



CALIFORNIA STATE UNIVERSITY, LONG BEACH
OFFICE OF ACADEMIC PERSONNEL

August 18, 2008

Completed ETFs are due in
Academic Personnel by
December 19, 2009.
(Note: 2009)

To: Tenured Periodic Evaluation Candidates

From: Holly Harbinger
Associate Vice President for Academic Personnel

Subject: 2008-09 PERIODIC EVALUATION OF TENURED FACULTY – ETF – (INCLUDING LIBRARIAN AND COUNSELOR FACULTY)

The purpose of this memorandum is to provide information on procedures and deadlines for the periodic Evaluation of Tenured Faculty [ETF]. *Please note that some colleges and/or departments have additional guidelines that must be followed, if applicable. Copies of these guidelines are available in department/college offices.*

Eligibility for Evaluation

Article 15.32 of the Collective Bargaining Agreement requires that all tenured faculty members be evaluated at intervals of no greater than five years. The required evaluation can either be through the ETF process or a performance review for promotion under the RTP process. You are **not** required to undergo an ETF if you submit an application for promotion this Fall. If you recently submitted materials for your ETF, but the final evaluation has not been received by Academic Personnel, your name may still be on the list. If you believe you have received this notification in error, please contact Academic Personnel as soon as possible.

The Collective Bargaining Agreement also requires that faculty members participating in the Pre-Retirement in Time Base (PRTB) program or the Faculty Early Retirement Program (FERP) undergo periodic evaluations. For faculty who are in service only in the Fall semester, including FERP faculty as well as faculty members on sabbatical in Spring 2009, the evaluation process should begin as soon as possible so that the department evaluation can be completed prior to the end of the fall semester.

For faculty members in the FERP or PRTB program, no meeting with the Dean is required, unless requested by the faculty member or the Dean.

EVALUATION PROCEDURES

Deadlines

Candidates submit their materials to the Department/Library peer review committee on:

- **October 2, 2008** – Faculty in service Fall only (*e.g.* FERP, Spring sabbaticals)
- **February 5, 2009** – Academic Year faculty
- **February 2, 2009** – Faculty in service Spring only (*e.g.* FERP, Fall sabbaticals)

Note: Deans will establish a college deadline for receipt of evaluations from departments.

Evaluators

The periodic evaluation of tenured Faculty/Librarians/Counselors is to be conducted by a department peer review committee and the Dean. ***There is no committee review at the college level.***

Committee Membership

The peer review committee must consist of tenured full-time faculty. Members need not be at a higher academic rank than the candidate. A department may decide to designate its RTP Committee to be the peer review committee for periodic evaluations, or it may elect a separate committee for this purpose. The Department Chair may serve as a member of the peer review committee. A faculty member being evaluated may not make the determination that a new committee be elected. FERP faculty members are eligible to serve if the review can be completed during their FERP assignment.

Open Period

Section 15.2 of the Collective Bargaining Agreement allows persons other than the candidate to provide information concerning the candidate. To provide this opportunity to contribute information, an "open period" has been established as follows.

Note: These dates supersede the dates in the 2008-09 Administrative Calendar.

- **September 15, 2008 – February 5, 2009** – Academic Year faculty
- **September 15, 2008 – October 2, 2008**– Faculty in service Fall only
- **December 1, 2008 – February 5, 2009** – Faculty in service Spring only

Departments shall post the list of candidates who are scheduled for ETF. Each posted list shall contain the following statement:

Faculty, students, academic-administrators, and the President may contribute information to the evaluation of a faculty unit employee. Information submitted by faculty and academic-administrators may include statements and opinions about qualifications and work of the candidate provided by other persons identified by name. Letters or memoranda which contain statements of opinion or allegations of fact by un-named persons cannot be accepted. All information must be submitted in written form to the Peer Review Committee with a copy to the candidate by October 2, 2008 for Fall only faculty and February 5, 2009 for Academic Year and Spring only faculty.

At any time before the file is forwarded to the Dean, the candidate may respond to or rebut information provided during the open period. Please note that since the ETF is part of the Personnel Action File, requests for removal of information on the ground of inaccuracy – **and only on that ground** – may be made under the terms of Article 11.13 of the Collective Bargaining Agreement.

Evaluation File

Information provided by the candidate for evaluation shall include, **at a minimum**, an updated C.V./professional resume, all student evaluations of courses taught during the past five years, and documentation concerning currency in the field. In addition, candidates may submit any other materials they consider useful to the evaluation.

Peer Committee Evaluation

The peer review committee shall prepare a written and signed report which shall serve as the evaluation on the basis of information submitted by the candidate and any material submitted during the open period. **There is no standard evaluation form for use in this process.** The committee, however, should secure the signature of the faculty member acknowledging receipt of the review. A signature page is available on the Academic Personnel website. The signed signature page should be attached to the file when it is forwarded to Academic Affairs at the end of the process.

The committee's evaluation shall be forwarded to the Dean according to the timetable established by the Dean. The Collective Bargaining Agreement provides that the individual being evaluated shall be given a copy of the peer committee's evaluation and that he/she may submit a written rebuttal or response within ten calendar days after receipt of the evaluation. The chair of the peer review committee and the appropriate administrator must meet with the employee to discuss his/her strengths and weaknesses, along with suggestions, if any, for improvement.

Dean Evaluation

It is not necessary for the Dean to submit a separate evaluation from the peer review committee, but he/she must state in writing that he/she has met with the individual being evaluated to discuss the evaluation. The Dean's memorandum, the peer evaluation, and any rebuttal(s) are to be forwarded to Academic Affairs (Academic Personnel).

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Evaluation documents forwarded must include:

- Curriculum vita/professional resume
- Student evaluations
- Peer review committee evaluation
- Dean's memorandum
- Signature page
- Any rebuttal(s)

Questions regarding the RTP process may be directed to Holly Harbinger at harbinge@csulb.edu or 58264.

c: Provost Gould
Deans
Department Chairs
Department Peer Committee Chairs (to be distributed by Department Chairs)