



<b>Appointment, Retention, Tenure and Promotion Policy Approval Status</b>
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**Department of World Languages and Literatures  
ARTP 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. INTRODUCTION

- A. "ARTP" as used in this document denotes "Appointment, Retention, Tenure and Promotion."
- B. This document is governed by all relevant provisions of the Collective Bargaining Agreement (CBA) between the Trustees and Faculty of the California State University and the UARTP (University Appointment, Retention, Tenure and Promotion) Committee policies. The provisions of the present document supersede and replace all previous Departmental ARTP policies.
- C. For ARTP purposes, the department shall have an Appointment Committee, an RTP (Retention, Tenure, Promotion) Committee, a Committee on Temporary Faculty, and a Post Tenure Review Committee.

## II. THE APPOINTMENT COMMITTEE

- A. Probationary Appointments shall be conducted in accordance with UARTP Policy 6.06.
- B. Charge of the Committee:
  1. To advertise and conduct a search for vacant probationary and temporary full-time positions in accordance with University and Affirmative Action regulations.
  2. To receive and evaluate applications, and conduct interviews of qualified candidates.
  3. To recommend the best qualified candidate(s) for each position.
- C. Composition of the Committee will follow one of the three options in UARTP 6.06.B.1-3.
  1. If utilizing search committee models 6.06.B.1 or 2 in the UARTP Policy, all Appointment Committee members shall be elected by the voting members of the Department of World Languages and Literatures as defined in Article III.A of the Department Policies/Constitution.
  2. The following eligibility items are in accordance with UARTP 6.06.B.4:
    - a. Faculty on FERP (faculty-early-retirement-program) may serve during their semester(s) of active employment, but the committee may not consist exclusively of FERP faculty. Faculty not assigned any weighted teaching units during the semester in which the committee is formed may not serve on the Appointment Committee.
    - b. The Appointment Committee shall consist of at least three tenured or probationary tenure-track members of the faculty of the Department of World Languages and Literatures. At least one member of the committee must be tenured.
    - c. One committee member must be elected to serve on the Appointment Committee as the AA/EOR, in accordance with section 6.06.C of the UARTP Policy.
    - d. All members of the Committee must attend all meetings and interviews, and either demonstration classes and/or presentations, to remain eligible to vote on recommendations of candidates.
- D. Criteria used for the appointment of probationary faculty shall be determined by the Committee based on the needs of the position being filled. Minimum criteria shall include:
  1. Academic preparation: Appropriate doctorate in possession at time of application. The Committee may decide to consider doctoral candidates who can provide reasonable assurance that the doctoral degree shall be completed and in hand by the date of appointment.
  2. Other criteria may include, but need not be limited to:
    - a. Native or near native fluency in the appropriate language;

- b. Evidence of previous or potential excellent teaching ability;
- c. Relevant professional experience;
- d. Evidence of previous or potential scholarship/creative activities/productivity; and
- e. At least three letters of recommendation, or names and contact information of at least three references who can be contacted directly.

### III. THE RTP COMMITTEE

#### A. Charge of the Committee

1. To evaluate and recommend tenure-track faculty for purposes of retention, tenure and promotion (see Section V. of this document);
2. To conduct periodic evaluations of temporary full-time faculty (see Section VI. of this document).

#### B. Composition of the Committee

1. The membership of the committee shall be:
  - a. Three elected tenured associate or full professors;
  - b. The Department Chair;
  - c. One alternate, who is a tenured associate or full professor nominated from the Department faculty at large; the role of the alternate is defined in Section VI.E.2 of this document.
2. Faculty not assigned any weighted teaching units during the semester in which the committee is formed are excluded from RTP Committee membership. Faculty on FERP (faculty-early-retirement-program) may serve during their semester(s) of active employment.
3. The RTP Committee shall elect a Committee Chair from its membership elected in Section IV.A.1.
4. All RTP Committee members, except for the Department Chair, shall be elected each year by a majority of the voting members of the Department of World Languages and Literatures.

