



Appointment, Retention, Tenure and Promotion Policy Approval Status
<i>School of Nursing Policies and Procedures on Appointment, Retention, Tenure, and Promotion (RTP)</i> Date of the Provost's approval of prior document: <i>May 21, 2018</i> Date of Unit Faculty Vote: <i>December 12, 2019</i> Date of UARTP Committee approval: <i>May 3, 2021</i> Date of Provost's approval of current document: <i>May 19, 2021.</i> Effective Date of Policy: <i>Fall 2021</i>

School of Nursing
College of Health and Human Services
Policies and Procedures on Appointment, Retention, Tenure,
and Promotion (RTP)

Notice: *All citations to University ARTP Policy herein refer 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. Introduction

This document is supplemental to official University ARTP policy, the Collective Bargaining Agreement (C.B.A.), and the pertinent guidelines of the College of Health and Human Services. Hence, to avoid needless duplication, most of the policies and procedures described herein are confined to those ARTP matters for which the School of Nursing is permitted to exercise its own discretion.

Although the primary aim within the School of Nursing is to hire into the traditional “academic” tenure-track, the School of Nursing, in accordance with section 5.01.B of the UARTP Policy, also makes use of a “clinical” tenure-track for those faculty with relevant professional/vocational experience. The clinical tenure-track for the School of Nursing is intended for faculty who participate in a broad range of teaching and clinical activities, who provide service to the University and the community as described below, and who wish to participate in research and other scholarly activities at a limited level or as related to clinical nursing practice. They will be referred to as “clinical faculty” and the traditional tenure-track and tenured faculty as “academic faculty.”

Clinical faculty appointees will have ranks comparable to those of academic faculty, except when referring to them in official documents that delineate criteria for their appointment, retention, reappointment, and tenure. In that case, the designation “clinical” will be used (e.g., Assistant Clinical Professor and Associate Clinical Professor). Promotion from Associate to Full Professor is not possible as a clinical faculty.

The following criteria are presented as general guidelines for evaluating faculty at the time of appointment, reappointment, or promotion. The Dean will utilize the recommendation of the School of Nursing Chair and hiring committee(s), the California State University, Sacramento School of Nursing Promotion, Tenure and Post Tenure Review Subcommittee, and the best interests of the School of Nursing in appointments or reappointments. The Dean of the College of Health and Human Services will make the final determination as to whether an individual should be recommended for appointment or reappointment.

II. Appointment of Full-Time Faculty (Probationary and Temporary)

A. Functions of the Search Committee(s)

The Search Committee searches, screens, interviews, and evaluates individuals for full-time probationary, as well as posted and advertised full-time temporary appointments.

B. Search Committee Composition

One search committee may be constituted for each search in the specialty area (for example, one for pediatric nursing, one for mental health nursing, one for community health nursing, etc.). For each search committee, the tenured and probationary (i.e., tenure-track) faculty members in the School shall elect a minimum of three (3) committee members (one of which may be the School Chairperson) and one (1) alternate, following the search model outlined in section 6.06.B.1 of the UARTP Policy. The three committee members shall include at least one (1) faculty member from the special area of interest, at least one (1) tenured faculty member, and an Affirmative Action/Equal Opportunity Representative (AA/EOR) (for information about the AA/EOR, see section 6.06.C.1.a of the UARTP Policy). One (1) committee member may be a FERP faculty during their period of active employment. The members of the Search Committee shall elect a Search Committee Chair who has the responsibility for acting on behalf of the entire School and who makes a recommendation or provides a ranked list of candidates directly to the Dean. The School Chairperson may not be the Chair of the Search Committee. Each of the elected members of the Search Committee has one vote.

C. Policies and Procedures for Appointment

The Search Committee shall, in cooperation with the Chairperson of the School of Nursing, develop vacancy announcements according to the guidelines set forth by the Office of Faculty Advancement. The vacancy announcement is subject to the approval of the faculty, the Chairperson of the School of Nursing, and the Office of Faculty Advancement.

Screening of candidates by the Search Committee, using criteria derived from the vacancy announcement and approved by the Office of Faculty Advancement, initiates the process.

D. Qualifications for Appointment to Tenured and Probationary Positions

Required for all positions:

1. One-year cumulative clinical experience in the specialty area; for specifications required by the Board of Registered Nursing, see Board of Registered Nursing document CCR1425.

Assistant Professor:

1. Master's degree in nursing or bachelor's degree in nursing from an accredited program with a master's degree in a health-related field. Doctorate preferred; enrollment in doctoral program with sustained progress toward a doctorate required for tenure on Academic Track.
2. Community Health Nursing content, both clinical and didactic, at the bachelor's or master's level.
3. Graduate preparation in curriculum development and teaching preferred.
4. Minimum of three years cumulative clinical and/or teaching experience in specialty area preferred.
5. Evidence of continuing education in content and/or clinical appropriate to the area of practice.

Associate Professor:

1. Master's degree in nursing or bachelor's degree in nursing from an accredited program with a master's degree in a health-related field. Doctorate preferred; enrollment in doctoral program with sustained progress toward a doctorate required for tenure on Academic Track.
2. Community Health Nursing content, both clinical and didactic, at the bachelor's or master's level.
3. Graduate preparation in clinical specialty area, curriculum development, and teaching.
4. Minimum of five years of cumulative clinical and/or teaching experience preferred.
5. Evidence of continuing education in content and/or clinical appropriate to the area of practice.

