



Appointment, Retention, Tenure and Promotion Policy Approval Status
<p>Date of the Provost's approval of prior document: September 22, 2014</p> <p>Date of Unit Faculty Vote: April 18, 2025</p> <p>Date of Provost's approval of current document: August 8, 2025</p> <p>Effective Date of Policy: Fall 2025</p>

**Department of Nutrition, Food & Dietetics**  
**Appointment, Retention, Tenure and Promotion Policy**

**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 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.

**NUTRITION, FOOD & DIETETICS DEPARTMENT  
POLICIES AND PROCEDURES FOR APPOINTMENT,  
RETENTION, TENURE AND PROMOTION**

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**NUTRITION, FOOD & DIETETICS DEPARTMENT  
POLICIES AND PROCEDURES FOR APPOINTMENT,  
RETENTION, TENURE AND PROMOTION**

The Nutrition, Food & Dietetics Department 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 Collective Bargaining Agreement (CBA) and the University and the College of Social Sciences and Interdisciplinary Studies Appointment, Retention, Tenure and Promotion documents.

The Department of Nutrition, Food & Dietetics recognizes that teaching is the primary responsibility of the faculty and considers engagement in scholarly and creative activities, service to the University, and service to the greater community as important factors in the RTP process.

**Diversity, Equity, and Inclusion Statement**

In alignment with Sacramento State University's antiracism, diversity, equity, and inclusion imperative, the Nutrition, Food & Dietetics Department is committed to creating, achieving, and maintaining a diverse, equitable, caring, and inclusive environment for all students, faculty, staff, and community members. We fully embrace and value each individual's strengths and diverse lived experience and commit to practice the antiracism, diversity, equity, and inclusion principles for all teaching, service, and scholarly activities. We are dedicated to providing equal and equitable access to all individuals in an environment free from bias, discrimination, based on race, ethnicity, gender identity, gender expression, sexual orientation, family situation or structure, age, ability, socioeconomic status, nationality, religion, political affiliation, veteran status, immigration status, or disciplinary areas etc.

**I. FACULTY APPOINTMENT**

**A. Full-time Probationary Faculty**

- A.1. Search Committees in the Department shall follow the composition rules described in Model 1 of UARTP 6.6.b.1. The probationary and tenured faculty of the Department shall nominate and elect a Search Committee of three faculty members. Any faculty member may request that the department election be conducted by a secret ballot. The committee will be comprised of at least two tenured faculty members. The Department Chair may be one of the three members of the Search Committee.
- A.2. FERP faculty may serve on this committee during their period of active employment in the department. In no case may the committee be composed entirely of FERP faculty.
- A.3. The Committee will elect one member to serve as chair of the committee. The Department Chair is not allowed to serve as committee chair.
- A.4. In the event that there are not at least three tenured members eligible and/or available to serve, no more than one probationary faculty may be elected to serve.
- A.5. In the event that there is insufficient number of eligible and/or available faculty in the department for the committee, tenured faculty from other departments will be recruited and elected to serve until there is a sufficient number of eligible/ available faculty.
- A. 6. Separate committees may be formed when the department is conducting a search for more than one position. Each committee will be formed by the above procedures. Faculty can serve on more than one committee, if elected.

- A.7. A faculty member will be elected by the department to serve as the Affirmative Action Equal Opportunity Representative (AA/EOR) who must attend training by the Office of Faculty Affairs. The representative shall carry out the responsibilities specified in Section 6.06.C of the University ARTP Policy. The AA/EOR may serve as chair of a search committee, and will be a voting member of the search committee.

**B. Temporary Faculty Appointments**  
**(See sections 6.04A and C, of University ARTP Policy)**

- B.1. The Department Chair, in consultation with tenured faculty members, shall be responsible for recruiting, screening, ranking and recommending candidates for temporary faculty pool.
- B.2. Each semester, a pool of applicants for temporary faculty appointments will be established.
- B.3. Applicants who are currently teaching in the Nutrition, Food & Dietetics during the application cycle must reapply annually to the applicant pool by submitting the completed "Memo of Intent" form provided by the department and an updated vita to be considered for the temporary faculty pool.
- B.4. Applicants for the temporary faculty pool shall be screened and subsequently ranked for courses they are considered eligible to teach on the basis of the following criteria.
- 1) Academic preparation related to the area of teaching
  - 2) University teaching and related professional experience
  - 3) Evidence of effective teaching
  - 4) Strength of communication skills, including interpersonal communications
  - 5) Professional conduct and adherence to the University and Department policies
- B.5. Temporary appointments will follow CBA and UARTP policy. Appointments per CBA 12.3 and CBA 12.5 require satisfactory performance evaluations with a rating of meets expectations, course and budgetary availability.

