



Appointment, Retention, Tenure and Promotion Policy Approval Status
Department of Public Health Appointment, Retention, Tenure and Promotion Policy Date of the Provost's approval of prior document: July 12, 2019 Date of Unit Faculty Vote: December 2 nd , 2019 Date of UARTP Committee approval: February 15, 2021 Date of Provost's approval of current document: March 2, 2021 Effective Date of Policy: Fall 2021

**Department of Public Health
College of Health and Human Services
Appointment, Retention, Tenure and Promotion Policy**

Notice: *All citations to University ARTP Policy herein are to the Policy as it stood when the University last approved this document. Subsequent changes to the language and enumeration of University ARTP Policy sections may not be reflected in this document. The reader is therefore strongly advised and urged to consult the most recently adopted text and enumeration of cited sections of University ARTP Policy posted in the University Policy Manual on the University's website. Any discrepancy between the University policy and this document will be resolved in favor of the Collective Bargaining Agreement and University policy.*

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I. POLICY INTRODUCTORY NOTES

The Department of Public Health adheres to all criteria, policies, and procedures set forth by the Collective Bargaining Agreement (CBA) and the University Appointment, Retention, Tenure, and Promotion Policy (UARTP). The Department of Public Health has the discretion, however, on specific sections, to determine its own Appointment, Retention and Promotion Policy (ARTP). The following document specifically addresses these sections and the adoption of these policies by the Department of Public Health. All faculty unit employees shall be governed by the Collective Bargaining Agreement (CBA), UARTP Policy, and the Department of Public Health ARTP policy document.

The Department of Public Health recognizes that teaching is the primary responsibility of the faculty and considers engagement in scholarly and creative activities, service to the University, and service to the greater community as important factors in the RTP process.

The Department of Public Health faculty members acknowledge that the mission of the Department should occur within an atmosphere of collegial governance, while recognizing the diverse contributions of faculty members representing a range of disciplines.

II. POLICY AND PROCEDURES FOR THE APPOINTMENT OF PROBATIONARY FACULTY

A. Recruitment Procedures

1. **Announcement of Vacancy:** When it is determined that a faculty vacancy exists and that recruitment to fill it is to be undertaken, the appropriate request form shall be completed and forwarded to the Dean. If the request is approved by the Dean, the Search Committee, in consultation with the Department Chair and other appropriate faculty members, an announcement of the vacancy for national advertising shall be prepared by the Search Committee. The College Dean's Office shall be contacted to review the announcement to ensure that the criteria are non-discriminatory and non-exclusionary. All employment criteria shall be job-related.
2. **Search Procedures:** Vacancy announcements shall be sent to a wide variety of sources at the state, region, and national level. In addition, the Department shall utilize, as appropriate, professional journals, newspapers, and relevant community organizations and agencies. Additional advertising may be made at any time. Every attempt shall be made to establish a diverse pool.

B. Selection of Search Committee

1. The Department will form search committees as needed in accordance with Option 1 in section 6.06 of the UARTP, which reads as follows: A minimum of three faculty members who are elected by the tenured and probationary faculty in the department, one of whom may be the Department Chair. The Department may elect an alternate or alternates at its discretion. The members of the Search Committee shall elect a Search Committee Chair who has the responsibility for acting on behalf of the entire Department and who makes a recommendation or provides a ranked list of candidates directly to the Dean. The Department Chair may not be the Chair of the Search Committee. If the Department Chair is elected to the Search Committee, the Department Chair shall not make an independent recommendation to the Dean. If the Department Chair is not elected to the Search Committee, the Department Chair may make an independent recommendation to the Dean.

C. Affirmative Action/ Equal Opportunity Representative

1. The Department shall elect an AA/EOR from among its tenured faculty and its probationary faculty to serve as a voting member of the search committee. If the Department engages in multiple searches, each search committee may have the same elected AA/EOR or another elected AA/EOR.
2. The AA/EOR shall normally be elected in the fall or as circumstances require and shall serve a term of no less than one year.
3. The AA/EOR may serve as chair of a search committee provided the search committee elects the AA/EOR to serve in that capacity.

