Policies and Procedures for Faculty Appointment, Retention, Tenure and Promotion

Department/Division/School of ___________ Pan-African Studies

(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
   [Signature]
   [Date: 2-12-13]

2. By College FAC
   Committee Chair
   [Signature]
   [Date: 4/8/2013]

3. By College Dean
   College Dean
   [Signature]
   [Date: 4/17/13]

4. By University FPC
   Committee Chair
   [Signature]
   [Date: 2/13/14]

5. By Academic Affairs
   Provost and VPAA
   [Signature]
   [Date: 2/13/14]

6. By President
   President
   [Signature]
   [Date]
POLICIES AND PROCEDURES FOR FACULTY
APPOINTMENT, RETENTION, TENURE AND PROMOTION

Department/Division/School of __________ Pan-African 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 ___2___ 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>Appointment, Retention, Tenure, and Promotion Committee is responsible for the search and appointment of all junior tenure-track faculty hires, annual and periodic reviews for tenure-track and lecturer faculty, tenure and promotion of probationary, and range elevations for lecturer faculty.</td>
<td>3 (tenured)</td>
<td>1</td>
</tr>
</tbody>
</table>
Senior Faculty Appointment, Retention and Promotion Faculty is responsible for the search and appointment of all tenured and senior faculty hires and the promotion and post-tenure reviews for tenured faculty.

| 3 (Full professors only) | 1 |

*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)

Affiliate Pan-African Studies Department faculty members are eligible to serve on ARTP committee.
Eligibility for Committee Service and Balloting

Membership on faculty personnel committees shall be limited to permanent faculty members. Exceptions to this restriction shall be limited to those instances in which the CSU/CFA Collective Bargaining Agreement requires the participation of other faculty employees.

Faculty participating in the Faculty Early Retirement Program (FERP) may serve on personnel committees when the committee's work would normally be completed during the period of FERP employment. However, personnel committees may not be comprised solely of faculty participating in the Faculty Early Retirement Program.

Faculty members on leave for one or more quarters will normally not serve on personnel committees, and must notify the committee chair prior to the beginning of the quarter in which they will be absent. If a faculty member is available and willing to serve and if there are extraordinary circumstances that make the faculty member's attendance highly desirable, a faculty member may serve while on leave subject to the college dean's approval.

Each department/division/school and each college shall elect one or more personnel committees comprised of tenured faculty members to conduct evaluations of faculty members. Each department/division/school committee shall have a minimum of three members and one alternate. For faculty units that are not organized into departments/divisions/schools, the unit-specific evaluations policies will identify equivalents to personnel committees. A faculty member cannot serve on more than one level of peer review for another faculty unit employee in any given academic year. If a faculty member is elected to peer review committees at two levels, the faculty member may decline service on either the department/division/school or college committee.

When a member is to be absent from a substantial part of the committee's deliberations, the alternate will replace the member and will continue through the completion of all committee deliberations of that cycle. A committee member on the college evaluation committee may not be present when the committee is deliberating and voting on candidates from his or her department/division/school.

As established by the department/division/school policy, the chair or director may serve on the department/division/school evaluation committee either as an elected or ex officio voting member, or as an ex officio non-voting member. If the chair or director is not a voting member of the department/division/school evaluation committee, he or she has the responsibility to write an independent evaluation of the faculty member. Indicate below if the chair or director is always included on the committee, excluded from the committee, or eligible to serve if elected to the committee.

No member of an evaluation committee may participate in the evaluation of anyone who holds a rank higher than the member's rank. Additionally, faculty members under promotion consideration are not eligible to serve on promotion or tenure peer review committees.

The ballot of nominees for committee(s) will list at least twice the number of faculty to be elected. If the department does not have eligible members for a department personnel committee equal to twice the number to be elected, they will add the names of eligible nominees who are willing to serve from closely related disciplines to achieve that number. The ballot should consist only of faculty eligible to serve. It is expected that all eligible faculty will be on the departmental ballot and shall serve if elected.

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

The Department Chair is always included on each evaluation committee.
Recruitment of Probationary Faculty

Before recruitment for any position takes place, explicit and reasonable criteria for evaluating applicants shall be established in writing by departments and shall be made available in the individual departments and Colleges. Departments may require additional professional training, vocational experience or education above and beyond the terminal degree. Departments shall distinguish between required and desired criteria, and shall consider such factors as instructional ability, training, professional potential or achievement, research ability, ability or willingness to work effectively in a multi-ethnic environment and quality of recommendations. All applications for a position shall be judged by the same criteria.

The department shall develop the appropriate vacancy announcement using the established template, which shall be approved by the College dean and the Assistant/Associate Vice President for Academic Affairs – Academic Personnel. The vacancy announcement must include the name of the specific terminal degree that is required for tenure and promotion if the possession of that degree is not a requirement for appointment. (For information about equivalency statements, see the section of the Faculty Handbook entitled "Eligibility Criteria for Tenure and Promotion"). Vacancy announcements for tenure-track positions shall be disseminated locally, regionally, and nationally.

Recruitment should be based on explicit long-term (3-5 year) plans developed on the basis of the following: careful forecasting of curriculum developments for each department, projected changes in class size, limits related to changes in content and methods of instruction in each class, changing needs for each offering, projected student/faculty ratios, projected FTES, projected departmental needs and department equity and diversity concerns.

