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**Department of Communication Sciences and Disorders**

**College of Health and Human Services**

**Appointment, Retention, Tenure, and Promotion (ARTP) Procedures**

**Revised & Approved by UARTP (DATE2017)**

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## I. General References

All criteria, policies, and procedures in this document are intended to be consistent with and supplemental to the University Appointment, Retention, Tenure and Promotion Policy (UARTP).

Notice: All citations to the 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 section 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.

## II. Appointment of Academic Employees

### A. Full-time appointments

In making full-time appointments, the following factors shall be given primary consideration, not necessarily in this order:

1. Excellence in scholarship and preparation.
2. Current practice in speech-language pathology or audiology, as appropriate.
3. Possession of or eligibility for appropriate certificate, credential, and license.
4. Interest and demonstrable skill in teaching and clinical instruction.
5. Experience and/or potential for university and community service
6. Promise of professional growth.
7. Past performance, if evaluated by the Department's ARTP Committee.
8. Evidence of continued education.
9. Experience and/or potential for research and scholarly activity

### B. Appointment of Probationary Faculty

A Search Committee consisting of a minimum of three elected faculty and the Department Chair shall review and recommend individuals for probationary appointments. The Clinic Coordinator may also serve on this committee. The committee must have one member who is an AAEO to be elected by the faculty at large. FERP faculty may serve if they are on active service. The Search Committee shall follow the procedures for probationary appointment set forth in the University ARTP document and their recommendations shall be approved by a simple majority of the committee. An abstention shall not count as a negative vote.

### C. Appointment of Full-Time Temporary Faculty

A list of temporary faculty employees who have been evaluated by the department shall be maintained. If such an employee applies for a full-time temporary position in the department, the employee's previous periodic evaluations and his/her applications shall receive careful consideration. Recommendation for appointment will be made by a Peer Review committee consisting of three or more members elected from the faculty, one of whom teaches or supervises in the area in which the appointment is being considered and the Department Chair. The Clinic Coordinator may also serve on this committee. Guidelines that determine the location on the pay scale at which an initial temporary appointment is made are outlined in the UARTP document. Exceptions to these guidelines must be approved by the appropriate Dean. Assignment of work at the beginning of and during an academic year and in the summer will be made according to the guidelines outlined in the Collective Bargaining Agreement (CBA).

## D. Appointment of Part-Time Temporary Faculty

Part-time faculty shall be appointed from the applicant list, which is established on a yearly or semester basis as needed by the department. Incumbent part-time temporary faculty unit employees are responsible for notifying the department chair, by the specified deadline, of their wish to become part of the applicant list for the semester or year in which they wish to be employed. Recommendation for appointment will be made by the Chair in consultation with a minimum of one faculty member who is teaching in the area in which the appointment is to be made. In the case of recommendations of clinical instructors, recommendation for appointment will be made by the chair in consultation with the Clinic Coordinator. Guidelines that determine the location on the pay scale at which an initial temporary appointment is made are outlined in the UARTP document. Exceptions to these guidelines must be approved by the appropriate Dean. Assignment of work at the beginning of and during an academic year and in the summer will be made according to the guidelines outlined in CBA.

Once the applicant list for a position has been established, the best-qualified person shall be appointed on the basis of merit and competence related to program need. Temporary appointments follow the guidelines set forth in the UARTP document. The criteria used in selection shall include the following, which are not listed in order of importance:

1. Excellence in scholarship and preparation
2. Possession of appropriate certificate, credential, and license
3. Interest and demonstrable skill in teaching and/or clinical instruction, as appropriate
4. Past performance, if evaluated by the Department's ARTP Committee
5. Immediacy, relevancy and extent of past work experience.
6. Evidence of continued education.
7. Promise of professional growth

The employee shall be responsible for updating his/her resume and Personnel Action File (PAF) so that adequate records of experience and training are available for those evaluating the applicant list candidates for subsequent employment and salary advance. Employees shall be informed of this responsibility upon their appointment and offered the appropriate assistance by the Department Chair.