Professor:

1. Doctorate.
2. Master's Degree in nursing, or a bachelor's degree in nursing from an accredited program with a master's degree in a health-related field.
3. Community Health Nursing content, both clinical and didactic, at the bachelor's or master's level.
4. Graduate preparation in clinical specialty area, curriculum development and teaching.

5. Minimum of ten years of cumulative clinical and/or teaching experience in specialty area preferred.
6. Evidence of continuing education in content and/or clinical appropriate to area of practice.

E. Qualifications for Appointment of Full-Time Temporary Positions

1. Required: One-year cumulative clinical experience in the specialty area; for specifications required by the Board of Registered Nursing, see Board of Registered Nursing document CCR1425.
2. Preferred:
 - a. Master's degree in nursing, or bachelor's degree in nursing from an accredited program with a master's degree in a health-related field.
 - b. Community Health Nursing content, both clinical and didactic, at the bachelor's or master's level, for teaching undergraduate courses in the major.
 - c. Graduate-level preparation in the clinical specialty area, curriculum development, and teaching.

F. Selection Process

1. The curriculum vitae of each applicant is provided to the Dean of the College.
2. The Dean certifies that the pool of applicants is sufficient, thus approving the pool.
3. The Search Committee meets to select qualified applicants. Candidates who meet the minimum qualifications for a position may be contacted by email or telephone to determine continued interest in the position and to allow the Search Committee to clarify questions arising during paper screening. A slate of the top applicants is selected.
4. The Dean is provided the slate of the top applicants.
5. Pursuant to the Dean's approval, selected qualified applicants are invited to the campus for an on-site visit, which consists of a planned teaching presentation on a topic set by the committee; a response to a hypothetical scenario, chosen by the committee and reflective of student-teacher interaction, and conducted with a group of students, if possible; and a personal interview. Applicants are encouraged to provide the committee with a portfolio of teaching materials, if they so desire.
6. Candidates are interviewed separately by the School of Nursing Chairperson, and by the Dean of the College of Health and Human Services, in addition to the personal interview conducted by the Search Committee.
7. Ranking of candidates and the recommendation report shall be approved by a simple majority of the Search Committee. Abstention shall count as a negative vote.
8. Ranking, recommendations, and appropriate documentation to support employment are forwarded to the School of Nursing Chairperson, and thence to the Dean of the College.

G. Role of the School of Nursing Chairperson

1. If the School Chairperson is not elected to the Search Committee, the School Chairperson may serve as an ex-officio, non-voting member of the Search Committee and make an independent recommendation to the Dean. If the School Chairperson chooses to submit an independent appointment recommendation, a written statement with supporting rationale shall be provided

to the Search Committee and shall become part of the Appointment Process Summary sent to the Dean of the College.

2. Recommendations for full-time probationary and full-time temporary appointments shall be forwarded by the School of Nursing Chairperson to the Dean.

H. Procedure for Requesting Credit Toward Tenure

“The President, upon recommendation by the affected department or equivalent unit, may grant to a faculty unit employee at the time of initial appointment to probationary status up to two (2) years of service credit for probation based on previous service at a post-secondary educational institution, previous full-time CSU employment, or comparable experience” (C.B.A., 13.4, 2016). 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.

Recommendations for or against the request for credit toward tenure are made by the School Chairperson, in consultation with the Search Committee, to the President by the Dean.

III. Retention, Tenure, and Promotion of Probationary and Full-Time Temporary Faculty

A. Functions and Duties of the Primary Committee

The Primary Retention, Tenure, and Promotion (RTP) Committee shall consider all full-time faculty members under its jurisdiction, including those faculty members with joint appointments, those working in administrative capacities, and those on leaves, in matters related to retention, tenure, and promotion.

B. Composition of the Primary Committee

1. Primary Committee Membership

The Primary Committee shall consist of five (5) members elected from the tenured professors and FERP faculty plus the Chairperson of the School of Nursing. Of the five (5) elected members, one (1) must be a full-time tenured full professor and one (1) serves as an alternate. If the Chairperson of the School of Nursing is not tenured, the Chairperson is replaced by a tenured faculty member who acts as Chair Pro Tem for this process. FERP faculty may serve only during the semester or semesters of their active employment. Members are elected by full-time tenured, FERP, and probationary faculty at the first meeting of the fall semester and serve a one-year term. Members of the Primary Committee may not serve on a Secondary Committee.

2. Alternate Committee Member

An alternate Committee Member shall be elected by and from the Primary Committee. The alternate is a working member of the committee in all policy and procedural matters. The alternate is expected to attend each and every meeting at which substantial deliberations of the committee take place. In the event that the alternate serves in place of a regular committee member, the alternate shall continue in place of the member for completion of the substantive reviews for the specific category considered.

3. Committee Chair

The Chair of the Primary Committee shall be elected by and from the membership of the Committee and shall be a member from the School of Nursing. The term of the Chair shall be one year.

4. Provision for Committee Membership Outside the School of Nursing

When membership on the RTP Committee(s) cannot be filled by eligible faculty within the School of Nursing, the eligible members shall secure the names of eligible faculty outside the School of Nursing who volunteer to serve for each vacancy.

Once one or more volunteer name(s) is/are received, a vote by the full-time tenured, probationary, and FERP faculty in the School of Nursing shall determine who shall serve. If one volunteer is secured, the volunteer must earn a majority of “yes” votes in order to be placed on the committee. If there are multiple volunteers, the vote will include a “yes” or “no” as well as a numerical ranking. Each volunteer must individually earn a majority of “yes” votes in order for their ranking to be considered. The volunteer who receives the most votes for number one ranking will be selected to fill the vacancy. In the event that no volunteer earns a majority of “yes” votes, the members shall repeat their search for a volunteer.

