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MEMORANDUM

June 3, 2019

To: Jeffrey Wilson
Department of History
College of Arts and Letters

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

Subject: Department of History (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 History 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. Kernen
M. Jones



Appointment, Retention, Tenure and Promotion Policy Approval Status
Department of History Appointment, Retention, Tenure, and Promotion Policy
Date of the Provost's approval of prior document: May 2011
Date of Unit Faculty Vote: August 25, 2016
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 History
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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APPOINTMENTS

1.0 TENURE TRACK FACULTY PROBATIONARY APPOINTMENTS

1.01 Procedures for probationary and tenured appointments shall follow UARTP policy Section 6.06.

1.02 Procedures for appointment of external department chairs shall follow UARTP policy Section 6.08.

RETENTION, TENURE, AND PROMOTION

2.0 RETENTION, TENURE, AND PROMOTION PERFORMANCE REVIEWS

All reviews, be they for retention, tenure, or promotion, shall adhere to the university's policy on non-discrimination. All faculty members shall be apprised of the review criteria and procedures prior to the commencement of the review process as per UARTP policy. There shall be no changes in the procedures during the review process. The minimum satisfactory performance standards laid out in this document are expected for each entire retention, tenure, or promotion cycle.

A. Criteria and Weighted Value

1. Teaching Effectiveness: 55%

Evidence shall include:

- a. Nature of teaching assignment, e.g. number of course preparations, level of courses, class size, etc.;
- b. Course exams, syllabi, course outlines, grade distribution printouts;
- c. Signed student comments, if any;
- d. Standardized student evaluations, including attached written student comments. All full-time probationary, tenured, and Faculty Early Retirement Program (FERP) instructors during their semester of service are to be evaluated in all classes.
- e. Materials submitted by the faculty member, such as self-evaluations, course materials, teaching awards;
- f. Written peer evaluations of classroom visitations. Applicable only to probationary faculty for evaluation and tenure recommendations. (See 3.0.B.2).

2. Scholarly or Creative Achievements: 25%. The minimum satisfactory performance standard in this category for annual review is ongoing scholarly engagement. For tenure and promotion to associate professor, as well as promotion to full professor, at least one article-length peer-reviewed work or project accepted for publication in a discipline-appropriate format is expected. The faculty member must provide written evidence of peer-review status in the WPAF.

Evidence shall include:

- a. Accomplishments in research projects
 - b. Publication of articles, books, reviews, papers, and non-print media (the faculty member should note in the WPAF if the work was peer reviewed in a manner appropriate for the format);
 - c. Unpublished manuscripts;
 - d. Membership in academic organizations and participation in their activities;
 - e. Professional lectures, papers, panels and workshops;
 - f. Public History projects including but not limited to exhibit design and/or curation, oral history, historic preservation projects and archival processing and maintenance.
3. Contributions to the University: 15%. Minimum satisfactory performance for this category is the participation in at least one major department committee AND one major college or university committee during an academic year on average, excluding the first year, in each entire retention, tenure, or promotion process that leads to rank elevation to associate and full professor. A “major” committee is defined as a college or university committee that meets on a regular basis (more than once) OR other service as defined by the history RTP committee (Academic Senator, for example). The history RTP committee will keep a list of “major” forms of college or university and department service that meet this standard, and this list will be provided to all probationary faculty prior to the beginning of the review process.

Evidence shall include:

- a. Membership on a departmental committee or special departmental assignment;
- b. Membership on a college committee or special college assignment;

- c. Membership on a university committee or special university assignment;
 - d. Other campus service.
4. Contributions to the Community: 5%. Minimum satisfactory performance for this category is at least one contribution to the Greater Sacramento community related to the research and teaching expertise of the faculty member on average per year, excluding the first year. A total of four contributions applies to both tenure and promotion to Associate Professor, as well as promotion to Full Professor. Evidence shall include:
- a. Honors or awards;
 - b. Volunteer or paid consulting;
 - c. Participation on committees;
 - d. Public lectures to community groups or schools;
 - e. Media or press interviews.

B. Retention, Tenure, Promotion Committee

- 1. Composition
 - a. Regular members.
 - i. The RTP Committee shall be elected by probationary and tenured faculty from the eligible tenured full-time faculty.
 - ii. The Committee shall consist of up to six and not less than three members. The regular members shall be elected in groups of two in staggered three-year terms.
 - iii. Elections for expired terms are normally held in the spring semester for the following academic year.
 - b. FERP members. If after the regular election the positions on the committee are not completely filled, faculty members on the Faculty Early Retirement Program shall be eligible for election. FERP members may serve only during the semester or semesters of their employment.

