

# FACULTY PERSONNEL POLICIES AND PROCEDURES FOR RETENTION, TENURE, AND PROMOTION

## Table of Contents

I.	PREAMBLE .....	2
II.	DEFINITIONS OF TERMS AND ABBREVIATIONS .....	2
III.	CONDITIONS OF APPOINTMENT .....	4
IV.	RETENTION, TENURE AND PROMOTION (RTP) .....	5
V.	PERSONNEL ACTION FILE .....	7
A.	File Custodian .....	7
B.	File Access.....	7
C.	File Additions .....	8
D.	File Corrections .....	8
E.	Working Personnel Action File (WPAF).....	8
VI.	PERIODIC EVALUATION.....	10
VII.	PERFORMANCE REVIEW .....	10
A.	Evaluation by Peers, Students, and Administrators .....	10
1.	Peer evaluation.....	10
2.	Student evaluation.....	11
3.	Administrative Evaluation .....	11
B.	Evaluation Procedures.....	11
1.	Timelines .....	11
2.	Compilation of the Working Personnel Action File.....	12
3.	Documentation.....	13
4.	Faculty Recourse.....	13
5.	Retention Period .....	14
VIII.	PEER REVIEW COMMITTEES .....	14
A.	General Provisions .....	14
B.	Initiating Unit Personnel Committee (IUPC) .....	15
C.	College Committee.....	16
D.	University Faculty Personnel Committee.....	16
IX.	AREAS OF PERFORMANCE FOR RTP .....	17
A.	General Criterion.....	18
B.	Assessment of the Areas of Performance for RTP .....	20
1.	Effectiveness.....	20
2.	Scholarly/Creative Activities.....	23
3.	Service.....	24
X.	STANDARDS FOR ACADEMIC RANK .....	25
A.	Teaching Faculty .....	25
B.	Librarians.....	26
C.	Counselors .....	27
XI.	AMENDMENTS.....	27

**IV. RETENTION, TENURE AND PROMOTION (RTP)**

- F. The normal probationary period is six (6) years of full-time service (including credited service). 13.3
5. The President may award tenure to a faculty unit employee before the normal (6) year probationary period (13.3, 13.19) 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~~ **their** department or unit.
  - b) The faculty unit employee demonstrates clear evidence that ~~s/he has~~ **they have** achieved, before the normal probationary period, a record of accomplishment that meets the standards and level of performance **of Excellent in all three areas of evaluation, as defined in their departmental/unit RTP criteria and standards for the normal full probationary period.** ~~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.
  - d) **This policy would apply to new faculty hires made after this policy has been approved.**