


Date: August 25, 2023

To: College Deans
Chairs of College and Department Personnel Committees with 3rd through 6th-year Probationary Faculty Members
Chairs of Departments with 3rd through 6th-year Probationary Faculty Members
All 3rd through 6th-year Probationary Faculty Members

From: Diane Guido 
Associate Vice President, Faculty Affairs

Subject: Calendar and Procedures for Personnel Considerations of Third through Sixth-year Probationary Faculty Members

This year, the 97 faculty members who are serving their third through sixth-year of probationary service during the 2023-2024 academic year will need to be reviewed in the coming months. The review process for these faculty members is summarized below; the first critical date is the start of the review at the department level, which is December 1, 2023. Please note that PIF deadlines must be set by the Department Personnel Committees for this date or earlier. More detailed information is contained in *Section 600 of the CSUN Administrative Manual*. The language of the *Faculty Bargaining Agreement* does not change the calendar or policies governing retention of probationary faculty.

PAPERLESS RTP REVIEW PROCESS

As in past years, the review process will be entirely paperless. Please note the following:

- Individual virtual files for each faculty member (called “cases”) will soon be available to deans’ offices and to individual faculty members through Interfolio. Faculty may begin uploading ePIFs as soon as they receive an email confirming the activation of their Interfolio “case”.
- Faculty will upload their ePIFs along with a copy of the appropriate Departmental and/or College Personnel Procedures to Interfolio. Departments may set their own deadline for this upload in order to allow sufficient time for the department chair and Department Personnel Committee review.
- The dean’s office will provide access to faculty ePAFs through BOX this year. Reviewers will receive a link to the BOX folder, which will be available for 28 days.
- Individual and committee reviewers will access RTP documents other than the ePAF in Interfolio. After deliberation, DPC and CPC Chairs will enter their committee vote tally into Interfolio; note that we no longer use the hard copy college grids for reporting recommendations. Committee Chairs, Department Chairs and Deans will upload their decision letters to Interfolio by the deadlines in the attached calendar after giving the candidate ten (10) days to respond. Note that the deadline dates are programmed into the system and reviewers will no longer have access to upload their letters after the deadline. All reviewers will need to sign the ePAF certification form in Interfolio, verifying their access to the ePAF.
- Faculty rebuttals, if any, will need to be included with the corresponding decision letter which is uploaded directly into Interfolio by the reviewing body.

Guidelines for the use of Interfolio are available on the Faculty Affairs eRTP webpage. The Faculty Affairs Office is available to support faculty being reviewed and the reviewing bodies as needed.

Helpful FAQs on the ePIF and on the review process can be found on the Personnel Planning & Review Committee website: <https://www.csun.edu/personnel-planning-review-committee/guidelines> and on the Faculty Affairs eRTP webpage: <https://www.csun.edu/faculty-affairs/ertp>.

MISCELLANEOUS

The options for 3rd through 5th year probationary faculty are that they be reappointed for another probationary year in 2024-25; that they be granted tenure at the beginning of the 2024-25 year; or that their services be terminated at the conclusion of the 2023-24 year. Except in unusual circumstances, the options for 6th year probationary faculty are that they be granted tenure at the beginning of the 2024-25 year or that their services be terminated at the conclusion of the 2023-24 year.

Provost Komarraju (the President's designee for RTP decisions) has indicated that probationary faculty should normally not expect to be considered for tenure until serving in their sixth probationary year. However, special circumstances, when it can be demonstrated that the early award of tenure would be advantageous to the institution, could justify the granting of tenure after fewer than six probationary years. Section 641.2.4 of the *Administrative Manual* states that,

The President in special circumstances, and after consultation with the Personnel Planning and Review Committee, may award tenure to any probationary academic employee earlier than the normal probationary period otherwise provided in this Section, when the determination is made that such early award of tenure is advantageous to the University's mission, programmatic needs, or priorities. It is the responsibility of the positively recommending agencies to explain why it is advantageous to grant early tenure.

PREPARATION OF PERSONNEL FILES

The relevant sections of the *Administrative Manual* dealing with Personnel Files are in Section 606. The individual faculty member should note that he or she has the responsibility for preparing the Professional Information File, with assistance from the Department Chair. There is no single format to be followed in preparation of the Professional Information File; however, the faculty member should include a current resume (see suggested form attached as Appendix A) plus whatever materials are thought relevant. The faculty member also has a "full and unqualified" right to inspect all materials in his or her Personnel Action File.

