

**Resolution on Modified Performance Review for New Faculty
05-06/07-FA – September 26, 2006**

RESOLVED: That the Academic Senate of Humboldt State University recommends the following addition to Appendix J of the Humboldt State University Faculty Handbook under IV. RETENTION, TENURE AND PROMOTION (RTP):

IV. RETENTION, TENURE AND PROMOTION (RTP)

G. All newly appointed probationary faculty seeking second year retention shall undergo a Modified Performance Review, including those awarded service credit upon appointment to the university.

1. The Modified Performance Review shall include submission of a reviewed Professional Development Plan, evaluations of teaching performance, Initiating Unit Personnel Committee (IUPC) review, and review by the College/Library Dean.

2. The IUPCs shall consider teaching/librarian/counseling effectiveness and address possible problem areas in making a recommendation to the College Dean, the Dean of the University Library or the Director of Health and Counseling Services.

3. After the Modified Performance Review for second year retention, subsequent terms of retention prior to tenure and promotion normally shall be two years. 15.32

And further recommends that subsequent sections under IV. be re-lettered and necessary editorial changes, as indicated in the attached document, be made to reflect this addition; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that this proposed change to Appendix J be put to a vote of the General Faculty during the 2006-2007 academic year; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommends that if approved by the General Faculty this proposed change to Appendix J become effective in the 2007-2008 academic year.

Rationale: Pursuant to CBA 15.21, a performance review of faculty is required for retention. New faculty are appointed to one year; therefore, a performance review is necessary for second year retention.

Pursuant to CBA 15.33 a Performance Review shall consist of a minimum of the following reviews: evaluations of teaching performance, peer review, and administrative review.

PASSED UNANIMOUSLY – October 10, 2006

Merry Schellinger

From: Rollin Richmond [rollinr@humboldt.edu]
Sent: Tuesday, November 07, 2006 8:15 AM
To: Saeed Mortazavi
Cc: Merry Schellinger; Carl Coffey; Richard C. Vrem; Steve Butler; Rob Gunsalus
Subject: Fwd: Response to Senate Resolution and Budget Timeline

Dear Saeed:

This is in response to the Senate's recent communications regarding three resolutions.

I do not approve resolution (#08-06/07-EX) dealing with the proposed budget reductions. I will work with the University Budget Committee to achieve a composition for that group which will give it a workable size and a knowledgeable representation of campus constituencies. What I will propose is a model that is similar to the successful one in place at CSU Long Beach. It will be somewhat larger than the current UBC and retain a strong faculty membership. This proposal is in many ways a balance between the Senate resolution and the prior recommendation from the UBC. After I have communicated my response to the UBC, I will share it with you for distribution to the entire Senate.

I approve the resolution on modified performance review for new faculty (#05-06/07-FA). Thank you for your action on this important issue.

I approve the resolution on articulation with certain standardized exams (#10-06/07-EP) and will request that the Registrar provide information on the CLEP exams to department chairs as suggested. Thank you for your action on this issue.

Rollin

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11/7/2006

Proposed changes to Appendix J, "Faculty Personnel Policies and Procedures For Retention, Tenure, and Promotion" (*HSU Faculty Handbook, 2006-2007*)

IV. RETENTION, TENURE AND PROMOTION (RTP)

- A. All candidates for RTP shall be subject to either a Periodic Evaluation or Performance Review according to Figure 1. ~~15.29, 15.32 After the Periodic Evaluation for second year retention, subsequent terms of retention prior to tenure and promotion normally shall be two years. 15.32~~
- B. Academic departments and units, in collaboration with other university personnel and committees involved in the RTP process, have the responsibility to ensure that probationary faculty receive mentoring. Examples of and suggestions for recommended practices for mentoring probationary faculty are available from the Office of the Faculty Development Coordinator. Departments may employ any approach to mentoring that they find effective. [Revised May 2006, Effective AY06-07]
- C. The President shall make the final decision in all RTP matters following consultation with the UFPC. 13.10, 13.15, 14.8
 1. The President's decisions shall be based on the WPAF. 11.9, 15.12c.
 2. The President's decisions shall be in writing and shall include the reasons for the decision. 15.42
 3. The President's decisions are to be based on candidates' professional qualifications, work performance, or personal attributes as documented in the PAF.15.12c. Any other basis shall be reduced to writing and inserted into the Personnel Action File in accord with the CBA, with copies to the candidate. 11.4, 11.7, 15.12c.
- D. The President shall notify candidates of the final decision by the following deadlines.
 1. Probationary candidates for retention with less than two (2) years' service, **February 15**. 13.11
 2. Probationary candidates for retention with more than two (2) years' service, and candidates for tenure, **June 1**. 13.12, 13.17.
 3. Candidates for promotion, **June 15**. 14.9
- E. A terminal year appointment may be awarded to a candidate who is denied retention or tenure and has at least three (3) years' service. 13.12, 13.17
- F. For faculty unit employees appointed after October 1, 1983, the normal probationary period is six (6) years of full-time service (including credited service). 13.3, 13.6
 1. Questions involving the definition of service shall be resolved in accord with the CBA. 13.6
 2. The President may extend the probationary period for one (1) year if a candidate is on Workers' Compensation, disability leave, sick leave, or unpaid leave. 13.7, 13.8
 3. The President, upon recommendation by the appropriate unit, may grant up to two (2) years of probationary credit for previous service. 13.4
 4. A maximum of one (1) year of professional leave may be counted as time in rank. 22.24, 22.25
 - a) The amount of time to be so counted shall be based upon the IUPC's recommendation.

