.D. or a Ph.D. is required.
Review of College Personnel Procedures

Complete College personnel procedures, which conform to the Agreement, and University policies and procedures, and which use this template, must be submitted to the University Faculty Policy Committee for review after the effective date of each new Agreement. These shall then be forwarded as a recommendation to the President or designee for approval and formalization. When feasible, this shall be done prior to the fifth week of the Spring Quarter, but in any event before the beginning of the next RTP review cycle.

After the College documents have been initially approved and during the life of an existing Agreement, department and College documents will be kept current by addenda to the standardized document. Colleges and departments or equivalent units may propose addenda at any time. New procedures which originate in the department must be submitted as addenda, via the College, to the Faculty Policy Committee on a timely basis, but when feasible by the fifth week of the Spring Quarter each year, so as to be approved in time for the next RTP cycle.

Addenda to the University policies will be sent by the Faculty Policy Committee to all departments and Colleges in a timely manner, but when feasible prior to the fifth week of Winter Quarter each year. Addenda to university procedures will be sent by the Provost to all departments and Colleges in a timely manner, but preferably prior to the fifth week of Winter Quarter each year.

ADDITIONAL COLLEGE POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 17-2, 17-3, etc.) (If NONE, so indicate.)

None.