



CALIFORNIA STATE UNIVERSITY, LONG BEACH
OFFICE OF ACADEMIC AFFAIRS

Implementation of University Reappointment, Tenure, and Promotion Policy and
College and Department Alignment
(March 2009)

Guidelines for document development at department and college levels

- Conversation and constructive dialogue should be initiated immediately upon approval of the revised University RTP policy.
- Colleges should initiate their conversations and complete their revisions no later than December 1, 2009.
- Departments should also begin their conversations, being mindful of where college discussion and revisions are going.
- When developing their documents, colleges and departments should strive for a healthy balance of input from tenured and probationary faculty.
- The AVP for Faculty Affairs will provide guidance and information on an ongoing basis and will provide facilitation assistance to any department, college, or faculty council if requested.

Responsibilities

- **Dean:** Once the University RTP policy has been approved, it is the responsibility of the Dean to provide an opportunity for college faculty to be informed about and discuss the revised University RTP policy and its implications for college and department RTP documents.
- **Department Chair:** Once a college conversation about the college RTP document has been initiated, it is the responsibility of the department chair to provide an opportunity for tenured and probationary faculty to discuss college-wide conversations about the direction of the college document and its implications for the department document.
- **Faculty Council Chair:** It is the responsibility of the Chair of the Faculty Council to work with council members and consult with the Dean regarding the proposed revisions to the college document and the approval process for revised department documents.

Revision Timelines

- The Dean will be asked to produce updates to the Provost and the AVP for Faculty Affairs on college and department RTP revision progress by the end of spring 2009 semester. The Provost will consult with the Dean and the Chair of the Faculty Council regarding college progress and planning.
- College document revisions should be completed, approved at appropriate levels*, and submitted to the Office of the Provost no later than December 1, 2009.
- Department document revisions should be completed, approved at appropriate levels*, and submitted to the Office of the Provost no later than March 1, 2010.
- Once revised documents have been approved by the Provost, the AVP for Faculty Affairs will conduct university-wide implementation workshops for RTP review committees, deans, department chairs, staff involved in the RTP process, and faculty going up for review.

***Levels of Approval**

- Department documents must be approved by the department tenured and probationary faculty, the college Faculty Council, the Dean, and the Provost.
- College documents must be approved by the college tenured and probationary faculty, the Dean, and the Provost.

Implementation Timelines

- **Fall 2009:** All new tenure-track hires will be under the new University document (and will be doing a Mini review or a PDP). All incumbent faculty will be under the old University, college, and department documents.
- **Fall 2010:** All revised University, college, and department documents will be in effect except: Any faculty member hired prior to Fall 2009 who is up for an action (reappointment, tenure with or without promotion, and promotion only) may elect to be reviewed under the old documents.
- **Fall 2011:** All revised University, college, and department documents will be in effect except: Any faculty member up for an action (reappointment, tenure with or without promotion, and promotion only) may elect to be reviewed under the old documents.
- **Fall 2012:** All faculty will be reviewed under the revised University, college, and department documents.