**II. PERIODIC EVALUATION OF TEMPORARY FACULTY**  
**(SEE SECTION 9.04 OF UNIVERSITY ARTP POLICY)**

Criteria for evaluating full-time temporary faculty shall be the same as for evaluating probationary faculty, except the areas for evaluation shall be limited to the assignment. Part-time temporary faculty shall be evaluated using the Teaching Effectiveness criteria unless the faculty member has assignments in addition to teaching. Work assignment, beyond teaching, will be assessed using the criteria established for assigned other work as defined in by each criterion in document.

**A. Composition of the Committee**

- A.1. The Temporary Faculty Review Committee shall consist of a minimum of three elected tenured faculty members of the Department. The Department may decide to elect a committee of up to five tenured faculty members. FERP faculty may serve on this committee during their employment in the department but not otherwise. In no case may the committee be composed

entirely of FERP faculty. In the event that there are no tenured Nutrition, Food & Dietetics Department faculty members eligible to serve, faculty from other department(s) will be recruited and elected to serve. The Department Chair may make a separate recommendation on temporary faculty and is not eligible to be a member of the temporary faculty review committee.

- A.2. The department chair may make separate recommendations as a part of the periodic evaluation process. If such a separate recommendation is to be made, the chair shall not participate as a member of the department review committee (CBA 15.21).

## **B. Evaluation Procedure**

- B.1. The chair of the department shall give timely notice to the temporary faculty members of the date by which their Personnel Action Files shall be ready for evaluation.
- B.2. Part-time temporary faculty shall be evaluated in accordance with the periodic evaluation procedure in accordance with the faculty member entitlement by the Committee and/or the appropriate administrator in accordance with CBA .
- B.3. Full-time temporary faculty unit employees appointed for two (2) or more semesters, regardless of a break in service must be evaluated in accordance with the periodic evaluation procedures (CBA 15.23).

## **C. Evaluation Materials**

The following material shall be included for evaluation of faculty for each of the following criteria evaluated:

- C.1. The department's standardized student evaluations including student comments, and grade report summaries for each class taught. Periodic evaluations for the all previous cycles year, up to five year period, must be included in the PAF for each temporary faculty member.
- C.2. A reflective statement shall be provided that addresses:
  - a. Approaches, challenges, successes for each course
  - b. A written response to address any concerns and/or issues regarding courses taught, including student outcomes and success, and how these concerns are being or will be managed.
  - c. A written response to address concerns identified in prior review cycles and documentation of efforts to address prior committee concerns. A temporary faculty member might appropriately address committee concerns:
    - 1) Document in the file a meeting with the department chair and/or course lead and what changes were made to the course content, pedagogy, grading, etc.
    - 2) Document in the file efforts to address the issues and evidence-based results of those efforts.

- 3) Document in the file, by letter to the committee, any justification on the basis or philosophical or pedagogical grounds, that the issues raised are on-going.
- C.3. Course materials should be included to demonstrate that the faculty member effectively communicates course content to accomplish course objectives. Each temporary faculty member's file must include the following for each class taught: the course syllabus, all examinations, all assignment guidelines, all grading criteria or rubrics, sample of any quizzes, sample graded student work, sample class activities, samples of PowerPoint slides or lecture outlines, handouts if used, and other evidence as provided by the faculty member. All other supplementary material should be available for review upon request.
  - C.4. Temporary faculty members may provide additional evidence of continuing education or professional development to improve teaching and/or stay current in field of expertise; teaching performance, such as signed letters of evaluation and recommendation by professional colleagues both on and off campus; acknowledgments of teaching awards or honors; results of class visitation and/or evaluation by peers accompanied by a statement regarding how the feedback/evaluation from the visit was used to improve teaching effectiveness.

