



# Workshop for 4<sup>th</sup> and 6<sup>th</sup> Year Full Reviews

This workshop is designed for those who have already been through a full review process at least once.

# Retention, Tenure, & Promotion 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 ★

From now to tenure and promotion



# Mapping the Review Process: Retention

Credit towards years in service

No Credit: 1 **2** **3** **4** 5 **6**

One Year: 1 **2** **3** **4** **5**

Two Years: 1 **2** **3\*** **4**

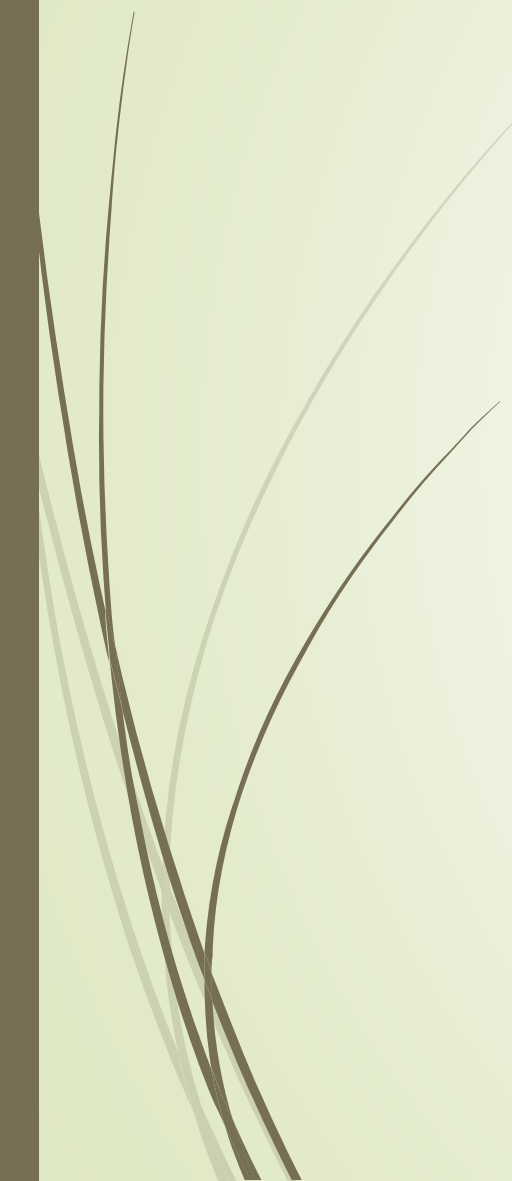
} Actual  
Years on  
Campus

- Years in **Red** indicate “full” Performance Reviews
- Years in **Black** indicate years presumed to be “Off-Year” (Periodic) reviews.

*\***Year 3** for those with 2-years service credit may require a full file in some cases.*

