

California State University, Sacramento
Department of Sociology

ARTP Procedures

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This document is supplemental to official University ARTP policy, the Memorandum of Understanding, and the pertinent guidelines of the School of Social Sciences and Interdisciplinary Studies. Hence, to avoid needless duplication, the policies and procedures described herein are mostly confined to those ARTP matters for which the Sociology Department is permitted to exercise its own discretion.

Part One of this document pertains to the probationary and tenured faculty. Part Two pertains to temporary faculty.

Part One: Probationary and Tenured Faculty

I. Composition, Duties, and Procedures of the Appointment Committee

A. The appointment committee will constitute a committee of the whole (all tenure~ track faculty) for the purposes of reviewing and recommending individuals for probationary appointments. The Department Chair shall serve as a voting member of the committee of the whole. At its first meeting, the chair of the committee shall be selected by simple majority vote. Decisions shall be made according to a simple majority of the committee members. Except where otherwise specified in these procedures, meetings of the committee shall be conducted in conformance with Robert's Rules of Order.

B. The committee of the whole shall elect a search committee of three (3) for each separate position for which the department intends to recruit full-time faculty. The search committee will act as a screening committee; 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 files of applicants for minimum qualifications and completeness; identify qualified candidates; develop a list of interview questions; arrange such interviews; and forward the names and applications of qualified candidates to the committee of the whole who will review and recommend to the Dean of the School of Social Sciences and Interdisciplinary Studies individuals for probationary appointments. Where possible, at least one (1) of the three (3) members shall come from the same specialty area as stated in the advertised position.

C. The search committee shall at its first meeting select an affirmative action representative from among the (3) three members of the committee. The representative shall advise the search committee on recruitment, hiring, and other means of increasing the representation of protected class members (women, racial and ethnic minorities, the disabled and Vietnam-era veterans).

D. The Chair of the search committee shall establish deadlines related to the appointment process and ensure that all persons involved in the process are notified in a timely manner. The Chair of the search committee will also be responsible for written reports.

E. To qualify to participate in the substantive deliberations and final recommendations about making a particular probationary appointment, tenured faculty members shall review all available material about each applicant for a particular appointment forwarded to the committee of the whole by the search committee; attend the formally scheduled interview of each applicant under consideration by the committee of the whole; and attend each and every meeting of the committee of the whole formally scheduled to discuss the merits of any applicant for the probationary appointment to be made.

F. The committee of the whole may proceed in the absence of one or more of its members, provided that its number is not less than three (3), and provided that at least two-thirds (2) of the members of the search committee are in attendance and otherwise qualified to participate in substantive deliberations and final recommendations.

G. In matters of appointment the committee of the whole will consider evidence provided by each candidate as to teaching competence, creative or scholarly activity and academic preparation. When candidates are interviewed, the results of a standard interview will be added to the candidate's file.

The committee of the whole will also decide how far down the 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. The top-ranked candidate will be recommended by the committee of the whole to the Dean of the School of Social Sciences and Interdisciplinary Studies for appointment. In the event that 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.

II. Composition, Duties, and Procedures of the Retention, Tenure, and Promotion Committee

A. The RTP Committee shall consist of all tenured members of the Department who hold full-time positions with the following exceptions:

1. Faculty serving on ARTP committees at the secondary level, faculty on leave, and faculty who have submitted their resignations
 2. In promotion decisions, committee members must be senior in rank to the person being reviewed.
- B. The committee shall select by lot, at its first meeting, one member to be designated alternate. The alternate attends all meetings--but does not participate in discussion--and votes only in the absence of a voting member. Committee members who fail to attend any meeting are disqualified from further deliberation. At its first meeting, the chair of the committee shall be selected by simple majority vote. Decisions shall be made according to a simple majority of the committee members.
- C. The Chair of the RTP Committee shall establish deadlines related to the RTP process and ensure that all persons involved in the process are notified in a timely manner. The Chair of the RTP committee shall be responsible for written reports.
- D. Except where otherwise specified in these procedures, meetings of the committee shall be conducted in conformance with Robert's Rules of Order.
- E. The voting of proxies shall not be permitted in the actions of the Committee. Voting shall be done at the meeting. Abstention from voting shall be counted as a negative vote.
- F. The committee shall receive a Working Personnel Action File (the creation of which is largely the responsibility of the candidate) which includes that portion of the Personnel Action File and the faculty member's materials submitted. All decisions for retention, tenure, and promotion will be based on these materials.