D. Procedures of the Search Committee

1. The Search Committee, in consultation with the Department Chair, Dean, and other appropriate faculty members, shall write the vacancy announcement which describes the criteria to be used in screening applications.
2. The Search Committee, in consultation with the Department Chair, Dean, and other appropriate faculty members, shall use the vacancy announcement to develop the application screening criteria, screening interview questions, the reference check questions, and the campus interview questions.
3. The initial screening shall reduce the number of applicants to those who meet the required and preferred qualifications as stated in the vacancy announcement.
4. The Search Committee will rank applicants into three categories – “Most qualified”, “Met minimum requirements”, and “Did not meet minimum requirements”. The Search Committee chair will submit this ranking to the Dean for approval to move on to conducting screening interviews. Additionally, the Search Committee Chair, in collaboration with the Department Chair, will notify all applicants in the “not qualified” category that they have been removed from consideration for the position.
5. The Search Committee will conduct screening interviews with all candidates in the “Most qualified” category using the approved screening interview guide approved by HR. The committee will meet to discuss the results of such interviews. During this discussion the committee may choose to remotely interview candidates in the “Met minimum requirements” category if results from the first round of interviews require expansion of the pool.
6. After all screening interviews, the Search Committee, in consultation with the Department Chair and Dean, shall determine which applicants will be moved into the phase of contacting references. Reference checks will be conducted on three references provided by each candidate. Candidates will be selected by the degree to which they meet both the required and preferred qualifications stated in the vacancy announcement.
7. Based on the results of the reference checks, the Search Committee, in consultation with the Department Chair and Dean, will select candidates to be interviewed on campus.
8. Those selected for a campus interview shall be contacted by the Department Chair (or a designee) to make arrangements for the interview. Candidates will be directed to the Department, College and University ARTP policy website(s) so that prior to an interview the candidate may become informed as to campus, College, and Department policies and procedures concerning appointment, retention, tenure, and promotion.
9. During the campus interview process, the candidate shall meet with the Search Committee, the Department Chair, and Dean of the College. Opportunity shall be provided for department faculty members and students to meet and talk with the candidate.

10. Prior to the Search Committee's final vote, the committee shall solicit signed written submissions to the candidate's file from faculty and students within the Department. The Search Committee, after carefully considering any written-signed comments from students and department faculty members shall meet and rank order the candidates. The candidates shall be ranked in terms of each candidate's ability, qualifications, experience, and fitness for the position to be filled, as judged by the Search Committee with reference to the specific required and preferred qualifications in the vacancy announcement.
11. The Search Committee may recommend the rank and salary to be offered, and the special conditions if any regarding retention, tenure, and promotion to be attached to the offer.
12. The recommendation by the Search Committee of the most qualified candidates, in order of rank, shall be forwarded to the Dean by the Department Chair together with the evaluative statement supporting the recommendation.
13. The Chair shall transmit the Department's recommendation for faculty appointment to the Office of Human Resources.

E. Appointment Procedures

1. A Process Summary shall be compiled for each job search. This summary shall be developed by the Department Chair and the Search Committee and shall be submitted to the Provost.

F. Appointment Considerations

1. Appointment in Rank: Appointment of tenure track faculty normally shall be at the Assistant Professor rank. Higher rank shall be granted only with permission of the Dean of the College and final approval of the Provost
2. Length of Appointment: A probationary faculty member normally shall be appointed initially for two-years.
3. Promises and Special Considerations:
 - a. No promise with respect to appointment may be made by any officer other than the Provost.
 - b. No promise concerning eventual retention, tenure, or promotion shall be made to any candidate by any officer or faculty member of the University.
 - c. Any special condition or limitation affecting retention, tenure, promotion or tenure shall be clearly stated in writing to the candidate prior to the time of the initial appointment.
 - d. Initial Salary and Years toward Tenure (Service Credit): Recommendations regarding the initial salary and service credit may be made in accordance with University regulations by the Department Chair, in consultation with the Search Committee. They shall be directed to the Provost via the Dean. Factors to be considered when recommending an initial salary and service credit shall include but need not be limited to teaching experience, record of scholarship and creative activities, service activities, and potential for growth.

III. POLICY AND PROCEDURES FOR EVALUATING FACULTY FOR THE PURPOSE OF RETENTION, TENURE, AND PROMOTION

A. Probationary Appointments

(Sec.5.02 University ARTP Policy)

1. The earned doctorate is required for a probationary appointment in all disciplines for which it is recognized as the terminal degree. Public Health is a discipline in which the doctorate is recognized as the terminal degree. Individuals not possessing an earned doctorate may receive a

- probationary appointment if completion of the degree within a specified period is made a condition of employment. Completion of the degree is required for tenure and/or promotion. Upon completion of the doctorate on/or before the date specified in the contract, the time spent in the probationary period will be credited toward tenure and/or promotion.
2. All appointments shall be based solely upon the candidate's ability, qualifications, experience, and fitness for the position to be filled.

B. Criteria for retention, tenure and promotion

1. All probationary faculty shall be evaluated each year. Faculty members being evaluated for tenure shall be evaluated on the cumulative evidence from the beginning of their association with Sacramento State. Evidence submitted by an individual faculty member in consideration for tenure and/or promotion must demonstrate a minimal and ongoing level of activity in all four performance areas: Competent Teaching Performance, Scholarly or Creative Achievements, Contributions to the Institution, and Contributions to the Community. Evidence used to evaluate faculty members for promotion or early promotion shall be those materials accumulated since last promotion.
2. The committee will recommend retention when the candidate displays an overall level of performance consistent with a conclusion that a candidate is likely to attain tenure with further experience.
3. Recommendation for tenure and/or promotion shall reflect a collective judgment on the part of the committee that the candidate has met performance standards at the present rank and has demonstrated the ability to perform at a level consistent with the higher rank. The expectations for promotion from Associate Professor to Full Professor are higher than the initial promotion process from Assistant Professor to Associate Professor.
4. Competent Teaching Performance (55%)
 - a. Faculty are expected to provide high quality and effective instruction that is responsive to students' needs. Evidence shall include the following input from the individual faculty member being considered for retention, tenure, or promotion. This input will be evaluated for quality and currency.
 - 1) Nature of the teaching assignment for period under review including:
 - 2) Number of course preparations; frequency of teaching same preparation; levels of courses undergrad or graduate; lower or upper division; required courses versus elective and/or class sizes, lead instructor of courses (sections) taught by part time faculty
 - 3) Course syllabi, which adhere to any relevant university guidelines or policies regarding syllabi.
 - 4) Other materials: instructional materials, evidence of course improvement/innovation, exams, means of assessing the results of student efforts to learn, materials pertaining to methods and results of non-traditional pedagogy as for example web-based or televised instruction, service learning or inquiry-based learning, grading policies
 - 5) Teaching awards or honors.
 - 6) Student evaluation scores using the department approved student evaluation instruments for fall and spring semesters.
 - b. Additional evidence may include:
 - 1) Results of other student evaluation/feedback activities implemented by the faculty at enhancing teaching effectiveness
 - 2) Submissions by professional colleagues both on and off campus such as letters of evaluation and recommendation regarding teaching performance, results of class visitations, opinions, and/or evaluation by peers.

