

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

GERONTOLOGY

POLICIES AND PROCEDURES

FOR

APPOINTMENT, RETENTION, TENURE, AND PROMOTION

(ARTP)

**March
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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 UARTP 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 UARTP 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.

California State University, Sacramento
Gerontology
Policies & Procedures Pertaining to
Appointment, Retention, Tenure and Promotion

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I. POLICY & PROCEDURES FOR THE APPOINTMENT OF PROBATIONARY FACULTY AND FULL-TIME TEMPORARY FACULTY

The Gerontology document sets forth policies and procedures regarding the appointment, retention, tenure, promotion and evaluation of faculty members and is intended to supplement the policies and procedures set forth in the Memorandum of Understanding and the University and the College of Social Sciences and Interdisciplinary Studies Appointment, Retention, Tenure and Promotion documents.

A. GENERAL PROCESS

1. The Program Director shall manage the Program's participation in the hiring of probationary faculty and full-time temporary faculty.
2. The Program Director shall prepare the "Request to Advertise for Full-Time Faculty" in consultation with the probationary and tenured members of the Program.
3. "It is the policy of the CSU to prohibit discrimination against faculty unit employees on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, medical condition or veteran's status." (University ARTP Policy, Section 5.01.A)
4. a. "In making probationary appointments, the following factors shall be given primary consideration: a) Excellence in scholarship and preparation. (b) Interest and skill in teaching and (c) Promise of professional growth." (University ARTP Policy, Sec. 5.02.B)
- b. Selection of full-time temporary faculty for initial appointment shall be based on the following criteria:
 - (1) degrees earned in relevant discipline(s);
 - (2) relevant teaching experience as evidenced by courses taught previously;
 - (3) relevant professional activities and experiences (both paid and voluntary positions);
 - (4) teaching performance as evidenced by recommendation or other documents including student and peer evaluations of teaching performance.
- c. Selection of full-time temporary faculty for subsequent appointment shall be based on pertinent sections of the M.O.U. and on the following criteria as evidenced by material contained in the faculty member's Personnel Action File. That evidence is specified in Sections 9.b. and c. of the Program's Procedures for Evaluating Temporary Faculty Members.
 - (1) degrees earned in relevant discipline(s)
 - (2) relevant teaching experience
 - (3) relevant professional activities and experience (both paid and voluntary positions)

- (4) teaching performance
- (5) scholarly and creative activities
- (6) contributions to the University
- (7) contributions to the community

5. The earned doctorate is normally required for probationary appointment in the Program.
6. The appointment process shall be conducted with confidentiality.
7. No faculty member in the Program shall participate in decisions pertaining to the appointment of a close relative, as specified in Section 9.01.T of University ARTP Policy.

B. SELECTION PROCESS

1. The Program Director and the full-time probationary or tenured faculty members, or FERP faculty in their period of active service, if any, from the Program shall select a search committee of no fewer than three (3) faculty members to recommend applicants for probationary appointment or full-time temporary appointment. The committee will be comprised of at least two (2) tenured faculty members and the Program Director. Until the Program has enough full time faculty members, committee members will be chosen from faculty members who have a background in gerontology and teach in interdisciplinary courses/Programs. The Director of the Program shall be a voting member of the search committee. The members of the search committee shall elect the chair of the committee.
2. The committee members shall elect a tenured or probationary member of the Program search committee other than the Program Director to serve as the affirmative action/equal opportunity representative (AA/EOR) on the search committee. He or she shall be a voting member of the search committee. The representative shall carry out the responsibilities specified in the University ARTP Policy. In accordance with University ARTP Policy, the AA/EOR and the Program Director shall complete the prescribed training.
3. The Program Director and the full-time probationary or tenured faculty members, or FERP faculty in their period of active service, if any, from the Program shall write the Vacancy Announcement Based on the Vacancy Announcement. The search committee shall adopt written screening criteria, selection criteria, and a set of interview questions to be used in deciding whom to recommend for an appointment. It shall solicit the ideas and views of the Program's probationary and tenured faculty members in doing so.
4. Prior to the first meeting of the search committee to consider applications, the chair of the committee shall make the written applications and all supporting materials available for review by every member of the committee.
5. Each member of the search committee shall read the appointment file of each applicant and consider each applicant for the position in light of the screening and selection criteria, in order to decide whether to interview the applicant. Both tenured and probationary members of the search committee may participate in checking

candidates' references. Each member of the search committee shall attend all meetings to discuss the applicants.

