

AVS DRTP CRITERIA

California State Polytechnic University, Pomona

**ANIMAL & VETERINARY
SCIENCE DEPARTMENT**

Retention, Tenure and Promotion Criteria

2022/2023 – 2026/2027

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Animal & Veterinary Science Department RTP Criteria Document

SECTION I – INTRODUCTION

The reappointment, tenure, and promotion process is a critically important faculty responsibility. RTP is the mechanism by which we assure the success of our faculty and thereby assure educational quality for our students. While the president makes final decisions on reappointment, tenure, and promotion, it is the department faculty who are in the best position to provide clear expectations, create an environment conducive to achieving expectations, and render the most informed recommendations to the president. The Department RTP Criteria Document communicates department expectations and RTP procedures to the department faculty, faculty candidates, the dean, the College RTP Committee, the University RTP Committee, and academic administrators. University policies include, the Unit 3 Collective Bargaining Agreement (CBA) and Policies 1328 and 1329 of the University Manual defining university procedures and expectations. Department documents must supplement and may not conflict with these policies. In the event of discrepancies, the CBA takes first precedence and university policies take second precedence over departmental policies.

The Collective Bargaining Agreement requires that a tenure-track faculty member be provided a copy of the Department RTP Criteria Document within two weeks of the start of their first semester at Cal Poly Pomona. It is recommended that department criteria be maintained on the department web page so they are available to candidates for faculty positions. The primary purpose of the Department RTP Criteria Document is to articulate clearly what the department expects of its faculty members and, in particular, what they must achieve in order to be granted reappointment, tenure, and promotion. These expectations must be stated with sufficient clarity and specificity that the candidates are able to plan their activities around them. Department criteria should be consistent with department and college mission, vision, goals, and accreditation standards.

The RTP is not simply a matter of evaluation. Faculty colleagues, deans, and academic administrators should commit themselves to mentoring and supporting candidates, providing them a good opportunity to be successful. It is important for those making recommendations to be honest, direct, and clear, just as it is important for candidates to be knowledgeable of department expectations and committed to meeting them.

I.1. DEFINITIONS:

Policy #1328 provides a comprehensive overview of RTP procedures. Some of the more important definitions are provided here.

- a) **Candidate** refers to a faculty member who is under consideration for reappointment, tenure, or promotion action in the current cycle. Those hired as Associate Professors without tenure will have to go through the process of requesting reappointments until they are tenured.
- b) **RTP Committee** members must be full-time tenured faculty members.
- c) **Department RTP Committee (DRTPC)** members are elected by the tenured and probationary faculty via secret ballot. A faculty member on professional leave (sabbatical or difference-in-pay) may serve if elected and willing. A tenured faculty member who will be a candidate for promotion may be elected, but may only participate on reappointment cases and may not participate in promotion or tenure recommendations. (see also Policy #1328 section 3.0)

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- d) **Criteria** are the expectations articulated in the department RTP criteria document and in Policy #1328. Criteria define what a candidate must achieve in order to be positively recommended for reappointment, tenure, or promotion. Criteria documents contain procedural information as well; however, it is important to distinguish between criteria and rules/procedures. Department RTP Criteria are adopted by a majority vote of the tenured and probationary faculty, submitted to the dean and the College RTP Committee for review and comment, and ultimately approved by the president or their designee. (see also Policy #1328 section 2.0)
- e) **A probationary year (PY) of service encompasses one academic year before tenure. The first probationary year begins with the first Fall term of appointment.**
- f) A faculty member is **eligible to apply for tenure** at the beginning of the sixth probationary year. An application for tenure prior to the sixth probationary year is an application for **early tenure**.
- g) **Service Credits** may be granted in the hiring process. Years of service credits count toward eligibility for tenure, but not for eligibility for promotion.
- h) A faculty member is **eligible to apply for the first promotion to associate professor** at the time they apply for tenure. Once tenured with promotion, the faculty member is eligible for a subsequent promotion to **full professor** after having served four years in the current rank. Applications for promotion prior to having attained eligibility are applications for **early promotion**.
- i) **Criteria for early actions** shall place emphasis on teaching ability and accomplishment, and shall require exceptional performance or extraordinary qualifications with regard to professional activities, and university service.
- j) **Student evaluation of teaching** is governed by Policy #1329 of the University Manual and **every eligible course must be evaluated every semester**.
- k) **Peer evaluation of teaching** is the responsibility of the Department RTP Committee to conduct and includes a classroom visit, review of course syllabus and other teaching materials, and a written summary report encompassing all of the above.

Policy #1328 prescribes the department RTP criteria document that a candidate for reappointment, tenure, and/or promotion is entitled to use. The candidate will be informed by the Office of Faculty Affairs by the first day of fall term for actions they are eligible to apply for. Candidates are responsible for ensuring that they use the appropriate criteria documents. When applying for reappointment to a PY, each PY is evaluated independently, with a reference to recommendations from the previous year. When applying for tenure, all PYs are included in the evaluation.

- l) **Performance review** is defined by policy 1328, section 7.3 as an “actionable” evaluation process conducted by the DRTPC, department chair (if not serving on the DRTPC), dean, URTPC, and Provost that “results in a recommendation for a personnel action such as reappointment, tenure and/or promotion” (see also CBA 15.38). Only through a performance review can a candidate apply for reappointment, tenure, or promotion.
- m) **Periodic evaluation** is a non-actionable abbreviated review process defined by policy 1328, section 7.3 as “an intermittent evaluation process that includes review only by the DRTPC, Department Chair (if not serving on the DRTPC), and Dean,” which “does not result in a formal personnel decision but may be used to support future personnel decisions.”
- n) **The period of review** is defined by Policy 1328, section 7.4 as: “the period of performance under review or evaluation. If a candidate is applying for reappointment for

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the first time, the period of review shall be the period since the candidate's original appointment. For subsequent reappointment applications and for periodic evaluations the period of review shall be the period since the last performance review. The period of review for application for promotion to Associate Professor and/or tenure shall be the period since the original appointment. The period of review for application for promotion to Full Professor shall be the period since the previous application for promotion to Associate, or, if the candidate was hired at the Associate rank, the period since the original appointment."

I.2. DEPARTMENT PHILOSOPHY

I.2.1 This document fulfills all requirements for directing candidates seeking reappointment, tenure and promotion in the Department of Animal and Veterinary Science. It incorporates Policies #1328 and #1329 of the University Manual, and the current CBA, and documents incorporated therein. No other documents and criteria are applicable.

