

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO
DIVISION OF SOCIAL WORK**

**POLICIES AND PROCEDURES ON
RETENTION, TENURE, PROMOTION AND PERIODIC EVALUATION OF
TEMPORARY FACULTY**

Revision Approved by Faculty November, 2014

I. Functions and Duties

1. It is the duty of the Primary RTP Committee to evaluate all faculty members eligible for retention, tenure, and promotion, and those requesting early tenure and promotion. The Primary RTP Committee performs this evaluation function in conformity with the criteria established by the Department's UARTP document, unless a faculty member requests in writing not to be considered for promotion. The Primary RTP Committee shall also conduct the periodic evaluation of all full-and part-time lecturers. The policies and procedures contained in this document are intended to provide a fair, equitable, and democratic system of peer review and self- governance and are further intended to be consistent with all campus policies governing appointment, retention, tenure, and promotion.
2. The criteria and procedures for evaluation of faculty for retention, periodic evaluation, tenure, and promotion shall be made available to each candidate being considered during the annual cycle prior to the commencement of the evaluation process. Each candidate shall be provided a copy of the currently approved Division Policies and Procedures, the College of Health and Human Services Policy and Procedures, and the UARTP Policy and Procedures. There shall be no changes in criteria and procedures used to evaluate the faculty unit employee during the evaluation process.
3. All faculty (probationary and tenured, and full and part-time lectures) members being considered for retention, periodic evaluation, tenure, and promotion shall be notified in writing of
 - a. The period being reviewed (i.e. since appointment, the last five years, the last two semesters, etc.).
 - b. The specific date that the WPAF (Working Personnel Action File) is due.
 - c. The date that any solicited letters of comment are due.
 - d. The review date (s) for their requested personnel action.
 - e. Their right to meet in person with the Primary RTP Committee (if they so wish), prior to the Committee's evaluation.
 - f. And the timelines for all evaluation actions (including the 10-day rebuttal period).

4. The Primary RTP Committee shall complete qualitative evaluations of each candidate for only those areas which pertain to the conditions of appointment. The Primary RTP Committee will review competent teaching performance, scholarly or creative achievements, contributions to the community, and contributions to the institution for tenure track full time faculty.

II. COMPOSITION OF COMMITTEE

Membership

1. The Primary RTP Committee shall consist of five, plus one alternate, tenured full-time faculty whose academic rank is higher than that of those under consideration by the Committee for Retention, Tenure and Promotion; and the Director of the Division of Social Work, who shall serve as a voting member of the Committee, for a total of six voting members. The faculty members shall be elected at large each academic year prior to the end of the spring semester in a Division wide ballot election. The Committee members take office at the beginning of the fall semester of the following academic year. Two members will be elected for a one year term, and three are elected for a two year term.
2. All members of the probationary and tenured faculty are eligible to vote for the members of the Committee.
3. When there are insufficient eligible members to serve on the committee, the Division shall elect members from a related academic discipline(s). The Committee may include faculty participating in the Faculty Early Retirement Program during his/her semester/period of teaching. However, this Committee may not be comprised solely of faculty participating in the Faculty Early Retirement Program.
4. The RTP committee will elect its chairperson from among the Committee
 - a. members, excluding the Division Director.
5. The chair of the RTP committee in consultation with the Director of the Division
 - a. Shall establish and publish to the Division faculty a schedule of evaluation,
 - b. including retention, tenure and promotion deadlines at the secondary level.
6. The Director of the Division in consultation with the RTP Committee shall give timely notice of the date by which the Personnel Action File must be ready for review to each faculty member being evaluated.
7. Faculty members participating either as committee members or candidates for probation, tenure, early tenure, promotion, and early promotion are required to review the section of the University ARTP Policy pertaining to the following: Promotion, Tenure, Early

Promotion, or Early Tenure. Faculty members may by written request withdraw from consideration for promotion.

III. PRIMARY RTP COMMITTEE POLICIES

General Provisions

1. Confidentiality statement

Deliberations and recommendations of the Primary RTP Committee shall be confidential, with the exception of the faculty member being evaluated, the appropriate administrators and the current members of the primary and secondary review committee members, who shall have access to written recommendations.

