

RTP POLICIES AND PROCEDURES

DEPARTMENT OF THEATRE AND DANCE

March 1, 2013 revision

The following RTP Policies and Procedures were *adopted March 9, 2008* and *amended March 1, 2013* at regular Theatre and Dance Department meetings, full-time faculty having an opportunity to vote:

I FULL TIME/PROBATIONARY OR TENURE FACULTY APPOINTMENT

- A. The Department Chair is charged with the collaborative responsibility of recruiting and appointing of faculty, in conjunction with a properly elected Search Committee, prior to making a recommendation for hire to the College Dean, supported by the decision of the Search Committee as referenced in A (1) below. He/she shall be assisted in recruitment and appointment activities by an appointed committee.
 - 1. Full-time faculty vote for members of the Search Committee and thereafter the Department Chair convenes the committee.
 - 2. The Search Committee shall consult with the Department Chair on all recruitment strategies for any vacancy or new allocation of a faculty position.
 - 3. The Department Chair shall make available to the Search Committee all inquiries, applications, resumes, portfolios, and other pertinent documents regarding individuals who are seeking employment.

- B. The Search Committee of the Department of Theatre and Dance shall be composed of the Department Chair and at least four full-time tenured or probationary faculty members and can include faculty who have FERPed with appropriate expertise during their period of active employment. The committee members shall elect a chair for the Search Committee from within the committee. The Department Chair serves as an ex-officio member of the committee.
 - 1. The Search Committee shall pay particular attention to the advice of those faculty whose academic preparation and experience qualify them to advise on specific appointments and to appropriate information or communications provided by the Department Chair in terms of the candidates' professional or academic qualifications. The Department Chair shall participate in the committee's discussions and shall provide administrative leadership, when appropriate, on matters requiring policy and procedural direction.
 - 2. The Search Committee may also solicit advice in hiring matters from

probationary faculty and student representatives.

3. Search Committee recommendations to hire shall be approved by a simple majority of the committee casting a vote. A lack of majority decision or majority consent will be adjudicated by the Department Chair if necessary. The Department Chair is responsible for providing administrative policy and procedural confirmation to assure that all Committee members adhere to and understand Department and University hiring practices.
4. The department shall elect an Affirmative Action/Equal Opportunity Representative to serve on the Search Committee from among its tenured and probationary faculty, which will also serve as a voting member of the committee. If the department engages in multiple searches, each search committee may have the same elected AA/EOR.
 - a. Each AA/EOR shall normally be elected as circumstances require and serve a term of no less than one year.
 - b. The AA/EOR may serve as chair of a search committee provided the search committee elects him or her in that capacity.
 - c. The candidate will have interviews with College Dean, the Department Chair, and the department search committee. All members of the faculty search committee, including the Department Chair, must be present at department committee interviews and scheduled teaching sessions. The Department Chair may also assist in any pre-screening of applications and documentation before any interviews are scheduled with the Committee and may, at any time, request candidate's file materials for review and/or confirmation.
 - d. The department search committee may or may not conduct student evaluations of candidates by paper questionnaire or selected student committee to serve as additional information.
 - e. If any member of a search committee, at any time, has reason to believe that inappropriate actions have been taken, which may have the effect of discriminating against an applicant, that member shall contact the committee chair and the Office of Human Resources.
 - f. The role of the AA/EOR is to help develop an effective and comprehensive recruitment process, to assist with the

development of an inclusive applicant pool, and to ensure the implementation of the University's affirmative action and equal opportunity policies.

- C. Once the Search Committee has reached a decision and is ready to submit the required appointment documents, the Department Chair will review and confirm said documents, proceed with the recommendation by the Committee to the Dean and provide the Dean with any and all file materials necessary for the Dean to conduct a review. The Dean will communicate his/her approval of the Department's search process to the Chair before proceeding to the next step of the hiring process.
- D. Newly appointed faculty members will be given a copy of this document and any other documents which amend this.

II EVALUATION FOR RETENTION PROMOTION AND TENURE (RTP)

A. General Statements

- 1. The RTP Committee of the Department of Theatre and Dance is charged with evaluation based on merit for retention, promotion, and tenure of departmental faculty.

The RTP Committee shall consist of five members, with the fifth being an alternate, to be elected every two years from the full-time tenured faculty with the rank of associate or above including Faculty in Early Retirement (during active employment).

