

Library Reappointment Tenure and Promotion Procedures 2020/21-2024/25

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I. PROCEDURES FOR CANDIDATES

Candidates should read and understand the governing documents for RTP: Articles 13 through 15 (Probation & Tenure, Promotion, and Evaluation) of the *Collective Bargaining Agreement* (CBA) between California Faculty Association and the CSU Board of Trustees and Policy Numbers 1328 and 1329 of the *University Manual* (UM) of Cal Poly Pomona. This procedures document does *not* present all of the rules.

A. Notifications

UM Policy Number 1328, 7.4B: “The Associate Vice President for Faculty Affairs will notify all those eligible for regular RTP consideration no later than the first day of the fall semester.”

UM Policy Number 1328, 7.4A: “Each faculty member eligible for an RTP action shall notify the DRTPC chair in writing of intent to request an RTP action(s) or that no action will be requested. This notification shall take place during the first week of the fall semester. The notification will be non-binding.”

B. Submission and Contents of a Package

UM Policy Number 1328, 7.4C: “Each candidate for consideration shall submit to the DRTPC a summary of their professional accomplishments and a self-evaluation of performance using the standard Faculty Performance Review Form. They will supplement it with other evidence to demonstrate that department RTP criteria have been met.”

Candidates shall relate their activities to criteria by letter and number.

UM Policy Number 1328, 1.4: “Prior to the beginning of the review process, the faculty member subject to review (“the candidate”) shall be responsible for the identification of supplementary materials he/she wishes to be considered for review, such as a teaching portfolio and publications. An index of all supplementary materials shall be provided by the candidate in his/her RTP package. All such material shall be made available to evaluators upon request.” The candidate will also provide evidence to support his/her statements regarding Professional Activities and Service.

(See also I.J.(5), page 6, this document, for candidates’ due date and II.D.(3), page 7, for required evidence of professional and service activities).

C. Choice of Criteria

UM Policy Number 1328, 7.1: “Criteria for reappointment decisions shall be the department RTP criteria that were in effect during the candidate's first academic year of probationary

service on this campus.” UM Policy Number 1328, 7.2: (paraphrase) Each candidate for tenure or promotion (including early tenure or early promotion) may use either the department RTP criteria in effect during the candidate's first academic year of probationary service on this campus or the department RTP criteria in effect in the year the candidate requests action. If a candidate requests simultaneous consideration for both promotion and tenure, the candidate must select a single set of criteria.

D. Period Covered by Each Action

UM, Policy Number 1328, 7.3: “The period covered by the self-evaluation (“period of review”) should be the time period that has passed since the last application was made for the same or a similar action. Reappointment evaluations are normally based on the previous year's performance; promotion evaluations on the period since the previous application for promotion or since original appointment; tenure on the period since original appointment to the probationary position.”

Action	Date Range Start	Date Range End
Pre-RTP	The day you started here	Due Date for the package.
First Reappointment Package	The day you started here	Due Date for the package
Subsequent Reappointment Packages	The day you submitted last package	Due Date for the package
First Promotion Package	The day you started here	Due Date for the package
Subsequent Promotion Packages	The day you submitted last promotion package	Due Date for the package
Tenure Package	The day you started here	Due Date for the package

E. Candidates Must Discuss Progress Toward Tenure and Recommendations for Improvement

UM Policy Number 1328, 7.14: “...candidates for reappointment must discuss their progress toward meeting department requirements for tenure. All candidates must discuss progress made on any recommendations for improvement given in the previous RTP cycle.”
Candidates should be cognizant of publication requirements.

F. Evaluation of Instruction

Candidates with instruction in their *Statements of Responsibilities* shall include in their packages a summary and analysis of their instruction evaluation activities. The candidates should address changes or improvements made as a result of the feedback obtained.