Departments shall be required to recruit faculty from a wide variety of institutions in order to provide significant breadth of background and experience in each department. No more than 25 percent of a department's probationary and tenured faculty should have their highest academic degrees from any single institution. Before making a new appointment at variance with this limit, the dean of the College must be satisfied that serious and persistent factors beyond the department's control make the exception necessary. Such factors would include, but not be limited to, equity and diversity concerns.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: NONE
Appointment of Probationary Faculty

Initial probationary appointments may be for a period of one or two years.

Recommendations regarding probationary appointments shall originate at the department or equivalent unit. Probationary appointment procedures shall include the following:

a. Each department or equivalent unit shall elect a peer review committee of tenured faculty unit employees, which may include FERP faculty, for the purpose of reviewing and recommending individuals for probationary appointments. At the discretion of the President and upon request of the department/division/school, these appointment committees may also include probationary faculty. If the President has authorized recruitment of a tenured faculty member, the appointments committee shall be limited to faculty members at a rank equivalent to or higher than the rank at which the faculty member will be appointed.

b. Each departmental peer review committee recommendation report shall be approved by a simple majority of the committee casting a vote. An abstention shall count as a negative vote.

Probationary appointments are normally made at the Assistant Professor or equivalent librarian or counselor rank in accordance with provisions of the Agreement. Each newly appointed probationary faculty member is assumed to have the qualifications and potential to be a candidate for retention, tenure, and promotion in due course.

The President, upon recommendation of the affected department or equivalent unit and the appropriate administrator(s) may grant to a faculty member at the time of initial appointment to probationary status up to two (2) years service credit for probation.

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 or designee. 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.

At the time of initial appointment, instructional faculty must be evaluated for oral and written proficiency in English through procedures to be developed by each department. Upon completion of the evaluation, the department chair of the faculty member concerned will certify proficiency in English appropriate to the discipline, instructional setting, and material, being communicated. Such certification shall be placed in the faculty member's personnel file. If a member of the instructional faculty is unable to demonstrate proficiency in oral and written communication in English, he or she shall be directed to courses, workshops, or programs designed for the improvement of those skills.

Each new faculty member shall be provided 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 his/her appointment. In addition, the faculty member shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: NONE
**Personnel Action Files**

All reviews shall be based on evidence in the two-part personnel action file, which includes the permanent personnel action file (PPAF) and the working personnel action file (WPAF). All evaluations will be entered into the faculty member's permanent personnel action file (PPAF). The permanent personnel action file (PPAF) is maintained by the University. Reports of peer observations of instruction and quantitative summaries of student opinion surveys are maintained in the PPAF.

The candidate is responsible for providing the following materials to his or her working personnel action file (WPAF) before the published date of the file closure: a current curriculum vitae, a personnel information form that summarizes and describes the candidate's activities and accomplishments during the period under review, and evidence of these activities and accomplishments.

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.

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 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 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.

**ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:**

NONE
Individualized Professional Plans

Each faculty member shall have the discretion to develop, in collaboration with his or her chair or director and the appropriate department/division school personnel committee, an individualized professional plan (IPP). 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.

A faculty member may choose to prepare an IPP when either his or her work assignment or area of specialization warrants a departure from the usual evaluation criteria, or when the faculty member's work is of a nature that it makes it difficult to apply the established evaluation criteria articulated above. Such a plan must indicate the time period during which it will apply to the evaluation of the faculty member's performance. No IPP may be retroactively applied, and in no case shall an IPP exceed three years in duration. However, an IPP may be renewed.

An IPP must be approved by the faculty member, the department/division chair or school director, the dean, the Provost and the President. The IPP must indicate (1) the unusual circumstances or work assignment that warrant(s) the creation of the plan, (2) the work plan (and expected outcomes) for the faculty member over the course of the IPP's duration, and (3) where necessary, the criteria by which the faculty member will be evaluated. An individualized professional plan will still require that a faculty member be evaluated in all areas of expected performance. Whenever an IPP is approved, it must be placed in the permanent personnel file. An IPP will be effective upon its approval and will govern only that part of the evaluation period during which it is in place.

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 dept/div level will work (including specifying on 2-1 and which committee(s) will do that collaboration). Describing specific structures and processes is optional.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: NONE
Eligibility for Tenure

To be eligible for tenure, a faculty member must have an appropriate terminal degree or have been appointed under an equivalency (in-lieu) statement. The appropriate terminal degree(s) for the department are:

<table>
<thead>
<tr>
<th>Area of Specialization</th>
<th>Terminal Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>African/African-American/Black Studies</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Social Sciences (Pol.Sci, Soc. Hist, etc.)</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Humanities (English, Literature, etc.)</td>
<td>Ph.D.</td>
</tr>
<tr>
<td>Law</td>
<td>J.D.</td>
</tr>
<tr>
<td>Arts (Film, Theater, Visual, etc.)</td>
<td>MFA or Ph.D.</td>
</tr>
</tbody>
</table>

The appropriate terminal degree is required for consideration for tenure and promotion beyond the rank of assistant professor or senior assistant librarian, with the exception described in the following paragraph:

Any department having a position in 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. The department shall use the form entitled "Request for Approval of a Terminal Degree Other than a Doctorate" which can be found at the end of this document. 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.

Consideration for tenure normally occurs during the sixth year of service as a probationary faculty member. A probationary faculty member may request to be considered for early tenure by making a request in writing to the College Dean by the deadline specified in the Personnel Actions Calendar. The normal period of probation shall be a total six (6) years of full-time probationary service and credited service, if any. Any deviation from the normal six (6) year probationary period except as provided by the agreement (for example due to certain leaves) shall be the decision of the President following his/her consideration of recommendations from the department or equivalent unit and appropriate administrator(s). A successful candidate for early tenure 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.” A faculty member may request to be considered for early tenure only once.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: NONE
Eligibility for Promotion

Department and College committees shall consider for promotion all faculty members:
1. Who are simultaneously being considered for tenure or
2. Who are tenured faculty and in their fifth year in rank as an associate professor, unless the faculty member requests in writing not to be so considered.