2. Statement regarding ten (10) working day rebuttal period

All faculty members considered for retention, periodic evaluation, tenure, and promotion shall be given a copy of the written evaluation, 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 ten (10) working days following the published date of rebuttal. The faculty unit employee also may request a meeting with the Primary RTP Committee to personally present rebuttal points and receive clarification of the evaluation. This meeting is permitted but not required to occur prior to the evaluation being forwarded to the Secondary RTP Committee of the College. A copy of the rebuttal statement shall accompany the Working Personnel Action File (WPAF) and also be sent to previous levels of review. This provision shall not require that the timelines be altered.

3. Statement regarding movement of files and recommendations through process

In cases of the retention, periodic evaluation of probationary faculty, tenure, and/or promotion, the Working Personnel Action File of the faculty member, and an evaluation report with the recommendation of the Primary RTP Committee is transmitted to the Secondary RTP Committee of the College of Health and Human Services per the College timelines for RTP actions.

- a. Personnel recommendations and personnel actions shall be based only on materials contained in the Working Personnel Action File (WPAF).
- b. A faculty member has a right of access to all materials in the PAF, except pre-employment materials and shall have access to these if such materials are used for personnel actions. Established procedures for reviewing WPAF are outlined in the UARTP document and shall be reaffirmed in the letter of notification sent to the candidate at the beginning of the RTP cycle.
- c. All submission of materials in the PAF must be timely and accurate. If a faculty member believes any portion of the file does not meet this criterion s/he may request in writing a correction or deletion. The written statement shall describe the corrections or deletions to be made and the facts and reasons supporting the request.

The written request is submitted to the custodian of the file. The Dean, College of Health and Human Services is the custodian of faculty files. The Director of the Division is the custodian of the part time lecturer files.

4. Statement regarding responsibility for preparation of Working Personnel Action File

The “Personnel Action File” (PAF) is the 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.

A faculty member may submit additional material to the custodian of the file and request that it be placed in the PAF. The faculty member has the right to submit a written rebuttal to any material in his/her (PAF).

- a. Any material (electronic or hard copy) identified by source (author, committee, campus office, or officially authorized body generating the material) may be placed into the PAF before the closure date. A faculty member must receive a copy of any material to be placed in his/her file at least ten (10) days before the custodian puts it in the file.
- b. The faculty member has the responsibility for establishing and maintaining professional information to be submitted at the appropriate time for the use in evaluation of retention, periodic evaluation, tenure, and promotion. The faculty member must also submit for permanent inclusion in the WPAF an index of material submitted for evaluation.

5. Statement of automatic consideration of promotion and provisions for withdrawal

- a. A faculty member eligible for promotion will be considered for promotion, unless he/she requests in writing to the Director of the Division of Social Work not to be considered.

6. Data Reviewed in cases of Retention, Tenure or Promotion

1. Primary data provided by the faculty member being evaluated should include:
 - a. curriculum vita
 - b. letter of transmittal
 - c. information relevant to competent teaching performance, including the electronic/on-line course summary scores and comments for those courses taught during the period of evaluation,
 - d. information relevant to scholarly or creative achievements,
 - e. information relevant to contributions to the community,
 - f. information relevant to contributions to the institution.

2. The Primary RTP Committee shall solicit evaluative, signed statements regarding candidates' performance from faculty, students, and field agencies, and submit those to the Division of Social Work Director 30 days prior to the closure of the submission of the candidates WPAF. These letters are sent out by the Administrative Assistant to the Director.
3. The Primary RTP Committee shall review the results of the standardized electronic/on-line student evaluations of competent teaching performance. All comments attached to these evaluations will be included in the file.
4. The Candidate is responsible for preparing a Self-Evaluation for inclusion in the WPAF.
5. The Committee may ask a candidate to provide documentation of assertions made in the WPAF.
6. Voting Procedures and Participation of Committee Members
 - a. All members of the Primary RTP Committee shall vote on all Committee actions.
 - b. All voting will be conducted by open ballot in closed sessions after careful and deliberate evaluation and discussion of evidence in the WPAF presented to the Committee, unless a member of the Committee requests a secret ballot.
 - c. Each primary level evaluation report must be approved by a simple majority of the Committee in a meeting called for that purpose.
 - d. In the event that a Committee member cannot be present for all deliberations, the elected alternate shall participate in the evaluation. The alternate member will serve until all cases in the particular category of evaluations, such as retention from year to year or permanent retention (tenure) has been decided. The regular member displaced by the alternate will return to the Committee when it takes up the cases in another category of evaluation such as promotion from assistant to associate or associate to full professor.
 - e. If any stage of a performance review(s) has not been completed within the specified period of time, the Performance Review(s) shall be forwarded to the next level of review (the Secondary RTP Committee) and the faculty unit employee shall be so notified.