#### C. A separate Post Tenure Review Committee shall be established for periodic review of tenured faculty, consisting of three Full Professors. FERP faculty may participate on this committee. In accordance with UARTP 9.06.4.a, the Department Chair may not be a member of the PTRC, but shall conduct an independent evaluation and submit a separate evaluation report.

### IV. FILES

- A. The PAF (Personnel Action File) is the official personnel file for employment information and material relevant to RTP recommendations. Reference CBA Article 11.
  1. Custodian
    - a. The Dean of the College of Arts and Letters shall be the custodian of the PAFs of all Permanent Faculty.
    - b. During department review or evaluation, custody of the PAF (Working Personnel Action File) shall be transferred to the Department Chair.
  2. Confidentiality (CBA 11.15)
    - a. The contents of the PAF shall be held in confidence.

- b. Access to the file shall be limited to only those with official business.
3. Contents
    - a. The custodian of the PAF is responsible for submitting the following materials:
      - (1) The record of access;
      - (2) The binder containing labelled section dividers.
    - b. The Department Chair is responsible for providing the following materials:
      - (1) The results of Department standardized evaluations.
    - c. The Department Chair is responsible for submitting the following materials to the custodian of the file for inclusion therein:
      - (1) The initial letter of appointment and other relevant appointment information.
      - (2) Any written, signed student and/or peer evaluation statements that have come in;
      - (3) All evaluations, recommendations, and decisions on ARTP matters
  4. Right of Access and Submission of Materials (governed specifically by the provisions of CBA Article 11)
    - a. Faculty members have the right to access all materials in their PAFs.
    - b. Correction and/or deletion of materials in the file shall be requested in writing and addressed to the custodian of the file.
    - c. The PAF custodian must provide the faculty member affected with a copy of any materials to be placed in the file at least five working days prior to such placement (CBA 11.4).
    - d. Faculty members have the right to submit additional materials to the PAF, including written rebuttals to any material present in the PAF (CBA 11.2).
    - e. All material included in the PAF shall be accurate, relevant, timely and complete.
- B. The WPAF (Working Personnel Action File)
1. Definition and Conditions of Use
    - a. During department review or evaluation, custody of the PAF shall be transferred to the Department Chair, at which point it becomes the WPAF. The WPAF may not be removed from the Department Chair's office. The contents of the WPAF shall be held in confidence and be limited to only those with official business.
    - b. The WPAF is that portion of the PAF, plus supporting documents—if any—submitted by the candidate, actively used during the time of performance reviews or periodic evaluations of faculty.
    - c. During such evaluations and reviews, the WPAF, which includes all information, materials, recommendations, responses and rebuttals, shall be incorporated by reference into the PAF.
    - d. Faculty members are entitled to request assistance from the Department Chair in preparing their WPAFs. They are also entitled to request assistance from senior Department faculty members who are not currently serving on the RTP Committee or the Secondary Committee.
    - e. Files must be completed by the deadline set by the department based on campus-provided deadlines.

2. Contents
  - a. The faculty member is responsible for submitting the following materials to the custodian of the file/Department Chair for inclusion therein:
    - (1) a current resume;
    - (2) an index which outlines supportive materials, which need not be physically present in the file, e.g.
      - (a) materials regarding teaching performance other than the standardized student evaluations;
      - (b) materials relevant to scholarly or creative achievements;
      - (c) materials relevant to contributions to the University;
      - (d) materials relevant to contributions to the community;
      - (e) any other materials deemed relevant to the faculty member, including information on other personnel matters, such as appointment documents;
  - b. Other appropriate material from the PAF, including those described in Section V.A.3 of this document.