- 3) Results of classroom observations which occurred of the faculty during the time of review. The following conditions (as stated in the UARTP approved 2018 doc) are to be applied under this measure of teaching effectiveness “When classroom visits are utilized as part of the evaluation of a faculty unit employee under this Article, the individual faculty unit employee being evaluated shall be provided a notice of at least five (5) days that a classroom visit, online observation, and/or review of online content is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es) regarding the classes to be visited and the scheduling of such visits.” (CBA 15.14)
5. Scholarly or Creative Achievements (15%)
 - a. The expectation is that faculty will establish a record of scholarly or creative achievements that commit to impact in the field. Impact can be demonstrated by providing evidence in one or more of the following defined four areas: rigor, reach, relevance, and/or recognition.
 - 1) Rigor – the degree to which the scholarly and/or creative activity has methodical rigor, uses strong scientific methods.
 - 2) Reach – the degree to which the scholarly and/or creative activity reaches a large number of stakeholders/peers in the field/public health practitioners; potential/actual number of people with access to the work, exposed to the work, the significance of the population reached, has direct or indirect influence on practice.
 - 3) Relevance – the ways in which the work connects to recency of public health practice and contributes to the body of knowledge in the field, is translational in nature, has a collaborative research focus and/or focuses on current emerging public health priorities and the potential and actual influence on health outcomes.
 - 4) Recognition – the ways in which the work received recognition of contributions in the field among peers, and/or recognition of work in the industry.
 - b. There is an expectation that at least three (3) scholarly or creative achievements, which demonstrate impact, are necessary to be recommended for tenure and/or to be recommended for a promotion to associate professor.
 - c. There is an expectation that a candidate being considered for promotion from associate professor to full professor shall have documented four (4) additional scholarly or creative achievements that demonstrate impact since the last promotion.
 - d. There is an expectation that faculty will work to stay active in scholarly or creative activities that demonstrate progress toward impact each year of their appointment.
 - e. Evidence of scholarly or creative achievements may include, but not be limited to (in non-ranking order):
 - 1) Publications of articles, books, book chapters, policy papers or reports.
 - 2) Presentation of professional lectures, clinics, workshops or conferences.
 - 3) Evidence of scholarship or creative activity in the development or application of technology or both.
 - 4) The products of consultantships, whether paid or unpaid, of a professional nature related to the individual faculty member's area of academic expertise.
 - 5) Grant proposals, submissions, and applications and/or securing grant funding.
 - 6) Awards or acknowledgments for scholarly work in the field.
 - 7) Internally and externally funded peer-reviewed grants.
 - 8) Accomplishments in research and/or creative projects.
 - 9) Dissemination of research via media outlets.
 - 10) Serving as an abstract reviewer, manuscript reviewer, conference moderator, or editorial board member. (Listed in both Scholarly and Creative Achievements and Contributions

to the Community. Candidate may choose to provide as evidence in one of the two areas).

6. Contributions to the Community (15%)
 - a. The expectation of the faculty member includes making meaningful contributions to the community (local, state, and/or national) that align with the vision of the department: “Healthy, thriving, equitable communities with the capacity to reduce threats to public health, address health concerns, and maximize wellness.” Faculty are asked to clearly indicate how evidence provided reflects the vision of the department.
 - b. Evidence may refer to the following contributions, among others:
 - 1) Volunteer or paid consultant
 - 2) Participation on committee of agencies or organizations (national, state, local)
 - 3) Participation as content expert or university representative in mass media
 - 4) Community honors, awards or other documentation of benefits to the public produced by the faculty member's contributions to the community.
 - 5) Participation in community outreach activities, including educational equity, service learning and other professional activities.
 - 6) Serving as an abstract reviewer, manuscript reviewer, conference moderator, or editorial board member. (Listed in both Scholarly and Creative Achievements and Contributions to the Community. Candidate may choose to provide as evidence in one of the two areas).
7. Contributions to the Institution (15%)
 - a. The expectation is that faculty will work in service to the department, college and university to support achievement in reaching the mission, vision and goals of the body.
 - b. Evidence may refer to the following contributions may include:
 - 1) Committee work
 - i. Membership and participation (submission of meeting minutes with attendance list) on departmental, college and university committees
 - ii. Leadership roles on committees (chair, vice-chair)
 - iii. Other ad-hoc working groups
 - 2) Student support beyond instruction
 - i. Student academic advising
 - ii. Advising of student organizations/honor societies/sororities or fraternities
 - iii. Participation in student orientation, recruitment, and other marketing events/efforts
 - 3) Curriculum and education development
 - i. Curriculum development (e.g. creation of new courses, creation of academic programs, major modifications to program department offerings)
 - ii. Administrative work – all levels
 - iii. Special assignments
 - iv. Coordinator positions in service to the department
 - 4) Other service and leadership to the institution
 - i. Educational equity efforts
 - ii. Major initiatives or accomplishments in service to the University