## E. Confidentiality Policies

Committee policies regarding confidentiality, required periods for placing materials in the personnel action file (PAF) and rebuttal (if any) respectively, the process by which files move from primary ARTP level, responsibility for preparation of PAF, and range elevation shall be governed by the pertinent provisions of the University ARTP document.

### III. Performance Review for Retention, Tenure, and Promotion.

#### A. The Committee

The Retention, Tenure, and Promotion (RTP) Committee shall consist of three elected tenured faculty at the Associate level or above. Associate level committee members may not participate on Committees for candidates requesting promotion to Full Professor. The Chair of the RTP Committee shall be elected annually by the Committee in the spring of each year. In cases where there are not enough faculty of the appropriate rank at the Department level, the Chair of the Primary Committee and/or Department Chair will consult the Dean for appropriate faculty alternates within the College or University.

#### B. Department Chair

The Department Chair serves as a voting member of the RTP Committee and does not make a separate evaluation.

#### C. Criteria for Retention, Tenure and Promotion

##### 1. Areas to be evaluated:

##### a. *Competent teaching and/or clinical instruction competence.*

Evidence of competent teaching and/or clinical instruction shall include:

- 1) The nature of the teaching assignment: Number of course preparations, frequency of teaching same preparation, undergraduate vs. graduate course level, lower or upper division courses, required vs. elective courses, class size, etc.
- 2) Submissions by the individual faculty member: Self-evaluations, course syllabi or outlines, instructional materials, exams, means of assessing the results of students 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, teaching awards or honors, evidence of advising activities, etc.
- 3) Course materials: Syllabi, outlines, requirements, and objectives for each course taught by the candidate; Evidence involving one-to-one teaching as in fieldwork, clinical supervision/instruction, direction of theses, etc.  
Criteria used in evaluating the above materials will consist of the following:
  - a) Organization
  - b) Clarity
  - c) Completeness
  - d) Relevance
  - e) Currency
  - f) Content
- 4) Results of class visitations, comments and/or observation by peers:
  - a) Each year, two members of the Primary RTP Committee, chosen by the Chair of the RTP Committee, will make a minimum of one visit each to a teaching session of those candidates whose major responsibilities involve teaching. The visits are to be arranged at the mutual convenience of the candidate and the visiting faculty members and will allow for at least five days' notice prior to the visit.
  - b) Those under consideration whose major responsibilities include clinical instruction shall have either their classes or their clinical instruction observed and evaluated. If a candidate whose primary responsibility includes clinical instruction is evaluated in

consecutive years, an attempt will be made to alternate between classroom observation and clinical instruction observation and evaluation.