The Department Chair or Department Personnel Committee should establish, and inform all Department faculty of, a deadline date by which the Professional Information File must be submitted (Section 612.5.2.b.). The date by which the Professional Information File must be submitted should be set on or before the beginning of the review by the Department Chair and Department Personnel Committee on December 1, 2023.

The *Faculty Collective Bargaining Agreement* section on Personnel Files contains three provisions that affect CSUN practices concerning files:

- a. Provision 11.4 of the *Agreement* states that "The faculty unit employee shall be notified of the placement of any material in his/her Personnel Action File that the appropriate administrator initially considers to be accurate and relevant, and the faculty unit employee shall be provided with a copy of such material at least five (5) days prior to such placement." The College Dean, who is the administrator responsible for maintaining Personnel Action Files for all full-time faculty members, will need to wait for at least ten (10) calendar days after forwarding communications to the faculty member related to RTP evaluation recommendations and at least five (5) days for other communications before placing a copy of such communication in the faculty member's Personnel Action File. Provision 11.5 provides the opportunity for a faculty member to meet with the appropriate administrator before material is placed in the faculty member's PAF.
- b. Provision 11.5 provides that "Upon request, a faculty member shall be provided the opportunity to meet with the appropriate administrator regarding material to be placed in the file to which the faculty member objects. The request to meet, if any, shall be made within five (5) days of the receipt of the notification. If no meeting is requested, the material will be placed in the file. If a meeting is requested, it shall take place within ten (10) days of the request made by the faculty member."
- c. Provision 11.7 provides, in part, that "Materials for evaluation submitted by a faculty unit employee shall be deemed incorporated by reference in the Personnel Action File, but need not be physically placed in the file. An index of such materials shall be prepared by the faculty unit employee and submitted with the materials. Such an index shall be permanently placed in the Personnel Action File. Materials incorporated by reference in this manner shall be considered part of the Personnel Action File for [RTP actions]."

The language from the *Faculty Collective Bargaining Agreement* means that, in addition to the resume, an index of supporting materials must be prepared by the faculty member with copies submitted for inclusion in the faculty member's Personnel Action File; the resume and the index from each year of review will become part of the faculty member's Personnel Action File.

Please note that PP&R has clarified the process to place written comments from faculty colleagues and/or students in the Personnel Action File for consideration during the RTP review process. No oral comments may be accepted. See Appendix C and Section 613 in the Administrative Manual.

CONSIDERATION AT THE DEPARTMENT LEVEL

1. Meeting Between the Faculty Member and the Department Personnel Committee.

Section 631.2 of the *Administrative Manual* states (in part):

Prior to submitting their recommendation, the Department Personnel Committee shall invite each faculty member under consideration to meet with the Committee to elaborate upon material in the Personnel Action File and the Professional Information File, or to answer questions that may exist.

2. Consultation between Department Chair and Department Personnel Committee.

Section 634.1 of the *Administrative Manual* states:

There shall be consultation between the Department Personnel Committee and the Department Chair. Consultation from faculty and students shall follow Section 613, Written Statements About Faculty.

3. Notification to the Faculty Member.

Sections 635.2.1 and 635.2.2 of the *Administrative Manual* state:

635.2 The Department Personnel Committee, the Department Chair, the College Personnel Committee, and the College Dean separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also shall include a specific recommendation on retention, tenure, and/or promotion. Each committee shall provide only one recommendation for each personnel consideration. The written recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency shall include in its letter a statement that the faculty member has the right to place a written response to any written recommendation in the Personnel Action File (see 606.1.2.e.).

2. a. Notification

A copy of the written evaluation and recommendation will be sent to the faculty member's CSUN email address and otherwise made available upon request before being forwarded to a subsequent review level. The date of the email starts the ten (10) calendar day response period for the faculty member.

b. Response

Faculty members have the right to file a written rebuttal statement within 10 calendar days following the date the email notification was sent. The faculty member has the right to also request a meeting that will be held within the same 10 days, to discuss the recommendation, before the recommendations are placed in the PAF and are sent to each of the other recommending agencies.

Based on the written response or the requested meeting with the reviewing agency, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.