C. Policies of the Primary Committee

1. General Provisions

- a. A list of candidates to be reviewed by the Primary Committee, and of the timelines for the review (Primary Committee, Secondary Committee, Dean, and Provost as appropriate), shall be provided to the Chairperson of the School and to the chair of the previous year’s Primary Committee by the College of Health and Human Services. The timeline will be given to candidates.
- b. Deliberations pursuant to periodic evaluation or to performance review shall be confidential.
- c. A faculty member shall be notified of any materials to be placed in their Personnel Action File five (5) days prior to this action and shall have ten (10) days to respond from date of notification.
- d. Following the review process and notification to the faculty member considered, the Primary Committee chair or the School of Nursing Chairperson shall place the evaluative statement summarizing the data and stating reasons for the resultant recommendation in the Working Personnel Action File (WPAF) and forward the file to the Secondary RTP Committee.
- e. The Chair of the Primary Committee and/or the School of Nursing Chairperson shall forward to the Secondary Committee a written statement approved by a majority vote of the Primary Committee, certifying that procedures of the Primary Committee have been followed. This statement shall accompany each primary level evaluation.
- f. The WPAF contains appropriate materials from the Personnel Action File and those materials submitted by a faculty member for consideration, and shall be incorporated by reference in the Personnel Action File. An index of such material shall be prepared by the faculty member and submitted with the materials. This index shall be permanently placed in the Personnel Action File.

- g. A tenured faculty member shall be automatically considered for promotion when they have reached the highest step of their rank unless in writing they have requested no consideration.
- h. Prior to the final decision, candidates for promotion may withdraw without prejudice from consideration at any level of review.
- i. Faculty who may be considered for promotion shall be contacted by the Dean of the College through the School of Nursing Chairperson and requested to respond in writing regarding their desire for such consideration. Faculty requests shall be considered up to the date of closing of files. After University and College calendar timelines have been published, each faculty member being evaluated shall be asked to submit their completed WPAF to the School Chairperson by a specified date.

2. Role of the School of Nursing Chairperson

The School of Nursing Chairperson, if tenured, shall be an ex-officio, voting member of the Primary RTP Committees and shall not submit an independent evaluation of tenured or tenure-track candidates. If the Chairperson of the School of Nursing is not tenured, the Chairperson is replaced by a tenured faculty member who acts as Chair Pro Tem for this process. The Chair Pro Tem is elected by and from the elected Primary Committee members. If the Chairperson of the School of Nursing is not tenured, the Chairperson will, however, attend the spring meetings of the Primary Committee at which full-time temporary faculty members are reviewed; in that case, the Chairperson of the School of Nursing will write an independent review for each of the full-time temporary faculty members.

3. Data Reviewed

The Primary Committee reviews all the materials collected from the date of initial appointment to probationary status or from the date that the last WPAF was submitted for successful promotion, whichever is more recent, up to the University's official closing date for adding materials to such files.

Materials utilized by the Primary Committee in deliberations regarding RTP are included in the WPAF as identified below.

- a. The WPAF shall contain the following materials submitted by the faculty member:
 - i. A letter of transmittal stating the action requested (retention, promotion, early tenure, et cetera), summarizing changes in academic preparation, and succinctly summarizing the narratives that appear at the beginning of the four principal sections of the WPAF (teaching effectiveness; scholarly/creative achievements or advanced professional/clinical certification; contributions to the university; and contributions to the community).

These four section narratives should be supported by evidence. Some evidence may be included in the WPAF, but it may be indicated "available on request," if it consists of bulky and extensive documentation, such as entire textbooks, dissertations, or detailed grants. For bulky documentation, the cover page indicating authorship is appropriate for WPAF inclusion.

- ii. Current résumé or curriculum vitae (CV).
- iii. Index to materials submitted under items iv and v.

- iv. Materials regarding academic preparation.
- v. Narratives in each of the four sections for the four criteria for faculty evaluation:
 - (1) Competent teaching performance (evidence organized according to specific job responsibilities, and possibly including teaching philosophy and overriding aims)
 - (2) Scholarly/creative achievements (academic faculty) or Advanced Professional/Clinical Certification (clinical faculty) (summary of activities and supportive evidence)
 - (3) Contributions to the University (summary of activities and supportive evidence)
 - (4) Contributions to the community (summary of activities and supportive evidence)
- b. The following materials from the Personnel Action File shall be submitted by the custodian of the file in the Dean's office and automatically become a part of the WPAF:
 - i. Results of student evaluations of teaching performance;
 - ii. Signed written comments from peers, if any;
 - iii. All evaluations, recommendations, and decisions for the appropriate time periods as specified in Section 4.09 of UARTP Policy;
 - iv. The previous year's C.V.

4. Voting Procedures and Participation of Committee Members

The Committee votes by show of hands on each candidate's file under consideration for retention, tenure or promotion. At the request of any member of the Committee, the vote will be made by secret ballot. All committee members must be present when substantive reviews are being conducted, and for all votes. Decisions of the committee are based on a majority vote, not consensus. The final tally of Yes, No, and Abstention votes is recorded in Appendix A of the Personnel Action File.

5. Availability to Faculty

Upon approval by the School of Nursing Faculty and the University President, these policies and procedures will be made available to all Full-Time Faculty and to Part-Time Faculty in accordance with UARTP Policy, 9.01.F (2016).

