



**SAN JOSÉ STATE
UNIVERSITY**

Office of Faculty Affairs
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Associate Vice President
Joan M. Merdinger

January 24, 2012

TO: VP/SA Nance, Department Chairs and
School Directors

FR: Joan M. Merdinger
AVP/FA

RE: SPRING 2012 PROBATIONARY & TENURED
FACULTY EVALUATIONS

You are receiving a mailing that includes the necessary information and forms related to faculty personnel processes for probationary and tenured faculty scheduled for this Spring. For each of the following topics, we include a general information sheet, a deadline calendar and appropriate forms and lists. The following topics are included in the packet, in the order that they will first require attention.

1. **RTP Reviews of Tenure Track faculty members in their first, third and fifth year**

Candidates should receive the information well before the **March 12, 2012** deadline for submission of their material to the departmental RTP committees.

2. **Post Tenure Reviews**

There are no changes from past practice. Departments are reminded of the **May 2, 2012** deadline to complete the reviews.

Please note carefully the deadline calendars for each personnel action. For further details and links to forms use our website [Deadline Calendar](#) and [Forms](#) links at www.sjsu.edu/facultyaffairs. We appreciate your assistance in bringing these materials to the attention of your staff and all affected faculty members. Do feel free to contact our office at (4-2450) if you have questions about any of these topics and/or processes.

JM/amc

Attachments

c: President Mohammad H. Qayoumi
Provost Junn
Vice Provost for Academic Administration & Personnel Whitcomb
CFA President Cara

The California State
University:
Chancellor's Office
Bakersfield, Channel Islands,
Chico, Dominguez Hills, East
Bay, Fresno, Fullerton,
Humboldt, Long Beach, Los
Angeles, Maritime Academy,
Monterey Bay, Northridge,
Pomona, Sacramento, San
Bernardino, San Diego, San
Francisco, San José, San Luis
Obispo, San Marcos, Sonoma,
Stanislaus

1-3-5 Retention, Post-Tenure Review & Temporary Faculty Evaluation Deadline Calendar Spring 2012

Date	1 st /3 rd /5 th Year Probationary Faculty Evaluations	Post-Tenure Review	Full-Time Temporary Faculty Evaluations	Part-Time Temporary Faculty Evaluations
01 /24/12	Distribution of materials for 1 st /3 rd /5 th year evaluations.		Distribution of materials for all temporary faculty evaluations.	Distribution of materials for all temporary faculty evaluations.
02 /15/12			Annual Summary of Achievements for Full-Time temporary faculty due to Department Chairs.	Annual Summary of Achievements for Part-Time faculty due to Department Chairs.
02/17/12		Department Review Committee selected for post-tenure reviews. Candidates informed of material to be submitted and due date.		
03 /08/12			Departmental recommendations for Full-Time temporary faculty due to Full-Time temporary faculty.	
03/12/12	1st/3rd/5th annual evaluations and summaries due to Department Chairs			
03/22/12				Departmental recommendations for Part-Time temporary faculty due to Part-Time temporary faculty.
03/23/12			Departmental evaluation and any rebuttal due to Dean for Full-Time temporary faculty.	
04 /01/12			Dean's recommendations due to Full-Time temporary faculty.	
04/06/12	Department recommendations due to 1 st /3 rd /5 th year Candidates.			Departmental evaluation and any rebuttal due to Dean for Part-Time temporary faculty.
04/16/12			Evaluations for Full-Time temporary faculty due to Office of Faculty Affairs.	Dean's recommendations due to Part-Time temporary faculty.
04/18/12	1 st /3 rd /5 th year Candidates, Department Committee evaluations to College Dean.			

1-3-5 Retention, Post-Tenure Review & Temporary Faculty Evaluation Deadline Calendar Spring 2012

Date	1 st /3 rd /5 th Year Probationary Faculty Evaluations	Post-Tenure Review	Full-Time Temporary Faculty Evaluations	Part-Time Temporary Faculty Evaluations
05 /02/12	College Dean recommendation due to 1 st /3 rd /5 th year Candidates.	Written summary due to Candidate with a copy to the Dean.		All Part-Time temporary faculty evaluations due to Office of Faculty Affairs.
05/21/12	All evaluations and summary of achievements for 1 st /3 rd /5 th year Candidates due to Office of Faculty Affairs.	Post-tenure reviews are forwarded to Office of Faculty Affairs.		
06 /15/12		Post-tenure Review faculty list for AY 2012-2013 due to Office of Faculty Affairs.		

