

**ROTC** See Reserved Officers Training Corps

**RTP FILE** This file is used in the evaluation process for retention, tenure and/or promotion. It contains the set of materials from the Open Personnel File, which will be reviewed. All the rules governing the Open Personnel File pertain to the RTP File. In the CBA, the RTP File is referred to as the Working Personnel Action File.

Consistent with the Collective Bargaining Agreement, the university establishes a date by which the RTP File must be submitted for review. Once the deadline date arrives, further additions to the file may only be made pursuant to Article 15.12 of the Collective Bargaining Agreement.

For the convenience of faculty members, a sample RTP File for an imaginary faculty member is provided in departmental and school offices.

**Reference:** [CBA Article 11 Personnel Files](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article11.shtml)  
[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article11.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article11.shtml)

[CBA Article 15 Evaluation](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)  
[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article15.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)

[Policy on Faculty Personnel Files \(APM\)](http://www.csufresno.edu/aps/apm/305.pdf)  
<http://www.csufresno.edu/aps/apm/305.pdf>

**RTP FORMS** These are the forms used in the retention, tenure and promotion processes. The forms include the RTP application form and other forms needed for the RTP File as well as the forms used by peer review committees and administrators to record recommendations in the RTP reviews. These forms are provided annually by Academic Personnel Services and are part of the Current Instructions.

**Reference:** [RTP Forms](http://www.csufresno.edu/aps/forms/rtp_forms.html)  
[http://www.csufresno.edu/aps/forms/rtp\\_forms.html](http://www.csufresno.edu/aps/forms/rtp_forms.html)

**RTP WORKSHOPS** Academic Personnel Services presents workshops on the RTP process. The schedule for these workshops is included in the annual Academic Personnel Calendar.

**Reference:** [Academic Personnel Calendar](http://www.csufresno.edu/aps/03-04personnelcalendar.pdf)  
<http://www.csufresno.edu/aps/03-04personnelcalendar.pdf>

**RADIATION SAFETY** The California Department of Health Services, under Title 17 of the *California Code of Regulations*, has the sole authority to approve all radioisotope and ionizing radiation usage subject to its specific licensure. The Department has issued a Type B Broad Scope Radioactive Material License to the University. The license involves certain requirements that the University must satisfy. Those requirements, the university policy, the Radiation Safety Manual, the names of the Radiation Safety Committee members, and further information are available in the Division of Graduate Studies and Research, or the Office of Environmental Health and Safety.

**RANGE ELEVATION** Range Elevation is a process for determining if a temporary faculty member should be moved to a higher salary range. The criteria for range elevation is limited to Lecturers who (1) have served five (5) years in their current range and (2) have no more SSI eligibility. Coaches are ineligible for range elevation.

Denial of range elevation is subject to the peer review process pursuant to CBA Article 10.11 except that the peer panel's decision shall be final. The pool for funding successful lecturer range elevation appeals is limited to 4 steps per each 50 lecturer faculty eligible for range elevation.

Dates for application for Range Elevation are listed in the Academic Personnel Calendar.

**References:** [CBA Article 12 Appointment](#)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article11.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article11.shtml)

[Policy on Range Elevation for Temporary Faculty](#)

<http://www.csufresno.edu/aps/apm/332.pdf>

[Academic Personnel Calendar](#)

<http://www.csufresno.edu/aps/03-04personnelcalendar.pdf>

**READING LIST** The university encourages excellence in liberal education by encouraging students to foster life-long reading. The Reading List, which is drawn from suggestions from faculty and staff, can be found in the *General Catalog*.

**REAL ESTATE AND LAND USE INSTITUTE (8-4983)** Located in the University Business Center, RELUI is part of a system wide program to promote applied research, and to provide a professional and educational center for real estate. RELUI is the premier real estate and land use information source in the state. It provides a neutral forum where representatives from the field meet to discuss key issues.