#### **D. Criteria for Evaluation**

- D.1. Faculty member must demonstrate varied, relevant, and current pedagogy and course content. Examples may include:
  - a. Utilization of varied instructional methodologies such as case study, discussion, group activity or other
  - b. Utilization of current instructional technology including the current Learning Management System adopted by CSUS
  - c. Utilization of varied resources pertaining to course content such as relevant example/sample materials, current resources, guest speakers, field trips, or other
  - d. Evidence of currency in teaching including presenting materials and updating skills that reflect recent developments in the field
- D.2. Student Evaluation and Comments
- D.3. A rating of 'meets expectations' will be conferred only on files that present at least the following documentation:
  - a. Reflective Statement
  - b. Documentation of efforts to address prior committee concerns, if applicable
  - c. Course content including coverage of standardized course objectives, as well as varied, relevant, and current content and pedagogy
  - d. Evidence of teaching effectiveness, including student evaluation demonstrating that the students agree to strongly agree to the instructor effectiveness in teaching all classes with mostly positive student comments reflecting effective instruction and without a pattern of negative student comments. Additionally, faculty should consistently meet their professional

responsibilities to students and adherence to University and Department policies and procedures.

**E. Temporary Range Elevation (See section 5.03C of University ARTP Policy)**

- E.1. Temporary faculty members who are eligible for a range elevation shall prepare a Working Personnel Action file which includes the materials noted above and periodic evaluations for the most recent five (5) years of employment. The Department will follow current CBA and UARTP policy and procedures (CBA 12.10 & 17).
- E.2. Performance Levels for Range Elevation
  - a. For each criterion, a judgment shall be made as to whether the level of performance is: exceeds expectations, meets expectations, or does not meet expectations.
  - b. The required levels of performance are:
    - 1) Teaching must be judged at least 'meets expectations'
    - 2) For temporary faculty members with assignments in addition to teaching:
      - (a) All criteria must be judged at least 'meets expectations'
      - (b) At least two criteria must be judged 'exceeds expectations'

**III. EVALUATION AND RECOMMENDATION REGARDING RETENTION, TENURE AND PROMOTION; AND PERIODIC EVALUATION FOR PROBATIONARY FACULTY**

Teaching Performance shall be given more weight (60%) in evaluation than all other criteria taken together (20% Scholarly or Creative Achievements, 15% Contribution to the Institution, and 5% Contribution to the Community). The Nutrition, Food & Dietetics Department expects faculty members to be competent teachers. Our goal is to strive for excellence in this area of responsibility as faculty members.

**A. Composition and Election of the RTP Committee**

- A.1. The RTP Committee shall consist of a minimum of three full-time tenured members of the Department excluding any faculty member of the same rank who is also under review.
- A.2. The probationary and tenured faculty of the Nutrition, Food & Dietetics Department shall nominate and elect the committee. Upon request of any faculty member, voting will be done by secret ballot.
- A.3. FERP faculty may serve on this committee during their period of active employment in the department but not otherwise. In no case may the committee be composed entirely of FERP faculty.
- A.4. The department Chair shall be a voting member of the RTP committee unless s/he holds a rank lower than a faculty member who is being considered for retention, tenure or promotion or unless s/he is being evaluated.

- A.5. In the event that there are not at least three tenured members eligible to service, faculty from other departments will be recruited and elected to serve. Separate committees may be elected for performance review and periodic review RTP.

## **B. Responsibilities of the RTP Committee**

- B.1. The RTP Committee, which are approved by the probationary and tenured faculty members, shall serve for:
- 1) Performance review for Retention, Tenure, and Promotion of eligible faculty members
  - 2) Periodic evaluation of probationary faculty members who are not subject to performance review
  - 3) Periodic evaluation of temporary full-time lecturers
  - 4) Performance review for range elevation of temporary faculty members.
- B.2. The committee shall carry out its responsibilities according to policies and procedures set forth in the department, college, and university RTP documents and the Collective Bargaining Agreement (CBA).
- B.3. The Committee will follow the University and College calendar.
- B.4. Committee members must fully understand the most current RTP policies in both departmental and college levels.