IV. CRITERIA AND STANDARDS FOR EVALUATION FOR RETENTION, TENURE AND PROMOTION

General Provisions

- a. The following criteria are to be used in evaluating faculty for retention, tenure, and promotion. A decision in favor of retention, tenure and/or promotion requires that a candidate demonstrate minimal standards in all four areas of performance

(Competent Teaching Performance, Scholarship or Creative Achievements, Contributions to the Community, Contributions to the Institution.)

- b. Outlined in Appendix A through D is the weighting of each of the four categories; the rating method for evaluation of candidates, the modified Delphi Method evaluation of weighted scores, and the recommendation ballot.
- c. A positive recommendation for early tenure and/or promotion requires an overall score of .95 (or 95 points out of 100 possible points (an outstanding designation in teaching effectiveness and two of the other areas).
- d. The Primary RTP Committee shall use a scale of 97% for a designation of outstanding; 95% for a designation of excellent; 92 % for a designation of very good; 88% for a designation of good when evaluating and assigning point values per category.
- e. The Primary RTP Committee shall provide to each candidate, if requested, the summary of Appendix A through D including recommendations.

V. CRITERIA FOR RETENTION, TENURE, AND PROMOTION (5.05)

Competent Teaching Performance (55 points; .55 weight)

- a. Written and formal input from the individual faculty member who is being considered for promotion, retention, or tenure shall include detailed self-evaluation of his/her teaching competency per class. This evaluation should include written self-reflection that indicates the use of the mid-semester evaluations/feedback, an address to the diversity of final course comments (favorable and constructive), pedagogical philosophy, preparation of classes, course outlines and course contents, use of instructional technologies, use of technology (social media, PowerPoint, SacCT-Blackboard, etc.), methods used to evaluate the effectiveness of the learning process and innovative methods of instruction. Evidence of teaching performance must be included.
- b. 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, opinions and/or evaluation of peers.
- c. Input from students in terms of (1) the results of the application of a standardized on-line/computerized instrument which provides student opinions and/or evaluation of the faculty member's teaching performance in all courses taught and (2) oral testimony, if any. The procedure for On-line/Electronic Student Evaluations is contained in the UARTP policy. Students will receive written notice from the Division, 20 days prior to the file closure date, informing them of their right to present oral testimony to the Committee. Students will be told to submit their request to the Chair of the Committee. If a student presents oral testimony to the Committee, the Chair of the Committee will prepare and sign a written summary of the testimony, including

the name of the student giving the testimony, and forward a copy to the faculty member being evaluated. The written summary is forwarded to the Dean for inclusion in the PAF. The faculty member is informed of the inclusion in the PAF and invited to respond. Any written response also becomes part of the PAF.

- d. The Committee's evaluation of the candidate should take into account the quantity and quality of his/her teaching assignments.
- e. Full time lecturers whose appointment letter states for "teaching only" and part-time lecturers are evaluated on Competent Teaching Performance only.

Scholarly or Creative Achievements (20 points; .20 weight)

Scholarly and/or creative activity should be linked or tied directly to the profession of social work and focused on one or more of the following: contributing to the knowledge base of the field, enhancing the candidates teaching, bringing distinction to the Division, College, or the University. A broad range of scholarly activities includes but is not limited to the categories of:

- a) Theoretical or empirical discovery research;
- b) Applied research in which one applies others' discovery research to new contexts;
- c) Written teaching cases accompanied by an instructor's manual, which can be scrutinized and critiqued by one's peers;
- d) Textbooks and other pedagogical writing which circulate and can be critiqued;

Evidence of competent scholarly/creative activity performance includes but is not limited to:

