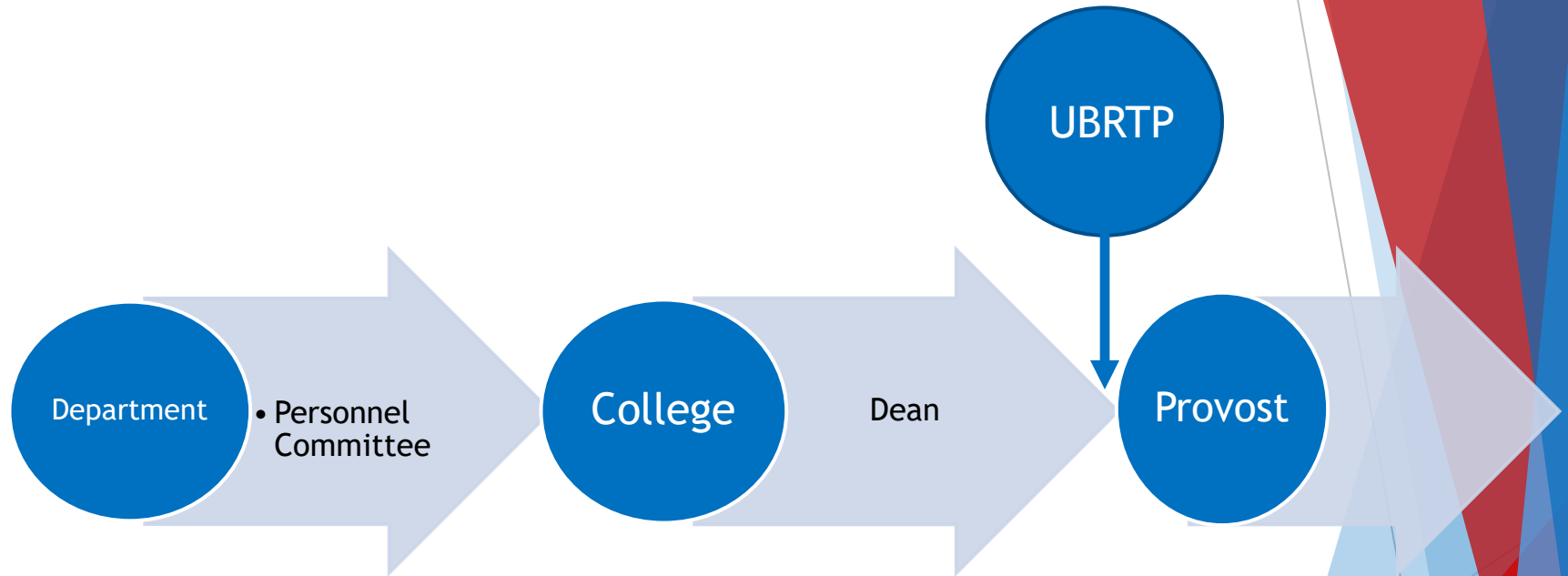




Probation to Promotion

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Overview of Process



Your Roadmap to Tenure

Probationary Year	Year	No Service Credit	1 Year Service Credit	2 Years Service Credit
1	2022-23	Probationary Plan	Probationary Plan	Probationary Plan
2	2023-24	Full	Full	Full
3	2024-25	Off-Year or Full	Off-Year or Full	Off-Year or Full
4	2025-26	Full	Full	Full
5	2026-27	Off-Year or Full	Full	
6	2027-28	Full		

Calendars

- ▶ Faculty Affairs Calendars
 - ▶ <https://academics.fresnostate.edu/facultyaffairs/calendars/index.html>
- ▶ By Review Year / Type or All

Probationary Plan (APM 324)

It is the position of California State University, Fresno that the professional career of a faculty member should be one of continuing professional growth. The purpose of probationary plans is to communicate the standards, criteria and expectations of the *department, college/school, and university* during the probationary process and to provide *clear, consistent, supportive, accurate, and dependable communication* to the probationary faculty member.

