

## **GUIDELINES FOR OFF-YEAR PERIODIC REVIEW OF PROBATIONARY FACULTY**

The Policy on Retention and Tenure<sup>1</sup> as amended during the spring 2007 semester requires that each college and school develop procedures for conducting Periodic Reviews of probationary faculty during years in which they are not subject to Retention and Tenure Review (“off-years”). Once developed, college and school procedures must be submitted to the President for approval.

These guidelines are intended to assist colleges and schools in developing procedures that will satisfy the requirements of the collective bargaining agreement and university policy, as well expectations for fairness and consistency across colleges, as required for approval by the President.

### **Background**

The Policy on Retention and Tenure provides that probationary faculty members ordinarily will be subject to Retention, Tenure, and Promotion Review (RTP Review) in their second, fourth, and sixth probationary years.<sup>2</sup> As part of RTP Review process, however:

...[A]ny level of review may recommend that a faculty member be evaluated in the third or fifth probationary year, as appropriate, if, after fully reviewing the RTP File, it is determined that the faculty member is not making normal progress toward tenure. In such cases, the faculty member shall submit an RTP File the next year in accordance with the recommendation.<sup>3</sup>

The Provost, as the President’s designee, will state as part of his/her decision letter, whether as a result of any reviewing level’s determination, a probationary faculty member must submit an RTP file in the third or fifth year.

In years not subject to RTP Review – “off-years” -- the collective bargaining agreement and university policy nevertheless require that probationary faculty receive feedback on their performance. The procedure for doing this is Periodic Review, as described by the CBA.<sup>4</sup> In order to implement this requirement for the 2007-2008 academic year, colleges and schools must promptly develop procedures for conducting off-year Periodic Reviews

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<sup>1</sup> APM 325.

<sup>2</sup> *Id.* at § IV.A.1.

<sup>3</sup> *Id.* at IV.A.1.a.

<sup>4</sup> CBA at 15.25, 15.26.

of probationary faculty. The following is a list of elements that must be addressed in such procedures to comply with the CBA and campus policy.

- (1) Each college/school is to develop procedures for Periodic Review of probationary faculty. The procedures must be approved by the President. For probationary faculty members who teach, the procedures must include, without limitation, student ratings of teaching performance, peer reviews, and administrative reviews, and must require submission of an updated curriculum vita.<sup>5</sup> Non-instructional faculty such as librarians and SSP-ARs shall substitute professional effectiveness in their assigned responsibilities for the scholarship of teaching.
- (2) Periodic Reviews of probationary faculty are to be conducted by the department peer review committee and the college/school dean. If the department chair does not participate in the department peer review committee, s/he may make separate recommendations as part of the Periodic Review process.<sup>6</sup>
- (3) The result of each stage of the Periodic Review process shall be a written statement and rationale. The probationary faculty member shall be provided a copy. The written statement and rationale produced at each stage shall be placed in the faculty member's Open Personnel File in accordance with CBA Article 11, Personnel Files.<sup>7</sup>

### **Procedural Guidelines**

These guidelines address off-year Periodic Review procedures for probationary faculty only. They are not intended to apply to periodic evaluation of tenured faculty, which is governed by the university policy on Periodic Evaluation of Tenured Faculty, APM 328.

The President will approve college and school Periodic Review procedures based on consideration of (1) their compliance with requirements of the CBA and university policy, and (2) their fairness as measured by their consistency with procedures in other colleges and schools. Procedures that conform to the following guidelines will satisfy both considerations.

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<sup>5</sup> CBA at 15.19, 15.27; APM 325 at IV.A.1.c.(2).

<sup>6</sup> CBA at 15.27, APM 325 at IV.A.1.c.(1).

<sup>7</sup> CBA at 15.20 and 15.28; APM 325 at IV.A.1.c.(3).