All full-time tenured faculty shall be nominated. All full-time probationary and tenured faculty will vote for the four members. Those four receiving the highest votes constitute the committee with the next highest representing alternate. Faculty member may decline the nomination. The Department Chair will serve on the committee.

- 2. The Personnel Action File shall be held in confidence. Access to a faculty's Personnel Action file shall be limited only to persons with official business. Members of the RTP committee shall log all instances of access to a Personnel Action File. Such a log record shall be a part of the Personnel Action File.
- 3. RTP Committee meetings will be chaired by a member chosen by the departmental RTP Committee. The Department Chair will be on the committee but cannot be chair of the committee.
- 4. The Primary RTP committee will forward its evaluation and recommendations to the Dean of Arts and Letters. The candidate

must receive the primary RTP's evaluation in accord with the applicable deadline and the candidate must have a chance to submit a rebuttal before the Secondary Committee conducts its evaluation. After it has been evaluated by the Secondary Committee the evaluation report will be placed in the faculty member's working Personnel Action File.

5. The (PAF) Personnel Action File shall include:
 - a. Index materials for evaluation submitted by a faculty unit employee shall be deemed incorporated by reference in the Personnel Action File, but need not be physically placed in the file. An index of such materials shall be prepared by the faculty unit employee and submitted with the materials. Such an index shall be permanently placed in the Personnel Action File. Indexed materials may be returned to the faculty unit employee.
 - b. Current resume or curriculum vitae.
 - c. Copy of Faculty Development Plan.
 - d. Copy of appointment letter.
 - e. Copies of departmental recommendations on retention, tenure, or promotion.
 - f. Copies of recommendations made by the College RTP Committee and appropriate administrators regarding promotion, retention, and tenure.
 - g. All materials used or records thereof in retention, tenure, or promotion decisions, including a summary.
 - h. Other communications or materials required by Department/School/Division policy.
 - i. Student Evaluations. Faculty members in the department must administer the approved instrument for Online Student Evaluations of Teaching (OSETs) form. The faculty member will have the capability to print out, through a secure process managed by ATCS, each set of evaluations, to be placed in the PAF file by the evaluated faculty member. Probationary faculty will have all classes evaluated each semester. Tenured, Full or Associate faculty shall also have all classes evaluated each semester in coordination with the amended

University ARTP policy dated Jan, 2013. Each semester, results must be retained in the PAF.

- j. THEA 120 & 121, practicum in technical production, rehearsal and performance are excluded from evaluation.
- k. Peer Evaluations. A written evaluation by one or more tenured faculty members who have visited the faculty member's classroom is required. The faculty member being evaluated must be provided with at least five days advance notice of a classroom visit and there must be some consultation between the individual who visits the faculty member's class and the faculty member. The classroom visits will be conducted in accord with the MOU and University ARTP policy.
- l. A written evaluation from an ARTP faculty member who has been assigned by ARTP to attend rehearsals or productions of faculty members with production responsibility.

B. Criteria for Evaluation

1. Teaching Effectiveness -- 60%

This criterion shall be given primary weight in the evaluation process.

Evidence shall include:

- a. Materials from the individual faculty member who is being considered for promotion, retention, or tenure such as instructional materials, course outlines, class preparation, teaching awards or honors.
- b. Materials from colleagues both on and off campus, results of class visitations, and/or evaluation by peers.
- c. Materials from students in terms of standardized departmental evaluation forms, printed results of OSETs and written testimony, etc. Written or electronic OSET evaluations shall be required for all Theatre and dance Department faculty, regardless of probationary status or tenure.

2. Scholarly or Creative Achievements -- 20%

Accomplishments shall include:

- a. Evidence of accomplishments in research and/or creative projects.
- b. Publications or public performance related to the faculty member's areas of expertise and/or consistent with departmental mission.
- c. Unpublished manuscripts.
- d. Participation in activities of professional organizations.
- e. Presentation of professional lectures.
- f. Grant or awards.

3. Community Service – 10%

Evidence including all community service will be considered, but contributions directly related to the faculty member's teaching and production service shall be given greater emphasis.

- a. Continued professional productivity in the faculty member's expertise.
 - 1) For example, outreach programs and workshops in primary and secondary schools, arts groups, and social organizations.

