

# CALIFORNIA STATE UNIVERSITY, HAYWARD

## PROMOTION, TENURE, AND RETENTION POLICY AND PROCEDURES

(75-76 BEC 42/74-75 CFA 7: Senate Approved May 11, 1976;  
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### Table of Contents

- 1.0 INTRODUCTORY STATEMENT
- 2.0 NOTIFICATION TO NEW FACULTY REGARDING PROMOTION, TENURE AND RETENTION POLICIES AND PROCEDURES
- 3.0 GENERAL PROVISIONS
  - 3.1 Sequence of Evaluation
  - 3.2 Conflict of Interest
  - 3.3 The Candidate's Working Personnel Action File (WPAF)
  - 3.4 Maintenance of a Uniform WPAF
  - 3.5 Committee Operations at All Levels
  - 3.6 Rights of Candidates
  - 3.7 Coping with Bias
  - 3.8 Deadline Dates
- 4.0 DEFINITION OF CRITERIA
  - 4.1 Uniform Criteria
  - 4.2 Eligibility to Apply for Promotion
- 5.0 RETENTION
  - 5.1 Application of Retention Policy
  - 5.2 Criteria
  - 5.3 Procedures
- 6.0 TENURE
  - 6.1 Expectations for Tenure
  - 6.2 Eligibility
  - 6.3 Criteria
  - 6.4 Procedures

\*This revision incorporates all changes and amendments from the following documents: 76-77 CFA 4, 76-77 CFA 7, 77-8 CFA 9, 78-79 CFA 2, 78-79 CFA 6, 79-80 CFA 12 (as amended), 80-81 FAC 5, 80-81 FAC 7, 81-82 FAC 4, 82-83 BEC 4, 82-83 BEC 6, 83-84 FAC 9 (as amended), 83-84 BEC 7, 83-84 FAC 7 (as amended), 84-85 FAC 4 (as amended), 85-86 FAC 6, 86-87 FAC 6 (as amended), 86-87 FAC 12, 87-88 FAC 3 (as amended), 89-90 FAC 3 (Revised), 90-91 FAC 8 (Revised), 91-92 FAC 3, 96-97 FAC 5, 97-98 FAC 3, 97-98 FAC 6, 99-00 FAC 5, 00-01 FAC 4, 01-02 FAC 4, FAC 9, **02-03 FAC 4, 03-04 FAC 2.**

- 7.0 PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR
  - 7.1 Expectations at this Promotional Level
  - 7.2 Eligibility
  - 7.3 Criteria
  - 7.4 Procedures
- 8.0 PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR
  - 8.1 Expectations at this Promotional Level
  - 8.2 Eligibility
  - 8.3 Criteria
  - 8.4 Procedures
- 9.0 PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR
  - 9.1 Expectations at this Promotional Level
  - 9.2 Eligibility
  - 9.3 Criteria
  - 9.4 Procedures
- 10.0 DEPARTMENT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT RECOMMENDATIONS
  - 10.1 Formation
  - 10.2 Functions
- 11.0 COLLEGE PROMOTION AND TENURE COMMITTEE AND COLLEGE RECOMMENDATIONS
  - 11.1 Formation
  - 11.2 Functions
- 12.0 UNIVERSITY PROMOTION AND TENURE COMMITTEE AND UNIVERSITY PRESIDENT'S DECISIONS
  - 12.1 Formation
  - 12.2 Functions
- 13.0 MULTIPLE APPOINTEES, TEACHING/RESEARCH
- 14.0 MULTIPLE APPOINTEES, TEACHING/RESEARCH AND ADMINISTRATION
- 15.0 CONSULTATION WITH STUDENTS
- 16.0 INTERPRETATION OF THIS POLICY DOCUMENT
- 17.0 PROMOTION, TENURE AND RETENTION DEADLINES

## **PROMOTION, TENURE AND RETENTION POLICY AND PROCEDURES**

### **1.0 INTRODUCTORY STATEMENT**

The promotion, tenure, and retention policy of the University is designed to assure, within the policies of the Trustees of the California State University and within the promotion budget allotted to the campus, that (1) excellence in the educational function will be recognized and rewarded, and that (2) the quality of the Faculty of the University will be maintained at the highest possible level.

Retention, tenure, and promotion decisions are based on excellence; they are not automatic. The candidate must clearly satisfy the appropriate criteria. Achievement as it is demonstrated, should be appropriately rewarded. Administrative and executive employees shall not acquire tenure or academic rank without prior consultation with the department concerned (see Title 5, Section 42701, Consultative Procedures).

A profile approach shall be used in the evaluation of a candidate for retention, tenure, or promotion. Exceptional ratings on one or more of the criteria may offset minor deficiencies with respect to other criteria.

Retention, tenure, and promotion decisions are separate, and the standards which govern them, while similar, are not identical. A probationary faculty member shall normally be considered for promotion at the same time he or she is considered for tenure. Promotion prior to the attainment of tenure is to be considered only in special circumstances (see Section 8.2), except for faculty members holding the rank of Instructor, who may be considered for promotion after completing one year of service. In no case shall a probationary faculty member be promoted beyond the rank of Associate Professor except when tenure and promotion to Professor are granted simultaneously (see Section 9.2). When a candidate does not have tenure, a recommendation to promote does not entail an obligation to recommend for tenure; neither does the according of tenure entail an obligation later to recommend for promotion.

The policies, procedures, and criteria described herein, which conform to provisions of the Collective Bargaining Agreement between the Trustees of The California State University and the California Faculty Association (hereafter abbreviated as "CBA"), and to other operative provisions of Title V of the California Administrative Code, Education, shall apply to all recommendations relating to retention, promotion, and tenure. This document, including amendments recommended by the Academic Senate and approved by the President of the University, supersedes all previous University policies on promotion, tenure and retention.

### **2.0 NOTIFICATION TO NEW FACULTY REGARDING PROMOTION, TENURE, AND RETENTION POLICIES AND PROCEDURES**

In order to ensure that every new regular faculty member of the University is aware of his or her responsibility for maintaining a dossier for the use of the Department, College, and University in decisions regarding his or her retention, tenure, and promotion, it is the Department Chair's responsibility within the first four weeks of the faculty member's initial appointment to bring to the attention of the new faculty member the then-current University documents describing the policies, procedures, and deadline dates governing retention, tenure, and promotion. The Department Chair shall inform the new faculty member of the need to maintain a dossier and the kinds of materials to be included in it. The Department

Chair shall also file a copy of the appropriate policy document in the faculty member's dossier, together with the following statement signed by the new faculty member:

I hereby affirm that my Department Chair has informed me about the Promotion, Tenure, and Retention Policy and Procedures of California State University, Hayward. I understand that I am required to create and maintain a dossier of evidence documenting my instructional and professional achievements and other contributions to the University. I understand further that it is my responsibility to know the provisions governing any instance of retention, tenure or promotion for which I may come under review, and to adhere to stipulated time-tables for such reviews.

### **3.0 GENERAL PROVISIONS**

#### **3.1 Sequence of Evaluation**

Faculty considered for retention, tenure, and promotion shall be evaluated by their faculty colleagues. This judgment shall be rendered by elected Promotion and Tenure Committees at appropriate levels. The recommendations of Promotion and Tenure Committees, together with the separate recommendations of Department Chairs and College Deans, shall be forwarded to the President of the University. The President of the University shall make the final decision in each case.

- 3.1.1 Evaluation of faculty for retention, tenure, and promotion shall begin at the department level. The general sequence of recommendations shall be from the Department, to the College, to the University level. In the special case of faculty with appointments in programs outside of regular departments, the evaluation process shall begin with the College Promotion and Tenure Committee.
- 3.1.2 In retention cases the Department Promotion and Tenure Committee shall first make its recommendation, which will be transmitted to the Department Chair. The Chair shall forward the Committee's recommendation together with his or her own recommendation, to the College Dean. If the Department Committee and the Department Chair disagree on their retention recommendations, or if the College Dean requests it, the College Promotion and Tenure Committee shall consider the recommendations of the Department Committee and the Department Chair and formulate its own recommendation, which will be transmitted to the College Dean. The College Dean shall separately evaluate the faculty member and forward his or her recommendation, together with the recommendations of the other reviewing bodies to the President. The University Promotion and Tenure Committee shall be consulted in retention cases only where bias is charged, according to the procedures specified in Sections 11.2.9 and 12.2.4(b).
- 3.1.3 The sequence of evaluations shall be identical at all levels for candidates for tenure and promotion, and shall consist of the following stages: (1) separate evaluations first by the Department Promotion and Tenure Committee and then by the Department Chair, these recommendations to be forwarded by the latter to the College Promotion and Tenure Committee via the Office of the College Dean; (2) separate evaluations first by the College Promotion and Tenure Committee and then by the College Dean, these recommendations to be forwarded by the Dean to the University Promotion and Tenure Committee via the Office of the Provost and Vice President for Academic Affairs; and (3) evaluation by the University Promotion and Tenure Committee, which shall make its recommendations to the President of the University.