6. The chair of the search committee shall ensure that each applicant's file contains a log which committee members shall sign and date after reviewing the contents of the file. The chair of the search committee shall also ensure that a list of attendance is kept for the formally scheduled interview of each applicant chosen to be interviewed, for the applicant's presentation and for all meetings of the search committee at which substantive evaluations and final recommendations are made. These logs and lists of attendance shall be the basis for verifying in part the continuing eligibility of tenured and probationary faculty members to participate in substantive deliberations and final recommendations of the search committee.
 7. The search committee shall interview the designated applicants at meetings called for that purpose. At the time of the interview the chair of the search committee shall give each applicant a copy of the RTP documents for the Program, the college and the University.
 8. To facilitate comments by faculty members and students ineligible to participate in the formal interviews and deliberations of the search committee, the Program Director can require each applicant to make a presentation and may organize other events to which each applicant shall be invited. Consistent with University policy, each applicant will attend the same type of event. At the conclusion of these presentations and other events, the committee shall invite written comments from the faculty members and students who participated in them for review by the members of the committee.
 9. The search committee shall consider each applicant for the position in light of the selection criteria and make the final decision regarding the Programs recommendation to appoint. The search committee shall decide by a majority vote whether to recommend each applicant. Recommending one applicant shall not preclude recommending others. If the committee decides to recommend more than one applicant, it shall rank them. Any recommendation to hire above the rank of assistant professor shall depend on whether the vacancy announcement for the position includes that option and shall be approved by a majority of the membership of the search committee. When the committee has decided on a ranked list of applicants, the Director shall forward the recommendation in accordance with University policy.
- C. PLACEMENT ON THE PAY SCALE OF FULL-TIME TEMPORARY FACULTY MEMBERS
1. The program will use the guidelines in the University ARTP policy to determine placement on the pay scale of an applicant selected for appointment as a full-time temporary faculty member.
 2. A review of performance giving rise to a recommendation to elevate a full-time temporary faculty member to the next higher range of the pay scale shall normally be conducted during the Spring semester of the academic year in which the faculty member first becomes eligible and applies for the range elevation. It shall be based on evidence contained in the faculty member's Personnel Action File as specified in Section 9.b. and c. of the Program's Procedures for Evaluating Temporary Faculty Members. That evidence shall be evaluated in light of the guidelines specified for Lecturer A, B, C and D.

3. Within each range, the salary of the person shall depend on the extent to which the person's qualifications exceed the minimum requirements for that range.
4. In subsequent consecutive semesters, a full-time temporary faculty member appointed to similar assignment in the Program shall be appointed at a salary ~~step~~ within a range equal to or greater than the previous salary step.

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II. PROCEDURES FOR EVALUATING FACULTY FOR PURPOSES OF RETENTION, TENURE AND PROMOTION