I.2.2 Candidates will be evaluated for teaching performance, scholarly and creative activity, and service at any level within the university, the profession, and the community. In evaluating a candidate for reappointment, tenure or promotion, the DRTP committee will consider these evaluation areas in light of the candidate's reappointment level, past performance, and improvement. A candidate lacking in any one area will not receive a positive recommendation, as the department is looking for a well-rounded individual. The criteria also address performance in the area of student advising/mentoring.

Furthermore, the criteria also address the provision for the evaluation of faculty serving in administrative positions or performing administrative duties. Provision for evaluation of faculty serving in academic governance, and consideration of the activities of faculty temporarily on leave from teaching duties for such purposes as; sabbatical leave, fellowships, overseas teaching, administrative assignment for the university, and visiting professor/scholar assignments at another institution are included as well.

SECTION II – PROCEDURES

II.1. Policy #1328 describes RTP procedures in complete detail. A summary is provided here.

II.2. DEPARTMENT RTP PROCEDURES

II.2.1 ELECTION OF RTP COMMITTEE

II.2.101 The Department RTP Committee is responsible for ensuring the integrity of the RTP process within the Department. The Committee structure and function shall conform to Policy #1328.

II.2.102 The Committee shall consist of three (3) full time, tenured faculty members elected by the probationary and tenured faculty.

II.2.103 The Committee shall be elected by secret ballot before the end of the Spring semester of the school year preceding the given RTP cycle, and election shall be by majority vote of the probationary and tenured faculty members of the department. The DRTPC Chair will be determined by consensus by the three elected members. The Committee's term of service shall not end until all matters pertaining to the Committee's recommendations for that academic year have been concluded. After the election of the Committee, the Department

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Chair will notify the Dean of the composition of the Committee. In the event that there is not a sufficient number of department faculty of appropriate rank, the College RTP Committee will be asked to recruit tenured faculty from another department to work on the committee.

- II.2.104 No Department RTP Committee member may simultaneously serve on the College RTP Committee or the University RTP Committee during any given RTP cycle. In promotion considerations, the Committee members must have a higher rank than those being considered for promotion. Tenured candidates being considered for promotion are ineligible for service on any promotion or tenure actions considered by the Committee, however, tenured candidates being considered for promotion are eligible for service on any reappointment actions being considered by the Committee.
- II.2.105 Faculty on Professional Leave with Pay (sabbatical and difference in pay) may participate in Committee activities with prior approval from the Provost. Faculty, who know in advance that they will, during one semester or more, be unavailable or ineligible, cannot be nominees for the Committee.

II.2.2 ELECTION OF RTP COMMITTEE CHAIR

II.2.201 The Committee shall elect a chair who shall be responsible for ensuring the provisions of the Departmental RTP document and Policies #1328 and #1329 of the University Manual are carried out. The Department RTP Chair shall perform the following duties:

A. Fall Semester:

1. Ensure that candidates have information they need: including information about what actions they must/may apply for, and information they need to prepare requests.
2. Assists candidates in understanding expectations, and preparing packages.
3. Inform Faculty Affairs of requests for RTP action.
4. Ensure that packages are complete.
5. Be the official custodian of the candidate's RTP package between the submission of the package to the Committee by the candidate and forwarding of the package to the Dean. See Policy #1328 for appropriate policies governing the RTP package. In this period, the Committee Chair and only the Committee Chair shall be responsible for any additions to the package or any changes in the content of the package and notification of the appropriate parties of any additions or changes.
6. Provide the Departmental RTP committee's recommendation to the candidate.

B. Throughout the year:

1. Ensure that peer evaluations are conducted for all faculty members who will be candidate for RTP action in the future. Ensure that reports are provided to candidates in a timely manner (i.e., within two weeks from date of evaluation).
2. Schedule, in cooperation with the RTP candidates and other faculty, the peer evaluations of teaching performance.

II.2.202 The Department Chair shall ensure that each faculty member has a copy of the current, approved RTP criteria document. A copy of the current approved Department RTP document shall be maintained in the Department office. The Department Chair will also retain copies

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of past, approved RTP criteria for the purposes of evaluating candidates who choose to be evaluated by criteria which were existing at the time of the candidate's initial appointment. Copies of these past RTP documents shall be made available to the Committee and faculty.

- II.2.203 The Committee shall post or send electronically an announcement, in a prominent place(s) near the Department office, of the names of candidates requesting RTP action, the type of request being made, and the name of the individual to whom signed comments or recommendations can be given. This posting will take place within ten (10) calendar days of notification of the DRTPC chair by the candidate that he/she will request an RTP action. Signed comments will be accepted up to the due date of submission of the RTP package. The candidate will have ten (10) calendar days to provide a response to these comments, if desired. The RTP Committee will meet after all responses are received.

II.2.3 DUTIES OF RTP COMMITTEE

II.2.301 The Committee's duties include the following:

- A. Conduct **student evaluations** on every course taught using the University's official questionnaire:
1. By the 10th week of each semester (excepting summer), a sheet will be distributed for faculty to indicate courses to be evaluated that semester.
 2. The faculty unit employee being evaluated shall be provided a notice of at least five (5) days that a classroom visit, online observation, and/or review of online content is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es) regarding the classes to be visited and the scheduling of such visits. (CBA 15.14)
 3. Class evaluations will be distributed by RTP Committee members or the Department Administrative Support Coordinator, after giving notice to the faculty as to the date and time this will occur.
 4. Students will be asked to independently complete the evaluation. Forms will be placed in an envelope provided by the Department Administrative Coordinator for that purpose. The envelope will be returned to the Administrative Coordinator who will send completed forms for scoring. The evaluation can be done online and available between weeks 13-15.
 5. The Department Chair will distribute these course evaluations, if needed.
 6. Part Time and FERP faculty will be evaluated in every course taught.
- B. Conduct the minimum number of **peer evaluations** (two different courses in two different semesters) according to Department and University policy.
1. The DRTP Committee Chair will identify faculty, full-time and part-time, for whom peer evaluations are required and the days and times of their classes.
 2. The DRTP Committee chair will contact the faculty, and arrange for a mutually acceptable time(s) for the peer evaluation.
 3. DRTP Committee members will submit, to the DRTP Committee Chair, a narrative description of observations during the classroom visit, using the Department Peer

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Evaluation Form as a guide. Feedback to the candidate will be provided within two weeks of the class visit.