- i. The elections will normally be held in the beginning of the semester in which the services of FERP RTP members are needed.
- ii. The RTP Committee must have at least one full-time tenured faculty member (not on FERP).
- iii. If a FERP member becomes ineligible because of non-active faculty status, the department shall hold another election to fill the vacancy.
- c. Faculty under evaluation and faculty disqualified by university policy are not eligible for membership on the RTP Committee.
- d. The RTP Committee shall elect one member as chair.
- e. Committee members shall read all files and attend all meetings. If a voting member is not able to attend committee meetings, the faculty member may not serve on the committee.
- f. If at any time the number of voting members on the Committee falls to less than three, an election shall be held to ensure that at least three voting positions exist on the Committee.
- g. The Department Chair shall not serve on or meet with the Primary Committee but will conduct an independent evaluation and submit a separate recommendation.

2. Procedure for Classroom Visitation of Probationary Faculty

a. Purpose

As part of the personnel evaluation process, classroom visits will have an evaluative function. Reports of the visits shall assess frankly and constructively the quality of classroom instruction. At the same time, the visits shall also serve to provide probationary faculty with assistance, if needed, in improving their teaching. The visits, therefore, shall be conducted in an atmosphere of collegiality and professionalism.

b. Committee Membership

For every probationary faculty member under review there will be a two-person visitation committee. The members of the visitation committee will be selected from a pool consisting of the members of the RTP Committee (including the alternate), tenured faculty in the department and faculty members on Faculty Early Retirement Program who have established their willingness to serve. The Chair of the RTP Committee will select one

member of the RTP Committee to serve on a visitation committee. The other member will be selected from the pool by the Chair of the RTP Committee in consultation with the RTP Committee members. Faculty selected to serve on a visitation committee will not be eligible to conduct evaluations of the same probationary faculty member for more than two consecutive years.

c. Process

- i. A visitation committee shall arrange to visit two class meetings for each probationary faculty in their first year of teaching and one class meeting per year for all other probationary faculty. If possible, the committee may attempt to rotate visits between upper division and lower division courses (graduate seminars shall only be evaluated if there are no undergraduate courses available for review). Visits shall be communicated in advance to the probationary faculty in a timely manner following university policy. The faculty member under review may request additional visits to either the Chair of the RTP Committee or Department Chair.
- ii. The visitations shall be conducted in every academic year until the probationary faculty member is granted or denied tenure.
- iii. Before each visit, the committee shall meet with the probationary faculty member. In this meeting, the committee and the faculty member shall discuss the course syllabus, the place of the particular class session being visited in the course as a whole, and any special plans the instructor has for the specific class.

d. Report

The committee shall prepare a brief report, with a copy sent to the instructor and to the instructor's WPAF. If the committee cannot agree on a report, each committee member shall file a separate report. The instructor has the normal ten calendar days to respond to the committee report. The instructor may prepare a written addendum to the report, which may take the form of a contextualization of or rebuttal to the committee's report.

3. Procedure for RTP Evaluation

- a. The RTP Committee shall evaluate and recommend faculty for retention, tenure and promotion. Recommendations shall be by majority vote.

- b. The written text of the committee's evaluation report and recommendation as it will appear in the candidate's WPAF shall be approved by a simple majority of the RTP committee in a meeting called for that purpose.
- c. The faculty member shall be provided with a copy of the recommendations including a rationale at least 10 days prior to placement in the Personnel Action File. The faculty member shall have the right to respond or rebut in writing no later than 10 days following the receipt of the recommendation. The response or rebuttal shall be incorporated in the WPAF.
- d. Upon his or her request, the faculty member may meet with the Department Chair and the Chair of the RTP Committee to discuss the recommendation(s).
- e. All deliberations will be in strictest confidence and all votes by secret ballot.