- c) Candidates whose major responsibilities include clinical instruction may be asked to submit copies of edited student reports, case summaries, letters to parents, other agencies or professionals, or written comments made during therapy observations as part of the observation. They may also be asked to invite members of the committee to observe student conferences and/or demonstration therapy sessions which they provide for students.
  - d) The committee members will submit a written observation report to the appropriate Dean who will review each report and place it in the personnel action file and provide a copy of the letter to the candidate at least five days before placement in the PAF. The faculty member must be provided an opportunity to meet with the Dean to discuss the material. The Dean makes the final determination regarding placement in the file. The faculty member then has ten days to submit a rebuttal.
- 5) Input from students in the form of standardized department procedures that provide student opinions and/or evaluation of the faculty member's teaching performance: Student course evaluation forms developed by the department will be provided for each course. Separate standard forms for academic courses and for clinical supervision will be used.
- 6) Optional input from students in written form. Opportunities for student input will be announced through the standard department methods for disseminating information to students. This will include the names of all faculty under evaluation. Students presenting evaluative material shall be advised by the RTP Primary Committee Chair that to be considered in the RTP process, the student must present his/her comments to the primary level committee in writing by a specified date. These comments must be those of the student alone and cannot represent opinions of any other person or group. All written statements must be signed by the student and cannot be considered confidential submissions. All such open-ended written testimony presented directly to the primary committee must not be summarized but must be maintained in its original form. The placement of any such material in the Personnel Action File shall be governed by the University ARTP policy, including providing the faculty member an exact copy of each statement at least five days before the placement in the PAF by the appropriate Dean. The faculty member must also be provided an opportunity to meet with the Dean to discuss the material. The Dean makes the final determination regarding placement of the material. The faculty member may file a rebuttal or seek removal of material as provided by the UARTP document.
- 7) Any observations, attendance in courses, workshops, seminars, discussions, colloquies, traineeships, internships, and self-study, that enhance teaching and clinical instruction proficiencies: Evidence to support these activities may include registration cards, programs, abstracts of lectures, list of books and articles read during the preceding year.
- 8) Any current written (and signed) statements concerning the individuals teaching effectiveness or currency in the field. Such input may come from professional colleagues both on and off campus, and may include letters of evaluation and recommendations regarding teaching performance, acknowledgement of teaching awards or honors, etc. All written statements must be signed and cannot be considered confidential submissions. All such open-ended written testimony presented directly to the primary committee must not be summarized, but must be maintained in its original form. The placement of any such material in the PAF shall be governed by the UARTP policy, including providing the faculty member an exact copy of each statement at least 10 days before placement in the PAF by the appropriate Dean. The faculty member must also be provided an opportunity to meet with the Dean to discuss the

material. The Dean makes the final determination regarding placement of the material. The faculty member may file a rebuttal or seek removal of material as provided by the UARTP document.

b. *Scholarly or creative achievements*

Evidence may include, but is not limited to:

- 1) Accomplishments in research and/or creative projects.
- 2) Publication of articles, books, reviews, software, assessment or treatment methodologies, and research papers consistent with the mission of the University.
- 3) An active program of scholarly or creative work in progress, including, but not limited to, unpublished manuscripts, demonstrating work in a subject of systematic study or investigation, work related to the teaching of such a subject, or work directed to issues of public concern.
- 4) Membership and appropriate participation in activities of professional organizations.
- 5) Presentation of professional lectures.
- 6) Professional honors or awards.
- 7) Continued Professional Development (CPD).
- 8) Creative activity culminating in a professionally-evaluated public display or performance, such as a poster session.
- 9) The products of consultant ships, whether paid or unpaid, of a professional nature related to the individual faculty member's area of academic expertise.
- 10) A statement describing the support, or lack of support (released time and/or funding), for the reported scholarly or creative achievements.
- 11) A statement describing the faculty member's guidance of students who are contributing to the faculty member's projects.

c. *Contributions to the institution.*

Evidence may include, but is not limited to:

- 1) Contributions to the faculty member's department, such as membership on a departmental committee, chair of a departmental committee, special assignments, curriculum development, student advising, including advising of student organizations in the department.
- 2) Contributions to the faculty member's college, such as membership on a college committee, chair of a college committee, special assignments, curriculum development, and student advising, including advising of student organizations in the college.
- 3) Contributions to the University, such as membership on a university-wide committee, chair of a university-wide committee, special assignments, curriculum development, and student advising (including advising of student clubs and activities), and educational equity efforts.

d. *Contributions to the community.*

Evidence may include, but is not limited to:

- 1) Office or directorship on a volunteer basis (national, state, local).
- 2) Volunteer or paid consultant.
- 3) Participation on committees of agencies or organizations (national, state, local).
- 4) Participation in the mass media.
- 5) Community honors, awards, or other documentation of benefits to the public produced by the faculty member's contribution to the community.
- 6) Participation in community outreach activities, including educational equity, service learning, and other professional activities. Such activities may include, but need not be limited to, those activities that produce ascertainable effects on a community.

e. *Possession of appropriate academic and professional preparation.*

Evidence shall include:

- 1) The doctoral degree.
- 2) The possession of or qualifications to obtain and renew a Certificate of Association and have or be qualified to obtain or renew a California State License in Speech Pathology and/or Audiology and a Clinical Rehabilitative Services Credential or Speech-Language Pathology Services Credential as appropriate to his or her academic assignments in order to be tenured and promoted.
- 3) Relevant experience working as a practitioner and/or instructor.

