

1 **SAN JOSE STATE UNIVERSITY**  
2 **Academic Senate**  
3 **Professional Standards Committee**  
4 **April 27, 2015**  
5 **Final Reading**

**AS 1566**

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8 **POLICY RECOMMENDATION:**  
9 **APPOINTMENT OF REGULAR FACULTY EMPLOYEES**  
10 **Amends S98-8**

11  
12 Resolved: That Section IV "Initial Appointment" of S98-8 be deleted; be it further

13  
14 Resolved: That the following policy be adopted to govern the appointment of regular  
15 faculty effective for Fall 2015 Semester.

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17 *Rationale: Many faculty are unaware that the S98-8 includes the policy for appointing*  
18 *new faculty-- since it is not immediately obvious that appointment*  
19 *procedures would be buried in a document more commonly used for RTP*  
20 *purposes.*

21  
22 *As part of the Professional Standard's committee to modernize all parts of*  
23 *our University's largest and most complicated policy, we have separated*  
24 *the appointments portion for easier and more convenient use. This will*  
25 *also have the advantage of shortening the RTP policy and making it more*  
26 *focused on the issues to which it is more commonly applied.*

27  
28 *The draft of this appointment policy was previously circulated for a 1<sup>st</sup>*  
29 *Reading to the Senate as part of the larger ARTP policy on April 6.*

30  
31 *Approved: (April 13, 2015)*

32 *Vote: (8-0-0)*

33 *Present: (Peter, Green, Lee, Mathur, Fatoohi, Riley, White, Dresser)*

34 *Absent: (Fujimoto, Romero)*

35 *Financial Impact: No known additional impacts.*

36 *Workload Impact: No known additional impacts, unless the greater availability of the*  
37 *policy prevents errors in searches.*

38

## APPOINTMENT OF REGULAR FACULTY EMPLOYEES

39 1.0 Purpose: The present document is the policy of San Jose State University  
40 concerning the appointment of all regular or tenure-track Unit 3 faculty in the  
41 university. This includes Professors, Librarians, and Counselors. No person  
42 shall be offered a probationary or advanced appointment unless the appointment  
43 has been recommended by an appropriate faculty committee, generally the  
44 department's elected recruitment committee.

45 1.1 When the document uses the term Professor, or Associate Professor, or  
46 Assistant Professor it applies to the equivalent titles in the other  
47 professions, such as Counselor, Associate Counselor, Assistant  
48 Counselor or Librarian, Associate Librarian, or Assistant Librarian.

49 1.2 When this document refers to colleges it means those academic units that  
50 are home to Unit 3 tenure/tenure track faculty. This excludes the College  
51 of International and Extended Studies.

### 52 2.0 Standards for Initial Appointment

53 2.1 Promise of excellence. Candidates for initial appointment to probationary  
54 positions should be carefully reviewed so that new faculty members will  
55 not merely fill positions but will bring to the university intellectual distinction  
56 and the potential for tenure and eventual promotion to advanced rank.  
57 Candidates for appointment should come fully prepared and ready for a  
58 university career, with the promise of excellence and a commitment both  
59 to teaching, service to the University, and to contributing to their  
60 professional communities.

61 2.2 Terminal degree. Initial appointment to a probationary position normally  
62 requires possession of the doctorate or appropriate terminal degree from  
63 an accredited institution.

64 2.2.1 In unusual circumstances, persons may be appointed who are  
65 close to completing the required terminal degree, with retention  
66 dependent upon completion.

67 2.2.2 An exception to the terminal degree requirement may also be made  
68 in the case of distinguished individuals with significant  
69 scholarly/artistic/professional accomplishments in their field, or  
70 whose achievements make a unique ability available to the  
71 campus. In such cases, the basis of the exception shall be made a  
72 permanent part of the faculty member's file, and the decision  
73 recorded whether or not possession of the terminal degree is to be  
74 expected for tenure or promotion to advanced rank.

75 2.3 Standards for award of probationary credit. Probationary credit of up to

- 76 two years may be awarded by the President at the time of appointment.
- 77 2.3.1 Probationary credit will be awarded only upon the recommendation  
78 of the department and the dean.
- 79 2.3.2 Probationary credit should only be granted in consideration for a  
80 candidate's previous service and achievement in teaching and in  
81 scholarly/artistic/professional activities at a post-secondary  
82 education institution, previous CSU employment, or comparable  
83 experience.
- 84 2.3.3 Probationary credit may only be awarded upon the assurance that  
85 the candidate has been advised of possible hazards of receiving  
86 this award, which include the provision that only accomplishments  
87 during the one or two years preceding the appointment to regular  
88 faculty status may be listed and considered in tenure and promotion  
89 decisions. Because recipients of probationary credit will be subject  
90 to a four- or five-year tenure review period, they are advised that  
91 they will have less time to achieve the standards required for  
92 tenure, as outlined above. Candidates should be apprised of the  
93 differences between probationary credit and early application for  
94 tenure/promotion, including the relative difficulty of obtaining  
95 favorable early decisions. Promises of early decision are never  
96 appropriate.
- 97 2.3.4 Probationary credit may not be awarded for achievements earned  
98 prior to receipt of the candidate's terminal degree.
- 99 2.4 Standards for appointment at the rank of Associate, or at the rank of  
100 Professor, or appointment with tenure.
- 101 2.4.1 Appointments at advanced rank or to a tenured position require that  
102 candidates show evidence of accomplishments normally expected  
103 for the level of the appointment. Recruitment committees shall  
104 require applicants to submit portfolios that go beyond a simple vita  
105 and cover accomplishments in all three categories of achievement.
- 106 2.4.2 In addition to the normal appointment requirements, appointment at  
107 advanced rank or with tenure requires that the Department  
108 Retention, Tenure, and Promotion (RTP) committee review the  
109 candidate's materials and approve the level or tenure of the  
110 appointment.
- 111 2.4.3 Faculty appointed at the rank of Professor must also be appointed  
112 with tenure.