A faculty member shall not normally be promoted to Associate Professor or equivalent rank/classification and may not be promoted to Professor during the probationary period. Probationary faculty members shall not be promoted beyond the rank of Associate. A probationary faculty member shall normally be considered for promotion at the same time he/she is considered for tenure. Tenure of an Assistant Professor carries with it promotion to Associate Professor.

A faculty member, upon application, may be considered for promotion to Professor, Librarian, or SSP-AR Level III, prior to the equivalent of the fifth (5th) year of service. Such requests also may be made by the department chair or colleagues. Such requests must be received by the Dean or equivalent at least two weeks before the date set for the closure of personnel files.

A successful candidate for early promotion to the rank of associate professor 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. A candidate for early promotion to the rank of professor must have a sustained outstanding record in categories A and B, "educational performance" and "professional achievement" and be at least commendable in category C, "contributions to the University." A faculty member may request to be considered for early promotion only once at each rank. Prior to the final decision, candidates for promotion may withdraw without prejudice from consideration at any level of review.

The terminal degree is mandatory for promotion beyond the rank of Assistant Professor. However, a faculty member, after 10 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 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.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
NONE
Evaluation of Permanent Instructional Faculty

The purpose of the University's instructional evaluation policy is to maintain and enhance the high quality of the academic programs at CSULA by assuring that all permanent faculty members meet and maintain high standards of performance as teachers, scholars, and members of the campus community. The policy aims to achieve this objective by establishing criteria for fair, thorough, and consistent evaluation of individual faculty members.

Evaluations of tenure-track and tenured instructional faculty shall 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 an instructional faculty member is based upon a comprehensive review of the individual's qualities, achievements, and promise during the year or years included in the review period. Attention shall be given to forming a general "profile" or comprehensive estimate of the faculty member's performance and special professional interests and accomplishments.

All reviews shall be based on evidence in the two-part personnel action file, which includes the permanent personnel action file (PPAF) and the working personnel action file (WPAF). All evaluations will be entered into the faculty member's permanent personnel action file (PPAF). The faculty member shall file annually an updated resume using a format consistent with College practice, in addition to the yearly personnel information form.

Reviews for retention, tenure, and promotion to associate professor are cumulative in the sense that the progress or growth of the faculty member since joining the faculty is a factor in evaluation. Generally, the evaluation of a probationary faculty member will take into account all and only the activities and achievements since the initial probationary appointment. Reviews are 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 members of the faculty engage.

Performance reviews for promotion to the rank of professor are similarly cumulative and comparative - i.e., the progress or growth of faculty members while in their present rank is assessed against the quality and effectiveness of colleagues' performance, taking into account the broad range of activities in which different members of the faculty engage.

All tenured professors (at any rank) shall be evaluated at intervals no greater than five years. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the College Dean.

Permanent 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. Teaching performance includes those activities by the faculty member that directly contribute to student learning. 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 supervising theses or projects; supervising
student learning experiences in academic and community based settings; collaborating with students on research, performance, artistic, and other projects; mentoring students; and tutoring students.

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 a peer observation of instruction.
- 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.

Category B, professional achievement, is defined as performance of discipline-related activities that include, but are not limited to the following broad areas identified in no particular order:

- 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.
- Innovative use of technology, textbooks, and original teaching or testing materials which are adopted for professional and/or instructional use outside the faculty member's department/division/school.
- Inventions, designs and innovations that have been favorably evaluated by authorities outside the University.
- Creation, exhibition, performance or publication in the arts or literature. Producing and directing events in the performing arts, including visual arts, music, dance, and theatre, beyond normal instructional duties.
- Presentations before meetings of scholarly and professional societies, and presentations as an invited authority in the faculty member's field before scholarly and professional audiences.
- Participation in activities of scholarly or professional societies beyond mere membership, such as elective office, fellowship status, committee membership, receipt of special awards, organization of symposia, and chairing of conference sessions.
- Receipt of fellowships, grants, contracts or other subsidies and commissions for scholarly activities in the faculty member's field.
- Holding special appointments such as visiting professorships, lectureships, or consultant assignments in other academic, scholarly, professional, or governmental institutions.
- Editing or reviewing of scholarly or professional publications.
- Professional practice that utilizes the faculty member's academic expertise.
- Service to one's profession, in such cases where the activity is based on one's disciplinary expertise (for example, appointment to a granting agency's review board or service on a professional board).
- Community based participatory research, community service, and community based activities that involve the academic expertise of the faculty member.

In evaluating these contributions as to their relative merits, the quality and effectiveness, and not only the quantity of the contributions in category B shall be the primary consideration.
Each department/division/SCHOOL shall clearly specify those activities considered appropriate as “scholarly and creative activities” for the discipline. These department/division/school activities are:

- Publication of articles, book chapters and books.
- Media and public presentations to wider audiences for which faculty member is considered an expert.
- Film, theater and creative performances, installations and showings related to the field.
- Participation, consulting and service to community organizations related to the field.

Category C, Contributions to the University is defined as all other service to the University, profession, or community that contributes to the mission and governance of the University such as, but not limited to, those activities listed below.

