

**UARTP COMMITTEE ACTION: Unconditional approval, August 2, 2016**  
**PROVOST APPROVAL AND EFFECTIVE DATE: AUGUST 22, 2016**

Revised May 2016

**ARTP Procedures Department of Psychology**  
**California State University, Sacramento**

I. Composition

A. Appointment Committees

Procedures for probationary and tenured appointments shall follow UARTP policy Section 6.06.

B. Retention, Tenure and Promotion Committee

The voting members of the Retention, Tenure, and Promotion (RTP) committee of the Department of Psychology at California State University, Sacramento, henceforth called the Peer Review Committee, shall consist of three to five full-time tenured faculty members of the department and the department chair. To vote on tenure decisions the department chair must also be tenured. All members of the Peer Review Committee must be of higher rank than those under consideration and must not themselves be under consideration. Faculty members who are in the Faculty Early Retirement Program may only participate in RTP committee work during semesters they are teaching. Faculty are not permitted to evaluate other faculty at both the primary and secondary level. Therefore, faculty who are members of the secondary level College of Social Sciences and Interdisciplinary Studies ARTP Committee responsible for reviewing Psychology faculty shall not serve on the Psychology Department's Peer Review Committee. However, Psychology faculty may simultaneously serve on the Peer Review Committee and a secondary level SSIS ARTP committee that evaluates faculty members from departments other than Psychology. In addition, faculty on leave, emeritus faculty, or faculty who have submitted their resignations shall not serve on the Peer Review Committee. Membership of the committee shall be determined by vote of the department's full-time probationary and tenured faculty.

Candidates for membership on the RTP (Peer Review) committee may be self-nominated or nominated with consent. Each faculty member will be asked to vote for up to five (5) candidates. An ordered list based on ballot results will be prepared and the top three to five faculty on the list will serve as committee members. The next two highest faculty members will serve as alternates. In the event of a tie, a run-off election will be held. The Chair of the Department shall be a voting member and shall not submit a separate recommendation. The committee shall elect its own chair from among the voting members of the committee at the beginning of each promotion cycle in the Fall for a term to last until the election of a new chair for the following cycle.

II. Duties

A. Appointment Committees

Members of the committee shall write the position specifications; determine the minimum qualifications of acceptable candidates and the minimum contents for a completed application file; advertise and otherwise conduct a search for position candidates; review all

files of applicants for minimum qualifications and completeness; attend all meetings scheduled to discuss the merits of any applicant; evaluate and rank qualified candidates; select a short list of candidates for interviews; conduct such interviews; and make recommendations for hiring to the Dean of the College of Social Sciences and Interdisciplinary Studies and other University officers as appropriate. All committee deliberations shall be confidential.

B. Faculty Development Plan

The department chair will provide newly hired faculty with copies of all University, College, and departmental regulations regarding retention, tenure, and promotion, and with its performance expectations for each of the four criteria used in RTP evaluations.

Each newly hired faculty member, with the assistance of the department chair, will prepare a Faculty Development Plan outlining how the faculty member will organize his/her time in order to meet teaching, scholarly activity, and service obligations during the next three years. The Faculty Development Plan is not a formal agreement or contract, but rather a set of academic goals and objectives to help probationary faculty monitor their progress toward fulfilling the department's performance expectations. It may be revised at any time. The plan must be submitted to the department RTP committee and should be placed in the WPAF by the time of the first performance review.

C. Retention, Tenure and Promotion Committee

The committee chair shall establish a schedule and ensure that all persons involved in the process are notified in a timely manner. The candidate(s) will be provided with the dates for various RTP activities, including: (a) the dates (seven working days) during which letters by students or other persons will be accepted by the RTP Committee; (b) the date on which the WPAF is to be assembled with the department chair, i.e., the file closing date. Candidates may submit responses or rebuttals up to the file closure date.

The committee shall receive a Working Personnel Action File (the creation of which is largely the responsibility of the candidate) which includes the faculty member's materials submitted as the basis of evaluation.