C. Materials for Evaluation

- 1. All decisions shall be based upon material in the Personnel Action File.
- 2. During evaluations, the Working Personnel Action File shall be incorporated by reference in the Personnel Action File.
- 3. The sequence of the WPAF shall follow UARTP 4.08 E or any subsequent updated university policy.
- 4. The Working Personnel Action File shall contain:
 - a. Appropriate material from the Personnel Action File submitted by the custodian, including
 - i. Nature of teaching assignment, e.g., number of course preparations, level of courses, class size, etc.;
 - ii. Course exams, syllabi, course outlines, grade distribution printouts;
 - iii. Signed student comments, if any;
 - iv. Standardized student evaluations, including attached written student comments. All full time probationary, Faculty Early Retirement Program, and tenured instructors are to be evaluated for all classes

- v. Materials submitted by the faculty member, such as self-evaluations, course material, teaching awards;
 - vi. Written peer evaluations of classroom visitations (this applies only to probationary faculty for retention and tenure recommendations, see UARTP 3.0 B 2).
- b. Appropriate material submitted by the faculty member under evaluation, including:
- i. Current résumé;
 - ii. The following information, indexed:
 - Evidence of teaching effectiveness
 - Evidence of scholarly or creative achievement
 - Evidence of contributions to the community
 - Evidence of contributions to the university;
 - iii. A Faculty Development Plan:

This plan will outline how the candidate intends to organize his/her time in meeting teaching, creative/scholarly activity, and service obligations for the coming three-year period. The Plan should result from consultation between the candidate and the department chair or designated faculty member(s) representing the department and must be presented to the Primary Committee as a part of the WPAF. Subsequent revisions may occur at any time in the same manner – typically during the normal updating cycle, but not during a period of active review.

The faculty member under review should also prepare a one-page statement titled “Reflective Statement” that reflects on his/her teaching philosophy and teaching experience from the previous review cycle.

The Faculty Development Plan is not a formal agreement or a contract, but rather a set of academic goals and objectives that the candidate intends to pursue in meeting his/her professional responsibilities, consistent with the department's performance expectations. It should be understood that meeting the goals and expectations of the Faculty Development Plan do not guarantee retention, tenure, or promotion.

For new hires, this Plan should be placed in the WPAF by the end of the first semester after appointment.

5. The Department Chair shall establish a deadline for the candidate's submission of material for review; the deadline shall be no sooner than three weeks prior to the beginning of the committee's deliberations. Insertion of material after the date of this declaration must have the approval of a peer review committee designated by the campus and shall be limited to items that became accessible after this declaration (see UARTP 4.03 F).

2.01 Retention

- A. Probationary faculty shall be evaluated annually.
- B. The RTP Committee shall consider all materials submitted/received since the date of the initial appointment and recommend one of the following:
 1. Reappointment without reservation;
 2. Reappointment with reservation;
 3. Termination.
- C. Progress toward or completion of the Ph.D., if applicable, shall be considered as required under UARTP policy 6.06.

2.02 Tenure

- A. A recommendation for tenure normally is made during the sixth year of the probationary period.
 1. A faculty member must request in writing consideration for early tenure.
 2. Recommendation for early tenure shall follow the established university procedures.
- B. The RTP Committee shall consider all materials submitted/received since date of the initial appointment to probationary status and recommend one of the following:
 1. Tenure;
 2. Early tenure;
 3. Denial of early tenure;
 4. Termination.

- C. No recommendation for tenure shall be made unless the faculty member has completed the Ph.D. or a waiver was granted at the time of appointment.

3.03 Promotion

- A. A recommendation for promotion normally is made when the faculty member has fulfilled the conditions defined in current university policy.
 - 1. A faculty member who has not fulfilled these conditions but who would like to be considered for early promotion must request such consideration in writing to the Department Chair.
 - 2. A faculty member eligible for promotion may request in writing that he or she not be considered for promotion and a candidate for promotion may withdraw from consideration of promotion at any level of review.
- B. For promotion reviews, the members of the RTP Committee shall be of higher academic rank than the faculty under evaluation.
- C. For the first promotion, the RTP Committee shall consider all materials submitted/received since the date of the initial appointment. For subsequent promotions it shall consider all materials submitted/received since the date the files closed immediately prior to the evaluation which resulted in the last promotion.
- D. Determination of Promotion and Rank Ordering
 - 1. All faculty eligible for promotion and other faculty who have requested consideration for promotion shall be individually evaluated according to the evidence in the Working Personnel Action File. The RTP Committee shall then recommend for or against promotion.
 - 2. Recommendations shall be made by majority vote.
 - 3. In the event there is not enough funding to promote all qualified and recommended faculty, the University will follow the guidelines laid out in UARTP 3.02 C.

3.0 LECTURER APPOINTMENT AND EVALUATION

3.01 Summary

Appointment, evaluation and retention of lecturers in the Department of History shall be the shared responsibility of the Department Chair and the Lecturer Coordinating Committee

3.02 The LCC shall be composed of at least five faculty members, who must be tenured or FERP faculty in their active semester (as per UARTP 9.01 E). The Department Chair shall appoint the members of the committee to staggered three-year terms. The Committee shall elect a chair to organize its work.