## Procedures for Periodic Review of Probationary Faculty

### Name of College or School

1. The college or school will adhere to timelines for Periodic Review of probationary faculty as specified each year in the Academic Personnel Calendar.
2. Periodic Reviews of probationary faculty shall be conducted by the department peer review committee that conducts RTP Reviews, which shall be elected in accordance with the Policy on Retention and Tenure, APM 325.
3. The department chair may elect to participate as a member of the department peer review committee or submit separate assessments. The department chair's election for the purpose of RTP Reviews shall be binding with respect to Periodic Review of probationary faculty members. If the department chair will act separately on RTP and Periodic Reviews, s/he shall not participate in deliberations or attend meetings of the departmental peer review committee. If the chair does not elect to act separately, s/he may participate as a member of the department peer review committee.

### **Department Level**

4. On or before the date specified in the Academic Personnel Calendar, probationary faculty members who are subject to Periodic Review shall submit a summary file to the department peer review committee. The summary file shall consist of the following:
  - a. Updated curriculum vitae (it is recommended that each college or school agree on a standard format);
  - b. For faculty with teaching responsibilities, a report of his/her teaching performance for the immediately preceding academic year, including:
    - i. The summary reports of Student Ratings of Teaching Performance for each course and section taught during the immediately preceding year, presented in the same format expected when submitting an RTP File; and
    - ii. Peer Evaluations of Instruction conducted during the immediately preceding academic year, presented in the same format expected when submitting an RTP File;
  - c. A set of tables listing the requirements of the faculty member's approved Probationary Plan, annotated to show progress-to-date on each requirement. This set of tables should be adapted from the attached sample, and shall include, without limitation:

- i. For probationary faculty who teach, a compilation of data sufficient to assess whether the faculty member is establishing a pattern of teaching effectiveness that meets the standards of his/her Probationary Plan, including:
  - 1. Data from summary reports of Student Ratings received in all courses and sections taught since appointment to a probationary faculty position at this university; and
  - 2. Summary data from Peer Evaluations received since appointment to a probationary faculty position at this university;
- ii. Non-instructional faculty such as librarians and SSP-ARs shall substitute professional effectiveness in their assigned responsibilities for the scholarship of teaching;
- iii. A compilation of data sufficient to assess progress on requirements under the Professional Development, Research, and Scholarly Activities section of the Probationary Plan; and
- iv. A compilation of data sufficient to assess progress on requirements under the University and Community Service section of the Probationary Plan.

The sample set of tables mentioned above will be posted as a template on the Academic Personnel Services website ([www.csufresno.edu/aps](http://www.csufresno.edu/aps)). Use of this set of tables is also recommended for RTP Reviews.

- 5. Other than the materials specified in Paragraph 4, no other documentation shall be requested or required.
- 6. The department peer review committee shall review the probationary faculty member's summary file and produce a written Report of Periodic Review on the form provided by Academic Personnel Services (see attached). The Report shall briefly set forth the committee's assessment of the faculty member's progress toward tenure, with supporting rationale. A copy of the Report of Periodic Review shall be provided to the faculty member on or before the due date specified by the Academic Personnel Calendar.
- 7. The probationary faculty member may submit a response or rebuttal to the Report of Periodic Review within seven (7) calendar days after its issuance. The rebuttal or response shall not exceed one typewritten page, and shall be submitted directly to the chair of the peer review committee.
- 8. The department peer review committee shall forward the following materials to the department chair on the due date specified by the Academic Personnel Calendar:
  - a. The faculty member's summary file;
  - b. The department peer review committee's Report of Periodic Review; and
  - c. The faculty member's response or rebuttal, if any.

9. If the department chair has elected to write a separate assessment, s/he shall review the forwarded materials and produce a Report of Periodic Review on the form provided by Academic Personnel Services (see attached). The Report shall briefly set forth the department chair's assessment of the faculty member's progress toward tenure, with supporting rationale. A copy of the department chair's Report shall be forwarded to the faculty member on date specified by the Academic Personnel Calendar.
10. The probationary faculty member may submit a response or rebuttal to the department chair's Report of Periodic Review within seven (7) calendar days after its issuance. The rebuttal or response shall not exceed one typewritten page in length, and shall be submitted directly to the department chair.
11. The department chair shall forward the following materials to the dean on the due date specified by the Academic Personnel Calendar:
  - a. The faculty member's summary file;
  - b. The department peer review committee's Report of Periodic Review;
  - c. The faculty member's response or rebuttal, if any;
  - d. The department chair's Report of Periodic Review, if applicable; and
  - e. The faculty member's response or rebuttal to the department chair, if any.