- a) Articles published in scholarly, refereed journals and published, refereed monographs; refereed papers presented at professional conferences and published in the conference proceedings; and refereed papers presented at professional conferences.
- b) Scholarly books in the discipline and chapters in scholarly books in the discipline.
- c) Articles published in non-refereed journals; non-refereed papers presented at conferences; articles published in trade journals; and manuscripts and other documented scholarly activities including unpublished manuscripts.
- d) Presentation of professional lectures.
- e) Appropriate participation in activities of professional and/or scholarly organizations.
- f) Additional evidence may include submissions by professional colleagues both on and off campus, such as letters of evaluation and recommendation regarding research performance and research awards or honors.
- It is the candidate's responsibility to develop a summary of Scholarly and Creative Achievements with reference to the guidelines provided below. All evidence of

Scholarship and Achievements should be provided by the candidate in the WPAF at the time of submission for review.

Guideline for Assigning value to activities in this area

The following represents guidelines for the candidate and the Committee to consider as a part of the overall evaluation of the depth and value of the Scholarship and Achievement area.

The Faculty of the Division of Social Work approved the following point categories that reflect the value or weight that is used as one of the guides to evaluate the activity and expectations in this area. The following should be used as a guide, or example, of the point(s) value placed on the range of scholarship:

- 3 point category (the candidate must attain at least one publication in this category)
 - a. Primary or secondary author of peer reviewed article in a professional/academic journal (not a newsletter)
 - b. Primary or Secondary author of a book (not self-published)
- 2 point category
 - a. Author (primary or secondary) of a chapter in a book;
 - b. Author (primary or secondary) of a National Conference paper at a major peer-reviewed conference (i.e. CSWE; NASW)
- 1 point category
 - a. Agency evaluation/manuscript
 - b. Third author publication
 - c. Book review
 - d. Presentation at a state or local conference
 - e. Significant contributions to the Division of social work CSWE RE-Accreditation process/document
 - f. Significant contributions to the development of a community program designed to meet an unmet need in the community for service, evaluation, or policy. This contribution should incorporate either written work (i.e. a grant proposal, a document used for lobbying) or a creative innovation product (i.e. playing a major role in the production of a DVD). Providing skillful assistance mostly in the form of work effort or labor should be considered in the service category, such as service to university or service to community.

Grants: It is the candidate's responsibility to use the aforementioned guide when addressing the value of any grant related activity within the review cycle. Clearly, major economic grants, or grants that bring major distinction to the Division, College, or University, or that significantly impact the standing of the Division within the community would be valued more like a 3 point category product.

The Faculty of the Division of Social Work has approved the following "guide" to be used as the expectations of number of and quality of products in this area (categories of outstanding,

excellent, very good, good are extrapolated from this guide when assigned weighted values by the Committee in deliberations for recommendations of regular and early promotion and early tenure decisions):

- Scholarship Expectation for Regular Tenure
 - a. 5 products from the aforementioned category list
 - b. The products must equal or exceed 8 points in value
 - c. Primary or secondary author of peer-reviewed article or book
 - d. Primary or secondary author of book chapter; or conference Paper (i.e. CSWE, SWWR)-authoring a second peer-reviewed article can substitute for this item.
- Scholarship Expectation for Regular Promotion
 - a. 5 products
 - b. The products must equal or exceed 9 points
 - c. Primary or secondary author of two (2) peer-reviewed articles or one peer review article and one book.

Contributions to the Institution (UARTP Section 5.05.H): (10 points; .10 weight)

- a) Contributions to the faculty member's area such as membership on a committee, chair of a committee, special assignments, curriculum development, and student advising.
- b) 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.
- c) 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 and educational equity efforts.

Contributions to the Community (UARTP Section 5.05.G): (15 points; .15 weight)

Community engagement efforts enhance the development of the individual faculty member and contribute to service delivery in the Sacramento region. It is expected that community involvement is meaningful-not undertaken for reasons of expediency. The candidate's 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 region service delivery system.

Evidence may refer to the following contributions, among others:

- a. Office or directorship on a volunteer basis (national, state, local).
- b. Participation on committees of agencies or organizations (national, state, local).
- c. Participation in the mass media.
- d. Community honors and awards.

- e. Participation in community outreach activities, including educational equity.