- Contributions to academic governance such as membership and participation in the activities of department/division/school, college, university, and system committees, and service in administrative capacities.
- Participation in any student, faculty, professional, or community organization or engagement in any service to colleges and/or the community or engagement in other activities that bring positive recognition to the faculty member and to the University.
- Delivery of speeches, conducting of colloquia, or otherwise conveying information about the faculty member's scholarship, profession, field and university to community groups.
- Organization of and engagement in significant university, college and department/division/school activities that improve the educational environment and/or student, staff, or faculty life, such as organization of retreats, conferences, or orientations.

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.

Departments are strongly encouraged to indicate below the specific procedures and criteria to be used in conducting peer observations, including such things as follow-up meetings between the observer and the faculty member being observed.

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

NONE.
Committee Procedures

Evaluation committees are responsible for evaluating the work of the candidates in all areas based on the information provided in the personnel action file, for making a recommendation regarding retention/tenure/promotion, and for applying the specific criteria and standards of the department/division/school or of the college to the performance of their colleagues in the evaluation process. When faculty have approved individualized professional plans on file, the committee shall review and take into account such plans in evaluating the faculty member's performance. When a faculty member accepts a regular or temporary non-teaching assignment, special consideration shall be given to performance in that assignment.

The committee is expected to consider whether evaluation criteria and recommendations from previous years have been met. Additionally, the expectation for future growth leading to tenure and/or promotion should be stated to provide guidance in future evaluations. If deficiencies are found, the committee is responsible for making recommendations for improvement.

In addition to the responsibilities detailed above, the department/division/school committee is responsible for conveying to other levels of review the relative merit of the individual candidate's performance from the perspective of the candidate's academic discipline.

Each evaluation recommendation and report shall be approved by a simple majority of the membership of that committee. The reservations of the minority may be written into the full committee report as qualifications or reservations or as a separate minority opinion, which shall always be included with the majority report.

The faculty member may submit, within ten (10) calendar days following receipt of the recommendation and before the recommendation is submitted to the department chair, a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation. Such a meeting shall be held in a timely manner. A copy of the response or rebuttal statement shall accompany the recommendation of the department chair, be placed in the PPAF and also be sent to all previous levels of review. This section shall not require that evaluation timelines be extended.

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 dean of the college shall select appropriate external reviewer(s), with the approval of the President or designee and the concurrence of the faculty member under review, and transmit to the reviewers the materials to be reviewed. A copy of the relevant parts of this policy shall accompany the materials to be reviewed. Once the external reviewer(s)' report is received, the file is returned to the initial stage of review and the review commences from that level forward with the reviewers' report added to the permanent personnel action file (PPAF).

If any stage of a Performance Review has not been completed within the specified period of time, the Performance Review(s) shall be automatically transferred to the next level of review or appropriate administrator and the faculty member shall be so notified.

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

NONE.
Review of Faculty Holding Joint Appointments and of Faculty Active in Interdisciplinary Programs

The criteria for evaluating faculty with joint appointments shall be consistent with those used for comparable evaluations of faculty members appointed to a single department/division/school.

Faculty with joint appointments in two or more departments/divisions/schools or equivalent units shall be evaluated either by the peer review committee, in each department/division/school or by a joint committee of faculty from each department/division/school. If a joint committee is utilized, this committee will consist of members of all academic units within which the candidate holds a joint appointment. Each academic unit shall elect the committee members representing the unit and each unit shall be represented in as close to equal proportion as possible to proportion of the candidate's time assigned to that unit. If not a member of the peer review committee, the chair or director of each academic unit shall write an independent evaluation. A faculty member appointed in two different colleges will be evaluated by the college-level peer review committee in each college in which he or she is appointed.

College dean(s), in consultation with the faculty member holding a joint appointment and the department/division chair(s) or school director(s), shall determine whether the faculty member will be evaluated in each department/division/school or by a joint committee; this determination should be made at least 30 days prior to the file closure date for the faculty member's first evaluation. In subsequent years, changes to the department/division/school-level review process can be effected either at the recommendation of the faculty member with dean's approval or at the discretion of the dean after consultation with the faculty member. Such changes will become effective for any review cycles beginning 30 days after the change is instituted.

In every case, the department/division/school and college-level recommendations shall be forwarded to the respective dean(s) of the college(s) in which an appointment is held; each dean shall conduct an evaluation and forward a recommendation to the Provost. For individuals holding a joint appointment, the President shall make a single decision regarding retention, tenure, or promotion.

When a faculty member with an appointment in a specific department/division/school devotes all or part of his or her efforts to instruction in or participates in the development and administration of an interdisciplinary program, that faculty member may request an assessment of his or her performance in the activities associated with the interdisciplinary program. In that case, prior to the file closure date, the coordinator of the interdisciplinary program shall provide a written assessment of the contributions of the faculty member to that program for the faculty member's permanent personnel action file. This assessment shall be part of the evidence upon which the evaluation 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 DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES ADDRESSING THE REVIEW OF FACULTY WITH JOINT APPOINTMENTS, AND ANY OTHER RELEVANT POLICIES OR PROCEDURES, IF ANY:
(Number additional pages, if needed, as 12-2, 12-3, etc.) (If NONE, so indicate.)

NONE.
Student Consultation in Academic Personnel Processes

Student opinion surveys on instruction are mandatory in all classes for all faculty.

Summary results of student opinion surveys will be placed in the faculty member's personnel file. Each student has the option to write comments on the reverse side of the form. These forms shall be returned directly to the faculty member.

