

APPOINTMENT, RETENTION, TENURE AND PROMOTION CRITERIA, STANDARDS AND PROCEDURES FOR PROBATIONARY AND TENURED FACULTY EMPLOYEES

Proposed	Comments	S98-8
<p>3. Initial Appointment</p> <p>3.1 Standards for Initial Appointment</p> <p>3.1.1. Candidates for initial appointment to probationary positions should be carefully reviewed so that new faculty members will not merely fill positions but will bring to the university intellectual distinction and the potential for tenure and eventual promotion to advanced rank. Candidates for appointment should come fully prepared and ready for a university career, with the promise of excellence and a commitment both to teaching and to contributing to their professional communities. Initial appointment to a probationary position normally requires possession of the doctorate or appropriate terminal degree from an accredited institution. In unusual circumstances, persons may be appointed who are close to completing the required terminal degree. An exception to the terminal degree requirement may also be made in the case of distinguished individuals with significant scholarly or artistic or professional accomplishments in their field, or whose achievements make a unique ability available to the campus.</p>	<p>Note : that the order of S98-8 is the reverse of the proposed.</p>	<p>3. IV. Initial Appointment</p> <p>3.1 B- Standards for Initial Appointment</p> <p>3.1.1. Candidates for initial appointment to probationary positions should be carefully reviewed so that new faculty members will not merely fill positions but will bring to the university intellectual distinction and the potential for tenure and eventual promotion to advanced rank. Candidates for appointment should come fully prepared and ready for a university career, with the promise of excellence and a commitment both to teaching and to contributing to their professional communities. Initial appointment to a probationary position normally requires possession of the doctorate or appropriate terminal degree from an accredited institution. In unusual circumstances, persons may be appointed who are close to completing the required terminal degree. An exception to the terminal degree requirement may also be made in the case of distinguished individuals with significant scholarly or artistic or professional accomplishments in their field, or whose achievements make a unique ability available to the campus. In such cases, the basis of the</p>

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<p>In such cases, the basis of the exception shall be made a permanent part of the faculty member's file, and the decision recorded whether or not possession of the terminal degree is to be expected for tenure or promotion to advanced rank.</p> <p>3.1.2. Probationary credit of up to two years may be awarded by the President at the time of appointment. This award may be made only upon the recommendation of the department and the Dean following 1) their consideration of previous service and achievement in teaching and in scholarly or artistic or professional activities at a post-secondary education institution, previous CSU employment, or comparable experience; and 2) upon their assurance that the candidate has been advised of possible hazards of receiving this award, which include the provision that only accomplishments during the one or two years preceding the appointment to probationary or tenured faculty status may be listed and considered in tenure and promotion decisions. Because recipients of probationary credit will be subject to a four- or five-year tenure review period, they are advised that they will have less time to achieve the standards required</p>		<p>exception shall be made a permanent part of the faculty member's file, and the decision recorded whether or not possession of the terminal degree is to be expected for tenure or promotion to advanced rank.</p> <p>3.1.2. Probationary credit of up to two years may be awarded by the President at the time of appointment. This award may be made only upon the recommendation of the department and the Dean following 1) their consideration of previous service and achievement in teaching and in scholarly or artistic or professional activities at a post-secondary education institution, previous CSU employment, or comparable experience; and 2) upon their assurance that the candidate has been advised of possible hazards of receiving this award, which include the provision that only accomplishments during the one or two years preceding the appointment to regular faculty status may be listed and considered in tenure and promotion decisions. Because recipients of probationary credit will be subject to a four- or five-year tenure review period, they are advised that they will have less time to achieve the standards required for tenure, as outlined below (see section</p>
