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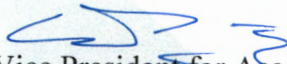
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MEMORANDUM

June 3, 2019

To: David Toise
Department of English
College of Arts and Letters

From: Steve Perez 
Provost and Vice President for Academic Affairs (Interim)

Subject: Department of English (AL)
Policy on Appointment, Retention, Tenure and Promotion

Based on the recommendation of the University ARTP Committee as reflected in the May 29, 2019 memorandum from Marlyn Jones, I am pleased to give unconditional approval to the revisions made to the Department of English ARTP document pertaining to the appointment, retention, tenure and promotion policies and procedures.

The attached document is the official document of record. The Department can operate under the amended policy effective Fall 2019.

SP:cj

cc: Interim Vice Provost Carter
Dean Meyer
J. Kern
M. Jones



| Appointment, Retention, Tenure and Promotion Policy Approval Status |
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| Department of English Appointment, Retention, Tenure and Promotion Policy |
| Date of the Provost's approval of prior document: November 22, 2013 |
| Date of Unit Faculty Vote: September 28, 2018 |
| Date of UARTP Committee approval: May 6, 2019 |
| Date of Provost's approval of current document: June 3, 2019 |
| Effective Date of Policy: Fall 2019 |

**Department of English
College of Arts and Letters**

Appointment, Retention, Tenure and Promotion Policy

Notice: *All citations to University ARTP Policy herein are to the Policy as it stood when the University last approved this document. Subsequent changes to the language and enumeration of University ARTP Policy sections may not be reflected in this document. The reader is therefore strongly advised, and urged to consult the most recently adopted text and enumeration of cited sections of University ARTP Policy posted in the University Policy Manual on the University's website. Any discrepancy between the University policy and this document will be resolved in favor of the Collective Bargaining Agreement and University policy.*

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I. Primary Retention, Tenure and Promotion Committee of at least five people (including the Department Chair as a regular voting member).

A. Composition of the Committee:

- a. Each year, the slate will be formed by using a rotation list of eligible faculty, and members will serve staggered two-year terms. Using the rotation list, the slate will be representative of the fields in which candidates are eligible for review and will have a sufficient number of full professors (minimum three) if there are candidates for promotion to full professor.
- b. The Department Chair shall be considered a member of the Primary RTP Committee, and shall make no separate evaluations or recommendations. Note: FERPs are still eligible to serve on the Primary Retention, Tenure, and Promotion Committee in any semester in which they are teaching in the Department of English.
- c. In addition, before the ballot is distributed, there will be a call for volunteers to self-nominate. Voluntary service is for one year only and does not affect one's position on the rotation list. A final ballot will include at least five people from the rotation list, including the Department Chair, and the names of any volunteers who have self-nominated.
- d. The slate, including self-nominated faculty, will then be put to a vote. The nomination and final balloting will be done during the first and second weeks of the Fall semester.
- e. All tenured and probationary faculty members of the Department are eligible to vote on this ballot.
- f. No faculty member can serve on more than one committee level of peer review.
- g. No faculty member eligible for promotion during a particular evaluation cycle can serve on the Primary RTP Committee during promotion or tenure deliberations.

- B. The Primary RTP Committee shall elect a Committee Chair from among its members. As only members of higher rank may participate in the peer review of another member, if the Committee Chair is of lower academic rank than one or more candidates to be reviewed for promotion, the Committee Chair will not participate in the review of those candidates whose academic rank is equal to or higher than his or her own. In addition, for the review of those candidates who are of equal to or higher rank than the Committee Chair, the Committee will elect a Chair Pro Tem to serve as a replacement.