Students at the University shall be given the opportunity annually to submit written and signed statements regarding all faculty being evaluated by personnel committees. These statements shall be limited to the students' own experience with faculty members under consideration regarding Category A, educational performance (including academic advisement and instructionally related activities). Only signed statements will be considered valid.

Department chairs shall inform students of all candidates being evaluated no later than one month prior to the closing of the candidates' personnel files. The announcement shall be posted prominently outside the department office. This announcement may also be distributed to students by any other means deemed appropriate by the department chair.

The announcement shall include the candidate's name, and a statement that information is sought on educational performance (including academic advisement and instructionally related activities), in the form of written statements signed by students addressed to the department chair. The announcement should inform students that their written statements will be placed in the faculty member's personnel file and will be available to the faculty member and to others with legal access to the file. The announcement shall also include the deadline for submission of written statements. The deadline will be no later than eight days prior to the closing of the faculty member's personnel file.

Upon request of the department/division chair or school director, or appropriate committee, faculty members may remind students that they have the right to participate in the academic personnel process by submitting written, signed statements.

Written statements received from students in response to the posted announcement will be transmitted by the department/division chair or school director to the dean for placement in the faculty member's personnel file. A copy of the written statements will be placed in the faculty member's mailbox at least five calendar days before they are placed in the file.

The departmental committee may request students who have submitted statements to meet with its members for purposes of clarification. The students who are invited to meet with the departmental committee will be notified that the faculty member has the right to be present following the rules of oral testimony.

It is unprofessional conduct for a faculty member to request from students currently enrolled in his/her classes, positive written and signed performance appraisals of himself/herself or of another faculty member. This does not preclude a faculty member from requesting anonymous, voluntary statements from students during the quarter for the purpose of improving the course. Students who express to a faculty member an appreciation of a course should be informed of the appropriate procedures for expressing these views.

It is unprofessional conduct for a faculty member to actively seek negative performance appraisals of other faculty members from any students. Students who express negative opinions of another faculty member should be informed of the appropriate procedures for expressing these views.

It is unprofessional conduct for a faculty member to confront or retaliate against students who have submitted negative performance appraisals.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
NONE
Oral Testimony

Personnel recommendations relating to retention, tenure, and promotion shall be based on material contained in the faculty member's personnel file. When, under extraordinary circumstances, a personnel committee needs clarification of material in a candidate's personnel file, the committee may choose to invite appropriate person(s) to testify before the committee about the material in the personnel file. A request for testimony is initiated by the personnel committee and shall be provided before the committee makes its recommendation.

Any request for oral testimony will be made in writing by the chair of the committee to the invited party. Whenever a party other than the candidate is invited to give testimony, the candidate shall also be invited to be present for the oral testimony. Any person invited to provide testimony may decline to do so; the committee cannot compel testimony. In any case in which oral testimony is provided to the committee, a summary of that testimony shall be recorded by the committee. The candidate and the person who testified must be shown the summary of the oral testimony and shall be given the right to reply to any statement in the summary. Such a reply shall be attached to the oral testimony summary and both the summary and reply shall be placed in the candidate's personnel file.

A request for oral testimony shall not delay the transfer of the personnel file to the next level of review.

Pursuant to Article 15 of the Collective bargaining agreement between California Faculty Association and the California State University, a faculty member has the right to request a meeting with a personnel committee or appropriate administrator within 10 days following the receipt of their recommendation. If such a meeting is held, the discussion therein does not constitute oral testimony and thus does not fall within the scope of this policy.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
NONE
Types of Evaluation for Permanent Faculty

There are two types of evaluations of permanent faculty members:

- Performance reviews, required for retention, tenure and promotion of permanent faculty, and

- Periodic evaluations, conducted when an evaluation is required, but in periods in which a faculty member is not under consideration for retention, tenure, or promotion.

Performance reviews serve the dual purposes of determining whether or not a faculty member's performance warrants retention, tenure, or promotion, and of providing the faculty member with constructive feedback on his or her performance in the areas under review. Periodic evaluations are aimed primarily at providing the faculty member with feedback on his or her performance. However, they may be considered in subsequent performance reviews.

Permanent (probationary and tenured) faculty members shall undergo a performance review when under consideration for retention, tenure, or promotion. A permanent faculty member undergoing a performance review shall be reviewed by the appropriate department/division/school peer review committee, the department/division chair or school director (if not a member of the department/division/school peer review committee), the appropriate college peer review committee, the dean, the Provost and the President.

A permanent faculty member undergoing periodic evaluation shall be reviewed by the appropriate department/division/school peer review committee, the department/division chair or school director (if not a member of the department/division/school peer review committee), and the dean. Periodic evaluations shall include review of a faculty member's performance in all of the same areas as during a performance review.

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.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: NONE
Role of Department/Division/School Chair or Director

The department chair is responsible for communicating department, College and University criteria and standards for evaluation to the candidates. The department chair, in consultation with the appropriate department/division personnel committee, is also responsible for working closely with faculty who develop individualized professional plans.

More generally, it is the continuing duty of the department chair to counsel faculty members concerning factors that add strength or affect status. It is the right of every faculty member to request such counsel at any time. The first counseling of new faculty members shall be undertaken at the department chair's initiative, and must include but not be limited to verification that the faculty member has access to the current Faculty Handbook and understands its purpose. 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.