D. The evidence for Competent Teaching Performance shall include (UARTP 5.05.E.1,2):

- 1) nature of teaching assignment (e.g., number of course preparations, frequency of teaching the same preparation, level of courses – undergraduate vs. graduate, lower or upper division, required vs. electives, and class size).
- 2) submissions by the faculty member, such as self-evaluations, course syllabi, instructional materials, exams, means of assessing the results of students efforts to learn, materials pertaining to methods and results of non- traditional pedagogy as for example web-based or televised instruction, service learning or inquiry-based learning, grading policies, and teaching awards or honors.
- 3) student evaluations of courses will be taken, in quantitative (using the Psychology Department's rating form) and qualitative (anonymous comments by students on that rating form) format; any student communication or evaluation

provided outside the regular course evaluation process must be signed in order to be included in the WPAF. The department will provide a standard instrument for measuring student opinion. All classes taught by full- time and part-time faculty must be evaluated. However, the following independent study courses are exempted from conducting course evaluations; PSYC 194, 195 (A, B, C, F, G), 198 (A, B) 199, 294, 295 (A, C, G), 400, 410, AND 500 (A, B).

- 4) In matters of retention, tenure, and promotion the committee shall allow students to offer written testimony regarding the teaching competence of faculty under consideration. All such written statements must be signed and shall be maintained in their original form. A copy shall be made of each written statement and candidates may submit responses or rebuttals up to the file closure date.

Additional evidence may include (but is not limited to) letters of recommendation and evaluation regarding teaching performance from professional colleagues on or off campus, acknowledgment of teaching awards or honors, and opinions or evaluations by peers.

E. The evidence for Scholarly or Creative Achievements may include but is not limited to (UARTP 5.05.F):

- 1) accomplishments in research and/or creative projects related to the discipline, including publication of articles, books, and reviews.
- 2) an active program of scholarly work in progress.
- 3) membership and appropriate participation in activities of professional organizations, e.g., the presentation of papers and posters to the meetings of professional societies.
- 4) presentation of professional lectures.
- 5) products of paid or unpaid consulting of a professional nature related to the faculty member's area of academic expertise.
- 6) a statement describing the support (assigned time, funding) received for the reported achievements.

Additional evidence may include letters of recommendation and evaluation regarding scholarly activities from professional colleagues on or off campus.

F. The evidence for Contributions to the Institution may include (UARTP 5.05.H):

- 1) membership on or chair of departmental committees, special assignments, and student advising.
- 2) contributions to the faculty member's College and/or the University, e.g., membership on or chair of College or University committees, special assignments, and educational equity efforts.

Additional evidence may include letters of recommendation and evaluation regarding University service from professional colleagues.

G. The evidence for Contributions to the Community may include (UARTP 5.05.G):

- 1) holding a national, state, or local office or directorship on a volunteer basis.
- 2) volunteer or paid consulting in the faculty member's area of expertise.
- 3) participation on committees of agencies or organizations.
- 4) participation in community outreach activities, including educational equity.
- 5) community honors and awards.

Additional evidence may include letters of recommendation and evaluation regarding community service from professional colleagues on or off campus.

H. Miscellaneous

The faculty person under review has the right to submit a written response or rebuttal to the committee recommendation, provided that the rebuttal is received in writing within a ten day limit. As part of this rebuttal, the faculty member may not submit additional materials not already in or referenced in the WPAF.

All eligible faculty will be considered unless a contrary written response or rebuttal by the faculty member is made to the chair of the Peer Review Committee, and only candidates for promotion may ask not to be evaluated. Faculty members must submit a written request at the beginning of the annual RTP cycle in order to be considered for early tenure or early promotion.

In each case, the committee will arrive at recommendations based on the evidence in the files and according to the procedures outlined in the following sections.

Faculty will be evaluated according to the four criteria prescribed by the University. These are: teaching competence, creative or scholarly activity, service to the University, and service to the community. In all instances the weights assigned shall be: teaching competence, 51%; creative or scholarly activity, 29%; service to the University, 10%; and service to the community, 10%.