- 3.1.4 Having received the documentation and recommendations from lower levels, the President shall notify the candidate, in writing, of his or her decision. The President's notification shall be made in conformity with the appropriate deadline date as specified on the final page of this document.

### **3.2 Conflict of Interest**

- 3.2.1 The procedures for election of faculty Promotion and Tenure Committees at each level are specified in Sections 10.1, 11.1, and 12.1 of this document. However, the following rule applies to the composition of all such Committees: no faculty member who is a candidate for promotion shall serve in any capacity on any Promotion and Tenure Committee during the period between July 1 and June 30 when he or she is a candidate for promotion.
- 3.2.2 a. Notwithstanding the provisions of Sections 3.6.2, 10.2, and 11.2, if a Department Chair or College Dean is currently a candidate for promotion, he or she shall not write an official letter of evaluation in his or her own behalf.
- b. A Department Chair shall not write a letter of evaluation for any candidate in the Department seeking promotion to a higher rank than the Department Chair currently holds. Notwithstanding the provisions of Section 3.1.3, the Chair of the Department Promotion and Tenure Committee shall include a notice in the WPAF of each affected candidate accounting for the absence of a letter from the Department Chair subsequent to this Section, and shall forward the recommendation of the Department Promotion and Tenure Committee for each such candidate to the College Promotion and Tenure Committee via the Office of the College Dean.

### **3.3 The Candidate's Working Personal Action File (WPAF)**

In this policy document:

"Personnel Action File" (hereafter abbreviated as "PAF") refers to the one official personnel file containing employment information and information that may be relevant to personnel recommendations or personnel actions regarding a faculty unit employee.

"Working Personnel Action File" (hereafter abbreviated as "WPAF") refers to that portion of the Personnel Action File used during the time of periodic evaluation or performance review of a faculty unit employee. It shall include all required forms and documents; all information specifically provided by the employee being evaluated; and information provided by faculty unit employees, students, and academic administrators. It shall also include all faculty and administrative level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted.

"Dossier" refers to that portion of the WPAF provided by the candidate being evaluated. Thus the dossier is part of the WPAF.

- 3.3.1 In accordance with Section 2.0 it is the responsibility of the candidate for retention, tenure, or promotion to prepare and maintain a dossier containing materials which shall provide a basis for informed judgment on his or her qualifications. It is the responsibility of the Department Chair or the Chair's designee to advise the candidate on the proper selection, organization, and presentation of material in the dossier according to the relevant criteria, and on the preparation of an adequate index to material in the dossier.
- 3.3.2 Materials for evaluation submitted by the candidate shall be deemed incorporated by reference in the Personnel Action File, but need not be physically placed in the file. An index of those

materials shall be prepared by the candidate at the beginning of the cycle and submitted with the materials. That index shall be permanently placed in the Personnel Action File and appropriately updated to reflect any material added to the file during the course of the evaluation cycle. Materials incorporated by reference in this manner shall be considered part of the Personnel Action File. Indexed materials shall be returned to the candidate.

- 3.3.3 The dossier must document teaching performance according to evaluation techniques appropriate to the candidate's discipline and using impartially administered student evaluation forms. Written student questionnaire evaluations shall be required for all faculty unit employees who teach. A minimum of two (2) classes annually for each faculty unit employee shall have such written student evaluations. Student evaluations shall be conducted in classes representative of the faculty unit employee's teaching assignment. The documentation must include for each class or other instructional assignment evaluated a statement which specifies the class, date, number of students in the class and number of respondents, and which summarizes the results of the evaluation. The evaluation forms approved by each department shall be distributed under the general supervision of the Department Chair while the instructor is absent. Someone other than the instructor shall collect the forms. The instructor, however, may also include in his or her dossier analyses of the data and evaluation forms of a different type and may include reports of classroom visits by other faculty members and other appropriate material.
- 3.3.4 It is intended that for tenure, and for each successive instance of retention and promotion, a candidate's PAF and dossier will be augmented by evidence of intervening achievement appropriate to the instance at hand, and that outdated or otherwise superfluous documentation will be removed. Prior to the award of tenure, letters of recommendation on retention shall remain in the PAF. After the award of tenure, no letters of recommendation pertaining to earlier considerations for retention, tenure, or promotion shall be placed in the PAF unless the candidate himself or herself chooses to do so. Department and College Offices shall not maintain a cumulative file of copies of past letters of recommendation; such copies of letters of recommendation as are kept by Department and College Offices shall be destroyed by the Department Chair and College Dean respectively at the end of the academic year in which they were written. The original letters of recommendation in promotion and tenure actions shall be disposed of by the Provost and Vice President for Academic Affairs according to the provisions of Section 12.2.13. All student evaluation materials for each course evaluated more than five academic years before the current consideration shall be returned to the candidate. This shall not preclude the candidate from adding these evaluations to the dossier.

### **3.4 Maintenance of a Uniform WPAF**

In making recommendations neither the Promotion and Tenure Committee nor the Department Chair, nor the College Dean, nor the President shall take into account documentary material which has not been available to each of the reviewing bodies.

- 3.4.1 Ideally, a candidate's appeal at any level should be finished before the transmittal of the WPAF to the next level. In the event a deadline requires that the WPAF be sent forward before an appeal is concluded, the written responses to the appeal reconsideration shall follow the WPAF as soon as possible.
- 3.4.2 The deadline for insertion of documentation into the PAF and dossier will be October 23 for candidates for promotion or tenure. For first and second year retention candidates the deadline will be November 15. The deadline for third, fourth and fifth year retention candidates will be

February 1. Such documentation may include information provided by the candidate, faculty unit employees, students, academic administrators and the President. Faculty unit employees and academic administrators may submit statements and opinions about the qualifications and work of the candidate provided by other persons identified by name.

- 3.4.3 Any new evidence submitted after the deadline for submission of the PAF and dossier shall be limited to items that became accessible after the deadline and must have the approval of the University Promotion and Tenure Committee for inclusion. This new evidence will be submitted in proper sequence to each reviewing body so that each body in turn may indicate the extent, if any, to which the new evidence has modified its previous recommendation. WPAFs will not be returned for such reviews.

### **3.5 Committee Operations at All Levels**

- 3.5.1 The elected Department, College, and University Promotion and Tenure Committees shall serve for a term of one year, from July 1 through June 30. During this period those eligible may not serve at more than one level simultaneously.
- 3.5.2 Those eligible to serve on promotion and tenure committees are tenured Regular Faculty who hold the rank of Full Professor. Those eligible may not serve on promotion and tenure committees for more than two departments simultaneously. Tenured Regular Faculty who hold the rank of Associate Professor are eligible to serve on their department-level Promotion and Tenure Committees in years in which there are only retention cases. Department Chairs, College Deans, and Associate Deans, although members of the Regular Faculty, are not eligible to serve on Promotion and Tenure Committees. However, Department Chairs who are tenured Full Professors may serve on departmental Promotion and Tenure Committees in departments other than their own but not on their College or University Committees. Eligibility for service on Promotion and Tenure Committees will reflect the faculty member's status as of September of the succeeding academic year.
- 3.5.3 Those eligible to vote for members of Department, College, and University Promotion and Tenure Committees are the probationary and tenured Regular Faculty of Departments and Colleges as defined by the Constitution of the University Faculty. No person not a member of the faculty unit under provisions of the CBA shall be eligible to vote in elections for Promotion and Tenure Committees.
- 3.5.4 Each member of a Promotion and Tenure Committee shall vote on every case before the Committee. A majority of the total Committee membership must vote in favor of the candidate in order for the Committee's recommendation to be an affirmative one.
- 3.5.5 A Promotion and Tenure Committee's recommendation shall be in written form, as a letter to be included in the WPAF. Every member of the Committee shall sign the letter.
- 3.5.6 A Promotion and Tenure Committee's letter shall state the Committee's recommendation. Ordinarily, the letter will also summarize favorable and unfavorable views according to each of the criteria. However, the letter may be organized in the form of separate majority and minority views, provided that members shall sign only the single letter of the Committee as a whole, with no separate indications of which viewpoint any individual member favors.
- 3.5.7 Members of Promotion and Tenure Committees and administrators at all levels shall maintain the confidentiality of all substantive business of the Committee. Inquiries from other faculty members about the work of the Committee should be directed to the Committee Chair.