D. Criteria For Evaluation

There shall be four criteria used for evaluation: Teaching Performance, which shall be given majority consideration; and Scholarly or Creative Achievements, Contributions to the Community, and Contributions to the University, which shall be weighted equally. The relative weighting of the four criteria for evaluation is 55% for teaching, and 15% for each of the other three categories.

1. Competent Teaching Performance

Teaching Effectiveness is recognized as the primary and essential criterion as referenced by the "meets criteria" for tenure and/or promotion. Evidence of teaching competence should include both judgmental and descriptive evidence. The WPAF must include all student evaluations of teaching performance completed during the period of review. Student evaluations of teaching scores can be from standardized computerized evaluations or paper and pencil evaluations. The WPAF must also include syllabi from the most recent semester in which the faculty taught the course during the period of review and highlight the faculty member's primary areas of responsibility. In addition, the syllabi from all courses taught during the period of the review must be available upon request.

Faculty should provide appropriate attribution for all course materials presented in the WPAF and should differentiate individual contributions from those of current and former colleagues in team-taught courses.

Students complete a standardized student evaluation of teaching performance to provide additional evidence about teaching effectiveness of faculty. Each faculty member shall be evaluated in all classes in which they have student contact, either in person or by some other means. The primary modality for conduct of official end-semester student evaluations of teaching performance in the School of Nursing is that of electronic evaluations; paper evaluation is done in specific cases. If the faculty member has no contact with students, yet is assigned units in a course, the faculty member may request an exception from the Chairperson of the School of Nursing and the Chair of Faculty Affairs, who will decide whether an exception will be made. Faculty Affairs is a standing committee of the School of Nursing comprised of all tenured faculty.

The results of these student evaluations of teaching performance shall be made available to the faculty member and the School of Nursing Chairperson after grades have been assigned. Grouped means of the School of Nursing, or a representative subsample, may be provided to the faculty member. One copy of the student evaluations of teaching performance for each course is provided to the faculty member for review and disposition. A second copy is placed in the WPAF for consideration in personnel actions. The WPAF copies are removed on completion of the first promotion and awarding of tenure, at the time of promotions subsequent to tenure, and following periodic reviews of tenured faculty.

Evidence of teaching effectiveness should be demonstrated by the following criteria:

- (a) Development of course syllabi and other course materials to include course outline, objectives, reading list and references, teaching strategies, evaluation, grading procedures, lecture outlines, handouts, and examples of tests and quizzes.
- (b) Development or implementation of new learning models/methods, learning materials, simulations, etc., or use of best practices for students or clinical faculty.
- (c) Participation in arrangement of student learning experiences with appropriate clinical agencies and School of Nursing resources.
- (d) Formal recognition of teaching competence through reception of awards, certification, or citation from academic or professional units.
- (e) Participation in continuing education instruction or workshops.
- (f) Demonstration of currency in area(s) of assigned teaching.
- (g) Results of summative student evaluations of teaching performance and written appraisal from students with a critical analysis of responses and action plan if indicated.
- (h) Development of relationships with community partners to promote student learning in alignment with learning outcomes.
- (i) Participation in advising, supervision, and mentoring of assigned students or remediating faculty for clinical currency and/or pedagogy.
- (j) Participation in individual course development or redesign and evaluation, which demonstrate how course materials, learning experiences, and assessments are in alignment with course outcomes, sequential progression, and programmatic learning outcomes.
- (k) Active, collaborative participation in program curriculum development and summative evaluation, beyond attendance at area curricular meetings.

Criteria for Ranking Teaching Effectiveness

Does not meet criteria:	Less than six of the 11 criteria met or less than satisfactory overall summative student evaluations of teaching performance as determined by comparison with numerical and narrative evaluations of faculty with comparable teaching assignments and rank.
Minimally meets criteria:	Six of 11 criteria met and satisfactory overall summative student evaluations of teaching performance as determined by comparison with numerical and narrative evaluations of faculty with comparable teaching assignments and rank. This designation is insufficient for tenure and promotion.
Meets criteria:	<p>Greater than six of 11 criteria met and satisfactory overall summative student evaluations of teaching performance as determined by comparison with numerical and narrative evaluations of faculty with comparable teaching assignments and rank.</p> <p>For tenure and/or promotion to Associate Professor, evidence of item (j) or item (k) is required. For promotion to Full Professor, evidence of both items (j) and (k) are required.</p>
Exceeds criteria/outstanding:	Nine of 11 criteria met with outstanding overall summative student evaluations of teaching performance as determined by comparison with numerical and narrative evaluations of faculty with comparable teaching assignments and rank; evidence of both items (j) and (k) are required.

2. A. Academic Faculty – Criteria for Scholarly or Creative Achievements

The School of Nursing is committed to a broad definition of what constitutes scholarly and creative achievement. Scholarship is defined as activities that support or promote teaching, practice, and research. It is the value and quality of the contribution that is evaluated. Works in progress may be included as evidence of movement toward meeting criteria. For each item submitted below, faculty must describe whether there was support for the activity, such as assigned time or funding/payment.

Scholarly or Creative Achievements recognized by the School of Nursing may include products from the following categories:

- (a) Publication of manuscripts, books, instructional simulations, and peer-reviewed research journal articles. If a publication is not from a recognized publisher, the candidate should submit evaluative data to demonstrate the level of rigor of the journal such as the University Library predatory journal checklist.
- (b) Service as an editor or peer reviewer of a reputable journal listed in at least one major scholarly database (e.g., PubMed, CINAHL).

