

CALIFORNIA STATE UNIVERSITY, LONG BEACH

College of Engineering

Faculty RTP Policy

(Approved by Academic Affairs: July 1977)

- I. Retention Tenure and Promotion (RTP) procedures for tenure-track full-time faculty of the College of Engineering shall conform to the Agreement between the Board of Trustees of the CSU and the CFA Unit 3 Collective Bargaining Agreement (CBA) and the University RTP document.
- II. It is the responsibility of the faculty member who is being considered for RTP, hereafter referred to as the candidate, to provide the Department RTP Committee with the material necessary for evaluations and recommendations. These should be submitted in a format that is consistent with the University RTP document. It is also the right and responsibility of the candidate to provide any additional evidence which may be considered necessary by either the candidate, the Department RTP Committee, the College RTP Committee, or the Dean of the College. Such additional evidence shall be made available to all appropriate levels. When a department chair is a candidate for retention, tenure, and promotion, he/she shall not participate in any aspect of the RTP process for himself/herself or any other candidate. A faculty member may be considered for early tenure or early promotion. For the procedure and criteria see the University RTP Policy 96-12, IV C.
- III. The initial evaluation of the candidate for RTP shall be made by the Department RTP Committee. This committee shall consist of at least three (3) tenured faculty according to the Articles of the CBA. The tenure-track faculty from each department shall elect its RTP Committee by secret ballot. If a department does not have at least three tenured faculty, the RTP Committee shall be selected by the Dean of the College in consultation with the College RTP Committee from a list approved by the faculty of the department.
- IV. Each Department RTP Committee shall use the evaluation material furnished by each candidate, evaluate these materials according to the standards stated in the departmental, college and university RTP documents, and shall submit to the College RTP Committee its recommendations. Candidates for tenure and/or promotion should be placed in one of the following categories:
 - A. Outstanding and highly recommended
 - B. Qualified and recommended
 - C. Not recommended at this time.If more than one candidate for promotion is placed in either of the categories A. and B. of the above, the candidate may be given a ranking in that category.
- V. In all RTP considerations except for his/her own, the Department Chair may submit a separate evaluation and a recommendation to the College RTP Committee. The Department Chair and the Department RTP Committee may confer with each other.

- VI. A College RTP Committee consisting of no fewer than three tenured full professor faculty members according to the Articles of the CBA, the number to be determined by the College faculty, shall be elected by secret ballot by the tenure-track faculty of the College of Engineering. No more than one faculty can be elected from a single department. This College RTP Committee shall receive all pertinent material from the Department RTP Committee and, if applicable, from the Department Chair. The College RTP Committee shall submit to the College Dean its recommendations, including the placement of each candidate in one of the following categories:
- A. Outstanding and highly qualified.
 - B. Qualified and recommended.
 - C. Not recommended at this time.
- VII. The Dean of the College shall make a separate evaluation and recommendation in each case under consideration. The Dean and the College RTP Committee may confer with each other regarding their respective recommendations prior to their submittal by the Dean to the President's designee.
- VIII. At all levels of review, the recommendations, the reasons for the recommendations, and a full summary of evidence will be given to the candidates. The candidate may respond within seven (7) working days following the receipt of the recommendations. The candidate's response, if any, shall also be forwarded to the next level of evaluation. Deadlines will not be extended for the purpose of responses and rebuttal.
- IX. Adoption of this document and amendments thereto shall require an affirmative vote by secret ballot of a majority of the tenured and tenure-track, full-time faculty of the College of Engineering. Final approval of amendments and interpretation of the documents is made by the President's designee.
- X. A statistical summary of the recommendations made by the Dean and the College RTP Committee and final decisions shall be distributed to all faculty members. This summary shall include but not be limited to:
- a. The number of reappointments recommended and approved.
 - b. The number of promotions recommended and approved in each rank.
 - c. The number of tenure requests recommended and approved.
- XI. Criteria for RTP are discussed in the following sections.

