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Appointment, Retention, Tenure and Promotion Policy Approval Status
Department of Humanities and Religious Studies Appointment, Retention, Tenure and Promotion Policy
Date of the Provost's approval of prior document: 10 July 2017
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Date of UARTP Committee approval: [Senate Analyst inserts date.]
Date of Provost's approval of current document: Senate Analyst inserts date.]
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Department of Humanities and Religious Studies

Departmental Policy on Appointment, Retention, Tenure, and Promotion

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.*

Humanities and Religious Studies
ARTP Policy

HRS ARTP Policy
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(as amended December 2019)

Department of Humanities & Religious Studies
College of Arts & Letters
California State University, Sacramento

Departmental Policy on Appointment, Retention, Tenure, and Promotion
(as amended December 2019)

I. **General References**

All criteria, policies, and procedures in this document are intended to be consistent with and supplemental to the Collective Bargaining Agreement between the California State University and Unit 3 Faculty and the University Appointment, Retention, Tenure and Promotion (UARTP) policy.

For the purposes of this document, "tenure-track faculty" is synonymous with "probationary faculty" and refers to faculty who have full-time appointments and are serving a period of probation.

II. **Departmental ARTP Committee**

A. Composition
   1. The ARTP Committee shall be elected by the tenured and tenure-track faculty of the Department.
   2. All tenured faculty of the department, including the departmental chair, are eligible to serve on the ARTP Committee, as are faculty on FERP (Faculty Early Retirement Program) [9.01].
   3. The ARTP Committee for each academic year shall be elected at the end of the academic year prior to that during which it will serve, whereupon the newly elected members of the ARTP Committee will elect an ARTP Committee chair by a simple majority vote.
   4. The departmental chair shall not serve as chair of the ARTP Committee.

B. Revision and Adoption of the Departmental ARTP Document
1. The criteria, policies, and procedures for ARTP contained in this document may be amended by a two-thirds majority vote of the tenure-track and tenured faculty of the Department.
2. The ARTP Committee shall prepare and submit to the University ARTP Committee for review and recommendation to the President its criteria, policies, and procedures for appointment, retention, tenure, and promotion prior to implementation in the next annual faculty evaluation cycle.

III. **Personnel Action File (PAF) and Working Personnel Action File (WPAF)**

A. In General
1. "Personnel recommendations or decisions relating to retention, tenure, promotion, or termination based upon work performance, or any other personnel action shall be based on the Personnel Action File." (UARTP policy 4.04 A.)
2. All faculty shall have the same rights and responsibilities in regard to their personnel files.
3. It is the responsibility of each faculty member to update their resumé (curriculum vitae).
4. Faculty will be assisted in the upkeep of their PAFs by the departmental chair.
5. The UARTP policy (4.01 B) specifically differentiates the WPAF from the PAF as "that file specifically generated for use in a given evaluation cycle."

B. Custodianship and Access to PAF
1. The PAF and WPAF shall be held in confidence.
2. The Dean of the College of Arts and Letters shall act as custodian of the PAFs of tenure-track and tenured faculty except when they have been released to the departmental chair as WPAFs for the purposes of updating and review for evaluation. The departmental chair shall act as custodian of the PAFs of temporary faculty.
3. The departmental chair, in accordance with University policy, will grant access to WPAFs.
4. All instances of access to the WPAF shall be recorded in a log kept in the file.

C. Contents of the PAF/WPAF
1. The WPAF shall contain the following materials added by the custodian of the file:
a) an access log;
b) verification of WPAF contents;
c) current curriculum vitae;
d) current RTP evaluations;
e) past RTP evaluations;
f) RTP narratives, ex. faculty development plan addressing:
    1. Teaching effectiveness, including efforts to address equity vs. equality, promote anti-racist attitudes and practices, and gather feedback regarding these issues
    2. scholarly and creative activities, including efforts to promote anti-racist attitudes and practices and gather

> feedback regarding these issues
>
> 3. service (contributions to the community and to the institution), including efforts to build connections with the local community that advance the anchor university initiative.

g) evidence of teaching effectiveness:
> 1. standardized student evaluations
> 2. peer evaluation letter(s)
> 3. one syllabus for each course taught during each semester
> 4. other evidence of effectiveness;

h) tenure-track and tenured faculty shall add additional materials to the WPAF demonstrating achievement in:
> 1. scholarly and creative activities, especially those that promote anti-racist attitudes and practices
> 2. contributions to the institution and community, especially efforts to build connections with the local community that advance the anchor university initiative.
> 3. and materials as required by College/University policy (e.g. Faculty Development plan; see College of Arts & Letters ARTP Policy III.C.1 for details).
> 4. Temporary faculty may add such items as desired

i) a copy of the appointment letter(s) and other relevant appointment/promotion information;

j) grade distribution information;

