

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

College of Click or tap here to enter text.

Department/School/Division of Click or tap here to enter text.

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.

*If not approved at any level, justification is required.*

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| **TO BE COMPLETED BY DEPARTMENT Chair (Following recommendation, forward to College FAC)**Recommend Approval [ ]  Do not Recommend Approval [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ E-Signature of Department Chair DateJustification:  |
| **TO BE COMPLETED BY COLLEGE FAC (Following recommendation, forward to the Dean)**Recommend Approval [ ]  Do not Recommend Approval [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ E-Signature of Committee Chair DateJustification:  |
| **TO BE COMPLETED BY COLLEGE DEAN (Following recommendation, forward to Faculty Affairs)**Recommend Approval [ ]  Do not Recommend Approval [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ E-Signature of College Dean DateJustification:  |
| **TO BE COMPLETED BY UNIVERSITY FPC**Recommend Approval [ ]  Do not Recommend Approval [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ E-Signature of Chair of FPC DateJustification:  |
| **TO BE COMPLETED BY PROVOST/DESIGNEE**Approve [ ]  Do not Approve [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ E-Signature of Provost DateJustification:  |

**The policies listed below are active links to the Faculty Handbook.**

[Confidentiality of Personnel Deliberations](http://www.calstatela.edu/academicsenate/handbook/ch6a#confidentiality)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Composition of Departmental Personnel Committees (Probationary and Temporary Appointments, Retention, Tenure, and Promotion, and Evaluation of Temporary, Probationary and Tenured Faculty)](http://www.calstatela.edu/academicsenate/handbook/ch6a#composition)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

**Composition of Departmental Personnel Committees**

The department annually elects personnel 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).

(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 (Post-Tenure review); Evaluation for Request to Emeritus status; and Collaboration on the Development of Individual Professional Plans. It is required that each unit indicate below which Committee is responsible for each of these tasks.)

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| **Committee Titles and Responsibilities** | **Number of Members (at least 3; all tenured full time)\* (Indicate if must be (full) professor rank)** | **Number of Alternates (1 or more; all tenured full-time)\* (Indicate if must be (full) professor rank)** |
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\*For Tenure Track Appointments (Search) Committees, one probationary faculty may serve

[Eligibility for Committee Service and Balloting](http://www.calstatela.edu/academicsenate/handbook/ch6a#membership)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Recruitment of Probationary Faculty](http://www.calstatela.edu/academicsenate/handbook/ch6a#recruit)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Appointment of Probationary Faculty](http://www.calstatela.edu/academicsenate/handbook/ch6a#app)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Personnel Action Files](http://www.calstatela.edu/academicsenate/handbook/ch6a#records)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Individualized Professional Plans](http://www.calstatela.edu/academicsenate/handbook/ch6a#IPP)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Eligibility for Tenure and Promotion](http://www.calstatela.edu/academicsenate/handbook/ch6b)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

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| **Area of Specialization** | **Terminal Degree** |
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[Evaluation of Permanent Instructional Faculty](http://www.calstatela.edu/academicsenate/handbook/ch6a#permanent%20instructional)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Committee Procedures](http://www.calstatela.edu/academicsenate/handbook/ch6a#committee%20responsibilities)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Review of Faculty Holding Joint Appointments and of Faculty Active in Interdisciplinary Programs](http://www.calstatela.edu/academicsenate/handbook/ch6a#joint%20appointments)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Student Consultation in Academic Personnel Processes](http://www.calstatela.edu/academicsenate/handbook/ch6b#input)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Oral Testimony](http://www.calstatela.edu/academicsenate/handbook/ch6a#oral)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Role of Departmental/Division/School Chair or Director](http://www.calstatela.edu/academicsenate/handbook/ch3#chairs)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Appointment of Temporary Faculty](http://www.calstatela.edu/academicsenate/handbook/ch6a#temporary%20appointments)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Evaluation of Temporary Faculty](http://www.calstatela.edu/academicsenate/handbook/ch6a#temporary%20instructional)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Consideration for Three-Year Appointments](http://www.calstatela.edu/academicsenate/handbook/ch6a#three-year%20appointments)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Consideration for Range Elevation](http://www.calstatela.edu/academicsenate/handbook/ch6a#rangeelevation)

Attach additional Department/Division/School proposed policies and procedures, if any, here.

[Review of Department Personnel Procedures](http://www.calstatela.edu/academicsenate/handbook/ch6a#documents)

Attach additional Department/Division/School proposed policies and procedures, if any, here.