Normally University service and community service will each have a weight of 10% of the evaluation. However, in recognition of the fact that the amount of service to the University and the community may vary in relation to one another from year to year, the Psychology Department will take into account the variation in its evaluation of service so long as some service in each category is performed and the performance is of sufficient quality to be judged satisfactory. In no case will the combined service to the University and community count more or less than 20% of the evaluation.

On the basis of its deliberations, the committee will forward to the College of Social Sciences and Interdisciplinary Studies ARTP Committee and the Dean of SSIS its recommendations regarding retention, tenure, and promotion.

Recommendations will be supported by reference to materials in the Working Personnel Action Files which will accompany the recommendations. The committee chair shall be responsible for ensuring that all written reports are completed in a timely manner.

The only exception to these conditions shall be in the event that the time limit for a review has elapsed without final consideration and review by the Peer Review Committee. In this case, the Peer Review Committee must transfer to the SSIS ARTP Committee or to the Dean of the College the Working Personnel Action Files of faculty members whose performance review has not been completed.

Further, the Peer Review Committee must notify each faculty member of this transfer.

Except where otherwise specified in these procedures, meetings of the committee shall be conducted in conformance with Robert's Rules of Order. All deliberations by the committee shall be confidential.

### III. Voting

Voting shall be done at the meetings of these committees, and all members must be present when voting occurs. Abstention from voting shall be counted as a negative vote. Except where otherwise specified in these procedures, Robert's Rules of Order shall prevail.

### IV. Procedures

#### A. Appointment

In matters of appointment, the committee will consider primarily the evidence provided by each candidate as to excellence in scholarship and preparation, interest and skill in teaching, and promise of professional growth (UARTP 5.02.B). For temporary appointments, the Appointment Committee will consider carefully the previous periodic evaluation, if any, of faculty members considered for reappointment, provided that the previous evaluation was conducted by the department's Peer Review Committee or Committee on Part-Time Faculty. When candidates are interviewed, the results of a standard interview will be considered along with the candidate's file. For each position, the committee will create a ranked list of the candidates.

The committee will also decide how far down each ranked list to go in the event that offers to the top candidates are not accepted. The length of the list will be determined by ballots ranking the several options. Based on a simple majority, the top-ranked candidate will be recommended by the committee to the Dean of the College for appointment. In the event that an offer is not accepted, the next ranked candidate will be offered the position, and so on until the position is accepted, the cut-off point is reached, or lacking a cut-off, the list is exhausted.

#### B. Retention, Tenure, and Early Tenure

Probationary faculty in each of their first five years of credited service will be considered for retention in the following academic year. Probationary faculty in their sixth credited year of service will be considered for tenure. The evidence to support a recommendation to grant tenure shall be considerably more substantial than that to support a recommendation to retain a probationary employee (UARTP 5.05.C). Probationary faculty with less than six years of service may apply in writing for consideration of early tenure. Early tenure requires performance substantially beyond that required for granting tenure after the normal probationary period. Recommendation for early tenure is reserved for faculty who have attained a professional standard that includes academic activities which bring widespread recognition to the individual and the university from the academic community and/or the general public (UARTP 5.06.A). Candidates who apply for early tenure must demonstrate outstanding performance in teaching and outstanding performance in at least two of the remaining three areas of evaluation: scholarly achievement, contributions to the institution, and contributions to the community (UARTP 5.06.C).

Faculty members may submit material directly to their Working Personnel Action Files either (a) physically, or (b) by reference in the Working Personnel Action File. Faculty members must also submit for permanent inclusion in their Working Personnel Action File an index of the materials submitted for evaluation.

The committee will review the materials in each Working Personnel Action File, and each committee member will sign an access log indicating that he/she has done so. Before the file closure date, written testimony from students and others will be solicited by means of notices displayed in prominent locations in and near the department. All such written statements must be signed and shall be maintained in their original form. A copy shall be made of each written statement and given by the Dean of SSIS to the candidate. Candidates may submit responses or rebuttals up to the file closure date. The committee shall deliberate and vote on each motion for retention, tenure, or early tenure. A retention or tenure decision shall be by majority vote of the Peer Review Committee. The committee will then prepare a recommendation for or against retention, tenure, or early tenure, supporting recommendation by written references to materials in the accompanying Working Personnel Action File. The recommendation will be forwarded to the SSIS ARTP Committee, and the Dean of SSIS will provide a copy of the recommendation to the candidate, who will have ten days for response or rebuttal.