### **College or School Level**

12. The dean shall review the forwarded materials and produce a written Report of Periodic Review on the form provided by Academic Personnel Services (see attached). The Report shall briefly set forth the dean's assessment of the faculty member's progress toward tenure, with supporting rationale. A copy of the dean's Report of Periodic Review shall be transmitted to the faculty member on or before the due date specified by the Academic Personnel Calendar.
13. The probationary faculty member may submit a response or rebuttal to the dean's Report of Periodic Review within seven (7) calendar days after its issuance. The rebuttal or response shall not exceed one typewritten page in length, and shall be submitted to the dean's office.
14. On or before the due date specified by the Academic Personnel Calendar a copy of the following materials shall be provided to Academic Personnel Services, and the following original materials shall be placed in the faculty member's Open Personnel File in accordance with CBA Article 11, Personnel Files:
  - a. The faculty member's summary file;
  - b. The department peer review committee's Report of Periodic Review;
  - c. The faculty member's response or rebuttal, if any;
  - d. The department chair's Report of Periodic Review, if applicable;

- e. The faculty member's response or rebuttal to the department chair, if any;
  - f. The dean's Report of Periodic Review; and
  - g. The faculty member's response or rebuttal, if any.
15. In years in which a probationary faculty member is subject to RTP Review, all materials from prior Periodic Reviews (as listed in paragraph 14) shall be included in the appropriate section the RTP File.

SAMPLE SET OF TABLES FOLLOWS

SAMPLE TABLES FOR  
OFF-YEAR PERIODIC REVIEW  
OF PROBATIONARY FACULTY

**NOTE:** Each College/School should modify these sample tables to reflect typical probationary plans used in the respective College or School. Probationary faculty members will need to further modify the College/School sample to reflect the expectations of their individual plans.

It is strongly recommended that, in addition to using these tables for off-year review, probationary faculty should also update them and incorporate them in their regular RTP binders as summary pages at the front of the appropriate major sections.

## **TEACHING EFFECTIVENESS**

### **Scholarship of Teaching**

Department Standards and Expectations

#### Student Ratings:

*Cut and paste the expected standard from approved probationary plan (e.g. The department will conduct student evaluations in all courses taught by Dr. X and it is expected that the overall scores will be at or above the college-wide standard for student evaluations during the probationary period. The minimum college-wide standard is an overall score of at least 4.0 on a 5 point scale, or at least 5.6 on a 7 point scale. This is the standard of measure determined to be satisfactory by the faculty members of the Forestry Department.*

**Example** (List in Reverse Chronological Order (Most recent year first))

<b>Semester and Year Taught</b>	<b>Course</b>	<b>Prob. Plan Standard</b>	<b>Faculty Mean</b>	<b>Number of Students in course</b>	<b>Number of Respondents</b>
Fall 2005	HHS 10	4.0	4.71	25	25
Fall 2005	HHS 21	4.0	4.50	58	58
Fall 2005	HHS 21L	4.0	4.72	10	10
Spring 2006	HHS 10	4.0	4.60	30	30
Spring 2006	HHS 54	4.0	4.7	58	58
Fall 2004	HHS 10	4.0	4.51	40	40
Fall 2004	HHS 21	4.0	4.24	55	55
Fall 2004	HHS 21L	4.0	4.54	11	11
Spring 2005	HHS 10	4.0	4.80	25	25
Spring 2005	HHS 54	4.0	4.24	40	40

Peer Evaluations:

*Cut and paste expected standard from approved probationary plan.*

**Example:**

<b>Semester and Year Taught</b>	<b>Course</b>	<b>Name of Evaluator</b>	<b>Date of Evaluation</b>
Fall 2005	HHS 10		
Fall 2005	HHS 21		
Fall 2005	HHS 21L		
Spring 2006	HHS 10		
Spring 2006	HHS 54		
Fall 2004	HHS 10		
Fall 2004	HHS 21		
Fall 2004	HHS 21L		
Spring 2005	HHS 10		
Spring 2005	HHS 54		