C. Number of Every Instructor’s Courses to be Evaluated Each Year

1. All probationary, assistant professor, associate professor, full professor faculty, and FERP faculty unit employees are required to undergo routine, anonymous evaluation of their teaching by the

- students in every course taught during a semester (Fall and Spring). The department follows policy Sec. 5.05 E.1.c.1 of the University ARTP permitting written or electronic student questionnaire evaluations of teaching performance.
2. Any courses scheduled to be taught in the summer and/or winter intersession shall be evaluated by students. Faculty teaching these courses as an Extra Pay Assignment may elect to place the results of these evaluations into their WPAF.
 3. The Department Chair will provide a “Workload Summary” to the candidate at the initial meeting between the Department Chair and candidate during the file preparation period covering all courses taught in the fall and spring semester workload.
 4. At file closure, the Department Chair will place a “Workload Summary” and all corresponding student evaluations into the candidate’s WPAF. The candidate may choose to include evaluations from summer and/or winter intersession, if taught as an Extra Pay Assignment, in their file given they notify the Department Chair at least two weeks before file closure.

D. Primary Level RTP Committee: Composition of the Committee to Review and Recommend Individuals for Probationary Appointments

1. Membership of Primary Level RTP Committee for Faculty under Review:
The Committee shall be composed of three elected full-time tenured faculty members and one alternate who has a higher rank/classification than those being evaluated for promotion. The term of service shall be two years. No member of the Department faculty who is being considered for promotion or on FERP shall serve on the Committee that academic year. If an alternate is called upon to replace a member of the committee, the alternate becomes a regular member for the duration of the category of actions to be considered.
 - a. Committee Elections: Election of a new committee member(s) and alternate will be held during the first two weeks of the fall semester.
 - b. Term of Office: The election of the members of the Committee will be for a two-year term. The alternate will serve in the role for a one-year term.
 - c. Committee Chair: The Chair of the Committee shall be elected by and from the elected voting members of the Committee.
 - d. Department Chair: The Department Chair shall serve as a voting member of the primary committee and shall not submit a separate recommendation.
2. Duties and Procedures of Primary Level RTP Committee
 - a. All actions and deliberations and recommendations of the Committee shall be held in confidence. Access to a faculty unit employee's Personnel Action File shall be limited to persons with official business and recorded in the log as part of the WPAF prior to any review. The custodian (Dean, College of HHS) shall maintain the log record as part of the Personnel Action File.
 - b. Function: Conducts evaluations of full time temporary faculty, probationary faculty seeking retention, tenure or promotion and tenured faculty seeking promotion.
 - c. All three Department RTP members or the Committee's alternate must be present and participate in all meetings relative to the evaluation of a candidate. Two Department RTP members must be present to conduct actions other than substantive evaluations and recommendations.
 - d. Within the first four weeks of the fall semester the Department Chair and the Chair of the department RTP Committee for Faculty under Review (or a representative) shall meet with the candidate being considered for retention, tenure, and promotion to clarify deadlines and review the Department’s policies and procedures regarding development and organization of the WPAF

- e. Before recommendations from a Performance Review are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation which shall state in writing the reasons for the recommendations. The faculty unit employee shall have the right to respond or submit a rebuttal statement or response in writing to the Primary RTP Committee no later than ten (10) calendar days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the PAF. Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendation with the recommending party. This provision shall not require that the timelines be altered.
 - f. The Primary Level ARTP Committee shall prepare the document required by the Secondary Level ARTP Committee which shall include:
 - 1) the detailed evaluation of the faculty member
 - 2) the formal recommendation of the Department ARTP Committee.
 - g. The detailed evaluation shall include a rationale for the decision as well as all attachments. The evaluation statement shall be approved by a majority of the committee in a meeting called for that purpose. The evaluation statement shall be forwarded to the Department Chair and placed in the WPAF for subsequent review levels.
3. General Provisions
- a. Faculty are totally responsible for the development and organization of the materials they submit in their WPAF
 - b. The WPAF format shall be in compliance with the model developed and distributed by the College Secondary ARTP Committee to govern in the academic year during which the candidate is under review.
 - c. Probationary Faculty. All probationary faculty will be evaluated each year. Those faculty not awarded tenure at the end of the sixth probationary year shall be granted a terminal year.
 - d. Promotion. A probationary faculty unit employee shall normally be considered for promotion at the same time as considered for tenure. The promotion of a tenured faculty unit employee shall normally be effective the beginning of the sixth (6th) year after appointment to the current academic rank/classification. In such cases, the performance review for promotion shall take place during the year preceding the effective date of the promotion. This provision shall not apply if the faculty unit employee requests in writing that they not be considered.
 - e. In general, retention decisions in the early years of service rely heavily on a faculty unit employee's preparation and ability, while tenure, promotion and later retention decisions place more emphasis on contribution and performance.
 - f. Each primary level evaluation shall be approved by simple majority vote. Separate evaluations and votes will be taken for tenure and promotion.