The initial counseling of new faculty shall also include verbal orientation to the department, College, and University as deemed appropriate; and answers to questions raised by the new faculty member. Thereafter, counseling of the faculty member shall be at the faculty member's option and initiative, except that reports prepared annually for purposes of retention, tenure, and promotion must be provided to the respective faculty members undergoing such evaluation. The department chair shall initiate the meetings at which these evaluations are discussed. If the chair is dissatisfied with or has reason to question the performance of the faculty member, the faculty member must be notified promptly.

It is the duty of the department/division committee designated to survey the faculty member's accomplishments and to summarize annually, in the form of a report to the dean, the committee's judgment of the faculty member's accomplishments and abilities. A similar report must be written in the years when the faculty member is eligible for consideration for promotion. The department chair, if otherwise eligible to serve on department personnel committees, may serve as a regularly elected voting member or ex-officio. In the latter case, the chair shall vote only if the department faculty has approved this privilege by majority vote on a written ballot, and, in the case of promotion, if he or she has already attained the rank for which other faculty are being considered. A department chair not serving on a department personnel committee may be invited by majority vote of the committee to make an informal presentation on each of the candidates at the beginning of the committee deliberations, after which he or she shall leave the committee but remain available for further consultation. See section on Oral Testimony for procedures to be followed.

The chair of the department shall file a separate recommendation if he or she does not participate as a voting member of the retention, tenure, promotion, temporary full- or part-time faculty review, or periodic review of tenured faculty committee(s). Such a recommendation shall be included with the committee recommendation when it is forwarded to the College committee and to subsequent levels of review. If the chair participates as a voting member of the committee, he or she may participate in the preparation of a minority report.

Before the recommendation is forwarded to the College committee, the chair shall give the faculty member a copy of the report, including his or her own recommendation, if any, which shall state in writing the reasons for the recommendation and shall ask the faculty member to sign the original copy of the report, attesting to the fact that the faculty member has read it but has not necessarily agreed with it. The faculty member shall have the right, within, ten calendar days following receipt of the report, to respond to the committee and/or chair's recommendation in writing and/or request a meeting. The response or rebuttal statement, if any, shall be forwarded with the report to the College committee.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
(Number additional pages, if needed, as 16-2, 16-3, etc.) (If NONE, so indicate.)

16-1
Appointment and Evaluation of Temporary Faculty

Temporary full-time and part-time faculty shall be provided with written statements from the Department Chair or College Dean specifying, as far as can be determined in advance, courses to be taught, class size and schedule. Temporary full-time faculty also shall be informed of their expected extra-instructional support duties (e.g. advisement, committee assignments).

Working Conditions

Since the teaching responsibilities of temporary full-time and part-time faculty are the same as those of the regular faculty insofar as their courses are concerned, they should be provided with facilities and services consistent with the performance of their duties.

Temporary full-time and part-time faculty shall have participatory rights in department meetings, except that voting rights shall be subject to Department, College, and University regulations and the Agreement between CSU and CFA. Part-time faculty may not, however, be required to attend such meetings.

Official Personnel Action Files (PPAF) for all temporary full-time and part-time faculty members shall be maintained in the office of the College Dean.

Evaluation

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. In every case, the evaluation of a temporary faculty member shall be appropriate to his or her assignment and based on the faculty member's performance of the essential duties of the position.

Within 14 days of the beginning of the quarter of his/her initial appointment, each temporary full-time and part-time faculty member shall be provided with evaluation criteria and procedures in effect at the time of that appointment. In addition, the faculty member shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process.

Temporary faculty with appointments of one year or more (whether full-time, 12/15, or less) shall be evaluated at least once during the term of appointment. Those faculty members with multi-year appointments may be evaluated more frequently at the request of the faculty member or the President. All other temporary faculty, at a minimum, shall be evaluated at the completion of three quarters of teaching or at the end of two years from the time of initial appointment or last review, whichever comes first.

Evaluations for reappointment consideration will involve a review of the faculty member's performance since the previous review. If the faculty member is undergoing a first review, the review period shall be defined as the time period between the date of initial appointment and current file closure date; the review period for all other reviews (beyond the first) shall be defined as the time period between the file closure date of the last review and the current file closure date.

Criteria for evaluation of temporary faculty members shall be appropriate to their appointment. Temporary faculty members exclusively assigned to teaching shall be evaluated solely on the basis of educational performance, which includes instructional performance and currency in their field(s). All reviews shall be based upon evidence in the two-part personnel file. The permanent personnel action file (PPAF) is maintained by the University. Reports of peer observations of instruction and quantitative summaries of student opinion surveys are maintained in the PPAF. The working personnel action file (WPAF) is the responsibility of the faculty member. Faculty who will be reviewed will be notified at least 30 days prior to the file closure date that they are to submit a WPAF. The notification shall include reference to this evaluation policy and applicable college and department/division/school policies. The faculty member is responsible for providing the following materials to his or her WPAF before the
published date of file closure: a current curriculum vitae, a personnel information form that summarizes and describes the candidate's activities and accomplishments during the period under review, and evidence of these activities and accomplishments. Temporary faculty members being evaluated shall submit the file to the college dean's office in which their qualifying appointment is housed.

The evaluation of instructional performance must be based on an assessment of multiple forms of evidence, including student opinion surveys, a peer observation of instruction, and at least one other source of information, such as: course syllabi, class assignments, sample papers and/or exams, other instructional material, evidence of grading practices, and signed letters from students. Student opinion surveys shall be conducted in all classes taught by each faculty member. Prior to the file closure, the department/division/school shall solicit input from students concerning the faculty member(s) under review. In cases in which a faculty member is appointed to a position that involves responsibilities other than classroom instruction, evaluations shall be based on performance relevant to assigned duties.