Student Advising:

*Cut and paste expected standard from approved probationary plan.*

<b>Semester and Year</b>	<b># of Undergrad Advisees</b>	<b># Graduate Advisees</b>	<b>Total # Visits</b>	<b># Project/ Thesis Chair or Member</b>	<b>Is Log Up-to-Date?</b>

Non-Instructional Assignments:

*Insert expectations or cut and paste them from approved probationary plan.*

<b>Semester and Year</b>	<b>Brief Description of Assignment</b>	<b>Assigned Time/ WTUs Allocated</b>

## PROFESSIONAL GROWTH, SCHOLARLY, AND CREATIVE ACTIVITIES

### The Scholarship of Discovery

Department Standards and Expectations

#### **Publications**

*Cut and paste expected standard from approved probationary plan.*

#### Refereed Professional Scholarly Journals/Books

<b>Date Published or Status</b>	<b>Author/s</b>	<b>If Joint Publication, is Candidate First Author?</b>	<b>Journal/Book Name, Volume, Page #s (if applicable)</b>	<b>Title</b>

#### Recognized Scholarly Journals or Books

<b>Date Published or Status</b>	<b>Author/s</b>	<b>If Joint Publication, is Candidate First Author?</b>	<b>Journal /Book Name, Volume, Page #s (if applicable)</b>	<b>Title</b>

#### Other Creative or Scholarly Work as Specified in Probationary Plan

<b>Date</b>	<b>Type of Scholarly/ Creative Work</b>	<b>Author/s</b>	<b>Description</b>

**Professional Presentations**

*Cut and paste expected standard from approved probationary plan.*

<b>Presentation Date</b>	<b>Presenter/s</b>	<b>International, National, or State</b>	<b>Title</b>

**Grant Writing**

*Cut and paste expected standard from approved probationary plan.*

<b>Grant Title</b>	<b>Funding Agency</b>	<b>University or College Center Affiliation</b>	<b>Role of Faculty (P.I., wrote, implemented)</b>	<b>Amount Requested</b>	<b>Private, State or National</b>	<b>Proposal Funded?</b>

**Professional Awards**

*Cut and paste expected standard from approved probationary plan.*

<b>Date Awarded</b>	<b>Award Name</b>	<b>Awarding Agency</b>	<b>International, National, State or Local</b>

## **The Scholarship of Application**

### Department Standards and Expectations

#### **Collaboration**

*Cut and paste expected standard from approved probationary plan.*

<b>Dates of Involvement or Commitment</b>	<b>Project/Program Name</b>	<b>Collaborating Agency</b>	<b>Responsibilities</b>

#### **New Courses/Curriculum Development**

*Cut and paste expected standard from approved probationary plan.*

<b>Date Proposed</b>	<b>Subject &amp; Number of Course Designed</b>	<b>Date Approved</b>	<b>Semester taught</b>

#### **Professional Experiences**

*Cut and paste expected standard from approved probationary plan.*

<b>Date of Experience</b>	<b>Description</b>	<b>Integrated into Course Requirements</b>

## PROFESSIONAL DEVELOPMENT

### Professional Affiliations

*Cut and paste expected standard from approved probationary plan.*

Professional Affiliation	Dates of Membership	Responsibilities

### Professional Growth

*Cut and paste expected standard from approved probationary plan.*

Date Attended	Description of Professional Development Activity (Meeting, Seminars, Workshops, Conferences etc)

## UNIVERSITY AND COMMUNITY SERVICE

### Faculty Committees

*Cut and paste expected standard from approved probationary plan.*

Year/s and Semester/s Served on Committee	Level (Dept, College or University)	Name of Committee	Responsibilities/Position

### Community Service

*Cut and paste expected standard from approved probationary plan.*

Date of Project	Community Service Project or Organization	Is Project Related to Candidate's Educational Background and Professional Discipline?	Responsibilities

### Collegial and Collaborative Relations

*Cut and paste expected standard from approved probationary plan.*

Description of Collaborative Project/Collegial Practice