**REASSIGNMENT OF FACULTY** Except for circumstances following from the reorganization of a department or program, no faculty member should be reassigned to a different academic department without the consent of the affected faculty member and without the consent of the department or other organizational unit to which the faculty member is reassigned. This provision does not apply to layoff rules in Article 38 of the Collective Bargaining Agreement.

**References:** [CBA Article 38 Layoff](#)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article11.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article11.shtml)

[Policy on the Reassignment of Faculty \(APM\)](#)

<http://www.csufresno.edu/aps/apm/305.pdf>

**RECOMMENDED COURSES** Defined as courses that the department faculty members believe would be beneficial for a student to take but are not mandated or required as part of the major.

**RECORDING IN CLASS** Except for students with disabilities who may require a tape recording for study purposes, the decision to allow tape recording in the class belongs to the instructor. The best approach is to provide a clear statement of your policy in the course syllabus and enforcing it in a consistent manner.

**RECREATION CENTER (8-2015)** Located in the basement of the University Student Union, the Recreation Center has bowling, billiards and video games.

**RECREATIONAL FACILITIES** Employees are welcome to enjoy the facilities of the University Student Union, including billiards, bowling, and movies. Tickets for athletic events may be purchased at the Athletic Ticket Office, and tickets for musical and dramatic productions may be purchased at the Theatre Box Office in the foyer of the Speech Arts Building. Tickets, including discounts, for concerts, local movie theaters, Greyhound Bus Lines, and money orders are available at the USU Information Center in the main lobby.

Staff members and their families also are invited to use the weight room, swimming pool, and facilities of the University gymnasium in accordance with the regulations and the specific times established by the Intramurals-Recreation program. For purposes of worker's compensation, any time spent in the use of these facilities is not counted as time worked.

**REEDLEY COLLEGE** Located in Reedley, CA twenty-five miles southeast of Fresno, the junior college offers a variety of associate degrees and programs for transfer. The student body is primarily from the rural areas of eastern Fresno County. For a time, it was called Kings River Community College.

**Reference:** [Reedley College  
http://www.reedleycollege.edu/](http://www.reedleycollege.edu/)

**REENTRY PROGRAM (8-3046)** The Reentry Program is designed to support non-traditional students, age 25 or older that are beginning or resuming their college career. Located in the University Center - West, the center provides a place to study, meet other non-traditional students, and become acclimated to the collegiate atmosphere.

**Reference:** [Reentry Program  
http://studentaffairs.csufresno.edu/ReEntryProgram/index.htm](http://studentaffairs.csufresno.edu/ReEntryProgram/index.htm)

**RELEASE TIME** See Assigned Time

**RENAISSANCE ROOM** Located on the first floor, west end of the University Center directly across from the entrance to the Madden Library, the Renaissance Room can be reserved for meetings, receptions, or group dining. For reservations, contact Food Services (8-3904).

**REPRIMAND** A faculty member may receive an oral or written reprimand from an appropriate administrator. Written reprimands are placed in the Open Personnel File. Reprimands may be removed from the file at any time by the appropriate administrator or at the request of a faculty member after three (3) years provided that no further personnel action related to the reprimand has occurred or is pending.

**Reference:** [CBA Article 18 Reprimands  
http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article18.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article18.shtml)

**RESEARCH AND SPECIAL PROJECTS (8-0850)** Faculty research is authorized and encouraged to the extent that it is consistent with the instructional programs of the University and the facilities provided for these purposes. Each year the President of the University makes funds available to the faculty in order to support their involvement in research and special projects.

The Academic Policy and Planning Committee is responsible for recommending policy on research activities and to encourage and support faculty research projects. The committee has established a policy for the equitable and effective use of available funds. The development of funding in support of research and special project activities is under the direction of the Associate Vice President for Grants and Research. Under this direction and in cooperation with various university personnel, a grants and research office staff and library is provided for use by individuals seeking assistance in the pursuit of grants in support of their research activities. Faculty research supported by outside agencies is funded on an individual proposal basis. Funds derived from these Sources can be used for various purposes to include reimbursed-assigned time, student salaries, supplies and equipment, travel, and other items in support of the approved proposal. ***Prior to off-campus submission***, the university must approve all proposals for such funding. The Grants and Research Office provides assistance and information to faculty members in the development, preparation and submission of their proposals.