4. Comments received will be included in the faculty evaluation and will be made available to the individual being reviewed at the end of the semester.
 5. Part-Time and FERP faculty will be observed in one course each semester they teach.
- C. Soliciting input from students by publicizing names of candidates for RTP action and names to whom signed statements may be submitted. Any solicitation by faculty or on behalf of the faculty will be considered unprofessional and is prohibited. Student comments shall be written, signed, and include the student's Bronco ID number, and shall be submitted at least 10 days before the deadline for the RTP package submission. Comments received after an RTP cycle deadline will be taken into consideration in the next cycle.
- D. RTP evaluation for candidates shall be conducted by using only the approved RTP criteria.
- II.2.302 The Committee shall evaluate the candidate's RTP package and render only one of the following decisions for each of the candidate's request for action:
- A) Reappointment to one probationary year
 - B) Reappointment to two probationary years
 - C) Reappointment with tenure
 - D) Reappointment with early tenure
 - E) Promotion to requested rank
 - F) Early promotion to requested rank
 - G) Termination (available for candidates currently in first or second probationary year)
 - H) Reappointment with terminal year (available for candidates in either third, fourth, fifth or sixth probationary year)
 - I) Deny promotion
 - J) Deny early promotion
 - K) Deny tenure
 - L) Deny early tenure
- II.2.303 Decisions must be supported and shall address all applicable criteria. Decisions shall be based on evidence supplied to the Committee by the candidate or requested by the Committee from the candidate. The Committee, in their evaluation of the candidate's request, shall take into account information from the following sources:
- A. Summaries and interpretations of student evaluations in accordance with **Policy #1329 and Policy #1328** of the University Manual;
 - B. Summaries and interpretations of peer evaluation of teaching in accordance with Policy #1328 of the University Manual;
 - C. Self-evaluation provided by the candidate (including reference to any supplementary material necessary to corroborate candidate's statements);

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- D. Signed materials received from other faculty, administrators, and students (which are to be added to the candidate's RTP package in the Supplemental section);
- E. Materials requested from the candidate by the Committee that includes requests for clarification, corrections to or augmentation of any section/part of the RTP package.
- F. Other materials in writing, identified by source, submitted to the Committee before the closing date.

II.2.304 The Committee will make its evaluation of the candidate's request in writing on University approved forms. The chair of the Committee will review, with the candidate, the results of the Committee's evaluation. The candidate will then be given the opportunity to either accept the Committee's recommendation, or to submit within ten (10) working days either a response/rebuttal or request a reconsideration. If the candidate does not acknowledge the recommendations of the Committee, the Department Chair shall forward the RTP package to the next level of review and document the fact that the candidate was told of the Committee's evaluation and recommendation and refused to acknowledge them.

The request for reconsideration of the Committee's recommendation must address only the issues raised by the Committee. The Committee cannot refuse a request for reconsideration.

In the request for reconsideration, the candidate must clearly deal with each issue raised by the Committee and show how the facts clearly show that the original opinion of the candidate must be sustained, and where the Committee was in error when it examined the same or related facts. Brevity and clarity are encouraged since this request for reconsideration will become part of the RTP package and be examined by the Committee and other review groups.

If the Committee does not act favorably upon the candidate's request for reconsideration, the candidate has ten (10) calendar days, from the receipt of notification, to appeal to the College RTP committee. Appeal is not assumed. The candidate is advised to consult Policy #1328, Section 7.5.E of the University Manual. In addition to, or in lieu of a formal appeal to the College RTP Committee, the candidate may submit a response or rebuttal statement to the Committee's final recommendation to be included in the RTP package.

II.2.4 DEPARTMENT CHAIR DUTIES

II.2.401 The Department Chair shall conduct his/her evaluation of the candidate based on the DRTP criteria (i.e., class visitation, evaluation of class material, etc.)

II.2.402 The Department Chair makes a separate recommendation that would need to be done concurrently and independently, without consulting with the DRTPC or reading their recommendation. The Department Chair's recommendation will be forwarded to subsequent levels of review. The candidate will receive a copy of the Department Chair's recommendation when the original is incorporated into the RTP package.

II.2.402a If there are not a minimum number of qualified members, or if the Chair desires to serve on the DRTP, the Chair may serve as a regular member and will not be required to submit a separate recommendation.

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II.3. STUDENT EVALUATION OF TEACHING

In this section the specific procedures called for in **Policy #1328, section 3.2 should be outlined (see also Policy #1329, sections 3.2 and 3.3)**. These procedures should include the method of administering the department standard evaluation form in classes as well as the method of soliciting input on RTP candidates. The department form should be included in this section or as an appendix.

II.3.301 All tenured faculty members (even when no personnel action is involved) are student-evaluated for every course and all must be included in the evaluation. Summaries of all student evaluations conducted will be forwarded along with the RTP package.

The student evaluations shall be conducted in classes representative of the (faculty's) candidate's teaching assignment. The DRTP shall be responsible for obtaining student evaluations. This shall be done using the official "Instructional Assessment" form (attached) or approved online versions. Members of the DRTPC or tenured faculty will distribute and collect the evaluation forms.

In the case of promotions, all student evaluation summaries completed since the previous application for promotion or since original appointment must be submitted by the candidate.

II.4. PEER EVALUATION OF TEACHING

In this section the specific procedures called for in **Policy #1328, section 3.3 should be outlined (see also Policy #1329)**.

II.4.401 The DRTP Committee shall delegate two (2) of its members the responsibility of visiting at least two different classes taught by the candidate to observe teaching performance. Two different classes taught in different semesters will be observed. If a candidate requests more than two class visitations, all observed classes must be included in the evaluation.

All class visits must be documented in writing and discuss areas such as but not limited to; instructor knowledge of material, student/instructor interaction including an open environment to ask questions, strengths and areas of concern observed. This information will be shared with the entire Committee.

Furthermore, the candidate should be informed of the impending visit by the person planning to conduct such a visit at least one week in advance. A written report of the classroom visit should be given to the candidate within two weeks of the visit. Peer evaluation of teaching performance shall reflect, to the degree possible, the breadth of courses taught by the candidate. In addition to classroom visits, peer evaluation shall include a review of course syllabus and relevant course materials.

Only peer evaluations conducted during the period of review may be used for that period's deliberations. Exceptions may be allowed if the candidate does not have the minimum number of evaluations.

II.5 CANDIDATES AND FUTURE CANDIDATES

Serving in administrative positions or performing administrative duties, serving in positions of academic governance, or on leave (**see also Policy #1328, section 2.1**).

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- a) Candidates who are away from campus during the academic year in which they must/may apply for action shall observe the same procedures and timelines as candidates in residence. Candidates may provide their RTP requests by email, or currently approved methods. It will be the candidate's responsibility to meet all deadlines.
- b) Individuals who accept positions outside of their departments while they are still eligible for RTP action must ensure that they understand department expectations during the time they are away. The department may articulate expectations for these exceptional situations in the Department RTP Criteria document. If these exceptions are not addressed in the department criteria, then the candidate and the DRTPC shall commit to writing an interpretation of the department criteria in light of the special circumstances. The Dean, URTPC chair, and Associate Vice President for Faculty Affairs shall approve this memorandum of understanding.