II. Criteria and General Policy for Retention, Tenure, and Promotion

- A. The following criteria shall be used to evaluate all faculty of whatever rank for retention, tenure, and promotion. The Department of English shall place primary emphasis (55%) in evaluation upon the first criterion, "Competent Teaching Performance," which shall be accorded the most weight. Two criteria, "Scholarly and Creative Achievements" and "Contributions to the Institution" shall be weighted equally with each other at 20% each. "Contributions to the

Community,” at 5% shall be weighted less than either “Scholarly and Creative Achievements” and “Contributions to the Institution.”

a. Competent Teaching Performance

1. Evidence may include:

- a) Information from the individual faculty member who is being considered for retention, tenure, or promotion such as instructional materials, course outlines, class preparation, teaching awards or honors.
- b) Information from professional colleagues such as letters of evaluation and recommendation regarding teaching performance (such information may be sought from on-campus and off-campus colleagues), acknowledgment of teaching awards or honors, results of class visitations, opinions, and/or evaluations of peers. All such evaluations and opinions must be signed. Probationary faculty members must have **at least** two courses per year observed by peers of equal or higher academic rank during the period of their probation. In addition, tenured faculty members who are eligible for promotion must have **at least** two courses observed by peers of equal or higher academic rank during the period of the evaluation cycle.
- c) In consultation with the Department Chair, the probationary or tenured faculty member will arrange for two observers to visit and evaluate a class session each. With the assistance of the Department Chair, the faculty member under review is responsible for arranging with the observer a mutually agreed-upon day and time for the observation. As soon as possible after the visit, the visitor meets informally with the faculty member and provides an evaluation. Within three weeks, the visitor writes a report of the observation, one copy to be placed in the faculty member's Personnel Action File and one copy provided the faculty member.
- d) All tenured and probationary faculty members must have each of their classes evaluated and evaluations placed in the Working Personnel Action File as specified by the CBA and the UARTP. The following English classes are exempt from required student evaluations: ENGL 10, 10M, 1X, 109X, 121, 195A, 195C, 410A, 410C, 410B, 410E, 410F, 500, 598T, and 599. Faculty members can choose to use either paper or online student evaluations. In the case of paper evaluations, student evaluations shall be conducted when the faculty member has left the classroom, and should be handled by a student volunteer, with the evaluations to be returned to department administrative support staff in a sealed envelope.

- b. Scholarly and Creative Achievements
 - 1. Evidence may include, but not be limited to:
 - a) accomplishments in research and/or creative projects, including: publication of articles, books, textbooks, reviews, music, script, software, and research papers consistent with the mission of the university. "Publication of instructionally related research (the category of research specifically authorized for the CSU in the Master Plan for Higher Education), research pertaining to assessment of the results of student efforts to learn or research directed to issues of public concern shall be weighted as heavily as any other type of research at all levels of evaluation." (UARTP, section 5). For the campus-approved definition of Scholarly or Creative Activity, refer to the UARTP Policy, section 5;
 - b) an active program of scholarly and creative work in progress, appropriate to the discipline;
 - c) membership and appropriate participation in activities of professional organizations.
 - d) presentation of professional lectures, and other kinds of presentations, such as participation in panel discussions, workshops, and the like;
 - e) creative activity culminating in a professionally-evaluated public display or performance such as might occur in music, art, drama, poetry, reading, etc.
 - f) the products of consultantships, whether paid or unpaid, of a professional nature related to the individual faculty member's area of academic expertise and/or interest;
 - g) a statement describing the support, or lack of it (released time and /or funding) for the reported scholarly or creative achievements.
- c. Contributions to the Institution
 - 1. Evidence may include:
 - a) contributions to the faculty member's department, such as serving as Department Chair, Vice-Chair, or as a program coordinator, membership on a departmental committee, chair of a departmental committee, special assignments, curriculum and program development, student advising;
 - b) contributions to the faculty member's college or division, such as membership on a college or division committee, chair of a college or division committee, special assignments, curriculum and program development, student advising;
 - c) contributions to the university, such as membership on a university-wide committee, chair of a university-wide committee, departmental representative to the Faculty Senate, special assignments, curriculum and program development, student advising;

