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California State University, Sacramento  
Philosophy Department

### **ARTP Policies and Procedures**

This document is supplemental to official University ARTP policy, the Memorandum of Understanding and the College of Arts and Letters ARTP Policy.

Part One of this document pertains to the probationary and tenured faculty. Part Two pertains to temporary faculty.

#### **PART ONE: PROBATIONARY AND TENURED FACULTY**

##### **I. 1. RTP Committee**

A. All performance reviews and recommendations regarding retention, award of tenure and all promotions shall be carried out by the Philosophy RTP Committee, a committee consisting of at least four full-time tenured members of the department. Periodic evaluation of tenured faculty (at least once every five years) shall also be carried out by the Committee. The department chair may not serve on the RTP Committee.

B. The Philosophy RTP Committee and its chair shall be elected by nomination and secret ballot at the first department meeting of the academic year.

C. Election to the Philosophy RTP Committee shall be by majority vote of the tenure track faculty of the Department.

D. All tenured faculty members in the department shall be eligible for election to the Philosophy RTP Committee.

The following exceptions apply:

- (a) Faculty being considered for promotion are ineligible for service on the committee in a year in which they are being considered for promotion.

- (b) FERP faculty may serve on the committee in the semester(s) in which they teach.
- (c) The Department Chair may not serve on the committee as a voting member. The Department Chair must conduct an independent review for retention, tenure and promotion decisions.
- (d) Faculty elected to a secondary ARTP committee are ineligible to serve on the Philosophy RTP committee

E. If four full-time tenured faculty members are not eligible to serve on the Committee, the department shall, with prior nomination, elect full-time tenured faculty members from other departments to serve for that year.

F. The Philosophy RTP Committee chair may be responsible for drafting all written recommendations, subject to final review and approval by the remainder of the committee.

G. All substantive evaluations and final recommendations shall require the participation of all eligible committee members. Voting shall be by secret ballot. Decisions shall be made according to a simple majority of the committee. Any committee member may request that a scheduled meeting be postponed for no more than three working days, subject to the approval of the committee chair.

H. Members of the RTP Committee are eligible to participate in promotion evaluations and recommendations only if they are of higher academic rank than the faculty under evaluation. If the number of RTP Committee members eligible to participate in a promotion evaluation drops below three the department shall, with prior nomination, elect a full-time tenured faculty member with the required rank from another department to serve for the purpose of conducting that promotion evaluation and recommendation.

## I. 2. Appointment Committees

A. Each tenure-track search and selection shall be conducted by an *ad hoc* appointment committee consisting of at least three tenure-track members of the department. All tenure-track members shall be eligible to serve.

B. The appointment committee shall be elected by majority vote of the department at the next regular department meeting after the search has been authorized. This election shall include:

- i. A decision on the composition of the committee
- ii. Election of an appointment committee chair
- iii. Election of an Affirmative Action/Equal Opportunity Representative (AA/EOR) for the committee under provision 6.06.D.1.a of the UARTP Policy.

C. If more than one search is conducted at the same time, an eligible faculty member may serve on more than one appointment committee.

D. The department chair shall be an ex officio non-voting member of any appointment committee under the provisions of 6.06.C of the UARTP Policy.

E. The appointment committee shall draft the position announcement, including areas of specialization and areas of competence, along with any other selection criteria, required or recommended. It shall also draft the interview and background questions, as well as the search strategy.

F. The department shall approve the position announcement, criteria, questions, strategy, etc., by majority vote of the tenure-track faculty, subject to approval by the Dean of Arts and Letters and the Vice President, Human Resources.

G. The appointment committee shall submit a recommended ranked list of at least five candidates to the department, which will make the final ranked recommendation to the Dean of Arts and Letters.

### I. 3. Personnel Action File

A Personnel Action File for each probationary and tenured member of the department shall be maintained in accordance with Section 4.08 of University ARTP policy. The file shall be under the custodianship of the Dean of the College of Arts and Letters.

Provisions concerning the faculty member's right to submit materials to his/her file and right of access to the file are contained in University ARTP policy, Sections 4.03 and 4.05 respectively.

The file shall be updated annually with online student course evaluations of each of the courses taught by the faculty member since his/her previous evaluation by the department ARTP committee. Each faculty member will obtain student evaluations for every class taught each semester. If the course is being taught during summer session for extra pay (not a part of their standard workload), student evaluations are not required.

The file for probationary and tenured faculty shall be updated annually with written evaluative reports of classroom visits by tenured Department faculty. For probationary faculty the classroom visitations shall occur in the classes for which student evaluations are submitted.