## **C. Eligibility of Candidates**

Requirements as set forth in the UARTP document shall be used to determine eligibility for retention, tenure, early tenure, promotion, early promotion, and periodic evaluation.

## **D. Personnel Files**

- D.1. Personnel Action File (PAF)
- a. The Dean of the College of Social Sciences and Interdisciplinary Studies is the custodian of the PAF, the one official permanent personnel file for employment and personnel action information.
  - b. Submissions
    - 1) The PAF shall contain the following material submitted by the custodian of the file: Record of location of other files; access log; appointment letter and other relevant appointment information; results of standardized student evaluations; written signed student comments and summaries of oral student comments, if any; peer evaluation, if any; previous ARTP evaluations and recommendations; and personnel decisions for the appropriate time.
    - 2) Materials to be placed in the file must include the source: the author, committee, campus, office or name of the officially authorized body who generated the material. The custodian shall decide which materials submitted by persons other than the faculty unit employee will be accepted for placement in the file.
- D.2. Working Personnel Action File (WPAF)

Note: Candidates should consult information from the Dean's Office for directions in preparing this file.



- a. Each faculty member has the responsibility of establishing and maintaining a record of professional information which may be requested by the RTP Committee at the appropriate time for use in evaluation for retention, tenure, promotion. This material shall be deemed incorporated by reference in the index of the Working Personnel Action File (described below), but need not be physically placed in the file.
- b. During the time of performance review and/or Periodic evaluation of a faculty unit employee, the faculty member shall prepare a current vitae and an index listing materials submitted as documentation of performance and materials retained in the faculty member's own file (described in III. D. 2.a), said index to be incorporated into the PAF which then becomes the Working Personnel Action File.
- c. The department chair will meet with each faculty member that wants a meeting to assist in selecting appropriate materials from the faculty member's own file, described in III.D. 2.a, and incorporating them with materials from the PAF.
- d. The WPAF shall include:
  - 1) A copy of the faculty member's appointment letter; Department ARTP Policy; recommendation letters made by the department and college ARTP committees, and appropriate administrators regarding retention, tenure, and promotion; all materials used, or records thereof, in retention, tenure, or promotion decisions; other communications or materials required by the department, college or university policy; a summary of the departmental standardized student evaluation questionnaire; and grade report summaries for all courses taught.
  - 2) A current Curriculum Vitae, Reflective Statement, Faculty Development Plan, Current Index, and supporting documents.
  - 3) A reflective statement shall address approaches, challenges, successes for each course; response to address any concerns and/or issues regarding courses taught, including student outcomes and success, and how these concerns are being or will be managed; responses to address concerns identified in prior review cycles and documentation of efforts to address prior committee concerns; and responses reflecting on the faculty member's professional development in areas to be evaluated since the last review.
  - 4) A Faculty Development Plan as described in the College of Social Sciences and Interdisciplinary Studies ARTP Policy, outlining how the candidate intends to organize their time in meeting teaching, scholarly activity, and service obligations for the coming three-year period is required. The Plan should result from consultation between the candidate and the department chair or designated faculty member(s) representing the department and must be presented to the Primary Committee. Subsequent revisions may occur at any time in the same manner. The Faculty Development Plan is not a formal agreement or a contract, but rather a set of academic goals and objectives that the candidate intends to pursue in meeting their professional responsibilities, consistent with the department's performance expectations. For new hires, this Plan should be placed in the WPAF by the end of the first semester after appointment.
- e. The WPAF shall be held in confidence. Access to a faculty unit employee's WPAF shall be limited to persons with official business. The temporary custodian shall log all instances of access to a WPAF. Such a log record shall become a part of the WPAF.