2. As stipulated in the UARTP policy (4.03 B, and further detailed in C-E), "Any material identified by source may be placed in the Personnel Action File. Identification shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the material." The custodian of the file determines which material submitted by anyone other than the faculty member is to be added to the PAF and shall notify the faculty unit employee in writing of the decision to place or not place material submitted under this section in the faculty unit employee's file; the written notice shall contain a copy of the material sought to be placed in the file pursuant to UARTP policy 4.03 C.

3. Should the faculty member object to materials placed in their file, the faculty member may meet with the appropriate administrator regarding said materials. The request to meet in regard to said materials must be made within five (5) days of the receipt of the notification of materials, and the requested meeting shall take place within ten (10) days of the request by the faculty member. If no request is made, the material will be placed within the file five (5) days after notification (see 4.03 D). Should the appropriate administrator determine the material "accurate and relevant," it will be placed in the file; the faculty member may file a rebuttal within 10 days. (See 4.03E for more)

4. As permitted by College/University policy and with the consent of the faculty member, materials no longer necessary for current or upcoming reviews may be removed from the PAF and given to the faculty member (see UARTP policy 4.09 on "Time Limits on the Use of Submitted Materials").

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IV. **Appointment, Retention, Tenure, and Promotion of Tenure-Track and Tenured Faculty; and Post-tenure Review**

A. In General
   1. Procedures for probationary (i.e., tenure-track) and tenured appointments shall follow UARTP policy Sections 6.06 and 6.08, including election of an AA/EOR representative.
   2. "It is the policy of the CSU to prohibit discrimination against faculty unit employees on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, or veteran's status." (UARTP policy 5.01 A.)
   3. Requests for tenure-track appointments are made with staffing needs being the prime consideration. Recruitment is done through the vacancy notice method as well as the consideration of unsolicited applications.
   4. Tenure-track and tenured faculty members below the rank of full professor will be evaluated for purposes of retention or tenure/promotion.

B. Appointment of Tenure-Track Faculty
   1. Whenever occasion demands, the tenured and tenure-track faculty of the Department shall elect an ad hoc Appointment Sub-Committee consisting of a minimum of three members.
   2. All tenured and tenure-track faculty of the Department, including the departmental chair, are eligible to serve on the Appointment Sub-Committee, as are those on FERP (Faculty Early Retirement Program) [9.01 D].
   3. An Affirmative Action/Equal Opportunity Representative (AA/EOR) elected by the department shall serve as a voting member of the Appointment Sub-Committee; probationary faculty may serve as AA/EOR.
   4. Members of the Appointment Sub-Committee shall elect a tenured member of the Sub-Committee as Sub-Committee chair.
   5. The departmental chair shall not serve as chair of the Appointment Sub-Committee.
   6. The chair of the Appointment Sub-Committee, acting on behalf of the entire Department, shall submit a recommended ranked list of candidates directly to the Dean of the College of Arts & Letters.
   7. If the departmental chair is elected to the Appointment Sub-Committee, the departmental chair shall not make an independent recommendation to the Dean.
   8. If the departmental chair is not elected to the Appointment Sub-Committee, the departmental chair may make an independent recommendation to the Dean.
   9. In order to vote on a final ranked list for consideration by the Dean, Appointment Sub-Committee members must:
      a) review all legally and practically available materials about each applicant;
      b) review the references provided by each applicant;
      c) attend the formally scheduled interview (including the presentation associated with it) of each applicant;
      d) attend each and every meeting of the Appointment Sub-Committee formally scheduled to discuss the merits of each applicant interviewed.
   10. Procedures and criteria for the appointment of tenure-track faculty follow UARTP policy 5.02.

C. Retention, Tenure, and Promotion
   1. In conformity with the provisions of the University ARTP policy, "the primary and essential, but not sufficient, criterion" (5.05) is teaching performance. This category shall therefore count for 51% when considering relative weighting of criteria. Contributions to the community shall be weighted 9%. The remaining 40% shall be allotted to scholarly and/or creative achievement and contributions to the institution (department, college, and university), each of which shall count for no less than 15%. The faculty member being evaluated has the right to stipulate the precise percentages within this 40% range.
   2. Tenure-track and tenured faculty members below the rank of full professor will be evaluated prior to being considered for promotion. Tenure-track faculty members will be evaluated annually for retention.