1. Before the end of the spring semester each year, the Program Director and the full-time probationary or tenured faculty members, or FERP faculty in their period of active service, if any, from the Program shall select by election a retention, tenure, and promotion (RTP) review committee for the ensuing academic year. The committee will consist of the Program Director and no fewer than two other (2) interdisciplinary faculty members (See Section 13 below for composition and selection of the committee).
2. Evaluation criteria shall be provided to faculty within 14 days of the start of the semester. The Program Director shall inform all probationary and tenured faculty members, but most especially those new to the staff, of current evaluation criteria and procedures, by ensuring that they have a copy of the Program's and secondary level's ARTP procedures and University ARTP policy.
3. The RTP committee will elect its chairperson from among the Committee members, excluding the Program Director.
4. The chair of the RTP committee in consultation with the Program Director shall establish and publish to the Program faculty at the beginning of the academic year a schedule of evaluation allowing ample time for evaluation in advance of the retention, tenure and promotion deadlines at the secondary level and shall conduct the Program's RTP process during the year.
5. The Program Director 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.
6. Faculty members participating either as committee members or candidates for retention, tenure, early tenure, promotion, and early promotion are strongly advised 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.
7. Criteria of evaluation
 - a. The evaluation of probationary faculty members for the purposes of retention and tenure shall be based on each of the following:
 - (1) teaching performance, including competence in the field of gerontology and in the particular subject matter for which the faculty member is responsible and interested in helping students develop their intellectual capabilities.
 - (2) scholarly and creative activities
 - (3) contributions to the Program, college, and/or university
 - (4) contributions to the community
 - b. The evaluation of faculty members for the purpose of promotion shall be based on 7a(1)-(4) above and also on the development or improvement of the faculty member

with regard to teaching performance and scholarly and creative activities while in his or her present academic rank.

- c. Teaching performance shall be given primary weight, constituting more than half of the total. The next highest weight shall be given to scholarly and creative activities; the next highest weight after that, to contributions to the Program, college and/or university; and the lowest weight, to contributions to the community. The same relative weights shall be applied to all faculty members being evaluated.
 - d. Evaluation shall be based only on the evidence provided by the entire contents of the Personnel Action File. Conclusions about performance shall be based on a preponderance of the evidence in the file as defined in Section 4.04.C of University ARTP Policy. See section 4.08 of the University ARTP Policy regarding the contents of the Personnel Action File and Sections 9.01.C and D of that document regarding the definition of evaluation and the preponderance of the evidence that governs the drawing of inferences about the quality of performance from the evidence in the file.
8. Evidence of performance – Teaching Effectiveness
- a. The Gerontology Program expects faculty members to be excellent teachers. Course materials should demonstrate that the faculty member effectively communicates course content to accomplish course objectives. Each faculty member's file must include the following for courses taught:
 - (1) course syllabus, examinations, all assignment guidelines, all grading criteria and rubrics, sample of any quizzes, sample graded student work, sample class activities, samples of PowerPoint slides or lecture outlines, handouts if used and any other evidence as provided by the faculty member. All other supplementary course material should be available for review upon request.
 - (2) examples of the use of varied, relevant and current pedagogy including: several instructional methodologies such as case study, discussion, group activities, or other; use of instructional technology such as online teaching platform, video, PowerPoint presentation or other; use of varied current resources such as guest speakers, service learning, field assignments, or other; incorporation of currency and updating skills reflecting recent developments in the discipline/field.
 - (3) examples of collaborative participation in the development of curriculum and assessment, including new course development
 - b. The Gerontology Program expects faculty members to fulfill professional collaborative teaching responsibilities. Examples to include in the file may consist of:
 - (1) student academic advising regarding Program requirements, retention, and progression to graduation.
 - (2) accepting reasonable teaching assignments including alternative/flexible scheduling, varying levels and number of course preparations per semester, and class enrollment changes as needed.
 - (3) meeting office hours, submitting book requests and grades on time, etc.
 - c. Student Evaluation, Comments, and Grade Report Summary.
 - (1) faculty members may choose to collect student evaluations either electronically or paper-pencil hard copy. Faculty members must notify the Program ASC each semester as to their preference.
 - (2) student evaluations of teaching performance (using the Program's standard evaluation format) will be used in all classes taught by a faculty member. The

Program 's grade report summaries will be used to identify possible concerns regarding grading practices.