- d) evaluations by committee chairs and/or program coordinators of the faculty member's performance on a given committee or in carrying out specific assignments;
- 2. Contributions to the Community
 - a) Evidence may refer to the contributions listed below among others; however, greatest emphasis shall be given to community contributions directly related to the faculty member's teaching service area:
 - i. office or directorship on a volunteer basis (national, state, local);
 - ii. volunteer or paid consultant;
 - iii. participation on committees of agencies or organizations (national, state, local);
 - iv. participation in the mass media;
 - v. community honors and awards;
 - vi. participation in community outreach activities, including Educational Equity.
- d. Possession of Appropriate Academic Preparation
 - 1. Evidence shall include:
 - a) possession of the earned doctorate in English or a related discipline; or the M.F.A. (Master of Fine Arts degree) in creative writing;
 - b) equivalent attainment or appropriate degree:
 - i. the M.A. plus substantial (including ongoing and current) publication or other professional activity (such as papers read at professional meetings; performance, such as poetry readings; substantial unpublished research, especially if it bears directly upon the faculty member's teaching).
 - ii. The M.A. plus evidence that the doctorate is not needed or appropriate for the faculty member's assignment, and that the faculty member has made significant contributions in the area, such as significant publications, and other contributions as stated under i. immediately above.
 - 2. If the initial appointment is conditioned upon completion of academic preparation specified in the appointment letter that specified preparation shall be a factor in the decisions to retain, grant tenure, or promote until it has been completed.

B. General Policy for Retention, Tenure, and Promotion

- a. Retention and tenure decisions shall place greater emphasis upon a faculty member's academic preparation and teaching performance than promotion decisions, which shall place less emphasis upon preparation and more upon various contributions to the candidate's professional field, department, school, university, community, etc. In particular, this policy applies to candidates whose circumstances are discussed in

- II.A. d. 2 above. Primary emphasis for promotion as well as for retention and tenure shall, however, continue to be upon teaching performance (55%).
- b. Tenure decisions shall normally be made in a probationary faculty member's sixth successive year of service. Any deviation from the normal six (6) year probationary period shall be the decision of the President following a consideration of the recommendations from the department or equivalent unit and appropriate administrator(s).
 - c. All members of the Department eligible for retention, tenure, or promotion must undergo a performance review each year, except in those instances defined below:
 1. all probationary faculty must be evaluated for retention or tenure except in the case of a probationary faculty member who has been initially appointed or reappointed for more than one year. In such an instance, said faculty member will receive a periodic evaluation as per UARTP policy and the CBA, but not a full performance review.
 2. all tenured or probationary faculty who meet the requirements of regular eligibility as defined by the CBA must be evaluated for promotion, unless he/she requests in writing not to be so evaluated; only tenured faculty in the Associate Professor rank, at whatever step, may be considered for promotion to Professor.
 - d. Early Promotion (UARTP section 5.07)
 1. Candidates who apply for promotion prior to regular eligibility shall demonstrate outstanding performance in teaching, which shall be given primary weight, and possess appropriate academic preparation. In addition, outstanding performance must be demonstrated in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly and creative achievement, contributions to the institution, and contributions to the community. To be considered for early promotion, the candidate must apply in writing by the closure date to the Department Chair.
 - e. Early Tenure (UARTP section 5.06)
 1. Notwithstanding any provision to the contrary, early tenure is recognition of qualifications and performance substantially beyond that required for the granting of tenure after the normal six (6) year probationary period. Early tenure is granted for attaining a professional standard that includes activities which bring widespread recognition to the individual and the university from the academic community and/or the general public. Early tenure is not a right.
 2. Recommendations for early tenure are made through the normal ARTP channels. To be considered for early tenure, a faculty member must apply in writing to the Department Chair. Having received a written application for early tenure, the Primary RTP Committee shall review the applicant's file in light of the requirements for early tenure as stated in subsection c) below and subsection a) above as well as those for retention from year to year.
 3. The Working Personnel Action File of a faculty member under consideration for early tenure shall contain evidence of recognized outstanding performance in teaching, which shall be given primary weight, and of appropriate academic

preparation. It shall also contain evidence of recognized outstanding performance in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly or creative achievement, contributions to the institution, and contributions to the community.