II.5.501 Evaluation of Faculty on Administrative Assignment, Serving in Academic Governance, or on Academic Leave

- A. The Committee must consider the activities of faculty temporarily on leave from teaching duties for such purposes as sabbatical leave, fellowships, overseas teaching, administrative assignment for the University, and visiting professor/scholar at another institution. Faculty on leave shall be evaluated using the above stated criteria for teaching, scholarly or creative activities, and service with suitable modifications listed below.

II.5.502 Faculty Serving an Administrative Assignment:

- A. For promotion and tenure, faculty serving in an administrative assignment at the time of an evaluation shall have taught Department courses equivalent to an average of 18 WTUs per year since the last RTP action. At least 4 WTU's shall be during the Fall semester when the candidate requests action. All student evaluations, per Department policy, must be included in the RTP package.
- B. For reappointment, tenure or promotion, faculty serving an administrative assignment shall provide evidence of scholarly or creative activity, and shall be held to the same standard as any other candidate for reappointment or promotion in the Department.
- C. There can be no deviation of the above requirements for faculty serving an administrative assignment without the written consent of DRTPC, the Department Chair and the College Dean. The Vice President for Academic Affairs shall make the final determination on the acceptability of any deviation from the above requirements.

II.5.503 Faculty Serving in Academic Governance:

- A. For promotion and tenure, faculty serving in Academic Governance on release time equivalent to a half time (or greater) appointment shall have taught Department courses equivalent to an average of 18 WTUs since the last RTP action. Student evaluations, per Department policy, must be included in the RTP package.
- B. For reappointment, tenure or promotion, faculty serving on administrative assignment shall provide evidence of scholarly or creative activities, and shall be held to the same standard as any other candidate for reappointment or promotion in the Department.
- C. There can be no deviation of the above requirements for faculty serving in academic governance without the written consent of DRTPC, the Department Chair and the College Dean. The Vice President for Academic Affairs shall make the final determination on the acceptability of any deviation from the above requirements.

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II.5.504 Faculty on Approved Leave

- A. Faculty who are on leave that has been approved by the President of the University are on approved leave. Normally, this is with pay from this University and thus, for tenure track candidates, the probationary status is still active and the next several paragraphs apply. If the approved leave is without pay from the University, and the probationary faculty has opted to extend their probationary period (“the clock has stopped”), then the next several paragraphs – section II.5.504 B-D does not apply.
- B. For promotion and tenure, faculty on approved leave at another institution shall have taught, at this University, Department courses equivalent of 36 WTU’s since the last promotion. Student evaluations, per Department policy, must be included in the RTP package. Teaching at another institution does not relieve the candidate of the teaching requirement at this University.
- C. For reappointment, tenure or promotion, faculty on approved leave at another institution shall provide evidence of scholarly or creative activities, and shall be held to the same standard as any other candidate for reappointment or promotion in the Department. The Committee, whether alone or in collaboration with others, can examine research and scholarly activities done at another institution, for the purposes of fulfilling the Department’s criteria in the area of scholarly or creative activities.
- D. There can be no deviation of the above requirements for faculty serving on approved leave without the written consent of DRTPC, the Department Chair and the College Dean. The Vice President for Academic Affairs shall make the final determination on the acceptability of any deviation from the above requirements.

II. 6 CANDIDATE’S RESPONSIBILITIES

- II.6.1 The candidate initiates all RTP action requests. If the candidate is eligible for an RTP action, then there will be written notification from the Committee Chair. The candidate must respond that either there will or will not be a request for consideration. If the candidate is requesting early promotion or tenure, then the candidate must notify the Committee Chair in writing that there will be a request for an early action.
- II.6.2 At all times the candidate should monitor the progress of the request via communication with the DRTP chair. The candidate can withdraw the request, without prejudice, at any level of review.
- II.6.3 In the self-evaluation, the candidate must clearly address the Department’s criteria for the action(s) requested. The candidate must submit evidence to the DRTP Committee that he/she has fulfilled the RTP criteria. The RTP criteria and any supporting documents should be in the appendix of the RTP package. Furthermore, the evaluation shall unequivocally contain the following items:
 - A. **Teaching Philosophy:** The candidate should discuss their teaching philosophy and pedagogy.
 - B. **Discussion of teaching performance:** This includes a self-evaluation of the student and peer evaluations, and activities relating to student mentoring. Candidate is responsible for ensuring all courses taught have completed student evaluations. All deficiencies noted in the student and peer evaluation shall be addressed. If deficiencies or problems were pointed out in previous evaluations, steps taken or progress made towards rectifying them must be addressed.

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- C. **Discussion of scholarly and creative activities:** This includes specific citation of all peer reviewed publications, dates of attendance of all professional meetings, and explicit reference to all duties and assignments in professional organizations. Works in progress and ongoing activities shall be addressed. If deficiencies or problems were pointed out in previous evaluations, steps taken or progress made toward remedying them must be addressed.
- D. **Discussion of service to the University, College, Department, Profession and Community:** This includes specific citation of Committee assignments and duties, assistance in a professional capacity to any group, etc. If deficiencies or problems were pointed out in previous evaluations, steps taken or progress made toward remedying them must be addressed.

- II.6.4 The period of time covered by the self-evaluation should be that which has passed since the last application was made for the same or similar action. Reappointment evaluations are normally based on the previous year's performance; promotion evaluations, on the period since the last promotion or since original appointment; promotion and tenure evaluations on the period since the original appointment to the probationary position.
- II.6.5 The candidate shall identify all materials to be considered, and to make available copies of those not already available in the candidate's Personal Action File (PAF). Completeness must be balanced against the consideration for the time commitment required of the Committee and other evaluators. If material can be summarized or cited rather than included, this is preferable. The candidate should consider a Supplement to the evaluation package which can be uploaded to the online RTP platform, which contains originals (reprints, books, grant proposals, course materials, lab manuals, letters of thanks, commendations, newspaper articles, manuscripts, artwork, etc.). These supplemental materials can be located in the faculty member's office, Department office, or dean's/director's office. Only an index to the Supplemental Materials (that specifies where the supplemental material is located) is then included in the RTP package.
- II.6.6 **A request for an external review of materials** submitted by a faculty unit employee may be initiated at any level of review by any party to the review. Such a request shall document (1) the special circumstances which necessitate an external reviewer, and (2) the nature of the materials needing the evaluation of an external reviewer. The request must be approved by the President with the concurrence of the faculty unit employee. (CBA 15.12d)

SECTION III - CRITERIA FOR RTP ACTION

III.1. ELEMENTS OF PERFORMANCE AND EVALUATION

In this section, the department should provide an overview of the criteria areas and how accomplishments in each of these areas shall be assessed. **The criteria areas must include teaching/advising, professional and scholarly activities, and service to department/college/university/profession/community.** Criteria should be sufficiently clear and specific to guide candidates, yet flexible enough to allow the candidate to demonstrate effectiveness in a variety of ways.