2. Submission of Evidence

A specific deadline before the recommendation is made at the first level of evaluation shall be established by campus policy at which time the Personnel Action File is declared complete with respect to documentation of performance for the purpose of evaluation. Insertion of material after the date of this declaration must have the approval of a peer review committee designated by the campus and shall be limited to items that became accessible after this declaration. Material inserted in this fashion shall be returned to the initial evaluation committee for review, evaluation and comment before consideration at subsequent levels of review.

3. Criterion Values

the department will assign the following weighting points when considering the candidate in each of the following four areas.

|                                   |     |
|-----------------------------------|-----|
| a. Teaching/Supervision           | 55  |
| b. Scholarly/Creative Achievement | 20  |
| c. Contributions to Community     | 10  |
| d. Contributions to Institution   | 15  |
| e. TOTAL                          | 100 |

4. Procedures

- a. The members of the Primary RTP Committee will review each candidate's evidence pertaining to academic preparation (if applicable) and the five criterion categories of the Department ARTP document.
- b. Each eligible member of the committee shall attend each meeting of the committee at which



substantive deliberations take place and attend each meeting at which final recommendations are made. Each member will vote for or against retention, tenure or promotion. An abstention shall not count as a negative vote. A simple majority is needed to approve a recommendation. The department RTP committee must retain all ballots used to make any determination for the three year period following the vote. Along with insufficient evidence of meeting expectations in the five criterion categories listed in the Department ARTP document, the following may be considered cause for not recommending a candidate.

- 1) Unethical behavior as defined by the Professional Code of Ethics of the American Speech-Language-Hearing Association or illegal activity as defined by the California State License for Speech-Language Pathologists and Audiologists.
- 2) Failure to meet with classes without giving notice, making appropriate arrangements and/or having just cause, such as illness.
- 3) Failure to keep office hours without giving notice, making appropriate arrangements and/or having just cause, such as illness.
- 4) Failure to meet clinical responsibilities without giving notice, making appropriate arrangements and/or having just cause such as illness.
- 5) Below average or poor teaching and unsatisfactory student evaluations and/or peer evaluations.

c. Candidate notification:

- 1) The department RTP Chair shall write a letter stating the recommendation of the Committee and summarizing the information in the PAF that influenced this decision. The evaluation report shall be in the form of an analytical qualitative statement establishing an observable and valid relationship between the criteria/standards and the faculty member's performance in each of the prescribed categories (Teaching/Clinical instruction; Scholarly/Creative activities; University, college, department service; Community service; Academic and professional preparation) as evidenced in the PAF. The evaluative statement shall be specific enough to provide positive reinforcement in those instances of performance in which the candidate has met or exceeded the prescribed criteria/standards as well as to provide guidance in other instances where improvement or further strengthening is needed. The evaluation report shall be approved by a simple majority of the Committee.
- 2) Before the evaluation report/recommendation is forwarded to the subsequent review level, the Candidate shall be given a copy of the report/recommendation. The Candidate may submit a rebuttal statement or response in writing and/or request a meeting to be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the PAF to the subsequent review level.