4. In accordance with the provisions of the CBA, the President may award tenure to a faculty member before the normal six (6) year probationary period has elapsed upon a positive recommendation from the faculty member's department and from the Dean.
- C. In accordance with the provisions of the CBA, the President, upon recommendation by the affected department or equivalent unit, may grant to a faculty unit employee at the time of initial appointment to probationary status up to two (2) years service credit for probation based on previous service at a postsecondary education institution, previous full-time CSU employment, or comparable experience.
- D. The primary level RTP Committee is responsible for evaluating all personnel under its jurisdiction, including those faculty members who are on joint appointments, those faculty on limited or non-teaching assignments, and those faculty on leave.
- E. In the case of joint appointments each primary unit, party to the appointment, shall evaluate a faculty unit employee's performance of his or her assignment in that unit. If the primary units are in different secondary units, each secondary unit shall evaluate the faculty member's performance of his or her assignment in the primary unit whose members are otherwise subject to its evaluation. Every final recommendation made in connection with a joint appointment shall be included in the working personnel action file. But no primary unit shall incorporate into its basis of evaluation the final recommendation of another primary unit or a secondary unit. Nor shall any secondary unit incorporate into its basis of evaluation the final recommendation of another secondary unit or of a primary unit whose members are not otherwise subject to its evaluation. Differences between final recommendations shall be resolved by the President.
- F. All retention, tenure, and promotion decisions will be made by simple majority vote of the full membership of the Primary RTP Committee, based upon the Department's stated criteria, and after evaluation of the WPAF.
- G. If the Primary RTP vote ends in a tie, the proposal fails. If the Primary RTP Committee is unable to resolve a tie vote, the WPAF will be forwarded to the next review level without a recommendation from that committee.
- H. An abstention from voting should be treated as no more than a decision not to vote at all.
- I. Each member of the Primary RTP Committee and alternates shall examine the files of all faculty members eligible for Retention, Tenure, and Promotion, and shall do so prior to the Committee's meeting.
- J. All members of the Primary RTP Committee, as designated both by ballot beforehand or at its first meeting, must participate in all deliberations of the Committee on Retention, Tenure, and Promotion, and must participate in any subsequent stages of appeal or repeal. Alternates must

attend all meetings, but become regular members only if a designated regular member is unable to participate.

- K. In any instance of evaluation, the written text of the primary RTP committee's evaluation report, and recommendations as it will appear in the candidate's file shall be approved by a simple majority of the primary RTP committee in a meeting called for that purpose.

III. Personnel File

- A. Each full-time faculty member shall have one basic personnel file at the Arts and Letters level: the Personnel Action File. In addition, at the time of the evaluation cycle, the faculty member shall have a Working Personnel Action File, as described below. Each individual faculty member who is a candidate for retention, tenure, or promotion shall prepare an index of the contents which he/she submits for inclusion in the Working Personnel Action File. The index then becomes a permanent part of the faculty member's Personnel Action File.
- a. The Personnel Action File shall contain the following material submitted by the custodian (the Dean of Arts and Letters) of the file:
 - 1. Record of location of other files;
 - 2. Access log;
 - 3. Appointment letter and other relevant appointment information;
 - 4. Results of standardized student evaluations;
 - 5. Any student communications provided outside of the regular evaluation process must be identified by name to be included in a Personnel Action File.
 - 6. Peer evaluations, if any;
 - 7. All evaluations, recommendations, and decisions for the appropriate time periods as specified in the UARTP policy.
 - b. The Personnel Action File shall contain the following materials submitted by the faculty member:
 - 1. Current résumé;
 - 2. Annual report of activities prepared according to the prescribed department/school format, if required; Index to materials submitted under D. below.
 - c. The Personnel Action File will include the following materials when submitted by the faculty member:
 - 1. Material regarding teaching performance: evidence shall include those items listed in Section II.A.a. (above) of this document.
 - 2. Scholarly or creative achievements: Evidence shall include those items listed under Section II.A.b. (above) of this document.
 - 3. Contributions to the institution: Evidence shall include those items listed under Section II.A.c. (above) of this document.
 - 4. Contributions to the community: Evidence shall include those items listed under Section II.A.d. (above) of this document.
 - 5. Miscellaneous: Other pertinent material.