Candidates who teach classes for credit at Cal Poly Pomona during the evaluation period will include copies of any *Peer Evaluations of Teaching Performance* and/or summaries and analyses of *Student Evaluations of Teaching Performance*. (See IV. PROCEDURES FOR THE PEER EVALUATION OF TEACHING, this document)

G. Candidates Will be Informed and Allowed to Respond

UM Policy Number 1328, 1.12: “At all levels of review before recommendations are forwarded to the next review level, the candidate shall be given a copy of the recommendation, which shall state in writing the reasons for the recommendation. The candidate shall have the right to respond or submit a rebuttal statement or response in writing no later than ten (10) working days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the RTP package and also be sent to any previous levels of review. The candidate may request an opportunity to discuss the recommendation with the recommending group or individual, who shall honor such a request (see also 8.0). Such requests shall not require that RTP timelines, as specified in the current University Calendar for RTP Actions, be extended. (CBA 15.5)”

H. Deadlines

UM Policy Number 1328, 1.52: “If any stage of the RTP process has not been completed within the specified period of time, the candidate's RTP package shall be automatically transferred to the next level of review for evaluations and recommendation. In such cases, the candidate shall be so notified.” (CBA 15.44)”

“In the unusual circumstance where an extension of a deadline is required due to circumstances beyond the individual’s control (the individual may be the candidate, DRTPC chair, department chair, CRTPC chair, dean or URTPC chair) the individual shall appeal to the URTPC for an extension of the deadline. Following consultation with the Associate Vice President for Faculty Affairs, the URTPC chair shall respond to all parties. When the URTPC chair approves an extension, all parties shall be informed of the new deadline(s). Such an extension shall not result in the abrogation of the RTP candidate's rights as described in 1.12.” UM Policy Number 1328, 1.15 (See also I.J.(5), this document, for candidates’ due date).

I. The Timing of Promotion and Tenure and Effect of Service Credit

UM Policy Number 1328, 2.5: “A probationary faculty unit employee shall not normally be promoted during probation. However, a faculty unit employee in the rank of instructor or

librarian equivalent may be considered for promotion after completing one (1) year of service in rank. Probationary faculty unit employees shall not be promoted beyond the rank of Associate. A probationary faculty unit employee shall normally be considered for promotion at the same time he/she is considered for tenure. (CBA 14.2)” The librarian equivalent ranks are assistant librarian and senior assistant librarian.

UM Policy Number 1328, 2.5: “The promotion of a tenured faculty unit employee shall normally be effective the beginning of the sixth (6th) year after appointment to his/her current academic rank/classification. In such cases, the performance review for promotion shall take place during the year preceding the effective date of the promotion. This provision shall not apply if the faculty unit employee requests in writing that he/she not be considered. (CBA 14.3)”

CBA 13.7: “A faculty unit employee's probationary period may be extended by the President for an additional year when such faculty unit employee is on Worker's Compensation, Industrial Disability Leave, Nonindustrial Disability Leave, leave without pay, or paid sick leave for more than one (1) semester or two (2) consecutive terms. Faculty taking a one-year leave of absence for pregnancy/birth or adoption shall be allowed to “stop the tenure clock” for a period of one year.”

CBA 13.4: “The President, upon recommendation by the affected department, or equivalent unit, may grant a faculty unit employee at the time of initial appointment to probationary status up to two (2) years of service credit for probation based on previous service at a post-secondary education institution, previous full time CSU employment, or comparable experience.”

J. The Physical Package

- (1) UM Policy Number 1328, 1.7: “The candidate shall provide an electronic signature before the submission of the RTP package. The candidate will acknowledge with an electronic signature all material that is added or revised by the candidate or an evaluating body. (This includes all completed pages of the Faculty Performance Review Form and all accompanying material.) The purpose of this provision is to ensure that the candidate is completely aware of the content of the RTP package at all times.”
- (2) The candidate shall include copies of the appropriate *Statements of Responsibilities* (with dates and signatures, see VI. A.(3), this document) in the package

- (3) The first part contains the self-evaluation and an index to the Supplementary documents. The Supplementary documents (the second part) contains those documents which support the claims made: copies of articles, letters of thanks, commendations, etc. UM Policy number 1328, 1.5: “An index of all supplementary materials shall be provided by the candidate in his/her package. .”
- (4) The due date for candidates’ packages is specified in the University RTP calendars posted on the Faculty Affairs website.

K. Withdrawal from Consideration

UM, Policy Number 1328, 1.6: “Prior to the final decisions, candidates for promotion may withdraw without prejudice from consideration at any level of review. (CBA 14.7) This provision also applies to candidates for early tenure.”