4. Department, College and University Service - 10%

Evidence shall include:

- a. Contributions to the Department, such as membership on a department committee, committee chair, special assignments, curriculum development, student advising, etc.
- b. Contributions to the department, such as supervision of staff and paid personnel, production administration assignments, design and installation of equipment for our physical facilities, and special assignments, such as summer production responsibilities and programs designed to attract students.
- c. Contributions to the College or Arts and Letters, such as committee work.

- d. Contributions to the University, such as membership on University-wide committee.

III PROCEDURES FOR GATHERING EVALUATION INFORMATION

- A. Written or electronic (OSET) evaluations shall be required for all courses taught by department faculty unless specified by the University President. In cases where the number is less than the faculty unit teaching assignment, the number and classes chosen for evaluation shall be jointly determined in consultation between the Department Chair and the faculty member and the written results or OSETs shall be placed in the faculty unit member's Personnel Action File.

On this campus, the following procedures shall, in conjunction with this campus' chapter of CFA and the campus administration, apply to Student Evaluations and the procedures relating to accessing and including evaluations within the RTP process.

Student evaluations of teaching. Office of Academic Technology and Creative Services (ATCS) will have responsibility of overseeing and managing the administration of online student evaluations of teaching. Students will be notified by the ATCS via email 3 weeks before the end of the school semester and will be instructed in the access and use of the online student evaluation system. Authentication for any student access and use will be in place.

A server for OSETs shall be considered an extension of the Personnel Action File for maintaining/storing such student evaluations. The faculty unit member being evaluated shall have access to his/her evaluations for print out and insertion into their individual Working Personnel Action File after said student online evaluations have been processed and posted through the appropriate ATCS processes. For other review processes, the Department Chair or appropriate department support staff individual will print out the faculty member's OSETs for reviewers. The incorporation of and reference to the results of OSETs in the PAF and WPAF will be in accordance with the Department of Theatre and Dance ARTP policies and practices.

- B. Two members of the tenured faculty will be appointed by the Chair of RTP Committee to observe the faculty member in the classroom. On invitation by the professor, the tenured faculty will visit the classroom once each semester and write an evaluation of the professor's teaching effectiveness.
- C. Faculty members involved in production will choose two (2) tenured or non-tenured faculty members to observe his/her production work in rehearsal and performance. A written evaluation of the production work of the faculty

member being evaluated will be submitted and placed in the PAF.

IV PROCEDURES FOR EVALUATION FOR TENURE

The procedures and criteria to be observed are the same as those above that apply to earlier evaluations except that:

- A. The normal period of probation shall be six (6) years of credited service or full-time probationary service. Any deviation from the normal six (6) year probationary period shall be the decision of the President following his/her consideration of recommendations from the department or equivalent unit and appropriate administrator(s).
- B. If a Ph.D., terminal degree, or advanced work is a requirement for tenure as specified at the time of appointment and the faculty member hired has not completed this requirement, the Department Chair will file the individual's progress in his/her PAF, subsequently into the WPAF file.
- C. The RTP Committee shall conduct a secret ballot on each member under consideration.

V PROCEDURES FOR EVALUATION FOR PROMOTION

- A. Specific criteria for evaluation as listed will be observed.
- B. The RTP Committee will be composed of tenured members of the Department, who are senior in rank to the member under consideration.
- C. Faculty members in the 5th year of probation (Assistant or Associate Professor) must be considered for promotion unless the faculty member requests in writing that he/she not be considered.
- D. Early promotion and tenure shall require a demonstration of outstanding teaching effectiveness, which shall be given primary weight. In addition, outstanding performance shall be demonstrated in at least two of the remaining three university criteria for retention, tenure, and promotion: scholarly and creative achievement, contribution to the institution, and contribution to the community.
- E. The RTP Committee shall conduct a secret ballot on each member under consideration.
- F. Each peer review committee evaluation report and recommendation shall be approved by a simple majority of that committee.