**RESERVED OFFICERS TRAINING CORPS (ROTC)** The Reserved Officer's Training Corps has been part of the university since the early 1950's when the US Air Force founded the Department of Aerospace Studies on campus. In 1981, the US Army also became a full-time presence on campus when the Department of Military Science was added to the campus. For administrative purposes, both programs are housed in the Craig School of Business.

Both programs train and educate the future officer leadership of their respective services. Participants in ROTC complete their military instruction while pursuing their college degrees. Upon graduation, they are commissioned as officers in either the active or reserve components of the military. While attending college, ROTC cadets enjoy a variety of benefits including a monthly stipend and the opportunity to participate in several scholarship programs.

**References:**        [Air Force  
http://www.csufresno.edu/afrotc/mainpage1.htm](http://www.csufresno.edu/afrotc/mainpage1.htm)  
  
                         [Army  
http://www.csufresno.edu/ROTC/index2.html](http://www.csufresno.edu/ROTC/index2.html)

**RESIDENCE HALLS** See University Courtyard

**RESIGNATION** A faculty member should provide reasonable notice to the university in the event of resignation. April 15 is the widely recognized standard, however, emergencies or situations often arise where a faculty member will ask the President to accept a resignation at a later date. Except by agreement with the university, a faculty member should not leave during an academic year.

Any faculty member resigning from university service is expected to submit a letter of resignation. A letter will facilitate the process that is required prior to the issuance of the final pay warrant. Letters of resignation should be addressed to the President of the University with copies to the Provost, the appropriate dean, the department chair, Academic Personnel

Services and the Benefits Office. The President must acknowledge all letters of resignation. It is imperative that the letter designates a specific, effective date of resignation, preferably after the final day of the academic year.

**RETENTION AND TENURE, POLICY ON** This policy details the criteria and standards for tenure as well as the procedures that are used. A copy of this policy can be found in the Academic Policy Manual or obtained upon request from Academic Personnel Services.

Briefly, the process consists of recommendations being made at the department, school, and University levels prior to the final decision by the Provost and the Vice President for Academic Affairs. All recommendations must be based on the contents of the RTP (Retention, Tenure, and Promotion) File. The probationary faculty member and department submit material to the RTP File.

At the department level, there will be separate recommendations from a peer review committee of tenured faculty and the department chair. At the college/school level, there will be separate recommendations from a faculty peer review committee and the School Dean. The University Board on Retention and Tenure is the final peer review committee making recommendations to the Provost. The Provost has been delegated authority by the President to make the final decisions regarding retention and tenure. A probationary faculty member has the right to place a rebuttal to any recommendation that is made.

Probationary faculty should familiarize themselves with the departmental and college/school review procedures. The criteria for retention and tenure consist of performance standards in three broad areas: (1) teaching effectiveness (scholarship of teaching); (2) professional growth and scholarly/creative activities (scholarship of discovery, integration, application); and (3) university and public service. The specific expectations for achieving the performance levels expected in each area will be outlined in the probationary plan. Annual workshops are held to assist probationary faculty in understanding and preparing for the probationary review process.

**References:** [CBA Article 13 Probation and Tenure](#)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article13.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article13.shtml)

[CBA Article 15 Evaluation](#)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article15.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article15.shtml)

[Final Report of the Faculty Scholar Blue Ribbon Committee](#)

<http://www.csufresno.edu/aps/apm/321.pdf>

[Policy on Probationary Plans for Probationary Faculty \(APM\)](#)

<http://www.csufresno.edu/aps/apm/324.pdf>

[Policy on Retention and Tenure \(APM\)](#)

<http://www.csufresno.edu/aps/apm/324.pdf>

[RTP Forms](#)

[http://www.csufresno.edu/aps/forms/rtp\\_forms.html](http://www.csufresno.edu/aps/forms/rtp_forms.html)

**RETENTION AND TENURE, UNIVERSITY BOARD ON** See University Board on Retention and Tenure.

**RETIREMENT** A faculty member should provide reasonable notice to the university in the event of a decision to separate from the university in order to retire. April 15 is the widely recognized standard, however, emergencies or situations often arise where a faculty member will ask the President to accept separation for purposes of retirement at a later date. Except by agreement with the university, a faculty member should not retire during an academic year.