- B. The Working Personnel Action File shall contain:
 - a. Material submitted by the faculty member as described in Section III.A.b. (above) of this document.
 - b. Appropriate material from the Personnel Action File, including items 4, 5, 6, and 7 under Section III.A.a. (above) of this document.
- C. The Department Chair shall announce a deadline for the candidate's submission of materials for inclusion in the Working Personnel Action File. The deadline shall be no earlier than three weeks (not including summer and semester break periods) before the meeting of the Primary RTP Committee (not including semester break and vacation periods). Insertion of material after this deadline requires approval of a campus peer review committee.
- D. The Personnel Action File shall be maintained by the Dean of Arts and Letters, who shall be the primary repository of data for evaluation. The Working Personnel Action File, composed of material submitted by the faculty member (current résumé, annual report of activities, and an index to materials) and appropriate material from the Personnel Action File, as specified in university regulations, shall be forwarded for review, along with the Primary RTP Committee recommendations, to the next level of evaluation.
- E. Time limits on the Use of Submitted Materials (in accordance with revised UARTP Procedures):
 - a. Materials used in evaluations shall be limited to those developed during the following periods:
 1. Retention through Tenure: Materials submitted or received since date of initial appointment to probationary status;
 2. First Promotions: Materials submitted or received since date of initial appointment to probationary status.
 3. Subsequent Promotions: Materials submitted or received since the date the files closed immediately prior to the evaluation which resulted in the last promotion.
 4. Periodic Review of Tenured Faculty: Materials submitted/received since date of last evaluation.

IV. Procedures for Evaluation for Retention of Faculty in the First through the Sixth Year of Service (and of a Subsequent Probationary Period if required), and for Tenure of Faculty in the Sixth (or Subsequent) Year of Service.

- A. At such times as appropriate in order to meet published university deadlines, the Department Chair, shall schedule and call a meeting (or meetings) of the Primary RTP Committee to evaluate eligible faculty for reappointment or tenure. The Committee Chair shall chair the meeting (or meetings) in accordance with Section I.C. of this document, above.
- B. The faculty members to be evaluated shall, early in the personnel cycle, review their personnel files and ensure that all appropriate data for evaluation is contained therein, and shall prepare an index of all materials submitted for evaluation, which shall become a part of the file.

- C. The members of the Primary RTP Committee shall examine the contents of each candidate's Working Personnel Action Files, applying the Department's stated criteria (under Section II of this document, above). The written statement of evaluation and recommendations of the Committee shall be based exclusively upon the contents of the candidate's file. The Committee shall record its assessment of each candidate's qualifications for retention or tenure according to each of the stated criteria.
- D. After the Dean of Arts and Letters has received the recommendation of the Primary RTP Committee, it shall be made available to the probationary faculty member by the Dean; at this point, the probationary faculty member shall be allowed 10 days to file a response or rebuttal, which becomes a part of the Working Personnel Action File. A copy of the response or rebuttal shall be sent to all previous levels of review.
- E. The Dean of Arts and Letters shall forward to the Arts and Letters ARTP Committee--called the Secondary ARTP Committee-- (for each probationary faculty member evaluated for retention or tenure) that candidate's Working Personnel Action File, containing any response or rebuttal by the faculty member.
- F. If for any reason a recommendation is returned for clarification or amplification by the Secondary ARTP Committee, the Primary RTP Committee Chair shall so inform the candidate and shall reconvene the Primary RTP Committee. An attempt shall be made at that time to provide whatever additional data is required. The amended or amplified Working Personnel Action File, together with a revised written statement of evaluation and recommendation, shall be forwarded to the Dean of Arts and Letters, who shall make a copy available to the candidate; the candidate may then write a response or rebuttal, if so chooses, which shall be included in the faculty's Working Personnel Action File. The Dean will then forward the file to the Secondary ARTP Committee. This procedure shall not require the evaluation timelines to be extended.
- G. The Dean shall then make a recommendation based on material contained in each candidate's WPAF and on any response or rebuttals submitted.