### **3.6 Rights of the Candidate**

- 3.6.1 The candidate is entitled to be informed of and to have read all materials in his or her WPAF as it goes forward from one level to another.
- 3.6.2 The candidate shall be informed of the recommendation in his or her case at each stage of the reviewing process, and of the reasons for that recommendation. The candidate shall therefore receive copies of the letters of Promotion and Tenure Committees and of the Department Chair and the College Dean, regardless of whether the recommendation is positive or negative. The Department Chair and the College Dean have the responsibility for providing the candidate with such letters at the appropriate level in accordance with Sections 10.2.4 and 11.2.7 of this document.
- 3.6.3 The candidate shall have the right to appeal a negative decision at the Department or College level and to add a letter of rebuttal to his or her WPAF in accordance with provisions of Section 10.2.4 and 11.2.7 of this document.
- 3.6.4 Any candidate for promotion to any rank may withdraw his or her candidacy at any stage of consideration by requesting this action in writing, of the Department Chair, who shall take immediate steps to stop all further consideration.
- 3.6.5 When all provisions of this document have been exhausted, a candidate for retention, tenure, or promotion who has received a negative decision from the President may then appeal his or her case in accordance with Article 10 of the CBA ("Grievance Procedures"). In retention cases, this shall not be interpreted to mean that the candidate must first have requested an investigation of bias under provisions of Section 11.2.9 of this document.

### **3.7 Coping with Bias**

All reviewing bodies are charged with making their recommendations without bias. Nevertheless, it is recognized that personal prejudice may occasionally insert itself into personnel decisions. Section 12.2.4(b) of this document provides, with regard to tenure and promotion cases, that the University Promotion and Tenure Committee be especially alert for this problem, and empowers the University Committee to undertake whatever special investigation may be necessary to evaluate the degree of bias at lower levels of review, and to make appropriate recommendations to the President. A candidate for retention, notwithstanding the fact that his or her case does not ordinarily go to the University Promotion and Tenure Committee, may have similar recourse to that Committee on charges of bias, as specified in Section 11.2.9 of this document.

### **3.8 Deadline Dates**

- 3.8.1 Deadline dates for retention, tenure, and promotion proceedings are listed on the final page of this document. These deadlines are established not only for administrative convenience and legal requirements, but also to ensure equitable consideration of all cases.
- 3.8.2 The Vice President, Academic Affairs, shall notify faculty of deadline dates for dossier submission by the opening day of the Fall Quarter each year.
- 3.8.3 The candidate must submit the completed dossier to the Department Chair by the specified deadline date. Upon written request of the candidate, the Department Chair may extend the deadline, but only for the most compelling reasons, and for no more than two weeks.

a. A candidate who submits the dossier after the established deadline will not be considered for promotion that year, and the Department Chair shall so notify the College Dean in writing, with a copy to the candidate.

b. If a candidate for retention or tenure fails to comply with the obligation to provide a dossier of materials within the established deadlines, then in accordance with Article 15.12.a of the CBA the evaluation will proceed on the basis of material deemed appropriate by the Department Chair after consultation with the College Dean.

3.8.4 WPAFs shall be transferred to the next level of review or administrator as soon as possible, and in no case later than the deadline date. If a recommendation is unfinished by the deadline, the candidate shall be so notified, and a copy of the notification shall be attached to the WPAF. (See Article 15.41 of the CBA.) At any stage of the review process, if there are omissions of documentation, information, or recommendations, it may be returned for amplification. Such amplification shall be provided in a timely manner.

## **4.0 DEFINITION OF CRITERIA**

### **4.1 Uniform Criteria**

All faculty, whatever their rank, experience, or discipline, are engaged in a similar intellectual enterprise and perform essentially the same kinds of services for the University. In recognition of this fact, the same criteria shall be used to evaluate faculty for all the personnel actions covered by this document; retention, the according of tenure, and the several levels of promotion. These criteria, and the kinds of conditions or activities by which achievement under each of them is to be measured, are listed below.

#### *4.1.1 Degree*

This criterion is met by possession of the Doctorate, or the normal terminal degree (or in exceptional cases, the equivalent thereof); or, in retention cases and cases of promotion from Instructor to Assistant Professor, assurance that substantial progress is being made toward the achievement of such a degree. Each Department shall maintain with the Office of the Provost and Vice President of Academic Affairs a memorandum of understanding that will define the appropriate terminal degree for faculty serving in that Department.

Each Department, by majority vote of the tenured faculty of that Department, shall also file with the Office of the Provost and Vice President for Academic Affairs a memorandum of understanding that will define equivalence for each terminal degree which is appropriate for members of the Department. This memorandum must be approved by the Provost and Vice President for Academic Affairs and by the Committee on Faculty Affairs before it can become effective. Unless the appropriate memorandum is on file, no person shall be deemed to have such equivalence. Once a person receives an equivalent designation under this policy, no further designations of equivalency are required.

#### 4.1.2 *Instructional Achievement*

Instructional achievement may be demonstrated by documentary evidence of the ability to select appropriate materials, to present course content effectively, and to make significant demands upon the intelligence and industry of students. Such documentary evidence shall include impartially administered student evaluations, peer evaluations, course syllabi, and additional information, such as samples of student work evaluated by the candidate, examinations, and supplemental materials. (See Section 3.3.) Additional support of instructional achievement may include evidence of:

- a. creativity in coursework as demonstrated by innovative techniques, by adaptation of course content to reflect change and progress in the subject matter area, or by initiation of and participation in student-oriented seminars, colloquia, workshops, exhibitions, dramatic performances, debates, forums, recitals, and the like;
- b. ability to develop and present new courses or activities as demonstrated by specimen course outlines, by preliminary investigations into the necessary library or equipment acquisitions, or by acceptance of the courses or activities by faculty and students;
- c. ability to relate the discipline to other disciplines and fields of endeavor, as demonstrated by participation in interdisciplinary programs, seminars, and forums;
- d. advising and counseling effectiveness;
- e. student achievement and recognition as demonstrated by awards, fellowships, publications, exhibits, performances, vocational employment or entry into professional training or graduate programs, when such recognition is an outgrowth of the instructor's guidance and instructional effectiveness;
- f. supervision of undergraduate independent study students as evidenced by program reports, and of graduate students, supported by abstracts of thesis or project reports;
- g. successful supervision of student teachers.

#### 4.1.3 *Professional Achievement*

Professional achievement is demonstrated by material documenting meritorious contributions and recognition within the field of the candidate's competence. This may be shown by any of the following, as appropriate to the discipline:

- a. publications, in the form of contributions to professional journals of national or international circulation, or in the form of works published by publishing houses of national or international repute, together with pertinent reviews of the published works;
- b. critical contributions, in the form of criticism or reviews for national periodicals or magazines, national newspapers, or other communication media;
- c. oral contributions at professional conferences, seminars, workshops, institutes, or special programs;
- d. performances in the performing arts, together with pertinent reviews thereof;
- e. exhibitions in the graphic arts, together with pertinent reviews thereof;
- f. an active program of scholarly or creative work in progress, appropriate to the discipline;

- g. service on committees or boards of professional societies and organizations;
- h. receipt of awards, prizes, fellowships, or grants;
- i. professional consultancies, showing the nature of the consultancies, and the nature of the organizations requesting the consultant service.

In retention cases and cases of promotion from Instructor to Assistant Professor, evidence of substantial progress toward achievement of the Doctorate or other normal terminal degree may qualify also as evidence of professional achievement. In tenure cases the recent award of the Doctorate or other normal terminal degree may qualify as evidence of professional achievement.

#### 4.1.4 *Internal University Contributions*

Internal University contributions may be demonstrated by documentary material showing service to the University in such areas as:

- a. faculty government;
- b. committee service at the Department, College, or University levels;
- c. activities that enhance the University's ability to serve the needs of a multiethnic and non-traditional student body;
- d. assistance in student activities;
- e. University administrative assignments.

