

V. ARTP POLICIES AND PROCEDURES

A. Criteria for Appointment

Appointment of probationary faculty and full-time lecturers shall be made from the pools of applicants generated by vacancy announcements, which shall be widely disseminated. The Division shall develop vacancy announcements subject to the approvals of appropriate University administrators. Division vacancy announcements shall be written so selection criteria will assure that the candidates will meet applicable academic standards and shall specify the following minimum criteria:

1. Education. The earned doctorate(s) appropriate to advertised positions is required. The earned doctorate in the specified field is required for a probationary or full-time appointment. However, in unusual circumstances, the vacancy announcement may specify that individuals not possessing the earned doctorate may receive an appointment if completion of the degree within a specified period is made a condition of employment. Completion of the doctorate is required for tenure. If the applicant possesses a J.D., active membership in a state bar is a precondition for appointment.
2. Knowledge and abilities. Specialized knowledge and abilities are required and desirable. Knowledge and abilities appropriate to the kinds of courses and assignments likely to be taught on initial appointment are essential to appointment.
3. Selection criteria may include either teaching or specialized experience if deemed appropriate by the faculty.
4. Assignment. The total workload in accordance with University regulations is specified. In addition, likely/foreseeable teaching assignment(s) should be part of the announcement.
5. Appointment. The vacancy announcement should include whether the position is probationary (tenure or non-tenure track), lecturer, or any special conditions that may apply; the level of appointment must also be included.
6. Diversity. Every effort will be made to assure a diverse pool of applicants. The announcement shall be distributed to a standard listing of institutions of higher education, government agencies, and professional associations. In addition, the division should utilize other recruiting channels, as appropriate, such as professional journals, newspapers, and relevant community organizations and agencies.

B. Division Personnel Committee

The Division Personnel Committee will review applicants for the announced positions, select candidates to be interviewed, ensure the interview process affords all criminal justice faculty the reasonable opportunity to observe a formal presentation of the candidates and submit their comments in writing to the personnel committee, and make recommendations for employment based on criteria established for the positions as stated on the vacancy announcements. The Personnel Committee shall be made up of six tenured members and one alternate

tenured member elected by the faculty. In the event a member cannot continue to serve, he/she will be replaced by the alternate. In the event an alternate cannot serve, an election will be held to fill the vacancy.

The faculty may choose to form one or more search committees to perform those recruiting, screening and recommendation functions normally performed by the personnel committee. In such instances the search committee shall be composed of at least three members and an alternate chosen from both probationary and tenured faculty. The department shall elect an AA/EOR from among its tenured and probationary to serve as a voting member of the search committee. If the department engages in multiple searches, each search committee may be the same elected AA/EOR or another elected AA/EOR. The remaining committee members shall be elected by the committee of the whole from the entire probationary and tenured faculty. Search committees shall follow procedures prescribed by department policies for the personnel committee.

Each Division Personnel Committee's recommendation report shall be approved by a simple majority of the committee casting a vote. An abstention shall count as a non-vote. All members must participate in the review of applications and in all of the interviews. Only committee members may be present during the final discussion and vote.

The Division Chair may serve as an ex officio, non-voting member of the Personnel Committee and may submit an independent recommendation for appointment. If a Division Chair submits an independent recommendation, the Chair shall provide the Personnel Committee with a written statement citing specific reasons for the recommendation. The Chair's statement shall become part of the appointment process summary.

The personnel committee shall designate one member to assure compliance with the law and university policies relating to employment. The designated member shall be present during all meetings of the Personnel Committee and shall participate in such training sessions as are presented for the purpose of disseminating information relating to University affirmative action policies. After final deliberation and vote by the Personnel Committee and the chair, recommendations for probationary appointment shall be forwarded to the Dean, College of Health and Human Services, accompanied by the appropriate documentation

C. Appointment of Relatives

There shall be no bar to the appointment of close relatives as defined in University policies in administrative, faculty, or staff employment categories, in the same or different units or departments, so long as the following standard is met: No CSU employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination,

other employment status or interest of a close relative. Close relative is defined as husband, wife, mother, father, son, daughter, sister, brother and domestic partner.

D. Service Credit for Probation

Such credit shall be in accord with University regulations and such award of credit shall be considered a special condition of employment and shall be stated in writing to the employee at the time of initial employment.