#### C. Promotion and Early Promotion

Each tenured assistant or associate professor shall normally be considered for promotion after he/she has served four years in the same rank (i.e., considered during the fifth year in rank for promotion which would be effective at the beginning of the sixth year) (UARTP 8.01.D). A probationary faculty member shall normally be considered for promotion at the same time he/she is considered for tenure (UARTP 8.01.C). A faculty member who does not wish to be considered for normal promotion must request in writing to the chair of the RTP Committee that he/she not be considered. A faculty member who wishes to be considered for early promotion, i.e., before receiving tenure or before completing four years in the same rank, must inform the RTP Committee in writing at the beginning of the RTP cycle. Candidates who apply for early promotion must demonstrate outstanding performance in teaching and outstanding performance in at least two of the remaining three areas of evaluation: scholarly achievement, contributions to the institution, and contributions to the community (UARTP 5.07).

From each person to be considered, the RTP committee will receive the faculty member's materials in the WPAF. Each committee member will review each candidate's WPAF and will sign an access log attesting to that review. As described above in section B, before the file closure date, written testimony from students and others will be solicited.

The RTP committee will meet to consider each candidate. A majority vote will be required to recommend a candidate for promotion. A recommendation for each candidate will then be written, supported by written references to evidence presented in the accompanying WPAF. The recommendation will be forwarded to the SSIS ARTP Committee, and the Dean of SSIS will provide a copy of the recommendation to the candidate, who will have ten days for response or rebuttal.

## V. Expectations

### A. Teaching Performance

The department recognizes that there is no single model for good teaching. It is committed to a pluralism of teaching styles. The following are included in the department's expectations of competent teaching performance:

- 1) Content mastery and currency in the field. Faculty members being considered for retention, tenure, or promotion should demonstrate knowledge of their field, be well-organized, update their courses periodically, and assign appropriate and current materials in the field.
- 2) Student/faculty rapport. Faculty members should attempt to create an environment which stimulates intellectual curiosity and a strong interest in the subject, and encourages students to become involved as learners. They should show respect for students, give attention to students as individuals, and be approachable within the classroom and during their office hours.
- 3) Good pedagogical practice. Faculty members should develop and use teaching techniques which facilitate the communication to students of complex subject matter and important issues. Syllabi should provide clear information about course topics, assignments, exams, and important dates; they should also describe the instructor's expectations of students, grading policy, and other relevant policies. For each course, there should be an appropriate assessment plan to demonstrate achievement of academic goals and student learning.
- 4) Good classroom management. Faculty members should act in accordance with their professional responsibilities, including meeting all classes (unless ill or otherwise excused), keeping office hours, and participating in student advising. There should be adequate and timely feedback on tests and other assignments.

### B. Scholarly and Creative Activities

The department is committed to a broad definition of what constitutes scholarly and creative achievements. A scholar is, above all, someone who is dedicated to lifelong learning and inquiry. The department recognizes that there are many different expressions of scholarship.

However, an active program of scholarly or creative work usually involves processes of discovery, integration, interpretation, and/or application of knowledge. Whatever its form, scholarship and creative activity must have a public dimension, which means that it should address an appropriate audience outside the classroom. In general, the department expects faculty to develop research plans which involve its students.

C. Service to the University

The department values faculty governance and expects its members to be collegial, to be respectful towards one another, and to take an active role in the affairs of the institution. The department expects its faculty to serve on departmental committees and to take responsibility for the well-being of the department. Faculty are also encouraged to serve on college and/or University committees and to participate in college and/or University programs and activities. In general, the department expects that institutional service will reflect increased responsibility with increased time of service.