D. Early Tenure and Promotion
   1. Early tenure may be recommended in exceptional circumstances, as delineated in Section 5.06 of the University ARTP policy, subject to the approval of a majority of the departmental ARTP Committee.
   2. Early promotion may be recommended in exceptional circumstances, as delineated in Section 5.07 of the University ARTP policy, subject to the approval of a majority of the departmental ARTP Committee.

E. Evaluation of Tenure-Track Faculty
   1. Procedures and criteria for periodic evaluation of tenure-track faculty follow UARTP policy 9.05.
   2. The Peer Evaluation Sub-Committee for Tenure-Track Faculty shall consist of all elected tenured members of the ARTP Committee.
   3. The tenure-track faculty annual evaluation will be based on the following, all of which are to be added to the faculty member's WPAF prior to the evaluation:
   a) current curriculum vitae;
   b) peer evaluation letter(s). Peer evaluations for tenure-track faculty will be done in one course each semester, with the course selected by the departmental chair. The departmental chair may determine that additional peer evaluations are necessary. The faculty member may also request additional peer evaluations. Peer evaluations must include a ranking of satisfactory/unsatisfactory, although superlatives may be used. Peer evaluation letters must be based on and reference:
      1) a preliminary meeting between the visiting faculty member and the tenure-track faculty member before the classroom visit, including reflection about intentions to address equity vs. equality, promote anti-racist attitudes and practices, and seek feedback regarding these efforts;
      2) a review of the course syllabus and other class materials, considering especially attention paid to issues highlighted in E.3.a.1;
      3) the classroom visit, once again considering especially issues highlighted in E.3.a.1;
      4) a post-visit discussion, reviewing especially successes and challenges in addressing equity vs. equality, promoting anti-racist attitudes and practices, and seeking feedback regarding these efforts.

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c) Student evaluations. In accordance with University ARTP policy (5.05.E.1.c), every course is to be evaluated except those with five or fewer students enrolled. Both written and electronic course evaluations are acceptable.
d) Materials demonstrating achievement in scholarly and creative activities and contributions to the institution and community.
e) Additional materials. The appropriate administrator may add materials to the tenure-track faculty member's WPAF that are deemed relevant. Tenure-track faculty may add materials to the WPAF; these might include letters of commendation or documents describing activities that relate to teaching effectiveness.

F. Evaluation of Tenured Faculty
   1. Procedures and criteria for periodic evaluation of tenured faculty follow UARTP policy 9.06.
   2. Tenured faculty shall be evaluated at intervals of no greater than five years. As per UARTP 9.06.2., the ARTP Committee shall elect a Peer Evaluation Sub-Committee from all members of the ARTP Committee whose rank is equal to or higher than that of the faculty person undergoing review, excluding the departmental chair, who must provide an independent evaluation (UARTP policy 9.06.4.b).
   3. Tenured faculty members may request peer evalutions of their courses, the number of peer evaluations and the courses to be evaluated to be determined in consultation with the departmental chair.

V. **Appointment, Evaluation, and Reappointment of Temporary Faculty**

A. In General
   1. "It is the policy of the CSU to prohibit discrimination against faculty unit employees on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, or veteran's status." (UARTP Policy 5.01 A.)
   2. Temporary faculty will be evaluated for purposes of ranking, re-appointment, and (when applicable) range elevation.
   3. "Temporary faculty unit employees holding three year appointments pursuant to Article 12 shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the employee or the President." CBA 15.26

B. Appointment of Temporary Faculty
   1. NOTE: Appointment of full-time temporary faculty follows UARTP policy Section 6.04.
   2. Decisions to appoint part-time temporary faculty will be made by the departmental chair in consultation with at least one other member of the ARTP Committee on the basis of a review of the following:
   a) cover letter;
   b) current curriculum vitae;
   c) transcripts (official or unofficial) showing awarding of highest degree (the department may request additional transcripts).