- (c) Presentation of posters and/or podium presentation at refereed professional conferences with evaluative data to demonstrate the level of rigor (e.g., attendee information, acceptance rate, and impact of conference).
- (d) Accepted research grants with dollar amount identified.
- (e) Submission of a grant application to a major foundation, state, or federal agency (e.g., NIH, Robert Wood Johnson Foundation) and feedback from the funding agency.
- (f) Development of a published public or professional policy, or practice statement, at local, state, or national level.
- (g) Professional certifications, degrees beyond those required in letter of appointment, post-doctoral studies, or other specialty credentials; when earned after appointment or promotion.
- (h) Community-focused scholarly product that has significant local/regional/state impact such as a comprehensive evaluation report.

Criteria for Ranking Academic Rank Scholarly or Creative Achievements

Does not meet criteria:	No scholarly product in two years.
Minimally meets criteria:	One completed scholarly product every two years. This designation is insufficient for tenure and promotion.
Meets criteria:	<p>For faculty in the first or second probationary year, scholarly products in progress are acceptable.</p> <p>For faculty after their second probationary year, on average, one completed scholarly product every year.</p> <p>For tenure and/or promotion, on average, one completed scholarly product every year. At least one of these products must include: 1) one article in a peer-reviewed research journal as a lead or co-lead author, or 2) evidence of item (h) as a lead or co-lead author.</p>
Exceeds criteria/outstanding:	<p>On average, one completed scholarly product every year and two completed scholarly products per year for the most recent two years. At least one of the products in the most recent two years must be published, or fully accepted/in press, in a peer-reviewed publication. Additionally, at least one of the products must be an article in a peer-reviewed research journal or evidence of item (h).</p> <p>In the most recent two years, candidate must be a lead author on at least one of the products published in a peer-reviewed publication or for item (h).</p>

2. B. Clinical Faculty – Criteria for Advanced Professional/Clinical Certification Achievements

A clinical tenure-track faculty member is expected to maintain a current and exceptional level of clinical competence in the faculty member's direct area of expertise. This should be reflected both in teaching and in other activities. For each item submitted below, faculty must describe whether there was support for the activity, such as assigned time or funding/payment.

Advanced Professional/Clinical Certification Achievements recognized by the School of Nursing may include:

- (a) Achieving and/or maintaining national certification in a clinical nursing specialty area, or successful completion of an acceptable postgraduate training program not leading to a degree.
- (b) Local, regional, or national presentations pertinent to clinical practice.
- (c) Development and/or presentation of a two-hour or longer workshop pertinent to clinical practice.
- (d) Participation in and/or development and presentation of continuing education programs for nurses and/or other health care professionals.
- (e) Any scholarly product listed under 2.A. Academic Rank Scholarly or Creative Achievements.

Criteria for Ranking Clinical Rank Advanced Professional/Clinical Certification Achievements:

Does not meet criteria:	No evidence of any of the items (a) – (e) by end of year two (P3 review). No evidence of item a by end of year four (P5 review).
Minimally meets criteria:	Demonstrate progress toward obtaining advanced clinical specialty certification by end of year three (P4 review) and one item from (b) – (e) every two years. This designation is insufficient for tenure and promotion.
Meets criteria:	Evidence of completion of item a by end of year three (P4 review). In addition, for faculty after their second probationary year, on average, one completed item (a) – (e) every year. For tenure and/or promotion, a faculty member must: 1) Maintain national certification in a clinical nursing specialty area or demonstrate successful completion of an acceptable postgraduate training program not leading to a degree and 2) be a lead or co-lead for any of the items (b) – (e).
Exceeds criteria/outstanding:	Evidence of completion of item a by end of year two (P3 review). On average, one completed item (a) – (e) every year and two completed items (a) – (e) per year for the most recent two years. Candidate must be a lead on at least two of the items and provide evidence of widespread recognition for the University or School of Nursing. Candidate must be a lead author on an article in a peer-reviewed research publication or be a lead as an author for item (h) under 2.A. Academic Rank Scholarly and Creative Achievements.

3. Contributions to the Community

Contributions to the community are activities that promote the holistic well-being of the community and the promotion of the nursing profession. The candidate self-evaluation in this area should address how the activities contribute to their professional growth and teaching effectiveness as well as how the activities contribute to the community's well-being. The narrative statement should describe the impact of the activity or award (international/national/regional/local contribution, time involved, number of people impacted, honors and awards received), how the candidate's role as a

Sacramento State faculty member was known during the activity, and whether the activity was volunteer or paid.

Examples of Contributions to the Community may include:

- (a) Volunteer or paid consultant activities.
- (b) Volunteer or paid professional practice.
- (c) Participation on committees of societies, agencies, or organizations.
- (d) Active membership in professional organizations.
- (e) Offices or leadership roles held in agencies and regional or professional organizations.
- (f) Participation in mass media.
- (g) Participation in community events and activities.
- (h) Awards or other forms of outstanding community service recognition.

Criteria for Ranking Contributions to the Community

Does not meet criteria:	Less than two criteria met.
Minimally meets criteria:	Meets two of the eight criteria. This designation is insufficient for tenure and promotion.
Meets criteria:	Three of eight criteria are met and one is professionally related. For tenure and/or promotion, demonstration of impactful and active involvement.
Exceeds criteria/outstanding:	Three of eight criteria are met; one of the criteria must be item (e) or item (h) with significant impact demonstrated.