V. Periodic Review of Tenured Faculty

- A. The Department of English will conduct a periodic review of its tenured faculty (excluding FERP faculty) at regular intervals of five years unless tenured without promotion.
- B. An evaluation for purposes of retention, tenure, or promotion shall fulfill this requirement.
- C. Post-tenure faculty members who have completed retention, promotion, and tenure evaluations must then become part of the department's periodic review schedule.
- D. The purpose of such evaluation is to assist tenured faculty members of the Department to maintain or improve their teaching effectiveness.

- E. State law and university policy guarantee to faculty the right of confidentiality. Therefore, substantive deliberations having to do with periodic review of post-tenure faculty members are open only to those conducting the review.
- F. The categories for evaluation shall include Teaching Effectiveness, Scholarship, and Service (both to the university and department and the community).
- G. Procedures
 - a. Selection of Peer Review Committee
 - 1. Each year, during the first month of the fall semester, the Department shall elect at least three eligible tenured faculty members; FERP faculty are eligible if teaching in the semester the review is conducted. Members on the committee will then rotate each year until all eligible faculty have served, and the rotation will begin again. The Peer Review Committee shall then elect its own Chair.
 - 2. The Peer Review Committee must follow the language of the CBA (Section 9) which requires it cite strengths and weaknesses and offer helpful, constructive suggestions in the event of the latter.
 - 3. The faculty members elected to the committee must be of equal to or higher in rank than the rank of the faculty members to be reviewed.
 - b. The Department may choose to elect more than one Peer Review Committee for a given year, if the number of faculty members scheduled for review is unusually high.
 - c. A faculty member scheduled for this evaluation may not serve on any periodic review of tenured faculty committee during the year in which he/she is subject to review.
 - d. The faculty member being reviewed shall have the right to meet with the Peer Review Committee prior to the actual review, if he/she chooses to do so.
 - e. The Peer Review Committee shall prepare a written signed statement of evaluation containing an assessment of the evidence. The Committee shall provide a copy of this statement to the faculty member at least five days before the Custodian (in this case, Committee Chair) places it in the faculty member's Personnel Action File.
- H. Materials to be Considered.
 - a. Student evaluations taken since the last periodic review of faculty member.
 - b. Signed, written statements from students and from colleagues concerning the faculty member's teaching effectiveness. (NOTE: The faculty member must be provided an exact copy of each statement at least five days before the review.) (NOTE: Unsigned written statements are not allowed.)
 - c. The Department of English does not require that the faculty member solicit such written statements but hereby makes provision for the faculty member to include such material whether solicited or unsolicited-if he/she chooses to do so.
 - d. Submission of certain materials by the faculty member under review. This evidence may include, but not limited to, the following:
 - 1. Teaching materials (syllabi, course information, handouts)
 - 2. Peer evaluations