## V. EVALUATION

- A. Performance Review shall be required of the following categories of faculty:
  1. Probationary faculty being evaluated for retention.
  2. Probationary faculty being evaluated for the awarding of tenure.
    - a. Probationary faculty are normally evaluated for tenure during their sixth year of credited service.
    - b. For policy and procedures regarding early tenure, see section 5.06 of the UARTP Policy.
  3. Probationary or tenured faculty being evaluated for promotion. For information about the timing of promotions, see sections 14.2-7 of the CBA.
    - a. For policy and procedures regarding early promotion, see section 5.07 of the UARTP Policy.
    - b. Probationary faculty may be recommended for promotion to the rank of Associate Professor but not Full Professor, unless hired at the level of Associate Professor.
- B. Periodic Evaluations shall be required of the following categories of faculty:
  1. For the policies and procedures regarding the periodic evaluation of tenured faculty, see section 9.06 of the UARTP Policy. Evaluation must at least once every five years, and in the category of teaching effectiveness only. FERP participants shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator;
  2. temporary faculty without three-year appointments on an annual basis;
  3. and temporary faculty with three-year appointments every three years.
- C. Basis for Evaluation
  1. Recommendations or decisions relating to RTP or other personnel actions shall be based on work performance as evidenced in materials contained in the WPAF.

2. All material serving as the basis for the evaluation must be included in the WPAF by the file closure date established by the department. Exceptions to this require approval from a special peer review committee (see section 4.03.F of the UARTP Policy).
- D. The criteria for performance evaluations for RTP are contained under the following four categories.
1. Competent Teaching Performance (60%).
    - a. Evidence shall include:
      - (1) the results of standardized, written or electronic student evaluations, which are required for the PAF; all classes taught by each faculty member shall have such evaluations (see Section VI.E.1 of this document);
      - (2) additional evidence supplied by the faculty member being evaluated, such as the nature of the teaching assignment, instructional materials, course outlines, syllabi, teaching awards and any other pertinent instructional information;
      - (3) Department-initiated observations (see section 5.05.E.2.d of the UARTP Policy and section 15.14 of the CBA).
    - b. Evidence may also include faculty-initiated class observations, signed statements or letters from peers, colleagues and/or students; although these are optional, written comments from colleagues who have observed a faculty member's teaching can be especially useful for providing context to reviewers. These may include peer reports of classroom observations. A post-observation conference is optional, but can be helpful.
  2. Scholarly and/or Creative Achievements (20%). Evidence may include, but is not limited to:
    - a. Peer-reviewed publications, articles, books, computer software, reviews and papers. Instruction-related research shall be weighted as heavily as any other type of research (UARTP 5.05 F2);
    - b. Active projects or programs of scholarly or creative work in progress, appropriate to the discipline;
    - c. Presentation of professional lectures, papers, or other scholarly and instruction-related communication;
    - d. Membership and appropriate participation in activities of professional organizations;
    - e. Evidence of continued professional growth and productivity, including curriculum development and preparation of original instructional materials.
  3. Service to the University (15%). Evidence may refer to:
    - a. Departmental activities, such as membership on committees, special assignments, and curriculum development;
    - b. College activities, such as membership on committees, special assignments, and curriculum development;
    - c. University-wide activities, such as membership on committees or special assignments;
  4. Service to the Community (5%). Evidence may refer to:
    - a. Any community involvement related to the educational mission of the University;
    - b. Contributions to public schools or other educational institutions.

E. The Evaluation Process for Performance Evaluation and Periodic Evaluation

1. Required student input

- a. The Departmental standardized student evaluation vehicle, which may be written or electronic, consists of a quantitative questionnaire with room for optional, unsigned written comments.
- b. The student evaluation shall be conducted in all classes.
- c. Written student evaluations shall be administered under the direction of the Department Chair during the last four weeks of instruction.
- d. Electronic student evaluations shall be administered by University Information Resources & Technology. For details of administration, storage, and access, see UARTP 5.05.E.1.c.
- e. The faculty member shall not have access to the results of the student evaluations until the grades for the courses evaluated have been submitted to the Registrar.

