

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

Amendment H to University Policy S15-7, Retention, Tenure and Promotion for Regular Faculty Employees: RTP Procedures—Criteria for Late Add Materials

Amends: S15-7

Legislative History:

At its meeting of March 25, 2019, the Academic Senate approved the following policy recommendation presented by Senator Peter for the Professional Standards Committee. Cases have arisen recently where it has been unclear whether late-add materials should be allowed in the RTP process. University Policy S15-7 is silent on what should be allowed. This amendment provides clarification.

**Approved and signed by
President Mary A. Papazian on
August 19, 2019**

**UNIVERSITY POLICY
Amendment H to S15-7, Retention, Tenure and Promotion for
Regular Faculty Employees: RTP Procedures—Criteria for Late
Add Materials**

Resolved: That S15-7 be amended as shown in the strikeout and underline

Rationale: Faculty undergoing the Retention, Tenure, and Promotion system must submit a dossier of their materials for consideration by a certain date identified in a calendar produced annually by the University. The review process takes the entire academic year, and so faculty have always been allowed to amend their initial submission with “late add” materials. These materials are restricted to materials that only became available after the dossier closed, and they have always been examined by a “late add” committee to determine if they meet this qualification for inclusion.

The benefit of including late add materials is that faculty receive significant accomplishments that warrant consideration after the mid October deadline. If the candidate is showing

increasing effectiveness from year to year, the best accomplishments might in fact be expected to peak during the last year. Without a late addition opportunity, the long, drawn out RTP process would cut some of these achievements off from consideration.

The problem with late add materials is that they are inserted after the college and department level reviews have taken place, and so their addition requires both the college and departments to re-examine the dossier and re-vote. If late additions were routine, it would create chaos with the review process.

Cases have arisen recently, however, in which it has been unclear whether late-add materials should be allowed. Should, for example, Fall SOTEs be allowed to be inserted late? If this routinely happened, then all department and college deliberations would have to be repeated. But what if a candidate is in danger of termination due to poor teaching, and those fall SOTEs show marked improvement? Then not considering them would be missing highly relevant information with very great consequences.

The current policy is utterly silent on what should be allowed. The amendments provide a mechanism for clarifying this important question.

Approved: March 18, 2019

Vote: 10-0-0

Present: He, McKee, Chin, Cargill, Peter, Monday, Kumar, Mahendra, Raman, Kemnitz

Absent: Rodriguez

Financial Impact: No direct impacts

Workload Impact: No direct impacts

University Policy Amendment H to S15-7 “RTP Procedures” Criteria for “Late Add” materials

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- 5.4.3 Late Add Materials. The Provost, or designee, in consultation with the Professional Standards Committee, shall issue guidelines for determining which materials may be inserted ~~Insertion of material~~ after the dossier has ~~been~~ officially closed (see “Deadlines.”) Late materials must have the approval of a committee (the “Late Add Committee”) consisting of one member elected from and by each college committee. This committee shall apply the guidelines and limit materials ~~and shall be limited~~ to items that became accessible after the dossier ~~is~~ closed. Material inserted in this fashion shall be returned to the initial personnel committee for review, evaluation and comment before consideration at subsequent levels of review.

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