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

Department/Division/School of Child and Family Studies

Confidentiality of Personnel Deliberations

Except as otherwise provided by systemwide policy, the deliberations of personnel committees having to do with appointment, reappointment, retention, tenure, periodic review/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 current University, College, or department personnel policies and procedures and then only by the committee member or members 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 provides 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 DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 1-2, 1-3, etc.)

Note: 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 terms "Agreement" shall be understood as referring to the Memorandum of Understanding or the Unit 3 Collective Bargaining Agreement.
Composition of Departmental Personnel Committees (Probationary and Temporary Appointment, Retention, Tenure, and Promotion, and Evaluation of Temporary, Probationary and Tenured Faculty)

Each department shall establish one or more committees to make recommendations on appointment, retention, tenure and promotion (ARTP). Each committee shall have a minimum of three members and one alternate. Each committee will elect its own chair.

The department annually elects three (3) personnel committee(s). (Indicate number of committees.)

The probationary and tenured faculty members of the department or equivalent unit shall elect a peer review committee(s) of tenured faculty members. When there are insufficient eligible members to serve on the peer committee, the department shall elect members from a related academic discipline(s).

COMPOSITION OF DEPARTMENTAL PERSONNEL COMMITTEES
(The Committees, as a whole, must take responsibility for the following tasks: Probationary Appointment; Temporary Appointment; Retention, Tenure and Promotion; Range Elevation; Evaluation of Temporary Faculty; Evaluation of Probationary Faculty; Evaluation of Tenured Faculty; and Collaboration on the Development of Individual Professional Plans. It is required that each unit indicate below which Committee will be responsible for each of these tasks.)

<table>
<thead>
<tr>
<th>Committee Titles and Responsibilities</th>
<th>Number of Members (at least 3; all tenured full-time) (Indicate if must be (full) professor rank)</th>
<th>Number of Alternates (1 or more; all tenured full-time)* (Indicate if must be (full) professor rank)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee A</td>
<td>The Department Chair and 2 elected Full-time Tenured Full Professors</td>
<td>1 Full-time Tenured Full Professor</td>
</tr>
<tr>
<td>Retention, Tenure and Promotion; Collaboration on Development of Individualized Professional Plans; and Post-Tenure Review</td>
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<tr>
<td>Committee B</td>
<td>The Department Chair and two tenured full time Associate or Full Professors</td>
<td>1 or more Full or Associate Tenured Professors</td>
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<tr>
<td>Range Elevations; Evaluation of Temporary Faculty;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search Committee</td>
<td>The Department Chair and 2 Full or Associate Tenured Professors</td>
<td>1 or more Full or Associate Tenured Professors</td>
</tr>
<tr>
<td>Selection Committee for New Appointments at all ranks</td>
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<td></td>
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</tbody>
</table>

*When a member of a department 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. Consideration should be given to having the alternate(s) present from the start of the deliberations, to enable the alternate(s) to participate effectively, if/when needed.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: (Number additional pages, if needed, as 2-2, 2-3, etc.) (If NONE, so indicate)
The Chair of the Department shall serve as a standing member of Committee A, Committee B and the Search Committee. Committee B will evaluate lecturers with one/two/multiple year contracts and make recommendations regarding range elevations. The two faculty and alternate members of the Committee A, Committee B and the Search Committee shall be elected by the faculty using an electronic ballot and the single transferable ballot method. The election for Committee A, Committee B and Search Committee members will be held no later than the last faculty meeting of the Spring Quarter.