Criteria for Retention, Tenure and Promotion (APM 325)

- ▶ Teaching / Professional Effectiveness
 - ▶ Teaching Effectiveness - Department
 - ▶ Student Ratings
 - ▶ Peer Evaluations
 - ▶ Profession Effectiveness
 - ▶ Quality of work
 - ▶ Judgment
 - ▶ Ability to initiate and complete projects
 - ▶ Effectiveness of interactions with faculty and students
- ▶ Research / Scholarly / Creative Activity
- ▶ Service
 - ▶ Department / College
 - ▶ University
 - ▶ Community

Reviewers / Review Committees

- ▶ 325 IV. A. 2.
- ▶ The candidate, the chair of the personnel committee, and the appropriate administrators are responsible to assure that the procedures and established timelines are followed.
- ▶ All deliberations of consultative bodies on individual personnel cases shall be conducted in executive session and remain confidential as provided by law. **Violations of this confidentiality are considered unprofessional conduct and grounds for disciplinary action.**
- ▶ Only individuals authorized by university policy to discuss clarifications of evidence or recommendations with higher level committees or appropriate administrators may do so. Such discussions shall only occur in the presence of the assembled peer review committee or appropriate administrator. Such discussions shall only occur at the request of a peer review committee or appropriate administrator. Discussion of personnel cases outside of the committee setting is prohibited.

Reviewers / Review Committees

- ▶ Review Committees must be elected and membership must be a level above the ranks being reviewed.
- ▶ Note that no faculty who is applying for promotion can serve on a review committee
- ▶ Each review committee recommendation shall be approved by a simple majority of the membership of that committee present and voting
- ▶ Voting by proxy or by absentee ballot is prohibited. Only those committee members who are present and voting when the recommendations are made may sign the recommendation form

PAF vs. WPAF - (APM 323, CBA Article 11)

- ▶ PAF - Personnel Action File
 - ▶ Student Ratings / Peer Evaluations
 - ▶ Assigned time reports
 - ▶ Official letters or memos (5 day notice)
 - ▶ Other materials submitted by candidate

PAF vs. WPAF - (APM 323, CBA Article 11)

- ▶ WPAF - Working Personnel Action File. Items you place in the file to support your case for tenure and promotion as they relate to teaching, research and service. Your responsibility is to provide the materials to help reviewers make a decision.
 - ▶ Copy of approved probationary plan
 - ▶ A current CV
 - ▶ Research papers, projects, performances
 - ▶ Any letters or written comments that have been signed (students, colleagues or other individuals) to support case. Including items submitted to the PAF
 - ▶ All previous Retention and Tenure Forms including any written reasons
 - ▶ The Provost's final decision for each probationary year review
 - ▶ Inventory of items included

WPAF

	Include	Notes
Comments / Complaints	Only material identified by source may be placed in the WPAF.	Do not include unsigned comments from students. References to unnamed sources are prohibited
Previous Materials	Previous Inventory	
Off-Year Review Tables	Required: during OYR Optional for full reviews	See OYR formats for your College on our website
Summary of Student Ratings	See sample on website from link in case	

WPAF - Retention and Tenure

- ▶ A faculty member has the right to place any information into the WPAF that he/she/they feel is pertinent to the evaluation process.
- ▶ Should demonstrate progress toward completion of the probationary plan
- ▶ Materials evaluated under the categories of Professional Growth and Scholarly/Creative Activities (APM 325 section D. 2.) shall be completed after appointment to the university and must have the affiliation to California State University Fresno.
 - ▶ When work presented for evaluation was initiated prior to appointment to the university, the faculty member should include a statement indicating which part of the work was developed and/or completed after appointment. Faculty shall not be prohibited from including for consideration accomplishments and achievements that build upon previously conducted research (APM 325 IV. A. 10).
 - ▶ Discuss this with chair and mentor

Full Year of Off-Year Review

- ▶ Probationary faculty members hired without service credit shall submit a WPAF for evaluation in the second, fourth, and sixth probationary years.
- ▶ In academic years in which a probationary faculty member is not subject to RTP review, the probationary faculty member shall be subject to periodic evaluation (i.e., “off-year” reviews).
- ▶ As part of these regular evaluations, any 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 WPAF, it is determined that the faculty member is not making normal progress toward tenure. In such cases, the faculty member shall submit an WPAF the next year in accordance with the recommendation.

Off Year Review

- ▶ Periodic evaluation procedures shall be developed by each college/school and approved by the President after consideration of the recommendations of the appropriate faculty committee(s). Such procedures shall, for probationary faculty unit employees who teach, include, without limitation, student ratings of teaching performance, peer reviews, administrative reviews, and an updated curriculum vita.
- ▶ A written record of the periodic evaluation shall be placed in the probationary faculty member's Personnel Action File (PAF), and the probationary faculty member shall receive a copy.

Criteria for Reappointment

- ▶ The basis for a positive recommendation for reappointment to two additional probationary years (retention without tenure) is satisfactory progress toward the achievement of the criteria and standards:
 - ▶ Teaching / Professional Effectiveness
 - ▶ Scholarship of Application, Integration, and Discovery;
 - ▶ University and Community service,

As described below and as established in the Probationary Plan, including

- ▶ An established pattern of productive working relationships with peers and colleagues.