All candidates for evaluation reviews have 10 days to respond to an evaluation at each level of review.

Evaluation of First, Third and Fifth Year Probationary Faculty

These evaluations, sometimes referred to as “mini-reviews”, are conducted during the first, third and fifth year of the probationary period. The provision of the Agreement in 15.28-15.31 are related to periodic review, which is differentiated from the more extensive Performance Reviews described in 15.35-15.45. University Policy S98-8 sections V.A.1 describes the requirements for the reviews.

- Probationary faculty members, who are undergoing a full performance review, either as the second, fourth, or sixth year review or a special full review required by the President, do not participate in the periodic review process. Probationary faculty members on professional leave are expected to undergo periodic review.
- Probationary faculty members who receive one year of probationary credit undergo “mini-reviews” in the Spring semesters of their first and second years on campus. (It would not be meaningful to begin a full second year review within a month of beginning their assignment.) Their first full multi-level review, a fourth year review, occurs in their third year. Probationary faculty members who receive two years of probationary credit undergo a mini-review the Spring of their first year, equivalent to the third year review, and a full fourth year review during their second year on campus. It is up to probationary faculty with service credit to decide whether they wish to include material from the service credit years in their first mini-review. We recommend but do not require inclusion of these materials; these materials are required for all Performance Reviews including 2nd, 4th and 6th year reviews.
- Each probationary faculty member undergoing this review should submit, by the announced deadline, at least the following materials: an annual summary of achievements, student and other evaluations of teaching and any previous evaluations and recommendations by committees and administrators.
- The review is to be conducted by the departmental personnel committee. If the Department Chair is not a member of the committee, he or she will write a separate evaluation. The written evaluation(s) must be given to the probationary faculty member who is allowed ten days to respond prior to forwarding the materials to the College.
- The Dean completes a review, and provides it to the probationary faculty member ten days before forwarding it to Faculty Affairs for inclusion in the Personnel Action File. The probationary faculty member may include a response or rebuttal to the Dean’s review.

Office of Faculty Affairs

FIRST, THIRD, AND FIFTH YEAR PROBATIONARY REVIEWS*

CALENDAR Spring 2012

- | | |
|----------------|---|
| March 12, 2012 | Annual Evaluations and Annual Summaries of Achievements due to Department Chairs. |
| April 6, 2012 | Department recommendations due to Candidates. |
| April 18, 2012 | Department/School Committee evaluations due to College Dean. |
| May 2, 2012 | College Dean recommendations due to Candidates. |
| May 21, 2012 | Annual Evaluations and Annual Summaries of Achievements due to the Office of Faculty Affairs. Return all supplemental documentation to the Department. |

***As you plan to meet these deadlines, please remember that faculty members must be given ten days to respond to their evaluations before the evaluation can be forwarded to the next level of review.**

ANNUAL EVALUATION
FIRST-*, THIRD-, AND FIFTH-YEAR TENURE TRACK FACULTY

Academic Year _____
Last Name _____ First Name _____
Department/School/Division _____ College _____
Rank _____ Probationary Year _____

NOTE: This evaluation is intended to focus on accomplishments since appointment (for first year faculty) or since the previous performance review. According to University Policy (S98-8), ***Department/School/Division committees, Department Chairs/School Directors/Division Heads, and College Deans shall consider an annual summary of achievements prepared by the faculty member, student and other evaluations of teaching, and any previous evaluations and recommendations by committees and administrators.*** If Departments/Schools/Divisions or the Dean wish to consider additional information, they should provide appropriate notification to the faculty member.

All documentation used is considered, during the period of review, an extension of the Personnel Action File, and copies of any materials not supplied by the faculty member must have been provided to him or her at least five days before the review is done (per the Agreement, 11.4). **Before the material is forwarded to the next review level, the faculty member must be provided with a copy and given ten calendar days to respond.** The documentation reviewed by the Department/School/Division committee must be forwarded to the College Dean, who is responsible for providing copies of the completed evaluation to the faculty member and, with the Annual Summary of Achievements, to the Personnel Action File in the Office of Faculty Affairs. The documentation should be returned to the Department/School/Division.

(*Newly appointed faculty given one year of probationary credit are reviewed as if they are first year candidates.)

DEPARTMENT PERSONNEL COMMITTEE EVALUATION: (Due to College Dean's Office April 18, 2012.)

