

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

FACULTY AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

FA-002-190

Review of Policy 1335 Periodic Evaluation of Tenured Faculty Members

Faculty Affairs Committee

Date: 9/12/2019

Executive Committee  
Received and Forwarded

Date: 10/30/2019

Academic Senate

Date: 11/13/2019  
First Reading

### **Background**

Policy #1335 (formerly UM Section 305.13) has not been reviewed in many years. In addition, CPP is not in compliance with performing post tenure reviews as mandated by the Unit 3 Collective Bargaining Agreement. Provost Alva announced last academic year the intention of resuming the reviews and simplifying the existing process. The form itself should not be labeled as a separate policy and can be made simpler. Review of equivalent policies at other CSU campuses is recommended. Deadlines need review. Last, the policy should be modified to implement electronic submission of post tenure review packets via Interfolio as they resume.

### **Resources Consulted**

George Tejadilla, Interim Executive Director for Academic Personnel  
Martin Sancho-Madriz, AVP Faculty Affairs

### **Discussion**

As charged, the Faculty Affairs Committee has suggested changes to the current policy (1335; formerly UM Section 305.13) regarding Periodic Evaluation of Tenured Faculty Members.

### **Recommendation**

The Faculty Affairs Committee recommends adopting the following to serve as Policy 1335:

#### **CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA POLICY NO: 1335 Periodic Evaluation of Tenured Faculty Members**

Periodic evaluation of tenured faculty members not under consideration for promotion shall be conducted by a department committee of full-time tenured faculty members at the professor rank and elected by a secret ballot of the probationary and tenured members of the department. This committee may be the RTP committee, a subcommittee of the RTP committee, or a separate committee. The committee shall have at least two members. If there are not enough faculty to properly constitute the committee faculty members from other departments shall be elected to supplement the committee.

Tenured faculty members shall be evaluated at intervals of no greater than five years. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator. Evaluations shall be conducted during the spring term. The contents of the Post Tenure Review package shall be compiled and reviewed in

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electronic format beginning academic year 2020-2021. The evaluation of the tenured faculty member shall terminate at the college dean/director's level.

Periodic Evaluation of Tenured Faculty Members shall include:

1. An updated curriculum vitae;
2. A self-assessment narrative, not to exceed two pages, that discusses the following as applicable: the strengths and areas for growths in teaching, research and creative activities, and service; career accomplishments and obstacles;
3. For those with teaching responsibilities, statistical summaries of student evaluations of teaching performance.

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Each department may choose to develop additional criteria or procedures that are consistent with this policy. Any such criteria or updates shall be approved by the majority of tenured and probationary faculty in the department and submitted to the dean or director (or other appropriate administrator) for approval no later than February 15<sup>th</sup> of the academic year prior to the year of implementation.

The departmental committee and the dean (or appropriate administrator) shall each produce a report providing feedback to the evaluated faculty member. The peer review committee chair and the appropriate administrator shall meet with the tenured faculty unit employee to discuss the faculty member's strengths and weaknesses along with suggestions, if any, for improvement.

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A copy of the reports of the peer committee and the appropriate administrator shall be placed in the faculty member's Personnel Action File in conformance with standard procedure for introducing material to a Personnel Action File.