- (3) student evaluation scores for each course should average 3.8 on a 5 point scale, or above with mostly positive student comments. If scores are lower than 3.8 and/or there is a pattern for negative comments, the faculty shall discuss factors that may have impacted the student evaluation, demands associated with that particular course, first attempt at teaching a course, or use of a new teaching technique, etc. to explain the lower scores or unfavorable student comments, or a pattern of negative comments. The combined average scores from all the courses taught each semester should be 3.8 or higher.
 - d. Any additional material pertinent to teaching performance which the faculty member wishes to include in the file.
9. Evidence of achievements – Scholarly and Creative Activities
- The Gerontology Program expects faculty members to demonstrate a commitment to an active program of scholarly work or creative activity that involves the discovery, integration, interpretation, or application of research, pedagogy, and/or service related to the discipline. It is expected that the work will lead to results that are verified, evaluated, and approved by professional peers and widely disseminated to appropriate audiences. Examples of scholarly and creative activities to include in the file may consist of (order indicates suggested priority):
- a. Publication of peer-reviewed journal articles, scholarly books or book chapters, or externally funded grants
 - b. Presentation of peer reviewed abstracts, papers, or posters at professional conferences; university funded grants; invited scholarly presentations; juried creative productions
 - c. Editor or reviewer for professional journals or books or recognition through professional awards
 - d. Publications based on professional expertise such as opinion articles, local or regional newspaper articles, or service as an officer in a professional organization
 - e. Participation in professional organizations in gerontology or related disciplines such as organizing, presiding, or moderating conference sessions.
 - f. Any additional material pertinent to scholarly and creative activities which the faculty member wishes to include in the file.
10. Evidence of performance – Contributions to the Institution
- The Gerontology Program expects probationary and tenure track faculty members to actively participate in all levels of the university community.
- a. Examples of Program level institutional contributions to include in the file consist of: active participation in Program committees (active is defined as having frequent meetings and/or making demands on members for work beyond the meetings themselves).
 - b. *Additionally*, faculty members are expected to contribute in at least one of the following ways: 1.) student advising, 2.) service to student organizations, and 3.) involvement with alumni groups or advisory board.
 - c. Evidence of Service to the College and University growing with years of service may include but are not limited to: committee membership/Chairship, special project development and implementation, and senate participation.

- d. Any additional material pertinent to contributions to the institution which the faculty member wishes to include in the file.
11. Evidence of performance –Contributions to the Community
 - a. The Gerontology Program expects faculty members to be contributing members of the community at large in order to enhance currency and provide relevant educational experiences for students. Each faculty member should provide materials that support and describe substantial, significant, and sustained community-based involvement and contributions related to his/her professional expertise in at *least one* of the following areas: volunteer work; consultantships; other contributions of time and talent to community activities at the local, state, national, and/or international levels.
 12. Relevant time periods for materials in the file
 - a. For retention, tenure and first promotion: materials submitted or received since the date of initial appointment to probationary status.
 - b. For subsequent promotions: materials submitted or received since the date of last promotion.
 13. Committee composition
 - a. The Program Director is a member of the committee to evaluate faculty members for the purposes of retention, tenure and promotion and shall not make an independent recommendation.
 - b. All and only tenured faculty members in the Program (or interdisciplinary faculty members, including the Program Director and FERP faculty during their period of active service), shall be eligible to serve if they meet the following criteria:
 - (1) to serve on the evaluation committee(s) with respect to retention, tenure and promotion decisions, a faculty member shall not be a member of the secondary level committee.
 - (2) to serve on the evaluation committee(s) with respect to retention, tenure and promotion decisions, a faculty member shall not be under consideration for promotion.
 - (3) to serve on the evaluation committee(s) with respect to retention, tenure and promotion decisions, a faculty member shall hold a higher rank than the person(s) being considered for promotion.
 - c. No faculty member shall participate in the evaluation of the performance of another faculty member if any of the circumstances specified in section 9.01.T of University policy exists between them. Faculty unit employees about to be evaluated may object to the participation of a particular faculty member in accordance with the provisions of that section.
 - d. The committee(s) shall consist of no less than three (3) faculty members and the Program Director. Until the program has enough probationary and tenure track faculty members, committee members will be elected by the Program Director and the probationary and tenured faculty members in the Program, if any, from university faculty who have a background in gerontology and are in interdisciplinary courses/Programs. The Director of the Program shall be a voting member of the committee. The members of the committee shall elect the chair of the committee.
 - e. The Program Director shall be responsible for acquainting any new member with the Program's evaluation procedures and deadlines.

