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

Department/Division/School of Curriculum and Instruction

(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 Department/Division
Department Chair ___________________________ 6-3-15
(2) By College FAC
Committee Chair ___________________________ 6-4-15
(3) By College Dean
College Dean _______________________________ 6-6-15
(4) By University FPC
Chair _______________________________ 8-5-15
(5) By Academic Affairs
Provost and VPAA ___________________________ 8/12/15
POLICIES AND PROCEDURES FOR FACULTY APPOINTMENT, RETENTION, TENURE AND PROMOTION

Department/Division/School of **Curriculum and Instruction**

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 ___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 full-time 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>
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<tr>
<td>Division RTP Committee (Faculty Retention Tenure and Promotion): evaluation of all tenure-track faculty and post-tenure review of tenured faculty. Conducting interviews of above listed faculty as necessary, reviewing files, and making recommendations on retention, tenure and promotion. Collaborating with faculty in the preparation of Individual Professional Plans. Also, conducting post tenure reviews of tenured faculty.</td>
<td>Three (3) Professors (Full). In electing members of the Division’s RTP committee, faculty are encouraged to place a high priority on disciplinary diversity so that the committee may reflect a more accurate and broad representation of the high range of expertise across C&amp;I programs. FERP faculty may serve as needed.</td>
<td>Three (3) Professors (Full). Alternates will be selected according to the majority of ballots cast by preferential ballot after the three regular members have been selected.</td>
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<tr>
<td>Division AFRA Committee (Adjunct Faculty Retention and Appointments): appointment and evaluation of all temporary faculty members. Implementation of University, Charter College of Education and Division of Curriculum and Instruction policies and procedures for recommending appointment, retention and evaluation of temporary faculty and for range elevation as appropriate.</td>
<td>Five (5) Professors (Associate or Full). In electing members of the Division’s AFRA committee, faculty are encouraged to place a high priority on disciplinary diversity so that the committee may reflect a more accurate and broad representation of the high range of expertise across C&amp;I programs. FERP faculty may serve as needed.</td>
<td>Three (3) Professors (Associate or Full). Alternates will be selected according to the majority of ballots cast by preferential ballot after the five regular members have been selected.</td>
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<tr>
<td>Division Appointments Committee Implementation of University, Charter College of Education and Division of Curriculum and Instruction Policies and Procedures for Recommending Appointment of Tenure-Track Faculty.</td>
<td>Five (5) THREE (3) Professors (Associate or Full). In electing members of the Division Appointments Committee, faculty are encouraged to place a high priority on disciplinary diversity so that the committee may reflect a more accurate and broad representation of the high range of expertise across C&amp;I programs. FERP faculty may serve as needed.</td>
<td>Three (3) Professors (Associate or Full). Alternates will be selected according to the majority of ballots cast by preferential ballot after the five regular members have been selected.</td>
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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:
(If NONE, so indicate)

A. The Division Chairperson, who is required to make an independent evaluation of faculty members who are eligible for retention, promotion and tenure, may not serve as an elected member to the Division RTP Committee.
B. Every eligible Tenured Full Professor has the obligation to be available for election to the Division RTP Committee.
C. Every eligible Tenured Professor has the obligation to be available for election to the Division AFRA Committee.
D. Every eligible Tenured Professor has the obligation to be available for election to the Division Appointments Committee.