Retention, Tenure, and Promotion

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June 6, 2023 New Chair Retreat
Overview of Faculty Affairs and Records

- Unit 3 Faculty Evaluations
  - Tenure-Track (RTP and PTR)
  - Lecturers (Annual, Comprehensive, Year 3 of 3, and Range Elevation Applications)
  - Departmental Personnel Standards and Department Standards for Lecturer Faculty

- Student Opinion Questionnaires

- Sabbatical and Difference-In-Pay Leaves

- Personnel Action Files for all Full-Time Faculty

- Records Retention and Disposition

- COVID-19 Info [http://www.fullerton.edu/far/covid19/](http://www.fullerton.edu/far/covid19/)
RTP/PTR Guiding Documents and Policies

- Collective Bargaining Agreement (Article 15)
- UPS 210.000: Tenure and Promotion Personnel Procedures
- UPS 210.002: Tenure and Promotion Personnel Standards
- UPS 210.020: Periodic Evaluation of Tenured Faculty
- Departmental Personnel Standards (DPS)
  - Stick to the standards!
  - Department-approved revisions due to CPSRC by September 20
- 2023-2024 RTP, PTR, and Lecturer Timetables
Principles

- Constructive process
- Confidentiality
- Review levels generate Recommendation Reports
  - RRs consist of case details, evaluation, recommendation
  - Microsoft Word templates linked in Interfolio
- Chair eligibility
  - Must have a higher rank than those being considered for promotion
  - Cannot be applying for promotion
  - Must be a tenured faculty member
  - Cannot be impacted by the CSUF Nepotism & Conflict of Interest policy or other policy
  - Cannot serve on the same case at a different level of review
Types of RTP Reviews

• Performance Reviews (Full)
  – Retention of a probationary faculty unit employee in their 2nd and 4th years
  – Tenure and promotion to Associate Professor in 6th probationary year
  – Promotion to Professor (5th year in rank is normative)

• Periodic Evaluations (Abbreviated)
  – Probationary faculty submit Prospectus in first year
  – Probationary faculty unit employee in 3rd and 5th years
  – Tenured faculty (Post-Tenure Review)
The Department Chair’s Role in RTP

• Mentoring and communicating
• Overseeing the election of the Department Personnel Committee (DPC)
• Initiating and leading evaluation process
  – Enforcing deadlines
  – Declaring portfolios complete
  – Applying DPS document and rating categories
  – Tracking and consulting with DPC
  – Forwarding cases to Dean
Mentor and Communicator Roles

• Informal advice to junior faculty
• Distribute DPS, UPS 210.000, and UPS 210.002 to faculty
• Support first-year faculty in preparation of Prospectus
• Request meeting in Spring with each faculty member eligible for a Fall evaluation to assure updating of portfolio
• Promotion Declaration Forms due Friday, September 1
  – Early Tenure and/or Early Promotion
  – Tenured faculty in fifth year of service
• Consult with DPC
  – Ensure all members are familiar with responsibilities
  – Enforce deadlines
Chair Tasks in RTP Process of Full Performance Reviews

- Interfolio’s Review, Promotion & Tenure
- Receive portfolio from candidate
  - Spreadsheet listing evaluation types from FAR
  - Faculty member uploads materials and submits Interfolio packet
  - New Checklist Process
  - FAR uploads previous full performance evaluations to packet
- Login to Interfolio, read instructions on Case Details tab, and check case for all required documents
  - If anything is missing, unlock the relevant sections and request it from faculty member
  - Be mindful that the newest UPS 210.000 altered the required contents of the WPAF and changed the labeling
- Forward Interfolio case to Departmental Review stage ASAP (early if possible), use “send a message” feature
Chair Tasks in RTP Process of Full Performance Reviews (continued)

• Write evaluation (independent of DPC) on FAR form
• Be available for consultation with DPC on policies and procedures as needed, but not deliberations
• Track DPC progress to ensure deadline met
• Confirm DPC evaluation and recommendation uploaded
• Upload Chair evaluation
Chair Tasks in RTP Process of Full Performance Reviews (continued)

• 10-calendar-day rebuttal period commences upon distribution

• Candidate to upload Rebuttal/Meeting Form to declare choices

• Write recommendation (FAR form), upload, share with candidate (use Enable Response feature), and alert DPC

• Candidate to upload Rebuttal/Meeting Form to declare choices (alert DPC if needed)
  – Forward Interfolio case to Dean (Use “Send a Message” feature to alert Dean)
  – Always forward to Dean ASAP (early if possible)
Chair Tasks in RTP Process of Abbreviated Periodic Reviews

• Receive review file
  – Faculty member uploads materials and submits Interfolio packet
  – **New Checklist Process**

• Login to Interfolio to check file for all required documents
  – If anything is missing, unlock the relevant sections and request it from faculty member

• Forward Interfolio case to Departmental Review stage
  – Use “Send a Message” feature to alert next stage
Chair Tasks in RTP Process of Abbreviated Periodic Reviews (continued)

- Prepare written statement (on FAR form) that file has been reviewed and discuss progress toward tenure
- Upload written statement to Interfolio (DO NOT share with faculty member)
- Confirm that DPC’s written statement has been uploaded (DO NOT share with faculty member)
- Forward Interfolio case to Dean
  - Use “Send a Message” feature to alert next stage
- FAR will deliver copies of written statements to candidates along with the Provost’s letter on March 15
Election of the Department Personnel Committee

- Each department is required to elect a DPC and alternate(s) by Friday, September 8
- Chair must transmit results to FAR, their Dean, and the FPC Chair ASAP (within 5 days)
- Committee members (minimum of 3):
  - must be tenured
  - must have a higher rank than those being considered for promotion
  - cannot be under consideration for promotion
  - cannot be on any type of leave
  - may be FERP participants only if the Provost approves the department’s request for a FERPer teaching in both Fall and Spring to run for election
Election of the Department Personnel Committee (continued)

• Election must be by secret ballot
• All eligible tenured faculty members must appear on the ballot
• If department lacks three tenured faculty other than the Chair, draw from related disciplines (including Chairs)
• Alternate(s) must also be elected (in most cases would be fourth person on the slate with the fewest votes)
  – Check Departmental Personnel Standards for exceptions on alternates
Probationary Faculty Prospectus in First Year

• Faculty submit Prospectus by February 28, 2024
• Chair and Dean each provide written feedback by April 30, 2024 according to timeline established by College
Post-Tenure Reviews

• Tenured faculty subject to periodic evaluation every five years (promotion consideration resets clock)
• October 2 Interfolio submission deadline
• Two levels of review
  – The post-tenure review committee (PTRC) will be the Department Chair and at least one member of the DPC
  – Dean
• PTRC produces brief written statements (on FAR form) on strengths and weaknesses, uploads to Interfolio, and forwards case to Dean
• Rebuttal period begins after meeting or after Dean distributes both written statements
## Faculty Affairs and Records

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- FAR Faculty Fellows – DPS Resource
  - Mr. Samuel Barber, sbarber@fullerton.edu
  - Dr. Terri Patchen, tpatchen@fullerton.edu