14. Evaluation of faculty performance by Primary Peer Review Committee
 - a. At the appropriate time, the ARTP Committee chair shall schedule and convene a meeting of the eligible members of the Primary Peer Review Committee.
 - b. The individual's Working Personnel Action File (WPAF) shall be made available to members at least five (5) working days prior to the scheduled meeting time. Committee members shall indicate that they have examined the WPAF by signing the log maintained in the file prior to the deliberation meeting.
 - c. Prior to the first deliberative meeting of the evaluation committee, each committee member shall prepare a detailed evaluation (in each of the four required evaluation categories identified in Section II-7 through Section II-12 above) of the materials presented in the Personnel Action File of each faculty member eligible for retention, tenure or promotion. These evaluations shall address:
 - (1) Summary of the evidence examined.
 - (2) Identification of that evidence thought crucial to identifying the strengths and weaknesses of each faculty member under consideration.
 - (3) A statement evaluating the evidence in the light of all criteria stated above in Section II-7 through Section II-12.
 - (4) A copy of these statements shall be circulated to committee members at an agreed upon time prior to committee deliberation.
15. The evaluation committee shall meet to discuss the evidence in the faculty member's file. Any committee member may lead substantive discussions of a specific file. All elected committee members and the Program Director shall attend each and every meeting at which substantive evaluations and recommendations are made. The deliberations and their results shall be confidential. The procedure will be as follows:
 - a. Members of the committee will discuss evaluations of all faculty members being considered for retention, tenure or promotion. After discussion of file contents, the members of the committee will discuss the candidate's strengths and weaknesses in light of the criteria of evaluation.
 - b. At a time agreed upon by the committee the deliberations shall terminate. A simple yes or no vote will be taken by secret ballot. An affirmative majority is required for a recommendation that a faculty member be retained, tenured or promoted.
 - c. The chair or another member of the committee shall prepare a report expressing the evaluation of the faculty member's performance under each criterion. The written text of the committee's evaluation report and recommendation as it will appear in the faculty member's file shall be reviewed and approved by a simple majority of the evaluation committee in a meeting called for that purpose.
 - d. The Program Director shall provide a copy of the evaluation report to the faculty member with an invitation to respond within ten days.
16. The chair and interested members of the evaluation committee shall meet with the faculty member to review suggestions arising out of the committee's deliberations.
17. The Program Director shall place the evaluation report and recommendation in the Personnel Action File and forward it in accordance with University ARTP Policy.

18. Working papers of the committee's deliberations and ballots shall be retained for three years by the department.

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III. POLICY AND PROCEDURES FOR THE APPOINTMENT OF PART-TIME
TEMPORARY AND TRANSFER FACULTY

GENERAL PROCESS

1. Part-time faculty are hired by the Gerontology Program to teach courses regularly offered by the Program for which (1) tenured and probationary faculty are not available, (2) qualified transfer faculty are not available, and (3) there is sufficient student demand.
2. During the preparation of the schedule of classes the Program Director in consultation with the tenured and probationary faculty shall identify anticipated teaching vacancies for the coming academic year.
3. The Gerontology Program shall consider applications of full-time faculty from other disciplines. Transfer faculty shall meet the criteria identified in Section C below. Assignments to courses shall be made on a semester by semester basis.
4. A part-time faculty applicant pool shall be established on an annual basis; if unexpected vacancies arise for which there are no qualified applicants in the pool, the pool may be reopened.
5. Anticipated teaching vacancies shall be advertised in accordance with MOU directives and University policy.

