

Probationary Plan Workshop

This workshop is designed for those interested in learning about developing a probationary plan.

From hire to tenure and promotion



Wallpaper.com

What do you think?

- ▶ Who ultimately makes the decision on tenure and promotion?

Session Objectives

- ▶ Review the Policy on Probationary Plans and Faculty Mentoring (APM 324)
- ▶ Provide an overview of the contents of a Probationary Plan
- ▶ Review the criteria and expectations for developing a Probationary Plan

Key Constructs

- ▶ Tenure
- ▶ Probationary Plan
- ▶ PAF and WPAF

Tenure

- ▶ “refers to the right of a faculty member awarded tenure at this campus to continued permanent employment at this campus as a faculty member except when such employment is voluntarily terminated or terminated by the employer pursuant to the collective bargaining agreement or law.”

Your Roadmap (APM 325)

Probationary Year	Year	No Service Credit	1 Year Service Credit	2 Years Service Credit
1	2017-18	Probationary Plan	Probationary Plan	Probationary Plan
2	2018-19	Full	Full	Full
3	2019-20	Off-year	Off-year	Off-year
4	2020-21	Full	Full	Full
5	2021-22	Off-year	Full	
6	2022-23	Full		

The Calendar



Retention, Promotion, & Tenure Policies

- ▶ APM 322 Policy on the Assessment of Teaching Effectiveness

Departmental Policies and Forms:

- ▶ APM 323 Policy on Faculty Personnel Files
- ▶ APM 324 Policy on Probationary Plans and Mentoring
- ▶ APM 325 Policy on Retention and Tenure
- ▶ APM 327 Policy on Promotion

Probationary Plan Policy (APM 324)

- Purpose: To guide you toward tenure by:
 - Communicating the standards, criteria, and expectations
 - Providing consistent and supportive communication
 - Providing continuous assessment of progress toward goals outlined in the Plan

Who creates the Probationary Plan?

- Each department should have a sample plan
- Faculty mentor(s) are assigned by the department chair
- Probationary faculty member, with assistance of mentor(s), drafts the plan
- The draft plan is shared with the Department Chair before being approved by the Department's tenured faculty

Who approves the Plan?

- Your faculty mentor(s);
- Your Department Chair
- Your Department Committee
- Your Dean and the School/College Personnel Committee
- The Provost

WHAT IF THERE ARE DISAGREEMENTS ABOUT THE PLAN?

- Differences are worked out at each level of review, if possible.
- The Provost is the final arbiter.

Plan Amendments

- An approved probationary plan may be amended during the probationary period.
 - The faculty member or any level of review may request a modification to an approved probationary plan.
 - All modifications must follow the same approval process as the original plan.

Will my plan be approved?

- Questions the different levels of review will ask:
 - Is it sufficiently rigorous?
 - Is it comprehensive?
 - Is it realistic?
 - Is it comparable to similarly situated faculty in the department and school/college?
 - Is it clear?

Nuts and Bolts

- ▶ 12-point Ariel Font
- ▶ 1 inch margins
- ▶ New Last Year
 - ▶ Short narrative on how assigned time was utilized ([APM 354](#))
 - ▶ Collegiality