## IV. Periodic Evaluation

- A. Tenured Faculty Purpose of Evaluation: To assist tenured faculty members to maintain or improve their teaching effectiveness.
1. Frequency of Evaluation of Instructional Performance: Tenured faculty shall be evaluated at intervals of no greater than five years. An evaluation for purposes of retention, tenure or promotion shall fulfill the requirement. Participants in the Faculty Early Retirement Program (FERP) shall not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator.
  2. Each Academic Dean, as the appropriate administrator, is delegated the responsibility for monitoring the periodic evaluation of tenured faculty process in his/her college and for ensuring that the reviews conducted by the faculty committees and department
  3. Procedures:
    - a. Each faculty member subject to review shall be evaluated by an elected peer review committee consisting of at least three tenured department faculty of equal or higher rank. A department member scheduled for this evaluation may not serve on any periodic review of tenured faculty committee during the year in which he/she is subject to evaluation. FERP faculty may serve on this Committee if in their active period. In cases where there are not enough faculty of the appropriate rank at the Department level, the Chair of the Primary Committee and/or Department Chair will consult the Dean for appropriate faculty alternates within the College or University.
    - b. In the case of tenured faculty periodic evaluation, the Department Chair shall not serve on or meet with the Peer Review Committee, but shall conduct an independent evaluation and submit a separate evaluation report.
    - c. State law and university policy guarantee to faculty the right of confidentiality. Consequently, substantive deliberations having to do with periodic review of post-tenured faculty unit employees are open only to Committee members.
    - d. The Peer Review Committee and the Department Chair shall consider the following subject matter in conducting the reviews:
      - 1) Student evaluations taken since the last review of the faculty member's performance.
      - 2) 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 review.
      - 3) Material submitted by the faculty member being evaluated. This evidence may include, but need not be limited to, the following:
        - a. Teaching materials
        - b. Curriculum development
        - c. Participation in professional meetings
        - d. Professional lectures, seminars, workshops
        - e. Consultant work
        - f. Publications
        - g. Leave activities
        - h. Community activities
        - i. University contributions

- e. 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.
- f. The faculty member being evaluated shall have the right to meet with the Department Chair prior to submission of his/her evaluation.
- g. 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.
- h. The Department Chair and the Chair of the Peer Review Committee shall meet with the faculty member to discuss his/her strengths and weaknesses along with suggestions, if any, for his/her improvement.
- i. The evaluation statements shall be placed in the Personnel Action File. The faculty member has the right to submit written rebuttals within 10 days of the receipt of the evaluation statement, and these rebuttals shall also be placed in the Personnel Action File.
- j. The Academic Dean will 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.

#### B. Probationary Faculty

The periodic evaluation of probationary faculty who are not subject to a performance review follows the requirements of the associated section of the UARIP document.

#### C. Temporary Faculty

1. Temporary faculty unit employees appointed for one semester or less shall be evaluated at the discretion of the department chair, the appropriate administrator, or the department or equivalent unit. The employee may also request that an evaluation be performed.
2. Part-time temporary faculty unit employees appointed for 2 or more semesters, regardless of a break in service, shall be evaluated annually in accordance with the periodic evaluation procedure. Such evaluations shall include student evaluations of teaching and/or clinical instruction performance, currency in the field, evaluations by appropriate administrators and/or the department chair, and an opportunity for peer and student input from the department.
3. Full-time temporary faculty unit employees appointed for 2 or more semesters, regardless of a break in service, must be evaluated annually in accordance with the periodic evaluation procedure. This evaluation shall include student evaluations of teaching and/or clinical instruction performance, currency in the field, evaluations by appropriate administrators, and an opportunity for peer and student input from the department. The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory.
4. Temporary faculty unit employees eligible for a 3-year appointment shall be evaluated in the academic year preceding the issuance of a 3-year appointment. This evaluation shall include student evaluations of teaching and/or clinical instruction performance, currency in the field, evaluations by appropriate administrators, and an opportunity for peer and student input from the department. The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. This periodic evaluation shall consider the faculty unit employee's cumulative work performance during the entire