APPLICATIONS

1. The application deadline shall be the same as the date set by the Office of Human Resources in the University's general announcement of anticipated vacancies.
2. Each application shall consist of a curriculum vitae, a statement of qualifications relevant to the teaching assignment applied for, representative samples of scholarly work and/or creative activities, and when appropriate, course syllabi and teaching materials, and student evaluations.
3. Currently employed part-time faculty members who wish to be considered for re-employment must provide written notification of their desire to become part of the applicant pool for the next academic year along with updated Curriculum Vitae to the Program Director by the specified application deadline.
4. All applicants shall receive (1) written notification of receipt of application and the "Applicant Pool Information Questionnaire", and (2) written notification of any subsequent action on their application.

SELECTION PROCESS: CRITERIA FOR INITIAL AND SUBSEQUENT APPOINTMENT

1. Once the applicant pool for a position has been established, the best qualified person shall be appointed on the basis of merit and competence related to the Gerontology Program's staffing needs.
2. Selection of part-time faculty for initial appointment shall be based on the following criteria:
 - a. degrees earned in relevant discipline(s);
 - b. relevant teaching experience as evidenced by courses taught previously;
 - c. relevant professional activities and experience (both paid positions and voluntary positions);
 - d. teaching performance as evidenced by recommendations or other documents, including student and peer evaluations of teaching performance.
3. Selection of part-time temporary faculty members for subsequent appointment shall be based on pertinent sections of the MOU and on the following criteria as evidenced by material contained in the faculty member's Working Personnel Action File. That evidence is specified in III - Section 9.b(1)-(6) of the Program's Procedures for Evaluating Temporary Faculty Members, including:
 - a. degrees earned in relevant discipline(s)
 - b. relevant teaching experience
 - c. relevant professional activities and experience
 - d. teaching performance
4. Selection of temporary faculty for initial appointment and subsequent reappointment to a three-year appointment shall require a finding of satisfactory performance of his or her duties and absence of documented serious conduct problems by the appropriate administrator following an evaluation based on the faculty member's Personnel Action File.
5. The Program shall maintain a list of temporary faculty unit employees who have been evaluated by the Program, as specified in the University ARTP Policy.
6. The Program Director will review the part-time and transfer faculty applications. No faculty member in the Program shall participate in decisions pertaining to the appointment of a close relative, as defined in Section 9.01.T of University ARTP Policy.
7. The Program Director shall carry out the Primary Level review and recommendation process for the part time faculty appointments.
8. The Program Director shall retain the list of potential part time faculty members, decisions and reasons for recommendations for five years.
9. The Program Director shall contact qualified applicants to ascertain their availability to teach specific courses at specific times.

PLACEMENT ON THE PAY SCALE OF PART-TIME TEMPORARY FACULTY MEMBERS

1. The program will use the guidelines in the University ARTP policy to determine placement on the pay scale of an applicant selected for appointment as a full-time temporary faculty member.

2. A review of performance giving rise to a recommendation to elevate a part-time temporary faculty member to the next higher range of the pay scale shall normally be conducted in the Spring semester of the academic year in which the faculty member first becomes eligible and applies for the range elevation. It shall be based on evidence contained in the faculty member's Personnel Action File as specified in Section 9 of the Program's Procedures for Evaluating Temporary Faculty Members. That evidence shall be evaluated in light of the guidelines specified for Lecturer A, B, C and D.
3. Within each range, the particular step on which a person shall be placed shall depend on the extent to which the person's qualifications exceed the minimum requirements for that range.
4. In subsequent consecutive semesters, a part-time temporary faculty member appointed to a similar assignment in the Program shall be appointed at a salary step within a range equal to or greater than the previous salary step.