The section above is subject to the procedures outlined in Article 15.5 that states:

At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to all previous levels of review. **This section shall not require that evaluation timelines be extended.**

CONSIDERATION AT THE COLLEGE LEVEL

1. Deliberations of the College Personnel Committee and the College Dean.

Between January 30 and February 27, 2024, the College Personnel Committee and the College Dean shall review the Department recommendations and other relevant materials and each shall arrive at a recommendation on retention, tenure, or termination for each probationary faculty member. The faculty member's Professional Information File submitted for review at the College level must be identical to the file reviewed at the Department level, unless the provisions permitting addition of materials have been fulfilled. (606.1.1.b.).

Material submitted after January 30, 2024 must have the approval of the College Personnel Committee and shall be limited to items that became accessible to the candidate after the close of Department deliberations (such items may include publication acceptances, notices of awards, lecture invitations, or like materials). (Section 606.1.1.b.)

2. Notification to the Faculty Member.

No later than February 27, 2024, the College Personnel Committee and the College Dean, separately and in writing,

“[W]ill provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also shall include a specific recommendation on retention, tenure, and/or promotion” (Section 635.2).

“A copy of the written evaluation and recommendation will be sent to the faculty member's CSUN email and otherwise made available upon request before being forwarded to a subsequent review level. The date of the email starts the ten (10) calendar day response period for the faculty member.” (Section 635.2.2).

3. Right to Appeal.

Within ten (10) calendar days after the College level recommendations are placed in the Personnel Action File, the affected faculty member may appeal, in writing, any negative recommendations made at the College level to the Personnel Planning and Review Committee (Section 660.4.1); the deadline date for filing an appeal is March 18, 2024. Materials in support of an appeal are also due on that date.

THE PROVOST AND VICE PRESIDENT'S DECISION

1. The President has designated the Provost and Vice President for Academic Affairs to make final decisions on retention, tenure, and promotion.
2. In years three and five of probation (served either on campus or as service credit for experience prior to appointment), the Dean makes the final decision on retention unless there has been a negative

recommendation at the Department or College level, or unless the candidate has applied for early tenure or accelerated promotion.

3. Notification of the Provost and Vice President's Decision to the Faculty Member.

No later than June 1, 2024, the Provost and Vice President for Academic Affairs will notify probationary faculty who have served more than two years whether they are to be reappointed for another academic year, are to receive tenure at the beginning of the 2024-25 academic year, or are to be terminated at the end of the 2023-24 academic year.

If you have any questions on any of these matters, please call me at ext. 2962 or via e-mail at diane.guido@csun.edu.

DG:lv

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Attachments: Appendix A (Resume Form)
Appendix B (Calendar)
Appendix C (Flowchart: Process for Gathering Comments)
List of 3rd through 6th-year probationary faculty (College Dean; Chairs, College Personnel Committees; Chairs, Department Personnel Committees; and Department Chairs)

Appendix A

RESUME

(see also Section 632 of the CSUN Administrative Manual)

Date _____

Name _____ Department _____

I. PROFESSIONAL PREPARATION.

- A. List degrees, years of completion, and granting institutions
- B. Relevant experience
 - 1) Indicate all teaching experience (whether full-time or percent of part-time), showing rank(s), institution(s), and date(s) of service. If promoted at a prior institution show date of promotion. Indicate rank and date of appointment at CSUN.
 - 2) Other related employment or experience - indicate all experience relevant to teaching, librarianship, or counseling, including date of employment, employer, and nature of duties performed.

II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS.

Teaching effectiveness is a primary criterion for tenure as well as promotion to any rank. Evaluation of teaching effectiveness shall be based upon class visits by the Department Chair and the Department Personnel Committee or their designees, student evaluations of teaching effectiveness, course syllabi, and other sources of evidence of teaching effectiveness deemed appropriate by the Department. Librarians should provide evidence of effectiveness in librarianship and counseling (SSP-ARs) should provide evidence of effectiveness in counseling.

III. CONTRIBUTIONS TO THE FIELD OF STUDY.

- A. Research or equivalent creative activity (e.g. performances, exhibits, and creative work) beyond terminal degree. Please indicate dates of completion. (Back-up material in supporting file).
- B. Publications - Please indicate dates and complete bibliographic detail. (Back-up material in supporting file).
- C. Participation in professional organizations, institutes, etc. (Back-up material in supporting file, if available).
 - 1) Memberships in local, state, or national organizations, and offices held in such organizations.
 - 2) Attendance at professional meetings (since date of appointment or last promotion).
 - 3) Presentations of research or other participation before professional groups
- D. Pioneering work in profession (organizing professional group, promoting reforms, developing new fields, etc.).