- I. A. Teaching Effectiveness:
- B. Service to Students and the University:

Annual Evaluation
1st, 3rd, 5th Year Tenure Track Faculty
Page 2

Name _____

Scholarly, Creative, or Professional Achievements:

7/14/2011

This evaluation is based on the following sources of information:

- _____ 1. *Previous reviews
- _____ 2. *Student evaluations
- _____ 3. Peer observations
- _____ 4. Course outlines, tests, grading, etc.
- _____ 5. *Annual Summary of Achievements
- _____ 6. Other (please specify)

*Required by University Policy.

Signed by: _____
For Department Personnel Committee Date

Annual Evaluation
1st, 3rd, 5th Year Tenure Track Faculty
Page 3

Name _____

DEPARTMENT CHAIR'S/SCHOOL DIRECTOR'S/DIVISION HEAD'S COMMENTS:

7/14/2011

(if the Chair/Director/Division Head has not served on the personnel review committee)
(Due to College Dean's Office April 18, 2012.)

Signed by: _____
Department Chair /School Director/Division Head _____ Date _____

I have reviewed the information considered by the Department/School/Division committee and Chair/Director/Division and read their comments. My signature indicates neither agreement nor disagreement.

Signed by: _____
Candidate _____ Date _____

Faculty member must be given ten calendar days to respond before review is forwarded to the Dean's Office.

DEAN'S COMMENTS: (Due to Office of Faculty Affairs May 21, 2012.)

Signed by: _____
College Dean _____ Date _____

Faculty member must be given ten calendar days to respond before review is forwarded to Office of Faculty Affairs. *Copies to faculty member, Department office, and original to Personnel Action File in Office of Faculty Affairs.*

ANNUAL SUMMARY OF ACHIEVEMENTS
FIRST*, THIRD, AND FIFTH YEAR TENURE TRACK FACULTY

Academic Year _____
Last Name _____ First Name _____

Department/School/Division _____ College _____
Rank _____ Tenure Track Year _____

This form must be completed by first-, third-, and fifth-year tenure track faculty members and submitted to the Department Chair no later than March 12, 2012. A copy of the form will be attached to an Annual Evaluation completed by the Department/School/Division committee and the Dean, and both will be forwarded by the Dean to the Office Faculty Affairs for placement in the faculty member's Personnel Action File. All Spring (of the previous year) and Fall semester student evaluations must be attached; the Department/School/Division committee and Dean may also specify other documentation they wish to review. No documentation should be forwarded to the Office Faculty Affairs.

(*Newly appointed faculty given one year of probationary credit are reviewed as if they are first year.)

DEPARTMENT PERSONNEL COMMITTEE EVALUATION: (Due to College Dean's Office April 18, 2012.)

I. Teaching Effectiveness:

A. Effectiveness in Teaching

List teaching assignments, by semester, and provide any additional information, which you believe, will be useful in evaluating your teaching effectiveness. *E.g., you may want to describe factors which you believe have affected your student evaluations or activities intended to maintain or improve your teaching effectiveness.*

B. Service to Students, the Department, the School and the University

Name _____

II. Scholarly, Creative, or Professional Achievements

A. Publications or Creative Productions

B. Participation in Professional Associations and Meetings

C. Other Scholarly, Creative, or Professional Achievements

D. Status of Work in Progress

Signature

Date

Post Tenure Review

Post Tenure Review provides a process whereby faculty performance is reviewed for the purpose of acknowledging, maintaining and improving a tenured faculty unit employee's performance. At San José State University, the emphasis of this review process will be on providing opportunities to take a proactive approach that creates an opportunity to focus on the continued growth and development of faculty in their advancing careers.

Post Tenure Review is within the province of each College to oversee. As long as the process adheres to the provisions of Article 15 of the CFA-CSU Agreement and University Policy 97-5, the practices of Colleges and Departments may vary. However, the expectations and procedures should be clearly delineated. The guidelines governing all post tenure reviews are:

- All tenured faculty members are to be reviewed once every five years. Exceptions to this, based on participation in promotion reviews or leave status are identified in D.1 of S97-5.
- A schedule of the post tenure review dates of faculty members in a Department should be established covering a period of a few years. Deans' offices, the Office of Faculty Affairs, and all affected faculty should receive a list of faculty due for review each Fall.
- Departmental review committees of at least three tenured faculty members of equal or higher rank shall be established to conduct the review(s). Department Chairs, if eligible, may serve on the committees.
- The faculty member is required to assemble materials related to teaching effectiveness and professional currency as specified in University policy.
- Following the review by the departmental committee, a written summary will be given to the faculty member who may add a response to the review before it is placed in the Personnel Action File. These summaries are to be forwarded to the Office of Faculty Affairs via the Dean's office. The Dean may add written comments or meet with the faculty member.
- Each faculty member will meet with the Department Chair to discuss the committee summary.