The evaluation of a temporary faculty member's performance shall include an assessment of the individual's currency in the field, which may, for example, be demonstrated by professional achievement or relevant instructional material, consistent with each college and department/division/school policy documents. Additional criteria for evaluation may be stated in college and department/division/school policy documents. These shall be provided to each temporary faculty member within fourteen days of his or her initial appointment and again when changes occur.

Temporary faculty members who wish to include evidence of professional achievement and/or service to the University, the profession, or the community should do so insofar as these activities are relevant to performance in their assignment.

The Student Opinion Survey is mandatory in all classes taught. Results of the Student Opinion Survey are placed in the faculty member's personnel file. Comments by students must be returned directly to the faculty member.

A review that finds a temporary faculty member's performance to be satisfactory or better shall be accompanied by a favorable recommendation for reappointment.

The criteria to be used to determine currency in the field and the frequency of peer evaluation of instruction for faculty with multi-year appointments must be described below.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:

Three-year contract lecturers will be evaluated in year three of their contracted term.

Currency in the field will be determined by the currency of the materials used to teach assigned courses, as well as the teaching methods utilized. Lecturer faculty may also choose to submit materials related to research and service, including publications, film/media credits, academic presentations, community work, and university service. However, such endeavors are not required and the lack of submission of these items shall not negatively impact the review.
Consideration for Three-Year Appointments

Temporary faculty members shall be evaluated in the academic year preceding the issuance of an initial or subsequent three-year appointment awarded under Article 12.12 of the Collective Bargaining Agreement. This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by a department committee, and evaluation by the college dean.

Evaluation criteria, file submission requirements and review timelines are the same as for other periodic evaluations of temporary faculty.

This periodic evaluation shall consider the faculty member’s cumulative work performance as evaluated during the entire qualifying period for the three-year appointment. The evaluation shall rate the temporary faculty member as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development.

A three-year appointment shall be issued if the temporary faculty member is determined by the college dean to have performed in a satisfactory manner in carrying out the duties of his/her position and absent documented serious conduct problems. The determination of the college dean shall be based on the contents of the Personnel Action File and any materials generated for use in any given evaluation cycle. Where the college dean determines that a temporary faculty member has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be reduced to writing and placed in the Personnel Action File.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: NONE
Consideration for Range Elevation

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. Temporary faculty members exclusively assigned to teaching shall be evaluated solely on the basis of educational performance, which includes instructional performance and currency in their field(s). In every case, the evaluation of a temporary faculty member shall be appropriate to his or her assignment and based on the faculty member's performance of the essential duties of the position.

Temporary faculty shall be considered eligible for review for range elevation if (1) they have no more service-based salary increases (SSI) eligibility and (2) have served five years in their current range. Applications for range elevation should include evidence of effective teaching performance as well as evidence of currency in the faculty member's field. A terminal degree will be considered a requirement for consideration of elevation to ranges C or D if appropriate to the faculty member's assignment, based on the faculty member's performance of the essential duties of the position, and if specified as a requirement for employment in the faculty member's appointment letter.

Temporary faculty members under consideration for range elevation shall be reviewed by the appropriate department/division/school peer review committee, the department/division chair or school director (if not a member of the department/division/school peer review committee), the college committee, the dean, the Provost, and the President.

At all levels of review in the evaluation process, reviewers are responsible for evaluating the work of the candidates and for making a recommendation regarding range elevation in light of the specific criteria and standards of the college and department/division/school. Reviewers are, therefore, responsible for conveying to other levels of review the relative merit of the individual candidate's performance from the perspective of the candidate's academic discipline. If deficiencies are found, the reviewers are responsible for making recommendations for improvement.

A review that finds a temporary faculty member's performance to be satisfactory or better shall be accompanied by a favorable recommendation for range elevation.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY: NONE
Review of Department Personnel Procedures

Complete department personnel procedures, which conform to the Agreement, University policies and procedures, and College policies and procedures, and which use this template, must be submitted through the College 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 department 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 documents. 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 Personnel 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, when feasible prior to the fifth week of winter quarter each year.

ADDITIONAL DEPARTMENT/DIVISION/SCHOOL POLICIES AND PROCEDURES, IF ANY:
NONE
REQUEST FOR APPROVAL OF A TERMINAL DEGREE OTHER THAN A DOCTORATE

Department ____ Pan-African Studies __________________________________

Area of Specialization ____ Arts______________________________

Terminal Degree ____ MFA ________________________________

1. Why is this degree more relevant for this position than a doctorate?

The Master of Fine Arts degree is equally relevant, and in some cases, more relevant than a doctorate in that it is the terminal degree in fine arts. Holders of MFA degrees are specially uniquely prepared to serve as fine art scholars, researchers and practitioners. Perhaps more than many Ph.D.s, MFAs have a more definitive grasp on the meaning and practices of artistic engagement, including the use of different mediums, the relationship between the artist, the art form and the viewer, and particular and evolving techniques.

2. What is the availability of a doctorate in this field?

The Master of Fine Arts is the terminal degree in the field. There are some related, but not specific, doctorates.

3. Does this degree provide a faculty member with the necessary background to do research, scholarly, or creative work in the University?

Yes. MFA holders are regularly employed as University faculty. Many of the leading researchers, scholars and creative contributors to the field hold MFAs rather than Ph.D.s.

4. Is there a requirement of the specialized accrediting agency related to terminal degrees of faculty in the department? If so, what is that requirement?

No.

