

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S15-7, Amendment C, Retention, Tenure and Promotion for  
Regular Faculty Employees: Procedures**

**[To Clarify Secret Ballots for Choosing RTP Committees and to  
Establish Procedures for the Election of the General Unit  
Representative to the University RTP Committee]**

**Legislative History: Amends: S15-7**

**Effective: AY 2016-2017**

At its meeting of April 25, 2016, the Academic Senate approved the following policy recommendation presented by Senator Peter for the Professional Standards Committee. This amendment establishes the requirement for secret ballots for RTP Committees and delegates responsibility for election of the General Unit representative to the University RTP Committee to the Senate Chair/Office which similarly runs the General Unit elections for the Academic Senate.

**Approved and signed by Interim  
President Susan W. Martin on  
May 2, 2016.**

**University Policy  
Amendment C to S15-7—  
Retention, Tenure and Promotion for Regular Faculty  
Employees: Procedures**

Resolved: That the following amendments be incorporated into S15-7, and edited into the public copies of S15-7; be it further

Resolved: That this amendment becomes effective beginning AY 2016-17.

### 3.1.3 Election of RTP members

- 3.1.3.1 At all levels, faculty shall be elected to serve on RTP committees by secret ballot.
- 3.1.3.2 Faculty elected to serve on RTP committees should consider that their participation affects the careers of colleagues as well as the well-being of students and the health of the University more generally. This service shall be their highest professional priority.
- 3.1.3.3 Candidates should verify their ability to serve during the scheduled meeting times. If necessary and feasible, Deans and Chairs should adjust members' teaching schedules to accommodate their ability to attend the scheduled meetings. If an elected member has an unresolvable conflict with the meeting schedule, that member should promptly notify the Dean and Chair who should arrange to replace the member via a special election prior to the beginning of committee deliberations.
- 3.1.3.4 No one may serve during the same review cycle on more than one level of committee; membership on the University committee, a college committee, or a department committee precludes membership on the other two.
- 3.1.3.5 All departments with four or more active Professors are expected to provide members/nominees to higher level committees. Departments with three or fewer active Professors may provide members/nominees to higher level committees by supplementing their department level committee with external faculty (if needed) as per 3.2.7. A department with insufficient faculty to provide a representative to a College level committee may elect a representative from outside its department in a related discipline, or it may elect another department's elected representative as a designee to explain the department's criteria and context to the College committee.

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- 3.4.2. The members of the university committee will be elected by the probationary and tenured faculty unit employees from each college and the General Unit. Only faculty who have previously served on their College level committee are eligible to be elected. Each

department in the college shall be informed of the pending selection and may nominate one person. Each college retention, tenure, and promotion committee will select at least two of those nominated to place before the electorate of its college. No one elected may serve as a member of a department or college retention, tenure, or promotion committee in the same Academic year.

3.4.2.1. An election for the representative from the General Unit will be conducted by the Senate Chair/Office, which will first solicit nominations from the library faculty and the counseling faculty and then will conduct an election.

Rationale:

Secret ballots were required for recruitment committees but this requirement was inexplicably not inserted for RTP committees. Since probationary faculty vote for the members of RTP committees, forcing them to publically vote could expose them to coercive pressures, and this possibility should be avoided. The responsibility for election of the General Unit representative to the University RTP Committee is given to the Academic Senate, which similarly runs the General Unit elections for Senate.

Approved: April 11, 2016  
Vote: 8-0-0  
Present: Peter, Green, White, Lee, Virick, Kauppila, Sandoval-Rios, Hamedi-Hagh  
Absent: Riley  
Financial Impact: No changes over the previous policy.  
Workload Impact: No changes over the previous policy.