3. Information regarding curriculum development (new courses developed, participation in curriculum development)
 4. Participation in professional meetings, professional lectures, seminars, workshops
 5. Publications
 6. Documented service to the Department, University, and/or Community.
 7. Leave activities
- e. The Department of English recognizes that the primary purpose of Periodic Review is "to maintain or improve teaching effectiveness." To that end, we encourage, but do not require, faculty members under review to include either a current *Curriculum Vitae* which lists pertinent activities for the period of review and/or a 2-3 page self-reflexive narrative in which the faculty member discusses the various activities which have enhanced their teaching. (NOTE: For ease of reference, if a *CV* is submitted, please provide dates for all activities.)
- f. Additional documents supporting activities in scholarship, university and community service which are noted in either the *CV* or the self-reflexive narrative may be included but are not required.
- I. Each faculty member is solely responsible for the contents of their file.
- J. Duties of the Department Chair
- a. The Department Chair shall not serve on or meet with the Peer Review Committee.
 - b. The Department Chair shall conduct an independent review of the materials in the faculty member's Personnel Action File and submit a separate evaluation of each faculty member scheduled for periodic review during a given year.
 - c. The Department Chair shall prepare a written, signed statement of evaluation containing an assessment of the evidence. He/she shall provide a copy of the written statement to the faculty member at least five days before the Custodian places it in the faculty member's Personnel Action File.
 - d. The faculty member shall have the right to meet with the Department Chair prior to the Chair's independent evaluation if the faculty member chooses to do so.
- K. Written Statements of Evaluation
- a. Once the written statements of evaluation--one by the Peer Review Committee and one by the Department Chair--have been placed in the faculty members Personnel Action File, the faculty member has the right to submit written rebuttals to them and these rebuttals shall also be placed in the Personnel Action File.
- L. Appeal
- a. A faculty member may appeal the department's Peer Review Committee and/or the Department Chair's evaluations by requesting, in writing, that the Dean conduct an independent review.

VI. Procedures for Evaluation of Faculty for Promotion

- A. At such time as appropriate to meet published university deadlines, the Department Chair, shall schedule and call a meeting (or meetings) of the Primary RTP Committee to evaluate faculty for promotion in rank. The Committee Chair shall chair the meeting (or meetings).
- B. Promotion of a tenured faculty unit employee shall normally be considered after he/she has met normal eligibility requirements as specified in Section 8 of UARTP policy. Early in the personnel evaluation cycle, all candidates shall review their personnel files and ensure that all appropriate data for evaluation by the Primary RTP Committee is present in the file. A faculty member eligible for promotion who does not wish to be considered shall inform the Department Chair in writing.
- C. Faculty members who have not yet met regular eligibility requirements who wish to be considered for promotion should so indicate in writing to the Committee through the Department Chair.
- D. Prior to the meeting (or meetings), regular and alternate members on the Primary RTP Committee shall examine the contents of each candidate's Working Personnel Action Files, applying the Department's stated criteria.
- E. Upon the assembly of the elected Primary RTP Committee of tenured, full Professors (in the evaluation of Associate Professors) or Professors and Associate Professors (in the evaluation of Assistant Professors and Instructors) currently in residence, the Committee shall arrive at recommendations for promotion based exclusively upon the contents of the candidates' WPAF.
- F. The Committee shall determine its assessment of each candidate's qualification for promotion according to each of the stated criteria.
- G. The Committee shall indicate in writing its reasons for its recommendations for each candidate.
- H. The Primary RTP Committee's written statement of evaluation and recommendation for each candidate is placed in the candidate's Working Personnel Action File and the file is then forwarded to the Dean of Arts and Letters, who sends a copy of the written statement of evaluation and recommendation to the candidate. The candidate then has ten (10) days to write a response or rebuttal which becomes a part of their file.
- I. The Dean of Arts and Letters shall then forward to the Secondary ARTP Committee for promotion each candidate's Working Personnel Action File, containing any response or rebuttal by the faculty member.
- J. If for any reason a recommendation is returned for clarification or amplification by the Secondary ARTP Committee, the Chair of the Committee shall reconvene the Primary RTP Committee. An attempt shall be made at that time to provide whatever additional data is required (such data can consist only of omissions of documentation, information or recommendations in the material submitted for review; thus new evidence is inadmissible at his point). The amended or amplified Working Personnel Action File, together with a revised written statement of evaluation and recommendation, shall be forwarded to the Dean of Arts

and Letters, who shall make a copy available to the candidate; the candidate may then write a response or rebuttal, if so chooses, which shall be included in the faculty's Working Personnel Action File. The Dean will then forward the file to the Secondary ARTP Committee. This procedure shall not require the evaluation timelines to be extended.

- K. The amended Working Personnel Action File is then forwarded to the Secondary ARTP Committee for action.