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<p>for tenure (see section 6.3).</p> <p>3.1.3. Appointment to an advanced rank requires that candidates shall show evidence of the accomplishments normally expected for promotion to that rank.</p> <p>3.1.4. The initial letter of appointment shall specify any particular character of the faculty member's academic assignment and shall bring to the faculty member's attention the appropriate university criteria and college and/or department guidelines for retention, tenure, and promotion. Any subsequent change in the particular character of the academic assignment shall be made in writing and signed by the faculty member, the Department Chair, and the College Dean. The appointment letter shall also indicate the range of activities by which one may fulfill the expectations for scholarly or artistic or professional achievement in university policy. Such appointment letter(s) shall be placed in the dossier.</p>		<p>6.3) .</p> <p>3.1.3. Appointment to an advanced rank requires that candidates shall show evidence of the accomplishments normally expected for promotion to that rank.</p> <p>3.1.4. The initial letter of appointment shall specify any particular character of the faculty member's academic assignment and shall bring to the faculty member's attention the appropriate university criteria and college and/or department guidelines for retention, tenure, and promotion. Any subsequent change in the particular character of the academic assignment shall be made in writing and signed by the faculty member, the Department chair, and the College Dean. The appointment letter shall also indicate the range of activities by which one may fulfill the expectations for scholarly or artistic or professional achievement in university policy. Such appointment letter(s) shall be placed in the dossier.</p>
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<p>3.2 Procedures for Initial Appointment</p> <p>3.2.1. All recruitment shall be carried out in accordance with the university's policy on commitment to a campus climate that values diversity and equal opportunity.</p> <p>3.2.2. Department recruitment committees shall be composed of elected full-time tenured faculty members, and shall be chaired by the Department Chair or a designee of the Department Chair.</p> <p>3.2.3. Recruitment committees shall evaluate all candidates for appointments to regular positions and determine the order of desirability of finalists for the position.</p> <p>3.2.4. Hiring of faculty during recess periods shall be accomplished in consultation with all available recruitment committee members, the Department Chair, and the College Dean.</p> <p>3.2.5. Persons to be employed initially in academic-administrative assignments with retreat rights to a department or program shall be reviewed and must receive a favorable recommendation from the appropriate personnel committee of the department in which tenure must be acquired before retreat</p>	<p>Change made to be in compliance with S01-13</p>	<p>3.2 Procedures for Initial Appointment</p> <p>3.2.1. All recruitment shall be carried out in accordance with the university's Affirmative Action Policy policy on commitment to a campus climate that values diversity and equal opportunity.</p> <p>3.2.2. Department recruitment committees shall be composed of elected full-time tenured faculty members, and shall be chaired by the Ddepartment Chair or a designee of the Ddepartment Chair.</p> <p>3.2.3. Recruitment committees shall evaluate all candidates for appointments to regular positions and determine the order of desirability of finalists for the position.</p> <p>3.2.4. Hiring of faculty during recess periods shall be accomplished in consultation with all available recruitment committee members, the Ddepartment Chair, and the Ccollege DDean.</p> <p>3.2.5. Persons to be employed initially in academic-administrative assignments with retreat rights to a department or program shall be reviewed and must receive a favorable recommendation from the appropriate personnel committee of the department in which tenure must be acquired before retreat rights are granted.</p>
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<p>rights are granted.</p> <p>3.2.6. No person shall be offered a probationary appointment unless such an appointment has been recommended by an appropriate faculty committee, generally the department's elected recruitment committee.</p> <p>3.2.7. Appointment letters shall be written by the College Dean in consultation with the Chair of the department. Appointment letters must be approved by the Office of the Associate Vice President for Faculty Affairs as consistent with the present policy.</p> <p>3.2.8. The rank of assistant professor shall normally be used for appointment of persons who are just beginning their academic or professional careers.</p>	<p>3.2.8 was originally under B. Standards For Promotion Decisions in S98-8</p>	<p>3.2.6. No person shall be offered a probationary appointment unless such an appointment has been recommended by an appropriate faculty committee, generally the department's elected recruitment committee.</p> <p>3.2.7. Appointment letters shall be written by the College Dean in consultation with the Chair of the department. Appointment letters must be approved by the Office of the Associate Vice President for Faculty Affairs as consistent with the present policy.</p> <p>3.2.8. The rank of assistant professor shall normally be used for appointment of persons who are just beginning their academic or professional careers.</p>
<p>4. Types of Reviews: General Description</p> <p>There are three types of reviews that a faculty member will receive at San Jose State University: performance reviews for retention, tenure and promotion, reviews of their professional development plan and reviews of the annual summaries of achievements.</p> <p>4.1 Performance review: A performance review for retention is usually scheduled to occur in the faculty member's 3rd year and a performance review for tenure/retention is</p>	<p>This section was added to help clarify the relationships of the various reviews to the RTP process</p>	<p>4. Types of Reviews: General Description</p> <p>There are three types of reviews that a faculty member will receive at San Jose State University: performance reviews for retention, tenure and promotion, reviews of their professional development plan and reviews of the annual summaries of achievements.</p> <p>4.1 Performance review: A performance review for retention is usually scheduled to occur in the faculty member's 3rd year and a performance review for tenure/retention is usually scheduled to occur in the faculty</p>