- qualifying period for the 3-year appointment. A 3-year appointment will be issued by the Dean, upon review of the recommendation and the Personnel Action File and any materials generated for use in the given evaluation cycle, if the Dean determines that the employee has performed in a satisfactory manner in carrying out the duties of the position. If the Dean determines that a temporary faculty unit employee has not performed the duties of the position in a satisfactory manner, the reasons for this determination shall be reduced to writing and placed in the Personnel Action File.
5. Temporary faculty unit employees holding a 3-year appointment must be evaluated annually, including the third year of the appointment. This evaluation shall include student evaluations of teaching and/or clinical instruction performance, currency in the field, evaluations by appropriate administrators, and an opportunity for peer and student input from the department. The evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Satisfactory ratings may include narrative comments including constructive suggestions for development. In the third year, the periodic evaluation shall consider the faculty unit employee's cumulative work performance during the entire qualifying period for the 3-year appointment. A subsequent 3-year appointment will be issued by the Dean, upon review of the recommendation and the Personnel Action File and any materials generated for use in the given evaluation cycle, if the Dean determines that the employee has performed in a satisfactory manner in carrying out the duties of the position. If the dean determines that a temporary faculty unit employee has not performed the duties of the position in a satisfactory manner, the reasons for this determination shall be reduced to writing and placed in the Personnel Action File.
  6. The Department RTP Committee and Department Chair, in consultation with the college, shall develop and maintain schedule for evaluation of temporary faculty.
  7. To carry out these evaluations, a three person Peer Review Committee of faculty members will be elected by the full time faculty of the Department. This Committee shall consist of Assistant, Associate, or Full Professors. The chair of this committee shall be same individual who serves as the chair of the Primary RTP Committee. The Department Chair will conduct an independent review and submit a separate evaluation that either concurs or does not concur with the findings of the Peer Review Committee.
  8. The temporary faculty Peer Review Committee shall consider the following in evaluating performance
    - a. Input from students in the form of standardized course evaluation forms developed by the department and provided for each course. Separate standard forms for academic courses and for clinical supervision will be used.
    - b. Optional input from students in written form. Opportunities for student input will be announced through the standard department methods for disseminating information to students. This will include the names of all faculty under evaluation. Students presenting evaluative material shall be advised by the RTP Primary Committee Chair that to be considered in the process, the student must present his/her comments to the peer review committee in writing by a specified date. These comments must be those of the student alone and cannot represent opinions of any other person or group. All written statements must be signed by the student and cannot be considered confidential submissions. All such open-ended written testimony presented directly to the primary committee must not be summarized but must be maintained in its original form. The placement of any material in the Personnel Action File shall be governed by the University ARTP policy, including providing the faculty member an exact copy of each statement at least five days placement in the file by the Dean. The faculty member must also be provided an opportunity to meet with the Dean to discuss the material. The Dean makes the final determination regarding placement of the material. The faculty member may file a rebuttal or seek removal of material as provided by the UARTP document.
    - c. Other current written (and signed) statements concerning the individuals teaching effectiveness or currency in the field. Opportunities for such input will be announced through the standard department methods for disseminating information. Such input may come from professional

colleagues both on and off campus, and may include letters of evaluation and recommendations regarding teaching performance, acknowledgement of teaching awards or honors, etc. All such open-ended written testimony presented to the primary committee must not be summarized but must be maintained in its original form. The placement of any material in the Personnel Action File shall be governed by the University ARTP policy, including providing the faculty member an exact copy of each statement at least five days before the PAF placement. The faculty member must also be provided an opportunity to meet with the Dean to discuss the material. The Dean makes the final determination regarding placement of the material. The faculty member may file a rebuttal or seek removal of material as provided by the UARTP document.

d. Material submitted, (if any) as per their assignment, by the individual being evaluated. Such materials could include evidence covering the past five years relevant to teaching effectiveness and/or currency in the field such as:

- 1) Teaching materials
- 2) Curriculum development
- 3) Participation in professional meetings
- 4) Lectures, seminars, workshops
- 5) Consultant work
- 6) Publications
- 7) Continued learning
- 8) Copies of edited student reports, case summaries, letters to parents, other agencies or professionals, or written comments made during therapy sessions
- 9) Clinical Instructors may also be asked to invite members of the committee to observe student conferences and/or demonstration therapy sessions which they provide for students

e. Results of class visitations, comments and/or evaluation by peers.