Further, the faculty person under review has the right to respond or to submit rebuttal materials in writing to such recommendations, provided that the rebuttal/response is received in writing within a seven day time limit.

All eligible faculty will be considered for promotion unless a contrary written response by the faculty member is made to the chair of the RTP Committee. Faculty members must make written application in order to be considered for early promotion or early tenure.

In each case, the committee will arrive at recommendations based solely on the evidence in the files and according to the procedures to be outlined in the following sections. Faculty will be evaluated according to the criteria prescribed by the University. These are: teaching; scholarly/creative activities; university, school, department service; and community service. In all instances the weights assigned shall be: teaching competence, 70%; creative or scholarly activity, 15%; service to the University, 10%; service to the community, 5%.

The performance expectations for Retention, Tenure, and Promotion shall be "satisfactory" in each of the areas of Teaching Effectiveness, Scholarly Activity, University, and Community Service.

1. Departmental Expectations

The Department expects all members to teach effectively, engage in scholarly activities, promote collegiality within the department and university by participating in self-governance and university service activities, and provide service to the community. To assist in the evaluation of these activities, faculty may present documentation as to their satisfactory performance in these four areas. The suggested list below should not be considered exclusive, and any appropriate form of documentation, consistent with ARTP guidelines, may be presented to demonstrate satisfactory fulfillment of the department's expectations.

- a. **Teaching effectiveness (weight = 70 percent)** The department expects course content to conform to catalog descriptions. At a minimum, content should reflect current issues within the area defined by the course description. Coverage of emerging issues within the defined course content area is encouraged. Adequate assessment of learning outcomes is also expected. Syllabi, course materials, and examples of student work are the suggested documentation to demonstrate satisfactory fulfillment of these expectations. The department also expects faculty to develop mutual respect with students. Elements of this include classroom management and availability during office hours. The rapport a faculty member has developed with students shall be documented with student evaluations.
- b. **Scholarly and Creative Activities (weight = 15 percent)** The department expects all members to engage in scholarly and creative activities. The department is committed to a broad definition of what constitutes such activities. Further, means of public dissemination are changing rapidly as technology advances. Therefore, our definition of scholarly activity includes any activity in which sociological issues are discussed among professionals in a public forum, and such activities may be considered for purposes of ARTP evaluation. Traditional forms of scholarly activities in which contributions are published or presented, and are evaluated by other professionals in the field, are encouraged. Sociologically-informed public and applied research also falls within our definition of scholarly activity and faculty are encouraged to promote the use of sociology to inform public policy. Examples of acceptable activities under this section would include applied research projects conducted at the CSUS Institute for Social Research. It is recognized that dissemination of some applied projects may be limited by

the project sponsor, though evaluation of these forms of scholarly activity by professionals in the discipline, when possible, is encouraged. Consequently, the nature of the documentation of such projects in the WAPF may appear in a variety of different forms and formats. It is recognized by the American Sociological Association and the department that such practical applications of sociological principles and techniques further the production and critique of sociological knowledge by providing for a dialogue among sociologists. Grant writing is also recognized by the department as an important scholarly activity for many of the same reasons. It also requires the development of a comprehensive review of the related literature and a demonstrated understanding of substantive and methodological issues. Again, as with the dissemination of some applied projects, evaluation of grant writing activity by professionals in the discipline, when possible, is encouraged.

c. **University and Community Service (weight = 10 percent)** Promote collegiality within the department and university by participating in self-governance and university service activities. On-going participation in departmental and university committees and programs is expected. Evidence of advising of students, service to student organizations, and other activities that benefit the university may also be presented to demonstrate satisfactory fulfillment of this expectation.

d. **Service to the Community (weight= 5 percent)** Service to other educational institutions, community groups, governmental, non-profit, and for-profit organizations as a consultant, committee member, officer, director, or volunteer, or other activity that benefits the community, would constitute satisfactory fulfillment of this expectation. Evidence of activities that increase public awareness or understanding of sociological issues also demonstrates satisfactory fulfillment of this expectation.

On the basis of its deliberations, the committee will forward to the College of Social Sciences and Interdisciplinary Studies' ARTP Committee its recommendations regarding promotion and its recommendations for retention and tenure. Recommendations will be supported by reference to materials in the working personnel action files which will accompany the recommendations.

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 RTP Committee. In this case, the RTP Committee must transfer to the next level of review or to the next appropriate Administrator, the Personnel Action File of faculty members whose performance review has not been completed. Further, the RTP Committee must notify the faculty member of this transfer.