E. Periodic Evaluation: Role of the Chair

(Sec. 9.03 University ARTP Policy)

- 1. Role of Department Chair
 - a. It shall be the responsibility of the Department Chair to initiate the evaluation procedures for retention, tenure, promotion, and evaluation of candidate following the timelines established by the University and/or College.
 - b. The department chair shall serve as a voting member of the primary committee and shall not submit an independent evaluation.
 - c. The Chair shall inform the Primary Level ARTP Committee of the deadlines for action and convene the first meeting of the Department ARTP Committee.

F. Requirements for Early Tenure Recommendation

1. Early tenure is granted in accordance with the UARTP document 5.06.

G. Requirements for Early Promotion

1. Early promotion is granted in accordance with UARTP document 5.07.

IV. PROCEDURES FOR THE APPOINTMENT AND EVALUATION OF FULL-TIME TEMPORARY FACULTY MEMBERS

A. Appointment of Full-Time Temporary Faculty Unit Employees

1. Recruitment Procedures
 - a. Announcement of Vacancy: When it is determined that a faculty vacancy exists and that recruitment to fill it is to be undertaken, the appropriate request form shall be completed and forwarded to the Dean. If the request is approved by the Dean, the Search Committee, in consultation with the Department Chair and other appropriate faculty members, an announcement of the vacancy for national advertising shall be prepared by the Search Committee. The College Dean's Office shall be contacted to review the announcement to ensure that the criteria are non-discriminatory and non-exclusionary. All employment criteria shall be job-related.
 - b. Search Procedures: Vacancy announcements shall be sent to a wide variety of sources at the state, region, and national level. In addition, the Department shall utilize, as appropriate, professional journals, newspapers, and relevant community organizations and agencies. Additional advertising may be made at any time. Every attempt shall be made to establish a diverse pool.
2. Selection of Search Committee
 - a. The Department will form search committees as needed in accordance with Option 1 in section 6.06 of the UARTP, which reads as follows: A minimum of three faculty members who are elected by the tenured and probationary faculty in the department, one of whom may be the Department Chair. The Department may elect an alternate or alternates at its discretion. The members of the Search Committee shall elect a Search Committee Chair who has the responsibility for acting on behalf of the entire Department and who makes a recommendation or provides a ranked list of candidates directly to the Dean. The Department Chair may not be the Chair of the Search Committee. If the Department Chair is elected to the Search Committee, the Department Chair shall not make an independent recommendation to the Dean. If the Department Chair is not elected to the Search Committee, the Department Chair may make an independent recommendation to the Dean.
3. Affirmative Action/ Equal Opportunity Representative
 - a. The Department shall elect an AA/EOR from among its tenured faculty and its probationary faculty to serve as a voting member of the search committee. If the Department engages in multiple searches, each search committee may have the same elected AA/EOR or another elected AA/EOR.
 - b. The AA/EOR shall normally be elected in the fall or as circumstances require and shall serve a term of no less than one year.
 - c. The AA/EOR may serve as chair of a search committee provided the search committee elects the AA/EOR to serve in that capacity.

4. Procedures of the Search Committee
 - a. The Search Committee, in consultation with the Department Chair, Dean, and other appropriate faculty members, shall write the vacancy announcement which describes the criteria to be used in screening applications.
 - b. The Search Committee, in consultation with the Department Chair, Dean, and other appropriate faculty members, shall use the vacancy announcement to develop the application screening criteria, the screening interview questions, the reference check questions, and the campus interview questions.
 - c. The initial screening shall reduce the number of applicants to those who meet the required and preferred qualifications as stated in the vacancy announcement.
 - d. The Search Committee will rank applicants into three categories – “Most qualified”, “Met minimum requirements”, and “Did not meet minimum requirements”. The Search Committee chair will submit this ranking to the Dean for approval to move on to conducting screening interviews. Additionally, the Search Committee Chair, in collaboration with the Department Chair, will notify all applicants in the “not qualified” category that they have been removed from consideration for the position.
 - e. The Search Committee will conduct screening interviews with all candidates in the “Most qualified” category using the approved screening interview guide approved by HR. The committee will meet to discuss the results of such interviews. During this discussion the committee may choose to remotely interview candidates in the “moderately qualified” category if results from the first round of interviews require expansion of the pool.
 - f. After all screening interviews, the Search Committee, in consultation with the Department Chair and Dean, shall determine which applicants will be moved into the phase of contacting references. Reference checks will be conducted on three references provided by each candidate. Candidates will be selected by the degree to which they meet both the required and preferred qualifications stated in the vacancy announcement. Based on the results of the reference checks, the Search Committee, in consultation with the Department Chair and Dean, will select candidates to be interviewed.
 - g. Those selected for further consideration shall be contacted by the Department Chair (or a designee) to make arrangements for a campus interview. Candidates will be directed to the Department, College and University ARTP policy website(s) so that prior to an interview the candidate may become informed as to campus, College, and Department policies and procedures concerning appointment, retention, tenure, and promotion.
 - h. During the campus interview process, the candidate shall meet with the Search Committee, the Department Chair, and Dean of the College. Opportunity shall be provided for department faculty members and students to meet and talk with the candidate.
 - i. Prior to the Search Committee’s final vote, the committee shall solicit signed written submissions to the candidate’s file from faculty and students within the Department. The Search Committee, after carefully considering any written-signed comments from students and department faculty members shall meet and rank order the candidates. The candidates shall be ranked in terms of each candidate’s ability, qualifications, experience, and fitness for the position to be filled, as judged by the Search Committee with reference to be offered, and the specific required and preferred qualifications in the vacancy announcement.
 - j. The recommendation by the Search Committee of the most qualified candidates, in order of rank, shall be forwarded to the Dean by the Department Chair together with the evaluative statement supporting the recommendation.
 - k. The Chair shall transmit the Department’s recommendation for faculty appointment to the Dean.