Office of Faculty Affairs

POST TENURE REVIEWS*

CALENDAR Spring 2012

- | | |
|-------------------|---|
| February 17, 2012 | Review Committee(s) selected. Candidates informed of the material to be submitted to the Committee and the date they are due. |
| May 2, 2012 | Written summary of Post-Tenure Review due to Candidate, with a copy to the Dean. |
| May 21, 2012 | Post-Tenure Reviews are forwarded to the Office of Faculty Affairs for placement in the Personnel Action File. |
| June 15, 2012 | Post-Tenure Review faculty list for 2012-2013 due to the Office of Faculty Affairs. |

***As you plan to meet these deadlines, please remember that faculty members must be given ten days to respond to their evaluations before the evaluation can be forwarded to the next level of review.**

POST TENURE REVIEW

EVALUATION SUMMARY

Academic Year _____
Last Name _____ First Name _____
Department/School/Division _____ College _____
Rank _____ Review Date _____

NOTE: The emphasis of this review process is intended to provide opportunities to take a proactive approach that creates an opportunity to focus on the continued growth and development of faculty in their advancing careers. Post Tenure Review is within the province of each College to oversee. As long as the process adheres to the provisions of Article 15 of the CFA-CSU Agreement and University Policy S97-5, the practices of Colleges and Departments may vary.

The faculty member is required to assemble materials related to teaching effectiveness and professional currency as specified in University Policy. Following the review by the departmental committee, a written summary will be given to the faculty member who may add a response to the review before it is placed in the Personnel Action File. These summaries are to be forwarded to the Office of Faculty Affairs via the Dean's office. The Dean may add written comments or meet with the faculty member. Each faculty member will meet with the Department Chair to discuss the committee summary.

DEPARTMENT PERSONNEL COMMITTEE EVALUATION:

I. A. Teaching Effectiveness:

Please attach the written summary and candidate's response
addressed to the AVP/Faculty Affairs via the College Dean.

01/22/08

Name _____

B. Service to Students and the University:

II. Scholarly, Creative, or Professional Achievements:

This evaluation is based on the following sources of information:

- _____ 1. *Student evaluations
- _____ 2. Peer Observations
- _____ 3. Additional materials, including course green sheets, faculty developed course materials or a statement from the faculty member about his/her professional philosophy or style (if requested by that faculty member)
- _____ 4. Signed letters, written by students, graduates, or professional colleagues

Please attach the written summary and candidate's response
addressed to the AVP/Faculty Affairs via the College Dean.

01/22/08

Name _____

- _____ 5. Currency pertinent to the professional assignment of the faculty member
- _____ 6. If faculty member elects to engage in a reflective model focusing on his/her professional career as it relates to scholarly, professional or artistic work, teaching, work within the community, or service to the University he/she should have an opportunity to discuss with the Committee any previously developed professional development plan(s)
- _____ 7. Other (please specify additional assessment forms devised by the Department, the College, or the faculty member, if requested by that faculty member)

Signed by:

Name Signature Date

Name Signature Date

Name Signature Date

Please attach the written summary and candidate's response
addressed to the AVP/Faculty Affairs via the College Dean. 01/22/08

Name
For Department Personnel Committee

Signature

Date

Post Tenure Review
Evaluation Summary
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Name _____

DEPARTMENT CHAIR'S/SCHOOL DIRECTOR'S/DIVISION HEAD'S COMMENTS:

Signed by: _____
Department Chair /School Director/Division Head

_____ Date

I have reviewed the information considered by the Department/School/Division Committee and Chair/Director/Division and read their comments. My signature indicates neither agreement nor disagreement.

Signed by: _____
Candidate

_____ Date

DEAN'S COMMENTS:

Please attach the written summary and candidate's response
addressed to the AVP/Faculty Affairs via the College Dean.

01/22/08

Signed by: _____
College Dean

Date

Please attach the written summary and candidate's response
addressed to the AVP/Faculty Affairs via the College Dean.

01/22/08