3.03 The Department Chair shall assign lecturers to courses offered by the department in a given semester based on careful evaluation of the candidates' files, including the evaluations conducted by the Lecturer Coordinating Committee, and the scheduling priorities established by the University.

3.04 Vacancy Announcements

- A. Part-time positions will be advertised in the manner normally employed by the university.
- B. Under some circumstances, the Department may wish to hire for a full-time temporary position. If authorization is obtained, procedures will follow those outlined in UARTP 6.04 B.

3.05 Applicant Pool

- A. The Department shall hire part-time faculty from a pool established annually; exceptions shall occur only if there is no candidate in the pool for an identified assignment.
- B. Incumbents shall be notified of the specific deadlines by which they must notify the department of their desire to be considered for subsequent appointment; applicants from the previous year's pool will be invited to submit updated applications in a timely fashion.

3.06 Procedures and Criteria for Selection

A. Criteria

1. The minimum academic preparation is the M.A. in History; preference will be given for the Ph.D. or ABD in History. In each case, confirmation of the highest degree is required.

2. Teaching experience at the college level; preference will be given for experience in four-year over two-year institutions.
3. Teaching effectiveness, as determined by evaluations and/or letters of recommendation.
4. Currency in the field, including publications, papers, and participation in panels.

B. Procedures

The Chair, in consultation with the Chair of the LCC, will compose a list of lecturer candidates qualified to teach courses available for assignment. The list will include both current lecturers evaluated under Section 4.08 and newly recruited candidates.

3.07 Notification of Assignment

The department shall follow all university policies on lecturer appointments.

The Department Chair shall offer positions based upon careful consideration of candidates' files and in accordance with UARTP policies and the Collective Bargaining Agreement. A year appointment will conform to university policy. Every attempt will be made to provide advance notice of probable appointment in order to allow sufficient time for course preparation.

3.08 Evaluation

- A. Lecturers on one-year contracts shall be evaluated annually by the Lecturer Coordinating Committee; those on three-year contracts will be evaluated in their second contract year for consideration of renewal, but they can be evaluated more frequently at the request of the lecturer or the administration

Lecturer evaluation will be based upon the following evidence:

1. Nature of teaching assignment, etc., number of course preparations, level of courses, class size, etc.
2. Course exams, syllabi, course outlines, grade distribution printouts;
3. Signed student comments, if any;
4. Standardized student evaluations from each class taught, including attached written student comments;

5. Materials submitted by the faculty member, such as self-evaluations, course material, teaching awards;
6. Classroom visitation reports:

The Lecturer Coordinating Committee-Evaluation will conduct classroom visitations of lecturers at least once each semester during the first three semesters of employment. Thereafter, the assumption will be that visitations are unnecessary and the student evaluations will serve the necessary monitoring functions. At the same time, the Department of History retains the right to continue classroom visitations of lecturers when, in the judgment of the LCC-E and/or the Department Chair, student evaluations and other traditional monitoring devices raise questions that additional visitations might put at rest. The lecturer may also request additional visits.

Lecturers shall be provided with a copy of the visitation report, and shall have ten calendar days to rebut if desired. Lecturers' PAFs are housed in the History Department.

7. The annual written evaluations shall be placed in the lecturers' Personnel Action File. Lecturers shall be provided with a copy of the evaluation, and shall have ten calendar days to rebut if desired.

- B. Lecturers on three-year contracts who are coming up for contract renewal will be evaluated in their final year for the entire three-year contract period according to the same criteria listed in this section.

3.09 Notification of Evaluation Process

All temporary faculty shall be informed of the evaluation process at the time of hire and shall be responsible for maintaining a current résumé and personnel file.

- 3.10 The Department Chair and/or his/her designee shall be responsible for conducting the orientation of new lecturers, explaining the curricular expectations of the departments, the General Education Program at CSUS, the Race and Ethnicity Requirement in History 17A and 17B, personnel procedures for lecturers, the course evaluation procedures in the Department of History, etc.
- 3.11 The Department of History shall follow university policy on starting compensation, pay increases, and range elevation.

4.0 POST-TENURE REVIEW

The Post-Tenure Review (PTR) process is required by UARTP, and the department will follow the procedures laid out in UARTP 9.06 and in Article 15 of the Collective Bargaining Agreement.