E. Authority to Appoint

Authority to appoint shall be in accord with University regulations and probationary faculty appointment shall be recommended, as required by the affirmative action guidelines, from the applicant pools established for the positions. Once the applicant pool has been established, the best qualified persons shall be recommended for appointment based on merit and competence related to program need using the criteria established for the positions.

F. Division RTP Committee

1. Composition

- a. The RTP Primary Committee shall consist of five tenured faculty holding the rank of professor with the following exception. In years when fewer than five such faculty members are available, the division shall elect from the tenured associate professors additional committee members adequate to fill the committee to the allocated five positions. University policy requires that associate professors elected to the RTP Primary Committee not participate in RTP decisions affecting associate or full professors.
- b. FERP faculty teaching in the fall or fall and spring semesters are eligible for service on the RTP Primary Committee provided that no more than two serve on the committee at one time. If more than two FERP faculty members are elected, only the two with the greatest number of votes shall be elected to the board.
- c. The RTP Primary Committee shall be elected at large each academic year by a majority vote of the tenure track faculty.
- d. All full-time probationary and tenured faculty are eligible to vote for the members of the committee.

2. Policies and Duties

- a. The Division Primary RTP Committee has the responsibility to evaluate all faculty members eligible for retention, tenure, and promotion as well as faculty requesting early tenure and promotion and faculty due for post tenure review. RTP recommendations must conform with the criteria established by the University ARTP Committee. The recommendations relating to retention, tenure, and promotion, the Personnel Action File of the faculty member and an evaluation report of the substantive RTP judgment is

transmitted to the Secondary Level RTP Committee of the College of Health and Human Services.

- b. The Division RTP Committee shall evaluate all faculty applications for market or equity salary adjustments.
- c. Retention, tenure, promotion are not automatic and not based on seniority. All recommendations must be substantiated.
- d. The RTP Committee shall complete qualitative evaluations of all faculty members considered for promotion.
- e. The criteria and procedures for evaluation of faculty for retention, tenure, and promotion shall be made available prior to the commencement of the evaluation process. There shall be no changes in criteria and procedures used to evaluate the faculty unit employee during the evaluation process.
- f. Confidentiality of Personnel Considerations - General Policy:
All personnel considerations of specific individuals having to do with matters of retention, tenure, and promotion made by RTP committee shall be, in whole and in part, confidential: that is, shall not be discussed, either by members of the committee or by those consulted, with other than those privileged to have such information. Faculty grievance and disciplinary action committees are privileged to have such information.
- g. Statement regarding Seven (7) Days Rebuttal Period:
All faculty members considered for retention, tenure, and promotion shall be given a copy of the recommendation which shall state in writing the reasons for the recommendation. The faculty unit employee shall have the right to respond or submit a rebuttal statement or response in writing no later than seven (7) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to any previous levels of review. Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendation with the RTP Committee. This provision shall not require that the time lines be altered.
- h. Statement regarding movement of files and recommendations through process:
If any stage of a performance review(s) has not been completed within the specified period of time, the performance review shall be automatically transferred to the next level of review or appropriate administrator for recommendation evaluations and the faculty unit employee shall be so notified.
- i. Statement regarding responsibility of preparation of Working Personnel Action File: The faculty member has the responsibility of establishing and maintaining a record of professional information submitted by the faculty member at the appropriate time for use in evaluation of retention, tenure, promotion, and

merit salary review. The faculty member must also submit for permanent inclusion in the Personnel Action File an index of materials submitted for evaluation.

j. Statement of automatic promotion consideration and provisions for withdrawal:

A tenured faculty member who is regularly eligible will be considered for promotion, unless he/she requests in writing that he/she not be considered.

3. Data Reviewed by RTP Committee

- a. Primary data provided by the faculty member being evaluated should include: 1) curriculum vitae, 2) relevant teaching materials, 3) scholarly, creative and research activities, 4) contributions to the division, college and university, and 5) contributions to the community.
- b. The results of standardized student evaluations of teaching effectiveness are required.
- c. Written signed statements from students before the Committee in support of or in opposition to pending RTP actions are invited. The faculty member must receive a copy of the material five days before it is placed in the file. The faculty member must receive a copy of the material five days before it is placed in the file by the custodian of the file, the College Dean.

