

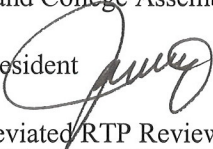


CALIFORNIA
STATE
UNIVERSITY,
FRESNO

MEMORANDUM

DATE: March 12, 2007

TO: Chairs of School and College Assemblies

FROM: John D. Welty, President 

RE: Off Year or Abbreviated RTP Review Process

On Monday, January 22, 2007 the Academic Senate adopted revisions to Academic Policy 325, the university's Policy on Retention and Tenure. A copy of the revised policy is attached.

The most significant modification to APM 325 is that, under normal circumstances, the Retention, Tenure and Promotion files of probationary faculty will undergo complete review every other year, in the second, fourth and sixth years of the probationary period, rather than annually. In the third and fifth probationary years, faculty will submit an abbreviated off-year report for review by the department peer review committee, department chair if performing a separate review, and dean.

In order to implement this process, each college and school faculty assembly is charged to submit for my approval a policy governing off-year reviews, including a report template. Guidelines for such a policy and a sample report template are attached for your consideration and assistance. These documents have been reviewed by the Personnel Committee of the Academic Senate, and the members' comments have been incorporated.

Your college/school policy on off-year reviews should conform fairly closely to the attached Guidelines, as they have been drafted to ensure compliance with the collective bargaining agreement and APM 325, as revised.

The sample off-year report template is based on a model developed by the College of Health and Human Services for use in the RTP process. Other schools and colleges have developed similar templates that are acceptable for off-year review purposes. Schools and colleges that have not already developed a template should adapt the attached sample to its needs, using a typical probationary plan as a guide. When faculty members actually prepare their off-year reports, they will of course need to further adapt the college/school sample to the specific terms of their individual probationary plans.

I am requesting that you convene your Faculty Assembly, review the attached documents, and provide me with your proposed college/school Guidelines and sample off-year review report by May 1, 2007. To the extent you are able to submit your proposals early, it will certainly be appreciated and will ensure adequate time to fully consider and communicate the guidelines to college/school faculty before the close of spring term.

JDW:kyp

Attachments

cc: Provost Echeverria
Deans

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