4. Contributions to the University

Activities should include evidence of University, College, and/or School of Nursing Service. The narrative statement should describe the time involved and workload of the activity, units assigned (if any), and a statement describing leadership activities when not assuming a chair position.

Evidence of Contributions to the University should be provided for the following criteria:

- (a) Service as Faculty of Record in a clinical course.
- (b) Contributions to the School of Nursing such as membership on committees, student advising, orientation, or recruitment.
- (c) Active participation in governance, committees, or task forces in School of Nursing and either University or College or both.
- (d) Leadership roles in/for the University/College/School of Nursing, including program coordination.
- (e) Development of accreditation/approval documents or University review documents.
- (f) Development of new university-community partnerships.

Criteria for Ranking Contributions to the University

Does not meet criteria:	No School of Nursing service beyond School of Nursing Assembly (SoNA).
Minimally meets criteria:	Active membership on two School of Nursing committees. This designation is insufficient for tenure and promotion.
Meets criteria:	Active membership on more than two School of Nursing committees and membership on one College or one University committee. For tenure and/or promotion, must also have held one leadership position in School of Nursing.
Exceeds criteria/outstanding:	Must fulfill "Meets criteria" plus at least one leadership position at the College or University level.

E. Requirements to Receive a Positive Recommendation from the School of Nursing for Retention, Tenure and Promotion: Academic Faculty

A recommendation of Retention, Tenure and/or Promotion is based on evidence that appropriate critical activities in the area of Teaching Effectiveness were met and further evidence documents Scholarly/Creative Achievements, Contributions to the Community, and Contributions to the University appropriate for the rank of the individual.

1. Retention of Probationary Faculty Members

- a. Newly appointed tenure-track faculty members are normally given an initial two-year probationary appointment. Full retention review is completed by the end of their second year of probation beginning with the Primary Committee review in early fall of the second year of probation. 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.

2. Tenure

- a. Completion of the degree is required for tenure and/or promotion.
- b. Continued contributions in all criteria is required for tenure.
- c. Tenure is considered after six years.

3. Early Tenure

Notwithstanding any provision to the contrary, early tenure is recognition of qualifications and performance that substantially exceeds expectations for the granting of tenure after the normal six (6) year probationary period. (See Section 7.01.C, Normal Probationary Period, of UARTP document). Early tenure is granted for attaining a professional standard that includes activities which bring widespread recognition to the individual and the University from the academic community and/or general public. Candidates requesting early tenure must demonstrate that their accomplishments and achievements are outstanding and that they exceed those of sixth-year candidates. Early tenure is not a right.

Recommendations for early tenure are made through the normal RTP channels. To be considered for early tenure, a faculty unit employee must demonstrate recognized outstanding performance in teaching, which shall be given primary weight, and possess appropriate academic preparation. In addition, recognized outstanding performance must be demonstrated in at least two (2) of the remaining three (3) University criteria for retention, tenure, and promotion: scholarly or creative achievement, contributions to the community, and contributions to the University. The candidate must achieve at least “meets criteria” for the fourth criterion.

4. Promotion

Promotion from Assistant to Associate Professor requires sustained progression toward the doctorate if made a condition of employment. Promotion requires meeting criteria for ranking as outlined in the four categories. See Section 5.07 of UARTP document regarding early promotion.

F. Requirements to Receive a Positive Recommendation from the School of Nursing for Retention, Tenure and Promotion: Clinical Faculty

A recommendation of Retention, Tenure and/or Promotion is based on evidence that appropriate critical activities in the area of Teaching Effectiveness were met and further evidence documents Contributions to the Community, Contributions to the University, and Advanced Professional/Clinical Certification appropriate for the rank of the individual.

1. Retention of Probationary Faculty Members

- a. Newly appointed tenure-track faculty members are normally given an initial two-year probationary appointment. Full retention review is completed by the end of their second year of probation beginning with the Primary Committee review in early fall of the second year of probation.

2. Tenure

- a. Continued contributions in all criteria is required for tenure.
- b. Tenure is considered after six years.

3. Promotion

- a. Promotion from Assistant to Associate Clinical Professor requires contributions in all criteria.
- b. Promotion from Associate to Full Professor is not possible for clinical faculty. If an Associate Clinical professor desires promotion to Full Professor, the Clinical Professor must be approved for a change to an academic appointment and must meet the requisite requirements for promotion.

4. Converting from Clinical Tenure-Track to Academic Tenure-Track

A clinical faculty member may request a traditional academic appointment before the fourth year of the faculty appointment, upon completion of doctoral program coursework; the doctoral degree must be received within two years of appointment to the academic track. Alternatively, a clinical faculty member may request a traditional academic appointment at any time after obtaining a doctorate and meeting the requirements for an academic faculty member at the level requested.

The Dean of the College of Health and Human Services will make the final determination as to whether a faculty member is approved to change to an academic track, based on review of the faculty member’s WPAF, a written plan by the faculty member for meeting expectations of academic faculty

at the faculty member's rank or the requested lower rank, and recommendation from the School of Nursing Chairperson. Years towards service (service credit) will be counted as accrued but the faculty member would be expected to meet the requirements for academic faculty member at that level during subsequent reviews (specifically in the area of scholarly or creative achievements – see section E.2.A). The faculty member requesting a traditional academic appointment may request fewer years of service (service credit) in order to meet the requirements of the academic level.

