



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**<Division>**

**Approved By:** <Office Use Only>  
<Office Use Only>

**Policy Number:** <Office Use Only>

**Effective Date:** <Office Use Only>

**Page 1 of <#>**

## Policy on Post-Tenure Review

**Purpose:** To establish the Post-Tenure Review Policy.

**Background:** This policy is required by the Collective Bargaining Agreement.

**Accountability:** Provost or designee

**Applicability:** All unit 3 employees.

**Definition(s):**

**Policy:**

### I. Introduction

Post Tenure Performance Evaluation (PTPE) is required of all faculty members to provide feedback on their effectiveness in the areas of faculty performance which were considered for retention, tenure, and promotion. Faculty members are defined here as all unit 3 employees. PTPE is an opportunity for faculty to review their professional growth and development and to receive feedback and support with respect to their performance in teaching or professional duties; research, scholarship and teaching; and service.

### II. Required Review Intervals

A. Faculty members not being considered for promotion are required to be reviewed every five years following the awarding of tenure.

B. Faculty members on sabbatical or leave of absence during the fifth year since the last review will undergo PTPE review when they return to campus.

C. Faculty members who are participating in the Faculty Early Retirement Program (FERP) will not be subject to PTPE.



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

<Division>

Approved By: <Office Use Only>  
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 1 of <#>

## Policy on Post-Tenure Review

### III. Procedure and Timeline

A. A peer review committee (PRC) will consist of the Program Chair and two tenured faculty members of at least equal (or greater) rank to the faculty member being reviewed. One of the two faculty members of the PRC will be from the faculty member's program or equivalent unit. The faculty member being reviewed may request a tenured faculty member from a different program to serve on the PRC. In the case that there are no other tenured faculty members in the same program, two tenured faculty members from a related discipline/s will be part of the PRC. In the case that it is the Program Chair who is being evaluated, a Program Chair of a related discipline should serve on the PRC.

B. The faculty member undergoing the PTPE will submit five (5) names of potential faculty PRC members to the Program Chair. These faculty members must be at least equal (or greater) in rank to the faculty member being reviewed. The Program chair will then choose two (2) faculty from among the five (5) potential PRC members to serve on the PRC. In the case of a Program Chair, the Program Chair will submit the names of two (2) Program Chairs to the appropriate administrator who will then choose one to serve on the PRC.

C. The PTPE will be a two stage review: the first by the PRC, the second by the appropriate administrator. The appropriate administrator is the Dean of Faculty for instructional faculty, the Dean of the Library for librarian faculty, and the Dean of Students for counseling faculty.

D. Faculty undergoing PTPE will submit a portfolio in the fifth year after receiving tenure and every five years thereafter. The PTPE portfolio will address the faculty member's work in all areas considered for retention, tenure, and promotion for the time period under review. For instructional faculty the PTPE portfolio will cover the areas of Teaching, Research/Scholarship/Creative Activity, and Service. For librarian faculty, the PTPE portfolio will cover the areas of Professional Performance, Research/Scholarship/Creative Activity, and Service. For counseling faculty, the PTPE portfolio will cover the areas of Professional Performance, Professional Development, and Service.

The PTPE portfolio should include the following:

1. A complete curriculum vitae (CV) highlighting the faculty member's accomplishments since the last review. The complete CV should be organized around sections on Teaching,



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

<Division>

Approved By: <Office Use Only>  
<Office Use Only>

Policy Number: <Office Use Only>

Effective Date: <Office Use Only>

Page 1 of <#>

## Policy on Post-Tenure Review

Research/Scholarship/Creative Activity, and Service for instructional faculty. For librarians, the CV should be organized around the areas of Professional Performance, Research/Scholarship/Creative Activity, and Service. For counseling faculty, the CV should be organized around the areas of Professional Performance, Professional Development, and Service.

2. A narrative summary (of no more than five pages). For instructional faculty the narrative will cover the areas of Teaching, Research/Scholarship/Creative Activity, and Service. For librarians, the narrative will cover the areas of Professional Performance, Research/Scholarship/Creative Activity, and Service. For counseling faculty, the narrative will cover the areas of Professional Performance, Professional Development, and Service.

3. Teaching faculty will also include official student evaluations of teaching as well as peer reviews of teaching effectiveness (a minimum of two). A page summarizing student evaluations which includes a single table summarizing overall item statistics for all courses evaluated should be included. For library and counseling faculty appropriate objective evaluations of performance should be included with a statistical summary if available.

4. Upon the request of the PRC and/or the appropriate administrator, faculty undergoing PTPE will be prepared to provide evidence of accomplishments listed in any part of the PTPE portfolio.

5. Any member of the PRC or the appropriate administrator may request additional information related to the PTPE portfolio from a faculty member undergoing review.

6. The faculty member will submit a copy of the PTPE portfolio to the PRC.

E. The PRC will then review the PTPE portfolio and issue a written summary of their findings. The faculty member, before the summary is forwarded to the appropriate administrator, will be given a copy. The faculty member may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the summary within seven (7) days following receipt of the recommendation. A copy of the response or rebuttal statement will become part of the PTPE portfolio.

F. The appropriate administrator will then review the PTPE portfolio and the PRC findings and issue a written summary report. The faculty member will be given a copy. The faculty member may



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

**<Division>**

**Approved By:** <Office Use Only>  
<Office Use Only>

**Policy Number:** <Office Use Only>

**Effective Date:** <Office Use Only>

**Page 1 of <#>**

## Policy on Post-Tenure Review

submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the summary within seven (7) days following receipt of the recommendation. A copy of the response or rebuttal statement will become part of the PTPE portfolio.

G. The PRC and the appropriate administrator will meet with the faculty member, upon completion of his or her evaluation to discuss strengths and weaknesses along with suggestions, if any, for his/her improvement.

H. A copy of the PRC's and the appropriate administrator's findings, and the faculty member's responses (if any) will be placed in the faculty member's Personnel Action File.

I. For instructional and librarian faculty, appropriate levels of performance in each of the areas covered by the PTPE portfolio will be determined by the program's or program equivalent's Program Personnel Standards. Counseling faculty will initially have their performance standards determined by the Dean of Student Life until such time that the counseling faculty determine performance standards.

J. The PTPE reviews will be conducted on a calendar developed every year by the office of Faculty Affairs.