5. What are the educational requirements for similar positions at comparable campuses? Please identify the campuses and provide a copy of their relevant policies.

Verbal confirmations of tenure track hiring eligibility for MFAs were provided by the Departments of Africana Studies at CSU Dominguez Hills, CSU Northridge, CSU Long Beach, and CSU San Diego all allow for the hiring of MFAs, as does the Program in African-American Studies at UCLA and the Departments of African-American Studies at UC Berkeley, and Howard University.

The acceptance of the MFA degree has been confirmed in recent conversations with Department Chairs and Associate Chairs at each of the aforementioned institutions. Since the MFA is a terminal degree, and has “norm” acceptance within arts disciplines, including Pan-African and Ethnic Studies given their interdisciplinary nature, no separate formal policy is required or in place at any of the institutions contacted.
Written confirmation of this practice was provided by the deans of two of the aforementioned institutions: San Francisco State (see attached confirmation from Dr. Ken Monteiro, Dean of the College of Ethnic Studies) and CSU Dominguez Hills (see attached confirmation from Dr. Munashe Furasa, Acting Dean of the College of Arts and Humanities and former Chair of Africana Studies).
Another confirmation from Dominguez Hills.
Sent from my iPhone
Begin forwarded message:

From: Salim Faraji <scholarking@hotmail.com>
Date: April 15, 2013, 6:58:37 PM PDT
To: "mabdull2@exchange.calstatela.edu" <mabdull2@exchange.calstatela.edu>
Subject: FW: Africana Studies?
Greetings Melina,

Dr. Furusa's response is basically what I expected--the MFA is a terminal degree.

Salim

From: mfurusa@csudh.edu
To: scholarking@hotmail.com
Date: Mon, 15 Apr 2013 16:16:40 -0700
Subject: RE: Africana Studies?
Greetings! I don't think we have policy per se, but we hire anyone with a relevant terminal degree for tenure-track positions. MFAs are terminal degrees. Think of our colleagues in THE and Dance. I hope this helps.

Munashe Furusa, PhD
Acting Dean
College of Arts and Humanities
Executive Director
California African American Political and Economic Institute(CAAPEI)
California State University, Dominguez Hills
1000 East Victoria Street
Carson, CA 90747
Phone: 310 243 3389
Email: mfurusa@csudh.edu
http://www.drmunashefurusa.com/
http://www.csudh.edu/caapei/default.shtml

From: Salim Faraji [mailto:scholarking@hotmail.com]
Sent: Monday, April 15, 2013 4:09 PM
To: Munashe Furusa
Subject: Africana Studies?

Greetings Furusa! Melina asked the question below. Can you provide any insight? Salim

Okay all my Pan-African Studies/Black Studies/Africana Studies colleagues, I need your help...Our university is now requiring a copy of policy from at least one Pan-African Studies department confirming that they will consider hiring faculty with MFAs into appropriate positions

Melina Abdullah
From: Abdullah, Melina
Sent: Monday, April 15, 2013 6:14 PM
To: Yamagishi, Adrienne; Henderson, James P.
Subject: Fwd: Confirmation of practice regarding hiring MFA's in the College of Ethnic Studies

I hope that this will suffice as a policy example.

Sent from my iPhone

Begin forwarded message:
From: Kenneth P Monteiro <monteiro@sfsu.edu>
Date: April 15, 2013, 6:01:56 PM PDT
To: Melina Abdullah <mabdull2@exchange.calstatela.edu>
Cc: Kenneth P Monteiro <monteiro@sfsu.edu>
Subject: Confirmation of practice regarding hiring MFA's in the College of Ethnic Studies

Consistent with San Francisco State University's hiring policies and practices, the College of Ethnic Studies emphasizes the Ph.D. or equivalent terminal degree as the normative degree for most positions. Some areas of expertise, however, most notably in the arts, writing (as in creative writing and technical writing), journalism and certain other fields, the typical normative degree is a masters degree, specifically the MFA. In those area's the MFA is treated appropriately as the field's terminal degree and, hence, is considered appropriate for consideration for hire into tenure track positions.

I provide you with the URL for our faculty listing to give you an indication of the range of degrees held by our faculty http://www.sfsu.edu/~ethnicst/faculty1.html. Though we do not have many with MFA's we do have them, one an accomplished visual artist/film maker another a poet who is has been on our faculty for decades and is currently San Francisco's Poet Laureate. As we rebuild our faculty in the area of arts, we anticipate we will consider others.

Our practice is not uncommon, or particularly special in the academy. For example, the faculty in SF State's Art department includes a number of accomplished tenured or tenure track faculty with MFA's http://art.sfsu.edu/people/faculty including Professor Mark Johnson an accomplished expert on Asian and Asian American Art and our Fine Arts museum director http://art.sfsu.edu/people/faculty/mark-dean-johnson; and, Gail Dawson, the chair of the department http://art.sfsu.edu/people/faculty/gail-dawson.

This practice is replicated across the nation.

I hope this is helpful in contextualizing our hiring of faculty with the MFA. We clearly respect the importance and status of the Ph.D. as a marker for faculty in most disciplines, as indicated by the typical degree of most of our faculty. Still, we also appreciate the wisdom in policy of allowing other degrees given that some disciplines produce scholar/educators with other terminal degrees or with equivalent professional credentials as determined by appropriate and rigorous peer review.

Best,
Ken Monteiro

Kenneth P. Monteiro, Dean, College of Ethnic Studies
San Francisco State University
415-338-1694 http://www.sfsu.edu/~ethnicst/

"Educating and liberating minds... since 1969"