## E. Criteria

### E.1. Teaching Effectiveness (60%)

- a. 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 each class taught: the course syllabus, all examinations, all assignment guidelines, all grading criteria or rubrics, sample of any quizzes, sample graded student work, sample class activities, samples of PowerPoint slides or lecture outlines, handouts if used, and other evidence as provided by the faculty member. All other supplementary course material should be available for review upon request.
- b. Faculty member must demonstrate varied, relevant, and current pedagogy and course content. Examples may include:
  - 1) Utilization of varied instructional methodologies such as case study, discussion, group activity or other
  - 2) Utilization of current instructional technology including the current Learning Management System adopted by Sacramento State
  - 3) Utilization of varied resources pertaining to course content such as relevant example/sample materials, current resources, guest speakers, field trips, or other
  - 4) Evidence of currency in teaching including presenting materials and updating skills that reflect recent developments in the field
  - 5) Development of new courses and programs
- c. Student Evaluation and Comments
- d. Satisfactorily fulfill professional responsibilities. Evidence may include:
  - 1) Teaching assignment, number of course preparations, variety of courses, class enrollment, level of courses (lower and upper division)
  - 2) Willingness to accept teaching assignment, including alternative scheduling: course taught, day(s) of week, time of day
  - 3) Fulfillment of all teaching responsibilities required of Sacramento State faculty such as: meeting office hours, submitting grades on time, and other

### E.2. Scholarly or Creative Achievements (20%)

We expect 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. It is expected that the work will lead to results that are verified, evaluated and approved by professional peers.

- a. Examples of scholarly or creative achievements may include the following:
  - 1) Publication of peer-reviewed journal articles
  - 2) Scholarly books or book chapters
  - 3) Funded grants/contracts
  - 4) Editor for professional journals or conferences
  - 5) Proceedings of peer-reviewed abstracts
  - 6) Presentations at professional conferences

- 7) Research-based interventions
- 8) Reviewer for professional journals or conferences
- 9) Professional publications such as opinion articles or original web-based materials of high scholarly quality
- 10) Participation in professional organizations in the discipline such as organizing, or moderating, or serving as an officer

- b. For retention a combination of items above that demonstrate an ongoing active scholarly or creative activity agenda is required.
- c. For tenure and/ or promotion, evidence must include at least two peer-reviewed journal article publications, along with a combination of items above that demonstrate an ongoing scholarly or creative activity agenda.

#### E.3. Contributions to the Institution (15%)

Faculty must actively serve on departmental committees and participate in other activities that benefit the department, college and/or university.

\*“*actively*” is defined as having and attending frequent meetings and/or making demands on members for work beyond the meetings themselves.

Other activities should include a variety of the following contributions:

- a. Participation in college and/or university committees
- b. Participation in curriculum and program development or review and assessment
- c. Advising and mentoring faculty peers
- d. Advising students beyond standard office hours
- e. Service to student organizations
- f. Involvement with alumni groups, advisory boards, and fundraising activities
- g. Other activities that benefit the department, college and/or university

#### E.4. Contributions to the Community (5%)

Community contributions only directly related to the faculty member’s area of expertise shall be considered as community service.

Community service activities should include a variety of the following contributions:

- a. Service to K-12 institutions, postsecondary and/or other higher educational institutions
- b. Service to governmental or non-profit organizations as a consultant, committee member, officer, director or other positions
- c. Educational efforts on behalf of community groups through lectures, speeches, participation in workshops and panels, and other
- d. Assistance to the news media: interviews, commentaries, articles
- e. Other activities that benefit the community including fundraising or program promotion

## **F. Performance Levels**

- F.1. For each criterion, a judgment shall be made as to whether the level of performance is: exceeds expectations (exceeds above established criteria), meets expectations (meets above established criteria), or does not meet expectations (does not meet above established criteria).
- F.2. The required levels of performance are:
  - a. for retention:
    - 1) Teaching must be judged at least 'meets expectations'
    - 2) At least two of the other three criteria must be judged at least 'meets expectations'
  - b. for tenure and promotion
    - 1) All criteria must be judged at least 'meets expectations'
    - 2) Teaching effectiveness and at least one other criterion must be judged 'exceeds expectations'
  - c. for early tenure and/or promotion  
Early tenure and/or promotion is recognition of performance substantially beyond that required for the granting of tenure or promotion after the normal probationary period. As per UARTP policy it should be 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." (UARTP 5.6 and 5.7)

