



California State University, Sacramento
Faculty Senate
University Appointment, Retention, Tenure and Promotion Committee
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October 20, 2017

To: Chairs, Primary and Secondary ARTP Committees
Department / Division Chairs
College Deans
Library Dean

From: UARTP Committee

Re: Call for Amendment of ARTP Policies and Procedures to Govern Academic Year 2018-2019

The University Appointment, Retention, Tenure and Promotion Committee (UARTP) announces the **Call for Amendment of ARTP Policies and Procedures to Govern Academic Year 2018-2019**.

To promote a more efficient approval process when submitting proposed amendments, a unit shall follow the UARTP Guidelines for Submitting Unit / College ARTP Documents, dated October 2017 ([click here for Guidelines](#)), when submitting proposed amendments. Direct questions regarding the Guidelines to Kathy Garcia (kathy.garcia@csus.edu or 8-6847).

University policy requires that unit ARTP policies and procedures be in place prior to the beginning of the next cycle, which is Fall 2018. **Units wishing to change their policies may submit their changes to kathy.garcia@csus.edu as soon as the unit can act to amend and approve them but no later than Thursday, March 1, 2018.** The deadline is necessary to initiate and complete document review and, if needed, further revision of a unit's proposal. If the unit meets the deadline, the UARTP Committee will review your proposals as quickly as feasible and provide feedback on any necessary changes.

Delaying your submissions beyond **March 1, 2018** may preclude the committee's ability to provide feedback and will likely prevent the possibility of making a recommendation to the Provost in time to secure the Provost's approval before the end of the Spring term. This would delay the use of the revised ARTP policies and procedures by an academic year.

Informational Workshops: To assist units in this process the UARTP Committee will offer informational workshops on the following dates. More information about the workshops will be provided in early December.

- Tuesday, January 30, 2018 from 3:00 – 4:00 pm, Forest Suite, 2nd Floor, University Union
- Wednesday, January 31, 2018 from 10:00 – 11:00 am, Forest Suite, 2nd Floor, University Union