4. Role of Division Chair

The Chair shall conduct an independent evaluation based on materials in the Personnel Action File and shall provide a separate statement for each faculty member being considered by the RTP Primary Committee for retention, tenure, and/or promotion. Such recommendation shall be subject to the seven-day rebuttal period provision and shall be forwarded to subsequent levels of review, with copies transmitted to the faculty member(s) affected as well as the Primary Level Committee.

5. Voting Procedures

- a. All members of the RTP Committee shall vote on all Committee actions.
- b. The alternate is a non-voting member, except in those instances where they are serving for an absent member. The alternate must attend all RTP Committee meetings that involve evaluations or deliberations in order to be able to serve and vote in case of absence of a committee member. Once an alternate serves as an active member of the committee, he/she remains an active member for the duration of that category of evaluation.
- c. All voting will be conducted by open ballot in closed sessions after careful and deliberate evaluation and discussion of evidence presented to the Committee, unless a member of the Committee

- requests a secret ballot.
- d. Each primary level evaluation report shall be approved by a simple majority of the Committee.
- e. All meetings of the Committee, substantive evaluations, and final recommendations shall require the presence and participation of all Committee members and duly elected alternates.

6. Custodian

The custodian of Personnel Action Files shall be the College Dean. He/she shall keep a log of all instances of access to those files.

G. Criteria for Retention, Tenure and Promotion

The following criteria are set by the University for Retention, Tenure and Promotion. Each primary evaluation and secondary review level must establish the “relative value” for each criterion. Criterion #1, “Competent Teaching Performance” shall be given primary weight in the evaluation process at each campus level.

1. Competent Teaching Performance (55 percent)

a. Evidence shall include:

- (1) Input from the individual faculty member being considered for promotion, retention, or tenure, to include at a minimum: instructional materials, course outlines, class preparation, teaching awards or honors.
- (2) Input from students, including the results of a standardized division instrument to be administered to all classes, which provide student opinions and/or evaluation of the faculty member’s teaching performance and any unsolicited written signed statements from students, if any, in support of or in opposition to pending RTP actions. 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.

b. And may include:

Input from professional colleagues both on and off campus, such as: letters of evaluation and recommendation regarding teaching performance, acknowledgement of teaching awards or honors, results of class visitations, opinions and/or evaluation of peers

2. Scholarly or Creative Achievements (20 percent)

Evidence may include:

- a. Accomplishments in research and/or creative projects.
- b. Publication of articles, books, reviews, and research papers.
- c. Grants awarded.
- d. Membership and appropriate participation in activities of

- e. professional organizations.
- e. Presentation of papers at professional conferences and/or professional lectures.

3. Contributions to the University (15 percent)

Evidence may include:

- a. Contributions to the faculty member's Division such as membership on a Division committee, chair of a Division committee, special assignments, curriculum development, student advising.
- b. Contributions to the faculty member's College or Division such as membership on a College or Division committee, chair of a College or Division committee, special assignments, curriculum development, student advising.
- c. Contributions to the University such as membership on a University-wide committee, chair of a University-wide committee, special assignments, curriculum development, student advising.

4. Contributions to the Community (10 percent)

Evidence may include the following contributions; however, more emphasis shall be given to community contributions directly related to the faculty member's teaching service area(s).

- a. Office or directorship on a volunteer basis (national, state, local).
- b. Volunteer or paid consultant.
- c. Participation on committees of agencies or organizations (national, state, local).
- d. Participation in the mass media, directly related to one's professional role.
- e. Community honors and awards.

5. Possession of Appropriate Academic Preparation

For faculty members appointed on the condition of future completion of academic preparation, progress toward fulfillment of that condition or completion of the preparation as indicated in the original letter of appointment shall constitute an additional factor in the recommendation for retention, tenure or promotion.

6. Evaluation of Candidates

- a. Members of the committee including alternates shall independently review all files.
- b. The committee shall collectively examine and discuss the performance of each candidate as documented in the personnel action file and approve a written assessment and recommendation by majority vote. In the case of a tie vote the report shall contain no recommendation.

H. Requirements for Retention, Tenure, and Promotion

1. The committee shall recommend retention when the candidate displays an overall level of performance in all areas consistent with a conclusion that the candidate is likely to attain tenure with further experience.
2. A recommendation for tenure and/or promotion shall reflect a collective judgment on the part of the committee that the candidate has met all performance standards at their present rank and has demonstrated the potential to perform at a level consistent with the higher rank.

