



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Post-Tenure Review (Revision of SP 05-17)

Policy #: SP 12-11 (Revision of SP 05-17)

Purpose: To update the Post-Tenure Review Policy.

Background: This policy is required by the Collective Bargaining Agreement. Updates policy SP 05-17.

Accountability: Provost or designee

Applicability: Tenured faculty

Policy:

I. Introduction

Post Tenure Review (PTR) is an opportunity for faculty to review their professional growth and development and to receive feedback and support with respect to their performance in teaching or professional duties; research, scholarship and teaching; and service.

II. Required Review Intervals

All tenured faculty members are required to be reviewed every five years following the awarding of tenure with the following exceptions:

- A. Faculty unit employees being considered for promotion in the fifth year following the award of tenure.
- B. Faculty members on sabbatical or leave of absence during the fifth year since the last review shall undergo PTR in the academic year following their leave.
- C. Faculty members who are participating in the Faculty Early Retirement Program (FERP) shall not be required to undergo PTR unless an evaluation is requested by either the FERP participant or the appropriate administrator.

III. PTR Portfolio

Faculty undergoing PTR shall submit a portfolio that addresses the faculty member's work in all areas considered for retention, tenure, and promotion for the years under review. The PTR portfolio shall include the following elements:

- A. A complete curriculum vitae containing sections on Teaching (for instructional faculty) or Professional Activities (for librarians and counselors), Scholarly and Creative Activities and Service.



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Post-Tenure Review (Revision of SP 05-17)

B. A narrative (up to a five-pages) highlighting the faculty member's accomplishments since the last review.

C. For teaching faculty, consideration of student evaluations of teaching is required. Faculty undergoing review shall include the student evaluations of teaching reports for all courses evaluated since the last review.

D. Extensive documentation is not required for a PTR portfolio, however, upon the request of the PRC and/or the appropriate administrator, faculty undergoing PTR shall be required to provide additional information or evidence of accomplishments listed in any part of the PTR report.

IV. Peer review committee (PRC)

The responsibility of the peer review committee is to review the PTR Report and draft a PRC report.

A. PRC composition:

The peer review committee (PRC) shall consist of the program chair (unless the program chair is of lower rank than the faculty member under review, then see IV.B.1) and two tenured faculty members of equal (or greater) rank to the faculty member being reviewed. One of the two faculty members of the PRC should be from the faculty member's program or equivalent unit. The faculty member being reviewed may request a tenured faculty member from a different program to serve on the PRC. If there are not sufficient numbers of tenured faculty members in the same program, two tenured faculty members from a related discipline/s may be part of the PRC. For program chairs, a program chair of another discipline should serve on the PRC (see IV.B.2 for the selection process). The PRC shall choose a member to serve as the PRC chair.

B. Selection of the PRC:

1. For faculty who are not program chairs: The faculty member undergoing PTR shall submit five names of potential faculty PRC members to the program chair. These faculty members must be equal or greater in rank to the faculty member being reviewed. The program chair shall then choose two faculty from among the five potential PRC members to serve on the PRC. If the program Chair is of lower rank than the faculty member undergoing PTR, the faculty member shall submit the names of two chairs from a different program to their program chair who shall then designate one to serve on the PRC. The designated program chair shall then choose two PRC members as described above.

2. For faculty who are program chairs: In the case of a program chair undergoing PTR, the program chair shall submit the names of two program chairs to the appropriate administrator who shall then designate one to serve on the PRC. The program chair undergoing PTR shall then submit 5 names of potential PRC members to the designated program chair. These faculty members must be equal or



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ACADEMIC SENATE POLICY

Policy on Post-Tenure Review (Revision of SP 05-17)

greater in rank to the faculty member being reviewed. The designated program chair shall then choose two faculty members from among the five potential PRC members to serve on the PRC.

V. Appropriate Administrator

The responsibility of the appropriate administrator is to meet with the PRC chair and the faculty member undergoing review for a collaborative discussion of the PTR portfolio and to then prepare a summary report. For instructional faculty, the appropriate administrator is the AVP of the respective school. For librarian faculty, the appropriate administrator is the AVP of the library and for counseling faculty the appropriate administrator is the vice-president for student affairs or designee.

VI. Evaluation Procedure and Timeline

A. The tenured faculty member undergoing PTR prepares the PTR portfolio and submits to the peer review committee.

B. The PRC reviews the PTR portfolio and prepares a report.

C. The faculty member undergoing review shall be given a copy of the PRC report before the report is forwarded to the appropriate administrator, The faculty member may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the summary within 10 days following receipt of the recommendation. A copy of the response or rebuttal statement shall become part of the PTR report.

D. The appropriate administrator shall be provided with a copy of the PRC report and shall schedule a meeting with the faculty member undergoing review and the chair of the PRC.

E. The appropriate administrator shall then issue a written summary report to the faculty member undergoing review which shall be based on the PTR portfolio, PRC report and meeting. The faculty member may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the summary within 10 days following receipt of the recommendation. A copy of the response or rebuttal statement shall become part of the PTR portfolio.

F. A copy of the PRC's report and the appropriate administrator's summary report and the faculty member's responses (if any) shall be placed in the faculty member's Personnel Action File.

G. The PTR reviews shall be conducted on a calendar developed every year by the Faculty Affairs office.

VII. Additional information.

The PRC is not required to consult the Personnel Action File.