IV. Appointment and Periodic Evaluation of Temporary Part-Time Faculty

A. Appointment

1. Vacancies are announced through the Office of Faculty and Staff Affairs via the College of Health and Human Services.
2. Applications are acknowledged by the School of Nursing Chairperson upon receipt in accordance with Affirmative Action guidelines.
3. Applications are reviewed by the School of Nursing Chairperson and selected members of the School of Nursing's Faculty Affairs Committee representative of the content areas for the advertised positions. Applicants are screened against minimum criteria, which are identified in the job announcement: educational preparation, special knowledge and abilities, and professional experience in the content area. All applicants who currently hold a temporary faculty appointment or who held a temporary faculty appointment in the previous semester are ranked in courses in which they have taught during the academic year, unless they have received negative evaluations and have been notified of this. Applicants who do not currently hold a temporary faculty appointment may be ranked. Prior Periodic Evaluations, peer evaluations, self-evaluations, and student evaluations of teaching performance for the past five calendar years are reviewed and considered in the ranking process. The lists of ranked applicants by certified content area are conveyed to the Chair of the Faculty Affairs Committee with a brief written rationale for the ranking. The Faculty Affairs Committee meets, discusses the rankings, deliberates, and generates final rankings in each course in which part-time faculty teach. Each member of the Faculty Affairs Committee forwards the final ranked course list with rationale to the School of Nursing Chairperson. The School of Nursing Chairperson adheres to the generated rankings, insofar as is possible and practical, when planning faculty coverage for the subsequent year. Deviations from the ranked list may be made, with rationale, as need.
4. If a part-time faculty member has not taught for two semesters of an academic year, that person does not have retention rights, regardless of prior, non-continuous employment. If such a faculty member is not to be retained, the Chairperson will communicate this to the part-time faculty member.
5. Within this process, the School of Nursing Chairperson interviews applicants, ranked or unranked, as needed, in order to determine the manner in which they can best serve the School.
6. If, after careful consideration, two part-time faculty members with entitlement rights are considered equally qualified for a position, the faculty member with the greatest cumulative WTUs in the past five years will be the first to be appointed.

B. Placement on the Pay Scale

Although the pay scale is determined by the Chancellor's Office and subject to change, the following guidelines shall normally determine the location on the pay scale at which an initial temporary appointment is made:

1. Lecturer A or Instructor (Rank 2): A Master's degree in the discipline or equivalent educational experience OR a Bachelor's degree plus equivalent of at least five years relevant professional experience or teaching experience.
2. Lecturer B or Assistant Professor (Rank 3): A Doctorate or equivalent educational experience OR a Master's degree plus the equivalent of at least five years relevant professional experience or prior teaching experience. Must provide evidence of contributions to the School and scholarly/creative achievements or contributions to the community (see RTP Policies and Procedures section for criteria).
3. Lecturer C or Associate Professor (Rank 4): A Doctorate or equivalent educational experience plus at least five years of teaching experience and five years relevant professional experience. Must provide evidence of scholarly or creative achievements, contributions to the community, and contributions to the School (see RTP Policies and Procedures section for criteria).
4. Lecturer D or Professor (Rank 5): A Doctorate or equivalent educational experience plus at least ten years of teaching experience and five years of relevant professional experience. Must provide evidence of scholarly or creative achievements, contributions to the community, and contributions to the School (see RTP Policies and Procedures section for criteria).

Exceptions to these guidelines must be approved by the appropriate dean. (Additional criteria may be required by the department.) Within each salary range, the particular salary at which a person is appointed will depend on the extent to which the person's qualifications exceed the minimum requirements for the particular range.

C. Periodic Evaluation

1. Yearly evaluation of each part-time faculty member is made by the Part-Time Faculty Evaluation Committee (PTFEC) of the School of Nursing and reviewed by the Chairperson of the School of Nursing. An additional independent evaluation is made by the Chairperson of the School of Nursing, if the part-time faculty member's mean scores are less than the cut point determined by Faculty Affairs Committee or if the part-time faculty member has received a "Does Not Meet" teaching expectations designation on the peer evaluation.
2. Part-time faculty members are evaluated at the end of the first semester of teaching and at least yearly thereafter, at the end of fall semester.
3. Evaluations are based on student evaluations of teaching performance, peer evaluations completed by the Faculty of Record in the course(s) in which the part-time faculty member teaches, self-evaluations completed by the part-time faculty member, and other materials placed in the faculty member's WPAF in the School of Nursing. Previous periodic evaluations at Sacramento State for a five-year period shall be reviewed, if available, when performing successive, annual evaluations. The full-time faculty member who provides peer input does so using the peer evaluation checklist, which includes both categorical and narrative input, reflecting the specific responsibilities of teaching in that particular course. The Chair may seek additional clarification information from the Faculty of Record before the closure date of the WPAF.