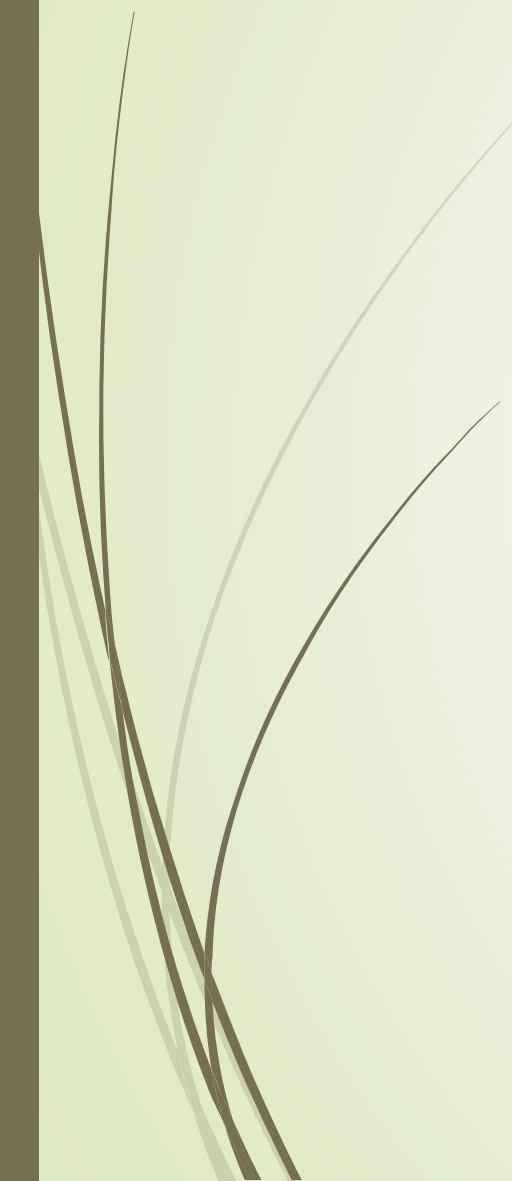


# Key Constructs

- Tenure
  - Probationary Plan
  - PAF and WPAF
  - Responsibility
  - Burden of Proof
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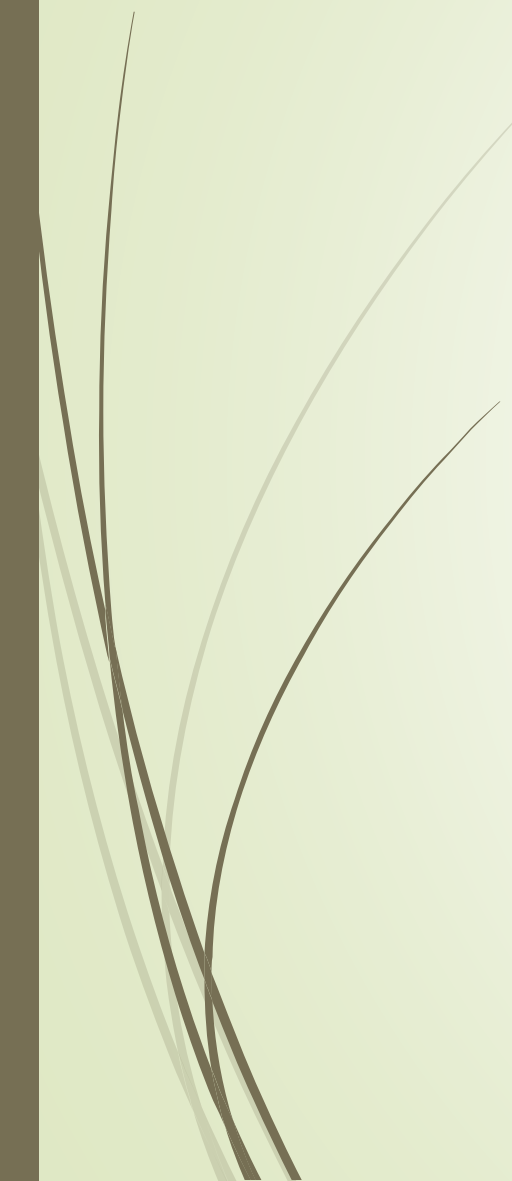


# Tenure

- ▶ “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.”
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## Working Personnel Action File (WPAF)

The probationary faculty member has the responsibility to place materials in the WPAF that provide documentation regarding individual achievement in each category to be reviewed. In addition, the probationary faculty member is responsible for providing a completed and signed application form and an updated vita.


Because the Dean is the custodian of the PAF it is the Dean's responsibility to see that the following information is placed in the candidate's WPAF:

- a. The Access Log and Check Sheet
- b. A copy of the approved Probationary Plan and a description of any non-instructional assignments
- c. The Retention and Tenure Form as prepared and completed by the department peer review committee
- d. Numerical data on student ratings including departmental and, if available, college/school norms
- e. A copy of the student ratings form used by the department or college/school
- f. All peer evaluations (in reverse chronological order)
- g. Any letters and/or other written comments which have been signed and included in the Personnel Action File from students, colleagues, or other individuals regarding a faculty member's performance in any category to be used as evidence in the review process
- h. All previous Retention and Tenure Forms including written reasons (in reverse chronological order) and
- i. The President's final decision for each probationary year review





The WPAF is  
**EVERYTHING.**





# Criteria for Reappointment

“The basis for a positive recommendation for reappointment to two additional probationary years (retention without tenure) is satisfactory progress toward the achievement of the criteria and standards in:”

- Scholarship of Teaching (i.e., “effective teaching”)
- Scholarship of Application, Integration, and Discovery (i.e., “professional, scholarly, and creative activities”)
- University and Community Service (i.e., “university and public service”)
- “including an established pattern of productive working relationships with peers and colleagues.”