VI. REQUIREMENTS FOR EARLY TENURE RECOMMENDATION (UARTP, Section 5.06)

- a. Early tenure is recognition of qualifications and performance substantially beyond that required for the granting of tenure after the normal six (6) year probationary period. Early tenure is granted for attaining a professional standard that includes activities which bring widespread recognition to the individual, the profession of social work, and the university from the academic community and/or the general public. Early tenure is not a right.
- b. To be considered for early tenure, a candidate 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 achievements, contributions to the institution, and contributions to the community.
- c. Outstanding performance can be shown, for example, by innovative teaching methods, special efforts in counseling students, exceptional research accomplishments, outstanding contributions to the profession, regional or national prominence in the field, demonstrated skill in obtaining grants, formidable contributions to the CSWE reaccreditation process/defense; creation of innovative service/research/policy programs within the community, and other indicators of outstanding performance.

VII. REQUIREMENTS FOR EARLY PROMOTION (UARTP Section 5.07)

Candidates who apply for early promotion shall demonstrate outstanding performance in teaching, which shall be given primary weight, and possess appropriate academic preparation. In addition, outstanding performance must be demonstrated in at least two (2) of the remaining three (3) university criteria for retention, tenure, and promotion: scholarly and creative achievement, contribution to the institution, and contribution to the community.

VIII. EVALUATION PROCESS FOR FULL AND PART-TIME LECTURERS

- a. The Primary RTP Committee is responsible for the evaluation of full and part time lecturers. The Director of Division does not sit on the Primary RTP Committee for evaluation of part-time lecturers. The Director provides a separate evaluation.
- b. The criteria for evaluation of Competent Teaching Performance of a Temporary Faculty Unit Employee is the same as outlined for full-time tenure-track faculty.
- c. Part-time temporary faculty unit employees appointed for two or more semesters, regardless of a break in service, shall be evaluated in accordance with periodic evaluation procedure outlined in the University Manual.

- d. It is the candidate's responsibility to develop a Working Personnel Action File that includes evidence of Competent Teaching Performance.
- e. Competent Teaching Performance is evaluated by considering the following:
 - Input from individual faculty member who is being considered shall include self-evaluation of his/her teaching competency. This evaluation shall include self-reflection on the following topics: preparation of classes, syllabi and course contents, use of instructional technologies, evaluation of the learning process and innovative methods of instruction, on-line/electronic student evaluations and the summary score from the standardized student evaluations. It may include other topics as well.
 - Input from academic colleagues and field agencies.
 - Input from students from the results of the application of an on-line/electronic instrument, which provides student opinions, and/or evaluation of the faculty member's teaching performance in all courses taught.
 - The Committee's evaluation of the candidate should take into account the quantity and quality of his/her teaching assignment(s).
 - Evidence of Competent Teaching Performance is to be evaluated pursuant to university policy.

The Temporary Faculty Unit Employee shall be informed in writing of the timelines for periodic evaluation in the same manner as that established for the full-time retention, tenure and promotion candidates.

The Division of Social Work will solicit written comments regarding the Temporary Faculty Unit employee for a period up to ten (10) working days prior to the closure date established for the WPAF.

The Temporary Faculty Unit Employee shall have the right to review and develop written rebuttal of any written comments submitted. The written rebuttal will be included in the PAF by the custodian of the PAF (the Dean of the College of the Health and Human Services for full time lecturers; the Director of the Division for part time lecturers).

A written record of periodic evaluation shall be sent to the Temporary Faculty Unit Employee within the timeline established by the Primary RTP Committee. The Temporary Faculty Unit Employee shall be given ten (10) working days to rebut any of the material contained in the Primary RTP evaluation.

A copy of the periodic evaluation shall be placed into the employee's Personnel Action File.

The area assigned weights for each of the RTP criteria by the following categories: Retention, Tenure and Promotion. These weights have been approved by the Area faculty before being used in the ARTP process. Appendix A illustrates the current approved weights within the Division of Social Work.