IV. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY.

- A. Effective participation in faculty and student affairs at various levels - University, College, Department. (Include description of contributions in supporting file).
 - 1) Memberships in departmental committees
 - 2) Memberships in college committees
 - 3) Memberships in all-university committees or governing bodies
- B. Student Advisement and Counseling
- C. Community Service (Include description of contributions in supporting file).

This is a suggested form for you to follow. It is not expected that evidence will be listed in each and every category.

Appendix B

2023-24 ACADEMIC YEAR CALENDAR OF PERSONNEL ACTIONS AND PROCEDURES FOR THIRD THROUGH SIXTH-YEAR PROBATIONARY FACULTY MEMBERS

October 13 (Fri.) or earlier – 3-6 Year Candidates Must Declare the Type of RTP Review to Faculty Affairs and to Their Department Chair.

All 3-6 year RTP candidates must declare in writing the type of review they are seeking for the current year – retention, tenure, promotion, early promotion, early tenure, or promotion with tenure. This written statement from the candidate must be submitted to Faculty Affairs and to the Department Chair *before* deliberations begin.

December 1 or earlier – Department Level Deliberations Begin on 3-6 Year Faculty RTP Candidates.

Department Chairs and Department Personnel Committees are strongly encouraged to begin deliberations on retention, tenure, and promotion, or notice of a terminal year appointment for 3-6 year faculty candidates to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2024. Departments must establish a deadline for submission of PIFs to initiate the RTP process for their 3-6 year candidates.

January 19 (Fri.) or earlier – Department RTP Recommendations for 3-6 Year Candidates Due to Candidates.

Department Chairs and Department Personnel Committees will make available their recommendations on retention, tenure, and promotion, or notice of a terminal year appointment to 3-6 year faculty candidates to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2024. Copies of the letters are not forwarded to the other recommending agencies until ten (10) calendar days after the original letters are made available to the candidates.

January 30 (Tues.) or earlier – Department RTP Recommendations for 3-6 Year Candidates Due to Dean.

Department Chairs will forward to the Deans of their Colleges their recommendations and those of their Department Personnel Committees on retention, tenure, or promotion, and on notice of a terminal year appointment for 3-6 year faculty candidates to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2024. The Dean will transmit the Department recommendations, *including the results of final balloting*, to the Chair of the College Personnel Committee.

February 27 (Tues.) or earlier – Dean and College RTP Recommendations Due to 3-6 Year Candidates.

The Dean and College Personnel Committee will make available to 3-6 year candidates their recommendations on retention, tenure, and promotion, or notice of a terminal year appointment for 3-6 year faculty candidates to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2024. Copies of the letters are not forwarded to the other recommending agencies until ten (10) calendar days after the original letters are made available to the candidates.

March 8 (Fri.) or earlier – College RTP Recommendations for 3-6 Year Candidates Due to Dean.

The Chair of the College Personnel Committee will transmit the recommendations of the College Personnel Committee, *including the results of final balloting*, to the Dean. The Dean of each College will forward to the Provost and Vice President for Academic Affairs all recommendations on retention, tenure, and promotion, or notice of a terminal year appointment for 3-6 year faculty candidates to whom notice regarding their status in the next academic year must be given by the Provost and Vice President for Academic Affairs by June 1, 2024.

March 18 (Mon.) or earlier – Appeals from 3-6 Year RTP Candidates Due to Faculty Affairs.

Faculty members not recommended for retention, tenure, or promotion by a College level reviewing agency may file an appeal with the Personnel Planning and Review Committee. All materials supporting the appeal must submit to the Office of Faculty Affairs for review by the Personnel Planning and Review Committee.

April 30 (Tues.) or earlier – PP&R Recommendations on 3-6 Year Candidate Appeals Due to Appellants.

The Chair of the Personnel Planning and Review Committee will make available the Committee's recommendation on retention, tenure, and promotion appeals to appellants.

May 15 (Wed.) or earlier – Provost Meets with PP&R Regarding RTP Cases.