At Cal Poly Pomona, scholarship of teaching, scholarship of engagement, and applied research are valued as well as basic research. Criteria should articulate expectations in terms of quality and quantity – that is, should provide the candidate insight into the types of activities expected and how these

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activities will be assessed for quality and significance. Department criteria should describe types of peer review and the department's view of the various types. For example, how are successful grant proposals viewed as opposed to grant proposals that were highly rated but not funded? Are presentations as highly regarded as publications?

Methods of assessing teaching effectiveness and standards of teaching effectiveness should be articulated. Teaching is effective when it results in learning, so assessment of learning should be an element of measuring teaching effectiveness. Candidates should not be limited, but should have freedom to employ pedagogies that they believe will lead to learning. Thus, use of technology, application of service learning pedagogy, use of a diversity of teaching strategies, introduction of international perspectives, etc., should be valued to the extent that they produce student learning outcomes. Advising is essential to student success as well. Thus, the department RTP criteria should include expectations in terms of advising and how success is defined and measured.

Service to the department, college, and university is an expectation of each faculty member. The department RTP criteria must articulate ways in which each faculty member can contribute to the governance and collective endeavors of the university and community, and how activities will be assessed for quality and significance.

III.1.101 Departmental Evaluation of Candidate

The candidate shall be evaluated according to the criteria stated in this document. No other criteria are applicable, unless stated in writing, to the agreement of the candidate, the Committee, the University RTP Committee, and the Vice President for Academic Affairs.

III.1.102 Policy #1328 prescribes the departmental RTP criteria document that a candidate for reappointment, tenure, and/or promotion is entitled to use. The candidate will be informed by the Office of Faculty Affairs at the beginning of fall term for actions they are eligible to apply for. Candidates are responsible for ensuring that they use the appropriate criteria documents.

III.1.103 In promotion and tenure considerations, Committee members must have a higher academic rank than the candidate. Naturally, candidates being considered for promotion are ineligible for service on promotion and tenure review peer review Committees. A tenured associate professor may serve on an RTP Committee to consider requests for tenure by untenured Associate Professors.

III.1.104 The deliberations of the Committee shall remain confidential. Each Committee evaluation report and recommendation shall be approved by a simple majority of the membership of the Committee. The Committee shall not assign any of its duties to any other group or individual.

III.1.105 The candidate is evaluated in the areas of teaching, scholarly and creative activities, and service. Success in teaching performance will be the primary basis for evaluation. Scholarly and creative activity is also considered very important. The candidate is expected to show meaningful Committee activity at the Department, College and University level as well as some participation in the community external to the University.

A. Evaluation of Teaching

Student evaluations: Examination of student evaluation is required. Candidates are required to examine in detail the results of the student evaluations and comment upon them in the RTP package. Scores on student evaluations higher than 2.0, should be explained and if appropriate, a plan of action should be addressed with the expectation that the candidate shows evidence of

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striving for excellence and improvement in the next RTP cycle. Likewise, the Committee in their recommendation shall examine the candidate's student evaluations in detail and document their findings.

Expectations:

1. Expanded course outline, syllabus, laboratory exercises and related activities should be well organized, current and on file in the Department Office.
2. Appropriate and effective teaching strategies should be used to meet learning objectives and stimulate critical and creative thinking.
3. Assessment of student performance such as examinations, assignments, etc., should be in accordance with teaching objectives. Criteria for assessment should be clearly explained to students.
4. Evidence that the candidate is participating in the Department Outcomes.
5. Assessment plan should be provided.
6. Participate in new course development, which may include service learning, course revisions, and general curriculum development, as appropriate.
7. Professional obligations should be met such as being on time for classes, meeting office hours, and returning exams and assignments promptly to provide continuous feedback to students.

B. Evaluation of Scholarly and Creative Activities (Professional Growth)

The DRTP Committee based on the following activities will evaluate scholarly and creative activities. Candidates should discuss individual contributions to the achievements made through these activities. A combination of "A" and "B" should be noted, and should increase over the probationary period with increased participation in "A" activities over time. "A" activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in "B" activities.

"A" Activities

1. Publication of a paper in a professional journal during the period under review.
2. Publication of a book.
3. Publication of a chapter in a textbook or manual in their professional area during the period under review.
4. Editor of a book or textbook in the area of expertise
5. Funding received for a grant/contract including internal grants (i.e., RSCA, SIRG etc.).
6. Achieving goals established for grants within the timeline approved for the grant with clarification of the contribution (publications cannot be counted twice). All goals for each grant count as one A activity.
7. Each year of service as an officer or an active member of the board of directors of a professional organization or foundation.
8. Organizing a professional conference (workshops/short courses).
9. Speaking presentation at a conference with book of abstracts or proceedings.
10. Earning a certification, license or credential in a field relevant to one's professional practice.
11. Serving as a major professor for graduate students pursuing the Master's degree.

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"B" Activities

1. Engagement with industrial, business or government agencies related to her/his area of expertise.
2. Speaking engagements related to her/his area of expertise.
3. Attendance at professional meetings at international, national, regional or local levels on a periodic basis.
4. Development and submission of grant and contract proposals.
5. Development and submission of book chapter or manuscripts to peer-reviewed journals.
6. A presentation of paper or poster at a professional meeting.
7. Development of a new course or web site for instructional purposes.
8. Publications in newspapers or popular journals in the area of expertise.
9. Participation in grant and manuscript reviews.
10. Serving on a Masters Thesis Committee.
11. Publication of abstracts/proceedings at a conference.
12. Earned certification involved in expertise area.
13. Mentoring undergraduate students in research.

C. Evaluation of University and Community Service

The DRTP Committee will evaluate Service based on the following activities: Candidates should discuss individual contributions to the achievements made through these activities. A combination of "A" and "B" should be noted, and should increase over the probationary period with increased participation in "A" activities over time. "A" activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in "B" activities. "C" activities are considered mandatory.

"A" Activities

1. Participation in college or university committees that requires significant time commitments (i.e., meets once a week) and produces and contributes to the College and University (e.g., academic program revisions, strategic planning, curriculum development).
2. Serving as chair of a department, college or university committee.
3. Departmental or college graduate or research coordinator.
4. Serving as advisor of an active student club or competitive team.
5. Development of student recruitment materials such as brochures, videos, computer presentations, web sites and displays that were adopted for use by the department.
6. Successful establishment of an on-going multi-student undergraduate or graduate internship.
7. Organizing a regional student conference or competition.
8. Academic advising of assigned students.
9. Serving in special departmental assignments e.g., program review, strategic plan, etc.