2. The Substantive Evaluation Meeting(s) by the RTP Committee

- a. The final substantive evaluation meeting shall take place by the time specified for the current RTP cycle.
- b. All proceedings shall be held in strict confidentiality.
- c. All Committee members, including the alternate, shall read the files of the candidate(s) prior to the meeting.
- d. All Committee members, including the alternate, shall be present at all meetings at which substantive evaluations take place. If a Committee member is unable to attend a meeting at which substantive evaluations take place, that committee member shall be replaced by the alternate, who shall become a full voting member of the Committee.
- e. The candidate may request or be asked to appear before the Committee to provide further information on items in the WPAF.
- f. The Committee, including the alternate, who shall vote only in the absence of a regular Committee member, shall meet in closed session, deliberate, and vote.
  - (1) RTP Committee members may abstain from voting only on procedural matters. On questions of evaluation and recommendation, any refusal to vote shall be counted as a vote in the negative.
  - (2) The Committee's evaluative report and recommendation for periodic review, retention, tenure, or promotion shall be approved by a simple majority vote of the Committee. A tie vote is considered to be a "no" vote, and the report would then read "we are unable to recommend..." Whatever the vote, numeric results will be included in the report. In the case of a split vote, a minority report may also be filed.

3. The RTP Committee's Evaluation Report and Recommendation

- a. The Committee's evaluative reports and recommendations shall address the candidate's performance in each of the four areas described as criteria for evaluation (see Section VI.D.1-4 of this document).
- b. The Chair of the RTP Committee shall sign the evaluation reports and recommendations and certify that the approved procedures have been followed.
- c. The faculty member being evaluated must be given a copy of the evaluation report and recommendation by the PAF custodian and has the right to submit a written rebuttal to any material in the file (CBA 11.2).



- d. The committee's evaluative reports and recommendations shall be approved by the committee in a meeting called for that purpose.
4. The Role of the Department Chair in Substantive Evaluations:  
The Department Chair shall serve as a voting member of the primary RTP Committee; the Chair shall not submit a separate recommendation

## VI. TEMPORARY FACULTY ARTP

### A. APPOINTMENT

1. Temporary instructors shall be selected and appointed from the pool of qualified applicants established according to Articles 12 and 15 of the CBA (Collective Bargaining Agreement) and Section 6.04 of the University ARTP Policy. Candidates are encouraged to refer to these documents.
2. The Department publishes the teaching areas in which it anticipates needing temporary faculty for the coming academic year in the Office of Faculty Advancement Continuously Open Part-Time Lecturer Vacancies publication.
3. All candidates interested in being in the pool of temporary faculty for the coming academic year will submit a letter of interest and a current vita. The Department accepts these materials on a continuous basis, and shall review application materials on an annual, or if necessary semester, basis. (UARTP 6.04.C.3)

### B. THE COMMITTEE ON TEMPORARY FACULTY

1. Charge of the Committee:
  - a. Evaluate newly received applications to the temporary part-time faculty pool;
  - b. Perform Periodic Evaluation of incumbent temporary faculty members.
2. Composition of the Committee:
  - a. Three (3) probationary or tenured faculty members, elected each Fall semester with a simple majority vote. Faculty on FERP (faculty-early-retirement-program) may serve during their semester(s) of active employment.
  - b. The Department Chair shall be a member of the Committee when performing the evaluation of temporary faculty unit employees holding three-year appointments and temporary faculty unit employees eligible for a three-year appointment.
3. At the first meeting of the Committee, members will elect a chair from their membership.

### C. THE TEMPORARY PART-TIME FACULTY POOL

1. The Committee on Temporary Faculty shall convene in the Fall and Spring semesters, as needed, to evaluate newly received applications to the temporary part-time faculty pool. The committee shall, after careful consideration of all application materials, and in consultation with Area Heads of areas not represented on the Committee, rank the applicants with the following rubric:
  - a. Excellent—exceeds minimum qualifications and expectations;
  - b. Satisfactory—meets minimum qualifications and expectations;
  - c. Unsatisfactory—does not meet minimum qualifications and expectations;

2. Upon completion of the evaluation of new applicants, the Committee shall present the results to the Department Chair for consideration during appointment of classes for the following academic year.
3. The Committee on Temporary Faculty shall convene in the Spring semester to perform Periodic Evaluation of incumbent temporary unit faculty employees in accordance with Article 15.23–30 of the CBA.
4. The work described in 2–3 above should be completed by the end of the Spring semester.
5. The Department Chair shall base appointments for the following academic year on the recommendations and evaluations of the Committee on Temporary Faculty.