VI POST TENURE REVIEW

- A. For the purpose of maintaining and improving a tenured faculty employee's effectiveness, tenured faculty shall be subject to periodic performance evaluations every five years. Such periodic evaluations shall be conducted by the RTP committee of the department. Only the faculty member's teaching is required for evaluation. At the discretion of the member being evaluated, other materials may be included. The following subject matter shall be considered by the committee, but not limited to the following+
1. Student evaluations taken since the last evaluation of the faculty member's performance. As discussed in Section III.A, evaluations may be written or through the OSET process in accordance with the mandates and procedures approved by the President and the campus ARTP policy revisions dated Jan 2013. If the faculty member's student evaluations were provided by the scantron/questionnaire process before OSETs were available or required, the faculty member may include written evaluations previous to the date of the last evaluation of the faculty unit member's performance. All reviewed faculty members must include evaluations from each taught course as of Spring 2013 according to the agreement between campus administration and this campus' CFA chapter.
 2. Signed, written statements from students, and other signed written statements concerning the faculty member's teaching effectiveness only if the faculty member has been provided an exact copy of each statement at least five days before the evaluation.
 3. Materials submitted by the faculty member being evaluated for evidence of teaching effectiveness. This evidence may include, but not be limited to, the following:
 - Teaching materials
 - Curriculum development
 - Participation in professional meetings
 - Professional lectures, seminars, workshops
 - Consultant work
 - Artistic work
 - Publications

- Leave activities
- B. A tenured faculty member shall be provided a copy of the peer committee report of his/her periodic evaluation. The RTP committee chair and the appropriate administrator shall meet with the tenured faculty employee to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement.
 - C. A copy of the peer committee's summary report shall be placed in the tenured faculty unit employee Personnel Action File.
 - D. The evaluation statements shall be placed in the Personnel Action File. The faculty member shall have fourteen days to submit written rebuttals to them and these rebuttals shall also be placed in the Personnel Action File.

VII. The Post Promotion Increase Program (PPI) is a program for those senior faculty members who have exhausted all their SSI eligibility. The RTP committee shall administer this program in accordance with the University M.O.U. 31.15 a.

- A. The department will comply with University policy and MOU in regard to the Post Promotion Increase Program (PPI).

VIII. TEMPORARY APPOINTMENTS (PART –TIME FACULTY) INCLUDING ENTITLEMENT AND EVALUATION PROCESS

A. General provisions

1. Temporary appointments may be made for periods of a semester, parts of a year, or one (1) or more years. Following two semesters of consecutive employment within an academic year, the temporary faculty member may be offered a one year appointment within the Department of Theatre and Dance of similar or equivalent assignment. Such appointment shall conform to the regulations of the University ARTP policy revised January 2013 as stated therein. Units taught as part of the extension for credit programs shall not be included as part of the faculty member's entitlement base. Units taught during Summer Session programs shall apply as stated in Appendix F of the University ARTP policy.

2. Faculty members shall be notified, by written announcement or individual notice, that any appointments thereof do not guarantee subsequent employment or further appointment rights at the end of the appointment period for each appointment.
3. The Department of Theatre and Dance shall retain a list of temporary employees evaluated by the Department. If such an employee applies for a position in the Department of Theatre and Dance, or for an equivalent position within this or an equivalent unit, a temporary faculty member's periodic evaluations and his/her application shall receive careful consideration. If the temporary faculty member applies for and does not receive a subsequent appointment, his/her rights to file a grievance shall be limited to allegations of a failure to give careful consideration as stated in the M.O.U.
4. The list maintained by the Department of Theatre and Dance shall also contain the course or courses taught by the temporary faculty member.
5. Previous years of service shall not be used as a sole consideration for denial of application to the temporary faculty pool or for consideration for a position. This does not imply the temporary faculty member has a presumptive right to continuation of appointment.
6. Appointment of a faculty member to a similar or equivalent appointment in consecutive years requires the same or higher salary than the previous employment as stated in the M.O.U.
7. Upon completion of 24 units on a semester basis in the Department of Theatre and Dance the temporary faculty member shall receive a salary increase equivalent to a percentage of the SSI provided that a) they meet requirements of Article 31 of the M.O.U and b) there is in place an agreement to provide Service Salary Step Increases pursuant to the M.O.U.
8. A lecturer who receives a new appointment may be placed on the salary schedule above the maximum SSI rate within his or her then current salary range.
9. Temporary faculty employees employed during the prior academic year and possessing 6 or more years of prior consecutive service on this campus shall be

offered a three-year temporary appointment following an evaluation and determination by the appropriate administrator that the faculty unit member has performed the assigned duties satisfactorily absent any serious and documented conduct problems. In calculating the six year service, the service need not be continuous but must include one semester per academic year for the entire 6 year period and must be worked on this campus in the Department of Theatre and Dance to be eligible. Application of summer units rests under Appendix E of the M.O. U but extension credit programs do not count towards the 6 years.