For tenured faculty the classroom visitations shall occur in one class of the faculty

member's choice each semester. Classroom visitations of tenured faculty shall be conducted by tenured faculty.

The schedule for classroom visitations of faculty shall be arranged by the Department Assessment Committee Chair. The timing of classroom visitations shall be arranged by the visiting faculty member in consultation with the visited faculty member.

#### I. 4. Working Personnel Action File

The content and procedures for creating the Working Personnel Action File (WPAF) shall accord with Section 4.08D of University ARTP policy, as well as the guidelines prescribed by the College of Arts and Letters.

Among the materials to be included in the WPAF, or indexed therein, shall be a copy of the syllabus for each course taught since the last performance review.

- Each syllabus shall contain a statement of course objectives, course description, outline of topics, required texts, course requirements, and the grading policy.
- The catalogue description of the course shall figure as a guide in writing the course description and the course description shall figure as a guide in making the text selections.
- In the event that the faculty member whose file is under review and the RTP committee disagree on whether the above conditions have been met, the matter shall be brought to the Department as a whole for discussion and resolution. If the matter is ultimately voted upon, a simple majority rules.

See Endnote for Additional College Policy on Working Personnel Action File.<sup>1</sup>

#### I. 5. Criteria of Appointment

Persons recommended for probationary appointment must normally have an earned doctorate degree. Exceptions are permitted where adequate reason exists in the judgment of the department RTP committee, but such persons must be notified that completion of the doctorate within a specified period of time is a condition of their employment.

Completion of the doctorate is a condition of tenure and/or promotion.

Evidence of teaching effectiveness (or promise) and of scholarly achievement (or promise) are the primary criteria for recommendations for appointment. Promise of

service to the university and the community will also be relevant factors. See Section 5 below for the appropriate weight to be given to each of these factors.

#### I. 6. Criteria for Retention, Tenure and Promotion

Criteria for retention, tenure and promotion shall accord with University ARTP policy, Section 5.0I and 5.05.

In any recommendation for retention, tenure or promotion, as well as new appointments, the following weights shall be assigned to the various components of the evaluation:

- (a) Teaching effectiveness shall count 60%, based on such evidence as is described in Section 5.05E of University ARTP policy.
- (b) Scholarly or Creative Achievements shall count 20%, based on such evidence as is described in Section 5.05F, with the greatest weight being given to the candidate's work in philosophy.
- (c) Department, College and University service, based on evidence described in Section 5.05H, shall count 10%.
- (d) Community service shall count 10%. See Section 5.05G of University ARTP policy.

When there is more than one candidate for promotion to a given rank, the committee may elect to order the candidates for that rank, but need not do so. Ranking, if any, must be approved by a majority of the committee.

The normal probationary period for the award of tenure is 6 years. Early tenure may be recommended in exceptional circumstances, as delineated in Section 5.06 of the University ARTP policy, subject to the approval of a majority of the Department RTP committee.

Likewise, faculty who do not meet the MOU criteria for normal promotion eligibility, but who apply in writing for consideration for promotion, may be so considered if, in the judgment of a majority of the RTP committee, they meet the criteria specified in Section 5.07 of University ARTP policy.

#### I. 7. Periodic Evaluation of Tenured Faculty

Periodic evaluation of tenured faculty shall accord with University ARTP policy, Section 9.03.

##### A. Eligibility for Periodic Evaluation

Beginning with the fifth year after the last promotion, tenured faculty shall be reviewed by the Department RTP Committee every five years. The Department

chair shall conduct an independent evaluation.

**B. Criteria for Periodic Evaluation**

The criteria for the periodic evaluation shall include teaching performance. The RTP Committee shall, at the request of the faculty member under review, take scholarly activity, contributions to the Department, the College, the University, and the community into account in its review.

C. The periodic evaluation shall be based on the evidence contained in the faculty member's Working Personnel Action File pertinent to the scope of the evaluation as determined by I.7.b.

D. The evaluation shall consider student evaluations and reports of classroom visitations of tenured faculty as provided for in I.3 of this policy.

## **PART TWO: PROCEDURES FOR APPOINTMENT AND EVALUATION OF TEMPORARY FACULTY**

### **II.1 Temporary Faculty Hiring and Evaluation Committees**

Evaluation of full-time temporary faculty shall be carried out by the department RTP committee.

Review and appointment of part-time temporary faculty shall be carried out by a subcommittee consisting of the department RTP chair and two other tenured members elected annually from the department.

### **II. 2. Applicant Pool**

The department shall maintain a pool of qualified applicants from which all recommendations will be made.

The applicant pool shall be updated annually, as needed.

The process of updating shall include announcement of anticipated vacancies in the manner normally employed by the University.