II. RULES OF EVIDENCE

A. Written Evidence Required

Evaluations will be based upon data in the candidate’s official Faculty Performance Review package or Personnel Action file. Any evaluating or recommending body’s personal observations or opinions of the candidate’s performance either favorable or unfavorable, must also be supported by written evidence concerning the period of time under consideration that is already in the candidate’s Personnel Action File or in the current package by the closing date as stipulated by UM Policy Number 1328, 1.6. See B. Closing Date, immediately below.

B. Closing Date

UM Policy Number 1328, 1.6: “A specific deadline shall be established by campus policy at which time the package is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion or deletion of material other than responses and/or rebuttals to official evaluations after the date of this declaration must have the approval of the University RTP Committee (“URTPC”) and shall be limited to items that became accessible after this declaration. Material inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation, and comment before consideration at subsequent levels of review. If, during the review process, the absence of required evaluation documents is discovered, the package shall be returned to the level at which the requisite documentation should have been provided. Such materials shall be provided in a

timely manner. (CBA 15.12b)” The closing date is specified in calendars posted on the Faculty Affairs website.

C. Timing of Evidence

UM Policy Number 1328, 7.3: “The candidate may discuss achievements outside of the period of review, but only for the purpose of demonstrating consistency of performance.”

UM Policy Number 1328, 3.3D: “Only peer evaluations [of teaching] conducted either prior to or 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.”

D. Letters of Reference, Solicited, and Unsolicited Comments

1. Candidates may solicit letters from campus faculty or other persons (excluding Cal Poly Pomona students). Candidates may ask that the letters have the salutation of “To the Library RTP Committee.” Candidates may include the original, signed letters in their packages by the package due date, or choose to have the letters sent directly to the Library Office by the closing date (CBA 15.12A.).
2. Unsigned printed out electronic mail messages may also be included, as long as originals of the messages are available upon request to the evaluating bodies.
3. Candidates will provide evidence of their professional activities and will solicit outside input when called for by Criteria to strengthen the description of their Criterion B. Professional Activities and Criterion C. Service.
4. UM Policy Number 1328, 1.5: “Letters received by the Department RTP Committee (“DRTPC”) from students, faculty, and administrators in response to the publicizing of the upcoming RTP action shall also be included, as well as the candidate’s responses to such letters.” The DRTPC chair will have posted a *Request for Comments* form in the Library to solicit public input after the candidate has given notice that he/she intends to request an RTP action. The *Request for Comments* will state the due date and where comments will be submitted. Letters received as the result of the *Request for Comments* may be collected and presented as a group to the faculty member. (UM policy 1329, Appendix 10, 2.0)
5. Student comments must be dated, signed and include the student's Bronco Identification Number if they are to become part of the package.
6. A department chair or dean/director may, in response to an unsolicited oral comment from a student, advise the student that any formal consideration of the comment requires that it be reduced to a written, signed statement. (UM policy 1329, Appendix 10, 1.4)

7. At any time a student may submit a letter/petition expressing his/her opinion of the teaching performance of a faculty member. Such a letter/petition must be signed and addressed to the chair of the department. The letter/petition must include the Bronco Identification Number of all student signators. The department chair/chair of the appropriate department evaluation committee must provide the faculty member with copies of such letters/petitions. The faculty member shall be allowed at least 10 calendar days to provide a rebuttal. Any rebuttal provided by the faculty members shall be attached to the original letter/petition and placed in the faculty member's Personnel Action File (PAF). (UM policy 1329, Appendix 10, 2.0)

E. Activities Beyond the *Statement of Responsibilities* are Admissible.

The candidate may discuss achievements not listed in the *Statement of Responsibilities*.

III. PROCEDURES FOR DEPARTMENT CHAIRS, DIVISION HEADS, DEPARTMENT HEADS, UNIT HEADS, ASSOCIATE UNIVERSITY LIBRARIANS OR OTHERS WHO ARE SIGNATORIES ON A CANDIDATE'S *STATEMENT OF RESPONSIBILITIES*.