I. Requirements for Early Tenure Recommendation

1. Section V of this document identifies the areas to be evaluated for retention, tenure, and promotion. Recommendations for early tenure are made through the normal ARTP channels. To be considered for early tenure, a faculty unit employee must apply in writing to his or her primary committee. Having received a written application for early tenure, the primary committee shall review the applicant's file in light of the requirements for early tenure as stated in subsection 2 below and subsection 1 above as well as those for retention from year to year.
2. The Working Personnel Action File of a faculty unit employee under consideration for early tenure shall contain evidence of recognized outstanding performance in teaching, which shall be given primary weight, and of appropriate academic preparation. It shall also contain evidence of recognized outstanding performance in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly or creative achievement, contribution to the institution, and contribution to the community.
3. In accordance with the provisions of this section, the President may award tenure to a faculty unit employee before the normal six (6) year probationary period has elapsed upon a positive recommendation from his/her department and the Dean.

J. Requirements for Early Promotion or Tenure

The committee will recommend a candidate for early promotion or tenure only in those cases where the candidate has applied for such action, meets all standards for promotion, and has demonstrated outstanding performance in teaching and at least two of the other three criteria.

K. Equivalency Statement

In those instances where "equivalent attainment" is authorized by the faculty member's appointment letter, consideration should be given to the individual's total qualifications to determine equivalent attainment. An individual who does not possess a doctorate may be promoted to any rank provided that the quality of his/her education, experience and service to the University and/or outstanding achievements in his/her field warrant that promotion.

L. Personnel Action File

The “Personnel Action File” is the one official personnel file containing employment information and information that may be relevant to personnel recommendations or personnel actions. The “Working Personnel Action File” is that portion of the Personnel Action File used during the time of periodic evaluation or performance review and is submitted to the RTP Committee.

The employee shall be responsible for updating his/her curriculum vitae and Personnel Action File so that adequate records of experience and training are available for those evaluating the applicant pool candidates for subsequent employment and salary advance. Employees are to be informed of the responsibility and offered appropriate assistance by the Division Chair.

1. A faculty member may submit additional material to the Personnel Action File and has the right to submit a written rebuttal to any material in the Personnel Action File.
2. A faculty member must receive a copy of any material to be placed in his/her file at least five (5) days prior to such placement.
3. Personnel recommendations and personnel actions shall be based on materials contained in the Personnel Action File.
4. A faculty member has a right of access to all materials in the Personnel Action File except pre-employment materials and shall have notice and access to these if such materials are used in personnel actions. Procedures for reviewing Personnel Action Files are available from the office of the Dean of The College of Health and Human Services.
5. If, after examination of the Personnel Action File, the faculty unit employee believes that any portion of the file is not accurate, he/she may request in writing a correction of the material or a deletion of a portion of the material, or both. Such a request shall be addressed to the custodian of the file, with copies to the appropriate faculty committee if such material was generated by the faculty committee, and the appropriate administrator. The request shall include a written statement by the faculty unit employee as to the corrections and/or deletions that he/she believes should be made, and the facts and reasons supporting such request. Such request shall become part of the Personnel Action File, except in those instances in which the disputed material has been removed from the file. (M.O.U. 11.13) (On this campus “accurate” includes “relevant,” “timely,” and “complete.”)

M. Post Tenure Review

As required by University policy, tenured faculty will be periodically reviewed by the Division Post Tenure Review Committee and the chair. The review shall encompass those performance areas required under UARTP requirements for periodic review of tenured faculty. Faculty shall submit documentation of their activities in the appropriate area(s) over the review period. The primary purpose of the post tenure review process shall be to facilitate self improvement on the part of the faculty member reviewed.

The Criminal Justice ARTP Committee shall appoint a 3 person Post-Tenure Review Subcommittee from its membership for the purpose of conducting MOU mandated periodic reviews of tenured faculty. Subcommittee members may not include persons who are under review for that cycle and may include Division elected alternate members of the ARTP Committee when an insufficient number of eligible ARTP Committee members are available for service on the Post-Tenure Review Committee. This subcommittee will elect its own chair and will function independent of the ARTP Committee.