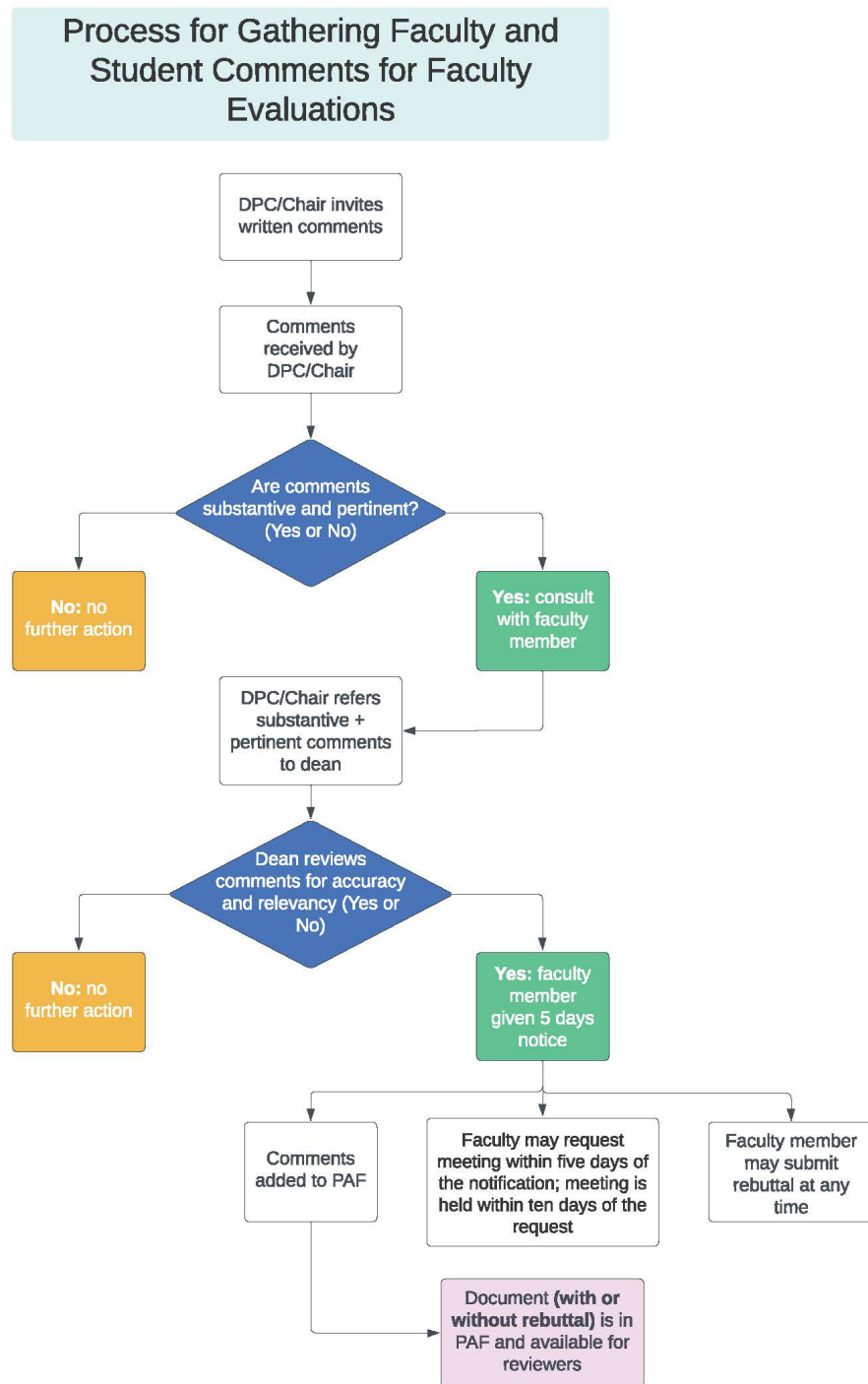
The Provost and Vice President for Academic Affairs will meet with the Personnel Planning and Review Committee to discuss retention, tenure, and promotion cases involving 3-6 year probationary faculty members.

June 1 (Thurs.) or earlier – Provost Notifies 3-6 Year Candidates of RTP Decision.

The Provost and Vice President for Academic Affairs will formally notify 3-6 year faculty candidates whether the subsequent academic year is an additional probationary year, promotion to a higher rank, a first year of tenure, or a terminal year appointment effective for the 2024-25.

Appendix C

FLOWCHART: PROCESS FOR GATHERING COMMENTS



Note: DPC and Chairs should allow sufficient time for this process before RTP review. Only items in the PIF and PAF may be considered.