## **G. Evaluation Procedures**

- G.1. In accordance with the deadlines set by the University and the College, the RTP Committee chair shall schedule and convene a meeting of the eligible members of the Primary RTP Committee to consider the question of granting retention, promotion and/or tenure.
- G.2. The individual's WPAF shall be made available to members of the Primary RTP Committee in accordance with the deadlines set by the College. Committee members shall indicate that they have examined the Working Personnel Action file by signing the log maintained in the file prior to the deliberation meeting.
- G.3. Any committee member(s) may lead substantive discussions of materials in the file.
- G.4. Each candidate will be invited, as needed for clarification of anything in the file, in turn to discuss the contents of their file with the Primary RTP Committee at a scheduled meeting. Candidates choosing to meet with the committee will be excused prior to deliberations. A decision by the candidate not to attend this meeting shall not prejudice the committee against the candidate.
- G.5. After meeting with all candidates who elect to meet with the Primary RTP Committee, the committee will hold a confidential session during which all issues and information pertinent to the evaluation shall be discussed. The WPAF of each faculty member being evaluated shall be available for examination by the peer review committee at this meeting.

- G.6. Materials in the WPAF will be the sole basis for any decisions regarding retention, tenure or promotion of the faculty member.
- G.7. Using the criteria outlined in III. E. and F. and the stated weighting as guidelines, each member of the Primary RTP Committee shall prepare to vote on the retention, tenure, or promotion of the candidates.

#### **H. Recommendation Procedure**

- H.1. Dated Recommendation forms shall be distributed to all committee members.

These forms shall include the following:

To Recommend \_\_\_\_\_ for  
(retention), (tenure), (promotion).

Approve  
Disapprove  
Abstention

- H.2. Recommendations shall be sent forward to the Secondary RTP Committee. Abstentions shall count as negative votes.
- H.3. Summaries of the Primary RTP Committee's evaluations and recommendations written by the committee shall be prepared and approved by a simple majority of the committee at a meeting called for that purpose. The evaluation summaries shall become part of the respective faculty members' WPAFs.
- H.4. The completed files shall be sent to the custodian.
- H.5. Post Audit Procedures  
The Primary RTP Committee shall forward to the Secondary RTP Committee a written statement, certifying that procedures of the RTP Committee have been followed. This statement shall accompany each set of primary level evaluations.

#### **IV. STUDENT EVALUATION OF FACULTY PERFORMANCE**

- A. Student evaluations shall be conducted in all classes (every section of every course) taught except classes with five or fewer students enrolled (CBA 15.15). Such evaluations will be administered through the use of an approved, standardized evaluation instrument.
- B. The Department shall use a standardized evaluation form, known as the “student evaluation” which includes evaluation statements that are approved by a majority of the NUFD Department faculty members. The evaluation form shall provide an opportunity for students to make comments on the “comments” section of the evaluation instrument.
- C. The NUFD Department shall use online/electronic student evaluations of teaching (OSETs).
- D. Results of student evaluations which include comments shall be placed in the faculty member’s Personnel Action File.

## **V. APPENDIX A: HISTORY OF NUTRITION, FOOD & DIETETICS DEPARTMENT ARTP POLICY**

### **A. History of Department of Nutrition, Food & Dietetics ARTP Policy**

The Department of Nutrition, Food & Dietetics was previously the Nutrition and Food Program as a part of the Department of Family and Consumer Sciences. The Family and Consumer Sciences' evolution proposal was approved in October 2022 by President Nelsen. As a result, the FACS Department is being separated to two distinct departments - The Department of Nutrition, Food & Dietetics and The Department of Family and Consumer Sciences.

In spring 2023, the new Department of Nutrition, Food & Dietetics ARTP document, consisting of the formal naming of the department in place of the 2014 approved FACS ARTP document was submitted to the UARTP Policy Committee. The new policy document for Nutrition, Food & Dietetics also includes three minor changes including the composition of the search committee for Probationary Faculty and the primary RTP committee, teaching effectiveness criterion reflecting current technology, and online teaching evaluation. Editorial changes were made by replacing MOU with CBA and using non-gendered pronouns.

All changes were voted on and approved by the Nutrition, Food & Dietetics faculty on April 18, 2025.