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"B" Activities

1. Speaking engagement to campus and/or community groups.
2. Judging ~~for~~ at community events.
3. Active participation in community service organizations related to the area of expertise.
4. Recruitment activities such as speaking in high school or community college career days.
5. Serving on advisory committees, e.g., Mt. SAC, Chaffey, or other educational, professional and community institutions or organizations where contributions are made to curricular and program development.
6. Securing internship from industry.
7. Contributing to the career placement of students and graduates.
8. Writing letter of recommendation for students and alumni.

"C" Activities

1. Membership and participation in professional organizations related to area of teaching.
2. Attendance at professional meetings at international, national, regional or local levels.

III.2. CRITERIA FOR REAPPOINTMENT

Note that these must guide the candidate toward tenure, articulate clearly the expectation of growth during the probationary period.

III.2.201 Reappointment means that the candidate is re-applying for the next probationary year. Reappointment, beyond the second year, is not automatic. and must be requested. If the initial appointment allowed for one or two years credit, then reappointment must take place at the beginning of the last year of the initial appointment period. Candidates successful in obtaining reappointment will be reappointed to the next probationary year and awarded either a one- or two-year reappointment. Candidates who are unsuccessful in obtaining reappointment and are currently in their first or second probationary year will be granted termination effective at the end of the current academic year. Candidates who are unsuccessful in obtaining reappointment and are currently in their third, fourth, or fifth year will be granted reappointment with terminal year.

III.2.202 The candidate is responsible for making sure that all classes have student evaluations completed.

The only professional means of soliciting student opinion on teaching performance for use in faculty performance review is to reach students collectively, not individually. Any solicitation by the candidate on his/her own behalf or by a faculty member or administrator on behalf of or against another faculty member is unprofessional and is strictly prohibited. This does not mean that the candidate cannot use other forms of evaluation. Only Department approved student evaluation forms and the results thereof can be included in the RTP package.

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- III.2.203 The candidate needs to work closely with the Department to schedule the minimum number of peer evaluations of teaching performance. A candidate may request additional peer evaluations beyond those initiated by the Committee and such requests are to be directed to the Committee Chair. All original, Department- approved peer review forms must be included in the RTP package. The candidate should have ready during the peer review session (or at some other prearranged time) course syllabi and other relevant teaching materials. Policy #1328 section 3.3 of the University Manual articulates policy and procedures of peer review of teaching performance.
- III.2.204 A probationary faculty member must apply for reappointment during an RTP cycle if the previous reappointment letter (or initial appointment letter) specifies that the term of (re)appointment expires at the end of the current academic year. The only exception is the case of a probationary faculty member in the sixth probationary year, who must apply for tenure.

Candidates will be evaluated in the following areas using outcome measures as described:

- A. Success in teaching performance will be the primary basis for evaluation. Such evaluation is the responsibility of the DRTP Committee and will utilize these evaluative tools:
1. Results from at least two (done in different semesters) classroom visitations within one academic year by the DRTP Committee members.
 - a) Instructor presents using timely, accurate information from appropriate professional sources.
 - b) Instructor knowledge is at the appropriate level for the students enrolled in the class.
 - c) Lecture is organized, clear and student expectations are clearly identified.
 - d) Instructor makes good use of available technology.
 - e) Instructor makes use of a variety of teaching pedagogies such as technology, case studies, and subject matter experts.
 - f) Instructor asks and answers student questions in an accurate, respectful manner.
 - g) Areas of concern from previous evaluations are addressed with plans for improvement identified.
 2. Results from student evaluations using the Instructional Assessment form.
 - a) Student evaluations should average 2.0 or better on a scale of 1 to 5, with 1 being the highest (very good), with the expectation that the candidate shows evidence of striving for excellence.
 - b) The candidate will discuss the scores and indicate plans for improvement (if necessary)
 3. Evaluation of teaching materials such as lecture notes, syllabi, assignments, tests, term papers and other materials relevant to lecture and laboratory instruction.

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- a) Faculty will supply samples of syllabi, assignments, tests, term papers, etc., to the DRTP Committee prior to the scheduled classroom visits reference above.
- b) Committee will evaluate course materials for accuracy, completeness, adherence to Expanded Course Outlines and appropriateness to the class.
- c) The candidate will supply evidence that the course materials are current.

B. The DRTP Committee shall evaluate the quality of Scholarly and Creative Activities (“A” and “B”).

Candidate must regularly participate in both “A” and “B” activities as found on pages 14-16 to be considered for retention. At least 1 area “A” and 4 area “B” activities are required per year. Candidates should discuss their individual contributions to the achievements made through these activities. A combination of “A” and “B” should be noted, and should increase over the probationary period with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities.

C. Involvement in University and Community Service (“A”, “B” and “C”)

Candidate must regularly participate in both “A” and “B” activities as found on pages 14-16 to be considered for retention. Candidates should discuss their individual contributions to the achievements made through these activities. At least 3 area “A” and 3 area “B” activities are required. A combination of “A” and “B” activities should be noted, and should increase over the probationary period with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities. “C” activities are considered mandatory.

III.3. CRITERIA FOR TENURE

III.3.301 Tenure is the status conferred on the candidate by the University that grants continuous, automatic reappointment, with some limitations. Tenure is requested at the beginning of the sixth probationary year or earlier if the candidate seeks early tenure. Candidates successful in obtaining tenure will be reappointed with tenure. Failure to obtain tenure at the end of the sixth probationary year results in the granting of reappointment to terminal year.

A. A request for tenure is possible only when a probationary faculty member has begun the last of the probationary period. The request is assumed in this case.

III.3.302 Tenure requests will be evaluated in the following areas using outcome measures as described.

A. Success in teaching performance will be the primary basis for evaluation. Such evaluation is the responsibility of the DRTP Committee and will utilize these evaluative tools:

1. Results from at least two (done in different semesters) classroom visitations within one academic year by the DRTP Committee members.
 - a) Instructor knowledge is accurate and at the appropriate level for the students enrolled in the class.

