

**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 file shall be compiled and reviewed in 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 each of the following:

1. An updated curriculum vitae highlighting the achievements of the past 5 years;
2. A self-assessment narrative of the activities and achievements over the last five years, not to exceed four pages, that discusses the following as applicable based on the nature of work assigned: teaching; research and creative activities; service; and administrative roles;
 - In your narrative, highlight, as applicable, how your accomplishments support CPP's core values, such as academic excellence, experiential learning, student learning and success, inclusivity, community engagement, and social and environmental responsibility.
3. For those with teaching responsibilities, statistical summaries of student evaluations of teaching performance.

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 15th 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, the department chair (in case the department chair is not the committee chair), and the appropriate administrator shall meet with the tenured faculty unit employee to discuss the faculty member's strengths and areas for growth, along with suggestions, if any, for improvement.

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.

The Faculty Affairs Office establishes the calendar for the periodic reviews and performance evaluations. Therefore, the Faculty Affairs Office establishes the calendar for the Periodic Evaluation of Tenured Faculty Members. You have ten (10) days after this report is provided to submit a response/rebuttal.