A. BACKGROUND

The criteria given below are intended to apply to all RTP actions: retention, tenure, and promotion. The "description of faculty positions by rank" is given in Section B and should be used as background for all RTP actions. These should also be used as guidelines in the initial appointment of new faculty in ascertaining the correct entry level. Some comments are given below on the three RTP actions.

RETENTION -- The decision required from the RTP committees essentially determines whether the candidate is meeting the requirements of his/her current rank and step, and is making satisfactory progress towards the requirement of

tenure and/or promotion. An RTP committee recommendation NOT TO REAPPOINT (or NOT TO RETAIN) is a recommendation that the candidate's tenure-track appointment be terminated.

PROMOTION -- For the definition of promotion refer to the University RTP Policy. In order to be recommended for promotion, the candidate must meet the requirements for the new rank in the three areas of (1) instruction and instructionally related activities, (2) scholarly and creative activity, and (3) professional service, as detailed in the departmental, and university RTP Policies and elsewhere in this document. A recommendation NOT TO PROMOTE is a recommendation that the candidate be continued at his/her present step and rank. If the decision is made to recommend PROMOTION, the candidate must be placed in one of the following categories:

- a. Outstanding and highly recommended.
- b. Qualified and recommended.

as discussed in Article IV of this document. If there is more than one candidate in each category, then the candidates may be ranked at each level of the review.

TENURE -- This is the most important recommendation made by the RTP committee because the candidate, if granted tenure, has a permanent, ongoing appointment, and is deemed to have successfully passed the probationary period of evaluation. By having been granted tenure, the candidate acquires privileges and responsibilities. The tenured faculty member may not be terminated from his/her appointment, except with cause or by layoff. The tenured faculty member becomes eligible for service on many department, college, and campus-wide committees. A tenured faculty takes on heavier responsibilities in the conduct of department, college, and university affairs.

The RTP committee has the following options available when evaluating a candidate for tenure. The committee shall recommend (1) granting of tenure or (2) denial of tenure or (3) additional year of probation or (4) denial of tenure and terminal year is required. Granting of tenure should be recommended only if the candidate has fully demonstrated the professional qualities expected of a permanent faculty member. A tenured faculty member is expected to make substantial contributions to the department, college, university, and discipline throughout his/her career. The committee should recommend denial of tenure if the candidate has clearly failed to meet essential criteria for tenure as stated in the university RTP Policy. Denial of tenure implies termination from the department or the need for additional probationary time for the candidate to meet requirements.

B. DESCRIPTION OF FACULTY POSITION BY RANK

This document employs the definitions used in the University RTP Policy document.

C. AREAS OF RESPONSIBILITY AND CRITERIA FOR RTP RECOMMENDATIONS

The criteria are summarized in terms of the three areas of responsibility. Specifically, these are (1) instruction and instructionally related activities; (2) scholarly and creative activities; and (3) professional service activities. The recommendation categories are defined below.

Category b. (qualified and recommended)

A candidate is considered qualified if he/she meets all of the following criteria:

- (1) The candidate satisfies the essential criteria in all three areas of responsibility as described in the University and Department Documents.
- (2) The candidate must demonstrate fulfillment of some of the enhancing criteria each of the three areas of responsibility.

Category a. (outstanding and highly recommended)

A candidate can be considered outstanding if he/she meets the criteria (1) and (2) stated in Category b., and in addition, satisfies the following: (3) The candidate must demonstrate superior performance in at least one area of responsibility.

The above criteria should be interpreted relative to the rank under consideration. Thus, an outstanding candidate for tenure only may not be outstanding for promotion to full professor.

D. EVALUATION OF CANDIDATES

Refer to IIIB. Evaluation in the University RTP Policy, and the departmental RTP document of the candidate.

- XII. For criteria for instruction and instructionally related activities, this document employs those specified in the University RTP Policy. The candidate must also meet the criteria, if any, specified by his/her own departmental RTP document.
- XIII. This document can be modified by a majority vote of the College of Engineering faculty. Amendments are subject to approval by the President's designee.