3. Applicants may also submit additional materials relevant to any specific course assignments.
4. Whenever possible, interviews shall be conducted by a minimum of two members of the ARTP Committee, one of whom may be the departmental chair. In situations in which an interview is impracticable due to a shortage of time or the unavailability of colleagues to participate in an interview, the departmental chair may make a temporary faculty appointment.
5. "A part-time faculty member shall normally be employed by the University for no more than twelve (12) teaching units per semester. Exceptions to this limitation may be made by the college deans on a case-by-case basis" (6.04 C4)

C. Evaluation of Temporary Faculty
1. The Peer Evaluation Sub-Committee for Temporary Faculty shall consist of all tenured members of the ARTP Committee, who will be responsible for all evaluation activities, save classroom observations and letters that ensue. Tenure-track faculty as well as tenured faculty may both conduct and write classroom observations and write letters for use in evaluation and WPAFs.
2. All temporary faculty who have taught in a given calendar year will be evaluated by the Peer Evaluation Sub-Committee during the subsequent spring semester, save those who have three-year contracts. If a temporary faculty member teaches a course for HRS in the fall of a given year, they shall be evaluated at that time as well. This shall occur for the first three times a faculty member teaches a course. If a temporary faculty member is not scheduled to teach in the spring of a given year, they shall be evaluated in the fall. Temporary faculty on a three-year contract who are teaching a new course preparation will be evaluated in that course the first three times they teach it, even if during that three-year contract.
3. Those with three-year contracts shall be evaluated in the last year of their contract, prior to potential renewal of the contract. (6.04 A10; 9.04 B-G)
4. The temporary faculty annual evaluation and the third-year evaluation will be based on the following, all of which are to be added to the faculty member's WPAF prior to the evaluation:
   a) current curriculum vitae;
   b) peer evaluation letter(s). A peer evaluation for each course taught by a temporary faculty member will be done in each of the first two semesters that the course is taught by that faculty member. At a minimum, one peer evaluation will be done for every temporary faculty member each calendar year, with the course(s) to be determined by the departmental chair. Every temporary faculty member teaching in the spring semester will be evaluated that semester. The departmental chair may determine that additional peer evaluations are necessary. Peer evaluations must include a ranking of satisfactory/ unsatisfactory, although superlatives may be used. Peer evaluation letters must be based on and reference:
      1) a preliminary meeting between the visiting faculty member and the temporary faculty member before the classroom visit;
      2) a review of the course syllabus and other class materials;
      3) the classroom visit;
      4) a post-visit meeting.

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Commented [BAR4R2]:

c) Student evaluations. In accordance with University ARTP policy (5.05.E.1.c), every course is to be evaluated except those with five or fewer students enrolled.
d) Additional materials. The appropriate administrator may add materials to the temporary faculty member's WPAF that it deems relevant. Temporary faculty may add materials to their WPAF; these might include letters of commendation and documents describing activities that relate to teaching effectiveness.

5. The written text of the evaluation shall be approved by a simple majority of the ARTP committee (UARTP 9.01 U). Faculty shall be given a copy of the evaluation and "may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation" (UARTP 9.01 X)

D. Recommendation of Temporary Faculty
   1. Following the completion of the annual evaluations of temporary faculty, the ARTP Committee will produce a list of temporary faculty to be used in staffing courses for the subsequent academic year.
   2. Listing of temporary faculty is done on a course-by-course basis in order best to facilitate staffing of course sections.
   3. Listing of temporary faculty will be based on temporary faculty annual evaluations and ~~the items on which they are based~~supporting documents.

VI. Range Elevation of Temporary Faculty

A. In General
   1. The departmental chair will be responsible for informing a temporary faculty member when they are eligible for range elevation. The departmental chair will explain to the temporary faculty member the range elevation process and will assist them in moving through it.

B. Criteria for Range Elevation
   1. The ARTP Committee may recommend range elevation; recommendations are based on the following criteria:
      ~~2.~~a) The faculty member must have demonstrated competency in the subjects taught;
      ~~3.~~b) The faculty member must have satisfactory evaluations of teaching performance for the previous three years;
      ~~4.~~c) The faculty member may cite scholarly and creative activities;
      ~~5.~~d) The faculty member may cite contributions to the department, institution, and community;
      ~~6.~~e) The faculty member may cite receipt of a higher academic degree in a related discipline.

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Appendix: History of ARTP Revisions

2021: Additional edits approved by HRS on 11/5/2021————————
2021: Approved changes by HRS on 10/1/21
2021: 01/20/21 Submission
2019: Incomplete Submission
2017**:** UARTP Committee approval, 2/6/17; Provost approval, July 10, 2017
2015: Revision; approved 3/4/16
2008: Revision
2003: Provost approval, 4/1/2003