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<p>usually scheduled to occur in the faculty member's 6th year. Performance reviews for promotion from Assistant Professor to Associate Professor usually coincide with the tenure/retention review in the faculty member's 6th year. Performance reviews for promotion from Associate Professor to Professor usually occur during the faculty member's 11th year. There are several levels of review. Generally, the candidate will receive a performance review from their Department Chair, the Department Retention, Tenure and Promotion (RTP) committee, The College RTP committee and the Dean. In some cases, the University RTP committee will also provide a review. All reviews will be made available to the President of the university who will then make the decision to retain, tenure or promote. All preceding performance reviews must be included in the dossier.</p> <p>4.2 Review of a Faculty Member's Professional Development Plan: Normally, in their 1st, 2nd, 4th and 5th years, probationary faculty members and tenured Assistant Professors submit a plan specifying goals that they expect to achieve with respect to their academic assignment, and scholarly, or artistic or professional achievement over the next 2.5 years. The primary function of the plan is to provide guidance to the candidate's career development. Therefore, whether or not a</p>		<p>member's 6th year. Performance reviews for promotion from Assistant Professor to Associate Professor usually coincide with the tenure/retention review in the faculty member's 6th year. Performance reviews for promotion from Associate Professor to Professor usually occur during the faculty member's 11th year. There are several levels of review. Generally, the candidate will receive a performance review from their Department Chair, the Department Retention, Tenure and Promotion (RTP) committee, The College RTP committee and the Dean. In some cases, the University RTP committee will also provide a review. All reviews will be made available to the President of the university who will then make the decision to retain, tenure or promote. All preceding performance reviews must be included in the dossier.</p> <p>4.2 Review of a Faculty Member's Professional Development Plan: Normally, in their 1st, 2nd, 4th and 5th years, probationary faculty members and tenured Assistant Professors submit a plan specifying goals that they expect to achieve with respect to their academic assignment, and scholarly, or artistic or professional achievement over the next 2.5 years. The primary function of the plan is to provide guidance to the candidate's career development. Therefore, whether or not a candidate meets expectations as outlined in the plan is not</p>
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<p>candidate meets expectations as outlined in the plan is not used as a measure of performance for retention, tenure and promotion. The Department Chair (or designee), the Department RTP committee and Dean of the college review the plan with respect to adequacy for their career path and feasibility. The Professional Development Plans and the corresponding reviews shall not be included in the dossier.</p> <p>4.3 Review of the Annual Summary of Achievements: Each year in which a faculty member is not undergoing a performance review (normally years 1,2,4 and 5), probationary faculty members and tenured Assistant Professors submit an Annual Summary of Achievements that outlines their accomplishments over the past year. The purpose of these reviews is to help the candidate understand if they are making adequate progress toward their career goals and to provide suggestions for the future. These summaries are usually reviewed by the Department Chair, the Department RTP committee and the Dean of the college. All reviews of the Annual Summary of Achievements must be included in the Dossier.</p>		<p>used as a measure of performance for retention, tenure and promotion. The Department Chair (or designee), the Department RTP committee and Dean of the college review the plan with respect to adequacy for their career path and feasibility. The Professional Development Plans and the corresponding reviews shall not be included in the dossier.</p> <p>4.3 Review of the Annual Summary of Achievements: Each year in which a faculty member is not undergoing a performance review (normally years 1,2,4 and 5), probationary faculty members and tenured Assistant Professors submit an Annual Summary of Achievements that outlines their accomplishments over the past year. The purpose of these reviews is to help the candidate understand if they are making adequate progress toward their career goals and to provide suggestions for the future. These summaries are usually reviewed by the Department Chair, the Department RTP committee and the Dean of the college. All reviews of the Annual Summary of Achievements must be included in the Dossier.</p>
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