

## **FAQs about the Retention, Tenure, and Promotion (RTP) Process** (rev. 3-7-11)

Each academic year, the Office of Faculty Affairs and the Personnel Planning and Review (PP&R) Committee field many questions related to the retention, tenure, and promotion (RTP) process. Some of the most commonly asked questions are answered in this FAQ document, based primarily on guidelines specified in the Faculty Collective Bargaining Agreement (CBA) and the CSUN Academic Personnel Policies and Procedures (Section 600). Questions not addressed here should be directed to the Office of Faculty Affairs [phone: (818) 677-2962]. Please note that the CBA is currently in negotiations between the CSU and the CFA. If there are changes, the FAQs will be revised accordingly.

### **General**

#### ***Question #1***

##### ***What's the difference between RTP and PTR?***

While these two acronyms share the same letters, they refer to different personnel processes. RTP refers to retention, tenure, and promotion. PTR refers to post tenure review. Sections 630-639 of the *Administrative Manual* detail the RTP policies and procedures.

The CBA mandates periodic evaluation of tenured faculty (Article 15.32). This periodic review of tenured faculty is also referred to as “post tenure review,” or PTR (Section 645.2). Section 645 of the *Administrative Manual* details PTR policies and procedures.

Each department should have separate RTP and PTR policy and procedure documents. The need for separate review documents arises from differences in RTP and PTR requirements. For example, RTP review involves recommendations from four agencies (i.e., DPC, Department Chair, College Personnel Committee (CPC), and Dean). PTR review, in contrast, requires review by only a department-level review committee and the Dean. Also, departments may have different review criteria for RTP and PTR evaluations.

#### ***Question #2***

##### ***A department has a faculty member under consideration for promotion from Associate Professor to Professor. The Department Personnel Committee (DPC) consists of a mix of Associate Professors and Professors. What should be done?***

According to the CBA, peer review committee members must have a higher rank than those being considered for promotion (Article 15.40). Thus, an Associate Professor on a Department Personnel Committee (DPC) is not allowed to review an Associate Professor under consideration for promotion to Professor. In such cases, only those at the rank of Professor on the DPC review the candidate. Any Associate Professors on the DPC must recuse from reviewing candidates being considered for

promotion to Professor, but remain as members of the DPC. For example, if a DPC consists of two Professors and one Associate Professor, the two Professors would review any candidates being considered for promotion to Professor, with the Associate Professor excluded as a reviewer. (Note: It is permissible for one Professor to act as a sole reviewer in the case that a DPC consists of one Professor and two Associate Professors). If the department also had probationary faculty being considered for promotion from Assistant Professor to Associate Professor, all three members of the DPC would be involved as reviewers.

**Question #3**

***What if a department has a faculty member under consideration for promotion from Associate Professor to Professor and all members of the DPC are at the rank of Associate Professor?***

In such a case, the department should consult with the PP&R Committee, since the CBA mandates review by a department-level personnel committee (Article 15.38). Contact with PP&R may be made through the Office of Faculty Affairs [phone: (818) 677-2962].

**Question #4**

***Can a department specify that its DPC be elected with a certain number of members at the rank of Professor?***

Yes, provided that the procedural details are included in the department's approved Personnel Policies and Procedures document.

**Question #5**

***Can an Associate Professor on a DPC review an Associate Professor being considered for tenure (but not promotion)?***

Yes. The CBA requirement of higher-rank review relates only to promotion recommendations. Thus, if a faculty member was promoted to the rank of Associate Professor without tenure (e.g., early promotion), and in a subsequent year was being reviewed for "tenure only," an Associate Professor on the DPC could review for the tenure recommendation.

**Department Chairs**

**Question #6**

***What are the responsibilities and restrictions in the review of faculty by a Department Chair?***

This question requires a multi-part response.

- (a) A Department Chair (of any rank) cannot serve on the DPC for the Chair's own department, but may serve on a DPC for another department.
- (b) A Department Chair (of any rank) cannot serve on a Department Professional Leave (Sabbatical) Committee.

- (c) An Associate Professor (AP) Department Chair cannot review candidates being considered for promotion from Associate Professor to Professor, but can designate another faculty member at the rank of Professor to conduct the Chair's review.
- (d) An AP Department Chair can review candidates being considered for promotion from Assistant Professor to Associate Professor.
- (e) An AP Department Chair cannot serve on a Department Peer Review (PTR) Committee. (Note: A Department Chair at the rank of Professor may serve on a PTR Committee).

**Question #7**

**Can a Department Chair serve on a faculty Search and Screen Committee?**

No, unless the Search and Screen Committee is constituted as a "committee of the whole." Otherwise, the Department Chair cannot serve on a Search and Screen Committee, since the Chair must provide a separate recommendation (see Section 621.2.5).

**Question #8**

**Can a Department Chair serve on PP&R?**

No, with the exception that the Faculty President may serve on PP&R while also serving as a Department Chair (subject to restrictions of Section 612.2.3).

**Faculty Early Retirement Program (FERP)**

**Question #9**

**Can a faculty member in the Faculty Early Retirement Program (FERP) serve on a Department Personnel Committee?**

Yes, but restrictions apply (see Section 612.5.1.b). Contact the Office of Faculty Affairs [phone: (818) 677-2962] for details.

**Question #10**

**Can a FERP faculty member (a) serve on a Department Professional Leave (Sabbatical) Committee, (b) serve on a Department Peer Review (PTR) Committee, or (c) conduct peer class visits?**

The answer is "no" to all three, unless the FERP faculty is a member of the DPC, and the DPC is also serving as PTR and Professional Leave Committees, in which case the faculty member may serve in any or all of the three capacities. FERP faculty cannot serve as a designee or member of a separate review committee.

**Question #11**

**Can a FERP faculty member serve on a College Personnel Committee, or on PP&R?**

No, for both.