Any faculty member retiring from university service is expected to submit a letter of separation from University service for the purpose of retirement. A letter will facilitate the process that is required prior to the issuance of the final pay warrant. Letters of retirement should be addressed to the President of the university with copies to the Provost, the appropriate dean, the department chair, Academic Personnel Services and the Benefits Office. The President must acknowledge all letters of retirement. It is imperative that the letter designates a specific, effective date of separation from university service, preferably after the final day of the academic year.

**RETIREMENT BENEFITS** Retirees from California State University, Fresno are eligible to receive the following benefits:

1. Resources of the University Benefits Office and the Employee Assistance and Development Program continue to be available,
2. Health and dental insurance coverage continues into retirement (retiree retains eligibility for the state's contribution,
3. Blood from the Campus Blood Bank is available to a retiree and members of the immediate family at no cost,
4. A courtesy parking decal will be issued by the Budget and Finance Office upon request
5. A Library Special Borrower's Card will be issued upon request,
6. A reduced membership rate is offered by many organizations,
7. Campus publications are mailed to retirees upon request.

**RETIREMENT, ELIGIBILITY** In order to be eligible to retire under PERS, an employee must have (1) a minimum of five (5) years full time service under PERS or its equivalent, and (2) have attained the age of fifty (50). For further information, see Public Employees Retirement System.

**RETIREMENT, EMPLOYMENT AFTER** The university may employ retired faculty members. Some retired faculty elect to participate in the Faculty Early Retirement Program, which is described elsewhere.

Retired faculty members may also apply for part-time temporary employment pursuant to the campus Policy on Part-time Temporary Faculty. As distinct from the Faculty Early Retirement Program, the university may compensate retired faculty at the same rate as other temporary faculty.

Before accepting employment with the university, retired faculty are urged to check with the University Benefits Coordinator for any effect employment might have on PERS retirement benefits and with the Social Security Office to determine how the proposed employment may affect Social Security benefits. Under current California law, retired faculty members may work up ninety (90) days full time without having an adverse effect on PERS benefits.

**RETIREMENT, MANDATORY** Pursuant to the federal Age Discrimination Act, there is no mandatory retirement age in the California State University.

**RETIREMENT PLANNING** The decision to retire is one of the most important decisions a faculty member will make. Faculty members are encouraged to participate in retirement planning long before the actual year of retirement. Faculty members should participate in several retirement workshops provided by PERS. Faculty members should prepare not only for the financial aspects of retirement but also for the psychological impact of retirement. Proper planning can make for a more productive and happier retirement period. Faculty members should consult with their personal financial planner, the Benefits Office, Employee Assistance and Development, and Academic Personnel Services.

**RETREAT RIGHTS** Frequently, when an academic administrative appointment is made, the individual (a) retains his/her existing tenure rights in the department or (b) will receive a faculty appointment in a department and may be granted tenure status at the time of appointment. In such cases, should the individual vacate the administrative post, he/she would have the right to remain on the faculty as a tenured member of the department. The term "retreat rights" is the local terminology for this process.

**References:** [CBA Article 13 Probation and Tenure](#)

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CFA\\_CONTRACT/article13.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/article13.shtml)

[Policy on Retention and Tenure](#)

<http://www.csufresno.edu/aps/apm/325.pdf>

**RISK, PERSONAL FIELD TRIPS** See Field Trips With Contracting Agencies Under Conditions of Personal Risk.