#### 4.1.5 *External Representation*

External representation may be demonstrated by documentary material to show achievement and recognition in community service which enhances the community well-being and the relationship between the University and the community. The term "community" may be seen to be local, regional, state, national, or international in character. Evidence may also be included of achievement as a University representative in local, regional, state, national or international organizations.

## 4.2 **Eligibility to apply for promotion**

4.2.1 Except as stipulated in Section 4.2.2 below, a faculty member will be eligible to apply for promotion after he or she has:

- a. served a minimum of either five (5) years as an assistant professor or four (4) years as an associate professor, or,
- b. reached the maximum salary for his or her rank/classification, or,
- c. met any of the other criteria established as sufficient by the current CBA.

However, before receiving tenure, a faculty member shall not normally be promoted and cannot be promoted beyond the rank of Associate Professor.

4.2.2 In accordance with provisions of Section 7.2.4, 8.2.2, and 9.2.2, if none of the conditions of Section 4.2.1 are met, a consideration of promotion may be initiated by a written request from the faculty member to the Department Chair. Recommendations of advancement of this sort must be reserved for candidates whose qualifications clearly exceed the ordinary expectations contained in the promotion criteria.

- a. To be considered for promotion under these circumstances, a candidate's dossier must contain evidence of extraordinary achievement or recognition under either the instructional or professional criteria (see Sections 4.1.2 and 4.1.3), while also satisfying the other criteria appropriate to that promotional level.
- b. Such a promotion shall not be considered beyond the Department level unless a positive recommendation is received from the Department Promotion and Tenure Committee and/or from the Department Chair. (The criteria and procedures for early tenure are discussed in Sections 6.2.2 and 6.2.3).

## 5.0 RETENTION

### 5.1 Application of Retention Policy

- 5.1.1 In the reappointment of full-time faculty in the rank of Instructor, Assistant Professor, Associate Professor or Professor not involving a decision to accord tenure the policy and procedure below will be followed. The policy does not apply to part-time faculty nor to full-time faculty holding the title of Lecturer. The full-time lecturer appointment is an annual appointment which may be renewed for one year. If it is to be renewed, it is to be considered by the department as a new appointment.
- 5.1.2 Reappointment of an untenured faculty member is not routine; an untenured faculty member must demonstrate to the University that he or she is worthy of retention. A recommendation for retention carries no obligation for the future award of tenure. However, it assumes that the candidate meets not only criteria in Section 5.2, but also shows promise of satisfying the criteria for tenure and promotion as described in Sections 6.3, 7.3, 8.3, and 9.3. There shall be greater evidence of achievement the closer the candidate is to being considered for tenure.
- 5.1.3 A faculty member who is serving in a terminal "notice" year may request that the previous negative decision on reappointment be reconsidered. The Department Promotion and Tenure Committee shall evaluate new evidence provided by the faculty member, and shall recommend that the request be granted or denied; it shall forward the WPAF, with the new evidence, to the Department Chair. The Department Chair shall recommend that the request be granted or denied; he or she shall then forward both the recommendations to the President. If the President grants the request, reconsideration shall be accomplished on the same basis and according to the same criteria as if it were a regular consideration for reappointment. A request for reconsideration will be denied if a grievance has been filed on the matter of reappointment and has not been withdrawn.

### 5.2 Criteria

The candidate's dossier shall contain documentary evidence to substantiate performance and promise under criteria 5.2.1, 5.2.2, 5.2.3 below, and may also contain evidence substantiating performance under criteria 5.2.4 and 5.2.5. First and highest priority shall be accorded to 5.2.1. Next highest priority shall be accorded to 5.2.2, followed by 5.2.3. Lower priority shall be accorded to 5.2.4, and lowest priority to 5.2.5.

5.2.1 *Degree* (see 4.1.1)

5.2.2 *Instructional Achievement* (see Section 4.1.2)

5.2.3 *Professional Achievement* (see Section 4.1.3)

5.2.4 *Internal University Contributions* (see Section 4.1.4)

5.2.5 *External Representation* (see Section 4.1.5)

### **5.3 Procedures**

Each untenured probationary faculty member shall be evaluated for retention each year, in accordance with the procedures specified in Sections 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 10.2, 11.2, 12,2.4(b), and 12.2.12 of this document.

## **6.0 TENURE**

### **6.1 Expectations for Tenure**

Tenure constitutes more than recognition of past teaching performance and scholarly work. It is a judgment by the faculty that the individual will contribute in the future to the development of the University. Tenure is a commitment (into the future) in anticipation of the contributions to the University and should only be granted within this framework.

### **6.2 Eligibility**

Eligibility for tenure is governed by the CBA, Article 13. The major provisions follow.

- 6.2.1 A probationary faculty member is subject to review according to these procedures for the purpose of the award of tenure.
- 6.2.2 The normal period of probation is six years of full-time probationary service and credited service, if any. For the purpose of calculating the probationary period, a year of service commences with the first fall term of appointment. At the time of initial appointment to probationary status up to two years of credited service for probation may be granted by the President, upon recommendation by the affected department. Any deviation from the normal six year probationary period shall be the decision of the President following his or her consideration of recommendations from the Department or equivalent unit and appropriate administrator(s). The President may award tenure to a faculty member before the end of the normal six year probationary period.
- 6.2.3 The normal period of probation is six years. Any deviation from this standard is unusual and shall require such an unusually strong profile of performance in all aspects of tenure criteria or other factors as to make the case unambiguously compelling. A request for consideration for early tenure must adhere to the following procedures and deadlines:
  - a. A faculty member desiring consideration for early tenure must submit a written request for consideration with documentation of the factors identified in the paragraph immediately above. The dossier must accompany this request and both must be submitted by October 1.
  - b. The Department PT&R Committee will consider the request for early tenure and forward its recommendation to the Department Chair by October 22.
  - c. The Department Chair will forward the Department Committee's recommendation and his or her recommendation to the College Dean by November 1.

d. The College Dean will forward the Department Chair's recommendation and his or her own recommendation to the Office of the Provost and Vice President, Academic Affairs, for the President's consideration by November 15. The College Dean may consult with the College PT&R Committee.

e. The President will notify the candidate and the Department whether he or she has received approval to be considered for early tenure by December 1.

f. If the President has approved the application to be considered for early tenure, the faculty member will be considered in accordance with the PT&R procedures for consideration of tenure within the normal probationary period following these two time lines: Department Committee's recommendation due to the Department Chair by December 7 and the Department Chair's recommendation due to the College Committee by January 1. Thereafter the consideration will proceed on the same schedule as for the regular tenure process listed on the final page of this document.

6.2.4 The President shall officially notify the probationary faculty member of the final decision on the award or denial of tenure no later than June 1. The lack of official notice shall not result in the award of tenure. If tenure is denied, the President shall notify the faculty member by June 1 of a subsequent probationary appointment or a terminal year appointment. Terminal year appointments shall be limited to probationary faculty members who have served a minimum of three years.

6.2.5 A faculty member who is serving in a terminal "notice" year may request that the previous negative decision on tenure be reconsidered. The Departmental Committee on Promotion and Tenure shall evaluate new evidence provided by the faculty member, and shall recommend that the request be granted or denied; it shall forward the WPAF, with the new evidence, to the Department Chair. The Department Chair shall recommend that the request be granted or denied; the Department Chair shall then forward both of the recommendations to the President. If the President grants the request, reconsideration shall be accomplished on the same basis and according to the same criteria as if it were a regular consideration for tenure. A request for reconsideration will be denied if a grievance has been filed on the matter of tenure and has not been withdrawn.

### **6.3 Criteria**

The candidate's dossier shall contain documentary evidence to substantiate performance and promise under criteria 6.3.1, 6.3.2, 6.3.3, and 6.3.4, and may also contain evidence substantiating performance under criterion 6.3.5. First and highest priority shall be accorded to 6.3.1. Next highest priority shall be accorded to 6.3.2, followed by 6.3.3. Lower priority shall be accorded to 6.3.4, and lowest priority to 6.3.5.

6.3.1 *Degree* (see Section 4.1.1)

6.3.2 *Instructional Achievement* (see Section 4.1.2)

6.3.3 *Professional Achievement* (see Section 4.1.3)

6.3.4 *Internal University Contributions* (see Section 4.1.4)

6.3.5 *External Representation* (see Section 4.1.5)

### **6.4 Procedures**

Tenure determination procedures are those specified in Sections 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 10.2, 11.2, and 12.2 of this document.