- 1) Each year, one member of the committee, chosen by the Peer Review Committee Chair, may make one or more classroom observations or clinical instruction observations. The visits are to be arranged at the mutual convenience of the candidate and the visiting faculty members and will allow for at least five days' notice prior to the visit.
- 2) Those under consideration whose major responsibilities include clinical instruction shall have either their classes/or their clinical instruction observed and evaluated. If a candidate whose primary responsibility includes clinical instruction is evaluated in consecutive years, an attempt will be made to alternate between classroom observation and clinical instruction observation and evaluation.
- 3) Candidates whose major responsibilities include clinical instruction may be asked to submit copies of edited student reports, case summaries, letters to parents, other agencies or professionals, or written comments made during therapy observations as part of the observation and evaluation. They may also be asked to invite members of the committee to observe student conferences and/or demonstration therapy sessions which they provide for students.
- 4) The committee members will submit a written observation report to the appropriate Dean who will review each report and place it in the personnel action file and provide a copy of the letter to the candidate at least five days before placement in the PAF. The faculty member must be provided an opportunity to meet with the Dean to discuss the material. The Dean makes the final determination regarding placement in the file. The faculty member may file a rebuttal or seek removal of material as provided by the UARTP document.

- f. The temporary faculty member being evaluated shall have the right to meet with the Peer Review Committee during the evaluation and prior to the submission of the committee's report.
- g. A written record of the periodic evaluation shall be placed in the temporary faculty employee's personnel action file along with the Department Chair's report. The temporary faculty member shall be provided a copy of these written records of the evaluation. The temporary faculty member has the right to submit written rebuttals within 10 days of the receipt of the evaluation

D. Student Evaluations

Faculty members in the department have the option of administering the approved instrument for student evaluations of teaching in either written form (paper and pencil) or electronic (online) form.

## V. Temporary Faculty Range Elevation

- A. Temporary faculty range elevation is a term employed in the CBA to refer to the decision, informed at a minimum by an evaluation of teaching performance, to compensate a temporary faculty member at a rate of pay equal to the first step of the salary range immediately above the range within which he or she was compensated during a prior appointment.
- B. Criteria used for evaluating faculty range elevation would be consistent with those items listed in this document and in the CBA.
- C. At least thirty (30) days prior to the commencement of the annual campus range elevation process, the campus shall notify those lecturers at the SSI maximum who have five (5) years of service in their current range that they may be eligible for range elevation. In that notification, the campus shall inform the lecturers that receipt of a previous FMI may affect their eligibility for range elevation. The parties agree that failure to notify an eligible lecturer shall not be cause for automatic granting of a range elevation. The parties further agree that lecturers not notified may be eligible for range elevation and, if eligible, may apply for a range elevation according to the corresponding section(s) of the CBA and the UARTP document
- D. Criteria for range elevation for temporary faculty shall be appropriate to lecturer work Assignments. When a temporary faculty is eligible for range elevation the Part-time Peer Review committee shall review the candidate using the process outlined in Section IV of this document. In addition to the normal review process, the committee will make a recommendation for range elevation to the Department Chair. This recommendation will be based on an independent evaluation for range elevation. The Department Chair shall do a subsequent, independent evaluation for range elevation. The Department Chair will submit his/her recommendation to the Dean. The Dean makes the decision on range elevation of part-time faculty.
- E. Denial of range elevations shall be subject to the peer review process as outlined in the corresponding section of the CBA/UARTP policy.

# Appendices

- I. Unit ARTP Policy History
  1. ARTP Policy Revision August 2006
  2. ARTP Policy Revision Fall 2014
  3. ARTP Policy Revision Spring 2017