D. Service to the Community

Service to other educational institutions, community groups, or governmental, non-profit, and for-profit organizations as a consultant, committee member, officer, director, or volunteer, which is related to the professional expertise in psychology of the faculty member, would constitute satisfactory fulfillment of this expectation. Activities which increase public awareness or understanding of psychological issues would also fulfill this expectation.

VI. Appointment, Selection, and Evaluation of Part-Time Faculty

A. Committee on Part-Time Faculty

The department shall establish a standing committee on part-time faculty composed of four tenured faculty of the department. The committee will be elected in accordance with department procedures. Members will be elected for a two-year term. All deliberations by the committee shall be confidential.

B. Appointment

The department shall maintain a pool of qualified applicants from which will be made specific recommendations for employment of a temporary and/or part-time nature as needed.

Part-time temporary faculty who wish to be considered for re-employment are responsible for providing written notification to the department chair, by a specified deadline, of their wish to become part of the applicant pool for the following academic year.

The Committee on Part-Time Faculty will review personnel files in the applicant pool established on an annual basis, or on a semester basis in those cases where the pool does not have enough qualified candidates to cover the demands for the entire year.

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 program need. Criteria used in selection shall include:

- 1) degrees earned in psychology. Preference will be given to those with a Ph.D. degree.



- 2) teaching experience at the college level, including evidence from past teaching at CSUS. This will be an important element in the appointment decision.
- 3) professional experience as a psychologist relevant to the content of the courses to be taught.
- 4) recommendations or other documents, including student and peer evaluations of teaching performance.

On the basis of its deliberations, the committee will recommend for or against appointment. In case two or more candidates are being considered for a single opening, the committee will rank order the applicants.

Part-time faculty shall be hired at a range and step equal to that which would apply if they were being hired for a regular full-time position. Following two consecutive semesters of employment within an academic year, a part-time faculty member who is offered an appointment to a similar assignment will be offered a one year appointment, which shall be contingent upon enrollment and budget considerations.

#### C. Periodic Evaluation

Part-time faculty shall be evaluated annually by the Committee on Part-Time Faculty, and a separate evaluation will be conducted by the Department Chair. Faculty will be evaluated in terms of the teaching assignments for which they were hired.

The following evidence will be used by the committee as the basis for evaluation:

- 1) student ratings and comments on the department's Instructor Evaluation Survey covering classroom performance and instructional techniques.
- 2) course syllabi, tests, teaching aids, and other materials as appropriate.
- 3) statements or related evidence submitted by faculty, staff, and/or students regarding performance relevant to the instructor's teaching assignment.

A written record of periodic evaluation shall be placed in the part-time faculty employee's Personnel Action File. The part-time faculty employee shall be provided a written copy of the evaluations.

Part-time faculty shall have the same rights regarding their personnel files as full-time faculty.

Part-time faculty shall be responsible for updating their vitae and personnel files so that academic records of experience and training are available for those evaluating the applicant pool candidates for subsequent employment and salary advance. Part-time faculty are to be informed of this responsibility.

#### D. Temporary Faculty Range Elevation

- 1) “Temporary faculty range elevation” is a term employed in the M.O.U. to refer to the decision, informed at a minimum by an evaluation of teaching performance, to compensate a temporary faculty member at a rate of pay equal to the first step of the salary range immediately above the range within which he or she was compensated during a prior appointment.
- 2) Eligibility for lecturer range elevation is limited to lecturers who have no more SSI eligibility in their current range and have served five years in their current range.
- 3) The following evidence will be used by the Part-Time Hiring Committee as the basis for a decision to recommend for a temporary faculty range elevation:
  - a. student ratings and comments on the department’s Instructor Evaluation Survey covering classroom performance and instructional techniques.
  - b. course syllabi, tests, teaching aids, and other materials as appropriate.
  - c. statements or related evidence submitted by faculty, staff, and/or students regarding performance relevant to the instructor’s teaching assignment.
- 4) Criteria for range elevation for temporary faculty shall be appropriate to lecturer work assignments.
- 5) Denial of range elevations shall be subject to the peer review process pursuant to provision 10.11 in the M.O.U., except that the peer panel’s decision shall be final.