- (1) A tenured faculty member who is a signatory on a candidate's *Statement of Responsibilities* shall not serve as a member of the DRTPC when that candidate is being evaluated, unless doing so would create a shortage of faculty members eligible to serve on the DRTPC in order to meet the minimum committee size requirements as described in IV.B of this procedures document.
- (2) This signatory tenured faculty member, when thus excluded from the DRTPC, or a signatory probationary faculty member, will write a separate recommendation and evaluation on the pages intended for the Department Chair on the Faculty Performance Review. The due date will be will be two weeks after package due date (for reappointment to 4th, 5th, 6th Probationary Year, tenure, and promotion) and one week after the package due date (for reappointment to 2nd and 3rd Probationary Year). Package due dates are in calendars posted on the Academic Affairs website. Evaluating bodies will use this information as evidence in their recommendation.
- (3) In pre-RTP actions, the DRTPC will solicit comments in writing about the candidate's performance from the signatory faculty member (UM, 305.14).

IV PROCEDURES FOR THE PEER EVALUATION OF TEACHING

RTP candidates who teach classes for credit at Cal Poly Pomona under the auspices of the University Library will be subject to the following procedure:

1. The Head of Reference & Instruction will inform the DRTPC of the class sections and times and teachers for the coming semester(s).

2. The DRTPC chair will prepare a schedule of candidates each semester that lists who will be subject to peer evaluation of teaching and for what sections.
3. The DRTPC will assign a tenured Librarian (the evaluator) to each candidate and inform the candidate and the evaluator.
4. The candidate will submit to the evaluator the course syllabus and any other related materials.
5. The evaluator will consult with the candidate as to the time and date of the classroom visit, online observation, and/or review of online content. The agreed upon date will be at least five (5) working days after the agreement is reached. The evaluator will inform the DRTPC of the scheduled date and time of the event. (UM Policy Number 1328, 3.3B)
6. The evaluator will complete a written report using the *Library Peer Evaluation of Teaching Report Form* within two weeks of the Classroom visits and/or online observations. The evaluator must submit a copy of the report to the candidate and the signed original to the DRTPC chair. (UM Policy Number 1328, 3.3B)
7. The candidate has the right to respond in writing to the peer evaluation within ten (10) calendar days of receiving the evaluation. The response will be sent to the Chair of the DRTPC, with a copy to the evaluator. (UM Policy Number 1328, 3.3B)
8. The DRTPC chair will forward the peer evaluation and the candidate's response (if any) to the dean for placement in the candidate's PAF. (UM Policy Number 1328, 3.3B)
9. "A minimum of one peer evaluation per semester per candidate shall be conducted in at least two different semesters in each academic year if the candidate teaches more than one semester per academic year. If the candidate teaches only one semester per academic year, one peer evaluation is required." (UM Policy Number 1328, 3.3C)
10. "The selection of courses for peer evaluations shall reflect, to the degree possible, the breadth of courses taught [by the candidate]." (UM Policy Number 1328, 3.3C)
11. "Only peer evaluations conducted either prior to or 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." (UM Policy Number 1328, 3.3D)
12. "The DRTPC is responsible for ensuring that the minimum number of peer evaluations is conducted and that a copy of each written evaluation is submitted to the candidate within two weeks of the class visit." (UM Policy Number 1328, 3.3E)

13. “A candidate may request additional peer evaluations beyond those initiated by the DRTPC. Such requests are to be directed to the DRTPC chair.” (UM Policy Number 1328, 3.3F)
14. 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)
15. Evaluating bodies at the department level in the RTP process will include a review of peer evaluations and the analyses of the results of student evaluations. This evaluation will also include a comparison of the candidate’s student evaluations with his/her peer evaluations (UM Policy Number 1328, 2.1)

V. THE DEPARTMENT RTP COMMITTEE (DRTPC)

A. Functions and Processes

The DRTPC is one of several bodies that reviews and evaluates the RTP package for each candidate and writes a recommendation for each action. It is also responsible for some administrative functions (6-8 below, and V.D. Responsibilities of the Department RTP Committee Chair, below).

