


MEMORANDUM

Date: September 29, 2023

To: Department Chairs

From: Diane Guido 
Associate Vice President, Faculty Affairs

Subject: Procedures for Evaluation of Tenured Faculty

During the current academic year, approximately 76 tenured faculty will be subject to review under the procedures for evaluation of tenured faculty, also referred to as Post-Tenure Review. Included in this group will be faculty who were evaluated during the Spring 2019 semester and are still teaching, plus those faculty promoted and/or tenured at the beginning of the 2019-20 academic year. Please note that reviews for promotion to the rank of Full Professor for Associate Professors with tenure fulfills this requirement.

Faculty Categories

- Faculty who have been evaluated for promotion or retention within the past five years and faculty on a full-time leave during the current year are excluded.
- Faculty participating in the Pre-Retirement Reduction in Time Base Program are included and must be evaluated at least every fifth year.
- Faculty participating in the Faculty Early Retirement Program (FERP) are not required to be evaluated unless an evaluation is requested by the FERP participant or the Dean. Thus, names of FERP faculty are not included on the list.
- Department Chairs are also subject to review under these procedures in addition to whatever review may be made by the College Dean under Section 622.6.3 of the *Administrative Manual*.

Procedures and Criteria

The Collective Bargaining Agreement specifies the following regarding the periodic evaluation of tenured faculty members:

- 15.35 For the purpose of maintaining and improving a tenured faculty unit employee's effectiveness, tenured faculty unit employees shall be subject to periodic performance evaluations at intervals of no greater than five (5) years. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator. Such periodic evaluations shall be conducted by a peer review committee of the department or equivalent unit, and the appropriate administrator. For those with teaching responsibilities, consideration shall include student evaluations of teaching performance.
- 15.36 A tenured faculty unit employee shall be provided a copy of the peer committee report of his/her periodic evaluation. The peer review committee chair and the appropriate administrator shall meet with the tenured faculty unit employee to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement.

15.37 A copy of the peer committee's and the appropriate administrator's summary reports shall be placed in the tenured faculty unit employee's Personnel Action File.

Process

For purposes of implementing this policy, the appropriate administrator at this campus is the College Dean, who will meet with the peer review committee chair and the tenured faculty member "to discuss the employee's strengths and weaknesses along with suggestions, if any, for improvement." The College Dean should provide a written report to be placed in the tenured faculty member's Personnel Action File.

Section 645 of the *Administrative Manual* sets forth the University policy and procedures regarding review of tenured faculty. Departments with approved procedures for implementing the policy on evaluation of tenured faculty should review the procedures and provide a copy to faculty who are evaluated. Those plans vary in such areas as the manner of selecting the peer review committees and designation of appropriate evidence to be reviewed.

For departments that rely on Section 600, please be aware that the 2023-24 Administrative Manual includes [an update to Section 645.4](#) indicating that the review is based upon materials submitted by the faculty member – a brief summary of the last five years of work and an updated CV – as well as their Personnel Action File.

Each Department Chair should take the following steps:

- At the beginning of the semester, the faculty in your department were notified of the procedures and criteria used for this evaluation. Please familiarize yourself with procedures that may be specific to your Department. Contact our office if you have any questions.
- Take the necessary steps to initiate the reviews, including notifying any faculty in your Department that they are scheduled for an evaluation.

According to our records, the list provided to you consists of faculty in your Department who must be evaluated. If there is anyone on this list who should not be evaluated, please notify the Office of Faculty Affairs right away.

Per the Calendar of Personnel Procedures, College Deans should ensure that all scheduled evaluations for this year are completed and should provide written reports of their evaluation to the faculty members **no later than May 14, 2024**, and that the Office of Faculty Affairs is notified of all completed evaluations. Please email confirmation of these evaluations to Faculty Affairs (faculty.affairs@csun.edu).

DG:lv

cc: Provost and Vice President for Academic Affairs
College Deans