Evidence will be provided by the faculty member under consideration. The department will provide a standard instrument for measuring student opinion. All classes will receive student evaluations for full-time as well as part-time faculty. Additional evaluation materials may also be used.

G. When considering retention and tenure, the committee will review each faculty member's Working Personnel Action File (WPAF) and each committee member will sign the access log in the WP AF indicating that he/she has so done. The committee will then make a recommendation to the SSIS ARTP committee for or against retention, supporting each recommendation by written reference to the faculty member's WPAF. Retention decisions will be made by a simple majority vote of the entire committee. Candidates will be notified by the department's ARTP Committee and given the reasons for the action taken, according to the Memorandum of Understanding. Recommendations and Working Personnel Action Files will be forwarded to the SSIS ARTP Committee. A candidate's file may include a statement describing the support, or lack of it (released time and/or funding) for the reported competent teaching performance, scholarly or creative achievements, contributions to the community, and contributions to the institution. Such a statement may be accompanied by documentation of the candidate's efforts, when possible, to obtain the institutional support in question.

H. With respect to tenure, all probationary faculty will be considered for tenure during their sixth probationary year.

I. Faculty who request consideration for early promotion must be evaluated by the RTP Committee on the basis of the University's early promotion criteria. A majority vote will be required to recommend a candidate for promotion. Faculty may be removed from consideration for promotion by presenting, in writing, such a request to the chair of the department RTP Committee.

J. From each person to be considered, the committee will receive the faculty member's WPAF. Each committee member will sign an access log indicating that he/she has reviewed each Working Personnel Action File. Following due deliberation, a ranked list of candidates shall be generated. A majority vote will be required to recommend a candidate for promotion. Faculty will be notified by the department's Retention, Tenure, and Promotion Committee giving reasons for its actions according to the University procedures.

When the process of generating the list is completed, the committee will forward its recommendations, supported by written reference to the evidence in the accompanying personnel action files, to the SSIS ARTP Committee.

Part Two: Appointment, Selection, and Evaluation of Part Time Temporary Faculty

I. Composition of the Committee on Part-Time Temporary Faculty

The department shall establish a committee for hiring part-time temporary faculty composed of three elected tenure-track faculty of the department, plus the Department Chair. The committee will be elected in accordance with department procedures. Members will be elected during May and will serve for the following academic year.

II. Duties of the Committee on Part-Time Temporary Faculty

A. 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.

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. The Department will follow the general university policies regarding the establishment of vacancy announcements and other recruitment and affirmative action procedures.

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. The guidelines set forth in Section 5.03 (Temporary Appointments) of the University ARTP Policy shall be used to determine the location on the pay scale. Criteria used in selection shall include:

(1) Degrees earned in sociology. For Upper Division Courses a Ph.D. or A.B.D. will be required. For Lower Division Courses, an M.A. will be the minimum requirement.

(2) Teaching experience at the college level. For Upper Division courses documented teaching experience in areas of specialization in a college or university will be the minimum requirement; professional experience may be considered in place of teaching experience. For Lower Division courses, two years of documented teaching experience in a college or university will be the minimum requirement.

B. Salary Range Elevation

(1) A part-time instructor shall be considered for an elevation in salary range when she/he exhausts SSI eligibility in the current range and has served at least five years in the current range.

(2) The recommendation on salary range elevation shall be made by the Screening Committee.

(3) Criteria used shall be the same as for appointment. (See Section A.I and 2 above.)

C. Procedures

(1) Candidates shall be interviewed by the Part-Time Committee.

(2) Part-time temporary faculty who wish to be considered for re-employment are responsible for providing written notification to the department chair, by the specified deadline, of their wish to become part of the applicant pool for the semester in which they wish to be re-employed. No part-time or temporary faculty may be re-employed without such notification.

D. Evaluation

(1) The Chair of the Department shall notify faculty to be evaluated to prepare their Working Personnel Action File. This notification will be made one month prior to the evaluation process. Pursuant to University policies, the department chair must conduct an independent evaluation of part-time faculty which is separate from that conducted by the committee.

(2) Evaluation shall be based on:

a) Student evaluations of teaching performance from all classes taught;

b) Copies of course syllabi and related classroom materials, e.g., handouts and assignments.

(3) Before recommendations are placed in the personnel action file, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within seven (7) days following receipt of the recommendation. A copy of the response or rebuttal statement shall be placed in the working personnel action file.

B. (4) The Chair of the Department is responsible for transmitting a copy of the recommendations to the faculty unit employee.