

**Procedures for Periodic Review (3<sup>rd</sup> and 5<sup>th</sup> year) of Probationary Faculty  
College of Science and Mathematics**

1. The College of Science and Mathematics will adhere to timelines for Periodic Review of Probationary faculty as specified each year in the Academic Personnel Calendar.
2. Periodic Reviews of probationary faculty shall be conducted by the department peer Review committee that conducts RTP reviews, which shall be elected in accordance with the Policy on Retention and Tenure, APM 325.
3. The department chair may elect to participate as a member of the department peer review Committee or submit separate assessments. The department chair's election for the purpose of RTP reviews shall be binding with respect to Periodic review of probationary faculty members. If the department chair will act separately on RTP and Periodic reviews, she/he shall not participate in deliberations or attend meetings of the departmental peer review committee. If the chair does not elect to act separately, she/he may participate as a member of the department peer review committee

Department Level

4. On or before the date specified in the Academic Personnel Calendar, probationary faculty members who are subject to Periodic review shall submit a summary file to the department peer review committee. The summary file shall consist of the following:
  - a. Updated curriculum vitae;
  - b. For faculty with teaching responsibilities, a report of his/her teaching performance for the immediately preceding academic year, including:
    - i. The summary reports of Student Ratings of Teaching Performance for each course and section taught during the immediately preceding year, presented in the same format expected when submitting an RTP file; and
    - ii. Peer Evaluations of Instruction conducted during the immediately preceding academic year, presented in the same format expected when submitting an RTP file.
  - c. A set of tables listing the requirements of the faculty member's approved Probationary Plan, annotated to show progress-to-date on each requirement. This set of tables should be adapted from the attached sample, and shall include, without limitation:
    - i. For probationary faculty who teach, a compilation of data sufficient to assess whether the faculty member is establishing a pattern of teaching effectiveness that meets the standards of his/her Probationary Plan, including:

1. Summary data of Student Ratings received in all courses and sections taught since appointment to Probationary Faculty position at this university; and
  2. Summary data from Peer Evaluations received since appointment to a probationary faculty position at this university.
- ii. Non-instructional faculty such as librarians and SSP-ARs shall substitute professional effectiveness in their assigned responsibilities for the scholarship of teaching.
  - iii. A compilation of data sufficient to assess progress on requirements under The Professional Development, Research, and Scholarly Activities section of the Probationary Plan; and
  - iv. A compilation of data sufficient to assess progress on requirements under The University and Community Service section of the Probationary Plan.

The sample set of tables mentioned above will be posted as a template on the Academic Personnel Services website ([www.csufresno.edu/aps](http://www.csufresno.edu/aps)) or available through the college website. The format of these sample tables may be modified according to department needs. Use of this set of tables is also recommended for RTP reviews.

5. Other than the materials specified in Paragraph 4, no other documentation shall be requested or required.
6. The department peer review committee shall review the probationary faculty member's summary file and produce a written Report of Periodic review on the form provided by Academic Personnel Services (see attached). The report shall briefly set forth the Committee's assessment of the faculty member's progress toward tenure, with supporting rationale. A copy of the Report of Periodic Review shall be provided to the faculty member on or before the due date specified by the Academic Personnel Calendar.
7. The probationary faculty member may submit a response or rebuttal to the Report of Periodic Review within seven (7) calendar days after its issuance. The rebuttal or response shall not exceed one typewritten page, and shall be submitted directly to the chair of the peer review committee.
8. The department peer review committee shall forward the following materials to the department chair on the due date specified by the Academic Personnel Calendar:
  - a. The faculty member's summary file;
  - b. The department peer review committee's Report of Periodic Review; and
  - c. The faculty member's response or rebuttal, if any.

9. If the department chair has elected to write a separate assessment, she/he shall review the forwarded materials and produce a Report of Periodic Review on the form provided by Academic Personnel Services (see attached). The report shall briefly set forth the department chair's assessment of the faculty member's progress toward tenure, with supporting rationale. A copy of the department chair's report shall be forwarded to the faculty member on date specified by the Academic Personnel Calendar.
10. The probationary faculty member may submit a response or rebuttal to the department chair's report of Periodic Review within seven (7) calendar days after its issuance. The rebuttal or response shall not exceed one typewritten page in length, and shall be submitted directly to the department chair.
11. The department chair shall forward the following materials to the dean on the due date specified by the Academic Personnel Calendar.
  - a. The faculty member's summary file;
  - b. The department peer review committee's Report of Periodic Review
  - c. The faculty member's response or rebuttal, if any;
  - d. The department chair's Report of Periodic Review, if applicable; and
  - e. The faculty member's response of rebuttal to the department chair, if any.

#### College or School Level

12. The dean shall review the forwarded materials and produce a written Report of Periodic Review on the form provided by Academic Personnel Services. The report shall briefly set forth the dean's assessment of the faculty member's progress toward tenure with supporting rationale. A copy of the dean's Report of Periodic Review shall be transmitted to the faculty member on or before the due date specified by Academic Personnel Calendar.
13. The probationary faculty member may submit a response or rebuttal to the dean's Report of Periodic Review within seven (7) days after its issuance. The rebuttal or response shall not exceed one typewritten page in length, and shall be submitted to the dean's office.
14. On or before the due date specified by the Academic Personnel Calendar a copy of the following materials shall be provided to Academic Personnel Services, and the following original materials shall be placed in the faculty member's Open Personnel File in accordance with CBA Article 11, Personnel Files:
  - a. The faculty member's summary file;
  - b. The department peer review committee's Report of periodic Review

- c. The faculty member's response or rebuttal, if any;
  - d. The department chair's Report of Periodic Review, if applicable;
  - e. The faculty member's response or rebuttal to the department chair, if any;
  - f. The dean's Report of Periodic Review; and
  - g. The faculty member's response or rebuttal, if any
15. **In years in which a probationary faculty member is subject to RTP review, all materials from prior Periodic Reviews (as listed in paragraph 14) shall be included in the appropriate section of the RTP file.**

SAMPLE SET OF TABLES FOLLOWS