113

- 114 3.0 Procedures for Initial Appointment
- 115 3.1 All recruitment shall be carried out in accordance with the university's  
116 current policies on diversity and equal opportunity (S01-13 Commitment to  
117 a Campus Climate that Values Diversity and Equal Opportunity or its  
118 successor policy.)  
119
- 120 3.2 Composition of department recruitment committees
- 121 3.2.1 Recruitment committees shall be elected by vote of the tenured and  
122 probationary faculty of the department by secret ballot.
- 123 3.2.2 Recruitment committees should preferably contain a minimum of  
124 five members but never fewer than three members. If a department  
125 lacks three qualified members, it may elect a faculty member from a  
126 related discipline to serve, whose willingness should first be  
127 ascertained.
- 128 3.2.3 The majority of faculty on any recruitment committee must be  
129 tenured and must not have entered an early retirement program.  
130 Probationary faculty and faculty in an early retirement program may  
131 serve if elected, provided they do not constitute a majority of the  
132 committee, and provided that they receive the permission of the  
133 President as per the Collective Bargaining Agreement. That  
134 permission must be requested by the Department and is reviewed  
135 by the Dean and Faculty Affairs.
- 136 3.2.4 If a search is authorized for a tenured position, then the recruitment  
137 committee may not include probationary faculty.
- 138 3.2.5 The Chair of the Department shall normally be a voting *ex officio*  
139 member of the recruitment committee and shall Chair the  
140 committee. If the Chair elects not to serve, then the committee  
141 shall choose its own Chair from among its elected members.
- 142 3.2.6 Departments may create independent recruitment committees for  
143 each search, or carry out all searches with a standing recruitment  
144 committee, provided all recruitment committees conform to the  
145 requirements of policy.
- 146 3.2.7 Recruitments for department chairs should be conducted in  
147 accordance with the provisions of S14-8 (Sect VI.1.)
- 148 3.3 Recruitment committee procedures.
- 149 3.3.1 Recruitment committees shall be charged by the Dean or the  
150 Dean's designee and shall sign an appropriate agreement to  
151 protect the confidentiality of candidate applications.

- 152 3.3.2 Faculty Affairs will provide all recruitment committees with  
153 comprehensive guidelines for organizing the recruiting process.
- 154 3.3.3 Recruitment committees shall evaluate all candidates for  
155 appointments to regular positions and determine the order of  
156 desirability of finalists for the position.
- 157 3.3.3.1 Committees shall provide a clear rationale for their  
158 recommendations to the Dean and to Faculty Affairs.
- 159 3.3.3.2 Normally, offers shall be extended to candidates in the  
160 order recommended by the committee. If, however,  
161 information emerges after the committee makes its  
162 recommendation (e.g. a subsequent reference check)  
163 that calls the order of desirability into question, the  
164 committee shall be given the opportunity to change its  
165 recommendation.
- 166 3.3.3.3 In the event that the President (and his designees)  
167 cannot (for any reason) accept the recommendation of  
168 the committee, the search will be cancelled.
- 169 4.0 Retreat Rights.
- 170 4.1 Persons to be employed initially in academic-administrative assignments  
171 with retreat rights to a department or program shall be reviewed and must  
172 receive a favorable recommendation from the appropriate personnel  
173 committee of the department in which tenure must be acquired before  
174 retreat rights are granted.
- 175 4.2 Prior to making a recommendation on retreat rights, departments shall  
176 receive in writing, from an appropriate administrative level, an explanation  
177 of any possible budgetary consequences for their department should the  
178 retreat rights be exercised.
- 179 5.0 Appointment letters
- 180 5.1 Appointment letters shall be written by the college dean in consultation  
181 with the chair of the department.
- 182 5.2 Appointment letters must be approved by the Office of the Associate Vice  
183 President for Faculty Affairs, who shall also provide suitable templates to  
184 the Colleges.
- 185 5.3 The letter shall reference the relevant university policies and department  
186 guideline regarding the criteria and standards for retention, tenure, and  
187 promotion.

188 5.4 Appointment letters may summarize and clarify how the expectations  
189 contained in policy and guidelines will apply to a faculty member, but the  
190 letter may not change or contradict the standards. If there is a perceived  
191 conflict between an appointment letter and university policies, the policy  
192 language shall take precedence.

193 5.5 Any subsequent change in the particular character of a faculty member's  
194 academic assignment shall be made in writing and approved by the faculty  
195 member, the department chair, the college dean, and the AVP for Faculty  
196 Affairs. An addendum to the appointment letter must then be included in  
197 the personnel action file and in subsequent dossiers. Faculty who believe  
198 their academic assignment has significantly changed may request a  
199 review of their appointment letter by submitting a written request to their  
200 Chair. It is their responsibility to submit any such requests according to  
201 published timelines.