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- b) Lecture is organized, clear and student expectations are clearly identified. Instructor asks and answers student questions in an accurate, and respectful manner.
 - c) Areas of concern, based on Committee evaluation, are addressed with plans of action described, if appropriate.
2. Results from student evaluations using the Instructional Assessment form.
 - a) Student global index evaluations per course should average 2.0 or better on a scale of 1 to 5, with 1 being the highest (very good), with the expectation that the candidate shows evidence of striving for excellence.
 - b) Candidate will discuss the scores and indicate plans for improvement.
 3. Evaluation of teaching materials such as lecture notes, syllabi, assignments, tests, term papers and other materials relevant to lecture and laboratory instruction.
 - a) Committee will evaluate course material for accuracy, completeness, adherence to Expanded Course outlines and appropriateness to the class.
 - b) Candidate will supply evidence that the course materials are current.
- B. The DRTP Committee shall evaluate the quality of Scholarly and Creative Activities
1. Candidate must regularly participate in both “A” and “B” activities commensurate with the academic rank being considered as found on pages 14-16 to be considered for retention. At least 4 area “A” and 6 area “B” activities are required during the period of evaluation. Candidates should discuss their individual contributions to the achievements made through these activities. A combination of “A” and “B” activities should be noted, and should increase over the probationary period with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities.
- C. Involvement in University and Community Service (“A”, “B” and “C”)
1. Candidate must regularly participate in both “A” and “B” activities as found on pages 14-16 to be considered for retention. Candidates should discuss their individual contributions to the achievements made through these activities. At least 5 distinct area “A” and 4 area “B” activities are required during the period of evaluation. A combination of “A” and “B” activities should be noted, and should increase over the probationary period with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities. “C” activities are considered mandatory.

III.4. CRITERIA FOR PROMOTION AND TENURE TO ASSOCIATE PROFESSOR

III.4.401 Promotion means the candidate seeks a change in rank commensurate with accomplishments deserving merit and recognition. The first request for promotion should be made at the time that tenure is requested. ~~A tenured faculty member applies for subsequent promotion after having served four years in current rank.~~

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III.4.402 A request for regular promotion and tenure to Associate Professor is never assumed. The request for promotion to Associate Professor will be considered only if the candidate has served four years in the rank of Assistant Professor. ~~The candidate may apply at the beginning of the fifth year and is considered a request for early action.~~

III.4.403 Continued success in teaching performance will be expected. It is the responsibility of the DRTP Committee to determine the effectiveness of the teaching performance.

A. Successful teaching will be evidenced by:

1. Results from at least two (done in different semesters) classroom visitations within one academic year by the DRTP Committee members.
 - a) Instructor knowledge is accurate and at the appropriate level for the students enrolled in the class
 - b) Lecture is organized, clear and student expectations are clearly identified.
 - c) Instructor asks and answers student questions in an accurate, respectful manner.
 - d) Areas of concern, based on Committee evaluation, are addressed with plans of action described, if appropriate.
2. Results from student evaluations using the Instructional Assessment form.
 - a) Student global index evaluations per course evaluations should average 1.8 or better on a scale of 1 to 5, with one being the highest (very good) with the expectation that the candidate shows evidence of striving for excellence.
 - b) Candidate will discuss the scores and indicate plans for improvement.
3. Evaluation of teaching materials such as lecture notes, syllabi, assignments, tests, term papers and other materials relevant to lecture and laboratory instruction.
 - a) Committee will evaluate course material for accuracy, completeness, adherence to Expanded Course Outlines and appropriateness to the class.
 - b) Candidate will supply evidence that the course materials are current.

B. The DRTP Committee shall evaluate the quality of Scholarly and Creative Activities.

1. Candidate must regularly participate in both "A" and "B" activities commensurate with the academic rank being considered as found on pages 14-16 to be considered for retention. At least 4 area "A" and 6 area "B" activities are required during the period of evaluation. Candidates should discuss their individual contributions to the achievements made through these activities. A combination of "A" and "B" activities should be noted, and should increase over the probationary period with increased participation in "A" activities over time. "A" activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in "B" activities.

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C. Involvement in University and Community Service (“A”, “B” and “C”)

1. Candidate must regularly participate in both “A” and “B” activities as found on pages 14-16 to be considered for retention. Candidates should discuss their individual contributions to the achievements made through these activities. At least 5 distinct area “A” and 4 area “B” activities are required during the period of evaluation. A combination of “A” and “B” activities should be noted, and should increase over the probationary period with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities. “C” activities are considered mandatory.

III.5. CRITERIA FOR PROMOTION TO PROFESSOR

III.5.501 A request for promotion to Professor is never assumed. The request for promotion to Professor will be considered only if the candidate has served four years in rank of Associate Professor. The candidate may apply at the beginning of the fifth year. Furthermore, Promotion to Professor is only possible if the faculty member is tenured or is granted tenure at the time of promotion.

III.5.502 Continued success in teaching performance will be expected. It is the responsibility of the DRTP Committee to determine the effectiveness of the teaching performance.

A. Successful teaching will be evidenced by:

1. Results from at least two (done in different semesters) classroom visitations within one academic year by the DRTP Committee members.
 - a) Instructor knowledge is accurate and at the appropriate level for the students enrolled in the class.
 - b) Lecture is organized, clear and student expectations are clearly identified.
 - c) Instructor asks and answers student questions in an accurate and respectful manner.
 - d) Areas of concern, based on Committee evaluation, are addressed with plans of action described, if appropriate.
2. Results from student evaluations using the Instructional Assessment form.
 - a) Student global index evaluations per course should average 1.8 or better on a scale of 1 to 5, with 1 being the highest (very good) with the expectation that the candidate shows evidence of striving for excellence.
 - b) Candidate will discuss the scores and indicate plans for improvement.
3. Evaluation of teaching materials such as lecture notes, syllabi, assignments, tests, term papers and other materials relevant to lecture and laboratory instruction.

AVS DRTP CRITERIA

- a) Committee will evaluate course materials for accuracy, completeness, and adherence to Expanded Course Outlines and appropriateness to the class.
- b) Candidate will supply evidence that the course material is current.

B. The DRTP Committee shall evaluate the quality of Scholarly and Creative Activities (“A” and “B”).

1. Candidate must regularly participate in both “A” and “B” activities commensurate with the academic rank being considered as found on pages 14-16 to be considered for promotion to full professor. Candidates should discuss their individual contributions to the achievements made through these activities. A combination of “A” and “B” should be noted, and should increase over the period since last promotion with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities.

C. Involvement in University and Community Service (“A”, “B” and “C”)

1. Candidate must regularly participate in both “A” and “B” activities as found on pages 14-16 to be considered for promotion to full professor. Candidates should discuss their individual contributions to the achievements made through these activities. A combination of “A” and “B” should be noted, and should increase over the period since last promotion with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities. “C” activities are considered mandatory.

III.5.503 Promotion to Full Professor requires all of the conditions for promotion to associate professor and tenure in addition to a higher degree of expectations in all criteria. Candidates should discuss their individual contributions to the achievements made through these activities. A combination of “A” and “B” activities should be noted, and should increase over period since last promotion with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities. “C” activities are considered mandatory.