# Building “The Binder”

- Required Forms
- Vitae
- The “Guts”
  - Sections 8, 9, and 10



<http://www.fresnostate.edu/academics/facultyaffairs/facultyrtip/index.html>

Department

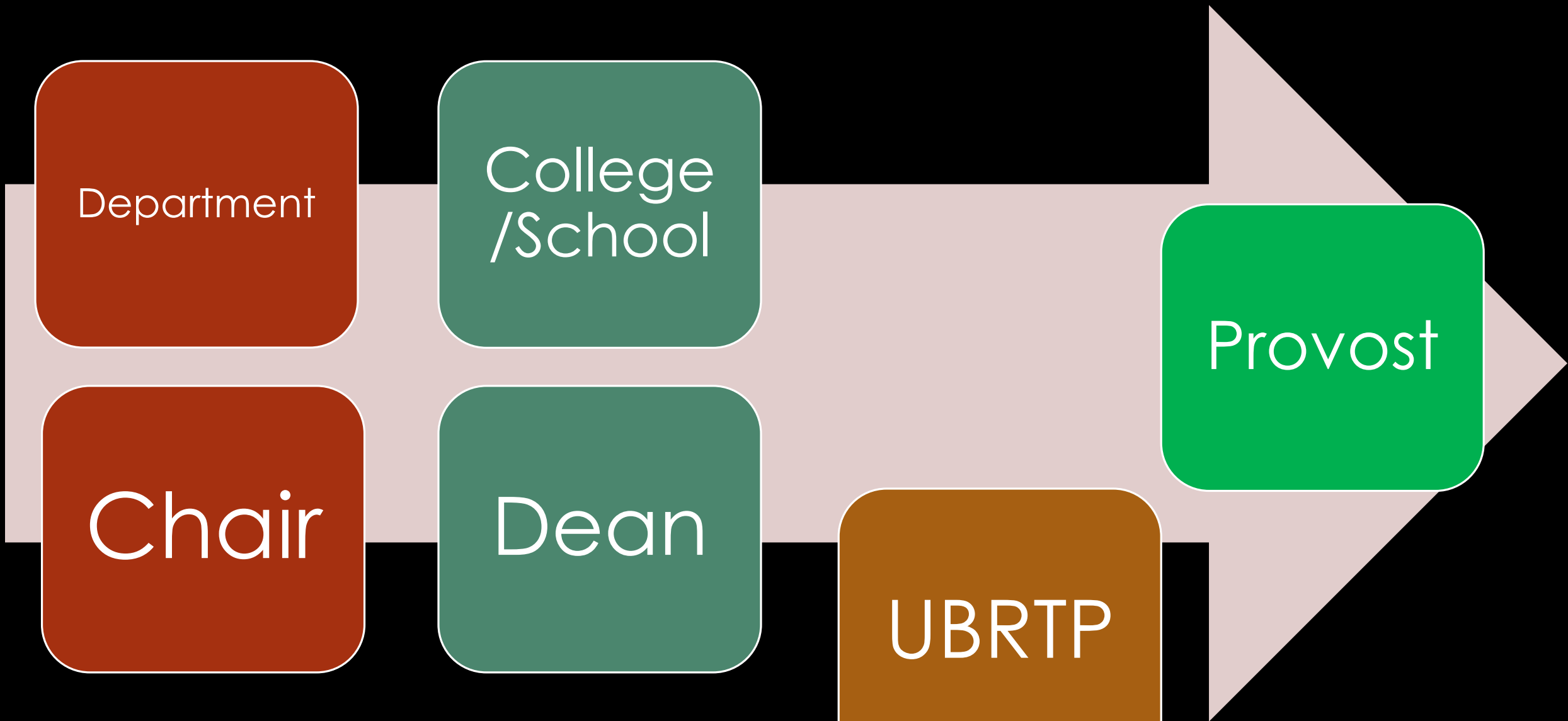
College  
/School

Chair

Dean

UBRTP

Provost





# At Every Level of Review

- ▶ Notification of Recommendation (5 days prior to placement in the WPAF)
- ▶ Within 5 days of notification; candidate may request a meeting with the recommending person or group
  - ▶ Meeting must take place within 10 days of the request.
- ▶ Within 10 days of notification; candidate may submit a response/rebuttal to the recommendation



# What about late additions to the WPAF?

- “(a) the material was not accessible prior to the deadline, **and**
- (b) subject to approval for insertion by the University Board on Retention, Tenure and Promotion (UBRTP). Faculty submitting additional materials must initially submit the request (at any time prior to the Provost’s decision) to the Office of Faculty Affairs for routing.
- This provision does not affect requests for additional information or clarification from committees or administrators, recommendations, reasons, responses, etc., placed in the WPAF pursuant to university procedures in the normal course of the RTP process.”



# Criteria for Early Tenure

Faculty members seeking early tenure must provide evidence of sustained excellent performance in all three areas: Scholarship of Teaching; The Scholarship of Application, Integration, and Discovery; and university and community service.



# **NARRATIVES**

Tell your story.

Provide context for how you are making progress toward the standards for tenure and/or promotion.