VII. Appointment of Probationary Tenure-Track Faculty.

- A. An elected "Appointment Committee" is charged with the responsibility of recruiting and recommending appointment of probationary tenure-track faculty to the President.
 - a. Election of the Appointment Committee shall be held only during academic years when the Department of English is allotted one or more full-time, probationary positions.
 - b. A minimum of three and as many as five faculty members who are elected by the tenured and probationary faculty in the department, one of whom may be the Department Chair. The Department may elect an alternate or alternates at its discretion. Tenured faculty and probationary faculty who have been approved for retention at all levels after their third year review are eligible to serve on the Appointment Committee. (See UARTP policy model 6.06.B1).
 - c. At least one member of the committee must be of the same specialty (or a closely-related specialty) as that which is advertised in the vacancy announcement.
 - d. The Department will elect an Affirmative Action/Equal Opportunity Representative (AA/EOR) to serve as a voting member on the appointment committee. The role of the AA/EOR is delineated in 6.06 C.2 of the UARTP Policy.
 - e. All members of the Appointment Committee must participate in the recruiting, screening of applications, and interviewing of candidates regardless of whether the interviews take place at the Annual Convention of the Modern Language Association (or some other appropriate convention), or on campus, or both. If candidates are brought to campus, all members of the committee must participate in the interviews of candidates and also attend the presentations and classroom teaching demonstrations by candidates, if these latter are included as part of the all-day visit of the candidate.
 - f. Members will serve one year or until the vacancy (or vacancies) has been filled.
 - g. The members of the Appointment Committee shall elect a Chair who has the responsibility for acting on behalf of the entire Department and who makes a recommendation or provides a ranked list of candidates directly to the Dean. The Department Chair may not be the Chair of the Appointment Committee.
 - h. If the Department Chair is elected to the Appointment Committee, the Department Chair shall not make an independent recommendation to the Dean. If the Department Chair is not elected to the Appointment Committee, the Department Chair may make an independent recommendation to the Dean.

- i. After the Appointment Committee has considered an appropriate number of candidates, it shall meet and evaluate the relative merits of the candidates and then rank them.
- j. The Chair of the Appointment Committee will then forward the Committee's recommendation to the Department Chair, who will forward them to the College Dean.

B. Recruiting Procedures.

- a. Each year the Chair shall consult with the department Executive Committee on the types, specifications and number of new full-time positions to be requested for the following year. In its discussions, the Executive Committee will seek out input from relevant department committees. After taking into account consultation with the Executive Committee, the Chair shall consult with the Department as a whole as fully as time permits. The Department Chair's request to the College Dean shall reflect this process of consultation.
- b. The Department Chair's request to the College Dean, shall present the Department's rationale for new hires for the subsequent year.
- c. A tentative search may be initiated while allocation of new faculty positions is still pending.
- d. After approval by the Office of Faculty Advancement, specifications for the possible new position or positions shall be submitted to the appropriate outlets for academic job searches.
- e. Specifications shall include:
 - 1. a clear statement of specialization(s) and qualifications required, including either completion of the Ph.D. or its equivalent or certification from the candidate's dissertation director or faculty advisor that at least one-half of the dissertation has been completed, and that the entire dissertation will be completed in a reasonable length of time;
 - 2. a statement of the probable rank and salary range, and of tenure-track or temporary status;
 - 3. a statement of probable course assignments;
 - 4. a statement committing the Department to diversity principles.
- f. The Department Chair and Appointment Committee Chair shall in consultation prepare a "Process Summary" indicating persons interviewed and reasons for choices and rejections of applicants.

VIII. Appendix

A. History of the English Department ARTP policy amendments and approval dates:

- a. October 24, 1985
- b. Revised May, 1986
- c. Revised September, 1987
- d. Revised June 24, 1994
- e. Revised April 17, 1996
- f. Revised April 23, 1998
- g. Revised April 30, 2004
- h. Revised May 13, 2011
- i. Revised November 22, 2013
- j. Revised February 23, 2018