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IV. PROCEDURES FOR EVALUATING TEMPORARY FACULTY MEMBERS

1. The Program Director shall carry out the evaluation of the Part- time Temporary faculty members.
2. Evaluation criteria shall be provided to faculty within 14 days of the start of the semester. The Director shall inform the temporary faculty member of the current evaluation criteria, procedures and deadlines and provide him or her with a copy of this document and University ARTP Policy.
3. The Program Director shall establish and publish to the Program faculty at the beginning of the academic year a schedule of evaluation allowing ample time for evaluation of temporary faculty members.
4. The Program Director shall see that the evaluation of temporary faculty members is completed with the following frequency. The evaluation of part-time temporary faculty members not holding three-year appointments shall take place annually. The evaluation of part-time temporary faculty members holding three-year appointments shall take place in the third year of the appointment. In the case of initial eligibility for a three-year appointment the evaluation shall include the faculty member's cumulative performance during the entire qualifying period for the three-year appointment. In the case of a subsequent three-year appointment it shall include the faculty member's cumulative performance since the beginning of the current three-year appointment. An additional evaluation shall occur in a first or second year of a three-year appointment if the faculty member becomes eligible for a range elevation in one of those years. An evaluation shall also occur during the first or second year of a three-year appointment if the faculty member has taught a particular course for the first time in the Program during the immediately preceding spring or fall semester. In that case the evaluation shall be limited to that course. An additional evaluation shall also occur during the first or second year of a three-year appointment in response to the faculty member's request or the Program Director's decision acting with cause.
5. The Program Director shall give timely notice to the temporary faculty members of the date by which their Personnel Action Files shall be ready for evaluation.
6. Criteria of evaluation
 - a. The evaluation of part-time temporary faculty members shall be based on teaching performance only.
7. Evidence
 - a. Evaluation shall be based only on the evidence provided by the entire contents of the Personnel Action File. Conclusions about performance shall be based on a preponderance of the evidence in the file as defined in Section 4.04.C of University ARTP Policy. See section 4.08 of the University ARTP Policy regarding the contents of the Personnel Action File and Sections 9.01.C and D of that document regarding the definition of evaluation.
 - b. The following types of evidence shall be the basis of evaluation of each temporary faculty member's teaching performance.

- (1) The nature of the faculty member's teaching assignment (including factors such as course difficulty and number of preps).
 - (2) Student evaluations of teaching performance (using the Program's standard evaluation format) in all classes taught by the faculty member.
 - (3) For each course taught during the academic year, the following materials from the most recent semester's presentation of the course: copies of course descriptions, reading lists, examinations and other work or activities required of the students and a representative sample of handouts, with optional annotations.
 - (4) Voluntary written responses by the temporary faculty member to comments about his or her teaching performance.
 - (5) Any additional material pertinent to teaching performance which the temporary faculty member wishes to include in the file.
8. The Program Director shall prepare a report of the evaluation of the faculty member's performance under the teaching performance criterion. In the case of a temporary faculty member eligible for an initial or subsequent three-year appointment the evaluation "shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory" (See University ARTP Policy, Section 9.04.F & G.).
9. Disposition of the evaluation report
 - a. The Program Director shall provide a copy of the evaluation report to the temporary faculty member with an invitation to respond within ten days. After five calendar days the Program Director shall place a copy of it and subsequently any response by the faculty member in the Personnel Action File.
 - b. In the case of temporary faculty members eligible for an initial or subsequent three-year appointment the Program Director shall forward the Personnel Action File in accordance with University ARTP Policy.
10. The temporary faculty member may respond to the evaluation in writing within ten calendar days after receiving a copy of it. Part-time temporary faculty members may request a meeting with the Program Director regarding the content of the evaluation.
11. The Program Director shall meet with the temporary faculty member to review suggestions arising out of the evaluation reports.

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V. PROCEDURES FOR THE PERIODIC EVALUATION OF TENURED FACULTY

1. Tenured faculty shall be evaluated at least once every five years. An evaluation for the purposes of promotion shall fulfill this requirement (a Performance Review). In the absence of an evaluation for promotion the procedure described in this document shall apply. Participants in the Faculty Early Retirement (FERP) shall undergo evaluation only if an evaluation is requested by the FERP participant, the Program Director or the appropriate administrator.
2. The purpose of the evaluation is to help tenured faculty members maintain or improve their teaching effectiveness. The criteria for the evaluation shall be teaching performance, including competence in the field of gerontology and in the particular subject matter for which the faculty member is responsible and interest in helping students develop their intellectual capabilities. Evaluation criteria shall be provided to faculty within 14 days of the start of the semester.
3. All tenured faculty members in the Program, shall be eligible to serve as members of the peer review committee to carry out these evaluations; however, committee members shall be of equal or greater rank than the faculty member subject to the review. The committee shall have at least three members. A program member scheduled for this evaluation may not serve on any committee to conduct a periodic evaluation of tenured faculty during the year in which she or he is subject to review.