B. Evaluation of Full-Time Temporary Faculty Member

1. Temporary full-time faculty not holding a three (3) year appointment:
 - a. Full-time temporary faculty unit employees appointed for two (2) or more semester, regardless of a break in service, shall be evaluated in accordance with the periodic evaluation procedure.
 - b. The periodic evaluation shall be based on their assignment, which normally includes only teaching.
 - c. Evaluation of full-time temporary faculty not holding a three (3) year appointment shall be conducted during the second semester of employment and at least every two semesters thereafter.
 - d. The evaluation shall be conducted by the Department's RTP Committee.
2. Full-time temporary faculty holding a three (3) year appointment:
 - a. The normal periodic evaluation of temporary faculty holding a three (3) year appointments shall be conducted during the second year of the three (3) year appointment.
 - b. At a minimum, the evaluation shall extend to the faculty member's performance during the period defined by the closing of the file immediately prior to the preceding evaluation and the closing of the file immediately prior to the current evaluation. This periodic evaluation is based on the faculty member's assignment, which normally includes only teaching.
 - c. The decision to evaluate less frequently than once a year shall not preclude either a faculty unit employee as a matter of choice or a department or equivalent unit acting with cause from requesting an evaluation under this section during a year when one would not otherwise be conducted.
 - d. The evaluation shall be conducted the Department's RTP Committee.

C. Criteria of Evaluation

1. Competent Teaching Performance
 - a. Evidence shall include the following submissions from the individual faculty member undergoing periodic evaluation. These submissions will be evaluated for quality and currency.
 - 1) current course workload for period under review
 - 2) course syllabi containing:
 - i. course title and description
 - ii. contact information, including office hours
 - iii. course objectives
 - iv. course calendar/outline
 - v. current reading list and reference material
 - vi. assignments, evaluation, and grading procedures
 - 3) copies of assignments, exam, and/or evaluation materials
 - 4) results of standardized student evaluations of instructor
2. Additional evidence may include, but not be limited to:
 - a. workshops, seminars, professional development activities, and course, and curriculum development
 - b. supervision of independent study
 - c. teaching awards and honors
 - d. statements by professional colleagues both on and off campus that discuss teaching effectiveness
 - e. assessment activities that enhance teaching effectiveness

- f. thesis direction and advising
 - g. signed written statements from students
 - h. samples of course lectures
 - i. other materials that demonstrate teaching effectiveness including the use of technology in the teaching process
3. Additional evidence that supports teaching effectiveness may be submitted in the WPAF.
 4. All full-time temporary faculty shall be required to undergo routine anonymous student evaluations of every course taught during a semester. The department follows policy Sec. 5.05 E.1.c.1 of the University ARTP permitting written or electronic student questionnaire evaluations of teaching performance. At file closure, the Department Chair will place a "Workload Summary" and all corresponding student evaluations into the candidate's file.
 5. Any course scheduled to be taught in the summer and/or winter intersession shall be evaluated by students. The candidate may choose to include evaluations from summer and/or winter intersession, if taught as an Extra Pay Assignment, in their file, given they notify the Department Chair at least two weeks before file closure.

V. PROCEDURES FOR THE APPOINTMENT AND EVALUATION OF TEMPORARY PART-TIME FACULTY MEMBERS

A. Appointment

1. Vacancies shall be announced through the Office of Human Resources via the College of Health and Human Services.
2. Applications shall be reviewed by the Department Chair, and with the involvement, whenever possible, of the appropriate tenured area coordinator, or a tenured faculty member, and/or a probationary faculty member from the specialty area.
3. As temporary positions become available, the Department Chair shall have the discretion to interview candidates from the applicant pool to teach course(s) and, whenever possible, shall involve the appropriate tenured area coordinator. The Department Chair shall make recommendations for employment to the College Dean.