- (1) The Library RTP Committee (LRTPC) shall perform all the functions of the Department RTP Committee (DRTPC) (UM Policy Number 1328, 6.0, 6.1).
- (2) UM Policy Number 1328, 1.12: “Each RTP committee evaluation report and recommendation shall be approved by a simple majority of that committee. (CBA 15.42)”
- (3) UM Policy Number 1328, 7.4G: “Any member of the DRTPC may file a supplementary report. Supplementary reports, if submitted, must accompany the recommendation in question and must have been made available to all members of the DRTPC and to the candidate.”
- (4) UM Policy Number 1328, 2.1: “For all candidates who are not yet tenured, the DRTPC will evaluate the progress the candidate is making in satisfying the department's RTP criteria for tenure.”
- (5) UM Policy Number 1328, 7.4D: “The DRTPC must also include a discussion of progress made on any recommendations for improvement given in the previous RTP cycle.”
- (6) The Committee receives and processes periodic evaluations of tenured faculty members and the evaluations of full-time temporary faculty members.
- (7) The Committee acts as a disseminating agent for RTP-related information in the Library.

- (8) The Committee conducts a review in consultation with the department of the Criteria and Procedures at least every five (5) years.

B. Composition and Restrictions

- (1) UM Policy Number 1328, 1.17: “Those eligible for RTP committee membership shall be full-time tenured faculty and, if requested by the majority vote of probationary and tenured faculty members of the department and approved by the President, faculty participating in FERP.” UM Policy Number 1328, 3.1A: “The membership size of a DRTPC shall be: three (3) to seven (7) for departments with ten (10) or fewer full time faculty eligible to serve, five (5) to nine (9) for departments with eleven (11) to seventeen (17) full time tenured faculty eligible to serve... The DRTPC shall always have an odd number of members.”
- (2) Ineligibility: A faculty member serving on URTPC cannot serve on the DRTPC (CBA 15.36). See also III (1), this document, for eligibility of Librarians who sign *Statement(s) of Responsibilities*.
- (3) For early tenure actions, the DRTPC shall include all tenured faculty except those ineligible to serve (see V.B.(2) this document).
- (4) For early promotion actions, the DRTPC shall include all tenured faculty senior in rank to the candidate except those ineligible to serve (see V.B.(2), this document).
- (5) UM Policy Number 1328, 3.1G: “In promotion considerations, RTP committee members must have a higher rank/classification than those being considered for promotion. Candidates being considered for promotion are not eligible for service on promotion or tenure considerations. (CBA 15.40) In the event that the chair of the DRTPC does not have a higher rank/classification than one or more candidates being considered for promotion, those members of the DRTPC who do have a higher rank/classification shall choose an eligible member to handle the duties of the chair for these candidates.”
- (6) When possible, no person who is to be evaluated during the current cycle will be a member of the current DRTPC.
- (7) UM Policy Number 1328, 3.1H: “A department may use one or more subcommittees for dealing with different RTP actions”
- (8) UM Policy Number 1328, 3.1B: “The DRTPC chair shall be a full-time tenured faculty”

C. Election of the Department RTP Committee

- (1) UM Policy Number 1328, 3.1C: “Annual elections by secret ballot must be conducted by March 1st of the school year preceding the given RTP cycle, and election shall be by a majority vote of the probationary and tenured faculty members of the department. The

DRTPC's term of service shall not end until all matters pertaining to the DRTPC's recommendations have been concluded." UM Policy Number 1328, 3.1F: "The department chair shall notify the dean and the office of Faculty Affairs of the composition of the DRTPC, including election results, immediately after its election."

- (2) A term shall consist of two years service commencing the third week of the following Fall Semester. The Committee year shall be the third week of the Fall Semester through the end of the second week of the following Fall Semester.
- (3) Immediately after the election, the new and continuing members of the DRTPC shall elect a chair. The new chair shall announce the result of the election to the faculty and to the Dean.
- (4) In the event of the extended absence of a member of the DRTPC, the probationary and tenured faculty members will elect a substitute to serve until the return of the original member.