#### D. PAY

1. Placement on the pay scale will follow UARTP 5.03 B.
2. Criteria for range elevation (defined in UARTP 5.03 C) must include:
  - a. Attainment of a higher degree or equivalent educational experience in the discipline; or
  - b. Increased years of relevant professional experience.

#### E. PERIODIC EVALUATION

1. Schedule of evaluations
  - a. Since these evaluations form part of the basis for the ranking of candidates for work in the coming year, they should be started early in the Spring semester, with the aim of finishing the by mid- to late April.
  - b. All temporary faculty members without three-year appointments shall be evaluated annually, in the spring.
  - c. Temporary faculty unit employees employed during the prior academic year and possessing six (6) or more years of prior consecutive service in the department shall be offered a three-year temporary appointment following an evaluation. (See CBA 12.12)
  - d. Those holding a three-year appointment shall be evaluated in the third year of the appointment.
2. Basis for the evaluation
 

Temporary part-time faculty shall be evaluated according to their assignment, which is teaching. Temporary full-time faculty shall be evaluated according to their assignment, which may include service or student-teacher supervision. The assignment will be determined in accordance with CBA 20.2 by the Department Chair after consultation with the Department and/or the individual faculty member.
3. Evidence for evaluation
  - a. Temporary faculty without three-year appointments
    - (1) The candidate's letter of application;
    - (2) Previous periodic reviews of up to the last five years, if any;
    - (3) Student evaluations of courses taught at CSUS since previous evaluation;
    - (4) Classroom observations: These shall be conducted at least once a year by a probationary or tenured faculty member, depending on availability of observers. If two observations are done, one of them will be done by a probationary or tenured faculty member in the language Area. The choice of classes to be observed shall be made by the observer in consultation with the faculty member being observed, with preference given to courses evaluated least

recently. Observers will set the date of the visit in consultation with the faculty member, at least five days prior to the observation. The observer shall obtain a written lesson plan for the class to be observed at least twenty-four hours before the class begins.

For part-time temporary instructors, a formal written observation report shall be submitted to the Department Chair for inclusion in the instructor's Working Personnel Action File (WPAF). The Department office shall give a copy of the report to the instructor, who may submit a written response within ten working days of receipt, for inclusion in the WPAF.

For full-time temporary instructors, the letter shall be directed to the Dean for inclusion in the instructor's WPAF. A copy will go to the instructor. The instructor may submit a written response within ten working days of receipt for inclusion in the file. Suggested evidence of teaching performance to be included in the letter includes:

- i. Instructor's rapport with the class;
  - ii. Use of the target language;
  - iii. Evidence of student learning;
  - iv. Elements of the lesson based on national standards;
  - v. Student-centered teaching;
  - vi. Variety of activities planned;
  - vii. Collaborative activities planned;
  - viii. Delivery of instruction;
  - ix. Appropriate assessment strategies, if used;
  - x. Quality and depth of the written lesson plan;
- (5) Other evidence the faculty member wishes to submit, such as course syllabi; examples of assignments, exam, and/or evaluation materials; use of innovative pedagogical practices or technologies; etc.
- b. Temporary faculty eligible for three-year appointments as well as those holding three-year appointments: CBA 15.28 or 15.29 defines criteria for review.
4. Process of evaluation
- a. After carefully reviewing the evidence itemized in 3 above, the Committee shall write a letter of evaluation to be included in the candidate's Working Personnel Action File, and a copy shall be given to the candidate.
  - b. The candidate shall be given five days' notice that the letter will be placed in the WPAF, and that there is a window of ten days (running concurrently) for the candidate to submit a response or rebuttal to the letter.
  - c. For temporary faculty eligible for or holding a three-year appointment, a three-year appointment shall be issued or renewed if the appropriate administrator determines that the faculty member has satisfactorily performed the duties of the position. This determination shall be based on the contents of the Working Personnel Action File, the recommendation of the Committee on Temporary Faculty, and any materials generated for use in any given evaluation cycle. Where the appropriate administrator determines that the faculty member has not performed the faculty member's duties satisfactorily, the reasons for that determination shall be placed in the Working Personnel Action File in writing.