B. Future Employment

1. The official employment notification to a part-time faculty member shall indicate that appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointment or any further appointment rights. The conditions established at the time of appointment shall reflect enrollment and budget considerations.
2. The department shall maintain a pool of part-time faculty who have been evaluated. Copies of a part-time faculty member's previous evaluations and application shall receive careful consideration. If a part-time faculty member applies for a subsequent appointment and is not hired, the right to file a grievance shall be limited to allegations of a failure to receive careful consideration.
3. Department policies and procedures do not in any way imply that an incumbent has a presumptive right to continue a temporary appointment presently held.
4. An entitlement does not implicate a right to employment. Entitlements pertain to one's time base only if one is first hired. Appointment remains conditional. For an entitlement to become operative, all conditions in Sec. 6.04 of UAPRTP Policy must be met.

5. Due to the uncertainty of funding from year to year for part-time faculty positions, the Department Chair may make adjustments that are consistent with UARTP policy to the assignments of part-time faculty members with entitlement.

C. Composition of the Elected Peer Review Committee to Review the Periodic Evaluation of Temporary Part-Time Faculty Members

1. Primary Level ARTP Committee for Part-time Faculty (PTARTP):
 - a. The PTARTP committee shall consist of three tenured or tenure track faculty unit employees with two (2) or more years of department service and an alternate.
 - b. Election of new committee members shall be held during the first two weeks of the fall semester each year.
 - c. The election of the members of the committee and the alternate shall be for a staggered two-year term (with the exception of the first operational year). For year one, two members shall be elected for a two-year term and one member and an alternate shall be elected for a one-year term. For year two, one member and the alternate shall be elected for a two-year term.
 - d. All three PTARTP members or the committee's alternate shall be present and participate in all meetings relative to the evaluation of a candidate.
2. Role of the chair: The chair shall conduct an Independent, but simultaneous review and submit a separate evaluation.

D. Criteria to Govern Evaluation of Temporary Employees

1. Standardized student appraisals shall be conducted of all courses taught by part-time faculty. All part-time faculty members shall be given copies of their standardized student evaluations. The department follows the University ARTP permitting written or electronic student questionnaire evaluations of teaching performance.
2. Classroom observations. The Department Chair or one tenured faculty member or both shall each conduct a minimum of one classroom visitation each, per year, during the first two years of employment. Following the observation, a written evaluation narrative shall be placed in the faculty member's WPAF using the standardized department observation form. After the first two years of employment, observations shall occur at least once every four semesters. The Department shall give a five-day notice to a part time faculty member before a classroom visit takes place.
3. Part-time temporary faculty appointed for two (2) or more semesters, regardless of a break in service, shall be evaluated in accordance with the periodic evaluation procedure. (UARTP Policy Sec. 9.04D)
4. A part time temporary faculty member appointed for one (1) semester or less shall be evaluated at the discretion of the Department Chair. During the first semester of employment there shall be at a minimum a classroom observation by the Department Chair or one probationary or tenured faculty unit member with more than two (2) years of service. A part-time faculty member may request that an additional evaluation be performed. (UARTP Policy 9.04A)
5. The evaluation of part-time faculty shall be conducted by the Department PTARTP Committee and Department Chair.
6. Evaluation shall be limited to information placed in the WPAF. Evidence shall include:
 - a. Current course workload for period under review
 - b. Course Syllabi containing:
 - 1) course title and description
 - 2) contact information, including office hours

- 3) course objectives
- 4) course calendar/outline
- 5) current reading list and reference material
- 6) assignments, evaluation, and grading procedures
- c. Copies of assignments, exams, and/or evaluation materials
- d. Results of standardized student evaluations of instructor
- e. Other evidence that attests to teaching effectiveness may include, but not limited to:
 - 1) workshops, seminars, professional development activities, and course and curriculum development.
 - 2) teaching awards and honors
 - 3) assessment activities that enhances teaching effectiveness
 - 4) signed written statements from students
 - 5) sample of course lectures
 - 6) other materials that demonstrate teaching effectiveness including the use of technology in teaching
- f. Submissions by professional colleagues, such as:
 - 1) letters of evaluation/recommendation regarding teaching performance
 - 2) results of class observations
 - 3) opinions and written evaluation of peers

E. Number of Every Instructor's Courses to be Evaluated Each Year

- 1. All temporary part-time faculty members shall be required to undergo routine, anonymous student evaluations of all courses taught during a semester. The department follows the University ARTP permitting written or electronic student questionnaire evaluations of teaching performance.
- 2. All courses scheduled to be taught in the summer and/or winter intersession shall be evaluated by students. Faculty teaching these courses as an Extra Pay Assignment may elect to include these evaluations in their WPAF.

F. Summary Evaluation of Part-Time Faculty

- 1. The members of the PTARTP Committee shall summarize the material and prepare a formal summary evaluation narrative to be placed in the WPAF for future employment considerations.
- 2. The Department Chair shall summarize the material and prepare a formal summary evaluation narrative to be placed in the WPAF for future employment considerations.