## **7.0 PROMOTION FROM INSTRUCTOR TO ASSISTANT PROFESSOR**

### **7.1 Expectations at this Promotional Level**

The Instructor typically will have the Bachelor's or Master's Degree (or equivalent, depending on the discipline) and be engaged in study leading to a Doctorate or other appropriate higher degree. The Instructor combines creative activity and study toward the higher degree with teaching responsibilities in the University. Normally, no Instructor will be considered for promotion to Assistant Professor unless the Instructor has acquired a minimum of two years of study at the graduate level or two years of professional experience at an institution other than California State University, Hayward. Part-time employment during undergraduate study is not applicable. An Instructor may not be considered for promotion before completion of one year in service at that rank at California State University, Hayward.

### **7.2 Eligibility**

Provided he or she has completed at least one year of service at California State University, Hayward, an Instructor shall be considered for promotion to Assistant Professor whenever any one of the following conditions is satisfied:

- 7.2.1 The Instructor has been awarded or has completed all formal requirements for the Doctorate or equivalent degree appropriate to the discipline; or
- 7.2.2 The Instructor has attained eligibility as provided in Section 4.2 (a), (b) or (c); or
- 7.2.3 The Instructor has demonstrated professional value to the University which warrants recommendation for promotion by the Department Promotion and Tenure Committee and/or the Department Chair; or
- 7.2.4 The Instructor presents a written request to the Department Chair.

### **7.3 Criteria**

The candidate's dossier shall contain evidence documenting performance and promise under criteria 7.3.1, 7.3.2, and 7.3.3, and may also contain evidence substantiating performance under criteria 7.3.4 and 7.3.5. Highest priority shall be accorded to 7.3.1 and 7.3.2 equally. Next highest priority shall be accorded to 7.3.3. Lower priority shall be accorded to 7.3.4, and lowest priority to 7.3.5.

- 7.3.1 *Degree* (see Section 4.1.1)
- 7.3.2 *Instructional Achievement* (see Section 4.1.2)
- 7.3.3 *Professional Achievement* (see Section 4.1.3)
- 7.3.4 *Internal University Contributions* (see Section 4.1.4)
- 7.3.5 *External Representation* (see 4.1.5)

### **7.4 Procedures**

Evaluations for promotion at this level shall take place according to procedures specified in Sections 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 10.2, 11.2, and 12.2 of this document.

## **8.0 PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR**

### **8.1 Expectations at this Promotional Level**

The Assistant Professor in the early stages of his or her appointment is typically facing a full teaching load for the first time. It is necessary to combine teaching with the continuance of scholarly interest and contribution. Additional University responsibilities may include committee work and administrative assignments. An Assistant Professor should have completed the Doctorate, or the normal terminal degree, or, in exceptional cases, the equivalent thereof, to be eligible for promotion to Associate Professor. Effectiveness in teaching and professional contributions should be the general criteria for promotion to Associate Professor rank.

### **8.2 Eligibility**

- 8.2.1 An Assistant Professor must hold the Doctorate or the normal terminal degree, or, in exceptional cases, the equivalent thereof to be eligible for promotion. If this condition is met, an Assistant Professor is entitled to be considered for promotion to Associate Professor when he or she has attained eligibility as provided in Section 4.2.1 (a), (b) or (c). Promotion from Assistant Professor to Associate Professor prior to attaining eligibility is exceptional. (See Section 4.2.2 and Article 14.2 of the CBA.)
- 8.2.2 An Assistant Professor who has not completed the probationary period but has completed at least one year of full-time service to the University and wishes to be considered for early promotion must submit to the Department Chair a written letter titled "Request for Consideration for Early Promotion," which will be included in the candidate's WPAF. Such a request shall not be considered beyond the Department level unless a positive recommendation is received from the Department Promotion and Tenure Committee or from the Department Chair.

### **8.3 Criteria**

The candidate's dossier shall contain evidence documenting performance under 8.3.1, 8.3.2, and 8.3.3, and may also contain evidence substantiating performance under 8.3.4. Highest priority shall be accorded to criterion 8.3.1 followed by 8.3.2. Lower priority shall be accorded to 8.3.3, and lowest priority to 8.3.4.

8.3.1 *Instructional Achievement* (see Section 4.1.2)

8.3.2 *Professional Achievement* (see Section 4.1.3)

8.3.3 *Internal University Contributions* (see Section 4.1.4)

8.3.4 *External Representation* (see Section 4.1.5)

### **8.4 Procedures**

Evaluation for promotion at this level shall take place according to procedures specified in Sections 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 10.2, 11.2, and 12.2 of this document.

## **9.0 PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR**

### **9.1 Expectations at this Promotional Level**

The Associate Professor must have completed the Doctorate, or the normal terminal degree, or, in exceptional cases, the equivalent thereof, to be eligible for promotion to Professor. The Associate

Professor will typically be a faculty member who has already demonstrated (at this University or at another college or university) a high quality of teaching competence and ability to make sustained scholarly contributions. The general criterion for this promotional step is, therefore, whether the accomplishments of the Associate Professor are of outstanding merit. Promotion to Full Professor is not automatic.

## **9.2 Eligibility**

- 9.2.1 An Associate Professor must hold the Doctorate or the normal terminal degree, or, in exceptional cases, the equivalent thereof, to be eligible for promotion to Professor. Tenure must have been awarded either previously or simultaneously before promotion to Professor is possible. If these conditions are met a person may be considered for promotion to Professor when he or she has attained eligibility as provided in Section 4.2.1 (a), (b) or (c). Promotion to Professor prior to attaining eligibility is exceptional and is reserved for those individuals who have demonstrated exceptional professional value to the University. (See Section 4.2.2 and Article 14.4 of the CBA.)
- 9.2.2 An Associate Professor who wishes to be considered for early promotion must submit to the Department Chair a written letter titled "Request for Consideration for Early Promotion," which will be included in the candidate's WPAF. Such a request shall not be considered beyond the Department level unless a positive recommendation is received from the Department Promotion and Tenure Committee or from the Department Chair.

## **9.3 Criteria**

The Candidate's dossier shall contain evidence documenting performance under criteria 9.3.1, 9.3.2, and 9.3.3, and may also contain evidence to substantiate performance under criterion 9.3.4. Highest priority shall be accorded to criterion 9.3.1, followed by 9.3.2. Lower priority shall be accorded to 9.3.3, and lowest priority to 9.3.4.

- 9.3.1 *Instructional Achievement* (see Section 4.1.2). The evidence must demonstrate sustained and superior performance in instruction.
- 9.3.2 *Professional Achievement* (see Section 4.1.3). The evidence must demonstrate a record of sustained professional scholarship or creative achievement within the candidate's field, based on efforts after completion of requirements for the doctoral degree or other normal terminal degree.
- 9.3.3 *Internal University Contributions* (see Section 4.1.4).
- 9.3.4 *External Representation* (see Section 4.1.5).

## **9.4 Procedures**

Evaluation for promotion at this level shall take place according to procedures specified in Sections 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 10.2, 11.2, and 12.2 of this document.

## **10.0 DEPARTMENT PROMOTION AND TENURE COMMITTEE AND DEPARTMENT RECOMMENDATION**

### **10.1 Formation**

The Department Promotion and Tenure Committee shall consist of three faculty members or more, at the option of the Department, who satisfy the eligibility requirements of Section 3.5.2, and who are Regular

Members of that Department, as defined by the Constitution of the University Faculty. In addition, such faculty members must be assigned 1/2 time or more in teaching or research and administration.

- 10.1.1 If only three members of the Department satisfy these requirements, then, whenever possible, the Department Committee shall consist of these members and no others. The Committee may make recommendations only on promotion, tenure, and retention, and shall perform no other functions.
- 10.1.2 In a Department where fewer than three members are eligible for service on the Promotion and Tenure Committee, every member who is so eligible shall serve on the Committee whenever possible. The membership shall be brought up to three in the following manner:
  - a. The Department Chair shall obtain from the College Dean a list of faculty assigned at least 2/3 time in teaching and/or research within the College who satisfy the eligibility requirements of Section 3.5.2;
  - b. Nominations from this list shall be made by the Department members. At least two nominations from the College list are required for each remaining vacancy on the Department Promotion and Tenure Committee;
  - c. Elections shall be conducted according to provisions of Section 10.1.3 below.
- 10.1.3 When the number of eligible faculty in a Department exceeds three, the Department Promotion and Tenure Committee shall be elected by secret written ballot of the Department Faculty. The Faculty eligible to vote are those eligible under provisions of Section 3.5.3 and who are assigned 1/2 time or more teaching and/or research.
- 10.1.4 The election of the Committee shall occur after the election of Department representatives to the College Promotion and Tenure Committee, between June 1 and the end of Spring quarter. If the academic calendar leaves too little time for adequate election arrangements before the end of Spring Quarter, the Department Committee may be elected in the first week of the Fall quarter. The term of office shall be July 1 through June 30 of the subsequent year. Members may be elected for consecutive terms.
- 10.1.5 Members of the Committee on leave of absence may be replaced for the duration of the leave for the term of service by an election which satisfies the provisions of Section 10.1 and of Section 10.1.1, 10.1.2 or 10.1.3.