10. If there is no work available to satisfy the time base entitlement during any academic term of the 3 year appointment, the temporary faculty member shall continue to maintain the contractual entitlement for the duration of the 3 year appointment.
11. At the end of the 3 year appointment if no work exists to support a subsequent appointment or if the time base was zero during the 3rd year of his/her appointment, s/he shall be placed on a departmental list and notification shall be made to the faculty unit member that no work exists pursuant to the M.O.U. and their right to be put on a list for a period of 3 years. The temporary faculty member shall inform the Department Chair no later than July 1 by written notice of his/her interest and intention to remain on the list along with current contact information. The CFA may request copies of all letters informing 3 year lecturer that no work exists to support subsequent appointment.
12. Faculty returning from the list will be employed at the same rate of pay previously to the no work period; benefits to be applied pursuant to the time base at the time of their return. This is not to be considered a “break in service.”
13. Temporary faculty members holding 3 year appointments shall be re-appointed to a subsequent 3 year appointment upon determination by the appropriate administrator, absent no serious documented conduct problems if the temporary faculty unit member is determined to have performed in a satisfactory manner in carrying out the duties of his/her position.
14. The President may make appointments in excess of three years to eligible faculty members.
15. No later than June 30 of each year, the administration shall post a list of faculty members eligible for 3 year appointments with the first appointment of the next academic year. Any temporary faculty member omitted from the list but who

believes they are eligible shall identify themselves to the Department Chair within 30 days of the posted list and provide documentation supporting their claim. This list shall be posted annually.

B. Assignment of Work

1. Work shall be assigned to temporary faculty members as follows:

“New or Additional” work:

- 3 year appointees up to and including a 1.0 units time base. If the department has a need for and has objectively determined that a 1-year temporary faculty member is more qualified for the same assignment, the 1-year temporary faculty member may be assigned that work.
- 1 year temporary faculty members up to and including a 1.0 unit time base.

Assignment Order during the Academic Year

- 3 year full time appointees
- Continuing 1 year and multi-year full time appointees
- 3 year part time appointees up to their time base entitlement
- Individuals placed on the department list to the time base of their most recent 3 year appointment
- Continuing one year and multi-year part time appointees up to their time base entitlement
- Visiting faculty under provision 12.31.
- Give careful consideration to all part time and full time temporary faculty within one year or multi-year appointments who were employed during the current or immediate past academic year. If a decision is made not to reappoint temporary faculty in this category, the work previously performed by these faculty if it continues to exist, is to be considered “New or additional” and assigned according to the order set forth as follows:
 - Offer work to part time temporary faculty holding a 3 year appointment up to and including a 1.0 time base. Exceptions to be made as in B.1. above.
 - Offer work to part time temporary faculty holding a one year appointment up to and including a 1.0 time base.
 - Other qualified candidate(s).

C. Periodic Evaluation for temporary part time faculty members

A periodic evaluation of a faculty unit employee shall normally be required for the

following purposes:

1. Evaluation of temporary faculty unit employees for three-year appointments will be conducted pursuant to provisions 12.12 and 12.13 of the M.O.U. An evaluation will be performed at least once during the term of their employment or may be more frequent upon the request of the employee or the President. A written report of the evaluation will be placed in the faculty unit member's file and the unit member will be provided with a copy.

Temporary faculty eligible for 3 year appointments shall be evaluated in the academic year preceding the issuance of a 3 year appointment, which evaluation shall include student evaluations of teaching performance, peer review as defined in provision 15.2 and evaluations by appropriate administrators. The evaluation shall rate the temporary faculty satisfactory or unsatisfactory and may include narrative comments including constructive suggestions for improvement. This evaluation shall include the cumulative work performance during the entire qualifying period for the 3 year appointment. A 3 year appointment shall be issued if the temporary faculty unit is determined to have performed in a satisfactory manner in carrying out the duties of his/her position.

2. Evaluations for a temporary faculty unit employee appointed for one (1) semester or two (2) quarters or less shall be evaluated at the discretion of the department chair, the appropriate administrator or the department or equivalent unit, or the employee may request an evaluation.

3. A written record of the periodic evaluation shall be placed in the temporary faculty employee's Personnel Action File and the faculty unit employee shall be provided a copy of the written evaluation.