Incumbent part-time faculty shall be notified in advance of the specific deadline by which they must inform the department of their desire to be considered for subsequent employment.

### **II. 3. Applicant Review**

The subcommittee shall review all current applications on file, name those specifically recommended for hire, and indicate suitable teaching assignments.

The following criteria shall be employed by the subcommittee in the course of arriving at their recommendations:

- (a) Academic preparation, including degrees earned in the discipline and background specializations.
- (b) Teaching experience.
- (c) Recommendations, including those formally submitted by the applicant as well as those developed in conjunction with the review process and those volunteered by other faculty, staff and students.
- (d) All periodic evaluations of the applicant on file for the previous five years.
- (e) Any student or peer evaluations of teaching performance submitted by the applicant and included in his or her PAF.
- (f) Scholarly activity.

#### II. 4 Initial Placement of Temporary Faculty

Initial placement of full-time or part-time temporary faculty within one of the lecturer ranges will follow the guidelines in the University ARTP Policy (5.03.B).

#### II. 5. Evaluation of Incumbent Temporary Faculty

- A. A temporary faculty shall be reviewed annually. A temporary faculty member with a three-year appointment shall be reviewed for reappointment during the third or final year of the appointment.

The review shall be based on material in the faculty member's Personnel Action File, in compliance with University policy. The file shall include:

- (a) A current curriculum vita.
- (b) Student evaluations of each course taught by the faculty member during that evaluation cycle, using the Department's standard online student course evaluation form.
- (c) Reports by tenured faculty of classroom visits. For temporary faculty with an academic year appointment, there shall be at least one pre-announced visit for each course (by catalog number) taught during the academic year. For temporary faculty with a three-year appointment, the classroom visits shall occur in at least one class of the faculty member's choice each semester. Over the term of the three-year appointment, visitations should be made in a representative sample of classes.
- (d) Any additional evidence submitted by the person under review for inclusion in the PAF.

- B. In assessment of the temporary faculty member's performance, teaching

effectiveness during the current appointment period shall be the basis for the evaluation.

- C. The evaluations shall include a descriptor summarizing the evaluation: Excellent, Very Good, Good, Competent, Poor, Unacceptable.
- D. For all temporary Faculty, the Department Chair shall conduct an independent review.

## II. 6. Range Elevation of Temporary Faculty

While range elevation is not equivalent to promotion, under certain circumstances a temporary faculty may be eligible for elevation. This process is not automatic; it requires review and recommendation.

- A. The Department Chair shall be responsible for informing the temporary faculty member and the subcommittee when a faculty member is eligible for elevation from one lecturer range to a higher range. A temporary faculty member may request consideration for elevation.

The subcommittee shall make recommendations regarding elevation.  
The Department Chair shall make an independent recommendation.

- B. Eligibility for Range Elevation

The temporary faculty member shall be eligible for elevation from one lecturer range to a higher range if the faculty member has no more Service Salary Increase eligibility and has served five years in the current range.

- C. A recommendation to elevate a temporary faculty member to a higher range shall be based on evidence contained in the temporary faculty member's Personnel Action file.

- D. Criteria for Range Elevation

- i. The faculty member must have demonstrated competency in the subjects taught;
- ii. The faculty member must have 'Good' to 'Excellent' evaluations of teaching performance for the previous three years.
- iii. The faculty member may cite scholarly and creative activities;
- iv. The faculty member may cite contributions to the department, institution, and community;
- v. The faculty member may cite receipt of a higher academic degree in Philosophy or related discipline.



## Endnote

<sup>1</sup> In compliance with College Policy (C.1), the Working Personnel Action File shall include:

- i. A 'Faculty Development Plan' (a maximum of six double-spaced pages) outlining how the faculty member intends meet teaching, scholarly activity, and service obligations for the next three years, or until the next review period if longer than three years. The Faculty Development Plan should result from consultation between the candidate and the Department chair. In the case of the Department chair, the consultation should take place with the ARTP Committee chair. The Plan should be up-dated before every review, with the new version replacing the old. The Plan shall be placed behind the vita in the WPAF.
- ii. A one-page statement reflecting on teaching philosophy or teaching experience from the previous review period. This statement shall be placed behind the Faculty Development Plan.

From the College ARTP Policy:

"The Faculty Development Plan is not a formal agreement or a contract, but rather a set of academic goals and objectives that the candidate intends to pursue in meeting his/her professional responsibilities, consistent with the department's performance expectations. It should be understood that meeting the goals and expectations of the Faculty Development Plan does not guarantee retention, tenure, or promotion.

For new hires, this Plan should be placed in the WPAF by the end of the first semester after appointment."