III.6. CRITERIA FOR EARLY TENURE

III.6.601 Candidates are required to assemble a RTP package that documents accomplishments and make a positive case for the requested action. In preparation of this package and before submittal, the candidate is invited to seek counsel from the Department RTP Committee and the Department Chair regarding the preparation of the RTP package.

- A. A request for early tenure is never assumed. Policy #1328 of the University Manual requires that a recipient of early tenure must have completed two years of full time service at Cal Poly Pomona before the effective date of early tenure. Thus, a faculty member’s application for early tenure can occur no earlier than the second year on campus.

AVS DRTP CRITERIA

- B. Criteria for early tenure shall place emphasis on teaching, ability and accomplishment, and shall require exceptional performance or extraordinary qualifications with regard to scholarly and creative activities, and service to the university and profession.
- C. The tenured faculty of the department must approve, via secret ballot by simple majority the DRTP Committee's recommendation for early tenure.

III.7. CRITERIA FOR EARLY PROMOTION TO ASSOCIATE PROFESSOR

- III.7.701 A request for early promotion for associate professor is never assumed. Policy #1328 of the University Manual requires that a recipient of early promotion must have completed two years of full time service at Cal Poly Pomona in the rank as Assistant Professor before the effective date of early promotion. Thus, a faculty member's application for early promotion to Associate Professor can occur no earlier than the second year on campus.
- III.7.702 Performance and qualifications must be demonstrated by satisfying the following:
 - A. Emphasis on teaching and exceptional performance or extraordinary qualifications with regard to scholarly and creative activities, and service to the university and profession.
 - B. Participation in "A", "B" and "C" scholarly and creative activities, and university and community service within the period of review. "B" activities, alone, are not sufficient to meet these criteria. Candidates should discuss his/her individual contributions to the achievements made through these activities. A combination of "A" and "B" should be noted, and should increase over the probationary period with increased participation in "A" activities over time. "A" activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in "B" activities. "C" activities are considered mandatory.
- III.7.703 The results of the DRTP Committee's evaluation of the candidate's performance in the three areas (Teaching, Scholarly and Creative Activities and Service to university and community) shall be assessed against the candidate's RTP criteria.
- III.7.704 In addition to the DRTP Committee's approval, there must be a signed agreement among a majority of the full time tenured faculty members of the department that the candidate merits an early promotion.

III.8. CRITERIA FOR EARLY PROMOTION TO PROFESSOR

- III.8.801 A request for early promotion to Professor is never assumed. Policy #1328, of the University Manual requires that a recipient of early promotion must have completed two years of full time service at Cal Poly Pomona before the effective date of early promotion. Thus, a faculty member's application for early promotion to Professor can occur no earlier than the second year on campus. Furthermore, early promotion to Professor is only possible if the faculty member is tenured or is granted tenure at the time of promotion.
- III.8.802 Performance and qualifications must be demonstrated by satisfying the following:
 - A. Emphasis on teaching and exceptional performance or extraordinary qualifications with regard to scholarly and creative activities, and service to the university and profession.

AVS DRTP CRITERIA

- B. Participation in “A”, “B” scholarly and creative activities, and university and community service within the period of review. “B” activities, alone, are not sufficient to meet these criteria. Candidates should discuss his/her individual contributions to the achievements made through these activities. A combination of “A” and “B” should be noted, and should increase over the probationary period with increased participation in “A” activities over time. “A” activities will be given higher weight by the Committee, but the DRTP Committee in their deliberations will consider substantial participation in “B” activities. “C” activities are considered mandatory.
- III.8.803 The results of the DRTP Committee’s evaluation of the candidate’s performance in the three areas (Teaching, Scholarly and Creative Activities, and service to university and community) shall be assessed against the candidate’s RTP criteria.
- III.8.804 The tenured faculty of the department must approve, via secret ballot by simple majority the DRTP Committee’s recommendation for early promotion to professor.

APPENDIX 1

Department of Animal & Veterinary Sciences
California State Polytechnic University
Pomona, California

STUDENT INSTRUCTOR EVALUATION OF TEACHING/COMMENTS

To the Student:

- Submission of this form is **voluntary**
- Provide all requested information
- This form must be **signed and dated**
- Submit the completed form to the Department Chair or his/her designee
- This form will be returned to the instructor being evaluated after grades for this class has been submitted.

_____	_____	_____
CRN	Course No.	Course Title
_____	_____	_____
Semester	Year	Instructor

Evaluation/Comment:

Student Signature: _____ Bronco# _____

Date: _____ Printed Name: _____

APPENDIX 2

Department of Animal & Veterinary Sciences
California State Polytechnic University
Pomona, California

STUDENT INSTRUCTOR SOLICITED EVALUATION/COMMENTS

Student Name (Print): _____

Faculty Person's Name: _____

Course(s) Taken from Faculty Person: _____

To the Student: In accord with Appendix 10, Section 1.0 of the University Manual, student evaluation and/or comments is/are welcome toward evaluating faculty subject to reappointment, tenure and promotion action. **Submission of this form is voluntary.** Please return the completed form to the Department Chair or Chair of the Department's RTP Committee. Thank you.

What are the merits of this professor as a teacher and/or academic advisor/mentor?

Suggestions for improvements in teaching performance and/or advising/mentoring?

Additional Comments:

Student's Signature

Date

Student's Bronco Number

APPENDIX 3

**Department of Animal & Veterinary Sciences California State Polytechnic
University Pomona, California**

PEER EVALUATION OF TEACHING

Instructor: _____

Semester/Year: _____

Course: _____

Evaluator: _____

	Very Good	Good	Satisfactory	Poor	Very Poor	Not Rated
OVERALL INSTRUCTOR KNOWLEDGE AND PREPARATION:						
GRASP OF COURSE CONTENT						
PREPARED FOR CLASS						
OVERALL ORGANIZATION AND PRESENTATION OF MATERIAL:						
DIRECTION OF CLASS						
EXPLANATION						
MATERIAL IS INTERRELATED						
BALANCE BETWEEN THEORY AND EXAMPLES						
PACE OF PRESENTATION						
STAYS ON TOPIC						
USE OF INSTRUCTIONAL AIDS						
OVERALL RAPPORT AND INTERACTION WITH STUDENTS:						
STUDENTS INTERESTED						
MOTIVATES STUDENTS						
INTERACTS WITH STUDENTS						
COURSE MATERIALS EVALUATED:						
SYLLABUS						
LECTURE OUTLINE						
EXAM						
OTHER:						

SUMMARY OF OBSERVATION

OVERALL EVALUATION OF TEACHING:

VERY GOOD

GOOD

SATISFACTORY

POOR

VERY POOR

SUGGESTIONS:

SIGNATURE OF EVALUATOR: _____ DATE: _____