## **10.2 Functions**

- 10.2.1 The Department Chair shall have the responsibility for:
  - a. convening the first meeting of the Department Promotion and Tenure Committee not later than the first week of the Fall Quarter at which time the members of the Committee shall elect one of their number as Chair;
  - b. providing the Committee with a list of candidates eligible for promotion, tenure, and retention from within the Department;
  - c. collecting the WPAF in support of each candidacy;
  - d. reviewing with the Committee the procedure, criteria and eligibility requirements appropriate to the cases before the Committee.
- 10.2.2 The Department Promotion and Tenure Committee shall carefully examine all the documentation supporting each candidacy, and may seek additional relevant evidence. The Committee shall

make a recommendation, which shall be expressed in the form of a vote. The voting option shall be "yes" or "no." The Committee's recommendation will be deemed favorable only if a majority of "yes" votes is obtained. The total membership of the Committee, rather than those present, is to form the basis for determining a majority. All members of the Committee must vote on each candidate.

- 10.2.3 The Department Promotion and Tenure Committee shall thereafter return each WPAF to the Department Chair. A single letter from the Committee shall be included in the WPAF, stating the recommendation and summarizing both favorable and unfavorable views relative to the recommendation (see Section 3.5.6). The letter must be signed by each member of the Committee. These signatures shall be obtained only after completion of the procedures described in Sections 10.2.1 and 10.2.2 above.
- 10.2.4 The Department Promotion and Tenure Committee shall notify the faculty member of its recommendation and provide the faculty member with a copy of the Committee's letter of recommendation no later than the deadline date for transmittal of WPAFs to Department Chairs. Official date of receipt of the letter shall be defined as the deadline date. If the recommendation is negative, the candidate may request reconsideration, may submit a rebuttal letter, and is entitled to meet with the Committee to discuss the recommendation. The request for reconsideration and submission of the rebuttal letter and/or request for a meeting with the Committee to discuss the recommendation must be made within seven calendar days after the date of receipt of the letter of recommendation. If a meeting is requested the meeting will be held as soon as possible, but normally not later than ten academic working days after the Committee has received the request from the candidate. A rebuttal letter shall be read by the members of the Department Committee. If a meeting has been held and/or a rebuttal letter submitted, the Committee shall send, as soon as possible, a memorandum containing its subsequent recommendations to the Department Chair. This memorandum shall be forwarded to join the dossier, with a copy to the candidate.
- 10.2.5 The Department Chair shall make a separate recommendation, and provide the faculty member with a copy of the letter no later than the deadline date for transmittal of WPAFs to the College Office. Official date of receipt of the letter shall be defined as the deadline date. If the initial recommendation is negative, the candidate may request reconsideration, may submit a rebuttal letter, and is entitled to meet with the Chair. The request for reconsideration and submission of the rebuttal letter and/or request for a meeting with the Chair to discuss the recommendation must be made within seven calendar days after the date of receipt of the letter. The meeting will be held as soon as possible, but normally not later than five academic working days after the Chair has received the request from the candidate. A rebuttal letter shall be read by the Chair. A copy of the rebuttal letter shall be provided by the Chair to the Department Committee. If there has been a meeting and/or submission of a rebuttal letter, the Chair shall write a subsequent recommendation to be forwarded as soon as possible to the College level, with copies to the Department Committee and the candidate.
- 10.2.6 The candidate who has received an unfavorable recommendation on promotion may request in writing to the Department Chair that his or her case be withdrawn from consideration and that the dossier not be forwarded; on receipt of such a request the Chair shall take the necessary action to withdraw the candidate's case from further consideration during that academic year.
- 10.2.7 In retention cases where the Department Promotion and Tenure Committee and the Department Chair disagree in their recommendations, the case shall be forwarded to the College Promotion

and Tenure Committee for its separate recommendation, in accordance with provisions of Section 3.1.2.

## **11.0 COLLEGE PROMOTION AND TENURE COMMITTEE AND COLLEGE RECOMMENDATIONS**

### **11.1 Formation**

- 11.1.1 The College Promotion and Tenure Committee shall consist of one tenured Professor elected by each department in the College, and shall have a minimum of five members. In Colleges having fewer than five departments, each department shall elect one person to the College Committee. The remaining number required to bring the Committee membership to five shall be elected at large from among the eligible College Faculty. A department may, by majority vote of its regular faculty members, choose not to elect a representative to the College Promotion, Tenure, and Retention Committee, provided that in that event the College Committee would still have a minimum of five members elected by other departments.
- 11.1.2 The term of service shall be one year and members may be elected to not more than two consecutive terms. Members of the Committee shall hold office from July 1 through June 30 of the following year.
- 11.1.3 Department elections for members of the College Committee shall take place not later than June 7, and may not precede the election of the College representative(s) to the University Promotion and Tenure Committee. Those eligible to vote are the same as those eligible to vote for members of the Department Promotion and Tenure Committee as specified in Section 10.1.3. All elections shall be by secret ballot.
- 11.1.4 Eligibility for service on the College Committee is defined in Section 3.5.2. A faculty member not teaching Fall, Winter, or Spring Quarters of the year of service is eligible for service on the College Committee, provided that he or she is available and willing to serve during the quarters in which he or she does not teach. A department without sufficient eligible faculty of its own may elect a representative on the College Committee from among the eligible and willing faculty of other departments in the College. The College Dean shall make available to each department as necessary a list of faculty eligible for service on the College Committee.
- 11.1.5 The College Dean shall serve as the convener of the College Promotion and Tenure Committee and shall transmit the WPAFs to its Chair. He or she shall inform the Committee of its responsibilities as herein detailed.

### **11.2 Functions**

- 11.2.1 At its first meeting, the Committee shall elect one of its members to serve as Chair and another to serve as Secretary.
- 11.2.2 The Secretary shall keep such internal records as the Committee may require and shall record the vote on each candidate.
- 11.2.3 The responsibilities of the Chair of the Committee shall be to:
- a. review with the Committee the criteria for tenure and for each promotional step;

- b. receive the WPAFs accompanying each candidacy and to arrange, where possible, for their grouping and consideration by types of candidacy;
  - c. examine, together with the Committee, all of the documentation in the candidate's WPAF and, should the Committee so desire, seek additional oral or written statements from the candidate or other members of the faculty, and make all materials available to the Committee;
  - d. encourage full and frank discussion, in Committee session, of the strengths and weaknesses of each case before voting takes place on that case;
  - e. return each WPAF to the College Dean with the Committee's final recommendation.
- 11.2.4 The primary functions of the Committee shall be to:
- a. ensure consistency and appropriateness in the application of criteria and procedures within and among departments;
  - b. carefully examine all documentation supporting each candidacy and make a recommendation in the form of a vote.
- 11.2.5 Each member of the Committee, including the Chair, shall vote. The voting option shall be "yes" or "no." The Committee's recommendation will be read as a favorable one only if a majority of the total membership of the Committee votes "yes." All members of the Committee shall vote on each candidacy.
- 11.2.6 A single letter from the Committee shall be included in the WPAF, stating the recommendation and summarizing both favorable and unfavorable views relative to the recommendation (see Section 3.5.6). The letter must be signed by each member of the Committee. These signatures shall be obtained only after completion of the procedures described in Sections 11.1 and 11.2 above.
- 11.2.7 The College Promotion and Tenure Committee shall notify the faculty member of its recommendation and provide the faculty member with a copy of the Committee's letter of recommendation no later than the deadline date for transmittal of WPAFs to College Deans. Official date of receipt of the letter shall be defined as the deadline date. If the initial recommendation is negative, the candidate may request reconsideration, may submit a rebuttal letter, and is entitled to meet with the Committee to discuss the recommendation. The request for reconsideration and submission of the rebuttal letter and/or request for a meeting with the Committee to discuss the recommendation must be made within seven calendar days after the date of receipt of the letter of recommendation. The meeting will be held as soon as possible, but normally not later than ten academic working days after the Committee has received the request from the candidate. A rebuttal letter shall be read by members of the College Committee. Copies of the rebuttal letter shall be sent by the Chair of the Committee to the previous levels of review. If a meeting has been held and/or a rebuttal letter submitted, the Committee shall send, as soon as possible, a memorandum containing its subsequent recommendation to the College Dean, with copies to the candidate, the Department Committee, and the Department Chair.
- 11.2.8 The College Dean shall make a separate recommendation, and provide the faculty member with a copy of the letter no later than the deadline date for transmittal of WPAFs to the University level. Official date of receipt of the letter shall be defined as the deadline date. If the recommendation is negative, the candidate may request reconsideration, may submit a rebuttal letter, and is entitled to meet with the Dean. The request for reconsideration and submission of the rebuttal letter and/or