4. If a faculty member is not performing up to expectations, the Chairperson of the School of Nursing will meet with the faculty member for counseling and clarification.
5. After six continuous years of service, a part-time faculty member may be eligible for a three-year contract (CBA Article 12). Temporary faculty unit employees holding three-year appointments pursuant to Article 12 shall be evaluated at least once during the term of their appointment and may be evaluated more frequently upon the request of either the employee or the President. If a faculty member with a three-year contract is not performing up to expectations, the Chairperson of the School of Nursing will meet with the faculty member for counseling and clarification.
6. Process of Periodic Evaluation by School of Nursing Chairperson and Part-Time Faculty Evaluation Committee (PTFEC)
 - a. The Part-Time Faculty Evaluation Committee evaluates the teaching performance of part-time faculty members. A written evaluation, signed by the School Chairperson, shall be forwarded to the part-time faculty member when the evaluation is completed. No recommendations regarding subsequent hiring shall be made in the evaluation. The faculty member may submit a written response or request a meeting to discuss the evaluation within ten days following receipt of the evaluation. A copy of the written response shall be placed in the WPAF.
 - b. The Chairperson of the School will appoint a full-time tenured faculty member in the same course, when possible, who is familiar with the work of the part-time faculty member, to provide peer input to the evaluation committee. In team-taught courses, the Faculty of Record will serve as peer evaluator or may appoint a designee within the course who is a full-time faculty member. In other courses, the Chairperson of the School will appoint a full-time tenured faculty member in the same content area, when possible, who is familiar with the work of the part-time faculty member, to provide peer input.
 - c. The part-time faculty member prepares a self-evaluation, which addresses the specific responsibilities of teaching in that particular course, and submits it to the School Chairperson or designee at the requested time.
 - d. The Part-Time Faculty Evaluation Committee evaluates the teaching performance of all part-time faculty members assigned to its review, per the inclusion criteria above. A written evaluation shall be forwarded to the part-time faculty member from the Part-Time Faculty Evaluation Committee chair when the evaluation is completed.
 - e. The PTFEC will not evaluate the materials of full-time temporary faculty members.
7. Student evaluations of teaching performance are collected on all courses taught by part-time faculty each semester. A complete copy of the student evaluation results, including computer printouts and student comments, shall be made available to faculty at the end of the semester following submission of grades. Faculty shall be asked to document receipt of the results of student evaluations by signature.

D. Retention in Part-Time Applicant Pool

Part-time applications are valid for one year. As part-time vacancies occur, candidates shall be selected from the applicant pool. At the end of the year, all applicants will be notified that they must reapply if they wish to remain in the applicant pool. If a vacancy is advertised prior to closure of the year, i.e., the end of spring semester, applicants within that content area will be notified so that they may reapply.

V. Adjunct Faculty

The School of Nursing policy for appointment of adjunct faculty evolved from the faculty's desire to recognize professional people in the community who have made exceptional contributions to the goals and development of the Nursing Program. The policy is consistent with Section 6.12 of the University ARTP Policy and is summarized below.

A. Criteria for Consideration

1. Ongoing contributions to the School. When it is demonstrated that an individual in the community has skills or competencies that will benefit the educational programs of the School of Nursing, this person may be made a volunteer employee with the title of adjunct faculty.
2. Appointments may be considered for persons fulfilling the following roles:
 - a. Collaborators in research and/or teaching. It is recognized that there are individuals in the community who have a close working relationship with the faculty of the School of Nursing. In some instances, it would be valuable to the University and the School to formalize the relationship by appointment as adjunct instructor or adjunct professor. Individuals who have made significant contributions to the School via collaborative research or teaching may be considered for such an arrangement. The nature of the contribution, duration of the collaborative efforts, and amount of effort beyond the usual job responsibilities should be considered in the deliberation.
 - b. Assistants to instructors. An individual who assists a regular full-time instructor in the educational process may be considered for an adjunct appointment.
 - c. Field work supervisors. On occasion, agency personnel play such a key role in student placement and supervision that the University and School would benefit significantly from formalizing the relationship in the form of adjunct instructor or adjunct professor.
3. Persons considered for volunteer appointment must possess qualifications equivalent to those specified for appointment to a regular faculty position or must possess special and unique qualities important to the School. The title (adjunct Instructor, adjunct Associate Professor, etc.) should reflect the individual's qualifications and be in accordance with School ARTP policies and procedures.

B. Process for Appointing Adjunct Faculty

1. Recommendation for recognition as an adjunct faculty must be initiated by a full-time School of Nursing faculty member.
2. The individual nominated for appointment, on request of the faculty, submits a current resume; an explanation of the duties to be performed during the appointment; and an explanation of the mutual benefits of the appointment.

3. The faculty member initiating the process submits a letter of intent to the Appointment Committee via the School of Nursing Chairperson. The letter of intent includes documentation of the candidate's qualifications and evidence of their contributions to the School. Following a favorable review and recommendation by the Appointment Committee, the candidate is invited (by the appointment Committee via the School of Nursing Chairperson), to submit an application for appointment as adjunct faculty.
4. The Appointment Committee determines whether the applicant meets the criteria for adjunct faculty, as defined by the School of Nursing's ARPT policies and procedures. If the candidate meets the criteria for hire as a regular faculty member or if the qualifications of this person are of great benefit to the School and University, the Appointment Committee forwards a recommendation for appointment to the Dean of the College of Health and Human Services.
5. In accordance with the authority to appoint adjunct faculty delegated to Deans by the University President, the Dean determines whether the individual is qualified for the position and, if so, makes the appointment.
6. Appointments are made for a two-year term. A biennial review is conducted by the School of Nursing RTP Committee. Based on a satisfactory RTP evaluation and mutual consent of the appointee and the School, the Appointment Committee may recommend that the appointment be renewed.
7. All materials and reviews for appointment and evaluation of adjunct faculty shall be subject to the same rules for confidentiality as are other School ARTP personnel issues.

Appendix A: Revision Timeline

Last University approved changes to the School of Nursing ARTP document 5/21/2018.

Faculty Affairs changes (combining of academic track and clinical track criteria, revision of combined criteria, and development of definitions of “does not meet”, “minimally meets”, “meets”, and “exceeds criteria/outstanding”) approved by the School of Nursing Assembly 12/12/2019.

Faculty Affairs changes (revisions requested by UARTP) approved by the School of Nursing Assembly 3/15/2021.