G. Frequency of Evaluation of Temporary Faculty Holding Three-Year Appointments

- 1. The periodic evaluation of temporary faculty holding a three (3) year appointments shall be the third year of the three (3) year appointment.
- 2. At a minimum, the evaluation shall extend to the faculty member's performance during the period defined by the most recent file closing and the file closing of the current evaluation. This periodic evaluation shall be based on the work assignment, which shall normally be limited to teaching.
- 3. The Department's decision to evaluate less frequently than once a year shall not preclude either a faculty unit employee as a matter of choice or a department or equivalent unit acting with cause from requesting an evaluation under this section during a year when one would not otherwise be conducted.

VI. PROCEDURES FOR THE PERIODIC REVIEW OF TENURED FACULTY NOT SUBJECT TO PERFORMANCE REVIEW FOR PROMOTION

- A.** Consistent with the purpose of this evaluation, faculty members not subject to performance review for promotion shall submit a five-year academic plan outlining the individual faculty member's professional goals and activities.
- B.** Tenured faculty not subject to performance review for promotion shall be evaluated at least once in every five years. An evaluation for purposes of promotion or salary adjustment shall fulfill the periodic evaluation requirement for tenured faculty.
- C.** The evaluation procedures:
 - 1. Each tenured faculty member subject to periodic evaluation shall be evaluated by an elected peer review committee consisting of at least three tenured full-time department faculty of equal or higher rank. A department member scheduled for this evaluation may not serve on any committee to conduct a periodic evaluation of tenured faculty during the year in which they are subject to evaluation.
 - 2. The Department Chair shall not serve on the peer review committee, but shall conduct an independent evaluation and submit a separate evaluation report.
 - 3. The Periodic Evaluation Committee and the Department Chair shall develop a schedule of dates and times for conducting the evaluation of the faculty member under review.
 - 4. Based on a faculty member's right of confidentiality, substantive deliberations having to do with periodic evaluation of tenured faculty unit employees shall be open only to committee members.
 - 5. The peer review committee and the Department Chair shall consider the following subject matter in conducting the reviews:
 - a. Progress and achievement toward meeting goals and achievements as outlined in the individual's prior academic plan.
 - b. Student evaluations taken since the last evaluation of the faculty member's performance.
 - c. Signed, written statements from students, and other signed, written statements concerning the faculty member's teaching effectiveness only if the faculty member has been provided an exact copy of each statement at least five days before the evaluation.
 - d. Material submitted by the faculty member being evaluated. This evidence may include, but not be limited to, the following:
 - 1) Teaching materials
 - 2) Curriculum development
 - 3) Participation in professional meetings
 - 4) Professional lectures, seminars, workshops
 - 5) Consultant work
 - 6) Publications
 - 7) Service to the University
 - 8) Service to the community
 - 9) Leave activities
 - 6. The review committee may request additional clarification of items in the WPAF from the faculty under review if needed.
 - 7. The faculty member being evaluated shall have the right to meet with the peer review committee prior to the submission of the committee's report.
 - 8. The faculty member being evaluated shall have the right to meet with the Department Chair prior to submission of the evaluation.

9. The committee shall prepare a written, signed evaluation report containing an assessment of the evidence. It shall provide a written copy of this report to the faculty member at least five days before the custodian places it in the Personnel Action File.
10. The Department Chair shall prepare a written, signed evaluation report containing an assessment of the evidence. The Department Chair shall provide a written copy of this report to the faculty member at least five days before the custodian places it in the Personnel Action File.
11. The Department Chair and the chair of the peer review committee shall meet with the faculty member to discuss strengths and weaknesses along with suggestions, if any, for improvement.
12. The evaluation statements shall be placed in the Personnel Action File. The faculty member shall have the right to submit written rebuttals to them and these rebuttals shall also be placed in the Personnel Action File.
13. The Academic Dean shall not normally conduct an evaluation of tenured faculty under these procedures. However, a faculty member may appeal the evaluations of the faculty committee and/or the Department Chair by requesting, in writing, that the Dean conduct an independent evaluation.

VII. APPENDIX A: HISTORY OF PUBLIC HEALTH DEPARTMENT ARTP POLICY

A. History of Department of Public Health ARTP Policy

The Department of Public Health was formally the Health Science program as a part of the Department of Kinesiology and Health Science. In Fall of 2019, The Department of Kinesiology and Health Science (KINS/HLSC) separated to become two distinct departments – The Department of Public Health and The Department of Kinesiology.

In Spring of 2019, the UARTP committee approved the new 2019-2020 Department of Public Health ARTP document, consisting of the formal naming of the department in place of the 2011 approved KINS/HLSC ARTP doc. The new 2019-2020 policy document for Public Health also included minor changes to two areas: 1) composition of the search committees for Probationary Faculty and Full Time Temporary Faculty Member searches; and 2) composition of the primary RTP committee. The UARTP committee approved these changes on May 6th, 2019.

Over the course of the Fall 2019 semester, the Public Health faculty met to revise the ARTP policy document. Substantial changes were made to the criteria for retention, tenure and promotion in the policy document. Other minor changes were made to assure consistency in sections, current process and organization of the document. All changes were voted on and approved by the Public Health faculty on December 2nd, 2019.