request for meeting with the Dean to discuss the recommendation must be made within seven calendar days after the date of receipt of the letter. The meeting will be held as soon as possible, but normally not later than five academic working days after the Dean has received the request from the candidate. A rebuttal letter shall be read by the Dean. Copies of the rebuttal letter shall be sent by the Dean to the previous levels of review. If there has been a meeting and/or submission of a rebuttal letter, the Dean shall write a subsequent recommendation to be forwarded as soon as possible to the University level, with copies to the candidate, the College Committee, the Department Chair, and the Department Committee.

- 11.2.9 A candidate for retention who has received a negative recommendation from the College Dean and who believes that the decision has been influenced by bias on the part of any of the reviewing bodies, may request the University Promotion and Tenure Committee to review the case and make its own recommendations to the President, according to the procedures specified in Section 12.2.4(b). The request for review by the University Committee must be in writing, must specify in detail the evidence supporting a charge of bias, and must be made within five academic days of receipt of the College Dean's negative recommendations. Copies of the request must be provided to all persons against whom charges of bias are brought.
- 11.2.10 The candidate who has received an unfavorable recommendation on promotion at the College level may request in writing to the Department Chair that his or her case be withdrawn from consideration and that the dossier not be forwarded; on receipt of such a request the Chair shall take the necessary action to withdraw the candidate's case from further consideration during that academic year.

## **12.0 THE UNIVERSITY PROMOTION AND TENURE COMMITTEE AND UNIVERSITY PRESIDENT'S DECISIONS**

### **12.1 Formation**

- 12.1.1 The University Promotion and Tenure Committee shall consist of five members elected from the Colleges. Representation shall be proportional to the number of members of the College Faculties (as defined in the Constitution of the University Faculty), provided that no College shall elect less than one nor more than two members. In the Winter quarter of each year the Provost and Vice President for Academic Affairs shall consult with the Committee on Faculty Affairs to determine the number of members of the University Promotion and Tenure Committee to be elected from each College for service in the following academic year.
- 12.1.2 The College Dean shall arrange for the nomination and election of the member(s) of the University Committee from the College. The number of nominees shall be at least twice the number of members to be elected. Balloting shall be secret and conducted over a period of at least five academic days. This election shall be held no later than May 1. The College Dean shall exercise proper security measures over the ballots.
- 12.1.3 Those eligible to vote shall be the Regular Members of the College Faculty, in accordance with provisions of Section 3.5.3.
- 12.1.4 Those eligible to serve shall be the Regular Members of the College Faculty subject to the provisions of Section 3.5.2, and of Section 12.1.5 below.
- 12.1.5 The following shall not be eligible to serve on the University Promotion and Tenure Committee:

- a. those faculty members who have served two previous terms on the University Promotion and Tenure Committee during the preceding five years, including the year in which the election is being held;
  - b. those faculty members who have served on the University Committee in the previous term;
  - c. those faculty members who will not be teaching Fall, Winter, or Spring Quarters of the year of the term of service, unless a faculty member is available and willing to serve during the quarter or quarters in which he or she does not teach.
- 12.1.6 Each College shall elect an alternate, after all other elections for College and Department Promotion and Tenure Committees have been completed, provided that the election of an alternate shall not be later than the fourth week of the Fall quarter. The names of the member(s) and the alternate elected by each College shall be reported to the Office of the President and to the Office of the Academic Senate.
- 12.1.7 An alternate shall serve on the University Promotion and Tenure Committee only if the respective College member becomes ineligible or is unable to serve by reason of illness, death, or resignation.
- 12.1.8 The President or the President's designee shall act as convener of the Committee and shall convene its first meeting no later than November 1. The President or the President's designee shall at that time review with the Committee its responsibilities as herein detailed.
- 12.1.9 Acting on behalf of the President, the Provost and Vice President for Academic Affairs:
- a. shall transmit the WPAFs to the Committee;
  - b. shall not serve as a member of the Committee nor participate in its deliberations.

## **12.2 Functions**

- 12.2.1 At its first meeting, the Committee shall elect one of its members to serve as Chair and another to serve as Secretary.
- 12.2.2 The Secretary shall keep such internal records as the Committee may require and shall record the vote on each candidate.
- 12.2.3 The responsibilities of the Chair of the Committee shall be to:
- a. review, together with the Committee, the criteria for tenure and each promotional step;
  - b. receive the WPAFs of documentation accompanying each candidacy and to arrange, so far as possible, for their grouping and consideration by types of candidacy;
  - c. examine, together with the Committee, all of the documentation in the candidate's WPAF and, should the Committee so desire, seek additional oral or written statements from the candidate or other members of the Faculty and make all materials available to the Committee;
  - d. encourage full and frank discussion, in Committee session of the strengths and weaknesses of each candidacy before voting takes place on that candidacy;
  - e. transmit to the President the final recommendation on each candidacy; no recommendations will be transmitted until all the dossiers have been evaluated or until the established deadline date for recommendation to the President;

f. accept candidacy dossiers after the deadline, but only with a letter of explanation for such delay from the candidate's Department Chair and/or College Dean on approval by the University Committee.

12.2.4 The primary functions of the Committee shall be to:

a. ensure consistency and appropriateness in the application of criteria and procedures within and among departments and/or Colleges;

b. determine whether either professional or personal bias has played a part in the making of recommendations at lower levels. In order to make such a determination the Committee may undertake a special review of the case to obtain such additional information as it deems necessary. If the Committee finds bias it may so note in making its own substantive recommendation to the President. Alternatively, the Committee may recommend to the President that the case be reconsidered at lower levels in such a way as to eliminate the source of bias, provided such reconsideration is possible under applicable deadlines. If the Committee determines, following receipt of a request for investigation under Section 11.2.9, that there is not sufficient evidence of bias to justify an investigation, it shall so inform the candidate, the College Dean, and the President;

c. carefully examine all documentation supporting each candidacy and to make a recommendation in the form of a vote. In making its recommendation, unless bias is at issue, the Committee shall decline to pass on the specialized professional qualifications of the candidate but, rather, shall accept the judgment of those in the discipline of the candidate or in kindred disciplines regarding specialized professional qualifications. Members of the University Promotion and Tenure Committee shall act as representatives of the entire University, rather than of a department or a College;

12.2.5 Each member of the Committee, including the Chair, shall vote. The voting option shall be "yes" or "no." The Committee's recommendation will be read as a favorable one only if a majority of the total membership of the Committee votes "yes." All members of the Committee shall vote on each candidacy.

12.2.6 The Committee may return to any dossier and reopen discussion and voting up to the deadline date when final recommendations must reach the President.

12.2.7 A single letter from the Committee shall be included in the WPAF, stating the recommendation and summarizing both favorable and unfavorable views relative to the recommendation (see Section 3.5.6). The letter must be signed by each member of the Committee.

12.2.8 If the President does not endorse the recommendation of the committee, he or she may return the WPAF to the Committee for its reconsideration, and will meet with the Committee to discuss his or her reservations.

12.2.9 Following receipt of the WPAF returned by the President and discussion with him or her, the Committee shall submit a final recommendation to the President in the same form as specified in Section 12.2.7.

12.2.10 If the President's decision is adverse to the Committee's final recommendation, the President shall inform the Committee of the decision and the basis for it.