D. Responsibilities of the Department RTP Committee Chair

- (1) Call and schedule meetings, guide discussions, organize and direct activities, ensure committee adherence to calendar deadlines and rules protecting candidates' rights.
- (2) Act as liaison among the Committee, Dean, candidates and others.
- (3) Post a *Request for Comments* form in the Library (see II.D.(4), this document).
- (4) Invite suggestions for modifications of the criteria and procedures.
- (5) In pre-RTP actions, solicit comments in writing about the candidate's performance from the Signatories on the *Statements of Responsibilities* (see III.(3), this document).
- (6) Determine dates for deadlines for written recommendations from signatories of *Statements of Responsibilities* according to III.(2), this document and
- (7) Inform said signatories and candidates of those dates.
- (8) Review the candidate's previous RTP packages for any suggestions for improvement as well as the full PAF. The RTP package is the working PAF for the purposes of RTP evaluation []. However, evaluating committees and administrators should consult the full PAF for additional relevant materials. (#1328, 1.5)
- (9) Manage the Peer Review of Teaching process. (See Section IV, this document).

VI. GENERAL

A. Governing Documents

- (1) These *Procedures* (and the accompanying *Criteria*) are governed by articles 13 through 15 (Probation & Tenure, Promotion, and Evaluation) of the *Collective Bargaining Agreement* (CBA) between California Faculty Association and the CSU Board of Trustees and Policy Number 1328, and 1329, Appendix 27 and Sections 305.11 and 305.14 of the *University Manual* (UM) of Cal Poly Pomona. In the case of conflict, the *University Manual* takes precedence over the *Criteria and Procedures*, and the *Collective Bargaining Agreement* takes precedence over the *University Manual*.
- (2) Should any of quoted language from the *University Manual* or the *Collective Bargaining Agreement* change while this document is in force, the quoted wording shall remain in force unless forbidden by new language in the *University Manual* or the *Collective Bargaining Agreement*.
- (3) *Statements of Responsibilities* are the defining documents for the performance evaluation of primary responsibilities in the Library RTP Criteria. A *Statement of Responsibility* is submitted annually by the candidate to a designated faculty member (Department Chair, Division Head, Department Head, Unit Head, Associate University Librarian, etc) and to the dean. The candidate, the designated faculty member, and the dean all sign the a final version of the *Statement*, signifying agreement that the parts of the *Statement* designated as “primary responsibilities” forms the basis of evaluation of primary responsibilities in RTP actions. The signed statement is placed in the candidate’s Personnel Action File. Candidates may submit a revised *Statement* at any time. Tenured and Tenure track faculty will have access to a compilation of all of the completed *Statements of Responsibilities*
- (4) Candidates temporarily on leave from regular duties (such as for sabbatical leave, fellowships, overseas teaching and administrative assignments to the university, and visiting professor/scholar at another institution) will describe the expected outcome(s) in the *Statement of Responsibilities*. An amended *Statement* can be produced to accommodate the timing of the leave.
- (5) Professional standards for Library Faculty were also consulted in the formation of these Procedures and Criteria: Association of College and Research Libraries (June 2007) Standards for Faculty Status for College and University Librarians <http://www.ala.org/ala/mgrps/divs/acrl/standards/standardsfaculty.cfm>

B. Organizational Status of the Library

- (1) For RTP purposes, the Library is considered a college with a single department and therefore will operate under department dates as listed in the calendars for RTP evaluation. The appeal function of the CRTPC for the Library shall be performed by the URTPC (UM Policy Number 1328, 6.2).
- (2) RTP activities not pertaining to an individual action that are designated by the *University Manual* or *Collective Bargaining Agreement* to be performed by the “department” shall be referred to the Department Chair of the Library for action.

C. Confidentiality

UM Policy Number 1328, 1.10: “Deliberations on reappointment, tenure, and promotion shall be confidential. Access to materials and recommendations pertaining to the candidate shall be limited to the RTP candidate, DRTPC and URTPC members, the department chair in the case where the chair makes a separate evaluation, appropriate administrators, and the President.”

D. Expiration of the *Criteria and Procedures*

UM Appendix 1328, 2.1C: “The Department RTP document will be reviewed at least once every five years by the department. The document may be reviewed more frequently on the request of the department or the dean. If revisions are deemed necessary, they shall be presented to the department for ratification no later than March 1.”

Notes:

In this document, “CRTPC” means the College RTP Committee; the “DRTPC” means the Department RTP Committee, the “URTPC” means the University RTP Committee. The abbreviation “UM” means the *University Manual* of Cal Poly Pomona and “CBA” means the *Collective Bargaining Agreement* between the California Faculty Association and the CSU Board of Trustees.