The full-time probationary or tenured faculty members, or FERP faculty in their period of active service, if any, in the Program shall vote to decide who among the eligible and willing faculty members shall serve. The chair of the committee shall be chosen from among and by the members of the committee. In the event the number of members of the Program eligible and elected to serve is fewer than three, the Program Director shall, at least three weeks prior to the first deliberative meeting, give all full-time probationary and tenured faculty members in the Program an opportunity to nominate tenured members of the faculty, who are otherwise eligible as described above, from other Programs in related disciplines to serve on the committee. The Program shall issue an invitation to serve on this committee by majority vote. The Program Director shall be responsible for acquainting the new member with the Program's evaluation procedures and deadlines.

4. The Program Director shall not serve on the peer review committee and must conduct an independent review and submit a separate evaluation. In the event that the Director is the faculty member being evaluated, an acting chair will be appointed by the appropriate administrator to provide this independent review.
5. The chair of the Program RTP committee and the Program Director shall develop a schedule for evaluation of tenured faculty.
6. Evaluation shall be based only on the evidence in the Personnel Action File. (See University ARTP Policy regarding the contents of the WPAF.)
The peer review committee shall consider:
 - a. All student evaluations taken since the individual's most recent evaluation.

- b. Signed, written statements from students, and other signed, written statements concerning the faculty member's teaching performance only if the faculty member has been provided an exact copy of each statement at least ten days before the evaluation and has had an opportunity to respond to it.
 - c. Teaching materials. For each course taught during the period for which the faculty member is being evaluated, the following materials from the most recent full semester's presentation of the course shall be included for evaluation: copies of course descriptions, reading lists, handouts, examinations and other work or activities required of the students, with optional annotations. If all handouts and examinations are not included for a course this fact should be noted, with optional explanation.
 - d. Other material indirectly related to teaching performance submitted by the individual being evaluated may include:
 - Curriculum development
 - Research
 - Participation in professional meetings
 - Lectures, seminars, workshops
 - Consultant work
 - Publications
 - Creative activity pertaining to community issues
7. The faculty member being evaluated shall have the right to meet with the peer review committee prior to the submission of the committee's report, and also to meet with the Program Director prior to the submission of his or her report.
 8. Prior to the first deliberative meeting of the peer review committee, each committee member shall prepare a detailed written evaluation based on the Personnel Action File of the faculty member being reviewed. These evaluations shall include:
 - a. Summary the evidence examined.
 - b. Identification of that evidence thought crucial to identifying the strengths and weaknesses of each faculty member under consideration.
 - c. A statement evaluating the evidence in the light of all criteria stated above in section V-6, above.
 9. The peer review committee shall meet to discuss the evidence in the faculty member's file. All elected committee members shall attend each and every meeting at which substantive evaluations and recommendations are made. The deliberations and their results shall be confidential.
 10. The peer review committee shall prepare a signed written evaluation statement containing an assessment of the evidence. The written text of the evaluation as it will appear in the faculty member's file shall be approved by a simple majority of the committee in a meeting called for that purpose. The committee shall provide a written copy of this report to the faculty member. The faculty member shall have at least ten days to respond to the evaluation statement. The evaluation statement and the faculty member's response, if any, shall be placed in the Personnel Action File.

11. The Program Director and peer review committee chair and interested members of the committee shall discuss the results of the evaluation with the individual, point out strengths and weaknesses and offer suggestions for improvement.
12. The evaluation statement shall be placed in the Personnel Action File. The faculty member has the right to submit a written response or rebuttal to it and this response or rebuttal shall also be placed in Personnel Action File.