- b) The appropriate administrator shall forward the recommendation to the Vice President for Academic Affairs or the Vice President for Student Affairs.
5. The President may award tenure to a faculty unit employee prior to him/her having fulfilled the time in service requirements for such consideration if the following criteria are met:
- a) Such consideration is initiated by the faculty unit employee's department or equivalent unit or by the faculty member with the knowledge of his/her department or unit.
 - b) The faculty unit employee demonstrates clear evidence that s/he has achieved, before the normal probationary period, a record of accomplishment that meets the standards and level of performance for tenure indicated in this appendix.
 - c) The length and breadth of the faculty unit employee's service are sufficient to provide a high expectation that the prior patterns of achievement and contribution will continue.
13.18 [Revised May 2005 – Effective AY05-06]
6. The President may award tenure at the time of appointment only after an evaluation and recommendation by the appropriate department. 13.16
7. Tenure shall be effective at the beginning of the academic year following the date of the award. 13.19

G. All newly appointed probationary faculty seeking second year retention shall undergo a Modified Performance Review, including those awarded service credit upon appointment to the university.

1. The Modified Performance Review shall include submission of a reviewed Professional Development Plan, evaluations of teaching performance, Initiating Unit Personnel Committee (IUPC) review, and review by the College/Library Dean.
2. The IUPCs shall consider teaching/librarian/counseling effectiveness and address possible problem areas in making a recommendation to the College Dean, the Dean of the University Library or the Director of Health and Counseling Services.
3. After the Modified Performance Review for second year retention, subsequent terms of retention prior to tenure and promotion normally shall be two years.

H.G.A Periodic Evaluation shall be required of all candidates who are not subject to a Performance Review (See Figure 1).

1. The IUPCs shall consider teaching/librarian/counseling effectiveness and address possible problem areas in making a recommendation to the College Dean, the Dean of the University Library or the Director of Health and Counseling Services.

I.H. Provisions relating specifically to promotion.

1. A probationary faculty unit employee shall not normally be promoted during probation. 14.2
2. A faculty unit employee may be promoted after one (1) year of service if at the lowest faculty rank. 14.2
3. A probationary faculty unit employee shall normally be considered for promotion at the same time s/he is considered for tenure. In cases where a probationary faculty unit employee is being considered for promotion and tenure prior to him/her having fulfilled the time in service requirements for such consideration, the same criteria shall apply for

promotion as those identified relative to tenure under IV.E.5. a-c) above. 14.2 (Amended May 2005 – Effective AY05-06)

4. A faculty unit employee may be promoted to Professor, librarian equivalent, or SSP-AR Level III, prior to having satisfied the service requirements of provision 14.3 of the CBA. In such cases, the following criteria must be met:
 - a) Such consideration receives a positive recommendation from the faculty unit employee's department or equivalent unit.
 - b) The faculty unit employee demonstrates clear evidence that s/he has achieved, before the time in service requirements for promotion, a record of accomplishment that meets the standards and level of performance for rank indicated in this appendix.
 - c) The length and breadth of the faculty unit employee's service are sufficient to provide a high expectation that the prior patterns of achievement and contribution will continue. 14.4 (Amended May 2005 – Effective AY05-06)

5. A faculty unit employee has the option of not being considered for promotion and may withdraw without prejudice at any stage of the process. 14.3, 14.7

Figure 1.

HSU YEAR	APPT YEAR	LEVELS OF EVALUATION OR REVIEW					
		DEPARTMENT		COLLEGE		UNIVERSITY	
		IUPC	DC	DEAN	CPC	UFPC	PROVOST
1	2nd	MODIFIED PERFORMANCE REVIEW					
2 or 1 YSC	3rd	PERFORMANCE REVIEW					
3 or 2 YSC	4th	PERIODIC EVALUATION					
4	5th	PERFORMANCE REVIEW					
5	6th	PERIODIC EVALUATION					
6	7th with T+P	PERFORMANCE REVIEW					
NOTES:		YSC = Year Service Credit (equivalent to HSU Year)					