WPAF - Promotion

- ▶ A faculty member has the right to place any information into the WPAF that s/he feels is pertinent to the evaluation process. Primary consideration will be given to performance since the initial appointment or last promotion at this University. (APM 327 V.A 9)
- ▶ The period of review shall be the period since the faculty member's last promotion or, in the case of those with an initial appointment at the Associate rank, the period from initial appointment on this campus. 15 The candidate's cumulative contributions to the university and the profession will be considered in order to assess contributions to the discipline. A comprehensive vita should be included in the WPAF to fully document the candidate's entire academic career. (APM 327 III.A)

Tenure (APM 325, CBA 13.14)

- ▶ “Tenure” refers to the right of a faculty member awarded tenure at this campus to continued permanent employment at this campus as a faculty member except when such employment is voluntarily terminated or terminated by the employer pursuant to the collective bargaining agreement or law.

WPAF - Promotion

- ▶ Promotion shall be based solely upon a positive assessment of the overall quality of performance and achievement in Teaching / Professional Effectiveness; the Scholarship of Discovery, Application, and Integration; and in University and Community Service; including an established pattern of productive working relationships with peers and colleagues as demonstrated through the evidence presented in the candidate's Working Personnel Action File (WPAF).
- ▶ Only achievements while a probationary faculty member at this university shall be considered for promotion to Associate Librarian.

WPAF - Promotion to Professor

- ▶ For promotion to the rank of Full, primary consideration will be given to performance since the initial appointment or last promotion at this University.
 - ▶ Strong record of Teaching / Professional Effectiveness(essential but not sufficient) - The successful candidate for promotion will also provide evidence that his/her/their teaching has matured over the course of his/her/their
 - ▶ Professional growth and scholarly/creative activity - This expectation could be met, in part, by demonstrated leadership in their professional communities— but leadership alone cannot serve as the sole substitute for the significant research, scholarship, or artistic productivity that defines distinction in the discipline.
 - ▶ University and public service - show substantial evidence of increasing leadership responsibilities at both the department and college/school levels. Significant university-wide service is also expected, though equivalent community service may be considered an acceptable alternative.

Promotion to Full Professor / Librarian

- ▶ Promotion is not a right nor solely a reward for past accomplishments. Promotion to Full Professor / Librarian is based upon evidence that there is a high probability that the faculty member will assume increased responsibilities and leadership in the higher ranks
- ▶ The faculty member's teaching / professional effectiveness, scholarship, and service should demonstrate broadly-recognized, well-established distinction in his/her discipline. The standards for promotion will be sustained activity and quality contributions.

Creating Your Case

- ▶ Required forms - application, tables,
- ▶ CV
- ▶ Organization
- ▶ The “backbone” of your “story” includes documentation and narratives
- ▶ Narratives can provide context and additional information
 - ▶ Professional Effectiveness - what did you do that was innovative, what did you learn, opportunity to highlight what makes you stand out
 - ▶ Scholarship / Application - highlight your impact - journal/venue/ show prestige, citations, practical impact, recognition, awards
 - ▶ Service - how did you contribute

At Every Level of Review

- ▶ Notification of Recommendation (5 days prior to placement in the WPAF)
- ▶ Within 5 days of notification, the candidate may request a meeting with the recommending person or group
 - ▶ Meeting must take place within 10 days of the request
- ▶ Within 10 days of notification, candidates may submit a response/rebuttal to the recommendation
- ▶ APM 323 - Included in WPAF: Statements made by peer review committees shall indicate the author, the committee, the campus office, or the name of the officially authorized body generating the material.

Late additions to the WPAF

- ▶ (a) Material was not accessible prior to the deadline, and
- ▶ (b) subject to approval for insertion by the University Board on Retention, Tenure and Promotion (UBRTP)
 - ▶ At any time prior to the Provost's decision, faculty submitting additional materials must initially submit the request to the Office of Faculty Affairs for routing
- ▶ This provision does not affect requests for additional information or clarification from committees or administrators, recommendations, reasons, responses, etc., placed in the WPAF pursuant to university procedures in the normal course of the RTP process.

Early Tenure / Promotion

- ▶ Faculty members seeking early tenure must provide evidence of sustained excellent performance in all three areas: Teaching / Professional Effectiveness; The Scholarship of Application, Integration, and Discovery; and university and community service, as described above.
 - ▶ Does not mean that you accomplished your probationary plan early.
 - ▶ Not receiving early tenure does not mean that you will not receive tenure on a regular clock

Questions?



Thank you!!!