12.2.11 The President shall notify each individual whose recommendation for promotion and tenure has been considered by the University Committee of his or her decision in the case. Such notification

shall be in writing, shall include the reasons for the decision, and shall be accompanied by a copy of the letter of the University Committee. A copy of the President's letter only shall be provided to the Provost and Vice President for Academic Affairs, the College Dean, the Department Chair, and the Chairs of each of the Promotion and Tenure Committees which made a recommendation in the case. A candidate denied promotion or tenure may request and shall receive from the President a copy of any request the President may have addressed to the Committee relative to the given case, and the Committee's response to any such request.

- 12.2.12 Within 15 academic days after notification by the President of a negative decision, a candidate denied reappointment as a probationary faculty member, or denied promotion or tenure, may request, in writing, that the President reconsider his or her decision. The request for reconsideration shall be forwarded to the President. In promotion or tenure cases, a copy shall be sent to the University Committee, and in retention cases, to the College Dean. In the event that the President declines to reconsider, or after reconsideration reaffirms his or her original negative decision, the candidate may then exercise his or her rights under the CBA.
- 12.2.13 After the completion of action at the University Committee and Presidential levels, the Committee shall, at its last meeting before dissolution, gather together the records of its work, including vote tallies, drafts of summary letters and similar working materials. The Committee shall transmit these materials to the Provost and Vice President for Academic Affairs for safekeeping for a period of three years. During these three years, the documents shall not be made available to anyone for any subsequent personnel decision except to a grievant to whom the documents apply. After that time the Provost and Vice President for Academic Affairs shall destroy these materials, together with all original letters of recommendation received from all reviewing bodies. Records accumulated by individual members of the Committee shall be destroyed immediately after the Committee concludes its work.
- 12.2.14 Action under 12.2.13 terminates current year promotion and tenure procedures and any further action shall be considered a grievance or other appropriate procedure.
- 12.2.15 After the President's decision and final action on the candidacy, the WPAFs shall be returned to the appropriate departments, where their contents will be dealt with in a manner consistent with the provisions of Section 3.3.4.

### **13.0 MULTIPLE APPOINTEES, JOINT APPOINTMENTS, TEACHING/RESEARCH**

Faculty holding multiple or joint appointments with assignments in more than one department comprise a special case. The procedure in these cases shall be as detailed below.

#### **13.1 Criteria**

A Multiple Appointee in any rank will be evaluated by the criteria appropriate to the promotion or tenure involved.

#### **13.2 Eligibility**

A Multiple Appointee will be eligible for promotion or tenure according to the eligibility conditions appropriate to the rank presently held.

#### **13.3 Procedures**

Promotion and Tenure procedures for Multiple Appointees are the same as for all other appointees, with the exceptions noted below. The WPAF for a Multiple Appointee will be collected and collated by the Department Chair and/or College Dean of the Department or College in which the Appointee has undertaken the majority of his or her academic load, with the assistance of the Department Chair and/or College Dean representing the remainder of the academic load. The appropriate Committees shall examine the WPAF and make their recommendation. (In the case of an exact split of academic load between two Departments and/or Colleges, each Department Chair and/or College Dean shall add his or her recommendations prior to forwarding the WPAF.)

13.3.1 The WPAF for a Multiple Appointee will be transmitted by the College Dean to the Provost and Vice President for Academic Affairs and hence to the University Promotion and Tenure Committee. After receiving the recommendation of the University Promotion and Tenure Committee the President will make a single decision regarding retention, tenure or promotion of a Multiple Appointee.

13.3.2 The Provost and Vice President for Academic Affairs may solicit additional materials for inclusion in the WPAF. All such materials shall be made available to all reviewing bodies.

#### **14.0 MULTIPLE APPOINTEES TEACHING/RESEARCH AND ADMINISTRATION**

A candidate who is a regular member of a department faculty and who serves wholly or partially in an administrative capacity, or a candidate who at the time of his or her appointment as a regular member of a department faculty also undertakes to serve wholly or partially in an administrative capacity, shall be judged for promotion and tenure upon his or her performance in both his or her administrative and faculty positions. Assessment for promotion and tenure shall be based on the candidate's (1) functioning as a performing faculty member when appropriate under the criteria and procedures detailed above and (2) success in his or her administrative position as determined by the evidence. The candidate's service in his or her administrative assignment shall carry weight in the judgment of Promotion and Tenure Committees. The general procedures established in this document shall be applicable except that the administrative officer to whom the candidate reports directly shall participate in the collection and collating of materials for a WPAF. The candidate's WPAF should contain evidence from the Department Committee, the Department Chair, the College Committee, and the College Dean (when appropriate), from the immediate administrative supervisor regarding his or her performance as an administrator, and from any other relevant source.

#### **15.0 CONSULTATION WITH STUDENTS**

##### **15.1 Notification to Students**

15.1.1 Chairs of Departments shall post the following notice on departmental bulletin boards:

It is the policy of California State University, Hayward that students may consult with Departmental Promotion, Tenure and Retention Committees on the promotion, tenure or retention of departmental faculty. If any student desires to meet with the Department of \_\_\_\_\_ Promotion, Tenure and Retention Committee to discuss the performance of a faculty member being considered by the Committee, arrangements can be made with the Department Chair in Room \_\_\_\_\_ before \_\_\_\_\_.

- 15.1.2 The Department may adopt any procedure by which the names of faculty members being considered are made known to students, but in any case the names shall be available to students, upon request, from the Department Chair. Students desiring to testify shall make arrangements with the Department Chair before November 1.
- 15.1.3 The Department Chair shall arrange in cooperation with the Chair of the Department Promotion, Tenure and Retention Committee, the time and place of the meeting(s) of the Committee for the purpose of hearing students.

## **15.2 Consultation Procedures**

- 15.2.1 Promotion, Tenure and Retention Committee meetings at which student consultation is to take place shall not include any faculty members not on the Committee and must include at least a quorum of the Committee.
- 15.2.2 Whenever possible, each student requesting consultation shall be heard individually. The Committee, however, may make exceptions when circumstances warrant.
- 15.2.3 The Committee shall keep a written summary of the comments of each student. Such summary shall specify the course(s) taken or the student's other involvement with the faculty member. In addition, an alphabetical list of the students who have testified before the Committee shall be kept. These summaries shall be retained in the Department office until the expiration of the period during which a grievance could be filed. A candidate has the right to see the summaries related to his or her case.
- 15.2.4 In its written recommendation on the faculty member, the Committee shall note whether or not student comments have been received and shall include a summary of comments received and the Committee's evaluation of such comments.

## **16.0 INTERPRETATION OF THIS POLICY DOCUMENT**

Because no policy statement can cover all possible contingencies and all possible circumstances of individual cases, questions will inevitably arise about the meaning or applicability of provisions of this Policy and Procedures document. Promotion and Tenure Committees and administrators involved in retention, tenure, and promotion decisions shall refer all such questions of interpretation or clarification of the document to the Committee on Faculty Affairs.

**17. SUMMARY OF DEADLINE DATES FOR TENURE, PROMOTION, AND RETENTION**

|   | TENURE                  | PROMOTION               | RETENTION   |   |
|---|-------------------------|-------------------------|---|---|
|   |                         |                         | 1st year<br>2nd year  | 3rd year<br>4th year<br>5th year  |
| SUBMISSION OF<br>CANDIDATE'S<br>DOSSIER | Oct. 1                  | Oct. 1                  | Nov. 10   | Jan. 15   |
| DEPARTMENT<br>COMMITTEE                 | Nov. 15                 | Nov. 15                 | Dec. 1  | Mar. 1  |
| DEPARTMENT<br>CHAIR                     | Dec. 1                  | Dec. 10                 | Dec. 10   | Mar. 15   |
| COLLEGE<br>COMMITTEE                    | Feb. 15                 | Feb. 25                 | Jan. 25   | Apr. 25   |
| COLLEGE<br>DEAN                         | Mar. 1                  | Mar. 10                 | Feb. 5  | May 10  |
| UNIVERSITY<br>COMMITTEE                 | Apr. 15                 | May 5                   | --  | --  |
| NOTICE                                  | June 1                  | June 15                 | Feb. 15   | June 1  |
| TYPE<br>OF<br>NOTIFICATION              | Granted<br>or<br>Denied | Granted<br>or<br>Denied | Reappointed<br>to another<br>academic year<br>or terminated<br>at the end of<br>the current<br>year | Reappointed to<br>an additional<br>probationary year<br>or terminated at<br>end of subsequent<br>college year; or<br>granted tenure |