APPENDIX A

DIVISION OF SOCIAL WORK WEIGHTS FOR EVALUATION OF CANDIDATES FOR RETENTION, TENURE, OR PROMOTION

	<u>Retention</u>	<u>Tenure</u>	<u>Promotion</u>
1. Competent Teaching Performance	.55	.55	.55
2. Scholarly or Creative Achievement	.20	.20	.20
3. Contributions to Institution	.10	.10	.10
4. Contributions to Community	<u>.15</u>	<u>.15</u>	<u>.15</u>
Totals	1.00	1.00	1.00

APPENDIX B

DIVISION OF SOCIAL WORK RATING METHOD FOR EVALUATION OF CANDIDATES FOR RETENTION, TENURE, AND PROMOTION

Weighted scores obtained by the following procedure will be presented to Primary Committee members for their consideration. However, scores have no binding effect upon the Primary Committee in making recommendations for RTP.

QUESTION:

In your professional opinion, how do you rate _____
(Named Faculty Member)
on each of the four criteria listed below?

5 = Outstanding to 0 = None

RAW SCORES

<u>RTP CRITERIA</u>	5 Outstanding	4 Above Average	3 Average	2 Below Average	1 Weak	0 None
1. COMPETENT TEACHING PERFORMANCE						
2. SCHOLARLY OR CREATIVE ACHIEVEMENTS						
3. CONTRIBUTIONS TO THE INSTITUTION						
4. CONTRIBUTIONS TO THE COMMUNITY						

Using the weights provided in Appendix A and the raw scores obtained from the ratings submitted by each member of the Committee, a weighted score shall be calculated for each candidate and submitted to the Committee on a tally sheet in the form shown in Appendix C. The average raw score on each criterion for each candidate and the weighted summary score shall be rounded to the nearest first decimal.

APPENDIX C



CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Division of Social Work
Primary Level ARTP Review

Modified Delphi Method Evaluation Calculation of Weighted Score

Date _____

Individual under Review _____

	5	4	3	2	1	0												
	Out-standing	Above Average	Average	Below Average	Weak	None	Total Raw Score	/	N*	=	Average Raw Score	x	Retention	Tenure	Promotion	=	Weighted Score	
Teaching								/		=		X	0.55	0.55	0.55	=		
Scholarly								/		=		X	0.20	0.20	0.20	=		
Institution								/		=		X	0.10	0.10	0.10	=		
Community								/		=		X	0.15	0.15	0.15	=		
							=	/		=	X					=		

Total =

(Attach results of raw score calculations for file.)

*N equals the number of faculty members rating the person under review.

APPENDIX D

Date: _____

THE DIVISION OF SOCIAL WORK
RECOMMENDATION BALLOT

CANDIDATE'S NAME:

PERIOD COVERED BY WPAF

FROM: _____ TO: _____

SHOULD THE ABOVE NAMED CANDIDATE BE GRANTED:

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
_____ RETENTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ TENURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ PROMOTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EARLY ACTION(S)

YES

NO

ABSTAIN

_____EARLY

☐☐☐

PROMOTION

_____EARLY

☐☐☐

TENURE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
Division of Social Work

**APPOINTMENT, RETENTION, TENURE, AND
PROMOTION POLICY AND PROCEDURES**

REVISED & APPROVED BY UARTP ~ 2014

Notice: All citations to university ARTP Policy herein are to the Policy as it stood when the University last approved this document. Subsequent changes to the language and enumeration of University ARTP Policy section 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 web site. Any discrepancy between the University policy and this document will be resolved in favor of University policy.

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APPENDICES

- A Assigned Weights of ARTP Criteria
- B Rating Method for Evaluation of Candidates
- C Calculation of Weighted Score
- D Ballot for Recommendation

DEFINITION OF TERMS

ARTP Candidate	Appointment, retention, tenure, and promotion. Faculty unit employee subject to review.
CSU	The California State University (system).
Faculty Member	Faculty unit employee.
FERP	Faculty Early Retirement Program.
MOU	Agreement between the Board of Trustees of the California State University and the California Faculty Association; Unit 3 - Faculty.
PAF	Personnel Action File (4.00 - 4.09).
Primary Committee	Division of Social Work Peer Review
Committee. RTP	Retention, tenure, and promotion.
Secondary Committee	College of Business Administration Peer Review
Committee. WPAF	Working Personnel Action File.
WTU	Weighted teaching unit. A CSU definition of work load. A 12 WTU classroom assignment is the normal load.